



NEHA-FDA Retail Flexible Funding Model

August 8 Webinar Questions & Answers

- Q. Can funds be expended for the FDA Self-Assessment and Verification Audit (SAVA) Workshop and other food safety training totaling \$7,500 on a Track 1 Training grant?
- A. No. Only the in-person SAVA Workshop is eligible for reimbursement for Track 1 grantees. The SAVA information can be found here [2024 Self-Assessment and Verification Audit Workshops & Training \(neha.org\)](#).
- Q. If one attends the pre-conference SAVA Workshop at the NEHA (National Environmental Health Association) Annual Education Conference (AEC) using a Track 1 grant, will reimbursement be allowed for staying at the AEC after the workshop?
- A. No. Under a Track 1 Grant the only allowable training is the face-to-face SAVA Workshop. Conference travel, such as the AEC, can only be covered by Training grants in Tracks 2 and 3, however, the flight costs can be covered both ways for the SAVA Workshop, with additional AEC costs covered by your agency.
- Q. We have a current self-assessment, but it expires next year, and we haven't done a Comprehensive Strategic Improvement Plan (CSIP). Are we eligible for Track 1 to update our Self-Assessment of all 9 Standards (SA9) next year and complete a CSIP?
- A. Yes. You could complete an SA9 and a CSIP for Track 1. Alternatively, if you complete the CSIP before the end of the current grant application period on October 11, you could instead apply for a Track 2 grant. You must have a completed, up-to-date CSIP and SA9 to be eligible for a Track 2 grant. A Track 2 grant will provide more opportunities for additional funding. Information on completing a CSIP can be found at [Completing Your Comprehensive Strategic Improvement Plan \(neha.org\)](#).
- Q. Can Mentorship grant funding be used to support the travel to the Mentorship Program year-end meeting?
- A. Yes. Both mentors and mentees can utilize funds to send up to two participants to the Mentorship Program end of year meeting.

- Q. If I hire a consultant to work on the standards, can the money from a Training grant be used for the consultant to go to workshops, etc.?
- A. No. The funding is intended to be used to advance the skills of the staff in your jurisdiction, not for a consultant.
- Q. When applying for a Training grant, if we do not know what training will be available next year, it sounds like we will have a pretty generic explanation for how the training will help our jurisdiction.
- A. You will still need to try to be specific about who is going, where, and why. If you have staff you need to send on a particular training course, please include that in the grant application. If it needs to be changed later in the grant period, you may submit a budget request through retailgrants@neha.org. Links to information on applicable courses, conferences, and SAVA Workshops are available at <https://www.neha.org/retail-grants-resources>.
- Q. Our SA9 was done by a previous manager and supervisor who have separated from employment. There is no documentation available. I do not believe any grant funds were used to complete the SA9. Can we start fresh?
- A. Yes. You can re-start with a Track 1 grant to complete an SA9 and a CSIP.
- Q. Is there a requirement (terms and conditions of the award) for two primary staff that are involved in the grant to attend the annual NEHA AEC?
- A. No. There is no requirement for staff to attend the NEHA AEC. If staff wish to attend that can be funded through a Training grant.
- Q. Are there any special considerations before applying if we have received grant funding previously through AFDO (Association of Food and Drug Officials)?
- A. No, there are no special considerations or actions you need to take prior to applying for the NEHA-FDA RFFM (RETAIL FLEXIBLE FUNDING MODEL) Grant. Be sure to follow the grant guidance found at <https://www.neha.org/retail-grants-guidance>.
- Q. What are the requirements for a Self-Assessment of all 9 Standards?
- A. You should reach out to your FDA Retail Food Specialist for assistance. FDA RFS (Retail Food Specialist) Contact information can be found at <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>.

- Q With the funding being fixed for the Mentorship grant, can some of those funds be used for travel if we do not receive the Training grant?
- A. Although funding is fixed, you will need to follow the travel rules set out in the Grant Guidance found at <https://www.neha.org/retail-grants-guidance>.
- Q. Which grants can be used to purchase equipment and software?
- A. Grant funding is intended to assist jurisdictions in progressing through the Retail Program Standards. If your agency wishes to use grant funding to purchase equipment, the equipment will need to be used to help support your jurisdiction to progress through the standards. The Track 2 fixed funding could be used, and you would need to be very specific about what the equipment or software would be used for and how it would help the jurisdiction in the grant application.