



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:**

Funding for a Retail Program Standards Coordinator Position

***Purpose:**

This grant will fund a new position of Retail Program Standards Coordinator (RPSC), a dedicated staff member that will be able to devote full time to the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS).

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

The Retail Program Standards Coordinator Position will have overall responsibility for the implementation of 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.

***Public Benefit:**

The public will directly benefit from a dedicated staff member monitoring and improving the Food Safety Program in CHFS. 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, with the ultimate goal of reducing foodborne illness. Less foodborne illness results in a healthier population, and fewer days of work and school missed due to experiencing symptoms.

***Metrics Available to Measure Performance:**

The FDA provides a Self Assessment tool for the VNRFRPS. This tool will be used to continually track the Division's progress towards meeting and maintaining the Program Standards. Additionally, the Coordinator will be held responsible to the timeline that was outlined in the Comprehensive Strategic Improvement Plan that was submitted with the grant application.

***Retroactive:**

Yes. PCHD was notified of this award on February 15, 2022. It takes effect on February 7, 2022.

*GMI Approved
2/28/22 J. Martinez*

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): 22-089
Commencement Date: 02/07/2022 Termination Date: 12/31/2024 Amendment Number: 00
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 224,359.00

***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: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)



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

February 15, 2022

Grant Number: G-OACB-202109-00798

Application Type: Capacity Building

Project Title: Funding for a Retail Program Standards Coordinator Position

Project Summary: The Pima County Health Department Consumer Health and Food Safety (CHFS) Division requests funding for a Retail Program Standards Coordinator Position to have overall responsibility for the implementation of CHFS's Retail Program Standards program. This individual will ensure constant progress to meeting and maintaining compliance with the Program Standards. Additionally, the coordinator will be responsible for building computer-based training courses via the Pima County Learning Management System for Environmental Health Specialists.

Three-Year Award Amount: \$224,359.00

Project Period: 2/7/2022 to 12/31/2024

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 Funding for a Retail Program Standards Coordinator Position 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 \$224,359.00 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 full requested amount for your Capacity Building Grant is approved. Changes to your project plans and/or budget changes must be approved by NEHA in advance. Additionally, any SLTT collaborators utilizing funds from your project must be enrolled with FDA in the Retail Program Standards. Please refer to the neha.org/retailgrants website for the full RFFM Grant Guidance, which includes a description of non-

allowable costs that will not be reimbursed. We look forward to supporting you as you work to complete your important Retail Flexible Funding Model project.

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 (CY 2022): \$69,833.00

Year 2 (CY 2023): \$77,263.00

Year 3 (CY 2024): \$77,263.00

Total Award Amount: \$224,359.00

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, 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 first year Advance Payment Request, you can access, complete, and submit the 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 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 2 and 3 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

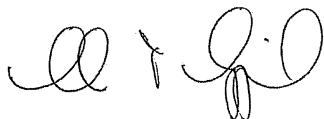
retailgrants@neha.org
1-833-575-2404

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