

FORM APPROVED COUNTY COUNSEL 12/2/15
 BY: GREGORY P. PRAMOS DATE

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

141



FROM: Environmental Health

SUBMITTAL DATE:
 December 1, 2015

SUBJECT: Acceptance of Grant Award from National Association of County and City Health Officials [All Districts; \$14,000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the acceptance of the Grant Award from the National Association of County and City Health Officials in the amount of \$14,000;
2. Authorize the Director of Environmental Health to administer all actions necessary and sign all documents related to the administration of this Grant on behalf of the County of Riverside.

BACKGROUND:

Summary

The Department of Environmental Health is one of 27 jurisdictions selected as a national mentor to collaborate and partner with NACCHO through support from the FDA to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards. Environmental Health applied for and received a grant award in the amount of \$14,000 to cover staff time to assist two mentee Environmental Health Programs (Butte County and El Dorado County) in California with meeting the FDA Standards.

Steve Van Stockum
 Director

SVS:kj

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 14,000	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Grant from NACCHO
Budget Adjustment: No
For Fiscal Year: 15/16

C.E.O. RECOMMENDATION:

APPROVE

BY:
 Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-20

Departmental Concurrence

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

November 25, 2015

Dear Sarah:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Riverside County Department of Environmental Health has been selected to participate as a mentor local health department in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 27 sites selected to collaborate and partner directly with NACCHO through support from the Food and Drug Administration (FDA).

It is exciting to have so much interest from around the nation focused on building capacity for integrating the Retail Program Standards at local health departments. Since NACCHO received several strong applications nationwide looking for mentorship, your agency's ability and willingness to mentor two jurisdictions is appreciated. As such, this will allow more health departments to participate and benefit from the mentorship program.

Your jurisdiction will be matched with two mentees, Butte County Public Health Department, Environmental Health Division (CA) and County of El Dorado (CA) who will need guidance on Standards 2, 6, and self-assessment. NACCHO is pleased to award funding in the amount of up to \$14,000 for the period December 2015 – August 31, 2016.

Next Steps:

- Please confirm your acceptance by **December 2, 2015** to Tiara Smith (tsmith@naccho.org).
- The plan is to schedule an orientation call in the coming weeks. You will receive separate requests via email through Meeting Wizard asking for your availability in identifying a date and time that works for all selected local health departments participating in the mentorship program.
- Complete the attached Vendor Information Form and return the form to Tiara Smith (tsmith@naccho.org) by **December 2, 2015**.
- Since the awarded amount is different from the originally proposed budget, please complete the attached Budget Request Form and return (see attached directions for further clarification) and return to Tiara Smith (tsmith@naccho.org) by **December 2, 2015**.
- Upon receipt of the Vendor Information Form, a contractual agreement will be forwarded via email in the coming weeks.



NACCHO and FDA staff looks forward to working with you and your colleagues on this important endeavor. A hard copy of the notification letter will also be mailed to you. Please do not hesitate to contact me at (202) 507-4242 or jli@naccho.org if you have any questions.

Regards,

A handwritten signature in black ink, appearing to read 'Jennifer Li', with a stylized flourish at the end.

Jennifer Li
Director, Environmental Health, Health and Disability

Enclosures:

- Vendor Information Form
- Budget Request Form Instructions
- Budget Request Form

Voluntary National Retail Food Regulatory Program Standards Mentorship Program

Budget Instructions

Budget Form

The budget form has been partially filled out for you. You will need to specifically fill out the following fields:

- Program Director/Principal Investigator (Last, First, Middle) which is the lead staff on the project
- Personnel, Role on Project, Calendar Months (Cal. Mnths)

In the Calendar Months (Cal. Mnths) column:

To calculate calendar months, multiply the percentage of your effort associated with the project times the number of months of your appointment.

$$X\% \text{ of } 7.5 \text{ months (the total grant period)} = Y \text{ (Cal Mnths) person months}$$

For example, if you expect 10% of your time to be spent on this grant through August 31, your answer would be 0.75 person months.

$$10\% \times 7.5 = 0.75 \text{ person months}$$

- Institution Base Salary (Inst. Base Salary), Salary requested, Fringe Benefits, Total

Institution Base Salary (Inst. Base Salary) versus Salary Requested:

The institution base salary is the employee's salary for the year and the salary request is the amount of their annual salary that is going to be charged to the grant.

For example, if an employee makes \$50,000 a year and they will be charging 10% of their annual income to the grant, then the salary requested should be \$5,000 and the institution base salary should be \$50,000.

Budget Form (cont'd)

- Any consultant costs
- Equipment (itemized)
- Supplies (itemized by category)
- Travel
- Other expenses
- Consortium/Contractual Costs, Direct Costs which will be same number as the "Subtotal Direct Costs for the Next Budget Period"

Voluntary National Retail Food Regulatory Program Standards Mentorship Program

Budget Instructions

- Subtotal Direct Costs for Next Budget Period which will be same number as the “Consortium/Contractual Costs, Direct Costs”
- Consortium/Contractual Costs, Facilities and Administrative Costs which is your local health department’s indirect rate
- Total Direct Costs for Next Budget Period which should be the total of your direct and indirect costs for the project

Budget Items

Items that may be included in the request for funds are staff salary and fringe benefits, phone/facsimile, postage, field equipment, travel to relevant trainings or workshops, and contractual fees. Project funds can support the purchase of field equipment if the purchase meets the needs outlined in the application and will help to achieve replicable knowledge.

Funds cannot be used for the following purposes:

- The purchase or upkeep of office equipment.
- The purchase of food or beverages
- Inpatient or outpatient care costs
- Alterations and renovations

Travel to the site visits and mentorship program meeting

Please note travel expenses of up to \$14,000 from each selected LHD to attend the mentorship program face-to-face meeting in August 2016 and site visits between mentor and mentee LHDs do NOT need to be included in the budget. Costs incurred for such meetings (up to \$1,400 per meeting) will be reimbursed by NACCHO, separate from the awarded amount to selected LHDs to participate in the mentorship program. LHDs that choose to send multiple staff members to the face-to-face meeting and/or the site visits should budget accordingly in their proposed budgets.

Funding Amount

Please refer to the notification letter indicating the amount your LHD has been awarded for funding for the program duration from December 2015, through August 31, 2016. As a reminder, ongoing technical assistance, beyond the one-time funding, will be available.

Deadline

The budget forms and justification are due by **C.O.B. Wednesday, December 2, 2015.**

Timeline Reminder

Applicants are advised to consider the following dates.

- Submit Vendor Contract and Budget: December 2, 2015.
- Submit Pre-Assessment Evaluation: December 2015 (date to be determined)
- Mentor Kick-off call/webinar: December 2015 (date to be determined)

Voluntary National Retail Food Regulatory Program Standards Mentorship Program

Budget Instructions

- Kick-off call/webinar for all participants: December 2015 (date to be determined)
- Sharing sessions: (dates to be determined)
- 1st Invoice Date Deadline: April 20, 2016
- 2nd Invoice Date Deadline: July 20, 2016
- Submit evaluation survey: August 31, 2016
- Face-to-face mentorship program meeting in Washington, D.C.: August 2016 (date to be determined)
- Submit Post-Assessment Evaluation: August 31, 2016
- 3rd Invoice Date Deadline: September 20, 2016

NACCHO

National Associations of County & City Health Officials

Vendor Information Form

Organization

Official Name of Organization: Riverside County Department of Environmental Health

EIN Number: 1956000930B5

DUNS Number: 82-760-7933

Street Address: 4065 County Circle Dr. Room #104

City: Riverside State: CA Zip: 92584

Primary Contact

Name: Sarah Crossman

Title: Environmental Health Specialist IV

Organization: Riverside County Department of Environmental Health

Address (if different from above): _____

Telephone: 951-358-5172

Fax: 951-358-5017

Email Address: SCrossman@rivcocha.org

Person to Receive Contract from NACCHO for Signature

Name: Steve VanStockum

Email Address: SVanstoc@rivcocha.org

Authorized Signer for Contract

Name: Steve VanStockum

Title: Director

Organization: Riverside County Department of Environmental Health

Address (if different from above): _____

Telephone: 951-358-5172

Fax: 951-358-5017

Accounts Payable Information

Name (Attn): Sarah Crossman

Address (if different from above): P.O. Box 7909

Riverside, CA 92513-7909

Telephone: 951-358-5172

Fax: 951-358-5017

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	FROM 12/2015	THROUGH 08/2016
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List PERSONNEL (*Applicant organization only*)
 Use Cal, Acad, or Summer to Enter Months Devoted to Project
 Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Ryan Olney	PD/PI	.585			84,808	4,134	1,698	5,832
Sandi Salas	Project Team Member	.585			84,808	4,134	1,698	5,832
Sarah Crossman	Project Team Member	.09			89,918	1,198	492	1,690
SUBTOTALS →								13,354

CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

TRAVEL
 To supplement travel cost associated with mentorship (above the allocated \$1,400 per meeting) 646

INPATIENT CARE COSTS

OUTPATIENT CARE COSTS

ALTERATIONS AND RENOVATIONS (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS
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SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (<i>Item 7a, Face Page</i>)	\$ 14,000
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CONSORTIUM/CONTRACTUAL COSTS	FACILITIES AND ADMINISTRATIVE COSTS
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TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD	\$ 14,000
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County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

P.O. BOX 7909 • RIVERSIDE, CA 92513-7909

STEVE VAN STOCKUM, DIRECTOR

October 20, 2015

Voluntary National Retail Food Regulatory Program Standards
Mentorship Program

Letter of Support

My staff has informed me of their intent to apply for the FDA Standards Mentorship Program. Riverside County Department of Environmental Health has prioritized the FDA Standards under the leadership of our Deputy Director, Keith Jones and Program Chief, Lynne Wilder. We have made tremendous progress in meeting several standards and anticipate meeting several more very soon. I am pleased to lend my support for staff to assist other jurisdictions in moving forward to meet these standards as well.

Steve Van Stockum, Director