

## 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.

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## Category 4 - Food Protection Task Force (or Advisory Council)

Washoe County Health District

R-FPTF-1810-06320 | \$3,000.00 | Grant Year: Year 6 (Sept/Oct 2018)

Joint Nevada Food Safety Task Force and NevEHA Annual Educational Conference

## 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

*[Signature]*

## PROJECT INFORMATION

**Which Standard(s) will this project help you meet? Select all that apply.** Standard No. 2 - Trained Regulatory Staff, Standard No. 7 - Industry and Community Relations

## TASK FORCE INFORMATION

These funds are intended for travel and training to existing food protection Task Force meetings or other Task Force sponsored events. Task Forces also include food advisory councils or committees that have the same or similar missions of a Food Protection Task Force and include states, locals, industry, and consumers in their membership.

Name the Task Force meeting or other sponsored event you want to attend.

*Please note the Task Force (or Advisory Council) Meeting Name or Event has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

**Meeting Name or Event:** Joint Nevada Food Safety Task Force and NevEHA Annual Educational Conference

Has your attendance / participation been authorized?

**Participation is Authorized:** Yes

*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:** 6/30/2019

**Amount Requested:** \$3,000.00

(Minimum: \$500 / Maximum: \$3,000)

#### Topic Summary:

The agenda for the 2019 Nevada Food Safety Task Force (NFSTF) and Nevada Environmental Health Association (NevEHA) conference is not yet available. However, the conference generally focuses on identifying and addressing food safety issues pertinent to food manufacturing, distribution and retail sales and consumption within the state of Nevada. The conference provides an interactive forum to enhance communication and strengthen partnerships among various stakeholders in Nevada including representatives from regulatory agencies, academia, the food industry and consumer groups.

#### Meeting Participants:

Since the 2019 NFSTF/NevEHA conference will be held locally in Reno, NV, the Washoe County Health District (WCHD) would like to send up to 24 staff to the conference as the only financial obligations is the registration fee. Specific attendees have not been determined; however attendance will largely be comprised of Environmental Health Specialist (20), who are responsible for conducting compliance inspections and complaint investigations of permitted food establishments, with remaining attendance by Senior Environmental Health Specialists responsible for the oversight of various Environmental Health programs, and EHS Supervisors.

#### Outcomes:


WCHD's attendance and participation at this conference will provide staff the opportunity to share knowledge and experiences in order to seek solutions to food safety issues in Nevada. Conference attendance will enhance the WCHD's conformance with the following standards:


Standard 2 - Trained Regulatory Staff: conference attendance will help staff obtain the 20 contact hours of continuing education as required by Step 5 of the Standard 2 requirements.

Standard 7 - Industry and Community Relations: conference attendance will help the WCHD maintain conformance with the industry and consumer interaction requirement of Standard 7 by providing a forum to present information on food safety to industry and consumer representatives.

## 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 6/30/2019	3,000	0	3,000
Total	3,000	0	3,000

**Budget Snapshot**

Year 6 Budget 1/1/2019 to 6/30/2019			
	Budget	Actual	Variance
Airfare			0
Rental Car			0
Gas			0
Mileage			0
Hotel / Lodging			0
Federal Per Diem / Meals			0
Taxi / Shuttle			0
Other Transportation			0
Registration / Training Fees	3,000		3,000
Custom: 1			0
Custom: 2			0
Custom: 3			0
Total	3,000	0	3,000

**Budget Narrative (Maximum of 1,500 Characters):**

2019 NFSTF/NveHA Annual Education Conference in Reno (24 staff members)

Conference Registration \$125 x 24 employees = \$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.