Manufactured Food Training Grant Program
Preventive Controls Alliance Training

GRANT GUIDANCE

2018-2020

Providing funds for state, local, tribal, and territorial food safety officials to attend the FSPCA Animal Food and Human Food Alliance training courses.

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Grant Program Overview

The U.S. Food and Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) are proud to announce the Preventive Controls (PC) Alliance Training Grant Program. The program provides funds through the Manufactured Food Training Grant Portal for food safety officials to attend the PC Animal Food and PC Human Food Alliance training courses. Grant funding is open to state, local, tribal, and territorial agencies that regulate the safety of manufactured food (animal or human food). Applicants to this program can expect an easy application process, up-front funding when required by the project, and simple reporting requirements.

CONTACT INFORMATION

For more information or technical support, please contact the Manufactured Food Grants Management Team at (717) 814-9873 or mfgrants@afdo.org.

PC ALLIANCE TRAINING GRANT PROGRAM GOALS

The following are the PC Alliance Training Grant funding goals:
1. Establish a program to fairly award funds to animal and human food regulatory programs for attendance and delivery of courses related to the Food Safety Modernization Act (FSMA) Preventive Control Rules (animal and human food); and
2. Reimburse attendees for registration fees, course materials, and travel expenses, including transportation, hotel, meals, and other reasonable expenses.

ELIGIBILITY

Funding is available to state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (animal and/or human food), and who have one or more employees who must complete one of the following courses:
- FSPCA Preventive Controls for Animal Food
- FSPCA Preventive Controls for Human Food

MAXIMUM NUMBER OF GRANT APPLICATIONS PER AGENCY

A single agency that regulates manufactured food for both animals and humans may apply for funding for up to two (2) projects:
- One (1) that provides funds for completion and/or delivery of FSPCA Preventive Controls for Animal Food courses.
- One (1) that provides funds for completion and/or delivery of FSPCA Preventive Controls for Human Food courses.

SUBMISSION DEADLINES

All applications must be made through the online portal http://afdo.org/mfgrants.

The application portal is scheduled to close on June 15, 2021, but it may close earlier if available grant funds have been depleted before that time. Funding is available to eligible applicants on a first-come, first-served basis.

Funding may be requested for trainings taking place between July 15, 2019 and June 30, 2021 (retroactive requests are generally not permissible).

Funding Categories

Funds may be used to assist regulatory programs in completing projects that meet FDA's training goals and objectives in the following categories:

FSPCA ANIMAL FOOD TRAINING

Funding for projects that allow state, local, tribal, and territorial regulatory staff to attend the FSPCA Preventive Controls for Animal Food Course or the Lead Trainer Course.

FSPCA HUMAN FOOD TRAINING

Funding for projects that allow state, local, tribal, and territorial regulatory staff to attend the FSPCA Preventive Controls for Human Food Course or the Lead Trainer Course.

Project Ideas

PC Alliance Training Grants are designed to fund projects that allow state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (human and/or animal food), to deliver and/or send their staff members to FSPCA Preventive Controls training courses and the lead trainer courses.

FSPCA ANIMAL FOOD TRAINING - EXAMPLES

Projects that meet your agency's PC for Animal Food training needs, including:
- Projects that send an agency's staff members to attend FSPCA for Animal Food Courses, covering registration fees and travel costs as needed.
- Projects that fund the delivery of FSPCA for Animal Food Courses within an agency, allowing the agency to provide local and/or regional training for their staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that fund an agency staff person to attend the FSPCA for Animal Food Lead Trainer Course, and then deliver the FSPCA for Animal Food Training Course to agency staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that combine aspects of two or more of the project ideas listed above.

FSPCA HUMAN FOOD TRAINING - EXAMPLES

Projects that meet your PC for Human Food training needs, including:
- Projects that send an agency's staff members to attend FSPCA for Human Food Courses, covering registration fees and travel costs as needed.
- Projects that fund the delivery of FSPCA for Human Food Courses within an agency, allowing the agency to provide local and/or regional training for their staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that fund an agency staff person to attend the FSPCA for Human Food Lead Trainer Course, and then deliver the FSPCA for Human Food Training Course to agency staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that combine aspects of two or more of the project ideas listed above.

Note: A single agency should <u>not</u> request both FSPCA Animal Food and FSPCA Human Food training in a single application, since animal food and human food training will be funded and scored separately.

PROJECT IDEAS ONLINE

For online access to project ideas, visit our Project Ideas page at http://afdo.org/mfgrants/ideas.

Program Rules, Terms, and Conditions

ALLOWABLE COSTS

Allowable costs include training costs, travel costs, registration/certificate/speaker/contractual fees, audiovisual materials, and purchase/rental/maintenance/shipping of supplies and/or training equipment. Indirect costs are permissible with a signed and current federal cost rate agreement, or at the de minimis rate of 10%. (Additional guidance on the de minimis rate can be found at: https://www.ecfr.gov/cgi-bin/textidx?SID=5a32387e087a2cd0368f361f5afb9ec6&mc=true&node=se2.1.200_1414&rgn=div8.)

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).
- Personnel costs associated with training <u>are not</u> permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.

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

PROGRAM RULES AND REQUIREMENTS

1. Funding is available for state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (animal and/or human food) and can be used for eligible staff to attend FSPCA training courses offered during the aforementioned time period. Funding cannot be used retroactively (i.e. to reimburse for trainings already completed).
2. Applications must be submitted four (4) weeks prior to the requested course delivery date(s), unless a justification is provided and approved.
3. Any travel costs associated with this grant program should adhere to the following general guidelines (feel free to contact the Manufactured Food 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.
   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 that are provided at no cost to the participant as part of the program. The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at http://www.gsa.gov/portal/content/101518

    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 mapped mileage to and from the venue, and shall not exceed the cost of advance purchase air travel to the destination.

4. Travel to courses outside of the United States is not permitted unless a justification is provided and approved.

5. For reasons of security and functionality, programs 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/mfgrants/browsers.

6. When completing the online application, any character count restrictions include spaces.

7. All applications must be made through the online portal, http://afdo.org/mfgrants, by the current application period's closing date. 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 (the AFDO POC assigned to your award 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 **Reimbursement Request** must be submitted through the online grant portal no more than 45 days after the project end date. Multiple Reimbursement Requests may be submitted under one grant, if your grant is for multiple training dates. As part of the each Reimbursement Request submitted, be sure to provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the *Reporting Requirements* section of this document. A **Final Report** to close out your PC Alliance Training Grant is also due no later than 45 days after the end of the project period listed in your application, or after your final Reimbursement Request under a particular grant is submitted.

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.
    i.   Applications that pass the review will move to the proposal-scoring phase.
    ii. Applications out-of-compliance with the Program Rules and Requirements will not move forward.
    iii. 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. The goal of this program is to fund all agency training needs for the FSPCA Animal Foods and Human Food Courses. If total requested funds exceed total available funds, a contingency plan will be used as needed to allocate funds as fairly as possible. The application portal may close prior to June 14, 2019 if available grant funds have been depleted.
4. The contingency plan will be to award at least some funds to each applicant agency, with the overall goal of funding training for as many total personnel as possible, meeting a majority of both the FSPCA Animal Food and Human Food training needs, using the following scoring methods:
    a. For the first level of competitive review, the following Automated Review Scores will be generated for each agency, using the application information that was submitted:
        i.   Agency Training Efficiency: The "Total Number of PC Inspections for Your Agency" entry will be divided by the "Total Number of Staff Trained as the Result of a Fully Funded Project." Agencies that allocate staff wisely to cover their required number of PC inspections will receive a higher score for this metric.
        ii. Cost Efficiency of Project Proposal: The "Total Requested Funding" entry will be divided by the "Total Number of Staff Trained as a Result of a Fully Funded Project" entry. Cost effective proposals (For example: Those using a Lead Trainer model, and/or keeping travel costs low) will receive a higher score for this metric.
    b. If necessary, as a second level of competitive review, two peer reviewers will review each application, one from FDA and one approved by the Manufactured Food Grants Joint Advisory Group and/or the Manufactured Food Regulatory Program Alliance. Each of the two reviewers will review and score each application based on the following Peer Reviewer Guidance):
        • Scoring Section 1: Review the Training Participants entry and provide a score of 0-5 regarding the appropriateness of the listed participants to attend the training.
        • Scoring Section 2: Review the Additional Information entry and provide 0-2 bonus points for any applications that provide justification for a higher priority.

- <u>Scoring Section 3</u>: Review all Budget entries and the Budget Narrative entry and provide a score of 0-5 regarding the cost effectiveness of this project request.
- Scoring above provides a Total Peer Review Score of 0-12.

5. Finally, the Manufactured Food Grants 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 that funding program goals are met.

Reimbursement Requests and Reporting Requirements

As with the application process, the online grants management system is used for project reporting and is aimed at minimizing the grantee's time burden. Grantees must submit their reports through the online grant management portal at https://preventivecontrols.fluxx.io. Funds are generally awarded on a reimbursement basis after each Reimbursement Request is submitted and approved, but exceptions may be made based on the nature and duration of the project or the needs of the Program (determined on a case-by-case basis). *Note: A reimbursement check will be made payable to the organization; it cannot be made payable to any individual*.

Changes to the project budget that exceed 10% of the total grant amount must be requested in advance of your final report submission, via email to mfgrants@afdo.org. Amended budget line items should be approved before expenditures are incurred, and requested changes are not approved until you receive confirmation via email regarding your requested changes. *Note: If you are ready to submit your Reimbursement Request but have not yet requested and received approval for budget changes that exceed 10% of the total grant amount, please submit your change request and wait for your approval before submitting your Final Report.*

REIMBURSEMENT REQUESTS AND REPORTING REQUIREMENTS – PC TRAINING GRANTS

A **Reimbursement Request** is required whenever you are seeking reimbursement for one or more completed trainings. More than one Reimbursement Request can be submitted during the year, if needed.

Once all trainings have been completed and costs have been reimbursed (upon successful submission of one or more Reimbursement Requests), a **Final Report** to close out your PC Alliance Training Grant is due no later than 45 days after the end of the project period listed in your application.

Please visit http://afdo.org/mfgrants for complete Reimbursement and Reporting Instructions.

How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
2. Gather the required information necessary to complete your application(s).
3. 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/mfgrants/browsers.
4. Complete an online application using the grants management portal at https://preventivecontrols.fluxx.io for each project for which your program chooses to apply (Human and/or Animal Food courses).
5. Submit your application(s) by the current application period deadline and wait for funding determination (normally received within 2 weeks).

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, 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 Manufactured Food Grants Management 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 single word processing document, and then later cut and paste that information into the grant portal. This can prevent the loss of worktime 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 Manufactured Food Grants Management Team before the application submittal deadline and your application can be moved back to the "Draft" state.

STEP 1 – ELIGIBILITY QUESTIONNAIRE

From https://preventivecontrols.fluxx.io, select the button "**New User Registration**" on the right-hand side and take the Eligibility Questionnaire (as described in *Best Practices* above, users with an existing username can skip to *STEP 4 – APPLY FOR A GRANT* below).

STEP 2 – LETTER OF INTENT/ ACCOUNT REGISTRATION

Register as a Point of Contact for your agency through the Manufactured Food grant portal. This step only appears if all answers to the Eligibility Questionnaire in Step 1 are answered as "Yes."

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 Manufactured Food 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

<u>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 MANUFACTURED FOOD GRANTS MANAGEMENT TEAM.</u>

STEP 4 – APPLY FOR A GRANT

Complete your grant application(s) by using your username and password to log into the Manufactured Food Grant Portal at https://preventivecontrols.fluxx.io.

Once you log into your user dashboard click "Apply Now" and then select one of the following two categories to begin the application:
- APPLY FOR ANIMAL FOOD TRAINING
- APPLY FOR HUMAN FOOD TRAINING

After selecting a grant category, you may begin entering all required information. For certain sections, the required information varies depending on the selected category.

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 Manufactured Food Grants Management Team at (717) 814-9873 or mfgrants@afdo.org, before the end date of the open application period.

Important Web Links

MANUFACTURED FOOD TRAINING GRANT PROGRAM HOMEPAGE – http://afdo.org/mfgrants
All the information for this grant program, including the latest information and program updates, and access to the grants management portal, can be found at this site.

MANUFACTURED FOOD TRAINING GRANT PORTAL – https://preventivecontrols.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 reopen for new applications during each Application Period. This portal can also be reached through the Manufactured Food Training Grant Program homepage.

DOWNLOAD A MODERN BROWSER – http://afdo.org/mfgrants/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 agency's information technology office for assistance.

PROJECT IDEAS – http://afdo.org/mfgrants/ideas
This page provides additional project ideas.

FSPCA TRAINING COURSE LIST – https://fspca.force.com/FSPCA/s/courselist?language=en_US
This site provides a directory of currently-published FSPCA training courses. FSPCA is not responsible for, and expressly disclaims all liability for, damages of any kind arising out of use, reference to, or reliance on any information contained within this webpage. While the information contained within this webpage is periodically updated by lead instructors, no guarantee is given that the information provided on this webpage is correct, complete, and up-to-date.