Golden LEAF Foundation Food Distribution Assistance Program
Guidelines for Grantees

This document provides guidance on administration of Golden LEAF Foundation Food Distribution Assistance Program projects from award to closeout. This document is current as of **January 27, 2024.**

Always check [the Golden LEAF website](#) to confirm you have downloaded the most current version of these guidelines.

Please carefully review the information provided in this document before contacting your assigned Golden LEAF staff member for assistance.
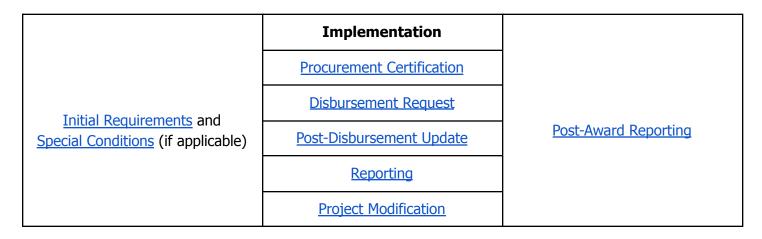

General Reminders

Golden LEAF uses our Fluxx grant database to manage awarded projects. This is the same system you completed the application process in. Grantees are responsible for ensuring the appropriate individual(s) within their organization have access to and regularly check Fluxx to ensure compliance with grant requirements and deadlines. Many reminders and other communications will come via the Fluxx database.

You do not need to complete the initial requirements prior to incurring costs, however prior to expending funds you should complete the Golden LEAF Grant Management Workshop, review these Guidelines for Grantees, and the Procurement Guidelines for Grantees. Grant funds may not be requested until initial requirements have been completed. If you incur expenses and do not satisfy all requirements of the grant and meet the procurement requirements, Golden LEAF grant funds may not be used for those expenses.

The Process

There are three major phases for Food Distribution Assistance Program Grants: Initial Requirements, Implementation, and Post-Award Reporting.

	Implementation	
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[Initial Requirements](#) and [Special Conditions](#) (if applicable)	[Procurement Certification](#)	[Post-Award Reporting](#)
	[Disbursement Request](#)	
	[Post-Disbursement Update](#)	
	[Reporting](#)	
	[Project Modification](#)	

Where Do I Find

Forms referenced throughout this document and required for this program are available in either the Budget/Financial Report Workbook (scroll the tabs at the bottom) or posted on the [Food Distribution Assistance Program Resources page](#).

Form	Location
Budget/Financial Report Workbook	Draft available in your Fluxx portal, [see below](#).
Budget Modification Form (within approved line items)	Budget/Financial Report Workbook
Disbursement Request Form	Budget/Financial Report Workbook
Grantee Acknowledgement and Agreement	From your Fluxx portal, [see below](#).
Outcomes and Activities Worksheet	https://goldenleaf.org/food-distribution/resources/
Procurement Certification for Grantees	https://goldenleaf.org/food-distribution/resources/
Project Modification Request Form (to change use of funds or project scope, which may require Board approval)	https://goldenleaf.org/food-distribution/resources/
Extension Request Form	Budget/Financial Report Workbook
Submission Certification Form	Budget/Financial Report Workbook

What to Do First

1. Read your Golden LEAF Grantee Acknowledgement and Agreement

The agreement will serve as a guide throughout the grant performance period. You are responsible for complying with all terms of the agreement. Your grantee agreement is available in Fluxx. The document is located in Active Grants, Request Documents. See red arrows and boxes below.
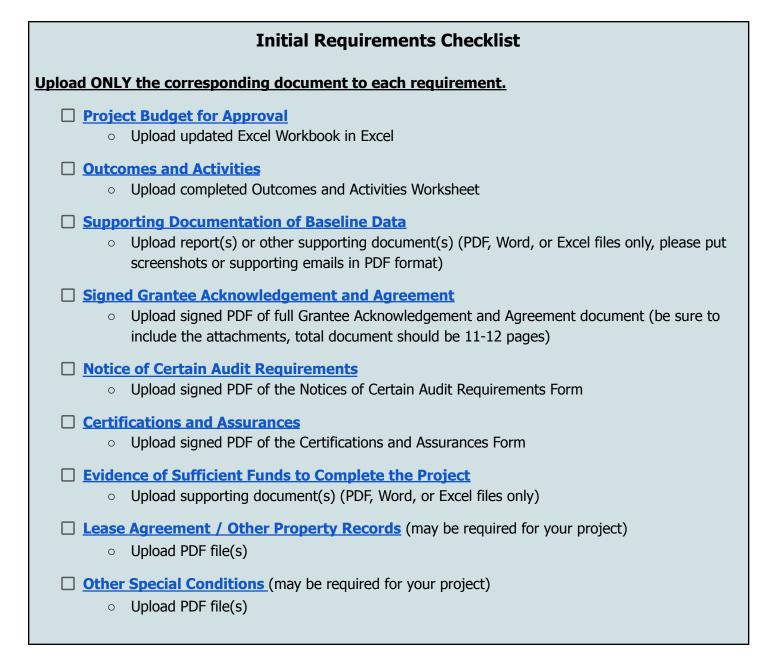
2. Review the Budget and Financial Report Workbook

Golden LEAF uses a combination of forms posted to our website and embedded in the customized Excel workbook provided to each grantee. **This workbook must always remain in Excel format to ensure the formulas remain intact.** The document is also located in Active Grants, Request Documents.

Initial Requirements

Initial requirements are requirements that must be satisfied before funds are released or procurement certification is requested. The Golden LEAF Foundation Food Distribution Assistance Program uses specialized forms for each initial requirement. Please only use the documents available to you via Fluxx or posted at the Golden LEAF website.

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Initial Requirements Checklist

Upload ONLY the corresponding document to each requirement.

☐ **Project Budget for Approval**
- ○ Upload updated Excel Workbook in Excel

☐ **Outcomes and Activities**
- ○ Upload completed Outcomes and Activities Worksheet

☐ **Supporting Documentation of Baseline Data**
- ○ Upload report(s) or other supporting document(s) (PDF, Word, or Excel files only, please put screenshots or supporting emails in PDF format)

☐ **Signed Grantee Acknowledgement and Agreement**
- ○ Upload signed PDF of full Grantee Acknowledgement and Agreement document (be sure to include the attachments, total document should be 11-12 pages)

☐ **Notice of Certain Audit Requirements**
- ○ Upload signed PDF of the Notices of Certain Audit Requirements Form

☐ **Certifications and Assurances**
- ○ Upload signed PDF of the Certifications and Assurances Form

☐ **Evidence of Sufficient Funds to Complete the Project**
- ○ Upload supporting document(s) (PDF, Word, or Excel files only)

☐ **Lease Agreement / Other Property Records** (may be required for your project)
- ○ Upload PDF file(s)

☐ **Other Special Conditions** (may be required for your project)
- ○ Upload PDF file(s)

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Initial Requirements in Fluxx

Please review the resources available on the Golden LEAF website https://goldenleaf.org/grantees/newportal/ for guidance on accessing the requirements. The Golden LEAF team will review the submitted requirements and follow up via Fluxx to request modifications or if additional information is needed. Please review the information below carefully prior to beginning the process.

Project Budget for Approval

1. **Download** your customized Excel Golden LEAF Budget/Financial Workbook from the Fluxx portal. The document is located in Active Grants, Request Documents. This form includes Tabs to be updated by Golden LEAF staff only as well as several locked fields and formulas. **This document must always remain in Excel format to ensure the formulas remain intact.**

2. **Review** the Project Budget and Project Budget Narrative tabs (Tab 2 and Tab 3). This information was pulled from your application and reflects the approved use of funds. Items that will be purchased separately should be on their own line item. If there are any errors, or if you have any questions about items that are not included, please contact your assigned Golden LEAF staff via email.

3. **Update** the Budget Narrative tab. See example budget narrative.

   ○ When establishing the initial budget, adjustments within the line items (moving funds between approved items) may be made without submitting a budget modification form. For example, if you received funds for a vehicle and a pallet jack, and now believe that the vehicle cost will be lower but the pallet jack more expensive, funds may be changed on the Budget Narrative at this point in the process. Budget modifications are required **after** the initial budget is approved.

   ○ Shipping charges should be included in the line item with the associated item (since they will be included on the invoice or receipt for the item).

   ○ If sales tax will be charged, the amount should be reflected in the total budget amount column. Golden LEAF grant funds may not be used for sales tax for which the Grantee is eligible to receive a refund.

   ○ Electrical upfit or other installation services that will be procured separately from an item should be a separate line item.

   ○ Line items do not need to be in a specific order or grouping.

   ○ Fill in the information for Columns B, C, D, E, F, and G for each item. See example budget narrative.

Excel Column	Column Heading	Information to be Added
B	Line Item / Short Title	A short description of the item, for example "Cargo Van" or "Pallet Jack"
C	Budget Category	Select the category from the dropdown menu. If you're unsure which category to use, see the Eligible/Ineligible Use of Funds list on the Resources page.
D	Golden LEAF Budget Amount	Amount of the item that will be reimbursed by Golden LEAF.
E	Total Budget Amount	The total budget amount should reflect the total cost of the item, including the amount to be paid by Golden LEAF.
F	Item Description	Outline brief specifications including size, capacity, or other distinguishing characteristics. Add cost per item if more than one will be purchased.
G	Quantity	If more than one item will be purchased using Golden LEAF grant funds, enter the numerical value. This should match the procurement information supplied later. If one of the same items will be procured using non-Golden LEAF funds, that information can be noted on the expense tracking tab.

4. **Add other funds/funders** to complete the project to the Project Budget (Tab 2). See example project budget. This would only include direct costs associated with the specific items referenced and not indirect or overhead costs. If you are not sure if you should include another source, please ask your assigned Golden LEAF staff.
   - The Total Budget Amount column on the Budget Narrative tab must match the Total Project Budget column on the Project Budget tab.

5. If you were awarded funds for an item you are no longer plan to purchase with Golden LEAF funds, please include the item on the Budget Narrative, enter $0 for the Golden LEAF budget, and enter information into the description explaining why you will not use Golden LEAF funds for the item; for example, the organization received other funds to purchase, no longer has a use for the item, or will use other funds for the item.

   - If you would like to use the funds for a new line item (an item that was not previously approved), you must complete the Project Modification Request process.

   - If you would like to add the funds to an existing line item (item that was previously approved), for example, your organization no longer needs funds for a pallet jack but the walk-in freezer is more expensive than anticipated, you may move funds to that line item during the initial requirements/budget approval phase.

6. **Upload** the Excel file to the Project Budget for Approval requirement in Fluxx.

Example Budget Narrative

	A	B	C	D	E	F	G
1			Budget Narrative				
2		Enter each item on a separate line, see the Eligible Use of Funds list at https://goldenleaf.org/food-distribution/resources/ for category information and Guidelines for Grantees for additional information.					
3	Reference Number	Line Item / Short Title	Budget Category (select from dropdown)	Golden LEAF Budget Amount	Total Budget Amount	Item Description (include specifications, location where item will be used, cost per item (if multiple))	Quantity (if applicable)
4	1	Cargo van	Vehicles/Trailers	$60,000.00	$65,000.00	2020 or younger, towing capacity at least 2,000 pounds, payload over 1,000 pounds, interior storage volume 230 cubic feet, side access.	1
5	2						
6	3						
7	4						
8	5						
9	6						
10	7						
11	8						
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Contents-Submission checklist | 1-Certification | 2-Project budget | **3-Budget narrative** | 3a-Procurement Status | 4-Golden LEAF Expense trac

Example Project Budget

	A	B	C	D	E	F	I
1			Project Budget				
2			Project funding source(s) and budget(s)				
3	Budget category	Total project budget	Golden LEAF	Grantee Name	Insert name of funding source 3	Insert name of funding source 4	
4	Construction or Renovation	$0.00	$0.00				
5	Large Equipment	$0.00	$0.00				
6	Small Equipment	$0.00	$0.00				
7	Vehicles/Trailers	$65,000.00	$60,000.00	$5,000.00			
8	Other	$0.00	$0.00				
9	Staffing	$0.00	$0.00				
24		$65,000.00	$60,000.00	$5,000.00	$0.00	$0.00	
31							
32							
33	Project File Number:	G-1234					
34	Name of Grantee:	Example Organization					
35	Project Title:	Existing Partner Agency					
36	Date budget approved by GLF:						

Contents-Submission checklist | 1-Certification | **2-Project budget** | 3-Budget narrative | 3a-Procurement St

Signed Grantee Acknowledgement and Agreement

1. **Download** the PDF from the Fluxx Portal.

2. **Review** the document.

3. **Fill in** information required for **Section 17** of the document.
   - If your organization is participating in the Healthy Opportunities Pilot program, please check in with your auditor or HOP Network Lead for confirmation on whether or how to report this information.

4. **Sign** the document. Electronic signatures, e.g., docusign, are not allowed, but scanned signatures are.

5. **Upload** the full document (including Attachments) to the Signed Grantee Acknowledgement and Agreement requirement. This document should be 11 or 12 pages.

Outcomes and Activities

1. **Download and complete** the Outcomes and Activities Worksheet from the Golden LEAF website.
   - Review the document and complete the sections required for your project type
   - Data entered must match the supporting documentation provided in the separate requirement

2. **Upload** the completed Word document to this requirement.

Supporting Documentation of Baseline Data

1. Acceptable documents must include sufficient supporting data or be the official monthly food bank report format, examples include (and may be a combination of reports):
   - Reports submitted to the food bank that show both households and pounds of food
   - Data provided by the food bank back to your organization
   - Reports or screenshots from an internal database

2. **Upload the documents** used to complete that worksheet to this requirement. Documents may need to be consolidated into fewer PDFs to upload. This requirement may only be submitted once. **All documents must be attached prior to clicking "Upload."**

Evidence of Sufficient Funds to Complete the Project

If your Project Budget includes additional funds to complete the project, grantees must provide documentation of the availability of those funds. In most cases, this would be an award letter or grant agreement from each additional source. For use of organization funds, please include a letter that references the available line items/funds to support the expenses. The document should clearly include the amount of funds available and the purpose of those funds. This requirement may only be submitted once. **If you are submitting more than one document, all documents must be attached prior to clicking "Upload."**

If your Project Budget includes only Golden LEAF funds, and the only organization funds that will be required are sales tax which will be reimbursed or may not be charged, upload the Budget/Financial Workbook or a document stating that only Golden LEAF funds will be needed and the organization has funds to advance sales tax to be reimbursed. A document is required to submit the requirement through the review and approval process. This requirement may only be submitted once. **All documents must be attached prior to clicking "Upload."**

Notice of Certain Audit Requirements

1. **Download** the Notice of Certain Audit Requirements from the Golden LEAF website.

2. If your organization received, used, or expended state or federal funds in the last fiscal year, review the options to determine if either of the cumulative thresholds apply.
   - If your organization is participating in the Healthy Opportunities Pilot program, please check in with your auditor or HOP Network Lead for confirmation on if or how to report this information.

3. If your organization did not receive, use, or expend state or federal funds in the last fiscal year at or above those thresholds, leave the boxes empty.

4. **Fill in** the organization information and sign. Electronic signatures, e.g., docusign, are not allowed, but scanned signatures are.

5. **Upload** the signed version to the Notice of Certain Audit requirement.

Certifications and Assurances Form

1. **Download** the Certification and Assurances from the Golden LEAF website.

2. **Fill in** the organization information and sign. Electronic signatures, e.g., docusign, are not allowed, but scanned signatures are.

3. **Upload** the signed version to the Certifications and Assurances requirement.

Approval of Initial Requirements

Grantees will be notified by email once all initial requirements are approved. Approved initial requirement documents will remain accessible in Fluxx.

Approved Project Budget

Review the Approved Project Budget requirement and download the Excel workbook to use as the starting point for your first report or procurement certification request.

It is critical to always use the most recent version of the Budget/Financial Workbook sent back with an approved requirement or request as the starting point for the next.

Grantee Acknowledgement and Agreement

Review the Signed Grantee Acknowledgment and Agreement requirement to download the document signed by Golden LEAF.

Special Conditions

Release of funds for your project may be subject to one or more special conditions. Fluxx handles Special Conditions like initial requirements. Please contact your assigned Golden LEAF staff member if you have specific questions about what is required to be submitted to meet the special condition(s).

Lease Agreement / Other Property Records

Upload a PDF of the executed lease document or other property or related records requested. Your assigned Golden LEAF staff person will reach out regarding any questions or modifications of the lease that are required for this award. Please wait to receive guidance from your assigned Golden LEAF staff person before pursuing modification of your lease to avoid having to make subsequent changes.

If you have received guidance and are unclear on the expectations for the lease term or other provisions expected, please reach out to your assigned Golden LEAF staff person.

Other Special Conditions

Your assigned Golden LEAF staff person will reach out regarding any special conditions. In most cases, Fluxx will require a document to be uploaded to complete these requirements.

Changes to a Project

Modifying the Budget of Your Project

Prior Golden LEAF approval is required to modify the use of funds or move funds within approved line items.

To request a **Budget Revision** (moving funds between approved line items), submit a PDF of the completed and signed Budget Revision worksheet from the Budget/Financial Workbook along with your current Budget/Financial Workbook through the amendment process in Fluxx. See the Grant Portal Resources information for more details on how to submit via Fluxx.

To request an alternate use of funds (adding or switching a line item), submit the **Project Modification Request** form along with your current Budget/Financial Workbook through the amendment process in Fluxx. See the Grant Portal Resources information for more details on how to submit via Fluxx.

Making Changes to Grantee's Financial Institution

If you need to change the instructions for Golden LEAF payments to your organization, please contact your assigned Golden LEAF staff person.

Extending the Period of Performance

If a project cannot be completed within the approved period of performance, an extension request may be made by submission in Fluxx using the Extension Request Form, which is a tab in the Budget/Financial Workbook. Extension requests are submitted as "Amendments." The request should be received and approved prior to the project end date. The request must include the reason for the extension and the proposed revised end date. Extensions are fairly standard and typically will be approved as long as the project is making reasonable progress toward implementation within the eligible American Rescue Plan Act period.

Changing Staff in Fluxx

Reach out to your assigned Golden LEAF staff via email to request a change of your contact within Fluxx.

Other Changes to a Golden LEAF Project

Generally, minor project extensions and budget revisions can be approved by Golden LEAF staff. Requests for substantial changes to a project's scope of work and some significant extensions or budget revisions must be reviewed in a process that requires approval by the Golden LEAF Board. **Please contact your assigned Golden LEAF staff to discuss a proposed modification.**