BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

○ Award ○ Contract ◉ Grant **Requested Board Meeting Date:** April 6, 2021

** = Mandatory, information must be provided* **or Procurement Director Award** ☐

***Contractor/Vendor Name/Grantor (DBA):**
Food and Drug Administration (FDA) / Department of Health and Human Services

***Project Title/Description:**
Achieving Conformance with FDA Standards 3 & 5. Standard 3 is Inspection Program Based on Hazard Analysis and Critical Control Point (HACCP) Principles. Standard 5 is Foodborne Illness and Food Defense Preparedness and Response.

***Purpose:**
Achieve conformance with the FDA Voluntary National Retail Food Regulatory Program Standards through the development of additional policies and procedures that will lead to uniform internal processes, compliance with laws and regulations, and provide guidance for decision making.

Amendment #1 re-allocates funding between line items without changing the total grant amount.

***Procurement Method:**
This Revenue Contract is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**
Development of Hazard Analysis Critical Control Point (HACCP) based policies and procedures. Due to the pandemic, the HACCP training that was previously going to be delivered in person, was changed to a virtual format, resulting in significant savings. This savings will allow 19 staff members to complete pre-requisite courses for FD312 Specialized Processes at Retail, and 3 staff members to virtually attend FD312 Specialized Processes at Retail. Attending these virtual trainings will improve staff knowledge on how to correctly assess different food preparation processes on-site at facilities, achieving the ultimate goal of highly trained staff.

***Public Benefit:**
Facility operators will benefit from this training as it will ensure that Environmental Health Specialists are knowledgeable about HACCP standards in the field and will be able to confidently and correctly assess food facility practices and provide intervention strategies if necessary. Additional specialized processes training will further increase staff knowledge to assess special processes and be prepared for emerging food trends. This knowledge and education opportunity for facility operators will decrease the risk of foodborne illness in Pima County.

***Metrics Available to Measure Performance:**
Completion of outlined policies and procedures and planned staff training opportunities. All trainings and policies and procedures are tracked through a Microsoft Team that only the training and supervisory teams have access to.

***Retroactive:**
Yes. PCHD received a revised Notice of Award, in response to our request for a budget modification, on 3/2/21 from the FDA. The change in line item amounts apply to the entire grant year, which started 7/1/2020.

GM1 Approved 3/24/21 LDS

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ **Expense Amount: $*** _____ ☐ Revenue Amount: $ _____

***Funding Source(s) required:**

_____

Funding from General Fund? ○Yes ○No If Yes $ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Amendment No.: _____ AMS Version No.: _____

Commencement Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

○Expense or ○Revenue ○Increase ○Decrease Amount This Amendment: $ _____

Is there revenue included? ○Yes ○No If Yes $ _____

***Funding Source(s) required:**

_____

Funding from General Fund? ○Yes ○No If Yes $ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ○Award ◉Amendment

Document Type: GTAM Department Code: HD Grant Number (i.e.,15-123): 21-087

Commencement Date: _____ Termination Date: _____ Amendment Number: 01

☐ Match Amount: $ _____ ☐ Revenue Amount: $ _____

***All Funding Source(s) required:** Food and Drug Administration (part of Department of Health and Human Services)

_____

***Match funding from General Fund?** ○Yes ◉No **If Yes $** _____ **%** _____

***Match funding from other sources?** ○Yes ◉No **If Yes $** _____ **%** _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Directly from federal government

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Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: 03/17/22

Deputy County Administrator Signature/Date: 21 Mar 22

County Administrator Signature/Date: 3/22/22

(Required for Board Agenda/Addendum Items)

Recipient Information

1. Recipient Name
PIMA COUNTY
3950 S COUNTRY CLUB RD STE 100

TUCSON, AZ 85714

2. Congressional District of Recipient
03

3. Payment System Identifier (ID)
1866000543A2

4. Employer Identification Number (EIN)
866000543

5. Data Universal Numbering System (DUNS)
144733792

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator
Amanda Anderson, MPH

Amanda.Anderson@pima.gov
520-724-7877

8. Authorized Official
Amanda Anderson

Federal Agency Information

9. Awarding Agency Contact Information
KIARA FOWLER

FOOD AND DRUG ADMINISTRATION
Kiara.Fowler@fda.hhs.gov
2404023099

10. Program Official Contact Information
Suzanne Webb

FOOD AND DRUG ADMINISTRATION
Suzanne.Webb@fda.hhs.gov

Federal Award Information

11. Award Number
1U18FD007030-01

12. Unique Federal Award Identification Number (FAIN)
U18FD007030

13. Statutory Authority
PHS Act,Sec 1706,42 USC 300u-5,as amended;Sec2(d),PL 98-551

14. Federal Award Project Title
Achieving Conformance with the Voluntary National Retail Food Regulatory Program Standards 3 & 5

15. Assistance Listing Number
93.103

16. Assistance Listing Program Title
Food and Drug Administration Research

17. Award Action Type
New Competing (REVISED)

18. Is the Award R&D?
Yes

Summary Federal Award Financial Information

19. Budget Period Start Date 07/01/2020 – **End Date** 06/30/2021	
20. Total Amount of Federal Funds Obligated by this Action	$0
20 a. Direct Cost Amount	$0
20 b. Indirect Cost Amount	$0
21. Authorized Carryover	$0
22. Offset	$0
23. Total Amount of Federal Funds Obligated this budget period	$69,875
24. Total Approved Cost Sharing or Matching, where applicable	$0
25. Total Federal and Non-Federal Approved this Budget Period	$69,875
26. Project Period Start Date 07/01/2020 – **End Date** 06/30/2021	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	$69,875

28. Authorized Treatment of Program Income
Additional Costs

29. Grants Management Officer - Signature
Kimberly Pendleton

30. Remarks

PLEASE REVIEW ALL TERMS AND CONDITIONS IN SECTIONS III AND IV. "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.

SECTION I – AWARD DATA – 1U18FD007030-01 REVISED

Award Calculation (U.S. Dollars)	
Salaries and Wages	$40,148
Fringe Benefits	$15,172
Personnel Costs (Subtotal)	$55,320
Consultant Services	$8,203
Federal Direct Costs	$63,523
Federal F&A Costs	$6,352
Approved Budget	$69,875
Federal Share	$69,875
TOTAL FEDERAL AWARD AMOUNT	$69,875
AMOUNT OF THIS ACTION (FEDERAL SHARE)	$0

SUMMARY TOTALS FOR ALL YEARS		
YR	**THIS AWARD**	**CUMULATIVE TOTALS**
1	$69,875	$69,875

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

Document Number:	UFD007030A
PMS AccountType:	P(Subaccount)
Fiscal Year:	2020

IC	CAN	2020
FD	6990914	$69,875

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

FDA Administrative Data:
PCC: ORA8 / **OC**: 4141 / **Processed**: Pendleton, Kimberly 03/02/2021

SECTION II – PAYMENT/HOTLINE INFORMATION – 1U18FD007030-01 REVISED

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Grant payments will be made available through the DHHS Payment Management System (PMS). Please go to https://pms.psc.gov/ to find more information on user

access, payment, reporting and FAQs.

Inquiries should be directed to:

ONE-DHHS—the PMS Help Desk, providing assistance to all system users. Support is available Monday - Friday from 7 a.m. to 9 p.m. ET (except Federal Holidays): 1-877-614-5533 or email PMSSupport@psc.gov.

The HHS Inspector General (IG) maintains a toll-free telephone number, 1-800-447-8477, for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

SECTION III – TERMS AND CONDITIONS – 1U18FD007030-01 REVISED

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

a. The grant program legislation and program regulation cited in this Notice of Grant Award.
b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
c. 45 CFR Part 75.
d. The HHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
e. Federal Award Performance Goals: As required by the periodic report in the RPPR or in the final progress report when applicable.
f. The Funding Opportunity Announcement in which this award is issued under.
g. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award has been assigned the Federal Award Identification Number (FAIN) U18FD007030. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

Expanded Authorities:
This award is covered under Expanded Authorities. An unobligated balance (carryover) may be carried over from one budget period to any subsequent budget period for allowable costs within the original scope of the project without Grants Management Officer prior approval. The recipient is required to indicate as part of the grant's annual progress report (RPPR), whether any estimated unobligated balance (including prior-

year carryover) is expected to be greater than 25 percent of the current year's total approved budget and indicate the carryover amount in the Remarks section of the annual FFR. Carryover from one competitive segment to a new competitive segment will not be allowed under expanded authorities. A recipient may perform a one-time no cost extension (NCE) of the expiration date of the award (Project Period) of up to 12 months in eRA Commons without prior approval. The NCE request must be made prior to the end of the current project period end date but preferably no later than 30 days before the expiration date. The one-time extension may not be exercised to extend Budget Periods, or merely for the purpose of using unobligated balances, nor may grantees extend project periods previously extended by the FDA awarding office. If a second NCE is required beyond the initial Expanded Authority extension, a prior approval request must be submitted to FDA's Grants Management Office.

Reporting Requirements:
All FDA grants require both Financial and Performance reporting.

Financial Reporting:

A. Cash Transaction Reports

The Federal Financial Report (FFR) has a dedicated section to report Federal cash receipts and disbursements. For recipients, this information must be submitted quarterly directly to the Payment Management System (PMS) using the web-based tool. Quarterly reports are due 30 days following the end of each calendar quarter. The reporting period for this report continues to be based on the calendar quarter. Questions concerning the requirements for this quarterly financial report should be directed to the PMS.

B. Financial Expenditure Reports

A required Federal Financial Report (FFR) must be submitted annually. All annual FFRs must be submitted electronically using the Federal Financial Report (FFR) system located in the eRA Commons. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to FDA. Paper expenditure/FFR reports will not be accepted.

Annual FFRs must be submitted for each budget period no later than 90 days after the end of the calendar quarter in which the budget period ended. The reporting period for an annual FFR will be that of the budget period for the particular grant; however, the actual submission date is based on the calendar quarter.

If the budget period end date falls within:	then annual FFR is due by:
January, February, March	June 30th

April, May, June	September 30th
July, August, September	December 31st
October, November, December	March 31st

Performance Progress Reporting:

When multiple years (more than one budget period) are involved, awardees will be required to submit the Research Performance Progress Report (RPPR) annually as required in the Notice of Award. Annual RPPRs must be submitted using the RPPR module in eRA Commons. The annual RPPR must include a detailed budget. Annual RPPRs are due no later than 60 days prior to the start of the next budget period.

Failure to submit timely reports may affect future funding. Additional Financial and Performance Progress reports may be required for this award. Any additional reporting requirements will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Salary Caps:
None of the funds in this award shall be used to pay the salary of an individual at a rate in excess
of the current Executive Level II of the Federal Executive Pay Scale.

Certificates of Confidentiality – 42 U.S.C. 241(d)
Awardees are responsible for complying with all requirements to protect the confidentiality of identifiable, sensitive information that is collected or used in biomedical, behavioral, clinical, or other research (including research on mental health and research on the use and effect of alcohol and other psychoactive drugs) funded wholly or in part by the Federal Government. See 42 U.S.C. 241(d). All research funded by FDA, in whole or in part, that is within the scope of these requirements is deemed to be issued a "Certificate of Confidentiality" through these Terms and Conditions. Certificates issued in this manner will not be issued as a separate document.

Awardees are expected to ensure that any investigator or institution not funded by FDA who receives a copy of identifiable, sensitive information protected by these requirements, understand they are also subject to the requirements of 42 U.S.C. 241(d). Awardees are also responsible for ensuring that any subrecipient that receives funds to carry out part of the FDA award involving a copy of identifiable, sensitive information protected by these requirements understand they are also subject to subsection 42 U.S.C. 241(d).

Acknowledgment of Federal Support:
When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as tool-kits, resource guides, websites, and

presentations (hereafter "statements")--describing the projects or programs funded in whole or in part with FDA federal funds, the recipient must clearly state:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and,
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by FDA financial assistance, the recipient entity must include an acknowledgement of federal assistance using one of the following statements.

If the FDA Grant or Cooperative Agreement is NOT funded with other non-governmental sources:

> This [project/publication/program/website, etc.] [is/was] supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award [FAIN] totaling $XX with 100 percent funded by FDA]/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

If the FDA Grant or Cooperative Agreement IS partially funded with other nongovernmental sources:

> This [project/publication/program/website, etc.] [is/was] supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award [FAIN] totaling $XX with XX percentage funded by FDA/HHS and $XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The federal award total must reflect total costs (direct and indirect) for all authorized funds (including supplements and carryover) for the total competitive segment up to the time of the public statement. Any amendments by the recipient to the acknowledgement statement must be coordinated with FDA. If the recipient plans to issue a press release concerning the outcome of activities supported by FDA financial assistance, it should notify FDA in advance to allow for coordination.

Additional prior approval requirements pertaining to Acknowledgement of Federal Support, publications, press statements, etc. may be required, and if applicable, will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Prior Approval:

All prior approval requests must be submitted using the Prior Approval module in eRA Commons. Any requests involving budgetary issues must include a new proposed budget and a narrative justification of the requested changes. If there are any questions regarding the need or requirement for prior approval for any activity or cost, the grantee is to contact the assigned Grants Management Specialist prior to expenditure of funds.

For grant awards not covered under Expanded Authorities, Carryover and No Cost Extension (NCE) requests will require prior approval. All Carryover and NCE requests should be submitted using the Prior Approval module in eRA Commons. ****Please review the section on Expanded Authorities to determine if this award is covered/not covered under Expanded Authorities and whether prior approval is needed for carryover and no cost extension requests.****

The following activities require prior approval from FDA on all awards:

1. Change in Grantee Organization
2. Significant Rebudgeting
3. Change in Scope or Objectives
4. Deviation from Terms and Conditions of Award
5. Change in Key Personnel which includes replacement of the PD/PI or other key personnel as specified on the NoA.
6. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved PD/PI. No individual may be committed to more than 100% professional time and effort. In the event that an individual's commitment exceeds 100%, the grantee must make adjustments to reduce effort. For FDA-sponsored projects, significant reductions in effort (i.e., in excess of 25% of the originally proposed level of effort) for the PD/PI and key personnel named on named on this Notice of Award must receive written prior approval from FDA.

Additional prior approval requirements may be required for this award, and if applicable, will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Audits and Monitoring:

Audit Requirements:

1. Recipients of Federal funds are subject to annual audit requirements as specified in 45 CFR 75.501 (https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=8040c4036b962cc9d75c3638dedce240&ty=HTML&h=L&r=PART&n=pt45.1.75#se45.1.75_1501). Grantees should refer to this regulation for the current annual Federal fund expenditure threshold level which requires audit.

2. Foreign recipients are subject to the same audit requirements as for-profit organizations (specified in 45 CFR 75.501(h) through 75.501(k).
3. For-profit and foreign entities can email their audit reports to AuditResolution@hhs.gov or mail them to the following address:

U.S. Department of Health and Human Services
Audit Resolution Division, Room 549D
Attention: Robin Aldridge, Director
200 Independence Avenue, SW
Washington, DC 20201

Monitoring:

Recipients are responsible for managing the day-to-day operations of grant-supported activities using their established controls and policies, as long as they are consistent with Federal, DHHS and FDA requirements. However, to fulfill their role in regard to the stewardship of Federal funds, FDA monitors our grants to identify potential problems and areas where technical assistance might be necessary. This active monitoring is accomplished through review of reports and correspondence from the recipient, audit reports, site visits, and other information available to FDA.

1. **Desk review:** FDA grants monitoring specialists will periodically reach out to recipients to request information for the completion of desk reviews. Requested information may include:
    - Policies and procedures
    - List of grant expenditures
    - Accounting records
    - Supporting documents (e.g., invoices, receipts, paystubs, timesheets, contracts, etc.)
    - Financial statements
    - Audit reports
    - Other related documentation
2. **Site visits:** FDA will conduct site visits when necessary and will notify the recipient with reasonable advance notice of any such visit(s).
3. **Foreign entities:** All Foreign entities are subject to the same monitoring requirements as domestic entities. Foreign entities covered under immunity Executive Orders will provide supporting documents for monitoring requirements unless such an action is a violation of the Executive Orders. Recipients may discuss with the FDA to come up with an alternate approach to satisfy the award monitoring requirements.

All recipients will make reasonable efforts to resolve issues found, including audit findings. Successful resolutions to issues are important as they are part of the grant performance review. All recipients are responsible for submitting all requested

information in an expeditious manner. **Failure to submit timely reports and/or respond to inquiries from FDA may affect future funding or enforcement actions, including withholding, or conversion to a reimbursement payment method.**

Financial Conflict of Interest (FCOI):
This award is subject to the Financial Conflict of Interest (FCOI) regulation at 42 CFR Part 50 Subpart F.

Closeout Requirements (when applicable):
A Final Research Performance Progress Report (FRPPR), Final Federal Financial Report (FFFR) SF-425, Final Invention Statement (FIS) HHS-568 (if applicable), Tangible Personal Property Report SF-428 (if applicable), and Statement of Disposition of Equipment (if applicable) must be submitted within 90 days after the expiration date of the project period. All closeout documents must be submitted electronically in eRA Commons.

The Final FFR must indicate the exact balance of unobligated funds and may not reflect unliquidated obligations. There must be no discrepancies between the Final FFR expenditure data and FFR cash transaction data in the Payment Management System (PMS). The expended funds reported on the Final FFR must exactly match the disbursements reported on the grantee's report to the Payment Management System and the charge advances in PMS. It is the recipient's responsibility to reconcile reports submitted to PMS and to the FDA.

Program Income:
The grantee is required to report any Program Income generated during the Project Period of this grant. Except for royalty income generated from patents and inventions, the amount and disposition of Program Income must be identified on lines 10 (l), (m), (n), and (o) of the grantee's Federal Financial Report (FFR) SF-425.

Examples of Program Income include (but are not limited to): fees for services performed during the grant or sub-grant period, proceeds from sale of tangible personal or real property, usage or rental fees, patent or copyright royalties, and proceeds from the sale of products and technology developed under the grant.

Any Program Income generated during the Project Period of this grant by the grantee or sub-grantee will be treated as identified below.

Treatment of Program Income:
Additional Costs

Prohibition on certain telecommunications and video surveillance services or equipment:

(a) As described in CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:

(1) Procure or obtain,

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

Other:

This award is subject to the requirements of 2 CFR Part 25 for institutions to maintain an active registration in the System of Award Management (SAM). Should a consortium/subaward be issued under this award, a requirement for active registration in SAM must be included.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than $10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

03/01/2021: This revised notice of grant award reflects an approved revised budget.

Additional Reporting Requirements:

All FDA grants require annual financial and performance progress as stated in Section III. This award has additional financial and performance reporting requirements as outlined below.

Performance

Mid-year progress and end of year reports shall contain the elements below as applicable to the application and award, including but not limited to, the following:
1) Provide an updated action plan that identifies actions, timeframes, completed activities, personnel and other resources required to implement the retail program improvement/enhancement strategy to advance one or more retail program standard.
2) Provide a narrative demonstrating how the action plan has improved the grantees Retail Program Standards related to intervention strategies, training programs, infrastructure and/or capacity building. The information should include a full description of achievements with conformance to the Retail Program Standards and the associated activities completed during the reporting period.
3) Status report on the hiring and training of food program personnel during the reporting period. If training is part of the action plan, please provide the total number of employees trained, classes or work trained on, and the connection to the Retail Program Standards.
4) Provide a detailed budget of funds expended to date.

The final program progress report shall provide a complete written narrative covering the entire project and summaries of accomplishments and goals, as described in the grant application. The final program progress report shall include a final action plan, an updated current self-assessment for the Retail Program Standard areas advanced during the project period. The report shall detail the strategy to continue advancing conformance with the Retail Program Standards. The documentation shall be in a form and contain sufficient detail such that other age

Direct inquiries regarding fiscal, grants policy, procedures and/or administrative matters to the grants management specialist listed below.

Direct inquiries regarding scientific, technical and programmatic issues to the program official listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.