BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

○ Award ○ Contract ◉ Grant **Requested Board Meeting Date:** August 17, 2020

** = Mandatory, information must be provided* **or Procurement Director Award** ☐

***Contractor/Vendor Name/Grantor (DBA):**
Food and Drug Administration (FDA) / Department of Health and Human Services

***Project Title/Description:**
Achieving Conformance with FDA Standards 2 & 4. Standard 2 is Trained Regulatory Staff. Standard 4 is Uniform Inspection Program.

***Purpose:**
A trained, uniform inspection staff to ensure all food facilities are held to the same high standards set forth by the FDA in their FOOD Code that we have adopted.

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

***Program Goals/Predicted Outcomes:**
Completion of the pre and post courses (estimated 68 hours) that all Environmental Health Specialists are required to complete within their first year of employment through the FDA electronic training system. All training staff (3 Environmental Health Specialist II's and an Environmental Health Supervisor) to be standardized by a State or FDA Standard to increase uniformity in our training and inspection program. Additional assessments will be conducted of all inspectors 3x per year to ensure a uniform inspection program and to assist in identifying staff training needs. Once those training needs are identified, funds will be available to ensure they are provided with the most appropriate training opportunities.

***Public Benefit:**
Training all staff members with the same courses followed by a standardization will ensure our commitment to our staff's professional development while reducing foodborne illness risk throughout the County. Facility operators will benefit from this uniformity because they will develop better working relationships with their inspectors. Inspection scores will improve as foodborne illness risk factors are reduced. 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:**
Each Environmental Health Specialist I (EHS I) will complete all pre and post courses that are required of them. Every EHS I will have their 3 assessments completed during the grant period. Training opportunities will be provided based on the needs identified by the assessments. All trainings and assessments are tracked through a Microsoft Team that only the training and supervisory teams have access to.

***Retroactive:**
Yes. PCHD was notified of this award on June 29, 2020. The letter of award arrived on July 7, 2020. It takes effect on July 1, 2020.

GML Approved 7/29/2020 SLB

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): 21-06

Commencement Date: 07/01/2020 Termination Date: 06/30/2021 Amendment Number: 00

☐ Match Amount: $ _____ ☒ Revenue Amount: $ 65,192.00

***All Funding Source(s) required:** Food and Drug Administration (part of 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 federal government

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Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: 07/17/20

Deputy County Administrator Signature/Date: 23 July 20

County Administrator Signature/Date: 7/29/2020

(Required for Board Agenda/Addendum Items)

Grant Number: 1U18FD007031-01
FAIN: U18FD007031

Principal Investigator:
Amanda Anderson, MPH

Project Title: Achieving Conformance with FDA Standards 2 & 4

Anderson, Amanda
Pima County
3950 S country Club Rd.
STE 100
Tucson, AZ 857142056

Award e-mailed to: sharon.grant@pima.gov

Budget Period: 07/01/2020 – 06/30/2021
Project Period: 07/01/2020 – 06/30/2021

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of $65,192 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to PIMA COUNTY HEALTH DEPARTMENT in support of the above referenced project. This award is pursuant to the authority of PHS Act,Sec 1706,42 USC 300u-5,as amended;Sec2(d),PL 98-551 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the Grants Management Specialist and the Project Officer listed in the terms and conditions.

Sincerely yours,

Kimberly Pendleton
Grants Management Officer

FOOD AND DRUG ADMINISTRATION

Additional information follows

SECTION I – AWARD DATA – 1U18FD007031-01

Award Calculation (U.S. Dollars)

Salaries and Wages	$38,218
Fringe Benefits	$14,277
Personnel Costs (Subtotal)	$52,495
Travel Costs	$6,770
Federal Direct Costs	$59,265
Federal F&A Costs	$5,927
Approved Budget	$65,192
Federal Share	$65,192
TOTAL FEDERAL AWARD AMOUNT	$65,192
AMOUNT OF THIS ACTION (FEDERAL SHARE)	$65,192

SUMMARY TOTALS FOR ALL YEARS		
YR	**THIS AWARD**	**CUMULATIVE TOTALS**
1	$65,192	$65,192

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.103
EIN:	1866000543A2
Document Number:	UFD007031A
PMS AccountType	P(Subaccount)
Fiscal Year:	2020

IC	CAN	2020
FD	6990914	$65,192

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

FDA Administrative Data:
PCC: ORA8 / **OC**: 4141 / **Processed**: FDAKPU 06/26/2020

SECTION II – PAYMENT/HOTLINE INFORMATION – 1U18FD007031-01

Grant payments will be made available through the DHHS Payment Management System (PMS). Please go to https://pms.psc.gov/ to find more information on user access, payment, reporting and FAQs.

Inquiries should be directed to:

ONE-DHHS—the PMS Help Desk, providing assistance to all system users. Support is available Monday - Friday from 7 a.m. to 9 p.m. ET (except Federal Holidays): 1-877-614-5533 or email PMSSupport@psc.gov.

The HHS Inspector General (IG) maintains a toll-free telephone number, 1-800-447-8477, for receiving information concerning fraud, waste, or abuse under grants and cooperative

agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

SECTION III – TERMS AND CONDITIONS – 1U18FD007031-01

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

a. The grant program legislation and program regulation cited in this Notice of Grant Award.
b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
c. 45 CFR Part 75.
d. The HHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
e. Federal Award Performance Goals: As required by the periodic report in the RPPR or in the final progress report when applicable.
f. The Funding Opportunity Announcement in which this award is issued under.
g. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award has been assigned the Federal Award Identification Number (FAIN) U18FD007031. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

Expanded Authorities:
Unless otherwise stated in Section IV – Special Terms and Conditions, this award is not under expanded authorities.

Reporting Requirements:
All FDA grants require both Financial and Performance reporting.

Financial Reporting:

A. Cash Transaction Reports

The Federal Financial Report (FFR) has a dedicated section to report Federal cash receipts and disbursements. For recipients, this information must be submitted quarterly directly to the Payment Management System (PMS) using the web-based tool. Quarterly reports are due 30 days following the end of each calendar quarter. The reporting period for this report continues to be based on the calendar quarter. Questions concerning the requirements for this quarterly financial report should be directed to the PMS.

B. Financial Expenditure Reports

A required Federal Financial Report (FFR) must be submitted annually. All annual FFRs must be submitted electronically using the Federal Financial Report (FFR) system located in the eRA Commons. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to FDA. Paper expenditure/FFR reports will not be accepted.

Annual FFRs must be submitted for each budget period no later than 90 days after the end of the calendar quarter in which the budget period ended. The reporting period for an annual FFR will be that of the budget period for the particular grant; however, the actual submission date is based on the calendar quarter.

Performance Progress Reporting:

When multiple years (more than one budget period) are involved, awardees will be required to submit the Research Performance Progress Report (RPPR) annually as required in the Notice of Award. Annual RPPRs must be submitted using the RPPR module in eRA Commons. The annual RPPR must include a detailed budget. Annual RPPRs are due no later than 60 days prior to the start of the next budget period.

Failure to submit timely reports may affect future funding. Additional Financial and Performance Progress reports may be required for this award. Any additional reporting requirements will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Salary Caps:
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.

Certificates of Confidentiality – 42 U.S.C. 241(d)
Awardees are responsible for complying with all requirements to protect the confidentiality of identifiable, sensitive information that is collected or used in biomedical, behavioral, clinical, or other research (including research on mental health and research on the use and effect of alcohol and other psychoactive drugs) funded wholly or in part by the Federal Government. See 42 U.S.C. 241(d). All research funded by FDA, in whole or in part, that is within the scope of these requirements is deemed to be issued a "Certificate of Confidentiality" through these Terms and Conditions. Certificates issued in this manner will not be issued as a separate document.

Awardees are expected to ensure that any investigator or institution not funded by FDA who receives a copy of identifiable, sensitive information protected by these requirements, understand they are also subject to the requirements of 42 U.S.C. 241(d). Awardees are also responsible for ensuring that any subrecipient that receives funds to carry out part of the FDA award involving a copy of identifiable, sensitive information protected by these requirements understand they are also subject to subsection 42 U.S.C. 241(d).

Acknowledgment of Federal Support:
When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter "statements")--describing the projects or programs funded in whole or in part with FDA federal funds, the recipient must clearly state:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and,
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by FDA financial assistance, the recipient entity must include an acknowledgement of federal assistance using one of the following statements.

If the FDA Grant or Cooperative Agreement is NOT funded with other non-governmental sources:

> This [project/publication/program/website, etc.] [is/was] supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award [FAIN] totaling $XX with 100 percent funded by FDA]/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

If the FDA Grant or Cooperative Agreement IS partially funded with other nongovernmental sources:

This [project/publication/program/website, etc.] [is/was] supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award [FAIN] totaling $XX with XX percentage funded by FDA/HHS and $XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The federal award total must reflect total costs (direct and indirect) for all authorized funds (including supplements and carryover) for the total competitive segment up to the time of the public statement. Any amendments by the recipient to the acknowledgement statement must be coordinated with FDA. If the recipient plans to issue a press release concerning the outcome of activities supported by FDA financial assistance, it should notify FDA in advance to allow for coordination.

Additional prior approval requirements pertaining to Acknowledgement of Federal Support, publications, press statements, etc. may be required, and if applicable, will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Prior Approval:
All prior approval requests must be submitted using the Prior Approval module in eRA Commons. Any requests involving budgetary issues must include a new proposed budget and a narrative justification of the requested changes. If there are any questions regarding the need or requirement for prior approval for any activity or cost, the grantee is to contact the assigned Grants Management Specialist prior to expenditure of funds. The following activities require prior approval from FDA:

1. Carryover of Unobligated Balances
2. No Cost Extensions
3. Change in Grantee Organization
4. Significant Rebudgeting
5. Change in Scope or Objectives
6. Deviation from Terms and Conditions of Award
7. Change in Key Personnel which includes replacement of the PD/PI or other key personnel as specified on the NoA.
8. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved PD/PI. No individual may be committed to more than 100% professional time and effort. In the event that an individual's commitment exceeds 100%, the grantee must make adjustments to reduce effort. For FDA-sponsored projects, significant reductions in effort (i.e., in excess of 25% of the originally proposed level of effort) for the PD/PI and key personnel named on named on this Notice of Award must receive written prior approval from FDA.

Additional prior approval requirements may be required for this award, and if applicable, will be listed under Section IV – Special Terms and Condition of the Notice of Award.

Audits and Monitoring:

Audit Requirements:

1. Recipients of Federal funds are subject to annual audit requirements as specified in 45 CFR 75.501 (https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=8040c4036b962cc9d75c3638dedce240&ty=HTML&h=L&r=PART&n=pt45.1.75#se45.1.75_1501). Grantees should refer to this regulation for the current annual Federal fund expenditure threshold level which requires audit.
2. Foreign recipients are subject to the same audit requirements as for-profit organizations (specified in 45 CFR 75.501(h) through 75.501(k).
3. For-profit and foreign entities can email their audit reports to AuditResolution@hhs.gov or mail them to the following address:

U.S. Department of Health and Human Services
Audit Resolution Division, Room 549D
Attention: Robin Aldridge, Director
200 Independence Avenue, SW
Washington, DC 20201

Monitoring:

Recipients are responsible for managing the day-to-day operations of grant-supported activities using their established controls and policies, as long as they are consistent with Federal, DHHS and FDA requirements. However, to fulfill their role in regard to the stewardship of Federal funds, FDA monitors our grants to identify potential problems and areas where technical assistance might be necessary. This active monitoring is accomplished through review of reports and correspondence from the recipient, audit reports, site visits, and other information available to FDA.

1. **Desk review:** FDA grants monitoring specialists will periodically reach out to recipients to request information for the completion of desk reviews. Requested information may include:
    - Policies and procedures
    - List of grant expenditures
    - Accounting records
    - Supporting documents (e.g., invoices, receipts, paystubs, timesheets, contracts, etc.)
    - Financial statements
    - Audit reports
    - Other related documentation
2. **Site visits:** FDA will conduct site visits when necessary and will notify the recipient with reasonable advance notice of any such visit(s).
3. **Foreign entities:** All Foreign entities are subject to the same monitoring requirements as domestic entities. Foreign entities covered under immunity Executive Orders will provide supporting documents for monitoring requirements unless such an action is a violation of the Executive Orders. Recipients may discuss with the FDA to come up with an alternate approach to satisfy the award monitoring requirements.

All recipients will make reasonable efforts to resolve issues found, including audit findings. Successful resolutions to issues are important as they are part of the grant performance review. All recipients are responsible for submitting all requested information in an expeditious manner. **Failure to submit timely reports and/or respond to inquiries from FDA may affect future funding or enforcement actions, including withholding, or conversion to a reimbursement payment method.**

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

Closeout Requirements (when applicable):
A Final Research Performance Progress Report (FRPPR), Final Federal Financial Report SF-425, Final Invention Statement HHS-568 (if applicable), Tangible Personal Property Report SF-428 (if applicable), and Statement of Disposition of Equipment (if applicable) must be submitted within 90 days after the expiration date of the project period. All closeout documents must be submitted electronically in eRA Commons.

The Final FFR must indicate the exact balance of unobligated funds and may not reflect unliquidated obligations. There must be no discrepancies between the Final FFR expenditure data and FFR cash transaction data in the Payment Management System (PMS). It is the recipient's responsibility to reconcile reports submitted to PMS and to the FDA.

Program Income:

The grantee is required to report any Program Income generated during the Project Period of this grant. Except for royalty income generated from patents and inventions, the amount and disposition of Program Income must be identified on lines 10 (l), (m), (n), and (o) of the grantee's Federal Financial Report (FFR) SF-425.

Examples of Program Income include (but are not limited to): fees for services performed during the grant or sub-grant period, proceeds from sale of tangible personal or real property, usage or rental fees, patent or copyright royalties, and proceeds from the sale of products and technology developed under the grant.

Any Program Income generated during the Project Period of this grant by the grantee or sub-grantee will be treated as identified below.

Treatment of Program Income:
Additional Costs

Other:
This award is subject to the requirements of 2 CFR Part 25 for institutions to maintain an active registration in the System of Award Management (SAM). Should a consortium/subaward be issued under this award, a requirement for active registration in SAM must be included.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than $10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – FD Special Terms and Condition – 1U18FD007031-01

Additional Reporting Requirements:

All FDA grants require annual financial and performance progress as stated in Section III. This award has additional financial and performance reporting requirements as outlined below.

Performance

Mid-year progress and end of year reports shall contain the elements below as applicable to the application and award, including but not limited to, the following:
1) Provide an updated action plan that identifies actions, timeframes, completed activities, personnel and other resources required to implement the retail program improvement/enhancement strategy to advance one or more retail program standard.
2) Provide a narrative demonstrating how the action plan has improved the grantees Retail Program Standards related to intervention strategies, training programs, infrastructure and/or capacity building. The information should include a full description of achievements with conformance to the Retail Program Standards and the associated activities completed during the reporting period.
3) Status report on the hiring and training of food program personnel during the reporting period. If training is part of the action plan, please provide the total number of employees trained, classes or work trained on, and the connection to the Retail Program Standards.
4) Provide a detailed budget of funds expended to date.

The final program progress report shall provide a complete written narrative covering the entire project and summaries of accomplishments and goals, as described in the grant application. The final program progress report shall include a final action plan, an updated current self-assessment for the Retail Program Standard areas advanced during the project period. The report shall detail

the strategy to continue advancing conformance with the Retail Program Standards. The documentation shall be in a form and contain sufficient detail such that other age

Direct inquiries regarding scientific, technical and programmatic issues to the program official listed below.

Direct inquiries regarding fiscal, grants policy, procedures and/or administrative matters to the grants management specialist listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.

STAFF CONTACTS
Grants Management Specialist: Kiara Fowler
Email: Kiara.Fowler@fda.hhs.gov

Program Official: Suzanne Webb
Email: Suzanne.Webb@fda.hhs.gov

SPREADSHEET SUMMARY
GRANT NUMBER: 1U18FD007031-01

INSTITUTION: PIMA COUNTY HEALTH DEPARTMENT

Budget	Year 1
Salaries and Wages	$38,218
Fringe Benefits	$14,277
Personnel Costs (Subtotal)	$52,495
Travel Costs	$6,770
TOTAL FEDERAL DC	$59,265
TOTAL FEDERAL F&A	$5,927
TOTAL COST	$65,192

317 HART BUILDING
WASHINGTON, DC 20510
(202) 224-4521

3333 E. CAMELBACK RD, SUITE 200
PHOENIX, AZ 85018
(602) 598-7327

20 E. OCHOA ST
TUCSON, AZ 85701
(520) 639-7080

http://sinema.senate.gov

United States Senate

BANKING, HOUSING, AND URBAN AFFAIRS

COMMERCE, SCIENCE, AND TRANSPORTATION

HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS

VETERANS' AFFAIRS

SPECIAL COMMITTEE ON AGING

June 29, 2020

Amanda Anderson
Pima County Health Department
3950 S Country Club Road
Suite 100
Tucson, AZ 85714

Dear Ms. Anderson,

Congratulations to you and your team on the grant you received from the Department of Health and Human Services for your *Achieving Conformance with FDA Standards 2 & 4* project. Bringing together great minds to create, learn and improve the lives of others is important to us all.

It is my honor to be a voice for the Pima County Health Department in the Senate. Your award says a great deal about the integrity and talent of your work, and I encourage you to reach out to my office, should you need the assistance of my staff in the days ahead. If you have concerns about federal legislation and regulations affecting your work, I encourage you to reach out to Sylvia Lee, my Policy Advisor specializing in health policy at Sylvia_Lee@sinema.senate.gov. I can also help organizations, like yours, identify and apply for federal and community grants. Please do not hesitate to contact my office for support with upcoming applications.

Please extend my best wishes, congratulations, and thanks to your entire team. This funding empowers the Pima County Health Department to be an agent of change for a stronger Arizona—and this is good for everyone.

Sincerely,

Kyrsten Sinema
United States Senator

KS/KB