

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



September 18, 2019

**Grant Number:** G-T-1908-07275  
**Project Title:** FDA Training Opportunity's for West Allis  
**Award Value:** \$3,000.00  
**Project Period:** October 1, 2019 to December 31, 2019

Laura Temke  
City of West Allis Health Department  
7120 W National Avenue  
West Allis, Wisconsin 53214

Dear Laura Temke:

We have approved your application for FDA Training Opportunity's for West Allis as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of City of West Allis Health Department to the Association of Food and Drug Officials (AFDO).

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 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, 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 December 31, 2019 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2019. 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 documentation specified in the reporting section of the grant guidance.
- 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 Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

**The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Additionally, your award is bound by the following comments related to your project:**

**This award can be used for any of the 6 Courses that FDA has scheduled for Fall 2019, including: FD215 in Dover, DE (October 2019); FD312 in Philadelphia, PA (October 2019); FD204 in Tampa, FL**

**(October 2019); FD218 in Portsmouth, NH (November 2019); FD112 in Bismark, ND (November 2019); and FD207 in Sacramento, CA (December 2019). Funding can be used for travel costs incurred to attend any of these courses, but approval for any changes from your application must be made in advance. This funding cannot be used for any other training courses.**

Grant awards are made with the understanding that Retail Standards 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.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

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

Sincerely,



Steven Mandernach  
Executive Director  
Association of Food and Drug Officials  
155 W. Market St.  
3rd Floor  
York, PA 17401

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler ([jenice.butler@fda.hhs.gov](mailto:jenice.butler@fda.hhs.gov))  
Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))