

RESOLUTION NO. 2014- 189

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FOOD AND DRUG ADMINISTRATION (FDA) 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 FDA Conference as part of the Retail Standards Grant Program, in the amount of \$1,698.00; 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 FDA Conference as part of the Retail Standards Grant Program.

Adopted:

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

ATTEST:

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

Go Back to Agenda

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



April 4, 2014

**Grant Number:** G-T-1402-00501

**Project Title:** FDA Conference

**Award Value:** \$1,698.00

**Project Period:** May 5, 2014 to September 12, 2014

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 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 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 12, 2014, unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- 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.
- A Final Project Report must be submitted through the online grants portal no more than 60 days after September 12, 2014. 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.

## Page 2 - Voluntary National Retail Regulatory Program Standards

- 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\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$1,698.00 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.

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-1402-00501

City of Vineland Health Department

\$1,698.00 Granted

FDA's Central Region annual conference in Lansing, Michigan from 9/9/14 to 9/11/14. Travel dates are 9/8 and 9/12/14. Objective is to maintain standarization status and learn more about the standards and food safety issues. The information will be passed down to 4 of our inspectors along with 2 supervisors from a neighboring county health department, that we unofficially mentor in improving their program through use of the Standards. The only resources needed would be funding to attend, including air travel, hotel stay, conference fees, meals, tolls, parking, etc. There will be no cost for personnel as this department will absorb the salary and fringe benefits.

**Project Title:** FDA Conference

**PROJECT START DATE - May start on 5/5/2014 or after 4/1/2014:**

**PROJECT END DATE - Must be completed by 9/30/2014:** 9/12/2014

**Program:** Category 3 - Training

**Amount Requested (Minimum: \$500 / Maximum \$2,000):** \$1,698.00

**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):** Central Region of FDA's annual conference

**Course Number(s):** n/a

**Location(s) of Training(s):** Lansing, Michigan

**Is attendance at the training required to maintain FDA Standardization?** Yes

**How many food safety professionals will receive direct training using these funds? :** 1

**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 in Lansing, Michigan from 9/9/14 to 9/11/14. Travel dates are 9/8 and 9/12/14. Objective is to maintain standarization status and learn more about the standards and food safety issues. The information will be passed down to 4 of our inspectors along with 2 supervisors from a neighboring county health department, that we unofficially mentor in improving their program through use of the Standards. The only resources needed would be funding to attend, including air travel, hotel stay, conference fees, meals, tolls, parking, etc. There will be no cost for personnel as this department will absorb the salary and fringe benefits.

**Training Participants:**

Jeanne Garbarino, Principal REHS, Vineland Health Department  
 Jeanne is our FDA certified Training Officer. She must attend the annual regional FDA conference if she is to maintain her standardization status as "Training Officer" for our department.  
 Jeanne is the supervisor at our office and a member of many food safety related organizations/groups such as CASA, Best Practices Committee with the NJ Department of Health(NJDOH), and the Chapter 24 Committee

with the NJDOH. By attending the annual conference, Jeanne will be better prepared to discuss the standards and new food safety issues with colleagues and retail food operators.

**Training Outcomes:**

Training Objectives for FDA Regional Meeting:

1. Maintain standardization status
2. Learn latest information on the Program Standards and food safety in general, passing the information down to all inspectors in the department and others.
3. Network with other departments, learning new techniques and approaches.

The measurable outcome will be Ms. Garbarino's attendance at the conference (certificate is usually provided) and a full written report on what was learned by the attendee: completed by 9/28/14.

**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 LINE ITEMS

Budget Item	Grant Amt Requested
tolls, parking, tips	\$85.00
federal per diem for meals	\$213.00
conference fee	\$250.00
hotel stay	\$400.00
airfare	\$750.00
Total Grant:	\$1,698.00

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

PARKING at the airport: \$60 for 5 days plus tip of \$10 to the shuttle drivers each way (total of \$20) and \$5 in TOLLS. FEDERAL PER DIEM: \$213 (3 days @\$51 per day and 2 travel days @\$30 per day). CONFERENCE