



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 10, 2021

** = Mandatory, information must be provided*

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Association of Food and Drug Officials (AFDO)

***Project Title/Description:**

There are four small grants included in this GTAW as follows:

- Update CHFS Equipment, \$2,848;
- Staff Training - Conference for Food Protection, \$1,050;
- Verification of Standards 3, 5 and 7, \$3,000; and
- Completion of a Comprehensive Strategic Plan to Complete Standards 6 and 8, \$2,500.

***Purpose:**

These grants support the division of Consumer Health and Food Safety (CHFS)'s effort to create an environment of continuous improvement that will benefit the regulatory food industry and County's citizens and visitors.

***Procurement Method:**

These grants are a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

- The improved equipment will provide CHFS with a means to host quarterly, equitable, web-based meetings or public forums with industry and consumers with information on food safety strategies and interventions to control risk factors in English and Spanish. New equipment will also assist CHFS to present Active Managerial Control courses to food facility operators to assist them in reducing the most common foodborne illness risk factors.
- Sending training staff to additional conferences ensure that they will constantly be up to date on how the region is operating and learn from other jurisdictions about best practices when training additional staff and communicating with facilities.
- Successful verification audit of Program Standard 3, Inspection Program Based on HACCP Principles, Standard 5, Foodborne Illness and Food Defense Preparedness and Response, and Standard 7, Industry and Community Relations. Conformance with these program standards is a great accomplishment for CHFS as they completed the deliverables for the standards during the COVID-19 pandemic.
- Completion of the Comprehensive Strategic Improvement Plan will allow staff to identify gaps in achieving standards and putting together a realistic plan to complete those tasks. It will also identify when standards are complete and ready for verification audits. This project will ensure completion of Standard 6 and Standard 8 by June 2022.

***Public Benefit:**

All of the grants are aimed at reducing foodborne illness within the community. This will be achieved through increased engagement with the community, training for staff, auditing of standards and completion of planning to complete additional standards.

***Metrics Available to Measure Performance:**

A metric is provided for each of the grants:

- Successful completion of the equipment project will be when all equipment is ordered, received, and assembled for usage for the first available training opportunity;
- Impact of the training will be measured when the program performs their annual Program Standards self-assessment and additional elements for Program Standard 2 are met;
- The verification project will be measured by what standards achieve conformance and pass the audit; and
- The Comprehensive Strategic Plan will be completed within the grant period and will then be available for the program to use to work towards completion of all nine program standards.

***Retroactive:**

Yes. The grant terms begin July 5, 2021 but the next available BOS date for acceptance is Aug. 10, 2021.

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: GTAW Department Code: HD Grant Number (i.e., 15-123): 22-003

Commencement Date: 07/05/2021 Termination Date: 03/31/2022 Amendment Number: 00

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 9,398.00***All Funding Source(s) required:** Funding is from the Food and Drug Administration.***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)?** Federal funds received via the Association of Food & Drug Officials

Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date:  07/20/21

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date:  7/21/21
(Required for Board Agenda/Addendum Items)

VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL
STANDARDS) GRANT PROGRAM



**ASSOCIATION OF FOOD
& DRUG OFFICIALS**
SINCE 1896

July 2, 2021

Grant Number: G-MP-2106-09529

Project Title: Update CHFS Equipment

Award Value: \$2,848.00

Project Period: July 5, 2021 to October 29, 2021

Amanda Anderson
Pima County Health Department
3950 S Country Club Rd
Ste. 100
Tucson , Arizona 85741

Dear Amanda Anderson:

We have approved your application for Update CHFS Equipment as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Pima County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application 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. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	December 12, 2021	Cat 2 Final Moderate Project Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by October 29, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance

and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after October 29, 2021. As part of the final report, 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 section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,848.00 represents the full amount of funds to which you are entitled.

This award of \$2,848, represents your revised budget based on the amount of use this equipment will be dedicated to retail. Please note: This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is 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 U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

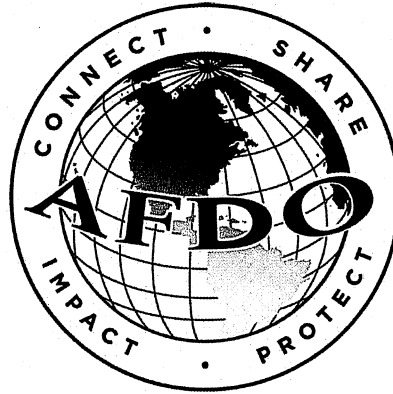
Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)

VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL
STANDARDS) GRANT PROGRAM



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

July 2, 2021

Grant Number: G-T-2106-09500

Project Title: Staff Training- Conference for Food Protection

Award Value: \$1,050.00

Project Period: July 5, 2021 to October 29, 2021

Amanda Anderson
Pima County Health Department
3950 S Country Club Rd
Ste. 100
Tucson , Arizona 85741

Dear Amanda Anderson:

We have approved your application for Staff Training- Conference for Food Protection as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Pima County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application 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. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	December 13, 2021	Cat 3 Training Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by October 29, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance

and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after October 29, 2021. As part of the final report, 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 section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$1,050.00 represents the full amount of funds to which you are entitled.

This award is reduced to \$ 1050.00, Registration limit to attend Conference for Food Protection (CFP) annual conference is up to a maximum of three (3) attendees. Indirect costs are non-allowable to this category grant. This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is 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 U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)

VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL
STANDARDS) GRANT PROGRAM



**ASSOCIATION OF FOOD
& DRUG OFFICIALS**
SINCE 1896

June 29, 2021

Grant Number: G-SP-2106-09496

Project Title: Verification of Standards 3, 5 and 7

Award Value: \$3,000.00

Project Period: July 5, 2021 to March 31, 2022

Amanda Anderson
Pima County Health Department
3950 S Country Club Rd
Ste. 100
Tucson , Arizona 85741

Dear Amanda Anderson:

We have approved your application for Verification of Standards 3, 5 and 7 as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Pima County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application 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. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	March 31, 2022	2+St Cat 1 Verif Audit: Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by March 31, 2022 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance

and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after March 31, 2022. As part of the final report, 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 section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$3,000.00 represents the full amount of funds to which you are entitled.

This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is 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 U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

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retailstandards@afdo.org
(717) 814-9873

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<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL
STANDARDS) GRANT PROGRAM



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

June 29, 2021

Grant Number: G-SP-2106-09497

Project Title: Completion of a Comprehensive Strategic Plan to Complete Standards 6 and 8

Award Value: \$2,500.00

Project Period: July 5, 2021 to October 5, 2021

Amanda Anderson
Pima County Health Department
3950 S Country Club Rd
Ste. 100
Tucson , Arizona 85741

Dear Amanda Anderson:

We have approved your application for Completion of a Comprehensive Strategic Plan to Complete Standards 6 and 8 as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Pima County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application 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. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	October 5, 2021	Cat 1 Comprehensive Strategic Improvement Plan

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by October 5, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance

and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after October 5, 2021. As part of the final report, 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 section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,500.00 represents the full amount of funds to which you are entitled.

This grant award is to complete a Full Comprehensive Strategic Improvement Plan of all Nine Standards, not focused on Standards 6 and 8 as stated in the application. This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

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Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

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We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
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155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)