

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

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

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 attendance at the FDA Central Region Conference as participants of the Voluntary Retail Food Program Standards, in the amount of \$2,836.00; and

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

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

Adopted:

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

ATTEST:

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

**Reid Wanda**

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**Subject:** FW: Retail Program Standards Grant: CONGRATULATIONS

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**From:** Garbarino Jeanne  
**Sent:** Monday, November 23, 2015 8:58 AM  
**To:** Dickenson Bob  
**Cc:** Reid Wanda  
**Subject:** RE: Retail Program Standards Grant: CONGRATULATIONS

We have received another grant from FDA through AFDO. The grant's name is: FDA Regional Seminar-2016 This grant will pay for Carolyn Fisher and me (or Chris Gross) to attend the 2016 regional FDA seminar in Milwaukee, Wisconsin in August of 2016. Attendance at this conference is required of us as participants of the FDA's Voluntary Retail Food Program Standards. We have attended this since 2005. Much new food safety information and innovative ideas are presented at this 2.5 day seminar. All expenses will be covered by this grant. I will send the actual paperwork up to your office today.

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



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**From:** Garbarino Jeanne  
**Sent:** Monday, November 23, 2015 8:35 AM  
**To:** Gallo Greg; Gilroy Laura; Reid Wanda  
**Subject:** FW: Retail Program Standards Grant: CONGRATULATIONS

We have received another grant (small- see below). Is there anything else I need to do for this now?

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



**From:** FDA & AFDO Retail Program Standards [<mailto:do-not-reply.grants07-us-east-1@fluxx.io>]  
**Sent:** Friday, November 20, 2015 10:33 PM  
**To:** Garbarino Jeanne  
**Cc:** [daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov); [catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov)  
**Subject:** Retail Program Standards Grant: CONGRATULATIONS

Dear Jeanne Garbarino:

Congratulations! We are happy to inform you that we have approved your grant submission for the following project: FDA Regional Seminar-2016, in the amount of \$2,836.00. Your project has been assigned the following tracking number: G-T-1509-02540.

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, which was updated on 11-20-2015 to provide additional clarification on costs that cannot be reimbursed (see the Non-Allowable Costs section on pages 4-5 of the Year 3 Grant Guidance).

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

G-T-1509-02540

**City of Vineland Health Department**

Average of Rating: 40.0

**City of Vineland Health Department**

\$2,836.00 | 9/9/2015 | Grant: Year 3 (Sept/Oct 2015)

G-T-1509-02540 | Category 3 - Training

FDA's Central Region conference will be held in Milwaukee, Wisconsin from August 30 to September 1, 2016. Objective is to maintain standardization status for 2 Standardized trainers in this department. The information will be passed down to 3 other inspectors and our Health Officer. We will also pass the information learned to our neighboring county Health Departments as well. The only resources needed would be for funding for 2 inspectors to attend, including travel, conference fees, meals, hotel rooms, etc. There will no cost for personnel as we will absorb salaries and fringe benefits.

**Organization:** City of Vineland Health Department  
**Location:** Vineland, NJ  
**Primary Contact** Jeanne Garbarino  
**Confirm Primary Contact** Jeanne Garbarino  
**Jurisdictional Level:** Local  
**FDA Region:** CENTRAL (WI, MI, MN, ND, SD, IN, KY, WV, PA, NJ, DE, DC, MD, VA, IL, OH)

**AUTHORIZING OFFICIAL INFORMATION**

**Authorizing Official Title:** Mayor  
**Authorizing Official First Name:** Ruben  
**Authorizing Official Last Name:** Bermudez  
**Authorizing Official Email:** rbermudez@vinelandcity.org  
**Authorizing Official Phone:** 856-794-4000 ext. 4010

**TRAINING INFORMATION**

*Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

**Project Title:** FDA Regional Seminar-2016  
**Granting Year:** Year 3 (Sept/Oct 2015)  
**PROJECT START DATE - May start on or after 11/30/2015:** 5/2/2016  
**PROJECT END DATE - Must be completed by 09/30/2016:** 9/15/2016  
**Have you conducted a self assessment of all 9 standards?** Yes

**Date of Most Recent Self-Assessment:** 8/20/2015

**Amount Requested (Minimum: \$500 / Maximum: \$3,000)** \$2,836.00

**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)** FDA Central Region Retail Food Protection Seminar

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

**Location(s) of Training(s)** Milwaukee, Wisconsin

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

**How many food safety professionals will receive direct training using these funds? :** 2

**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 conference will be held in Milwaukee, Wisconsin from August 30 to September 1, 2016. Objective is to maintain standardization status for 2 Standardized trainers in this department. The information will be passed down to 3 other inspectors and our Health Officer. We will also pass the information learned to our neighboring county Health Departments as well. The only resources needed would be for funding for 2 inspectors to attend, including travel, conference fees, meals, hotel rooms, etc. There will no cost for personnel as we will absorb salaries and fringe benefits.

**Training Participants:**

**Training Participants:**

Carolyn Fisher, Sr. REHS, Vineland Health Department and Jeanne Garbarino, Principal REHS, Vineland Health Department, FDA standardized since 2003. (Note: Christopher Gross, REHS, Vineland Health Department, may be substituted for Jeanne. Chris is in the process of re-standardization, will be standardized as a trainer and is very interested in the standards and Jeanne may be stepping down as a training officer.) Both participants will be required to attend the regional conference to maintain standardization status.

**Training Outcomes:**

**Outcomes:**

1. Maintain standardization status with FDA (Standard 2)
2. Learn latest information on the Program Standards and food safety in general (Std 2)
3. Network with other departments, learning new innovations and techniques for gaining compliance with the Food Code. (Std 2)

**Measurement:**

Two standardized trainers/inspectors will attend and write a report on what was learned/gained by the training. Their report will be attached to the documents for the grant. We will also share that with the rest of the staff and surrounding county health departments within 2 weeks of the conclusion of the training.

**BUDGET INFORMATION**

**BUDGET REQUESTS**

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Budget Item	Grant Amt Requested
Baggage charge for airline	\$100.00
Parking, tolls, taxi to hotel, tips	\$165.00
Meals per diem for 2	\$276.00
Hotel Stay for 2 for 3 nights	\$795.00
Travel (airfare for 2)	\$1,000.00
Training/conference fee	\$500.00
<b>Total Grant:</b>	<b>\$2,836.00</b>

**Budget Narrative (1500 Max Characters)**

Estimated charges:

- Airfare from Philadelphia to Milwaukee= \$1000
- Baggage for 2 persons on airlines= \$100
- Meals for 2 for 3 day @\$46 per day=\$276
- Hotel Stay @\$115 plus tax for 2 for 3 nights=\$795
- Conference charge @\$250 per person X 2= \$500
- Parking at airport=\$60
- Taxis to and from hotel= \$50
- Tolls to airport=\$5
- Tips, miscellaneous= \$50

**REQUEST DOCUMENTS**

Award Letter

**Award Letter**

Added at 5:36 PM on November 20, 2015