

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

423



FROM: Community Health Agency/Dept. of Environmental Health

SUBMITTAL DATE:

September 30, 2010

SUBJECT: Ratify the Grant Agreement with Department of Health and Human Services – Food and Drug Administration, and the Community Health Agency-Department of Environmental Health

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Grant Number Agreement 1R18FD003981-01 with the Department of Health and Human Services, Food and Drug Administration and the Community Health Agency-Department of Environmental Health for the period of September 1, 2010 through August 31, 2011, for the total amount of \$100,000.
- 2) Direct Auditor-Controller to make the budget adjustments as specified on the attached Schedule A.

BACKGROUND: A grant for 2010/2011 fiscal year has been awarded by the FDA to promote an informational campaign targeted at restaurant workers for raising awareness about *intentional food contamination*. Riverside County Environmental Health will be purchasing televisions and installing them in study areas in our lobbies to reach restaurant workers who have come to study for and take required testing. A video of the study material for the exam will be developed and produced for viewing on the office televisions, providing a visual/auditory alternative to our traditional Food Worker Manual. The FDA Food Defense Campaign information will be included in the new video.

SVS:gf

Steve Van Stockum
Steve Van Stockum, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 100,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

SOURCE OF FUNDS: 100% reimbursement by Federal Grant

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

Prev. Agn. Ref.:

District: All

Agenda Number:

3.9

FISCAL PROCEDURES APPROVED FORM APPROVED COUNTY COUNSEL
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY: *Samuel Wong* 10/4/10
 SAMUEL WONG
 Departmental Concurrence
 BY: *Bruce G. Fordon* 9/30/10
 BRUCE G. FORDON

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 Per Exec. Ofc.: ☐ Consent ☒ Policy

Subject: Ratify the Grant Agreement with Department of Health and Human Services – Food and Drug Administration, and the Community Health Agency-Department of Environmental Health

BACKGROUND CONTINUATION:

There will be both Spanish and English versions of the videos which should address difficulties encountered by some food workers who are challenged when studying the material in written form. This will be a wonderful opportunity to assist the FDA in their objectives to educate food workers and simultaneously address educational difficulties that have challenged Riverside County Department of Environmental Health.

Subject: Ratify the Agreement with Department of Health and Human Services – Food and Drug Administration, and the Community Health Agency-Department of Environmental Health

**SCHEDULE A
COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH**

**BUDGET ADJUSTMENT
FISCAL YEAR 2010/2011**

INCREASE IN APPROPRIATIONS:

10000-4200400000-523680	Office Equip (non-fixed assets)	\$ 3,000
10000-4200400000-522310	Maint-Bldg. & Improvement	\$ 15,000
10000-4200400000-523700	Office Supplies	\$ 14,200
10000-4200400000-523800	Printing/Binding	\$ 7,000
10000-4200400000-527780	Special Program Expense	\$ 60,800

TOTAL INCREASE IN APPROPRIATION **\$100,000.00**

INCREASE IN ESTIMATED REVENUE:

10000-4200400000-767220	Fed-Other Operating Grants	<u>\$100,000.00</u>
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RESEARCH PROJECTS
Department of Health and Human Services
Food and Drug Administration

Notice of Grant Award

Issue Date: 09/01/2010



Grant Number: 1R18FD003981-01

Principal Investigator(s):

Jean Marie Strey

Project Title: INCORPORATING FOOD DEFENSE IN RIVERDALE COUNTY FOOD WORKER TRAINING

SUPERVISING ENVIRONMENTAL HEALTH
4065 COUNTY CIRCLE DRIVE, #104
RIVERSIDE, CA 92503

Budget Period: 09/01/2010 – 08/31/2011

Project Period: 09/01/2010 – 08/31/2011

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$100,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to RIVERSIDE COUNTY DEPT OF ENV HEALTH in support of the above referenced project. This award is pursuant to the authority of 301(A) AND 317(K)(2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the Grants Management Specialist and the Project Officer listed in the terms and conditions.

Sincerely yours,

Kimberly Pendleton
Grants Management Officer
Office of Acquisitions & Grants Services
Division of Acquisition Support and Grants
Grants & Assistance Team
FOOD AND DRUG ADMINISTRATION

See additional information below

AGENCY: Food & Drug Administration		08/23/2010	
		1. CENTER/PROGRAM ORA	
2. LIST NUMBER FD-10-3981-01		3. APPROPRIATION NUMBER 28717NIPD010398 75100600	
4. CAN* 6990928		5. PMS CODE* 22390B40	
6. OBJECT CLASS 41.41		7. TYPE OF AWARD NEW >Competing R18 (ONE YR PROJECT)	
8. GRANT NUMBER 1 R18 FD003981-01	9. DOCUMENT NUMBER RFD003981A	10. EIN NUMBER 1956000930B5	
11. RECIPIENT OF AWARD STREY, Jean Marie CA, Riverside County, DEPT. OF ENVIRONMENT HLTH 4065 County Circle Drive, #104 Riverside, CA 92503			
12. PROJECT PERIOD 09/01/2010 - 08/31/2011		13. BUDGET PERIOD 09/01/2010 - 08/31/2011	
14. APPROVED FOR OBLIGATION DIRECT: \$100,000 INDIRECT: NONE Requested FEE: N/A TOTAL: \$100,000			
15. SPECIAL CONDITIONS CENTER ITEM#ORA-10-G-085			
16. REMARKS PLEASE NOTE: Please scan the signed document to Camille Peake @ camille.peake@fda.hhs.gov <ul style="list-style-type: none"> 301-827-7175- Telephone; 301-827-7101 - FAX GM NOTE: ONE YEAR PROJECT			
17. PROJECT OFFICER Jennifer Gabb; Phone Number: 301/827-2899		18. CENTER/OFFICE Funds Available: <i>Soma Bhattacharya</i>	
19. APPROVED BY DIRECTOR, (or Individual with Delegated Authority) <i>Joseph W. Pearce</i> Michele Berger, Director		ORA/DMO/ORM <i>8/25/10</i>	
20. APPROVED BY DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT			
21. CERTIFICATION OF Chief GRANTS MANAGEMENT OFFICER, OAGS and/or Grants Management Officer <i>Kimberly [Signature]</i> <i>8/24/2010</i>			

SECTION I – AWARD DATA – 1R18FD003981-01

Award Calculation (U.S. Dollars)

Supplies	\$42,200
Other Costs	\$57,800

Federal Direct Costs	\$100,000
Approved Budget	\$100,000
Federal Share	\$100,000
TOTAL FEDERAL AWARD AMOUNT	\$100,000

AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$100,000
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SUMMARY TOTALS FOR ALL YEARS			
YR	THIS AWARD	CUMULATIVE TOTALS	
1	100,000	100,000	

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.103
EIN:	1956000930B5
Document Number:	RFD003981A
Fiscal Year:	2010

IC	CAN	01
FD	6990928	\$100,000

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

FDA Administrative Data:
PCC: / OC: 4141

SECTION II – PAYMENT/HOTLINE INFORMATION – 1R18FD003981-01

PHS policy requires that you be informed that the DHHS Inspector General maintains a toll free telephone number (800-368-5779) for receiving information concerning fraud, waste and abuse under the grants and cooperative agreements. Such reports will be kept confidential and callers may decline to give their names if they choose to remain anonymous.

Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Federal Assistance Financing (DFAF), Office of the Deputy Assistant Secretary, Finance, which will forward instructions for obtaining payments. Inquiries regarding the payment should be directed to:

Division of Federal Assistance Financing
DASP/DASF/OS/DHHS
P.O. Box 6021
Rockville, MD 20852
Telephone Number: 877-614-5533

Grantees are asked to register in the Central Contractor Registration (CCR) database. Information about CCR is available at http://www.grants.gov/applicants/register_ccr.jsp. This registration will be required as electronic grant processing is implemented.

SECTION III – TERMS AND CONDITIONS – 1R18FD003981-01

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Grant Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The PHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. An annual Financial Status Report (SF-269) is required. An original and two copies of this report must be submitted to the FDA Grants Management Officer within 90 days after the expiration date of the budget period.
- f. A Final Program Report, Financial Status Report and Invention Statement must be submitted within 90 days after the expiration date of the project period.
- g. This award notice, including the terms and conditions cited below.

Treatment of Program Income:
Additional Costs

SECTION IV – FD Special Terms and Condition – 1R18FD003981-01

SECTION IV ? FDA SPECIAL TERMS AND CONDITIONS

Innovative Food Defense Projects – 1 R18 FD003981-01

PLEASE NOTE: GRANTEE ASSUMES COMPLETE RESPONSIBILITY FOR THE ADMINISTRATION AND ACCOUNTABILITY FOR ALL FUNDS RECEIVED UNDER THIS AWARD.

This award is subject to the Special Requirements of the Funding Announcement: PAR-09-203, entitled ?Innovative Food Defense Projects,? and its ?modification dated March 31, 2010.? This award incorporates special terms and conditions. Copies of this announcement may be obtained at:
<http://grants.nih.gov/grants/guide/pa-files/PA-09-203.html>

HHS GRANTS POLICY STATEMENT (GPS) dated October 1, 2006
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to your grant award based on your recipient type, and the purpose of this award. This includes any requirements that apply to an award in Parts I and II of the HHS GPS at:
<http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>

Although consistent with the HHS GPS, any other applicable statutory or regulatory requirements including 45 CFR Part 74 or 92 that directly apply to this award is in addition to coverage in the HHS GPS.

REPORTING REQUIREMENTS FOR ONE-YEAR GRANT PROJECT:

NOTE: TWO (2) Progress activity reports are required on grant activities:

A MID-YEAR Progress Activity Report is due to cover the first 6 months of activity within the budget period and must contain the following information:

- A. General progress on activities relating to the specific project plan from the initial grant submission;
- B. Project status relating to established timeline according to the applicant's accountability and accomplishments;
- C. Grant project point of contact (POC) to include mailing address, telephone number, and e-mail address;
- D. Designation of Key Personnel working on project;
- E. Estimate Unobligated balance: Funds expended, and funds remaining on this project.

NOTE ON CLOSEOUT REQUIREMENT:

At the end of the grant's project period, a Final Progress Report, Financial Status Report (FSR), and Invention Statement must be submitted to the FDA Grants Management Specialist no later than 90 days after the expiration date of the project period:

The FSR is downloaded from the link: http://grants.nih.gov/grants/fsr_sf269_long.pdf.

The Invention Statement is downloaded from the link: <http://grants.nih.gov/grants/hhs568.pdf>

The Final Program Progress report must contain the following information:

- A. Summary of results in relation to specific aims of the Innovative Food Defense Grant project.
- B. Full written documentation of the Innovative Food Defense Grant project.
- C. Copies of any results, publications, etc. as described in the Innovative Food Defense Grant application.
- D. Analysis and evaluation of the Innovative Food Defense Grant results.

The documentation must be in a format and contain sufficient detail that other State and local Food safety regulatory agencies could reproduce the final project.

ANNUAL Financial Status Report (FSR) (SF-269) is required at the END of a BUDGET PERIOD. This form may be downloaded at the link: http://grants.nih.gov/grants/fsr_sf269_long.pdf. It must be signed, dated, and submitted to the FDA Grants Management Specialist within 90 days after the end of the budget period.

NOTE: All formal correspondence/reports regarding the grant should be signed by an Authorized Institutional Official, and the Principal Investigator, and sent to the attention of the Grants Management Specialist and Project Officer.

All required information stated above must be sent to the following addressees via E-MAIL of Express mail to:

Camille Peake; Grants Management Specialist
Food and Drug Administration, OAGS/DASG
5630 Fishers Lane, HFA 500
Rockville, MD 20857
AND

Jennifer Gabb, Project Officer
Food and Drug Administration, Division of Federal-State Relations
5630 Fishers Lane, HFC-150
Rockville, MD 20857

FUNDING RESTRICTIONS:

A. Non-allowable costs include, but are not limited to: (1) Purchase of equipment; (2) transportation costs exceeding coach class fares; (3) entertainment; (4) tips; (5) bar charges; (6) personal telephone calls; (7) laundry charges; (8) travel or expenses other than local mileage for local participants; (9) organization dues; (10) honoraria or other payments for the purpose of conferring distinction or communicating respect, esteem or admiration; (11) alterations or renovations; and (12) travel or per diem costs for federal employees.

B. Each application must address only one project: (1) Up to 10% of the total award amount may be used to conduct food safety and/or food defense exercises; (2) Food Safety Agencies may subcontract up to 25% of the award to educational institutions for assistance with developing food defense awareness education projects and materials and training; and (3) funding for this grant is not to be used to fund or conduct food inspections for food safety regulatory agencies.

Periodic Innovative Food Defense Grant program monitoring will be conducted, which may be in the form of telephone conversations, correspondence, e-mail transmissions, etc., among the Principal Investigator, the Project Officer(s), Grants Management Officer, and Grants Management Specialist. Program monitoring may also be in the form of site visits.

Failure to comply with the above stated Standard and Special Terms and Conditions could result in the suspension or termination of this grant project.

THE EXPANDED AUTHORITIES DO NOT APPLY TO THIS GRANT

Project Officer, Jennifer Gabb for inquires and questions regarding aspects of the program's scientific concerns:

Phone: 301-827-2899; Email: jennifer.gabb@fda.hhs.gov; Fax: 301- 827-7101 .

Grant Management Specialist, Camille Peake for inquires and questions regarding administrative matters, or financial concerns:

Phone: 301-827-7175; Email: camille.peake@fda.hhs.gov; Fax: 301 827-7101

Direct inquiries regarding scientific programmatic issues to the official listed below.

Direct inquiries regarding fiscal and/or administrative matters to the grants management specialist listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.

STAFF CONTACTS

Grants Management Specialist: Camille R Peake

Email: camille.peake@fda.hhs.gov Phone: 301-827-7175 Fax: 301-827-7101

SPREADSHEET SUMMARY

GRANT NUMBER: 1R18FD003981-01

INSTITUTION: RIVERSIDE COUNTY DEPT OF ENV HEALTH

<i>Budget</i>	<i>Year 1</i>
Supplies	\$42,200
Other Costs	\$57,800
TOTAL FEDERAL DC	\$100,000
TOTAL FEDERAL F&A	
TOTAL COST	\$100,000