

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



November 21, 2019

Grant Number: G-SP-1910-07782

Project Title: Verification Audit - Standard 3 and Standard 5

Award Value: \$3,000.00

Project Period: January 1, 2020 to December 31, 2020

Amber English
Senior Environmental Health Specialist
Washoe County Health District
1001 East 9th Street
Reno, Nevada 89512

Dear Amber English:

We have approved your application for Verification Audit - Standard 3 and Standard 5 as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Washoe County Health District to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2020 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2020. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Additionally, your award is bound by the following comments related to your project:

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

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 questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

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 1 - Small Projects

[Handwritten Signature]
District Health Officer

Washoe County Health District
R-SP-1910-07782 | \$3,000.00 | Grant Year: Year 7 (Sept/Oct 2019)
Verification Audit - Standard 3 and Standard 5

ORGANIZATION INFORMATION

Organization : Washoe County Health District
Primary Contact: Amber English
Secondary 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 Services Health 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

Have you conducted a Self-Assessment of all nine Retail Program Standards?

Self-Assessment Conducted: Yes
Date of Most Recent Self-Assessment: 10/3/2016
Please select a Small Project sub-category. Completion of Verification Audits for Two or More Standards (Fixed Grant of \$3,000).

You must have a self-assessment within the last 5 years to be eligible to apply.

INSTRUCTIONS

Please identify which Retail Program Standards your jurisdiction intends to accomplish with this project: double click values in the selection box below **or** click the > arrow button to move your selection from the left side to the right side.

(Note: If performing a Self-Assessment, select all 9 Retail Program Standards.)

Standards:

Standard No. 3 - Inspection Program Based on HACCP Principles, Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response

*Please note the **Project Title** has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

Project Title: Verification Audit - Standard 3 and Standard 5

Project Start Date must start on or after 01/01/2020.

Project Start Date: 1/1/2020

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

Project End Date: 12/31/2020

Amount Requested: \$3,000.00

Project Summary:

Since our last self-assessment in 2016, the Washoe County Health District (WCHD) developed a work plan to address the gaps in the Program Standards criteria identified in the self-assessment. Significant work has been done to meet Standard 3 - Inspection Program Based on HACCP Principles and Standard 5 - Foodborne Illness and Food Defense Preparedness and Response. WCHD staff have conducted a self-assessment of these standards and determined they have been met. The WCHD would like to have staff from the Southern Nevada Health District (SNHD) travel to Reno and conduct the verification audit of Standard 3 and Standard 5. The WCHD will have one staff member from SNHD travel to Reno on January 30-31, 2020. The audit will include a day and a half of document (written policies and procedures) review and foodborne illnesses database review.

Project Members:

Amber English, Environmental Health Supervisor, WCHD. Amber is responsible for the oversight and implementation of the Program Standards as well as activities related to food establishment inspection compliance, HACCP activities, enforcement, and training. Amber will be the main point of contact for SNHD staff and will oversee the logistics of the audit.

Teresa Long, Environmental Health Specialist, WCHD. Teresa is assigned to the Program Standards Subprogram and is responsible for conducting compliance inspections and complaint investigations at retail food establishments, is part of the HACCP plan/Waiver Request review team, and is responsible for policy and procedure development related to the Program Standards. Teresa will organize and prepare all written policies and procedures needed for the verification audit.

Christine Sylvis, Environmental Health Supervisor, SNHD. Christine supervises the HACCP/Special process team and coordinates work on the FDA Program Standards for the SNHD. Christine was the point of contact for WCHD staff when our agency completed the Standard 5 verification audit for SNHD this past year. Christine has also attended the FDA Program Standards Self-Assessment and Verification Audit workshop. Christine will be the SNHD staff member responsible for conducting the verification audit of Standard 3 and Standard 5 for the WCHD.

Project Outcomes:

The expected outcome of this grant project is conformance with Standard 3 and Standard 5 through a verification audit. Specific goals include:

- Preparation and organization of documents and foodborne illness database reports necessary to demonstrate compliance with each criteria in Standard 3 and Standard 5.
- Schedule and assist with travel arrangements for SNHD staff to perform the verification audit.
- Provide Standard 3 and Standard 5 Self-Assessment and Verification Audit form to SNHD staff and ensure all corresponding documents for each standard criteria are provided to SNHD staff for review.

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Achievement of expected outcomes will be demonstrated through the completion of the audit and the signed Verification Audit Summary.

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