



Health & Human Services  
Environmental Health  
Fort Bend County, Texas

4520 READING ROAD ♦ SUITE A-800 ♦ ROSENBERG, TX 77471  
OFFICE: 281-342-7469 FAX: 281-342-5572



Michael R Schaffer, MBA, CPO  
Division Manager – Environmental Services

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12-27-2022

Commissioners' Court  
301 Jackson St  
Richmond, TX 77469

Judge K.P. George,

Environmental Health respectfully requests the approval to accept Twelve-Thousand Five Hundred Dollars (\$12,500) for the NEHA-FDA Retail Flexible Funding Model Grant. The application to apply for this grant was approved on November 22, 2022.

The duration of the Grant is from January 1, 2023 thru December 31, 2023.

Should you have any questions, please contact Michael R Schaffer at 713-299-9402 or email at [Michael.Schaffer@fortbendcountytexas.gov](mailto:Michael.Schaffer@fortbendcountytexas.gov).

Respectfully,

A handwritten signature in blue ink, appearing to read "Michael R Schaffer".

Michael R Schaffer, MBA, CPO  
Division Manager – Environmental Health



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

January 1, 2023

**Grant Number:** G-BDEV1-202210-02751

**Application Type:** 2023 Track 1 Development Base

**Project Title:** SA9 and CSIP

**Project Summary:** Fort Bend County Health and Human Services plans to complete a SA9 and a CSIP for this grant. We are requesting to be a mentee for 2023 and are requesting funds to attend the Self Assessment and Verification Audit workshops.

**One-Year Award Amount:** \$12,500.00

**Project Period:** 1/1/2023 to 12/30/2023

**Unique Federal Award Identification Number (FAIN):** U2FFD007358

**CFDA Number:** 93.103

Michael Schaffer  
Fort Bend County Environmental Health  
4520 Reading Rd  
Rosenberg, TX 77471

Dear Michael:

Your application has been approved for SA9 and CSIP 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 \$12,500.00 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, the following are additional conditions specific to your award:

The "Required Outcomes" and "SA VA Workshop Optional Outcome" portions of your CY 2023 Track 1 Development Base Grant are approved, and fully funded at \$12,500. However, based on the number of Mentee slots available in the Mentor Applications approved for CY 2023, we were unable to fund the Mentee portion of your application. Both your FDA Retail Food Specialist and the NEHA-FDA RFFM Advisory Team Members will be happy to help you in meeting the outcomes of the approved portion of your Track 1 Development Base Grant, so please reach out for assistance as often as necessary. Additionally, we encourage you to reapply for a Mentee grant in the 2024 RFFM grant program. Changes to your project plans and/or



budget changes in excess of 10% of the Total Award Amount must be approved in writing by NEHA, in advance. Please refer to the [neha.org/retail-grants](https://www.neha.org/retail-grants) website for the full RFFM Grant Guidance, which includes a description of non-allowable costs that will not be reimbursed. We look forward to supporting you as you work to complete your important Retail Flexible Funding Model project.

### **Budget**

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.

**Total Award Amount:** \$12,500.00

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 **Reporting and Payments** link on the NEHA-FDA RFFM webpage (<https://www.neha.org/retail-grants>).

### **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 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. 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.

### **Reimbursement 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 payment is available for one-year awards when required by a jurisdiction. To request advance payment, please email an explanation to the **NEHA-FDA RFFM Grant Program Support Team** at [retailgrants@neha.org](mailto:retailgrants@neha.org). For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

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



### **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 have an active Base Grant in place (either a Development Base Grant or a Maintenance and Advancement Base Grant) to remain eligible for open Optional Add-On Grants. During the performance period of open awards, if a Base Grant is cancelled for any reason (at the request of the Grantee or due to non-performance), all open Additional Add-On Grants may also be in jeopardy of cancellation.

For grantees that have been awarded both a Track 2 Development Base Grant (a one-year award) and a Capacity Building Grant (a three-year award), it is the awarded jurisdiction's responsibility to apply for Development Base Grants in years two and three of this grant program, to assure that their Capacity Building Grant remains eligible for continuation.

### **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**

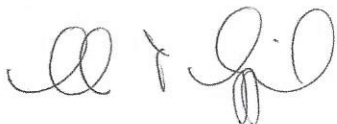
[retailgrants@neha.org](mailto:retailgrants@neha.org)  
1-833-575-2404

### **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,



David T. Dyjack, DrPH, CIH  
NEHA Executive Director