

NEHA-FDA Retail Flexible Funding Model Grant Program

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

Reporting and Payment Instructions

Year 1 Annual Project Period: **April 1, 2025 - March 31, 2026**

Updated October 1, 2025

www.neha.org/retailgrants

Contents

I. Overview and Grantee Responsibilities	3
II. Grant Reporting Schedule and Procedures.....	5
III. Reporting Requirements.....	5
IV. Payment Types – Fixed Funding and Traditional Reimbursements.....	8
V. Payment Requests.....	10
VII. Final Reminders and Contact Information	15



I. Overview and Grantee Responsibilities

All NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program grantees are required to follow standardized processes for submitting payment requests and reporting on project progress. These processes apply across all RFFM grant types.

Portal Access

All activities related to grant management—submitting reports, making payment requests, and accessing award documents—are completed through the NEHA-FDA RFFM Grant Portal, accessible at www.neha.org/retailgrants.

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

Login (all fields required)

Username

Password

[Forgot Password?](#)

For complete program information including grant guidance, or to contact us, please visit: NEHA.org/Retail-Grants.

For Recent Applicants/Existing Users: Please login using your username and password to apply again, check the disposition of your submitted application(s), file reports, or request payment. If you have forgotten your username or password, please [reset it here](#).

For New Users/First Time Applicants: Please select "Create an Account Now" link below to register for the grant program.

[Create an Account Now](#)

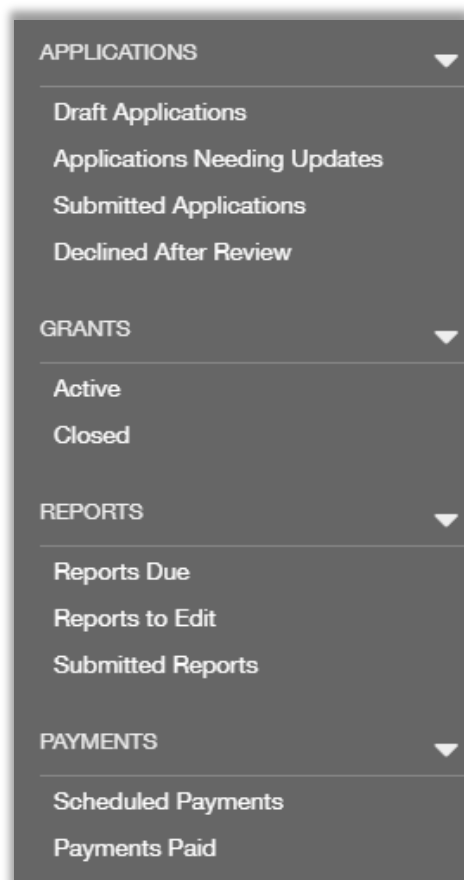
 **FLUX**

[Privacy Policy](#) [Accessibility](#)

To log into the grant portal, use the same credentials you used to apply for any RFFM grants. If you have forgotten your username and password, you can receive your username and reset your password by selecting the “Forgot Password” link on the left side of the screen (see the image above), and entering the email address you used during the application process.

Once you log into the grant portal, you will see a menu on the left side of the screen, where you can view and access applications, grants, reports, and payments. Following is an overview of the left menu and associated actions.





Applications: Provides access to your jurisdiction's grant applications in all stages: Draft, Needs Updates, Under Review, and Declined.

Grants: (1) View all awarded grants (Active and Closed), included detailed project, contact, and budget information. (2) Each grant record includes a downloadable Award Letter, and the ability to view and print the details of your grant.

Reports: (1) Access and track all required reports and payment requests, including Interim, Final, and Annual Progress Reports; due dates and status updates are provided. (2) Advance and Interim Payment Requests can be added to the portal upon request.

Payments: Displays scheduled and completed payments. See the Payments section of this guide for details on requesting payments.

During your 1-year or 3-year grant period, there are a number of required reports and optional requests to be completed, including:

1. **Interim Progress Reports** – REQUIRED once per year and due at the midpoint of the annual project period.
2. **Annual Progress Reports** (Track 3 only) – REQUIRED once per year and due 45 days after the end of the annual project period.
3. **Final Progress Reports** – REQUIRED 45 days after the end of your final project period.
4. **Advance Payment Requests** - OPTIONAL and available in limited scenarios
5. **Interim Reimbursement Requests** – OPTIONAL and available quarterly for Capacity Building awardees, after Training Optional Add-On funds are expended, and after 50% of project deliverables are complete for other grant types.

Details and instructions for each of these reports and requests can be found in sections II, III, IV, and V of this guide.



II. Grant Reporting Schedule and Procedures

Interim Progress Reports

Interim Progress Reports are required for each grant to ensure funded projects remain on track for timely completion. Grantee POCs will receive email reminders and due dates from the grant management system, beginning approximately 60 days before the due date.

Interim Progress Report details include:

- **Due** mid-project (October 15, 2025)
- **Required** for each grant (Tracks 1, 2 and 3 Base Grants, Mentorship Mentor grants)
- **Purpose:** Quick check-in and progress report; often completed in under 30 minutes.
- **Submission Procedures:** Interim Progress Reports will be loaded into your grant portal no later than 60 days before the due date, with automated reminders sent.

Final and Annual Progress Reports

The **Final Progress Report** is a comprehensive and grant-specific report used for all 1-year awards. It is required after **all grant objectives have been met**, your project is complete, and includes a final Reimbursement Request for any funding not yet received by a jurisdiction (through advance payments and interim reimbursement).

Annual Progress Reports are also comprehensive and grant-specific and are used for 3-year awards at the end of each project year. They cover all the same details and requirements as the Final Progress Reports and include an annual Reimbursement Request.

Final and Annual Progress Report details include:

- **Due** within 45 days after the end of the annual project period (due May 15, 2026), but may be submitted anytime upon completion of all grant deliverables (or completion of annual deliverables for Track 3 Base Grants)
- **Required** for each grant
- **Purpose:** Confirm project deliverables, collect expense documentation (when applicable)
- **Submission Procedures:** Final and Annual Progress Reports will be loaded into your grant portal no later than 60 days before the end of the project period, with automated reminders sent.

III. Reporting Requirements



The following are the reporting requirements for each grant type, outlining the reporting requirements for each specific deliverable.

Table 1: Reporting Requirements and Deliverable Confirmations

Grant Type	Specific Deliverables	Reporting Requirements and Deliverable Confirmations
Track 1 Required Objectives	Completion of a Self-Assessment of all Nine Standards (SA9)	FDA Form 3958 submitted to FDA Retail Food Specialist (RFS)
	Completion of a Comprehensive Strategic Improvement Plan (CSIP) covering all 9 Standards	Track 1 Final Progress Report with completed CSIP attached, submitted to NEHA
Track 1 Optional Objective (Mentee Optional Add-On)	Achievement of the Retail Program Standards goals from your Mentee application	Complete the Mentee section of your Track 1 Final Progress Report, with additional reportable achievements (if any) submitted to RFS using FDA Form 3958
	Completion of at least one site visit with your Mentor	Site visit completion, including date and location, must be reported to NACCHO and will be confirmed by NEHA before payment
	Attendance at the year-end Mentorship Conference (virtual)	NEHA will confirm attendance with NACCHO
Track 2 Required Objective	Continuous improvement with one or more of Standards 1 – 8 (as specified in your grant application)	FDA Form 3958 submitted to FDA Retail Food Specialist (RFS)
	Updated CSIP covering all 9 Standards	Track 2 Final Progress Report with updated CSIP attached, submitted to NEHA
	Up-to-date Comprehensive Strategic Improvement Plan (CSIP) covering all 9 Standards	Track 2 Final Progress Report with up-to-date CSIP attached, submitted to NEHA



Track 2 Optional Objectives	Work toward conformance with Standard 9	Reportable progress (Standard Met, Audit Completed) should be included on your 3958
	Updated Self-Assessment of All 9 Standards (SA9)	Information should be included on your 3958 after SA9 update is completed
	Training Optional Add-On	Complete the Training section of your Track 2 Final Progress Report
Track 3 Required Objectives	Continuous improvement with one or more of Standards 1 – 8 is required in each of the three project years (as specified in your grant application) Updated CSIP covering all 9 Standards	FDA Form 3958 submitted to FDA Retail Food Specialist (RFS) Track 3 Annual Progress Report with updated CSIP attached, submitted to NEHA
	At least one new Standard must be Met and Audited by the end of the 3-year grant period (unless your jurisdiction is in Maintenance mode)	Reportable progress (Standard Met, Audit Completed) should be included on your 3958
	Standards Met and Audited to qualify for Track 3 (minimum of 3 Standards) must be Maintained, and should be re-Met and re-Audited within 6 months of an updated SA9	
	Work toward Meeting or Maintaining Standard 9 during each of the three project years	
	Up-to-date Comprehensive Strategic Improvement Plan (CSIP) covering all 9 Standards	Track 3 Final Progress Report with up-to-date CSIP attached, submitted to NEHA
Track 3 Optional Objectives	Updated Self-Assessment of All 9 Standards (SA9)	Information should be included on your 3958 after SA9 update is completed
	Training Optional Add-On	Complete the Training section of your Track 3 Annual Progress Report



	Capacity Building Optional Add-On (if funded)	Complete the Capacity Building section of your Track 3 Annual Progress Report
Mentorship / Mentor Optional Add-On Grant	Annual support provided to your mentee(s)	Completion of the Mentorship / Mentor Final Progress Report
	Substantial completion of the Mentorship program by your mentee(s)	NEHA will confirm Mentee completion with NACCHO
	Attendance at the required year-end Mentorship Conference (Virtual)	NEHA will confirm attendance with NACCHO

CSIP Requirements

A new or updated Comprehensive Strategic Improvement Plan (CSIP), reflecting your current plans for working toward meeting all 9 of the Retail Program Standards, is a required attachment for all Base Grants (Track 1, Track 2, and Track 3). Please use the following link for access to the CSIP Template that should be used and the latest CSIP guidance: [Completing Your Comprehensive Strategic Improvement Plan](#).

IV. Payment Types – Fixed Funding and Traditional Reimbursements

There are two broad types of payments offered through the RFFM grant program, each aligned with specific grant types and deliverables.

Fixed Funding (Deliverable-Based Payments)

Used for the following grant types and objectives:

- **Track 1, Track 2, and Track 3 Base Grants**
- Funding provided through **Mentorship Optional Add-On Grants**

Key Features and Requirements:

- Budgets are not required; expense documentation is not required for payment.
- Payments are made after confirmation of deliverables met.
- Progress is verified by information submitted in Annual or Final Progress Reports, by confirmation of submission of FDA Form 3958 when applicable, and by confirmation with NACCHO when applicable.



Traditional Reimbursements (Receipt-Based Payments)

Used for the following grant types and objectives:

- **Training Optional Add-On funding** (provided through Tracks 2 and 3 Base grants)
- **Capacity Building Optional Add-On funding** (provided through Track 3 Base grants)

Key Features and Requirements:

- A completed Reimbursement Request Template is required when requesting payment for Training or Capacity Building funds, submitted as an attachment to **Interim Reimbursement Requests** and **Final or Annual Progress Reports**.
- Please use the link to the right to download a copy of the Summary Spreadsheet for Traditional Funding Categories: <https://retailgrants.fluxx.io/dashboard/index>
- Expense documentation is **required** for traditional reimbursements, to include:
 - Mileage (mapped or detailed log)
 - Invoices marked "Paid."
 - Receipts
 - For **Capacity Building** only: (1) Documentation of time dedicated to project (timesheets, etc.), AND (2) Documentation of salary/hourly rate of pay (payroll forms, etc.).
 - Other documentation requested by the NEHA-FDA RFFM Grant Program Support Team

For Capacity Building activities, changes to approved project budgets must be requested in advance of the expense submission. For funding approved through a Training Optional Add-On, personnel changes or changes to approved conferences, courses, or workshops must also be requested in advance. Budget change requests can be submitted via email to retailgrants@neha.org.

Please note that changes to your budget are not approved until confirmation is received via email from the NEHA-FDA RFFM Grant Program Support Team. If submitted expenditures vary from your latest approved budget at the time of report or request submission, you may be required to list variances from the approved budget and provide explanation for variance(s) before payment is made.



V. Payment Requests

The default payment method for the NEHA-FDA RFFM Grant Program is reimbursement at the end of each annual project period. A final Reimbursement Request is included in each Final Progress Report (for 1-Year Awards) and in each Annual Progress Report (for 3-Year Awards).

Advance Payments and Interim Reimbursements are also available, however, in the following specific circumstances.

Advance Payment Requests

- Advance payments are available to cover **immediate needs** for the following funding categories:
 - **Mentee Optional Add-On funding** (Track 1 Base Grants), to cover **travel** for Mentor-Mentee Site Visits. Requests must be aligned with the actual funding amount needed, not to exceed \$3,000.
 - **Training Optional Add-On funding** (Track 2 and Track 3 Base Grants), to cover travel and training costs approved as part of your award. Requests must be aligned with the actual advance funding amount needed, not to exceed \$3,500.
 - **Capacity Building Optional Add-On funding** (Track 3 Base Grants), to cover immediate needs for funded Capacity Building grantees.
 - **Mentorship / Mentor Optional Add-On Grants**, to cover **travel** for Mentor-Mentee Site Visits. Requests must be aligned with the actual funding amount needed, not to exceed \$3,000.
- Best Practice: When requesting advance funds for travel, consider requesting no more than 50–75% of the total estimated travel costs to avoid the administrative burden of having to return un-used travel funds at the end of the grant period.

To request an advance payment:

1. Review the **Advance Payment Requests** instructions above, to be sure that your needs align with the specific requirements for advance funding.
2. Email retailgrants@neha.org and ask to have an **Advance Payment Request** form added to your grantee portal.
3. If your request for advance funding meets all the stated requirements, an Advance Payment Request form will be added to your portal (and can be found on the left menu under “**Reports/Reports Due**”).
4. Complete and submit the **Advance Payment Request** when convenient, keeping in mind that it could take 30 days or more for payment (advances for Travel can be expedited when needed).



5. If your Advance Payment Request is approved, it will move to the **Report Approved** section of your portal. If your request is denied, you will be notified via email.

Once work covered by an advance payment is complete:

Please use the following procedures to submit an Interim Reimbursement Request to provide information regarding the deliverables achieved, and expense documentation for Training and/or Capacity Building expenditures.

Interim Reimbursement Requests may be submitted when your jurisdiction needs a partial payment before the end of the project year, but after significant progress has been made in meeting project deliverables. Expense Documentation (receipts, payroll documentation, etc.) is required for interim reimbursements made for Traditional Reimbursement Funding Categories (Training and Capacity Building needs). Reimbursement for Fixed Funding Categories (all funding other than Training and Capacity Building funds) will require confirmation of completion of at least 50% of total project deliverables as part of the approval process.

Although Interim Reimbursements are available to all grantees, any payment received for optional add-on funding (Training, Mentee, Mentor, Capacity Building) may have to be returned to NEHA if the objectives of your Base Grant are not met.

Following is a table showing the reimbursement milestones that must be met, and the corresponding payment amounts, for each specific grant type and deliverable.

Table 2. Interim Reimbursement Milestones and Payment Amounts

Grant Type	Annual Award Amount	Reimbursement Milestones	Interim Reimbursements Allowed?
Track 1 Base Grant	\$5,000	Completion of a Self-Assessment of All 9 Standards (SA9) and Comprehensive Strategic Improvement Plan (CSIP)	Yes: \$2,500 for a completed SA9 \$2,500 for a completed CSIP
Mentorship / Mentee (Track 1 only)	\$4,000	Completion of Mentorship Program	No, unless approved by the NEHA Finance Team due to extenuating circumstances
	\$3,000	Site Visit	Yes, Interim Payment permissible once Travel is



			complete (expense documentation is <u>not</u> required since this is a fixed funding deliverable)
Track 2 Base Grant	\$5,000	Proof of Work on at Least One Standard (1-8)	Yes, once at least 50% of planned grant deliverables are met, an Interim Payment aligned with % project completion is permissible
	\$5,000	Optional: Standard 9 / Level 1 Risk Factor Study (File Study Approach)	
	\$10,000	Optional: Standard 9 / Level 2 FDA Risk Factor Study (Data Collection or Hybrid Approach)	
	\$3,000	Optional: Updated Self-Assessment of All 9 Standards (SA9)	
Track 3 Base Grant (3-Year Awards)	\$10,000 per year	Previously met Standards must be Maintained; One previously un-met Standard must be Met and Audited (when applicable)	Yes, once at least 50% of planned annual grant deliverables are met, an Interim Payment aligned with % project completion is permissible
	\$5,000 per year	Standard 9 / Level 1 Risk Factor Study (File Study Approach)	
	\$10,000 per year	Standard 9 / Level 2 FDA Risk Factor Study (Data Collection or Hybrid Approach)	



	\$3,000	Optional: Updated Self-Assessment of All 9 Standards (SA9)	
Training Optional Add-On (Tracks 2 and 3 Base Grants)	\$3,500	Proof of approved training attendance/travel	Yes, Interim Payment permissible once Travel / Training is complete (expense documentation required)
Capacity Building (3-Year Award)	Up to \$100,000 per year	Track 3 RPS goals must be on track; Sufficient progress must be made toward annual Networking goals	Interim Payments are permissible on a quarterly basis, limited to funds expended (expense documentation required)
Mentorship / Mentor	\$6,000-\$18,000	Mentor 1-5 mentees; completion of mentorship program	Once at least 50% of planned grant deliverables are met, an Interim Payment aligned with % project completion is permissible
	\$3,000	Site visit	Yes, Interim Payment permissible once Travel is complete (expense documentation is <u>not</u> required since this is a fixed funding deliverable)

To request an Interim Reimbursement:



1. Confirm that you have met at least 50% of the annual deliverables approved as part of your Base or Mentor grant (not applicable to Capacity Building awardees, who may request quarterly reimbursement for funds expended).
2. Refer to the **Interim Reimbursement Milestones and Payment Amounts** (Table 2) to determine eligibility and amounts for specific grant types and deliverables.
3. Email retailgrants@neha.org and ask to have an **Interim Reimbursement Request** form added to your grantee portal.
4. If your request for an interim reimbursement meets all the stated requirements, an Interim Reimbursement Request form will be added to your portal (and can be found on the left menu under “**Reports/Reports Due**”).
5. Complete and submit the **Interim Reimbursement Request** when convenient, keeping in mind that it could take 30 days or more for payment.
6. NEHA will confirm completion of specific deliverables with information provided in your report or with FDA and/or NACCHO, according to Table 1 in section III of this guide.
7. If your Interim Reimbursement Request is approved, it will move to the Report Approved section of your portal. If your request is denied, you will be notified via email.

NEHA Payment Management System (NetSuite)

If your jurisdiction has not yet received a payment through the NEHA-FDA RFFM Grant Program, you will receive an email from NEHA (from nlmailer@notification.netsuite.com) after submitting your first payment request, with the subject line “**Welcome to National Environmental Health Association Enterprise System**”. This email allows you to sign up for our secure payment site, **NetSuite**, within 72 hours. Please be sure to check your SPAM folder. If the login information provided in the email has expired, please email invoices@neha.org to reset your account.

The grant POC (or designated employee) must complete your agency’s payment information in 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.

Federal Requirements

All allowable and non-allowable costs are described in the latest **Post-Award Grant Guidance**, available for download at www.neha.org/retail-grants-guidance.



Grantees must remain in compliance with all RFFM program rules to receive payment. You must also follow 2 CFR 200, 45 CFR 75, maintain eligibility with base funding, complete base funding deliverables, and contribute to the Retail Program Standards through completion of your project.

VII. Final Reminders and Contact Information

To stay updated and remain in compliance, please follow the guidelines below:

1. Review your Grant Portal regularly, being especially mindful of the *Reports* section which provides links to upcoming reports that are due, with due dates.
2. Review the ***most up to date Grant Guidance***, which can always be downloaded from the NEHA RFFM website.
3. Contact NEHA at retailgrants@neha.org or 1-833-575-2404 with any questions, or for POC, budget, and project deliverable changes.
4. Keep retailgrants@neha.org and communications@neha.org on your safe email list.
5. Contact **NEHA-FDA RFFM Mentorship Program** team at NACCHO for support in the Mentorship Program.
6. Visit the **NEHA RFFM website** at www.neha.org/retailgrants for updates.

*Thank you for your participation in the **NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program!***

