

Thanks for applying for a Track 2 Development Base Grant. Please remember to go back to the NEHA-FDA RFFM Grant Portal, and consider applying for either or both of the two Add-On Grants for which your jurisdiction is eligible (Mentorship/Mentor - if you did not select the Mentee Optional Add-On in this grant, and the Special Projects Optional Add-On).

2025 Track 2 Development Base GRANT APPLICATION

Organization: Cochise County
Grant ID: R-202411-06263
Status: Under Review

Amount Requested: \$25,500.00
Start Date: January 1, 2025
End Date: December 31, 2025

APPLICATION FORM INSTRUCTIONS

When the form is not already open for edits, select **Edit** at the top of the form to open for editing.

Forms do not autosave. Once you have completed each section of the application, be sure to select **Save** at the bottom of the form to ensure your work is saved, before moving to the next section. When you are ready to continue working, select **Edit** at the top of the form to open for editing.

When you are finished completing the form, select **Save** and then **Submit** at the bottom of the form.

ORGANIZATIONAL INFORMATION

Organization: Cochise County
Regulatory Jurisdiction: Local

Select and Confirm Primary Contact

Using the two fields above, select and confirm the **Project Point of Contact** name, which is pulled from your Organization record. Once you have selected and confirmed the name, hit "**SAVE**" to populate the Project Point of Contact fields below with all of the information from your Organization Record.

Project Point of Contact (PPOC)

The **PPOC** is the person in your organization who should be contacted regarding questions about your application. Please confirm your PPOC twice in the fields above.

Name: Natalie Johnson
Email: njohnson@cochise.az.gov
Phone: 520-586-8208

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 whether this information is current and correct.

Authorizing Official (AO): Rafael Melendez
AO Title: Finance Officer
AO Phone: 520-432-9418
AO Email Address: rmelendez@cochise.az.gov

The information disclosed above is current and correct for both **Project Point of Contact** and **Authorizing Official**.

Yes / No: Yes

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

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 2019 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.

TRACK 2 DEVELOPMENT BASE GRANT APPLICATION

History of NEHA-FDA RFFM Grants

Have you been awarded any previous grants through the NEHA-FDA Retail Flexible Funding Model (RFFM) grant program, which began with CY22 awards?

Yes / No: Yes

Please briefly describe your past history with the RFFM grant program (number of grants, type of grants, impact on your retail food program, use of funding for larger awards, etc.)

Cochise County has received the RFFM grants starting in 2022 where we started with Track 1 Development Base Grant and training grant to attend the SA VA workshop which allowed us to work on and complete our CSIP. We were able to complete our CSIP and set our goals towards meeting the other standards.

In 2023 Cochise County received the Track 2 Base grant, training grant, and the mentee grant. The base grant allowed us to review standard 3 and see where we needed to correct our deficiencies in the current policies and procedures. The mentee program was very beneficial to our jurisdiction as it allowed us to achieve a plan to work towards completing our baseline risk factor study. We completed the fast food and full service inspections and were able to build a strong working relationship with those establishments. The training grant allowed staff to attend SA VA workshop and NEHA Conference.

In 2024 Cochise County received Track 2 Base grant with additional funding for training and to continue working on our risk factor study. We have been able to make solid progress on Standard 2 and some progress on Standard 4. The grants allow us to take the time to really review our CSIP every year and our current inspection and training of staff records.

Explain how your past history with the RFFM grant program will impact your proposed work to conform with the Retail Program Standards (RPS). If you have had any canceled or incomplete grants in the past, be sure to explain why you will be able to complete the work proposed in your current application.

The RFFM grant program has provided valuable lessons that will directly inform and strengthen our proposed work to comply with the Retail Program Standards in this current application. In 2023 I was not able to complete Standard 3 as written in the initial grant, this was due to losing 2 Registered Sanitarians that were working on the standard. Through those past experiences, I have gained a better understanding of the important aspects of the Retail Program Standards, particularly when challenges may arise, and have developed strategies to address them proactively, ensuring successful project completion this time around.

Required Outcome for a Track 2 Base Grant

Work on Standards 1-8

Continuous Improvement in the Standards and Elements (CISE)

Plans for Each Standard (Standards 1-8)

As part of your one-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 one-year project period, leave the selection blank.
2. For Standards which you plan to achieve some but not all elements during the one-year project period, select **Partially Achieve Standard**.
3. For Standards you plan to meet, audit, or both by the end of the one-year project period, select **Meet Standard, Complete Audit (Standard Met in Prior Year)**, or **Meet and Audit Standard**.
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 one-year project period, select **Maintain (Standard Met in Prior Year)**.

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.

Standard 1 - Regulatory Foundation:

Standard 2 - Trained Regulatory Staff: Meet Standard

Standard 3 - Inspection Program Based on HACCP Principles: Meet Standard

Standard 4 - Uniform Inspection Program: Partially Achieve Standard

Standard 5 - Foodborne Illness and Food Defense Preparedness and Response:

Standard 6 - Compliance and Enforcement:

Standard 7 - Industry and Community Relations:

Standard 8 - Program Support and Resources:

Self-Assessment Date

What was the date of your most recent Self-Assessment of All Nine Standards?

SA9 Date: 9/30/2021

Repeat Self-Assessment of All 9 Standards

Will you be completing an updated Self-Assessment of All 9 Standards (SA9), required once every five years, as part of your one-year project?

If your current SA9 will reach the 4-year mark during late CY2024 or CY2025, you may request an additional Fixed Award of \$3,000 to update your SA9 within 12 months of its expiration.

EXAMPLE:

- Your most recent SA9 was completed on September 15, 2021.
- It reaches the 4-year mark on September 15, 2025 (update required within 12 months).
- Select "Yes" to confirm an updated SA9 will be completed during your one-year project.
- (After selecting "Yes") Select CY2025 as the year in which the SA9 update will be completed.
- Remember to add an additional \$3,000 in the Requested Amount section at the end of this application.
- **If awarded, be sure to complete the updated SA9 during the grant year, but after your current SA9 has hit the 4-year mark (for this example, between September 15 and December 31, 2025).**

Yes / No: Yes

If Yes, enter CY2025 as the Calendar Year you plan to complete your repeat SA9.

CY: CY2025

Optional Outcome for a Track 2 Base Grant Work Toward Meeting or Maintaining Standard 9

As part of your one-year project, do you intend to work toward meeting or maintaining Standard 9, which allows you to add an additional fixed amount of either \$5,000 or \$10,000 to your annual project budget (depending on the Risk Factor Study approach you use)?

Yes / No: Yes

Standard 9 Status

Have you already achieved Standard 9 (with Audit passed and paperwork submitted to and approved by FDA), for your current 5-year Self-Assessment period?

Yes / No: No

Risk Factor Study Approach

Which Risk Factor Study approach are you / will you be using as you work to meet, audit, and eventually maintain of Standard 9?

A **Level 1 Risk Factor Study** uses the "**File Study**" approach which uses routine inspection data from inspections that have already been completed, to retroactively assess the occurrence of risk factors.

A **Level 2 FDA Risk Factor Study** uses the "**Data Collection**" approach to estimate the occurrence of risk factors using observational visits to randomly selected retail food establishments. A "Data Collection" visit has, as its sole focus, observation of food safety behaviors tied to risk factors and is completed separately from the regulatory inspection.

A **third approach, also considered a Level 2 FDA Risk Factor Study**, is the "**Hybrid Approach**" which combines elements of the first two, by combining the data collection with a routine inspection. It is suggested that the data collection occur after the routine inspection has been performed.

For detailed descriptions of each approach and much additional information, be sure to refer to FDA's Retail Food Risk Factor Guidance (<https://www.fda.gov/media/177280/download?attachment>).

Applicants who plan to use a Level 1 Risk Factor Study approach may request a Fixed Award of \$5,000 as part of this application.

Applicants who plan to use a Level 2 (FDA) Risk Factor Study approach may request a Fixed Award of \$10,000 as part of this application.

Risk Factor Study Approach: Level 2 - FDA Risk Factor Study / Data Collection OR Hybrid Approach

Work on Standard 9

Please select all of the Standard 9 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 or \$10,000 in funding for completion of any/all of the Standard 9 objectives selected (depending on the Risk Factor Study approach you use). Be sure to read the NEHA-FDA RFFM CY 2025 Grant Guidance for additional information.

Standard 9 - Planned Objectives YR1: Design (or update) Risk Factor Study, prepare materials, and train staff,
Collect risk factor data for new (baseline) or ongoing study

Standard 9 – Planned Level of Achievement

As you complete the Standard 9 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 - Annual Goal / Project Outcome: Partially Achieve Standard

Mentee Optional Add-On

As part of your one-year project, would you like to apply to be a Mentee for CY 2025, which allows you to add an additional fixed amount of \$10,000 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.

Mentees will be expected to meet three specific deliverables to receive the full \$10,000 Fixed Award. Please see the CY 2025 Grant Guidance for details.

Please note: If you would like to apply to be a Mentor for CY 2025 instead of applying to be a Mentee, select "No" in this section and submit a separate Mentorship / Mentor Optional Add-On application.

Yes / No: No

Training Optional Add-On

As part of your one-year project, would you like to request funding to attend in-person Retail Food Training Courses, Workshops, or Conferences for CY 2025, 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 in-person Retail Food Training Courses, Workshops, or 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.

For each allowable training option selected, use the fields that are exposed to provide information on all of the in-person Retail Food Training that will be part of your funding request of up to \$7,500. (Be sure to add details in the Budget Worksheet and Justification section of this application.)

We understand that your CY25 training plans are likely not yet confirmed, but please provide the best estimates for your projected training plans at this time. Updates will be allowable if your grant is approved to include Training funds.

Training Courses: NEHA Annual Educational Conference, FDA Retail Food Protection Seminars

FDA Retail Food Protection Seminar Attendance

FDA Retail Food Protections Seminars

Please enter the likely number of personnel attending each of the FDA Retail Food Protection Seminars, for inclusion in your Training Optional Add-On request.

Examples:

- If you plan to send two staff members to the NE Seminar, enter "2" for NE Seminar.
- If you plan to send one staff member to the NE Seminar and one to the SE Seminar, select "1" for both the NE and SE Seminars.

Important note: Locations for the CY 2025 Seminars have not yet been determined, and you will not be held to your selection(s). Information being collected is for planning purposes.

NE Seminar / # of Attendees:

SE Seminar / # of Attendees:

Central Seminar / # of Attendees:

Western Seminar / # of Attendees: 2

FDA Retail Food Protection Seminars / Names and Titles

Please enter the name and job title for each person that will be covered by your funding request for FDA Retail Food Protection Seminar attendance. If attendance at multiple seminars is requested, please specify which seminar each person is likely to attend.

If any attendee names are to be determined (TBD), simply add TBD for the name(s) and include the job title(s).

TBD Environmental Health Specialist
Natalie Johnson Division Director Environmental Health

NEHA AEC Location and Dates

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

AEC Phoenix, Arizona July 14-17, 2025

NEHA AEC # of Personnel

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

2

NEHA AEC Personnel Names and Titles

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

Roxanna Roffey Env. Health Specialist (AEC)
TBD Env. Health Specialist (AEC)

Overall Project Information

Track 2 Development Base Grant Project Title: Work on Standards

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 to Meet or Maintain Standard 9
3. Mentee Optional Add-On
4. Training Optional Add-On
5. Repeat Self-Assessment of All 9 Standards (SA9, if needed)

Work to meet standard 2 & 3

Work on standard 4

Continue working on Standards 9 by completing risk based inspections

Training send at least 2 to NEHA conference and 2 to FDA Retail Food Protection Conference (Western)

Project Lead

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

Natalie Johnson Division Director 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.**

Yasmin Crossley Env. Health Specialist II
Sasha Moreno Env. Health Specialist II

Project Team - Roles, Qualifications and Experience, and Contributions

For each project team member, please enter their name, a brief description of their specific project role, their qualifications and experience, the how they will contribute to the success of the project.

Be sure to include information for the Project Lead, Project Support Team members, key contractors, and any other project personnel necessary for project success.

Natalie Johnson, RS, Division Director, full-time employee, Project Lead- keep the projects on track, coordinate with FDA Specialist, update self-assessment of all 9 standards, and data input into grant portal, travel requests, and other duties to ensure we meet the deadlines for the grants.

Yasmin Crossley, REHS/RS, Environmental Health Specialist, full-time employee- Review current CSIP and assessment on Standards in the grant by reviewing drafted policies and procedures, completing Risk Factor Study inspections, and data tracking to help with meeting Standard 3 and partially meeting Standard 4 and 9.

Sasha Moreno, RS, Environmental Health Specialist, full-time employee- Review current CSIP and assessment on Standards in the grant by reviewing and helping draft policies and procedures for Standard 2 and Standard 4 as well as completing Risk Factor Study inspections and data inputting.

Project Start Date:

Must be a date between January 1, 2025 and December 31, 2025.

Start Date: 1/1/2025

Project End Date

Must be a date between January 1, 2025 and December 31, 2025.

End Date: 12/31/2025

Project Implementation Plan

Your Project Implementation Plan should take into account both the required and optional outcomes of your one-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 to Meet or Maintain Standard 9*
3. *Mentee Optional Add-On*
4. *Training Optional Add-On*
5. *Repeat Self-Assessment of All 9 Standards (SA9, if needed)*

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 one-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.

Environmental Health will measure progress on Standards 2,3,4, and 9 by utilizing the CSIP and updating it throughout the work being done during the project grant year. Updating the CSIP will link the project plans, progress, and improvement. The activities required to meet the planned outcomes during this year will include setting the timelines that align with the 1-year project period. Activities include reviewing our current self-assessment and note the areas that are not currently met and schedule meetings with the project team and our FDA Retail Specialist to ensure timelines are obtainable and documents meet the requirements for the standards. Continue working towards meeting Standard 9 by the continuation of Risk Factor Study inspections and data inputting into the Retail Risk Factor database. Tracking of progress through excel forms for each team member and applicable database(s), and running reports.

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 Review current Self-Assessment and complete a new self-assessment of all 9 Standards

Step 2 Review and update policies as needed to ensure they align with the standards in this grant year.

- Step 3 Review current forms and update to current FDA Standards
- Step 4 Have Standard 2 & 3 reviewed for audit

Individual Lead(s)

Please list the name(s) 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.

Natalie Johnson
Sasha Moreno

Required Document - Comprehensive Strategic Improvement Plan (CSIP)

Comprehensive Strategic Improvement Plan (CSIP)

Click the "+" sign below to attach a copy of your up-to-date Comprehensive Strategic Improvement Plan (CSIP), covering your agency's long-term plans for work on all nine Standards. Attachment of a CSIP is REQUIRED for submission of a Track 2 Development Base Grant application.

The CSIP is considered a multi-year planning document intended to serve as a resource tool for your jurisdiction, guiding your progress as you work to progressively conform to the Retail Program Standards. It must cover your plans for all nine Standards, even if much of that work is outside the scope of your grant application.

For CSIP instructions and reporting forms, see the following webpage on the NEHA-FDA RFFM Grant Program site: <https://www.neha.org/retail-grants-csip> .

CSIP



RFFM Generator Cochise County CSIP.xlsm



GR - Comprehensive Strategic Improvement Plan (CSIP)
Added by Natalie Johnson at 4:11 PM on November 19, 2024

Budget Worksheet and Justification


A Budget Worksheet and a Budget Justification are only required for applicants who have selected the Training Optional Add-On. **If you have not selected the Training Optional Add-On, please skip down to the Requested Amount section.**

Budget Worksheet



For applicants who have selected the Training Optional Add-On, use the Training Optional Add-On Budget Worksheet section below to add a single Budget Worksheet with estimated costs covering all of your CY25 training requests.

Budget Worksheet Instructions

Follow the instructions below to complete a **Budget Worksheet** only if you have selected the Training Optional Add-On in this application.

1. Click the  symbol to the right of the **Budget Worksheet** header to create a Budget Worksheet.
2. Enter a name for the Budget Worksheet (Example: CY25 Training Request).
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** at the bottom of the application.

Once your Budget Worksheet has been added and saved:

- You can open and edit your Budget Worksheets by hitting the  icon.
- You can delete the 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 Period	Budget	Actual	Variance	
Year 1 Budget: 9/22/2021 to 9/9/2022	1,200	0	1,200	 
Total	1,200	0	1,200	Delete Budget

 **Create New Budget**
 **Edit Existing Budget**

CY25 Training Optional Add-On Budget Worksheet

Budget Period	Budget	Actual
NEHA AEC 7/14/25 to 7/17/25: 1/1/2025 to 12/31/2025	3,747	0
FDA Retail FPS Western : 1/1/2025 to 12/31/2025	4,880	0
Total	8,627	0

Only required if the Training Optional Add-On is selected for this application.

One Budget Worksheet is required for applicants requesting Training funds.

Maximum requested amount is \$7,500 for CY 2025 Retail Food Training Courses, Workshops, or Conferences.

Budget Justification

*Please add sufficient detail to fully explain all of the costs, and all cost assumptions, if you have added a Training Budget Worksheet to your application. **Budget Justification information is only required for those requesting CY25 Training Optional Add-On funding.***

Budget Justification (CY25 Training):

NEHA AEC Conference requesting 2 x 850 registration fee, 2 x 725 lodging expenses, 1 vehicle x 125 hotel parking, per diem for 2 people @ \$59 per day x 4 days

FDA RFP Western Seminar requesting 2 x 450 registration fee, 2 x 850 lodging expenses, 2 x 550 airfare RT, 2 x 60 baggage, 2 vehicles x 35 airport parking, 2 x 100 transportation, 2 people @ \$79 per day x 5 days

We understand that the total cost exceeds the allowable for training

Requested Amount

Requested Amount (One-Year Project)

Please enter the total Requested Amount for your one-year project period. Your Requested Amount should include:

- **\$5,000** for work on Standards 1-8 (*Required, Fixed Award*).
- **\$5,000** (File Study approach) or **\$10,000** (Data Collection OR Hybrid approach) for work on Standard 9 (*Optional, Fixed Award*).
- If applicable, **\$3,000** to update your SA9 within 12 months of its expiration (*Fixed Award*).
- If selected, **\$10,000** to be a Mentee for CY 2025 (*Optional, Fixed Award*).
- If selected, **up to \$7,500** for CY25 Training (*Optional, CY25 Budget Worksheet Required*).

Your Requested Amount must be between **\$5,000** (required base outcome) and **\$35,500** (if all options are selected at the maximum)

fundina levels).

Requested Amount:

\$25,500.00

Once you have entered your Requested Amount, select **Save** at the bottom of the form.

When you have checked all of your entries and are ready to submit your application, select **Submit** and follow the instructions on the screen. If there are any errors in your application, often required fields that have not been completed, make the corrections identified, and again hit **Save** and then **Submit**.

After you receive the message saying that your submission has been successful, refresh your browser and verify that your application has moved to the "Submitted Applications" section on the left menu. Note that it may take a minute or two for the site to reindex.