

RESOLUTION NO. 2018- 472

A RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT WITH THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS FOR A FOOD AND DRUG ADMINISTRATION PROJECT TO BE IMPLEMENTED BY THE VINELAND HEALTH DEPARTMENT.

WHEREAS, the City of Vineland, Department of Health, has been selected to receive an award from the National Association of County and City Health Officials, in the amount of \$17,759.00, for a Food and Drug Administration Project - Voluntary National Retail Food Regulatory Program Standards Mentorship Program, for the period December 2018 through August 31, 2019; and

WHEREAS, it is the desire of the City of Vineland to accept said grant award; now, therefore,

BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. THAT the Mayor and City Clerk of the City of Vineland be and the same are hereby authorized to execute an agreement and such other related documents as required with the National Association of County and City Health Officials.
2. THAT the City of Vineland agrees to undertake its obligations under the grant agreement.

Adopted:

President of Council

ATTEST:

City Clerk



Memorandum

SD

To: Robert Dickenson, Assistant Business Administrator
From: Macleod Carré, Health Director *MC*
Date: November 14, 2018
Re: Award to participate in the Voluntary National Retail Food Regulatory

Attached please find the award notification for our department to participate in the National Association of County and City Health Officials (NACCHO) Voluntary National Retail Food Regulatory mentor program. The grant term will run from December 1, 2018 – August 31, 2019.

The NACCHO agrees to fund the Vineland Health Department for a minimum amount of \$17,759.00 to conduct the following deliverables:

1. Mentor the Lincoln County Health Department, MO; Jefferson County Health Department, WV; Chatham Health District, CT; and West Hartford-Bloomfield Health District, CT. Mentoring will include guidance on the self-assessment of all FDA 9 standards and standards 1, 4 & 7.

I kindly request a resolution be executed to enable my department to accept thi funding and to reimburse our department for expenses incurred to implement the program.

Thank you.

C: Susan Baldosaro, Finance



November 13, 2018

Dear Carolyn Fisher:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that the Vineland Health Department, NJ has been selected to participate as a mentor local health department in the Voluntary National Retail Food Regulatory. Your jurisdiction is one of 23 sites selected to collaborate and partner directly with NACCHO through support from the Food and Drug Administration (FDA).

It is exciting to have so much interest from around the nation focused on building capacity for integrating the Retail Program Standards at local health departments. Since NACCHO received several strong applications nationwide looking for mentorship, your agency's ability and willingness to mentor four jurisdictions is appreciated. As such, this will allow more health departments to participate and benefit from the mentorship program.

Your jurisdiction will be matched with four mentees: Lincoln County Health Department, MO; Jefferson County Health Department, WV; Chatham Health District, CT; and West Hartford-Bloomfield Health District; CT. They have requested guidance on the self-assessment of all 9 standards and standards 1, 4, and 7. NACCHO is pleased to award funding in the amount of \$17,759.00 for the period December 2018 – August 31, 2019.


Next Steps:

- Please confirm your acceptance by **November 16, 2018** to Amy Chang (achang@naccho.org).
 - Respond with your availability for the Mentorship Program Kick Off Call by using the following link by **November 16, 2018**: <https://doodle.com/poll/ezceings4ptyvc29>
 - Complete the attached Vendor Information Form and return the form by **November 23, 2018** to Amy Chang (achang@naccho.org). Upon receipt of the Vendor Information Form, a contractual agreement will be forwarded via email in the coming weeks.
 - Complete and submit the attached Budget Request Form (see attached directions for further clarification) and Spending Plan spreadsheet by **November 30, 2018** to Amy Chang (achang@naccho.org).
 - Upon meeting with your mentee(s), you will be expected to work with your mentees to submit the following:
 - Revised workplan,
 - An action plan (template attached), and
 - Self-Assessment audit form (template attached)
- Deadline to submit is **December 28, 2018** to Amy Chang (achang@naccho.org).



NACCHO and FDA staff looks forward to working with you and your colleagues on this important endeavor. A hard copy of the notification letter will also be mailed to you. Please do not hesitate to contact me at (202) 507-4242 or jli@naccho.org if you have any questions.

Regards,



Jennifer Li
Senior Advisor of Programs

Enclosures:

- Vendor Information Form
- W-9 Form
- Budget Request Form Instructions
- Budget Request Form
- Spending Plan spreadsheet
- Action Plan template
- Self-Assessment Audit Form