



City of Boise
2022 Coronavirus Fiscal Recovery Grant Program
Notice of Funding Opportunity (NOFO) – Food Security Planning Grant

Funding Opportunity Number: RFP # 4138

Assistance Listing Number: [Assistance Listing Number \(ALN\) 21.027: Coronavirus State and Local Fiscal Recovery Funds \(CSLFRF\), Coronavirus State Fiscal Recovery Fund \(CSFRF\) and Coronavirus Local Fiscal Recovery Fund \(CLFRF\)](#)

Key Dates:

September 16, 2022	Issuance of Notice of Funding Opportunity
October 31, 2022	Application Submission Deadline (10:59 p.m. MDT)
November 2022	Initial Screening; Scoring and Selections
January 2023	Awards Announced; Agreements Issued; Program Begins

Synopsis of Grant Opportunity:

The City of Boise (the City) is pleased to announce its competitive grant application process in support of food security under the American Rescue Plan Act (ARPA). Funding will be provided through a master grant the City received from the U.S. Department of the Treasury to administer the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The City will issue a planning grant to one successful applicant to develop a strategic action plan for a “Hub” and “Spoke” Model program that increases accessibility to affordable, nutritious, culturally appropriate food for low-income individuals and families that have been negatively and/or disproportionately impacted by the COVID-19 pandemic.

Funding Available: \$150,000

Maximum Award: \$150,000

Estimated Number of Awards: 1 award

Grant Period: January 1, 2023 – August 31, 2023



Important Reminders:

- All grant applications must be submitted through the City's ZoomGrants site:

Apply Online Using ZoomGrants

- All required supporting documentation must be uploaded to the City's ZoomGrants site. No email, mail, or faxes will be accepted.
- On December 26, 2014, the Office of Management and Budget (OMB) consolidated various grant-related circulars into the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) located at 2 CFR 200 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/>). OMB's Uniform Guidance applies to the 2022 Coronavirus Fiscal Recovery Grant Program.

Additional Resources:

- If you have questions about this Notice of Funding Opportunity, the 2022 Coronavirus Fiscal Recovery Grant Program, or ZoomGrants, please email ARPA@cityofboise.org
- Review guidance from the U.S. Department of the Treasury regarding allowable uses for Coronavirus State and Local Fiscal Recovery Funds and specific program requirements: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- Review OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>



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1. CORONAVIRUS FISCAL RECOVERY FUNDS BACKGROUND

The City of Boise has been awarded \$36.9 million from the U.S. Department of the Treasury (the Treasury) through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program under the American Rescue Plan Act (ARPA). Certain federal restrictions apply to the deployment and administration of SLFRF funds as outlined in the Treasury's [Final Rule](#) (31 CFR Part 35). This guidance has clarified and expanded upon the ways in which SLFRF funding can be used, including to support or create certain infrastructure (i.e., water, sewer, and broadband), address revenue loss, and meet community needs, specifically as they relate to the impacts of the COVID-19 pandemic.

2. PROGRAM DESCRIPTION AND GOALS

Access to affordable, nutritious, fresh, culturally appropriate, and locally produced food for all Boise residents is crucial to ensure a healthy and thriving community. This Notice of Funding Opportunity (NOFO) is designed to identify an organization that is best qualified to serve as a “Hub” entity and develop a strategic action plan to utilize collaborative and innovative approaches to address food security needs among low-income individuals and families in the Boise community, while strengthening the local food production and distribution systems. Funding will be awarded to the selected “Hub” entity in two phases as described below:

A. Phase I: Planning Phase

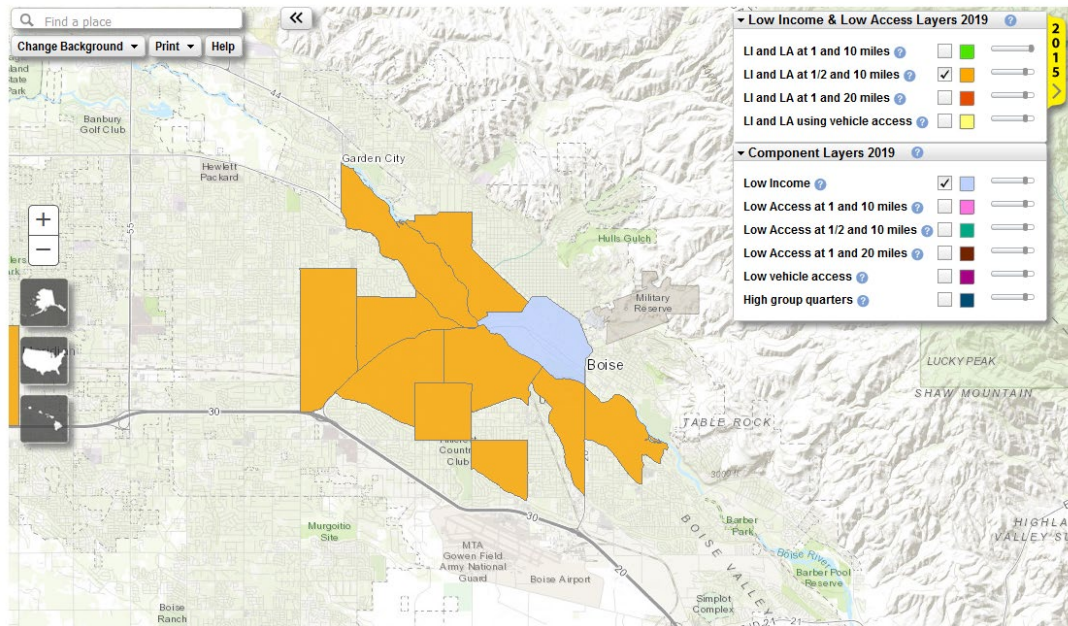
The City of Boise will issue a Subaward Agreement to one successful applicant who will serve as the “Hub” entity for eligible planning activities. Funding must be used to develop a strategic action plan and identify “Spoke” entities for program implementation. The selected entity will have **6 months** (January – June 2023) to complete the Strategic Action Plan and submit it to the City of Boise for review. Then, an additional **2 months** (July – August 2023) will be allotted for review as well as any adjustments or amendments that need to be made to the suggested plan prior to approval.

Preference will be given to program activities that include one or more of the following priorities as defined by the City of Boise:

- Supporting the local food economy;
- Providing local produce and fresh foods, including dairy and meat, in food desert(s) in Boise [as defined by the U.S. Department of Agriculture \(USDA\)](#):



Go to the Atlas



- Reducing food waste, promoting access to fresh produce, and reducing carbon emissions in food distribution channels;
- Procuring equipment for farmers' market(s) and/or local food hub(s) in a [2022 Qualified Census Tract \(QCT\)](#) located within the city of Boise;
- Developing mobile food markets that support impacted and/or disproportionately impacted communities;
- Electrifying mobile food market vehicles;
- Purchasing food storage equipment to extend the shelf life of perishable foods for local producers.

All projects included in the strategic action plan must increase accessibility to food that is:

- **Affordable**
- **Nutritious**
- **Fresh**
- **Culturally appropriate**
- **Locally produced**
- **For low-income individuals and families, including low-income older adults and/or low-income individuals living with a disability, as defined by the Americans with Disabilities Act (ADA).**

Maximum Award Amount: \$150,000

B. Phase II: Implementation Phase

Once the planning phase of this program is complete and the "Hub" entity's strategic action plan has been approved by the City of Boise, an amendment may be issued to the Subaward



Agreement to obligate any additional funding necessary for implementation up to and not to exceed \$1,350,000. The complete timeline for implementation shall not exceed **2 years** (September 2023 – August 2025), save a subsequent amendment to the Subaward Agreement that changes the project timeline.

Projects implemented as in accordance with the approved strategic action plan must be designed and reported in accordance with the relevant Expenditure Categories in accordance with the [U.S. Department of the Treasury's Final Rule \(31 CFR Part 35\)](#). Each project can only be tied to one Expenditure Category. The relevant Expenditure Categories for this program are as follows:

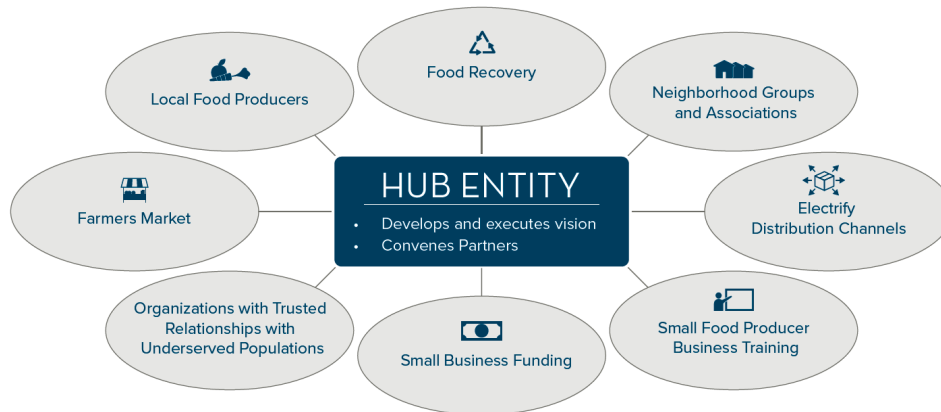
- 2.1 Household Assistance: Food Programs
 - This is the relevant Expenditure Category for project(s) dedicated to distributing healthy food to impacted and/or disproportionately impacted members of the Boise community. All project activities must directly support individuals and families that have been negatively and/or disproportionately impacted by the COVID-19 pandemic. See “Project Demographic Distribution” information below for more details.

- 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
 - This is the relevant Expenditure Category for project(s) dedicated to procuring a permanent hub location for farmers' markets and/or local food hubs. All activities under this Expenditure Category must take place in a community defined as disproportionately impacted, such as [2022 Qualified Census Tract \(QCT\) located within the city of Boise](#) in order to be considered eligible under the Treasury's SLFRF Program. See “Project Demographic Distribution” information below for more details.

Maximum Award Amount: \$1,350,000

3. HUB AND SPOKE MODEL

All project activities must follow the “Hub” and “Spoke” model for implementation. The “Hub” and “Spoke” approach features a lead organization – a “Hub” at the center of a network of “Spoke” organizations that implement food security initiatives in the City of Boise. This network will participate in the implementation of the “Hub” organization's strategic action plan, as approved by the City of Boise.



Key principles for effective use of this model include the following:

“Hub” entity will be responsible for:

- Developing a strategic action plan
- Convening potential spoke entities for program implementation
- Selecting “Spoke” entities through an open and transparent process
- Hub will be responsible for leading, and monitoring spoke entities, including holding Spoke entities accountable if there is underperformance
- Effectively operationalizing the logistics and structure of the program; to include meeting planning and facilitation
- Effectively communicate and liaise between City staff and Spoke entities regarding program progress,
- Establish key metrics to evaluate effectiveness and performance of programming
- Developing and managing program budget in compliance with the Office of Management and Budget's (OMB) [Uniform Guidance \(2 CFR 200\)](#)
- Issuing, managing, and monitoring second tier Subaward Agreements to “Spoke” entities, including subrecipient monitoring activities as outlined in [2 CFR § 200.332](#)
- Assigning and/or hiring staff (i.e., consultants and/or contractors) to assist with the subaward process and ensure compliance with all relevant guidance, including, but not limited to, [U.S. Department of the Treasury's Final Rule \(31 CFR Part 35\)](#) and the Office of Management and Budget's (OMB) [Uniform Guidance \(2 CFR 200\)](#)
- Translating all “Hub” produced documents and materials into languages required by communities served
- Submit required progress reports to the City of Boise on behalf of all project activities, including those carried out by both the “Hub” and “Spoke” entities

“Spoke” entities will be responsible for:

- Implementing project(s) in accordance with the strategic action plan developed by the “Hub” entity



- Submitting require progress report information to the “Hub” entity
- Spoke entities should have demonstrated experience and expertise in their respective work stream
- Must effectively communicate progress, challenges, and, generally, participate as an engaged partner in the network
- Must be willing to develop and demonstrate the ability to generate data, as stipulated by the “Hub”, in accordance with the approved strategic plan with the City of Boise
- Complying with all relevant federal guidance, including, but not limited to, [U.S. Department of the Treasury’s Final Rule \(31 CFR Part 35\)](#) and the Office of Management and Budget’s (OMB) [Uniform Guidance \(2 CFR 200\)](#)

4. PROJECT DEMOGRAPHIC DISTRIBUTION

In recognition of the disproportionate public health and negative economic impacts of the COVID-19 pandemic on many households, communities, and other entities, projects under the Treasury’s SLFRF Program must target impacted and disproportionately impacted communities. The “Hub” entity will be required to report the following information:

- What Impacted and/or Disproportionally Impacted population does this project primarily serve? Please select the population primarily served.
- If this project primarily serves more than one Impacted and/or Disproportionately Impacted population, please select up to two additional populations served.

	Impacted	Disproportionately Impacted
Assistance to Households	<ul style="list-style-type: none"> • Low- or-moderate income households or populations • Households that experienced unemployment • Households that experienced increased food or housing insecurity • Households that qualify for certain federal programs 	<ul style="list-style-type: none"> • Low-income households and populations • Households and populations residing in 2022 Qualified Census Tracts • Households that qualify for certain federal programs • Households receiving services provided by Tribal governments • Households residing in the U.S. territories or receiving services from these governments

5. ELIGIBILITY INFORMATION



A. Eligible Applicants

- “Hub” Organization (Lead Applicant)
 - Nonprofit organizations with 501(c)(3) status
 - For-profit organizations, including small businesses

Note: Individuals, grocery stores, and local famers/producers are not eligible to apply.

B. Eligible Activities and Expenses

Eligible expenses include, but are not limited to, the following:

- Direct administrative expenses (e.g., staff time, fringe benefits, etc.)
- Supplies (e.g., marketing materials, print materials, etc.)
- Contractor and/or consultant fees
- Indirect expenses (i.e., expenses that cannot be exclusively or directly allocated to the program)

C. Ineligible Activities and Expenses

Individuals, grocery stores, and local famers/producers are ineligible for this funding opportunity.

Ineligible expenses include, but are not limited to, the following:

- Expenditures incurred prior to grant award
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raised capital or obtain financial contributions
- Taxes, except sales tax on goods and services
- Lobbyists and political contributions
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Parking or traffic violations
- Out-of-state transportation or travel expenses
- Inherently religious activities, such as worship, religious instruction, or proselytization

D. Required Registrations

Applicant organizations must complete and maintain the following registrations to be eligible to apply for or receive an award. Registrations must be initiated prior to application and completed prior to award. Applicants are encouraged to begin the registration process as soon as possible to allow for processing time.

- Unique Entity Identification (UEI) Number – All registrations require that applicants be issued a UEI number. After obtaining a UEI number, applicants can begin their SAM registration.



- System for Award Management (SAM) – Applicants must complete and maintain an active registration, which requires renewal at least annually.

Note: While a Unique Entity ID (UEI) number is a requirement for grant applications, the City of Boise recognizes that many organizations are experiencing delays with obtaining a UEI as well as SAM.gov registration due to high demand. To aid in the application process, you may upload a copy of your UEI application/entity registration request as "submitted" or "pending" under "Supporting Documentation" in ZoomGrants.

E. Service Area

All projects included in the strategic action plan must provide services within Boise city limits. See map of Boise city limits here:

<https://boise.maps.arcgis.com/apps/instant/basic/index.html?appid=300d07645ff84c73b873f7bf6b5ae239>

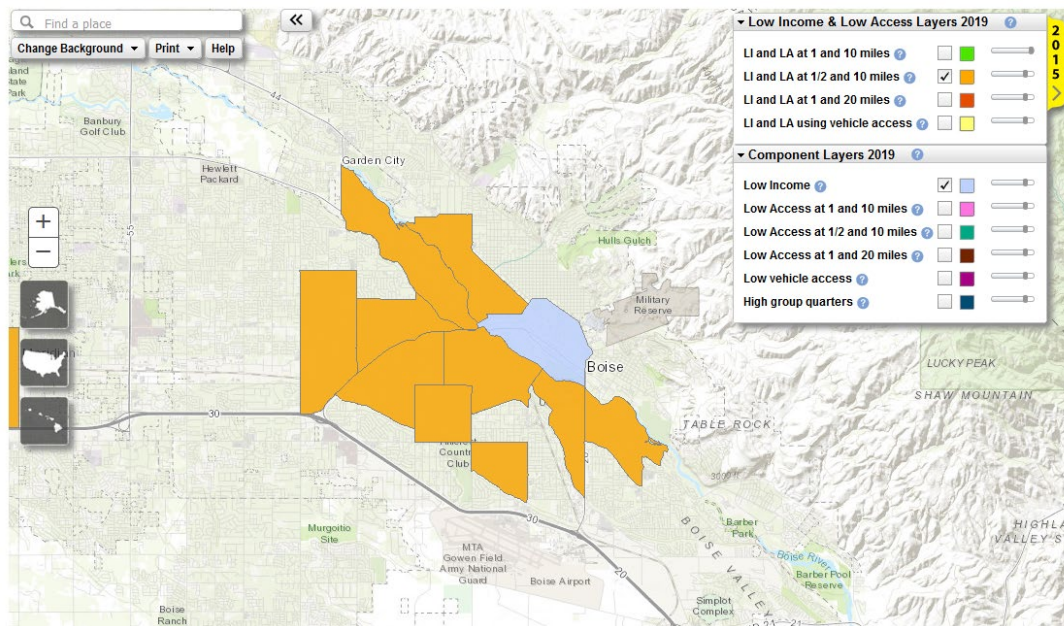
F. Cost Sharing/Matching

There are no cost sharing or matching requirements associated with this funding opportunity. However, programs that include cost sharing/matching will receive additional points during the scoring and selection process. Please see scoring criteria information below for more details.

6. DEFINITIONS

Food Desert: a low-income tract where a substantial number or substantial share of residents does not have easy access to a supermarket or large grocery store, [as defined by the U.S. Department of Agriculture \(USDA\)](#):

Go to the Atlas



Farmers' Market: an association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

Food Hub: a food hub is a business or organization that actively manages the aggregation, distribution, and marketing of source-identified food products primarily from local and regional producers in order to satisfy demand.

Grocery Store: a for-profit, not-for-profit, or cooperative self-service retail establishment that sells primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also sell household products, sundries, and other products. It includes a supermarket or large-, mid-, or small-scale grocery establishment and may include a mobile food market or delivery service operation.

Mobile Food Market: a self-contained for-profit, not-for-profit, or cooperative retail grocery operation located in a movable new or renovated truck, bus, or other vehicle that is used to store, prepare, display, or sell primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also be used to sell a nominal supply of cooking utensils and equipment and other household products and sundries.

Community Food Pantry: a community distribution center that directly services local residents experiencing hunger and food insecurity within a specified area.

7. SUBMISSION INFORMATION



A. Application Package

This announcement contains all narrative instructions to complete an application and includes links to additional useful resources. The application itself, including all grant application questions and supporting documentation requirements, can be found here: <https://www.zoomgrants.com/zgf/cityofboise/4138>

B. Form of Application Submission

- Applications must be submitted online by 10:59 p.m. MDT on October 31, 2022 at <https://www.zoomgrants.com/zgf/cityofboise/4138>. To submit an application, your organization must have an account with ZoomGrants. To create a free account, visit <https://www.zoomgrants.com/zgf/cityofboise/4138> and complete the fields in the “New ZoomGrants Account” box on the right-hand side of the screen
- Supporting documentation must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed, or faxed documents will not be accepted and will result in application disqualification.

C. Submission Dates and Times

- **Application deadline: October 31, 2022 at 10:59 p.m. (MDT)**
- Online applications and all required supporting documentation must be submitted by 10:59 p.m. MDT on or before October 31, 2022
- Applications received after the deadline specified above, for any reason, will not be considered for funding

D. ZoomGrants Site

Applicants will use the City of Boise's ZoomGrants site to submit grant applications and upload required documentation. The site is user-friendly but please allow extra time to become familiar with the site as needed. Please create only one (1) ZoomGrants account per organization.

8. APPLICATION REVIEW INFORMATION

A. Phase I: Initial Screening

ZoomGrants will automatically perform an error check of all submitted applications for completeness and technical errors. If errors are found, ZoomGrants will provide a listing of any incomplete questions and missing documents and prompt the applicant to fix them. Applicants will not be able to submit their application until all errors are fixed.

The initial review criteria are:



- Was the application received prior to the application deadline?
- Is the applicant an eligible organization?
- Is the application complete? Were all appropriate questions answered?
- Was all required supporting documentation received prior to the application deadline?
- Is the application request equal to or less than \$250,000?

Applications that satisfy all of the above criteria will move forward to the Review Committee. Applications that do not meet any one of the above requirements may be disqualified.

B. Phase II: Review Committee: Application Scoring, and Selection Process

Applications completing the Initial Screening will then be reviewed by an application Review Committee – a volunteer panel of City of Boise experts with varied backgrounds. During the review process, the Review Committee will use the following scoring criteria:

Criteria No.	Criteria	Points
1	Organization Type:	
	Non-Profit Organization	10 points
	For-Profit Organization	5 points
	Other	5 points
2	Organization Background and Experience: Comprehensively describes organizational background and experience related to food supply and/or food security.	Up to 20 points
3	Program Description: Program activities are clearly defined, measurable, and tied to community need(s).	Up to 40 points
4	Strategic Plan Development: Applicant adequately addresses how it will develop strategic action plan, engage with the community, and identify "Spoke" entities.	Up to 30 points
5	Priority Activities: Applicant outlines their alignment with, and inclusion of, program activities as outlined in the NOFO that have been given priority preference by the City of Boise.	Up to 30 points
6	Program Management and Timeline: Applicant outlines a well thought out approach to accomplishing goals and objectives, including roles and responsibilities of key staff.	Up to 20 points
7	Capacity: Applicant demonstrates ability to implement program after the planning phase is complete, including existing resources and infrastructure.	Up to 40 points



8	Environmental Impact: Applicant identifies actionable steps to reduce food waste and/or reduce carbon emissions in food distribution channels.	Up to 30 points
9	Work Plan (Template): Clearly outlines detailed work plan activities in accordance with provided application information (i.e., goals, objectives, milestones, deliverables, timeline, roles/ responsibilities of key staff, etc.)	Up to 20 points
10	Detailed Budget (Template): Clearly outlines allowable program expenses in accordance with provided application information (i.e., goals, objectives, milestones, deliverables, timeline, roles/responsibilities of key staff, etc.)	Up to 20 points
11	Applicant Match: Applicant identifies match sources for program, including cash or in-kind match commitments from the applicant or identified third parties.	
	20%+ match	20 points
	1-19% match	5 points
	0% match	0 points
12	Letters of Support: Applicant provides letters of support from community partners and/or relevant neighborhood associations that demonstrate commitment to services and/or community impact:	
	5+ community partners/letters of support	20 points
	3-4 community partners/letters of support	10 points
	0 community partners/letters of support	0 points

9. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Awarded applications will be announced by January 2023.

Funding decisions will be available on the City of Boise's website at <https://www.cityofboise.org/departments/mayor/arpa/>.

B. Award Requirements

Grants issued through this funding opportunity will be governed by individual Subaward Agreements between the City of Boise and each respective "Hub" and "Spoke" organization ("Subrecipient"). Subaward Agreements will incorporate, by reference, the relevant federal regulations that must be followed. It is strongly recommended applicants thoroughly review the appropriate federal grant guidance before they submit applications. As designated Subrecipients, successful applicants will be subject to



certain requirements and should implement a robust and thoughtful compliance framework to support the administration of federal funds.

I. Administrative Requirements

Relevant Guidance:

- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: 2 CFR Part 200](#)

Subject	Non-Profit Organizations	For-Profit Organizations
Administrative Requirements	2 CFR 200, Subpart D Website: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D	2 CFR 200, Subpart D Website: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D
Cost Principles	2 CFR 200, Subpart E Website: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E	48 CFR FAR 31.2 Website: https://www.ecfr.gov/current/title-48/chapter-1/subchapter-E/part-31/subpart-31.2
Audits	2 CFR 200, Subpart F Website: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F	2 CFR 200.501(h) (For-Profit recipient Audit thresholds are determined by the awarding agency.)

II. Programmatic Requirements

Relevant Guidance:

- [U.S. Department of the Treasury's Final Rule \(31 CFR Part 35\)](#)
- [Assistance Listing Number \(ALN\) 21.027: Coronavirus State and Local Fiscal Recovery Funds \(CSLFRF\), Coronavirus State Fiscal Recovery Fund \(CSFRF\) and Coronavirus Local Fiscal Recovery Fund \(CLFRF\)](#)

Expenditure Categories according to the Treasury's Final Rule:

2. Negative Economic Impacts

Assistance to Households

- [2.1 Household Assistance: Food Programs](#)
 - This is the relevant Expenditure Category for project(s) dedicated to distributing healthy food to impacted and/or disproportionately impacted members of the Boise community.



- 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
 - This is the relevant Expenditure Category for project(s) dedicated to procuring a permanent hub location for farmers' markets and/or local food hubs.

III. Compliance Considerations

The following is a summary of select compliance requirements from among those identified in the Treasury's [SLFRF Compliance and Reporting Guidance](#) and the Office of Management and Budget's (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\)](#) located at 2 CFR Part 200.

- **Eligible Activities** – Subrecipients must use SLFRF funds for eligible activities in accordance with the Treasury's Final Rule and Compliance and Reporting Guidance.
- **Performance Indicators and Programmatic Data** – Subrecipients must report SLFRF performance indicators and programmatic data on a quarterly and annual basis.
- **Records and Reporting** – Subrecipients must establish financial, administrative, and programmatic records for all SLFRF activities and maintain documents for five (5) years after all funds have been expended or returned.
- **Period of Performance** – Subrecipients must incur and expend SLFRF funds in accordance with period of performance dates established in the Subaward Agreement.
- **Allowable Costs** – Subrecipients must ensure that SLFRF activity costs, including administrative costs, are allowable, reasonable, allocable, properly calculated, and documented as defined in [§ 200.403-§ 200.405](#).
- **Internal Controls** – Subrecipients must manage and maintain SLFRF funds and activities through effective internal controls.
- **Audits** – SLFRF funds are subject to audit requirements, which may require a program-specific audit or audit under the Single Audit Act, depending on the Subrecipient's federal award expenditures.
- **Monitoring** – Subrecipients must monitor, inspect, and audit SLFRF funds and activities to ensure that funds are used for authorized activities, costs, and purposes.
- **Procurement** – Subrecipients must procure SLFRF-funded goods, services, and contracts in accordance with procurement procedures that reflect federal, state, and local laws and regulations to include 2 CFR 200.318.
- **Suspension and Debarment** – SLFRF funds are subject to suspension and debarment regulations. Subrecipients should verify that their subrecipient(s)



and/or contractor(s) are not excluded or disqualified from conducting business with the federal government.

- **Civil Rights** – Subrecipients must comply with all federal, state, and local nondiscrimination laws.
- **Insurance** – Subrecipients shall carry and maintain the sufficient insurance applicable to their organization’s status (e.g., 501 (c)(3) status, etc.).
- **Advanced Funding** – Subrecipients may be paid in advance provided that they maintain or demonstrate the willingness and ability to maintain written procedures for the timely expenditure of funds and management systems that meet the standards for fund control and accountability as outlined in [OMB's Uniform Guidance \(2 CFR 200\)](#).

C. Grant Reporting

At a minimum, quarterly progress reports and a final report will be required as a condition of the grant award. This information, including specific due dates for reports, will be outlined in the Subaward Agreements issued to successful applicants.

Subrecipients are expected to complete the required reports listed below by their respective deadlines and show adequate progress at each reporting interval. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of organizational capacity.

- **Service Information** – Total number of individuals served, population(s) served, dollar amounts of sales via SNAP and/or WIC, sales of nutritious and culturally appropriate food (e.g., fresh fruits and vegetables, etc.), evidence-based interventions utilized, program impact, success stories, etc.
- **Program Delivery Information** – Processes and procedures, summary of program activities, financial reporting as defined in [§ 200.302](#) and [§ 200.328](#), etc.

Reporting Activity	Reporting Frequency	Reporting Period	Report Due Date(s)
Progress Reports	Quarterly	Q1: Jan 1 – Mar 31 Q2: Apr 1 – Jun 30	April 15 th July 15 th
Strategic Action Plan	One-Time	N/A	June 30, 2023

D. Billing Procedures

Billing procedures for this program will be outlined in the Subaward Agreement. Invoices will be due no more frequently than monthly and no less frequently than quarterly. Invoices for this program will serve as requests for reimbursement based on work performed.



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If cash flow is necessary for particular program activities, requests for advanced funding may be submitted for consideration and approval. A form will be included with the Subaward Agreement package for this purpose. See “Compliance Requirements” above for information about the terms and conditions that will apply to advanced funding requests.