

RESOLUTION NO. 2023- 02

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANTS FROM THE NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) AND THE US FOOD AND DRUG ADMINISTRATION (FDA) FOR THE RETAIL FLEXIBLE FUNDING MODEL GRANT PROGRAM.

WHEREAS, the National Environmental Health Association (NEHA) and the US Food and Drug Administration (FDA), has submitted to the City of Vineland notice of grant awards, for the 2023 Retail Flexible Funding Model (RFFM) Grant Program; and

WHEREAS, the overall goal of this project includes the following but is not limited to: mentoring other Health Departments, training opportunities for staff to keep their knowledge of Environmental Health Programs and receive required Continuing Education Credits, purchase equipment, conduct inspections, hold Food Safety Classes, develop, print and distribute educational materials for the public and attend required meetings; and

WHEREAS, the approved grant amounts are broken down into three (3) categories with each category having their own Grant Number. The total sum of the granted awards is \$41,500.00 and the project period for each grant will run from January 1, 2023 through December 31, 2023. Award breakdowns are as follows:

1. 2023 Track 2 Development Base. **Grant ID:** G-BDEV2-202209-02693 for \$10,000.00
  2. 2023 Training. **Grant ID:** G-OATR-202210-02886 FOR \$7,500.00
  3. 2023 Mentorship Program. **Grant ID:** G-OAME-202210-02963 for \$24,000.00
- ;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 Agreements and such other documents as required between the NEHA/FDA and the City of Vineland for the project entitled "Retail Flexible Funding Model Grant Program".

Adopted:

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

ATTEST:

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



# Memorandum

To: Robert Dickenson, Business Administrator  
From: Macleod Carré, Health Director  
Date: December 23, 2022  
Re: National Environmental Health Association (NEHA) – Food and Drug Association (FDA) Retail Flexible Funding Model Grant Program

Please be advised that our department applied for and received the National Environmental Health Association (NEHA) – Food and Drug Association (FDA) Retail Flexible Funding Model Grant Program. The awards are broken down into three (3) different categories with each category having their own Grant Number. The total sum of the granted awards will be up to \$41,500 and the project period for each grant will run from January 1, 2023 – December 31, 2023.

Award breakdowns are as follows:

1. 2023 Track 2 Development Base. **Grant ID:** G-BDEV2-202209-02693 for \$10,000.
2. 2023 Training. **Grant ID:** G-OATR-202210-02886 for \$7,500.
3. 2023 Mentorship Program. **Grant ID:** G-OAME-202210-02963 for \$24,000.

Deliverables include but are not limited to:

Mentoring other Health Departments, Training opportunities for our staff to keep up their Knowledge of Environmental Health Programs and receive required Continuing Education Credits, purchase equipment, conduct inspections, hold Food Safety Classes, develop, print and distribute educational materials for the public and attend required meetings.

I kindly request a resolution be executed to enable my department to accept this funding and to reimburse our department for expenses incurred to implement the program.

Thank you.

C: Susan Baldosaro, Finance  
Carolyn Fisher, Health



## Fisher Carolyn

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**From:** NEHA-FDA RFFM Grant Program <do-not-reply.grants07-us-east-1@fluxx.io>  
**Sent:** Wednesday, December 21, 2022 8:08 PM  
**To:** Fisher Carolyn  
**Subject:** NEHA-FDA RFFM Grant Program: CONGRATULATIONS

Dear Carolyn:

Congratulations! The National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) are happy to inform you that your NEHA-FDA Retail Flexible Funding Model (RFFM) grant submission for the following project has been approved:

ID Number: G-OATR-202210-02886

Project Title: Track 2 : Training Optional Add-On Grant 01/01/2023 to 12/31/2023

Grant Type: 2023 Training Optional Add-On

Amount Requested: \$7,500.00

Amount Awarded: \$7,500.00

Project Summary: Training employees is an ongoing effort our department wishes to upkeep as it befits not only the department but it's effectiveness to stop food borne outbreaks from occurring in the City of Vineland. On-going education and training will keep our staff members engaged. We have new employees in our retail food program this year in which we would like to start training for. Additionally, we have two new inspectors entering a more supervisory role that we would like to provide further training to in order to be proficient in a their duties. In our proposed project, we have multiple trainings we would like our inspectors to attend.

Please use your previously assigned username and password to return to the NEHA-FDA RFFM Grant Program Portal for details of this award, including the official grant award letter. Additionally, review the comments below relating to your specific request:

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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.

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Note: The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food & Drug Administration grant, awarded to the National Environmental Health Association on 05/03/2021, is 93.103. Your grant is considered a subaward under this NEHA grant. Please refer to our homepage at <https://neha.org/retail-grants> for additional program information or to access the NEHA-FDA RFFM Grant Program Portal.

If you have any questions or need additional information, please contact us at: 1-833-575-2404 or [retailgrants@neha.org](mailto:retailgrants@neha.org).

Sincerely,

Your NEHA-FDA RFFM Grant Program Support Team





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

January 1, 2023

**Grant Number:** G-OATR-202210-02886

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

**Project Title:** Track 2 : Training Optional Add-On Grant 01/01/2023 to 12/31/2023

**Project Summary:** Training employees is an ongoing effort our department wishes to upkeep as it befits not only the department but it's effectiveness to stop food borne outbreaks from occurring in the City of Vineland. On-going education and training will keep our staff members engaged. We have new employees in our retail food program this year in which we would like to start training for. Additionally, we have two new inspectors entering a more supervisory role that we would like to provide further training to in order to be proficient in their duties. In our proposed project, we have multiple trainings we would like our inspectors to attend.

**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

Carolyn Fisher  
Vineland Health Department  
640 E Wood St  
Vineland, NJ 08362-1508

Dear Carolyn:

Your application has been approved for Track 2 : Training Optional Add-On Grant 01/01/2023 to 12/31/2023 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**

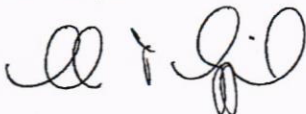
[retailgrants@neha.org](mailto:retailgrants@neha.org)  
1-833-575-2404

#### **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

## Fisher Carolyn

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**From:** NEHA-FDA RFFM Grant Program <do-not-reply.grants07-us-east-1@fluxx.io>  
**Sent:** Wednesday, December 21, 2022 8:33 PM  
**To:** Fisher Carolyn  
**Subject:** NEHA-FDA RFFM Grant Program: CONGRATULATIONS

Dear Carolyn:

Congratulations! The National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) are happy to inform you that your NEHA-FDA Retail Flexible Funding Model (RFFM) grant submission for the following project has been approved:

ID Number: G-OAME-202210-02963  
Project Title: Mentor Optional Add-On Grant  
Grant Type: 2023 Mentorship Optional Add-On  
Amount Requested: \$24,000.00  
Amount Awarded: \$24,000.00

Project Summary: Our department has experience of being a mentor prior for 6 years and experience with the Standards themselves for almost 18 years. In 2012 we were the first department in the country to meet all the Standards with audit verification. The goal of the proposed project is to be a reliable resource to the potential mentees when conquering the standards. We will do so by conducting monthly calls with Jeanne Garbarino as a contractor, conducting an in-person training session and lastly, putting in the time to research the best practices to aid in the mentees understanding the Standards Program. Activities in our proposed project include mock foodborne illness outbreak investigations, aseptic sampling (or some similar hands-on activity), and a dull PowerPoint presentation breaking down each standard in detail. The outcome of accomplishing these activities should be so mentees have a reliable, experienced point of contact for any questions in order to start building a solid foundation.

Please use your previously assigned username and password to return to the NEHA-FDA RFFM Grant Program Portal for details of this award, including the official grant award letter. Additionally, review the comments below relating to your specific request:

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The full requested amount for your Mentorship Optional Add-On Grant is approved. Changes to your project plans and/or budget changes in excess of 10% of the Total Award Amount must be approved in writing by NEHA, in advance. Please refer to the [neha.org/retail-grants](https://neha.org/retail-grants) 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.

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Note: The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food & Drug Administration grant, awarded to the National Environmental Health Association on 05/03/2021, is 93.103. Your grant is considered a subaward under this NEHA grant. Please refer to our homepage at <https://neha.org/retail-grants> for additional program information or to access the NEHA-FDA RFFM Grant Program Portal.



If you have any questions or need additional information, please contact us at: 1-833-575-2404  
or [retailgrants@neha.org](mailto:retailgrants@neha.org).

Sincerely,

Your NEHA-FDA RFFM Grant Program Support Team



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

January 1, 2023

**Grant Number:** G-OAME-202210-02963

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

**Project Title:** Mentor Optional Add-On Grant

**Project Summary:** Our department has experience of being a mentor prior for 6 years and experience with the Standards themselves for almost 18 years. In 2012 we were the first department in the country to meet all the Standards with audit verification. The goal of the proposed project is to be a reliable resource to the potential mentees when conquering the standards. We will do so by conducting monthly calls with Jeanne Garbarino as a contractor, conducting an in-person training session and lastly, putting in the time to research the best practices to aid in the mentees understanding the Standards Program. Activities in our proposed project include mock foodborne illness outbreak investigations, aseptic sampling (or some similar hands-on activity), and a dull PowerPoint presentation breaking down each standard in detail. The outcome of accomplishing these activities should be so mentees have a reliable, experienced point of contact for any questions in order to start building a solid foundation.

**One-Year Award Amount:** \$24,000.00

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

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

**CFDA Number:** 93.103

Carolyn Fisher  
Vineland Health Department  
640 E Wood St  
Vineland, NJ 08362-1508

Dear Carolyn:

Your application has been approved for Mentor Optional Add-On Grant 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 \$24,000.00 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:



The full requested amount for your Mentorship Optional Add-On Grant is approved. Changes to your project plans and/or budget changes in excess of 10% of the Total Award Amount must be approved in writing by NEHA, in advance. Please refer to the [neha.org/retail-grants](https://www.neha.org/retail-grants) 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**

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: \$24,000.00**

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**

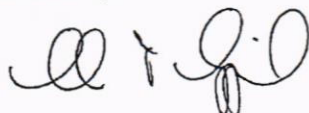
[retailgrants@neha.org](mailto:retailgrants@neha.org)  
1-833-575-2404

### **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



## Fisher Carolyn

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**From:** NEHA-FDA RFFM Grant Program <do-not-reply.grants07-us-east-1@fluxx.io>  
**Sent:** Wednesday, December 21, 2022 7:39 PM  
**To:** Fisher Carolyn  
**Subject:** NEHA-FDA RFFM Grant Program: CONGRATULATIONS

Dear Carolyn:

Congratulations! The National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) are happy to inform you that your NEHA-FDA Retail Flexible Funding Model (RFFM) grant submission for the following project has been approved:

ID Number: G-BDEV2-202209-02693

Project Title: Maintaining FDA Voluntary Standards: Taking Care of Vineland

Grant Type: 2023 Track 2 Development Base

Amount Requested: \$10,000.00

Amount Awarded: \$10,000.00

Project Summary: 1.Funding will aid in achieving Standard 7(ab). Food Safety Calendars are a great educational opportunity for the new generation of children to get involved in food safety while providing the calendars to restaurant owners for use. Vineland's Food Safety Counsel is also incorporated. 2.Funding will aid in achieving Standard 9(3ab). We are looking to implement an intervention strategy that will positively affect food safety protocols in Vineland by working with restaurant cooks and owners.

Please use your previously assigned username and password to return to the NEHA-FDA RFFM Grant Program Portal for details of this award, including the official grant award letter. Additionally, review the comments below relating to your specific request:

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The full requested amount for your Track 2 Development Base is provisionally approved. However, we will be reaching out for additional details on your Budget, to confirm that the Food Safety Calendar costs proposed directly support your project. A budget update with alternative expenditures for your work on Standards 1-8 may be required. Once the details of your budget are confirmed and approved, any changes to your project plans and/or budget changes in excess of 10% of the Total Award Amount must be approved in writing by NEHA, in advance. Please refer to the [neha.org/retail-grants](https://neha.org/retail-grants) 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. Please reach out to the NEHA-FDA RFFM Grant Program Support Team if you have any questions or concerns.

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Note: The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food & Drug Administration grant, awarded to the National Environmental Health Association on 05/03/2021, is 93.103. Your grant is considered a subaward under this NEHA grant. Please refer to our homepage at <https://neha.org/retail-grants> for additional program information or to access the NEHA-FDA RFFM Grant Program Portal.

If you have any questions or need additional information, please contact us at: 1-833-575-2404  
or [retailgrants@neha.org](mailto:retailgrants@neha.org).

Sincerely,

Your NEHA-FDA RFFM Grant Program Support Team





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

January 1, 2023

**Grant Number:** G-BDEV2-202209-02693

**Application Type:** 2023 Track 2 Development Base

**Project Title:** Maintaining FDA Voluntary Standards: Taking Care of Vineland

**Project Summary:** 1. Funding will aid in achieving Standard 7(ab). Food Safety Calendars are a great educational opportunity for the new generation of children to get involved in food safety while providing the calendars to restaurant owners for use. Vineland's Food Safety Counsel is also incorporated. 2. Funding will aid in achieving Standard 9(3ab). We are looking to implement an intervention strategy that will positively affect food safety protocols in Vineland by working with restaurant cooks and owners.

**One-Year Award Amount:** \$10,000.00

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

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

**CFDA Number:** 93.103

Carolyn Fisher  
Vineland Health Department  
640 E Wood St  
Vineland, NJ 08362-1508

Dear Carolyn:

Your application has been approved for Maintaining FDA Voluntary Standards: Taking Care of Vineland 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 \$10,000.00 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:

The full requested amount for your Track 2 Development Base is provisionally approved. However, we will be reaching out for additional details on your Budget, to confirm that the Food Safety Calendar costs proposed directly support your project. A budget update with alternative expenditures for your work on Standards 1-8 may be required. Once the details of your budget are confirmed and approved, any changes to your project plans and/or budget changes in excess of 10% of the Total Award Amount must be approved in



writing by NEHA, in advance. Please refer to the [neha.org/retail-grants](http://neha.org/retail-grants) 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. Please reach out to the NEHA-FDA RFFM Grant Program Support Team if you have any questions or concerns.

### **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: \$10,000.00**

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