



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 5/6/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

NEHA-FDA Retail Flexible Funding Model Grant Program

**\*Project Title/Description:**

This project is titled Sustaining Food Safety Standards through Continuous Improvement and Data Driven Solutions. The project works to maintain and improve Standard 1 - Regulatory Foundation, Standard 3 - Inspection Program Based on HACCP (Hazard Analysis and Critical Control Points) Principles, Standard 4 - Uniform Inspection Program, Standard 5 - Foodborne Illness and Food Defense Preparedness and Response, Standard 6 - Compliance and Enforcement, and Standard 7 - Industry and Community Relations. Work will also be focused on Continuous Improvement of Standard 8 - Program Support and Resources, and efforts to Achieve Conformance with Standard 2 - Trained Regulatory Staff and Standard 9 - Program Assessment.

**\*Purpose:**

To provide for continuous improvement using the Voluntary National Retail Food Regulatory Program Standards framework, enabling PCHD to critically evaluate every aspect of our food safety program to learn, grow, and improve. Through this process, the Consumer Health and Food Safety (CHFS) unit has developed a strategic roadmap that aligns with the mission to protect the health, safety, and well-being of the community through leadership, collaboration, education, and regulation. This approach also supports the goal of building a highly effective and responsive retail food regulatory program.

**\*Procurement Method:**

This grant was reviewed by PCAO but their signature is not required.

**\*Program Goals/Predicted Outcomes:**

By regularly assessing practices, CHFS can identify gaps and implement innovative solutions to address them. Given the successes in the previous 3-year grant cycle (2022-2024), CHFS was encouraged to reapply as they have seen considerable benefits from their efforts and have gained extensive experience with the Voluntary National Retail Food Regulatory Program Standards.

**\*Public Benefit:**

Embracing a data-driven approach not only enhances program efficiency but also strengthens the broader goal of reducing foodborne illnesses in the community through leadership, collaboration, education, and regulation. This initiative promotes staff professional development and growth, boosts staff morale and retention, and improves uniformity within the program that positively impacts permit holders and the broader community.

**\*Metrics Available to Measure Performance:**

The Voluntary National Retail Food Regulatory Program Standards have clear metrics set for each standard that should be met incrementally throughout the grant cycle. CHFS will measure performance by how many metrics within each standard we are able to advance and build upon.

**\*Retroactive:**

Yes. This grant began on 4/1/2025. However, the BOS meeting on 5/6/2025 is the earliest we could get the award to the BOS due to the fact that the award was announced on 3/31/2025.

GM1 approves  
Kowale for KK Kelly  
4/16/2025

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**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 ☐ 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: Grant Department Code: HD Grant Number (i.e., 15-123): 79504  
Commencement Date: 4/1/2025 Termination Date: 3/31/2028 Amendment Number: 00  
☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 66,500

**\*All Funding Source(s) required:** The National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) / 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 the Federal government

Contact: Sharon Grant

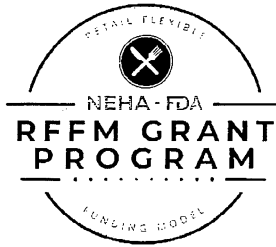
Department: Health

Telephone: 520-724-7842

Department Director Signature: [Signature] Date: 4-11-25

Deputy County Administrator Signature: [Signature] Date: 4-16-2025

County Administrator Signature: [Signature] Date: 4/17/2025



**NEHA-FDA Retail Flexible Funding Model Grant Program  
Official Notice of Award for Three-Year Grants**

April 1, 2025

**Grant Number:** G-202410-06052

**Application Type:** 2025 Track 3 Maintenance & Advancement Base

**Project Title:** Sustaining Food Safety Standards through Continuous Improvement and Data Driven Solutions

**Project Summary:** CHFS takes a comprehensive approach to continuous improvement, enabling us to critically evaluate every aspect of our programs to learn, grow, and improve. Through this process, we have developed a strategic roadmap that aligns with our mission to protect the health, safety, and well-being of our community through leadership, collaboration, education, and regulation. This approach also supports our goal of building a highly effective and responsive retail food regulatory program. By regularly assessing our practices, we can identify gaps and implement innovative solutions to address them. Embracing a data-driven mindset not only enhances program efficiency but also strengthens our broader goal of reducing foodborne illnesses in the community. Outlined program activities will help CHFS maintain Stds. 1, 3, 4, 5, 6, and 7, partially meet Std. 8, and conform with Stds. 2 and 9. Through Special Projects funding we expect to increase permit holders' knowledge of food safety regulations by providing accessible and equitable services. Training Add-On funds will provide ongoing education for staff. Lastly, a dedicated full time RPS will help ensure thorough oversight of all standards.

**Amount Requested:** \$369,499.38

**Three-Year Award Amount:** \$66,500.00

**Project Period:** 4/1/2025 to 3/31/2028

**Unique Federal Award Identification Number (FAIN):** 1U19FD008288

**CFDA Number:** 93.103

Awarded to NEHA on 09/10/2024

Cesia Estrada  
Pima County Health Department  
3950 S. Country Club Rd, 2301  
Tucson, AZ 85714

Dear Cesia:

Your application has been approved for Sustaining Food Safety Standards through Continuous Improvement and Data Driven Solutions as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

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 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$66,500.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model 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.

### **Specific Conditions of Your Award**

In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

**The following component(s) of your project have been fully funded:** \$30,000 (\$10,000 per year) for work on Standards 1-8; \$30,000 (\$10,000 per year) for work toward Meeting or Maintaining Standard 9 using a Level 2 Risk Factor Study approach; \$3,000 during CY 2026 for an updated Self-Assessment of All 9 Standards.

**The following component(s) of your project have been partially funded:** \$3,500 for the Training Optional Add-On for CY 2025.

**Unfortunately, due to limited funds, the Capacity Building component of your application is NOT funded.** Please reach out to the Grant Program Support Team if a modification to the scope or details of your grant is necessary due to this funding reduction.

Reduced funding amounts are not due to the quality of your Track 3 Maintenance and Advancement Base application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. For CY 2025, Mentee awards are limited to Track 1 applicants only. Track 3 training requests are being reduced to a maximum of \$3,500, but unless otherwise noted, any of the travel requested in your application is allowable for reimbursement up to the reduced award amount.

Please reach out to the Grant Program Support Team with any questions regarding CY 2025 funding.

### **Budget**

Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (Apr 1, 2025 - March 31, 2026): \$23,500.00

Year 2 (Apr 1, 2026 - March 31, 2027): \$23,000.00

Year 3 (Apr 1, 2027 - March 31, 2028): \$20,000.00

**Total Award Amount:** \$66,500.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. 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 for any specific funding year.

### **Terms and Conditions**

Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA. Payment for each year of the three-year project period is contingent on continued Federal Funding from the United States Food and Drug Administration, 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 the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage (<https://www.neha.org/retailgrants>).

### **Reporting**

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. 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 required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

### **Advance Payment and Reimbursement Requests**

For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your Year 1 Advance Payment, you can access, complete, and submit the Advance Payment Request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

### **Recipient FDA Notice**

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 Regulatory Program Standards (Retail Program Standards). For additional information regarding the Retail Program Standards, please visit the FDA's official webpage at: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>.

### **Allowable and Non-allowable Costs**

For information on allowable and non-allowable costs, please refer to the **NEHA-FDA RFFM Grant Guidance** link on the NEHA-FDA RFFM webpage.

### **Base Grant Requirement**

Once awards under the NEHA-FDA RFFM Grant Program have been made, all grantees must complete their Base activities (specified either in their Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). During the performance period of open awards, if Base activities are not substantially completed, Add-On funding may also be in jeopardy of cancellation.

### **Travel Costs**

Travel costs should adhere to the general guidelines found in the **NEHA-FDA RFFM Grant Guidance**. Contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered in the guidance.

### **Financial Conflict of Interest**

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

**Contact us for Support**

If you have questions about this award, please contact the NEHA-FDA RFFM Grant Program Support Team. Additionally, the FDA Retail Food Safety Specialist assigned to your geographic area is an integral part of your jurisdiction's successful completion of Retail Program Standards activities and is available to assist with your funded project.

**NEHA-FDA RFFM Grant Program Support Team**

[retailgrants@neha.org](mailto:retailgrants@neha.org)

1-833-575-2404

**FDA Retail Food Safety Specialist Contact Information**

<https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>

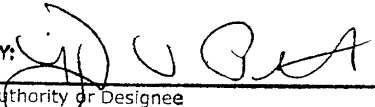
We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



David T. Dyjack, DrPH, CIH  
NEHA Executive Director

REVIEWED BY:

  
Appointing Authority or Designee  
Pima County Health Department