

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

November 27, 2013

Dear Anne:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Chatham County Public Health Department has been selected to participate as a mentor local health department (LHD) in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 18 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 from peer LHDs looking for mentorship, your agency's ability and willingness to mentor three LHDs is appreciated. As such, this will allow more LHDs to participate and benefit from the mentorship program.

Your jurisdiction will be matched with mentee LHDs, Jackson County Department of Public Health, Environmental Health Division (NC), Richmond County Health Department (NC), and Davie County Health Department (NC) who will need guidance on Standard 7 and self-assessment. NACCHO is pleased to award funding in the amount of up to \$18,000 for the period December 2013 – August 31, 2014.

Next Steps:

- Please confirm your acceptance by **December 6, 2013** to jli@naccho.org.
- The plan is to schedule an orientation call in the coming weeks. You will receive separate requests via email through Meeting Wizard asking for your availability in identifying a date and time that works for all selected local health departments participating in the mentorship program.
- Review the attached Vendor Information Form and if there have been any changes, return the form to Jen Li (jli@naccho.org) by **December 6, 2013**.
- Since the awarded amount is different from the originally proposed budget, please complete the attached Budget Request Form and return (see attached directions for further clarification) and return to Jen Li (jli@naccho.org) by **December 6, 2013**.
- Upon receipt of the Vendor Information Form, a contractual agreement will be forwarded via email from Moira Tsanga from the Contracts Department in the coming weeks.



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 ili@naccho.org if you have any questions.

Regards,



Jennifer Li
Director, Environmental Health, Health and Disability
Enclosures:

- Vendor Information Form
- Budget Request Form Instructions
- Budget Request Form