



Retail Program Standards Grant Guidance

Year 3 Grant Cycle

Open for Applications September 1 through October 9, 2015

Version 2 -Updated 11/20/2015

Important Web Links

- **FDA & AFDO Retail Program Standards Grants Homepage** – <http://afdo.org/retailstandards> *(All of the information for this grant program, including the latest information and program updates, can be found at this site.)*
- **FDA Retail Program Standards Information** – <http://afdo.org/fda-vnfrps> *(This is the official FDA site, with comprehensive information regarding the Voluntary National Retail Food Regulatory Program Standards [Retail Program Standards].)*
- **Enrollment for the Retail Program Standards** – <http://afdo.org/retailstandards/enroll> *(If your jurisdiction is not already registered, visit this site to register your jurisdiction in the FDA Retail Program Standards.)*
- **FDA Regional Contacts** – <http://afdo.org/retailstandards/fdaregionalcontacts> *(Find the name and contact information for the FDA Regional Food Specialist assigned to your geographic area, who can assist your jurisdiction with registration and guidance as you pursue conformance with the Retail Program Standards.)*
- **Retail Program Standards Grant Portal** – <https://retailstandards.fluxx.io> *(This link leads directly to the grant portal where you can register and apply for grants for this FDA-funded opportunity. The portal will be open for new applications from September 1 until 7:59 PM ET on October 9, 2015. This portal can also be reached through the FDA & AFDO Retail Program Standards Grants homepage.)*
- **Download a Modern Browser** – <http://afdo.org/retailstandards/browsers> *(The grants management portal has minimum requirements for reasons of security and functionality. Utilize this link to access and download a modern browser that is compatible with the system. Contact your jurisdiction's information technology office for assistance.)*
- **Project Ideas** – <http://afdo.org/retailstandards/ideas> *(This page provides additional project ideas based on previously-funded projects from Years 1 and 2.)*

For Questions or Assistance: Please contact us at retailstandards@afdo.org or (850) 583-4593.

Grant Program Overview

The Association of Food and Drug Officials (AFDO), with funding provided by the Food and Drug Administration, Office of Regulatory Affairs, Office of Partnerships (FDA, ORA, OP), is pleased to announce the availability of funds for completion of projects and training to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards). Knowing that resources are limited for all food protection partners, AFDO and FDA have worked diligently to design *application*, *funding*, and *reporting* systems that are streamlined and simple. Applicants to this program can expect a simple application process, up-front funding when required by the project, and simple reporting requirements.

Retail Program Standards Funding Program Goals: (1) Supporting innovative strategies to reduce the occurrence of foodborne illness risk factors, (2) Promoting uniformity and an integrated national food safety system, and (3) Sharing successful strategies among jurisdictions at all levels.

Eligibility: Funding is available to retail food safety organizations or agencies currently enrolled in the Retail Program Standards. (To enroll, please visit <http://afdo.org/retailstandards/enroll>.) Enrollment can generally be accomplished within 1 to 3 days.

Maximum Number of Grant Applications per Jurisdiction: Jurisdictions can apply for funding for one (1) project in each Category (1, 2, and 3). No more than three (3) total applications can be submitted for this grant program by a single jurisdiction in during the Year 3 Grant Cycle (September/October 2015).

Note: *Jurisdictions that applied for funding and/or were awarded funding during the Year 1 and/or Year 2 Grant Cycle (February 2014; September/October 2014) are eligible to apply for up to three additional grants during this Year 3 Grant Cycle (September/October 2015).*

Submission Deadline: All applications must be made through the online portal for this grant program (<https://retailstandards.fluxx.io>) by Friday, October 9, 2015 at 7:59 PM Eastern Time.

Amount of Funding Available: \$1,974,242 in funding is available for the Year 3 Grant Cycle (application period September 1 through October 9, 2015), and we expect to make approximately 500 or more awards during this round of project funding.

Funding Categories and Approximate Number of Grants per Category: Funds can be used to assist retail food regulatory programs in completing projects that meet the goals and objectives of the Retail Program Standards in three categories:

- **Category 1: Small Projects (up to \$3,000 per award, with approximately 370 awards nationally totaling \$960,580)** – The goal for this category is to provide funding for jurisdictions to complete a self-assessment of all nine Standards, small projects related to meeting one or more Standards, verification audit or audits confirming the results of the jurisdiction’s self-assessment which indicates that it meets one or more of the Standards, or custom projects that increase a jurisdiction’s conformance with the standards.
- **Category 2: Moderate Projects (\$10,000 to \$20,000 per award, with approximately 25 awards nationally totaling \$506,831)** – Projects in this category should aim for completion of more ambitious projects that further conformance with the Retail Program Standards (computer software systems, risk factor studies, development of a written compliance program, training events, etc.). Applicants for this category must have a current self-assessment (within the last 5 years – i.e. Oct 10, 2010 or later).
- **Category 3: Training (up to \$3,000 per award, with approximately 175 awards nationally totaling \$506,831)** – The goal of this category is to provide funding for jurisdictions to send staff to training to meet the requirements of Standard 2 (Step 1 & 3 Curriculum or CEU maintenance) or to attend FDA Regional Seminars to maintain FDA Standardization.

Project Ideas:

- Completing a Retail Program Standards self-assessment, a Baseline Risk Factors Survey, a verification audit, or a milestone(s) necessary to meet a Standard.
- Meeting a Standard not previously met, or improving your current process aimed at meeting a Standard (or Standards).
- Conducting training/sending staff member(s) to training necessary to meet a Standard.
- Purchase or development of software (or enhancements to an existing system) to achieve greater conformance with the Retail Program Standards.
- Examples of **Category 1 Small Projects** include, but are not limited to:
 - Completion of a self-assessment of all nine Standards,
 - Completion of a verification audit or audits confirming the results of the jurisdiction’s self-assessment which indicates that it meets one or more of the Standards,
 - Completion of smaller cost projects related to achieving a specific Standard’s criterion such as developing a written quality assurance program (Standard 4) or a written compliance and enforcement program (Standard 6), or
 - Custom projects that increase a jurisdiction’s conformance with the standards.
- Examples of **Category 2 Moderate Projects** include, but are not limited to:
 - Development and implementation of a computer software system that supports elements of the retail food inspection program,
 - Completion of foodborne illness risk factor studies,
 - Implementation of comprehensive intervention strategies for reducing foodborne illness risk factors identified as priority areas,

- o Completion of all required activities to meet a Standard such as development of a written quality assurance program (Standard 4), or development of a written compliance and enforcement program (Standard 6), or
- o Training events involving multiple staff members, that increase a jurisdiction's conformance with the standards
- Examples of **Category 3 Training** include, but are not limited to:
 - o Travel to training courses, workshops, and/or seminars that advance the goals of the Retail Program Standards,
 - o Travel-related expenses to attend Program Standards Self-Assessment and Verification Audit workshops,
 - o Training courses required in the Standard 2 curriculum² (Step 1 & 3 Curriculum or CEU maintenance),
 - o Workshops on establishing a Field Training Plan,
 - o Training courses related to the development and implementation of a foodborne illness risk factor study,
 - o FDA Regional Seminars to maintain FDA Standardization, or
 - o Workshops on risk-based inspection methodology.
 - o Note: Category 3 funds cannot be used to pay staff salaries and fringe, nor can they be used to pay staff time (via overtime or otherwise) to attend training.
- Other projects that advance your jurisdiction's conformance to the Retail Program Standards, in any of the 3 Categories, may also be eligible for funding through this grant program.

For additional project ideas, visit our Project Ideas Page to view projects that have been funded in Years 1 and 2, available at <http://afdo.org/retailstandards/ideas>.

Allowable Costs: Employee salaries and fringe (for Category 1 and 2 grants only), contractual fees, audiovisual materials, rental/purchase/maintenance/shipping of supplies and equipment, purchase and/or development of IT equipment/software/support, training, travel, registration fees, speaker fees, and indirect costs (for Category 2 projects only) based on a signed and current federal cost rate agreement.

Non-Allowable Costs: Vehicles, Construction, and Remodeling. Expenses reimbursed under other cooperative agreements, grants, contracts and other funding mechanisms must remain distinct and separate from this cooperative agreement. Personnel costs including employee salaries, fringe, overtime, travel time, and time spent taking online courses (for Category 3 grants). Food, snacks, meals, and catering (other than Per Diem for travelers). Exam, test, credentialing and/or certification fees leading to a professional certification (Example: Certified Professional - Food Safety or CP-FS; but note that materials, registration fees and online course fees for these types of courses can be paid with grant

funds). Membership fees for local, regional or national organizations, even if such membership fees reduce the cost of training and/or conference fees. Updated on 11/20/2015

Program Rules and Requirements:

1. Funding is available for State, local, tribal, and territorial retail food regulatory programs, and can be used to accomplish activities that allow them to complete a self-assessment of all nine Standards (the first step required after enrollment in the Retail Program Standards) or to achieve progress toward Retail Program Standards milestones and/or Standards.
2. Jurisdictions must be enrolled in the Retail Program Standards in order to apply. To enroll in the Retail Program Standards, visit <http://afdo.org/retailstandards/enroll>. Enrollment can generally be accomplished within 1 to 3 days.
3. Applicants for Category 1 grants must have completed a self-assessment of all nine standards (other than applications that are requesting a fixed reimbursement grant for “Completion of a Self-Assessment of all Nine Standards”).
4. Applicants for Category 2 grants must have a current self-assessment (within the last 5 years – i.e. October 10, 2010 or later).
5. Jurisdictions can apply for funding for one (1) project in each of the three (3) project categories for a maximum of three (3) applications per jurisdiction for the Year 3 Grant Cycle (September/October 2015).
6. *Jurisdictions that applied for funding and/or were awarded funding during the Year 1 (February 2014) and/or Year 2 Grant Cycles (September/October 2014) are eligible to apply for up to three additional grants during this Year 3 Grant Cycle (September/October 2015).*
7. Jurisdictions should coordinate internally to assure that they do not exceed the maximum number of applications (3) per Grant Cycle. Applications from a single jurisdiction can be made by a single Point of Contact (POC), or multiple POCs. No more than one (1) application may be submitted in each Year 3 Retail Program Standards Grant Category (1, 2, and 3), and no more than three (3) total applications can be submitted for this grant program by your jurisdiction in this current Grant Cycle. If more than three applications are made by a single jurisdiction, only the first application in each of the three (3) project categories will be evaluated.
8. For reasons of security and functionality, jurisdictions are required to complete all grant applications online using a modern, up-to-date browser. Users may access links to download these browsers from <http://afdo.org/retailstandards/browsers>.
9. When going through the online application, any character count restrictions include spaces.
10. All applications must be made through the online portal for this grant program (<https://retailstandards.fluxx.io>) by **October 9, 2014 at 7:59 PM Eastern Time**. All required fields in each application (including Point of Contact, Organizational, and Proposal Information requested) must be clear and complete.

Proposal Scoring

1. Applicants will receive automated notification upon successful submittal of their application.
2. Applications received by the deadline will undergo administrative review.

- a. Applications that pass the review will move to the proposal-scoring phase.
- b. Applications out of compliance with the program rules will not move forward.
- c. For applications requiring minor administrative clarification, applicants will be notified and given the opportunity to provide clarifying information within five (5) business days.
3. Eligible applications will be scored by up to three (3) reviewers, and the top-scoring eligible proposals in each FDA Region will be funded.
4. Proposals will be scored according to the following criteria:
 - a. **Scoring Section 1 - Project Summary (Training Description for Category 3)**
 - i. *Project plan and objectives are aligned with the goals of the Retail Program Standards, and are realistic and achievable within the funding period. {Score: 1-5}*
 - ii. *Project plan includes a clear timeline that identifies the specific activities to be completed as part of the overall project, expected completion dates for each activity, responsible personnel, and resources needed (Category 1 and 2 Projects) OR Details of the proposed training are clear and complete (Category 3). {Score: 1-5}*
 - b. **Scoring Section 2 - Project Members (Training Participants for Category 3)**
 - i. *Identified project personnel have clearly defined roles (Category 1 and 2 Projects) OR Listed personnel are appropriate to attend the training (Category 3 Projects). {Score: 1-5}*
 - ii. *Project personnel have the expertise necessary to enable successful completion of the proposed project (Category 1 and 2 Projects) OR Identified personnel will advance conformance of the Retail Program Standards as a result of the training (Category 3 Projects). {Score: 1-5}*
 - c. **Scoring Section 3 - Project Outcomes (Training Outcomes for Category 3)**
 - i. *Project outcomes are clearly identified and likely to achieve greater conformance with Retail Program Standards. {Score: 1-5}*
 - ii. *Project outcomes are measurable and achievable. {Score: 1-5}*
 - d. **Scoring Section 4 – Overall Impression**
 - i. *Overall cost effectiveness: Identified resources are realistic and necessary for successful completion of the project, and costs are reasonable and appropriate. {Score: 1-5}*
 - ii. *Looking at all of the fields from the application, this project is very likely to succeed and advance the goals of the Retail Program Standards (a score of “5” should represent the top quartile of the projects you have reviewed). {Score: 1-5}*
 - e. **Maximum Total Points = 40**
5. All reviewers will use the following scale to score each of the questions outlined above:
 - ‘5’ represents answers that show the project will clearly advance the goals of the Retail Program Standards, are well organized, and contain all of the requested information.
 - ‘4’ represents answers that show the project will clearly advance the goals of the Retail Program Standards, but *some* information is unclear or missing.
 - ‘3’ represents answers that show the project will clearly advance the goals of the Retail Program Standards, but a *significant amount* of information is unclear and/or missing.

- '2' represents answers that show the project partially advances the goals of the Retail Program Standards, but some aspects of the project are not in alignment with the goals of the program.
 - '1' represents answers that show the project is not in alignment with the goals of the Retail Program Standards.
6. The FDA Joint Advisory Group has discretion when making final award decisions, and can approve changes to funding amount, priority, project period, and other aspects of awards to ensure this funding program meets the FDA's intended goals.

Reporting Requirements

As with the application process, an online process will be implemented for project reporting, aimed at keeping the reporting burden low. Grantees must submit their reports through the online grant portal at <https://retailstandards.fluxx.io>. Funds are generally awarded on a reimbursement basis after a Final Report is submitted and approved, but exceptions can be made when required by the nature and duration of the project or the needs of the jurisdiction (determined on a case-by-case basis). Please visit <http://afdo.org/retailstandards> for complete Reimbursement Instructions.

Reporting requirements include:

Interim Report (for Category 2 projects only) due no later than **June 1, 2016**. Interim Reports must include the following information:

1. A brief description of the current status of your project. (Max 1,500 characters)
2. A list of any obstacles that could prevent you from achieving the project objectives or project outcomes listed in your application, with an action plan to overcome the obstacles you are facing. (Max 1,500 characters)
3. An accounting of any expected changes from the project budget submitted with your application. (Note: Changes to the original budget submitted with your application are not approved until you receive confirmation via email from the AFDO Retail Program Standards Grant Point of Contact. Changes that result in an overall increase above the total amount listed in your award letter are not permitted.) (Max 1,500 characters)
4. Any assistance you require to assure successful completion of your project, including achievement of all project objectives and project outcomes. If assistance is needed, describe the nature of the assistance you need and the person, group, or agency best equipped to offer such assistance. (Max 1,500 characters)
5. For mid-project reimbursement of project expenses (when requested in writing based on project need, and pre-approved):

- Attach a scanned PDF copy of the Retail Program Standards Reimbursement Form, signed by the Authorizing Official listed in your grant application, and listing all expenditures to date (form is available for download from the FDA & AFDO Retail Program Standards Grants homepage [http://afdo.org/Resources/Documents/vnrfrps/Reimbursement_Form.docx].)
- Attach a scanned PDF copy of verifying documentation for all expenditures (verifying documents include receipts, invoices marked paid, payroll reports, expenditure reports, etc.).

Final Report (all Project Categories: 1, 2, and 3) documenting completion of all project deliverables, **due 45 days after the end of the project period listed in your application**. Final Reports must include the following information:

1. For Category 1 and 2 projects, list all **project objectives** listed in your application, and explain how each was met. For Category 3 projects, list the training attended, the name(s) of attendee(s), and a brief summary of the strengths/weaknesses of the training as delivered. (Max 1,500 characters)
2. List all **project outcomes** listed in your application and explain how each was met. (Max 1,500 characters)
3. For any project objectives or outcomes that were not met, please explain why. (Max 1,500 characters)
4. Please explain how this project helped your jurisdiction achieve greater conformance to the Retail Program Standards. (Max 1,500 characters)
5. If final budget is not as originally projected, list all variances from the original budget and provide a brief explanation for each variance. (Max 1,500 characters)
6. For reimbursement of project expenses:
 - Attach a scanned PDF copy of the Retail Program Standards Reimbursement Form, signed by the Authorizing Official listed in your grant application, and listing all expenditures to date (Reimbursement Form and Reimbursement Instructions are available for download from the FDA & AFDO Retail Program Standards Grants homepage [http://afdo.org/Resources/Documents/vnrfrps/Reimbursement_Form.docx].)
 - Attach a scanned PDF copy of verifying documentation for all expenditures (verifying documents include receipts, invoices marked paid, payroll reports, expenditure reports, etc.).
7. For Category 1 Self-Assessment, Verification Audit(s), or achievement of new standards: Be sure you have sent the following forms to the FDA Regional Retail Food Specialist assigned to your jurisdiction: "Appendix I" or FDA forms SF3519 and SF3520. Additional information may be found in the Reimbursement Guidance found at <http://afdo.org/retailstandards>.

Terms and Conditions

By submitting an application, your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR

Parts 74 and 92. Awards will be based upon the submitted and approved project applications, and are subject to the following conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date entered on the grant application, unless a written exception is granted by the AFDO Programmatic Point of Contact for the grant award (this person will be named in the award letter).
- A Final Project Report must be submitted through the online grants portal no more than 45 days after the Project End Date. As part of the Final Report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of this grant guidance.

How to Apply for Funding

1. Carefully review the details of this grant guidance.
2. Verify that you are enrolled in the Voluntary National Retail Program Standards by checking the following list:
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM434742.pdf>. Your jurisdiction should be listed, including the date of your most recent self-assessment, if applying for a Category 1 grant (other than applications for Completion of a Self-Assessment of all Nine Standards) or a Category 2 grant (your self-assessment must have been completed on October 10, 2010 or later). If there are any errors or omissions on the FDA-posted list, please contact the FDA Regional Food Specialist assigned to your geographic area at: <http://afdo.org/retailstandards/fdaregionalcontacts>.
3. Gather the required information necessary to answer the questions listed in the **Step-by-Step Application Guidance** (below).
4. Ensure your computer meets the minimum browser requirements to ensure security and functionality with the system. Visit <http://afdo.org/retailstandards/browsers> for more details.
5. Complete an online application for each project for which your jurisdiction chooses to apply, up to a maximum of three (3) applications, with not more than one (1) application in each of the project categories at <https://retailstandards.fluxx.io>.
6. Submit up to three (3) applications by the October 9, 2015 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline).

For Questions or Assistance: Please contact us at retailstandards@afdo.org or (850) 583-4593.

Step by Step Application Guidance

Following is a step-by-step guide for completion of online applications through the Retail Program Standards Grant Portal. *Following are a few Best Practices:*

- *If you have previously applied for or have been awarded a grant in previous cycles (Year 1, February 2014 or Year 2, September/October 2014), you may proceed directly to Step 4 below. Your contact*

information, including email address, must have remained the same in order to proceed to Step 4. (Please contact the Retail Program Standards Grant team at **(850) 583-4593** if your phone number or email address has changed.)

- Many applicants find it helpful to gather the required information into a single word processing document, and then later cut and paste that information into the grant portal. This can prevent the loss of work-time caused by Internet connection issues.
- Once you begin to type (or cut and paste) information into the portal, be sure to periodically hit the green **Save** button at the top of the screen. After hitting the **Save** button, you can log in and out of the system as often as needed without losing your information. Note: Saved applications can be viewed by clicking “Draft Applications” under the “Applications” heading in the menu on the left panel of your dashboard.
- Your application cannot be submitted until you complete all required fields. Once at least some text has been entered into all required fields, a **Submit** button will appear at the top of the screen. Do not hit the **Submit** until your application is complete.

STEP 1 – From <http://retailstandards.fluxx.io>, select the button “New User Registration” and take the Eligibility Quiz.

- Do you represent a retail food safety organization or entity?** (Required: Select from the drop-down menu)
- Is your jurisdiction enrolled in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards)?** (Required: Select from the drop-down menu)
 - If your jurisdiction is not yet enrolled, please enroll using information found at the following link, and then come back and complete a grant application:
<http://www.afdo.org/retailstandards/enroll>.
- Have you coordinated with the leadership of your jurisdiction to ensure that no more than one (1) application will be submitted in each Retail Program Standards Grant Program Category (1, 2, and 3), and no more than three (3) total applications will be submitted by your jurisdiction for this grant program during the current round of funding?** (Required: Select from the drop-down menu)
- Click **Submit**

STEP 2 - Register as a Point of Contact for your jurisdiction through the Retail Program Standards grant portal. (This only appears if all answers to the Eligibility Quiz in Step 1 are answered as “Yes.”)

Information required to complete this step includes:

- PRIMARY CONTACT** (List the name and information for the person who will serve as the primary point of contact [POC] for the grant application process.)
 - First Name** (Required)
 - Last Name** (Required)
 - User Title** (Required)

- iv. **Email Address** (Required)
- v. **Direct Phone Number** (Be sure to include the area code and any extension.)
- B. **ORGANIZATION** (Complete all of the requested information for your retail food safety jurisdiction.)
 - i. **Legal Name of Organization** (Required)
 - ii. **Address** (Required)
 - iii. **City** (Required)
 - iv. **Country** (Required; Select from the drop-down menu – Must select Country First, which will then populate the State/Province dropdown)
 - v. **State/Province** (Required; Select from the drop-down menu.)
 - vi. **Postal Code** (Required)
- C. **ADDITIONAL INFORMATION** (Complete this information relating to the Retail Program Standards.)
 - i. **On what date did your jurisdiction enroll in the Retail Program Standards** (Enter the date. Note: To be eligible to apply for Category 2 Projects, your self-assessment must have been completed or updated within the last 5 years – i.e. Oct 10, 2010 or later.)
 - ii. **Has your jurisdiction conducted a self-assessment of all 9 Standards?** (Select “Yes” or “No”. Note: If your jurisdiction has not yet completed a full self-assessment of all nine standards, you are only eligible to apply for a Category 1 Project that will fund completion of the self-assessment, or Category 3 Training projects.)
 - iii. How did you hear about this funding program? (Use the > and < buttons to move all fields that apply from the box on the left, to the box on the right.)
- D. Once you have entered and reviewed all the required information listed above, hit the **Submit Request** button at the bottom of the screen.

STEP 3 – Within 2 business days of registration (but normally sooner, often within 30 minutes) you will receive an email with your username (which will be the Point of Contact email address you entered during registration) and a password. Once you receive these credentials, you can log back in through the Retail Program Standards Portal, and begin working on your application(s). Be sure to save your username and password, as these credentials can be used after you submit to check the status of your application(s). *IN RARE CASES, SOME EMAILS ARE FILTERED OUT OR SENT TO SPAM FOLDERS. IF YOU DO NOT RECEIVE AN EMAIL WITH YOUR USERNAME AND PASSWORD WITHIN TWO (2) DAYS OF REGISTRATION, PLEASE CONTACT THE RETAIL PROGRAM STANDARDS GRANT TEAM AT (850) 583-4593 or retailstandards@afdo.org.*

STEP 4 – Complete your grant application(s) by utilizing your username and password to log into the Retail Program Standards Grant Portal at <https://retailstandards.fluxx.io>. A single Point of Contact (POC) from a jurisdiction can apply for up to 3 grants (1 in each Category). Multiple POCs from a single jurisdiction can register and apply for grants through this program, but they should coordinate to be sure they do not apply for more than 1 grant in each Category, and 3 grants in total for the current grant cycle. If more than three applications are made by a single jurisdiction, only the first application in each

of the three (3) Project Categories will be evaluated. **Once you are logged into your user dashboard, select either “Apply Category 1- Small Projects”, “Apply Category 2- Moderate Projects”, or “Apply Category 3- Training” to begin your application. Then enter all required information, including:**

A. ORGANIZATION INFORMATION

- i. **Organization** (This is what you entered when applying for an account. Verify this is correct, otherwise contact the grant support team.)
- ii. **Location** (Required. Make sure the entry “Your Organizational Name – headquarters” remains selected from the dropdown.)
- iii. **Primary Contact** (Select your name from the dropdown)
- iv. **Confirm Primary Contact** (Confirm your name, verifying that you are the POC for this grant application)
- v. **Jurisdictional Level** (Select local, state, tribal or territorial from the drop-down menu.)
- vi. **FDA Region** (Select the correct radio button for the location of your jurisdiction.)
- vii. How many standards has your jurisdiction met? (Select the correct number from the dropdown list.)
- viii. Number of restaurants or retail establishments that your jurisdiction is responsible for inspecting? (Enter the correct number for your jurisdiction.)

B. AUTHORIZING OFFICIAL INFORMATION (List the name and information for the person in your jurisdiction who is authorized to approve this grant contract if awarded.)

- i. **Authorizing Official Title** (Required)
- ii. **Authorizing Official First Name** (Required)
- iii. **Authorizing Official Last Name** (Required)
- iv. **Authorizing Official Email Address** (Required)
- v. **Authorizing Official Phone** (Required. Be sure to include the area code.)

C. PROJECT INFORMATION

- i. **Project Title** (Create a simple, descriptive project title using 255 characters or less. Examples: “DeKalb County GA Self-Assessment” or “Guam Risk Factor Study”.)
- ii. **Granting Year** (Verify that Year 3 is selected)
- iii. **Project Start Date** (Enter a date between November 30, 2015 and September 30, 2016.)
- iv. **Project End Date** (Enter a date between November 30, 2015 and September 30, 2016 for Category 1 and Category 3 projects. Category 2 Projects have the option of continuing as late as December 4, 2016.)

D. Category 1 & 2 Grants Only - Have you conducted a self-assessment of all 9 standards?

- i. Selecting “No” will limit your subcategory choices to Completion of a Self-Assessment of all Nine Standards.
- ii. If “Yes” is selected, enter the Date of Most Recent Self-Assessment and select your subcategory from the four choices provided (Completion of an Updated Self-Assessment of All Nine Standards, Completion of Verification Audit for One Standard, Completion of Verification Audits for Two or More Standards -OR- Your Custom Project Related to Meeting One or More Standards).

E. **AMOUNT REQUESTED**

- i. For Category 1 Projects enter the Fixed Reimbursement amount for specified projects, or between \$500 and \$3,000 for your custom-designed project.
- ii. Category 2 Projects must request between \$10,000 and \$20,000.
- iii. Category 3 Projects must request between \$500 and \$3,000.

F. **Category 1 and 2 Grants Only**

- i. **Project Summary** (Describe your project and provide an outline of your project plan. Include one to three project objectives, a timeline for the specific activities you will need to complete as part of the overall project, expected completion dates for each activity, and any non-personnel resources needed for completion of the project. Max 1,500 characters for Category 1; Max 3,000 characters for Category 2)
- ii. **Project Members** (Please list the name, title, and agency for all individuals who will be responsible for the completion of this project, briefly explain the project role for each person listed, and briefly explain the experience and expertise that makes each an appropriate choice to carry out their required project task[s]. Max 1,500 characters for Category 1; Max 1500 characters for Category 2)
- iii. **Project Outcomes** (Please list one to three expected project outcomes that illustrate how this project will allow your jurisdiction to achieve greater conformance with the goals of the Retail Program Standards. Briefly describe the relevance of these expected project outcomes to the funding program goals, and explain how you plan to measure achievement of your expected outcome[s]. Max 1,500 characters for Category 1; Max 3,000 characters for Category 2)
- iv. **Which standard(s) will this project help you meet?** (Use the > and < buttons to move all fields that apply from the box on the left, to the box on the right. Note: For Category 1 grants that request funding for a self-assessment, select all 9 standards.)

G. **Category 3 Grants Only**

- i. **For what type of training are you requesting funds?** (Use the > and < buttons to move all fields that apply from the box on the left, to the box on the right.)
- ii. **Name(s) of the Conference(s), Workshop(s), Seminar(s).** (Required. Please list the names of all conferences, workshops, and/or seminars that will be paid with requested funds.)
- iii. **Course number(s).** (Optional. List course numbers, if applicable, for the conferences, workshops, and/or seminars listed above.)
- iv. **Location(s) of training(s)?** (Required. Please list locations for all the listed conferences, workshops, and/or seminars that will be paid with requested funds.)
- v. **Is attendance at the training required to maintain FDA Standards?** (Select “Yes” or “No”.)
- vi. **How many food safety professionals will receive direct training using these funds?** (Enter a number. *Example: If this grant is used to pay travel expenses for 2 employees to attend a “train the trainer” class, enter 2.*)

- vii. **How many additional food safety professionals will be directly impacted (increased resources, knowledge, skills and/or improved job performance) by those receiving the direct training?** (Enter a number. *Example: If the 2 employees who are trained using grant funds then teach the material to 25 additional employees from your jurisdiction, enter 25.*)
 - viii. **Training Description** (Provide a brief description of your proposed training including one to three training objectives, a timeline for the specific activities you will need to complete as part of the overall training, expected completion dates for each activity, and any non-personnel resources needed for completion of the training. Max 1,500 characters)
 - ix. **Training Participants** (Please list the name, title and agency for each person who will receive direct training using funds from this grant, and explain why each is an appropriate choice to attend the training. Max 1,500 characters)
 - x. **Training Outcomes** (Please list one to three expected project outcomes that illustrate how this training will allow your jurisdiction to achieve greater conformance with the goals of the Retail Program Standards. Briefly describe the relevance of these expected project outcomes to the funding program goals, and explain how you plan to measure achievement of your expected outcome[s]. Max 1,500 characters)
- H. Budget Worksheet – All Grant Categories 1, 2, and 3**
- i. Click the green plus button to add as many Budget Line Items as you need, one line per budget category. To create each Budget Line Item:
 1. Click the green plus sign and an “Add Budget Request Item” box will appear. (Be patient – it can sometimes take as long as 30 seconds for the box to appear.)
 2. Enter the name of the Budget Line Item you want to create in the upper field. *Example: Enter “Personnel Costs” of “Estimated Airfare”. Note: Personnel costs are only allowable for Category 1 and 2 grants.*
 3. Add the total amount of the Budget Line Item in lower field. *Example: Enter “1250”.*
 4. Hit the “Create Budget Request” to create the Budget Line Item.
 5. Repeat as many times as necessary to create all the Budget Line Items you need.
 6. Once a Budget Line Item is created, you can use the “Edit” icon to make changes, or the red minus sign to delete a Budget Line Item.
 7. For Category 1 and 2 Projects: Create as many of the following Budget Line Items as you need: Fixed Reimbursement (some Category 1 Projects only), Personnel Costs, Contracts, Equipment (single items over \$500), Supplies, Travel, Other.
 8. For Category 3 Projects: Create as many of the following Budget Line Items as you need: Training/Conference Fee, Airfare, Rental Car/Mileage, Hotel, Federal Per Diem, Contracts, Equipment (single items over \$500), Supplies, Travel, Other.
 - I. **BUDGET NARRATIVE** (Use the Budget Narrative field, when required, to provide detail for each of the Budget Line Items you create in your application. Provide enough detail for each Budget Item to allow a thorough evaluation of your budgeting needs. *Line Item Examples: Personnel Costs: Project Lead, \$25 per hour x 50 hours = \$1,250. Travel: \$100 Conference Fee, \$400 airfare, \$100*

rental car and fuel, \$196 hotel (2 nights @\$88 per night), \$92 Per Diem (2 days @ \$46 per day) = Total Trip Cost of \$888. Max 1,500 characters)

- J. **ADDITIONAL INFORMATION FOR RETURNED APPLICATIONS** (Additional Information for Grantee. This field is only to be used for sending information back to the grantee.)

STEP 5 – Once you have entered all of the required information in Step 3, carefully review the information you have input. Hit the **Save** button at the top of the screen (we recommend that you hit this button often during the application process to save your work). Note: Saved applications can be viewed by clicking “Current Applications” under the “Applications” heading in the menu on the left panel of your dashboard. Your application cannot be submitted until you complete all required fields. To make changes to your application, click the **Edit** button at the top right of your screen. Before the grant program deadline, once you have reviewed your application and are confident the information input into all fields is correct, clear, and complete, hit the green **Submit** button in the top right corner of your screen to submit your application. A “Note for Submit” box will appear, it is not required to enter any notes. Click **OK**.