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U. S. Food and Drug Administration Conference Grant: **RFA-FDA-ORA-00-1**

**Conference:** Food Safety Task Force Meetings

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APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction  Preapplication <input type="checkbox"/> Construction Non-Construction <input checked="" type="checkbox"/> Non-Construction	2. DATE SUBMITTED 3-10-2000	Applicant Identifier
	3. DATE RECEIVED BY STATE 2-10-2000	State Application Identifier To be submitted
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier RFA-FDA-ORA-00-1

5. APPLICANT INFORMATION

1. Legal Name: Department of Health	Organization Unit: Bureau of Food and Drug Safety
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code): Manufactured Foods Division

6. EMPLOYER IDENTIFICATION NUMBER (EIN): [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	7. TYPE OF APPLICANT: (enter appropriate letter in box) <span style="border: 1px solid black; padding: 2px;">A</span>
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8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> 0 A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify):	7. TYPE OF APPLICANT (continued): A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify):
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93 - 103 TITLE: Food and Drug Administration Research	9. NAME OF FEDERAL AGENCY: U.S. Food and Drug Administration 8 Rockville, Maryland 20857
12. AREAS AFFECTED BY PROJECT (cities, counties, state, etc.):	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Food Safety Task Force Meetings

13. PROPOSED PROJECT: START DATE: Date of award ENDING DATE: 1 year	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 10 b. Project: Statewide
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15. ESTIMATED FUNDING: a. Federal: \$ 5,000.00 b. Applicant: \$ c. state: \$ d. Local: \$ e. other: \$ f. Program income: \$ g. TOTAL: \$ 5,000.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. <input checked="" type="checkbox"/> YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE March 22, 2000 b. No. 0 PROGRAM IS NOT COVERED BY E.O. 12372 0 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? 0 Yes If "Yes." attach an explanation. <input checked="" type="checkbox"/> No	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorize Representative	b. Title Executive Deputy Commissioner	c. Telephone number
d. Signature of Authorized Representative	e. Date Signed March 10, 2000	

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**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.	<b>(THIS FORM IS NOT APPLICABLE TO FDA CONFERENCE GRANT APPLICATION. AS REQUESTED BY FDA,</b>					
3.	<b>SEE "DETAILED BUDGET INFORMATION" FORM SUBMITTED IN LIEU OF THE SF-424A.)</b>					
4.						
5. Totals		\$	\$	\$	\$	\$

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
I. Total Direct Changes (sum of 6a-6h)					
J. Indirect Charges					
K. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

**SECTION C. NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
<b>12. TOTAL (sum of lines 8 - 11)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION D. FORCASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
<b>15. TOTALS (sum of lines 13 an 14)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION E. BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
<b>20. TOTAL (sum of lines 16-19)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION F. OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
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23. Remarks:

**DETAILED BUDGET INFORMATION**

**U. S. Food and Drug Administration Conference Grant: RFA-FDA-ORA-00-1**

**Conference: Food Safety Task Force Meetings**

**(1) Personnel:** **\$ 0.00**

**(2) Equipment:**

Rental of Equipment (audio/visual) **\*\*\$ 300.00**

**(3) Supplies:** **\$ 0.00**

**(4) Travel:**

12 State and local participants for mileage/air fare and two and one-half days per diem at the State per diem rate of \$25.00 per day for meals and \$70.00 per day plus tax for lodging.

Example of travel costs if Task Force Meeting is held in \_\_\_\_\_

Lodging: 12 x 2 x \$70.00	<b>\$1,680.00</b>
Room tax: 12 x 2 x \$10.50	252.00
Per diem: 12 x \$25.00 + 12 x 2 x \$18.75	750.00

Air fare for 3 participants @ \$254.00 ea.	762.00
Mileage for 9 participants @ \$0.28/mile	756.00

Total Travel Costs **\*\$ 4,200.00**

**(5) Publication Costs:** **\$ 0.00**

**(6) AN Other Expenses:**

Rental of Conference Meeting Room **\*\*\$ 500.00**

**(7) Indirect Costs:** Not applicable to conferences **\$ 0.00**

**TOTAL COSTS** **\*\*\*\$ 5,000.00**

\*Per diem rates would not change based upon location of the meetings. Estimated air fare and mileage costs could be less if the meeting is held in \_\_\_\_\_ or about the same if held in \_\_\_\_\_

.  
.  
\*\*If the costs are not incurred for rental of the conference meeting room and rental of audio/visual equipment, this funding will be utilized to offset the travel costs.

\*\*\*If travel costs shown above do not exceed the maximum of \$5,000 for the first meeting, the remainder of funding will be utilized to offset the costs of a second meeting within the one year period of the Grant. It is anticipated that the Task Force will meet at least **twice** during this period of time. Further, if fewer than 12 State and local officials participate in the Task Force Work Group meetings, the additional funding will be applied to the costs of the second meeting.

**ASSURANCES • NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.  
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for 'Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2 Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems- for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act' of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non- discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1 501-1 508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. **Will** comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to **EO** 11738; (c) protection of wetland pursuant to **EO** 11990; (d) evaluation of flood hazards in floodplains in accordance with **EO** 11988; (e) assurance of project consistency with the approved State management program developed under the **Costal** Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking **Water** Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. **Will** comply with the **Wild** and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), **EO** 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with **P.L.** 93-348 regarding the protection of human subjects invoked in research, development, and related activities supported by this award of assistance.
15. **Will** comply with the Laboratory Animal **Welfare** Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. a2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. **Will** comply **with** the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence **structures**.
17. **Will** cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, ~~re-~~gulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  <i>[Signature]</i>	TITLE  <i>[Title]</i>
APPLICANT ORGANIZATION  DEPARTMENT OF HEALTH	DATE SUBMITTED  March 10, 2000



## CERTIFICATIONS

## 1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) **are** not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a **3-year** period preceding this proposal been convicted of or had a **civil** judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State **antitrust** statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or **local**) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a **3-year** period preceding this application/proposal had one or **more** public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees **and/or** contractors) and in all solicitations for lower tier covered transactions in accordance with **45 CFR** Part 76.

## 2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant **will**, or **will** continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees **that** the unlawful manufacture, distribution, **dispensing**, possession or use of a **controlled** substance is prohibited in the grantee's workplace and specifying the actions that **will** be taken **against** employees for violation of such prohibition;
- (b) Establishing an ongoing **drug-free** awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a **drug-free** workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse **violations** occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee **will--**
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a **criminal** drug statute **occurring** in the workplace no **later** than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position **title**, to every **grant** officer or other designee on whose grant **activity** the convicted employee was working, unless the Federal agency has designated a **central**

point for the receipt of **such notices**. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2). with respect to any employee who is so **convicted--**
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the **DHHS** has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management  
Office of Grants Management  
Office of the Assistant Secretary for Management and Budget  
Department of Health and Human Services  
200 Independence Avenue, S.W., Room 517-D  
Washington, D.C. 20201

### 3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than **Federally** appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an **employee** of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form)
- (3) The undersigned shall require that the language of **this** certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that **all** subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this **transaction imposed by Section 1352, U.S. Code**. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the **statements herein are true, complete, and accurate** to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent **statements** or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the **Public Health Service** terms and conditions of award if a grant is awarded as a result of **this** application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE



Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION DEPARTMENT OF HEALTH	DATE SUBMITTED March 10, 2000

PBS-51614 (6/99)

**PROGRAM NARRATIVE**

Pages 21-23

(This format is not applicable to FDA Conference Grant Application. As requested by FDA, see "12 Item Detailed Program Narrative submitted in lieu of this 6 item format.)

## APPLICATION PROGRAM NARRATIVE

U. S. Food and Drug Administration (FDA) Conference Grant= **RFA-FDA-ORA-00-1**

Conference: Food Safety Task Force Meetings

**12 Items required by FDA for a conference grant application are outlined as follows:**

**(1) Title, including the word “conference,” symposium,” “workshop,” or other similar designation to assist in the identification of the request:**

Conference: State Food **Safety** Task Force Meetings

**(2) Location of the Conference:**

The State Location of meeting(s) to be determined at a later date. Possible locations include , and .

**(3) Expected number of registrants and type of audience expected:**

**The existing** Food Safety Task Force is comprised of 16 individual members: Department of Health (4); Local health agencies (4); **Regulated industry (4); Consumer advocate (1); Academia (1); and State legislators (2).**

**(4) Dates of Conference:**

Meeting date(s) to be determined after grant award date.

**(5) Composition and role of the organizing or planning committee, including brief biographical sketches of individuals responsible for planning the conference:**

, Director, Manufactured Foods Division, Department of Health  
, Director, Retail Foods Division, Department of Health

**(6) All services covered by the registration fee:**

There is no registration fee for the Task Force meeting(s).

**(7) Physical facilities required for the **conduct** of the conference including any unusual needs:**

The meeting(s) will be held in a Hotel conference/meeting room that is convenient for participants.

**(8) Plans for publicity and publication of proceedings:**

Since this is a State activity, the “evaluation” will be in the form of supplying FDA with summaries of the meeting(s) and copies of the work product. The work product should directly relate to the ongoing activities of the National Food Safety System Work Groups as well.

**(9) Proposed per diem subsistence rates and transportation costs:**

State of Maryland Travel Allowance Maximum Rates:

Per diem rate of \$25.00 per day for meals;

Lodging rate of \$70.00 per day plus tax;

Mileage rate of **\$.28** per mile;

Airfare use rate of State contract air carrier.

Travel costs are outlined in detail on the “Detailed Budget Information” form.

**(10) Justification of the conference, including the problems it intends to clarify and what developments it may stimulate:**

The conference is to improve overall communications among regulatory officials at the State and local level, between stakeholders, and communications dealing with foodborne illness outbreaks; improve education of the public and food handlers and managers in the area of food safety; and to determine the proper roles for state and local food regulatory officials and strive for uniformity in the regulations they enforce, including uniformity with federal laws and regulations.

An additional area being examined by the Task Force includes ways to ensure uniformity among State and local inspectors. Currently the State has a very limited number of standardized training **officers**. Consequently, with over 200 local jurisdictions engaged in the inspection of food establishments, standardization of local food inspectors may be a quite lengthy process without

additional resources and personnel. The Task Force is examining possible alternatives.

The Task Force is also examining ways to improve communications among all stakeholders, including improved reporting of **foodborne** illness outbreaks and investigation of those outbreaks and the requisite tracebacks when necessary to determine the source of the food causing the illnesses. The Department's Bureau of Epidemiology estimates that a very small percentage of foodborne illnesses are actually reported, either to the State or to the local agencies. Ways to improve the reporting are necessary to determine the cause of the illnesses in order to take steps to eliminate those causes, to determine the extent of foodborne illness in this State, to determine the source an outbreak (whether localized or widespread, or even **from** an interstate source), as well as to obtain food/stool samples to determine if cases are related to the same source (using pulsed field gel electrophoresis, or PFGE).

Further, the Task Force is examining ways to improve food safety through education and training, including the training of both regulatory personnel and industry personnel engaged in food handling. The Task Force is reviewing ways in which industry, regulators, academia, and consumer advocates can do a better job of educating the public, including school children and college students, in safe food handling practices, including improved personal hygiene. Also, the training and education of physicians, nurses, and clinicians to identify cases of foodborne illness, including improved reporting to the regulatory agencies, is of prime importance.

Other areas affecting the safety of foods manufactured, distributed, prepared and consumed in this State will also be examined, including uniform laws and regulations, uniform application of those laws and regulations, the relationships between federal, state, and local agencies having jurisdiction over the food industry, certification/standardization of inspectors, certification of food establishment managers and training of food handlers, as well as others.

Unfortunately, funds are not available to provide for travel, meeting room space, audio/visual equipment rental, and other necessities required to hold additional meetings of the Task Force. Further, because the Task Force itself must be limited in number, it is anticipated that additional stakeholders will be invited to participate in working groups which will examine the specific areas mentioned above, **from** a broader perspective than can be achieved by the current Task Force. Travel funds will be necessary to bring these additional **stakeholders** to the work group meetings. The Task Force has already identified many other stakeholders in this State with a vested interest in food safety in the "**farm** to table continuum."

Regulatory agencies consider the acceptance of funds **from** regulated industry to be unethical. Consequently, any regulatory members of the Task Force or the work groups have only their limited budgets to utilize for Task Force and work group meetings. The Department of Health and other State agencies are under severe travel restrictions, with nearly all available travel funds dedicated to actual inspections as opposed to training or other activities such as Task Force meetings. **All** travel is restricted to four categories. Category 1 is almost entirely dedicated to inspections or travel directly connected to the individual's job description. Category 2 is for travel to necessary meetings and conferences that are either funded by another agency or which will cost less than \$250.00. Categories 3 and 4 are related to **out-of-**

state meetings and conferences or to meetings not absolutely necessary to the operation of our programs. If **any** travel in Categories 3 or 4 is approved, the funding of the travel cannot reduce the level of food safety protection by reducing inspectional coverage of regulated industry.

Local health agencies are usually under even tighter travel requirements, with personnel often restricted to no out-of-jurisdiction travel or funded for only a single meeting or conference per year, and only for key managerial personnel. All four of the Task Force members from local agencies have indicated that the only way they can travel to Task Force meetings is if another agency funds the travel. Consumers and educators are usually in the same or worse situation with respect to travel costs associated with meetings of a voluntary nature.

### **Benefits Expected:**

Members of the Task Force fully expect that there will be significant benefits to these activities, each related to the goal of reducing foodborne illness in **the U.S.**, including but not limited to the following:

- a. Improved reporting of cases of foodborne illness
- b. Improved identification of the reasons outbreaks occur
- c. Improved interventions to reduce cases of **foodborne** illness, including better identification and elimination of critical violations in food establishments, expanded use of HACCP and HACCP principles (Hazard Analysis Critical Control Point), and education and training of food service managers, food service workers, regulatory personnel, the general public, physicians, nurses, and other health care providers
- d. More uniform laws and regulations and uniform application
- e. Improved tracebacks of foods or establishments linked to cases of foodborne illness
- f. Incentives to regulated industry to improve food safety and handling
- g. Reduced duplication of inspections to enable agencies to leverage their resources for greater concentration on higher risk foods and populations
- h. Identification and elimination of any gaps in the regulatory system

In addition to the above direct benefits to food safety **in the U.S.**, the Task Force anticipates that the findings and recommendations can result in direct benefits by providing the results of the Task Force deliberations to the federal government agencies in their deliberations on ways to improve our National system of food safety in the U.S. It is anticipated that many of the recommendations could be applied nationally.

### **(11) Information about all related conferences held on this subject during the last 3 years:**

The **State Food Safety Task Force** was established in August **1997** for the purpose of examining food safety in **the U.S.** **from** many different perspectives, determining what problems exist, examining the overlaps and gaps in the regulatory system, and proposing potential solutions.



The initial meeting of the Task Force was held in September 2000. The meeting was a “brainstorming” meeting to determine what specific areas of the food safety continuum the Task Force believed to be of greatest importance in this State.

A second meeting of the Task Force was held in December 2000. At this meeting, three work groups were formed to examine communications, education, and roles/responsibilities and uniform laws and regulations. Work product generated by an FDA training course, held in **in February 2000, entitled ‘** **’ will be used to** supplement the activities of the Task Force thus far.

It is anticipated that the Task Force will continue to meet and discuss food safety issues within **’,** throughout the coming twelve months.

**(12) Conference format and projected agenda, including a list of principal areas or topics to be addressed, names of key participants with a description of their credentials; and the basis of selection of topics and participants:**

a. The Task Force has been divided into three work groups, addressing areas such as “roles and responsibilities”, including uniform laws and regulations, “communication”, and “education.” The work groups are currently engaged in brainstorming the various issues outlined above. Each work group, following the goal of “improving food safety in **’,** plans to identify the problem(s), the barriers, potential solutions, and the funding that would be necessary to accomplish the goal(s). Ideas from all stakeholders previously identified will be used to incorporate other stakeholders into the work groups. These may include representatives from other industries, such as produce and livestock, additional local health departments (**’,** **’,** **’**), additional academia, and additional consumer representation if such groups can be identified at the State level.

It is anticipated that the Task Force will hold at least two face-to-face meetings during the coming year, which will include additional stakeholders in attendance. The two previous meetings of the Task Force were held in **’,** **’**. It is anticipated that the next two meetings will be held elsewhere in **’,** such as in **’,** **’,** or **’**. The **grant** funding would be utilized to pay travel costs for 12 State and **local** personnel to participate in the Task Force meetings.

Besides in-person meetings, it is anticipated that the Work Groups will continue to operate **by** conference call, with the Work **Group** Chairs obtaining feedback on **a** monthly or quarterly basis on the progress in the activities to meet the goals and objectives. The Task Force will also continue to monitor the progress of the six National Food Safety System Work Groups, to reduce any duplication of activities which may apply to the **Food Safety Task Force’s** goals and objectives. Progress reports will be monitored by the Task Force Chair.

b. It is anticipated that the Task Force will develop a list of contacts to “spread the word” regarding the findings of the Work Groups; will work proactively with various groups to develop **and** disseminate educational materials and advocate for the development of food **safety** curricula

for schools; will increase awareness of foodborne illness among physicians, hospitals, clinics, and public health nurses; work toward the enactment of appropriate legislation, such as mandatory manager certification for food service managers; develop budget forecasts, along with many other strategies for accomplishing the goals and objectives.

The Task Force is quite unique for *Illinois*, as it affords the opportunity for all stakeholders to discuss food safety-related issues and develop common goals and objectives. Those who have been involved, particularly from the local health units and the industry, are quite pleased that this has occurred, and are looking forward to **future** concrete accomplishments. There has been no other similar forum in *Illinois*.

c. Until the Task Force moves forward with the activities accomplished so far, it is premature to anticipate what types of data may be collected and maintained. Some possibilities include a database for all jurisdictions which have adopted the *Illinois* Food Establishment Rules (FDA Food Code); a database for training materials; lists of contact organizations and agencies, to name a few.

d. Organizations and Key Individuals\*

U.S. Food and Drug Administration, *Illinois* Regional Office and *Illinois* District Office • Task Force Liaisons (2)

United States Department of Agriculture, Food Safety and Inspection Service • liaison

U.S. Environmental Protection Agency, *Illinois* District in *Illinois*, • liaison

*Illinois* Department of Health • Task Force Members

Local Health Departments • *Illinois*, *Illinois*, *Illinois*, and *Illinois* • Task Force members

*Illinois* Food Processors Association • member

*Illinois*, Food Industries Association • member

*Illinois* Retailers Association • member

*Illinois* Restaurant Association • member

Consumers Union • *Illinois* Office • member

*Illinois* University • Extension Horticulturist • member

*Illinois* Legislature • members (2)

\*Also, other industry groups, consumer advocates, and **additional** local health departments will be invited to participate in the work groups. Others will be invited as the Task Force determines the need.

CHECKLIST

OMB Approval No. 0920-0428
Expiration Date: October 31, 1999

Public Burden Statement: Public reporting burden of this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428). Do not send the completed form to this address.

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete both sides of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last page of the signed original of the application. This page is reserved for PHS staff use only.

Type of Application: [X] NEW [ ] Noncompeting Continuation [ ] Competing Continuation [ ] Supplemental

PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

- 1. Proper Signature and Date for item 18 on SF 424 (FACE PAGE) ... [X]
2. Proper Signature and Date on PHS-5161-1 'Certifications' page ... [X]
3. Proper Signature and Date on appropriate 'Assurances' page, i.e., SF-4246 (Non-Construction Programs) or SF-424D (Construction Programs) ... [X]
4. If your organization currently has on file with DHHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS Form 690)
[ ] Civil Rights Assurance (45 CFR 80) ... 3/22/00
[ ] Assurance Concerning the Handicapped (45 CFR 84) ... 3/22/00
[ ] Assurance Concerning Sex Discrimination (45 CFR 86) ... 3/22/00
[ ] Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) ... 3/22/00
S. Human Subjects Certification, when applicable (45 CFR 46) ... [ ] [X]

PART 8: This part is provided to assure that pertinent information has been addressed and Included in the application.

- 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? ... [ ] [X]
2. Has the appropriate box been checked for item # 16 on the SF424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) ... [X]
3. Has the entire proposed project period been identified in item # 13 of the FACE PAGE? ... [X]
4. Have biographical sketch(es) with job description(s) been attached. when required? ... [ ] [X]
5. Has the 'Budget Information' page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? ... [X]
6. Has the 12 month detailed budget been provided? ... [X] a
7. Has the budget for the entire proposed project period with sufficient detail been provided? ... [X] [ ]
8. For a Supplemental application, does the detailed budget address only the additional funds requested? ... [ ] [X]
9. For Competing Continuation and Supplemental applications, has a progress report been included? ... [ ] [X]

PART C: In the spaces provided below, please provide the requested information.

Business Official to be notified if an award is to be made.

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Name: [Name], Acting Director

Name: [Name]

Title: Grants Management Division

Title: Manufactured Foods Division

Organization: Department of Health

Organization: Department of Health

Address: [Address]

Address: [Address]

E-mail Address: [E-mail Address]

E-mail Address: [E-mail Address]

Telephone Number: [Telephone Number]

Telephone Number: [Telephone Number]

Fax Number: [Fax Number]

Fax Number: [Fax Number]

APPLICANT ORGANIZATION'S 12-DIGIT DHHS EIN (if already assigned)

SOCIAL SECURITY NUMBER

HIGHEST DEGREE EARNED

Grid for EIN: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Grid for SSN: [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ]

Bachelor of Science (OVER)