



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

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February 27, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Honorable City Councilors:

I respectfully submit this docket item to your Honorable Council requesting authorization to accept the grant for \$11,939 to the City of Newton from the National Environmental Health Association (NEHA). The award consists of a base grant for \$4,439 with a training add-on grant of \$7,500.

The funds will be used to improve the City's conformance with the US Food and Drug Administration's Retail Program Standards. This includes purchasing licenses for WinWam (inspection software), inspection equipment, paying a consultant to audit our conformance with the standards, and related training.

Attached is a memo from Health & Human Services Commissioner Linda Walsh requesting the docket item.

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller

RECEIVED  
2023 FEB 27 PM 4:51  
CITY CLERK  
NEWTON, MA. 02459

City of Newton



Ruthanne Fuller  
Mayor

HEALTH AND HUMAN SERVICES DEPARTMENT

Linda Walsh, Commissioner

1000 Commonwealth Avenue  
Newton, MA 02459-1544

Telephone 617.796.1420 Fax 617.552.7063  
TDD/TTY 617.796.1089



**Public Health**  
Prevent. Promote. Protect.

January 31, 2023

Dear Mayor Fuller,

Please docket the acceptance of a grant for \$11,939 to the City of Newton from the National Environmental Health Association (NEHA). The award consists of a base grant for \$4,439 with a training add-on grant of \$7,500.

The funds will be used to improve the City's conformance with the US Food and Drug Administration's Retail Program Standards. This includes purchasing licenses for WinWam (inspection software), inspection equipment, paying a consultant to audit our conformance with the standards, and related training.

Sincerely,

Linda Walsh  
Commissioner  
Newton Health and Human Services Department



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

January 1, 2023

**Grant Number:** G-BDEV2-202209-02668

**Application Type:** 2023 Track 2 Development Base

**Project Title:** City of Newton Food Protection Program

**Project Summary:** A. Regulatory program staff will make progress in completing the pre-requisite training curriculum. B. Continue to use the most up-to-date, legible, and concise inspection form. C. Conduct a review of foodborne illness complaints and investigations. D. Conduct a self-assessment and audit to demonstrate conformance with Standard 5. E. Finalize and implement compliance and enforcement procedures. F. Obtain required inspection equipment for all retail food program inspectors.

**One-Year Award Amount:** \$4,439.00

**Project Period:** 1/1/2023 to 12/31/2023

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

**CFDA Number:** 93.103

Shin-Yi Lao  
City of Newton  
1000 Commonwealth Ave  
Newton, MA 02459

Dear Shin-Yi:

Your application has been approved for City of Newton Food Protection Program 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 \$4,439.00 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 full requested amount for your Track 2 Development Base Grant is approved. 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](http://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:** \$4,439.00

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)

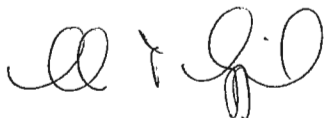
1-833-575-2404

### **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



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

January 1, 2023

**Grant Number:** G-OATR-202209-02740

**Application Type:** 2023 Training Optional Add-On

**Project Title:** NEHA Conference Attendance

**Project Summary:** We are requesting funding to send the Director of Public Health Services and three Environmental Health Specialists to the 2023 NEHA Annual Educational Conference. Attendance at this conference will allow staff members to expand their knowledge of the most current food safety science and practices, learn about emerging issues in food safety and foodborne illness, and build essential skills to excel in their role as retail food regulators in the City of Newton, MA.

**One-Year Award Amount:** \$7,500.00

**Project Period:** 1/1/2023 to 12/31/2023

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

**CFDA Number:** 93.103

Shin-Yi Lao  
City of Newton  
1000 Commonwealth Ave  
Newton, MA 02459

Dear Shin-Yi:

Your application has been approved for NEHA Conference Attendance 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 \$7,500.00 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:

We are approving the full requested amount for your CY2023 Training Grant. All funds requested for reimbursement must be for approved personnel attending the approved courses/workshops/seminars/meeting(s). Any course changes, and any personnel changes or additions, must be approved by NEHA in advance of attendance.

## **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:** \$7,500.00

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>).

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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**

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### **NEHA-FDA RFFM Grant Program Support Team**

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

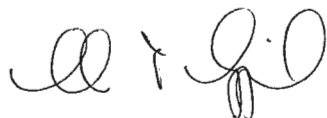
1-833-575-2404

### **FDA Retail Food Safety Specialist Contact Information**

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Sincerely,



David T. Dyjack, DrPH, CIH  
NEHA Executive Director