

Training / Staff Development and Program Standards Engagement Optional Add-On
GRANT APPLICATION

Organization: City of Somerville ISD Health Division
Grant ID: G-OATR-202111-01849
Status: Active Grant

Amount Recommended: \$6,810.00
Start Date: February 1, 2022
End Date: December 1, 2022

February 15, 2022 Award Letter

CLICK LINK BELOW TO DOWNLOAD 1-YEAR AWARD LETTER.

Grant Award Letter (1-Year)

GR - 1-Year Grant Award Letter

Added at 5:49 PM on February 15, 2022



General Project Information

Organization: City of Somerville ISD Health Division
Regulatory Jurisdiction: Local
Point of Contact (POC) Information
Name: Nicholas Antanavica
Phone: 617-625-6600
Email: nantanavica@somervillema.gov

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 if this information is still current and correct.

Authorizing Official (AO):	Joseph Curtatone
AO Title:	Mayor
AO Phone:	617-625-6600 ext 2100
AO Email Address:	mayor@somervillema.gov

I verify that the information displayed above for our organization's **Authorizing Official** is current and correct.

Yes / No: Yes

Respond to the questions below to see if you are eligible to apply for a Training / Staff Development and Program Standards Engagement Optional Add-On Grant.

Base Grant Completion

Has your jurisdiction completed one of the two base grant applications that qualify you to apply for the Training / Staff Development and Program Standards Engagement Optional Add-On Grant (EITHER the Development Base Grant OR the Maintenance and Advancement Base Grant)?

Y / N: Yes

Represent Jurisdiction

Do you represent a state, local, tribal, or territorial (SLTT) food protection program applying to train employees, with the goal of meeting the requirements of one or more of the nine Retail Program Standards?

Y / N: Yes

Personnel Costs Not Permissible

Please select Y to acknowledge that you understand that personnel costs are not permissible through Training / Staff Development and Program Standards Engagement Optional Add-On Grants, including funding for staff time to attend web-based courses.

Y / N:

Yes

Congratulations - Based on your answers to the eligibility questions, you are eligible to apply for the Training / Staff Development and Program Standards Engagement, Optional Add-On Grant.

Eligibility Tracks

Which of the three Eligibility Tracks did you use to apply for your base grant?

Eligibility Tracks: Track 1 Funding (Development)

Training / Staff Development and Program Standards Engagement Optional Add-On Grant

Project Information

Project Title: Training / Staff Development

Project Summary:

Provide access to FDA retail Standards training in addition to other FDA and NEHA retail trainings for City of Somerville ISD inspection team. Complete NEHA credentials for Food Compliance Officers.

Project Lead

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

Project Lead:

Nicholas Antanavica - ISD Director

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 Qualifications field.

Project Support Team:

Michele Bowler - Chief Sanitarian

Maureen Lee - Consultant

Project Team Qualifications

Please enter names, titles, and qualifications for your Project Lead and your Project Support Team.

Project Team Qualifications:

Nicholas Antanavica - CBO, LEEDS, AP

Michele Bowler - Chief Sanitarian CFPM

Maureen Lee, Consultant/ Food Inspection Program, BS, CFPM, CP-FS

Project Start Date:

Must be a date between February 1, 2022 and December 31, 2022.

Start Date: 2/1/2022

Project End Date:

Must be a date between February 1, 2022 and December 31, 2022.

End Date: 12/1/2022

Attendance at a Self-Assessment and Verification Audit Workshop (SAVAW)

SAVAW Locations and Dates

Please enter the location(s) and date(s) for each SAVAW that is included in your SAVAW funding request.

SAVAW Locations and Dates:

Charlotte, NC

Per FDA Specialist - dates are TBD

SAVAW # of Personnel

Please enter the total number of staff members that are part of your funding request for SAVAW attendance.

SAVAW Number of Personnel:

3

SAVAW Personnel Names and Titles

Please enter the name and job title for each person that will be covered by your funding request for SAVAW attendance. If attendance at multiple workshops is requested, please specify which workshop (location and date) each person will attend.

SAVAW Personnel Names and Titles:

Nicholas Antanavica - ISD Director

Michele Bowler - Chief Sanitarian

Maureen Lee - Food Inspection Program Consultant

Training / Staff Development and Program Standards Engagement Optional Add-On Grant
Funding Request for Virtual Training Equipment

Do you want to include a funding request for any Virtual Training Equipment. as part of your application?

Y / N:

No

Training / Staff Development and Program Standards Engagement Optional Add-On Grant
Detailed Project Plan

Training / Staff Development and Program Standards Engagement Completion Plan

*Describe your plan for completion of a Trainning / Staff Development and Program Standards Engagement Project (TSDEP) during the proposed project period. Please provide a detailed narrative of all activities, outcomes, and deliverables required to complete your proposed project during your 1-year project period. If you are requesting funds for Training Courses, Workshops, and Conferences, be sure to include a Training Plan in this section that includes a justification and goals for each of the courses, workshops, and conferences requested. If you are requesting funds for Staff Development and Program Standards Engagement, be sure to provide a justification and goals for each proposed activity. If you are requesting funds for Virtual Training Equipment, please include a summary of your justification and goals for the proposed purchases. Finally, be sure to directly link all aspects of your application request with measurable improvement in meeting the Retail Program Standards. **Please DO NOT include a step-by-step list of Action Steps / Tasks Required in this section; specific steps for all project outcomes will be entered in the next section.***

TSDEP Project Plan:

WORKSHOP and CONFERENCE

Gain the skills, knowledge, and expertise needed to participate in developing strategies for the improvement of Somerville's food program.

Gain a working knowledge of the FDA Standards Program.

Network colleagues

CONFERENCE

Earn continuing education (CE) credits to maintain your professional credential(s)

Network with colleagues

Learn strategies to assist with community challenges.

TSDEP Action Steps / Tasks Required

Please use numbered Action Steps (TSDEP Step 1, TSDEP Step 2, TSDEP Step 3, etc.) to summarize the milestones you will meet to complete your Training / Staff Development and Program Standards Engagement Project by the end of the project period.

TSDEP Action Steps:

TSDEP Steps:

Step 1 Obtain Workshop Dates, confirm location

Step 2 Final determination of attendees

Step 3 Obtain airfare and Hotel

Step 4 Prepare attendees, review desired outcomes of attending workshop (questions, resources, strategies) with team.

Step 5 Final determination of Conference attendees - Review Conference Schedule and determine if credential exams will be taken. Prepare for desired exams.

Step 6 Attend Workshop

Step 7 Debrief upon return

Step 8 Attend Conference

Step 9 Debrief upon return

TSDEP Individual Lead(s)

Please list the name (or names) of the individual lead(s) who will be responsible for completing each Action Step that will ensure completion of your Training / Staff Development and Program Standards Engagement Project by the end of the project period.

TSDEP Individual Lead:

TSDEP

Step 1 Maureen Lee

Step 2 Nicholas Antanavica

Step 3 Maureen Lee

Step 4 Maureen Lee

Step 5 Nicholas Antanavica

Step 6 Attendees

Step 7 Maureen Lee

Step 8 Attendees

Step 9 Nicholas Antanavica

TSDEP Target Completion Date

Must be a date between February 1, 2022 and December 31, 2022.


Date: 12/1/2022

Training / Staff Development and Program Standards Engagement Optional Add-On Grant Budget Worksheets and Justifications



Please complete a separate detailed Budget Worksheet for each Training Course, Workshop, Conference, and Activity that is part of your application, so that each event can be tracked and reimbursed separately. The total of all Budget Worksheets added cannot exceed \$7,500 for Training / Staff Development and Program Standards Engagement Optional Add-On Grants. Please note that personnel costs are not permissible through Training / Staff Development and Program Standards Engagement Optional Add-On Grants, including funding for staff time to attend web-based courses.

Budget Instructions

Follow the instructions below to create a separate **Budget Worksheet** for each Training Course, Workshop, Conference, and Activity that is part of your application. Additionally, if you request any Training Equipment, put the request on its own Budget Worksheet.

1. Click the  symbol to the right of the **Budget Worksheet** header to create each Budget Worksheet.
2. Enter a name for each Budget Worksheet (Examples: SAVA Workshop May 2022, AFDO AEC June 2022, FDA Regional Seminar Sept 2022, Training Equipment, etc.).
3. Enter a Start Date and an End Date for each Budget Worksheet.
4. Complete all lines needed to build your budget for each Training Course, Workshop, Conference, and Activity (and/or for your Training Equipment request).
5. Click the **Save** button at the bottom right of the Budget Worksheet.
6. Click **Save and Continue** at the bottom of the application.
7. Repeat for each Budget Worksheet needed.

Once at least one Budget Worksheet has been added and saved:



- You can open and edit any of your Budget Worksheets by hitting the  icon.
- You can delete a 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.

Create New Budget

Edit Existing Budget

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

Budget Worksheet

Budget Period	Budget	Actual	Variance
Training / Staff Development: 2/1/2022 to 12/1/2022	6,810	0	6,810
Total	6,810	0	6,810

Budget Justification

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, on each of your Budget Worksheets. **Personnel costs are not permissible for Training/Staff Development and Program Standards Engagement Add-On Grants.**

Budget Justification:

Self -assessment and verification workshop - 3 attendees / 3 nights / Charlotte NC
NEHA Conference - Spokane WA - 1 attendee

Requested Amount

Please enter the total requested amount for your application, which should match the total for all Budget Worksheets added.
Maximum Requested Amount is \$7,500 for Training / Staff Development and Program Standards Engagement Project Optional Add-On Grants.

Amount Requested: \$6,810.00