



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

April 1, 2025

**Grant Number:** G-202411-06677

**Application Type:** 2025 Track 3 Maintenance & Advancement Base

**Project Title:** Wake County Program Standards Coordination and Conformance Project

**Project Summary:** Maintain, update and/or improve upon Standards 1, 2, 4, 5, 6, and 7. Meet Standard 3 by finalizing and implementing corrective action and HACCP verification policies. Complete self-assessment and submit for audit. Perform self-assessment of Standards 4, 5, and 6 and submit for audit. Make progress on Standard 8. Complete the fourth risk factor study to be conducted by Wake County. The program will use it as a tool to assess risk factor occurrences in the retail food community of Wake County. The baseline for risk factor conformance was done in 2010. Risk factor data can be reviewed at :

<https://www.wake.gov/departments-government/environmental-health-safety/regulated-facilities/risk-factor-studies>. The FDA Retail Specialist has provided training to key staff on the new methodology and additional assessments added to the study. Using standardized methodology allows for comparing data between other local, regional, or national studies. The risk factor study will be conducted by standardized staff. QA will be completed prior to entering data into the Food shield® database. Additionally, a side-by-side comparison of inspection data to field assessment data will be completed to allow us to evaluate and determine a level of confidence for use in future studies or determinations of program needs. The measurable outcome from this proposed project is a comprehensive program assessment for Standard 9. The information collected from this study will be compared with studies conducted in 2010, 2015, and 2020. Wake County is collaborating with the office of Diversity, Equity, and Inclusion on the goal of tailoring intervention strategies mindful of culture and diversity. This would be a model for the county and potentially other jurisdictions. From previous studies and currently in practice, Wake County has continually worked to assist the state program in adoption of the most current Food Code. Interventions strategies have advanced outreach and reduced risk factors to all establishments based on the data collected since 2010. We in previous years have attended national conferences and CFP. This reignited the momentum in the Program Standards program. Staff has been able to share what they learned with the rest of the team and bring back ideas that we've implemented. We want to continue the progress we've made so far and send more staff to national conferences. Increase the knowledge base of field staff on retail food HACCP and specialized processes.

**Amount Requested:** \$67,500.00

**Three-Year Award Amount:** \$63,500.00

**Project Period:** 4/1/2025 to 3/31/2028

**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 Wake County Program Standards Coordination and Conformance Project 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 Parts 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 \$63,500.00 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, following are additional conditions specific to your award:

**The following component(s) of your project have been fully funded:** \$30,000 (\$10,000 per year) for work on Standards 1-8; \$30,000 (\$10,000 per year) for work toward Meeting or Maintaining Standard 9 using a Level 2 Risk Factor Study approach.

**The following component(s) of your project have been partially funded:** \$3,500 for the Training Optional Add-On for CY 2025.

Reduced funding amounts are not due to the quality of your Track 3 Maintenance and Advancement Base application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. For CY 2025, Mentee awards are limited to Track 1 applicants only. Track 3 training requests are being reduced to a maximum of \$3,500, but unless otherwise noted, any of the travel requested in your application is allowable for reimbursement up to the reduced award amount.

Please reach out to the Grant Program Support Team with any questions regarding CY 2025 funding.

### **Budget**

Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award 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.

Year 1 (Apr 1, 2025 - March 31, 2026): \$23,500.00

Year 2 (Apr 1, 2026 - March 31, 2027): \$20,000.00

Year 3 (Apr 1, 2027 - March 31, 2028): \$20,000.00

**Total Award Amount:** \$63,500.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. 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 for each year of the three-year project period 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 **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage (<https://www.neha.org/retailgrants>).

### **Reporting**

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. 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 three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

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. 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 required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

### **Advance Payment and Reimbursement Requests**

For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your Year 1 Advance Payment, you can access, complete, and submit the Advance Payment Request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

### **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 **NEHA-FDA RFFM Grant Guidance** link on the NEHA-FDA RFFM webpage.

### **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 Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). During the performance period of open awards, if Base activities are not substantially completed, Add-On funding may also 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 Conflict 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](mailto: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,

A handwritten signature in black ink, appearing to read 'David T. Dyjack', with a stylized flourish at the end.

David T. Dyjack, DrPH, CIH  
NEHA Executive Director