

site visit with appropriate officials of the recipient organization. The results of these monitoring activities will be recorded in the official file and may be available to the recipient upon request.

IV. Mechanism of Support

A. Award Instrument

Support for this program will be in the form of a grant. These grants will be subject to all policies and requirements that govern the project grant programs of FDA, including the provisions of 42 CFR part 52 and 45 CFR parts 74 and 92. The regulations issued under Executive Order 12372 also apply to this program and are implemented through Department of Health and Human Services regulations at 45 CFR part 100. Executive Order 12372 sets up a system for State and local government review of applications for Federal financial assistance. Applicants (other than Federally recognized Indian tribal governments) should contact the State's Single Point of Contact (SPOC) as early as possible to alert the SPOC to the prospective application(s) and to receive any necessary instructions on the State's review process. A current listing of SPOCs is included in the application kit. The SPOC should send any State review process recommendations to the FDA administrative contact (see **ADDRESSES**). The due date for the State process recommendations is no later than 60 days after the deadline date for the receipt of applications. FDA does not guarantee to accommodate or explain SPOC comments that are received after the 60 day cutoff.

B. Eligibility

This grant program is only available to State, local, and tribal government food regulatory agencies. (See SPOC requirements stated in section IV.A of this document).

C. Length of Support

The length of support will be for 1 year from date of award.

V. Review Procedure and Criteria

All applications submitted in response to the Request for Applications (RFA) will first be reviewed by grants management and program staffs for responsiveness. Responsiveness is defined as submission of a complete application with original signatures on or before the required submission date as listed above. If applications are found to be nonresponsive, they will be returned to the applicant without further consideration. An application will be considered nonresponsive if any of the following circumstances are not met: (1) If it is received after the

specified receipt date; (2) if the total dollar amount requested from FDA exceeds \$50,000; (3) if all required original signatures are not on the face, assurance or certification pages of the application; (4) if there is no original signature copy; (5) if it is illegible; (6) if the material presented is insufficient to permit an adequate review; (7) if the application demonstrates an inadequate understanding of the intent of the RFA; (8) if the application is determined to be essentially similar to projects that have been funded in the past; (9) if for any reason the results of the project, including computer software, cannot be made available to other State, local, and tribal food regulatory agencies. Applicants are encouraged to check the list of projects that received funding in prior years under this program on the Internet at http://www.fda.gov/ora/fed_state/Innovative_Grants.html.

Responsive applications will be reviewed and evaluated for scientific and technical merit by an ad hoc panel of experts in the subject field of the specific application. Applications will be considered for funding on the basis of their overall technical merit as determined through the review process. Other award criteria will include availability of funds and overall program balance in terms of geography. Final funding decisions will be made by the FDA Commissioner or his designee.

Applicants are strongly encouraged to contact FDA to resolve any questions regarding criteria prior to the submission of their applications. All questions of a technical or programmatic nature must be directed to the ORA program staff (Paul Raynes) and all questions of an administrative or financial nature must be directed to the grants management staff (Cynthia Polit).

Applications will be given an overall score and judged based on all of the following criteria:

- Application budgets must remain within the \$50,000 cap for combined direct and indirect costs. Applications exceeding this dollar amount will be returned as nonresponsive.
- Applications must provide in DETAIL, a sound rationale and appropriate grant design to address the objectives of the RFA.
- The project MUST be generic enough in nature to be used by other State, local, and tribal food regulatory agencies.
- Applications must include a detailed explanation of the desired goals and outcomes of the project.
- For applications relating only to the Retail Food Program, the outcome of the project should be applicable to the program improvement process for FDA's

Draft "Recommended National Retail Food Regulatory Program Standards." These standards will serve as a guide to the regulatory retail food program. The standards apply to the operation, management, and promotion of a regulatory retail food program focused on the reduction of risk factors known and suspected to cause foodborne illness. The FDA Draft "Recommended National Retail Food Regulatory Program Standards" can be found on the Internet site at <http://vm.cfsan.fda.gov/~dms/ret-toc.html> or contact your local FDA Regional Retail Food Specialist from the list provided in the application packet.

- Applications must include a full description of the project design, a detailed implementation plan, methods of execution, and a timeline for completion. The application must include a detailed description of measures of effectiveness and a description of the source documents or data collection methods for establishing the baseline for measurement.

- Applications must address the adequacy of facilities, equipment, databases and support services and the expertise of project staff needed for the project.

- Applicants and applicant's subgrantees and subcontractors must ensure that any projects developed in whole or in part with Federal funds may be made available to other State, local, and tribal food regulatory agencies by FDA or its agents. Copyrighted or copyrightable works shall be subject to a royalty-free, nonexclusive, and irrevocable license to the Federal Government to reproduce, publish, or otherwise use them, and to authorize others to do so for Federal Government purposes.

- Laboratory grant applications must meet all the requirements in the key project areas: State laboratories (see section II.A. 3 of this document).

VI. Submission Requirements

The original and two copies of the completed Grant Application Form PHS-5161-1 (Revised 7/00) for State and local governments, with copies of the appendices for each of the copies, should be delivered to Cynthia M. Polit (see **ADDRESSES**). The application receipt date is July 17, 2003. If the receipt date falls on a weekend, it will be extended to Monday; if the date falls on a holiday, it will be extended to the following workday. No supplemental or addendum material will be accepted after the receipt date.

The outside of the mailing package and item 2 of the application face page should be labeled "Response to RFA-