



National Association of County & City Health Officials

The National Connection for Local Public Health

November 2, 2016

Dear Anne Lowry:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that the Chatham County Public Health Department (NC) has been selected to participate as a mentor local health department in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 29 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 2 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 2 mentees: Cumberland County Department of Public Health Environmental Health Division (NC) and Gaston County Environmental Health Division, Food and Lodging Program (NC). They have requested guidance on Standard 9 and self-assessment. NACCHO is pleased to award funding in the amount of \$7,975.00 for the period November 2016 – August 31, 2017.

Next Steps:

- Please confirm your acceptance by **November 8, 2016** 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 asking for your availability in identifying a date and time that works for all agencies participating in the mentorship program.
- NACCHO will be sending a **follow-up email** with forms to complete. Upon receipt of these forms, NACCHO will forward a contractual agreement via email 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 jli@naccho.org if you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read "J. Li", is placed below the "Regards," text.



Jennifer Li
Senior Director, Environmental Health and Disability