

RESOLUTION NO. 2015- 6

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FOOD AND DRUG ADMINISTRATION (FDA), FOR THE CENTRAL REGION ANNUAL CONFERENCE, UNDER THE VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL STANDARDS) GRANT PROGRAM.

WHEREAS, the Food and Drug Administration (FDA), has submitted to the City of Vineland notice of approval of the City's application for funding, for the FDA Central Region Annual Conference as part of the Retail Standards Grant Program, in the amount of \$1,676.00; and

WHEREAS, it is considered to be in the best interest of the City of Vineland that said funding approval be accepted; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that the Health Director or his designee are hereby authorized and directed to execute the Grant Agreement and such other documents as required between the Food and Drug Administration and the City of Vineland for the FDA Central Region Annual Conference as part of the Retail Standards Grant Program.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

## Garbarino Jeanne

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**From:** FDA & AFDO Retail Program Standards <do-not-reply.grants06-us-east-1@fluxx.io>  
**Sent:** Friday, November 21, 2014 9:55 AM  
**To:** Garbarino Jeanne  
**Cc:** daniel.lukash@fda.hhs.gov; catherine.hosman@fda.hhs.gov  
**Subject:** Retail Program Standards Grant: CONGRATULATIONS

Dear Jeanne Garbarino:

Congratulations! We are happy to inform you that we have approved your grant submission for the following project: FDA Central Region Annual Conference, in the amount of \$1,676.00. Your project has been assigned the following tracking number: G-T-1409-01505.

Please use your previously assigned username and password to log into the grant portal at <https://retailstandards.fluxx.io/> for details of this award, including the official Grant Award letter.

Please refer to our homepage at <http://afdo.org/retailstandards> for complete grant guidance information.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 9/11/2013, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have additional questions, or need any additional information, please contact us at: 850-583-4593 or [retailstandards@afdo.org](mailto:retailstandards@afdo.org).

Sincerely,

The Retail Program Standards Grant Team

Voluntary National Retail Food  
Regulatory Program Standards  
(Retail Standards) Grant Program



November 21, 2014

**Grant Number:** G-T-1409-01505  
**Project Title:** FDA Central Region Annual Conference  
**Award Value:** \$1,676.00  
**Project Period:** July 1, 2015 to September 30, 2015

Jeanne Garbarino  
Principal REHS  
City of Vineland Health Department  
640 E. Wood Street  
P.O. Box 1508  
Vineland, New Jersey 08362-1508

Dear Jeanne Garbarino:

We have approved your application for FDA Central Region Annual Conference as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of City of Vineland Health Department to the Association of Food and Drug Officials (AFDO).

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 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, 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 September 30, 2015 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards> . This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after September 30, 2015. 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 documentation specified in the reporting section of the grant guidance.
- 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 Retail Program Standards, available at: [http://afdo.org/fda\\_vnfrps](http://afdo.org/fda_vnfrps).

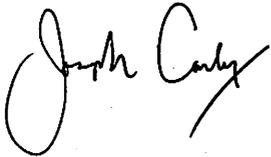
The amount of \$1,676.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 9/11/2013, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**  
Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**  
<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))

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G-T-1409-01505

City of Vineland Health Department

\$1,676.00 Granted

FDA's Central Region Annual conference will be held in Richmond, Virginia around September of 2015. (Exact dates are unknown yet.) Objective is to maintain standardization status for 2 FDA standardized training officers in this department. The information will be passed down to 4 inspectors and 1 Health Officer. We will pass this information on to our neighboring county Health Departments as well. The only resources needed would be funding for 2 inspectors to attend, including travel by train, conference fees, meals, tolls, parking and sharing 1 hotel room. There will be no cost for personnel as we will absorb salaries and fringe benefits.

**Program:** Category 3 - Training

**Sub Program:**

**AUTHORIZING OFFICIAL INFORMATION**

**Point of Contact:** Jeanne Garbarino  
**Authorizing Official Title:** Mayor  
**Authorizing Official First Name:** Reuben  
**Authorizing Official Last Name:** Bermudez  
**Authorizing Official Email:** rbermudez@vinelandcity.org  
**Authorizing Official Phone:** 856-794-4000 ext. 4010

**TRAINING INFORMATION**

**Project Title:** FDA Central Region Annual Conference  
**Granting Year:** Year 2  
**PROJECT START DATE - May start on or after 12/01/2014:** 7/1/2015  
**PROJECT END DATE - Must be completed by 09/30/2015:** 9/30/2015  
**Program:** Category 3 - Training  
**For what type of training are you requesting funds? (Select all that apply):** Attendance to an FDA Regional Retail Food Safety Seminar  
**Name(s) of Conference(s), Workshop(s), or Seminar(s):** FDA Central Region Annual Conference-2015  
**Course Number(s):** n/a  
**Location(s) of Training(s):** Richmond, Virginia  
**Is attendance at the training required to maintain FDA Standardization?** Yes  
**How many food safety professionals will receive direct training using these funds? :** 2

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**How many additional food safety professionals will be directly impacted (increased resources, knowledge, skills, and/or improved job performance) by those receiving the direct training? :** 4

**Training Description:**

FDA's Central Region Annual conference will be held in Richmond, Virginia around September of 2015. (Exact dates are unknown yet.) Objective is to maintain standardization status for 2 FDA standardized training officers in this department. The information will be passed down to 4 inspectors and 1 Health Officer. We will pass this information on to our neighboring county Health Departments as well. The only resources needed would be funding for 2 inspectors to attend, including travel by train, conference fees, meals, tolls, parking and sharing 1 hotel room. There will be no cost for personnel as we will absorb salaries and fringe benefits.

**Training Participants:**

Jeanne Garbarino, Principal REHS, Vineland Health Department, FDA standardized since 2003

Carolyn Fisher, Sr. REHS, Vineland Health Department, is standardized in-house and will become our official trainer when Jeanne Garbarino retires. Carolyn will soon become FDA standardized. Carolyn will assume Jeanne's role of managing the standards, as well. This will be Carolyn's first FDA conference.

Both will need to attend in 2015 to maintain their status with FDA.

**Training Outcomes:**

1. Maintain standardization status with FDA. (Standard 2)
2. Learn latest information on the Program Standards and food safety in general.
3. Network with other departments, learning new techniques and approaches.

We will create a summary of the conference, which we will share with others and submit to AFDO.

**BUDGET INFORMATION**

**Budget Worksheet**

1.) For Category 3 - Training (\$500 - \$2,000), please create any of the below Budget Line Items that are required for your project. Enter the appropriate amounts for each Budget Line Item. A Budget Narrative is required.

- Training / Conference Fee
- Airfare
- Rental Car / Mileage
- Hotel
- Federal Per Diem
- Other

*Note: Click the green plus button to add a Budget Line Item.*

| BUDGET REQUESTS                     |                     |
|-------------------------------------|---------------------|
| Budget Item                         | Grant Amt Requested |
| Parking, tolls, tips, taxi to hotel | \$120.00            |

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BUDGET REQUESTS

| Budget Item                           | Grant Amt Requested |
|---------------------------------------|---------------------|
| Meals per diem for 2                  | \$356.00            |
| Hotel stay- 1 room for 2 for 3 nights | \$425.00            |
| Travel by train for 2 roundtrip       | \$275.00            |
| Conference Fee for 2                  | \$500.00            |
| Total Grant:                          | \$1,676.00          |

**Budget Narrative (1500 Max Characters):**

Travel by train (round trip)= \$275 for 2 persons  
 Parking at Train Station= \$50  
 Tolls=\$5  
 Taxi to and from hotel=\$40  
 Hotel stay (2 per room)= \$425 for 3 nights  
 Conference Registration= \$500 for 2  
 Meals for 2 persons for 3.5 days= \$356  
 Tips, Misc.= \$25  
 Total trip cost of \$1,636.00

**ADDITIONAL INFORMATION**

REPORTS DOCUMENTS

REQUEST DOCUMENTS

**Award Letter**

**Award Letter** at 9:47 AM on November 21, 2014

**Reports**

|                                 | Due Date   | Status |
|---------------------------------|------------|--------|
| Final Report for G-T-1409-01505 | 11/16/2015 | Due    |

**Transactions**

No transactions