



# Milk and Shellfish Grant Program

[www.afdo.org/msgrants](http://www.afdo.org/msgrants)

## GRANT GUIDANCE

### CALENDAR YEAR 2020

TRAINING GRANT APPLICATION PERIOD: SEPTEMBER 25 – OCTOBER 30, 2019

EQUIPMENT GRANT APPLICATION PERIOD: MARCH 31 – APRIL 29, 2020

*Improving implementation of and compliance with the guidelines of the National Grade "A" Milk Safety and National Shellfish Sanitation Programs*

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## Grant Program Overview

The U.S. Food and Drug Administration (FDA), in collaboration with the National Conference on Interstate Milk Shipments (NCIMS), the Interstate Shellfish Sanitation Conference (ISSC), and the Association of Food and Drug Officials (AFDO), is proud to announce the 2020 State Cooperative Programs Grants for National Grade “A” Milk Safety Programs and National Shellfish Sanitation Programs (the Milk and Shellfish Grant Program). This program provides funds for training and equipment purchases in support of milk and shellfish regulatory programs. Knowing that resources are limited for all food protection partners, FDA, NCIMS, ISSC, and AFDO have worked diligently to design simple application, funding, and reporting systems. Applicants to this program can expect a straightforward application process with streamlined reporting requirements.

### CONTACT INFORMATION

For more information or technical support, please contact the AFDO Milk and Shellfish Grants Management Team at 850-583-4593 or [msg grants@afdo.org](mailto:msg grants@afdo.org).

### MILK AND SHELLFISH GRANT PROGRAM GOALS

The following are the goals for Milk and Shellfish Grant Program funding:

1. Support state and territorial (Puerto Rico) National Grade “A” Milk Safety Programs and state National Shellfish Sanitation Programs to participate in technical training, including FDA-supported Grade “A” Milk training courses, FDA-supported Shellfish training courses, Milk or Shellfish seminars, LEO Milk or LEO Shellfish training courses; and
2. Provide equipment to assist regulatory programs with their implementation of the Grade “A” Milk Safety program and/or the National Shellfish Sanitation Program.

### ELIGIBILITY

Funding is available to:

State or territorial (Puerto Rico) agencies with the regulatory/rating authority, or that provide a state laboratory service, to implement the National Grade “A” Milk Safety Program; *and/or*

State agencies with the regulatory authority, or that provide a state laboratory service, to implement the National Shellfish Sanitation Program.

### MAXIMUM NUMBER OF GRANT APPLICATIONS PER PROGRAM

A single agency with authority to implement the National Grade “A” Milk Safety Program (regulatory/rating authority or laboratory service) may apply for funding for up to two (2) projects:

- One (1) National Grade “A” Milk Program 2020 Calendar Year Training Request (Fall 2019; and
- One (1) National Grade “A” Milk Program Equipment Request (Spring 2020).

A single agency with authority to implement the National Shellfish Sanitation Program may apply for funding for up to two (2) projects:

- One (1) National Shellfish Sanitation Program 2020 Calendar Year Training Request (Fall 2019); and
- One (1) National Shellfish Sanitation Program Equipment Request (Spring 2020).

### SUBMISSION DEADLINES

All applications must be made through the online grant management portal, <https://msgrants.fluxx.io>.

Applications for **Calendar Year 2020 Training Subawards** can be submitted beginning September 25, 2019. All applications must be completed and successfully submitted through the portal by October 30, 2019 at 7:59 PM Eastern Time.

Applications for **Calendar Year 2020 Equipment Subawards** can be submitted beginning March 31, 2020. All applications must be completed and successfully submitted through the portal by April 29, 2020 at 7:59 PM Eastern Time.

### AMOUNT OF FUNDING AVAILABLE

Approximately \$2,250,000 in funding is available for the Calendar Year 2020 Subawards for Training, Equipment and Other Needs. **Note that this is a substantial increase over funding available in previous years of this program.**

Approximately \$500,000 is available for CY 2020 equipment subawards, which will limit the total number of states and programs that will receive subawards. **We anticipate that the selection process for equipment subawards in Spring 2020 will be very competitive, so please be sure that your requests are commensurate with the scope and needs of your program and are clearly tied to enhancing or maintaining your ability to implement the NSSP or Grade “A” Milk Program.**

## Funding Categories

Funds may be used to assist eligible agencies (with Milk and/or Shellfish regulatory/rating authority or that provide a state laboratory service) in completing projects that meet the goals and objectives of the *Milk and Shellfish Grant Program* in two categories:

### CALENDAR YEAR 2020 TRAINING SUBAWARDS

Training Subawards allow programs to make an annual funding request for Calendar Year training needs, to support Milk Sanitation Rating Officers (SROs), Laboratory Evaluation Officers (LEOs), Shellfish Sanitation Officers (SSOs) and other regulatory staff members to attend required training and other courses. Applicants have the opportunity to request travel funds for a program's annual training needs to allow attendance at training courses, workshops, and seminars that advance the goals of the National Grade "A" Milk Safety Program and/or the National Shellfish Sanitation Program.

The minimum request for these subawards is \$500. There is no maximum amount, but the total requested funding should not average more than \$1,800 per person/per course, unless a detailed budget justification is provided. Programs may submit a request for multiple staff members, which may cover all or just a portion of their travel/training needs.

### CALENDAR YEAR 2020 EQUIPMENT SUBAWARDS

Equipment Subawards allow programs to request funding for equipment purchases that support the National Grade "A" Milk Safety Program and/or the National Shellfish Sanitation Program (NSSP). These subawards allow the purchase of program-related equipment that helps to improve Milk or Shellfish safety and/or increase the efficiency and/or effectiveness of an eligible regulatory program.

#### Key Equipment Subaward Details:

- State or territorial (Puerto Rico) agencies with regulatory/rating authority, or that provide a state laboratory service, to implement the National Grade "A" Milk Safety Program may submit one (1) application; ***and/or***
- State agencies with regulatory authority, or that provide a state laboratory service, to implement the National Shellfish Sanitation Program (NSSP) may submit one (1) application.
- **Maximum Funding Details:**
  - **Each STATE can be awarded up to \$25,000 for Milk Equipment (Puerto Rico is also eligible) and up to \$25,000 for Shellfish Equipment.**

- **For States that have multiple applications from different agencies with a role in implementing the National Grade “A” Milk Program and/or the NSSP, the maximum limits for Milk and Shellfish will apply per State.**

### **Examples of how the maximum State funding limit may impact funding prioritization:**

- A single State agency with roles in both the Grade “A” Milk Program and the NSSP could submit two applications for \$25,000 each. Both applications would be reviewed, scored and ranked. If both are ranked high enough, both could receive full funding (Milk and Shellfish applications do not compete against each other for funds).
- A State with a single application for Milk funding (either because only one agency with a role in the Grade “A” Milk program applies, or because agencies within the State apply through a single collaborative application) could be awarded up to \$25,000.
- A State with three eligible Shellfish agencies where each submits a separate application for \$25,000 would be addressed as follows: All three applications would be reviewed, scored and ranked. If more than one of the applications ranks high enough to receive funding, only the highest ranked application would be funded for up to \$25,000.
- A State with two eligible Milk applications (perhaps from a regulatory and a laboratory agency), with one requesting \$10,000 and one requesting \$15,000 would be addressed as follows: Both applications would be reviewed, scored, and ranked. If both applications rank high enough to receive funding, both could be fully funded.

### **Important Notes:**

- Approximately \$500,000 will be made available for CY 2020 equipment subawards, which will limit the total number of States and Territorial agencies that will receive subawards. **We anticipate that the selection process will be very competitive**, so please be sure that your requests are commensurate with the scope and needs of your agency responsibilities and are clearly tied to enhancing or maintaining your ability to implement the Grade “A” Milk Program or NSSP.
- Applications which request multiple pieces of equipment with distinct purposes may be partially funded.

## Project Ideas

The *Milk and Shellfish Grant Program* is designed to fund projects that assist programs in achieving and/or maintaining compliance with requirements and goals of the National Grade “A” Milk Safety Program and the National Shellfish Sanitation Program. Specific courses prioritized by this funding program are listed below. When necessary due to funding limitations, training for SROs, LEOs and SSOs may be prioritized over other training needs.

Please note that only certain costs, including funding for specific courses and registration fees, are allowable under the Milk and Shellfish Grant Program. Laptops and/or tablets (iPads, Smart books) will be considered provided sufficient justification in the application explains how the devices are going to be used as *tools* to support the milk or shellfish programs. **See the *Program Rules, Terms, and Conditions* section for more detail.**

### CALENDAR YEAR 2020 TRAINING SUBAWARDS

Training needs for National Grade “A” Milk Safety Programs, including:

- Western Milk Seminar
- FD371 Milk Pasteurization Controls and Tests
- FD372 Milk Plant Sanitation and Inspection
- FD373 State LEO Workshop
- FD374 Laboratory Examination of Dairy Products
- FD375 Dairy Farm Sanitation and Inspection
- FD378 Preventive Controls in Grade “A” Dairy Plant
- FD577 Special Problems in Milk
- Other Courses may be funded as a secondary priority, as funding permits and when a strong justification is provided by the applicant agency

Training needs for National Shellfish Sanitation Programs, including:

- Seafood Alliance HACCP training
- FD242 Sanitary Survey of Shellfish Growing Areas
- FD245 Shellfish Plant Standardization
- FD246 Shellfish Laboratory Methods and Evaluation
- ER220 Traceback Investigations
- Advanced Shellfish Growing Areas
- NESSA - New England Shellfish Sanitation Association
- PacRim - Pac Rim Shellfish Sanitation Conference
- ISS - Interstate Seafood Seminar
- GSASSC - Gulf and South Atlantic States Shellfish Conference



- Other Courses may be funded as a secondary priority, as funding permits and when a strong justification is provided by the applicant agency

### CALENDAR YEAR 2020 EQUIPMENT SUBAWARDS

Equipment needs for the National Grade “A” Milk Safety Programs, including:

- Immersion circulators and heaters
- Salt timing testers
- Digital Scales
- LED lights, flashlights, light meters
- GPS devices
- Thermometers (field, infrared, data loggers, thermocouples, standardized, etc.)
- Digital cameras (Go-Pro style, telescoping hand-held mounts, light kits, borescope, etc.)
- Lab supplies and equipment
- Specific use field computers, tablets, digital and/or mobile printers
- Personal Protective Equipment (PPE) (including biosecurity suits and supplies; safety harnesses, bump caps, reflective vest, lock out/tag out equipment; etc.)
- Lab coats, field boots, rubber boots
- Sample dippers/sampling equipment/ice chests/coolers for samples
- Field kits (pH strips, etc.)
- Additional needs identified by a program

Equipment needs for the National Shellfish Sanitation Programs, including:

- Optical equipment (range finders, scopes, binoculars, night vision optics, etc.)
- LED lights, flashlights, light meters
- Drones \*
- Portable projector / screens
- Marine waterways equipment, including GPS and sonar
- Boat parts
- Thermometers (field, infrared, data loggers, thermocouples, standardized, etc.)
- Digital cameras (Go-Pro style, telescoping hand-held mounts, light kits, etc.)
- Lab supplies and equipment
- Handheld conductivity instruments
- Rain gauges, toxin test kits, shellfish area closure signs, plankton nets, etc.
- Specific use field computers, tablets, digital and/or mobile printers
- Personal Protective Equipment (PPE)
- Lab coats, field boots, rubber boots
- Additional needs identified by a program

*\* For applications that request to purchase a drone, proof that the agency has obtained the proper authority to operate the drone will be requested prior to approval. See Allowable Costs section of this guidance for additional details.*

## Program Rules, Terms, and Conditions

### ALLOWABLE COSTS

Allowable costs include training costs, travel costs, registration fees (except for FDA courses), equipment and supplies (including purchase/rental/maintenance/shipping), contractual fees, audiovisual materials, boat parts, and purchase and/or development of information technology (equipment/software/support).

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/text-idx?SID=5a32387e087a2cd0368f361f5afb9ec6&mc=true&node=se2.1.200\\_1414&rgn=div8.](https://www.ecfr.gov/cgi-bin/text-idx?SID=5a32387e087a2cd0368f361f5afb9ec6&mc=true&node=se2.1.200_1414&rgn=div8.))

For all agencies that request funding for the equipment purchase of a drone, the agency will need to have their drone operators certified with an operational SOPs submitted to FAA (e.g. line-of-sight, night operations, etc.). Before an award is made, the agency will need to provide a copy of their FAA-required documents and a statement-of-affirmation that they are in compliance with all of FAA's guidance for drone operations including line-of-sight. *For information on operating a drone as a Public Safety or Government user, visit: [https://www.faa.gov/uas/public\\_safety\\_gov/](https://www.faa.gov/uas/public_safety_gov/)*

### NON-ALLOWABLE COSTS

Certain expenses and costs are not allowable under the *Milk and Shellfish Grant Program*. Please note the following restrictions:

- Vehicles: Costs associated with the procurement of vehicles, vehicle parts/service, and boats (except for boat parts) are not allowed.
- Construction: Costs for construction and/or remodeling of physical structures are not allowed.
- Food: Expenses for food, snacks, meals, and catering (other than per diem for travelers) are not permitted for any subaward.
- Personnel: Personnel costs associated with training are not permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.
- 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.
- Other Agreements, Grants, & Funding Sources: Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms (including NCIMS and ISSC conference costs) must remain distinct and separate from any subaward of the Milk and Shellfish Grant Program.

- Membership fees for local, regional, or national organizations, even if such membership fees reduce the cost of training and/or conference fees, may not be paid with grant funds.
- Since there are no registration fees for FDA courses (FD245, FD371, etc.), registration costs for these courses cannot be paid with funds from this grant program.
- Insufficient Justification: Other costs may not be funded upon reviewer evaluation. All costs should clearly support Project Outcomes, with sufficient justification provided.

### PROGRAM RULES AND REQUIREMENTS

The following rules and requirements apply to subawards administered under the *Milk and Shellfish Grant Program*:

1. Funding is available for state and territorial (Puerto Rico) National Grade “A” Milk Safety Programs and State National Shellfish Sanitation Programs and can be used for 2020 Calendar Year training and equipment needs.
2. Any travel costs associated with this grant program should adhere to the following general guidelines (feel free to contact the Milk and Shellfish 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. The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at <http://www.gsa.gov/portal/content/101518>.
  - b. Hotels will be reimbursed at actual room cost plus any applicable taxes 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. Per diem for meals which are provided at no cost to the participant as part of the program cannot be reimbursed.
  - 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.
3. Each Milk or Shellfish program may apply for funding for one (1) project in each of the two (2) project categories, for a maximum of two (2) applications per program for the Calendar Year 2020 funding cycle. If more than two (2) milk or shellfish applications are made by a single program, only the first application in each of the project categories will be evaluated. ***For 2020 Calendar Year Awards, there will be separate application periods for training (Fall 2019) and equipment (Spring 2020) awards.***
4. Programs should coordinate internally to ensure they do not exceed the maximum number of applications of two (2) per grant cycle. Applications from a single program may be made by a single Point of Contact (POC), or multiple POCs.

5. For equipment purchases of single items that cost more than \$5,000 and with a useful life of more than one year, acquisitions must be made in accordance with 2 CFR 200, which has requirements for purchasing (2 CFR 200.317-320) and for record-keeping, management, and disposition (2 CFR 200.313).
6. For reasons of security and functionality, programs are required to complete all grant applications online using a modern, up-to-date browser. We recommend Google Chrome or one of the other browsers available for download at <http://afdo.org/msgrants/browsers>.
7. When completing the online application, any character count restrictions include spaces.
8. All required fields in each application (including Point of Contact, Authorizing Official, organization, budget, budget justification, and all proposal information) must be clear and complete.
9. All grant applications must be submitted through the online portal, <https://msgrants.fluxx.io>, by the relevant Submission Deadlines listed in the *Grant Program Overview*.

### TERMS AND CONDITIONS

By applying for this funding opportunity, 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. Subawards will be based upon the submitted and approved project applications, and are subject to the following conditions:

- Award decisions are made by the FDA Project Officer for the FDA Cooperative Agreement that funds this program.
- 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 Milk and Shellfish Grants Management Team (850-583-4593 or [msgrants@afdo.org](mailto:msgrants@afdo.org)).
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by AFDO prior to work being modified or completed.
- A Reimbursement Request and culminating Final Report must be submitted through the online grant portal no more than 45 days after the Project End Date. As part of the Reimbursement Request, the grantee must 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.

## Proposal Scoring

1. Applicants will receive an automated email notification upon the successful submittal of their application.
2. Applications received by applicable deadlines will undergo an administrative review.
  - Applications out-of-compliance with the Program Rules and Requirements will not be funded.
  - 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.
  - Applications that pass the administrative review will move to a final review by FDA.
3. Equipment proposals may also be peer-reviewed as follows:
  - Milk submissions may be scored by up to two reviewers, one from FDA and one from NCIMS, following the scoring outline described below.
  - Shellfish submissions may be scored by up to two reviewers, one from FDA and one from ISSC, following the scoring outline described below.
4. When peer review is used, applications will be scored using the following outline (these are the scoring instructions that equipment reviewers will follow):
  - Scoring Section 1: Review the Project Description entry and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
  - Scoring Section 2: Review the Program Objectives entry and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
  - Scoring Section 3: Review the Program Outcomes entry and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
  - Scoring Section 4: Review the Additional Information entry and provide 0-2 bonus points for any applications that have a reason to be marked as higher priority for funding (this will be uncommon).
  - Scoring Section 5: Review the Budget and Budget Narrative entries and provide a score of 0-5 regarding the cost effectiveness of this project request.
  - Total Peer Review Score of 0-22 total points (Note that the funding allocations for the equipment and the training subawards are separate, and equipment subawards will not compete for funding with training subawards)
5. The FDA/NCIMS/ISSC Joint Advisory Groups have discretion when making award decisions and can approve changes to number of reviewers or reviews, funding amount, priority, project period, and other aspects of subawards to ensure this funding program meets the FDA's intended goals. Final Award decisions are made by the FDA Project Officer for the FDA Cooperative Agreement that funds this program.
6. Applications not awarded will be notified via email.

## 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://msgrants.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 [msgrants@afdo.org](mailto:msgrants@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 Reimbursement Request.*

### REIMBURSEMENT AND REPORTING REQUIREMENTS – ANNUAL TRAINING NEEDS SUBAWARDS

A **Milk and Shellfish Reimbursement Request** is required whenever you are seeking reimbursement for one or more completed courses, seminars, and/or meetings. Because your subaward is intended to meet all your Calendar Year 2020 training needs, more than one Milk and Shellfish Reimbursement Request can be submitted during the year.

Once all project objectives have been completed and costs have been reimbursed (upon successful submission of one or more Reimbursement Requests), a **Final Report** to close out your 2020 Milk and Shellfish Training Needs Subaward is due no later than 45 days after the end of the project period listed in your application.

### FINAL REPORT REQUIREMENTS – EQUIPMENT SUBAWARDS

A **Final Report** is required for all Equipment Subawards and should document the completion of all project deliverables. The Final Report is due 45 days after the end of the project period listed in your application.

Please visit <http://afdo.org/msgrants> for complete Reimbursement and Reporting Instructions.

## How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
2. Gather all 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 up-to-date browsers listed at <http://afdo.org/msgnants/browsers>.
4. Complete an online application using the grants management portal at <https://msgnants.fluxx.io> for each project for which your program chooses to apply. A single program can apply for a maximum of two (2) applications, with not more than one (1) application in each of the two project categories (Annual Training Needs and Equipment).
5. Submit training applications (one per regulatory program) by the October 30, 2019 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline). Likewise, submit equipment applications (one per regulatory program) by April 29, 2020 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline).

## Step-by-Step Application Guidance

### BEST PRACTICES

The following are a few best practices:

- 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 work-time 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 Milk and Shellfish Grants Management Team before the application submittal deadline and your application can be moved back to the “Draft” state so that further edits can be made.

### STEP 1 – ELIGIBILITY QUESTIONNAIRE

From <http://msgrants.fluxx.io>, select the button “New User Registration” and take the Eligibility Questionnaire (users with an existing username in the Milk and Shellfish Grant Portal can skip to STEP 4 – APPLY FOR A GRANT).

### STEP 2 – ACCOUNT REGISTRATION

Register as a Point of Contact for your program through the Milk and Shellfish grant portal. This step only appears if the answer to the Eligibility Quiz in Step 1 is 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 Milk and Shellfish 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 MILK AND SHELLFISH GRANTS MANAGEMENT TEAM.



### STEP 4 – APPLY FOR A GRANT

Complete your grant application(s) by using your username and password to log into the Milk and Shellfish Grant Portal at <https://msgrants.fluxx.io>. A single point of contact from a Program may apply for up to two (2) grants (one in each category – Annual Training Needs and Equipment). Multiple POCs from a single Program may register and apply for grants through this program, but they should coordinate to ensure they do not apply for more than one (1) grant in each category, and no more than two (2) grants in total for the current grant cycle. If more than two (2) applications are made by a single Program, only the first application in each of the project categories will be evaluated.

Once you log into your user dashboard, click “Apply Now” and select one of the following four categories to begin the application:

- GRADE "A" MILK SAFETY ANNUAL TRAINING NEEDS (Fall 2019)
- SHELLFISH SANITATION ANNUAL TRAINING NEEDS (Fall 2019)
- GRADE "A" MILK EQUIPMENT (Spring 2020)
- SHELLFISH SANITATION EQUIPMENT (Spring 2020)

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 Milk and Shellfish Grants Management Team at 850-583-4593 or [msgrants@afdo.org](mailto:msgrants@afdo.org), before the end date of the open application period.

## Important Web Links

**MILK AND SHELLFISH GRANT PROGRAM HOMEPAGE** – <http://afdo.org/msgrants>

All the information for this grant program, including the latest information and program updates, and access to the grant portal, can be found at this site.

**MILK AND SHELLFISH GRANT PORTAL** – <https://msgrants.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 be open for new equipment applications from March 31, 2020 through April 29, 2020 until 7:59 PM ET. This portal can also be reached through the AFDO Milk and Shellfish Grant Program homepage.

**DOWNLOAD A MODERN BROWSER** – <http://afdo.org/msgrants/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 Program's information technology office for assistance.