

**FW: AFDO-Managed Retail Program Standards Grant Program: CONGRATULATIONS****English, Amber E.**

Wed 9/18/2019 7:46 AM

**To:** Hoekstra, Jennifer <JHoekstra@washoecounty.us>**Cc:** Albee, Charlene <CALbee@washoecounty.us>; Rubio, Wesley S <WRubio@washoecounty.us>; English, James <JEnglish@washoecounty.us>

FYI – this is for the December plan review course.

**Amber English, REHS**Environmental Health Specialist Supervisor | Environmental Health Services Division | Washoe County Health District  
[aeenglish@washoecounty.us](mailto:aeenglish@washoecounty.us) | (775) 328-2629 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512**WASHOE COUNTY  
HEALTH DISTRICT**

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**From:** FDA & AFDO Retail Program Standards [mailto:do-not-reply.grants07-us-east-1@fluxx.io]**Sent:** Wednesday, September 18, 2019 7:25 AM**To:** English, Amber E.**Cc:** daniel.lukash@fda.hhs.gov; jenice.butler@fda.hhs.gov**Subject:** AFDO-Managed Retail Program Standards Grant Program: CONGRATULATIONS

[**NOTICE:** This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear Amber English:

Congratulations! We are happy to inform you that we have approved your grant submission for the following project: FDA FD207 Plan Review Course, in the amount of \$1,893.00. Your project has been assigned the following tracking number: G-T-1909-07303.

Please use your previously assigned username and password to log into the grant portal at <https://retailstandards.fluxx.io> for details of this award, including the official Grant Award letter.

Please refer to our homepage at <http://afdo.org/retailstandards> for complete grant program information. Additionally, ensure you are familiar with the Non-Allowable Costs section of the Grant Guidance. Any non-allowable costs will not be reimbursed, even if they are included in an approved grant application.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have any questions, or need additional information, please contact us at: 850-583-4593 or [retailstandards@afdo.org](mailto:retailstandards@afdo.org).

Sincerely,

Your AFDO Grants Management Team

CA  
adp

## Category 3 - Training

x   
District Health Officer

Washoe County Health District

R-T-1909-07303 | \$1,893.00 | Grant Year: Year 7 (Sept/Oct 2019)

FDA FD207 Plan Review Course

### 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**.

### 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:** FDA FD207 Plan Review Course

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

**Project Start Date:** 12/2/2019

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

**Project End Date:** 12/31/2019

**Amount Requested:** \$1,893.00

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, Standard No. 9 -  
Program Assessment

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:**

Plan Review

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

**Course Number:**

FD207

**Conformance with the Retail Program Standards:**

The three staff scheduled to attend the FDA207 Plan Review course are assigned to the Plan Review Program and are responsible for reviewing food establishment construction plans. Attendance at the Plan Review course will enhance staff's knowledge of the Food Code requirements related to the construction of food establishments. The course will enable staff to better understand and utilize the Conference for Food Protection (CFP) Plan Review Guidance Document and related new food establishment application. Attendance will allow staff to obtain the food safety continuing education credits as required by Standard 2.

Additionally, the course will improve the Food Safety Program's ability to engineer out potential problems related to employee hygiene (hand sink number and location) and proper cold holding temperatures (refrigeration capacity) which are the two risk factors identified as needing priority attention in our 2017 Risk Factor Study. Reduction of the occurrence of foodborne illness risk factor will help the WCHD obtain conformance with Standard 9.

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

**Location(s) of Training(s):**

Sacramento, CA

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

**# Receiving Direct Training:**

3

**Training Description:**

Plan Review for Food Establishments:

This course will provide an overview of the plan review process for retail food establishments with an emphasis on equipment and architectural design. Training objectives include the ability to enhance the Food Safety Program's food establishment application, the ability to enhance understanding of plan review for proper equipment based on the menu and identified food preparation processes, and the ability to improve preoperational inspections.

**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 food establishments, preopening inspection of food establishments, opening inspections of food establishments, routine compliance inspections of food establishments and complaint investigations at food establishments.



Brenda Wickman, Environmental Health Specialist - Brenda has been employed with the WCHD since 2000. Brenda is currently assigned to the plan review program and is responsible for plan review of food

establishments, preopening inspection of food establishments, opening inspections of food establishments, routine compliance inspections of food establishments and complaint investigations at food establishments.

Wes Rubio, Senior Environmental Health Specialist - Wes has been employed with the WCHD since 2010. Wes currently oversees the Plan Review Program including plan review for retail food establishments. Wes assigns food establishment plan reviews to staff, develops procedures and policies related to the program including new food establishment applications and preoperational inspection forms. Wes is also responsible for compliance and enforcement related to plan review and construction of 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
FD207 Plan Review: 12/2/2019 to 12/31/2019	1,893	0	1,893
<b>Total</b>	1,893	0	1,893

### Budget Snapshot

FD207 Plan Review 12/2/2019 to 12/31/2019			
	Budget	Actual	Variance
Airfare			0
Rental Car			0
Gas			0
Mileage			0
Hotel / Lodging	1,215		1,215
Federal Per Diem / Meals	678		678
Taxi / Shuttle			0
Other Transportation			0
Registration / Training Fees			0
Custom: 1			0
Custom: 2			0
Custom: 3			0

FD207 Plan Review

12/2/2019 to 12/31/2019

	Budget	Actual	Variance
Total	1,893	0	1,893

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

FDA FD 207 Plan Review Training Budget:

Send Three Staff to the FDA FD207 Plan Review Training in Sacramento, CA (Dec. 3 – Dec. 5, 2019):

Accommodations 3 nights @ \$135/night x 3 staff = \$1,215

Per diem 3 staff (\$66 per day (3 days) + 1 dinner @ \$28) = \$678

Total \$1,893

Note: This conference is within drivnig distance from the WCHD. Travel to and from the conference will be via a Washoe County vehicle (no travel costs requested).

**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.

**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**.