Flexible Funding Grants Program

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

Welcome!

Topics:

February 18, 2022

• WHAT is due
• WHEN is it due
• HOW to submit

Submittals Overview + Reminders
Submittals Overview + Reminders

Subrecipient shall send all submittals and reports to the WSDA Representative listed on the Face Sheet.

<table>
<thead>
<tr>
<th>Due Date/Timeframe</th>
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| The 20\textsuperscript{th} of each month for the previous month | • A-19 Invoice Voucher w/expanded general ledger  
• Backup documentation for services or as requested by WSDA  
• Invoice Vouchers must be submitted monthly (whether funds have been spent or not) |
| Within thirty (30) days of Contract Execution | • Single Audit Exemption Form and/or Single Audit  
• Insurance (see General Terms and Conditions)                              |
| March 31, 2022                              | • Progress Report, Fiscal Status Report                                       |
| June 30, 2022                               | • Project Completion and Final Report                                         |
| Annually, post-period of performance        | • Equipment and capital improvement project inventory  
• Additional reporting as required by the funder                              |
### Submittals Overview + Reminders

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- Submit MONTHLY (even $0 values)
- Include backup
- **Example:** 
  Submit Jan expenses by Feb 20
If your organization receives over $750,000 from federal sources in one year (previous fiscal year), a Single Audit is required.

- Less than $750,000 will complete a Single Audit Exemption Form.

Please note that Single Audits are pricey ($30,000-40,000) and cannot be charged to federal sources.

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| Within thirty (30) days of Contract Execution | - Single Audit Exemption Form and/or Single Audit  
- Insurance (see General Terms and Conditions) |
Minimum public liability insurance coverage: $1M per occurrence.

Theft coverage for replacement value of equipment paid for with FA funds, valued over $5,000.

Name Washington State Department of Agriculture (WSDA) on all public and general liability, excess, umbrella, and property insurance policies.

Motor vehicle(s): minimum liability coverage of $1M per occurrence, using Combined Single Limit for bodily injury and property; collision and comprehensive insurance against physical damage & theft (unless cost of coverage exceeds value of vehicle).

Fidelity insurance for each person authorized to receive/deposit funds, issue financial documents, to provide protection. Must be $100,000 or the grant amount, whichever is lower.
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**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:

- **Progress Report** is also Fiscal Status Report.

- Can be **submitted** between March 1-31.

- **Final Report** will be built on Progress Report.

- ✓ Time spent on Progress Report will be saved on Final Report.
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✔ WHAT is due WHEN
✔ HOW to submit:

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Anna Berrey & Lindsey Robinson
P: 206-817-8215