



AFDO-Managed Retail Program Standards Grant Program

## **Additional Funding Opportunity for CY 2020 Conference for Food Protection (CFP)**

[www.afdo.org/retailstandards](http://www.afdo.org/retailstandards)

# GRANT GUIDANCE

## CALENDAR YEAR 2020 AWARDS

APPLICATION PERIOD: JANUARY 21 – FEBRUARY 17, 2020

*Additional Funding Opportunity for CY 2020 Conference for Food Protection (CFP)  
Travel Assistance Subawards*

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## Special Funding Opportunity for CFP

In addition to the annual subawards offered for CY 2020 through the [AFDO-Managed Retail Program Standards Grant Program](#) (subawards were made in December 2019), there is a special funding opportunity opening for the Conference for Food Protection (CFP). This opportunity is separate from the regular CY 2020 annual funding program, and jurisdictions who were awarded CY 2020 AFDO Subawards are eligible to apply for a CY 2020 CFP Travel Assistance Subaward.

### TRAVEL ASSISTANCE SUBAWARDS

For State, local, tribal, and territorial (SLTT) jurisdictions in need of funding to attend the CY 2020 Conference for Food Protection, Category 3 Training Project applications will be accepted via the AFDO-Managed Retail Program Standards Grant Program Portal (<http://afdo.org/retailstandards>) from January 21, 2020 through February 17, 2020 at 7:59 PM Eastern Time. Applicants should refer to this CY 2020 CFP Travel Assistance Subawards Grant Guidance Supplement for application instructions.

### CONTACT INFORMATION

For more information or technical support, please contact the AFDO-Managed Retail Program Standards Grants Management Team at (717) 814-9873 or [retailstandards@afdo.org](mailto:retailstandards@afdo.org).

### IMPORTANT DETAILS REGARDING THIS OPPORTUNITY

Below are some specific details regarding this CY 2020 CFP Travel Assistance Subaward opportunity:

- **To be eligible for this funding opportunity, applications must be made by a State, Local, Tribal or Territorial (SLTT) regulatory agency that has a food program and develops policy regarding retail food.** Payments will be made to the regulatory agency, who will then reimburse funded employees (whose names, titles, and CFP roles were outlined in the application).
- Regulatory agencies sending multiple employees to CFP may use a single application to apply for up to \$800 per person for travel assistance for CFP attendance, March 30 – April 3, 2020 in Denver, CO. **Eligible costs to be covered under this opportunity include airfare/transport and hotel accommodations only.**
- All applications will receive an in-depth Administrative Review.
- Our goal is to send subaward letters to recipients by February 21, so that applicants who receive awards can go online to the CFP website, register, and receive the early registration discount which ends on February 28 (online registration for CFP can be

completed at <http://www.foodprotect.org/biennial-meetings/2020-biennial-meeting/register>).

- Emphasis will be placed on providing funding to Conference members from SLTT regulatory jurisdictions whose participation might otherwise be denied due to budget constraints. **The following criteria, listed in priority order, will be used for determination of funding: Council membership; Assembly of State Delegate status (State Delegate/Alternate); Committee status; and attendance approval in place.**

*\*Maximum subaward amount is \$800 per person except for AK, HI and U.S. Territories when adequate justification is provided.*

#### MAXIMUM NUMBER OF GRANT APPLICATIONS PER ELIGIBLE JURISDICTION

For this special funding opportunity, jurisdictions may submit one (1) application for Category 3 Training (multiple travelers may be included in the single application) to be reviewed for the CFP Travel Assistance subaward. (**Example:** *A jurisdiction in the contiguous 48 states with three travelers attending CFP can submit one application requesting up to \$2,400.*)

#### SUBMISSION DEADLINE

Applications must be made through the online portal, <https://retailstandards.fluxx.io>, which will open on Tuesday, January 21, 2020. All applications must be completed and successfully submitted through the portal by Monday, February 17, 2020 at 7:59 PM Eastern Time.

## Program Rules, Terms, and Conditions

### ALLOWABLE COSTS

Allowable travel costs include airfare, rental car, gas/fuel, mileage, hotel/lodging, taxi/shuttle, and related transportation and accommodation expenses.

### NON-ALLOWABLE COSTS

For this additional funding opportunity for CY 2020 CFP, all other costs—unless those specified in the Allowable Costs section above—are prohibited. This includes Federal per diem/meals and registration/training fees, in addition to any other line item requests not expressly permitted by FDA and AFDO. Personnel costs associated with training are not permitted. This includes employee salaries, fringe benefits, overtime, and travel time.

### PROGRAM RULES AND REQUIREMENTS

The following rules and requirements apply to the program:

- Jurisdictions should coordinate internally to ensure they do not exceed the maximum number of applications.
- Applicants for this special CFP Category 3 funding may not include additional trainings as a part of this funding opportunity.
- Travel costs should adhere to the following general guidelines (contact the AFDO-Managed Retail Program Standards Grants Management Team with specific travel-related questions not covered below):
  - Receipts are required for all approved travel expenses.
  - Per diem and meals will not be reimbursed through this program
  - 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.
  - 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.
  - Reimbursement for use of a private automobile shall be at the prevailing federal rate, reimbursed for mapped mileage to and from the venue, and shall not exceed the cost of advance purchase air travel to the destination.
  - Who to Contact: If you anticipate any problems that will impact attendance at (or completion of) a funded event, please contact the AFDO grants management team at [retailstandards@afdo.org](mailto:retailstandards@afdo.org) as early as is practical. We will work with FDA to resolve any issues in a timely manner.

- 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>.
- When completing the online application, any character count restrictions include spaces.
- All applications must be made through the online portal, <https://retailstandards.fluxx.io>, by the end of the application period. 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 management 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.

## Reporting Requirements

As with applications, an online process is used for project reporting to keep 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 needs of the jurisdiction (determined on a case-by-case basis). Please visit <http://afdo.org/retailstandards> for complete Reporting and Reimbursement Instructions.

### FINAL REPORT REQUIREMENTS

A Final Report is required for all grant categories and should document completion of all project deliverables. The Final Report is due no later than 45 days after the end of the project period listed in your application.

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](mailto: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-Managed Retail Program Standards Grant Program POC.

## How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
2. Gather the required information necessary to answer the questions listed in the *Step-by-Step Application Guidance* (below).
3. Confirm that your computer meets the minimum browser requirements to ensure security and functionality with the system. We recommend Google Chrome or any of the other current browsers listed at <http://afdo.org/retailstandards/browsers>.
4. Complete an online application using the grants management portal at <https://retailstandards.fluxx.io>.
5. Submit no more than one (1) application by the February 17, 2020 7:59 PM Eastern Time deadline and wait for funding determination.



## Step-by-Step Application Guidance

### 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* below. Your contact information, including email address, must have remained the same to proceed to Step 4. Please contact the AFDO-Managed Retail Program Standards Grant Team at (717) 814-9873 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 word processing document, and then cut and paste that information into the grant portal. This may be especially helpful if you have Internet connection issues or have limited time to access the portal.
- Once you begin to type (or copy and paste) information into the portal, be sure to periodically click the “**Save**” button at the bottom of the screen. After clicking the “**Save**” button, you may log out of the system if necessary, 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, you should click the “**Submit**” button at the bottom of the screen. Do not click the “**Submit**” button until your application is complete. If you inadvertently select “**Submit**” before your application is complete, contact the AFDO-Managed Retail Program Standards Grants Management Team before the application submittal deadline and your application can be moved back to the “Draft” state.

### STEP 1 – ELIGIBILITY QUESTIONNAIRE

**(If you have applied for or have been awarded an AFDO Retail grant in previous cycles, use your existing username and password and proceed directly to *STEP 4 – APPLY FOR A GRANT* below.)**

From <http://retailstandards.fluxx.io>, select the button “**New User Registration**” and take the Eligibility Quiz. **(For this special CFP funding opportunity, please simply answer Y to all three eligibility questions, to allow you to move to Account Registration).**

## STEP 2 – LETTER OF INTENT/ACCOUNT REGISTRATION

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

## STEP 3 – RECEIVE YOUR USERNAME AND PASSWORD

Within two (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 AFDO-Managed Retail Program Standards grants management portal and begin working on your application(s).

Be sure to save your username and password, as these credentials will 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 AFDO-MANAGED 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 AFDO-Managed Retail Program Standards Grant Portal at <https://retailstandards.fluxx.io>. Once you log into your user dashboard, click “Apply Now” from the menu on the left side of the screen. Then select the following option from the four categories shown:

- **Apply Category 3- Training Projects**

After selecting a grant category, you may begin entering all required information:

- **ORGANIZATION INFORMATION**
  - Organization (This is the organization, as written, when you set up the account. Verify this is correct. Otherwise, you should contact the grant support team.)
  - Location (Required. Make sure the entry “Your Organizational Name – headquarters” remains selected from the dropdown.)
  - Primary Contact (Select your name from the dropdown.)
  - Confirm Primary Contact (Select your name from the dropdown. Your organization may only have one Primary Contact, so both “Contact” fields should provide the same name.)
  - Jurisdictional Level (Select your jurisdictional level from the dropdown.)

- **AUTHORIZING OFFICIAL INFORMATION** (List the name and information for the person in your jurisdiction who is authorized to approve this grant contract if awarded. The Authorizing Official is the person in your organization who provides supervisory oversight for this grant opportunity (often an organization's Financial or Grants Management Official).
  - Authorizing Official Title (Required)
  - Authorizing Official First Name (Required)
  - Authorizing Official Last Name (Required)
  - Authorizing Official Email (Required)
  - Authorizing Official Phone (Required. Be sure to include the area code.)
  
- **PROJECT INFORMATION** (Complete the “Project Information” section based on the following questions):
  - Project Title (Create a simple, descriptive project title using 255 characters or less. For example, “Polk County - CY 2020 CFP”)
  - Project Start Date (Enter a date between February 18, 2020 and March 30, 2020.)
  - Project End Date (Enter a date between March 30, 2020 and April 5, 2020.)
  - Amount Requested (Enter an amount not to exceed \$800 per person.) Note: \$800 per person limit does not apply to AK, HI, and Territories when adequate justification for additional costs is provided.
  - For what type of training are you requesting funds? (Leave default selection, *Attendance to Retail Food Safety Training Courses, Conferences, Workshops, or Seminars.*)
  - Which Standard(s) will this project help you meet? (Leave default, *Standard No. 4 – Uniform Inspection Program.*)
  - Course Name (Leave default, *CFP 2020 Biennial Meeting.*)
  - Course Number (Leave default, *N/A.*)
  - Conformance with the Retail Program Standards (Use the text box to describe how attendance at this training will improve your jurisdiction’s conformance with the Retail Program Standards. Maximum of 1,500 characters)
  - Location(s) of Trainings(s) (Leave default, *Denver, CO.*)
  - Number Receiving Direct Training (Use the drop-down to select the number of individuals receiving direct training.)
  - Training Description (Leave default, *The Conference for Food Protection (CFP) strives to keep food safety collaborative and noncompetitive by providing a national forum, held every other year, to bring together stakeholders from the food industry, academia, consumer groups, and regulatory agencies. The partnership and consensus-building that occurs during the Biennial Meeting demonstrates how open sharing of food safety*

*information and expertise advances our nation's food safety efforts. The 2020 Biennial Meeting will be held in Denver, Colorado from March 30 – April 3.)*

- Training Participants (Please list the name, title, and CPF role for each attendee. For each attendee, indicate whether they are a Council member; State Delegate or alternate; any Committee status [Please name all committees]; and whether attendance approval is in place. Maximum of 1,500 characters.)

- **BUDGET INFORMATION**

- Create a new “Budget Worksheet” by following the directions provided within the online application.
- Enter Start Date and End Date. These should match the Project Start Date and Project End Date previously entered.
- Add “Budget Line Items” (costs) using the predetermined categories provided: Airfare, Rental Car, Gas, Mileage, Hotel / Lodging, Taxi / Shuttle, Other Transportation. Note: Federal per diem/Meals and Registration/Training Fees are not permitted for this CFP opportunity. Fill in cost item amounts in the Budgeted column, then click **SAVE**.
- Budget Narrative (Provide a Budget Narrative that details the funds required to achieve your project and explains the Budget Worksheet above. 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**”.

Before leaving the Application Portal, allow your screen to refresh (you may have to click on one or more “Update Available” pop-ups), and assure your application moves from the “Draft Applications” section of the Portal to the “Submitted for Review” section. You should also receive a system generated email confirming the submittal of each application, shortly after it is submitted (if you do not receive a confirming email, please check your email SPAM folder).

If you do not receive confirmation of your submission, please contact the AFDO-Managed Retail Program Standards Grants Management Team at 850-583-4593 or [retailstandards@afdo.org](mailto:retailstandards@afdo.org), before the end date of the open application period.

## Appendix A - Important Web Links

AFDO-MANAGED RETAIL 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.

AFDO-MANAGED RETAIL 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 January 21, 2020 until 7:59 PM ET on February 17, 2020. This portal can also be reached through the FDA & AFDO-Managed 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.