



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: March 15, 2022

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

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

**\*Project Title/Description:**

Attend the NEHA Annual Education Conference (AEC) and Exhibition for Professional Development, Program Standards Engagement, and to present NEHA Leadership Academy Final Projects.

**\*Purpose:**

Four Environmental Health staff will attend a Self-Assessment and Verification Audit Workshop in addition to the National Environmental Health Association's Annual Education Conference. Two members of the management team will present their NEHA Leadership Academy final projects at the conference.

**\*Procurement Method:**

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

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

The NEHA AEC 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. During this time, CHFS staff will have the opportunity to ask questions and seek advice from subject matter experts. In the same way, this will be an opportune time for CHFS to share experiences on successes and failures in the CHFS Retail Food Program.

**\*Public Benefit:**

Sending staff to educational conferences will demonstrate our commitment to our staff's professional development while reducing foodborne illness risk throughout the County through tools and methods that they learn about. Ultimately, this funding will help us achieve a safer food supply in our regulated facilities for the residents of Pima County and the multitudes of visitors we host each year.

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

Attendees will be required to present highlights of the conference at a staff meeting in order for all staff to benefit from the educational opportunity

**\*Retroactive:**

Yes. PCHD was notified of this award on February 15, 2022. It takes effect on February 1, 2022.

*GMT Approved  
2/28/22 Jomontano*

**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): 22-093  
Commencement Date: 02/01/2022 Termination Date: 12/31/2022 Amendment Number: 00  
☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 7,500.00

**\*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)?**

FDA funds received via NEHA

Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: *John L. Perine* 22 Feb 2022

Deputy County Administrator Signature/Date: *[Signature]* 23 Feb 2022

County Administrator Signature/Date: *[Signature]* 2/23/2022  
(Required for Board Agenda/Addendum Items)



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

February 15, 2022

**Grant Number:** G-OATR-202109-00790

**Application Type:** Training

**Project Title:** Attend the NEHA Annual Education Conference (AEC) and Exhibition for Professional 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 4 staff members to NEHA's Annual Educational Conference & Exhibition in 2022. CHFS staff will be attending the NEHA AEC for Professional Development and Program Standards Engagement. Staff attending in-person will be attending the Self-Assessment and Verification Audit Workshop prior to the beginning of the conference. In addition, two members of the CHFS management team will present their NEHA Leadership Academy final projects at conference.

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

**Project Period:** 2/1/2022 to 12/31/2022

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

**CFDA Number:** 93.103

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 Education Conference (AEC) and Exhibition for Professional 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, following are additional conditions specific to your award:

We are approving the full requested amount for your Training / Staff Development and Program Standards Engagement 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. Please note that although the total of your Budget Worksheet exceeds the maximum award amount for this grant type, you will not be reimbursed for costs in excess of the \$7500 award amount.

### **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, 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/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 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)

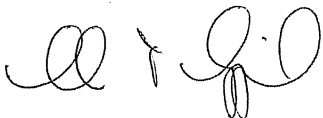
1-833-575-2404

**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

Date: February 22, 2022

To: Francisco García, MD, MPH  
Deputy County Administrator

From: Theresa Cullen, Director

Re: Proposed Agenda Item for Board of Supervisors Meeting March 15, 2022, Consent Calendar.  
Grant from the National Environmental Health Association and US Food & Drug Administration  
for a Retail Program Standards Coordinator Position, GTAW 22\*089

Introduction

The Pima County Health Department applied for and was awarded a 3-year grant from the National Environmental Health Association (NEHA) and the US Food & Drug Administration (FDA) to fund a Retail Program Standards Coordinator Position to have overall responsibility for the implementation of the Consumer Health and Food Safety (CHFS)'s Retail Program Standards program. This individual will ensure constant progress towards meeting and maintaining compliance with the Program Standards.

Discussion

On February 15<sup>th</sup>, 2022, the PCHD was informed that it received a three year award from the NEHA and the FDA for the Retail Food Standards Program. This grant has a value of \$69,833 for the first year. This grant supports and enhances CHFS' effort to create an environment of continuous improvement that will benefit the regulatory food industry and the citizens and visitors of Pima County. The proposed tasks are designed to increase food safety across the jurisdiction.

Using these federal resources, CHFS will have funds for a Retail Program Standards (RPS) Coordinator position to have overall responsibility for the implementation of CHFS's Retail Program Standards program. Additionally, the Retail Program Standards Coordinator position will assist with achieving goals outlined in the 3-year Comprehensive Strategic Plan (CSIP). The RPS Coordinator will ensure the work needed to meet goals outlined in the CSIP are planned, scoped, completed, and documented. Additionally, the RPS Coordinator will be responsible for scheduling and hosting project status meetings to collect progress updates and track and update a Gantt tracker to measure project progress.

Financial Impact

There is no impact to the General Fund with this new grant.

Recommendation

Staff recommends approval of this grant.