

NACCHO Mentorship Program for the Retail Program Standards

Request for Applications Informational Webinar

Mentorship Program Objectives

- Match retail food regulatory program practitioners experienced in applying the Standards with programs newly or currently enrolled in the Standards.
- Provide assistance, guidance, tools and resources, and recommendations for conducting a self-assessment, achieving a specific standard or achieving multiple standards.



- Two separate Requests for Applications
 1. Mentors - *Request For Applications to Become a Mentor*
 2. Mentees - *Request for Applications to Receive Mentorship.*
- Can submit applications to become a mentor and to receive mentorship; however, will only be selected as a mentor or mentee for this cohort.

All retail food regulatory programs enrolled in the Retail Program Standards (state, local, tribal, territorial)

Application forms:

- Address every section of the application (including subparts).
- Be concise, but thorough.
- Application will only be accepted via email to foodsafetyinfo@naccho.org and in word format.
- Letters of support are strongly encouraged and can be sent in as a PDF.



Review NACCHO's standard contract language – make sure your agency would be able to sign and return to NACCHO within 30 days of receiving contract.

(Note: NACCHO has a specific contract template as approved by the State's General Counsel for applicants from the states of FL and TX. Please email us for a copy should you need it.)

The purpose of the budget narrative is to demonstrate that the applicant has considered appropriate funding needed to accomplish the work it has proposed and to confirm that all costs proposed are allowable costs within the performance period.

Funding...

- Can be used for further conformance with the Retail Program Standards and align with proposed workplan.
- **Cannot** be used for the purchase or upkeep of office equipment.
- **Cannot** be used to purchase food or beverages.
- Previous participants have sought reimbursement for staff training, field supplies, staff time, and intern/data analyst.



Site Visit Stipends

- Site visits can be conducted in-person or virtually.
- Travel expenses for staff members from participants to attend a in-person site visit do not need to be included in the budget. Costs incurred for the site visit meeting (up to \$1,400 per jurisdiction) will be reimbursed by NACCHO, separate from the awarded amount.
- Participants that choose to send multiple staff members and/or anticipate spending above the \$1,400 amount to the site visit meeting should budget additional staff travel in their proposed awarded budgets.



- Participants are categorized as consultants.
- This means that awards are based on deliverables.
- Awarded funds need to be spent during the project period (November 16, 2020 - August 31, 2021)
- Deadlines to submit deliverables:
 - 1st period: Deadline is April 15, 2021 (all deliverables from start to March 31)
 - 2nd period: Deadline is July 15, 2021 (all deliverables between April 1, 2021 – June 30, 2021)
 - 3rd period: Deadline is September 15, 2021 (all deliverables between July 1, 2021-August 31, 2021).

- Examples:

- Participation in the mentorship program kick-off webinar
- Completion of pre-post evaluations
- Submission of final workplans
- Submission of self-assessment/va summary pre-and post-mentorship program for standards proposed in work plan
- Documentation of regular check-in meetings with mentor/mentee
- Participation in sharing sessions
- Mentor/Mentee site visits
- Attendance and participation at end of the year meeting,
- Submission of documentation to the mentorship program FoodShield workgroup

Detailed information on required documentation for deliverables and award amounts for each deliverables will be provided to participants when selected to participate in the program.

- FDA Retail Program Standards Webpage
<https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/>
- NACCHO Mentorship Program Webpage
<http://www.naccho.org/programs/environmental-health/hazards/food-safety/mentorship>

