The NEHA-FDA Retail Flexible Funding Model
Grant Program

CY 24 Reporting and Payment Instructions

https://www.neha.org/retailgrants
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Reporting and Payments Overview

For all active NEHA-FDA RFFM grants, project reports and payment/reimbursement requests must be completed through online NEHA-FDA RFFM Grant Portal, the same one used to apply for your grant(s) and to access corresponding award letter(s). The system is 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/retail-grants. Click on the graphic with the title “Access the Grant Portal” to review information for all of your active grants, reports, and payments. For full Reporting and Payment Instructions, review the information provided in this document.

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

Importantly, you will want to familiarize yourself with your active grant(s), which can be accesses on the left menu of the grant portal by selecting Grants > Active > and then the applicable record(s). Please review the entire grant record, including the Project Information, Project Plan, Outcomes/Action Steps, and Budget Worksheets and Justifications, as applicable to your specific grant(s). Additionally, under the Reports section of the left menu, you can review any current reports and their due dates as well as view and complete payment requests. Finally, under the Payments section, you can review details of any Scheduled Payments and Payments Paid.

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 (detailed instructions are found below). We also recommend gathering any required information and documentation (in Word, Excel, PDF, etc.) in preparation for entering it into the portal. This can prevent the loss of worktime caused by Internet connection issues. The grant portal works best with the most updated version of Google Chrome (or other Chromium-based browsers).

**Login Instructions**

Log in to the NEHA-FDA RFFM Grant Portal at [https://www.neha.org/retailgrants](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](https://retailgrants.fluxx.io/forgot_password). Alternatively, contact the Grant Program Support Team at 1-833-575-2404 or retailgrants@neha.org.

**Grantee Portal Overview**

You can access the following information through the grant portal:

A. The **Grants** section provides access to all 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, 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 provides access to any pending Advance and Interim Payment Requests, Interim Progress Reports, and Annual or Final Progress Reports, with a **Due Date** and **Status** for each. Automated reminders will be sent for each report due, beginning several weeks before the due date.
   i. Click on the subcategories: **Reports Due, Reports to Edit, or Submitted Reports** to view reports by status.
   ii. If you are working on a reimbursement basis, in most cases a **Final Progress Report** will be pre-loaded in your portal. If not, feel free to request one be added to the portal as needed ([retailgrants@neha.org](mailto:retailgrants@neha.org)). Final Progress 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.

iii. To request a payment before your project has been completed, you will need to utilize an *Advance Payment Request*. These requests will be added to your grant portal upon request via email to retailgrants@neha.org.

iv. To request a payment after a portion of the work on your project has been completed, you will need to utilize an *Interim Payment Request*. These requests will be added to your grant portal upon request via email to retailgrants@neha.org.

v. *Interim Reports* are due on the date specified within the grant portal (July 17, 2024 for CY24 granting year).

vi. *Annual Progress Reports* (for 3-year grants only) are due no later than 45 days past the end of each calendar year. Since CY24 is the final year of this cooperative agreement, however, all grantees (both one-year grantees and three-year grantees) will submit a Final Progress Report. There will not be Annual Progress Reports for CY2024.

vii. *Final Progress 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.

viii. Because CY24 is the 3rd and final year of NEHA's initial FDA Cooperative Agreement that supports the NEHA-FDA RFFM Grant Program, we will be unable to offer extensions. Project objectives and all project expenditures for all grants must be completed by December 31, 2024.

ix. *Final Progress Reports* for all 1-Year and 3-Year grants, which now include a *Final Payment Request*, are due on February 12, 2025.

C. The Payments section provides information on Scheduled Payment and Payment Paid.

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, Interim Payment Request*, or a *Final Progress Report* (updated to include a *Final Payment Request*) will be added to your grant portal, and it 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.
Grants With Fixed Funding Categories

As an innovation for CY 2024, with the goal of significantly reducing the administrative burden for jurisdictions, several grant types now utilize deliverable-based payments (Fixed Funding) for some project deliverables.

Grant types that utilize Fixed Funding Categories include:

- Track 1 Development Base (all project objectives except the Training Optional Add-On)
- Track 2 Development Base (all project objectives except the Training Optional Add-On)
- Mentorship Optional Add-On / Mentee and Mentor (All project objectives)

To receive payment for the Fixed Funding grants or options, specified deliverables must be met for each grant type and option. Details include:

- Fixed Funding payments will be based on specific deliverables achieved during the project period. Expense documentation WILL NOT be required for payment of Fixed Funding outcomes and options
- You are free to spend awarded Fixed Funding amount(s) as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met.
- For your own agency audit purposes, keep in mind that spending of federal grant funding must always adhere to all applicable federal grant funding rules.
- Fixed Funding Deliverables will be confirmed through responses provided in your Annual or Final Progress Report.
  - Additional confirmations, specific to each grant type, will include:
    - (Track 1) Completion of a Self-Assessment of All Nine Standards requires submission of FDA Form 3958 directly to your FDA Retail Food Specialist, with the form completed as appropriate for this first, important Retail Program Standards (RPS) Milestone.
    - (Track 1) Completion of a Comprehensive Strategic Improvement Plan (CSIP) requires attachment of the completed CSIP to the Final Progress Report.
    - (Track 2) Completion of specific Standards met and/or audited requires submission of FDA Form 3958 directly to your FDA Retail Food Specialist, with the form completed as appropriate for your specific RPS achievements.
    - (Mentorship) NEHA will verify the accuracy of answers provided in the Final Progress Report with NACCHO and/or Mentor jurisdictions.
### Fixed Funding Deliverables and Funding Amounts for Each Grant Type:

**Track 1 Development Base Grant**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Deliverable</th>
<th>Fixed Funding</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Objectives</td>
<td>Completion of Self-Assessment of all Nine Standards (SA9); Completion of a Comprehensive Strategic Improvement Plan (CSIP) covering all nine standards</td>
<td>$5,000</td>
<td>FDA Form 3958 submitted to FDA Retail Food Specialist (RFS); CSIP attached to Final Progress Report</td>
</tr>
<tr>
<td>Mentee Optional Add-On *</td>
<td>Achievement of the Retail Program Standards goals from your application</td>
<td>$8,000</td>
<td>FDA Form 3958 submitted to FDA RFS and reporting on other work completed in Final Progress Report</td>
</tr>
<tr>
<td></td>
<td>Completion of at least one site visit with your Mentor</td>
<td>$3,000</td>
<td>Reporting in Final Progress Report</td>
</tr>
<tr>
<td></td>
<td>Attendance at the required year-end Mentorship Conference</td>
<td>$3,000</td>
<td>Confirmed with NACCHO</td>
</tr>
</tbody>
</table>
### NEHA-FDA Retail Flexible Funding Model Grant Program

#### TRACK 2 DEVELOPMENT BASE GRANT

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>DELIVERABLE</th>
<th>FIXED FUNDING</th>
<th>VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Objective</td>
<td>Continuous improvement with Standards 1 – 8 (as specified in your grant application)</td>
<td>$5,000</td>
<td>FDA Form 3958 submitted to FDA Retail Food Specialist (RFS), as applicable; Reporting on other work completed in Final Progress Report</td>
</tr>
<tr>
<td>Optional Objective*</td>
<td>Work on Standard 9 in pursuit of a Public Health Metric</td>
<td>$5,000</td>
<td>FDA Form 3958 submitted to FDA Retail Food Specialist (RFS), as applicable; Reporting on other work completed in Final Progress Report</td>
</tr>
<tr>
<td>Mentee Optional Add-On*</td>
<td>Achievement of the Retail Program Standards goals from</td>
<td>$8,000</td>
<td>Sufficient progress toward planned deliverables, as reported in Final Progress</td>
</tr>
</tbody>
</table>

* Note that both Base Grant Required Objectives must be met to receive any other Track 1 funding (including Mentee Fixed Funding, and Training reimbursement-based funding).
### NEHA-FDA Retail Flexible Funding Model Grant Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Total Cost</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of at least one site visit with your Mentor</td>
<td>$3,000</td>
<td>Reporting in Final Progress Report; NEHA will confirm with Mentor</td>
</tr>
<tr>
<td>Attendance at the required year-end Mentorship Conference</td>
<td>$3,000</td>
<td>Reporting in Final Progress Report; NEHA will confirm with NACCHO</td>
</tr>
<tr>
<td>Training Optional Add-On*</td>
<td>Receipts are Required for Reimbursement</td>
<td></td>
</tr>
<tr>
<td>Track 2 with both PHM (Standard 9) and Mentee Options</td>
<td>$24,000</td>
<td></td>
</tr>
</tbody>
</table>

* Note that the Base Grant Required Objective must be met to receive any other Track 2 funding (including PHM and/or Mentee Fixed Funding, and Training reimbursement-based funding).

### MENTORSHIP GRANT: MENTOR

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>DELIVERABLE</th>
<th>FIXED FUNDING</th>
<th>VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support of 1 to 5 Mentees*</td>
<td>Time spent on Mentee support</td>
<td>$6,000</td>
<td>Reporting in Final Progress Report</td>
</tr>
<tr>
<td></td>
<td>Completion of the program by Mentee(s) supported</td>
<td>1 Mentee: $3,000 2 Mentees: $6,000 3 Mentees: $9,000 4 Mentees:</td>
<td>Reporting in Final Progress Report; NEHA will confirm with NACCHO</td>
</tr>
<tr>
<td>Attendance at the required year-end Mentorship Conference</td>
<td>$12,000</td>
<td>$3,000</td>
<td>Reporting in Final Progress Report; NEHA will confirm with NACCHO</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Mentees: $15,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fixed Funding Available: Mentorship</td>
<td>1 Mentee: $12,000</td>
<td>2 Mentees: $15,000</td>
<td>3 Mentees: $18,000</td>
</tr>
</tbody>
</table>

* Note that the Required Objectives of your Track 2 or Track 3 Base Grant must be met to receive Mentor Fixed Funding.
Traditional Reimbursements

Traditional Reimbursements still apply to several grants and options, and payment will be based on approved budget(s) in the grant application, and detailed receipts or other expenditure documentation included with an Interim Reimbursement Request, Annual Progress Report, or Final Progress Report.

Grant types that will utilize Traditional Reimbursements include:

- Track 3 Maintenance and Advancement Base Grants
- Capacity Building Optional Add-On Grants
- Training Grants (offered as Training Optional Add-Ons for Tracks 1 and 2, and through the Training Optional Add-On Grants for current Track 3 Maintenance and Advancement Base grantees)
- Special Projects Optional Add-on Grants
Payment Options

Grantees must submit Payment Requests through the NEHA-FDA RFFM Grant Portal at https://www.neha.org/retailgrants. There are three options for payment requests: Advance Payment Requests, Interim Reimbursement Requests and a Final Payment Request included in the Final Progress Report. Advance Payment Requests and Interim Reimbursement Requests are optional and available by request.

Advance Payment Requests

An Advance Payment Request is required whenever your jurisdiction is seeking payment before grant objectives have been met and before expenses are incurred. Documentation of expenses is not required for these requests.

Grantees who have received an Advance Payment will be required to provide expense documentation for traditional reimbursement outcomes and/or confirmation of deliverables for fixed funding outcomes by the end of each project year in the required Final Progress Report. For three-year grants, Year 3 Advance Payments will be adjusted as needed and based on utilization of the Year 1 and 2 advance funding.

Please Note: Although advance funding is available to all grantees, any payment received for add-on portions of your grant (i.e., training and mentorship) may have to be returned to NEHA if the objectives of your base grant are not met.

Requesting an Advance Payment

Although the default payment method is a yearly reimbursement at the completion of the project (as a component of the Final Progress Report) we do offer Advance Payments by request. If your agency requires an Advance Payment for one or more of your grants:

- Send an email request to retailgrants@neha.org. Be sure to include the Grant ID # for any grant(s) for which you need advance payment.
- The NEHA-FDA RFFM Grant Support Team will then add the requested Advance Payment Request(s) to 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 an Advance Payment Request. Complete and submit each Advance Payment Request at your convenience.
When requesting an Advance Payment, it is best to be conservative in your request to avoid having to return unused funds to NEHA. Especially for Training Grants, we suggest only requesting 50-75% of estimated costs in advance.

**INTERIM REIMBURSEMENT REQUESTS**

An Interim Reimbursement Request may be made whenever your jurisdiction is seeking payment before grant objectives have been fully met, but after some expenses are incurred. Documentation of expenses is required at this time for traditional reimbursement grants.

Grantees with Fixed Funding Grants who have received an Interim Payment will be required to provide confirmation of deliverables for fixed funding outcomes by the end of each project year in the required Final Progress Report.

*Please Note: Although interim reimbursements are available to all grantees, any payment received for add-on portions of your grant (i.e., training and mentorship) may have to be returned to NEHA if the required objective(s) of your base grant are not met.*

**REQUESTING AN INTERIM REIMBURSEMENT**

Although the default payment method is a yearly reimbursement at the completion of the project (as a component of the Final Progress Report) we do offer Interim Reimbursements by request. If your agency requires an Interim Reimbursement for one or more of your grants:

- Send an email request to [retailgrants@neha.org](mailto:retailgrants@neha.org). Be sure to include the Grant ID # for any grant(s) for which you need advance payment.
- The NEHA-FDA RFFM Grant Support Team will then add the requested Interim Reimbursement Request(s) to your grant portal.
- You will then log into the [grant portal](https://grantportal.neha.org) (using the same login credentials that you used to apply) and navigate to the “Reports Due” section on the left menu.
- For each grant requested, you will see an Interim Reimbursement Request. Complete and submit each Interim Reimbursement Request at your convenience.

**FINAL PROGRESS REPORT**

For Calendar Year 2024, the Final Reimbursement Request (as used in CY2022 and CY2023) and Final Progress Report have been combined into one comprehensive and grant-type specific report to lessen the administrative burden for grantees. This Final Progress Report is required when your jurisdiction is seeking payment after all grant objectives have been met. As a part of the Final Progress Report, you will be required to provide expense documentation...
(as applicable) for grants and add-ons requiring traditional reimbursements. You will also complete report questions to verify that all grant objectives have been met before payment. The Final Progress Report is due no later than 45 days after the end of the project period; however, these reports can be submitted at any time in the granting year upon completion of your grant objectives.

Again, grantees who have received an Advance Payment will be required to provide expense documentation and/or confirmation of deliverables by the end of each project year in their Final Progress Report. Grantees who have received an Interim Reimbursement will be required to provide confirmation of deliverables met in the Final Progress Report.

**NEHA-FDA RFFM Reimbursement Request Templates**

The NEHA-FDA RFFM Reimbursement Request Template is a required attachment for reimbursements for ALL grant types, including both fixed grants and traditional reimbursement grants. There are two versions of the template depending upon your grant type, as explained below. The template is available for download at [https://www.neha.org/retail-grants](https://www.neha.org/retail-grants) or you may follow the link in the Interim Reimbursement Request or Final Progress Report for your grant. You will need to fill out each applicable tab of the spreadsheet for any fixed portions of your grant as well as itemize expenses for non-fixed portions of your grant. Once complete, the spreadsheet will provide a roll-up calculation of your expenses (in the “Summary” tab) which should match the “Amount Requested for Reimbursement” in your Interim Reimbursement Request or Final Progress Report.

Reimbursement Request Template Types:

- **Reimbursement Spreadsheet - Template A**
  - For use with Maintenance and Advancement Base, Capacity Building, and Special Project Grants
- **Reimbursement Spreadsheet - Template B**
  - For use with Track 1 Development Base, Track 2 Development Base, Mentorship Optional Add-On, and Training Optional Add-On Grants

**Required Documentation for Traditional Reimbursement Grant Types**

A Final Progress Report should be used for reimbursement of funds expended or to account for an Advance Payment once funds have been expended. When requesting funds, please use the appropriate *NEHA-FDA RFFM Reimbursement Request Template (as specified in the section above)* to itemize all expenses for which you are requesting reimbursement. The form
can be downloaded at https://www.neha.org/retailgrants or you may follow the link in the Interim Reimbursement Request or Final Reimbursement Request for your grant. Please also attach copies of applicable expense documentation for all non-fixed grant expenses (i.e., expenses related to Track 3 Maintenance and Advancement, Special Projects, Capacity Building and Training Add-on Grants). Attachments can be uploaded in Word, Excel, or PDF.

Expense documentation may include:

- Completed NEHA-FDA RFFM Reimbursement Request Template A or B (required, as described above)
- 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.).
- Documentation of mileage (mapped or detailed log)
- If your grant was approved for Indirect Costs in excess of the de minimis rate of 10%, your jurisdiction must provide a current and approved cost rate agreement with a Federal agency.
- 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 receiving confirmation via email from the NEHA-FDA RFFM Grant Program POC listed on your Award Letter.**

Final payment for all grants will be made after the Final Progress Report (details in the next section) is completed and submitted for the associated grant.

**Note that signing up for PMS or any other Federal payment system is not required. Payments are made directly 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 ensure each funded project remains on track for timely completion. Grantees will receive email reminders and due dates from the grant management system. Reminders will be sent to the POC email address that was provided during the application process. Reach out to the Grants Support Team if, at any time, the POC for the project needs to be updated.

Interim Progress Reports are due on the date specified within the grant portal, generally halfway through the project period. 2024 Interim Progress Reports are due Jul 17, 2024.

The primary purpose of the Interim Progress Report is a quick check-in to make sure you have the necessary help to succeed in your approved 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

Final Progress Reports

Final Progress Reports are required for all one-year and three-year awards (Maintenance and Advancement Base Grants; Capacity Building Grants) made through this program and must document the final status of all project deliverables. These reports are specific to each grant type. Final Progress Reports are due no later than 45 days after the end of the grant project period (February 13, 2025); However, they can be completed as soon as all deliverables for a grant are complete. For Calendar Year 2024, the Final Reimbursement Request (as used in CY2022 and CY2023) and Final Progress Report have been combined into one comprehensive
and grant-type specific Final Progress Report to lessen the administrative burden for grantees. Therefore, all expense reporting, as well as reporting on deliverables met will be done through this one report upon completion of the grant.

**One-Time Sign Up with NEHA’s NetSuite System**

If you have not already added your payment information into NEHA’s NetSuite system, after submitting your first Payment Request with this grant program, you will receive an email from NEHA inviting you to sign up.

As a one-time action step for all associated 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). Either select the option to receive payments by direct deposit (Automated Clearing House [ACH]) or receive payments by check. This preference can be switched 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 Sign Up Instructions**

The one-time NEHA NetSuite sign-up process will begin with an email from NEHA, received after you have submitted your first Payment Request through the NEHA-FDA RFFM Grant Portal (either an Advance Payment Request or a Final 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>"
- After receiving 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. If the password has expired, please reach out to us at invoices@neha.org, and we will resend the link. Upon receipt of the new email, you will once again have 72 hours to set up the password.
Once you have received the link, please visit https://www.neha.org/retailgrants/netsuite for detailed instructions for 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.
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 final 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. Please note, because CY24 is the 3rd and final year of NEHA's initial FDA Cooperative Agreement that supports the NEHA-FDA RFFM Grant Program, we will be unable to offer extensions. Project objectives and all project expenditures for all grants must be completed by December 31, 2024.

Final Progress Reports for all 1-Year and 3-Year grants, which now include a Final Payment Request, are due on February 12, 2025.

The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Budget changes are allowable, but changes that exceed 10% of the total award amount 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 or RPS). 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](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](mailto:retailgrants@neha.org) or toll-free at 1-833-575-2404.