

## FY18 Agreement Addenda Training — Q&A

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### Basic — July 13, 2016

**1. Is there a schedule to enter the data in the Aid-to-Counties database (ATC)?**

The Aid-to-Counties Expenditure Control Schedule for the current calendar year is in the *AA Process Guide* (page 30, the Appendix E) and it is also posted on the Contracts Office website (<http://publichealth.nc.gov/employees/contracts-forms.htm>) along with the other relevant documents, under the *Agreement Addendum* heading. These calendars are updated each year so when the Controller's Office announces the new dates, the new schedule will be available at the Contracts Office website. (The 2016 calendar was approved on January 8.)

**2. If the signed AA is not received by the Contracts Office during a DPH Staff ATC window, what does this mean for the LHDs getting paid?**

The LHD will need to wait until the next month to be able to put in their payment request in the ATC database. The Contracts Office will release the funds for that Activity during its next ATC "window" and then the LHD will put in their request during the following week (during the next LHD ATC "window.")

**3. Is this payment process like a CER?**

No. Local Health Departments do not submit detailed line item invoices that require Program and Contracts approval. AA reimbursements are paid through the Aid-to-Counties database. The LHDs enter their information directly into ATC and the Controller's Office makes the payments accordingly.

**4. What does NGA stand for?**

Notice of Grant Award. Also interchangeable with Notice of Award or NOA.

**5. What happens if you your federal grant does not give you the amount you anticipated when you produced your BE (Budgetary Estimate)?**

When you receive your NGA from the federal government, if it is not the amount you were anticipating, you may need to change the funding amounts in your BE. To reduce (or increase) the amount for any LHD, you will need to produce a BE Revision. You will also need to produce an AA Revision which will state what changes need to be made in order to accommodate that change in funding.

**6. If you do a BE revision, does your pay period change?**

BE Revisions add, reduce, or move funds. If adding or reducing funds to existing center codes (those fund-RCC-FRC codes), you'll continue to use the same dates in the BE which are already established. If you are adding funds from a new source you will be adding new center codes and so those should have period dates which start in a future month (that is, at least the month following the present month when you're working on this adjustment). The Budget Office wants a center code used only once, for one set of period dates, so if you need to use the same center code with different date periods, you'll need to get their okay first.

**7. Who sets the standards/guidelines for writing the scope of work for contracts & AA?**

The Agreement Addenda layout was established by the NCALHD and DPH during a collaboration in 2006. DPH has used this same layout ever since. The layout for the contract scope of work is mandated by the Department's Office of Procurement and Contract Services.

**8. Are contracts & AAs different?**

Yes. Contracts and Agreement Addenda are both binding agreements between the Division and another entity but they are not identical in form or process. The reason for this is because the Local Health Departments are government agencies that are tied inexorably to Public Health by our shared healthcare goals and are bound to the Division by the Consolidated Agreement. To this end, the Agreement Addenda process is a more fluid one.

Some differences between the two processes:

- LHDs do not submit line item budgets with their Agreement Addenda, while contracts are mandated to have line item budgets
- LHDs draw their funds down directly from ATC and Contractors must submit invoices (CERs) for approval prior to receiving payment
- AAs are not entered in NC DHHS Open Window (our online contracting system), so the AA scope of work and performance measures sections are more streamlined when compared to the Contract scope of work and performance measures chart.

**9. When is the Funding Authorization available?**

Funding Authorizations (FAs) are mailed to the LHDs by the DPH Budget Office once the DHHS budget is set. The first FAs are mailed as early as September, and then monthly thereafter for each LHD that has any budget changes (new Activities, AA Revisions).

For FY16, DPH was required to wait until the entire North Carolina state budget was set, which had the Budget Office mailing them in February 2016. It is unknown at this time whether we'll be able to mail them as soon as September or if it may be held up for one or more months. This would be a Department or OSBM decision.

**10. If an AA is declined, do you need to revise the BE?**

If you intend to move the funds to another Activity (or any other use), you will need to produce a BE Revision to take the funds away from that LHD which declined your Activity.

The LHD which declined your Activity will not need to receive that BE Revision (the one which removes the funds) because they did not accept the funds in the first place. Once your BE Revision has been certified, you will then be able to use those funds.

If you are planning to use those funds by funding another LHD for that same Activity, you can accomplish this in that same BE Revision with the reduction and the addition appearing for the appropriate LHDs.

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## Refresher — July 14, 2016

### 1. Who determines how much money the health department will get?

The Program Staff determines how much each LHD gets.

### 2. On file names (MS Word and PDF files), what is the difference between version numbers and revision numbers?

When the Program person and the AA team leader are working together using Microsoft Word on a draft review of an AA, the Word files sent back and forth start with a v1 (version 1), and would appear like this: 123 FY18 v1 person-name. The draft process will continue along (v2, v3, v4, and so on) until a final version is agreed upon. The final version is what is used to create the PDF file (and includes the Supplement and BE pages).

When the Program person produces the PDF file of the final AA (with the Supplement and BE pages), if the AA that is included in an AA Revision, it will need to indicate the revision number. The first revision number is 1, so it would appear like this: 123 rev#1 FY18 County.

### 3. When you send out the BE with the asterisk, can the health department see the money?

The column just to the right of the county names is where asterisks may appear. The asterisk indicates that the LHD is required to sign and return the AA (or AA Revision) before they can have access to their funds in the ATC database. They should be able to “see” the funds in ATC but not be able to spend it. They will receive Funding Authorizations that display these funding amounts from the Budget Office even if you haven’t yet produced your AA or AA Revision. And as the LHDs are looking for the AA or AA Revision to provide the explanation for the funding, it’s imperative that you get the AA completed as soon as possible.

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## Refresher — July 19, 2016

### 1. If your federal grant is ending mid-fiscal-year (the final year of the grant), can you use an amount as a place holder on the BE if you think you will be getting other funding?

Yes. As state law requires DPH to provide the funding information for the full 12 months (June to May) unless you know that your Activity will be over (forever) before the fiscal year is over. If you plan to have your Activity continue even after your federal grant ends, you will need to put in placeholder funds on your original BE.

You are entering this BE information in November/early December and at that time, you may not know whether you will be able to find that additional funding. Once you find the funding (or are unable to find the funding), you will then be in a position to create the BE Revision that meets your new funding situation, replacing those placeholder funds with your new funding source.

### 2. In the Purpose section of the AA, why can you not use the wording “This is to provide for funding.....” in the original AA but you can use it in the revision?

The original AA is about having the LHD perform the work associated with the Activity, so that is the purpose of the AA. The AA Revision exists when you have a *reason* for it to — and that reason is what’s stated in the AA Revision’s Purpose section. Most AA Revisions are changing the funding (up or down) and so that is part of the reason for the revision. When you have additional funds to send to an LHD, your revision mentions the *additional* funds and the *additional* work to be performed. When you have a reduction in funds, your revision mentions the *reduction* in funds and the corresponding *reduction* in work to be performed.