Flexible Funding Grants Program

Twice Monthly Info Sessions
Fridays 1:00-1:45pm

Welcome!

Audits, Insurance, & Reports

- Single Audit Exemption
- Insurance Policies
- Progress & Fiscal Report
- Open Q&A

January 21, 2022

Topics:
When: Due 30 days post-contract execution

Who: Agencies that did NOT receive $750,000 in federal funding last year, and are therefore NOT required to provide a Single Audit

Where: agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs
Proof of Insurance

- **Who:** Everyone

- **When:** Due 30 days post-contract execution

30. **INSURANCE**

30.1. Subrecipient **shall maintain** insurance coverage meeting the following requirements:
   
   a. Minimum public liability insurance coverage of $1,000,000 per occurrence.
   
   b. Theft coverage of not less than the replacement value of equipment and inventory purchased with FA funds when the acquisition cost was $5,000 or more.
   
   c. For using motor vehicles in conducting activities, minimum liability coverage of $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property; in addition, collision and comprehensive insurance against physical damage, including theft, shall be provided except when the cost of the coverage would exceed the value of the vehicle.

30.2. All public or general liability, excess, umbrella, and property insurance policies shall name the state of Washington, Washington State Department of Agriculture (WSDA), its elected and appointed officials, agents and employees as an additional insured.

30.3. Subrecipient shall purchase **fidelity insurance for every person authorized to receive or deposit funds or issue financial documents** and instruments of payment to provide protection against loss. The amount of coverage **must be $100,000**, or the highest planned reimbursement per Contract period, whichever is lowest.

30.4. **Subrecipient shall submit the insurance certifications and additional insured endorsements within thirty (30) days of Contract execution and annually thereafter.** The additional insured endorsement must be an ISO Standard Endorsement CG 2026 or equivalent. If Subrecipient has submitted insurance certifications and additional insured endorsements under a previous Contract with WSDA Food Assistance and such documents are still current, Subrecipient is relieved of the duty to submit again within thirty (30) days of Contract execution. WSDA will terminate the Contract if Subrecipient fails to timely secure and maintain insurance. In the alternative, WSDA may refuse to reimburse Subrecipient for any costs until Subrecipient submits evidence of insurance.
Non Profit Insurance Program
Certificate of Coverage

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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<tr>
<th>PRODUCER</th>
<th>COMPANIES AFFORDING COVERAGE</th>
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</table>
| Clear Risk Solutions  
451 Diamond Drive  
Ephrata, WA 98823 | GENERAL LIABILITY  
American Alternative Insurance Corporation, et al. |
| | AUTOMOBILE LIABILITY  
American Alternative Insurance Corporation, et al. |
| | PROPERTY  
American Alternative Insurance Corporation, et al. |
| | MISCELLANEOUS PROFESSIONAL LIABILITY  
Princeton Excess and Surplus Lines Insurance Company |

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<td>TYPE OF INSURANCE</td>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>OCCURRENCE FORM</td>
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<td>(LIABILITY IS SUBJECT TO A $150,000 SIR PAYABLE FROM PROGRAM FUNDS)</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS**

Evidence of Coverage only regarding Specialty Crop Block Grant Program.
Flexible Funding Grants Progress Report

Please complete and submit between March 1-31, 2022 to foodassistancegrants@agr.wa.gov

- Agency overview (2-6 sentences)
  - Date incorporated
  - Mission and vision
- Impacts of COVID-19 on your agency’s hunger relief operations (2-4 sentences)
- Funded project/expenses background and purpose related to impact of COVID-19 (4-8 sentences)
- Quotes, stories, and/or pictures related to project implementation and impact (please use high-quality, well-lit photos and use WSDA provided photo release form if pictures include people)
  - (Capturing these now will help with Final Reports. Please list as many as you like and have.)
- Number of households served per month:
  - If these numbers are an estimate, please provide a brief explanation of how you reached this number (1-3 sentences):
    - December:
    - January:
    - February:
    - March:
Flexible Funding Grants Progress Report

- **Project Outcomes (refer to your application):**
  - Indicators you are using as measures of success for your project:
  - Data (quantitative results):
  - Community impact (qualitative results) (2-3 sentences):

- **Project Beneficiaries:**
  - Who are the beneficiaries of this project and how are they directly benefiting?
  - Are underrepresented community members beneficiaries of your project? Please explain (2-3 sentences):
  - Estimated number of community members benefiting from this project (per month) and justification for this number:

- **Financial/spending update description:**
  - Are you on track for spending down your funds by period performance end (June 30, 2022)?
  - Are you concerned that you won’t be able to spend down your funds by the end of the period of performance?
    - If yes, what changes to your project would you propose? (Please note that extending the end of the period is not an option.)
Flexible Funding Grants Progress Report

- Project Status (check one):
  - [ ] Not started
  - [ ] Completed less than 50%
  - [ ] Completed 50% or more
  - [ ] Completed

- Funds Spent (check one):
  - [ ] Not started
  - [ ] Completed less than 50%
  - [ ] Completed 50% or more
  - [ ] Completed
Flexible Funding Grants Progress Report

- Over $50,000 Projects:
  - Subrecipient identifying and demographic information (e.g., DUNS number and location)
    - Contract number:
    - Award amount:
    - Project description:
    - County in which agency operations occur:
    - Funds obligated ($ value):
    - Funds expended ($ value):

*Note: recommended sentence count is not strict*
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