

RESOLUTION NO. 2015-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FOOD AND DRUG ADMINISTRATION (FDA) FOR THE LIMITED COMPETITION: ADVANCING CONFORMANCE WITH THE VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS.

WHEREAS, the Food and Drug Administration (FDA), has submitted to the City of Vineland notice of grant award, for the Limited Competition: Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards for the project entitled “Maintaining the Standards: Taking Care of Vineland”; and

WHEREAS, the overall goal of this project is to reduce the incidence of foodborne illness risk factors in our community, which would be accomplished by increasing the quantity of time that inspectors spend working directly with our retail food facilities, educating food handlers and encouraging active managerial control; and

WHEREAS, purpose of this grant is to purchase software that will allow the City’s inspectors to create reports much quicker and easier than the current system, allowing more time in the field for inspections and educational efforts; and

WHEREAS, the approved grant amount for the first year is \$48,638.00, for the period beginning September 10, 2015 through June 30, 2016 and if successful, the City will receive \$10,500 for four (4) budget periods, covering the period through June 30, 2020; 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 project entitled “Maintaining the Standards: Taking Care of Vineland”.

Adopted:

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

ATTEST:

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

## Reid Wanda

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**From:** Dickenson Bob  
**Sent:** Tuesday, September 08, 2015 10:41 AM  
**To:** Reid Wanda  
**Subject:** FW: award approved Retails Standards- Vineland 5594  
**Attachments:** OP Vineland RFA FD-15-018.doc; Vineland 5594.pdf

See below....

Robert E. Dickenson, Jr.  
Asst. Business Administrator  
City of Vineland  
640 E. Wood St., PO Box 1508  
Vineland, NJ 08362-1508  
[bdickenson@vinelandcity.org](mailto:bdickenson@vinelandcity.org)  
856-794-4000 ext. 4602

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**From:** Garbarino Jeanne  
**Sent:** Tuesday, September 08, 2015 10:33 AM  
**To:** Dickenson Bob  
**Cc:** Dickinson(Health) Robert  
**Subject:** FW: award approved Retails Standards- Vineland 5594

Please put in a request for resolution to accept this grant at your earliest convenience. The grant is titled: "Limited Competition: Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) (U18)". The project name is "Maintaining the Standards: Taking Care of Vineland". The grant # is The 1 U18 FD005594-01. The grant amount for the first year is \$48,638. The grant period for year 1 is: 9/10/15 through 6/30/16. If we are successful, we will receive \$10,500 for 4 budget periods after that to take us to 6/30/20.

The purpose of the grant is: The overall goal of this project is to reduce the incidence of foodborne illness risk factors in our community. This will be accomplished by increasing the quantity of time that inspectors spend working directly with our retail food facilities, educating food handlers and encouraging active managerial control. The purchase of appropriate software programming will afford the department more time in the field and reduce our time writing inspection reports. In short, the purpose of the grant is to purchase software that will allow our inspectors to create reports much, much quicker and easier than our current system allows. It will give them more time in the field for inspections and educational efforts with retail food establishments. Currently, we are struggling to keep up with the amount of inspections we are supposed to accomplish each year. Years 2-5 will pay for the maintenance fees on the software program. This is a terrific opportunity for us. If we don't do something such as this program, we will need to obtain another licensed inspector.

Please let me know if you need any other information.

Jeanne C. Garbarino  
Principal REHS  
Vineland Health Department  
856-794-4000 ext. 4326



RESEARCH DEMONSTRATION COOPERATIVE  
AGREEMENTS  
Department of Health and Human Services  
FOOD AND DRUG ADMINISTRATION

Notice of Grant Award

Issue Date: 09/10/2015



**Grant Number:** 1U18FD005594-01  
**FAIN:** U18FD005594

**Principal Investigator:**  
Jeanne Garbarino

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

Garbarino, Jeanne Claire  
Principal REHS  
640 E. Wood Street  
P.O. Box 1508  
Vineland, NJ 083621508

**Award e-mailed to:** dmonaco@vinelandcity.org


**Budget Period:** 09/10/2015 – 06/30/2016  
**Project Period:** 09/10/2015 – 06/30/2020

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$48,638 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CITY OF VINELAND 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; Sec 2(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  
Office of Acquisitions & Grants Services  
Division of Acquisition Support and Grants  
Grants & Assistance Team  
FOOD AND DRUG ADMINISTRATION

See additional information below

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**SECTION I – AWARD DATA – 1U18FD005594-01****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$4,008
Personnel Costs (Subtotal)	\$4,008
Equipment	\$44,630

Federal Direct Costs	\$48,638
Approved Budget	\$48,638
Federal Share	\$48,638
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$48,638</b>

<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$48,638</b>
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SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$48,638	\$48,638
2	\$48,638	\$48,638
3	\$48,638	\$48,638
4	\$48,638	\$48,638
5	\$48,638	\$48,638

\* 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:	1216001670A4
Document Number:	UFD005594A
PMS AccountType	P(Subaccount)
Fiscal Year:	2015

IC	CAN	2015	2016	2017	2018	2019
FD	6990928	\$48,638	\$48,638	\$48,638	\$48,638	\$48,638

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

**FDA Administrative Data:**

PCC: ORA8 / OC: 414L / Processed: ERAAPPS 09/04/2015

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1U18FD005594-01**

PHS policy requires that you be informed that the DHHS Inspector General maintains a toll free telephone number (800-368-5779) for receiving information concerning fraud, waste and abuse under the grants and cooperative agreements. Such reports will be kept confidential and callers may decline to give their names if they choose to remain anonymous.

Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Federal Assistance Financing (DFAF), Office of the Deputy Assistant Secretary, Finance, which will forward instructions for obtaining payments. Inquiries regarding the payment should be directed to:

Division of Federal Assistance Financing

DASP/DASF/OS/DHHS  
P.O. Box 6021  
Rockville, MD 20852  
Telephone Number: 877-614-5533

Grantees are asked to register in the Central Contractor Registration (CCR) database. Information about CCR is available at [http://www.grants.gov/applicants/register\\_ccr.jsp](http://www.grants.gov/applicants/register_ccr.jsp). This registration will be required as electronic grant processing is implemented.

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**SECTION III – TERMS AND CONDITIONS – 1U18FD005594-01**

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 74 or 45 CFR Part 92 as applicable.
- d. The PHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. An annual Financial Status Report (SF-269) is required. An original and two copies of this report must be submitted to the FDA Grants Management Officer within 90 days after the expiration date of the budget period.
- f. A Final Program Report, Financial Status Report and Invention Statement must be submitted within 90 days after the expiration date of the project period.
- g. This award notice, including the terms and conditions cited below.

This award has been assigned the Federal Award Identification Number (FAIN) U18FD005594. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – FD Special Terms and Condition – 1U18FD005594-01**

Expanded Authorities Do NOT Apply to this Award

The following special terms of award are in addition to, and not in lieu of, otherwise applicable U.S. Office of Management and Budget (OMB) administrative guidelines, U.S. Department of Health and Human Services (DHHS) grant administration regulations at 45 CFR Parts 74 and 92 (Part 92 is applicable when State and local Governments are eligible to apply), and other HHS, PHS, and FDA grant administration policies.

Support will be in the form of a cooperative agreement. Substantive involvement by the awarding agency is inherent in the cooperative agreement award. Accordingly, FDA will have substantial involvement in the program activities of the project funded by the cooperative agreement.

**Monitoring Activities**

The ORA Project Officer and Technical Advisor will monitor award recipients periodically. The monitoring may be in the form of face-to-face meetings, telephone conversations, e-mails, or written correspondence between the project officer/grants management officer and the principal investigator. Periodic site visits with officials of the recipient organization will occur, including program assessments and audits. The results of these monitoring activities will be recorded in the

Page-3

official cooperative agreement file and will be made available to the grant recipient, upon request, consistent with applicable disclosure statutes and FDA disclosure regulations. Also, the grantee organization must comply with all special terms and conditions of the cooperative agreement, including those which state that future funding of the project will depend on recommendations from the Project Officer and Technical Advisor.

The scope of the recommendation will confirm that:

(1) There has been acceptable progress on the project; (2) there is continued compliance with all FDA regulatory requirements; and (3) if necessary, there is an indication that corrective action has taken place.

A final progress report, invention statement, and the expenditure data portion of the Federal Financial Report are required for closeout of an award, as described in the *HHS Grants Policy Statement*.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable FDA grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at [www.fsrs.gov](http://www.fsrs.gov) on all subawards over \$25,000.

Mid-year progress reports must contain the elements below as applicable to their application and award, but are not limited to, the following:

1. Detailed progress report on the grantee meeting the project goals identified in the application.
2. Status report on the hiring and training of food program personnel.
3. Certification of current appropriation funding levels for the retail food regulatory program.
4. A strategic plan that accurately reflects when specific objectives and tasks have been, or will be, completed and/or implemented and when new objectives and tasks are identified to advance conformance with the Retail Program Standards. The strategic plan should include significant goals or action items, anticipated completion dates, responsible personnel, and other required resources.
5. Description of program improvements in achieving conformance with the Retail Program Standards and promoting more effective control of foodborne illness risk factors in.

The final program progress report must provide full written documentation of the entire project and summaries of accomplishments and goals, as described in the grant application. The documentation must be in a form and contain sufficient detail such that other agencies could reproduce the final project. The final program progress report should also detail the strategy to continue advancing conformance with the Retail Program Standards (current and future versions).

Project Officer, Cathy Hosman for inquiries and questions regarding programmatic aspects or concerns: Phone 781-587-7443 E-mail: [catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov)

Grants Management Specialist, Dan Lukash for inquiries and questions regarding administrative matters or financial concerns: Phone: 240/402-7596 E-mail: [daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov)

Direct inquiries regarding scientific programmatic issues to the official listed below.

Direct inquiries regarding fiscal 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: Daniel Lukash

**SPREADSHEET SUMMARY**

GRANT NUMBER: 1U18FD005594-01

INSTITUTION: CITY OF VINELAND

Budget	Year 1	Year 2	Year 3	Year 4	Year 5
Salaries and Wages	\$4,008				
Personnel Costs (Subtotal)	\$4,008				
Equipment	\$44,630				
TOTAL FEDERAL DC	\$48,638	\$48,638	\$48,638	\$48,638	\$48,638
TOTAL FEDERAL F&A					
TOTAL COST	\$48,638	\$48,638	\$48,638	\$48,638	\$48,638

**SUMMARY STATEMENT**  
(Privileged Communication)

**PROGRAM CONTACT:**

Catherine Hosman  
781-587-7443  
Catherine.hosman@fda.hhs.gov

**Application Number: 1 U18 FD005594-01**

**Principal Investigator:** Jeanne Garbarino

**Applicant Organization:** City of Vineland

**Meeting Date:** 7/31/2015  
**Requested Start Date:** 9/30/2015

**FOA Number:** RFA-FD-15-018  
**FOA Title:** Limited Competition: Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) (U18)

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

**Composite Score:** 86

<u>Budget Period</u>	<u>Subtotal Direct Costs</u> (excludes consortium F&A)	<u>Total Costs (Direct + Indirect)</u>
Year 1	\$ 48,638	\$ 48,638
Year 2	\$ 10,500	\$10,500
Year 3	\$ 10,500	\$ 10,500
Year 4	\$ 10,500	\$ 10,500
Year 5	\$ 10,500	\$ 10,500
<b>Total:</b>	\$ 90,638	\$ 90,638

**ADMINISTRATIVE NOTE:** The budget shown above is the requested budget and has not been adjusted to reflect any recommendations made by reviewers. If an award is planned, the costs will be calculated by FDA grants management staff based on the recommendations of the review committee and results of the Business Management Review (BMR).



**FOA Purpose:**

The intended outcome of this FOA is to advance efforts for a nationally integrated food safety system by assisting retail food regulatory programs in achieving conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS or Retail Program Standards). The Retail Program Standards apply to the operation and management of a retail food regulatory program that is focused on the reduction of risk factors known to cause or contribute to foodborne illness and to the promotion of active managerial control of these risk factors. These cooperative agreements are intended to assist RFA-FD-15-018: Limited Competition: Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) (U18) regulatory food retail programs in developing, implementing, and improving the infrastructure necessary to support conformance with the VNRFRPS.

**Project Summary/Abstract (provided by applicant):**

Foodborne illness is a serious public health threat. The Vineland Health Department (VHD) is committed to minimize this threat by reducing the occurrence of their most common risk factors through active managerial controls. In 2003, the VHD enrolled in the FDA's voluntary national Retail Food Program Standards (VNRFPS) to improve its retail food safety program and further protect the public. The VHD was the first in the country to meet all 9 standards in 2012.

In the past 18 months to 2 years, the VHD has increasingly struggled to maintain the inspection frequency required by the FDA's VNRFPS under Standard 3. This is primarily due to increased responsibilities in other areas and the computer programs that VHD inspectors are mandated to use. The current computer programs in use are not specifically designed for health departments. The use of this generic software is unduly time-consuming and an extremely inefficient use of inspector time. In order to keep up with the inspection frequency required by Standard 3 and the staffing level requirement of Standard 8, the VHD must either hire another licensed inspector or reduce the amount of time inspectors spend writing reports and entering actions into the computer. Standard 8 limits the range of inspections per full time equivalent inspector. Currently, an average report and data entry for one facility will take 1 to 2.5 hours minimum to complete. Additional time is spent if there are many violations.

The economic downturn has taken a toll on the City of Vineland. Hiring an additional inspector is not feasible at this time or in the foreseeable future. However, the purchase and use of software specifically designed for retail food inspections, with FDA acceptable reports, will reduce computer time by 50% at the very least, with the potential for even more efficiencies to be realized. The VHD inspectors would then have more time for inspecting, educating the persons in charge and foodhandlers about risk factors and their controls.

Currently, cold holding is out of compliance in 60% of full service restaurants and 40% of delis in Vineland. Employee health is out of compliance from 80% to 100% in all categories. In conclusion, the primary objective of this project is to reduce the incidence of employee health violations by 40% and cold holding by 20% overall in the next risk factor study. The next risk factor study will start in 2019.

**Project Narrative/Public Health Relevance (provided by applicant):**

The overall goal of this project is to reduce the incidence of foodborne illness risk factors in our community. This will be accomplished by increasing the quantity of time that inspectors spend working directly with our retail food facilities, educating food handlers and encouraging active managerial control. The purchase of appropriate software programming will afford the department more time in

the field and reduce our time writing inspection reports

### Criteria 1: Rational and Design

#### Strengths:

- 
- Proposal contains a Gantt chart that outlines the specific objectives for the cooperative agreement with achievement dates
- The 5-year budget proposal is provided but not a lot of narrative detail is provided for justifying the allocation. It appears that with exception of a minimal amount of funding that has been allocated to offset staff salaries, the entire cooperative agreement funding is to be used to purchase, install, maintain the new inspection software program.
- Goal is to reduce FBI Risk Factors in their community via new data management system that is more specific to their Health Department. This should reduce time spent generating inspection reports in the field so staff can spend more time educating operators on AMC of the FBI Risk Factors while conducting inspections. Previous risk factor study indicates cold holding & employee health violations are in need of priority attention. They plan to reduce those violation rates by 20% and 40% respectively by the next study in 2019.
- Plan to post inspection reports for public viewing & educational purposes, which may help with compliance
- Nice Gantt Chart.
- Have met all 9 Strds.
- Project will advance conformance with Strd. 3 & 8
- Training of key staff in new software application
- 

#### Weaknesses:

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- The strategic plan submission lack specific milestones for achieving the overarching objectives in the proposal. The installation of the new software will require specific steps to initiate. The strategic plan to address the specific reduction of employee health and cold holding issues is to be developed as part of the cooperative funding agreement. It would have been helpful to the reviewer to have some information as to what type of interventions strategies the jurisdiction was considering to achieve their reduction goals. Saying this, the use of the funding is directly tied to support the installation of the new inspection software not to support the implementation of the intervention strategy
- The proposal did not include a discussion as to whether the new inspection program database could be used to, or would be assessed as to whether it could, support other reporting requirements within the Standards, such as training reports, quality assurance field inspections, compliance and enforcement reports, FTE to inspector rations, or risk factor study data.

- The proposal did not specifically address the jurisdiction's commitment to meet the reporting requirements of the cooperative agreement. Saying that, there history and experience not only with the standards but with other cooperative agreements provides a solid body of evidence that they are prepared to fulfill this requirement of the cooperative agreement proposal
- Proposal did not include the previous year and current funding level certification for the retail food regulatory program
- The proposal did not include a methodology for assessing the impact of the inspection database system on the program and how such an assessment would be used to improve the progra
- 

### Criteria 2: Program Resources

#### Strengths:

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- This may be the strongest component in the proposal as the agency's program and staff has a demonstrated history of excellence with the Program Standards process, Jurisdiction has met Program Standards milestones and met all nine Standards with a small staff demonstrating commitment to fulfilling the performance outcomes in the cooperative agreement
- This jurisdiction is the first jurisdiction to meet all 9 Standards and they want to continue to meet all 9 Standards. Their next SA is 2017. New data management system. will only take approx. 5 months to implement if funded. Staff already have laptops and printers for inspectional purposes.
- FDA Standardized PD/PI
- 12 yrs. Experience with PS
- Participate in NACCHO Mentorship Prgm.
- PD strong background in CTEs., training, Industry interaction
- 

#### Weaknesses:

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- May have a compatibility issue with existing computer system
- 

### Criteria 3: Approach

#### Strengths:

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- Cooperative funds have been allocated to retain the annual license fee for the Envision connect and connect remote. Gantt chart includes initiative to fully train staff in the use of the system in year one and to use the system through the five-year cooperative agreement. Laying this type of foundation for the implementation and use of the software program demonstrates a long-term commitment to the use of the system
- Past history of success. Collaborative leadership, serves as Mentor in NACCHO Mentorship Program for past 2 years. Education is a priority for this jurisdiction.
- County intends to refine the program over time.
- Where incompatibility exists, will run food program separately
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**Weaknesses:**

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- Compatibility of computer software program may be an issue. They have a plan if it is.
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**Additional Review Considerations (if applicable):**

**Budget and Period of Support: (non-scored)**

**Strengths:**

- 
- Budget is reasonable and allowable and primarily directed to the installation and maintenance of the new inspection software program – though it is unclear as to what type of assessments will be done to determine impact on program efficiency and other areas for where application of the database might be beneficial in support of the Standards
- Great use of funds for jurisdiction that wants to maintain their standard of excellence in meeting all 9 Standards.
- Budget clearly outlines staff salaries involved in the proposed project as well as the one time professional service fees
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**Weaknesses:**

-