

RESOLUTION NO. 2025-187

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) AND THE U.S. FOOD & DRUG ADMINISTRATION (FDA) FOR THE RETAIL FLEXIBLE FUNDING MODEL GRANT PROGRAM – 2025 MENTORSHIP/MENTOR OPTION.

WHEREAS, the City of Vineland Department of Health has applied for and has been awarded grant funding from the National Environmental Health Association (NEHA) and the U.S. Food & Drug Administration (FDA), for the 2025 Retail Flexible Funding Model (RFFM) Grant Program - 2025 Mentorship/Mentor Option, (ID #R-202411-06568), in the amount of \$24,000.00 ; and

WHEREAS, during this grant period from April 1, 2025 through March 31, 2026, the Vineland Health Department will once again become a mentor to other health departments enrolled in the FDA Standardization Program around the United States. This grant will enable the department to have extra money for salaries for specific events that are after hours, have a consultant work with the Health Department in the mentorship program, purchase replacement equipment and attend trainings that are beneficial for job performance; and

WHEREAS, it is considered to be in the best interest of the City of Vineland that said funding approval be accepted; now, therefore

BE IT RESOLVED by the City Council of the City of Vineland that the Health Director or his designee is hereby authorized and directed to execute the Grant Agreement and such other documents as required between National Environmental Health Association, the U.S. Food & Drug Administration and the City of Vineland for the 2025 Retail Flexible Funding Model (RFFM) Grant - 2025 Mentorship/Mentor Option Program.

Adopted: April 22, 2025

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President of Council                      pfs

ATTEST:

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City Clerk                      rqf



## Memorandum

To: Robert Dickenson, Business Administrator  
From: Macleod Carré, Health Director  
Date: December 16, 2024  
Re: The National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) CY2025 NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program - 2025 Mentorship/Mentor Option

Please be advised that our department will be applying to the National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) CY2025 NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program - 2025 Mentorship/Mentor Option. If accepted, we will once again become a mentor to other Health Departments enrolled in the FDA Standardization Program around the United States. The grant term will run from January 2025 – December 2025 and will award funding up to \$24,000.00.

The total amount requested in the grant will be \$24,000.00 to conduct the following deliverables:

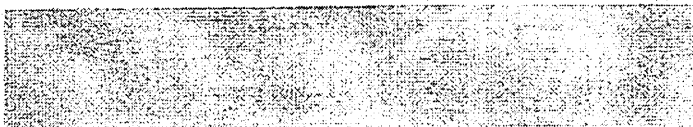
1. Mentor up to 5 different Health Departments. Mentoring will include guidance on the self-assessment of all FDA 9 standards. One face-to-face meeting in Vineland, NJ with assigned mentees and another face-to-face meeting possibly in Washington DC or St. Louis MO, with all involved parties in the mentorship program throughout the USA.

This grant will enable our department to have extra money for salaries regarding specific events that are after-hours, have a consultant work with us in the mentorship program, purchase replacement equipment and attend trainings that are beneficial for job performance.

I kindly request a resolution be executed to allow my department to, if awarded, accept this funding and to reimburse our department for expenses incurred to implement the program.

Thank you.

C: Susan Baldosaro, Finance  
Carolyn Fisher, Health



## Fisher Carolyn

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**From:** NEHA-FDA RFFM Grant Program <do-not-reply.grants07-us-east-1@fluxx.io>  
**Sent:** Monday, March 31, 2025 4:18 PM  
**To:** Fisher Carolyn  
**Subject:** NEHA-FDA RFFM Grant Program: Mentor Award - Congratulations

Dear Carolyn:

This communication is related to the following project:

ID Number: R-202411-06568

Project Title: Mentor Optional Add-On Grant

Grant Type: 2025 Mentorship/Mentor Optional Add-On

Amount Awarded:

**Project Summary:** Our department has 9 years of experience as a mentor and nearly 20 years of expertise with the Standards themselves. In 2012, we became the first department in the country to meet all the Standards with audit verification. The goal of our proposed project is to serve as a dependable resource for potential mentees working to implement the Standards. We plan to achieve this by conducting monthly calls with Jeanne Garbarino, a contractor, offering an in-person training session, and dedicating time to researching best practices to help mentees better understand the Standards Program. Our proposed project activities include mock foodborne illness outbreak investigations, aseptic sampling (or a similar hands-on activity), and a detailed PowerPoint presentation that breaks down each Standard. By completing these activities, mentees will gain access to a reliable, experienced point of contact for any questions, helping them build a strong foundation in the Standards.

Please review the comments below related to your grant:

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We are pleased to let you know that you have been provisionally selected to receive a Mentor award for the CY 2025 Grant Year.

Staff from NEHA or NACCHO will be reaching out to you soon to confirm the number of Mentees to be assigned to you, and the specific needs of CY 21025 Mentees.

Once details are confirmed, we will issue your Award Notice, and an official Award Letter will be generated in your grantee portal.

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If you have any questions or need additional information, please contact us at: 1-833-575-2404 or [retailgrants@neha.org](mailto:retailgrants@neha.org).

Sincerely,

Your NEHA-FDA RFFM Grant Program Support Team

Dear Carolyn Fisher:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), National Environmental Health Association (NEHA), and the U.S. Food and Drug Administration (FDA), I am pleased to welcome Vineland as a mentor health department in the NEHA-FDA Retail Flexible Funding Model (RFFM) Mentorship Program. Your jurisdiction is one of 61 sites selected to collaborate and partner directly with NACCHO and NEHA through support from the FDA.

It is exciting to have so much interest from around the country and territories in this important community collaboration focused on building capacity for integrating the Retail Program Standards at health departments. Your jurisdiction will be matched with five mentees (listed below) to provide guidance on Standards indicated as areas of expertise in your application. The main points of contact and their email and phone number are listed below for you to begin your outreach.

Mentee Site	POC	Email	Phone
Freehold Area Health Department, NJ	Margaret Jahn	mjahn@twp.freehold.nj.us	7322942060
Burlington County, NJ	Tyrone Eugene	teugene@co.burlington.nj.us	6092655516
Rock Island Health Department, IL	Misty Sierens	msierens@rockislandcountyil.gov	309-558-2844
Edgar County Public Health Department, IL	Kimberly Ross	kross@ECPHD.org	217-465-2212
Monroe County Health Department, IL	Brian Eckert	beckert@monroecountyhealth.org	6189393871

**Next Steps:**

- NACCHO staff will schedule and send calendar invites for the program kick-off call.
- Review the attached *Mentorship Program Briefing Book* for important information including the program timeline, and expectations of mentors and mentees.
- Begin connecting with your mentees and workplan discussions as needed (**sites do not need to wait until after the kick-off call to begin connecting**). Feel free to reach out to NACCHO staff if assistance is needed in facilitating initial meetings/calls.

NACCHO, NEHA, and FDA staff look forward to working with you and your colleagues on this important endeavor. Please do not hesitate to contact [retailgrants@neha.org](mailto:retailgrants@neha.org) if you have any questions.