

# Reimbursement Guide for Resilient Food Systems Infrastructure (RFSI) Grant Recipients

Wisconsin Department of Agriculture, Trade and Consumer Protection, Division of Agricultural Development

---

This document serves to outline the standard operating procedures required of RFSI grant recipients in completing successful requests for reimbursement.

---

## Reimbursement Eligibility under the Contract and Program

Allowable project parameters and costs eligible for reimbursement are outlined in Attachment D of an RFSI grant contract between DATCP and a grant recipient. DATCP is required to ensure grantees abide by the written provisions provided by the contract, RFSI Program Scope and Requirements, USDA-AMS Terms and Conditions, and the federal grant rules.

Any significant deviation from what was agreed upon within the grantee's fully executed contract will require approval from the program, along with a contract amendment. Significant deviations would be considered, however are not limited to, the following:

1. Work/expense outside the current scope of the fully executed contract,
2. Over 10% change between cost categories within the grantee's fully executed contract,
3. New actions that potentially require a new USDA-AMS NEPA review.

*Please reach out to the DATCP RFSI grant contact before initiating any substantial changes to the grantee's project.*

## Cover Sheet

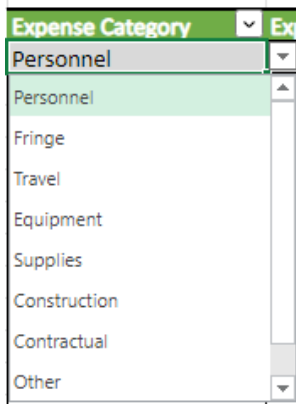
The Request for Reimbursement Cover Sheet is both a synopsis of the expenses that a grantee intends to contribute as match and/or request grant funds to reimburse. It also provides direction within our internal system to where DATCP should send funds once approved. Totals utilized in the Cover Sheet are derived from the Detail Sheet, located within the file. Grantees will receive their own, unique RFSI Request for Reimbursement Cover Sheet with Detail Sheet, that contains their organization's supplier and contract Information.

On the Cover Sheet tab, please provide the following:

- Today's Date:
  - The date grantee submits for a reimbursement.



placed in the “Grant Funds” and “Match Funds” will be assigned an expense category and populate the corresponding category within the Cover Sheet.



- **Invoice:**

In this column, please provide the name of the organization from which the invoice was generated. For example, if the invoice was for an equipment purchase from “XYZ Supplies”, the grantee would place “XYZ Supplies” on this line. *Salary, Fringe, and Travel* may only need to reference the supporting detail file used if sufficient information is provided. Indirect costs can have this section left blank.

- **Invoice Number:**

Please provide the unique transaction number associated with the document supporting expense listed within this section. For example, this could be the transaction ID on a receipt or invoice number located near the top of the invoice.

- **Expense Description:**

Provide a brief description of the item (10 words or less) to distinguish this expense from another expense while describing the cost being claimed. The expense description can be as simple as the line item for an expense that is on the invoice, sent to DATCP as an attachment. To assist with the reimbursement process, please provide in parenthesis (See Item number(s) “X” within our contract) to tie the item being reported in the reimbursement with the item agreed upon within the fully executed contract. If the entity is seeking a partial claim on an item in the reimbursement, then please include the phrase “Partial Claim” in the description.

- **Invoice Date:**

Invoice date is the transaction date recorded on the invoice.

- **Amount Claimed:**

The amount claimed is the total amount of cost being applied to the project from this expense. This section will auto-calculate the Grant Funds and Match Funds sections of the expense line item.

- **Grant Funds:**

This column corresponds with the amount being requested as reimbursement for a given line item. For example, if a piece of equipment is purchased for \$10,000, with \$5,000 budgeted as funds requested and \$5,000 budgeted as matching contribution, \$5,000 would be listed in the “Grant Funds” column to correspond with the grant contract.

- **Match Funds:**

This column will be left blank for Equipment-Only grantees, as it corresponds with the funding amount being contributed as match for a given line item. For example, if a piece of equipment is purchased for \$10,000, with \$5,000 budgeted as funds requested and \$5,000 budgeted as matching contribution, \$5,000 would be listed in the “Match Funds” column to correspond with the grant contract.

## Supporting Material

### Evidence of the Transaction

In addition to the completed Cover and Detail sheets, an itemized receipt/invoice and proof of payment must be submitted as evidence of an eligible purchase. The greater the level of detail a grantee provides DATCP in the form of supporting material about an incurred expense, and the more easily supporting material and cover sheet can be connected to one another, the more efficiently a reimbursement can be processed.

In most cases, the supporting detail should be itemized to delineate the purchase of multiple items within the documentation provided. For example, this could be in the form of an invoice/sales slip or receipt that lists the purchased item(s) individually. This allows DATCP to (1) ensure that each of the items purchased was budgeted for in the grantee’s contract agreement and (2) connect each of the purchased items to the amount expended on their purchase. *DATCP will only reimburse items that are outlined in grantee’s fully executed contract unless prior approval has been granted.*

However, not every expenditure needs to be separated into a line item on the Detail Sheet. For example, if a grantee receives and pays one invoice with multiple costs attached to it, the grantee will only need to make one line entry for the total of that payment. Same applies to supply purchases and Salary/Fringe if there is sufficient and clear information provided in the supporting material. The general rule to follow: if the expense is located on a different invoice and/or is budgeted within a different category in the fully executed contract, then the item should be listed separately on the Detail Sheet.

For example, an invoice is received that itemizes building materials, architectural services, and labor to construct a new building. Should these be listed as separate line items on the Detail Sheet?

The answer to this question depends on how these costs were budgeted in the grantee’s fully executed contract. If architectural service and labor costs were included in the *Contractual* budget category, and building materials were listed in *Construction*, these would be listed as separate lines corresponding to the accurate expense category, i.e. "architectural services and labor" in *Contractual*, and "building materials" in *Construction*. The Invoice and Invoice # would be the same for these two lines.

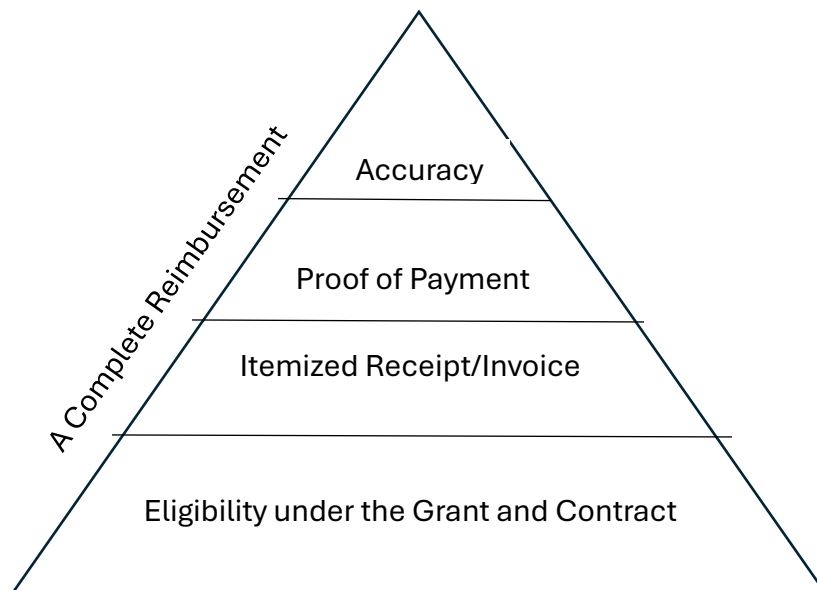
### Proof of Payment

Proof of payment is supporting material that confirms that cash/funds were exchanged to pay for grant-eligible items, completing the transaction. Proof of payment could be, for example, a receipt from Staples, itemizing that "Pens and Pencils" were purchased, and that funds were exchanged to complete the transaction.

Other viable payment proof documentation examples include a copy of a check with a bank statement, illustrating that the check had cleared, or a screenshot of QuickBooks/other account software used to track expense payments. *Invoices provided without also including evidence of payment are insufficient for DATCP to determine that a transaction has occurred, and a reimbursement can be processed.*

### Connecting Material:

When constructing a reimbursement, keep in mind the fundamental goal is to bridge information from work outlined to work done, and from work done to work reimbursed.



## Naming Conventions

Grantees will be expected to maintain properly labeled files for DATCP’s ability to reference specific reimbursement details for recipients. A naming convention guide is provided below.

- Email:
  - Subject lines need a grantee contract number.
  - Example: “WI001 - Reimbursement Request”
  
- Request for Reimbursement Cover Sheet with Detail Sheet:
  - Please include what number this reimbursement is for the grantee.
  - For example, if this is the second reimbursement for a project, please title this file as “WI608.Request for Reimbursement Cover Sheet with Detail Sheet.2” for clarity.
  
- Invoices, Receipts and Supporting Materials:
  - Please label files with a brief description of what they are. For example, if a grantee scans a receipt from staples for pens purchased, please label the scanned file “Staples Receipt for Pens” or something similar, in order to better connect the content of the file to the content on the Detail Sheet.

## Reimbursement Guidance by Budget Category

### Personnel/Fringe

Personnel and Fringe will require information detailing the hours worked on project-specific activities as well as proof that the hours completed have been compensated to the individual(s) performing the work. This can be in the form of a timesheet and paystub. For individuals that provide their time In-Kind Match towards the grant, please provide detail regarding the calculations with the rate reported in the grantee’s fully executed contract, along with a corresponding timesheet. A timesheet will need to distinguish the hours dedicated to the grant/project from hours regularly worked. For example, Personnel 1 worked 5 hours over the course of this reimbursement request on the grant/project. An organization’s timesheet could look something like this:

Time:	Project Hours	Total Worked Hours
Week 1	1	40
Week 2	2	40
Week 3	1	40

Week 4	1	40
Total Hours	5	160

For reimbursements, will be required to provide detail on what specific activities are completed under Personnel 1’s time for the grant/project. For example, if an individual has worked 5 hours during their regular 160 hours under this reimbursement, please provide enough detail that would justify the 5 hours of work towards this project. The more hours worked will require more detail and stronger justification.

Calculations on how salary and fringe are calculated are required. For example, if Personnel 1, named Phil, worked on the project at \$20 per hour plus 10% fringe, we would expect to see these calculations:

Personnel	Expense Type	Rate	Hours	Total	Work Detail
Phil	Salary	\$20.00/hour	5	\$100.00	Coordinated with Contractor and Completed Site Survey
	Fringe	10%	5	\$10.00	

This example shows \$110.00 would be credited to the project for Phil’s salary and fringe for reimbursement (If Phil’s time is split 50/50 with Award/Match):

Expense Category	Invoice	Invoice #	Expense Description	Invoice Date	Amount Claimed	Grant Funds	Match Funds
Personnel	See Personnel and Fringe File	PP23 and PP24	Salary for Phil towards RFSI (See Item #3 in Contract)	12/19/2024	\$ 100.00	\$ 50.00	\$ 50.00
Fringe	See Personnel and Fringe File	PP23 and PP24	Fringe for Phil towards RFSI (See Item #3 in Contract)	12/19/2024	\$ 10.00	\$ 5.00	\$ 5.00

It is best to have these calculations and detail on items worked broken down on a separate excel/sheet and referenced in the reimbursement cover sheet. DATCP will provide Excel files that will fulfill this requirement. However, if a recipient organization has its own form of proof of hours worked correlating with the amount requested for reimbursement, that will also be accepted.

Please ensure that there is a supervisor signature, title, and date on the document, verifying the authenticity of the information provided.

## Travel

Travel reimbursement will follow the rate and work outlined in a grantee’s fully executed contract. When accounting for travel, provide details including date(s) of travel, number of miles claimed with calculation shown, and a description to include the locations traveled to/from (identify if one-way or round-trip).

Example of a breakdown:

Date	Miles	Rate	Total	Description
------	-------	------	-------	-------------

1/1/2025	100	\$.51	\$51.00	Round Trip: 123 Main St., Madison to 432 Market Dr., Greenville
----------	-----	-------	---------	---

This example shows \$51.00 would be credited to the project for 1/1/2025 (If travel was recorded as Match):

Expense Category	Invoice	Invoice #	Expense Description	Invoice Date	Amount Claimed	Grant Funds	Match Funds
Travel	See Travel Detail File	Travel on 1/1/25	Travel from 1/1/25 thru 1/1/25 (See item #1 in Contract)	1/1/2025	\$ 51.00		\$ 51.00

It is best to have these calculations broken down on a separate excel/sheet and referenced in the reimbursement cover sheet. DATCP will provide Excel files that will fulfill this requirement. However, if a recipient organization has its own form of proof of hours worked correlating with the amount requested for reimbursement, that will also be accepted. Please ensure that there is a supervisor signature, title, and date on the document, verifying the authenticity of the information provided.

## Equipment

Equipment items will require an invoice along with separate proof of payment. The invoice needs to outline the item being purchased in order for us to connect the expense with what is written in the contract. A bill of sale, usually provided in the purchase of automobiles, will need an accompanying proof of payment, such as an endorsed check or bank statement.

## Supplies

Supplies will require either a combination of an invoice and proof of payment OR a receipt from a completed transaction. For example, a receipt from a local hardware store, with a clear outline of the items purchased and a transaction number clearly visible, would be sufficient for supporting detail.

## Construction

Construction costs will require a combination of invoice and proof of payment. The invoice needs to outline the item being purchased in order for us to connect the expense with what is written in the contract.

## Contractual

Contractual costs will require a combination of invoice and proof of payment. The invoice needs to outline the item being purchased in order for us to connect the expense with what is written in the contract.

## Other

Other costs will require a combination of invoice and proof of payment; However, as the other category could contain a variety of items, further or alternative supporting material may be required and accepted.



## Indirect

Indirect costs will be charged as a percent of cost on viable direct charges from the reimbursement request period. Indirect costs will need to be included on the Detail Sheet as grant funds requested, matching funds contribution towards the grant, or a combination of both. The supporting detail needed would just be the calculation used to determine the listed indirect cost value. Invoice Date would be the “From” Date, located at the top right corner of a grantee’s Cover Sheet.

Example from Detail Sheet of Indirect Costs if the total direct costs that can be considered in the calculations is \$120,000 at a rate of 10% (split 50/50 between Match and Grant):

Expense Category	Invoice	Invoice #	Expense Description	Invoice Date	Amount Claimed	Grant Funds	Match Funds
Indirect			Indirect Costs* \$120,000*10%=\$12,000	1/1/2025	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00