



AFDO – Managed Retail Program Standards

**INSTRUCTIONS AND GUIDANCE FOR
REQUESTING CHANGES AND CANCELATIONS TO
CURRENT GRANT AWARDS**

GRANT PROGRAM CY 2021

<https://www.afdo.org/grants/retailstandards/>

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II. GRANTS CHANGES OVERVIEW

With increased workloads for many jurisdictions brought on by the response to COVID-19, and cancellation of most of the CY 2021 training funded by Retail Program Standards (RPS) Subawards, FDA is committed to offering flexibility with CY 2021 Subawards in all Grant Categories (1, 2, 3, and 4).

III. PROJECT EXTENSIONS

If you will not be able to complete the scope of work during the current calendar year you are permitted to request an extension through March 31, 2022 by filing an **AMENDMENT** to your grant. You must complete the full scope of work and all tasks outlined in the approved grant application by the approved Project Extension Date.

This is the final year of a multi-year cooperative agreement, therefore, no further extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date. All **AMENDMENTS** must be made through the online portal at <https://retailstandards.fluxx.io>

IV. PROJECT MODIFICATIONS (CHANGE REQUESTS)

Jurisdictions may be allowed to modify or change existing grant awards. Prior Approval is Required. Do not make any purchases until you have received written notification from the AFDO Grants Team that your **AMENDMENT** (change request) has been approved. All **AMENDMENTS** (change requests) must be made through the online portal at <https://retailstandards.fluxx.io>

a. EQUIPMENT AMENDMENTS (CHANGE REQUESTS)

FDA will allow jurisdictions to submit an **AMENDMENT** (Change Request) to convert their current CY 2021 grant to an equipment request. Upon receipt of the amendment, the FDA team will review the request and approve or deny as appropriate.

Prior Approval is Required to convert a grant to an equipment request. Do not make any purchases until you have received written notification from the AFDO Grants Team that your **AMENDMENT** (change request) has been approved. All **AMENDMENTS** (change requests) must be made through the online portal at <https://retailstandards.fluxx.io>

The goal for equipment requests is to help jurisdictions build capacity and help further conformance with the Retail Program Standards. You must provide a rationale for how the equipment or supplies will help your jurisdiction conform to the Retail Program Standards.

If request includes software, include a plan for support and maintenance of the software after grant funding ends. Jurisdictions must provide information regarding the equipment needs including:

- 1) Describe the equipment, its purpose, and how it will be used by the program.
- 2) Explain how the purchase of this equipment will help advance the program's conformance with the Retail Program Standards.
- 3) Describe which program standard(s) will be met and how the program standards will be advanced by this equipment.
- 4) Explain how this equipment will be used by the retail program. Indicate the percentage it will be used for retail. If dedicated 100% to the retail program, provide a statement to that effect. If not dedicated 100% to the retail program, indicate what percentage will be used to support the retail program. For example - If a laptop will be used approximately 25% for retail purposes, only 25% of the total cost can be covered by the subaward.

Prior Approval is Required to convert any grant to an equipment request. Do not make any purchases until you have received written notification from the AFDO Grants Team that your AMENDMENT (change request) has been approved. All AMENDMENTS (change requests) must be made through the online portal at <https://retailstandards.fluxx.io>

b. TRAINING AMENDMENTS (CHANGE REQUESTS)

FDA is open to considering alternative web-based training or live delivery training for CY 2021 (reimbursement of materials and registration fees only) that is retail-focused and supports compliance with the Retail Program Standards. Prior Approval is Required to attend alternative training. Do not make any purchases until you have received written notification from the AFDO Grants Team that your AMENDMENT (change request) has been approved. All AMENDMENTS (change requests) must be made through the online portal at <https://retailstandards.fluxx.io>

V. PROJECT CANCELATIONS

If you will not be able to use the funding for your CY 2021 subaward (Category 1, 2, 3 or 4), and are not requesting an extension or change then send an email to the AFDO grants team at retailstandards@afdo.org requesting cancelation of the grant. Be sure to include the grant number in the subject line of the email. Please reach out to the AFDO Grants Team for assistance at 717-814-9873.

VI. TRIP CANCELATIONS

For all cancelled trips, please check to be sure that all reservations have been cancelled (Hotels, Airfare, etc.).

You may submit a reimbursement request for costs already incurred for funded travel. You must make every effort to have charges refunded before seeking reimbursement; we will then make every effort to reimburse all costs that were not refunded.

Include dated documentation (emails, cancellation announcements, notices of jurisdictional travel bans, etc.) regarding cancellations and refunds (or problems getting refunds), to support your reimbursement request.

VII. PROJECT IDEAS

Examples of eligible equipment include but are not limited to: Head Covers, Thermocouples, Flashlights, Sanitation test kits, Heat sensitive tapes, Maximum registering thermometers, Computers, Software, Cameras, Black lights, Light meters, pH meters, Foodborne illness investigation kits, Sample collection kits, Data loggers.

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 AFDO-Managed Retail Program Standards Grant Program funds.

VIII. NON-ALLOWABLE COSTS

Certain expenses and costs are not allowable under the AFDO-Managed Retail Program Standards Grant Program. Please note the following restrictions:

- Cellphones
- Furniture
- Clothing
- Staffing/personnel costs
- Vehicles: Costs associated with procurement of vehicles, vehicle parts/service are not allowed.
- Construction: Costs for construction and/or remodeling of physical structures are not allowed.
- Food: Expenses for food, snacks, meals, and catering are not permitted for any grant.
- Other Agreements, Grants, & Funding Sources: Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any award of the AFDO-Managed Retail Program Standards Grant Program.
- Promotional items and costs are generally prohibited unless they provide a direct food safety benefit. Examples of prohibited items: gift bags, logo items (pens, notepads, shirts, hats), gift cards, etc.
- Purchasing of equipment and supplies for industry is generally prohibited.

- Liability insurance, maintenance/service agreements, etc.
- Insufficient Justification: Other costs may not be funded upon reviewer evaluation. All costs should clearly support Project Outcomes, with sufficient justification provided.

IX. HOW TO SUBMIT AN AMENDMENT

1. Log in to the grants portal https://retailstandards.fluxx.io/user_sessions
2. Go to the GRANTS section in the left column quick links.
3. Select ACTIVE GRANTS.
4. Select the grant you are requesting to amend.
5. Select the REQUEST AMENDMENT button on the top right.
6. Answer all questions and submit a revised budget and budget narrative as appropriate.
7. Select Save.
8. Go to the AMENDMENTS section in the left column quick links.
9. Select DRAFT AMENDMENTS, then select the amendment you created.
10. Review your changes. Select EDIT to make additional changes or Select SUBMIT.

Submitted amendments will be reviewed by an AFDO grant staff. The report may be returned to you for clarification, additional, or missing information. To re-submit a returned amendment:

1. Go to the AMENDMENTS section in the left column quick links.
2. Select REVISIONS NEEDED, then select the amendment you created.
3. Navigate to the AMENDMENT REVISION COMMENTS section. The AFDO grant staff will provide a detail explanation for what is needed.
4. Select EDIT to make additional changes requested and resubmit the request.

X. UNUSED FUNDS

This is the final year of a multi-year cooperative agreement, therefore, no further extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date, there will be no rollover of funds.

XI. CONTACT INFORMATION

If you have any questions, please contact the AFDO Retail Grants Management Team at (717) 814-9873 or retailstandards@afdo.org.