

RESOLUTION NO. 2015- 5

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FOOD AND DRUG ADMINISTRATION (FDA) FOR THE SPREADING EMPLOYEE HEALTH PROJECT, 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 Spreading Employee Health, as part of the Retail Standards Grant Program, in the amount of \$1,774.00 for the project period of February 2, 2015 to June 30, 2015; 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 Spreading Employee Health project.

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:** Thursday, November 20, 2014 10:35 PM  
**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: Spreading Employee Health, in the amount of \$1,774.00. Your project has been assigned the following tracking number: G-SP-1409-01508.

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-SP-1409-01508  
**Project Title:** Spreading Employee Health  
**Award Value:** \$1,774.00  
**Project Period:** February 2, 2015 to June 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 Spreading Employee Health 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 June 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 June 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).

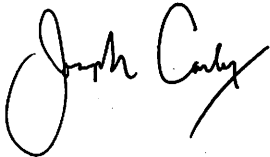
The amount of \$1,774.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting 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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Welcome, Jeanne Garbarino [Change Password](#) [Logout](#)

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## City of Vineland Health Department

### \$1,774.00 Granted

In the Spring of 2015, we wish to provide at least 6 training sessions on the upcoming requirements in Employee Health to persons in charge of Vineland's retail food establishments. We will provide and train from the FDA's Employee Health and Personal Hygiene Handbook. The trainings will be provided in English, Spanish and Chinese. The trainings are expected to be 1.5 to 2 hours in length.

Objectives are to:

1. Invite 100% of our retail food establishments (about 400) to training on the upcoming requirements in Employee Health. Anticipate at least 50% of establishments to attend.
2. Training will occur starting in April of 2015 with varied schedules to accommodate managers and will be completed by June 15, 2015.
3. Translate Form 1 A and 1B from the FDA's "Employee Health And Personal Hygiene Handbook" into Chinese by March 31, 2015. These forms will be shared with other Health Departments, FDA and AFDO.

The only resources requested will be for personnel costs and postage. FDA handbooks are available for free in English and Spanish.

Program:

Category 1 - Small Projects

Sub Program:

Projects Related to Meeting One or More Standards

### 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](mailto:rbermudez@vinelandcity.org)

Authorizing Official Phone:

856-794-4000 ext. 4010

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## PROJECT INFORMATION

Project Title:

Spreading Employee Health

Granting Year:

Year 2

PROJECT START DATE - May start on or after 12/01/2014:

2/2/2015

PROJECT END DATE - Must be completed by 09/30/2015:

6/30/2015

Have you conducted a self assessment of all 9 standards?

Yes

Please select a Small Project sub category:

Your Custom Project Related to Meeting One or More Standards (\$500 to \$3,000)

Project Summary:

In the Spring of 2015, we wish to provide at least 6 training sessions on the upcoming requirements in Employee Health to persons in charge of Vineland's retail food establishments. We will provide and train from the FDA's Employee Health and Personal Hygiene Handbook. The trainings will be provided in English, Spanish and Chinese. The trainings are expected to be 1.5 to 2 hours in length.

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The only resources requested will be for personnel costs and postage. FDA handbooks are available for free in English and Spanish.

Project Members:

Jeanne Garbarino, Principal REHS, Vineland Health Department, is FDA standardized and has taught food safety classes here for 33 years. She will train in English and be present for trainings in other languages. Jeanne will create pre and post quizzes on employee health and evaluate the outcomes.

Emma Lopez, Health Educator, Vineland Health Department, has taught food safety classes in Spanish for about 10 years. She will train in Spanish, which is our second most common language spoken in retail food establishments. Emma will attend the other evening classes to assist.

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Betty Tsai, Professor at Bucks County College, has taught Serv-Safe classes in Chinese for over 20 years. Betty has also assisted the National Restaurant Association in translating the Serv-Safe manual in Chinese. She will train in Chinese and will translate Form 1A and 1B from the handbook for food workers to comprehend.

#### Project Outcomes:

##### Project Outcomes:

1. Increase knowledge of persons in charge with the Employee Health requirements (as in 2013 Food Code) that will be adopted in the near future as NJ State Law. (std. 7 and std. 5)
2. Promote active managerial control in the area of Employee Health.
3. Improve compliance rate with Employee Health on our next self-assessment. (Standard 9)

By promoting active managerial control in employee health, we expect a reduced risk of foodborne illness transmission from ill employees who handle food for the public.

We will measure the achievement of this project by the following:

- \* Calculating the percentage of retail food establishments attending the training. We will add additional classes, if needed.
- \* Evaluating the knowledge of the persons in charge before and after the training. Expected outcome is at least 50% increase in knowledge in Employee Health.

Which standard(s) will this project help you meet? Select all that apply, #1-9 (Note: If performing a self assessment, select all 9 standards.):

Standard No. 7 - Industry and Community Relations, Standard No. 9 - Program Assessment, Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response

## **BUDGET INFORMATION**

### **Budget Worksheet:**

1.) For the project types listed below, please create a Budget Line Item labeled: *Fixed Reimbursement*. Enter the amount that corresponds to the grant for which you are applying. A Budget Narrative is not required for these project types.

- **\$2,500 for Completion of a Self-Assessment of All Nine Standards**
- **\$2,000 for Completion of Verification Audit for One Standard**
- **\$3,000 for Completion of Verification Audits for Two or More Standards**







2.) For the custom projects as listed below, please create all of the following Budget Line Items required for your project: *Personnel Costs, Contracts, Equipment (single items over \$500), Supplies, Travel, and Other*. Enter the appropriate amounts. A Budget Narrative is required for custom projects.

- **\$500 - \$3000 for Custom Projects Related To Meeting One or More Standards**

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

**Budget Requests** 

Budget Item	Grant Amt Requested
  Other-postage for mailing invitations	\$196.00
  Contract- Chinese Translator	\$900.00
  Personnel: In-house - overtime only	\$678.00
<b>Total Grant:</b>	<b>\$1,774.00</b>

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

Chinese translator/trainer- Betty Tsai will translate form 1A and 1B from the FDA's "Employee Health and Personal Hygiene Handbook" in to Chinese. These are the 2 forms that food workers would need to understand the most. Persons in Charge at Chinese restaurants are more likely to read English than the workers. Betty will travel from Bucks County, Pennsylvania to train for 2 hours on 1 afternoon in April or May. She will also translate our initial invitation to the training into Chinese. (A total of 6 pages will be translated.)The flat rate of \$900 is for all of the above.

In-house personnel will train on 3 evenings (1 Spanish and 2 English) and at least 2 daytime sessions (1 Spanish and at least 1 English) to accommodate the schedules of Persons in Charge. Our only request is for funding to pay for overtime for Jeanne Garbarino and Emma Lopez. 1 (Jeanne) persons X 3 evenings X 2 hours each @\$60 per hour= \$360. 1 person (Emma) X 3 evenings X 2 hours each @\$53 per hour =\$318.

Postage for mailing out invitations to trainings= \$.49 X 400= \$196

**ADDITIONAL INFORMATION**


**Request Documents** 

[Award Letter](#)

**Award Letter** at 10:27 PM on November 20, 2014

**Reports**

**Due Date Status**

[Final Report for G-SP-1409-01508](#) 

8/17/2015 Due

**Transactions**

No transactions

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