

REQUEST FOR LEGISLATIVE ACTION
EXECUTIVE OFFICE

Completed by County Counselor's Office:

Res/Ord No.: 5305

Sponsor(s): Charlie Franklin

Date: January 13, 2020

JAN 03 2020

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title; Accept and appropriate \$8000 for training in the grant fund.</p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$8000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0 gm</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$8000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0 gm</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT 010-2810 \$8000 TO ACCT 010-1570-56140 \$3000 010-1571-56140 \$2000 010-1572-56140 \$3000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$8000	Amount previously authorized this fiscal year:	\$0 gm	Total amount authorized after this legislative action:	\$8000	Amount budgeted for this item * (including transfers):	\$0 gm	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 \$8000 TO ACCT 010-1570-56140 \$3000 010-1571-56140 \$2000 010-1572-56140 \$3000
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): <u>5202 3/11/19</u> <u>5077 2/12/18</u>, <u>4954 1/30/17</u>, <u>4858 6/20/16</u></p> <p>Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Deb Sees, Environmental Health Administrator 847-7070</p>										
<p>REQUEST SUMMARY</p>	<p>Grant Number G-T-1909-07338. This is a reimbursement grant for FDA Plan Review training to be attended by staff. Re-imbusement cannot exceed \$3000.</p> <p>Grant Number G-SP-1910-08081. This is a grant for the self-assessment and verification of standard 1. This standard is about regulatory foundation and ensuring we are in compliance on a national level. Reimbursement cannot exceed \$2000.</p> <p>Grant Number G-T-1910-08086 This is a reimbursement grant for staff to attend training for Special Processes at Retail in St. Louis. Reimbursement cannot exceed \$3000.</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department)</p>										

	<input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Award Letter G-T-1909-07338, G-SP-1910-08081, and G-T-1910-08086	
REVIEW	Department Director: <i>Deb Sees</i>	Date: <i>1/2/20</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Sarah Matthews</i>	Date: <i>1/3/20</i>
	Division Manager: <i>Way M. Schulto</i>	Date: <i>1/3/2020</i>
	County Counselor's Office: <i>Buy County</i>	Date: <i>1/8/2020</i>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Grant fund- Undesignated Fund Balance	\$8000

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: January 3, 2020

ORD # 5305

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
Grant Fund - 010			
1570 - Retail Standards Pgm	45942 - Increase Revenues	3,000	
2810	Undesignated Fund Balance		3,000
2810	Undesignated Fund Balance	3,000	
1570 - Retail Standards Pgm	56140 - Travel		3,000
1571 - Retail Standards Pgm	45943 - Increase Revenues	2,000	
2810	Undesignated Fund Balance		2,000
2810	Undesignated Fund Balance	2,000	
1571 - Retail Standards Pgm	56140 - Travel		2,000
1572 - Retail Standards Pgm	45944 - Increase Revenues	3,000	
2810	Undesignated Fund Balance		3,000
2810	Undesignated Fund Balance	3,000	
1572 - Retail Standards Pgm	56140 - Travel		3,000
		<u>\$ 16,000</u>	<u>\$ 16,000</u>


Budgeting

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



September 18, 2019

Grant Number: G-T-1909-07338

Project Title: Fall 2019 Training

Award Value: \$3,000.00

Project Period: December 2, 2019 to December 31, 2019

Deb Sees
Public Health Supervisor
Jackson County Environmental Health
34900 E. Old US 40 Hwy
P.O. Box 160
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Fall 2019 Training 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 Jackson County Environmental Health 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, 2019 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, 2019. 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:

This award can be used for any of the 6 Courses that FDA has scheduled for Fall 2019, including: FD215 in Dover, DE (October 2019); FD312 in Philadelphia, PA (October 2019); FD204 in Tampa, FL (October 2019); FD218 in Portsmouth, NH (November 2019); FD112 in Bismark, ND (November 2019); and FD207 in Sacramento, CA (December 2019). Funding can be used for travel costs incurred to attend any of these courses, but approval for any changes from your application must be made in advance. This funding cannot be used for any other training courses.

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)

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



November 21, 2019

Grant Number: G-SP-1910-08081

Project Title: Self assessment and verification audit of Standard 1.

Award Value: \$2,000.00

Project Period: January 1, 2020 to June 1, 2020

Deb Sees
Public Health Supervisor
Jackson County Environmental Health
34900 E. Old US 40 Hwy
P.O. Box 160
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Self assessment and verification audit of Standard 1. 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 Jackson County Environmental Health 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 June 1, 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 June 1, 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 \$2,000.00 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.

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Daniel Lukash (daniel.lukash@fda.hhs.gov)

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



November 21, 2019

Grant Number: G-T-1910-08086
Project Title: Training for Special Processes at Retail
Award Value: \$3,000.00
Project Period: June 15, 2020 to June 30, 2020

Deb Sees
Public Health Supervisor
Jackson County Environmental Health
34900 E. Old US 40 Hwy
P.O. Box 160
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Training for Special Processes at Retail 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 Jackson County Environmental Health 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.

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