



**NEHA-FDA Retail Flexible Funding Model Grant Program
Official Notice of Award for One-Year Grants**

April 1, 2026

Grant Number: G-202602-08014

Application Type: 2026-27 Track 3 One-Year Optional Add-On

Project Title: Training Optional Add-On: NEHA Annual Educational Conference

Project Summary: Training Optional Add-On: NEHA Annual Educational Conference. The majority of our Food Safety Program staff have not had the opportunity to attend national conferences due to lack of program funding. We are requesting funding that will allow these training and networking opportunities to be available to manager level staff members. By allowing manager level staff to attend the NEHA Annual Educational Conference, we believe their involvement and commitment to their roles in the Program Standards will be recharged and elevated. Each of these managers train and supervise teams of field staff and actively participate in monthly division staff meetings where they will share what they experience at the NEHA Conference to educate and inspire their team members and fellow program peers. Interaction with other food safety professionals is paramount to the education and inspiration of our staff and the success of our Food Safety Program.

Amount Requested: \$7,500.00

One-Year Award Amount: \$4,000.00

Project Period: 7/1/2026 to 10/31/2026

Unique Federal Award Identification Number (FAIN): 1U19FD008288

CFDA Number: 93.103

Awarded to NEHA on 09/10/2024

Karla Crowder
Wake County, North Carolina
PO Box 550
Raleigh, NC 27602

Dear Karla:

Your application has been approved for Training Optional Add-On: NEHA Annual Educational Conference as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

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 Part 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$4,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model 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.

Specific Conditions of Your Award

In addition to the general Terms and Conditions of your award as listed below, the following are additional conditions specific to your award:

The following component(s) of your project have been partially funded: \$4,000 for the Training Optional Add-On.

Funding reductions are not due to the quality of your Track 3 One-Year Optional Add-On application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. All Track 3 Training Optional Add-On requests have been reduced to \$4,000 and not all Mentee requests could be funded this year.

As a new requirement for Grant Year 2026-27, all Track 2 and Track 3 grantees will be required to report on their Retail Program Standards progress twice during the Grant Year using the new Retail Program Standards Assessment (RSA) Tool: first in coordination with their Interim Progress Report (due no later than October 15, 2026) and again as part of the Final Progress Reporting requirements (due no later than May 14, 2027).

Budget

To review specific details of the approved budget in your grant award (required for Training Add-On funding only), please log into the NEHA-FDA RFFM Grant Portal where you can view and print your grant (including your budget justifications) and your budget worksheets.

Total Award Amount: \$4,000.00

For funding where budgets are required (Training Add-On funding), budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions

Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA. Payment is contingent on continued Federal Funding from the United States Food and Drug Administration, 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 the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the documents available through the **Grant Guidance** link on the NEHA-FDA RFFM website (<https://www.neha.org/retail-grants>).

Required Reporting

Reports with due dates will be accessible by logging into the Grant Portal. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For one-year awards, an Interim Progress Report will be due halfway through the project period.

When all project objectives have been completed, a Final Project Report must be submitted through the online Grant Portal no later than 45 days after your Project End Date.

Unless otherwise requested, your first report will be the Interim Progress Report due halfway through the project period.

Payment Requests

For one-year awards made through this grant program, payment is normally made on a reimbursement basis at the end of the project, following submission of all required reporting.

Advance Payments may be requested for one-year awards when required by a jurisdiction, to cover immediate project needs.

Interim Payments may be requested as needed, ideally not more than once per quarter.

For complete information on required reporting and payment requests, please see the **Reporting and Payment Instructions**, accessible through the Grant Guidance link on the NEHA-FDA RFFM website.

Recipient FDA Notice

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 Regulatory Program Standards (Retail Program Standards). For additional information regarding the Retail Program Standards, please visit the FDA's official webpage at: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>.

Allowable and Non-allowable Costs

For information on allowable and non-allowable costs, please refer to the **Grant Guidance** link on the NEHA-FDA RFFM website.

Base Grant Requirement

Once awards under the NEHA-FDA RFFM Grant Program have been made, all grantees must complete their Base activities (specified either in their active Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). If Base activities are not substantially completed by the end of the Project Period, both Base and Add-On funding may be in jeopardy of cancellation.

Travel Costs

Travel costs should adhere to the general guidelines found in the **NEHA-FDA RFFM Grant Guidance**. Contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered in the guidance.

Financial Conflicts of Interest

This award is subject to the Financial Conflict of Interest (FCOI) regulation at 42 CFR Part 50 Subpart F.

Contact Us for Support

If you have questions about this award, please contact the NEHA-FDA RFFM Grant Program Support Team. Additionally, the FDA Retail Food Safety Specialist assigned to your geographic area is an integral part of your jurisdiction's successful completion of Retail Program Standards activities and is available to assist with your funded project.

NEHA-FDA RFFM Grant Program Support Team

retailgrants@neha.org

1-833-575-2404

FDA Retail Food Safety Specialist Contact Information

<https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



David T. Dyjack, DrPH, CIH
NEHA Executive Director