

# 2024 Specialty Crop Block Grant Program - Farm Bill

Idaho State Department of Agriculture

# **OVERVIEW**

- Specialty Crop Definition
- Eligible Entities
- Eligible Grant Projects
- Application Procedures
  - Overview of Application, Application documents and Outcome Measures and Performance Indicators
- Administration of Grants
- Allowable Costs
- Restrictions and Limitations on Grant Funds
- Selection and Scoring Criteria
- Post-Award Management
- Reporting Requirements
- Distribution of Funds



# WHAT IS A SPECIALTY CROP?

- USDA defines a Specialty Crop as the following:
- 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."

# ELIGIBLE ENTITIES

- Non-Profit Organizations
- Local, State, and Federal Government Entities
- Universities
- For-Profit Organizations

# ELIGIBLE GRANT PROJECTS

- Enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets
- Grant funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual.
- Completed between Fall of 2024 (date of fully executed disbursement agreement) and September 29, 2026
- No minimum or maximum funding limits. Grant awards have ranged between \$10,000-\$544,000. Average in 2023: \$116,153
- No matching funds required.



# ELIGIBLE GRANT PROJECTS (CONT.)

#### **Examples of project areas include the following:**

- Increasing child and adult nutrition knowledge and consumption of specialty crops
- Pest and disease control
- Sustainability
- Enhancing food safety
- Developing new and improved seed varieties and specialty crops
- Improving efficiency and reducing costs of distribution systems
- Improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act (21 U.S.C. Chapter 27), for example, developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-share arrangements for funding audits of such systems (including USDA GroupGAP) for small farmers, packers and processors
- Investing in specialty crop research, including research to focus on conservation and environmental outcomes
- Marketing in domestic and foreign markets



# ELIGIBLE GRANT PROJECTS (CONT.)

- Each application should be limited to a single project.
- Each applicant may submit up to FOUR applications.
- If submitting more than one application, specify the priority of projects.



# APPLICATION PROCEDURES & DEADLINE

Applications must be emailed no later than

**February 1, 2024** 

Submit complete application packets to:

Brenden.Meyet@isda.Idaho.gov

Any applications received after February 1 will not be considered for funding.



# GETTING STARTED

#### www.agri.idaho.gov/scbg

#### 2024 Specialty Crop Grant Application Materials

- 2024 SCBG Application
- 2024 Specialty Crop Block Grant Application Guidelines
- 2024 Application Information Sheet (Exhibit A)
- 2024 Application Outcome Measures and Indicators
  - Sales is a MANDATORY measure for all marketing and promotion projects. Any projects using Outcome 1, MUST include Indicator 1.5
- 2024 Application Checklist
- Register with SAM.gov
- 2023 SCBG Application Webinar Presentation
- 2023 SCBG Application Webinar Recording



# APPLICATION GUIDELINES

2024 Specialty Crop Block Grant Program - Farm Bill

**Application Guidelines** 



Idaho State Department of Agriculture

#### Table of Contents

I. Introduction2
IL Eligible Entities2
III. Eligible Grant Projects
IV. Application Procedures and Requirements
V. Administration of Grants
VI. Allowable Costs
VII. Restrictions and Limitations on Grant Funds
VIII. Selection and Scoring Criteria
DC. Subrecipient Monitoring for Pass-Through Entities
X. Post-Award Management
XI. Reporting Requirements
XII. Request for Payment
XIII. Records Retention
XIV. ISDA Specialty Crop Block Grant Contacts
Appendix A: List of Selected Costs Contained in OMB Cost Principles Regulations



# APPLICATION PROCEDURES & REQUIREMENTS

Must directly fill out the Application in 11 or 12 pitch

- Application package MUST use the templates and include:
  - Application
  - Application Information Sheet (Exhibit A)
  - Letters of Support (optional but highly encouraged)

 Any other additional material or pages will be discarded and not included in the review process



# APPLICATION PROCEDURES & REQUIREMENTS

### **Application Sections**

- ➤Organization Detail
- ➤ Project Title
- ➤ Duration of Project
  - ➤ Start date suggest Nov 1, 2024
- ➤ Project Partner and Summary
- ➤ Project Purpose
- > External Project Support
- > Expected Measurable Outcomes
- **≻**Budget Narrative



Please fill out as thoroughly as possible, directly in the space provided. Each applicant may submit up to four applications

<b>DEADLINE</b> for submitting application is <b>Thursday</b> , <b>February 1</b> , <b>2024</b> . The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. Type answers into space provided. Limit is fifteen (15) pages or less (not including application cover sheet or letters of support).				
ORGANIZATION DETAIL				
Organization Name:				
Project Contact Name:				
Mailing Address:				
Phone:				
Email:				
PROJECT TITLE				
Provide a descriptive project title in 15 w	ords or less			
DURATION OF PROJECT				
Start Date:	End Date:			
PROJECT PARTNER AND SU	MMARY			
Include a project summary of <u>Z50</u> words possible) description of your project. A Pr	or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if oject Summary includes:			
<ol> <li>The name of the applicant orga department of agriculture to le.</li> </ol>	nization that if awarded a grant will establish an agreement or contractual relationship with the State ad and execute the project.			
	les, and expected outcomes and is to be completed during the project period to fulfill this goal.			
FOR EXAMPLE:	e harmful effects of potato virus Y (PVY) by devising a plan to survey all seed			

potato lots that undergo winter testing for prevalence of PVY, eliminating the lots containing PVY from the potato seed system, and disseminating results to stakeholders through grower meetings and field day:

# PROJECT TITLE

The Project Title needs to be 15 words or <u>less</u>



# DURATION OF PROJECT

 Duration of Project is a maximum of two years (11/1/2024 thru 9/29/2026)

• If the Project must go beyond two years to satisfy completion, there is a grant extension process through ISDA that allows for a maximum extension of 9-months (up to 6/30/2027)



# PROJECT SUMMARY

- Include a Project Summary of 250 words or less **suitable for dissemination to the public**. A Project Summary provides a very brief description of your project. A Project Summary includes:
  - The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with ISDA to lead and execute the project
  - The project's purpose, deliverables and expected outcomes and
  - A description of the general tasks to be completed during the project period to fulfill this goal



# PROJECT PURPOSE

Clearly state the purpose of the project by providing the specific:

- Issue, Problem or Need the Project will address
- List of Objectives that the Project hopes to Achieve
- Objectives are different than measurable outcomes
- Project Beneficiaries
- Statement Enhancing Specialty Crops
- Continuation Project Information
- Other Support from Federal or State Grant Programs

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS				
PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE				
Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.  Objective 1:				
Objective 2:				
Objective 3:				
Objective 4:				
Add other objectives as necessary				
PROJECT BENEFICIARIES				
Estimate the number of project beneficiaries: Enter the Number of Beneficiaries				
Does this project directly benefit underserved farmers as defined in the RFA? (Definition of underserved farmer: 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)				
Yes □ No □				
Does this project directly benefit beginning farmers as defined in the RFA? (Definition of beginning farmer - an individual or entity who has not operated a farm or ranch for more than 10 years and substantially participates in the operation.)				
Yes   No				

# **OBJECTIVES**

### Statement Enhancing Specialty Crops

By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at

www.ams.usda.gov/services/grants/scbgp



# OBJECTIVES CONT.

<u>Continuation Project Information</u>: (only applicable if this is a continuing project. If so, must answer the following):

- How will the project differ from and build on previous efforts
  - Include previous project titles and grant agreement numbers (taken from previous Disbursement Agreements) EXAMPLE: Re-investing in digital communication in an increasingly virtual world 21SCBPID1086-00
- Provide a summary (3-5 sentences) of the outcomes of previous efforts
- Provide lessons learned on potential project improvements
- Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds



# OBJECTIVES CONT.

### Other Support From Federal or State Grant Programs

- Must indicate whether you submitted the project to a Federal or State grant program other than the SCBGP.
- If receiving or will potentially receive funds from another federal or state program, must identify the program and describe how this project differs from or supplements the other grant program's efforts.



# EXTERNAL PROJECT SUPPORT

- Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).
  - Summarize the content from the letters of support any letters of support are NOT submitted to USDA
- Attach letters of support as separate documents- these are not required, but *highly encouraged*



# EXPECTED MEASURABLE OUTCOMES

### **Outcome Measures:**

- You must choose at least one of the seven outcomes measures (preferably 1-2)
  listed in the SCBGP Performance Measures
  - Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops
     Outcome 2: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
     Outcome 3: Increase Food Safety Knowledge and Processes
     Outcome 4: Improve Pest and Disease Control Processes
     Outcome 5: Develop New Seed Varieties and Specialty Crops
     Outcome 6: Expand Specialty Crop Research and Development
     Outcome 7: Improve Environmental Sustainability of Specialty Crops
- Unlikely, but there is a miscellaneous outcome measure requires USDA approval for use
- Please note, the outcome measures are the same as the 2022 and 2023 Farm Bill SCBG grants.



You must also choose at least one <u>outcome indicator</u> for each outcome measure

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<u>Cut, Paste and Fill in the blanks – at least one Indicator per outcome – delete the ones not used. Example for Outcome 1:</u>

### Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops 1.1 Total number of consumers who gained knowledge about specialty crops . 1.1a Adults . 1.1b Children . 1.2 Total number of consumers who consumed more specialty crops . 1.2a Adults . 1.2b Children . 1.3 Number of additional specialty crop customers counted . 1.4 Number of additional business transactions executed \_\_\_\_. 1.5 Increased sales measured in: 1.5a Dollars . 1.5b Percent change . 1.5c Combination of volume and average price as a result of enhanced marketing activities .



<u>Cut, Paste and Fill in the blanks – at least one Indicator per outcome – delete the ones not used. Example for Outcome 4:</u>

Outcome 4: Improve Pest and Disease Control Processes
4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases
4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations
4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases
4.3a the number of additional acres managed using integrated pest management
4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases
4.5 Total number of producers/processors that enhanced or maintained pest and disease control practices Of those, the number that reported:
4.5a Reduction in product lost to pest and diseases
4.5b Improved crop quality
4.5c Reduction in labor costs
4.5d Reduction in pesticide use
4.6 Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by:
4.6a Improving speed
4.6b Improving reliability
4.6c Expanding capability
4.6d Increasing testing (i.e. survey work for pests)



- Data collection explain how you will collect the required data to report on the outcome and indicator selected
- Be specific
- If you select it, you MUST track it

# **BUDGET NARRATIVE**

### Budget summary entered directly into the application

#### BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. Applicants should review the Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities prior to developing their budget narrative.

Budget Summary				
Expense Category	Funds Requested			
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Total Budge	t			



Make sure you fill out budget categories as detailed as possible. This
is the section where you actually describe what you are going to do.

#### Justifications:

• For the budget categories of Personnel, Travel, Equipment, Supplies, Contractual, and Other, justifications are required. Be sure and fill out the justification section as fully as possible.



#### Personnel-

Include each position's title, % FTE, corresponding salary (or hourly wage and estimated hours to be worked), and total funds requested.

#### Example:

Personnel (\$11,800)

A Project Manager, Jane Smith, will provide oversight and lead research activities. 20% FTE will be focused on the project. Annual salary is \$50,000.  $$50,000 \times .2 = $10,000$ 

Undergraduate student labor will be utilized to process laboratory samples: \$9.00/hr x 200 hrs = \$1800

If you already know the name of the individuals performing the job please include it.



### **Fringe Benefits-**

Include the name/title, fringe benefit rate, and funds requested.

### Example:

Fringe (\$3,860) The Project Manager's fringe benefit rate is 35%  $$10,000 \times .35 = $3500$ 

The Undergraduate student fringe rate is 20%  $$1800 \times .2 = $360$ 

### <u>Travel-</u>

- Trip Destination
- Type of Expense (airfare, car, hotel, meals, mileage, etc)
- Unit of Measure
- Number of Units
- Cost per Unit
- Number of Travelers Claiming the Expense
- Funds Requested

All travel must comply with State of Idaho regulations.



### Travel-

Example:

Travel (\$718)

The Project Manager and field assistant will travel from Moscow to test plots in Parma. The trip will be approximately 3 days in length.

Per trip Costs:

Ground Transportation: 600 miles x \$0.655/mile = \$393

Lodging: \$80 per night for 2 nights for 2

travelers = \$320

Meals: \$55 per day for 3 days for 2 travelers =

\$330

Total = \$1,043

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Moscow to Parma	Mileage	Miles	600	\$ 0.655	1	\$ 393.00
2		Hotel	Nights	2	\$ 80.00	2	\$ 320.00
3		Meals	Days	3	\$ 55.00	2	\$ 330.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Trav	el Subtotal: \$ 1,043.00						

#### Travel

- Must follow the State of Idaho Travel Policy on www.sco.idaho.gov
- Current mileage rate
  - \$0.655 per mile (\*as of January 1, 2023)
- Per diem schedule
  - Maximum \$55/day In-State
  - Meals are only provided when in official travel status. The per diem allowance will only be paid for travel outside a 50-mile radius of the employee's primary work location and for travel in excess of 12 hours, or includes an overnight stay.
  - Only preauthorized travel is permitted



### **Equipment-**

If an item is over \$5000, it is considered equipment. Include the purpose and estimated costs of each item. This must only benefit specialty crops. Follow instructions closely on the application.

### **Supplies-**

Include an itemized list of supplies under \$5000, which includes the estimated dollar amount of each item and the total supply costs. Follow instructions closely on application. Be as specific as possible.



### **Contractual-**

- Provide a short description of the services each contract covers in the justification
- Indicate the Name/Organization, Hourly Rate/Flat Fee, and Funds Requested
- If your entire grant is contractual (i.e. a University is doing research for your commodity group)- then please breakdown each budget category under Contractual in the budget narrative



Entire budget allocated to contractual Example:

Budget Summary		
Expense Category	Funds Requested	
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual	\$175,000.00	
Other		
Total Budget	\$ 175,000	

#### CONTRACTUAL/CONSULTANT

# Name/Organization		Hourly Rate/Flat Rate	Funds Requested
1	University		\$175.000.00

#### ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	University		
	Personnel		
	Personnel 1: Jane Doe or replacement (Post- Doctoral Fellow); 50% FTE	\$55,000/vr @ 50% FTE @ 1 year	\$27,500
	Personnel 2: Pomology Orchard Manager, Research Aide (Being Hired)	\$34,320/yr @ 50% FTE @ 2 years	\$34,320
	Personnel 3: Pomology Laboratory Research Aide (Being Hired)	\$35,360/yr @ 25% FTE @ 2 years	\$17,680
	Personnel 4: one Part-time Employees	\$15/ <u>hr</u> @ 902.16 total <u>hrs</u> / @ 1 employee @ 2 years	\$13,532.40
	Personnel Total		\$93,032.40
	Fringe Benefits		
	Fringe benefits personnel 1: Jane Doe/Post-Doc	40.8%	\$11,220
	Fringe benefits personnel 2: Orchard Manager	40.8%	\$14,002.56
	Fringe benefits personnel 3: Research Aide	40.8%	\$7,213.44
	Part-time Employees	40.8%	\$5,521.22
	Fringe Benefit Total		\$37,957.22
	Travel		
	Trip 1: Travel to research orchards near Parma, Homedale, and Marsing using private vehicle (millage/gas charge)	5,500 miles @ 0.56/mile state rate	\$3,080
	Trip 2: Travel to research orchards farther than 50 miles from Parma—private vehicle mileage <u>are</u> not available	5,250 miles @ 0.56/mile state rate	\$2,940
	Trip 2: Travel to research orchards farther than 50 miles from Parma—Per Diem	32 @ \$17.15	\$548.80
	Trips 3, 4, 5, 6, 7: Professional Conferences—Airfare;	5 trips @ \$700	\$3,500
	Trips 3, 4, 5, 6, 7: Professional Conferences—Lodging	5 trips @ 3 nights @ \$120/night	\$1,800
	Travel Total		\$11,868.80
	Equipment		None
	Supplies		



#### PASS - THROUGH ENTITY DESIGNATION

By checking the box to the right, I confirm that my organization will be acting as a pass-through entity as defined by 2 CFR Part 200.74. If you need assistance in determining if your entity will be acting as a pass-through entity and whether you will have a Subrecipient or a Contractor for your project please review this checklist for guidance: https://osp.finance.harvard.edu/subrecipient-vs-contractor-guidance



# ALLOWABLE COSTS

- All costs must be associated with project activities that enhance the competitiveness of specialty crops.
- Reference Appendix A of the Application Guidelines (List of Selected Items of Cost Contained in OMB Cost Principles Regulations) to locate the principles applied in establishing the allowability or unallowability of specific items of cost.
- State and Local Governments and Indian Tribal Governments 2 CFR 225 (OMB Circular A-87). See Appendix B of the Guidelines, Unallowable and Allowable Costs for State Governments



## 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



# PURCHASING REQUIREMENTS

- Obtain three written bids for any expenditure of \$15,000.00 or more for software, other property, and a mix of goods and services; OR \$25,000 or more for services only
- A minimum of three bids is required
- Additional purchasing information can be found on Idaho's Division of Purchasing website <a href="https://purchasing.idaho.gov">https://purchasing.idaho.gov</a>
- This is mandatory even if the vendor is specified in the application

#### CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through.326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

See Idaho specific procurement standards at https://purchasing.idaho.gov/



## RESTRICTIONS & LIMITATIONS ON GRANT FUNDS

#### Specialty Crop Dollars **CANNOT** be used to:

- Fund political activities
- Develop or participate in lobbying activities (including costs of membership in organizations substantially engaged in lobbying)
- Purchase general purpose equipment, buildings, and land
  - Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the <u>prior approval</u> of ISDA and USDA and the item will only to be used to solely benefit the competitiveness of specialty crops.
  - Rental costs of buildings and equipment are allowable as direct costs



## **Project Quality and Soundness (30 points)**

- How clear is the purpose of the activity?
- How feasible and appropriate is the project?
- How well does the proposed activity address the specified issue?
- How capable are the project leaders and staff?
- What level of commitment to the project does the applicant demonstrate?
- How well does the project leverage available resources?
- Is the budget well justified and appropriate?



# Enhances the Competiveness of Idaho Specialty Crops (25 points)

- How effective will the project be at enhancing the competiveness of Idaho specialty crops?
- How relevant is the project to the Idaho specialty crop industry?
- How significant are the long-term benefits?
- How great is the need for the project?
- How well does it provide for identified industry priorities?



## Return on Investment (25 points)

- How great is the potential economic impact on Idaho?
- How well does the number of beneficiaries justify the amount of investment?
- How reasonable and achievable are the anticipated outcomes?



## **Measurable Outcomes (20 points)**

- Does the project include at least one measurable outcome?
- If marketing or promotion project, is sales dollars outcome specifically defined?
- How well does the proposed project allow the applicant to quantify and document the project benefits and outcomes?
- How significant is the outcome to the Idaho specialty crop industry?
- How clear, appropriate, and realistic are the goals and objectives?



## POST-AWARD MANAGEMENT

#### **Subrecipients must ensure they are:**

- Making adequate progress toward achieving the grant project's goals, objectives, and targets
- Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ISDA administrative requirements, and relevant Office of Management and Budget (OMB) circulars
- Aware of the requirements imposed upon them by Federal statutes and regulations
- In compliance with records retention and access requirements
- Using federal funds responsibly



# REPORTING REQUIREMENTS

### **Quarterly Financial Ledgers**

Due 20 days following the end of each quarter

## **Annual Report**

- Due November 15, 2025 and November 15, 2026 (if an extension granted, otherwise a final report will be due)
- MUST use the template on the ISDA website

#### **Final Report**

MUST use the template on the ISDA website



## PRIOR APPROVAL OR NOTIFICATION

#### Required for change in:

- Key Personnel
- Scope or Objectives
- Budget Changes (10% or more)
- Grant End Date

\*Refer to ISDA Specialty Crop Block Grant website for further instructions on submitting requests for prior approval



## DISTRIBUTION OF FUNDS

Expenditures will be reimbursed quarterly

- This is strictly a <u>reimbursement grant</u>
- Ledger submissions must include all supporting documentation needed to verify expenses
- ISDA must approve expenditures and documentation before disbursement is made
- Expenditures may not be incurred prior to the effective date of the contract
- All documentation must be submitted before final disbursement is made



# RESOURCES/CONTACT INFO

#### Website for complete documentation:

www.agri.idaho.gov/scbg

Ken Cameron

208-332-8537

Ken.Cameron@ISDA.Idaho.gov

Laura Johnson

208-332-8533

Laura.Johnson@ISDA.Idaho.gov

Thank you

