



A Health Communications and Technology Company

January 16, 2015

Ms. Camilla Rand
Contra Costa County / 09CH9115
1470 Civic Ct
Ste 200
Concord, CA 94520-5242

Dear Ms. Camilla Rand:

This letter is to inform you that the office of Head Start (OHS) will conduct a Environmental Health and Safety (EnvHS) review of Contra Costa County / 09CH9115 during the week of 2/23/15. You have been assigned an Off-site Review Field Lead (RFL) who will oversee the onsite review process. Your RFL, Ms. Corliss Starks, will contact you prior to the start of your review to confirm the schedule for on-site activities and discuss any pertinent issues.

The FY2015 Head Start Monitoring Protocol, the tool that guides the On-Site Monitoring Review, is a resource that will assist you in preparing for your upcoming review. This Protocol is available at <http://eclkc.ohs.acf.hhs.gov/hslc/grants/monitoring>.

The Office of Head Start is committed to provide a uniform, comprehensive, and objective monitoring process in order to ensure quality for all Head Start and Early Head Start programs. Thank you for your contribution to that effort. If you have questions or require assistance, please contact Danya's Review Scheduling Team at OHSmonitoring2015@danya.com or (800) 518-1932 (Option 2).

Sincerely,

A handwritten signature in black ink, appearing to read "C. Gioia", is written over a light blue horizontal line.

Director, Review Scheduling and Planning
Head Start Monitoring Support Contract
Danya International, Inc.

cc: Mr. John Gioia
cc: Ms. Kathy Gallagher