



NEHA-FDA Retail Flexible Funding Model Grant Program Official Notice of Award for Three-Year Grants

April 1, 2025

Grant Number: G-202410-05867

Application Type: 2025 Track 3 Maintenance & Advancement Base

Project Title: Work on Standards 1-8; Work Toward Meeting Standard 9; Staff Training

Project Summary: Standard 1: Year 1 through 3 maintain Standard; Texas will likely adopt the 2022 FDA Food Code and Supplemental in Year 1 (Late 2025) or Year 2 (early 2026). Standard 2: Year 1 partially achieve Standard by continuing to field train, track and monitor completion, and standardize staff; we will continue to work with the State of Texas to obtain standardization of another staff member to add to our list of standardization officers; Year 2 partially achieve Standard; Year 3 meet Standard Standard 3: Year 1 through 3 maintain Standard Standard 4: Year 1 through 3 maintain Standard Standard 5: Year 1 partially achieve Standard; Year 2 partially achieve Standard; Year 3 partially achieve Standard - We will continue working with our departmental epidemiological team, as well as the State of Texas, to develop policies, procedures, and memorandums of understanding that meet and support the requirements of this Standard. Standard 6: Year 1 partially achieve Standard; We will continue developing policies and procedures that meet and support the requirements of this Standard and partially achieve it. Year 2 meet Standard; Year 3 meet and audit Standard Standard 7: Year 1 through 3 maintain Standard Standard 8: Year 1 partially achieve Standard; Year 2 partially achieve Standard; Year 3 partially achieve Standard; We will continue developing policies and procedures that meet and support the requirements of this Standard and partially achieve it. We will request the hiring of an additional six consumer health staff based on our needs assessment for this Standard. Standard 9: Year 1 design and update risk factor study due to implementation of new database beginning January 1 2025; prepare materials, and collect risk factor data for a new baseline using migrated inspection data from old database into the new database, analyze risk factor data; Year 2 complete data analysis report and determine risk factor interventions needed, implement interventions based on the results of the data analysis; Year 3 meet and audit standard 9.

Amount Requested: \$288,055.00

Three-Year Award Amount: \$51,500.00

Project Period: 4/1/2025 to 3/31/2028

Unique Federal Award Identification Number (FAIN): 1U19FD008288

CFDA Number: 93.103

Awarded to NEHA on 09/10/2024

Donald Todd Mers
Austin Public Health
1520 Rutherford Lane
Austin, TX 78754

Dear Donald Todd:

Your application has been approved for Work on Standards 1-8; Work Toward Meeting Standard 9; Staff Training as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

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 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model

Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$51,500.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model 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.

Specific Conditions of Your Award

In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

The following component(s) of your project have been fully funded: \$30,000 (\$10,000 per year) for work on Standards 1-8; \$15,000 (\$5,000 per year) for work toward Meeting or Maintaining Standard 9 using a Level 1 Risk Factor Study approach; \$3,000 during CY 2027 for an updated Self-Assessment of All 9 Standards.

The following component(s) of your project have been partially funded: \$3,500 for the Training Optional Add-On for CY 2025.

Unfortunately, due to limited funds, the Capacity Building component of your application is NOT funded. Please reach out to the Grant Program Support Team if a modification to the scope or details of your grant is necessary due to this funding reduction.

Reduced funding amounts are not due to the quality of your Track 3 Maintenance and Advancement Base application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. For CY 2025, Mentee awards are limited to Track 1 applicants only. Track 3 training requests are being reduced to a maximum of \$3,500, but unless otherwise noted, any of the travel requested in your application is allowable for reimbursement up to the reduced award amount.

Please reach out to the Grant Program Support Team with any questions regarding CY 2025 funding.

Budget

Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (Apr 1, 2025 - March 31, 2026): \$18,500.00

Year 2 (Apr 1, 2026 - March 31, 2027): \$15,000.00

Year 3 (Apr 1, 2027 - March 31, 2028): \$18,000.00

Total Award Amount: \$51,500.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions

Your award is based on the project application referenced in this Notice of Award, submitted to and approved

by NEHA. Payment for each year of the three-year project period is contingent on continued Federal Funding from the United States Food and Drug Administration, 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 the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage (<https://www.neha.org/retailgrants>).

Reporting

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. 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 required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Advance Payment and Reimbursement Requests

For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your Year 1 Advance Payment, you can access, complete, and submit the Advance Payment Request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Recipient FDA Notice

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 Regulatory Program Standards (Retail Program Standards). For additional information regarding the Retail Program Standards, please visit the FDA's official webpage at: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>.

Allowable and Non-allowable Costs

For information on allowable and non-allowable costs, please refer to the **NEHA-FDA RFFM Grant Guidance** link on the NEHA-FDA RFFM webpage.

Base Grant Requirement

Once awards under the NEHA-FDA RFFM Grant Program have been made, all grantees must complete their Base activities (specified either in their Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). During the performance period of open awards, if Base activities are not substantially completed, Add-On funding may also be in jeopardy of cancellation.

Travel Costs

Travel costs should adhere to the general guidelines found in the **NEHA-FDA RFFM Grant Guidance**. Contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered in the guidance.

Financial Conflict of Interest

This award is subject to the Financial Conflict of Interest (FCOI) regulation at 42 CFR Part 50 Subpart F.

Contact us for Support

If you have questions about this award, please contact the NEHA-FDA RFFM Grant Program Support Team. Additionally, the FDA Retail Food Safety Specialist assigned to your geographic area is an integral part of your jurisdiction's successful completion of Retail Program Standards activities and is available to assist with your funded project.

NEHA-FDA RFFM Grant Program Support Team

retailgrants@neha.org

1-833-575-2404

FDA Retail Food Safety Specialist Contact Information

<https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,

A handwritten signature in black ink, appearing to read 'David T. Dyjack', with a stylized flourish at the end.

David T. Dyjack, DrPH, CIH
NEHA Executive Director