

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 **March 17, 2024**. This document no longer includes guidelines related to Initial Requirements. See Guidelines for Grantees -- Initial Requirements document posted on our website if needed.

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. 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.

Electronic signatures are not accepted on any document.

Always be sure to use the **most recent** version of your Budget/Expense Form as the starting point for your next request or submission. The **most recent** version will be uploaded to your grant page under Request Documents ([where you first downloaded it](#)). Download the Excel Workbook from Fluxx to update and upload with your next request, amendment, disbursement, etc.

You will always receive an automated email confirming submission of a request, amendment, payment, etc. in Fluxx. If you do not receive a confirmation email, log back in and ensure that you have hit submit/save. If you have technical issues or are not able to submit, reach out to your Primary Staff or attend an office hour for assistance. Fluxx office hours are held daily (see [Grant Portal Resources](#) page).

Implementation

This document covers project implementation and reporting requirements. See links to shortcuts below.

[Procurement](#)

[Post-Disbursement Update](#)

[Project Modification](#)

[Release of Funds](#)

[Reporting](#)

[Post-Award Reporting](#)

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](#). See the table on the next page for details.

Form	Location
Budget/Financial Report Workbook	Most Recent Approved Item in Fluxx or the Approved Project Budget Requirement for your first.
Budget Modification Form (<u>within approved line items</u>)	Budget/Financial Report Workbook
Disbursement Request Form	Budget/Financial Report Workbook
Procurement Certification for Grantees	https://goldenleaf.org/food-distribution/resources/
Project Modification Request Form (<u>to change use of funds or project scope, which may require Board approval</u>)	https://goldenleaf.org/food-distribution/resources/
Extension Request Form	Budget/Financial Report Workbook
Submission Certification Form (same as Signed Certification Form)	Budget/Financial Report Workbook

Most Recent Budget/Expense Form

Click Active and scroll to Request Documents. Your Excel file will be loaded there.

The screenshot shows the Golden LEAF Foundation portal interface. On the left, a navigation menu is visible with categories like 'Declined Requests', 'GRANTS (4)', 'Active (4)', 'Closed', 'REPORTS (16)', and 'PAYMENTS (1)'. The 'Active' category is selected, and a red arrow points to the 'Request Documents' section. The main content area displays a list of documents under the heading 'Request Documents'. A document titled 'G-202304-07656_Terris_Mega_Fdn_FDAP_Grantee_Acknowledgement_and_Agreemen...' is highlighted with a red box. Below this, there are sections for 'Organization Documents' and 'Request Amendment'.

Process Overview

Now that your initial requirements are complete, the next steps are to complete procurement and draw down funds to implement your project and provide required reports. These guidelines provide an overview of each step in the process, although the order in which steps are completed may vary slightly.

Processes are linked within this document. Review the full document to familiarize yourself with the process.

Procurement Certification **must** always be completed **prior** to release of **any** funds toward an eligible expense in your project. Procurement Certification and release of funds may be requested at the same time ([see process](#)). You may complete Procurement Certification and wait to draw down funds.

Grantees are required to provide updates to Golden LEAF regarding implementation through interim reports. Golden LEAF may waive an interim report if a grantee has completed a procurement certification and/or requested disbursement of funds within a few weeks of a report’s due date. Grantees will be notified by email if their report is waived, which may occur after a Fluxx reminder email is sent. If a report has not been waived, it must be submitted by the due date.

Procurement	Requesting funds	Report on project progress	Close-out and post-award reporting
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Grantees may begin to incur costs as of the date of their award, however release of funds may not occur until initial requirements are all complete and procurement certification has been completed for the specified item. [See this table](#) for more information.

Release of Funds vs. Incurring Expenses

	Incurring Eligible Expenses	Release of Golden LEAF Funds Reimbursement/Advances
Definition	Spending grantee dollars on eligible expenses that have been procured. Grantees may pay for items up front and be reimbursed by Golden LEAF.	Transfer of funds from Golden LEAF to the grantee as an advance or reimbursement for eligible expenses.
Timeframe	May begin on the grantee’s award date and prior to completion of initial requirements or special conditions. Must be completed within the term of the grant.	As requested by grantee and following completion of process and requirements. Initial requirements and special conditions must be met prior to release of funds.
Requirements	Grantees must complete the procurement process following Golden LEAF requirements. Grantees are not required to submit the Procurement Certification or receive approval prior to incurring expenses, but it is recommended, especially for expenses of more than \$25,000. Grantee assumes any risk for expenses incurred for items that are found to be improperly procured.	Completion of Procurement Certification and documentation of expenses incurred or to be incurred (invoices, quotes, etc.) See other sections.
Process	No action required to notify Golden LEAF	Grantees submit a Request for Payment

	Incurring Eligible Expenses	Release of Golden LEAF Funds Reimbursement/Advances
	that expenses are incurred. Expenses incurred must be included on any required interim report (regardless of whether a reimbursement is requested).	through the Fluxx portal and follow the process outlined in this document.

Procurement

Grantees are required to follow procurement requirements, which are tailored state procurement requirements modified for the Golden LEAF Food Distribution Assistance Program. [Review the procurement guidelines and process posted on the Golden LEAF Food Distribution Assistance Program Resources page.](#)

The guidelines provide information and instruction for acquiring equipment and services. They apply to the acquisition of all equipment, materials, supplies, and services procured with funds awarded through the Golden LEAF Food Distribution Assistance Program, regardless of how much Golden LEAF funding is used for the item. Certain eligible items included in the Project Budget may not be subject to procurement, for example DMV fees for vehicles purchased using Golden LEAF funds are exempt from this process.

For each item to be purchased using Golden LEAF grant funds, organizations must submit a **separate Procurement Certification Form** (through the amendment/modification process). Please review the resources available on the [Golden LEAF website](#) for guidance on requesting an amendment/modification. Procurement certification must be submitted prior to release of Golden LEAF funds, i.e., grantees will demonstrate that they followed procurement processes to select a vendor before funds will be released.

Grantees may enter into contracts prior to Golden LEAF review of procurement certification.

STEP 1

Complete the procurement process outlined in the guidelines posted on the Golden LEAF website based on the cost of the item.

STEP 2

Enter into any purchase agreements (if applicable).

Golden LEAF review of procurement certification is **not** required prior to your organization entering into agreements with a vendor for the item.

Grantees will be responsible for contracts that were not properly procured.

STEP 3

Gather and organize appropriate documentation.

STEP 4

Select which applies to your organization. This may be different for each item.

I **need funds advanced** by Golden LEAF in order to

I **have funds available** to purchase the approved

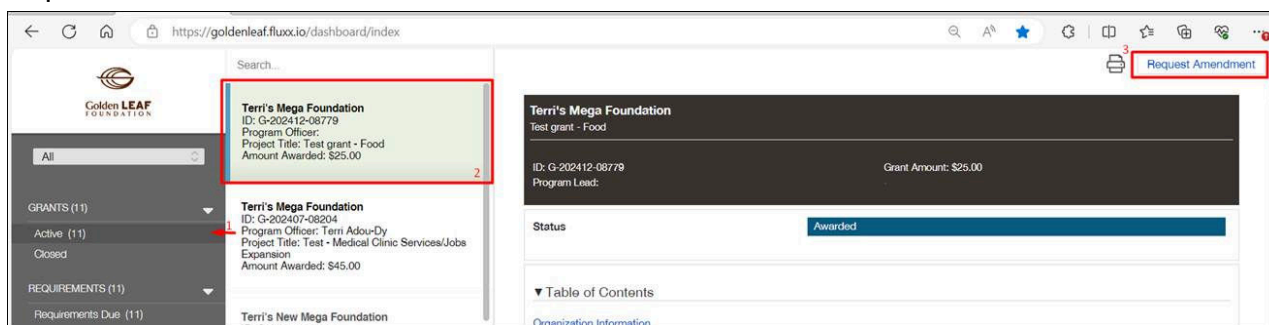
purchase the approved item(s).	item(s) and be reimbursed by Golden LEAF.
<ol style="list-style-type: none"> 1. Complete the Procurement Certification Submission process. See checklist. 2. Complete the Disbursement Request process and indicate the request is an advance. Multiple purchases at the same time should be combined into a single disbursement request. 	<ol style="list-style-type: none"> 1. Purchase the item(s).



STEP 5	
<p>-- After receipt of advanced funds --</p> <ol style="list-style-type: none"> 1. Purchase the item(s). 2. Complete the Post-Disbursement Update (if required). 	<ol style="list-style-type: none"> 1. Complete the Procurement Certification Submission process. See checklist. 2. Complete the Disbursement Request process and indicate the request is a reimbursement. Multiple purchases at the same time should be combined into a single disbursement request. <p>There is not a required timeframe to complete these steps, however an update on procurement and use of funds will be requested with interim reports if the report shows expenditures and a certification has not been submitted.</p>

Procurement Certification Submission

Download and complete the Procurement Certification Form from the [Golden LEAF website](#) and compile the required supporting documentation. [See checklist.](#) From the grant screen (see below), click Request Amendment, select the "Food Distribution - Procurement Certification" option. Upload the required documents to the request.



Multiple Items

Multiple items may be submitted at once, however each needs to be provided **as a separate amendment** (through the amendment/modification process in Fluxx). For example, purchase of a vehicle and freezer, should have a separate form submitted as a separate request. Item description and form reference number should align back to the numbers on the Project Budget Narrative.

Please review the resources available on the Golden LEAF website <https://goldenleaf.org/grantees/newportal/> for guidance on requesting an amendment/modification.

Timing with a Disbursement Request

A request for Procurement Certification may be submitted at the same time as a [Disbursement Request](#), however the Procurement Certification must be submitted through the Amendment process and follow the Procurement Certification requirements.

The Disbursement Request follows the payment process outlined later in this document. [See additional information about submitting requests at the same time.](#)

Use the same version of the Workbook uploaded with the Procurement Certification for the Disbursement Request. Golden LEAF staff will upload and attach the most recent approved version to use as the starting point for the next approved disbursement request.

[See detailed Procurement Certification checklist on the next page.](#)

Procurement Certification Checklist

#	Step
	The Procurement Certification Amendment must be completed in one sitting. The amendment will be submitted once you click save. If you submit too soon, or need to add additional documents, please contact your Primary Staff to send the amendment back to you for editing. Please do not submit multiple amendments for the same item.
1	Locate the most recent Budget/Financial workbook to use as the starting point for the request and download from Fluxx. If the version loaded there is prior to approval, check your most recent approved Procurement Certification or the Approved Project Budget requirement.
2	Download and complete the Procurement Certification Form from the Golden LEAF website . <ul style="list-style-type: none"> ● Ensure item number matches the reference number from the approved budget narrative. ● If the amount of quote from the selected vendor exceeds the amount budgeted, complete the narrative regarding the source of the remaining funds. ● Ensure the form is signed and dated.
3	Compile Supporting Documentation/Evidence of Procurement. The Procurement Certification Form outlines the required attachments that must be provided. Documentation may be merged into a single PDF with the Procurement Certification Form or uploaded in a single PDF as Evidence of Procurement. <u>Each of the items outlined below are required.</u> <p><u>Documentation of solicitation/outreach</u> to at least three vendors</p> <ul style="list-style-type: none"> ● For purchases of \$25,000 or less: screenshots from online providers

#	Step
	<ul style="list-style-type: none"> For purchases of more than \$25,000: emails documenting outreach or request for quotes to at least 3 vendors, regardless of whether the vendor is responsive. <p><u>Documentation of quotes/bids</u> May be fewer than three if a vendor that was solicited does not submit a responsive bid or if a quote that matches specifications is not available.</p> <p><u>Solicitation document</u> is required for purchases of more than \$25,000.</p>
4	<p>Upload items listed below to the Procurement Certification and click save. The amendment will be submitted. You will receive a confirmation email from Fluxx following a successful submission.</p> <ul style="list-style-type: none"> Financial Report Workbook Evidence of Procurement Procurement Certification Form

Financial Reports and Payment

Grantees are required to use the Golden LEAF Budget/Financial Workbook to document expenditure of funds for this project. Once the Project Budget is approved, it may not be altered without Golden LEAF approval. The Budget/Financial Workbook must be maintained in the original Excel format. Do not convert the format, upload to Google docs, copy to a new workbook, etc.

Financial Documentation

Golden LEAF is required to gather invoice documentation and evidence of payment from grantees for all expenses. Payment documentation includes canceled checks, ACH records, or bank statements.

Payment with Credit Card

For items purchased using a credit card, evidence of payment is the check or ACH information for the payment of the credit card statement or other documentation supporting payment of the credit card. Organizations will be required to provide a copy of the statement and the payment information.

Staffing

For allowable project-related staffing expenses, Golden LEAF will require a timesheet indicating the hours spent by the employee on the Golden LEAF funded project. The hours spent on this project must be clearly identified. Golden LEAF will also require a paystub that includes the total hours and hourly rate paid to the employee. For contract staffing, documentation would include the invoice in lieu of a timesheet. Documentation may vary by organization. Reach out to your Golden LEAF staff member for guidance.

Golden LEAF Expense Tracking

Tab 4 of the Budget/Financial Workbook is the running list of all invoices incurred for this grant. This Tab is updated by the grantee with each report or disbursement request. **Once an invoice has been added, it cannot be removed without approval of Golden LEAF staff.** See example of a completed report below.

Always ensure you are using the [most recent approved](#) version of the workbook as the starting point to add new expenses.

Expense tracking is required to be updated with each Disbursement Request, including for requests for an advance. See [Column Details table](#) for more on the information to be entered with each column.

						GOLDEN LEAF BUDGET (Record only those EXPENSES)			
						Distribution Assistance Program grant dollars			
						Construction or Renovation	Large Equipment	Small Equipment	Vel
Invoice date	Invoice number	Invoice amount	Vendor name	Item Reference Number (from Tab 3 and 3a)		\$1,849.00	\$89,091.07	\$3,815.85	
10/4/2023	A134	\$95,116.72	John's Resturant Equipment	2			\$51,515.34		
11/5/2023	559515	\$2,500.00	Bob's Building Supplies	3		\$1,849.00			
10/25/2023	G-123-A	\$5,500.00	Uline	4			\$4,950.00		
10/25/2023	G-123-A	\$5,500.00	Uline	5				\$450.00	
11/1/2023	99	\$10,750.00	Katom Resturant Supply	6			\$10,750.00		

Column Details

Excel Column	Field	Required for Advance?	Use
A	Invoice date	Yes	Used to match supporting documentation. Must match the date on the invoice. This column must be filled in for expenses that have been incurred and for invoices for which an advance is requested.
B	Invoice number	Yes	Used to match supporting documentation. Must match the number on the invoice. If there is no number on the invoice put n/a or list any other information that is used by the vendor to distinguish this order. This column must be filled in for expenses that have been incurred and for which an advance is requested.
C	Invoice amount	Yes	Used to match supporting documentation. Must match the amount on the invoice, regardless of how much will be charged to the grant. This column must be filled in for expenses that have been incurred and for which an advance is requested.
D	Vendor name	Yes	Used to match supporting documentation. Must match the name on the invoice. This column must be filled in for expenses that have been incurred and for which an advance is requested.

Excel Column	Field	Required for Advance?	Use
E	Item Reference Number	Yes	Used to track Golden LEAF expenses and verify procurement status. This column must be filled in for expenses that have been incurred and for which an advance is requested. If multiple items are included on one invoice, include multiple reference items in this column. See example for one invoice with multiple items.
F - K	Golden LEAF expenses	Yes	Enter the amount in the appropriate column(s) that will be charged to the grant. See example in sales tax section. This amount is typically less than the total invoice amount and would never be more than that amount. This column must also be filled in for expenses that have been incurred and for which an advance is requested.
Z	Golden LEAF expenses total	---	Auto-summing field to total the amount of the invoice to be reimbursed by Golden LEAF.
AA	Check # / Payment method	No	Used to match supporting documentation. Must match the actual check number or payment documentation. <u>This column should only be filled in if the expenses have been paid.</u>
AB	Payment date	No	Used to match supporting documentation. Must match the actual check number or payment documentation. <u>This column should only be filled in if the expenses have been paid.</u>
AC	Total Payment amount	No	Used to match supporting documentation. Must match the actual check number or payment documentation, regardless of how much will be reimbursed by Golden LEAF. <u>This column should only be filled in if the expenses have been paid.</u>
AD	Amount of payment funded by grant	No	Enter the amount in the appropriate column(s) that will be reimbursed by the grant. See example in sales tax section below. This amount should match the expenses charged to the grant for this invoice. If there is only a partial payment of an invoice, or other reason why the amount does not match the amount in column AC, add notes in the next column. <u>This column should only be filled in if the expenses have been paid.</u>

Excel Column	Field	Required for Advance?	Use
AE	Comments from Grantee	If any	Identify any unusual circumstances.
AF	Golden LEAF Review Notes	n/a	Used by Golden LEAF to track review.

Example Multiple Equipment/One Invoice

						GOLDEN LEAF BUDGET (Record only those EXPENSES v Distribution Assistance Program grant dollars will			
						Construction or Renovation	Large Equipment	Small Equipment	Vehicle
5						\$1,849.00	\$89,091.07	\$3,815.85	\$
6	Invoice date	Invoice number	Invoice amount	Vendor name	Item Reference Number (from Tab 3 and 3a)				
7	10/4/2023	A134	\$95,116.72	John's Resturant Equipment	2		\$51,515.34		
8	10/4/2023	A134	\$95,116.72	John's Resturant Equipment	3		\$1,664.20		
9	10/4/2023	A134	\$95,116.72	John's Resturant Equipment	4		\$17,096.69		
10	10/4/2023	A134	\$95,116.72	John's Resturant Equipment	5		\$7,791.24		
11	10/4/2023	A134	\$95,116.72	John's Resturant Equipment	6		\$10,773.36		
12									

Sales Tax

Golden LEAF grant funds may not be used for sales tax for which the Grantee is eligible to receive a refund. The example that follows shows how sales tax will be reflected in the invoice amount and payment amount, but excluded from Golden LEAF grant fund expenditures.

Column C	Column G	Column AC	Column AD
Invoice Amount	Large Equipment	Total Payment Amount	Amount of payment funded by grant
\$1,070.00	\$1,000.00	\$1,070.00	\$1,000

Requesting a Disbursement

Grantees are required to use the Golden LEAF Budget/Financial Workbook to document expenditure of funds for this project. Once the Project Budget is approved, it may not be altered without Golden LEAF approval. The Budget/Financial Workbook must be maintained in the original Excel format. Do not convert the format, upload to Google docs or copy to a new workbook. Funds may only be requested to reimburse costs incurred for items where [Procurement Certification](#) has been approved. A request for [Procurement Certification](#) may be submitted at the same time as a Disbursement Request, however the [Procurement Certification](#) must be submitted through the Amendment process and follow the [Procurement Certification](#) requirements.

[See the Grant Portal Resources page](#) for information on submitting a disbursement request in Fluxx.

A disbursement may not be requested until all initial requirements and special conditions are approved.

#	Step
1	Locate the most recent Budget/Financial workbook to use as the starting point for the request and download from Fluxx. If not available there, check your most recent approved Procurement Certification or the Approved Project Budget requirement.
2	Gather Golden LEAF Expense Documentation <ul style="list-style-type: none">• Invoice, quote, estimate, or receipt for the expense tied to this disbursement/payment request.• If expense has been paid, you may be asked to provide supporting evidence of payment, including a canceled check.
3	Complete Golden LEAF Expense Tracking Tab (see guidelines for more details)
4	Calculate Amount of Request and enter the amount on the Disbursement Request Form
5	Print, Sign, Scan the Submission Certification Form from the Budget/Expense Workbook after the Expense Tracking Tab has been updated. <u>Electronic signatures are not allowed.</u> The Submission Certification Form will show a Golden LEAF Expenditure amount that reflects both what has been incurred (ready to pay once funds are released) and amounts to be reimbursed entered on the expense tracking tab. The amounts on the signature page must match the amounts provided on the expense tracking tab (the tab must be filled out before the form is signed). Corrections or updates to the expense tracking tab will require an updated submission certification form.
6	Print, Sign, Scan the Disbursement Request Form <ul style="list-style-type: none">• Enter amount of request• Confirm no changes to your ACH information• Electronic signatures are not allowed.
7	Upload required documents to Fluxx

#	Step

Requesting a Disbursement and Submitting Procurement Certification at the Same Time

A disbursement may include advances or reimbursement for funds spent on multiple items. Procurement Certifications must be submitted separately.

Procurement Certification through the Amendment Process	Disbursement Request through the Payment Process
Item #1 Pallet Jack \$1,000	Advance of funds for Item #1 and #2 \$6,000
Item #2 Cargo Van \$35,000 (\$5,000 deposit required)	

Calculating the Amount to Request

Funds may only be released for specific, approved expenses that are incurred and ready to be paid or have been paid by the organization. Advanced funds must be used within 30 days of receipt. When calculating the amount to be requested, multiple invoices may be totaled into one disbursement request provided they meet the criteria of incurred/ready to be paid or paid/need to be reimbursed and procurement has been certified.

Requesting an Advance Payment

Advances may be requested to support payment of invoices. An advance must be tied to specific, approved expenses. Documentation in the form of a quote, estimate, or invoice is required. If payment is requested for a

downpayment or partial payment on a quote, documentation must be provided indicating the payment terms. A request for payment may be requested at the same time as procurement certification is submitted. Grantee will indicate if the request is an advance or combination advance and reimbursement on the Disbursement Request Form (Tab 6).

Generally, Golden LEAF limits the amount that may be requested as an advance to the amount needed by the grantee. In cases of a single large expense that cannot reasonably be broken up, the full amount may be requested as an advance.

Requesting a Reimbursement

Grantees may request reimbursement for costs incurred and paid at the same time as submitting a procurement certification. Generally, Golden LEAF will release up to 80 percent of the grant award as the project nears completion, provided reporting and other compliance has met expectations. The final 20 percent of the award will be released with the final close out report.

Post-Disbursement Update

Grantees that receive an advance will be required to submit a Post-Disbursement Update confirming the use of funds and providing payment information updated on the [Golden LEAF Expense Tracking](#) tab of the Budget/Financial Report workbook. Payment information should be added to the same row as the invoice (not created as a new row). Documentation of payment is also required.

Required Documents for a Post-Disbursement Update

1. Updated Budget/Expense Workbook including the payment information on the Expense Tracking tab
2. Signed submission certification form
3. Evidence of payment

Reporting

To view the requirements and schedule for reporting, refer to Section 36 of the Grantee Acknowledgement and Agreement in addition to the overview below. Please review the resources available on the Golden LEAF website <https://goldenleaf.org/grantees/newportal/> for guidance on accessing, completing and submitting reports.

Reporting Intervals - Implementation

The reporting period begins with the start date of the grant agreement. Golden LEAF generally requires interim reports every six months and a final report 30 days after your project's grant term or 30 days after you have expended the grant funds, whichever comes first. Golden LEAF may agree to modify this reporting schedule, including waiving reports if other information is available demonstrating satisfactory progress on project implementation (submission of Procurement Certifications or Disbursement Requests). You will receive email reminders for upcoming reports via Fluxx. [See this section for more details on interim report requirements.](#)

Close-Out

Grantees will submit a final report once all Golden LEAF funds have been expended. As part of this report, an equipment inventory will be completed. Golden LEAF will provide stickers which must be affixed to items

purchased using Golden LEAF Food Distribution Assistance Program funds. Additional information will be provided regarding this process in the coming weeks.

Reporting Intervals - Post-Award

All grantees will submit two post-award reports for their project. The interim post-award report is submitted four months following the close of the project and includes information from the preceding three months. The final post-award report is due seven months following the close of the project and includes information from the preceding six months.

Required Content for All Reports

With each report, the organization will provide an update on the status of the project and progress made towards each outcome. This includes an update on outreach activities, progress of procurement, and implementation of the project (installation of equipment, necessary upfits, etc).

The intent of reports is **not** to resubmit information that has been previously submitted. Reference the completed activities in the narrative sections but do **not** resubmit attachments or forms.

Submission Certification

A submission certification form is required for all reports and disbursement requests. The form is a tab on the Budget/Financial Workbook (1-Certification). The form requires a signature from at least two different individuals, including one Board member.

Electronic signatures, e.g., docusign, are not allowed, but scanned signatures are.

Submission Certification should be printed **after** Expense Tracking is updated. The Submission Certification form is automatically updated with the total from the Expense Tracking tab.

Documents

Attach information to describe your project and document your implementation progress. Attachments may include photographs, media reports, social media posts, links to videos, etc. [See this table for more details.](#) The intent of reports is **not** to resubmit information that has been previously submitted.

Site Visits

Golden LEAF may require a virtual or in person site visit in addition to your interim, final, or post-award reports. Your assigned Golden LEAF staff person will be in touch to schedule the visit and advise of the timeline and format required for your project.

Submitting Reports

Reports should be completed and submitted in Fluxx. Reports will undergo an initial review for completeness and a subsequent substantive review. Only complete reports are considered to be submitted on time. Reports may not be combined with any other action in Fluxx (Procurement Certification, Disbursement Request, etc.)

Summary of Food Distribution Assistance Program Reports

	Implementation	Post-Award
Frequency	Interim report due every six months (beginning from award date). These dates are already scheduled in Fluxx. Final close/out report due 30 days from completion of project (final expenditure of funds).	Interim due 4 months following project completion. Final report due 7 months following project completion.
Provide programmatic updates	Updates to the Activities field within Fluxx and evidence of other milestones reached.	Updates to the Activities field within Fluxx and evidence of other milestones reached.
Provide financial reporting	Complete the appropriate tabs of the Budget/Financial Workbook for all expenses incurred that will be reimbursed by Golden LEAF grant funds, regardless of whether a reimbursement request will be submitted along with the report.	n/a
Process	Completed and submitted via Fluxx.	Completed and submitted via Fluxx.

Interim Report Requirements

Please review the resources available on the [Golden LEAF website](#) for guidance on accessing, completing and submitting reports. Reports may not be combined with any other action in Fluxx (Procurement Certification, Disbursement Request, etc.)

The purpose of an Interim Report is to provide Golden LEAF an update on the progress of your project at a snapshot in time. The information requested is intended to reflect activity completed since the last report and any available preview for next steps. The intent of reports is **not** to resubmit information that has been previously submitted through a Procurement Certification or Disbursement Request. Grantees should reference the completed activities in the narrative sections but do **not** resubmit attachments or forms.

Section	Expectation
Narrative Information	Provide 3-5 sentences in response to the two questions regarding activities and lessons learned. If there have been no changes in the Board or staff, write n/a.
Outcomes	Provide the monthly total from your most recently completed monthly report to the food bank or internal tracking report (for potential new partner agencies). For example, if your interim report is due in April, provide the March report (if available) or the February report. <ul style="list-style-type: none"> Actual is the number of households from that report (be sure count the same program areas as your baseline data)

Section	Expectation
	<ul style="list-style-type: none"> • Date reported from is the first day of the month the report covers (for example, March 1, 2024) • Date reported to is the last day of the month the report covers (for example, March 31, 2024) <p>If no expanded food distribution work has been conducted, enter 0, date reported from as your award date, and date reported to as the date the report is submitted.</p>
Project Activities	For each activity, enter the date completed (if applicable) and a status. If the activity is upcoming, enter information confirming the timeline is on track.

This table outlines the documents outlined in the report. Only some of the documents are required for submission. [See the Grant Portal Resources information](#) for more details on how to submit via Fluxx.

Document	Required?	Notes/Details
Invoice copies	No	May be requested by your Primary Staff after their review if the expenses haven't yet been submitted for a disbursement request or procurement certification.
Evidence of payments made	No	May be requested by your Primary Staff after their review if the expenses haven't yet been submitted for a disbursement request or procurement certification.
Financial report workbook	Yes	Use the most recent version available to you. The workbook must be updated to reflect expenses incurred/paid, even if a disbursement is not requested. See Golden LEAF expense tracking . This document must be uploaded for a report to be submitted in Fluxx.
Supporting documentation for outcomes	Yes	Upload the Food Bank or internal report referenced in the activities section. If you have entered zero, no document is required.
Supporting documentation for activities	If available	Any other evidence of project progress may be submitted as Supporting documentation for activities, Supporting documents, or Other. This includes: <ul style="list-style-type: none"> • Photos of project progress • Solicitation document that has been sent but not yet responded to by bidders • Minutes from Board meetings • Any other updates relevant to demonstrating progress with project implementation
Supporting documents	If available	See "Supporting documentation for activities"
Signed Certification Form	Yes	A submission certification form is required for all reports and disbursement requests. The form is a tab on the

Document	Required?	Notes/Details
		<p>Budget/Financial Workbook (1-Certification). The form requires a signature from at least two different individuals, including one Board member. Electronic signatures, e.g., docusign, are not allowed, but scanned signatures are.</p> <p>Submission Certification should be printed after Expense Tracking is updated. The Submission Certification form is automatically updated with the total from the Expense Tracking tab.</p>
Other (photos, approved minutes, etc.)	If available	See "Supporting documentation for activities"

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.

Changing Address

Reach out to your assigned Golden LEAF staff via email to notify them of a change in your address and work with them to update the information in Fluxx. You may also be asked to provide an updated lease or ownership document if you will be modifying the new space to implement the project or affixing equipment purchased with grant funds to the new space.

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.**

After Project Completion

Recordkeeping

Grantees are required to maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for the project in such a manner so as to identify and document clearly the activities and outcomes of the project and the expenditure of Golden LEAF grant funds. Grantees must maintain financial records regarding Golden LEAF's grant in such a way that they can be reported separately from monetary contributions or other revenue sources. Grantees must retain all financial and programmatic records, supporting documents, and all other pertinent records related to the project funded for a period of five (5) years from the submission of the final project report and maintain records for equipment acquired with Golden LEAF grant funds for three years after final disposition. Grantee acknowledges that the required retention period may be extended by Golden LEAF. See Section 37 of the Golden LEAF grantee agreement for more details.

Disposition

Grantees are required to use equipment purchased with Golden LEAF grant funds, and buildings and property improved with Golden LEAF grant funds, for purposes consistent with the purpose of the grant for the useful life of the equipment or improvements. Grantees may sell or trade in equipment or improvements prior to the end of their useful life and use the proceeds to offset the cost of replacement equipment or improvements that will continue to be used for purposes consistent with the purpose of the grant. If a grantee ceases to use the equipment or improved property for purposes consistent with the purpose of the grant prior to the end of their useful life, the grantee may transfer the equipment or improved property to a North Carolina governmental entity or a North Carolina organization recognized as an organization described under Section 501(c)(3) of the Internal Revenue Code that will continue to use the equipment or improved property for purposes consistent with the purpose of the grant. If a grantee wishes to follow another process for disposition of equipment or improved property, the Grantee must first request and receive written approval from Golden LEAF. The Grantee must document and retain records evidencing its disposition of equipment or improved property in accordance with the terms and conditions of this Agreement. See Section 30 of the Golden LEAF grantee agreement for more details.