

AFDO-Managed Retail Program Standards Grant Program

Calendar Year 2020 Grants (Sept. 4 – Oct. 15, 2019 Application Period)

Reviewer Guidance

The following information should be used as a guide to score each AFDO-Managed Retail Program Standards Calendar Year 2020 grant application (Sept. 4 – Oct. 15, 2019 Application Period) that is assigned to you for review. Our goal for the review process is to have all reviewers offer standardized and consistent scoring based upon careful review of the information included in this Reviewer Guidance.

When an application is assigned to you, you will receive an email that will provide a username and password. It will come as a generic e-mail for grant program applicants – all you need from the email is the username and password. *(Note: If you were a reviewer for this program in previous years you will not receive this initial email. If you do not remember your username or password, email or call the AFDO-Managed Retail Program Standards Team for help logging in. You can reach us at retailstandards@afdo.org or [850] 583-4593. Use the information provided to log into the Grant Portal at retailstandards.fluxx.io.)*

Once you have your username and password and log into the portal, you will see a list of all of the applications assigned to you for review. Click on each application to begin the review process.

For each application assigned to you, use the information in this document to assist in assigning a score to each of the review questions presented to you through the Reviewer Portal. ***Scores should be based solely upon the information you find within the application itself, and should not reflect any additional screening or research by a reviewer, nor should scores be based upon outside knowledge a reviewer has about a project or jurisdiction. All applications will be prescreened to ensure that the jurisdiction and project meet the basic grant program rules.***

Thank for your participation as a reviewer, and for your commitment to the success of this grant program. Please contact Art, Mike, Jenna or Melissa from the AFDO-Managed Retail Program Standards Grant Team at retailstandards@afdo.org or (850) 583-4593 between the hours of 8:00 am and 8:00 pm EST if you have any questions or need assistance throughout the review process.

Important Information to Keep in Mind

Grant Categories: As you work through each proposal, be sure to keep in mind the category of the grant you are scoring (1, 2, 3, or 4), as the grant category impacts some of the scores. Keep this guidance at hand for reference as you work to consistently and fairly score each of your assigned applications.

Conflicts of Interests: Reviewers should not score projects from agencies for which they have worked in the past, or from agencies that employ a relative or close personal contact. If we have inadvertently assigned you to review any such proposals, please let us know via an email to retailstandards@afdo.org and the project(s) will be reassigned.

Scoring: Each question should be scored using a scale of 1 to 5, according to the following table:

Score	Application Demonstrates That...
5	Answers show that the project (or training) <u>will clearly advance the goals of the Retail Program Standards, is well organized, and contains all of the requested information.</u>
4	Answers show that the project (or training) <u>will clearly advance the goals of the Retail Program Standards, but some information is unclear or missing.</u>
3	Answers show that the project (or training) <u>will clearly advance the goals of the Retail Program Standards, but a significant amount of information is unclear and/or missing.</u>
2	Answers show that the project (or training) <u>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.</u>
1	Answers show that the project (or training) <u>is not in alignment with the goals of the Retail Program Standards.</u>

Comment Boxes: For each of the three scoring sections (Project Information, Budget Information, Overall Opinion), use the comment box immediately following the scoring section questions to highlight strengths and/or weakness that justify your scores in each particular section. ***Adding at least one comment to each box is very important, as it will help us break ties and justify funding decisions in case of applicant questions or complaints.***

Admin Review Notes: During the Administrative Review phase, applicable notes were made to draw the Reviewer’s attention to specific details about an application. These notes can be found in the blue “REVIEW NOTES” section at the top of the application.

Goals of the Retail Program Standards: Any question that is scored 3 or above should offer evidence that the project will clearly advance one or more of the goals of this funding program. Funding program goals include:

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.

The Retail Program Standards are designed to help food regulatory programs enhance the services they provide to the public. When applied in the intended manner, the Retail Program Standards should:

- Identify program areas where an agency can have the greatest impact on retail food safety;
- Promote wider application of effective risk-factor intervention strategies;
- Assist in identifying program areas most in need of additional attention;
- Provide information needed to justify maintenance or increase in program budgets;
- Lead to innovations in program implementation and administration; and
- Improve industry and consumer confidence in food protection programs by enhancing uniformity within and between regulatory agencies.

The Budget Worksheet: All applications under review require the completion of a budget worksheet itemizing the budget line items for their proposed project. The budget worksheet can be viewed in the “Budget Snapshot” which is available in the BUDGET INFORMATION section of the application.

Recently Developed Training Opportunities: FDA has asked that we make each of you aware of a couple of recently developed training opportunities for applicants, targeted specifically at the Retail Program Standards. These may be more common this year, particularly in Category 3 Applications:

- FDA has two national offerings of the Self-Assessment and Audit Workshop this year, one in Illinois in May 2020, and one as a pre-conference offering at the NEHA Annual Educational Conference in New York in July 2020. The aim is to help jurisdictions understand and navigate the Retail Program Standards. For more information: <http://foodsafetygrants.org/retailstandards/documents/2020SAVAW09032019.pdf>
- Additionally, some of the Regional Specialists offer similar workshops targeted at their regional partners.
- Both opportunities are valuable to SLTT programs as they work to align with the Standards.

Category-Specific Reviewer Guidance Documents: Please use the category-specific guidance documents provided on the following pages to guide you as you work through each type of review. *Note: Category 1 Custom Projects use the same review questions as Category 2 Projects, as the same application information is collected for each of these grant types.*

Category 1 Custom Projects / Category 2 Moderate Projects

Sample Admin Review notes:

- *Indirect requested; we will require a valid and up-to-date Indirect Agreement before reimbursement;*
- *Budget Worksheet = \$3,761 and Requested Amount is \$3,000; If awarded, reimbursement will be limited to \$3,000. -or- Budget Worksheet matches Amount Requested;*
- *Admin Review Complete*

Scoring Section 1 - Project Information

PROJECT SUMMARY

- Are the project's plan, objectives, Standards and Elements selected aligned with the goals of the Retail Program Standards, and are they realistically achievable within the funding period? **(Score: 1-5)**
- Does the project plan include a timeline that clearly identifies the specific activities to be completed as part of the overall project, expected completion dates for each activity, responsible personnel, and resources needed? **(Score: 1-5)**
- Project Summary Comment Box **(Required, maximum of 400 characters)**

PROJECT MEMBERS

- Do the identified project personnel have clearly defined project roles? **(Score: 1-5)**
- Do the project personnel have the expertise necessary to enable successful completion of the proposed project? **(Score: 1-5)**
- Project Members Comment Box **(Optional, maximum of 400 characters)**

PROJECT OUTCOMES

- Are the project outcomes clearly identified and likely to achieve greater conformance with the Retail Program Standards? **(Score: 1-5)**
- Are the project outcomes measurable and achievable? **(Score: 1-5)**
- Project Outcomes Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 2 -Budget Information

BUDGET WORKSHEET AND NARRATIVE

- Are the identified resources realistic and necessary for successful completion of the project, and are costs reasonable and appropriate? **(Score: 1-5)**
- Budget Worksheet and Narrative Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 3 – Overall Opinion

LIKELINESS TO SUCCEED

- Looking at all fields from the application, how likely is this project to succeed and advance the goals of the Retail Program Standards? (A score of 5 should represent the top quartile of the projects you have reviewed.) **(Score: 1-5)**
- Overall Opinion Comment Box **(Required, maximum of 400 characters)**

Category 3 Training Projects

Sample Admin Review notes:

- Requested Training: *Self-Assessment and Verification Audit Workshop, FD312;*
- *3 trainings at an average cost of \$1,000;*
- *Budget Worksheet matches Amount Requested -or- Budget Worksheet \$2,020; Requested Amount \$3,000; If approved, only documented, reasonable and allowable travel costs will be reimbursed up to \$3,000.*
- *Admin Review Complete*

Scoring Section 1 - Project Information

PROJECT INFORMATION

- Based on the information presented in the Project Information section of this application, do you think this training will enhance the jurisdiction's conformance with the Retail Program Standards? **(Scale: 1-5)**
- Project Information Comment Box **(Optional, maximum of 400 characters)**

TRAINING DESCRIPTION

- Are the details provided for the proposed training clear and complete? **(Score: 1-5)**
- Are the training objectives aligned with the goals of the Retail Program Standards, and are they realistically achievable within the funding period? **(Score: 1-5)**
- Training Description Comment Box **(Optional, maximum of 400 characters)**

TRAINING PARTICIPANTS

- Are the listed personnel appropriate choices to attend the training? **(Score: 1-5)**
- As a result of this training, how likely are the identified personnel to advance conformance of the Retail Program Standards? **(Score: 1-5)**
- Training Participant Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 2 - Budget Information

BUDGET WORKSHEET AND NARRATIVE

- Is enough detail provided in the Budget Narrative and the Budget Worksheet to provide a clear picture of how funds will be spent? **(Scale: 1-5)**
- Are the identified resources realistic and necessary for successful completion of the project, and are costs reasonable and appropriate? **(Scale: 1-5)**
- Budget Worksheet and Narrative Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 3 – Overall Opinion

LIKELINESS TO SUCCEED

- Looking at all fields from the application, how likely is this training to succeed and advance the goals of the Retail Program Standards? (A score of 5 should represent the top quartile of the projects you have reviewed.) **(Scale: 1-5)**
- Overall Opinion Comment Box **(Required, maximum of 400 characters)**

Category 4 Food Protection Task Force Projects

Sample Admin Review notes:

- *Project supports an existing statewide Task Force on FDA's list;*
- *Indirect requested is equal to the allowable, 10% "de minimus" rate;*
- *Budget Worksheet matches Amount Requested;*
- *Admin Review Complete*

Scoring Section 1 - Project Information

TOPIC SUMMARY

- Are the meeting topics for this Food Protection Task Force event aligned with the goals of the Retail Program Standards? **(Scale: 1-5)**
- Are the details of the proposed Food Protection Task Force meeting or event clear and complete? **(Scale: 1-5)**
- Topic Summary Comment Box **(Optional, maximum of 400 characters)**

MEETING PARTICIPANTS

- Are the listed personnel appropriate choices to attend the Food Protection Task Force meeting or event? **(Scale: 1-5)**
- As a result of attendance at this Food Protection Task Force meeting or event, how likely are the identified personnel to advance conformance of the Retail Program Standards? **(Scale: 1-5)**
- Meeting Participant Comment Box **(Optional, maximum of 400 characters)**

OUTCOMES

- Are the project outcomes clearly identified and likely to achieve greater conformance with Retail Program Standards? **(Scale: 1-5)**
- Are the project outcomes measurable and achievable? **(Scale: 1-5)**
- Project Outcomes Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 2 - Budget Information

BUDGET WORKSHEET AND NARRATIVE

- Are the identified resources realistic and necessary for successful completion of the project, and are costs reasonable and appropriate? **(Scale: 1-5)**
- Budget Worksheet and Narrative Comment Box **(Optional, maximum of 400 characters)**

Scoring Section 3 - Overall Opinion

LIKELINESS TO SUCCEED

- Looking at all fields from the application, how likely is this project to succeed and advance the goals of the Retail Program Standards? (A score of 5 should represent the top quartile of the projects you have reviewed.) **(Scale: 1-5)**
- Overall Opinion Comment Box **(Required, maximum of 400 characters)**