Michigan Department of Agriculture & Rural Development

2025 Specialty Crop Block Grant Terms & Conditions Webinar

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Specialty Crop Block Grant Program

Creating a Good Experience

- The audio lines are muted.
- Please type questions in the Chat.
- Questions will be answered at the end of the presentation.

Agenda

2025 SCBG - Provide an overview of the General Terms and Conditions

- Federal Terms/Conditions/Expectations
- Grant Agreement
- Reporting and Financials
- Questions & Answers

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The Grant Agreement

- The “General” Terms and Conditions are one provision incorporated in the Grant Agreement. Other provisions include 2 CFR §200, etc.
- Also included - the “Special Terms and Conditions” sections.
- Your award has a two-year grant period, unless otherwise provided flexibility by the Grants Program Team.

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General Terms - Procurement, Changes, Regulation Compliance

- Procurement: Transactions using funds from the grant to be conducted in a manner providing for maximum open and free competition.
  - 2 CFR § 200.317 through 2 CFR § 200.327

- Grant Changes: Proposed changes must obtain prior written approval from Grant Team, including budget changes of 20% or more.

- Regulation Compliance: All to comply with federal, state laws, and municipal ordinances/regulations.
  - Subrecipient Monitoring and Management

Record Retention

- Record Retention is seven years from the close-out date of the grant.

- USDA-Specialty Crop Block Grant Program - Farm Bill – September 30, 2024, through September 30, 2027, which is the end date of MDARD grant with USDA;

Federal Requirements

These federal requirements are all attachments to your grant agreement

- Non-Discrimination
- Unfair Labor Practices
- Liability Insurance
- Indemnification
- Use of Material
- Assignability
- Iran Sanctions Act
- Prevailing Wage
- Subcontracts
- Anti-Lobbying
- Conflict of Interest
- Cancellation
- Closeout
- Electronic Funds Transfer
- Freedom of Information

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Special Terms and Conditions

Statement of Work

- Objectives, Expected Measurable Outcomes/Indicators, and Data Collection

Budget

- Program Income – ex. income from fees for services performed, and registration fees
  - Must be used for allowable project costs

Payment and Reporting Schedule

- Funds will be disbursed electronically to the banking account listed in SIGMA
  - Documents necessary to send for reimbursement request
  - Sign up for an Electronic Payment Transfer vs paper check

Reporting

- Cost-Reimbursement
- Items needed for reporting:
  - Completed report - MiAgGrants
  - Invoice – submit MiAgGrants
  - Complete expense report – MiAgGrants
  - All supporting financials
    - Financials can be scanned to a PDF in one document (proof of payments = zero balance receipts/invoices, canceled checks)
    - Salaries can be from payroll software center or timesheets with supervisor signatures

Reporting

Grant Start Date:	November 1, 2025
Grant End Date:	October 31, 2027

Summary Report Date (optional/not required):	May 1, 2026
Payables Report Due Date:	September 15, 2026
Annual Report Due Date:	October 14, 2026
Final Report Due Date:	November 15, 2027

*Avoid having to report Payables by submitting timely

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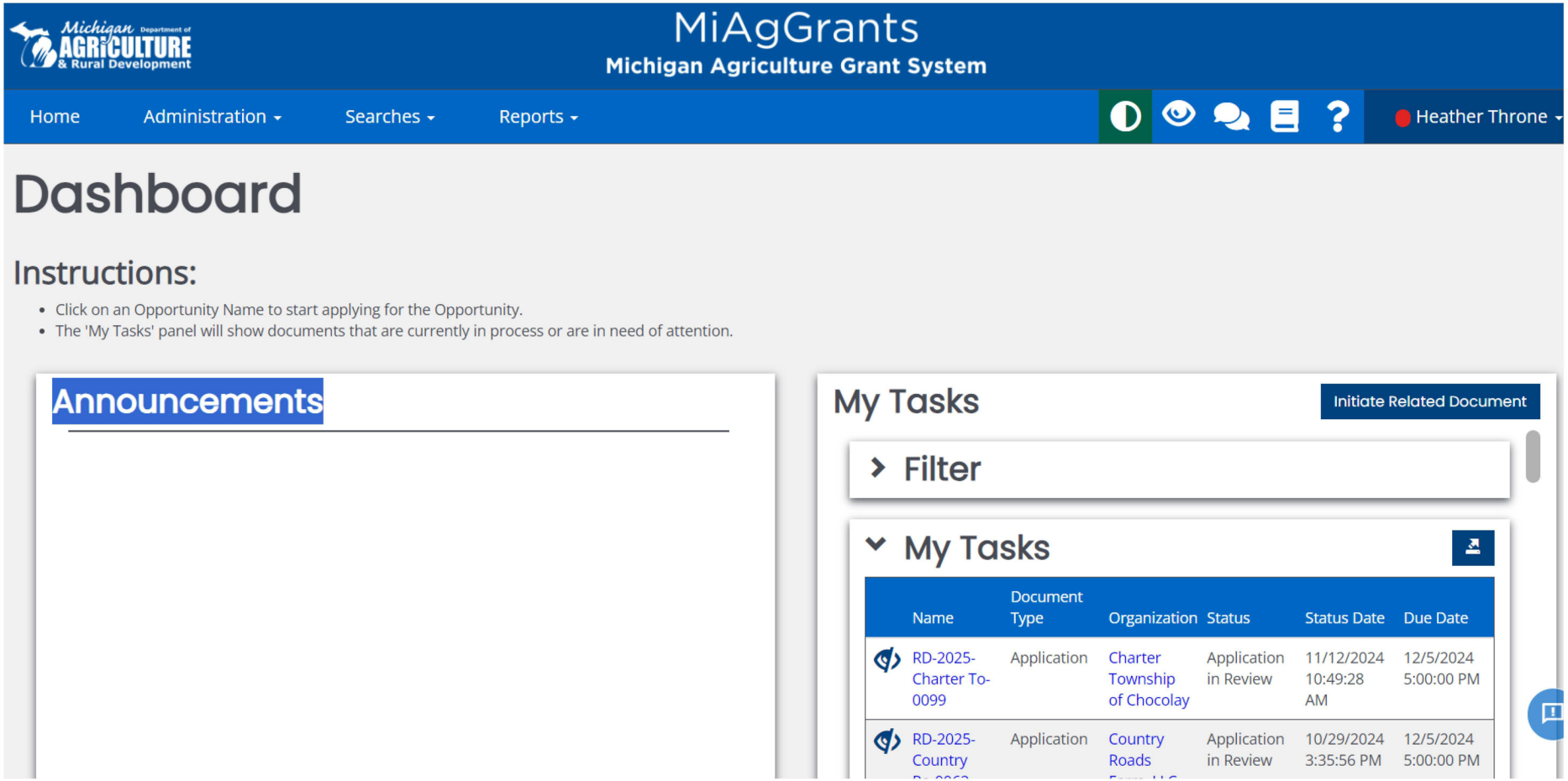
MiAgGrants Demo



Acknowledgment of Support

- 2 CFR § 415.2: must acknowledge USDA support in all written, audio, and video materials.
  - This includes items such as: reports, pamphlets, posters, brochures, and any publication reporting the results of a grant supported activity, as well as audio or video product, including live or prerecorded radio or television programs, audio recordings, and multimedia presentations.
    - Subaward recipients and recipients conducting projects directly, must include the acknowledgment and are encouraged to use the USDA logo. When using the USDA logo, use the logo acknowledgment images provided by USDA.
  - Publishing subaward opportunities (RFPs) and announcements must include acknowledgment of the funding source (USDA AMS) and use the USDA logo.

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Expectations

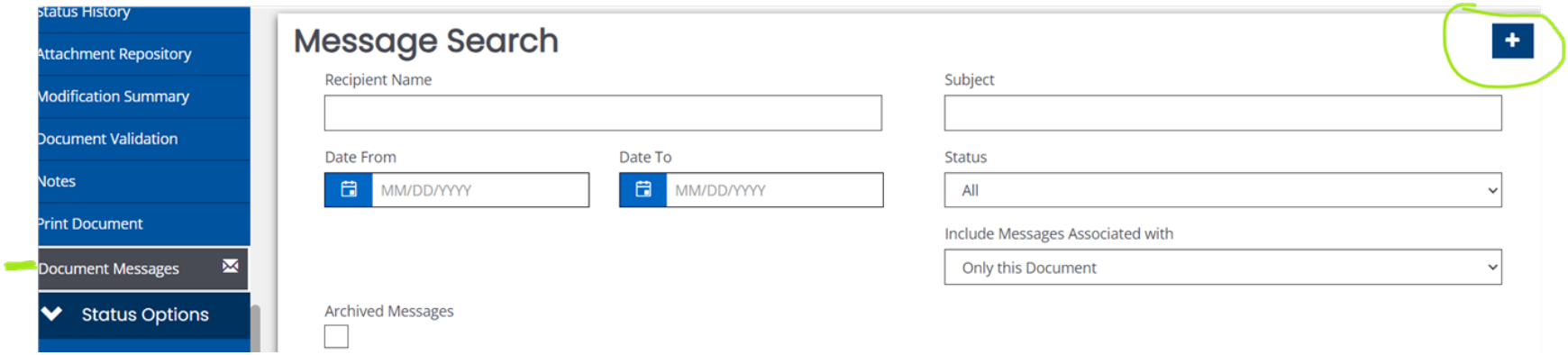
- Verify SIGMA Vendor Number, if needed.
- Confirm on SAM.gov all entity information is current.
- Have adequate financial management and internal controls.
- Thoroughly read the Grant Agreement.
- Write the report due dates on your calendar.
- Complete reports and request for reimbursements in MiAgGrants.
- Submit through MiAgGrants > Status Options > Status Change
- Remember to include acknowledgement of support.
- Change request/questions

Messaging in MiAgGrants

Please submit your grant questions through MiAgGrants

Steps:

- Click Document Messages
- Then the + sign to start new message



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  - Specialization – MiAgGrants system

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Question and Answer Time

Enter Questions into the Chat

Michigan.gov/VOTE

Get personalized voter information on early voting and other topics at Michigan.gov/Vote.

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