



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST NOTICE OF INTENT

(Revised: 9-24-15)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.2 DATE 5/11/17

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 5/11/17

Agenda Item #: C.2

Est. Start Time: 9:30 pm

Date Submitted: 4/17/17

**Agenda Title:** NOTICE OF INTENT to submit a grant application to the Food and Drug Administration for up to \$70,000 a year for three years

*Note: This APR is for NOI's only. APRs are available for other types of submittals. Title should not be more than 2 lines but be sufficient to describe the action requested.*

<b>Requested Meeting Date:</b>	<u>5/11/17</u>	<b>Time Needed:</b>	<u>N/A Consent</u>
<b>Department:</b>	<u>Health Dept</u>	<b>Division:</b>	<u>Public Health</u>
<b>Contact(s):</b>	<u>Jae Douglas and Alison Frye</u>		
<b>Phone:</b>	<u>X87847</u>	<b>I/O Address:</b>	<u>231/3/350</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>X88687</u>	<b>Ext.:</b>	<u>160/9</u>
	<u>N/A</u>		

A Notice of Intent is required to obtain approval from the Board of County Commissioners to ensure a competitive grant proposal is in alignment with the County's mission; to receive an indication from the Board of its willingness to commit the necessary County resources to support the grant. A Budget Modification is required to appropriate funds received from a successful grant proposal.

## Notice of Intent Specific Information

### Department recommendation for consent agenda placement (*must meet all criteria*):

- Proposal is under \$500,000/ year.
- Proposal does not require cash match as part of the budget.
- Proposal does not commit County to on-going programming following award.
- Proposal adheres to the County's indirect guidelines.
- Proposal is within the Department's strategic direction.
- Proposal does not have policy and/or legal implications that warrant a public dialog.

☒ To the best of my knowledge, this proposal adheres to all of the above criteria and may be placed on the Board of County Commissioner's Consent Agenda. I understand the proposal can be moved to the regular Board Agenda for any reason by Commissioners or their staff.

☐ To the best of my knowledge, this proposal does not meet criteria for placement on the Consent Agenda and should be placed on the Regular Agenda.

**Please complete for any NOI:**

<b>Granting Agency</b>	Food and Drug Administration
<b>Proposal due date</b>	May 15, 2017
<b>Grant period</b>	July 1, 2017 – June 30, 2020
<b>Approximate level of funding by year</b>	\$70,000/year
<b>Program Offer(s) potentially impacted</b>	40007
<b>How do you expect to spend the majority of funds? (check all that apply)</b>	<input checked="" type="checkbox"/> Personnel <input checked="" type="checkbox"/> Sub-contracts <input type="checkbox"/> Capital (including equipment)
<b>Does grant require match? If so, describe type (cash, FTE, etc) and %</b>	No

**1. Brief overview of grant's purpose and/or impact.**

The intended outcome of this FOA is to advance efforts for a nationally integrated food safety system by assisting retail food regulatory programs in achieving conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS or Retail Program Standards). The Retail Program Standards apply to the operation and management of a retail food regulatory program that is focused on the reduction of risk factors known to cause or contribute to foodborne illness and to the promotion of active managerial control of these risk factors. These cooperative agreements are intended to assist regulatory food retail programs in developing, implementing, and improving the infrastructure necessary to support conformance with the VNRFRPS. Multnomah County Health Department (MCHD) Environmental Health Program intends to expand on current work focused on outreach and education efforts with a focus on culturally specific food vendors that will help vendors meet food code requirements to increase safety for the community.

**2. Brief overview of how proposal is aligned with Department's strategic direction.**

The proposed project fits squarely within the Health Department's mission: *In partnership with the communities we serve, the Health Department assures, promotes and protects the health of the people of Multnomah County.* In addition, this work supports Health Department Strategic Framework Goals to 1) Genuinely engage with communities and staff to drive positive change and 2) Prioritize investments in programs and infrastructure that improve health outcomes and health equity.

**3. Describe any community and/or government input considered in planning for this grant.**

Input from the Multnomah County Food Service Advisory Committee and the Oregon Health Authority were considered in planning for this grant.

**4. What partners may be included in program activities?**

Various culturally specific organizations will be engaged as partners. In year one, this includes APANO/Jade District, IRCO, and Hacienda CDC.

**5. Generally, what are the grant's reporting requirements?**

Midyear progress and End of Year reports shall contain the elements below as applicable to their proposal and award, including but not limited to, the following:

1. Detailed progress report on the grantee meeting the project milestones identified in the proposal.
2. Status report on the hiring and training of food program personnel.
3. Certification of current appropriation funding levels for the retail food regulatory program.
4. A strategic plan that accurately reflects when specific objectives and tasks have been, or will be, completed and/or implemented and when new objectives and tasks are identified to advance conformance with the Retail Program Standards. The strategic plan should include significant milestones or action items, anticipated completion dates, responsible personnel, and other required resources.
5. A full description of achievements with conformance to the Retail Program Standards and what activities have been done to promote more effective control of foodborne illness risk factors.
6. A completed Program Self Assessment and Verification Audit Form for each standard or an equivalent form or process documenting the current status of the jurisdictions. The Self Assessment and Verification Audit Form can be found in the Voluntary National Retail Food Program Standards. The final program progress report shall provide full written documentation of the entire project and summaries of accomplishments and goals, as described in the grant application. The documentation shall be in a form and contain sufficient detail such that other agencies could reproduce the final project. The final program progress report should also detail the strategy to continue advancing conformance with the Retail Program Standards (current and future versions).

**Please complete for NOIs on the Regular Board Agenda ONLY:**

6. When the grant expires, will your Department continue to fund the program? If so, how?
7. Are 100% of the central and departmental indirect costs recovered? If not, please explain.
8. If the proposal is not aligned with your Department's strategic direction, explain why you are pursuing it at this time.
9. If the grant requires a cash match, how will you meet that requirement?
10. Are there policy issues and/or legal implications related to this proposal that may warrant a public dialog? If so, please explain.

## Required Signatures

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Elected Official  
or Department/

Agency Director: Wendy Lear on behalf of Joanne Fuller/s/ Date: 4/17/2017

Budget Analyst: Jeff Renfro/s/ Date: 4/17/2017

*Note: Please submit electronically. We are no longer using actual signatures. Insert names of your approvers followed by /s/. Please insert date approved*