

# NEHA-FDA Retail Flexible Funding Model Grant Program

Advancing Conformance with the FDA Voluntary National Retail  
Food Regulatory Program Standards

## Post-Award Grantee Guidance 2025

Project Period: April 1, 2025 – March 31, 2026

Last Updated January 21, 2026

[www.neha.org/retailgrants](http://www.neha.org/retailgrants)

# Contents

- Part 1: Grant Program Overview..... 3
  - Who is the Program For? ..... 3
  - What to Expect This Cycle ..... 3
  - Grant Program Goals..... 3
  - Basics of the NEHA-FDA RFFM Grant Program..... 3
  - 2025 Grant Program Overview..... 4
  - Eligibility ..... 7
  - Grant Portal ..... 8
  - NEHA-FDA RFFM Grant Program Support Team..... 8
- Part 2: 2025 Grant Program Details ..... 8
  - Program Updates for 2025..... 8
  - Payments for 2025 Grants ..... 11
  - Allowable Costs..... 12
  - Non-Allowable Costs..... 13
  - Award Terms and Conditions ..... 15
  - Reporting Requirements..... 15



## Part 1: Grant Program Overview

One of the central features of both the health enterprise and the work of most public health regulatory programs is retail food safety. However, regulatory programs often face a significant barrier to committing time and resources to build their capacity and reinforce their retail food safety programs. To overcome this barrier, the National Environmental Health Association (NEHA) and the U.S. Food and Drug Administration (FDA) have partnered to offer financial support to advance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards).

### Who is the Program For?

The NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program is designed to support state, local, tribal, and territorial (SLTT) retail food regulatory agencies working to achieve conformance with the Retail Program Standards (RPS). The NEHA-FDA RFFM Grant Program offers customizable approaches which enable retail jurisdictions to design a program that best suits their capacity and ambitions as they work to achieve conformance with the Retail Program Standards.

### What to Expect This Cycle

Awardees to the NEHA-FDA RFFM Grant Program can expect:

- Enhanced technical assistance and retail subject matter guidance throughout the grant cycle, in partnership with FDA;
- A NEHA-FDA RFFM Mentorship Program in collaboration with the National Association of County and City Health Officials (NACCHO); and
- Dedicated educational programs to address advancement and conformance with the Retail Program Standards, including opportunities to participate in curriculum development for the 2026 Retail Program Standards Symposium.

### Grant Program Goals

The NEHA-FDA RFFM Grant Program has three primary goals:

1. Support strategies that reduce the occurrence of foodborne illness risk factors;
2. Promote uniformity and a national Integrated Food Safety System (IFSS) by enabling jurisdictions to move toward full compliance with the Retail Program Standards; and
3. Fully leverage the expertise and capacity of SLTT retail food protection agencies to meet Retail Program Standards goals.

### Basics of the NEHA-FDA RFFM Grant Program

The main features of the NEHA-FDA RFFM Grant Program include:

- **Base Grant Requirement:** The first and most important requirement of the NEHA-FDA RFFM Grant Program is that participating SLTT jurisdictions must maintain an active base grant. Base grants are offered through three different funding tracks, with Tracks 1, 2 and



3 open for new applications in 2025. Each track is designed to assist jurisdictions at different levels achieve progress with the Retail Program Standards.

- **Optional Add-On Grants:** In addition to funding from a base grant, grantees may also have funding for training, mentorship, special projects, or capacity building.

## 2025 Grant Program Overview

For 2025, the NEHA-FDA RFFM Grant Program offers an improved application process for each available funding track. Our dedicated support team will continue to be available every step of the way. The five different grant types offered to support 2025 projects include:

- Three different Base Grants, Track 1 with Mentee add-on funds, Track 2 with Training add-on funds, and Track 3 with Capacity Building and Training add-on funds each through a single application.
- One Optional Add-On Grant, offering a Mentor opportunity for Track 2 and Track 3 base grant applicants.
- Special Projects were not awarded in 2025.

Table 1. 2025 Grant Types, Eligibility, and Funding.

Grant Type	Eligibility	Outcomes	Funding Amount
<b>Base Grants</b>			
<b>Track 1 Development Base</b>	Enrolled in RPS	<b>Required:</b> Completion of SA9 and CSIP	\$5,000 Fixed Funding
<b>Track 2 Development Base</b>	Enrolled in RPS Current SA9 (within 5 years of specified date) and CSIP	<b>Required:</b> Work on at least one Standard (1-8)	\$5,000 Fixed Funding
		<b>Optional:</b> Work toward meeting Standard 9 – Public Health Metric (PHM)	Option 1: PHM Level 1 (Inspectional Data): \$5,000
		<b>Optional:</b>	Option 2: PHM Level 2 (FDA Risk Factor Study/Hybrid Approach): \$10,000
			\$3,000 Fixed Funding



		Update SA9 within 12 months of expiration	
<b>Track 3 Maintenance &amp; Advancement</b>	Enrolled in RPS Current SA9 and CSIP <i>Must have successfully met and audited at least 3 different Standards in the last 5 years</i>	<b>Required:</b> 1. Maintain all Standards already met 2. Meet at least 1 new Standard (1-8) by the end of Year 3	\$10,000 per year; \$30,000 total  Fixed Funding
		<b>Required:</b> Work toward meeting Standard 9 <i>Fixed Funding</i>	Option 1: PHM Level 1 (Inspectional Data): \$5,000  Option 2: PHM Level 2 (FDA Risk Factor Study/Hybrid Approach): \$10,000
		<b>Optional:</b> Update SA9 within 12 months of expiration	\$3,000 Fixed Funding
		<b>Optional Add-On Grants</b>	
<b>Mentorship (Mentee)*</b>	<i>Only awarded to those who are in Track 1 in 2025, however we hope to be able to open it to Track 2 in 2026.</i>	<b>Required:</b> Complete Mentorship Program	\$4,000 Fixed Funding
		<b>Required:</b> Complete site visit Attend Mentorship virtual EOY meeting	\$3,000 Fixed Funding
<b>Mentorship (Mentor)*</b>	<i>Only awarded to those who are in Track 2 or 3 in 2025</i>	<b>Required:</b> Complete Mentorship Program support of 1-5 mentees	\$6,000 (1 mentee) \$9,000 (2 mentees) \$12,000 (3 mentees)



		<i>Fixed Funding</i>	\$15,000 (4 mentees) \$18,000 (5 mentees)
		<b>Required:</b> Complete site visit Attend Mentorship virtual EOY meeting	\$3,000 Fixed Funding
<b>Training**</b>	<i>Only awarded to those who are in Track 2 or 3 in 2025, however we hope to be able to open Training to Track 1 in 2026.</i>	<b>Required:</b> At least 1 staff member completes an approved training	\$3,500 Reimbursement-Based Funding (Traditionally \$7,500)
<b>Capacity Building (3 years) ***</b>	<i>Only awarded to those who are Track 3 in 2025</i>	<b>Option 1:</b> Network Coordinator - outcomes met according to project plan	Up to \$100,000 per year, \$300,000 total Reimbursement-Based Funding
		<b>Option 2:</b> RPS/Network Coordinator - outcomes met according to project plan AND SAVA of 1 additional Standard	
<b>Special Projects</b>	<i>Not awarded in 2025, however we hope to make Special Project awards in 2026</i>	Required outcomes are dependent on project plans.	Up to \$20,000

\* For 2025 grants, there is no requirement to attend the EOY meeting in the Mentorship Program. While awardees are encouraged to participate in the virtual event, there is not a requirement to attend to be reimbursed in 2025. Traditionally, grantees would be awarded \$3,000 for the EOY event, and we hope to bring back that requirement in 2026.

\*\* Training funds were limited to \$3,500 per project in 2025 due to limited funding, but are traditionally \$7,500.



\*\*\* Only 6 jurisdictions were funded to do a Capacity Building project in 2025; all are required to lead a network as a part of their grant. Capacity Building and Training are the only grant types where there is no fixed funding; jurisdictions must have a budget and will be paid based on actual amounts spent. We hope to open Capacity Building to more Track 3 grantees in the future.

## Eligibility

Funding was made available to retail food protection agencies currently enrolled in the FDA Retail Program Standards. *Please note that enrollment in the FDA Retail Program Standards is different and separate from registering for an account with the NEHA-FDA RFFM Grant Program.*

All grantees must remain in compliance with the following eligibility requirements throughout the entire grant period. You **must** complete your **Base Grant** work to be eligible for reimbursement for Add-On Grant activities.

Enrollment in the Retail Program Standards is the only requirement for SLTT food regulatory programs planning to apply for a **Track 1 Development Base Grant** with the optional Mentee funding. We hope to include Training as an Optional Add-On for Track 1 in 2026.

- For additional information and to enroll with FDA in the Retail Program Standards, please visit [www.neha.org/retail-grants-enroll](http://www.neha.org/retail-grants-enroll).
- Enrollment can generally be accomplished within one to three days.

For SLTT retail food regulatory programs who have received a **Track 2 Development Base Grant** and/or the **Mentor Optional Add-On Grant** available for Track 2 applicants, additional requirements include both of the following:

- A current Self-Assessment of All 9 Standards (SA9) (August 2019 or later); AND
- A completed Comprehensive Strategic Improvement Plan (CSIP).

We hope to include Special Projects and Mentee as Optional Add-Ons for Tracks 2 and 3 in 2026.

For SLTT retail food regulatory programs who have received a **Track 3 Maintenance and Advancement Base Grant** and/or the **Capacity Building Grant** available for Track 3 applicants, additional requirements include all of the following:

- A current Self-Assessment of All 9 Standards (August 2019 or later); AND
- A completed Comprehensive Strategic Improvement Plan (CSIP); AND
- Confirmation that at least three different Standards have been successfully met, audited, and maintained within the past five years (August 2019 or later).

For additional information regarding completion of a new or updated Self-Assessment of All 9 Standards, please contact the FDA Retail Food Specialist (RFS) assigned to your geographic area. For the name and contact information of your jurisdiction's RFS please visit:

[www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists](http://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists).

For additional information regarding completion of a Comprehensive Strategic Improvement Plan, please visit [www.neha.org/retail-grants-csip](http://www.neha.org/retail-grants-csip).



## Grant Portal

Grantees must use the “**Access the Grant Portal**” button found on the NEHA-FDA Retail Grants homepage: [www.neha.org/retailgrants](http://www.neha.org/retailgrants).

Current grantees can log in using their existing username and password. This is also true for anyone who either registered for an account and/or applied for any NEHA-FDA RFFM grants in 2021-2024. Both your username and password can be recovered using the “Access the Grant Portal” link, simply by entering the email used at the time of registration.

## NEHA-FDA RFFM Grant Program Support Team

NEHA’s grant management process is designed to be people-centered with an emphasis on simplicity and accessibility. For the most up-to-date information on the NEHA-FDA RFFM Grant Program, visit our webpage: [www.neha.org/retailgrants](http://www.neha.org/retailgrants).

For additional inquiries, including technical support related to the grant application process, please contact the **NEHA-FDA RFFM Grant Program Support Team** via email at [retailgrants@neha.org](mailto:retailgrants@neha.org) or call toll-free 1-833-575-2404.

## Part 2: 2025 Grant Program Details

### Program Updates for 2025

For 2025 Grants, NEHA-FDA RFFM Grant Program staff worked with FDA to carefully consider the many helpful suggestions offered by SLTT jurisdictions, with the goal of continuous improvement for the grant program. While maintaining FDA’s vision and goals for this funding program, the management team worked to streamline and simplify the grantmaking process wherever possible.

Following are the key changes for the 2025 and 2025 – 2027 grants offered during the Fall 2024 application period:

### Updated Track 3

Based on the positive feedback received after offering a combined Track 1 and Track 2 Development Base Grant application for CY 2023 and CY 2024, we have added a combined Track 3 Maintenance and Advancement Base Grant application for CY 2025. The updated Track 3 Maintenance and Advancement Base Grant application now allows Track 3 applicants to request:

- Base funding for Continuous Improvement in Standards 1-8,
- Funding for work toward meeting or maintaining Standard 9,
- Capacity Building Optional Add-On funding,
- Special Projects Optional Add-On funding (not awarded in 2025).

**Benefits for SLTTs:** A reduction in the number of reports required at the Base Grant level.

### Fixed Funding for Most Grants

Offered as a major innovation for CY 2025, most of the funding offered through CY 2025 grants will be based on deliverables met rather than line-item budgets and receipt-based reports. The



only funding offered for CY 2025 that will require detailed budgets and receipt-based reporting will be the:

- Training Optional Add-Ons (for Track 2 and Track 3 applicants; with the hope to include Track 1 in the future),
- Capacity Building Optional Add-On (for Track 3 applicants),
- Special Projects Optional Add-On (for Track 2 and Track 3 applicants, though they were not awarded in 2025).

Fixed Funding Categories will include:

- In Track 1, this funding must be used to complete both a Self-Assessment of all 9 Standards (**SA9**) and a Comprehensive Strategic Improvement Plan (**CSIP**).
- In Tracks 2 and 3, the funding supports progress on individual Standards, work toward meeting or maintaining Standard 9, and updating the SA9 once every 5 years.
- Fixed Funding for Mentorship grants, for both Mentors (Tracks 2 and 3) and Mentees (Track 1), to enable Mentors and Mentees to work together to pursue Retail Program Standards goals, complete site visits, and attend the year-end Mentorship Meeting.

**Benefits for SLTTs:** One of the clearest messages we heard to date has been their desire to spend less effort on budget change requests and reimbursement requests, and more time working to meet the goals of the Retail Program Standards. Moving a significant portion of the funding offered to deliverables-based funding will significantly reduce the reporting burden for most grantees.

For an explanation on how fixed funding will work and the deliverables that must be met for payment, see the description for each grant type included under the next section of this guidance: “Payments for CY 2025 Grants.”

### **Retail Standards Assessment Tool (SAg/CSIP Gap Analysis)**

Awarded jurisdictions should use the **SAVA Gap Analysis Tool** provided by FDA. However, NEHA is working to develop this into a digital, online, automated tool, which will be called the **Retail Standards Assessment (RSA) Tool**. If you have already filled out the most recent SAVA Gap Analysis Tool provided by FDA, you can directly copy and paste those fields into the RSA Tool system. Using the tool is a requirement for all grantees, starting during the interim report period of the 2026-2027 program year (October 2026). The tool will be available for use in spring 2026. NEHA will provide multiple training sessions and video recordings and welcomes feedback on the use of this tool. Once live and training sessions have been scheduled, an announcement will be made.

### **Capacity Building**

The intent of Capacity Building Optional Add-On funding for 2025-2027 is to support personnel that have primary responsibility for increasing conformance with the Retail Program Standards, through a new hire, support for an existing position, or support for multiple positions (not to exceed 1.0 FTE), or for other mechanisms that lead to measurable improvement in Retail Program Standards conformance.



Over time, as a jurisdiction increases in experience and moves closer to meeting a majority of the 9 Standards, funded personnel are encouraged to take on the role of a Network Coordinator or otherwise support activities that will enable multiple jurisdictions to increase conformance with the RPS.

Capacity Building applicants in the three-year project must choose one of two focus areas. Each option has specific goals and outcomes that must be achieved. The chart below outlines the allowed project focus areas and their required results across the four Capacity Building grant types.

1. **Support for a Network Coordinator position**, with the primary purpose of leading or supporting a Retail Program Standards Network that enables multiple jurisdictions to make measurable Retail Program Standards progress.

**By the end of the three-year project period**, jurisdictions that intend to use the Capacity Building Optional Add-On to support a Network Coordinator must:

- Maintain any Standards already met (a minimum of three Standards, a requirement for all Track 3 grantees);
- Meet and audit a minimum of one new Standard (the requirement for all Track 3 grantees);
- Work to support a minimum of four enrolled (or newly enrolled) jurisdictions as part of an RPS Network (be sure to indicate specific goals for a minimum of four network jurisdictions you plan to recruit and/or support, in the “Network Outcomes” section); and
- **Be maintaining a minimum of four (4) Standards.** (Be sure to indicate which new Standard you plan to meet and audit by the end of the grant period, and three or more Standards you have already met and plan to maintain, in the “Required Outcome for a Track 3 Base Grant” section of the application.)

2. **Support for a combined RPS and Network Coordinator position**, with a focus on achieving and supporting both internal and external Retail Program Standards progress.

**By the end of the three-year project period**, jurisdictions that intend to use the Capacity Building Optional Add-On to support a Combined RPS and Network Coordinator must:

- Maintain any Standards already met (a minimum of three Standards, a requirement for all Track 3 grantees);
- Meet and audit a minimum of two new Standards;
- Work to support a minimum of two enrolled (or newly enrolled) jurisdictions as part of an RPS Network (be sure to indicate specific goals for a minimum of two network jurisdictions you plan to recruit and/or support, in the “Network Outcomes” section below); and
- **Be maintaining a minimum total of five (5) Standards.** (Be sure to indicate which two



new Standards you plan to meet and audit by the end of the grant period, and three or more Standards you have already met and plan to maintain, in the “Required Outcome for a Track 3 Base Grant” section of the application.)

Funded jurisdictions must also develop a **Sustainability Plan** as part of their three-year project, to maintain RPS gains after staff turnover and if future FTE funding is limited. NEHA will provide a template, guidance, and assistance with this requirement.

**The Capacity Building grant is offered as Traditional Reimbursement funding**, requiring a detailed budget and budget justification in the application, and expense details provided / receipts submitted for all annual expenditures with each Annual Progress Report. Permissible uses of funding for a Capacity Building grants include FTE funding (up to 1.0 FTE), other costs needed to support a funded position during the three-year duration of the project, or costs that support an “Other RPS Conformance Project” as described in the application.

## Payments for 2025 Grants

As in CY 2024, with the goal of significantly reducing the administrative burden for jurisdictions, several grant types will continue to utilize **deliverables-based payments** (Fixed Funding) in CY 2025. Grant types that use **Fixed Funding** based on deliverables include:

- Track 1 Development Base Grants (Base funding, Mentee Optional Add-On)
- Track 2 Development Base Grants (Base funding, Optional funding for work toward meeting or maintaining Standard 9, funding to update the Self-Assessment of All 9 Standards)
- Track 3 Maintenance and Advancement Base Grants (Base funding, Standard 9 funding, funding to update the Self-Assessment of All 9 Standards)
- Mentorship Optional Add-On Grants (Mentor funding) for Tracks 2 and 3

To receive payment for the Fixed Funding grants, specified deliverables must be met for each grant type and option. Payment will be based on deliverables achieved during the project period. Expense documentation is not required for payment of Fixed Funding outcomes and your actual spending does not need to conform to the deliverable-based payments. You are free to expend funds as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met. For audit purposes, however, please keep in mind that your spending must always adhere to all applicable federal subaward grant funding rules.

**Traditional Reimbursements** still apply to two grant types, and payment will be based on an approved budget in the grant application and detailed receipts included with an Interim Reimbursement Request (as needed) or an Annual or Final Progress Report. Grant types that will utilize **Traditional Reimbursements** include:

- Training funds (offered as a one-year Training Optional Add-On in the Base Grant for Tracks 2 and 3)
- Capacity Building Optional Add-On (offered as a three-year optional add-on in the Track 3 Maintenance and Advancement Base Grant)



Please see **Table 1** for a list of grant types, outcomes, and deliverable reimbursement amounts.

Advance payments are only considered for **Training** and **Capacity Building** grants and will be considered on a case-by-case basis. Please email [retailgrants@neha.org](mailto:retailgrants@neha.org) if you would like to request an advance payment form added to your grant portal.

Grantees may submit reimbursement requests for all grant types during the interim report period, provided that deliverables for which you are requesting reimbursement have been met.

## Allowable Costs

### Deliverable-Based (Fixed Funding) Grants

This section is for the following fixed funding grant types:

- Track 1 Base and Mentee funds
- Track 2 Base, Standard 9, and Updated SA9 (but not Training funds)
- Track 3 Base, Standard 9, and Updated SA9 (but not Training and Capacity Building funds)
- Mentorship Mentor Optional Add on Grant funding (Tracks 2 and 3)

To receive payment for fixed funding grants, specified deliverables must be met for each grant type and option. Grantees are free to expend funds as determined by their unique needs, with the only requirement for payment being confirmation that each approved and funded deliverable has been met. The Allowable and Non-Allowable cost information listed below does not apply to the Fixed Funding grants and options – with one caveat: For audit purposes, keep in mind that spending must always adhere to all applicable federal subaward grant funding rules. We have noted which of the non-allowable costs are federal rules in the Non-Allowable Costs section below.

### Reimbursement-Based Grants

This section is for the following reimbursement-based grant types:

- Training (Tracks 2 and 3)
- Capacity Building (Track 3)
- Special Projects (traditionally Tracks 2 and 3, not awarded in 2025)

Allowable costs for subawards made through the NEHA-FDA RFFM Grant Program include the following categories, when used to achieve required and optional project outcomes. Be sure to use the Budget Justification section(s) to explain how the requested expenditures will enable achievement of project outcomes. Allowable categories include:

- Personnel costs, including the share of salaries and fringe benefits dedicated to an approved project, are permissible for all grant types (except Training Optional Add-On funding);
- Contractual and/or contractor costs;
- Training costs for local training of staff (for example – Standardization Training) including travel, registration fees, speaker fees, contractual fees, and audiovisual materials (but note



that costs for individual travel to Retail Program Standards Training Courses, Workshops, and Conferences may only be requested through Training Optional Add-Ons).

- For online or in-person courses leading to a professional certification, course fees and materials may be paid with grant funds (but please note that there are some exclusions for costs associated with this type of course, listed in the Non-Allowable Costs section below).
- Purchase/rental/maintenance/shipping of Supplies and Equipment; and
- Purchase and/or development of information technology equipment/software/support.
- Indirect costs are permissible for all grant categories based on a signed and current federal cost rate agreement, or at the updated de minimis rate of 15% (effective Oct 1, 2024).

## Non-Allowable Costs

Certain expenses and cost categories are not allowable under either **Federal Rules** or **NEHA-FDA RFFM Grant Program** rules. The Federal Rules apply to all grants and options, for audit purposes. The remaining rules listed apply to **Training, Capacity Building, and Special Projects** grants. Please note the following restrictions:

- Vehicles: Costs associated with procurement of vehicles are not allowed. **(Federal Rule)**
- Construction: Costs for construction and/or remodeling of physical structures are not allowed. **(Federal Rule)**
- Food: Expenses for food, snacks, meals, beverages, and catering (other than per diem for travelers) are not permitted for any grant. **(Federal Rule)**
- Funding from any RFFM grant (Base Grants, Optional Add-Ons, Optional Add-On Grants) cannot be used to fund positions with the primary purpose of performing retail food or other inspections.
- Uniforms: Uniforms and branded clothing are not allowed.
- Promotional items and costs are generally prohibited unless they provide a direct food safety benefit. Examples of prohibited items: gift bags, logo items (pens, note pads, shirts, hats), gift cards, etc.
- Personnel costs are not permissible through Training Optional Add-Ons (Tracks 2 or 3).
- For Track 2 and Track 3 applicants, Travel and Training requests for Retail Program Standards Courses, Workshops, and Conferences should be made through the Training Optional Add-On section of the base grant application.
- For courses leading to a professional certification, exam, test, credentialing, and/or certification fees may not be paid with grant funds. For example, the testing and certification fees to become a Certified Professional - Food Safety (CP-FS) are not allowable. However, as stated in the Allowable Costs section above, materials, registration fees, and online course fees for this type of training can be paid with grant funds.
- Membership fees for local, regional, or national organizations, even if such membership fees reduce the cost of training and/or conference fees, may not be paid with grant funds.



One exception is for the Conference for Food Protection since registration for the biennial meeting automatically includes dues payment for the new biennium.

- Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any award of the NEHA-FDA RFFM Grant Program. **(Federal Rule)**

**Travel costs** requested through **training** grants must adhere to the following general guidelines (contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered below):

- Receipts are **required** for all travel expenses except meals, which will be reimbursed on a federal per diem basis (unless your agency has a different and required per diem policy). The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>.
- Hotels will be reimbursed at actual room cost plus any applicable tax during dates of travel and should be booked at the most economical rate practical. Incidental lodging expenses (internet, etc.) beyond room, parking, and tax will not be reimbursed.
- Air travel must be taken by the most economical domestic fare available. First or business class air travel, and fees for seat upgrades, are not authorized.
- Baggage fees may be reimbursed with a receipt.
- Travel insurance, whether offered by an airline or a separate provider, is not reimbursable under this grant program.
- Reimbursement for use of a private automobile shall be at the prevailing federal rate for map mileage to and from the venue and shall not exceed the cost of advance purchase air travel to the destination.
- Reimbursement for a pool/company/government vehicle shall be at the prevailing federal rate for pool/company/government vehicles, reimbursed for map mileage to and from the venue, and shall not exceed the cost of advance purchase of air travel to the destination.

Below is a list of expectations for **training** requested with any of the grants offered through this program:

- Participants should plan to complete all course prerequisites and pre-course materials as required for each funded course.
- Travel plans should be scheduled to allow participants to arrive on time for each day of the course and to stay through the stated course end-time on the last day.
- Participants are expected to fully participate in and complete each course.
- Grantees may be responsible for travel costs when a participant:
  - Does not meet course prerequisites or complete pre-course assignments;
  - Arrives late for a course without prior permission and/or acceptable justification;
  - Does not fulfill all course requirements or fails to achieve satisfactory course completion; or
  - Leaves early without permission granted in advance by the course lead.



- **Late arrivals for FDA courses** will be evaluated on a case-by-case basis by the course lead.

## Award Terms and Conditions

By applying for and/or receiving funding through the NEHA-FDA RFFM Grant Program, 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 74 and 92. Awards will be based upon the submitted and approved project applications and are subject to the following conditions:

- The Grantee must **complete the full scope of work**, and all tasks outlined in the approved grant application by the Project End Date entered on the grant application unless the NEHA-FDA RFFM Grant Program Support Team grants a written exception for the grant award.
- Any changes to project scope, tasks, deliverables, or expenses must be approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team.
- An Annual or Final Progress Report must be submitted through the online grant portal no later than **45 days after the end of each year's project period**. The Annual or Final Progress Report will provide a full accounting of all expenditures made with funds from each grant, accompanied by the documentation specified in the Reporting and Payment Instructions posted on the NEHA Retail Grants website.

## Reporting Requirements

The **NEHA-FDA RFFM Grant Portal** is used for project reporting, with the goal of keeping the reporting burden low for grantees. All reports must be submitted through the grant portal, which can be accessed through the grant program website at [www.neha.org/retail-grants](http://www.neha.org/retail-grants).

## Reporting and Reimbursement Instructions

The full NEHA-FDA RFFM Reporting and Payments instructions page is posted on the NEHA Retail Grants website: [www.neha.org/retail-grants/payment](http://www.neha.org/retail-grants/payment). The instructions provide additional details for each of the summary sections below.

## Interim Progress Reports

An **Interim Progress Report** will be required for each award made through this program to ensure that each funded project remains on track for timely completion. Grantees will receive email reminders from the grant management system, sent to the POC email address that was entered during the application process. **For the 2025 grant period, interim progress reports are due by October 15, 2025.**

## Annual and Final Progress Reports

An **Annual Progress Report** (for 3-year awards) or **Final Progress Report** (for 1-year awards) is required for all grants at the end of each 1-year project period and should document completion of all project deliverables. An Annual or Final Progress Report must be submitted through the online grant portal no later than 45 days after the end of each year's project period (you will



receive automated reminders from the NEHA-FDA RFFM Grants Management System). **For the 2025 grant period, annual and final progress reports are due by May 15, 2026.**

As a component of the Annual or Final Progress Report, you will certify whether you have completed your planned project deliverables (Fixed Award funding), and/or provide a full accounting of all expenditures made with funds from each grant (Traditional Reimbursements), accompanied by the documentation specified on the **Reporting and Payments** instructions page posted on the NEHA Retail Grants website.

### **Budget Updates and Changes to Scope**

Any changes to project scope, tasks, deliverables, or expenses must be approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. For the grants and options that use the Traditional Reimbursement process, 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](mailto: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 Support Team.*

