

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 **August 6, 2024**. Areas highlighted in purple reflect updates since the last version.

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.

Use Most Recent Budget/Expense Form

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.

Confirm Your Submission was Submitted in Fluxx

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 most days (see [Grant Portal Resources](#) page).

Implementation

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

[Procurement](#)

[Reporting](#)

[Stickers](#)

[Release of Funds](#)

[Project Modification](#)

[Purchase Confirmation](#)

[Post-Disbursement Update](#)

[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](#). Use only the documents described or linked in this document.

Form	Location
Budget/Financial Report Workbook	In Fluxx, Grant, Request Documents (see example)
Budget Revision Form (<u>within approved line items</u>)	Budget/Financial Report Workbook (Tab 7)
Disbursement Request Form	Budget/Financial Report Workbook (Tab 6)
Procurement Certification for Grantees	https://goldenleaf.org/food-distribution/resources/
Purchase Confirmation Form	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 (Tab 8)
Sticker Request Form	https://goldenleaf.org/food-distribution/resources/
Submission Certification Form (same as Signed Certification Form)	Budget/Financial Report Workbook (Tab 1)

Most Recent Budget/Expense Form

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

The screenshot displays the Golden LEAF Foundation portal interface. On the left, a navigation menu shows the 'Active (4)' status selected. The main content area shows details for a grant from Terri's Mega Foundation, including the ID G-202304-07656 and the project title 'Food Distribution Assistance Program'. A red arrow points to the 'Active' status in the menu. On the right, the 'Request Documents' section is highlighted with a red box, showing a document titled 'G-202304-07656_Terris_Mega_Fdn_FDAP_Grantee_Acknowledgement_and_Agreemen...' added by Terri Adou-Dy on August 24, 2023. Below this, the 'Organization Documents' section lists several test documents.

Budget/Financial Workbook Overview

Tab	Use
Contents-Submission Checklist	For information only.
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 - Budget narrative	Updated by grantee at initial requirements and after major modifications. Locked once approved. Updated by Golden LEAF following approved budget revision.
3a - Procurement Status	Overview of procurement. Locked and updated by Golden LEAF only.
4 - Golden LEAF Expense tracking	Updated by grantee as required for financial reporting .
4a - Golden LEAF Disbursements	Locked and updated by Golden LEAF only.
5 - Project Financial Report	Updated by grantees with multiple funding sources only.
6 - Disbursement request	Form to be printed, signed, and uploaded as required.
7 - Budget revision request form	Form to be printed, signed, and uploaded as required.
8 - Extension request form	Form to be printed, signed, and uploaded as required.

*Versions of the workbook for August 2023 grantees may have slightly different tab names, however uses are consistent for all grantees in this program.

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 by submitting both a Procurement Certification amendment and a request for payment by following each separate process ([see process](#)). You may also 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.

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.

After an item funded with Golden LEAF grant funds is **received**, you will request a sticker through the process outlined in this document. All items purchased with Golden LEAF grant funds must be affixed with a sticker unless specifically exempted. Grantees submit the Purchase Documentation form for the item, which will include pictures of the item at the organization’s location and of the sticker on the item. Completion of all these steps is required as part of the final report/financial close out. Following the completion of the purchase of all items for which Golden LEAF funds were provided and the financial close out, Grantees will provide two post-award reports on outcomes at set intervals to report on the outcomes established for the project.

Grantees who received advanced funds are required to complete a [post-disbursement update](#) documenting the use of the funds prior to submitting for their next disbursement. Purchase confirmations are required once an item has been received (which may follow use of the funds). Grantees are not required to submit the [purchase confirmation](#) for a use of funds prior to requesting a next disbursement.

Golden LEAF staff will finalize all documentation and conduct a site visit to close out a project. A grant is considered closed once all post-award reports are complete.

Put another way, for **each item** funded by Golden LEAF grant funds:

- [Procurement](#)
- [Requesting funds](#)
- [Requesting a sticker](#)
- [Purchase confirmation](#)

Each grantee will also [report on project progress](#) and complete [close out and post-award reporting](#).

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.

	Incurring Eligible Expenses	Release of Golden LEAF Funds Reimbursement/Advances
Requirements	<p>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.</p> <p>Grantee assumes any risk for expenses incurred for items that are found to be improperly procured.</p>	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 that expenses are incurred. Expenses incurred must be included on any required interim report (regardless of whether a reimbursement is requested).	Grantees submit a Request for Payment 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 process).

Please review the resources available on the [Golden LEAF website](#) for guidance on requesting an amendment. 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.

Please carefully review the guidelines included on the Procurement Certification Form.

Selection of Vendors

If you are **not** selecting the lowest cost vendor, ensure your summary and supporting documentation provide justification aligned with the guidelines in the Procurement Certification Form. For purchases of more than \$25,000 the specifications document must include the evaluation criteria used.

For purchases of less than \$25,000, please provide reasonable justification for selection of the vendor. Examples include overall savings with reduced cost of shipping with use of single vendor, compatibility with existing equipment, availability of the item (e.g., if the item is backordered at other lower cost vendors). Justification must also be documented (screenshot from website showing backorder, documentation of shipping comparison, etc.)

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

STEP 1

Complete the procurement process outlined in the [procurement guidelines](#) 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. 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 purchase the approved item(s).

I **have funds available** to purchase the approved item(s) and be reimbursed by Golden LEAF.

1. Complete the [Procurement Certification](#) process.
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.**

1. Purchase the item(s).



STEP 5

- After receipt of advanced funds --
1. Purchase the item(s) within 30 days.
 2. Complete the [Post-Disbursement Update](#).

1. Complete the [Procurement Certification](#) process.
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.**

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.

STEP 6

[Request a sticker](#) to affix to the purchased item(s) following the process outlined.

STEP 7

Submit a [Purchase Confirmation](#) for the purchased item(s) following the process outlined.

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. Multiple quantities of the same item (e.g., multiple units of the same shelving) should be submitted on one form.

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

Type (example)	Procurement Certification	Sticker Request Form	Purchase Confirmation
Multiple Quantities of the Same Item (six shelving units)	One form	Six forms	One form
Separate Items (fridge and freezer)	Two forms	Two forms	Two forms

Timing with a Disbursement Request

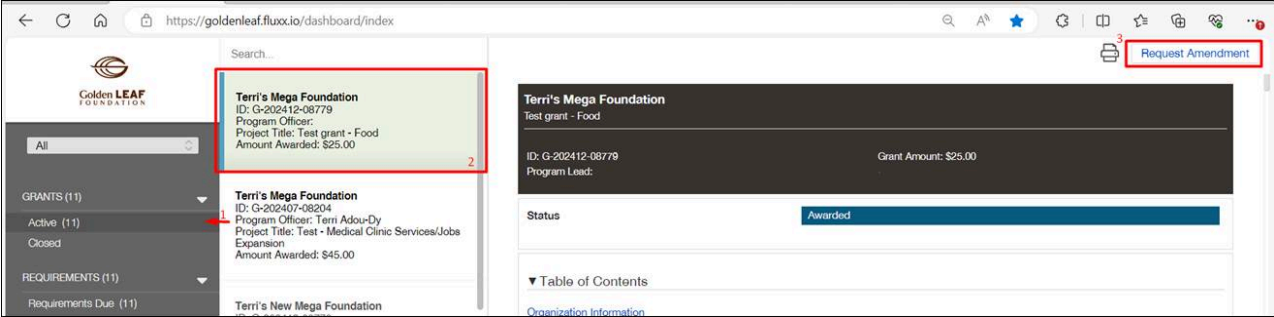
A request for Procurement Certification may be submitted at the same time as a [Disbursement Request](#), however the Procurement Certification must be submitted through the Amendment process and follow the Procurement Certification requirements.

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.

Procurement Certification Checklist

#	Step
	<p>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.</p>
1	<p>Locate the most recent Budget/Financial workbook to use as the starting point for the request and download from Fluxx. Information requested on the Procurement Certification Form must match the approved Budget/Financial workbook.</p>
2	<p>Download and complete the Procurement Certification Form from the Golden LEAF website.</p> <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. <ul style="list-style-type: none"> ○ If the amount of quote is in excess of the amount of Golden LEAF funds available, and you have funds remaining in another line item, a budget revision must be submitted along with the procurement certification. See additional guidance. ● Ensure the form is signed and dated. Electronic signatures not allowable.
3	<p>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> <p><u>For Purchases of \$25,000 or less</u></p> <ul style="list-style-type: none"> ● Quote documentation (screenshots from online vendors, etc.) ● Procurement Certification Form <p><u>For Purchases of More than \$25,000</u></p> <ul style="list-style-type: none"> ● Documentation of solicitation/outreach to at least three vendors. Emails documenting outreach or request for quotes to at least 3 vendors, regardless of whether the vendor is responsive ● Documentation of quotes/bids. 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 ● Solicitation document ● Procurement Certification Form
4	<p>From the grant screen (see below), click Request Amendment, select the "Food Distribution - Procurement Certification" option. Upload the required documents to the request.</p>

#	Step
	 <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 ● Supporting Documentation/Evidence of Procurement ● Procurement Certification Form

Stickers

Grantees must request a sticker using the form linked on the [Resources page](#) once an item has been received.

One Sticker Per Unit

A sticker form must be submitted for each quantity of each item. For example, if Item 2 on your budget/financial workbook is shelving, and you purchased four shelving units, you would submit four sticker forms (one for each unit).

Type (example)	Procurement Certification	Sticker Request Form	Purchase Confirmation
Multiple Quantities of the Same Item (six shelving units)	One form	Six forms	One form
Separate Items (fridge and freezer)	Two forms	Two forms	Two forms

Exceptions

Stickers are not required for construction/capital expenses, installation, grant administration, or other expenses for which there is not a physical item. To the extent possible, stickers will be affixed to a freezer blanket (tag, or other means). If you believe an item would be impractical to label with a sticker, please contact Golden LEAF for guidance.

Purchase Confirmation

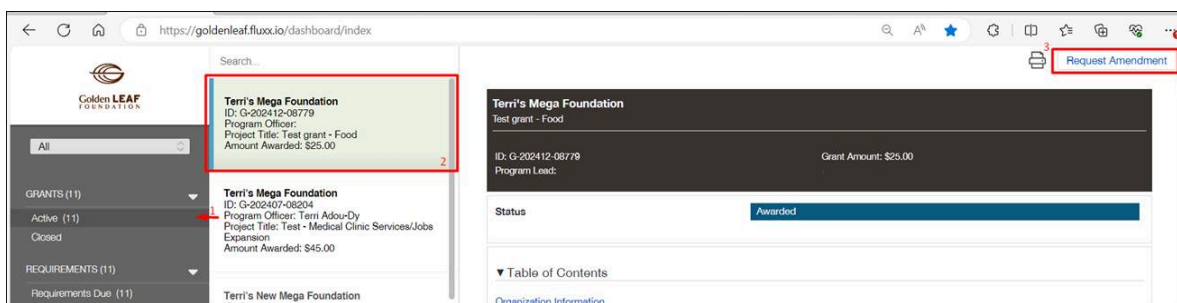
Golden LEAF is required to collect photos from grantees documenting how those funds were used, including purchase of equipment and completion of construction. See guidelines for photos on the form.

Grantees will download and complete the [Purchase Confirmation form](#) once a sticker has been affixed to the item purchased with grant funds (if applicable, not all items will require stickers). A form is required for each item/reference number (NOT each quantity).

Type (example)	Procurement Certification	Sticker Request Form	Purchase Confirmation
Multiple Quantities of the Same Item (six shelving units)	One form	Six forms	One form
Separate Items (fridge and freezer)	Two forms	Two forms	Two forms

A form is required for **all** items, including those exempted from the sticker process, and is required as part of project close out. For items that do not have stickers, grantees will identify how items purchased with grant funds will be tracked and provide other information regarding completion (Certificate of Occupancy, etc.).

From the grant screen (see below), click Request Amendment, select the "Food Distribution - Purchase Confirmation" option. Upload the required documents to the request.



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 that have been or will be 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 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 an advance.
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.

Excel Column	Field	Required for Advance?	Use
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.
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. If this amount is adjusted, see information regarding correction during a post-disbursement update.
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

Excel Column	Field	Required for Advance?	Use
			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>
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
						\$1,849.00	\$89,091.07	\$3,815.85	\$
	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. 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 and therefore may be reimbursed by Food Distribution Assistance Program grant funds. If you believe your organization will not be able to seek reimbursement for a tax paid on an item purchased using these grant funds, please contact your Primary Staff person for guidance.

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

Project Financial Report Tab

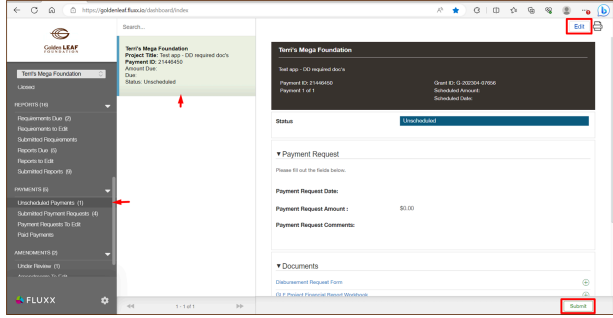
If your project has additional fund sources, update the total expenditures from those sources on this tab with each disbursement request or report. Invoices paid by other sources may be requested.

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
<p>Item #1 Pallet Jack \$1,000</p>	<p>Advance of funds for Item #1 and #2 \$6,000</p>
<p>Item #2 Cargo Van \$35,000 (\$5,000 deposit required)</p>	

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.

Advanced funds that are not able to be used within 30 days of receipt must be returned to Golden LEAF. Please contact your Primary Staff to discuss this process if you need to return funds. Returned funds will be

re-disbursed once an organization can demonstrate they can be used. For example, if funds were released based on an anticipated delivery or installation that has subsequently been rescheduled.

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.

The purpose of the Post-Disbursement update is to document the **use** of funds (funds were used to purchase the item, place the order, pay the contractor, etc.) and must be completed within 30 days of receipt of funds from Golden LEAF. The [Purchase Confirmation](#) process documents the receipt of the item.

Required Documents for a Post-Disbursement Update

1. Updated Budget/Expense Workbook including the payment information on the Expense Tracking tab
 - Use the [most recent version](#) as the starting point to add payment information.
2. Signed submission certification form
 - MUST be updated; cannot re-use the form from the disbursement request
3. Evidence of payment
 - Will vary by payment form. [See information regarding payment with a credit card.](#)

Changes to Actual Amount Spent for Advance

If your organization was advanced funds based on a quote that was reduced, you should update the expenses included on Tab 4 to reflect the revised actual and remove the quote information.

Grantees should note this change in the Post-Disbursement Update report notes. Please let us know the specific amount of the difference in what was requested versus what was used. We'll match this information to the documentation provided. Grantees must use remaining funds for an eligible use (subsequent procurement) within the timeline specified by Golden LEAF or return them to Golden LEAF. Returning advanced funds does not forfeit the use of the funds for other approved expenses.

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.](#)

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 the table below 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.** For most projects that have recently completed a disbursement or procurement certification, these reports will be waived.

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.

Section	Expectation
	<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) ● 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>The intent of this update is to provide context about how outcomes are related to the target. If you are a new partner agency or new school-based weekend program that has not begun any food distribution work, please enter zero.</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. You must also update the Project Financial Report tab if your project includes any other fund sources.
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

Document	Required?	Notes/Details
		<ul style="list-style-type: none"> Any other updates relevant to demonstrating progress with project implementation
Supporting documents	If available	See "Supporting documentation for activities"
Signed Certification Form	Yes	<p>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.</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"

Final 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 a Final Report is to serve as the official end point for the expenditure of funds and transition to the next phase of the process in reporting on outcomes. **The intent of the final report is not to resubmit information that has been previously submitted.**

Before Submitting a Final Report

- Procurement Certifications have been completed
- All expenses have been incurred and all payments requested
- All work has been completed and all items have been received
- Stickers have been requested for all items (if applicable)
- Purchase Confirmation Forms completed for all items

If any of the above items are still in process, you are not ready to submit a final report. If a final report is showing as due, please reach out to your Primary Staff to discuss if an extension of your grant term is needed and to adjust the report due date.

The table that follows provides an overview of each section of the report and expectations. **The intent of the final report is not to resubmit information that has been previously submitted.**

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	<p>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.</p> <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) • 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>The intent of this update is to provide context about how outcomes are related to the target. If you are a new partner agency or new school-based weekend program that has not begun any food distribution work, please enter zero.</p>
Project Activities	For each activity, enter the date completed. This information will be used to calculate the due dates for your post-award reports on outcomes.

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	For a final report, all expenditures have been reported and funds released.
Evidence of payments made	No	May be requested by your Primary Staff if you have not completed a Post-Disbursement Update. Your Post-Disbursement Update can be waived with submission of the information with a final report instead.
Financial report workbook	Yes	Use the most recent version available to you. This would be the final version showing use of funds and all invoices.
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	If available	Any other evidence of project progress may be submitted as

Document	Required?	Notes/Details
for activities		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 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.
Other (photos, approved minutes, etc.)	If available	See "Supporting documentation for activities"

After Submitting a Final Report

Before a Final Report is approved, Golden LEAF staff will conduct an **in person site visit** to verify information submitted during the grant term, including interim reports and procurements. At this site visit, you will be asked to show all items purchased using Golden LEAF funds and may be asked to produce invoices or other records.

Golden LEAF will then schedule **two post-award** reports in Fluxx. These reports will include updates on outcomes related to your project and will be scheduled approximately 4 months and 7 months from the date the last item you purchased with grant funds was received or completed (this may mean your first post-award report is due very soon after your final report was submitted).

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.

If you have multiple items to adjust, please reach out to your Primary Staff to discuss how best to handle to streamline into the fewest steps possible. A revision can adjust multiple line items at once.

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 / Requesting an Extension

If a project cannot be completed within the approved period of performance (grant term), an extension request may be made by submission in Fluxx using the Extension Request Form, which is a tab in the Budget/Financial Workbook. For our purposes, the "project" is defined as activities associated with procuring and receiving the items using the available grant funds. The grant term covers the period in which procurement activities and drawing down grant funds will occur. Invoices must be dated prior to the end of a grant term or an extension request is required.

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. [See the Grant Portal Resources information](#) for more details on how to submit via Fluxx.

Grantees will receive reminders from Golden LEAF staff when the end of grant term is approaching. Extensions may be requested ahead of or following the end of the grant term. There is no penalty for requesting an extension following the grant term, however, if a grant term has ended no funds may be released until an extension is approved.

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.