



Retail Program Standards Grant Program

www.afdo.org/retailstandards

GRANT GUIDANCE

CALENDAR YEAR 2017

APPLICATION PERIOD: NOVEMBER 2 – DECEMBER 1, 2016

Advancing conformance with the FDA's Voluntary National Retail Food Regulatory Program Standards.

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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 with streamlined reporting requirements.

CONTACT INFORMATION

For more information or technical support, please contact the Retail Program Standards Grants Management Team at 850-583-4593 or retailstandards@afdo.org.

RETAIL PROGRAM STANDARDS FUNDING PROGRAM GOALS

The following are the goals for Retail Program Standards funding:

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. For more information, or to enroll in the Retail Program Standards, please visit <http://afdo.org/retailstandards/enroll>. Enrollment can generally be accomplished within one to three days.

Please note that enrollment in the *Retail Program Standards* is different and separate from enrolling for an account or applying for the *Retail Program Standards Grant Program*. The information hereafter applies to the Retail Program Standards Grant Program.

MAXIMUM NUMBER OF GRANT APPLICATIONS PER JURISDICTION

Jurisdictions may apply for funding for one (1) project in each Category (1, 2, 3, and 4). No more than four (4) total applications can be submitted for this grant program by a single jurisdiction for the Calendar Year 2017 grant cycle (Application Period November 2, 2016 – December 1, 2016).

Jurisdictions that previously applied for and/or were awarded funding in previous years of the Retail Program Standards Grant Program are eligible to apply to all four grant categories.

SUBMISSION DEADLINE

All applications must be made through the online portal, <https://retailstandards.fluxx.io>, which will open the morning of Wednesday, November 2, 2016. All applications must be completed and successful submitted through the portal by Thursday, December 1, 2016 at 7:59 PM Eastern Time.

AMOUNT OF FUNDING AVAILABLE

Approximately \$2 Million in funding is available for this granting year, and we expect to make 350 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 four categories:

CATEGORY 1 – SMALL PROJECTS

Small Projects (up to \$3,000 per award, with approximately 150 awards nationally) – 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(s) confirming the results of the jurisdiction’s Self-Assessment (indicating 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

Moderate Projects (\$10,000 to \$20,000 per award, with approximately 50 awards nationally) – Projects in this category should aim for completion of more ambitious projects that help 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 conducted a Self-Assessment within the last five years (i.e. December 2, 2011 or later).

CATEGORY 3 – TRAINING PROJECTS

Training (up to \$3,000 per award, with approximately 50 awards nationally) – 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.

CATEGORY 4 – FOOD PROTECTION TASK FORCE SUPPORT PROJECTS

Food Protection Task Force Projects (up to \$3,000 per award, with approximately 25 awards nationally) – The goal of this category is to advance conformance with the Retail Program Standards by supporting attendance at Food Protection Task Force activities (or similar Food Advisory Board/Council activities, whether Task Force/Board/Council is supported by an FDA grant or not) including meetings, sponsored trainings, workshops, tabletop exercises and mentorship activities. Funds may be used to pay for the travel costs (registration, airfare, mileage, per diem, and other travel costs) to attend Food Protection Task Force/Board/Council sponsored activities.

Project Ideas

The Retail Program Standards Grant Program has funded numerous projects. Specific examples by project Category are identified below:

CATEGORY 1 SMALL PROJECTS - EXAMPLES

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 lower-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.

CATEGORY 2 MODERATE PROJECTS - EXAMPLES

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,
- 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
- Training events involving multiple staff members that increase a jurisdiction's conformance with the Standards.

CATEGORY 3 TRAINING PROJECTS - EXAMPLES

Include, but are not limited to:

- Travel to training courses, workshops, and/or seminars that advance the goals of the Retail Program Standards,
- Travel-related expenses to attend Program Standards Self-Assessment and Verification Audit workshops,
- Training courses required in the Standard 2 curriculum (Step 1 & 3 Curriculum or CEU maintenance),
- Workshops on establishing a Field Training Plan,
- Training courses related to the development and implementation of a foodborne illness risk factor study,

- FDA Regional Seminars to maintain FDA Standardization, or
- Workshops on risk-based inspection methodology.

Note: Category 3 funds cannot be used to pay staff salaries and fringe benefits, nor can they be used to pay for staff time (via overtime or otherwise) to attend training.

CATEGORY 4 FOOD PROTECTION TASK FORCE SUPPORT PROJECTS - EXAMPLES

Include, but are not limited to:

- Attendance at Food Protection Task Force meetings,
- Attendance at Food Protection Task Force sponsored trainings,
- Attendance at Food Protection Task Force workshops,
- Attendance at Food Protection Task Force tabletop exercises, or
- Attendance at Food Protection Task Force mentorship activities.

Note: Category 4 funds cannot be used to pay staff salaries and fringe benefits, nor can they be used to pay for staff time (via overtime or otherwise) to attend meetings, trainings, workshops, exercises, or other events.

Other projects that advance your jurisdiction's conformance to the Retail Program Standards, in any of the four Categories, may also be eligible for funding through this grant program.

ADDITIONAL PROJECT IDEAS

For additional project ideas, visit our Project Ideas page at <http://afdo.org/retailstandards/ideas> to view project titles that have been previously awarded using Retail Program Standards Grant Program funds.

Program Rules, Terms, and Conditions

ALLOWABLE COSTS

Allowable costs include training, travel, registration fees, and speaker fees, contractual fees, audiovisual materials, purchase/rental/maintenance/shipping of supplies and equipment, and purchase and/or development of information technology equipment/software/support.

Materials, registration fees, and online course fees for courses leading to a professional certification may be paid with grant funds (but please note the exclusions for this type of course that are listed in the Non-Allowable Costs section below).

For Category 1 Small Projects, Custom Projects subcategory and for Category 2 Moderate Projects only, the portion of employee salaries and fringe benefits dedicated to a project may be paid with grant funds. For Category 2 Moderate Projects only, indirect costs are permissible based on a signed and current federal cost rate agreement.

NON-ALLOWABLE COSTS

Non-allowable expenses include costs associated with the procurement of vehicles, construction, and/or remodeling of physical structures. Expenses for food, snacks, meals, and catering (other than per diem for travelers) are not permitted for any grant.

For training components within any grant type (Category 1, 2, 3 or 4), and for all Category 3 Training Projects and Category 4 Food Protection Task Force Support Projects, personnel costs associated with such training are not permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.

Exam, test, credentialing and/or certification fees for courses leading to a professional certification cannot be paid with grant funds. For example, the fees to become a Certified Professional - Food Safety (CP-FS) are not allowed. However, as stated in the Allowable Costs section above, materials, registration fees, and online course fees for this type of course may 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, cannot be paid with grant funds.

Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any award of the Retail Program Standards Grant Program.

FIXED-REIMBURSEMENT GRANTS

Fixed-reimbursement grants are associated with most Category 1 Small Projects. If awarded, upon completion of the project and approval of the Final Report, a specific dollar amount (identified below) will be reimbursed to the grantee's agency or organization. For these specific grant types only, applicants do not need to submit a budget or budget justification, as individual

expenses are not reported. Reimbursement will be made on a fixed-reimbursement basis upon submission of a completed final report, as follows:

- Completion of a Self-Assessment of All Nine Standards (Fixed Payment of \$2,500)
- Completion of an Updated Self-Assessment of All Nine Standards (Fixed Payment of \$2,500)
- Completion of a Verification Audit for One Standard (Fixed Payment of \$2,000)
- Completion of Verification Audits for Two or More Standards (Fixed Payment of \$3,000)

PROGRAM RULES AND REQUIREMENTS

1. Funding is available for State, local, tribal, and territorial retail food regulatory programs, and can be used for activities that allow the programs 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 to apply. To enroll in the Retail Program Standards, visit <http://afdo.org/retailstandards/enroll>. Enrollment can generally be accomplished within one to three days, but must be completed and verified by the FDA by December 1, 2016 to qualify for current grant year funding.
3. Applicants for Category 1 Small Projects grants must have completed a Self-Assessment of all Nine Standards (other than applications that are requesting a fixed-reimbursement grant for the “Completion of a Self-Assessment of all Nine Standards”).
4. Applicants for Category 2 Moderate Projects grants must have conducted a Self-Assessment within the last five (5) years (i.e. December 2, 2011 or later).
5. For travel requested in any grant Category (1, 2, 3, or 4), travel costs should adhere to the following general guidelines (feel free to contact the Retail Program Standards Grants Management Team with specific travel-related questions not covered below):
 - a. Receipts are required for all travel expenses except meals, which will be reimbursed on a federal per diem basis. The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at <http://www.gsa.gov/portal/content/101518>
 - b. Hotels will be reimbursed at actual room cost plus any applicable tax during dates of travel, and should be booked at the most economical rate practical. Incidental lodging expenses (internet, etc.) beyond room, parking and tax will not be reimbursed.
 - c. The prevailing federal per diem rate for the destination will be allowed for meals and incidentals. On travel days (first and last days), in most cases 75% of the federal per diem rate will be reimbursed. AFDO reserves the right to disallow per diem for meals which are provided at no cost to the participant as part of the program.
 - d. Air travel is to be taken by the most economical fare available. Advance purchase is required. First or business class, “economy plus”-type, or any other upgraded air travel is not authorized. Baggage fees may be reimbursed with a receipt.

- e. Reimbursement for use of a private automobile shall be at the prevailing federal rate, reimbursed for map mileage to and from the venue, and shall not exceed the cost of advance purchase air travel to the destination.
6. Jurisdictions may apply for funding for one (1) project in each of the four (4) project categories, for a maximum of four (4) applications per jurisdiction for the Calendar Year 2017 funding cycle (Application Period of November 2 - December 1, 2016). If more than four (4) applications are made by a single jurisdiction, only the first application in each of the project categories will be evaluated.
7. Jurisdictions that applied for funding and/or were awarded funding during the previous Retail Program Standards Grant Program funding years (beginning in February 2014) are eligible to apply for up four (4) grants (one project in each of the four categories) during this Calendar Year 2017 grant cycle (Application Period of November 2 - December 1, 2016).
8. Jurisdictions should coordinate internally to ensure they do not exceed the maximum number of applications of four (4) per grant cycle. Applications from a single jurisdiction may be made by a single Point of Contact (POC), or multiple POCs.
9. Jurisdictions applying for Category 3 funding may not include additional individual training as part of a Category 1 or Category 2 application.
10. 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>.
11. When completing the online application, any character count restrictions include spaces.
12. All applications must be made through the online portal, <https://retailstandards.fluxx.io>, by December 1, 2016 at 7:59 PM Eastern Time. All required fields in each application (including POC, organization, and proposal information) must be clear and complete.

TERMS AND CONDITIONS

By applying, 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 POC for the grant award (this person will be named in the grant award letter).
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.
- 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 (except for fixed-reimbursement projects), accompanied by the documentation specified in the *Reporting Requirements* section of this document.

Proposal Scoring

1. Applicants will receive an automated email notification upon the successful submittal of their application.
2. Applications received by the deadline will undergo an administrative review.
 - a. Applications that pass the review will move to the proposal-scoring phase.
 - b. Applications out-of-compliance with the Program Rules and Requirements 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 after the notification.
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 per 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, 2, and 4 Projects) OR details of the proposed training are clear and complete (Category 3 and 4 Projects, as they relate to training). {Score: 1-5}
 - b. **Scoring Section 2 – Project Members (Training Participants for Category 3)**
 - i. Identified project personnel have clearly defined roles (Category 1, 2, and 4 Projects) OR listed personnel are appropriate to attend the training (Category 3 and 4 Projects, as they relate to training). {Score: 1-5}
 - ii. Project personnel have the expertise necessary to successfully complete the proposed project (Category 1, 2, and 4 Projects) OR identified personnel will advance conformance of the Retail Program Standards because of the training (Category 3 and 4 Projects, as they relate to training). {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 the fields from the application, this project is very likely to succeed and advance the goals of the Retail Program Standards.
{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 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 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 is used for project reporting, aimed at keeping the reporting burden low. Grantees must submit their reports through the online grants management portal at <https://retailstandards.fluxx.io>. Funds are generally awarded on a reimbursement basis after a Final Report is submitted and approved, but exceptions may be made based on 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.

INTERIM REPORT REPORTING REQUIREMENTS (FOR CATEGORY 2 MODERATE PROJECTS ONLY)

An Interim Report (for Category 2 Moderate Projects only) is due no later than June 30, 2017. Interim Reports must include the following information:

1. A brief description of the status of your project. (Maximum of 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 those obstacles. (Maximum of 1,500 characters)
3. An accounting of any expected changes from the project budget submitted with your application. All changes to the project budget must be submitted via email to retailstandards@afdo.org. **Note that 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 Program POC.** Changes that result in an overall increase above the total amount listed in your award letter are not permitted. (Maximum of 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 and the person, group, or agency best equipped to offer such assistance. (Maximum of 1,500 characters)
5. For mid-project reimbursement of project expenses (when requested in writing based on project need, and pre-approved):
 - a. 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. The form may be downloaded from <http://afdo.org/Resources/Documents/vnrfrps/Reimbursement Form.docx>.
 - b. Attach a scanned PDF copy of verifying documentation for all expenditures. Verifying documents include receipts, invoices marked paid, payroll reports, expenditure reports, mapped documentation of mileage, and any other pertinent information as requested by the FDA or grants management team.
 - c. Attach the *Summary of Staff Time Worksheet* if your request includes reimbursement of staff time. The worksheet may be downloaded from program homepage at <http://afdo.org/retailstandards>.

FINAL REPORT REPORTING REQUIREMENTS

A Final Report is required for all grant categories and should document completion of all project deliverables. The Final Report is 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 found in your application, and explain how each objective was met. For Category 3 and 4 projects, list the training, meeting, workshop or exercise attended, the name(s) of attendee(s), and a summary of the strengths/weaknesses of the training or other event as delivered. (Maximum of 1,500 characters)
2. List all project outcomes found in your application and explain how each was met. (Maximum of 1,500 characters)
3. For any project objectives or outcomes that were not met, please explain why. (Maximum of 1,500 characters)
4. Please explain how this project helped your jurisdiction achieve greater conformance to the Retail Program Standards. (Maximum of 1,500 characters)
5. If the final budget is not as originally projected, list all variances from the original budget and provide a brief explanation for each variance. All changes to the project budget must be submitted in advance of the actual expense via email to retailstandards@afdo.org. **Note that 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 Program POC.** (Maximum of 1,500 characters)
6. For reimbursement of project expenses:
 - a. 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. The form is available for download from http://afdo.org/Resources/Documents/vnfrfps/Reimbursement_Form.docx.
 - b. Attach a scanned PDF copy of verifying documentation for all expenditures. Verifying documents include receipts, invoices marked paid, payroll reports, expenditure reports, mapped documentation of mileage, and any other pertinent information as requested by the FDA or grants management team. All documents should be included in the order expenses are listed on the Reimbursement Form.
 - c. For reimbursement of staff time (for Category 2 or applicable Category 1 custom projects only) attach the completed Summary of Staff Time Worksheet. Use this worksheet to help add up a grand total cost of staff time. Include the total cost of staff time as a single line item on the above Reimbursement Form. The worksheet is available for download from the program homepage at <http://afdo.org/retailstandards>.
7. For Category 1 Self-Assessment, Verification Audit(s), or achievement of new Standards, agencies are required to send the following forms to the FDA Regional Retail Food Specialist assigned to your jurisdiction (<http://afdo.org/retailstandards/fdaregionalcontacts>): "Appendix I" or FDA forms SF3519 and SF3520. Complete reimbursement guidance may be downloaded from http://afdo.org/resources/Documents/vnfrfps/Reimbursement_Instructions.pdf

How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
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.xlsx>. 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 December 2, 2011, or later). If the FDA-posted list has any errors or omissions, 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. We recommend Google Chrome or any of the other most current browsers listed at <http://afdo.org/retailstandards/browsers>.
5. Complete an online application using the grants management portal at <https://retailstandards.fluxx.io>. For each project for which your jurisdiction chooses to apply, up to a maximum of four (4) applications, with not more than one (1) application in each of the four project categories may be submitted.
6. Submit up to four (4) applications by the December 1, 2016 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline).

Step-by-Step Application Guidance

This section contains best practices and a step-by-step guide for completing online applications through the Retail Program Standards Grant Portal.

BEST PRACTICES

The following are a few best practices:

- If you have applied for or have been awarded a grant in previous cycles (since February 2014), please use your existing username and password, and proceed directly to STEP 4 – APPLY FOR A GRANT. Your contact information, including email address, must have remained the same 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, or if you cannot find your username. Your password can be reset from the login page of the grant portal.
- 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 copy and paste) information into the portal, be sure to periodically hit the green “**Save**” button at the top of the screen. After clicking the “**Save**” button, you can log in and out of the system as often as needed without losing your information. Saved applications may 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 you have completed all required fields, a “**Submit**” button will appear at the bottom of the screen. Do not click the “**Submit**” button until your application is complete. If you inadvertently hit “Submit” before your application is complete, contact the Retail Program Standards Grants Management Team before the application submittal deadline (December 1, 2017) and your application can be moved back to the “Draft” state.

STEP 1 – ELIGIBILITY QUIZ

From <http://retailstandards.fluxx.io>, select the button “New User Registration” and take the Eligibility Quiz (again, users with an existing username can skip to STEP 4 – APPLY FOR A GRANT). The Eligibility Quiz consists of the following questions:

- A. Do you represent a retail food safety organization or entity? (Required. Select from the drop-down menu)
- B. Is your jurisdiction enrolled in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards)? (Required. Select from the drop-down menu)

Note: If your jurisdiction is not yet enrolled, please enroll using information found at <http://www.afdo.org/retailstandards/enroll>, and then come back and complete the Eligibility Quiz.

- C. 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, 3, and 4), and no more than four (4) 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)
- D. Click “**Submit**”.

STEP 2 – LETTER OF INTENT/ACCOUNT REGISTRATION

Register as a Point of Contact for your jurisdiction through the Retail Program Standards grant portal. This step only appears if all answers to the Eligibility Quiz in Step 1 are answered as “Yes.” Information required to complete this step consists of:

- A. 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.)
 - i. First Name (Required)
 - ii. Last Name (Required)
 - iii. User Title
 - iv. Email Address (Required)
 - v. Phone Number (Be sure to include the area code and any extension.)
- B. ORGANIZATION (Complete all 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 “United States” from the Country drop-down menu first, which will then populate the State/Province drop-down)
 - 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.)
 - ii. Has your jurisdiction conducted a Self-Assessment of all nine Standards? (Select “Yes” or “No”.)
 - 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, click the “**Submit Request**” button at the bottom of the screen.

STEP 3 – RECEIVE YOUR USERNAME AND PASSWORD

Within 2 business days of registration (but normally sooner, often within 30 minutes) you will receive an email with your username and a password. This email will come to the POC email

address you entered during registration. Once you receive these credentials, you may log into the Retail Program Standards grants management portal, and begin working on your application(s). Be sure to save your username and password, as these credentials may 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 GRANTS MANAGEMENT TEAM.

STEP 4 – APPLY FOR A GRANT

Complete your grant application(s) by using your username and password to log into the Retail Program Standards Grant Portal at <https://retailstandards.fluxx.io>. A single POC from a jurisdiction may apply for up to four (4) grants (one in each category). Multiple POCs from a single jurisdiction may register and apply for grants through this program, but they should coordinate to ensure they do not apply for more than one (1) grant in each category, and no more than four (4) grants in total for the current grant cycle. If more than four (4) applications are made by a single jurisdiction, only the first application in each of the project categories will be evaluated.

Once you log into your user dashboard, select either “Apply Category 1- Small Projects”, “Apply Category 2- Moderate Projects”, “Apply Category 3- Training Projects”, or “Apply Category 4- Food Protection Task Force Support Projects” 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, you should 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. Secondary Contact (If your organization does not have a Secondary Contact, you may enter the Primary Contact again or leave this drop-down blank.)

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. Project Start Date (Enter a date between January 11, 2017 and December 30, 2017.)

- iii. Project End Date (Enter a date between January 12, 2017 and December 31, 2017.)
 - iv. Select “Yes” or “No” to the following: Have you conducted a Self-Assessment of all nine Standards? (For Category 1 Small Projects grants, selecting “No” will limit your subcategory choices to “Completion of a Self-Assessment of all nine Standards”.
 - a) *If “Yes” is selected, enter the Date of Most Recent Self-Assessment. If this is a Category 1 Small Projects grant, select your subcategory from the four (4) 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).
 - b) *If “No” is selected for a Category 2 Moderate Projects grant, you will not be allowed to submit your application. (Compliance warning will show, before submittal reading: “You are not qualified to apply if you have not had a self-assessment within the last 5 years.”)
 - v. Amount Requested:
 - a) For Category 1 Small Projects, enter the fixed-reimbursement amount for specified sub-categories, or between \$500 and \$3,000 for your custom-designed project.
 - b) Category 2 Moderate Projects must request between \$10,000 and \$20,000.
 - c) Category 3 Training Projects must request between \$500 and \$3,000.
 - d) Category 4 Food Protection Task Force Support Projects must request between \$500 and \$3,000.
- For Category 1 Small Projects, Category 2 Moderate Projects, and Category 4 Food Protection Task Force Projects Grants***
- vi. 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. Maximum of 1,500 characters for Category 1 Small Projects; Maximum of 3,000 characters for Category 2 Moderate Projects; Maximum of 1,500 characters for Category 4 Food Protection Task Force Support Projects)
 - vii. 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]. Maximum of 1,500 characters)
 - viii. 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].)

Maximum of 1,500 characters for Category 1 Small Projects; Maximum of 3,000 characters for Category 2 Moderate Projects; Maximum of 1,500 characters for Category 4 Food Protection Task Force Support Projects)

- ix. 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 Small Projects grants that request funding for a Self-Assessment of all Nine Standards, select and move all nine Standard choices over to the right.)

For Category 3 Training Projects Grants Only

- vi. 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.)
- vii. 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 for with requested funds.)
- viii. Course number(s) (Optional. List course numbers, if applicable, for the conferences, workshops, and/or seminars listed above.)
- ix. Location(s) of training(s)? (Required. Please list locations for all the listed conferences, workshops, and/or seminars that will be paid for with requested funds.)
- x. Is attendance at the training required to maintain FDA Standards? (Select “Yes” or “No”.)
- xi. 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 two employees to attend a “train the trainer” class, enter “2”.)
- xii. 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 two employees who are trained using grant funds then teach the material to 25 additional employees from your jurisdiction, enter “25”.)
- xiii. Training Description (Provide a brief description of your proposed training including one (1) to three (3) 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. Maximum of 1,500 characters)
- xiv. 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. Maximum of 1,500 characters)
- xv. Training Outcomes (Please list one (1) to three (3) 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]. Maximum of 1,500 characters)

D. JURISDICTIONAL LEVEL:

- i. Choose your type of jurisdiction. (Local, State, Territorial, or Tribal)

- ii. Choose your FDA region. (Central, Northeast, Pacific, Southeast, or Southwest)
- E. BUDGET INFORMATION
- i. Click the blue plus (“+”) sign to add as many Budget Line Items as you need, one (1) line per budget category.
 - ii. When you click the blue plus sign the “Add Budget Request Item” box will appear. (Be patient – it can sometimes take up to 30 seconds for the box to appear.)
 - iii. Enter the name of the Budget Line Item you want to create in the upper field. Example: Enter “Personnel Costs” or “Estimated Airfare”. Note: Personnel costs are only allowable for Category 1 and 2 grants.
 - iv. Add the Grant Amount Requested of the Budget Line Item in lower field. Example: Enter “1250”.
 - v. Click the **“Create Budget Request”** button to create the Budget Line Item.
 - vi. Repeat as many times as necessary to create all the Budget Line Items you need.
 - vii. Once a Budget Line Item is created, you can use the blue “Edit” icon or the red minus (“-”) sign to edit or delete a Budget Line Item if needed (each found to the left of Budget Item box).
 - viii. 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.
 - ix. 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.
 - x. 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.” Maximum of 1,500 characters)

STEP 5 – SAVE AND SUBMIT

Once you have entered all the required information in Steps 3 and 4, carefully review the information you have entered. Click the blue **“Save”** button at the bottom right corner of your screen (we recommend that you save often during the application process to ensure your work is captured). Note: Saved applications may 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. To make changes to a saved application, click the **“Edit”** button at the top right corner of your screen. Before the grant program deadline, once you have reviewed your application and are confident the information entered into all fields is correct, clear, and complete, click the green **“Submit”** button in the bottom right corner of your screen to submit your application. A “Note for Submit” box will appear, but it is not required to enter any notes. Click **“OK”**.

Important Web Links

RETAIL PROGRAM STANDARDS GRANTS HOMEPAGE – <http://afdo.org/retailstandards>

All the information for this grant program, including the latest information and program updates, and access to the grant portal, can be found at this site.

FDA RETAIL PROGRAM STANDARDS INFORMATION – <http://afdo.org/fda-vnrfrps>

This is a link to the official FDA site, with comprehensive information regarding the Voluntary National Retail Food Regulatory Program Standards [the 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. This person 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 November 2, 2016 until 7:59 PM ET on December 1, 2016. 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 security and functionality reasons. 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 funded projects from previous years.