

# How to Submit Reimbursement Requests

for the Virginia Food Access Investment Fund

# VFAIF is a reimbursable grant...

- This means that awardees must pay for items in their budget out-of-pocket, then submit the necessary documentation for reimbursement
- This whole process can take around **30 days**, and there can be delays depending on document errors, missing receipts, etc.
- Why do we have to do all of this?
  - Taxpayer money
  - State guidelines
  - We know it's not a simple process, and we appreciate your patience!



# What to Include in Each Reimbursement Request

- Receipt and invoice for each item or expense
  - The receipt is key as it documents that you paid for the item that was approved in the budget
- Exhibit B: Grant Reimbursement Form
  - Filled out and updated w/new budget amounts
- You may submit one Exhibit B: Grant Reimbursement Form every 30 days (but it can be for multiple expenses)



# Exhibit B: Grant Reimbursement Form

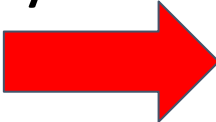
This form has space for everything you need to tell VFAIF program staff about your budget and your request.

You will fill this out every time you submit a new reimbursement request.

VFAIF Grant					
Reimbursement Request				EXHIBIT B	
Date		Company Name			
MOA #		Contact			
MOA Start Dates		Street Address			
MOA End Dates:		City, State, Zip			
Request #		Phone			
Business Tax ID		Email			
Budget Item	Budgeted Amount	Balance	This Request	New Balance	
Personnel*	\$ -	\$ -	\$ -	\$ -	
Fringe*	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	
Supplies/Materials	\$ -	\$ -	\$ -	\$ -	
Contractual**	\$ -	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	

# Exhibit B: Grant Reimbursement Form

MOA # will be assigned to you.



VFAIF Grant					
Reimbursement Request				EXHIBIT B	
Date		Company Name			
MOA #		Contact			
MOA Start Dates		Street Address			
MOA End Dates:		City, State, Zip			
Request #		Phone			
Business Tax ID		Email			
Budget Item	Budgeted Amount	Balance	This Request	New Balance	
Personnel*	\$ -	\$ -	\$ -	\$ -	
Fringe*	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	
Supplies/Materials	\$ -	\$ -	\$ -	\$ -	
Contractual**	\$ -	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	

# Exhibit B: Example of 1st Request

Reimbursement Request		EXHIBIT B	
Date	10/10/2021	Company Name	Jojo's Market
MOA #	301-22-xxxx	Contact	Jojo Miller
MOA Start Dates	8/1/2021	Street Address	123 River Road
MOA End Dates:	7/31/2023	City, State, Zip	Richmond, VA 23226
Request #	1	Phone	555-555-5555
Business Tax ID	xx-xxxxx	Email	jojosmarket@gmail.com

This is the top section of Exhibit B. The **date** and **Request #** will change with each new submission.

This image shows that it is the FIRST reimbursement request.

The MOA # and Business Tax ID will need to be filled in, but will not change.

# Exhibit B: Example of 2nd Request

VFAIF Grant			
Reimbursement Request		EXHIBIT B	
Date	11/15/2021	Company Name	Jojo's Market
MOA #	301-22-xxxx	Contact	Jojo Miller
MOA Start Dates	8/1/2021	Street Address	123 River Road
MOA End Dates:	7/31/2023	City, State, Zip	Richmond, VA 23226
Request #	2	Phone	555-555-5555
Business Tax ID	xx-xxxxx	Email	jojosmarket@gmail.com

This image shows that it is the SECOND reimbursement request. Notice the **date** and **Request #** have changed.

# Exhibit B: 1st Request Example

Budget Item	Budgeted Amount	Balance	This Request	New Balance
Personnel*	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
Fringe*	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Supplies/Materials	\$ -	\$ -	\$ -	\$ -
Contractual**	\$ -	\$ -	\$ -	\$ -
Other	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Total	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 5,000.00

This image shows what the awardee is requesting in reimbursements. The column titled “**Budgeted Amount**” *should never change*, even in subsequent requests (unless you have spoken with program staff and the change has been approved).

The “**Balance**” column reflects the balance as of the last reimbursement request. Continue to next slide.



# Exhibit B: 1st Request Example

Budget Item	Budgeted Amount	Balance	This Request	New Balance
Personnel*	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
Fringe*	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Supplies/Materials	\$ -	\$ -	\$ -	\$ -
Contractual**	\$ -	\$ -	\$ -	\$ -
Other	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Total	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 5,000.00

**“This Request”** column reflects the current request. In this case, \$20,000 is requested in the “Other” category.

**“New Balance”** displays the remaining balance after this request, totaling \$5,000.

# Exhibit B: 2nd Request Example

<b>Budget Item</b>	<b>Budgeted Amount</b>	<b>Balance</b>	<b>This Request</b>	<b>New Balance</b>
Personnel*	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
Fringe*	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Supplies/Materials	\$ -	\$ -	\$ -	\$ -
Contractual**	\$ -	\$ -	\$ -	\$ -
Other	\$ 20,000.00	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 25,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>

This is an example of a second reimbursement request. Note: **“Budgeted Amount”** is the same as in the first request.

**“Balance”** reflects the amount leftover after the first request. (Notice the \$20,000 is no longer in that column.)

**“This Request”** reflects \$2,000 in Personnel.

**“New Balance”** reflects the remaining \$2,000 in Personnel and the \$1,000 for Travel.

# Budget Categories

There are 3 documents with your budget info on them, and one of them uses different terminology.

The budget included in your MOA (page 2) looks like this:

Budget Items	VFAIF funds
Personnel	
Fringe	
Travel	
Supplies/Materials	
Contractual	
Other	
<b>Totals</b>	

This is the same as what's on Exhibit B

# Budget Categories continued...

*HOWEVER*...the grant budget spreadsheet you submitted with your application has some extra categories, including:

- **Infrastructure:** Costs associated with infrastructure improvements, such as construction, including contractor fees associated with new structures and site improvements.
- **Equipment:** Funding required for the purchase of equipment or equipment upgrades, such as cold storage.
- **Purchase of Virginia Grown products:** Costs associated with meeting the requirement of purchasing 25% of fresh products from Virginia's small, socially disadvantaged, minority, and Veteran farmers.

# VFAIF Budget Categories vs. Exhibit B Categories

- Personnel
- Travel
- Infrastructure
- Equipment
- Supplies/Materials
- Contractual
- Purchase of Virginia Grown products
- Other

VS.

- Personnel
- Fringe
- Travel
- Supplies/Materials
- Contractual
- Other

# Definitions and Examples from Budget Form

- **Personnel:** staff time
- **Travel:** mileage, etc.
- **Infrastructure:** Costs associated with infrastructure improvements, such as construction, including contractor fees associated with new structures and site improvements.
- **Equipment:** Funding required for the purchase of equipment or equipment upgrades, such as cold storage.
- **Supplies/Materials:** All programmatic and office supplies, excluding capital expenditures.
- **Contractual:** Costs for work performed by outside contractors, excluding contractors used for infrastructure improvements. Allowable expenses could include commissioning
- **Purchase of Virginia Grown products:** Costs associated with meeting the requirement of purchasing 25% of fresh products from Virginia's small, socially disadvantaged, minority, and Veteran farmers.
- **Other:** Items not covered in the above categories.

# How to Translate Budget Items from VFAIF Budget to Exhibit B

## Example:

VA-grown produce

Infrastructure

Equipment

• **Supplies/Materials**

Major equipment, like a vehicle

• **Other**

# How to Translate Budget Items from VFAIF Budget to Exhibit B

## Example:

- \$10,000 for new coolers
  - \$5,000 for VA-grown produce
  - \$10,000 for construction of market space
  - \$2,000 for local artist
  - \$20,000 for mobile market vehicle
- **Supplies/Materials**
  - **Contractual**
  - **Other**



# FAQs

Q: Can awardees request an advance payment for an expensive item?

A: Yes! Be sure to communicate with program staff first and get your request approved.

Q: Will awardees be notified if their reimbursement request is approved?

A: No, but you will be notified if anything is missing/held up.

Q: I got my reimbursement check! Do I need to do anything else?

A: Please let program staff know that you have received your check. It'll help with record keeping.

Q: What if I have money leftover?

A: You can reallocate it. Talk to program staff and come up with a plan!

# Contacts

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**Virginia Department of Agriculture and Consumer Services**

<http://www.vdacs.virginia.gov/marketing-food-access-investment-fund>

