

2019 DAIRY DIGESTER RESEARCH AND DEVELOPMENT PROGRAM

The Dairy Digester Research and Development Program is funded by the California Climate Investments.



GRANT AWARD PROCEDURES MANUAL



California Department of Food and Agriculture

Office of Environmental Farming and Innovation

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General Information

Program Purpose and Authority

The [2019 Dairy Digester Research and Development Program \(2019 DDRDP\)](#) awards competitive grants to California dairy operations and digester developers for the installation of dairy digesters that result in long-term methane emission reductions on California dairies and minimize or mitigate adverse environmental impacts.

The Budget Act of 2018 (Chapter 30, Statutes of 2018) appropriated \$99 million dollars from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for early and extra methane emissions reductions from dairy and livestock operations. All projects that receive GGRF monies are required by Government Code Section 16428.9 to achieve GHG emission reductions and further the purposes of the Global Warming Solutions Act of 2006 (AB 32).

The 2019 DDRDP Grant Award Procedures (GAP) manual is designed to provide direction to Grant Recipients (Recipients) for the successful management and completion of “California Climate Investments” program funded projects. The GAP identifies roles and responsibilities of all parties, and describes the processes and procedures required by the terms and conditions in the Grant Agreement.

General Responsibilities

California Department of Food and Agriculture

The CDFA, Office of Environmental Farming and Innovation (OEFI) oversees and manages the 2019 DDRDP Recipient Grant Agreements. The OEFI is responsible for monitoring Recipients to ensure compliance with program requirements and grant terms and conditions. The OEFI will also provide Recipients with on-going assistance and consultation throughout the duration of the project term. The OEFI is also responsible for conducting verifications for the projects.

Grant Recipients

Recipients are responsible for project implementation as outlined in the Grant Agreement Scope of Work (SOW). Further, Recipients must ensure all project activities, including contractor/consultant activities, are compliant with applicable federal, state, and local laws, regulations, and ordinances set forth in the Grant Agreement terms and conditions. Moreover, Recipients are responsible for obtaining and maintaining all necessary permits, licenses, agreements, and approvals for the construction, operation and maintenance of projects.

Recipients are responsible for submitting timely and accurate invoices and reports during the project term. Additionally, Recipients must maintain clear and consistent communication regarding project progress status throughout the grant term, particularly if problems or issues arise resulting in project delays. Upon discovery of problems and/or delays, Recipients must notify the CDFA Grant Specialist immediately for purposes of

resolving such problems and/or delays.

Recipients may be required to provide specific requested documentation related to the project as CDFA deems necessary.

To demonstrate the estimated benefits from 2019 DDRDP awarded projects, Recipients are expected to report to CDFA Greenhouse Gas (GHG) emissions reduction data for five years after implementation of the digester. Refer to Phase II Reporting for detailed information regarding reporting requirements after project implementation.

Required Forms

To obtain the forms and templates referenced in this manual, please contact your assigned grant specialist at cdfa.oefi_ddrdp_tech@cdfa.ca.gov.

Assistance

A CDFA Grant Specialist is available to answer questions regarding program requirements and Grant Agreement terms and conditions. Recipients should contact their assigned CDFA Grant Specialist for assistance with grant management.

Prior Approval Required

Prior approval is required from CDFA for material revisions, including, but not limited to:

- Revision of the SOW, work plan, objectives, activities, milestones, dates, or deliverables
- Line item shifts (e.g., budget revisions)
- Change in Recipient organization or key project team members

Recipients should contact their assigned Grant Specialist in writing whenever a change requiring prior approval is necessary or if they are uncertain whether a project activity or cost requires prior approval. Failure to obtain prior approval may result in costs being deemed unallowable and request for reimbursement being denied.

Project Management

Allowable Costs

A cost is allowable if it directly relates to project implementation of the digester and is incurred solely to advance work under the Grant Agreement SOW. Allowable costs may include supplies and materials, equipment, and contractor/consultant services, and other costs associated with implementation of a digester.

Expenditures must conform to the 2019 DDRDP requirements, be made in compliance with federal and state laws and regulations as applicable, and be:

- Necessary and reasonable for proper and efficient performance and administration of the project.
- Easily identifiable to a specific project activity and tracked separately from other funding sources.
- Determined in accordance with generally accepted accounting principles.
- Authorized or not prohibited under federal, state, and local laws, regulations, and ordinances.

Allowable costs must be documented, reasonable, and allocable to the project. 2019 DDRDP project costs must be incurred for the purpose for which the funding was granted and charged to the award on a specifically calculated basis. All project expenses billed to the 2019 DDRDP project must maintain all invoices, receipts, agreements, etc. In addition, 2019 DDRDP project expenses must be necessary for award performance, as well as prudently incurred.

Unallowable Costs

A cost is unallowable if it does not comply with program requirements or other terms and conditions in the Grant Agreement. A cost is also unallowable if it: (1) is covered by another Federal or State grant program; and (2) is not directly related to the implementation of a digester. Unallowable costs will not be reimbursed. Questions regarding allowable costs should be directed to the assigned CDFA Grant Specialist.

Unallowable expenses may include, but are not limited to:

- Costs incurred outside of the proposed project period.
- Pre-development costs (i.e., permits, project designs, and any other activities that contribute to a project's "shovel-readiness").
- Costs associated with environmental review required for project permits, including preparation of Environmental Impact Report.
- Purchasing or leasing land and/or buildings.
- Purchase of dairy manure (tipping fees) or other feedstock.
- Costs associated with the five-year GHG emission reductions reporting.

Matching Funds

Matching contributions include allowable costs (i.e., supplies and materials, equipment, contractor/consultant fees, and other associated project costs) incurred that are directly related to the implementation of the digester.

In-kind contributions include contributions in the form of project installation (labor), pre-development activities conducted prior to the project term, and donated supplies, materials or equipment necessary to the project. In-kind contributions must not exceed 25% of the total matching contribution to the project.

For donated services, the project team members and contractors/consultants performing the service must have the proper licenses/certificates required in their respective disciplines. (For in-kind contributions to be considered an allowable match for services donated to a project, refer to [Timekeeping Requirements](#).)

Recipients must have a mechanism in place to track costs associated with 2019 DDRDP project activities. Accordingly, Recipients must ensure cost of 2019 DDRDP activities are readily distinguishable from all other matching funding sources.

Recipients are required to report matching funds expenditures, and therefore, must maintain all financial records associated with matching funds contributed to the project. Recipients must report matching funds to date with all invoices submitted to CDFA, and include supporting financial documentation (i.e., receipts, invoices, etc.) to substantiate matching funds contributed to the project. For detailed information regarding matching funds reporting requirements, refer to [Proof of Matching Funds](#).

Recipients must expend matching funds at a rate that is equal to or exceeds the amount of 2019 DDRDP funds requested for reimbursement. CDFA will withhold reimbursement anytime the amount of matching funds is less than the cumulative amount of funds requested for reimbursement (e.g., if a Recipient submits an invoice for \$100,000 and has only contributed \$50,000 in matching funds; CDFA will reduce the invoice to \$50,000). For more information Refer to [Withhold Notification](#).

Contractors/Consultants

Recipients may contract for services that cannot be performed by staff employed by the Recipient. Generally, these services are for a short-term period and provide a specific and identifiable product or service.

Recipients are responsible for ensuring their contractors/consultants comply with all applicable federal, state, and local laws, regulations and ordinances. Moreover, all contractors/consultants must have the proper licenses/certificates required for their respective disciplines.

If adding or changing a contractor/consultant, Recipients must provide reasonable notice

to the CDFA Grant Specialist.

Timekeeping Requirements

Activity reports or timesheets must be submitted to support salary and wage, and fringe benefit expenditures charged to 2019 DDRDP grants or contributed to the project as match/in-kind contributions. Each report must account for the total activity for which each employee is compensated, as well as hours worked on a particular 2019 DDRDP grant project. Costs not supported by timekeeping requirements are potentially unallowable.

Permits, Licenses, Agreements, and Approvals

Recipients must obtain and maintain any and all permits, licenses, agreements, and approvals required for the project.

Recipients are required to notify the CDFA Grant Specialist in writing regarding the status of all necessary permits, licenses, agreements, and approvals. Furthermore, once permits, licenses, agreements, and approvals are issued, the Recipient is required to provide a copy to the CDFA Grant Specialist.

Recipients must demonstrate compliance with California Environmental Quality Act (CEQA) and all applicable permits within 6 months of the execution of the grant agreement.

If there are issues or unforeseen circumstances resulting in delays in obtaining required permits, licenses, etc., Recipients must notify the CDFA Grant Specialist immediately in writing.

Notifications of Problems and Delays

Upon discovery of problems, delays, or adverse conditions that will materially affect project implementation, Recipient must immediately notify CDFA in writing.

Examples include, but are not limited to:

- Inability to complete any portion of the project installation according to the Grant Agreement SOW
- Inability to obtain the necessary permits or licenses to construct the digester
- Substituting supplies, materials, or equipment identified in the Cost Summary
- Change in project technologies
- Inability of contractor/consultants to perform work resulting in activities delayed or eliminated.

Scope of Work Revisions

Scope of Work revisions may be required when project modifications are essential to complete project implementation. Requests for revisions must be made in writing to the CDFA Grant Specialist and must provide detailed information explaining the need and how the change affects the estimated project GHG emission reductions.

Examples of project changes requiring a SOW revision include but are not limited to:

- Change in project design
- Modifications or material changes to any technical aspect of a project
- Addition or deletion of activities and/or deliverables outlined in the Work Plan
- Budget revisions
- Change of Recipient organization name or organizational status
- Changes in the status of the Project Manager, such as withdrawing from the project entirely, being absent during any continuous period of three months or more, or reducing the time base by 25% or more.
- Changes to project partners and/or project team members

Recipients must obtain approval from CDFA before proceeding with revision to the SOW. Changes that result in a lower estimated projected project GHG emission reduction may not be approved.

Budget Revisions

For SOW revisions that also require adjustments to the Cost Summary, a Line Item Shift Request (LISR) must be submitted in advance for CDFA approval. Follow instructions under [Financial Management, LISR](#) section to request a budget revision.

LISR must be accompanied by a revised Cost Summary. A total project budget cannot be increased or decreased through this process.

Publicity and Acknowledgement

Recipients must acknowledge the Climate Change Investments (CCI) program's 2019 DDRDP support whenever projects funded, in whole or in part, are publicized in any news media, brochures, publications, audiovisuals, or other types of promotional material. Outreach materials must include the CCI logo.

Acknowledgements must be consistent with the guidance provided in the CCI Media and Communications Style Guide available at <http://www.caclimateinvestments.ca.gov/logo-graphics-request>.

Financial Management

Recipients are accountable for all grant funds awarded and must ensure all funds are used solely for their authorized purposes. Recipients must maintain financial supporting documentation (i.e., receipts, invoices, etc.) for all project expenditures. Accordingly, Recipients must provide financial supporting documentation for both expenditures submitted to the CDFA Grant Specialist for reimbursement and matching funds contributed to the project.

Invoices

Reimbursement Payments

Recipients submit invoices to the CDFA Grant Specialist for reimbursement of actual expenditures incurred to implement their project. Invoices must be submitted quarterly and include all financial supporting documentation to substantiate 2019 DDRDP expenses.

Reimbursements must be requested on the invoice template provided by the CDFA Grant Specialist. A scanned, legible copy of the signed invoice can be emailed to the CDFA Grant Specialist at cdfa.oefi_ddrdp_tech@cdfa.ca.gov, or a hard copy can be mailed to:

California Department of Food and Agriculture
Office of Environmental Farming and Innovation (Dairy Digester Research and
Development Program)
1220 N Street
Sacramento, CA 95814

When to Submit Invoices

Invoices are due no later than 30 days after the quarterly invoice period and are required regardless of whether or not project costs are incurred during the invoice period. The quarterly invoice periods are:

Quarterly Period	Invoice Due
October 1 – December 31	January 31
January 1 – March 30	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

Final invoices are due no later than 30 days following the expiration of the Grant Agreement term or after the project is complete, whichever comes first.

Invoices and financial supporting documentation submitted to the CDFA Grant Specialist will be reviewed for completeness and accuracy. The CDFA Grant Specialist will promptly notify the Recipient of any incompleteness or deficiencies, which appear on the invoice. Once the incompleteness or deficiencies are corrected, the CDFA Grant Specialist will process the invoice for payment. It may take up to 45 days from the date the invoice is approved for a payment check to be issued by the State Controller's Office.

Completing an Invoice

Request for Reimbursement Invoice

The CDFA Grant Specialist initiates each invoice cycle by generating an electronic invoice template. The CDFA Grant Specialist emails Recipients an invoice template with the Grant

Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget Entered. Recipients complete the following and return to the Grant Specialist:

- Billing Period – Month/year when costs occurred
- Amount Requested – Dollar amount requested by budget category
- Preparer's Signature – Signature, phone number, email address of preparer and date prepared
- Authorized Signature – Signature, phone number, email address of the authorized representative

For detailed instructions on completing the CDFA invoice template, refer to [Appendix A](#).

No Expenditure Invoice

Recipient checks the "NO EXPENDITURES" box, signs, dates, and returns the invoice to the CDFA Grant Specialist. No Expenditure invoices must be accompanied by an explanation of why costs were not incurred during the billing period.

Final Invoice

Recipient marks "Final Invoice" in the Invoice Number area, indicating all payment obligations have been met and no further payments are due.

Proof of Expenditures and Matching Funds

Recipients must submit proof of expenditures and matching funds to the CDFA Grant Specialist. Proof of expenditures and matching funds must be submitted during the quarterly invoice period and include all financial supporting documentation to substantiate project expenditures. As such, proof of expenditures and matching funds are due no later than 30 days after the quarterly invoice period.

Recipients complete the following and return to the Grant Specialist:

- Budget Category: Itemize project expenditures and matching funds activities into the applicable budget category
- Invoice Number: All itemized expenditures and matching funds activities must correlate to a project invoice.
- Description: Provide a brief description of the quantity or service
- CDFA Reimbursement, Matching Funds, In-Kind Contributions, State/Federal Funds, Other Funds: Dollar amount contributed for each project cost.

Line Item Shift Request

When adjustments to the project result in the need to shift funds from one budget line item to another, Recipients are required to complete and submit a Line Item Shift Request (LISR) to the CDFA Grant Specialist. All un-shaded areas of the LISR form should be completed. Recipient must enter the following:

- Enter the current approved budget values (these amounts should be taken from the most recent approved invoice, Project Budget column).
- Enter the amount of funds shifted from a budget category as a negative by using brackets “()”, and the amount of funds shifted to a budget category as a positive amount by using the plus sign “+”. The revised budget will automatically be calculated.

The total project budget cannot be increased or decreased through this process.

Withholds

Withhold Payment Notification

Upon discovery of an invoice discrepancy or material issues adversely affecting project implementation, the CDFA Grant Specialist will issue a Withhold Payment Notification (Notification) to delay payment of an invoice. The Notification describes the reason for withholding payment and what actions may be required. Within ten (10) calendar days from receipt of the notice, the CDFA Grant Specialist will contact the Recipient for purposes of resolving any issues. Invoices are processed once all issues are resolved.

Withhold Pending Closeout

CDFA will withhold 10% of the Grant Agreement award until approval of the Final Invoice and Final Performance Report, and/or resolution of any performance issues or audit findings.

Suspension of Payments

If a Recipient is not compliant with the Grant Agreement terms and conditions, CDFA may suspend reimbursement. Upon discovery of any violations of the Grant Agreement terms and conditions, Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments.

A determination of breach may be appealed in writing either mailed to:

California Department of Food and Agriculture
Attn: Legal Hearing and Appeals Office
1220 N Street, Suite 400
Sacramento, CA 95814

Or via email to: CDFA.LegalOffice@cdfa.ca.gov

The appeal must include a copy of the notification or the name of the Recipient organization, the grant agreement number, the title of the project, the reasons the action should not be imposed, including any documentation to support the appeal, and the signature of the authorized representative. Appeals must be postmarked (date stamped if via email) within 10 calendar days of the date of the notification of the action from OEFI. Appeals not received within this timeframe will be denied. The action specified in the

notification remains in effect while the appeal is under review.

Reporting Requirements

Progress Report

Recipients are required to submit quarterly progress reports no later than 30 days after each reporting period ends. The progress report is used to identify tasks and activities achieved (i.e., progress on construction activities, permitting, licensing, and/or agreement status, equipment purchased, etc.), potential concerns or delays, matching funds expended to date, and other pertinent information such as estimated GHG reductions and co-benefits achieved during the reporting period.

Final Report

Recipients are required to submit a Final Performance Report no later than 30 calendar days following the expiration date of the Grant Agreement or after the project installation is complete, whichever comes first. The Final Performance Report is used to summarize project accomplishments, including benefits to disadvantaged communities, estimated GHG reductions for entire project, quantifiable improvements in air and water quality resulting from the project, and any additional co-benefits achieved during the grant term.

Phase II Reports

Since 2019 DDRDP is supported by the GGRF, projects are expected to provide real and quantifiable GHG emission reductions data to CDFA throughout the life of the digester project (five years), after the digester becomes operational. The purpose of such follow-up reporting is to demonstrate the long-term success of 2019 DDRDP projects by documenting the actual GHG emission reductions data.

After the digester becomes operational, CDFA will work with Recipients to collect GHG emission reductions data to validate initial project estimations. Recipients are required to determine and report project GHG emission reductions consistent with guidelines in the CARB Compliance Offset Protocol – Livestock Projects.

Recipients will be required to collect data and submit Phase II reports to CDFA on an annual basis for a period of five years to support GHG quantification. In addition to GHG emission reduction data, Phase II reporting may include, but is not limited to:

- Tons of waste digested and type of waste
- Amount of biogas generated
- Amount of power generated
- Employment information, such as, but not limited to:
 - Job Classifications
 - Job Credentials
 - Number of Jobs Provided
 - Number of Jobs Provided to Priority Populations

- Total Project Work Hours
- Project Work Hours for Priority Populations
- Average Hourly Wage
- Average Hourly Wage for Priority Populations
- Total Number of Workers that Completed Job Training
- Description of Job Quality
- Targeted Hiring Strategy

Compliance Reviews

CDFA will conduct a Financial Audit and/or Critical Project Review upon reasonable notice at any time during the project term. The purpose is to review financial records and project documentation to ensure 2019 DDRDP funds are used for their intended purpose and the project is meeting the deliverables as approved in the SOW, specifically relating to the Work Plan and Budget.

Financial Review

All invoices submitted to the CDFA Grant Specialist are subject to a financial compliance desk review by a CDFA auditor. The purpose is to review financial records and documentation, including matching and in-kind contribution records, to ensure 2019 DDRDP funds are used for their intended purposes in compliance with the GAP manual as well as the Grant Agreement terms and conditions. Documentation may include, but is not limited to, invoices/receipts for operating costs, contractor/consultant invoices and agreements, timesheets and payroll records, travel receipts, permitting fees, etc.

Critical Project Review

2019 DDRDP awarded projects are subject to a minimum of one critical project review during the project term for CDFA to verify project progress as reported in Progress Reports.

Project Closeout

Before the Grant Agreement is closed, OEFI will review the Critical Project Review Report, Final Performance Report, Final Invoice, and ensure resolution of any project concerns. CDFA will withhold 10% of the Grant Agreement amount pending resolution of any issues. A closeout letter and final payment will be issued when a resolution is complete.

Record Retention

Recipient must retain supporting financial records, project records, and any other relevant supporting documents for a period of three (3) years from the date the Grant Agreement is closed or until final resolution of any litigation related to the grant.

Records that must be retained include:

- Actual expenditure invoices of supplies and materials and equipment charged to grant fund;
- Contractor/Consultant reimbursement claims for work performed on the project;
- Permits, licenses, approvals and agreements obtained for project implementation;
- All other supporting financial documentation related to the Grant Agreement.

Appendix A: CDFA Invoice Template

EXAMPLE

Recipient must complete all yellow shaded sections below

<p><i>Bill to:</i> CA DEPARTMENT FOOD & AGRICULTURE 1220 N STREET SACRAMENTO, CA 95814</p>	<h2 style="margin: 0;">INVOICE</h2> <h3 style="margin: 0;">2019 Dairy Digester Research and Development Program</h3>	<p><i>Make Check Payable to:</i> ABC Dairy, Inc Address City, State, ZIP Attn: xxx</p>
<p>Grant Agreement Number: 19-xxxx-xxx-DD</p>	<p>Billing Period: Month/Year to Month/Year</p>	<p>Invoice Date: </p>
<p>Recipients Name: ABC Dairy, Inc Project Title: ABC Dairy Improvements</p>		

Grant Budget	Invoiced to Date	Amount Requested	Remaining Balance
<p>1 OPERATING EXPENSES: a) Supplies b) Equipment 2 CONTRACTORS / LABOR COSTS 3 OTHER</p>	<p>7</p>	<p>4</p>	<p>6</p>
<p>Totals: \$0.00</p>	<p>\$0.00</p>	<p>\$750,000.00</p>	<p>\$500,000.00 \$1,000,000.00 \$250,000.00 \$0.00</p>

<p>Approved Line Item Shifts: 0</p>	<p>Less Remaining Advance: \$0.00</p>
<p>Matching Funds to Date: \$800,000.00</p>	<p>5 Amount to be Paid: \$750,000.00</p>

9 I certify the amount requested is for actual and allowable expenditures incurred for DDRDP activities performed in accordance with CDFA Grant Agreement provisions.

PREPARER'S NAME & SIGNATURE	PHONE NUMBER	E-MAIL ADDRESS	DATE
AUTHORIZED NAME & SIGNATURE	PHONE NUMBER	E-MAIL ADDRESS	DATE

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\$	2019-2020	GRANT SPECIALIST INITIALS AND DATE	ACCOUNT CODE	PROGRAM CODE	SUPPLIER ID
AMOUNT	STATE FISCAL YEAR				
CDFA AUTHORIZED APPROVER	CDFA AUTHORIZED SIGNATURE	DATE	OBJECT CODE	PRGM COST ACCT (PCA)	VENDOR ID

☐ Withhold 10% of Grant Award until Project is verified.
 ☐ Project verified. Final payment.

CDFA Invoice Template Instructions and Definitions

Recipients must complete all yellow shaded sections identified on the CDFA invoice template. The following provides definitions and instructions on completing specific sections of the CDFA invoice template to request reimbursement payments for costs incurred to implement the project. For questions regarding and assistance with completing this template, Recipients should contact their assigned Grant Specialist.

1) Grant Budget: The total grant award amount for each budget category as identified in the approved Budget. Reimbursement for project expenditures is based on these categories and amounts.

2) Billing Period: The yearly period in which project costs were incurred. For example, if project costs were incurred during the first billing quarter, the billing period is October 1st 2019 – December 31st 2019.

3) Invoice date: The date Recipient completes and signs the CDFA Invoice template.

4) Amount Requested: Review the dollar amounts in each budget category to request reimbursement for project costs that were incurred during the billing period. The amount requested in each budget category cannot exceed the total amounts listed under the “Grant Budget” or the yearly amount detailed in the Scope of Work section of the Grant Agreement under the Attachment 1a - Budget Details.

5) Amount to be Paid: The total payment amount requested for project costs that were incurred during a billing period. The invoice template will automatically calculate this total. Once OEFI approves the invoice, the “Amount to be Paid” will be the amount issued for reimbursement. In case the Recipient had no expenditures to report in a billing period, please mark the box “No Expenditures”.

6) Remaining Balance: The amount of grant funding remaining that has not been paid. OEFI will not approve an invoice with negative balances in this column. Contact your assigned Grant Specialist if a budget revision is needed.

7) Invoiced to Date: The total project cost amount reimbursed for each budget category based on previously approved invoices. OEFI will adjust the “Invoiced to Date” amount each billing period.

8) Matching Funds to Date: Input the total matching funds and/or in-kind contributions contributed by Recipient to implement the project.

9) Preparer/Authorized Signatures: An authorized representative of the dairy operation (Recipient) must print their name and sign on the “Authorized signature” line to certify the amount requested for each billing period. If the invoice was prepared on behalf of the Recipient, the preparer should print their name and sign on the “Preparer’s signature” line. OEFI will not approve invoices without the Recipient signing as the “Authorized signature.”