



**BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)**

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

Amplifund Grant Record Number: 109689FT

**Award Type:** Grant

**BOSAIR Activity:** Board Meeting Request

**Requested Board Meeting Date:** 05/26/2026

**Supplier / Customer / Grantor / Subrecipient:** National Environmental Health Association-U.S. Food and Drug Administration

**Project Title / Description:** Sustaining and Advancing Retail Program Standards Through Continuous Improvement and Professional Engagement

**Purpose:** This project is titled Sustaining and Advancing Retail Program Standards Through Continuous Improvement and Professional Engagement. Remain committed to implementing and sustaining the policies, procedures, program activities, and initiatives associated with these standards to ensure continued compliance with maintenance requirements while driving continuous quality improvement.

The Consumer Health & Food Safety (CHFS) Division has been an active contributor to the National Environmental Health Association (NEHA) Annual Educational Conference (AEC) & Exhibition since 2022, with staff submitting and presenting abstracts each year. For the 2026 AEC, four CHFS staff members have been selected to present in person. This funding will enable their attendance and participation.

Engagement at the conference promotes the exchange of new perspectives, highlights emerging trends, and provides opportunities to share successes and challenges while building strong professional networks. It also reinforces best practices, including key updates from the U.S. Food and Drug Administration and the Retail Program Standards. The knowledge and insights gained will directly support measurable improvements in CHFS programs. The project works to maintain and improve Standard 1 (S1) - Regulatory Foundation, S3 - Inspection Program Based on HACCP (Hazard Analysis and Critical Control Points) Principles, S4 - Uniform Inspection Program, S5 - Foodborne Illness and Food Defense Preparedness and Response, S6 - Compliance and Enforcement, and S7 - Industry and Community Relations. Work will also be focused on continuous improvement of S8 - Program Support and Resources, and efforts to achieve conformance with S2 - Trained Regulatory Staff and S9 - Program Assessment.

**Procurement Method:** Grant: Not applicable

**Procurement Method Additional Info:**

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

**Program Goals/Predicted Outcomes:**

Given the success of securing this training add-on grant annually since 2022, CHFS has been able to attend the NEHA AEC each year. This continued participation has demonstrated significant value, encouraging CHFS to reapply. Attendance has supported both professional and leadership development, as well as meaningful program improvements. These improvements include updates to existing policies and processes, the development of new procedures, and ongoing enhancements informed by networking and learning from other jurisdictions' practices and activities. By leveraging these insights, CHFS is able to avoid duplicating efforts and instead adopt proven approaches that have already demonstrated success in similar programs nationwide

**Public Benefit and Impact:**

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.

**Strategic Plan Pillar**

- Quality of Life

**Support of Prosperity Initiative:**

- 2. Improve Quality of Life and Opportunity in High Poverty Areas

**Provide information that explains how this activity supports the selected Prosperity Initiatives**

This initiative will positively impact permit holders and the broader community by ensuring public health and food safety protection among communities in need.

**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

**Retroactive Description:**

The award was received in April 2026. The 5/26/26 BOS meeting is the first opportunity available for board approval.

**Grant / Amendment Information (for grants acceptance and awards)**

Record Number:

Euna Grant Record Number: 109689FT

Type: Award

Department Code: HD

Euna Grant Record Number: 109689FT

Amendment Number: 0

Commencement Date: 05/04/2026

Termination Date: 08/31/2026

Advantage Initial GTAW# (If Applicable): 0

Total Revenue Amount:

\$4,000.00

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): 0

All Funding Source(s) required: 100% Federal from the U.S. Department of Health and Human Services, Food and Drug Administration.

Does PCAO need to review the grant award (or grant amendment)?	YES
Does PCAO need to sign the grant award (or grant amendment)?	NO
Match funding from General Fund?	NO
Match funding from other sources?	NO
Are Federal Funds Involved?	YES

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? Funds are passed through the National Environmental Health Associate Flexible Funding Model Grant Program.

CFDA# 93.103

FAIN# 1U19FD008288


Department: Health

Name: Maria Loya

Telephone: 5207242877

**Kenneth B Walker** Digitally signed by Kenneth B Walker  
Date: 2026.05.07 08:25:58 -07'00'

GMI Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature:  \_\_\_\_\_ Date: 5/6/2026

Deputy County Administrator Signature:  Date: 5-7-2021

County Administrator Signature: \_\_\_\_\_ Date: 5/7/2021



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

April 1, 2026

**Grant Number:** G-202601-07700

**Application Type:** 2026-27 Track 3 One-Year Optional Add-On

**Project Title:** Sustaining and Advancing Retail Program Standards Through Continuous Improvement and Professional Engagement

**Project Summary:** CHFS currently maintains conformance with S1, 3–7, and 9. The agency is working toward achieving conformance with S2 by 2028 and continues to advance S8 with support from the NEHA FDA RRFM Track 3 grant (2025–2028). CHFS is on track with all Year 1 deliverables. We remain committed to implementing and sustaining the policies, procedures, program activities, and initiatives associated with these standards to ensure continued compliance with maintenance requirements while driving continuous quality improvement. CHFS has been an active contributor to the NEHA AEC since 2022, presenting abstracts each year. For the 2026 AEC, four staff members had abstracts accepted to present in person. Conference interactions foster the exchange of fresh perspectives, highlight emerging trends, share successes and challenges, network with peers, and reinforce best practices, including updates from the FDA RPS. Knowledge acquired has directly contributed to tangible improvements in our programs.

**Amount Requested:** \$7,500.00

**One-Year Award Amount:** \$4,000.00

**Project Period:** 5/4/2026 to 8/31/2026

**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 and Advancing Retail Program Standards Through Continuous Improvement and Professional Engagement 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 Part 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 \$4,000.00 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, the following are additional conditions specific to your award:

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**The following component(s) of your project have been partially funded:** \$4,000 for the Training Optional Add-On.

Funding reductions are not due to the quality of your Track 3 One-Year Optional Add-On application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. All Track 3 Training Optional Add-On requests have been reduced to \$4,000 and not all Mentee requests could be funded this year.

As a new requirement for Grant Year 2026-27, all Track 2 and Track 3 grantees will be required to report on their Retail Program Standards progress twice during the Grant Year using the new Retail Program Standards Assessment (RSA) Tool: first in coordination with their Interim Progress Report (due no later than October 15, 2026) and again as part of the Final Progress Reporting requirements (due no later than May 14, 2027).

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## Budget

To review specific details of the approved budget in your grant award (required for Training Add-On funding only), 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.

**Total Award Amount:** \$4,000.00

For funding where budgets are required (Training Add-On funding), 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 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 documents available through the **Grant Guidance** link on the NEHA-FDA RFFM website (<https://www.neha.org/retail-grants>).

## Required Reporting

Reports with due dates will be accessible by logging into the Grant Portal. 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 one-year awards, an Interim Progress Report will be due halfway through the project period.

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.

Unless otherwise requested, your first report will be the Interim Progress Report due halfway through the project period.

### **Payment Requests**

For one-year awards made through this grant program, payment is normally made on a reimbursement basis at the end of the project, following submission of all required reporting.

Advance Payments may be requested for one-year awards when required by a jurisdiction, to cover immediate project needs.

Interim Payments may be requested as needed, ideally not more than once per quarter.

For complete information on required reporting and payment requests, please see the **Reporting and Payment Instructions**, accessible through the Grant Guidance link on the NEHA-FDA RFFM website.

### **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 **Grant Guidance** link on the NEHA-FDA RFFM website.

### **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 active Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). If Base activities are not substantially completed by the end of the Project Period, both Base and Add-On funding may 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 Conflicts 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,

A handwritten signature in black ink, appearing to read "D. Dyjack". The signature is fluid and cursive, with a large initial "D" and a stylized "Dyjack".

David T. Dyjack, DrPH, CIH  
NEHA Executive Director