

2023 CDFA CA URBAN
AGRICULTURE GRANT
PROGRAM

AWARDEE ONBOARDING

TRACK 1: SYSTEMS BUILDER
COMMUNITY BASED
BLOCK GRANT

AGENDA

- ❖ Check In
- ❖ Contract Agreement Status Update
- ❖ Payment Process: Reimbursement & Advanced Payment
- ❖ Revisions
- ❖ Allowable Costs
- ❖ Reporting and Evaluation
- ❖ Q &A



INTENTIONS:

WE KNOW YOU MAY HAVE LOTS OF QUESTIONS. WE ARE HERE TO HELP!

WE WANT TO MAKE SURE YOU HAVE ALL THE INFO YOU NEED.

THIS IS A TIME TO REVIEW MATERIALS AND PROVIDE CLARITY ON WHAT'S TO COME.

WE CAN DO FOLLOW UPS AS NEEDED 😊



PLEASE SHARE IN THE CHAT:

1. NAME
2. TITLE
3. ORGANIZATION/FARM
4. URBAN AREA/LOCATION
5. OPTIONAL: EMAIL/CONTACT

CONTRACT STATUS

CHECK IN

1. Your draft contracts are with the Office of Grants Administration.
2. This department processes and formalizes award contracts.
3. Once they review and approve all the draft contracts you will get a contract copy to sign via email
4. Next OGA will sign the contract and send you a completed agreement
5. Your project activities and spending may start as of the date on your completed agreement.



GENERAL INFORMATION - REIMBURSEMENTS

- CDFA Grants are intended to be reimbursement grants where recipients fund activities upfront and submit monthly or quarterly invoices to CDFA for reimbursement.
- The grant agreement must be signed by both CDFA and yourself before project activities begin.
- REIMBURSEMENT TIMELINE: You will receive payment within 45 days after invoices are submitted and approved in most circumstances.
- We understand that many awardees do not have the funding to cover costs upfront which is why we have a system for ADVANCED PAYMENT requests.

PAYMENT PROCESS - REIMBURSEMENTS

1. **Email CDFA for Updated Expense Summary Template:** when you are ready to prepare a new reimbursement request, email caurbanag@cdfa.ca.gov for your updated CDFA Expense Summary Template
2. **Complete Expense Summary Template:** Download and complete the expense summary template. This will be provided upon request.
3. **Compile Proof of Payment:** compile all proof of payment documentation for your reimbursement request
 1. More to come explaining "Proof of Payment Instructions"
4. **Email Reimbursement Request to CDFA:** email your completed expense summary template and all accompanying proof of payment documentation to caurbanag@cdfa.ca.gov
 - a. NOTE: please compile all your proof of payment documentation into one file, or name each separate file in accordance with the proof of payment category (e.g., "Urban Ag/Personnel")

PAYMENT PROCESS – REIMBURSEMENTS CONT...

1. **The CDFA will review** and, at its discretion, may approve, disallow, or request additional information
 - a. NOTE: the CDFA will review reimbursement requests on a "first come, first served" basis
2. **If approved**, you may expect to receive a reimbursement check in the mail up to 45 calendar days after submitting your reimbursement request in most circumstances.

PAYMENT PROCESS -DELAYS

REIMBURSEMENTS

Payment of an invoice may be delayed if any of the following circumstances apply:

- (1) An invoice discrepancy or error exists.
- (2) The invoice or a cost on the invoice is disputed.
- (3) Unallowable costs are claimed. (we will cover this as well)
- (4) Unresolved audit or agreed-upon-procedure findings exist.
- (5) The Recipient fails to comply with grant program requirements or grant agreement terms and conditions.
- (6) The project fails to progress satisfactorily according to the approved scope of work.
- (7) The Department may pay the undisputed portion of an invoice.

GENERAL INFORMATION –

ADVANCED PAYMENT

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- You may request Advanced Payments for up to 90% of your award amount.
- Be prepared to cover the last **10%** of you project funding as a MANDATORY REIMBURSEMENT. No exceptions.
- There may be up to a 2-month lag between your request and check in hand.
- Reimbursement/Advanced Payment for Equipment Purchases that are financed (not fully purchased upfront) are NOT eligible for payment.
- Awardees can and should consider using a combination of Advanced Payments AND Reimbursements as long as you keep the expenses separate
- *(Example: Use Advanced Payments for large equipment purchase/project specific costs meanwhile reimbursed for personnel)*



Recipients eligible to receive an advance payment for project expenditures, **must comply with the following:**

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- ❖ An advance payment shall not exceed the amount necessary for project expenses for a three-month period.
- ❖ Funds received as an advance payment shall be deposited into a federally-insured, interest-bearing account that provides the ability to track interest earned and withdrawals.
- ❖ The period of time between receipt of the advance payment funds and disbursement of the advance payment funds shall be minimized to the extent possible. (Aka: spend it as fast as possible)
- ❖ Failure to liquidate advance payments within the three-month period may result in denial of future advance payment requests.
- ❖ Interest earned during a **six-month** period shall be remitted to the Department.



Advance payment is **not allowable under the following circumstances:**

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- ❖ An existing advance is not completely liquidated.
- ❖ The advance will reduce the project balance below ten percent of the award amount.
- ❖ An unresolved invoice dispute exists.
- ❖ Resolution of an audit or agreed-upon-procedure finding of overpayment, unallowable costs, inadequately supported costs, or unsupported costs is pending.
- ❖ The project is in the final three months of the project duration.
- ❖ Additional conditions imposed prohibit an advance payment.

PAYMENT PROCESS – ADVANCED PAYMENT

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RECIPIENTS MAY BE ELIGIBLE TO RECEIVE ADVANCE PAYMENTS FOR PROJECT EXPENDITURES.

1. **Review Advance Payment Regulations:** [advance payment regulations \(#316.1\)](#)
2. **Complete Advance Payment Request Form:** download and complete the [advance payment request form](#)
 - ❖ Fill our [Advanced Payment Request Form](#)
 - ❖ Fill out [Advanced Payment Request Supplement Form](#)
 - ❖ Includes a justification (must be able to demonstrate low to no cash flow to be eligible) and lists the costs from approved budget that the advance will cover.
3. **Compile Quotes:** compile quotes for any equipment/infrastructure items that you include in your advance payment request
4. **Email Advance Payment Request to CDFA:** email your completed advance payment request form and all accompanying quotes to caurbanag@cdfa.ca.gov

PAYMENT PROCESS –

ADVANCED PAYMENT CONT...

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1. **The CDFA will review** and at its discretion, may approve, deny, or request additional information
 1. NOTE: The CDFA will review advance payment requests on a "first come, first served" basis
2. **If approved**, you may expect to receive an advance payment check in the mail up to 45 calendar days after your advance payment request is approved in most circumstances
3. **Follow the Advance Payment Regulations:** advance payment regulations (#316.1)
4. **Email Advance Payment Expense Documentation to CDFA:** shortly after spending the advance, email advance payment expense documentation about how you spent the advance to caurbanag@cdfa.ca.gov. Documentation should include:
 1. Advanced Payment Request Liquidation Form
 2. Accompanying proof of payment

**ANY QUESTIONS
???**

BREAK TIME!

Lets take a 10-
minute break!

When we return:

- ❖ Proof of Payment
- ❖ Allowable Costs
- ❖ Revisions
- ❖ Reporting and Evaluation



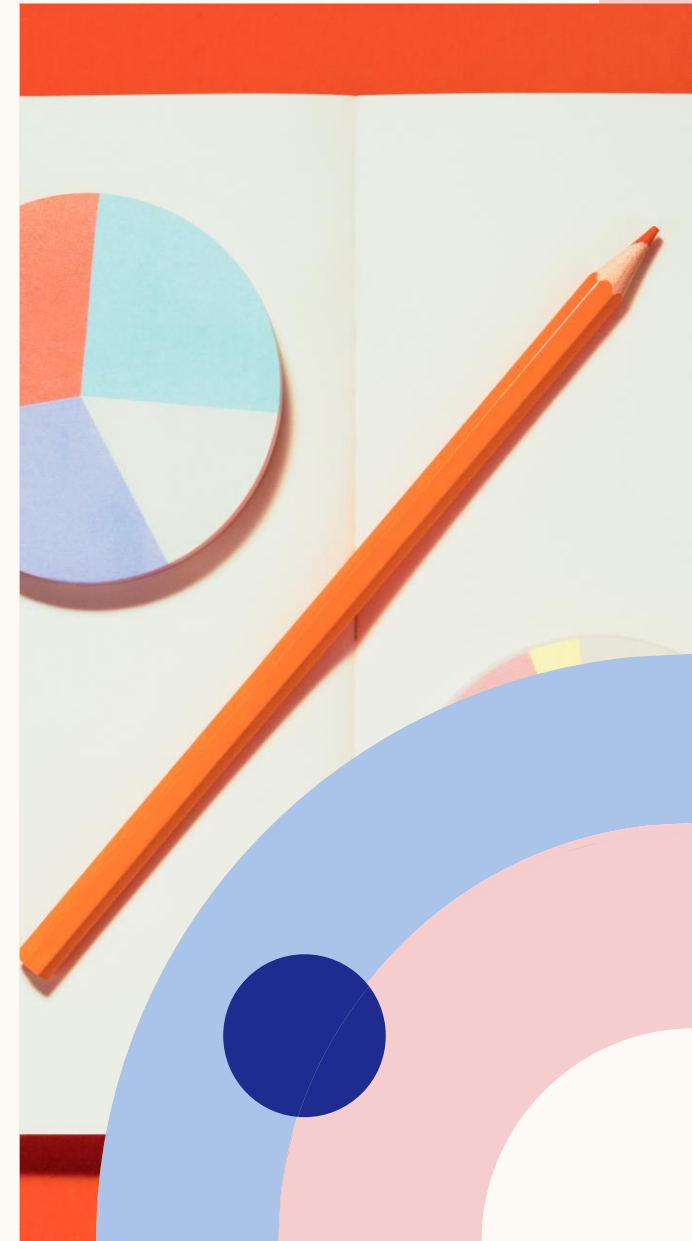
GENERAL INFORMATION

PROOF OF PAYMENT

REVISION REQUEST DUE DATE: AT LEAST 30 CALENDAR DAYS BEFORE THE REQUESTED IMPLEMENTATION DATE

When submitting invoices for reimbursement requests or advance payment expense documentation, please include the following proof of payment based on the type of expense.

Please compile all your proof of payment documentation into one file or name each separate file in accordance with the proof of payment category (i.e., Personnel, Infrastructure, Supplies, etc.).



GENERAL INFORMATION

PROOF OF PAYMENT

•Infrastructure/Equipment/Materials/Supplies

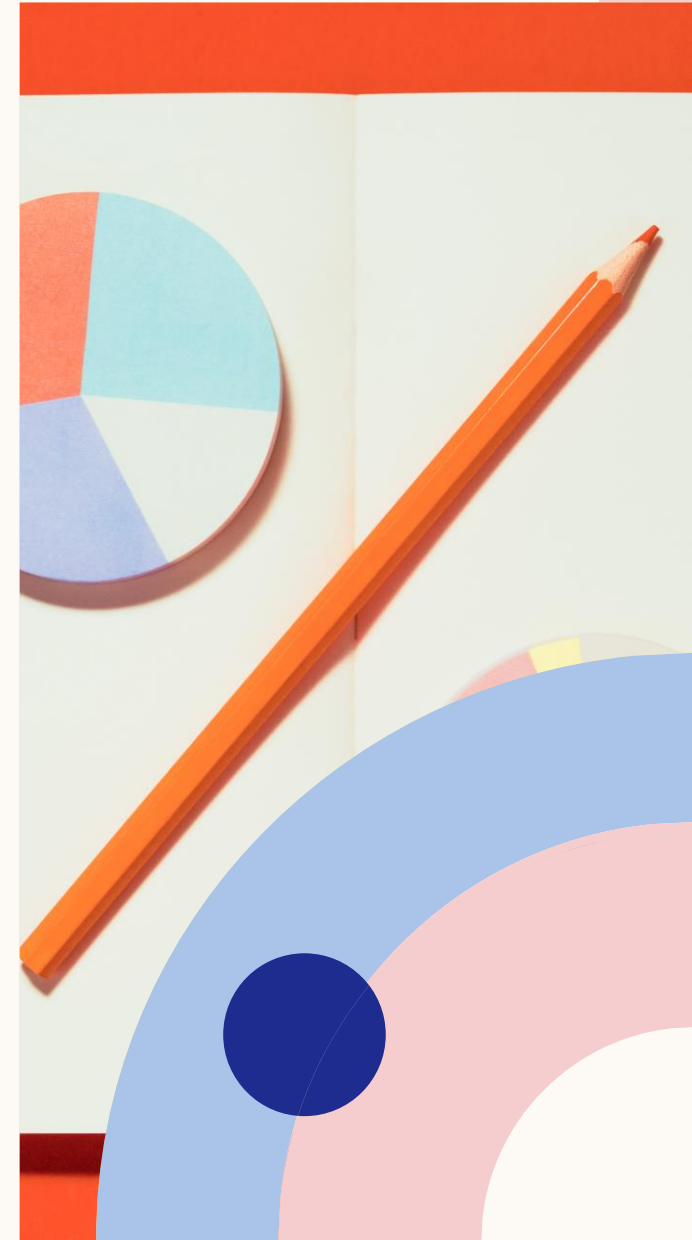
- Compile paid invoices or receipts from each vendor documenting each individual item purchased and the dollar amount for each
- For equipment purchases: In addition to compiling paid invoices or receipts, complete an Equipment Inventory Record

•Personnel/Staff/Labor Costs

- Download and complete the Personnel Time Report Template – Option 1, or Option 2

•Travel Costs

- ALL TRACKS: For mileage costs, download and complete the Mileage Reimbursement Report Template. For other travel costs, compile parking receipts, toll receipts, paid invoices or receipts for bus trips, etc.



GENERAL INFORMATION

PROOF OF PAYMENT

•Contractual Costs

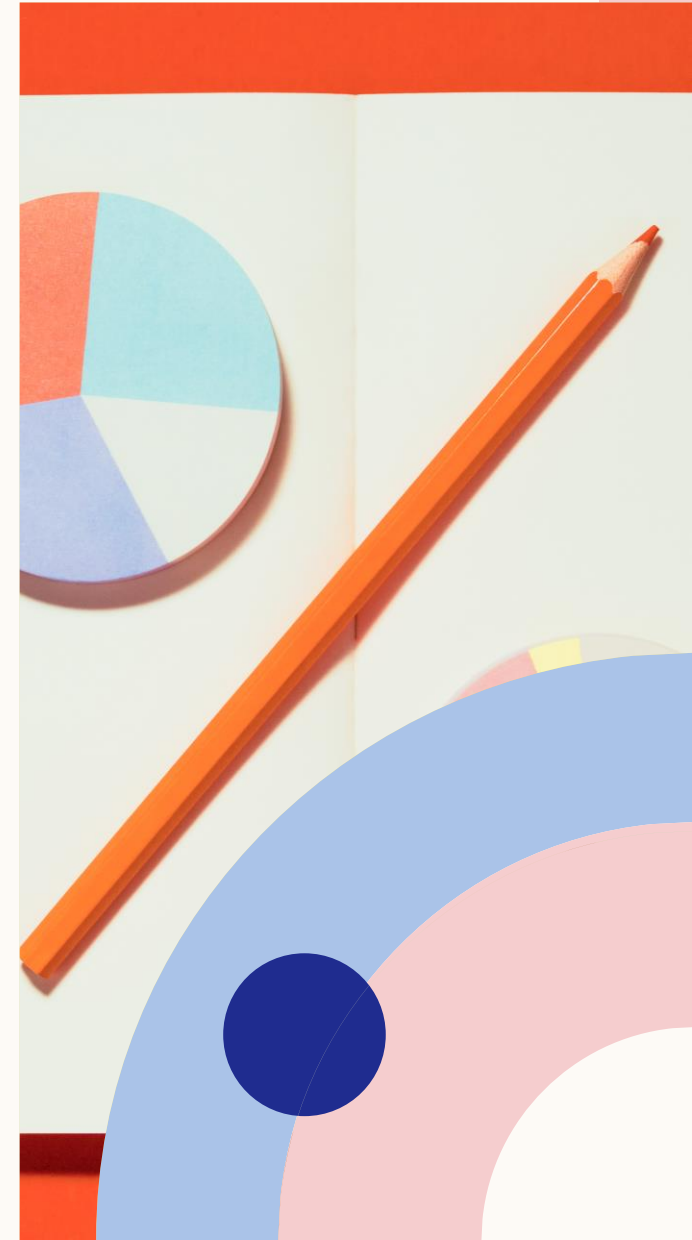
- Compile paid invoices or receipts from the contractor documenting and itemizing the contractual labor costs, costs of contractual services, or other contractual costs

•Other Costs

- Compile paid invoices, receipts, or other applicable proof of payment to document each cost

•Indirect Costs

- No proof of payment is needed for indirect costs; however, please keep documentation on file supporting calculation or methodology for determining indirect costs



ALLOWABLE COSTS

REVIEW SECTIONS OF THE CA CODE OF REGULATIONS:

- ❖ **Equipment:** #303(26), 324.1, 324.2
 - ❖ **Personnel:** #321
 - ❖ **Travel:** #322, 322.1, 322.3
 - ❖ **Contractual:** #319, 320.1, 320.2, 320.3
- ❖ Your Agreement budget outlines what the approved allowable costs are for your grant project.
 - ❖ The Request for Applications (RFA) provides general guidance on pages 13-16: [LINK](#) to RFA.
 - ❖ Ask us! When in doubt, email us at caurbanag@cdfa.ca.gov before making a purchase.

REVISION REQUESTS

MAKING CHANGES

REVISION REQUEST DUE DATE: AT LEAST 30 CALENDAR DAYS BEFORE THE REQUESTED IMPLEMENTATION DATE

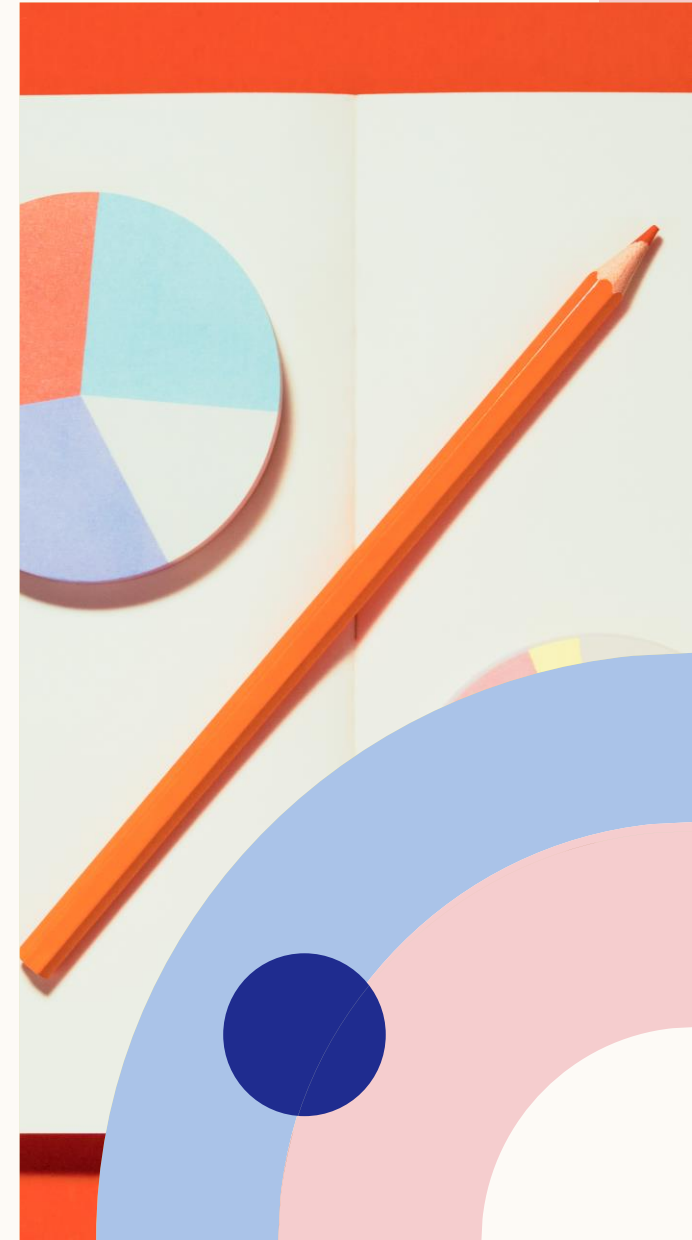
You may request to revise your budget line items and/or your scopes of work and project work plans.

Revisions must be approved in writing by CDFA before you take any action.

There is no limit to how many revisions you are allowed to make

Complete the Scope of Work and/or Budget Revision Request Template(s).

Email your revision requests to caurbanag@cdfa.ca.gov.



REVISION REQUEST PROCESS

- ❖ The CDFA will review and, at its discretion, may approve, deny, or request additional info.
- ❖ The CDFA will let you know the status - approved, denied, or additional info needed. *
- ❖ The CDFA will request that you update your budget if an approved budget revision impacts the budget details.
- ❖ **NOTE: GRANTEES CANNOT IMPLEMENT PROPOSED REVISIONS UNTIL THE CDFA HAS APPROVED THE REVISIONS IN WRITING.**



REPORTING TEMPLATES PROVIDED

Annual Reports: Annual reports cover progress made during the first twelve months of a project and successive annual periods thereafter. One annual report is due within 30 days of the end of the covered reporting period for the duration of the grant agreement.

Final Report: The final report cover progress made during the entirety of the project and are due within 30 days of the termination of the grant agreement. Final reports must include data, results, and discussion from all years of the project to form a comprehensive and stand-alone document. –

REPORTING TEMPLATES PROVIDED

Quarterly Check-ins: Track 1 awardees will be required to meet quarterly with CDFA Program Staff. Meetings will either be a one-on-one verbal progress report with CDFA staff or a quarterly meeting with CDFA staff and other Track 1 awarded community-based organizations. In these meetings awardees will be required to share lessons learned, provide peer to peer support and discuss priorities and strategies as relate to the goals of their projects. Feedback on how CDFA can contribute and or support awardees will be discussed to ensure the success of awardees community-based work.

Final Interview: Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.

REPORTING SUBAWARDS

- **Subaward Documentation:** Track 1 awardees must submit a completed Table 1.0 for each subaward distributed. This can be found in the Subaward Guidelines document. These will be due at the end of each regular financial invoice as well as complied with each annual report.
- Table 1.0 need to include receipts/proof of payment for all subawardees as well as receipts from subawardees spending down their subawards.
- You may request Advanced Payment for up to three months of subaward distributions.
- You may do purchasing/ordering of supplies, equipment, technical support, contractor work or other allowable spending categories on behalf of subawardees. Table 1 is still required.

EVALUATION

- **Evaluation:** Grantees are required to participate in the program evaluation. Evaluation activities are likely to include survey completion and/or facilitating subawardee survey completion, as well as participating in interviews and/or helping facilitate subawardee interviews with CDFA Staff. Other evaluation activities may include but are not limited to site visits, and collection of information such as sales data, water use, or harvest log data.
- **External Program Evaluation:** Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.
- THE CDFA RESERVES THE RIGHT TO WITHHOLD REIMBURSEMENT/ADVANCE PAYMENT FOR PROJECTS THAT ARE NOT UP-TO-DATE WITH THEIR GRANT REPORTING (E.G., ANNUAL REPORTS, SITE VISIT REQUESTS, SURVEYS, FINAL REPORT).

QUESTIONS?

THANK YOU!

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