

# 2018 State Water Efficiency and Enhancement Program

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*The State Water Efficiency and Enhancement Program is funded through California's Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.*

## GRANT AWARD PROCEDURES MANUAL



**California Department of Food and Agriculture**  
Office of Environmental Farming and Innovation  
1220 N Street  
Sacramento, CA 95814  
[cdfa.sweeptech@cdfa.ca.gov](mailto:cdfa.sweeptech@cdfa.ca.gov)

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## General Information

### Authority and Purpose

The 2018 SWEEP funding is allocated by California Proposition 68: Parks, Environment and Water Bonds, which authorizes the CDFA to provide financial assistance to California agriculture operations to implement irrigation systems that reduce greenhouse gas (GHG) emissions and on-farm water use.

Projects awarded under the 2018 SWEEP must achieve verifiable GHG emission reductions and water savings.

### Purpose of the Grant Award Procedures Manual

The 2018 SWEEP Grant Award Procedures (GAP) Manual is designed to provide direction to Grant Recipients (Recipients) for the successful management of SWEEP funded projects. The GAP identifies roles and responsibilities of all parties and describes the processes and procedures required by the Grant Agreement terms and conditions.

### General Responsibilities

#### California Department of Food and Agriculture

The California Department of Food and Agriculture (CDFA), Office of Environmental Farming and Innovation (OEFI) oversees the SWEEP Recipient grant agreements and is responsible for monitoring Recipients to ensure compliance with program requirements and grant terms and conditions. The OEFI will provide Recipients with assistance and consultation on all matters related to their Grant Agreement.

#### Grant Recipients

Recipients are responsible for project implementation as outlined in the Grant Agreement Scope of Work (SOW) and Budget. Recipients are responsible for submitting timely and accurate invoices during the project term. In addition, Recipients are expected to use and maintain their system for a minimum of ten years, to the extent feasible, or according to the USDA, NRCS [Practice Life Span Table](#).

For detailed information regarding Recipients' continued expectations and responsibilities following project implementation, refer to the [Post-Project Requirements](#) section.

### Assistance

The OEFI is available to answer questions regarding program requirements throughout the Grant Agreement term. Recipients will be assigned a Grant Specialist from the OEFI to answer questions and assist with grant management. For questions or assistance, Recipients should contact their assigned Grant Specialist.

### Required Forms

Forms and templates referenced in this GAP document can be found at <https://www.cdfa.ca.gov/oefi/sweep/>, [Recipient Resources](#).

## Project Management

Recipients are responsible for the overall management of their project, including monitoring activities conducted by contractors/consultants, to ensure compliance with program requirements and Grant Agreement terms and conditions. In addition, Recipients must directly monitor project progress to ensure installation is complete within the project term.

**Project implementation must occur on the Assessor Parcel Number(s) (APNs) identified in the approved SOW.** Failure to install a project on the APNs identified in the approved SOW may result in all or any portion of the grant funding withheld and/or termination of the Grant Agreement.

Recipients must maintain clear and consistent communication with OEFI regarding project progress, at least quarterly, throughout the grant term, particularly if problems or issues arise resulting in project delays. Upon discovery of problems and/or delays, Recipients must notify their assigned Grant Specialist immediately for purposes of resolving such problems and/or delays. (Refer to [Notification of Problems and Delays](#) section for further details.)

## Utility Service Process

For projects requiring utility service for interconnection, etc., Recipients must begin the application process with their local utility company immediately after execution of the Grant Agreement. Recipients are responsible for ensuring timely completion of the utility application process. In addition, Recipients must complete all on-farm prerequisite infrastructure necessary to commence utility work within the project term. If there are delays with scheduling and/or completing utility work (e.g., interconnection, new service, etc.), Recipients must immediately notify their assigned Grant Specialist in writing for assistance with this process.

## 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. All contractors/consultants must have the proper licenses/certificates required for their respective disciplines.

Recipients are responsible for ensuring their contractors/consultants comply with all applicable state and local laws, regulations, and ordinances. Contracting out must not affect the Recipient's overall responsibility for the management of the project, and the Recipient must reserve sufficient rights and control to enable them to fulfill their responsibilities for the project.

Contractor invoices shall include sufficient detail and information so CDFA can make a determination that the expenditures invoiced are deemed reasonable and allowable under the approved SOW and Budget. In the event the contractor outsources to a subcontractor for a specific product and/or service, supporting subcontractor invoices must also include detailed itemization to ensure that only actual expenses are charged to grant funds. In addition, contractor/consultants and subcontractors must retain all project records for a period of three years following project implementation for purposes of an examination/audit by CDFA.

If adding or changing a contractor, Recipients must provide reasonable notice to their assigned Grant Specialist in writing.

## Notification of Problems and Delays

Upon discovery of problems, delays, or adverse conditions that will materially affect project implementation, the Recipient must notify OEFI in writing within ten (10) business days. Some problems or delays may require a revised SOW.

Examples include, but are not limited to:

- Inability to complete any portion of the project installation according to the approved SOW
- Inability to complete utility work required for project implementation within the project term
- Substituting supplies and equipment identified in the Budget
- Change in project components
- Inability to complete any portion of the project on the APNs identified in the approved SOW

## Prior Approval

Prior approval is required for any revision to the project as approved in the SOW or Budget. Recipients must submit a revision request in writing to their assigned Grant Specialist. The information required for a request for approval varies according to the type of approval sought. Contact the assigned Grant Specialist in writing to obtain prior approval requirements.

Prior approval is required from OEFI for the following:

- Revision of the SOW and/or Budget
- Line item shifts (i.e., Budget revisions)
- Change in project components
- Change in project design

Failure to obtain prior approval may result in CDFA disallowing expenditures, suspending payments, or terminating the Grant Agreement.

## Scope of Work Revisions

SOW revisions may be required when unforeseen circumstances prevent Recipients from installing the approved project components and/or achieving the project's estimated water savings and GHG reductions.

Requests for project revisions must be made in writing to the assigned Grant Specialist and provide a detailed justification explaining the need for the change and how the proposed change benefits or enhances the project. Recipients should In addition, SOW revision requests must clearly outline changes to project components and any impacts to the implementation timeline and budget. Changes that result in lower water savings and GHG reductions will not be approved.

Examples of project changes that require a SOW revision include, but are not limited to:

- Change in project design
- Revisions to any technical aspect of a project

- Addition or deletion of project components
- Budget revisions

Recipients must obtain prior approval from OEFI in writing before proceeding with project revisions to the SOW. Failure to obtain prior approval of SOW revisions may result in unallowable costs, as reimbursement is available only for approved project components.

## Budget Revisions

If changes to the Budget are necessary to implement the project, Recipients are required to complete and submit to their assigned Grant Specialist a [Line Item Shift Request \(LISR\)](#) form to request adjustments to budget items. The LISR must be accompanied by a revised Budget Worksheet. The total project award amount cannot be increased or decreased through this process. A budget revision of \$2,000 or less in the invoice of the project may not require a LISR, but the Recipient must consult with their assigned Grant Specialist.

Recipients must obtain written approval from OEFI prior to incurring costs under the revised Budget. Failure to obtain prior approval of Budget revisions may result in CDFA disallowing expenditures.

### Line Item Shift Request Form

All unshaded areas under the “Line Item Shift Budget Worksheet Adjustment Table” must be completed as follows:

- Enter the current approved budget values. These amounts should be taken from the most recent approved invoice, “Project Budget Categories” 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.

## Matching Funds

Matching contributions include project costs (i.e., supplies, equipment, and contractor/consultant labor cost/hour, and any other necessary costs) incurred by the Recipient that directly support project implementation. Matching contributions can include cash and/or in-kind contributions. Matching funds (cash contributions) are the amount of funds that are contributed by the Recipient to the project. In-kind contributions include contributions by the Recipient in the form of contractor/consultant (labor) involved with project installation and donated supplies and/or equipment necessary to implement the project.

If Recipients are contributing matching funds, Recipients must report the matching funds expenditures and maintain all invoices, receipts, etc. associated with matching funds contributed to the project. Recipients must report matching funds to-date with all invoices submitted to their assigned Grant Specialist, and include invoices and receipts to substantiate matching funds contributed.

Matching funds documentation (i.e., invoices, receipts, etc.) must include sufficient information to determine expenditures invoiced for reimbursement support project implementation.

*Note: USDA, NRCS Environmental Quality Incentive Program financial assistance cannot be used as matching funds for items that are also covered by SWEEP funds.*

## **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 receipts, invoices, etc. for project expenditures submitted to OEFI for reimbursement.

## **Allowable Costs**

A cost is allowable if it directly relates to the approved project and is incurred solely to advance work under the Grant Agreement SOW and Budget. Allowable costs must clearly support installation of irrigation systems, and may include supplies, equipment, labor, and any other allowable cost necessary for project implementation.

Examples of allowable costs include:

- Installation of photovoltaic panels to power irrigation systems
- All components of irrigation systems
- Sensor hardware and telemetry
- Software associated with sensors and weather stations
- Flow meters

Allowable costs must be easily identifiable to a specific project component or activity as approved in the SOW and Budget. Project costs must be incurred for the purpose of which the funding was granted and charged to the award on a specifically calculated basis. Project expenditures must be adequately documented.

## **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 is not contained in the approved SOW and Budget, or is not necessary or reasonable to advance the work of the project. Unallowable costs will not be reimbursed. Questions regarding allowable costs should be directed to the assigned Grant Specialist.

Unallowable expenses include, but are not limited to:

- Project design costs
- Post-project service charges and maintenance costs associated with the irrigation system (includes yearly subscriptions that exceed end of project period)
- Non-labor costs (i.e., management) and fees associated with project oversight, including travel costs to the project site location
- Labor costs in excess of 25 percent of the total grant award amount
- Supplies and equipment costs not related to irrigation or water distribution systems
- Costs incurred outside of the grant agreement term
- Expenditures not identified in the approved Budget

- Costs associated with drilling of new or expanding groundwater wells
- Irrigation training courses
- Soil management practices
- Costs associated with technical assistance

## Payment Methods

There are two payment methods for allowable project costs incurred – advance payments and reimbursement payments. It may take up to 45 days from the date the invoice or advance payment request is approved for a payment check to be issued by the State Controller’s Office. The two payment methods are discussed in turn below:

### Advance Payments

Recipients may be eligible to receive an advance payment up to 25 percent of the total grant award to begin project implementation. Requests must be submitted using the [Advance Payment Request](#) form. In addition, Recipients are required to provide a purchase order/quote documenting estimated project costs that will need to be funded in order to begin project implementation. These costs cannot have already been incurred prior to the grant start date of the funded project.

The advance payment must be fully expended within a three-month period. All remaining funds will be allocated on a reimbursement basis through monthly or quarterly invoicing.

### *Advance Payment Request Process:*

- Estimate the advance amount needed for a three-month period to begin project implementation.
- Submit an Advance Payment Request, justification (i.e. cash flow issues), and associated purchase order/quote to your assigned Grant Specialist.
- The State Controller’s Office issues checks.

Follow the instructions under [Completing an Invoice](#) to invoice against the advance payment.

### Reimbursement Payments

To request reimbursement payments, Recipients must submit a CDFA invoice template, including all supporting invoices and receipts to detail expenses, to their assigned Grant Specialist for reimbursement of allowable project costs incurred to implement their project.

Supporting invoices and receipts submitted must include an itemized account for total supplies, equipment, contractor/consultant (labor) fees, and all other allowable project costs necessary for the project. Further, Recipients must submit both the primary contractor and subcontractor invoices to account for total labor fees charged to the grant. All supporting invoices for contractor and subcontractor fees charged to the grant must include the hours worked and provide a brief description of activities performed. CDFA reserves the right to reduce the amount reimbursed if costs are found to be unallowable.

Reimbursements must be requested on the CDFA invoice template provided by the assigned Grant Specialist. Recipients can email a scanned, legible copy of the signed invoice to their assigned Grant Specialist, or a hard copy can be mailed to:



California Department of Food and Agriculture  
Office of Environmental Farming and Innovation  
1220 N Street  
Sacramento, CA 95814

## Invoices

### When to Submit Invoices

CDFA invoices must be submitted at least quarterly, but no more frequently than monthly, and include all supporting invoices and receipts to substantiate expenses.

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

The quarterly periods are:

<b>Quarterly Period</b>	<b>Invoice Due (no later than)</b>
September 1 – November 30	December 31
December 1 – February 28	March 31
March 1 – May 31	June 30
June 1 – August 31	September 30

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

CDFA invoices and supporting invoices and receipts submitted to the Grant Specialist will be reviewed for completeness and accuracy. The 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 Grant Specialist will process the invoice for payment. The Grant Specialist may request additional information or supporting documentation to determine the eligibility and/or ineligibility of allowable costs.

### Completing an Invoice

#### *Request for Reimbursement Invoice*

The Grant Specialist initiates each invoice cycle by generating an electronic invoice template. The Grant Specialist will email Recipients an invoice template with the Grant Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget Entered.

Recipients complete the following sections and return to their assigned Grant Specialist:

- Billing Period – Indicate time period (i.e., month and year) of when costs were incurred.
- Amount Requested – Enter dollar amount requested for payment for each budget category.
- Matching Funds to Date – Enter dollar amount of costs contributed by Recipient, if applicable.

- Preparer’s Signature – Name and Signature, phone number, email address of preparer, and date prepared.
- Authorized Signature – Name and Signature, phone number, email address of the agriculture operation owner.

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

#### *No Expenditure Reimbursement*

If no costs were incurred during a billing period, Recipient marks the “NO EXPENDITURES” box, signs, dates, and returns the invoice template to their assigned Grant Specialist. No Expenditure invoices must be accompanied by an explanation of why costs were not incurred during the billing period.

#### *Advance Payment Offset Invoice*

Recipients must follow the instructions for a *Request for Reimbursement Invoice*. The invoice template automatically calculates the amount to be paid less the advance payment. The Grant Specialist adjusts the “Less Advance” amount for the following billing period until the advance is offset 100 percent by expenditures.

#### *Final Reimbursement*

Recipient marks “Final Reimbursement” below the invoice number on the CDFA Invoice template, indicating all payment obligations are met and no further payment is due. Any remaining balance will be reverted back to CDFA.

## **Withholds**

### *Withhold Payment Notification*

The Grant Specialist issues a Withhold Payment Notification (Notification) to delay payment of an invoice if there are discrepancies or issues regarding project implementation. The Notification describes the reason for withholding payment and what actions, if any, may be required. The Grant Specialist will contact the Recipient within ten business days of receiving the Notification for purposes of resolving any issues. Invoices are processed once all issues are resolved.

### *Withhold Pending Closeout*

The OEFI will withhold ten percent (10%) from the total grant award until approval of the final invoice, the verification requirement, and/or resolution of any performance issues prior to close-out. A Withhold/Dispute will not be sent, and the ten percent withhold may not be appealed.

### *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, the 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 and addressed to the CDFA Legal Hearing and Appeals Office and sent to the address below or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov):

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

The appeal must include a copy of the notification or the name of the Recipient organization, the project 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 business days of the notice of 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.

## **Irrigation Training**

Recipients attending an irrigation training course as identified in the approved SOW are required to complete a course during the project term or submit evidence of training completed during the two years prior to the agreement. The irrigation training course must be relevant to agriculture water conservation and irrigation management. Recipients should also select a course that is relevant to the project, and that meets the needs of the operation. One representative from the agricultural operation is required to complete the course. Recipients must submit evidence (e.g., certificate of completion) confirming attendance of a course to their assigned Grant Specialist. Training on the irrigation system provided by an irrigation company is not an allowable irrigation training course.

Project completion will be conditional upon completing the required training course. Failure to complete the required training course may result in CDFA withholding 10 percent of the total grant award amount. For a list of CDFA recommended training resources, please go to: [Irrigation Training Resources](#).

## **Verification Requirement**

Recipients must notify their assigned Grant Specialist in writing that project implementation is complete. Once OEFI is notified projects are complete, a local Resource Conservation District (RCD) representative or a CDFA Environmental Scientist will contact Recipients to schedule a site visit and complete the verification requirement.

The purpose of the verification requirement is to verify proper completion of the project according to the approved SOW. For example, the verifier will confirm the following:

- Project site location information (e.g., APNs impacted by the project, crops and associate acreage, etc.)
- The system was installed in accordance with the approved SOW and Budget.
- The system is functioning effectively and design specifications were met.
- Water measurement requirements were met.

The verifier will complete a verification report indicating the project results and other project related information as applicable. The verification must be approved in order for Recipients to receive the final payment.

Allowable project costs to be reimbursed (supplies and equipment) must be on-site at the project location and verifiable the date the verification is conducted. Recipients must be present on the date the verification is conducted. However if there are extenuating circumstances, the Recipient must alert the RCD immediately in writing as to who will represent the Recipient at the verification.

## **Critical Project Review**

Consistent with the [Bond Accountability](#) requirements for Prop 68, the State of California has the right to review project documents and conduct audits during project implementation and over the project life. CDFA may conduct a Critical Project Review upon reasonable notice at any time during the grant term. The purpose is to determine whether deliverables are being met and evaluate project implementation progress to ensure projects are complete within the project term.

If a Recipient is not meeting deliverables resulting in delays with project implementation, CDFA will conduct a Critical Project Review to assess the project status. Recipients may be required to submit financial records and project documentation to ensure SWEEP funds are used for their intended purposes in compliance with the Grant Agreement terms and conditions, and this GAP manual. Documentation may include, but is not limited to, invoice/receipts for project costs, contractor/consultant and sub-contractor invoices and agreements, permitting/agreement fees associated with interconnection, etc. Recipients must allow access to project records and documentation relevant to the Grant Agreement.

## **Project Close-out**

Before the Grant Agreement is closed, CDFA will review the verification report and final invoice, and ensure resolution of any project concerns. A closeout letter and final payment will be issued when resolution is complete.

*Note: Close-out does not cancel record retention, financial accountability, or post-project requirements.*

## **Record Retention**

Recipients must retain invoices and receipts, project records, and any other relevant supporting documents for a period of three full calendar years following the close-out letter.

Records that must be retained include:

- Actual expenditure invoices of supplies and equipment charged to grant fund;
- Contractor/Consultant reimbursement claims for work (labor) performed on the project;
- All other supporting financial documentation related to the Grant Agreement.

## **Post-Project Requirements**

Recipients must retain project documentation related to on-farm energy and water use documentation for a period of three calendar years after project implementation or final payment, whichever comes later. Therefore, Recipients have a continued expectation to collect and maintain on-farm energy and water use documentation directly related to the project for a period of three years following implementation. The documents must be consistent with the supporting documentation attached to the approved SOW, and cover the same twelve months of the peak irrigation and growing season.

After project implementation, Recipients will work with an Environmental Scientist to conduct a post-project review to examine energy and water use documentation during this three-year period. An Environmental Scientist will work with Recipients to collect the necessary documentation and quantitatively calculate the GHG and water savings achieved. The purpose of this reporting is to demonstrate the long-term success of SWEEP projects by documenting GHG emission reductions and water savings data.

In the event Recipients fail or refuse to comply with post-project requirements, CDFA may take any action necessary to recover all or any portion of the grant funding.

# Appendix A: Sample CDFA Invoice Template

Recipient must complete all grey shaded sections below.

Bill to:  
CA DEPARTMENT FOOD & AGRICULTURE  
1220 N STREET  
SACRAMENTO, CA 95814

## INVOICE

### State Water Efficiency and Enhancement Program

Make Check Payable to:  
**Recipient Name**  
Address  
City, State, Zip  
Attn: xxx

Grant Agreement Number: 17-xxxx-000-SW      Billing Period: 06/2017 - 08/2017      Invoice Date: 8/31/2017      Invoice Number: 17-xxxx-000-SW-1

2      Month/Year to Month/Year      3

Recipients Name: ABC Farms, Inc.      Project Title: ABC Farms Irrigation and Solar Improvements

Grant Budget	Invoiced to Date	Amount Requested	Remaining Balance
<b>1 OPERATING EXPENSES:</b> a) Supplies \$60,000.00 b) Equipment \$20,000.00 <b>2 CONTRACTORS / LABOR COSTS</b> \$15,000.00 <b>3 OTHER</b> \$5,000.00  <b>Totals:</b> <u>\$100,000.00</u>	<b>8</b> \$0.00 \$0.00 \$0.00 \$0.00  <u>\$0.00</u>	<b>4</b> \$30,000.00 \$5,000.00 \$2,500.00 \$1,500.00  <u>\$39,000.00</u>	<b>7</b> \$30,000.00 \$15,000.00 \$12,500.00 \$3,500.00  <u>\$61,000.00</u>
Approved Line Item Shifts: <span style="border: 1px solid black; padding: 2px;">0</span>		<b>5</b> Less Remaining Advance: <span style="border: 1px solid red; padding: 2px;">\$0.00</span>	
Matching Funds to Date: <span style="border: 1px solid red; padding: 2px;">\$1,200.00</span> <b>10</b>		<b>6</b> <span style="border: 1px solid red; padding: 2px;">Amount to be Paid: \$39,000.00</span>	
<span style="border: 1px solid red; padding: 2px; display: inline-block;">NO EXPENDITURES</span> <b>9</b>			

**11** I certify the amount requested is for actual and allowable expenditures incurred for SWEEP 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

FOR STATE USE ONLY						
\$	2016-17		5432500	659000084L		
AMOUNT	STATE FISCAL YEAR	GRANT SPECIALIST INITIALS AND DATE	ACCOUNT CODE	PROGRAM CODE	SUPPLIER ID	
	X		632-09	8634L		
CDFA AUTHORIZED APPROVER	CDFA AUTHORIZED SIGNATURE	DATE	OBJECT CODE	PRGM COST ACCT (PCA)	VENDOR ID	
<input type="checkbox"/> Liquidate against Advance payment. <input type="checkbox"/> Withhold 10% of Grant Award until Project is verified. <input type="checkbox"/> Project verified. Final payment.						

## CDFA Invoice Template Instructions and Definitions

*Recipients must complete all grey 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 quarterly or monthly period in which project costs were incurred. For example, if project costs were incurred during the first billing quarter, the billing period is September 1 – November 30.
- 3. Invoice date:** The date Recipient completes and signs the CDFA Invoice template. This date cannot precede the latest date indicated on the billing period. For example, if the billing period is September 1 – November 30, the Invoice date cannot be November 25—it must be after November 30.
- 4. Amount Requested:** Enter 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.”
- 5. Less Remaining Advance:** The OEFI adjusts the “Less Remaining Advance” amount based on approved advance payment. The invoice template will automatically calculate the amount to be paid less the advance payment.
- 6. 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 payment check amount issued for reimbursement.
- 7. 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.
- 8. Invoice to Date:** The total project cost amount reimbursed for each budget category based on previously approved invoices. OEFI will adjust the “Invoice to Date” amount each billing period.
- 9. No Expenditures:** Mark this box if no project costs were incurred during billing period and include a brief explanation below of why costs were not incurred.
- 10. Matching Funds to Date:** Input the total matching funds and/or in-kind contributions contributed by Recipient to implement the project.
- 11. Preparer/Authorized Signatures:** An authorized representative of the agriculture 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.”