

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

November 30, 2015

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 mentee local health department (LHD) in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 27 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 country in this important community collaboration focused on building capacity for integrating the Retail Program Standards at local health departments. Your jurisdiction will be matched with mentor LHD, Vineland Health Department (VA), who will be providing guidance on Standards 2, 4, 5, and 6 as indicated in your application. NACCHO is pleased to award funding in the amount of \$10,000.00 for the period December 2015 – August 31, 2016.


Next Steps:

- Please confirm your acceptance by **December 4, 2015** to Tiara Smith (tsmith@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.
- Upon meeting with your mentor, you will be expected to review and revise your workplan and deliverables as appropriate. Please use the attached draft action plan as your template. Submit completed action plan, with assistance from your mentor, to Tiara Smith (tsmith@naccho.org).
- Upon receipt of the Vendor Information Form, a contractual agreement will be forwarded via email in the coming weeks.
- Complete the attached Budget Request Form (see attached directions for further clarification) and return to Tiara Smith (tsmith@naccho.org) by **December 4, 2015**.

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
Director, Environmental Health, Health and Disability

Enclosures:

- Vendor Information Form
- Budget Request Form Instructions
- Budget Request Form
- Draft Action Plan