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INSTRUCTIONS

Click on the Edit button to edit the form. Click the Save button to ensure your data will not be lost before navigating away from the form. When you have completed the form, click Submit.

Category 3 - Training

Washoe County Health District

R-T-1810-06314 | \$2,851.00 | Grant Year: Year 6 (Sept/Oct 2018)

FDA Program Standards Self-Assessment and Verification Audit Workshop

ORGANIZATION INFORMATION

Organization : Washoe County Health District
Primary Contact: Amber English
Jurisdictional Level: Local

AUTHORIZING OFFICIAL INFORMATION

The Authorizing Official is the person in your jurisdiction who is authorized to approve this grant contract if awarded.

Authorizing Official Title: District Health Officer
Authorizing Official First Name: Kevin
Authorizing Official Last Name: Dick
Authorizing Official Email: kdick@washoecounty.us
Authorizing Official Phone: 775-328-2461

Shut for Dick

PROJECT 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 Program Standards Self-Assessment and Verification Audit Workshop

Project Start Date must start on or after 01/01/2019.

Project Start Date: 1/1/2019

Project End Date must be completed by 12/31/2019.

Project End Date: 7/31/2019

Amount Requested: \$2,851.00

For what type of training are you requesting funds? (Select all that apply.)

Type of Training: Program Standards Self-Assessment and Verification Audit Workshop

Enter the name(s) of the course(s), conference(s), workshop(s), and/or seminar(s) you wish to attend with this Training grant funding:

Course Name:FDA Program Standards Self-Assessment and Verification Audit
Workshop

Enter the Course Number(s) or other identifying information for your trainings.

Course Number:

N/A

Conformance with the Retail Program Standards:

The two staff scheduled to attend the FDA Program Standards Self-Assessment and Audit Workshop are assigned to the Washoe County Health District (WCHD) Program Standards Subprogram. Attendance at the workshop will enable staff to enhance their knowledge of the Program Standards. The knowledge and ideas obtained from the workshop will help the WCHD Food Safety Program develop and implement procedures and policies related to the Program Standards and aid in the self-assessment process.

Enter the Location(s) of Training(s) as described above.

Location(s) of Training(s):

Denver, CO

Is attendance at the training required to maintain FDA Standardization?

Attendance Required:

No

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

Receiving Direct Training:

2

Training Description:

The FDA National Retail Food Regulatory Program Standards Self-Assessment and Verification Audit Workshop will provide staff the opportunity to gain the following knowledge and skills: enhance understanding of the requirements of each of the nine standards, learn various approaches to meeting the criteria within the standards, ability to use the worksheets and forms to electronically compile and maintain the Food Safety Program's self-assessment results, aid in next self-assessment of the nine standards, and be able to perform a verification audit for another jurisdiction.

Training Participants:

Teresa Long, Environmental Health Specialist

Teresa has been employed with the WCHD since September 2000. Teresa is currently assigned to the program standards subprogram and is responsible for conducting routine compliance inspections, and complaint investigations of permitted food establishments, and other EHS permitted facilities. Teresa is also responsible for policy and procedure development related to the Program Standards, and is a member of the HACCP review team.

Mike Touhey, Environmental Health Specialist

Mike has been employed with the WCHD since February 2016. Mike is currently assigned to the program standards subprogram and is responsible for conducting routine compliance inspections, and complaint investigations of permitted food establishments, and other EHS permitted facilities. Mike is also responsible for policy and procedure development related to the Program Standards, and is a member of the HACCP review team.

BUDGET INFORMATION**INSTRUCTIONS**

1. Click the plus sign  to open the **Budget Worksheet**.
2. Provide start and end dates for the budget--these should align with the Project Start and End Dates provided on the request form above.
3. Fill in cost item descriptions in the Item column.
4. Fill in cost item amounts in the Budgeted column.
5. Click Save to save the **Budget Worksheet**.
6. To edit the **Budget Worksheet**, click the edit icon  to open the form.
7. The portal forms do not auto-save. You must click the **Save** button to ensure your data will not be lost.

Budget Worksheet

Budget Period	Budget	Actual	Variance
Year 6 Budget: 1/1/2019 to 7/31/2019	2,851	0	2,851
Total	2,851	0	2,851

Budget Snapshot

Year 6 Budget 1/1/2019 to 7/31/2019			
	Budget	Actual	Variance
Airfare	800		800
Rental Car	300		300
Gas	35		35
Mileage			0
Hotel / Lodging	1,080		1,080
Federal Per Diem / Meals	476		476
Taxi / Shuttle			0
Other Transportation			0
Registration / Training Fees			0
Custom: Parking	60		60
Custom: Baggage	100		100
Custom: 3			0
Total	2,851	0	2,851

Budget Narrative (Maximum of 1,500 Characters):

2 Staff to FDA Program Standards SA and Audit Workshop in Denver, CO, May 2019:

Airfare \$400 x 2 = \$800

Hotel \$540 (3 nights @ \$180) x 2 = \$1,080

Ground Transportation \$300 (rental car)

Gas \$35

Per diem \$476 (\$238 x 2 employees)

Parking \$60 (\$10/day x 2 employees)

Baggage \$100 (\$50 x 2 employees)

Total \$2,851

VERIFICATIONS

- You must create and save a **Budget Worksheet** before you can submit the form. After saving the Budget Worksheet:

1. Click the checkbox below to verify you completed the **Budget Worksheet**.
2. A pop-up box will appear.
3. Optional: the pop-up box has a Note field. Leaving a note here is optional.
4. Click the **Save** button to save your checkmark--*once checked, these cannot be unchecked*.

☐ I confirm that I have completed the Budget Worksheet.