



HIDALGO COUNTY AUDITOR'S OFFICE

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www.hidalgocounty.us/294/Auditors-Office

April 14, 2026

The Honorable Richard F. Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo Cantu, Commissioner, Precinct No. 2
The Honorable Everardo Villarreal, Commissioner, Precinct No. 3
The Honorable Ellie Torres, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Letty Chavez, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the National Environmental Health Association (NEHA). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT
\$ 8,500.00

PURPOSE
Award No. G-202601-07704
Retail Flexible Funding Model (RFFM)

CERTIFIED BY:

Letty Chavez
Hidalgo County Auditor

4/13/2026

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. FERNANDO MANCIAS JUDGE, 93RD D.C. J. R. "BOBBY" FLORES JUDGE, 139TH D.C. ROSE GUERRA REYNA JUDGE, 206TH D.C. MARLA CUELLAR JUDGE, 275TH D.C. JUAN R. ALVAREZ JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 370TH D.C. LETICIA LOPEZ JUDGE, 389TH D.C. L. KENO VASQUEZ JUDGE, 398TH D.C. ORLANDO ESQUIVEL JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 449TH D.C. JOSE "JOE" RAMIREZ JUDGE, 464TH D.C. NEREIDA LOPEZ-SINGLETERRY JUDGE, 476TH D.C.

AI-103044 ✓

Health & Human Services Dept. 27. B.

CC REGULAR AGENDA SPECIAL MTG

Meeting Date: 04/14/2026 ✓

Submitted For: Dairen Sarmiento, HEALTH & HUMAN SERVICES DEPT.

Submitted By: Carlos Oliva

Department: HEALTH & HUMAN SERVICES DEPT.

CAPTION

1. Requesting approval to accept the NEHA-FDA Retail Flexible Funding Model Grant Award Letter with a term of 4/1/2026 to 3/31/2027. ✓
2. Requesting approval of the Certification of Revenue as certified by the County Auditor in the amount of \$8,500.00 and to appropriate the same. ✓

BACKGROUND

02/03/2026 - AI-102224 - Requesting approval to submit grant application

Fiscal Impact

Attachments

Award Letter

Form Review

Inbox	Reviewed By	Date
Budget and Management	Melannie Rivera	04/02/2026 04:53 PM
Final Approval		
Form Started By: Carlos Oliva		Started On: 04/02/2026 04:03 PM



Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

Request for Certification of Revenue - Project 3400000300 (\$8,500.00)

1 message

Carlos Oliva <carlos.oliva@hchd.org>

Wed, Apr 8, 2026 at 11:18 AM

To: Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

Cc: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Maritza Guerra <maritza.guerra@hchd.org>

Good morning Monica,

Will you please help me with a certification of revenue in the amount of \$8,500.00 for the NEHA-RFFM program.

AI-103044 was created and will be presented to court on 04/14/2026.

If you have any questions please let me know.

Thank you,

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REVIEWED
By Maria A. Munoz at 3:42 pm, Apr 08, 2026



Carlos Oliva
Division Manager II
Financial Accounting

carlos.oliva@hchd.org

O:956-383-6221 Ext. 7241

1304 S. 25th Ave. Edinburg, TX 78542

www.hchd.org



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2 attachments

Budget App - NEHA.xlsx
121K

NEHA FDA Retail Grant Award Letter.pdf
116K

DATE: April 14, 2026

2026
Appropriation



DEPARTMENT HEAD: Dairen Sarmiento Rangel

DEPARTMENT NAME: Health and Human Services Department

ACCOUNT NUMBER: 1293-41-340-000-0000-*****

Contact Person: Carlos Oliva Ph#: 7241

SUBJECT: Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
Supplies		
✓ 3400000300-GRANT. SUPPLIES. GEN SUPPLIES	RFFM - GENERAL SUPPLIES	150.00 ✓
Travel		
✓ 3400000300-GRANT. TRAVEL. OC EMP TRV	RFFM - TRAVEL OUT OF COUNTY	6,000.00 ✓
Other		
✓ 3400000300-GRANT. OTH OPER. RGSTRNT	RFFM - REGISTRATION FEES	2,350.00 ✓
Revenue		
✓ 3400000300-FED GRANT-NEHA-FY2027	RFFM - FEDERAL REVENUES	8,500.00 ✓
TOTAL BUDGET INCREASE (DECREAS		8,500.00 ✓

REASON: To appropriate funds into the NEHA-Retail Flexible Funding Model project (#3400000300) for the period of 04/01/2026 to 03/31/2027 ✓

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

REVIEWED
By Maria A. Munoz at 10:33 am, Apr 09, 2026

DATE

ATTEST COUNTY CLERK



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

April 1, 2026

Grant Number: G-202601-07704

Application Type: 2026-27 Track 1 Development Base

Project Title: Hidalgo County Retail Food Program Development and Enhancement

Project Summary: HCHHSD will complete a Standard 9 Self-Assessment (SA9) and develop a Continuous Staff Improvement Plan (CSIP) to identify gaps, enhance training, and strengthen program operations. Optional outcomes include mentorship for program guidance and targeted staff training to build competency in inspections, compliance, and program assessment, supporting ongoing internal updates and alignment with FDA Retail Program Standards.

Amount Requested: \$22,500.00

One-Year Award Amount: \$8,500.00

Project Period: 4/1/2026 to 3/31/2027 ✓

Unique Federal Award Identification Number (FAIN): 1U19FD008288 ✓

CFDA Number: 93.103 ✓

Awarded to NEHA on 09/10/2024 ✓

Diana Cortes
Hidalgo County Health & Human Services
1304 S 25th Ave
Edinburg, TX 78541

Dear Diana:

Your application has been approved for Hidalgo County Retail Food Program Development and Enhancement 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 Part 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 \$8,500.00 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:

The following component of your project is fully funded: \$5,000 for completion of a first-time or updated Self-Assessment of All 9 Standards (SA9) AND a Comprehensive Strategic Improvement Plan (CSIP). ✓

The following components of your project are partially funded: \$3,500 for Training Optional Add-On. ✓

The following component of your project is NOT funded: Mentee Optional Add-On. ✓

Funding reductions are not due to the quality of your Track 1 Development Base application but are a result of an overall funding reduction to the NEHA-FDA RFFM Grant Program. All Track 1 Training requests were reduced to \$3,500 and not all Mentee requests could be funded this year.

As a new requirement for Grant Year 2026-27, all Track 1 grantees will be required to report on their Retail Program Standards progress using the new Retail Program Standards Assessment (RSA) Tool, as part of the Final Progress Reporting requirements (due no later than May 14, 2027). ✓

Budget

To review specific details of the approved budget in your grant award (required for Training Add-On funding only), 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: \$8,500.00

For funding where budgets are required (Training Add-On funding), 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 documents available through the **Grant Guidance** link on the NEHA-FDA RFFM website (<https://www.neha.org/retail-grants>).

Required Reporting

Reports with due dates will be accessible by logging into the Grant Portal. 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.

Unless otherwise requested, your first report will be the Interim Progress Report due halfway through the project period.

Payment 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 Payments may be requested for one-year awards when required by a jurisdiction, to cover immediate project needs.

Interim Payments may be requested as needed, ideally not more than once per quarter.

For complete information on required reporting and payment requests, please see the **Reporting and Payment Instructions**, accessible through the Grant Guidance link on the NEHA-FDA RFFM website.

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 **Grant Guidance** link on the NEHA-FDA RFFM website.

✓ Base Grant Requirement

Once awards under the NEHA-FDA RFFM Grant Program have been made, all grantees must complete their Base activities (specified either in their active Development Base Grant or Maintenance and Advancement Base Grant) to remain eligible for Optional Add-Ons and Grants (Training funds, Mentee funds, Mentor grants). If Base activities are not substantially completed by the end of the Project Period, both Base and Add-On funding may be in jeopardy of cancellation.

✓ 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 Conflicts 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

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

REVIEWED

By Maria A. Munoz at 3:42 pm, Apr 08, 2026

