|  | Introduced by   |   |   |
|--|---|---|---|
| First Reading _  |   | Second Reading  |   |
| Ordinance No.  |   | Council Bill No.  | <u>B 318-12</u>   |
|  | AN ORDI   | NANCE   |   |
| S<br>v<br>p  | accepting a grant from the Dep<br>Services Food and Drug Admin<br>coluntary national retail food re<br>project; appropriating funds; a<br>prodinance shall become effective | istration for the Boone regulatory program staund fixing the time wh  | County<br>ndards  |
| BE IT ORDAIN<br>FOLLOWS:   | NED BY THE COUNCIL OF T   | THE CITY OF COLUM   | BIA, MISSOURI, AS   |
| the Departmer Boone County   | ON 1. The City of Columbia acc<br>nt of Health and Human Serv<br>voluntary national retail food re<br>horized to execute all documer<br>of the grant.                       | ices Food and Drug A<br>gulatory program standa   | dministration for the ards project. The City  |
|  | ON 2. The sum of \$70,000.00 is<br>ount No. 110-3210-461.10-00,   |   |   |
| \$ 30,682.00<br>614.00<br>240.00<br>2,347.00<br>4,940.00<br>107.00<br>6,805.00<br>70.00<br>19,670.00<br>1,855.00<br>670.00<br>2,000.00 | Cell Phone Allowance  | Account No. 110-3210 | 0-531.01-35, GFDAEH<br>0-531.01-38, GFDAEH<br>0-531.02-10, GFDAEH<br>0-531.02-20, GFDAEH<br>0-531.02-30, GFDAEH<br>0-531.02-34, GFDAEH<br>0-531.02-36, GFDAEH<br>0-531.12-50, GFDAEH<br>0-531.20-10, GFDAEH<br>0-531.20-40, GFDAEH<br>0-531.49-90, GFDAEH |
| passage.   | ora oraliance shall be  | in full lorde and eller   | or nom and aner its   |

PASSED this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_, 2012.

| ATTEST:        |  |
|----------------|--|
| City Clerk     | Mayor and Presiding Officer  |
| APPROVED AS TO | D FORM:  |
| City Counselor |  |
| CERTIFICATION: | I certify there are sufficient funds available in the Miscellaneous Revenue Account No. 110-3210-461.10-00, GFDAEH to cover the above appropriation. |
|                | Director of Finance  |

## Notice of Grant Award

COOPERATIVE AGREEMENTS
Department of Health and Human Services
Food and Drug Administration

Issue Date: 09/10/2012



Grant Number: 1U18FD004646-01

Principal Investigator(s):

Michala Gunier

Project Title: Boone County Voluntary National Retail Food Regulatory Program Standards

Gunier, Michala City of Columbia, Missouri 701 E. Broadway Columbia, MO 652017742

**Budget Period:** 09/10/2012 – 06/30/2013 **Project Period:** 09/10/2012 – 06/30/2017

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$70,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CITY OF COLUMBIA in support of the above referenced project. This award is pursuant to the authority of PHS Act,Sec 1706,42 USC 300u-5,as amended;Sec2(d),PL 98-551 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.

Kimberly Pendleton

Sincefely yours,

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

#### SECTION I - AWARD DATA - 1U18FD004646-01

| Award Calculation (U.S. Dollars) Salaries and Wages Fringe Benefits Personnel Costs (Subtotal) Consultant Services Supplies Other Costs | \$28,032<br>\$11,213<br>\$39,245<br>\$5,000<br>\$22,855<br>\$2,900 |
|---|--|
| Federal Direct Costs<br>Approved Budget<br>Federal Share<br>TOTAL FEDERAL AWARD AMOUNT  | \$70,000<br>\$70,000<br>\$70,000<br>\$70,000                       |
| AMOUNT OF THIS ACTION (FEDERAL SHARE)   | \$70,000   |

| SUMMARY TOTALS FOR ALL YEARS |            |                   |  |  |  |
|------------------------------|------------|-------------------|--|--|--|
| YR                           | THIS AWARD | CUMULATIVE TOTALS |  |  |  |
| 1                            | 70,000     | 70,000            |  |  |  |
| 2                            | 70,000     | 70,000            |  |  |  |
| 3                            | 70,000     | 70,000            |  |  |  |
| 4                            | 70,000     | 70,000            |  |  |  |
| 5                            | 70,000     | 70,000            |  |  |  |

<sup>\*</sup> 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:

1436000810A5

**Document Number:** 

UFD004646A

Fiscal Year:

2012

| IC | CAN     | 01       | 02       | 03      | 04       | 05       |
|----|---------|----------|----------|---------|----------|----------|
| FD | 0990920 | \$70,000 | \$70,000 | φ10,000 | \$70,000 | \$70,000 |

<sup>\*</sup> Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

#### FDA Administrative Data:

PCC: / OC: 4141 / Processed: ERAAPPS 09/06/2012

## SECTION II - PAYMENT/HOTLINE INFORMATION - 1U18FD004646-01

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 <a href="http://www.grants.gov/applicants/register\_ccr.jsp.">http://www.grants.gov/applicants/register\_ccr.jsp.</a> This registration will be required as electronic grant processing is implemented.

#### SECTION III - TERMS AND CONDITIONS - 1U18FD004646-01

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 - 1U18FD004646-01

Voluntary Retail Standards Conditions of the Award - 1U18FD004646-01

This grant has been selected under the FDA- grants management plan to redistribute grant workloads more evenly throughout the year. Consequently, the initial budget period reflects a 06/30/2013 end date. Subsequent budget periods will begin on 07/01/2012 and will be for a12-month duration. Although this grant will have a slightly shorter budget period this year, it is awarded the full 12-month level of funds for the budget period. Additional time may be requested at the end of the project period if needed.

## Special conditions:

Provide a detailed response to all weaknesses identified in the Summary Statement no later than 6-months from the date of award.

Provide funding certification of the current year?s budget for the retail foods regulatory program to demonstrate that these funds have supplemented, and not replaced, State allocations. If a decrease in allocations does occur during the cooperative agreement, a detailed justification must be provided to FDA for approval.

Facilities, work, training, and other expenses reimbursed under other funding mechanisms must remain distinct and separate from the cooperative agreement.

Agree to share strategies, documents, and other resources developed using cooperative agreement funds with other programs to advance conformance with the Retail Standards and reduce the occurrence of contributing risk factors associated with foodborne illness. Grantees may be asked to provide summaries of projects that may be publicly shared.

Contribute to the continuous improvement and advancement of the Retail Standards. Contributions may include participation in committee meetings, presentations, promotion of new strategies, and sharing of resources.

Future funding will be dependent on recommendations from the Project Officer. The scope of the recommendation will confirm that acceptable progress has been made in advancing conformance with the Retail Standards, continued compliance with all FDA regulatory requirements, and, if necessary, a corrective action plan has been implemented.

#### Funding restrictions:

These awards may only be used for advancing conformance with the Retail Standards and other projects that support the intended outcomes of the cooperative agreement program.

Allowable costs include:

- 1) Audiovisual materials such as videotapes, DVDs, public service announcements, etc.
- 2) Consultant services
- 3) Employee salaries, wages and fringe benefits
- 4) Rental, purchasing, calibration, and maintenance of supplies and equipment
- 5) Indirect costs
- 6) Recruitment costs for hiring new employees
- 7) Registration fees
- 8) Purchase or development of IT equipment, software, and support
- 9) Shipping and mailing of equipment and supplies
- 10) Travel
- 11) Speaker fees
- 12) Subcontracting to third parties (other than local/county/tribal agencies) is allowed but limited to 10% of each year's award.

## Non-allowable costs:

- 1) Facilities, work, and training reimbursed under other funding mechanisms must remain distinct and separate from the cooperative agreement. The State must be able to account separately for fund expenditures, including employee salaries, wages, and benefits, under the food safety inspection contracts and other funding mechanisms and these cooperative agreements.
- 2) Vehicle purchases are not permitted.
- 3) Cooperative agreement funds may not be utilized for new building construction; however, remodeling of existing facilities is allowed, provided that remodeling costs do not exceed 10% of the grant award amount.
- Please also refer to the HHS Grants Policy Statement for additional information regarding costs.

#### Reporting requirements:

When multiple years are involved, awardees will be required to submit the Non-Competing Continuation Grant Progress Report (PHS 2590) annually and financial statements as required in the HHS Grants Policy Statement.

A final progress report, invention statement, and the expenditure data portion of the Federal Financial Report are required for closeout of an award, as described in the HHS Grants Policy Statement.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable HHS grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.fsrs.gov on all subawards over \$25,000. See the HHS Grants Policy Statement for additional information on this reporting requirement.

Mid-year progress reports must contain the elements below as applicable to their proposal and award, but are not limited to, the following:

- 1. Detailed progress report on the grantee meeting the project milestones identified in the proposal.
- 2. Status report on the hiring and training of food program personnel
- 3. Status report on the operational readiness of equipment, supplies, software, and other purchases using cooperative agreement funds.
- 4. Certification of current appropriation funding levels for the retail food regulatory program.
- 5. A strategic plan that accurately reflects when specific objectives and tasks have been, or will be, completed and/or implemented and when new objectives and tasks are identified to advance conformance with the Retail Program Standards. The strategic plan should include timeframes, responsible personnel, and other required resources.
- 6. Description of program improvements in achieving conformance with the Retail Program Standards and promoting more effective control of foodborne illness risk factors in.
- 7. Cooperative agreement project point of contact (including mailing address, telephone number, and email address) and designation of key personnel working on project.
- 8. Estimated unobligated balance, funds expanded, and funds remaining on this project.
- 9. Any pending issues, concerns, or challenges encountered in accomplishing the planned work. Provide corrective actions and proposed solutions. Identify any additional support that can be provided by FDA.

The final program progress report must provide full written documentation of the entire project and summaries of accomplishments and goals, as described in the grant application. The documentation must be in a form and contain sufficient detail such that other agencies could reproduce the final project. The final program progress report should also detail the strategy to continue advancing conformance with the Retail Program Standards (current and future versions).

### **Monitoring Activities**

The ORA Project Officer and Technical Advisor will monitor award recipients periodically. The monitoring may be in the form of face-to-face meetings, telephone conversations, e-mails, or written correspondence between the project officer/grants management officer and the principal investigator. Periodic site visits with officials of the recipient organization will occur, including program assessments and audits. The results of these monitoring activities will be recorded in the official cooperative agreement file and will be made available to the grant recipient, upon request, consistent with applicable disclosure statutes and FDA disclosure regulations. Also, the grantee organization must comply with all special terms and conditions of the cooperative agreement, including those which state that future funding of the project will depend on recommendations from the Project Officer and Technical Advisor.

The scope of the recommendation will confirm that:

(1) There has been acceptable progress on the project; (2) there is continued compliance with all FDA regulatory requirements; and (3) if necessary, there is an indication that corrective action has taken place.

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 directed.

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: Wendy Campbell for inquiries and questions regarding programmatic aspects or concerns: Phone 615-310-0483/E-mail: Wendy.Campbell@fda.hhs.gov

Grants Management Specialist: Dan Lukash for inquiries and questions regarding administrative matters or financial concerns: Phone: 301-827-6771/E-mail: daniel.lukash@fda.hhs.gov

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: Daniel Lukash

SPREADSHEET SUMMARY

GRANT NUMBER: 1U18FD004646-01

INSTITUTION: CITY OF COLUMBIA

| Budget           | Year 1   | Year 2   | Year 3                                    | Year 4   | Year 5   |
|------------------|----------|----------|---|----------|----------|
| Salaries and     | \$28,032 |          |   |          |          |
| Wages            |          | 1        |   |          |          |
| Fringe Benefits  | \$11,213 |          |   |          |          |
| Personnel        | \$39,245 |          |   |          |          |
| Costs (Subtotal) |          | 1        |   |          |          |
| Consultant       | \$5,000  |          |   |          |          |
| Services         |          |          |   |          |          |
| Supplies         | \$22,855 |          | 7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, |          |          |
| Other Costs      | \$2,900  |          |   |          |          |
| TOTAL            | \$70,000 | \$70,000 | \$70,000                                  | \$70,000 | \$70,000 |
| FEDERAL DC       |          |          | l' '                                      | ,        |          |
| TOTAL            |          |          |   |          |          |
| FEDERAL F&A      |          |          |   |          |          |
| TOTAL COST       | \$70,000 | \$70,000 | \$70,000                                  | \$70,000 | \$70,000 |

| AGENCY: Food & Drug Administration  |                            |                             | DATE    |                         |
|---|----------------------------|-----------------------------|---------|-------------------------|
|   |                            |                             | 8/27/   | 2012                    |
|   |                            |                             | 1       | DENTER/PROGRAM          |
|   |                            |                             | ORA     | •                       |
| 2. LIST NUMBER  |                            | 3. APPROPRIA                |         |                         |
| FD 004646 - 01  |                            | 75120600                    | 2898    | 3NVRPS24646             |
| 4. CAN*   |                            | 5. PMS CODE"                |         |                         |
| 6990928   | -                          | 22390840                    |         |                         |
| 6. OBJECT CLASS   |                            | 7. TYPE OF AW               | /ARD    |                         |
| 41.41   |                            | New                         |         |                         |
| B. GRANT NUMBER   | 9. DOCUMEN                 | T NUMBER                    |         | 10. EIN NUMBER          |
| 1 U18 FD 004646 - 01  | UFD00464                   |                             |         | 143 6000 810 AS         |
| ·   | 11 PECIPII                 | ENT OF AWARD                |         | (1)                     |
|   |                            |                             |         |                         |
|   |                            | ala Gunier<br>f Columbia    |         | •                       |
|   | 701 E.                     | Broadway                    |         |                         |
|   | Columbi                    | a, MO 65201                 |         |                         |
| 12. PROJECT PERIOD<br>9/10/2012 -6/30/2017  |                            | 13. BUDGET<br>9/10/2012 - 6 |         |                         |
| 3710/2012 0100/2017   |                            | 0,10,23,2                   |         |                         |
| 14. APPROVED FOR OBLIGATION   |                            |                             |         | •                       |
| DIRECT: \$70,000 INDIRECT: \$0  | FEE: N/A                   | TOTAL: \$70,                | 000     |                         |
| 15. SPECIAL CONDITIONS  |                            |                             |         |                         |
| 15. SPECIAL GUNDITIONS  |                            |                             |         |                         |
| ·   |                            |                             |         |                         |
|   |                            |                             |         |                         |
|   |                            |                             |         |                         |
| ·   |                            |                             |         |                         |
|   |                            |                             |         |                         |
| ·   |                            |                             |         |                         |
| 16. REMARKS   |                            |                             |         |                         |
| PLEASE NOTE   |                            |                             |         |                         |
| Please scan the signed document/app   | roval list and ams         | il to daniel l              | ukasha  | Ofda hhe nov            |
| Frease aban the aighba accumentable   | total fist and onle        | in to damoni                |         | S. a.a., 1110.90 v      |
|   |                            |                             |         |                         |
|   |                            |                             |         |                         |
| 17. PROJECT OFFICER   | - <del></del>              | 18, CENTI                   | R/OFFI  | ne -                    |
| Wendy Campbell (Nind) Cimplic   |                            | 10.02.                      |         | 110: Soma Bheittachinge |
|   | 41 Columnate d A. Alter 14 | Funds                       | Availab | ile: Soma production    |
| 19. APPROVED BY DIRECTOR, (or individually) Michela Berger, Director, ORA/ORM/DMO | ucy A.M                    | <sup>®</sup> 40             |         |                         |
| 20. APPROVED BY DIRECTOR, OFFICE OF FINA  |                            |                             |         |                         |
|   |                            |                             |         |                         |
| 21. CERTIFICATION OF Chief GRANTS MANAGE  | EMENT OFFICER OA           | 3S and/or Grant             | s Manan | ement Officer           |
|   | _                          |                             |         |                         |
| Kinbull fen C   | UL Ch                      | <u> </u>                    | CF/-    | 7/2012                  |



Source: Health

To: City Council

From: City Manager and Staff

Council Meeting Date:

Nov 5, 2012

Department of Health and Human Services Food and Drug Administration

Boone County Voluntary National Retail Food Regulatory Program Standards

Grant Number 1U18FD004646-01

## **EXECUTIVE SUMMARY:**

An ordinance authorizing the City Manager to accept Grant Number 1U18FD004646-01 between the City of Columbia and the Department of Health and Human Services Food and Drug Administration in the amount of \$70,000 beginning 9/10/12; appropriating funds and amending the FY13 budget and the department's authorized budgeted FTE count.

## **DISCUSSION:**

Re:

The Columbia/Boone County Department of Public Health & Human Services has been awarded a 5-year, \$350,000 grant from the Food and Drug Administration. The purpose of this funding is to enable the department to advance towards achieving FDA Voluntary National Retail Food Program Standards, part of a national effort for quality improvement in food safety programs to assure food safety in the community. This quality improvement initiative also supports the agency goal of achieving National Public Health Accreditation in 2014.

To date, the department's Environmental Public Health Division has met two of the nine standards. The FDA funding enables the department to add one full-time Environmental Public Health Specialist and purchase inspection-related equipment, software and interpretation services during the project. The goal through this five-year effort is to develop an electronic inspection system, which will standardize inspections and improve assessments.

# FISCAL IMPACT:

Funding was not anticipated during the FY13 budget process. An appropriation and budget amendment is necessary. Subsequent funding for years 2 - 5 will be included in future budgets.

#### **VISION IMPACT:**

http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php

11.3 Goal: Columbia will be a healthy community. All residents will have timely access to appropriate health care. Effective prevention initiatives will contribute to a healthy community.

## **SUGGESTED COUNCIL ACTIONS:**

Should the Council agree with staff recommendations, an affirmative vote is in order.

| FISCAL and VISION NOTES:                       |   |   |     |  |      |  |  |  |
|--|---|---|-----|--|------|--|--|--|
| <b>City Fiscal Impact</b> Enter all that apply |   | Program Impact                                    |     | Mandates   |      |  |  |  |
| City's current net FY cost \$0.00              |   | New Program/<br>Agency?                           | Yes | Federal or State<br>mandated?                    | No   |  |  |  |
| Amount of funds<br>already<br>appropriated     | \$0.00  | Duplicates/Epands<br>an existing program?         | No  | Vision Implementation impact                     |      |  |  |  |
| Amount of<br>budget<br>amendment<br>needed     | \$70,000.00   | Fiscal Impact on any local political subdivision? | No  | Enter all that apply:<br>Refer to Web site       |      |  |  |  |
| Estimated 2 year net costs:                    |   | Resources Required                                |     | Vision Impact?                                   | Yes  |  |  |  |
| One Time                                       | \$0.00  | Requires add'l FTE<br>Personnel?                  | Yes | Primary Vision, Strategy<br>and/or Goal Item #   | 11.3 |  |  |  |
| Operating/<br>Ongoing                          | \$0.00  | Requires add'l<br>facilities?                     | No  | Secondary Vision, Strategy<br>and/or Goal Item # |      |  |  |  |
|  | CONTRACTOR OF THE STATE OF THE | Requires add'l capital equipment?                 | No  | Fiscal year implementation<br>Task #             |      |  |  |  |