

FAQs **AFDO-Managed Retail Program Standards Grant Program**

Where can I find out about allowable vs. non-allowable costs?

Allowable and non-allowable costs are listed on page 14 of the 2020 Grant Guidance.

Who should be the Point of Contact (POC) and Authorizing Official (AO) on our grant?

The POC is the main contact for your grant; this is who we will contact with information or questions about your project. The AO is the person in your jurisdiction who is authorized to approve this grant contract if awarded. The POC and AO can be the same person, though it is often useful to have more than one contact person listed.

What if estimates for submitted budget line items change?

To request budget changes, submit a request via email to retailstandards@afdo.org.

What if dates, locations or other details regarding a training are not available during the application window?

Do your best to estimate the costs for travel, registration, etc. You may also note in the Budget Narrative that the training details are not yet available. If your grant is awarded and your costs change, just reach out to us via email for approval.

What are the per diem rules for reimbursement?

We will reimburse up to the GSA rate for per diem for travelers. Per diem rates can be found at gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup.

Which grant categories require a recent Self-Assessment (SA) of all Nine Standards?

Grantees must have a recent (within the past 5 years) SA in order to apply for: Category 1 Verification Audit grants, Category 1 Custom Projects, and Category 2 Moderate Projects.

Can I complete any other projects while completing an initial SA?

Yes, a grantee can apply for a Category 3 Training grant and a Category 4 Food Protection Task Force grant while also completing an initial or updated SA.

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How often do we need to complete a SA of all Nine Standards?

A SA should be completed every five (5) years.

How do I find out when our last SA was completed?

This information is available at [fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/listing-jurisdictions-enrolled-voluntary-national-retail-food-regulatory-program-standards](https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/listing-jurisdictions-enrolled-voluntary-national-retail-food-regulatory-program-standards). Alternatively, you can email us at retailstandards@afdo.org and we will connect you with your FDA Retail Specialist.

What specific trainings may be attended using Category 3 training funds?

A full list of previously funded training is available at afdo.org/retailstandards. If you would like to attend a training that is not listed, please email us at retailstandards@afdo.org.

What can Category 4 Food Protection Task Force (FPTF) funds be used for?

These projects should focus on helps the jurisdiction meet the requirements of Standard 5 and/or Standard 7. Funds may be used for:

- Planning costs (contracts, equipment, supplies, travel, etc.) that support outreach and jurisdictional involvement for FPTF trainings, workshops, tabletop exercises and/or mentorship activities that support Food Protection Task Force activities, or
- Travel funds (for a speaker, participants that require travel reimbursement to attend an event, or both) for FPTF meetings, sponsored trainings, workshops, tabletop exercises and mentorship activities that support FPTF activities.

Funds may **not** be used to pay for staff time to attend meetings, trainings, workshops, exercises, or other events.

How do “fixed” awards differ from the other grant types?

We offer 3 “fixed” grant awards, all of which are Category 1 grants. No budget information or expense documentation is required for these grants; instead, they are awarded at a fixed amount as follows:

Self-Assessment of all Nine Standards (\$2500); Verification Audit of One Standard (\$2000);
Verification Audit of Two or More Standards (\$3000)

All other grant types (Category 1 Custom, Category 2, 3, and 4) require an itemized budget in the application and expense documentation for reimbursement.