National Environmental Assessment Reporting System Mini Grant Request for Proposals

The National Environmental Health Association (NEHA), in conjunction with the Centers for Disease Control and Prevention (CDC), will offer mini grants between $1,200 to $3,000 depending on number of applicants, to support state, tribal, local or territorial governmental food safety programs to learn more about the National Environmental Assessment Reporting System (NEARS) program. NEARS is a surveillance system that captures environmental assessment data from foodborne illness outbreak investigations in retail food services to improve food safety programs.

Who is eligible?
State, tribal, local or territorial governmental food safety agencies not yet participating in NEARS. Click here to see the list of states and jurisdictions currently participating in NEARS.

What types of activities can the funding support?
Funding will support food safety program initiatives to explore involvement in CDC's National Environmental Assessment Reporting Systems. Supported activities include:

1. Staff time to learn about NEARS, such as a) taking Environmental Assessment Training (EATS) to conduct environmental assessments, b) participating in a NEARS webinar training session, c) attending a regional or national NEARS presentation
2. Purchase of environmental sampling/other investigation equipment to build capacity in foodborne outbreak investigation

0 of 5 answered

within the state to participate

Outputs expected:

1. Complete the online Environmental Assessment Training Series (EATS)
2. Complete an Introduction to NEARS webinar hosted by CDC
3. Provide a one-page final report, to include:

- Identifying how the funding was able to help your program build capacity in conducting foodborne outbreak investigations (e.g., secured additional equipment, increased environmental assessment knowledge, provided training to staff, etc).
- Identifying if NEARS is a good fit for your program, if you'd like to register your food safety program to participate in NEARS, and potential challenges to implementation.

Project period of performance: March 15, 2019 through July 15, 2019

When are applications due?
Applicants must submit their online application by 5 p.m. ET, Friday, February 8, 2019.

Awardees will be notified via email by March 1, 2019.

To apply, complete the application below and click done. Otherwise, you may exit at this time.

OK

0 of 5 answered

The Following is the grant submittal page (through Survey Monkey):

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2.Purchase of environmental sampling/other investigation equipment to build capacity in foodborne outbreak investigation

3.Ability to use funds to encourage local programs within the state to participate

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2.Complete an Introduction to NEARS webinar hosted by CDC

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•Identifying how the funding was able to help your program build capacity in conducting foodborne outbreak investigations (e.g., secured additional equipment, increased environmental assessment knowledge, provided training to staff, etc).

•Identifying if NEARS is a good fit for your program, if you'd like to register your food safety program to participate in NEARS, and potential challenges to implementation.

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To apply, complete the application below and click done. Otherwise, you may exit at this time.

1. Please provide information about your agency and point of contact:

Point of Contact Name	Chantelle Batton
Title	Environmental Health Specialist
Agency	Washoe County Health District
Department	Environmental Health Services
City	Reno
State	NV
Email Address	cbatton@washoecounty.us
Phone Number	775-328-2626

2. What is the approximate size of the population served by your agency?

- Less than 1,000
- 1,000 to 9,999
- 10,000 to 24,999
- 25,000 to 49,999
- 50,000 to 99,999
- 100,000 to 249,999
- ✓ 250,000 to 499,999
- More than 500,000

3. What types of populations are served by your agency? Select all that apply.

- Frontier
- Rural
- Suburban
- ✓ Urban

Other (please specify)

OK

4. Does your agency currently participate in NEARS?

See NEARS List

- Yes
- ✓ No

5. Tell us about your agency. Please provide a description of how this grant is relevant to or supports your agency's mission and your organizational capacity to address foodborne illness outbreaks (Limit to 500 characters or fewer, including spaces.)

The mission of the Washoe County Health District is to protect and enhance the well-being and quality of life for all in Washoe County. The

OK

DONE

Full Response to Question 5:

The mission of the Washoe County Health District is to protect and enhance the well-being and quality of life for all in Washoe County. The Food Safety Program is striving to meet this mission by completing Standard 5 of the FDA Program Standards. Procedures are in place to track foodborne illness and injury investigations; however, more work needs to be done. The NEARS program would enhance our program and help us to accomplish our goal of meeting Standard 5.

National Environmental Reporting System Budget:

Staff Time to complete online NERS training course:

Staff time – Chantelle Batton: (Base Salary $38.27 + Fringe $17.53) = $55.80/hour
Environmental Assessment Training Series (EATS) 101 @ 9 hours x $55.80 = $502.20
Environmental Assessment Training Series (EATS) 102 @ 6 hours x $55.80 = $334.80
Development of EHS internal NERS training program (PowerPoint) @ 16 hours = $892.80
Total Staff Time: $1,729.80

Supplies:
Environmental sampling equipment (specimen coolers, ice packs, environmental sponges/swabs, stool specimen hats, etc.)
Total Supplies: $170.20

Total: $1900

DCM
Cntl

National Environmental Health Association
CONTRACTUAL AGREEMENT -
Support of National Environmental Assessment Reporting System (NEARS) Activities
NEHA CDC-RFA-OT18-1802 / CFDA 93.421

This is a contractual agreement (hereafter agreement) between the National Environmental Health Association (hereafter "NEHA") and Washoe County Health District (hereafter "sub-contractor").

Purpose and Scope

NEHA has been awarded a cooperative agreement by The Centers for Disease Control and Prevention/National Center for Environmental Health (hereafter CDC) to perform specific services in support of CDC's mission and goals. In order to assure timely and competent completion of these services, NEHA will, when at its sole discretion it determines there is a need to do so, retain the professional services of a sub-contractor. This agreement is designed to structure, define and establish the specific terms and provisions between NEHA and the sub-contractor for accomplishing this work.

Services of the Sub-Contractor

The total compensation due the sub-contractor for services provided under the terms of this agreement is **One Thousand Nine Hundred dollars ($1,900.00)** only and during the Period of Performance March 30, 2019 through June 30, 2019. The sub-contractor understands and agrees that the sub-contractor will be responsible for making any changes or modifications to the sub-contractors work plan, tasks, and/or budget that either NEHA or CDC may request should that be necessary during approval of sub-contractor's proposal and for subsequent changes or modifications that may be needed as determined by mutual agreement of the parties. The services to be provided by the sub-contractor under this agreement are referenced directly from the CDC Order for Supplies and Services award made to NEHA and are as follows:

Project Objective

This funding will support state and local health department food safety program initiatives related to environmental assessments and will allow the health department the opportunity to learn more about NEARS.

Scope of Work

Funding will support food safety program initiatives to explore involvement in CDC's National Environmental Assessment Reporting Systems. Supported activities include:

- Staff time to learn about NEARS, such as
  - Taking Environmental Assessment Training (EATS) to conduct environmental assessments
  - Participating in a NEARS webinar training session
  - Attending a regional or national NEARS presentation

- Purchase of environmental sampling/other investigation equipment to build capacity in foodborne outbreak investigation.
- Activities that encourage local programs within the state to participate.

Technical Requirements

The contract between NEHA and sub-contractor is to be performed March 30, 2019 through June 30, 2019. Sub-contractor shall provide the following technical requirements:

1. Have a state or local food safety program.
2. The ability to attend online trainings and webinars.
3. Have the ability to register for NEARS.

Reporting Schedule

Sub-contractor shall submit a final summary report using the provided and approved NEHA final report template. Report shall be submitted, along with the invoice, to Natalie Brown at NBrown@neha.org no later than June 30, 2019.

Deliverables

The deliverables for the work to be performed include the following:

1. Completion of the online Environmental Assessment Training Series (EATS)
2. Completion of the Introduction to NEARS webinar
3. Registered as a NEARS site
4. Final report and invoice submitted to NEHA by June 30, 2019

Payment for Services

The sub-contractor shall include the following information on each invoice, as applicable:

1. Sub-contractor name and address
2. Sub-contractor tax identification number
3. Purchase order/contract number
4. Invoice number
5. Invoice date
6. Contract line item number and description of item
7. Unit price and extended amount for each line item, if applicable
8. Total amount of invoice
9. Name, title and E-mail address and telephone number of person to be notified in the event of a defective invoice
10. DUNS + 4 number

All invoicing under this contract will be completed by June 30, 2019. Invoices should be submitted upon deliverable completion, utilizing the provided approved NEHA invoice template.

Sub-Contractor Monitoring

NEHA reserves the right to request monthly or as needed sub-contractor reports, results of audit reports as they related to work performed under this agreement, and all reasonable requests for expense and time verification as they relate to services performed,

or expenses incurred in the performance of sub-contractor's obligations under this contract.

Term and Termination

This agreement will become effective upon the date that it is signed by both parties. This agreement shall be in effect until the completion and acceptance by NEHA of the sub-contractors work performed under this agreement. Upon completion by the sub-contractor of all work outlined in the "Services of Sub-Contractor" section of this agreement, and upon acceptance of that work by NEHA, based on acceptance by the CDC project manager, this agreement will terminate. Notwithstanding any other provision within this agreement, under no condition shall this agreement remain in effect beyond the end of the Period of Performance (POP) which is July 31, 2019. It may be extended by prior mutual agreement of the parties provided that the proposed extension is reduced to writing and signed by both parties.

Modification and Assignment

This agreement is not subject to modification or assignment unless the proposed modification and/or assignment is agreed to by both parties and reduced to writing and signed by both parties.

Indemnification

It is agreed and understood by both parties that neither party shall assume any liability for the actions of the other party in the fulfillment of the terms of this contract. This shall include but is not limited to any act of negligence, or error or omission whether intentional or not, on the part of either party to this agreement.

Point of Contact for NEHA:

Questions about payments:
Gail Vail, Finance Director
NEHA
720 S. Colorado Blvd, Suite 1000-N
Denver, CO 80246
303-756-9090 x309
GVail@neha.org

All other NEHA questions:
Elizabeth Landeen, Associate Director, PPD
NEHA
245 S 17th St
Las Vegas, NV 89101
702-802-3924
ELandeen@neha.org

Point of Contact for Subcontractor:

Chantelle Batton
Registered Environmental Health Specialist
Washoe County Health District
775-328-2626
cbatton@washoecounty.us

Sub-Contractor:

_____ _____

Kevin Dick
Health Officer, Washoe County Health District

Date

NEHA:

_____ _____

Gail Vail
Finance Director

Date

Pierce, Jennifer

Subject: FW: National Environmental Assessment Reporting System Funding Opportunity
Attachments: NEARS_Invoice_Template.rtf; NEARS_Subaward_FinalReport_Template.docx; NEHA_NEARS_Activities_SubContract.docx

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From: Natalie Brown [mailto:NBrown@neha.org]
Sent: Tuesday, March 5, 2019 9:08 AM
To: Elizabeth Landeen
Subject: National Environmental Assessment Reporting System Funding Opportunity

Hello,

Congratulations! The National Environmental Health Association (NEHA), in conjunction with the Centers for Disease Control and Prevention (CDC), is pleased to inform you that your application for the National Environmental Assessment Reporting System (NEARS) mini-grant has been selected for funding. The response to this funding opportunity was overwhelming with over 65 applications received! Your award will be in the amount of $1,900. This funding will support program initiatives related to environmental assessments and will allow your health department the opportunity to learn more about NEARS. The project period will run from March 30, 2019 through June 30, 2019.

Please let NEHA know your intent by following the instructions below:

- If your agency/department is no longer interested or able to accept the award, please email me as soon as possible, or no later than March 15, 2019.
- If you accept, please review the attached subaward contract. You will need to fill in any parts that are highlighted in yellow. Please have it reviewed by the appropriate parties, sign and submit back to NEHA by COB March 18, 2019.

After you submit your signed subcontract, you will receive a confirmation email and can begin project activities on or after March 30, 2019. If you have any questions, please do not hesitate to reach out to me directly. We look forward to your initiatives over the next three months and to providing the opportunity for you to learn more about NEARS and ultimately expanding the NEARS program and participation.

Cheers,

Natalie Brown
Project Coordinator
National Environmental Health Association
Washington, DC | Phone: 202.780.7186
Email: nbrown@neha.org