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**Voluntary National Retail Food Regulatory Program Standards**

**Mentorship Program (Cohort 10)**

**Application to Become a Mentor**

Please complete the application below by inserting text into the designated areas below. For more detailed information on the mentorship program, refer to the Request for Application to Become a Mentor (found on the [NACCHO Mentorship Program webpage](http://www.naccho.org/programs/environmental-health/hazards/food-safety/mentorship)). Save the document as a **Word document** and email it to [foodsafetyinfo@naccho.org](mailto:foodsafetyinfo@naccho.org) along with any appendices. The application form should not exceed 20 pages (single-spaced, Times New Roman, and 12-point font). Applications not in the required format and exceeding page limitations will be considered incomplete and not scored. Letters of support should be submitted as **PDF** files and will not count toward the 20-page limit.

**Agency Information**

Name of agency:

Street address:

City/state/Zip:

Telephone:

Fax:

Designated Project Coordinator[[1]](#footnote-1)

Name and title:

Phone:

Email:

Health Agency Director:

Phone:

E-mail:

Approximate Agency population size served:

**Contract Information**

**Participating retail food regulatory programs will enter into a contract with NACCHO to complete the deliverable(s) described in the Request for Application (RFA). Agreement with NACCHO** [standard contract language](https://www.naccho.org/uploads/body-images/01_Consultant-Template-for-Members.docx#asset:195665) **and be able to sign and return a contract to NACCHO within 30 days of receiving it.** **(Note: NACCHO has a specific contract template as approved by the State’s General Counsel for applicants from State of FL and TX.  Please email us for a copy should you need it.) No modifications to the terms or contract language will be made. Agencies that cannot agree to NACCHO’s contract language should not apply for this initiative.**

***Check yes or no for the following questions:***

Our agency has read NACCHO’s standard contract language and provided a copy to the individual with signing authority at the retail food regulatory program for advanced consideration. \_\_\_Yes \_\_\_No

If you selected ‘No’ (the retail food regulatory program has not provided a copy to the individual with signing authority for advanced consideration or the retail food regulatory program does not agree to the contract language or is not able to sign and return a contract to NACCHO within 30 days), please explain.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Does your organization have prior experience in Federal Contracting? \_\_\_Yes \_\_\_No

Has your organization completed a Single Audit? \_\_\_Yes \_\_\_No

Name and title of authorized signer of contract:

Address:

E-mail:

Telephone number:

Tax number:

Official name of organization on contract:

Agency EIN/tax ID number:

**Support to Apply for this Funding Opportunity**

The Health Official is aware of this application and provided an optional letter of support. (\*Note: The letter may be included as a PDF attachment.) \_\_\_Yes \_\_\_No

If you selected ‘No’ (the Health Official is not aware), please provide an explanation.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

**Mentorship Program Areas**

Please indicate Standard(s) or phase(s) for which your retail food regulatory program would like to provide expertise through the Mentorship Program (check all that apply).

\_\_\_ Standard No. 1 - Regulatory Foundation

\_\_\_ Standard No. 2 - Trained Regulatory Staff

\_\_\_ Standard No. 3 - Inspection Program Based on HACCP Principles

\_\_\_ Standard No. 4 - Uniform Inspection Program

\_\_\_ Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response

\_\_\_ Standard No. 6 - Compliance and Enforcement

\_\_\_ Standard No. 7 - Industry and Community Relations

\_\_\_ Standard No. 8 - Program Support and Resources

\_\_\_ Standard No. 9 - Program Assessment

\_\_\_ Self-Assessment

**Mentorship Program Considerations**

Please list any considerations that you would like NACCHO to consider when matching your retail food regulatory program with mentee retail food regulatory program(s) for the mentorship program (i.e., size of jurisdiction, location, governance structure[[2]](#footnote-2), type of agency [state, local, territorial, or tribal], etc.)?

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Please indicate if you have any or anticipate travel restrictions during the mentorship program period (November 16, 2020 through August 31, 2021).

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Please indicate the number of retail food regulatory programs your health department is willing to mentor.

\_\_\_ 1 retail food regulatory program (anticipated funding to be $12,000)

\_\_\_ 2 retail food regulatory programs (anticipated funding to be $15,000)

\_\_\_ 3 retail food regulatory programs (anticipated funding to be $18,000)

\_\_\_ 4 retail food regulatory programs (anticipated funding to be $22,000)

The final number of mentees assigned to a mentor will depend on the number of applications received and the type of mentoring requested. Mentoring more than four (4) mentees will be at the discretion of NACCHO and FDA.

**Background (20 Points)**

Please provide information on your agency and retail food regulatory program, addressing each of the following bulleted items:

* Organization’s mission statement;
* Brief description of your retail food regulatory program;
* Number of staff in the retail food regulatory program;
* Number and types of retail establishments regulated;
* Version of FDA Food Code adopted; and
* Where your agency derives regulatory authority from (i.e., local ordinance, state).

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

**Qualifications (60 Points)**

The following questions will ask you to list and describe your retail food regulatory program’s expertise and experience with the Retail Program Standards.

Part I: Standard(s) in which you have expertise and experience

1. Please list each Standard in which you have expertise and experience;
2. Provide a description of your agency’s expertise and experience for each listed Standard; and
3. Please indicate which Standard(s) have been self-assessed, which Standards you have achieved conformance with, and which Standard(s) have been confirmed through a verification audit.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Part II**:** Describe your retail food regulatory program’s experience conducting a self-assessment.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Part III. Describe your retail food regulatory program’s experience conducting a Verification Audit for another agency (please indicate which standards and briefly describe your experience).

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Part IV.Describe any additional work that your retail food regulatory program has done, or any work under way, related to implementation of the Retail Program Standards.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Part V. Describe any relevant experience your retail food regulatory program has in providing mentorship related to the Retail Program Standards, as well as contributions that your retail food regulatory program has made in assisting peer retail food regulatory programs. If you have participated as a mentor in the NACCHO mentorship program, include details on which Standards you have provided guidance on and the progress the mentee(s) achieved.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

Part VI. Describe how participation in the mentorship program will be helpful to your retail food regulatory program, including:

* 1. How your retail food regulatory program would benefit;
  2. How the staff serving as mentors would benefit (e.g., professional growth/development); and
  3. Include a brief description of your ideal mentor-mentee relationship.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

**Staffing Plan (20 Points)**

Describe the proposed staffing plan, and list the following for all retail food regulatory program personnel that may participate in the mentorship program:

1. Names of lead staff and staff members;
2. Background information on each staff member, including experience in food safety and experience in the Retail Program Standards; and
3. Each staff member’s role and responsibilities for the mentorship program. Please provide detailed information about the expected role for each staff member assigned to work on this project.

[Use this space to answer the above question. Box can be expanded to fit the length of response.]

**Budget Request**

Funding per mentor retail food regulatory program is anticipated to range from **$12,000-22,000**, based on the number of mentee retail food regulatory programs an applicant is willing to mentor,

**Instructions for Budget Narrative Form**

Applicants may request awards totaling a range from **$12,000-22,000,** based on the number of mentee retail food regulatory programs an applicant is willing to mentor. The budget narrative total should equal $12,000, $15,000, $18,000, or $22,000 depending on the number of mentees your program has proposed to mentor. Below, please provide an estimated line item budget that illustrates the funding needed to produce the deliverables for this contract.

The budget narrative should be consistent with the goals, objectives, and activities proposed within the application. Items that may be included in the request for funds are staff salary and fringe benefits, phone/facsimile, postage, field supplies, travel to relevant trainings or workshops, and contractual fees. Project funds can support the purchase of field supplies if the purchase meets the needs outlined in the application and will help to achieve replicable knowledge. If additional funds and/or resources will be leveraged, please describe them. *Funds cannot be used for the purchase or upkeep of office equipment. Additionally, project funds cannot be used to purchase food or beverages or gift cards.*

Please note that the awards are categorized as consultants, disbursed in three invoice periods upon receipt of deliverables. All funds should be spent within the project period, November 16, 2020 – August 31, 2021. **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.**

Additionally, please note that travel expenses for staff members from participants to attend a site visit with the mentor **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 to selected retail food regulatory programs to participate in the mentorship program. 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.

**ADDITIONAL INFORMATION**

Questions about the mentorship program, request for application, and application can be directed to:

Tiara Smith,

Program Analyst, Environmental Health

202-507-4249

[tsmith@naccho.org](mailto:tsmith@naccho.org)

Amy Chang

Senior Program Analyst, Environmental Health

(202) 507-4221

[achang@naccho.org](mailto:achang@naccho.org)

Chelsea Gridley-Smith

Director of Environmental Health

202-507-4232

[cgridley-smith@naccho.org](mailto:cgridley-smith@naccho.org)

**Sample Budget Narrative**

[Insert name of your agency]

NACCHO Mentorship Program

November 16, 2020 – August 31, 2021

(Based on 9-Month Budget)

# A. Direct Salaries and Wages

**Personnel Total $2,024.55**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title and Name** | **Annual Salary** | **Time** | **Months** | **Amount Requested** |
| INSERT TITLE HERE INSERT NAME HERE | $26,994 | 10% | 9 | $2,024.55 |

**Example Justification**

Jane Roberts has been with Smith County Health Department since July 2002. She is responsible for the Food Safety Education Program for both food industry personnel and the general public. She is also an approved ServSafe® Manager Certification Instructor since November 2002.

# B. Direct Staffing Fringe Benefits

**Fringe Benefits Total $465.65**

23% of Total Direct Staff Salaries = Fringe Benefits

# C. Supplies Total $6,000

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Requested | # of Units | Unit cost | Amount | Purchase |
| Projector  Laptop computer  Printer  Inspection Software | 1  1  1  1 | 250.00  1250.00  500.00  4,000 | 250.00  1250.00  500.00  4,000 | Jan 6, 2021 |

# Example Justification

1. PowerPoint projector with laptop computer: to be used to present food safety courses on and off site as well as for community health education opportunities.
2. Laptop computer, printer and CD Rom Software will be used to increase the number of workers who can be trained. This form of training will allow students to complete a food safety course during our health department regular business hours.

# D. Travel Total $1,720

# Out-of-State Travel

**Original Request**

Conference Fees $525.00

Transportation $350.00

Accommodations $500.00 (4 nights @ $125)

Per diem $245.00(5 days @ $49 per day)

Ground Transport $100.00

|  |
| --- |
| NEHA Conference, July 12 – July 15, 2021  Registration fee $525.00.  Flight $350.00 Round Trip  Hotel 4 nights @ $125.00  Meals $49.00 a day for 5 days. |

# Example Justification

1. This training is designed for food service managers, food safety consultants and regulatory staff.
2. Food safety staff to learn more about the elements of HACCP and how to apply them when inspecting food manufacturing or preparation operations to reduce risk and improve efficiency.

**E. Other Total $300**

**Project-Specific Postage $300**

**Example Justification**

1. Bulk mailing of course announcements to licensed food facilities biannually (approximately 650 facilities)

|  |
| --- |
| February 2021 mailing of coalition formation information  June 2021 mailing same as above |

**F. Indirect Costs Total $1,489.80**

The rate is 14.17% and is computed on the following direct cost base of $10,510.20

Total Indirect Costs = $1,489.80

**Grand Total Requested $12,000.00**

1. \*Per RFA: Applicants are required to designate one main point of contact with whom NACCHO will directly communicate on all matters related to this project, including selection notification. This person will be responsible for submitting all deliverables, participating in calls or webinars, and completing evaluation activities. This person is also responsible for providing NACCHO with additional names and contact information of staff to be included on communications from NACCHO. [↑](#footnote-ref-1)
2. Local = All local health departments (LHDs) in state are units of local government; State = All LHDs in state are units of state government; Shared = All LHDs in state governed by both state and local authorities; Mixed = LHDs in state have more than one governance type [↑](#footnote-ref-2)