



Developing Capacity to Deliver FDA FD152 Food Processing and Technology Course – Grant Guidance

The Association of Food and Drug Officials (AFDO) in cooperation with the U.S. Food and Drug Administration (FDA) is pleased to announce the availability of one-time funding to assist in the development of the capacity to deliver FDA's FD152 Food Processing and Technology course.

This funding opportunity is being made available to State Food Safety Programs that wish to partner and work collaboratively with an academic institution to develop the capacity to deliver the FD152 course within their geographic region.

To Apply for this FDA Grant Opportunity

1. If you are not already registered for the *AFDO-Administered Manufactured Food Training Grant Program*, click on <http://afdo.org/mfgrants> and hit the large "Apply Now" button. (Note: If you previously registered with AFDO for a *Preventive Controls* or *Other FDA Training* application, you can skip to Step 3).
2. For the eligibility quiz, simply answer "Yes" to both questions.
3. Once you are registered and have received your Username and Password, you can log into the system through the same link as above.
4. Once you are in the grant portal (it will say "Welcome to the Manufactured Food Grantee Portal" at the top of the screen), look on the top left side of the screen, and click on "Apply Now."
5. From the "APPLY FOR FUNDING" page, scroll down to the "*Seed Funding for Delivery of FDA's FD152 Food Processing and Technology Course*" section, and click on "APPLY FOR FD152 SEED FUNDING."
6. Read the information in the Training Application Authorization section. If your application will meet the intent of this funding program, use the drop-down to select "Yes."
7. Follow the prompts on the screen, and enter all information requested. Be sure to fully answer all questions in the online grant application portal (grant portal), providing enough detail for FDA to make fully-informed decisions regarding the readiness of your program to deliver FD152.
8. In the Required Documents section of the grant portal, upload at minimum:
 - a. A Curriculum Vitae (CV) for each of the proposed instructors for the course; and
 - b. A list of the Course Equipment that makes clear the equipment already on-hand and available for use with the academic institution, and the equipment that will be

purchased using award funds (an FD152 Equipment List Template is provided on the *Manufactured Food Training Grant Program* website at <http://afdo.org/mfgrants/>).

9. In the BUDGET WORKSHEET(S) AND VERIFICATION section of the grant portal, be sure to create a comprehensive Budget Worksheet that covers all funds requested. Use the Budget Narrative section to provide additional details that fully explain your proposed expenditures.

For help with your application, please reach out to the AFDO Grants Management Team at (850) 583-4593 or mfgrants@afdo.org.

Program Rules, Terms, and Conditions

ALLOWABLE COSTS

- Allowable costs include Personnel Costs, Training, Instructional Materials, Supplies, Equipment, Parts, Travel, Contracts, Indirect, and other costs associated with startup of a new course delivery.

NON-ALLOWABLE COSTS

- 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).
- 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 Food Safety Programs that wish to partner and work collaboratively with an academic institution to develop the capacity to deliver the FD152 course within their geographic region.
2. Funds can be used for projects that start on or after June 1, 2018 and are completed by March 31, 2019. Funding cannot be used retroactively.
3. Any travel costs associated with this grant program should adhere to the following general guidelines (feel free to contact the AFDO 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. For reasons of security and functionality, programs are required to complete grant applications online using a modern, up-to-date browser. Users may access links to download these browsers from the bottom of the Manufactured Food Training Grant Program website (scroll all the way to the bottom of the website, and click on the “System Requirements” button found on the black bar that covers the bottom of the screen).
 5. When completing the online application, any character count restrictions include spaces.
 6. All applications must be made through the online *Manufactured Food Training Grant Program* portal, accessible at <http://afdo.org/mfgrants>.
 7. 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 POC 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, accompanied by supporting documentation.