



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

**Office of Agricultural
Resilience and Sustainability**
Reimbursement FAQs

1. Can I purchase anything before the agreement starts?

No expenses or orders can be incurred before the Grant Agreement is fully executed (signed by both parties - recipient and CDFA's Office of Grants Administration) or before the start date of the grant agreement. Any costs incurred outside the grant term are not reimbursable.

2. What kind of supporting documentation is required for reimbursement?

Vendor invoices and receipts can be submitted as supporting documentation; those invoice/receipt dates should fall within the "Billing Period" you identify on your CDFA Invoice.

3. What should I reference when completing the CDFA Invoice for reimbursement?

When completing the CDFA Invoice, please reference your project's approved Budget Worksheet (this can be found in your executed grant agreement; if you need a copy, reach out to your Grant Analyst) and your vendor invoices and/or receipts to determine the amounts requested per category on the CDFA Invoice. Additional resources and guidance on completing a CDFA invoice can be found in the Grant Award Procedures manual.

4. Do I have to wait for the quarter to end before submitting reimbursement?

Please work with your grant analyst. If vendor invoices are a significant amount, OARS will work with you to submit for reimbursement outside the quarter.

5. Do I submit a CDFA Invoice for the quarter even though I don't have a reimbursement request?

Yes, a quarterly invoice should be submitted even if reimbursement is not being requested. The CDFA Invoice has a "No Expenditure" box to be selected if no project expenses have been incurred in that quarter.

6. When should I expect my check and how am I going to receive it?

The recipient will receive the check via mail. The mailing address used is as per the submitted STD-204 Payee Data Record and appears on your CDFA Invoice Template. It can take 45 days after the invoice is approved to arrive. Please reach out to your Grant Analyst if you don't get your check 45 days after approval.

7. Can I add an additional person to help manage the Grant?

Yes, you can add additional people to help with the management of the grant. You can add a Grant Administrative Contact and a Fiscal Contact when signing the grant agreement on page two. If this is not completed during grant execution, but someone aside from the Grant Manager will need to communicate with the Program about the grant or will be preparing/submitting invoices, the grant recipient can email the Program identifying the individual, their role, and that CDFA is authorized to communicate with them about the grant.

8. Can I make changes to my project?

For any changes to a project, you should check if approval is needed from the program. Email your Grant Analyst to initiate the request. DO NOT make design changes, purchases or initiate contracts with new vendors/contractors without prior program approval.

9. Can I get an extension for my project?

If your project is delayed and may need a grant term extension, email your Grant Analyst to let them know and initiate a request. A no-cost time extension may be approved after Program review and will depend on the flexibility of the funding source.

10. When should I be expecting an invoice for the Healthy Soils Incentive Program?

After practices are verified by the project manager, you will receive a prepared CDFA invoice reflecting your reimbursement amount to review and sign within a few weeks. The invoice will be sent via Adobe email by the grant analyst cc'd in the verification email. Please check your email inbox as well as your spam folders for invoices. If the invoice is not received after 2 weeks, please reach out to the grant analyst cc'd in the verification email from the project manager. Analyst contact information is also located on the grant agreement.



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