# Retail Program Standards Grant Program
# Reporting and Reimbursement Instructions

**Interim Reports:**  Required for Category 2 projects only, due on the date specified within the grant portal.

**Final Reports:**  Required for all project types (Categories 1, 2, and 3), due 45 days after the end of your project period.

**Reimbursement:**  Reimbursement for the full amount of your subaward will be made after the Final Report is completed and submitted including attachment of the Reimbursement Form and required documentation.  For travel-related expenses, please use one line item for each travel expense.  The Reimbursement Form may be found at the project Web page (http://afdo.org/retailstandards) or downloaded directly at: http://afdo.org/Resources/Documents/vnrfrps/Reimbursement_Form.docx.

**Reporting and Reimbursement Instructions:**
_Hint_: _Many grantees find it helpful to gather the required information into a single word processing document, and then cut and paste that information into the grant portal. This can prevent the loss of work-time caused by Internet connection issues._

1. Log into the grantee portal at https://retailstandards.fluxx.io using the login and password you received during the application process.  If you cannot find your username and/or password, or if you have any questions, please visit https://retailstandards.fluxx.io/forgot_password.  Alternatively, you may contact us at 1-850-583-4593 or retailstandards@afdo.org.

2. Through the grantee portal you have access to the following information:

    a. The **Applications** section gives you access to _draft, revisions needed, submitted,_ and _declined_ grant applications.

    b. The **Grants** section gives you access to all of your subawards under this grant program. Subawards are listed by their Grant Number (each is clickable), with summary information provided.  By clicking on the Grant Number for your subaward(s), you can get detailed information including:  _Grant Number_ (at the top of the screen), _Project Title_, _Point of Contact Name_, _Name of Authorizing Official_, _Project Start and End Dates, Project/Training Summary, Project/Training Participants_, and _Project/Training Outcomes_ and other project information_.  You can also retrieve a copy of your _Award Letter_ (near the bottom of the detailed grant page for each subaward.

    c. The **Payments** section gives you information on payments completed (in most cases to be made after submission and approval of your final report and supporting documents.)

    d. The **Reports** section lists all of your required reports, with _Due Date_ and _Status_ for each.

3. **Interim Report Instructions - For Category 2 Projects Only**
    a. On or before your due date, scroll down to the **Reports** Section and click on the "Reports Due" link for your Interim Report.  Once you have clicked on a report, basic grant information is displayed along with the incomplete Report Information questions.  (If your report is past due, you must click on "Overdue Reports" to begin submission.)
    b. Click the grey, "Edit Report" button towards the top of the page.
    c. Accurately provide answers to all questions in the Report Information section, noting that some of the fields are restricted to 1500 characters.  (You may click the green "Save" button at any time to save your work.)
    d. When finished, click the green "Save" button.  If any changes are needed, you may again click "Edit Report" at the top of the screen.
    e. Click "Submit Report."  This will submit the report.
    f. To verify your submission, click on "Submitted Reports" from the left menu, and select the report in question.  The status of your report will show as "Received."
4. **Final Report Instructions - For All Project Categories (1, 2 and 3)**
    a. When your project is complete and you are ready to apply for reimbursement, scroll down to the **Reports** Section and click on the "Reports Due" link for your Final Report.  Once you have clicked on a report, basic grant information is displayed along with the incomplete Report Information questions.  (If your report is past due, you must click on "Overdue Reports" to begin submission.)
    b. Click the grey, "Edit Report" button towards the top of the page.
    c. Accurately provide answers to all questions in the Report Information section, noting that some of the fields are restricted to 1500 characters.  (You may click the green "Save" button at any time to save your work.)
    d. In the "Report Documents" section, using the green "+" sign, please upload the following documents:
        i. The completed *Retail Program Standards Grant Program Reimbursement Form* listing your approved expenses.  (Located at: http://afdo.org/Resources/Documents/vnrfrps/Reimbursement_Form.docx.)
        ii. Scanned PDF copies of verifying documentation for all expenditures (verifying documents include receipts, invoices marked paid, payroll reports, expenditure reports, etc.).
        iii. ***Note:*** *Although you do not need to attach any of the FDA forms to this report, if your project involved a Self-Assessment, Verification Audit(s), or achievement of a new standard, be sure you have sent the FDA Regional Retail Food Specialist assigned to your jurisdiction "Appendix I" or FDA forms SF3519 and SF3520.  If you have any questions regarding this requirement, please contact your FDA Regional Retail Food Specialist.*
    e. When finished, click the green "Save" button.  If any changes are needed, you may again click "Edit Report" at the top of the screen.

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f.  Click "Submit Report."  This will submit the report.

g.  To verify your submission, click on "Submitted Reports" from the left menu, and select the report in question.  The status of your report will show as "Received."

h.  Your grant manager will contact you if there are any questions about your report and reimbursement request, or if any information is missing.  Before reimbursement is made, your grant manager will confirm with the FDA Regional Retail Food Specialist assigned to your jurisdiction that all required FDA forms related to your project have been turned in and are complete.

i.  Use your login and password to log back into your grantee portal as often as you would like to check on the status of your submitted reports.  Most reports will be processed within 1 week.  Under the "Reports" header, click on "Completed Reports," to see if your report has been approved.

j.  Once your Final Report shows as "Approved" you can expect to receive payment in 2 - 4 weeks.

k.  Once a payment has been made, the amount, paid date, and check number of the payment will be reflected in the "Payments" section of the grantee portal.