



South Carolina DEPARTMENT OF AGRICULTURE

Hugh E. Weathers, Commissioner

LOCAL FOOD PURCHASE ASSISTANCE AGGREGATOR BUDGET DETAILS & INVOICE INSTRUCTIONS

BUDGET DETAILS

- For the Subaward budget period 1/1/23 – 3/30/23 the initial allotment per aggregator is as follows:
 - » \$44,248 food purchases
 - » \$18,963 administrative, storage, and transportation costs
 - » \$63,211 total allotment
- Unexpended funds expire at the end of each quarter.
- Aggregators are allowed to spend up to \$18,963 which is 30% of the total allocated funds on transportation, storage, and administrative expenses. However, if an aggregator does not require the full 30%, those funds can be reallocated for food purchases. However, unspent food purchase money may not be reallocated for transportation, storage, and administrative expenses.

INVOICE INSTRUCTIONS

- Submit all invoices via email to LFPA@scda.sc.gov. In the subject line of the email please include the following “INVOICE – [aggregator name]”. This will ensure faster processing time for SCDA.
- Aggregators will create their own invoices. However, if you need guidance on how to create an invoice or what it should include, please see page two of these instructions for an example invoice. An Excel template which calculates the total can also be provided upon request.
- Invoices must have backup documentation attached as proof for all food purchases listed on the invoice.

- Each administrative expense must be designated on the invoice as either administrative, transportation, storage, or handling. No backup documentation is required to be attached as proof, as long as you can justify the expenses in your own recordkeeping if it is requested by USDA or SCDA.
- You must be a registered vendor with the state of South Carolina to receive payments. You will receive payment by check (4–6 weeks) unless you register [here](#) to receive ACH payments (3 weeks).

PROGRAM TIMELINE

- Invoices may be submitted as frequently needed, but not less than once per quarter.
- Expenses incurred in a given quarter must be invoiced by the 15th of the first month of the following quarter.
- The Aggregator Reporting Tool is due once a quarter per the dates on your subaward agreement.
- Additional funding will be dispersed quarterly using a subaward amendment; SCDA will monitor activity monthly to evaluate need and adjust award amounts accordingly at the end of each of the six quarters.
- A new subaward amendment will not be issued until after the 15th of the first month of each quarter; however, expenses may be incurred from the first day of the new quarter, subject to reimbursement after entering into the new amendment.
- See page three of this document for the full program calendar for year one and invoice deadlines.

EXAMPLE INVOICE

YOUR COMPANY NAME YOUR COMPANY SLOGAN

Street Address
City, ST ZIP Code
Phone [number] | Fax [number]

DATE: February 16, 2023
INVOICE #: 100
Subaward #: P1601LFPA – 12

Bill To:

South Carolina Department of Agriculture
Attn: LFPA Program
PO 11280
Columbia, SC 29211

DESCRIPTION	AMOUNT
Food Purchase from ABC Farms (backup documentation attached)	\$500
Food Purchase from 123 Farmer LLC (backup documentation attached)	\$200
Storage (no backup documentation attached)	\$100
Transport (no backup documentation attached)	\$100
Administrative (no backup documentation attached)	\$100
TOTAL	\$1,000

Make all checks payable to Your Company Name.

Please remit by ACH payment.

If you have any questions concerning this invoice, please contact: [insert Contact Name, Phone Number, E-mail]

2023 FUNDING GUIDANCE FOR LOCAL FOOD PURCHASE ASSISTANCE GRANT

Current quarter funds are available | Current quarter funds expire | Previous quarter invoices are due

Q1

JANUARY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Q2

APRIL						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
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21	22	23	24	25	26	27
28	29	30	31			

JUNE						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	29	30		

Q3

JULY						
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Q4

OCTOBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						