



CITY OF CONCORD

New Hampshire's Main Street™

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Gwen Williams, Health & Licensing Officer
DATE: October 25, 2021
SUBJECT: Request to de-authorize \$2,000 in FDA Category 3 grant funds.

Recommendation

Accept this report approving the request to de-authorize \$2,000 in of the below cited de minimis grant funds awarded under prior rounds to the City of Concord by the U.S Food and Drug Administration.

Grant Program	Amount	G/L Account
Category 3 - Training	\$2,000	20FDACAT3 E_EXPENSE

Background

1. Council permission to apply for the FDA Category 3 grant was approved during the September 2019 Council Meeting.
2. A de minimis report to appropriate \$3,000 in Category 3 grant funds was submitted and approved under the consent agenda at the January 2020 City Council meeting.
3. The funds were unable to be expended as a result of the COVID-19 pandemic, during which travel was restricted and trainings were cancelled.
4. A request to reduce to grant award to \$1,000 was submitted and approved by the grantor.

Discussion

The Office of Health & Licensing has been awarded grant funds in the total amount of \$3,000 by the FDA Voluntary Retail Standards Program. As a result of the pandemic and the change from in-person to virtual training, the City has requested the award be changed to \$1,000 to responsibly reflect those reduced costs.