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## **Grant Policy: California Department of Food & Agriculture Specialty Crop Block Grant Program**

*Approved: June 21, 2016*

This policy addresses topics related to activities and expenditures funded by CDFA Specialty Crop Block Grant Program (SCBGP).

### **Agreements with Independent Contractors**

Independent contractors working for the Lake County Winegrape Commission (LCWC) on projects funded by CDFA SCBGP must have a written agreement with LCWC per the Commission's *Purchasing Policy – Contracts and Vendors*. Each of these agreements shall include this statement, "All expenditures will comply with the Specialty Crop Block Grant Program requirement that funds must solely enhance the competitiveness of specialty crops." In addition, each contractor must submit invoices that separate grant-funded expenses from non-grant-funded expenses.

### **Travel**

Any travel conducted on behalf of LCWC for CDFA SCBGP-funded projects must be approved in advance by LCWC President and must follow LCWC's *Travel Policy*. LCWC's travel form must be submitted along with original receipts, comply with *CDFA Accounting Guidelines Manual and Specialty Crop Block Grant Management Procedure Manual*, and be approved by LCWC President.

### **Wine Selection**

Wines that are poured at events or activities must follow LCWC's *Alcohol Policy – Purchases and Donations*. All wine poured must be finished wine (no juice samples) and must have Lake County, a sub-appellation of Lake, and/or a Lake County vineyard designation on the label. Wines being poured must be of premium quality, with preference given to those wines that have earned top awards at major wine competitions (e.g., *San Francisco Chronicle Wine Competition, California State Fair Commercial Wine Competition, Lake County Wine Awards Competition*) and/or top ratings from any of the major publications (e.g., *Wine Spectator, Wine Enthusiast*).