



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, LPA  
Division Manager – Environmental Services

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10-30-2023

Commissioners' Court  
301 Jackson St  
Richmond, TX 77469

Judge K.P. George,

Environmental Health respectfully requests the approval to apply the NEHA-FDA Retail Flexible Funding Model Grant. The National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA) work in partnership to administer the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program. Environmental Health will be applying for the Track 2 Development Base Grant for \$31,500. The duration of the Grant is from January 1, 2024 thru December 31, 2024.

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, LPA  
Division Manager – Environmental Health

Schaffer, Michael

*Shaneka approved to apply for both.  
Ratification for CC.*

**From:** Schaffer, Michael  
**Sent:** Tuesday, October 17, 2023 7:52 AM  
**To:** Smith, Shaneka; Gulley, Samantha  
**Cc:** Gale-Lowe, Letosha  
**Subject:** RE: Grant Request - 2024 Track 2 Development Base  
**Attachments:** H-GAC Solid Waste Management Grant Application - 175.pdf

Thank You Shaneka,

I have attached the other grant we spoke about. Both will be coming to CC for the ratification for the application.

Thank you as always for the assistance.

-Michael

**From:** Smith, Shaneka <Shaneka.Smith@fortbendcountytexas.gov>  
**Sent:** Monday, October 16, 2023 12:33 PM  
**To:** Gulley, Samantha <Samantha.Gulley@fortbendcountytexas.gov>; Payero, Olga <Olga.Payero@fortbendcountytexas.gov>  
**Cc:** Schaffer, Michael <Michael.Schaffer@fortbendcountytexas.gov>; Gale-Lowe, Letosha <Letosha.Gale-Lowe@fortbendcountytexas.gov>  
**Subject:** FW: Grant Request - 2024 Track 2 Development Base

Thank you Michael. Samantha will assist.

*Shaneka Smith  
Chief of Staff  
Fort Bend County Judge's Office  
401 Jackson Street  
Richmond, TX 77469  
Main: (281) 344-3950*



**From:** Schaffer, Michael <[Michael.Schaffer@fortbendcountytexas.gov](mailto:Michael.Schaffer@fortbendcountytexas.gov)>  
**Sent:** Wednesday, October 11, 2023 8:49 AM  
**To:** Smith, Shaneka <[Shaneka.Smith@fortbendcountytexas.gov](mailto:Shaneka.Smith@fortbendcountytexas.gov)>  
**Cc:** Gale-Lowe, Letosha <[Letosha.Gale-Lowe@fortbendcountytexas.gov](mailto:Letosha.Gale-Lowe@fortbendcountytexas.gov)>  
**Subject:** Grant Request - 2024 Track 2 Development Base

Good Afternoon,

There are three grants totaling \$31,500 from the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA) that I would like to apply for today. We were unable to meet the deadlines to request the approval to apply from CC. I am seeking approval from the Judge to apply so that I can make the deadline. If approved, I will continue the process of getting through OnBase for County Attorney Review (this is an extension of a grant we have and the terms have not changed so should be quick) to then put a ratification on next Commissioners' Court. I have attached the application that would be submitted.

I appreciate the consideration.

Thanks,  
-Michael



**Michael R Schaffer, MPH, CPO | Director – Environmental Health**  
Fort Bend County Health & Human Services  
4520 Reading Rd | Rosenberg, TX 77471  
Work: 281-238-3589 | Cell: 713-299-9402  
Email: [Michael.Schaffer@fortbendcountytx.gov](mailto:Michael.Schaffer@fortbendcountytx.gov)  
Website: [www.fbchhs.org](http://www.fbchhs.org)

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2024 Track 2 Development Base GRANT APPLICATION

Organization: Fort Bend County Environmental Health
Grant ID: R-202310-04737
Status: Draft

Amount Requested: \$31,500.00
Start Date: January 1, 2024
End Date: December 31, 2024

General Project Information

Organization: Fort Bend County Environmental Health
Regulatory Jurisdiction: Local
Point of Contact (POC) Information
Name: Michael Schaffer
Phone: 713-299-9402
Email: michael.schaffer@fortbendcountytx.gov

Authorizing Official Verification

The Authorizing Official is the person in your organization who provides supervisory oversight for this grant opportunity (often an organization's Financial or Grants Management Official). Below is the Authorizing Official contact information we have on record for your organization. Please verify below if this information is still current and correct.

Authorizing Official (AO): KP George
AO Title: County Judge
AO Phone: 281-341-8608
AO Email Address: FBC.Judge@fbctx.gov

I verify that the information displayed above for our organization's Authorizing Official is current and correct.
Yes / No: Yes

Respond to the question below to see if you are eligible to apply for the Track 2 Development Base Grant.

Plans for Each Standard (Standards 1-8)

As part of your 1-year project, you are required to make progress toward one or more of Standards 1 – 8 and can request a fixed amount of \$5,000 for this work. Please designate the end goal for each Standard you will be working toward or plan to achieve, as follows:

- 1. For Standards you will not work on during the 1-year project period, leave the selection blank.
2. For Standards which you plan to achieve some but not all elements during the 1-year project period, select Partially Achieve.
3. For Standards you plan to meet and audit by the end of the 1-year project period, select Meet & Audit.
4. For Standards you have already met and audited, with Form 3958 approved by your FDA Specialist, and that you plan to maintain during the 1-year project period, select Maintain Standard Already Met.

NOTE: Your plans for Standard 9 (optional) will be entered below in the "Optional Outcome for a Track 2 Base Grant: Work on Standard 9" section, further down in this application.

Self-Assessment

Does your jurisdiction have a current Self-Assessment of All Nine Standards (SA9) and a completed Comprehensive Strategic Improvement Plan (CSIP)? A current SA9 is one submitted to FDA in August 2018 or later.

Yes / No: Yes

Congratulations! Based on your answer to the eligibility question, you are eligible to apply for a Track 2 Development Base Grant.

Required Outcome for a Track 2 Base Grant

Work on Standards 1-8

(Continuous Improvement in the Standards and Elements)

Table with 2 columns: Standard Name and Status. Rows include Standard 1 - Regulatory Foundation, Standard 2 - Trained Regulatory Staff, Standard 3 - Inspection Program Based on HACCP Principles, Standard 4 - Uniform Inspection Program, Standard 5 - Foodborne Illness and Food Defense Preparedness and Response, Standard 6 - Compliance and Enforcement, Standard 7 - Industry and Community Relations, and Standard 8 - Program Support and Resources. All are marked as Partially Achieve.

Self-Assessment Date

What was the date of your most recent Self-Assessment of All Nine Standards?
SA9 Date: 12/31/2023

Repeat Self-Assessment of All Nine Standards

Will you be completing an updated Self-Assessment of All Nine Standards (required once every five years) as part of your annual project?
Yes / No: No

Optional Outcome for a Track 2 Base Grant  
Work Toward Meeting Standard 9  
(Pursuit of a Public Health Metric)

As part of your 1-year project, do you intend to work toward meeting Standard 9, which allows you to add an additional fixed amount of \$5,000 to your annual project budget?  
Yes / No: Yes

Work on Standard 9 - Public Health Metric Objectives

Please select all of the Public Health Metric objectives you plan to achieve during your proposed project period, keeping in mind that all of these steps are normally completed as part of a multi-year cycle (often a 5-year cycle). In the Budget Worksheet section, applicants may request up to an additional \$5,000 in funding for completion of any/all of the Public Health Metric objectives selected. Be sure to read the NEHA-FDA RFFM Grant Guidance for additional information.

Public Health Metric Rate: Implement a Risk Factor Study or equivalent protocol to develop a Baseline Survey, Develop / begin implementing one or more Intervention Strategies aimed at mitigating the occurrence of out-of-control risk factors, Continue to add inspectional data to the survey instrument, Statistically measure the outcomes of new information compared to the Baseline Survey

Standard 9 – Planned Level of Achievement

As you complete the Public Health Metric objectives listed above, please select the level of Standard 9 achievement you plan to attain by the end of your 1-year project (Partially Achieve, Meet & Audit, or Maintain Standard Already Met).

Standard 9 - Program Assessment: Partially Achieve

Mentee Optional Add-On

As part of your 1-year project, would you like to apply to be a Mentee for CY 2024, which allows you to add an additional fixed amount of \$14,000 to your annual project budget? If approved, you will be matched with a Mentor jurisdiction who can help with all aspects of your Track 2 Development Base Grant project and advise you on best practices for conforming with the Retail Program Standards.

Please Note: If you would like to apply to be a Mentor for CY 2024, you will need to submit a separate, add-on grant application for Mentorship.  
Yes / No: Yes

Jurisdiction's Mentorship Need

Describe your jurisdiction's need for mentorship in the Retail Program Standards. Please describe:

- 1. The kind of technical assistance you will require to complete your proposed project;
- 2. Challenges or barriers for your agency in making progress with the Retail Program Standards (RPS);
- 3. How working with a mentor will help your agency make progress in the RPS;
- 4. Other resources in your jurisdiction/state available to support your proposed efforts.

Fort Bend County would like a mentor with extensive knowledge with the Texas Food Establishment Rules (TFER). There are so many standards to meet, that guidance on how to achieve each standard and how to make the best use of our time and resources to meet these standards would help make progress in the RPS.

Mentor General Preferences

Please list any information you would like considered when matching your agency with a mentor for the mentorship program (e.g., size of jurisdiction, location, expertise, type of agency [state, local, territorial, or tribal], etc.).

Fort Bend County Texas is one of the fastest growing counties in the country and made of rural along with small cities that are growing rapidly. We would like to be matched with a similar local jurisdiction in size and demographics. We would like a mentor with solid knowledge and knows what it takes to complete a standard.

Request for a Specific Mentor

Is there a specific agency you would like to request as a mentor?

Yes / No: No

Program Description

Please provide a brief description of your retail food regulatory program.

Fort Bend County, Texas is 861 square miles with an estimated population of 860,000 residents and is the 10th most populous county in Texas. Fort Bend County Health & Human Services regulates 1669 retail food establishments in a culturally diverse area of Fort Bend County including eight small incorporated cities. Retail food establishments regulated by Fort Bend County include restaurants, stores, bars, daycares, schools, mobile food units, farmer's markets and cottage food samplers. The regulatory foundation of Texas is the 2017 FDA Food code. Currently Fort Bend County has 11 staff for these establishments

Number of staff in your retail food regulatory program:

# Staff: 11

Number retail establishments regulated:

# Regulated: 1669

Types of retail establishments regulated (select all that apply):

Types Regulated: Restaurants, Grocery Stores, Convenience Stores, School Lunch Programs, Nursing Homes, Institutional Food Service Programs, Food Trucks, Temporary Food Establishments, Cottage (Home-Prepared) Foods, Cottage (Home-Prepared) Foods

From where does your agency derive regulatory authority?

Authority: State

Travel Restrictions

Please indicate if you have or anticipate (to the best of your knowledge at this time) travel restrictions during the mentorship program period (January 1 through December 31, 2024).

At this time Fort Bend County Health & Human Services does not have nor anticipates any travel restrictions that would adversely impact the mentorship program

Training Optional Add-On

As part of your 1-year project, would you like to request funding to attend Retail training courses, workshops, and conferences for CY 2024, which allows you to add an additional amount of up to \$7,500 to your annual project budget?

Yes / No: Yes

Requested Training Courses, Workshops, and Conferences

Please select all of the listed Training Courses, Workshops, and Conferences that will be part of your funding request. To select one or more courses, click on each one you would like to attend (you can move either one or several courses at a time) and then use the arrow keys to move selected course(s) from the left box to the right box.

Training Courses: FDA Southeast Retail Food Safety Seminar, NACCHO Annual Conference

SE Seminar Location and Dates

Please enter the location and dates for the FDA Southeast Retail Food Safety Seminar included in your funding request.

TBD as dates are not available

SE Seminar # of Personnel

Please enter the total number of staff members that are part of your request for funding to attend the FDA Southeast Retail Food Safety Seminar.

3

SE Seminar Personnel Names and Titles

Please enter the name and job title for each person that will be covered by your funding request for attendance at the FDA Southeast Retail Food Safety Seminar.

Michael R Schaffer - Director, Environmental Health
Leah Griffin - Chief Sanitarian
Misty Gee - Food Safety Planning Coordinator

NACCHO AC Location and Dates

Please enter the location and dates for the NACCHO Annual Conference that is included in your funding request.

Detroit Michigan : July 23-26, 2024

NACCHO AC # of Personnel

Please enter the total number of staff members that are part of your funding request for NACCHO Annual Conference attendance.

2

NACCHO AC Personnel Names and Titles

Please enter the name and job title for each person that will be covered by your funding request for NACCHO Annual Conference attendance.

Michael R Schaffer - Director, Environmental Health
Leah Griffin - Chief Sanitarian

Project Information

Track 2 Development Base Grant Project Title: Fort Bend County VNRFRPS

Project Summary

Please provide a brief description of all selected outcomes of your project, which could include:

- 1. Required Outcome for a Track 2 Base Grant - Work on Standards 1-8
2. Optional Outcome for a Track 2 Base Grant - Work Toward Meeting Standard 9 (Public Health Metric)
3. Mentee Optional Add-On
4. Training Optional Add-On

Fort Bend County Health and Human Services plans to 1) Maintain any standard met, 2) Achieve compliance with standard 3 & 4, 3) Work towards meeting Standard 9
4) Become a mentee and 5) Attend training

Project Lead

Please provide the Name and Title of your overall Project Lead (or leads) for your proposed project. DO NOT enter any additional information here - qualifications and roles will be entered below in the Project Team Qualifications field.

Michael Schaffer - Division Manager Environmental Health

Project Support Team

Please provide the Names and Titles of additional members of your proposed project team. DO NOT enter any additional information here - qualifications and roles will be entered below in the Project Team - Roles and Qualifications field.

Leah Griffin - Chief Sanitarian
Misty Gee - Food Safety Planning Coordinator

Project Team - Roles and Qualifications

For each project team member, please enter their name, a brief description of their specific project role, and the qualifications they bring to their project role. Be sure to include information for the Project Lead, Project Support Team members, contractors, and any other project personnel. Please be clear regarding the employment status of all personnel paid with project funds (in full or in part) - specify whether each is an employee of your organization, an employee of a partner organization, or a contractor.

Michael Schaffer - Division Manager - Environmental Health has over 14 years of experience working in Retail Food Establishment Program and managing the environmental health division. Leah Griffin - Chief Sanitarian - has over 20 years of experience working in the retail and manufactured food program and supervises the Registered Sanitarians. Misty Gee - Food Safety Planning Coordinator has over 20 years of experience working in retail food establishment programs.

**Project Start Date:**

Must be a date between January 1, 2024 and December 31, 2024.

**Start Date:**

1/1/2024

**Project End Date**

Must be a date between January 1, 2024 and December 31, 2024.

**End Date:**

12/31/2024

In the last 5 years (August 2018 or later) how many of the Retail Program Standards have you met, audited, and achieved, with paperwork submitted to and approved by FDA? Enter a number between 0 and 9.

**Standards Met:**

0

**Project Implementation Plan**

Your Project Implementation Plan should take into account both the required and optional outcomes of your 1-year project, and any optional add-ons, which may include:

1. Required Outcome for a Track 2 Base Grant — Work on Standards 1-8
2. Optional Outcome for a Track 2 Base Grant - Work Toward Meeting Standard 9 (Pursuit of a Public Health Metric)
3. Mentee Optional Add-On
4. Training Optional Add-On

Please complete the following Project Implementation Plan (PIP) fields.

**Project Implementation Plan for Your Track 2 Development Base Grant**

Please provide a detailed narrative of all activities required to meet your planned project outcome(s) during your 1-year project period.

Specific to this outcome:

1. Describe how you will measure progress and define measurable improvement in the Retail Program Standards (RPS).
2. Directly link your project plans with progress and improvement in meeting the RPS.

**Please DO NOT include a step-by-step list of Action Steps / Tasks Required in this section; specific steps for this outcome will be entered in the next section.**

Fort Bend County Health and Human Services plans to 1) Maintain any standard met, 2) Achieve compliance with standard 3 & 4, 3) Work towards meeting Standard 9

**Action Steps / Tasks Required**

Please use numbered Action Steps (Step 1, Step 2, Step 3, etc.) to summarize the milestones you will meet to complete all of the planned outcomes for your Track 2 Development Base Grant by the end of the project period.

- Step 1. Form team to begin doing Risk Factor surveys
- Step 2. Form Team to address inspection program based on HACCP Principles
- Step 3. Form Team to develop a uniform inspection program.

**Individual Lead(s)**

Please list the name (or names) of the individual lead(s) who will be responsible for completing each Action Step that will ensure completion of your project plan by the end of the project period.

Leah Griffin R.S. Chief Sanitarian will oversee project to ensure timelines and deliverables are met. Misty Gee - Food Safety Planning Coordinator will lead the tasks for the standards Fort Bend County is striving to achieve.

**Target Completion Date**

Must be a date between January 1, 2024 and December 31, 2024.

**Date:**

12/31/2024

**Documents**

**Comprehensive Strategic Improvement Plan (CSIP)**

Please click the + sign to attach a copy of your CSIP, REQUIRED for submission of Track 2 Development Base Grant applications.

CSIP



CSIP Statement.docx



**Comprehensive Strategic Improvement Plan (CSIP)**  
Added by Michael Schaffer at 7:45 AM on October 10, 2023

**Budget Worksheet(s) and Justification(s)**

Track 2 Development Base Grant applicants only need to submit a Budget Worksheet if requesting funds for the Training Optional Add-On. One or more Budget Worksheets should be added to itemize estimated training expenses for each training requested.

Budget Worksheets and Justification language are NOT required for the Required Outcome for a Track 2 Base Grant (Work on Standards 1-8), Optional Outcome for a Track 2 Base Grant (Work Toward Meeting Standard 9), or the Mentee Optional Add-On. All of these outcomes are offered as fixed funding awards, based on deliverables met.

**Deliverables Required for Payment of Fixed Funding Options**

To receive payment for the fixed funding options included in your Track 2 Development Base Grant application, the deliverables listed below must be met. Payment will be based on deliverables achieved during the project year. Advance payments are still an option.

**Deliverables for the Required and Optional Outcomes of a Track 2 Base Grant\***

- Completion of the Required Outcome section of your application (Work on Standards 1-8): \$5,000
- Completion of the Optional Outcome section of your application (Work on Standard 9): \$5,000

**Mentee Optional Add-On Deliverables\***

- Achievement of the Retail Program Standards goals from your application: \$8,000
- Completion of at least one site visit with your Mentor (either in your jurisdiction or theirs): \$3,000

- Attendance at the required year-end Mentorship Conference led by NACCHO: \$3,000

*\*Note that expense documentation WILL NOT be required for payment of fixed award outcomes and options, and your actual spending DOES NOT need to conform to the deliverable-based payments. You are free to expend funds as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met. For audit purposes, however, keep in mind that your spending must always adhere to all federal subaward grant funding rules.*

**Budget Instructions**

Follow the instructions below to complete your **Budget Worksheet(s)** for each training selected above.

1. Click the **+** symbol to the right of the Budget Worksheet header to create a Budget Worksheet.
2. Enter a name for each Budget Worksheet (Example: FDA Northeast Regional Seminar / 1 Attendee, etc.).
3. Enter a Start Date and an End Date.
4. Complete all lines needed to build your budget.
5. Click the **Save** button at the bottom right of the Budget Worksheet.
6. Click **Save and Continue** at the bottom of the application.
7. Repeat for each additional Training Budget Worksheet needed (if applicable).

Once at least one Budget Worksheet has been added and saved:

- You can open and edit any of your Budget Worksheets by hitting the  icon.
- You can delete a Budget Worksheet by using the  sign.
- DO NOT CLICK the link under Budget Period—clicking this link will navigate away from the request. **If you are editing the form, your changes will be lost.**

**\*Do Not Click Budget Period Link\***  
*Clicking the budget link will navigate away from the request form. If you are editing, your changes will be lost.*

Budget Worksheet	Budget	Actual	Variance
Year 1 Budget: <a href="#">9/22/2021 to 9/9/2022</a>	1,200	0	1,200
<b>Total</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>

➕ Create New Budget  
✎ Edit Existing Budget  
⊖ Delete Budget

**Training Optional Add-On Budget Worksheet(s)**

Budget Period	Budget	Actual
Travel Training: <a href="#">1/1/2024 to 12/31/2024</a>	7,500	0
<b>Total</b>	<b>7,500</b>	<b>0</b>

*Only required if the Training Optional Add-On, for attendance at Retail training courses, workshops, and conferences for CY 2024, was selected above.*

**Budget Justification - Training Optional Add-On**

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Training Optional Add-On Budget Worksheet(s).

Estimated travel expenses for at least one and up to two staff to attend NACCHO and FDA Food Safety Seminar. These trainings will help Fort Bend County staff to learn and understand how to meet all the FDA Standards.

**Requested Amount**

Please enter:

- \$5,000 (fixed award) for work toward the Required Outcome for a Track 2 Base Grant (Work on Standards 1-8).
- If selected in the application, \$5,000 (fixed award) for work toward the Optional Outcome (Work toward meeting Standard 9).
- If selected in the application, \$14,000 (fixed award) for requesting to be a Mentee for CY 2024.
- If selected in the application, up to \$7,500 for Retail training courses, workshops, and conferences for CY 2024

*Maximum Requested amount is \$31,500, if all options are selected in the application.*

**Requested Amount:** \$31,500.00

## NEHA-FDA RFFM Grant Program

The National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA) work in partnership to administer the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program. The program provides funding to State, Local, Tribal, and Territorial (SLTT) retail food regulatory agencies as they advance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards). FDA is utilizing our strengths to assist SLTT retail food programs in their efforts to reduce the occurrence of foodborne illness risk factors and implement and attain conformance with the Retail Program Standards.

Grant applicants and existing users can access the grant portal by logging in with their existing credentials. The Grant Portal can be used to view application status, view existing grants, and complete required reporting.

[Access the Grant Portal \(https://retailgrants.fluxx.io/user\\_sessions/new\)](https://retailgrants.fluxx.io/user_sessions/new)

## Calendar Year 2024 Applications

The NEHA FDA RFFM Grant portal closed on Wednesday, October 11, 2023. Award notices are expected to be sent in December 2023.

## Program Overview for 2024

The five different grant types offered to support Calendar Year (CY) 2024 projects include:

### **Track 1 Development Base Grant (1-Year Combined Award), for:**

- Completing a Self-Assessment of All Nine Standards (SA9) AND a Comprehensive Strategic Improvement Plan (CSIP), and
- Additional funds are available through the Mentee Optional Add-On, offering funding to be a Mentee, and

- Through the Training Optional Add-On, offering funding for up to two (2) staff members to attend an in-person Self-Assessment and Verification Audit (SA VA) Workshop,
- All through a single application.

**Track 2 Development Base Grant (1-Year Combined Award), for:**

- Work on Continuous Improvement in Standards 1-8, and
- An optional outcome to include work on Standard 9 in Pursuit of a Public Health Metric.
- Additional funds are available through the Mentee Optional Add-On, offering funding to be a Mentee, and
- Through the Training Optional Add-On, offering funding to attend Retail Food Safety Training, Workshops, and Conferences,
- All through a single application. NEW for 2024.

**Three Optional Add-On Grants, available for Track 2 applicants and current Track 3 grantees, including:**

- Mentorship Optional Add-On Grant (1-Year Award, for Track 2 and 3 applicants), with the option to apply to be a Mentor for Track 2 applicants (instead of choosing the Mentee Optional Add-On in the Base Grant), or to be a Mentee or a Mentor for current Track 3 Maintenance and Advancement Base grantees;
- Training Optional Add-On Grant (1-Year Award, for current Track 3 Maintenance and Advancement Base grantees only), to support attendance at Retail Food Safety Trainings, Workshops, and Conferences.
- Special Projects Optional Add-On Grant (1-Year Award, for Track 2 applicants and current Track 3 Maintenance and Advancement Base grantees), to support Integrated Food Safety System (IFSS) projects.

**Important Note Regarding 3-Year Grant Options:** Although they may be available again in the future, the three-year grant types offered in the CY 2022 grant cycle (Capacity Building Grants and Track 3 Maintenance and Advancement Base Grants) will not be offered as new grants for the CY 2024 grant cycle.

## Payments for CY 2024 Grants

As an innovation for CY 2024, with the goal of significantly reducing the administrative burden for jurisdictions, several grant types will now utilize deliverables-based payments (Fixed Funding).

### **Grant types and options that will utilize Fixed Funding based on deliverables include:**

- Track 1 Development Base Grants (Base funding, Mentee Optional Add-On funding)
- Track 2 Development Base Grants (Base funding, Public Health Metric Funding, Mentee Optional Add-On funding)
- Mentorship Optional Add-On Grants (Mentee and Mentor funding)

To receive payment for the Fixed Funding grants or options, specified deliverables must be met for each grant type and option. Payment will be based on deliverables achieved during the project period. Expense documentation WILL NOT be required for payment of Fixed Funding outcomes and options, and your actual spending DOES NOT need to conform to the deliverables-based payment amounts. You are free to expend funds as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met. For audit purposes, however, keep in mind that your spending must always adhere to all applicable federal subaward grant funding rules.

Traditional Reimbursements still apply to several grants and options, and payment will be based on an approved budget in the grant application and detailed receipts included with a Reimbursement Request.

### **Grant types that will utilize Traditional Reimbursements include:**

- Track 3 Maintenance and Advancement Base Grants
- Capacity Building Optional Add-On Grants
- Training funds (offered as Training Optional Add-On for Tracks 1 and 2, and through the Training Optional Add-On Grants for current Track 3 Maintenance and Advancement Base grantees)
- Special Projects Optional Add-on Grants

Advance Payments are still an option for all grant types.

For complete details on CY 2024 program changes, please review the Grant Guidance ([/retail-grants-guidance](#)).

## Key Dates

- July 14, 2023: CY 2023 Interim Reports were due
- August 16, 2023: CY 2024 Application Portal opened
- October 11, 2023: CY 2024 Application Portal closed
- January 1, 2024: Grant Performance Period begins for all CY 2024 Awards
- December 31, 2024: Grant Performance Period ends for all Awards (Y1, Y2, Y3)

## Current Grantees

Grantees can use the "Access the Grant Portal ([https://retailgrants.fluxx.io/user\\_sessions/new](https://retailgrants.fluxx.io/user_sessions/new))" link to log in to the Grant Portal using your existing username and password.

From the Grant Portal:

- View and print granted and declined applications
- View and print official NEHA-FDA RFFM Grant Program Award Letters
- Access required reports and due dates, file reports, and request payments

Grantees should review the Reporting and Payments ([/retail-grants-payment](#)) requirements.

The NEHA-FDA RFFM Reimbursement Request Excel Template, required with all Reimbursement Requests, is also available for download on the Reporting and Payments page.

Hear what our grantees have to say about their experience on our Grantee Testimonials page ([/retail-grants-testimonials](#)).

## Contact

For more information and support, contact:

### **NEHA-FDA Retail Flexible Funding Model Grant Program Support Team**

Email: [retailgrants@neha.org](mailto:retailgrants@neha.org) (mailto:retailgrants@neha.org)

Toll-Free: 1-833-575-2404

## Sign Up for Email Updates

If you would like to receive news and updates when new information is available, sign up below.