



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: February 7, 2023

\* = Mandatory, information must be provided

or Procurement Director Award:

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

The National Environmental Health Association (NEHA) and the US Food and Drug Administration (FDA)

**\*Project Title/Description:**

2023 Training Optional Add-On grant to attend and present at the NEHA Annual Educational Conference (AEC) and Conference for Food Protection (CFP)

**\*Purpose:**

This grant will provide the means for key staff members from the Consumer Health and Food Safety (CHFS) division to attend two key conferences for professional and leadership development and to present NEHA Leadership Academy final projects.

**\*Procurement Method:**

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

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

The NEHA AEC and CFP conferences will provide CHFS staff an opportunity to network with other jurisdictions, obtain a deeper understanding of food safety, uncover new learnings, and reinforce existing best practices.

**\*Public Benefit:**

Attendance at the conferences will enhance CHFS staff's knowledge, skills, and ability to perform retail food and food service inspections to reduce foodborne illness within the community.

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

CHFS conference attendees will disseminate attained information and updates to the rest of the team during an all-staff meeting. CHFS will incorporate and apply acquired knowledge to improve the CHFS retail food program.

**\*Retroactive:**

Yes. The grant period begins January 1, 2023 but the award letter was not received until January 3, 2023. February 7, 2023 is the first BOS meeting available for approval of this award. However, no expense has been occurred to date.

GMI approvals  
PK 1/20/23

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: GTAW Department Code: HD Grant Number (i.e., 15-123): 23-089

Commencement Date: 01/01/2023 Termination Date: 12/31/2023 Amendment Number: 00

Match Amount: \$ Revenue Amount: \$ 7,500.00

\*All Funding Source(s) required: US Food and Drug Administration / 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: N/A

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

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: Date: 1-13-23

Deputy County Administrator Signature: Date: 2/1/2023

County Administrator Signature: Date: 1/23/2023



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

January 1, 2023

**Grant Number:** G-OATR-202209-02519

**Application Type:** 2023 Training Optional Add-On

**Project Title:** Attend the NEHA Annual Educational Conference (AEC) and Conference for Food Protection (CFP) for Professional and Leadership Development, Program Standards Engagement, and to present NEHA Leadership Academy final projects.

**Project Summary:** Pima County Health Department, Consumer Health and Food Safety (CHFS) is requesting funding to send 2 staff members to attend NEHA's Annual Educational Conference & Exhibition and 2 staff members to the Conference for Food Protection in 2023. CHFS staff will be attending the NEHA AEC for Professional Development and Program Standards Engagement. Additionally, a CHFS management team member will present their NEHA Leadership Academy final project at NEHA's AEC preconference workshop. Staff attending CFP will deliberate on issues pertaining to food science and technology.

**One-Year Award Amount:** \$7,500.00

**Project Period:** 1/1/2023 to 12/31/2023

**Unique Federal Award Identification Number (FAIN):** U2FFD007358

**CFDA Number:** 93.103

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Amanda Anderson  
Pima County Health Department  
3950 S. Country Club Rd, 2301  
Tucson, AZ 85714

Dear Amanda :

Your application has been approved for Attend the NEHA Annual Educational Conference (AEC) and Conference for Food Protection (CFP) for Professional and Leadership Development, Program Standards Engagement, and to present NEHA Leadership Academy final projects. 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 \$7,500.00 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, the following are additional conditions specific to your award:

We are approving the full requested amount for your CY2023 Training Grant. All funds requested for reimbursement must be for approved personnel attending the approved courses/workshops/seminars/meeting(s). Any course changes, and any personnel changes or additions, must be approved by NEHA in advance of attendance.

### **Budget**

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.

**Total Award Amount:** \$7,500.00

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 **Reporting and Payments** link on the NEHA-FDA RFFM webpage (<https://www.neha.org/retail-grants>).

### **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 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. 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.

### **Reimbursement 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 payment is available for one-year awards when required by a jurisdiction. To request advance payment, please email an explanation to the **NEHA-FDA RFFM Grant Program Support Team** at [retailgrants@neha.org](mailto:retailgrants@neha.org). For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

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

### **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 have an active Base Grant in place (either a Development Base Grant or a Maintenance and Advancement Base Grant) to remain eligible for open Optional Add-On Grants. During the performance period of open awards, if a Base Grant is cancelled for any reason (at the request of the Grantee or due to non-performance), all open Additional Add-On Grants may also be in jeopardy of cancellation.

For grantees that have been awarded both a Track 2 Development Base Grant (a one-year award) and a Capacity Building Grant (a three-year award), it is the awarded jurisdiction's responsibility to apply for Development Base Grants in years two and three of this grant program, to assure that their Capacity Building Grant remains eligible for continuation.

### **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)

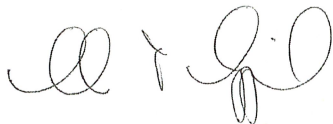
1-833-575-2404

### **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