

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

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FOOD AND DRUG ADMINISTRATION (FDA) VOLUNTARY RETAIL FOOD PROGRAM STANDARDS FOR MAINTAINING THE STANDARDS: AUDITS NEEDED PROJECT.

WHEREAS, the Food and Drug Administration (FDA), has submitted to the City of Vineland notice of approval of the City's application for funding to conduct self-assessment on 2 standards and preparing for and completing the audit of 3 standards, under the Voluntary Retail Food Program Standards - Maintaining the Standards: Audits Needed Grant Project, in the amount of \$3,000.00; 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 Agreement and such other documents as required between the Food and Drug Administration and the City of Vineland for the FDA Maintaining the Standards: Audits Needed Grant Project.

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 9:02 AM  
**To:** Dickenson Bob  
**Cc:** Reid Wanda  
**Subject:** FW: Retail Program Standards Grant: CONGRATULATIONS

We have received a small grant from FDA through AFDO for conducting self-assessments of 2 Standards in the FDA's Voluntary Retail Food Program Standards and to have 3 standards audited by an outside party. The grant is entitled: **Maintaining the Standards: Audits needed**  
I will send up the formal paperwork 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 8:36 AM  
**To:** Gallo Greg; Gilroy Laura; Reid Wanda  
**Subject:** FW: Retail Program Standards Grant: CONGRATULATIONS

We have received this grant as well. Please let me know what I need to do for you, if anything.

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 10:31 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: Maintaining the Standards:Audits needed, in the amount of \$3,000.00. Your project has been assigned the following tracking number: G-SP-1509-02538.

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-SP-1509-02538****City of Vineland Health Department**

Average of Rating: 38.0

**City of Vineland Health Department**

\$3,000.00 | 9/9/2015 | Grant: Year 3 (Sept/Oct 2015)

G-SP-1509-02538 | Category 1 - Small Projects

The Vineland Health Department wishes to have audits completed for Standards 2, 4 and 9. We recently completed the self-assessment for Standard 4 and will be re-assessing Standard 2 and 9 in the first half of 2016. We must complete the audit for Standard 4 by February 20, 2016, but would like to get it done earlier, if possible. It appears that Standards 2 and 9 will meet the requirements and are due for re-assessment in 2016. Thus, we intend to complete these audits by mid June of 2016.

Objectives are:

-Audit 3 Standards by June, 2016

-Finish the self-assessments for Standards 2 and 9 by April 30, 2016.

The only resources we will need are in-house personnel and one auditor.

**Application for Category 1 - Small Project Grants****ORGANIZATION INFORMATION**

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

**AUTHORIZING OFFICIAL INFORMATION**

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

**PROJECT INFORMATION**

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

<b>Project Title:</b>	Maintaining the Standards:Audits needed
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**Granting Year:** Year 3 (Sept/Oct 2015)

**PROJECT START DATE - May start on or after 11/30/2015:** 12/10/2015

**PROJECT END DATE - Must be completed by 09/30/2016:** 6/30/2016

**Have you conducted a self assessment of all 9 standards?** Yes

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

**Please select a Small Project sub category:** Completion of Verification Audits for Two or More Standards (Fixed Grant of \$3,000).

**Amount Requested (Please enter the value given for the sub category chosen above)** \$3,000.00

**Project Summary:**

The Vineland Health Department wishes to have audits completed for Standards 2, 4 and 9. We recently completed the self-assessment for Standard 4 and will be re-assessing Standard 2 and 9 in the first half of 2016. We must complete the audit for Standard 4 by February 20, 2016, but would like to get it done earlier, if possible. It appears that Standards 2 and 9 will meet the requirements and are due for re-assessment in 2016. Thus, we intend to complete these audits by mid June of 2016.

Objectives are:

- Audit 3 Standards by June, 2016
  - Finish the self-assessments for Standards 2 and 9 by April 30, 2016.
- The only resources we will need are in-house personnel and one auditor.

**Project Members:**

1. Jeanne Garbarino, Principal REHS, Vineland Health Department: self assessment and preparation for the audits. Teach Carolyn and Chris how to self-assess and prepare for audits. Jeanne has been Standardized by FDA since 2003. She has led the department to completing all nine standards. Jeanne holds a BS in Public Health from Richard Stockton College in NJ. She has spoken at many events about the benefits of the Standards program.
2. Carolyn Fisher, Sr. REHS, Vineland Health Department: assist Jeanne Garbarino and learn more about the self-assessment and audit process by doing it. Carolyn will be taking over when Jeanne retires. We want to assure continuity with this program. Carolyn was recently standardized as a trainer under FDA protocols. Carolyn holds a BS in Public Health from Richard Stockton College in NJ as well.
3. Christopher Gross, REHS, Vineland Health Department: - will learn the self-assessment and audit process and standards program too. He is very interested in learning about the standards and will probably be our Health Officer one day. This will further assure continuity of the FDA program at this department. Chris holds a BS in Public Health from Stockton also.
4. Howard Rabinovitch, Auditor, retired FDA Regional Specialist: will conduct audits for 3 standards. Howard worked for FDA as a Regional Retail Specialist for many years and is very familiar with the Standards program. He has audited many departments since his retirement with FDA.

**Project Outcomes:**

Project outcomes:

1. Audit 3 standards, after re-assessment.
  2. Successfully meet Standards 2,4 and 9 once again.
- The measurement will be to assess, audit and meet all 3 standards (thereby, continue to improve our program). By bringing in two new employees to this part of the process, we will assure continuity of the standards.

**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. 2 - Trained Regulatory Staff, Standard No. 4 - Uniform Inspection Program, Standard No. 9 - Program Assessment

**BUDGET INFORMATION**

**BUDGET REQUESTS**

Budget Item	Grant Amt Requested
Personnel (salaries only)	\$2,000.00
Auditor related services	\$1,000.00
Total Grant:	\$3,000.00

**Budget Narrative (1500 Max Characters)**

We will be self-assessing on 2 standards and preparing for and completing the audit of 3 standards. Personnel time will be for this process. Personnel involved will be Jeanne Garbarino, Carolyn Fisher, and Chris Gross. Auditor (Howard Rabinovitch) will be paid a flat fee for his time, travel expenses, etc.

**REQUEST DOCUMENTS**

Award Letter

**Award Letter**

Added at 5:36 PM on November 20, 2015