



# Spring 2024 Grant Recipient Orientation

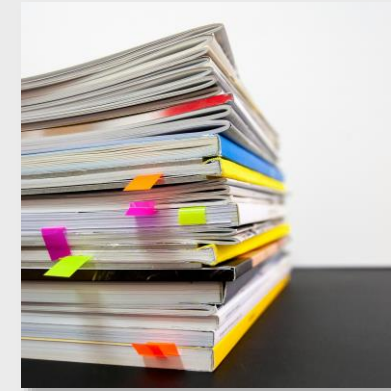
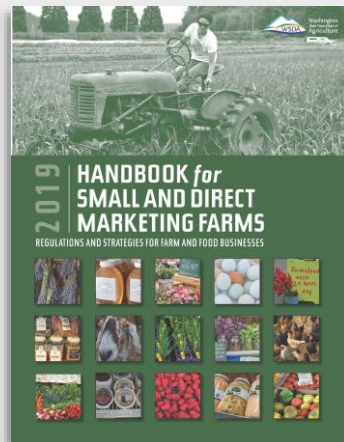
Local Food System Infrastructure Grant

*Presented By: Galen Van Horn, Ivy Fox, and Sarah Lemon*



Washington  
State Department of  
Agriculture





# Congratulations, time to get to work!



Building capacity and strengthening **collaboration across linkages** in the regional food supply chain.

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Improving businesses' ability to **aggregate, process, transport, and sell** Washington grown, caught and raised foods

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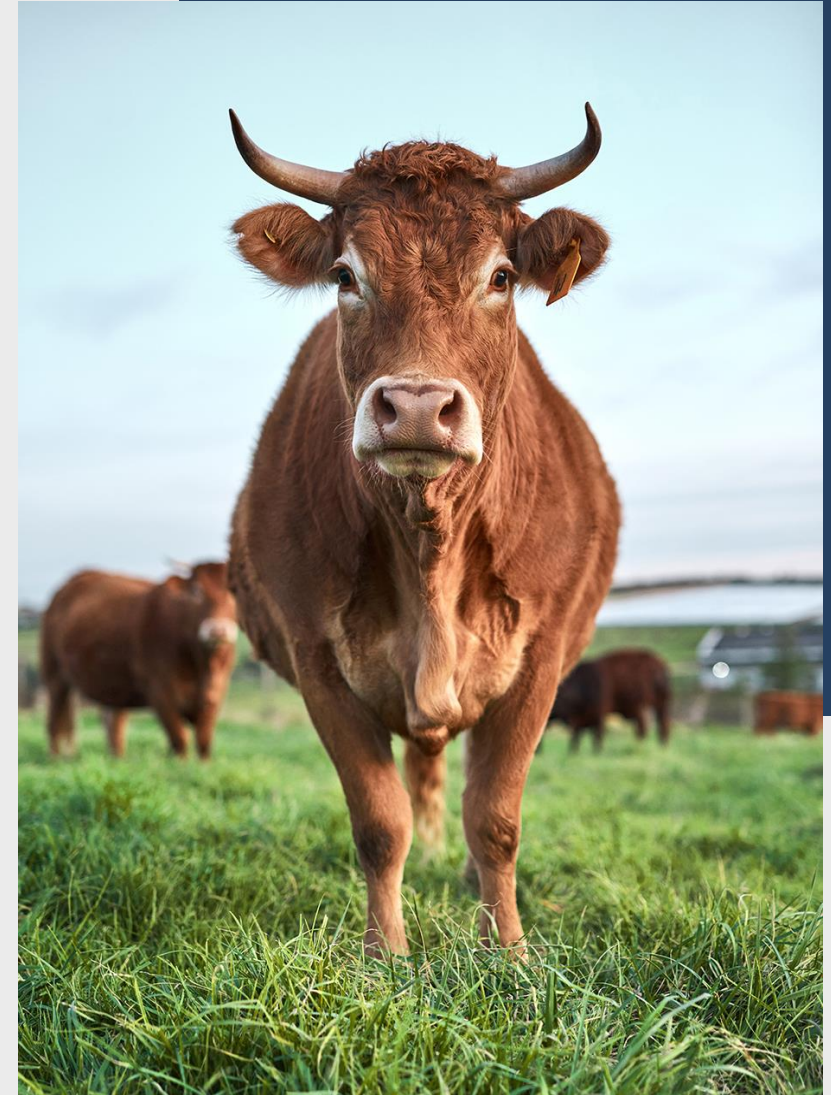


Benefiting Washington consumers by **enhancing the resiliency** of the local food supply.

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**40 projects** awarded totaling **\$1.5 million** in funding.





# Agenda

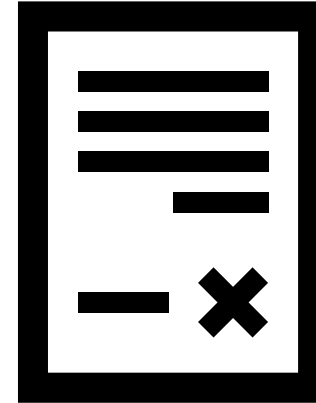
- Grant Agreement Requirements
- Requesting Reimbursement
- Budget Modifications
- Ineligible Costs
- Key Dates
- Grantee Resources



# Grant Agreement Requirements

## No “self-dealing”

- contracting with, providing gratuities, favors, or gifts to owners, employees or family members.
  - employees of the Grantee may be paid for work related to approved budget items/activities.



***Questions about this?***  
***>> ask your contract manager***

# Grant Agreement Requirements

Meet all applicable licensing, permitting, or inspection requirements prior to operation.

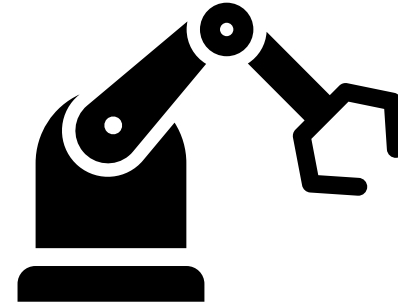


*Questions about this?*  
*>> ask your contract manager*

# Grant Agreement Requirements

Equipment and facility improvements remain in use for the intended purpose for at least 3 years from the end of the grant agreement.

- Through June 30<sup>th</sup>, 2028



***Questions about this?***  
***>> ask your contract manager***

# Grant Agreement Requirements

Records of expenses and other project documents must be made available to WSDA or auditors, upon request, for 6 years from the end of the grant agreement.

- Through June 30th, 2031

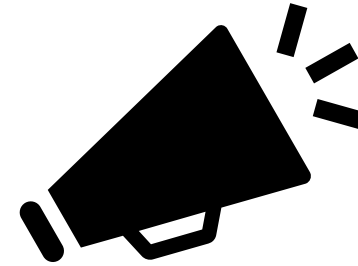


*Questions about this?*  
*>> ask your contract manager*



# Grant Agreement Requirements

Acknowledge WSDA's support through the Local Food System Infrastructure Grant when your project is publicized in news or social media.



*Questions about this?*  
*>> ask your contract manager*

# Using the Spring 2024 Grant Portal



Washington  
State Department of  
Agriculture

Regional  
Markets  
Program

Welcome to the Local Food System  
Infrastructure Grant

[Sign In/Sign Up Instructions](#)

#### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the WSDA Local

#### Sign In

Email

galen.vanhorn@agr.wa.gov

Password

.....



Log In

[Forgot your password?](#)

# Track Budgets, Reimbursement Requests, and Budget Modifications

## Active Grant

### Approved Budget

Click here to review your approved budget items that are eligible for reimbursement.

Open

### Reimbursement Requests

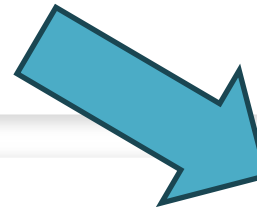
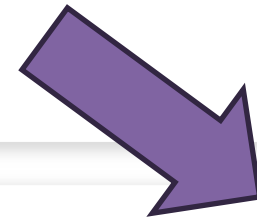
Reimbursement Requests for Pre-approved Budget Line Items

Open

### Budget Modification Requests

To request edits to your approved budget, complete this form. WSDA staff will review your request and follow-up with a response. DO NOT make purchases until your budget modification request has been approved.

Open





# Track your “Approved Budget” in the Grant Portal

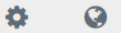


Washington  
State Department of  
Agriculture

Regional  
Markets  
Program

[Homepage](#) > [Galen Test | 2023-10-05](#) > [Approved Budget](#)

Welcome, [galen.vanhorn@agr.wa.gov](#)



Approved Budget ▾

Click here to  
download as a  
spreadsheet

Close

Item/Activity Description ▾

Total Approved Cost ▾

Remaining Cost ▾

Food Processing Facility Materials

\$75,000.00

\$25,000.00

[View](#)

HACCP Plan consulting

\$1,000.00

\$1,000.00

[View](#)

# Requesting Reimbursement

(1) Pay for AND receive the item/activity in your approved budget

**Haven't fully paid for something?**

We can only reimburse up to the \$ amount paid.

**Haven't received something?**

We can't reimburse for it at all.

(2) Complete the Reimbursement Request Form in the grant portal

Upload **proof of payment** and **receipt/delivery** documentation.

Detailed instructions for completing the Reimbursement Request Form are on the **Grantee Resources** webpage

(3) Your Contract Manager will review/approve your reimbursement request

You will receive **four emails** when:

- (1) Your request is received by WSDA
- (2) WSDA requests updates/changes
- (3) WSDA sends the request for payment by our fiscal team
- (4) the request is processed for payment

This can take 3-4 weeks  
**DO NOT** "Edit" previously submitted reimbursement requests

# Proof of payment and receipt documentation

## Proof of Payment:

1

- A receipt or invoice from the seller that shows a balance of zero AND the method of payment with account numbers.
- for example: “card ending in 1234”, or “Check # 5678”

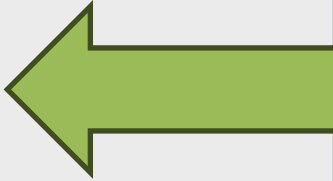
OR

2

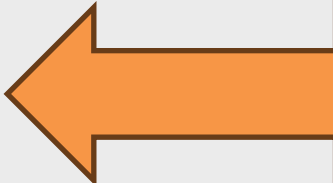
- An invoice PLUS proof of payment such as a copy of a bank statement showing the payment was processed, or a copy of the cleared check (front and back).
- Bank statement should show the name of the bank and the last 4 of the account number.
- Redact full account numbers and other expenses, these are public records

## Proof of Receipt:

- A copy of a delivery confirmation or a photograph of the received item or completed work.



This is rare, most of the time you will need additional proof of payment.



Most people save screen shots of their bank website- photos of paper copies work too.



# Proof of Payment For Used Purchases

- A **bill of sale** including: a description of the items sold, the date, name/address/phone of seller and buyer, and signed by the buyer and seller verifying payment was received
- a copy of the cleared check, money order, or bank transfer.
- Please do not use cash for grant purchases
- There is a **Bill of Sale Template** on the Grantee Resources webpage

# Budget Modifications

(1) Prices or plans have changed- do I need a budget modification?

**Under budget or over budget by more than 20%?**

You need a budget modification.

**Over budget by less than 20%?**

You don't need a budget modification, but your grant total is unchanged

(2) Complete the **Budget Modification Form** in the grant portal

Either “**add new**” or “**edit existing**” budget item

- Must remain within grant maximum
- For new items, describe how they relate to your overall project.

Detailed instructions for completing the Budget Modification Form are on the **Grantee Resources** webpage

(3) Your Contract Manager will **review/approve** your Budget Modification request

You will receive **two emails** when:

- (1) your request is received by WSDA
- (2) WSDA approves or denies your Budget Modification request

- Work with your contract manager

This can take 3-5 days  
**DO NOT** “Edit” previously submitted budget modification requests

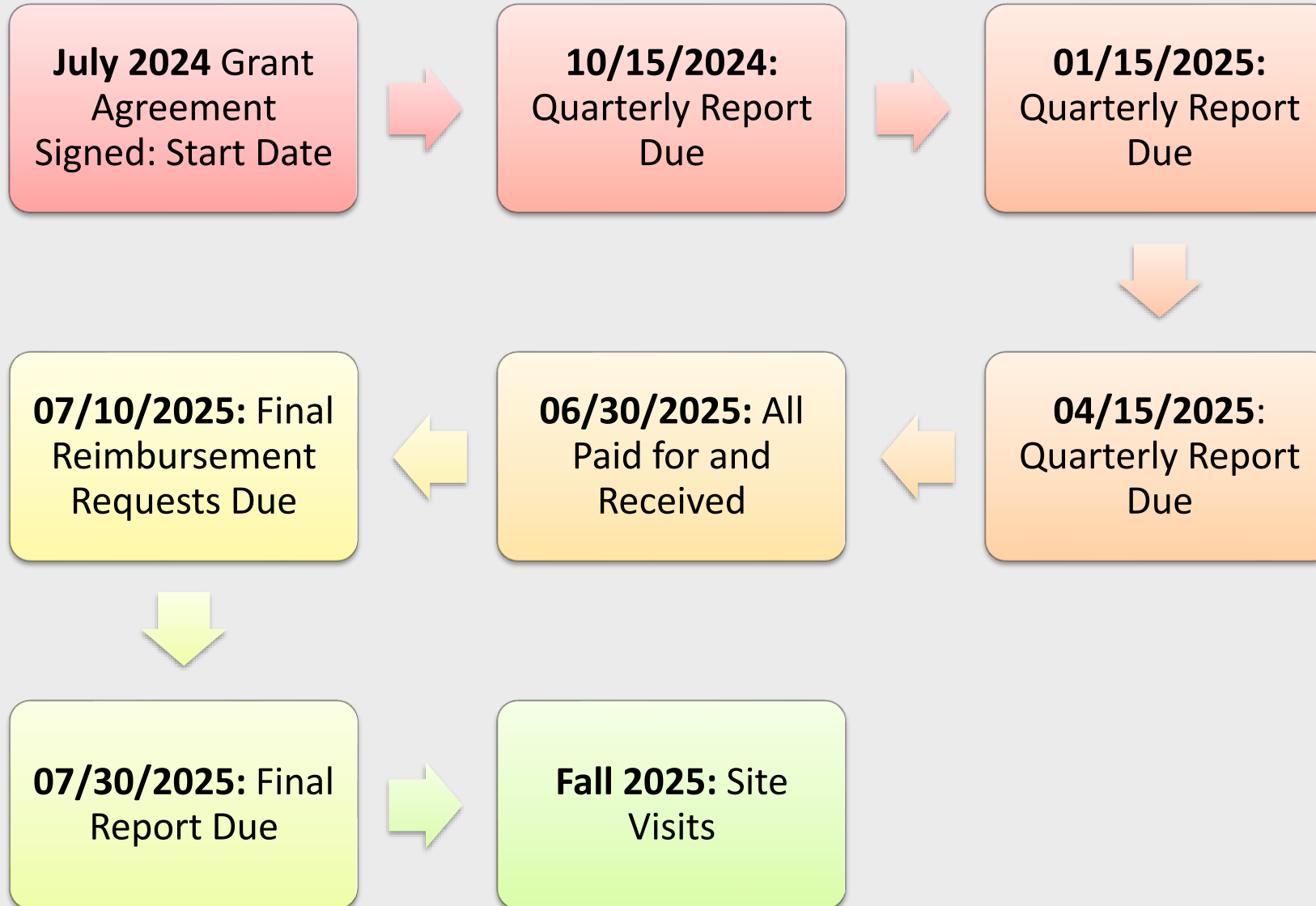
# Ineligible Costs



- On-going operating costs that do not support completion of the project
  - Staff time that isn't documented as payroll
  - Payment made to other businesses you own
- 
- Any pre-harvest expenses:
    - green houses, irrigation equipment, soil amendments, etc.
  - Food, ingredient, or livestock purchases
- 
- Costs incurred prior to the start date or after the end date of your grant agreement.
  - Fees associated with the issuance of loans or debt.



# Key Dates



# Grantee Resources

## WSDA Contract Manager

- **Ivy Fox**  
➤ 206.688.6891  
[ivy.fox@agr.wa.gov](mailto:ivy.fox@agr.wa.gov)
- **Galen Van Horn**  
➤ 564.200.4054  
[galen.vanhorn@agr.wa.gov](mailto:galen.vanhorn@agr.wa.gov)
- **Sarah Lemon**  
➤ 206.743.4169  
[sarah.lemon@agr.wa.gov](mailto:sarah.lemon@agr.wa.gov)

## Grantee Resources Webpage

- Orientation presentation and recording
- Detailed Grant Portal Instructions
- Additional Resources



## Spring 2024 Grant Portal

- Approved Budget
- Reimbursement Requests
- Budget Modification Requests
- Quarterly and Final Reporting





Questions