



Urban Agriculture Cost-Share Grant

Program Guidelines

The Missouri Department of Agriculture's (MDA) Ag Business Development (ABD) Division's objective for this program is to provide reimbursement of eligible expenses for projects associated with urban agriculture in Missouri's urban areas.

ELIGIBILITY

Applicants may be an individual, groups of individuals, businesses, and organizations related to agriculture. Eligible projects must aid small agribusinesses by providing workforce development or by promoting agriculture to Missouri residents **within** one of the following urban areas, as designated by the 2020 U.S. Census:

Aurora, MO	Holts Summit, MO	Republic, MO
Bolivar, MO	Jefferson City, MO	Richmond, MO
Bonne Terre, MO	Joplin, MO	Rolla, MO
Boonville, MO	Kansas City, MO	St. Clair, MO
Branson, MO	Kearney, MO	Ste. Genevieve, MO
Brookfield, MO	Kennett, MO	St. Joseph, MO
Camdenton, MO	Kimberling City, MO	St. Louis, MO
Cameron, MO	Kirksville, MO	Salem, MO
Cape Girardeau, MO	Lebanon, MO	Savannah, MO
Carthage, MO	Lee's Summit, MO	Scott City, MO
Caruthersville, MO	Macon, MO	Sedalia, MO
Chillicothe, MO	Marshall, MO	Sikeston, MO
Clinton, MO	Marshfield, MO	Smithville, MO
Columbia, MO	Maryville, MO	Springfield, MO
De Soto, MO	Mexico, MO	Sullivan, MO
Dexter, MO	Moberly, MO	Trenton, MO
Eldon, MO	Monett, MO	Troy, MO
Eureka, MO	Mountain Grove, MO	Union, MO
Excelsior Springs, MO	Neosho, MO	Village of Four Seasons, MO
Farmington, MO	Nevada, MO	Warrensburg, MO
Forsyth, MO	Odessa, MO	Warrenton, MO
Fort Leonard Wood-St. Robert-Waynesville, MO	Osage Beach, MO	Washington, MO
Fredericktown, MO	Pacific, MO	West Plains, MO
Fulton, MO	Peculiar, MO	Whiteman AFB-Knob Noster, MO
Hannibal, MO	Perryville, MO	Willard, MO
Harrisonville, MO	Platte City, MO	
Higginsville, MO	Pleasant Hill, MO	
	Poplar Bluff, MO	

The United States Census Bureau defines urban areas as: densely developed territories that encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. *This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census.*

Urban areas are defined primarily based on housing unit density measured at the census block level. Three housing unit densities are applied during the delineation process:

- **Initial urban core:** at least 425 housing units per square mile. Based on the national average of 2.6 people per occupied housing unit, this density threshold is similar to the 1,000 people per square mile used in 2000 and 2010 when delineating initial urban cores.
- **Remainder of urban area:** at least 200 housing units per square mile.
- At least one high-density nucleus of at least 1,275 housing units per square mile required for qualification. This ensures that each urban area contains a high-density nucleus typical of what one would expect to find within an urban area. This is similar to the 500 people per square mile density used for the 2000 and 2010 Censuses, based on the national average of 2.6 people per occupied housing unit.

In addition to the change in minimum thresholds for qualification and the change to use of housing unit density, the Census Bureau also no longer distinguishes between *urbanized areas* of 50,000 or more people and *urban clusters* of less than 50,000 people comprising all territory, population, and housing units located in urbanized areas and in places of 2,500 or more inhabitants outside of urban areas. The term urban refers to both kinds of geographic entities.

GRANT TIMELINE

To be considered for FY24 funding, MDA must receive your application no later than Sept. 15, 2023 at 11:59 p.m.

Anticipated Award Date:	Mid Oct. 2023
Reimbursement Request Form Deadline:	Feb. 29, 2024
Final Report Deadline:	April 30, 2024
Inspection Completed* by:	May 31, 2024

*Projects must be complete or near completion at time of inspection.

FUNDING AMOUNT

The maximum cumulative award to any individual, group of individuals, businesses or organization under this grant program is 75% of the total eligible project expenditures, up to \$10,000.

Examples:

Total Project Expenditures	Amount to be Reimbursed
\$7,500	\$5,625
\$10,000	\$7,500
\$13,334	\$10,000
\$15,000	\$10,000

APPLICATION EVALUATION

Partial applications will not be considered. All applications will be screened for completion and eligibility upon receipt. All applications must include sufficient information to allow the funding criteria to be evaluated.

MDA selects an advisory committee to review applications and make recommendations for funding. The program manager and division director receive recommendations from the committee and

perform technical reviews for eligibility. The division director then submits eligible projects to the Missouri Department of Agriculture Director for approval.

Funding allocations are based on the quality of application. The committee will score applications individually, on a competitive basis, within a framework of 100 maximum points. The scoring criteria is as follows:

Credibility and Merit *(30 points possible)*

Project meets the intent of the grant, offering a clear scope of work that addresses urban agriculture and economic development. Applicant shows previous history of related projects, with a foundation of business that will allow for the completion of the project. Measurable outcomes should be included.

Impact Potential *(40 points possible)*

Projects must clearly define the impact to urban areas and be able to demonstrate workforce development or promote agriculture in urban areas.

Projects should quantify the number of persons directly impacted including: producers, consumers and the size of the neighborhood or community the project will serve.

Timeliness: *(20 points possible)*

Projects must demonstrate a clear timeline and feasible work plan and time for completion.

Projects will be evaluated on the immediacy of impact to food insecure urban areas.

Community Support *(10 points possible)*

Projects must show community support through a minimum of two letters of recommendation defining reasons the applicant should receive funding.

Applications and anticipated project results should demonstrate a reasonable and feasible work plan and time frame for completion. Projects with short term application of funded resources, and the anticipated results, will be major considerations.

GRANT AWARD PROCESS

Applicants will be awarded within 30 days of the grant application deadline unless otherwise notified by MDA staff.

MDA reserves the right to decrease the amount of requested funding based on its findings and on its level of available funds. Should the process produce a funding level less than the amount requested in the application, MDA staff will confer with the applicant(s) to determine whether the amount recommended would alter the project's feasibility.

Each applicant will be notified of MDA's decision of award. The decision is binding and not subject to review or appeal.

MDA may recover grant funds not used per the contract or if a misrepresentation should occur. Grant recipients must enter into a contract with MDA and MDA program staff will monitor and evaluate each funded project. The contract will establish an approved project plan of work and budget and will list responsibilities of project personnel.

MDA reserves the right to use basic project information including the award amount and a brief project description in media releases upon grant award.

Reimbursements will only be made for expenditures made during the grant period and for detailed receipts submitted with clear proof of payment.

REQUIREMENTS

Grantees will be responsible for meeting ALL of the following requirements prior to reimbursement.

Required Registration:

1. Grantee must be registered to do business in Missouri and be in good standing with the Secretary of State, if applicable. Visit sos.mo.gov for more information.
2. Grantee shall complete and submit Form 943 to obtain a tax clearance certificate (valid for 90 days) from the Missouri Department of Revenue for each owner and the business. For more info, visit <https://dor.mo.gov/business/sales/notaxdue/>.
3. Grantee shall provide an MOU issued from [e-verify.gov](https://e-verify.mo.gov) as proof of enrollment in E-Verify.
4. Grantee must register as a vendor with the State of Missouri through the [MissouriBUYS](https://missouriBuys.com) web portal and be in "Approved" status.

Final Report

Grant recipients will be required to submit a final report to MDA by April 30, 2024 at 11:59 p.m. In 300 words or less, the final report shall include:

1. Project accomplishments including improvements and/or construction;
2. A summary of expenditures during the year in comparison to budget;
3. Other relevant information, including anticipated delays.

Failure to submit the requirements in a timely manner will result in delay of reimbursement, possible grant termination and ineligibility for future funding from the Urban Agriculture Cost-Share Grant Program.

In addition to the final project report and inspection, MDA reserves the right to conduct future follow-up visits of funded projects to determine long-term economic impacts.

PROJECT EXAMPLES

Eligible project examples include or are similar to the following:

Agriculture Education Center – Community or neighborhood center that provides residents with valuable workforce development skills.

Apiary – Introducing a new hive or expanding an existing hive, or processing and packaging materials. *(Grant will not cover costs of purchasing bees.)*

Community Garden or Orchard – Single or multiple locations within a community that provides residents access to an area where they can grow and/or harvest their own food.

Community Kitchen – Commercial-like kitchen located in a neutral community area where residents can rent space to prep or process their products.

Energy Conversion – Agriculture related projects that convert from one type of energy use to another to produce energy for lights, temperature control, etc.

Greenhouse Construction – The construction or enhancement of a greenhouse.

Hydroponics/Aquaponics – Projects that demonstrate hydroponic or aquaponics systems being used to grow crops.

ELIGIBLE AND INELIGIBLE EXPENSES

Awarded funds are intended to be used on project supplies including the following examples:

1. Garden tools (Any tool requiring fuel must be pre-approved)
2. Plants, seeds, soil, fertilizer, etc.

3. Greenhouse materials and installment
4. Fencing materials
5. Construction materials
6. Electrical supplies
7. Plumbing supplies
8. Contracted work within grant period
9. Kitchen equipment
10. Food processing equipment and supplies
11. Storage facilities and equipment

Awarded grant funds are NOT intended for the following:

1. Paying off existing loans
2. Costs incurred prior to the date of grant award
3. Food purchases
4. Livestock and poultry purchases
5. Security system equipment and/or installation
6. Operational costs such as payroll, utilities, or insurance
7. Salaries/fringe benefits of those involved in the grant project
8. Buying or leasing of land or buildings
9. Buying or leasing of machinery or equipment, unless previously approved
10. Fuel Purchases
11. Grant writing expenses
12. Costs incurred through other MDA financial opportunities

EXTENSIONS

All extensions to deadlines, as presented in the grant contract, must be submitted via a written request outlining legitimate reasoning for extension. Extension length must not exceed two weeks past original deadline. Extension requests must be submitted 48 hours prior to the deadline that cannot be met. Each awardee is only allowed two extensions throughout the duration of the grant period.

APPLICATION SUBMISSION

Applications may be obtained by calling (573) 751-7794 or by visiting the Missouri Department of Agriculture's website at <https://agriculture.mo.gov/abd/financial/urban.php>.

FY24 Urban Agriculture Cost-Share Grant applications must be received no later than **Sept. 15, 2023 at 11:59 p.m.** Applications may be submitted via:

Mail:

Missouri Department of Agriculture
ABD – Urban Agriculture
P.O. Box 630
Jefferson City, MO 65102

Email:

Grants@mda.mo.gov

For additional information or questions, email grants@mda.mo.gov or call (573) 751-7794.