

Food Safety Outreach Competitive Grants Program (FSOP) Request for Applications (RFA) Checklist

The RFA checklist is a companion resource to be used with the FSOP RFA. The resource is not a standalone document and is not a substitution for nor supersedes the RFA. If the RFA is updated at any time after publication, page numbers are subject to change.

Completed (✓ or N/A)	Action/Step	RFA Page Number(s) and/or relevant link(s)
	Reviewed the FSOP RFA	Funding Opportunity Page
	Read funding opportunity summary and description	3; 5–10
	Meet eligibility requirements	12
	Followed method of application and completed registration in Grants.gov	13
	Did not exceed the maximum budget	7
	Proposed budget reflects personnel and planned activities	19
	If applicable, adhered to the Collaborative Engagement Supplement requirements. Demonstrate significant collaborations with 1890s, 1994s, 1862s, entities in Insular Areas, Hispanic Serving Agricultural Colleges and Universities, Historically Black Colleges and Universities (non-1890s) and community-based organizations serving underserved populations. <ol style="list-style-type: none"> a. Collaborations must be seamless and interdependent for overall programmatic success. b. Budget should adequately reflect the proposed effort and activities from collaborating institutions. 	3; 7; 21
	Applied to the correct Program Code (A4182) & Program Code Name (FSOP)	7; 15
	Completed the mandatory fields on each page of the SF-424 (R&R) Cover Sheet and R&R Budget form. The information on the SF-424 is correct and matches the information in the budget narrative	Overview starts on Page 19 of the Application Guide
	If applicable, included the response to the previous review panel summary	11
	Followed the Key Application Instructions	14
	Identified project type in the Project Summary (PS)/Abstract	14
	Uploaded all application components in PDF including but not limited to: <ul style="list-style-type: none"> • SF-424 Research and Related Forms • Budget Narrative • Project Abstract/Summary • Project Narrative • Data Management Plan • Key Personnel • Conflict of Interest (COI) List • Current and Pending (C&P) • Biosketch • Letters of support • Representation Regarding Felony Convictions or Tax Delinquent Status (corporate applicants only) • Other Project Information 	14–15; Page 19 of the Application Guide COI template C&P template Tax and felony form
	Adhered to page limits, spacing and font size	14–15
	Included all required information in the Project Narrative	14–15
	Incorporated an evaluation plan in the approach/methods	18
	Reviewed the evaluation criteria	18–19
	Converted ALL documents to PDF	14
	Applied to the FSOP prior to the deadline	1

FSOP Community Outreach Projects Evaluation Criteria

Meet criterion (✓ or N/A)	Criterion used to assess Community Outreach Projects
Objectives	
	Identify and justify specific food safety education and training needs and other resources for various target audiences within local communities
	Support the establishment, development, growth and/or expansion of new or already-existing food safety education and training programs within communities, and ensure that they are consistent with new FSMA guidelines
	Leverage partnerships with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, underserved farmers, small processors, and small fresh fruit and vegetable merchant wholesalers
	Identify significant outcomes and impacts of the previously funded, successful Community or Pilot project and include a strong justification and detailed plans for expansion to a larger audience
Methods	
	Modify curricula to address a traditionally underserved niche audience
	Further develop and expand already-existing community-based food safety education and training programs and other resources. Programs may be expanded to reach a greater number of participants, or to reach new audiences not currently targeted by the existing programs
	Develop a communications plan for interacting with respective Regional Centers and for reporting project outcomes to the Regional Centers
	Develop a plan for evaluating the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers
Key Personnel and Project Management	
	Clearly define the roles and responsibilities of key staff in the overall management of the project
	Develop a timeline that includes benchmarks for key events that address the project objectives
	Identify key personnel responsible for collecting project outcome data, reporting project outcomes, and interacting with staff at the respective Regional Centers
	Develop strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences
	Coordinate food safety education and training efforts with local communities involved in the project
Budget and Budget Justification	
	Adequately support project activities that are consistent with the proposed objectives
	Incorporate innovative approaches for making use of currently available resources within local communities, while supporting development and implementation of new resources that are critical for meeting the food safety education and training needs of target audiences
	Allocate and justify resources to key personnel responsible for managing and conducting the project activities

The evaluation criteria will be used to evaluate **Community Outreach Projects** submitted in response to the FY 2024 FSOP RFA and can be found on Pages 18–19 of the RFA. Resubmitted applications must include the response to the previous review panel summary and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).