



**Grant Number:** 1R13FD005546-01  
**FAIN:** R13FD005546

**Principal Investigator:**  
Eric Hueste

**Project Title:** To organize Food Protection Task Force meetings to foster communication, cooperation and collaboration within the State.

Mr. Fischer, Bret  
Director, Division of Administration  
920 Wildwood Drive  
PO Box 570  
Jefferson City, MO 651020570

**Budget Period:** 09/10/2015 – 08/31/2016  
**Project Period:** 09/10/2015 – 08/31/2016

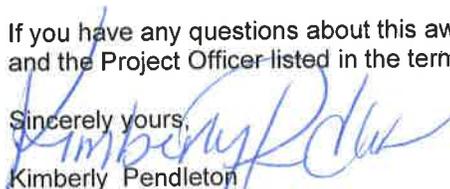
Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$10,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to MISSOURI STATE DEPT/ HEALTH & SENIOR SRV in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 42 CFR 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the Grants Management Specialist and the Project Officer listed in the terms and conditions.

Sincerely yours,

  
Kimberly Pendleton  
Grants Management Officer  
Office of Acquisitions & Grants Services  
Division of Acquisition Support and Grants  
Grants & Assistance Team  
FOOD AND DRUG ADMINISTRATION

See additional information below

**SECTION I – AWARD DATA – 1R13FD005546-01**

**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$8,661
Personnel Costs (Subtotal)	\$8,661
Supplies	\$1,141
Other Costs	\$198
Federal Direct Costs	\$10,000
Approved Budget	\$10,000
Federal Share	\$10,000
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$10,000</b>
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$10,000</b>

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$10,000	\$10,000

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.103  
EIN: [REDACTED]  
Document Number: RFD005546A  
PMS AccountType: P(Subaccount)  
Fiscal Year: 2015

IC	CAN	2015
FD	6990928	\$10,000

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**FDA Administrative Data:**

PCC: ORA02 / OC: 4141 / Processed: ERAAPPS 09/02/2015

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1R13FD005546-01**

PHS policy requires that you be informed that the DHHS Inspector General maintains a toll free telephone number (800-368-5779) for receiving information concerning fraud, waste and abuse under the grants and cooperative agreements. Such reports will be kept confidential and callers may decline to give their names if they choose to remain anonymous.

Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Federal Assistance Financing (DFAF), Office of the Deputy Assistant Secretary, Finance, which will forward instructions for obtaining payments. Inquiries regarding the payment should be directed to:

Division of Federal Assistance Financing  
DASP/DASF/OS/DHHS  
P.O. Box 6021  
Rockville, MD 20852

Telephone Number: 877-614-5533

Grantees are asked to register in the Central Contractor Registration (CCR) database. Information about CCR is available at [http://www.grants.gov/applicants/register\\_ccr.jsp](http://www.grants.gov/applicants/register_ccr.jsp). This registration will be required as electronic grant processing is implemented.

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### SECTION III – TERMS AND CONDITIONS – 1R13FD005546-01

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Grant Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The PHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. An annual Financial Status Report (SF-269) is required. An original and two copies of this report must be submitted to the FDA Grants Management Officer within 90 days after the expiration date of the budget period.
- f. A Final Program Report, Financial Status Report and Invention Statement must be submitted within 90 days after the expiration date of the project period.
- g. This award notice, including the terms and conditions cited below.

This award has been assigned the Federal Award Identification Number (FAIN) R13FD005546. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

**Treatment of Program Income:**  
Additional Costs

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### SECTION IV – FD Special Terms and Condition – 1R13FD005546-01

#### SPECIAL TERMS AND CONDITIONS:

1. Conference grants supported by funds from the Food and Drug Administration (FDA) must include the following statement regarding any publications, or conference materials including promotional materials, agendas, and internet sites. The grantee should acknowledge that this grant was supported by the FDA/R13 Food Protection Task Force Conference Program.

Funding for this conference was made possible, in part, by the Food and Drug Administration through grant 1 R13 FD 005546 - 01 . The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does any mention of trade names, commercial practices, or organization imply endorsement by the United States Government.?

2. This award is subject to the programmatic Terms and Conditions as specified in the Funding Opportunity Announcement: PAR13-200 entitled Food Protection Task Force Conference (R13). A copy of the complete RFA can be viewed on FDA's Office of Regulatory Affairs Web site at <http://web.ora.fda.gov/dfs/detail.jsp?id=66>

#### STANDARD TERMS AND CONDITIONS:

**Reporting Requirements:**

Periodic program monitoring will be conducted on an ongoing basis which may be in the form of telephone conversations between the Principal Investigator and the Project Officer/Grants Management Officer/Grants Management Specialist in addition to the review of written reports.

1. Grants with Multiple Years: Grantees are required to submit the PHS Non-competing Grant Progress Report (PHS 2590) annually available at:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-139.html> (the 2590 form is found within this Notice)

The PHS 2590 Form must be submitted at least two (2) months prior to the next budget period start date, and should include a report of the previous meeting supported by the current grant as well as a full description of the next planned meeting to include the following:

A report of the previous meeting supported by the current grant as well as a full description of the next planned meeting to include the following: The grant number, the grant title, date and place of the meeting, the name the conference director, principal investigator, or program director as listed on the application, the name of the organization that conducted the meeting, listing of participants who participated as speakers (and their respective institutional affiliations ) in the formally planned sessions of the meeting.

In addition: Provide a summary capturing the overall objectives of the meeting:

- a. Explain about the overall objectives
- b. Explain how successful the discussions on the agenda-topics were
- c. Explain what was accomplished from the discussions, etc.
- d. Explain about any activities suggested for future meetings

Please also include the plans for the next meeting to be funded. Include:

- a. Date(s) to be held (justify number of days)
- b. Location of meeting (venue, city, state)
- c. Agenda
- d. Anticipated number of attendees
- e. Breakdown of anticipated number of attendees, Federal vs. non-Federal

2 A required annual Federal Financial Report (FFR) using Form (SF-425) should be submitted within 90 days after the end date of the budget period and is available at:  
<http://grants.nih.gov/grants/forms.htm>

3. NOTE on GRANT CLOSEOUT REQUIREMENT (when applicable):  
A Final Program Progress Activity Report, and Final Financial Status Report must be submitted within 90 days after the expiration date of the project period.

4. The recipient will conduct, when appropriate, an annual Single Audit as required by OMB Circular A-133. This audit must be submitted to the Federal Audit Clearinghouse at the Bureau of the Census within 9 months of the close of their fiscal year. If you need information on your organizations obligations under the Single Audit Act, please visit the following website:  
<http://harvester.census.gov/sac/>. Valuable information is included under the Frequently Asked Questions section of that website.

5. ALL THE ABOVE REQUIREMENTS MUST BE SENT VIA E-MAIL TO:

Martin Bernard  
Grants Management Specialist  
Food and Drug Administration, MSC HFA-500  
5630 Fishers Lane, Rockville, MD 20857  
[Martin.Bernard@fda.hhs.gov](mailto:Martin.Bernard@fda.hhs.gov)

6. PAYMENT MANAGEMENT SYSTEM (PMS)  
Included are the following LINKS & Instructions for drawing down funds, reporting expenditures, REQUIRED FORMS, and the help desk info:

<http://www.dpm.psc.gov/> >PMS Homepage  
[http://www.dpm.psc.gov/grant\\_recipient/guides\\_forms/ffr\\_user\\_form.aspx?](http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx?) LINK for PMS Contact/User Form

[http://www.dpm.psc.gov/grant\\_recipient/new\\_grantee\\_information/hhs\\_1199a.aspx? Required FORM > SF 1199A](http://www.dpm.psc.gov/grant_recipient/new_grantee_information/hhs_1199a.aspx? Required FORM > SF 1199A)

You can find these forms by clicking on PMS Homepage, then clicking on Grant Recipient Info?, then click on ?Forms?

<http://www.dpm.psc.gov/help/help.aspx?explorer.event=true> LINK for PMS Help Desk Information  
The phone number for the Help Desk is 877-614-5533, and the email address is [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)

#### PROGRAM INCOME:

Program income is gross income earned by a recipient, sub recipient, or a contractor under a grant directly generated by the grant-supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees; charges for the use or rental of real property, equipment, or supplies acquired under the grant; the sale of commodities or items fabricated under an award; charges for research resources; and license fees and royalties on patents and copyrights. Program income earned under the terms of this agreement shall be committed to the Task Force funded under the terms of this agreement and used to further eligible project/program objectives. The amount and use of program income must be reported on an annual basis.

#### ALLOWABLE & UNALLOWABLE COSTS:

NOTE: Task Forces are to plan and facilitate group meetings "within their respective states only." This grant does not support attendance to any other group's meetings. The following highlights allowable and unallowable costs under conference grants. No costs other than those specified in this subsection as allowable, including any qualifications on their allowability, are permitted under conference grants.

##### 1. ALLOWABLE COSTS

**Conference Services:** Grant funds may be used for necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.

**Consultant Services:** Grant funds may be used to pay consultant fees, including travel and supporting costs (per diem; subsistence is not allowable).

**Equipment Rental:** Grant funds may be used for the rental of necessary equipment.

**Publication Costs:** When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, allowable costs include special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.

**Salaries:** In accordance with the policy of the grantee organization, grant funds may be used for all or part of the salaries of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.

**Speakers Fees:** Speakers fees for services rendered are allowable.

**Supplies:** Grant funds may be used for the purchase of supplies for the conference if the supplies are received and used during the budget period.

**Travel:** Funds may be used for the travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the grantee organization are governed by the grantees travel policies, consistently applied regardless of the source of funds.

Any U.S. foreign travel restrictions that are in effect at the time of the award will be followed, such as

- A. Limitations or restrictions on countries to which travel will be supported or
- B. Budgetary or other limitations on availability of funds for foreign travel.

Proposed per diem allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem allowance must take this into consideration. Per Diem must not include any food and/or meals.

Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.

## 2. UNALLOWABLE COSTS

Registration Fees: Not allowable.

Indirect Costs: Not allowable.

Alterations and Renovations (A&R): Not allowable.

Membership Dues: Not allowable.

Entertainment and Personal Expenses: Costs of amusement, diversion, social activities, ceremonials, and related incidental costs related thereto, such as meals, lodging, rentals, transportation gratuities, bar charges, tips, personal telephone calls, and laundry charges of participants or guests, are not allowable.

Food: All meals or light refreshments, regardless if certain meals are an integral and necessary part of a conference (i.e., a working meal where business is transacted), are not allowable and grant funds may not be used for such costs.

Equipment Purchase: Grant funds may not be used for the purchase of equipment.

Facilities and Administrative (F&A) Costs: Not allowable.

Federal Employees: Grant funds may not be used to pay for travel costs, or any payment to a Federal employee, except when the employee is on leave without pay status from his or her employing office.

Visas and Passports: Costs associated with obtaining visas and passports are not allowable.

Honoraria: Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration are not allowable.

Local Participants Expenses: With the exception of local mileage as indicated under allowable costs under Travel grant funds may not be used to pay per diem or expenses for local participants in the conference.

Research Patient Care: Not allowable.

For programmatic assistance, please contact Graham Giesen at (214) 790.4986 or [Graham.Giesen@fda.hhs.gov](mailto:Graham.Giesen@fda.hhs.gov).

For grants management assistance, please contact Martin Bernard at (240) 402.7564 or [Martin.Bernard@fda.hhs.gov](mailto:Martin.Bernard@fda.hhs.gov).

## EXPANDED AUTHORITIES DO NOT APPLY TO THIS GRANT

Direct inquiries regarding scientific programmatic issues to the official listed below.

Direct inquiries regarding fiscal and/or administrative matters to the grants management specialist listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.

**STAFF CONTACTS**

**Grants Management Specialist:** Martin Bernard

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 1R13FD005546-01

**INSTITUTION:** MISSOURI STATE DEPT/ HEALTH & SENIOR SRV

<b>Budget</b>	<b>Year 1</b>
<b>Salaries and Wages</b>	<b>\$8,661</b>
<b>Personnel Costs (Subtotal)</b>	<b>\$8,661</b>
<b>Supplies</b>	<b>\$1,141</b>
<b>Other Costs</b>	<b>\$198</b>
<b>TOTAL FEDERAL DC</b>	<b>\$10,000</b>
<b>TOTAL FEDERAL F&amp;A</b>	
<b>TOTAL COST</b>	<b>\$10,000</b>