Flexible Funding Grants Program

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

Welcome!

Topics:

- Invoice Vouchers
- Financial Tracking Sheets
- Requesting Reimbursements
- Over $5,000 Request/Approvals

January 7, 2022
Specific processes for:

- Purchasing (procurement)
- Tracking
- Requesting reimbursement

This is a new process for many of us, so don’t hesitate to reach out with questions!
**Invoice Vouchers**

- Fill in all **yellow fields** in first tab (Dec 2021)
- **Automatically** calculates amounts month-to-month
- Use **Attachment A** from your contract to fill in budget categories
- Link will be on WSDA website (*coming soon*)

### FLEXIBLE FUNDING GRANT - INVOICE VOUCHER REIMBURSEMENT REQUEST

<table>
<thead>
<tr>
<th>EXPENDITURE DETAIL</th>
<th>Total Yearly Budget</th>
<th>Expended this Period (Month)</th>
<th>Billing Adjustment</th>
<th>Net Amount Requested</th>
<th>Expended to Date</th>
<th>Year to Date Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Categories</td>
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<td>Staff/Personnel</td>
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<td>Operations</td>
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<tr>
<td>Food Purchases</td>
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<tr>
<td>Pass through/Contracted Service</td>
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<td>Equipment Purchase *</td>
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<tr>
<td>Capital Improvement Project</td>
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<td>Capital Improvement Admin **</td>
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<td>$</td>
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</tbody>
</table>

* Indirect not allowable for equipment purchases.
** Admin fee up to 10% allowed for capital improvement projects.
Please refer to Attachment A in your contract for Budget Category Totals.
Attachment A:

**WSDA FA-Approved Project Description for this Funding**

*Project description less any disallowed expenses from application:*

- *(example)* Walk-in freezer and refrigerator
- *(example)* Reach-in refrigerator
- *(example)* Lobby chairs

**WSDA FA Approved Budget Category Estimates**

<table>
<thead>
<tr>
<th>Budget Category Estimates</th>
<th>State Fiscal Year 2022 (12/20/21 – 6/30/22)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Personnel</td>
<td>$ X,000.00</td>
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<tr>
<td>Operations</td>
<td>$ X,000.00</td>
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<tr>
<td>Food Purchases</td>
<td>$ X,000.00</td>
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<tr>
<td>Pass-through or contracted services</td>
<td>$ X,000.00</td>
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<tr>
<td>Equipment (indirect not allowable)</td>
<td>$ X,000.00</td>
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<tr>
<td>Capital Improvement Projects</td>
<td>$ X,000.00</td>
</tr>
<tr>
<td>Capital Improvement Projects (admin fee up to 10%)</td>
<td>$ X,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$ X,000.00</td>
</tr>
<tr>
<td>Eligible Item or Service Paid For</td>
<td>Budget Category from Contract ‘Attachment A’</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><em>(from Attachment A in contract)</em></td>
<td><em>(select from drop-down menu)</em></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Invoice Submitted to WSDA</td>
<td>Backup Provided</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>(insert date)</td>
<td>(select from drop-down menu)</td>
</tr>
</tbody>
</table>
Financial Tracking Sheets:

- Optional
  - Excel fields not protected, adapt as needed
  - To help with organization & tracking of expenses, paperwork, submissions
Invoice Vouchers

- Submit **complete & signed invoices** for eligible expenses every month by the **20th of the following month** in which the goods or services were received [even for $0 expenses]

- Can submit before the 20th of the following month, but only **one** request per month unless approved by WSDA FA

- **Examples**

  1. Spent $0 in January. Submit $0 signed invoice by February 20th.

  2. Bought $500 item in February. Received item in March. Submit $500 invoice by April 20th.
Invoice Vouchers – other notes:

- **Billing Adjustments** column:
  - Only to be used for reimbursements from previous month

- Year-to-date balance cannot be overdrawn

- Leftover funds will be forfeited after 6/30
✓ Requesting Reimbursement – Step-by-Step Procedures

- Save all **back-up documentation** (receipts, invoices, general ledgers) and **submit with invoice vouchers** (keep originals) – more is better!
  - Save invoice voucher workbook as a **PDF** every month with the following information in the **title**: “your organization_reimbursement month”
  - Can be **electronically signed**, (or printed/scanned/emailed, or photo/email). Just needs to be signed & filled out properly for reimbursement to be processed.
  - **Submit by email** saved invoice voucher + backup to [foodassistancegrants@agr.wa.gov](mailto:foodassistancegrants@agr.wa.gov) by 20th of the next month
  - Expect reimbursement from WSDA within **30 days**.

**Remember** 💡: Purchased items/services have to be **received**, onsite, or performed **before** invoice vouchers and backup are submitted.
Over $5,000 – Equipment + Capital Improvement Projects

Each item requires a request & approval process.

Forms can be found at: agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs

- **Equipment Approval Guidelines**
  - Equipment Procurement Guidelines
  - and Forms {Equipment Purchase Request/Approval Form}

- **Capital Improvement Guidelines**
  - Capital Improvement Guidelines
  - and Forms {Capital Improvement Purchase Request/Approval Form}
Equipment Procurement Guidelines

Procurements of equipment supported by Washington State Department of Agriculture (WSDA) Food Assistance (FA) funding must comply with this guidance. If your agency has internal equipment procurement policies that are more restrictive, then you should adhere to the stricter of the two policies.

**Definitions**

**Equipment**: Equipment means tangible personal property (including information technology systems) that has a useful life of more than one year, is movable, and has a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000.

**Ancillary charges**: Ancillary charges such as taxes, duty, transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with your agency’s accounting practices.

**Acquisition cost**: Acquisition cost means the cost of the equipment including modifications, attachments, and ancillary charges.

**Guidelines for approval**

- **Prior WSDA approval is required before any reimbursable costs are incurred on equipment estimated to cost $5,000 or more.**
- **Receiving WSDA approval is a three-part process:**
  - The contractor should submit the Food Assistance – Equipment Purchase Request/Approval Form (AGR-220A) to the applicable Food Assistance regional representative. The form must include the estimated cost for the equipment procurement and sufficient bids or quotes from responsible bidders based on the cost as described below.
    - If using the competitive proposal process or sealed bid process, a narrative description of the purchase and the procurement process is required.
  - WSDA will return the approval form to the contractor indicating the project is approved or not approved.
  - The contractor should resubmit the form for post-purchase finalized cost verification with the final reimbursement invoice voucher. For the competitive or sealed bid process, proof of your publicized request for proposals/invitation for bids must be submitted with your reimbursement request. Payment will not be processed without all of the required documentation.
- **Contractors** are to submit the form on their behalf and on behalf of their subcontractor(s).

Steps:

1. Get three (3) bids (up to $150,000)
2. Approval request form
3. Receive approval from WSDA
4. Make purchase
5. Resubmit request form for post-purchase finalized cost verification with final invoice
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Spending, Tracking, & Reimbursement Processes

January 7, 2022

✓ Invoice Vouchers
✓ Financial Tracking Sheets
✓ Requesting Reimbursements
✓ Over $5,000 Request/Approvals

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☐ Tracking
☐ Requesting reimbursement

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Thank you for attending!

Recordings: Coming soon!

Questions: foodassistancegrants@agr.wa.gov

Lindsey Robinson & Anna Berrey
Food Assistance Specialists