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

U.S. FOOD & DRUG
ADMINISTRATION

December 3, 2018

Grant Number: G-T-1810-06427
Project Title: Environmental Specialist training
Award Value: $3,000.00
Project Period: January 1, 2019 to December 31, 2019

Steve Crosier
Director of Food Protection Services
Metro Nashville Public Health Department
2500 Charlotte Avenue
Nashville, Tennessee 37209

Dear Steve Crosier:

We have approved your application for Environmental Specialist 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 Metro Nashville Public Health Department 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. 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: Gerald Berg (gerald.berg@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

Category 3 - Training

Metro Nashville Public Health Department
G-T-1810-06427 | $3,000.00 | Grant Year: Year 6 (Sept/Oct 2018)
Environmental Specialist training

ORGANIZATION INFORMATION

Organization :	Metro Nashville Public Health Department
Primary Contact:	Steve Crosier
Jurisdictional Level:	Local

AUTHORIZING OFFICIAL INFORMATION

The Authorizing Official is the person in your jurisdiction who is authorized to approve this grant contract if awarded.

Authorizing Official Title:	Director of Health
Authorizing Official First Name:	Dr. Bill
Authorizing Official Last Name:	Paul
Authorizing Official Email:	bill.paul@nashville.gov
Authorizing Official Phone:	615-340-5622

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: Environmental Specialist training

Project Start Date must start on or after 01/01/2019
Project Start Date: 1/1/2019

Project End Date must be completed by 12/31/2019
Project End Date: 12/31/2019

Amount Requested: $3,000.00

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.

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: Tennessee Department of Health Statewide Seminar

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

Course Number: N/A

Conformance with the Retail Program Standards:

This grant will give us the ability to send as many environmentalists as possible to the Statewide seminar. The information learned will help them realize the importance for achieving as many of the FDA Program Standards as possible. It also exposes them to the importance of the job and gives valuable tools to use during day-to-day inspections. Without this grant, we would be unable to attend this seminar.

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

Location(s) of Training(s): TBA: Most likely Paris Landing State Park

Is attendance at the training required to maintain FDA Standardization?
Attendance Required: No

How many food safety professionals will receive direct training using these funds?
 # Receiving Direct Training: 8

Training Description:

TDH Statewide Environmental Seminar.

Training Participants:

Steve Crosier: Manager of Food & Public Facility Protection
Pamela Wilson: Quality Assurance Manager
6 Environmentalist

For the 2018 seminar, we will send 6 folks including 4 that just received their NEHA credential. It makes a big difference in how they perceive their job and allows them to network with other environmentalists across the State.

BUDGET INFORMATION

Budget Worksheet

Budget Period	Budget	Actual	Variance
Year 6 Budget: 1/1/2019 to 12/31/2019	2,480	0	2,480
Total	2,480	0	2,480

Budget Snapshot

	Year 6 Budget 1/1/2019 to 12/31/2019		
	Budget	Actual	Variance
Airfare	0		0
Rental Car	0		0
Gas	0		0
Mileage	440		440
Hotel / Lodging	1,600		1,600
Federal Per Diem / Meals	440		440
Taxi / Shuttle	0		0
Other Transportation	0		0
Registration / Training Fees	0		0
Custom: 1			0
Custom: 2			0
Custom: 3			0
Total	2,480	0	2,480

Budget Narrative (Maximum of 1,500 Characters):

Mileage for 8 people to travel to and from Nashville to Paris Landing State, lodging for 2 nights and meals for 3 days.

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.

DOCUMENTS

REQUEST DOCUMENTS

Award Letter

Award Letter
Added at 3:56 PM on December 3, 2018

ENVIRONMENTAL SPECIALIST TRAINING 2019

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

William S. Paul, M.D.
Director, Metro Public Health Department

12-12-2018
Date

Carol Etherington, MSN, RN, FAAN
Chair, Board of Health

12-12-18
Date

APPROVED AS TO AVAILABILITY OF FUNDS:

Talia Lomax-O'dneal
Director, Department of Finance

1-8-19
Date

APPROVED AS TO RISK AND INSURANCE:

Director of Risk Management Services

1/10/19
Date

APPROVED AS TO FORM AND LEGALITY:

Metropolitan Attorney

1/14/19
Date

FILED:

Metropolitan Clerk

Date