



MEMORANDUM

TO: Administration Committee

From: Nancy McKenney, MS, RDH, Public Health Director

Date: November 7, 2016

RE: Approval to Apply for and Accept \$2,500.00 in Retail Program Standards Grant Funds

The purpose of this Memorandum is to seek approval to apply for and accept \$2,500.00 in Retail Program Standards grant funds. The funds are managed for the U.S. Food and Drug Administration (FDA) by the Association of Food and Drug Officials (AFDO). The program provides funds for the completion of projects to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards).

Amount: \$2,500.00

Time period: January 1, 2017 – December 31, 2017

**ANALYSIS**

This funding offsets 2017 wages and benefits needed to complete projects that assist the Menasha Health Department Environmental Health Program to conform with the Voluntary National Retail Food Regulatory Program Standards.

**FISCAL IMPACT**

Approval to apply for and accept these funds allows the City to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) and offset 2017 wage and benefits costs.

**RECOMMENDATION**

Staff recommends that requests to apply and receive funding under this grant be approved.