



The NEHA-FDA Retail Flexible Funding Model
Grant Program

Reporting and Payment Instructions

<https://www.neha.org/retailgrants>

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Reporting and Payments Overview

Required project reports and requests for payment, for all active NEHA-FDA RFFM grants, are completed using the online NEHA-FDA RFFM Grant Portal, the same one used to apply for your grant(s) and to access your award letter(s). The system has been designed to minimize time spent on reporting, and to streamline record-keeping. The Grant Portal is accessible through the NEHA-FDA RFFM Grant Program website at: <https://www.neha.org/retailgrants>. Click on the “Access the Grant Portal” link to review information for all of your active grants, reports, and payments. For full *Reporting and Payment Instructions*, click on the link found on the left menu of the main webpage.

Grantees must complete and submit all reports (*Interim Reports* and *Annual/Final Reports*) and payment requests (*Advance Payment Requests* and *Reimbursement Requests*) through the online grant portal. Please utilize these instructions to help navigate through the reporting and payment processes.

Importantly, you will want to refamiliarize yourself with your active grant (found on the left-hand menu of the grant portal **Grants > Active >** then selecting the applicable record). Please review the entire grant record, including the Project Information, Project Plan, Outcomes/Action Steps, and Budget Worksheets and Justifications. Additionally, in the **Reports** section of the grant portal, you can review any current reports and their due dates, and view and complete payment requests. Additional instructions are provided in the sections that follow.

FOR ADDITIONAL SUPPORT

If you have any questions, please contact the NEHA-FDA RFFM Grant Program Support Team at retailgrants@neha.org or toll-free at 1-833-575-2404.

Reviewing Your Grants, Reports, and Payments

Many grantees find it helpful to first view their grant information before completing any payment requests or required reports. We also recommend gathering the required information and documentation (in Word, Excel, PDF, etc.) in preparation for entering it into the portal. This can prevent the loss of work-time caused by Internet connection issues. The portal works best with the most updated version of Google Chrome.

LOGIN INSTRUCTIONS

Log in to the NEHA-FDA RFFM Grant Portal at <https://www.neha.org/retailgrants> using the username and password you received during the application process. If you cannot find your username and/or password, please visit the system's password assistance web page at https://retailgrants.fluxx.io/forgot_password. Alternatively, contact us at 1-833-575-2404 or retailgrants@neha.org.

GRANTEE PORTAL OVERVIEW

You can access the following information through the grants management portal:

- A. The **Grants** section provides access to grants that have been awarded through this grant program.
 - i. Grants are listed by their Grant Number (each is clickable), with summary information provided.
 - ii. By clicking on the Grant Number, you can view the grant's detailed information, including: *Grant Number* (at top right of the screen), *Project Title*, *Organization Information*, *Primary Contact Name*, *Authorizing Official Information*, *Agency Information*, *Request Information*, *Budget Information*, and other project information.
 - iii. A copy of the *Award Letter* for each grant is also provided near the top of each grant.
- B. The **Reports** section gives you access to any pending *Payment Requests*, *Interim Reports*, and *Final Reports*, with a *Due Date* and *Status* for each. Automated reminders will be sent for each report due, beginning two weeks before the due date.
 - i. If you are working on a reimbursement basis, in most case a *Reimbursement Request* will be pre-loaded in your portal. If not, feel free to request one to be added when needed (retailgrants@neha.org).
 - ii. *Interim Reports* are due on the date specified within the grant portal (in most cases July 15).
 - iii. *Annual/Final Reports* are due no later than 45 days past the grant end date but may be submitted at any time after the completion of the project.

- iv. Click on the subcategories: *Reports Due*, *Reports to Edit*, or *Submitted Reports* in this section to view reports by status.
- C. The **Payments** section provides information on payments completed.
 - i. When you are ready for your next payment, simply reach out to the NEHA-FDA RFFM Grant Program Support Team (1-833-575-2404 or retailgrants@neha.org) and your next payment request (either an *Advance Payment Request* or a *Reimbursement Request*) will be added to your grant portal, and will appear in the Reports section.
 - ii. Payments can be requested as often as needed, but we suggest no more than once per quarter to lessen the administrative burden for all parties. Payments are made after a Payment Request is completed, submitted, and approved, generally within 30 days.
- D. The **Applications** section provides access to your agency's grant applications in their various states: *Draft Applications*, *Applications Needing Updates*, *Submitted Applications (Under Review)*, and *Declined After Review*.

Payment Options

Grantees must submit Payment Requests through the NEHA-FDA RFFM Grant Portal at <https://www.neha.org/retailgrants>. There are two options for payment requests: Advance Payment Requests and Reimbursement Requests.

ADVANCE PAYMENT REQUESTS

An Advance Payment Request is required whenever your jurisdiction is seeking an advance in funding from the NEHA-FDA Retail Flexible Funding Model Grant Program.

Grantees who have received an Advance Payment will be required to provide expense documentation by the end of each project year, provided to NEHA via an annual Reimbursement Request. For three-year grants, Year 2 and Year 3 Advance Payments will be adjusted as needed, based on utilization of the Year 1 Advance funding.

ADVANCE PAYMENT FOR THREE-YEAR GRANTS

Three-year awards are automatically set-up to receive an advance payment for the first project year, with an Advance Payment Request added to the **Reports** section of your grant portal. Please reach out to the NEHA-FDA RFFM Grant Program Support Team if your agency would prefer to operate on a reimbursement basis; we will then remove the Advance Payment Request from your grant portal and add a Reimbursement Request.

IF YOU NEED ADVANCE PAYMENT FOR ANY OF YOUR ONE-YEAR GRANTS

Although the default for all one-year grants is reimbursement at the completion of the project (or more often if needed), we do offer advance payments for one-year grants by request. If your agency requires an advance payment for one or more of your one-year grants (*Development Base; Mentorship; Special Projects; or Training, Staff Development and Program Standards Engagement Grants*):

- Send an email request to retailgrants@neha.org. Be sure to include the Grant ID # for any one-year grant(s) for which you need advance payment.
- The NEHA-FDA RFFM Grant Support Team will then put the requested Advance Payment Report(s) in your grant portal.
- You will then log into the [grant portal](#) (using the same login credentials that you used to apply) and navigate to the “Reports Due” section on the left menu.
- For each of your requested advances, you will see a pre-loaded Advance Payment Request. Please complete and submit each Advance Payment Request at your convenience.

REIMBURSEMENT REQUESTS

A Reimbursement Request is required whenever your jurisdiction is seeking payment, periodically throughout the grant period as needed, or at the conclusion of the grant.

Again, grantees who have received an Advance Payment will be required to provide expense documentation by the end of each project year, provided to NEHA via an annual Reimbursement Request. For three-year grants, Year 2 and Year 3 Advance Payments will be adjusted as needed, based on utilization of the Year 1 Advance funding.

There are two types of Reimbursement Requests:

- **Interim Reimbursement Request** – For partial payment requests made during the project period. Interim Reimbursement Requests can be made as often as needed, but ideally not more than once per quarter.
- **Final Reimbursement Request** – Made after all aspects of your project have been completed, regardless of whether you've received funds already (for example, if you requested a full Advance Payment Request at the beginning of your project, you would submit a Final Reimbursement Request to provide documentation for the full amount of your advance and trigger close-out of the project).

Additional Reimbursement Requests may be made throughout the lifecycle of the grant, as often as needed. Once all Reimbursement Requests for an award have been made, a Final Progress Report is required to close out a grant, due no later than 45 days after the end of the project period.

REQUIRED DOCUMENTATION FOR PAYMENT REQUESTS

A Reimbursement Request can be used as a first-time request for reimbursement of funds expended, or to account for Advanced funds received earlier that have now been expended. When requesting funds, please use the *NEHA-FDA RFFM Reimbursement Request Template* (available by clicking on the *Reporting and Payments* tab on the left menu of the program website) to itemize all expenses for which you are requesting reimbursement. Please also attach copies of all applicable expense documentation for all grant expenses. Attachments can be uploaded in Word, Excel, or PDF.

Expense documentation may include:

- Completed *NEHA-FDA RFFM Reimbursement Request Template* (required)
- Receipts
- Invoices marked paid

- Documents to quantify personnel time for employees or contractors, including:
 - Documentation of time dedicated to the project (timesheets, spreadsheet, etc.); AND
 - Documentation of salary / hourly rate of pay (payroll report, signed memo, etc.), AND
 - Documentation that personnel expenses claimed were paid (payroll reports, invoices marked paid, etc.).
- Mapped documentation of mileage
- If your grant was approved for Indirect Costs in excess of the de minimis rate of 10%, your jurisdiction must have a current and approved cost rate agreement with a Federal agency. Please attach a scanned PDF copy.
- Any other pertinent information as requested by the NEHA-FDA RFFM Grant Program support team

If final expenditures vary from your latest approved budget, you will be required to list variances from the approved budget and provide a brief explanation for each variance. All changes to the project budget must be submitted in advance of the actual expense via email to retailgrants@neha.org. *Note that changes to your budget are not approved until you receive confirmation via email from the NEHA-FDA RFFM Grant Program POC listed on your Award Letter. Approved changes will also be reflected by updates made to your grant, viewable through the grant portal.*

Final payment for the remaining amount due for a grant will be made after both a final Reimbursement Request and a Final Progress Report (details in the next section) are completed and submitted for that grant.

ONE-TIME SIGNUP WITH NEHA'S NETSUITE SYSTEM

If you have not already added your payment information into NEHA's NetSuite system, once you have submitted your first Payment Request, you will receive an email from NEHA inviting you to sign up.

As a one-time action step for all of your awards, the grant Point-of-Contact (POC) or another jurisdiction employee will need to complete your agency's payment information in NEHA's secure payment site (NetSuite). You have the option of either receiving payments by direct deposit (Automated Clearing House [ACH] or by a mailed check. You can switch your preference at any time.

Please note that NEHA will never ask you to provide banking information via email, text, or over the phone. The only place that you should enter banking information is through NEHA's secure NetSuite site.

NETSUITE SIGNUP INSTRUCTIONS

The one-time NEHA NetSuite signup process will begin with an email from NEHA, received after you have submitted your first Payment Request through the NEHA-FDA RFFM Grant Portal (whether an *Advance Payment Request* or a *Reimbursement Request*).

- The email will contain the subject line "Welcome to National Environmental Health Association Enterprise System."
- The 'From' email address will be "NetSuite Notification <nlmailer@notification.netsuite.com>"
- Once you have received the email from NEHA, you will have 72 hours to set up your password before the link expires.

If you cannot find the NEHA NetSuite email (consider checking your Spam folder), or if the password has expired, please reach out to us at invoices@neha.org, and we will have the link resent. Upon receipt of the new email, you will once again have 72 hours to set up your password.

Once you have received the link, please visit <https://www.neha.org/retailgrants/netsuite> for detailed instructions on providing NEHA with your payment preference information. Again, this is a one-time step for the NEHA-FDA RFFM Grant Program and will cover all of your current and future grants through this program.

Note that signing up for PMS or any other Federal payment system is not required. Payments are directly made by NEHA to the grantee jurisdiction.

Grant Reporting

Programmatic Reports are required for each grant made through the NEHA-FDA RFFM Grant Program. Grantees must submit their reports through the online grant portal at <https://www.neha.org/retailgrants>.

INTERIM PROGRESS REPORTS

Interim Progress Reports are required for each award made through this program to assure that each funded project remains on track for timely completion. Grantees will receive email reminders and due dates from the grant management system, sent to the POC email address that was entered during the application process.

Interim Progress Reports are due on the date specified within the grant portal, generally halfway through the project period, and in most cases no later than July 15.

The primary purpose of the Interim Progress Report is a quick check-in to make sure you have the help needed to succeed with your project. Unless you are having trouble completing your project objectives, an Interim Progress Report can likely be completed in 15 minutes or less.

In the Interim Report, we will ask if you require any assistance or have outstanding questions in any of the following areas:

- Grants Management Support Team Assistance
- Finance Support Team Assistance
- NEHA Advisory Team Assistance
- Mentorship Assistance from NACCHO (If applicable)
- FDA Retail Program Specialist Assistance

ANNUAL AND FINAL PROGRESS REPORTS

Annual Progress Reports are required for all three-year awards (*Maintenance and Advancement Base Grants; Capacity Building Grants*) and are due no later than _____ each year. These are more robust reports, requiring updates on progress made toward meeting all project deliverables.

Final Progress Reports are required for each award made through this program and must document the final status of all project deliverables. Final Progress Reports are due no later than 45 days after the end of your grant project period but can be completed whenever you have completed all deliverables for a grant.

Additional Guidance

This section provides additional guidance to assist with reporting and payments.

FLAT FEE CONSULTING CONTRACTS

Flat fee consulting contracts are acceptable as part of a NEHA-FDA RFFM grant, if the following requirements are met:

- Total amount of the contract must be below federal and agency thresholds that would require a competitive bid. Multiple, smaller contracts with the same person or entity cannot be used to circumvent these thresholds. *This is true for both flat fee and hourly contracts.*
- For flat fee contracts:
 - Clear deliverables and/or milestones should be spelled out in the contract.
 - The meeting of deliverables / milestones should be confirmed before payment is made.
 - Documentation required for reimbursement will include:
 - A copy of the deliverables-based contract, AND
 - Proof that deliverables were met before payment is made (this can be in the form of a signed statement).
- Partial completion of deliverables, in most cases, should lead to partial payment. An explanation of the reduced payment amount should be included in the reimbursement documentation.

Terms and Conditions

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Travel Costs

Travel costs should adhere to the general guidelines found in the NEHA-FDA RFFM Grant Guidance. Contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered in the guidance.

Allowable and Non-allowable Costs

For information on allowable and non-allowable costs, please refer to the latest NEHA-FDA RFFM Grant Guidance link on the NEHA-FDA RFFM webpage.

Federal Requirements

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

Recipient FDA Notice

As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards). For additional information regarding the Retail Program Standards, please visit the FDA's official webpage at: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>.

Financial Conflict of Interest

This award is subject to the Financial Conflict of Interest (FCOI) regulation at 42 CFR Part 50 Subpart F.

If you have any questions, please contact the NEHA-FDA RFFM Grant Program Support Team at retailgrants@neha.org or toll-free at 1-833-575-2404.