



# Manufactured Food Training Grant Program Pre-Authorized FDA Training Projects

<http://afdo.org/mfgrants>

## GRANT GUIDANCE

### 2018-2020

*Providing funds for state, local, tribal, and territorial food safety officials to attend pre-authorized FDA training courses (i.e. attendance at specific FDA courses by SLTT personnel where course seats have already been approved, and specific authorization to apply for reimbursement has been communicated).*

## Table of Contents

Grant Program Overview _____	1
Contact Information _____	1
Pre-Authorized FDA Training Project Goals _____	1
Eligibility _____	1
Submission Deadline _____	1
Eligible Courses and Pre-Authorization Procedures _____	2
Eligible Courses _____	2
Authorization Procedures _____	2
Program Rules, Terms, and Conditions _____	4
Allowable Costs _____	4
Non-Allowable Costs _____	4
Program Rules and Requirements _____	4
Terms and Conditions _____	5
Reimbursement Requests and Reporting Requirements _____	6
How to Apply for Funding _____	7
Step-by-Step Application Guidance _____	8
Best Practices _____	8
STEP 1 – Eligibility Questionnaire _____	8
STEP 2 – Letter of Intent/ Account Registration _____	8
STEP 3 – Receive Your Username and Password _____	8
STEP 4 – Apply for a Grant _____	9
STEP 5 – Save and Submit _____	10
Important Web Links _____	12
Manufactured Food Training Grant Program Homepage _____	12
Manufactured Food Training Grant Portal _____	12
Download a Modern Browser _____	12

## Grant Program Overview

The U.S. Food and Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) are proud to administer the Manufactured Food Training Grant Program. Within this program, the Pre-Authorized FDA Training Project option is an invitation-only funding model available to state, local, tribal and territorial regulatory agencies, with FDA verifying the requestor has a slot in a specific course(s) and meets the eligibility requirements to apply. 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 850-583-4593 or [mfggrants@afdo.org](mailto:mfggrants@afdo.org).

### PRE-AUTHORIZED FDA TRAINING PROJECT GOALS

The following are the Pre-Authorized Training Project funding goal: Help to meet the cost of Manufactured Food training needs that are not fully met by other Cooperative Agreements or funding sources by providing reimbursement for registration fees, course materials, and travel expenses, including transportation, hotel, per diem, and other reasonable expenses.

### ELIGIBILITY

Funding is available to State, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food and who have been identified by FDA as having a training need that is not fully met both other funding sources., and who have been invited to apply to complete specific FDA Training.

### SUBMISSION DEADLINE

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 Pre-Authorized FDA Trainings taking place between July 15, 2019 and June 30, 2021 (retroactive requests are generally not permissible).

## Eligible Courses and Pre-Authorization Procedures

### ELIGIBLE COURSES

Pre-Authorized eligible courses include:

- FD152 Food Processing and Technology
- FD190 Food Current Good Manufacturing Practice, Application, and Evidence Development
- FD202 Conducting Acidified Food Inspections
- FD219 Juice HACCP and Conducting Juice Inspections
- FD225 Sprout Inspections for Regulators
- FD249 Conducting Seafood Inspections
- FD254 PC for Human Food Regulators
- FD340 Dietary Supplement Good Manufacturing Practice
- FD378 Preventive Controls for Grade “A” Dairy Regulators
- FD405 Aseptic Processing and Fill
- ER324/325 – Epi Ready for RRTs/ Foodborne Illness Investigations (FDA course)
- ER220 – Train the Trainer Traceback (FDA course)
- ER300 – Intermediate ICS (FDA course)
- ER400 – Advanced ICS (FDA course)
- ER950 – ICS/Incident Commander (FDA course)
- ER958 – ICS/Ops Section Chief (FDA course)
- ER962 – ICS/Planning Section Chief (FDA course)
- ER967 – ICS/Logistics Section Chief (FDA course)
- ER973 – ICS/Finance Section Chief (FDA course)
- FD107 – Egg Safety Inspections
- PER-298 – Team Approach to Foodborne Outbreak Response (NCBRT course)
- MGT-447 – Managing Food Emergencies: Strategies for a Community Response (NCBRT course)
- VM102 - Current Good Manufacturing Practice for Animal Food Regulators
- VM220 – Preventive Controls for Animal Food Regulators
- Epi-Ready (RRT hosted course)
- Other RRT-sponsored course(s)
- Additional courses may be added to this list by FDA

### AUTHORIZATION PROCEDURES

Each year, FDA provides AFDO with a list of course participants eligible for funding under this program. Upon receipt of FDA’s official listing, AFDO will contact each eligible program via email with an invitation to apply for funding. AFDO will also provide application instructions including an application access code, and applicant support.

Additionally, FDA sometimes authorizes travel awards to fill cancellations that happen just prior to delivery of a scheduled course. In these cases, after confirmation of the course slot by FDA, the program should send AFDO a copy of the FDA email notification confirming the slot allocation (send to [mfgrants@afdo.org](mailto:mfgrants@afdo.org)). AFDO for will confirm eligibility and send application instructions and an access code, as indicated above.

For questions about eligibility for travel funding for any of the listed courses, please contact the Manufactured Food Grants Management Team at 850-583-4593 or [mfgrants@afdo.org](mailto:mfgrants@afdo.org).

## 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=d\\_iv8.](https://www.ecfr.gov/cgi-bin/textidx?SID=5a32387e087a2cd0368f361f5afb9ec6&mc=true&node=se2.1.200_1414&rgn=d_iv8.))

### 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 are not 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 and can be used for eligible staff to attend pre-authorized training courses offered during the aforementioned time period. Funding cannot be used retroactively (i.e. to reimburse for trainings already completed) unless authorized by FDA.
2. Whenever possible applications should be submitted four (4) weeks prior to the requested course delivery date(s).
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 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 Pre-Authorized FDA Training Project 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.

## 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](mailto: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.*

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 Pre-Authorized FDA Training Project 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 all pre-authorized FDA courses. You may complete one (1) application for multiple trainings for which you have received an invitation.
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 850-583-4593 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

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.

### 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 the bottom category option, “Pre-Authorized FDA Training Project Submittals,” to begin the application:

- APPLY FOR PRE-AUTHORIZED FDA 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.

For all Pre-Authorized Training applications, complete the **Training Authorization** (authorization code provided via email by AFDO), **Organization Information**, **Authorizing Official Information**, and **Project Information** sections by following the instructions provided within the application.

### “TRAINING COURSES” SECTION STEP-BY-STEP INSTRUCTIONS:

1. Use the “Training Course Number and Name” box provided to request funding for training courses/deliveries authorized by your agency. Highlight the course name and then utilize the arrow button to move the approved courses to the right side. You may select multiple trainings within one application.
2. For each **Pre-Authorized Course** with a specific label (Example: FD190), complete the set of subsequent information that populates: Training Location, Number of Personnel to Receive Direct Funding, and Training Participant name(s) and title(s).  
*\*Note: If requesting multiple deliveries of a single course (for example, two dates/locations for the same course) please organize the names/titles by date/location of each delivery.*
3. For any additional courses that do not have a specific label, but for which you have received specific authorization, please select the “**Other Training**” option (the last option) at the bottom of the “Training Course Number and Name” box. **Your organization must have also received pre-authorization for any “Other” course.** For any of these “Other Training Courses,” complete all requested information: Course Name(s), Location(s), Date(s), Personnel to Receive Direct Funding, Training Participant name(s) and title(s).  
*\*Note: When requesting more than one “Other Training” course, organize all “Other Training” information in the date order of the trainings.*

## **BUDGET WORKSHEET(S) AND VERIFICATION:**

1. Using the blue “+” sign (to the right of the “Budget Worksheet” title), complete a separate Budget Worksheet for each Training Course, including separate deliveries of the same course. (For Example: If you are requesting funds to have staff attend three (3) different courses [FD152, FD189, and FD219], but you need to have staff members attend two [2] different deliveries of FD152, you would complete four [4] Budget Worksheets, one for each course delivery: FD152 #1, FD152 # 2, FD189, and FD219.)  
*\*Note: Save Budget Worksheet and then use the blue “+” to begin each new Worksheet.*
2. Enter the total costs for all of your course requests in the “Amount Requested” field. This amount should match the sum total listed on all of your submitted Budget Worksheet(s).
3. Provide a Budget Narrative that details the funds required to achieve your project and explains the Budget Worksheets above. Please organize the narrative by course request.
4. Check the “Verification” confirmation box to confirm you have completed all Budget Worksheets required, and that the total amount entered/explained above in the Amount Requested entry, all Budget Worksheets, and in the Budget Narrative are all in agreement.

## **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 850-583-4593 or [mfgrants@afdo.org](mailto: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.