



AFDO-Managed Retail Program Standards

Grant Program

www.afdo.org/retailstandards

REPORTING AND REIMBURSEMENT INSTRUCTIONS

CALENDAR YEAR 2019

APPLICATION PERIOD: SEPTEMBER 19 – OCTOBER 24, 2018

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

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Reporting and Reimbursement Descriptions

As with the application process, the online grants management portal is used for project reporting and is aimed at minimizing the grantee's time burden. Grantees must submit their reports through the online grants management portal at <http://www.afdo.org/retailstandards>.

INTERIM REPORTS

Interim Reports are required for Category 2 projects only. Each report is due on the date specified within the grants management portal (which is generally halfway through the project period).

FINAL REPORTS

Final Reports are required for all project types (Categories 1, 2, 3, and 4). Your Final Report is due no later than 45 days after the end of the project period listed in your application. Reimbursement for the full amount of the subaward will be made after the Final Report is completed and submitted including attachment of required documentation (described in detail below).

Login and Grantee Portal Overview

Many grantees find it helpful to first view the reporting portal while reviewing the following instructions. We also recommend gathering the required information and documentation before entering it into the reporting portal. This can prevent the loss of work-time caused by Internet connection issues. The portal works best with the most updated version of Google Chrome.

LOGIN INSTRUCTIONS

Log in to the grants management portal at <http://www.afdo.org/retailstandards> using the user name and password you received during the application process. If you cannot find your user name and/or password, please visit the system's password assistance web page at https://retailstandards.fluxx.io/forgot_password. Alternatively, contact us at 1-850-583-4593 or retailstandards@afdo.org.

GRANTEE PORTAL OVERVIEW

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

- A. The **Applications** section provides access to your agency's grant applications in their various states: *Draft, Revisions Needed, Submitted for Review, and Declined*.
- B. The **Grants** section provides access to 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 each subaward, you can view the subaward's detailed information, including: *Grant Number* (at top right of the screen), *Project Title, Organization Information, Primary Contact Name, Authorizing Official Information, Agency Information, Request Information, Budget Information*, and other project information. A copy of the *Award Letter* for each subaward is also provided near the bottom of the detailed grant information page.
- C. The **Payments** section provides information on payments completed. Payments are made after submission and approval of Final Reports.
- D. The **Reports** section lists current Interim Reports (for grantees with awarded Category 2 grants) and Final Reports, with a *Due Date* and *Status* for each. An Interim Report is due on the date specified within the grants management portal. A Final Report may be submitted at any time after the completion of the project but no later than 45 days past the grant end date. Click on the subcategories: *Reports Due, Overdue Reports, Revisions Needed, Submitted Reports, or Completed Reports* in this section to view reports by status.

Step-By-Step Interim Report Instructions – Category 2 Projects Only

This section contains a step-by-step guide for completing online Interim Reports for Category 2 Moderate Projects through the AFDO-Managed Retail Program Standards Grants Management Portal. To complete an Interim Report, grantees must:

1. Access the INTERIM REPORT;
2. Confirm the PAYEE CONTACT INFORMATION;
3. Complete the REPORT INFORMATION section;
4. Save and Submit the INTERIM REPORT.

STEP 1 – ACCESS INTERIM REPORT

On or before the Interim Report's due date:

- A. Scroll down to the **Reports** section and click on the "Reports Due" link underneath to access the Interim Report form. (It will populate in the middle column.) After clicking on the report listed in the middle column, the report information will appear on the right side. If the report is past due, click on "Overdue Reports" in the left column to begin submission.
- B. Click the blue "Edit" button in the upper right corner to begin filling out the form. Use the blue "Save" button in the lower right corner to save your work. You can come back and continue working on the report at any time. (We recommend saving often during the process to ensure work is captured.)

STEP 2 – CONFIRM PAYEE CONTACT INFORMATION

Confirm the organization's Contact Information by using the drop-down box provided to answer "Yes" or "No" to each question.

STEP 3 – COMPLETE REPORT INFORMATION

Accurately provide answers to all questions in the Report Information section. Click the "Save" button at the lower right corner to save your work.

STEP 4 – SAVE AND SUBMIT

Carefully review all required information after entering it in the Interim Report. Click the blue "Save" button at the bottom right corner of the screen. (We recommend saving often during the process to ensure all work is captured.) Note: Saved Interim Reports may be viewed by clicking under the **Reports** section in the menu on the left panel of the grants management system. The Interim Report cannot be submitted until all required fields are complete. To make changes, click the "Edit" button at the top right corner of the screen. Click the green "Submit" button in the bottom right corner of the screen to submit the Interim Report. A *Note for Submit* box will appear,

but you are not required to enter any notes. Click “OK.” The Interim Report may now be viewed under **Submitted Reports**.

Step-By-Step Final Report Instructions – All Project Categories

This section contains a step-by-step guide for completing online Final Reports through the AFDO-Managed Retail Program Standards Grants Management Portal. For each Final Report, grantees must:

1. Access the FINAL REPORT;
2. Confirm the PAYEE CONTACT INFORMATION;
3. Review the PROJECT SUMMARY from your grant application;
4. Complete the REPORT INFORMATION section;
5. Complete the EXPENSE REIMBURSEMENT section (*Excluding* Fixed Category 1 Grants);
6. Upload the required DOCUMENTS;
7. Check the verifications in the REQUIRED VERIFICATIONS section;
8. Answer the GRANT RECOMMENDATION question;
9. Enter the PAYMENT INFORMATION;
10. Save and Submit the REIMBURSEMENT REPORT.

STEP 1 – ACCESS FINAL REPORT

On or before the Final Report's due date:

- A. Scroll down to the **Reports** section and click on the "Reports Due" link underneath to access the Final Report form. (It will populate in the middle column.) After clicking on the report listed in the middle column, the report information will appear on the right side. If the report is past due, click on "Overdue Reports" in the left column to begin submission.
- B. Click the blue "Edit" button in the upper right corner to begin filling out the form. Use the blue "Save" button in the lower right corner to save your work. You can come back and continue working on the report at any time. (We recommend saving often during the process to ensure work is captured.)

STEP 2 – CONFIRM CONTACT INFORMATION

Confirm the organization's Contact Information by using the drop-down box provided to answer "Yes" or "No" to each question.

STEP 3 – REVIEW THE PROJECT SUMMARY

Review the PROJECT SUMMARY from your grant application before completing the REPORT INFORMATION section to insure all objectives were met as outlined.

STEP 4 – COMPLETE REPORT INFORMATION

Accurately provide answers to all questions in the Report Information section. When finished, click the "Save" button at the lower right corner to save your work.

STEP 5 – COMPLETE EXPENSE REIMBURSEMENT

Note: This section will not appear on Final Reports for Category 1 Fixed Grants as it is not required for reimbursement for those projects.


Use the text boxes in this section to itemize all expenses for this Final Report. Ten (10) line items for expenses are provided. You are not required to use all 10 spaces. The total amount for all expenses listed here will be the total amount for the Final Report—this amount will auto-calculate. If expenses exceed 10 line items, please consolidate expenses into categories such as travel, meals, etc. Provide a description of each expense in the *Line Item* field and the amount of each expense in the *Cost* field.

Below is an example of expenses for a Category 3 Training Grant:

Line Item 1	Airfare to Dallas, Texas
Cost 1	\$500
Line Item 2	Hotel in Dallas, Texas (2 nights)
Cost 2	\$440
Line Item 3	Per Diem while in Dallas, Texas (2 travel days, 1 full day)
Cost 3	\$165

Total Expense Reimbursement: \$1,105 (*This will auto-calculate at the bottom*)


STEP 6 – UPLOAD DOCUMENTS

Use the  button to the right of each document type to open the matching document upload window. The following documents may be required (depending on the grant type, see table below):

- A. EXPENDITURE VERIFICATION: *Attach a scanned PDF copy of Verifying Documentation for all expenditures. Verifying documents include receipts, invoices marked paid, expenditure reports, mapped documentation of mileage, and any other pertinent information as requested by the FDA or the Retail Program Standards Grants Management Team. All supporting documents should be included in the order the expenses are listed above in the EXPENSE REIMBURSEMENT section.*

FDA FORMS: *For Projects that include the completion of a Self-Assessment or Verification Audit(s), FDA Form 3958 is required. FDA Form 3958 is available for download at:*

<https://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/Forms/UCM598036.pdf>

B. ADDITIONAL DOCUMENTS (OPTIONAL): *To upload any additional documents, click the  button in the "Report Documents" section and select documents by clicking "add files" in the pop-up window. Once the document has been added, click "Start Upload." Close the document upload box when the upload is confirmed.*

Documentation required for a Final Report is dependent on the type of grant. The table below outlines the required documentation for each grant category.

Grant Category	Documentation Required
Category 1 Self-Assessment of All Nine Standards (Fixed Grant)	<ul style="list-style-type: none"> - FDA Form 3958 showing the completion of a Self-Assessment of All Nine Standards
Category 1 Verification Audit of One Standard (Fixed Grant)	<ul style="list-style-type: none"> - FDA Form 3958 showing the completion of a Verification Audit of One Standard
Category 1 Verification Audit of Two or More Standards (Fixed Grant)	<ul style="list-style-type: none"> - FDA Form 3958 showing the completion of a Verification Audit of Two or More Standards
Category 1 Custom Project	<ul style="list-style-type: none"> - Expenditure Verification for all expenses claimed in the Expense Reimbursement section - FDA Form 3958 <i>(Only if a Self-Assessment or Verification Audit was completed as part of the project)</i>
Category 2 Moderate Project	<ul style="list-style-type: none"> - Expenditure Verification for all expenses claimed in the Expense Reimbursement section - FDA Form 3958 <i>(Only if a Self-Assessment or Verification Audit was completed as part of the project)</i>
Category 3 Training Grant	<ul style="list-style-type: none"> - Expenditure Verification for all expenses claimed in the Expense Reimbursement section
Category 4 Food Protection Task Force Grant	<ul style="list-style-type: none"> - Expenditure Verification for all expenses claimed in the Expense Reimbursement section

STEP 7 – COMPLETE REQUIRED VERIFICATIONS

Carefully read and agree to the verification statements using the dropdown boxes provided. Grantees must agree with the verification statements in order to submit the report.

STEP 8 – GRANT RECOMMENDATION

Answer the Grant Recommendation questions.

STEP 9 – ENTER THE PAYMENT INFORMATION

Enter any special payment information including the address where the payment should be sent, routing information, or any other pertinent instructions.

STEP 10 – SAVE AND SUBMIT

Carefully review all required information after entering it into the Final Report. Click the blue “Save” button at the bottom right corner of the screen. (We recommend saving often during the process to ensure all work is captured.) Note: Saved Final Reports may be viewed by clicking under the **Reports** section in the menu on the left panel of the grants management system. The Final Report cannot be submitted until all required fields are complete. To make changes, click the “Edit” button at the top right corner of the screen. Click the green “Submit” button in the bottom right corner of the screen to submit the Final Report. A *Note for Submit* box will appear, but it is not required to enter any notes. Click “OK.” The Final Report may now be viewed under **Submitted Reports**.

Final Reminders

A grants administrator will contact you if there are questions about any Interim or Final Report, or if any information is missing. The Final Report must be complete, submitted, and approved before reimbursement is made.

Use your user name and password to access the grants management portal to check on the status of submitted reports. Most reports will be processed within one week. Click on “Completed Reports” under the **Reports** header to check for approval. Once the Final Report shows as “Approved,” you can expect payment in 2 - 4 weeks. A check for the reimbursement amount will be made out to the Payee as specified in the Final Report and mailed to the address provided under “PAYEE CONTACT INFORMATION.” Once a payment has been made, the amount, paid date, and check number of the payment will appear in the **Payments** section of the grants management system.

If you have any questions, please contact the AFDO-Managed Retail Program Standards Grants Management Team at 1-850-583-4593 or retailstandards@afdo.org.