

Golden LEAF Foundation Hurricane Helene Relief Initiative

Guidelines for Grantees

This document provides guidance on administration of Golden LEAF Foundation Hurricane Helene Relief Initiative projects from award to closeout. This document is current as of **November 4, 2024**.

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

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.

Use Most Recent Comprehensive Reporting Workbook

Always be sure to use the **most recent** version of your Comprehensive Reporting Workbook as the starting point for your next request or submission. The **most recent** version will be uploaded in Fluxx to your grant page under Request Documents ([where you first downloaded it](#)).

This is a unique form for Hurricane Helene Relief Initiative Grantees.

Confirm Your Submission was Submitted in Fluxx

You will always receive an automated email confirming submission of a post-disbursement update/report, payment request, etc. in Fluxx. If you do not receive a confirmation email, log back in and ensure that you have hit the submit/save button. If you have technical issues or are not able to submit, reach out to Golden LEAF or attend an office hour for assistance. Fluxx office hours are held most days (see [Grant Portal Resources](#) page).

Where Do I Find

Forms referenced throughout this document and required for this initiative are available in the Comprehensive Reporting Workbook (scroll the tabs at the bottom). Use only the documents described (do not download other forms from the Golden LEAF website).

| Document/Form | Location |
|---|--|
| Grantee Acknowledgement and Agreement | From your Fluxx portal, see below. |
| Comprehensive Reporting Workbook | In Fluxx, Grant, Request Documents (see example) |
| Disbursement Request Form | Tab 4 in the Comprehensive Reporting Workbook |
| Submission Certification Form (same as Signed Certification Form) | Tab 1 in the Comprehensive Reporting Workbook |

Grantee Acknowledgment and Agreement

Click Active and scroll to Request Documents. Your Grantee Acknowledgement and Agreement will be loaded there. This is also where you will locate your Comprehensive Reporting Workbook.

The screenshot shows the Golden LEAF portal interface. On the left is a navigation menu with categories: INFORMATION, ORGANIZATIONS (3), PEOPLE (1), REQUESTS (9), GRANTS (4), and REQUIREMENTS (38). The 'GRANTS (4)' section is expanded, and the 'Active (4)' sub-section is selected, indicated by a red arrow. The main content area displays a list of grants for 'Terri's Mega Foundation'. The top grant is highlighted with a red box: ID: G-202303-07360, Program Officer: [redacted], Project Title: Terri's test app - grantee training, Amount Awarded: \$100,000.00. Below it are two other grants for 'Terri's New Mega Foundation'. The right-hand side of the screen shows a list of documents under the heading 'Request Documents'. The first two items are highlighted with a red box: '7360_Terris Mega Fdn_Grantee_Acknowledgment_and_Agreement.pdf' (Foundation File to Grantee, Added by Terri Adou-Dy at 11:05 AM on June 17, 2024) and '7360_Terris Mega Fdn_financial_workbook_04162024.xlsx' (Foundation File to Grantee, Added by Terri Adou-Dy at 11:05 AM on June 17, 2024). Other documents include 'test workbook 1.xlsx', 'Test doc 2.docx', and 'Test doc 2.docx'.

Most Recent Comprehensive Reporting Workbook

Click Active and scroll to Request Documents. Your Excel file will be loaded there. This is also where you will locate your Grantee Acknowledgement and Agreement.

This screenshot is identical to the one above, showing the Golden LEAF portal interface. It highlights the 'Active' grants section and the 'Request Documents' list, specifically pointing to the '7360_Terris Mega Fdn_financial_workbook_04162024.xlsx' file. The interface elements, including the navigation menu, grant list, and document list, are the same as in the previous image.

Comprehensive Reporting Workbook Overview

| Tab | Use |
|--------------------------------|--|
| 1-Certification | Form to be printed, signed, and uploaded as required. |
| 2-Project Budget | Overview of project budget. Locked and updated by Golden LEAF only. |
| 3-Golden LEAF Expense tracking | Updated by grantee as required for financial reporting . |
| 4-Disbursement Request | Form to be printed, signed, and uploaded as required. |
| 5-Progress Overview | Short-answer questions updated by grantee with each payment request. |
| 6-Outcomes | Data gathered by grantee and reported with payment requests. |

Process Overview

After completing Initial Requirements, Hurricane Helene Relief Initiative grantees will be able to request an advance of up to 30 percent of their award. Grantees will report on the use of funds, progress, and outcomes every sixty days or with a subsequent request for funds, whichever comes first.

If a grantee submits a request for funds within sixty days of an earlier request, the Post-Disbursement Update/report is rescheduled for sixty days after that subsequent request.

All reports will be shown in Fluxx as a "Post-Disbursement Update." All reporting and requests will be done through Fluxx and within the Comprehensive Reporting Workbook, which will be uploaded to Fluxx.

Initial Requirements

1. Read your Golden LEAF Grantee Acknowledgement and Agreement

Review the Purpose of the Grant to ensure it aligns with your expectations and to identify any limitations on the uses of funds, etc. The document is located in Active Grants, Request Documents. [Please scroll to the heading that reads Request Documents to access.](#)

2. Review the Comprehensive Reporting Workbook

Golden LEAF uses a Comprehensive Reporting Workbook provided to each grantee. **This workbook must always remain in Excel format to ensure the formulas remain intact. Do not convert to Google Docs, copy to a new workbook, etc.** The document is also located in Active Grants, Request Documents.

A draft has been provided in Fluxx. Please review the Project Budget and Outcomes tabs to ensure alignment with expectations. Grantee will update the Progress Overview tab with each post-disbursement update/report or request for funds (no updates required for initial requirements).

Initial Requirements Checklist

Upload ONLY the corresponding document to each requirement.

Requirement - Other

- Comprehensive Reporting Workbook (will be noted in Requirements Notes) in Excel

- Review 2-Project Budget
- Review 6-Outcomes

Requirement - Grant Management Workshop Verification

- Upload form provided following the workshop

Requirement - Signed Grantee Acknowledgement and Agreement

- Upload signed PDF of the full document. Electronic signatures are not allowable.

Requirement - Other

- If applicable, the requirement will be noted in the Requirements Notes. Grantees that do not complete an IRS 990 and haven't previously provided prior year audited financial statements will submit those as an initial requirement.

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.

Financial Reports and Payment

Grantees are required to use the Golden LEAF Comprehensive Reporting Workbook to document expenditure of funds for this project. The Comprehensive Reporting 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 requires invoice documentation and, in some cases, evidence of payment from grantees for 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. The hours spent on this work 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 Golden LEAF staff for guidance.

Limitations

Funds used for home repair must be used to make repairs to homes owned by the survivor or a nonprofit.
Funds used for rental assistance or temporary hotel stays may only be used in North Carolina.

Golden LEAF Expense Tracking

The Golden LEAF Expense Tracking tab in the Comprehensive Reporting Workbook is the running list of all invoices incurred for this grant that have been paid using Golden LEAF grant funds. Invoice detail is not required for invoices fully supported by other sources. This Tab is updated by the grantee with each disbursement request. **Once an invoice has been added, it cannot be removed without approval of Golden LEAF staff.** See example of a completed tab on the next page.

Always ensure you are using the [most recent approved](#) version of the workbook as the starting point. Expense tracking is required to be updated with each Disbursement Request. See [Column Details table](#) for more on the information to be entered with each column.

| | | | | | | | | | | | | | |
|----|--------------|----------------|----------------|---------------|--|------------------|--------------------|--------------------|-------------------------------|-----------------|-------------------|--------|----------------|
| 3 | | | | | GOLDEN LEAF BUDGET (Record only those EXPENSES within approved line items toward which Golden LEAF grant dollars will be applied.) | | | | | | | | |
| 4 | | | | | Home Repair | Tools, Equipment | Housing Assistance | Utility Assistance | Replacement Personal Property | Case Management | Volunteer Support | Other | Total Expended |
| 5 | | | | | \$1,000.00 | \$105.98 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$0.00 | \$0.00 | \$2,305.98 |
| 6 | Invoice date | Invoice number | Invoice amount | Vendor name | | | | | | | | | |
| 14 | 11/1/2024 | n/a | \$105.98 | Example-Mart | | \$105.98 | | | | | | | \$105.98 |
| 15 | 11/2/2024 | 5543460 | \$1,000.00 | Home Example | \$1,000.00 | | | | | | | | \$1,000.00 |
| 16 | 11/3/2024 | CRG-4540 | \$1,200.00 | Employee Name | | | | | | \$1,200.00 | | | \$1,200.00 |
| 17 | | | | | | | | | | | | | \$0.00 |
| 18 | | | | | | | | | | | | | \$0.00 |

| | | | | | | | |
|---|--------|----------------|---------------|-----------------------------|--------------|----------------------|----|
| which Golden LEAF grant dollars will be applied.) | | | | Grantee payments to vendors | | | |
| Volunteer Support | Other | Total Expended | Award Balance | Check # / Payment method | Payment date | Total payment amount | Co |
| \$0.00 | \$0.00 | \$2,305.98 | \$97,694.02 | | | | |
| | | \$105.98 | | 5521 | 11/1/2024 | \$105.98 | |
| | | \$1,000.00 | | 5522 | 11/2/2024 | \$1,000.00 | |
| | | \$1,200.00 | | 5520 | 11/3/2024 | \$1,200.00 | |
| | | \$0.00 | | | | | |
| | | \$0.00 | | | | | |

Column Details

| Excel Column | Field | Use |
|--------------|----------------------------|--|
| A | Invoice date | Used to match supporting documentation. Must match the date on the invoice or receipt. All expenses must be incurred after your award date and prior to the end date. |
| B | Invoice number | 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. |
| C | Invoice amount | Used to match supporting documentation. Must match the total amount on the invoice, regardless of how much will be charged to the grant. |
| D | Vendor name | Used to match supporting documentation. Must match the name on the invoice. |
| F - K | Golden LEAF expenses | Enter the amount in the appropriate column(s) that will be charged to the grant. This amount may be less than the total invoice amount and would never be more than that amount. |
| Z | Golden LEAF expenses total | Auto-summing field to total the amount of the invoice to be paid by Golden LEAF. |
| AA | Award Balance | Column will be blank except for row 6. |
| AB | Check # / Payment method | Used to match supporting documentation. Must match the actual check number or payment documentation. For payments made with a credit card, this is the check or ACH information for payment of the card. |

| Excel Column | Field | Use |
|--------------|--------------------------|---|
| AC | Payment date | Used to match supporting documentation. Must match the actual check date or payment documentation. |
| AE | Total Payment amount | Used to match supporting documentation. Must match the actual check amount or payment documentation, regardless of how much will be reimbursed by Golden LEAF. |
| AF | Comments from Grantee | Provide information about the expense that might be helpful that isn't clear from the invoice. For example, this may include a case reference number for survivor assistance. |
| AE | Golden LEAF Review Notes | Used by Golden LEAF to track review. |

Example Multiple Categories/One Invoice

Each invoice should only be entered once. If the invoice includes items in multiple categories, allocate the amounts under each column.

| | | | | GOLDEN LEAF BUDGET (Record only those EXPENSES within approved line items toward which Golden LEAF grant dollars will be applied.) | | | | | | | | | Grantee payments to vendors | | | |
|----|--------------|----------------|----------------|--|------------------|--------------------|--------------------|-------------------------------|-----------------|-------------------|--------|----------------|-----------------------------|--------------------------|--------------|----------------------|
| | | | | Home Repair | Tools, Equipment | Housing Assistance | Utility Assistance | Replacement Personal Property | Case Management | Volunteer Support | Other | Total Expended | Award Balance | Check # / Payment method | Payment date | Total payment amount |
| 22 | Invoice date | Invoice number | Invoice amount | \$1,000.00 | \$455.98 | \$0.00 | \$0.00 | \$2,150.00 | \$1,200.00 | \$0.00 | \$0.00 | \$4,805.98 | \$95,194.02 | | | |
| 23 | 11/5/2024 | n/a | \$2,500.00 | | Example-Mart | | | \$2,150.00 | | | | \$2,500.00 | | | | |
| 24 | | | | | | | | | | | | \$0.00 | | | | |
| | | | | | | | | | | | | \$0.00 | | | | |

Sales Tax

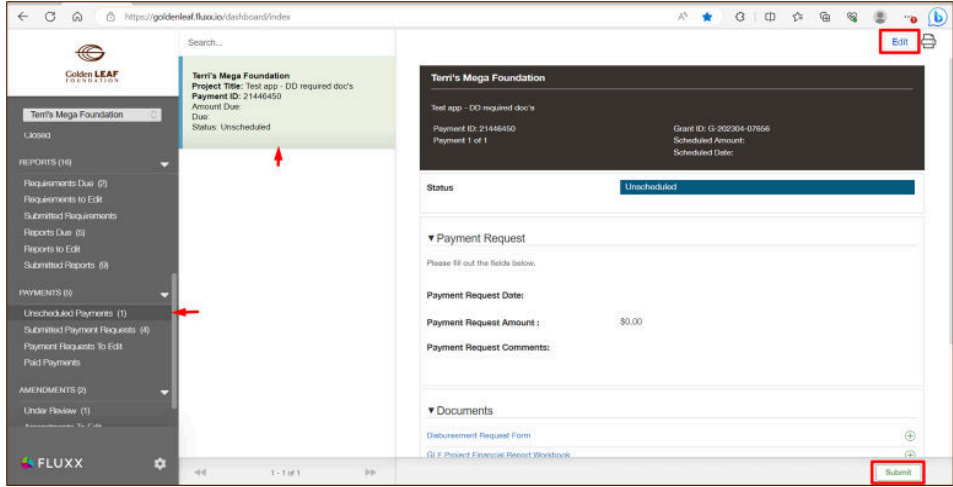
Golden LEAF grant funds may be used for sales tax for which the Grantee is eligible to receive a refund provided the sales tax reimbursement received by the grantee is used towards the same purpose as grant funds. Most goods and services procured by grantees in this program are eligible for sales tax reimbursement with the exception of vehicles that are charged Highway Use Tax. According to the [N.C. Department of Revenue](#), North Carolina Highway Use Tax (sales tax paid on vehicles) is not reimbursable to nonprofits.

Requesting a Disbursement

Grantees are required to use the Comprehensive Reporting Workbook to document expenditure of funds for this project. The Workbook must be maintained in the original Excel format. Do not convert the format, upload to Google docs or copy to a new workbook.

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

| # | Step |
|---|---|
| 1 | Locate the most recent Comprehensive Reporting Workbook to use as the starting point for the request and download from Fluxx. |
| 2 | Gather invoices, receipts, other documentation of expenses to be reimbursed by this grant. (Not required for the first advance.) |
| 3 | Complete Golden LEAF Expense Tracking Tab (see guidelines for more details) |

| # | Step |
|---|---|
| 4 | <p>Calculate Amount of Request and enter the amount on the Disbursement Request Form. Print, Sign, Scan the Disbursement Request Form</p> <ul style="list-style-type: none"> • Enter amount of request • Confirm no changes to your ACH information • Electronic signatures are not allowed. |
| 5 | Update the Progress Overview and Outcomes tabs of the Comprehensive Reporting Workbook. (Not required for the first advance). |
| 6 | Print, Sign, Scan the Submission Certification Form from the Comprehensive Reporting Workbook after the Expense Tracking Tab has been updated. <u>Electronic signatures are not allowed.</u> |
| 7 | <p>Upload required documents to Fluxx (under Unscheduled Payments)</p> <ul style="list-style-type: none"> • Comprehensive Reporting Workbook (in Excel) • Copies of invoices not previously submitted • Disbursement Request Form • Submission Certification Form |
| |  |

Calculating the Amount to Request

Grantees may be advanced up to 30 percent of their grant award at one time. Grantees may be reimbursed additional actual costs incurred. For example, if a grantee was released \$30,000 as an advance, but spent \$35,000 on eligible expenses, a grantee can request a subsequent disbursement of \$35,000 as both a reimbursement for the \$5,000 spent and an additional advance of \$30,000. Unless otherwise approved, Golden LEAF will pay the final 10 percent of the grant as a reimbursement after Golden LEAF has approved the grantee’s final post-disbursement update/report.

Reporting

Reporting requirements for Hurricane Helene Relief Initiative grantees are tied to requests for funds. With each request for funds, grantees will provide an update on the expenses, progress overview, and outcomes tabs.

Post-Disbursement Update/Report

Grantees will be required to submit a report (called a Post-Disbursement Update in Fluxx) every sixty days. If a grantee submits a request for funds before that report is due, the report date is reset for sixty days following the release of funds. A final Post-Disbursement Update/report is due 60 days after the end date of the grant or 60 days after the final expenditure of grant funds, whichever comes first.

1. Updated Comprehensive Reporting Workbook
 - Use the [most recent version](#) as the starting point to add payment information.
 - Update Progress Overview and Outcomes tabs.
2. Signed submission certification form
 - MUST be updated; cannot re-use the form from the disbursement request
3. Invoice/payment documentation for expenses incurred and not previously reported

Changes to a Project

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.

Changing Staff in Fluxx

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

Changing Mailing Address

Reach out to Golden LEAF staff via email to notify them of a change in your address and work with them to update the information in 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 Golden LEAF staff to discuss a proposed modification prior to spending any funds towards that purpose.**

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 post-disbursement update/report. Grantee acknowledges that the required retention period may be extended by Golden LEAF. See Section 17 of the Golden LEAF grantee agreement for more details.

Disposition of Equipment

If equipment purchased by the Grantee using Golden LEAF funds is no longer needed or used for the project funded, the Grantee may retain the equipment for use in providing disaster relief in North Carolina or donate the equipment 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. If making such a donation, the Grantee must comply with statutory or regulatory requirements that apply to the Grantee, must use reasonable efforts to ensure that the equipment is used for disaster relief in North Carolina, and must document and retain records evidencing the donation in accordance with the terms and condition of this Agreement. See Section 11 of the Golden LEAF grantee agreement for more details.