

all

Category 3 - Training

✓ *Ann English*
District Health Officer

Washoe County Health District
R-T-1909-07602 | \$3,000.00 | Grant Year: Year 7 (Sept/Oct 2019)
FD112 Food Code Training

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**.

▼ ADDITIONAL INFORMATION REQUESTED

To the grantee--please respond to additional requests for clarification as noted below.

Responses from Applicant:

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 organization who provides supervisory oversight for this grant opportunity (often an organization's Financial or Grants Management Official).

Authorizing Official Title: Administrative Health Services Officer
Authorizing Official First Name: Anna
Authorizing Official Last Name: Heenan
Authorizing Official Email: AHeenan@washoecounty.us
Authorizing Official Phone: 775-328-2417

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: FD112 Food Code Training

Project Start Date must start on or after 09/30/2019.

Project Start Date: 9/30/2019

Project End Date must be completed by 12/31/2020.

Project End Date: 5/31/2020

Amount Requested: \$3,000.00

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

Type of Training: Attendance to Retail Food Safety Training Courses, Conferences, Workshops, or Seminars.

Which Standard(s) will this project help you meet? Select all that apply.

Standards: Standard No. 2 - Trained Regulatory Staff

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: Food Code

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

Course Number: FD112

Conformance with the Retail Program Standards:

The three staff members scheduled to attend the Food Code training are newly hired staff currently completing field standardization. The Food Code training will enhance staff's knowledge of WCHD code requirements which mirror the 2017 FDA Food Code and will help staff successfully complete field standardization. The course will also allow staff to obtain food safety continuing education credits as required by Standard 2.

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

Location(s) of Training(s): Denver, CO

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

Receiving Direct Training: 3

Training Description:

FDA Food Code - FD112. This course will review the current version of the FDA Food Code including an explanation of formatting, definitions, and the Food Code Annex. Training objectives include: the ability for participants to identify foodborne illness risk factors including cross-contamination, inadequate cooking, unapproved food sources, improper holding temperatures, and the process for reporting illnesses related to "The Big 5" pathogens as well as the roles and responsibility of management and employees to reduce, eliminate or prevent the occurrence of foodborne illness risk factors.

Training Participants:

Kristen DeBraga, Environmental Health Specialist - Kristen has been employed with the WCHD since 2017. Kristen is currently assigned to the plan review program and is responsible for plan review of retail food establishments, preopening inspection of retail food establishments, opening inspections of retail food establishments, routine compliance inspections of retail food establishments and complaint investigations at retail food establishments.

Tyler Henderson, Environmental Health Specialist - Tyler has been employed with the WCHD since December 2018. Tyler is responsible for opening inspections of retail food establishments, routine compliance inspections of retail food establishments and complaint investigations at retail food establishments.

Christabell Sotelo, Environmental Health Specialist - Christabell has been employed with the WCHD since March 2019. Christabell is currently assigned to the temporary food program and is responsible for preopening and opening inspections of temporary food booths, opening inspections of retail food establishments, routine compliance inspections of retail food establishments and complaint investigations at retail food establishments.

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
FD112 Food Code Course: 9/30/2019 to 5/31/2020	3,000	0	3,000
Total	3,000	0	3,000

Budget Snapshot

FD112 Food Code Course			
9/30/2019 to 5/31/2020			
	Budget	Actual	Variance
Airfare	996		996
Rental Car			0
Gas			0
Mileage			0
Hotel / Lodging	1,086		1,086
Federal Per Diem / Meals	558		558
Taxi / Shuttle			0
Other Transportation			0
Registration / Training Fees			0
Custom: Parking and Luggage	360		360
Custom: 2			0
Custom: 3			0
Total	3,000	0	3,000

Budget Narrative (Maximum of 1,500 Characters):

3 Staff to FDA OTED FD112 Food Code Training in Denver, CO, March 9-10
 Airfare \$332 x 3 employees = \$996
 Hotel \$362 (2 nights @ \$181) x 3 employees = \$1,086
 Per diem \$186 (2 days @ \$76 = 1 dinner @ \$34) x 3 employees = \$558
 Other \$120 (Airport Parking and Luggage) x3 employees = \$360 Total: \$3,000

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. 

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