



Milk and Shellfish Grant Program

www.afdo.org/msgrants

REPORTING AND REIMBURSEMENT INSTRUCTIONS

Improving implementation of and compliance with the guidelines of the National Grade "A" Milk Safety and National Shellfish Sanitation Programs

Table of Contents

Reporting and Reimbursement Descriptions _____	1
Training Grant Reimbursement Requests _____	1
Training Grant Final Report _____	1
Equipment Grant Reimbursement Request and Integrated Final Report _____	1
Login and Grantee Portal Overview _____	2
Login Instructions _____	2
Grantee Portal Overview _____	2
Step-By-Step Training Reimbursement Request Instructions _____	3
Step 1 – Access Reimbursement Request Form _____	3
Step 2 – Confirm Contact Information _____	3
Step 3 – Complete Report Information _____	4
Step 4 – Complete Expense Reimbursement _____	4
Step 5 – Upload Documents _____	5
Step 6 – Complete Required Verifications _____	5
Step 7 – Save and Submit _____	6
Step-By-Step Training Final Report Instructions _____	7
Step 1 – Access Final Report Form _____	7
Step 2 – Review Report Information _____	7
Step 3 – Provide Anticipated Needs _____	8
Step 4 – Complete Final Summary _____	8
Step 5 – Save and Submit _____	8
Step-By-Step Equipment Reimbursement Request and Integrated Final Report Directions _____	9
Step 1 – Access Reimbursement Request and Integrated Final Report Form _____	9
Step 2 – Confirm Contact Information _____	9
Step 3 – Review Report Information _____	10
Step 4 – Complete Expense Reimbursement _____	10
Step 5 – Complete Final Summary _____	11
Step 6 – Provide Anticipated Needs _____	11
Step 7 – Upload Documents _____	11
Step 8 – Complete Required Verifications _____	12

TABLE OF CONTENTS

Step 9 – Save and Submit _____	12
Final Reminders _____	13

Reporting and Reimbursement Descriptions

As with the application process, the online grants management system is used for project reporting and is aimed at minimizing the grantee's time burden. Grantees must submit their reports through the online grant management portal at <http://www.afdo.org/msgiants>. Milk and Shellfish training grantees must complete at least one Training Grant Reimbursement Request and a separate Training Grant Final Report. Milk and Shellfish equipment grantees must complete one combined Equipment Reimbursement Request and Integrated Final Report.

TRAINING GRANT REIMBURSEMENT REQUESTS

A Training Grant Reimbursement Request is required whenever you are seeking reimbursement for a completed course (or courses). Because your award is intended to meet all your training needs, more than one Training Grant Reimbursement Request may be submitted during the grant period for the reimbursement of a completed course. Once a request is submitted, the grants administrator will add another Reimbursement Request to the grants management system based on your agency's response to the related question in the "Required Verification" section. A separate reimbursement check will be mailed after approval of each request. In addition, a Training Grant Final Report is required to close out your agency's training award and is due no later than 45 days after the end of the project period listed in your application.

TRAINING GRANT FINAL REPORT

A Training Grant Final Report is required to close out your agency's award after all training funded by your award from the Milk and Shellfish Grant Program is complete, and the required Training Grant Reimbursement Request(s) has/have been submitted and approved. The Training Grant Final Report is due no later than 45 days after the end of the project period listed in your application. Once all of your Training Grant Reimbursement Requests have been submitted (you may have one or several, depending on the details of your award) and approved, a Training Grant Final Report will appear in the "Reports Due" section of your grant management account, with rollup information populated from your original application and from your cumulative (one or more) Training Grant Reimbursement Requests. *Note: Before the final reimbursement is made for a training, the Training Grant Final Report must be submitted and approved.*

EQUIPMENT GRANT REIMBURSEMENT REQUEST AND INTEGRATED FINAL REPORT

An Equipment Grant Reimbursement Request and Integrated Final Report is required at the conclusion of the grant once all equipment has been purchased. Only one reimbursement request will be permitted for equipment grants unless circumstances warrant an exception, and advance approval is obtained through the Association of Food and Drug Officials' Milk and Shellfish Grant Program Management Team. A reimbursement check will be mailed after approval of the Equipment Reimbursement Request and Integrated Final Report.

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 system at <http://www.afdo.org/msgnants> using the login and password you received during the application process. If you cannot find the username and/or password, please visit the system's password assistance web page at https://msgnants.fluxx.io/forgot_password. Alternatively, contact us at 1-850-583-4593 or msgnants@afdo.org.

GRANTEE PORTAL OVERVIEW

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

- 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 Reimbursement Requests and/or Final Reports.
- D. The **Reports** section lists current Training Reimbursement Requests, Training Final Reports, and/or the Equipment Reimbursement Request and Integrated Final Report, with a *Due Date* and *Status* for each. A Training Reimbursement Request may be submitted any time after the completion of a training event but no later than 45 days past the grant end date. An Equipment Reimbursement Request and Integrated Final Report may be submitted at the conclusion of the grant once all equipment has been purchased 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 Training Reimbursement Request Instructions

This section contains a step-by-step guide for completing online Training Reimbursement Requests through the Milk and Shellfish Grant Portal. For each Training Reimbursement Request, grantees must:

1. Access the REIMBURSEMENT REQUEST FORM;
2. Confirm the CONTACT INFORMATION;
3. Complete the REPORT INFORMATION section;
4. Complete the EXPENSE REIMBURSEMENT section;
5. Upload the required DOCUMENTS;
6. Check the verifications in the REQUIRED VERIFICATIONS section;
7. Save and Submit the REIMBURSEMENT REQUEST.

STEP 1 – ACCESS REIMBURSEMENT REQUEST FORM

After each approved training is complete, open the corresponding Reimbursement Request. Alternatively, use the Reimbursement Request to request a cumulative reimbursement for up to five separate trainings at once:

- A. Scroll down to the **Reports** section and click on the “Reports Due” link underneath to access the Reimbursement Request 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-hand side. If the report is past due, click on “Overdue Reports” in the left-hand 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 of the following questions:

- A. *Our records indicate the following address information for your organization. (The organization’s address will populate.) I affirm that my organization address is current and correct.* If answering “No,” use the text box that appears to update your organization’s address information.
- B. *Our records indicate the following person is the Primary Contact for the grant related to this reporting requirement. (The organization’s Primary Contact name will populate.) I affirm that the Primary Contact information is current and correct.* If answering “No,” use the text box that appears to provide updated primary contact information. (Include the full name, title, email address, and phone number.)

Note: A reimbursement check will only be made payable to your organization as a whole and cannot be made payable to any individual.

STEP 3 – COMPLETE REPORT INFORMATION

You may submit up to 5 training reimbursement requests through a single Reimbursement Request. For each completed course attended by your agency using these grant funds, enter the following information into a separate “Training” box:

- A. TRAINING COURSE: Use the drop-down to enter the training course title. If the title does not appear, select “Other”.
- B. TRAINING COURSE LOCATION: *Please provide the city and state of the course location.* (Use the text box to enter the city and state.)
- C. TRAINING START DATE: Use the calendar drop-down to enter the training’s start date.
- D. TRAINING END DATE: Use the calendar drop-down to enter the training’s end date.
- E. NUMBER OF ATTENDEES: Use the text box to enter the number of attendees who attended the training.
- F. TRAINING APPROVED: *Was this training part of your agency’s approved application?* (Use the drop-down box provided to answer “Yes” or “No.” If answering “No,” use the text box that appears to provide an explanation. Note: Only training projects approved by this grant are eligible for reimbursement.)
- G. Use the checkbox below to “Add second/third/fourth/fifth reimbursement” as needed. For each additional training reimbursement, follow steps A-F above.
- H. OUTSIDE TRAINING: *For the time period covered by this reimbursement report, enter the total number of staff from your agency who attended courses where the delivery of the course was arranged and/or paid for by another agency or entity.* (Use the text box provided to enter the total number of staff.)
- I. TOTAL TRAINING ATTENDEES: The total number of staff trained, both using these training funds and outside training funds, will auto-populate at the bottom of all combined “Training” boxes.

If you need to submit reimbursement requests for additional trainings, you may respond to a question in the REQUIRED VERIFICATIONS section below: *Will you have additional expenses and future reports to submit?* A “Yes” response will instruct staff to make an additional Reimbursement Request available in your account.

STEP 4 – COMPLETE EXPENSE REIMBURSEMENT

Use the text boxes in this section to itemize all expenses for this Reimbursement Request. 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 Reimbursement Request—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 the expense in the *Line Item* field and the total amount for the expense in the *Cost* field.

Below is an example for FD373 Laboratory Evaluation Officers:

Line Item 1	FD373 Travel to Dallas, Texas
Cost 1	\$500
Line Item 2	FD373 Hotel in Dallas, Texas (2 nights)
Cost 2	\$440
Line Item 3	FD373 Per Diem while in Dallas, Texas (2 travel days, 1 full day)
Cost 3	\$165

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

STEP 5 – UPLOAD DOCUMENTS

Use the  button to the right of each document type to open the matching document upload window. Attach the following documents:

- A. **VERIFYING DOCUMENTATION (REQUIRED):** *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 Milk and Shellfish Grants Management Team. All supporting documents should be included in the order the expenses are listed above in the previous EXPENSE REIMBURSEMENT section.*
- 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.*

STEP 6 – COMPLETE REQUIRED VERIFICATIONS

Carefully complete the following to submit the Reimbursement Request:

- A. *Will you have additional expenses and future reports to submit? Select "Yes" if you have additional trainings for which to submit reimbursement. Select "No" if you have completed all intended parts of this project and will not submit additional Reimbursement Requests. Use the drop-down to answer "Yes" or "No." If answering "Yes," the grants administrator will upload a new Reimbursement Request to the grants management system to be submitted after the next completed training. If answering "No," the grants administrator will upload a Training Final Report to be submitted no later than 45 days after the end of the project period listed in your application.*

- B. To submit the form, verify the following statements by clicking each associated checkbox. When you click a checkbox, a pop-up box will appear. The pop-up box has a *Note* field. Leaving a note here is optional. Click the “Save” button to save each checkmark. *Important: Once checked, these cannot be unchecked.*
- i. I understand I must complete the Training Grant Final Report in order to close out this grant.
 - ii. I confirm I have completed the Expense Reimbursement form on this screen.
 - iii. I confirm I have attached verifying documentation.
 - iv. By submitting this report, I certify (1) to the statements and list of expenses and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

STEP 7 – SAVE AND SUBMIT

Carefully review all required information after entering it into the Reimbursement Request. 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 Reimbursement Requests may be viewed by clicking under the **Reports** section in the menu on the left panel of the grants management system.* The Reimbursement Request 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 Reimbursement Request. A *Note for Submit* box will appear, but it is not required to enter any notes. Click “OK.” The Reimbursement Request may now be viewed under **Submitted Reports**.

Step-By-Step Training Final Report Instructions

This section contains a step-by-step guide for completing the online Training Final Report through the Milk and Shellfish Grant Portal. To submit the Final Report, grantees must:

1. Access the FINAL REPORT FORM;
2. Review the cumulative REPORT INFORMATION;
3. Provide your agency's ANTICIPATED NEEDS;
4. Complete the FINAL SUMMARY section;
5. Save and Submit the FINAL REPORT.

STEP 1 – ACCESS FINAL REPORT FORM

Once all training funded by your award from the Milk and Shellfish Grant Program is complete, and the required Training Grant Reimbursement Request(s) has/have been submitted and approved, a Training Grant Final Report is required *to close out your agency's award*, and is due no later than 45 days after the end of the project period listed in your application. Once all of your Training Grant Reimbursement Requests have been submitted (you may have one or several, depending on the details of your award) and approved, a Training Grant Final Report will appear in the "Reports Due" section of your grants management account. Then:

- 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.) The report will appear in the middle column. Click on it there, and the report information will appear on the right-hand side. (If the report is past due, click on "Overdue Reports" in the left-hand 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 and come back to the report at any time. (We recommend saving often during the process to ensure work is captured.)

STEP 2 – REVIEW REPORT INFORMATION

Review the information which will populate from your agency's original Application and cumulative (one or more) Milk and Shellfish Training Grant Reimbursement Requests. The following cumulative information will appear in blue:

- A. PROJECT METRICS: Information populated will include: *Projected Total Number of Staff to be Trained* and *Actual Number of Staff Trained*.
 - i. Difference in Projected and Actual Explanation: Looking at the Project Metrics information, please explain any differences (positive or negative) in the number of staff you proposed to train in your application, vs. the number reported as trained. (Explain using the text box provided.)
- B. BUDGET INFORMATION: Information populated will include: *Amount Awarded* and *Total Amount Reimbursed*.
 - i. Final Reimbursements Differ from Amount Awarded Explanation: List any changes to the project budget that exceed 10% of the total grant amount. (Example: The requested amount from the application was \$1,900 per person, but the actual

reimbursed cost was \$2,090 per person) Provide a detailed explanation of why costs were higher than anticipated. (Explain using the text box provided. Maximum of 2,500 characters.)

STEP 3 – PROVIDE ANTICIPATED NEEDS

Provide your agency's projected training needs for the following Calendar Year:

- A. PROJECTED TRAINING NEEDS: Explain your projected Milk and/or Shellfish training needs for the next calendar year. (Explain using the text box provided. Maximum of 1,500 characters.)

STEP 4 – COMPLETE FINAL SUMMARY

Provide responses to the following:

- A. THREE BENEFITS FROM THE CURRENT AWARD: Please list up to three benefits to your agency from your current Milk and Shellfish Training Needs Award. (Explain using the text box provided. Maximum of 1,500 characters)
- B. SUGGESTED CHANGES: Please provide any suggested changes (technical, administrative, or otherwise) that could improve this program for the funding of training in the future. (Explain using the text box provided. Maximum of 1,500 characters)
- C. RECOMMENDATION: Would you recommend this grant program to other agencies in the future? (Use the drop-down to answer "Yes" or "No." If answering "Yes," explain using the text box provided. Maximum of 1,500 characters)
- D. ADDITIONAL DOCUMENTS (OPTIONAL): To upload any additional documents, click the  button in the *Report Documents* section and select the desired document 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.

STEP 5 – SAVE AND SUBMIT

Carefully review all required information after entering it into the Training Grant 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 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**.

Step-By-Step Equipment Reimbursement Request and Integrated Final Report Directions

This section contains a step-by-step guide for completing the online Equipment Reimbursement Request and Integrated Final Report through the Milk and Shellfish Grant Portal. Grantees must:

1. Access the EQUIPMENT REIMBURSEMENT REQUEST AND INTEGRATED FINAL REPORT FORM;
2. Confirm the CONTACT INFORMATION;
3. Review the REPORT INFORMATION section;
4. Complete the EXPENSE REIMBURSEMENT section;
5. Complete the FINAL SUMMARY section;
6. Complete the ANTICIPATED NEEDS section;
7. Upload the required DOCUMENTS;
8. Check the verifications in the REQUIRED VERIFICATIONS section;
9. Save and Submit the REPORT.

STEP 1 – ACCESS REIMBURSEMENT REQUEST AND INTEGRATED FINAL REPORT FORM

An Equipment Reimbursement Request and Integrated Final Report is required at the conclusion of the grant once all equipment has been purchased. Only one reimbursement request will be permitted for equipment grants unless circumstances warrant an exception, and advanced approval is obtained through the Association of Food and Drug Officials' Milk and Shellfish Grant Program Management Team. After equipment purchases are complete, open the corresponding Reimbursement Request and Integrated Final Report:

- A. Scroll down to the **Reports** section and click on the "Reports Due" link underneath to access the Reimbursement Request and Integrated 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-hand side. If the report is past due, click on "Overdue Reports" in the left-hand 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 of the following questions:

- A. *Our records indicate the following address information for your organization. (The organization's address will populate.) I affirm that my organization address is current and correct.* If answering "No," use the text box that appears to update your organization's address information.

- B. *Our records indicate the following person is the Primary Contact for the grant related to this reporting requirement. (The organization’s Primary Contact name will populate.) I affirm that the Primary Contact information is current and correct. If answering “No,” use the text box that appears to provide updated primary contact information. Include the full name, title, email address, and phone number.*

Note: A reimbursement check will only be made payable to your organization as a whole and cannot be made payable to any individual.

STEP 3 – REVIEW REPORT INFORMATION

Review the rollout information, which will populate from your agency’s original Application. The following cumulative information will appear in blue:

- A. **PROJECT OUTCOMES:** Information populated will include: *Application Program Outcomes, Application Program Objectives, and Projected Costs.*
- i. **Actual Project Outcomes:** For this Equipment Grant Reimbursement Request, please explain how each project outcome was met. (Explain using the text box provided. Maximum of 1,500 characters.)
 - ii. **Program Objectives:** Were all related project objectives and outcomes met? (Use the drop-down to answer “Yes” or “No.” If answering “No,” use the text box that appears to explain how each project objective was not met. Maximum of 1,500 characters.)
 - iii. **Budget Information and Projected Costs:** Review the budget amounts provided in your original request. Did your actual spending differ by more than 10% from the projected costs requested on your grant? (Use the drop-down to answer “Yes” or “No.” If answering “Yes,” use the “Actual Costs” section that appears to list any changes to the project budget that exceed 10% of the total grant amount. For example, this applies if the Total Equipment Cost from the application was \$1,000, but the actual cost of the equipment was \$1,150. Provide a brief explanation of each variance using the text box provided, which allows a maximum of 1,500 characters.)

STEP 4 – COMPLETE EXPENSE REIMBURSEMENT

Use the text boxes in this section to itemize all expenses for this Reimbursement Report. 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 Reimbursement Report—this amount will auto-calculate. If expenses exceed 10 line items, please consolidate expenses into categories, such as infrared thermometers, digital cameras, mobile printers, etc. Provide a description of the expense in the *Line Item* field and the total amount for the expense in the *Cost* field.

Below is an example reimbursement request for equipment purchases:

Line Item 1	Infrared Thermometers
Cost 1	\$500
Line Item 2	Digital Cameras
Cost 2	\$600
Line Item 3	Mobile Printers
Cost 3	\$400

Total Reimbursement Request: \$1,500 *(This total will auto-calculate at the bottom)*

STEP 5 – COMPLETE FINAL SUMMARY

Provide responses to the following:

- A. **THREE BENEFITS FROM THE CURRENT AWARD:** Please list up to three benefits to your agency from your current Milk and Shellfish Equipment Needs Award. (Explain using the text box provided. Maximum of 1,500 characters.)
- B. **SUGGESTED CHANGES:** Please provide any suggested changes (technical, administrative, or otherwise) that could improve this program for the funding of equipment in the future. (Explain using the text box provided. Maximum of 1,500 characters.)
- C. **RECOMMENDATION:** Would you recommend this grant program to other agencies in the future? (Use the drop-down to answer “Yes” or “No.” If answering “No,” explain using the text box provided. Maximum of 1,500 characters.)

STEP 6 – PROVIDE ANTICIPATED NEEDS

Provide your agency’s projected equipment needs for the following Calendar Year:

- A. **PROJECTED EQUIPMENT NEEDS:** What are your projected equipment needs for the upcoming calendar year? Please include equipment you were unable to purchase with current funding, aging equipment that needs to be replaced, etc. (Explain using the text box provided.)

STEP 7 – UPLOAD DOCUMENTS

Use the  button to the right of each document type to open the matching document upload window. Attach the following documents:

- A. **VERIFYING DOCUMENTATION (REQUIRED):** *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 Milk and Shellfish Grants Management Team. All supporting documents should be included in the order the expenses are listed above in the previous EXPENSE REIMBURSEMENT section.

- 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.*

STEP 8 – COMPLETE REQUIRED VERIFICATIONS

Carefully complete the following to submit the Equipment Reimbursement Request and Integrated Final Report:

- A. To submit the form, verify the following statements by clicking each checkbox. (Click a checkbox, and a pop-up box will appear. The pop-up box has a *Note* field. Leaving a note here is optional. Click the "Save" button to save each checkmark. *Important: Once checked, these cannot be unchecked.*)
- i. I confirm I have completed the Expense Reimbursement on this screen.
 - ii. I confirm I have attached verifying documentation.
 - iii. By submitting this report, I certify (1) to the statements and list of expenses and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

STEP 9 – SAVE AND SUBMIT

Carefully review all required information after entering it into the Equipment Reimbursement Request and Integrated 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 Equipment Reimbursement Request and Integrated Final Reports may be viewed by clicking under the **Reports** section in the menu on the left panel of the grants management system.* The Equipment Reimbursement Request and Integrated 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 Equipment Reimbursement Request and Integrated Final Report. A *Note for Submit* box will appear, but it is not required to enter any notes. Click "OK." The Equipment Reimbursement Request and Integrated Final Report may now be viewed under **Submitted Reports**.

Final Reminders

A grant administrator will be in contact if there are any questions about any Reimbursement Request or Report, or if any information is missing. Before any reimbursement is made, the grant administrator will confirm that all forms and documentation related to the project have been turned in and are complete. *Note: Before the final reimbursement is made for a training, the grant administrator will confirm that the Final Report has also been submitted and approved.*

Use your login and password to access the grant management system 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 each Reimbursement Request and/or 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 Reimbursement Request 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 Milk and Shellfish Grants Management Team at 1-850-583-4593 or msgrants@afdo.org.