



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

DANIEL STALEY
DIRECTOR

MEMORANDUM

TO: Local Health Directors

FROM: Phyllis M. Rocco, MPH, BSN, RN
Head, Local Technical Assistance and Training Branch

DATE: February 8, 2018

SUBJECT: Consolidated Agreement and Related Materials for Fiscal Year 2018-2019

Enclosed you will find the following for the upcoming fiscal year:

- Consolidated Agreement
 - Attachment A — Regarding any discontinuance of either the OBCM or CC4C Program
 - Attachment B — Maintenance of Effort (MOE) Schedule (updated through 2017)
 - Attachment C — Public Health Nurse Training Funds Reimbursement Request form
 - Attachment D— Management and Supervision Training Funds Reimbursement Request form
 - Attachment E — Centralized Intern Training Funds Reimbursement Request form (REVISED FORMAT)
- Business Associate(BA) Addendum (re: HIPAA compliance)-Specifically defines whom within the NC Department of Health and Human Services, Division of Public Health, Administrative, Local, Community Support Section is considered collectively as the “Parties” in the BA Addendum.
- State Certifications-listings and websites updated
- Federal Certifications
 - Nondiscrimination
 - Drug-Free Workplace Requirements
 - Environmental Tobacco Smoke
 - Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Lobbying
- Agreement Addenda

All agreements (two originals of each agreement) must be signed and dated, and mailed to the Contracts Office no later than **April 16, 2018** (DPH Contracts Office, 1916 Mail Service Center, Raleigh NC 27699-1916). The State Certifications and Federal Certifications each have a choice of checkboxes — please check one box on each of them. The Federal Certifications also requires that you provide an address for where the work is performed (page 27 of the Consolidated Agreement).

If your agency intends to refuse funds for a specific Activity, you must still return the Agreement Addendum for those funds with a letter stating the reason you are declining the funds to the Contracts Office.

No payments will be made for any Activity for the new fiscal year until the signed Consolidated Agreement has been received by the Contracts Office. No payments will be made for any specific Activity for the new fiscal year until the Agreement Addendum for that Activity has been received by the Contracts Office. For those Activities that have negotiable Agreement Addenda, those Agreement Addenda also will need to be signed by the DPH Program before payments will be made for their specific Activities.

Your agency should make one copy of all signed documents prior to returning the originals to the Contracts Office. One original fully executed Consolidated Agreement will be returned to your agency after final signatures are obtained. Your agency will also receive original fully executed Agreement Addenda for those Activities which require negotiation between your agency and the respective Branches.

Please read the Consolidated Agreement carefully and review the list below of changes from last year. Remember that the reporting of Local Appropriations by Program/Activity is still necessary in the Aid-to-Counties database. (This is referenced in the Consolidated Agreement under Section C, Paragraphs 3, 4, and 5.)

Summary of Changes to the FY 2018-2019 Consolidated Agreement (CA).

1. Section A. Paragraph 10, 11, 12, 13-New guidance and requirements regarding the Community Health Assessment, Community Health Improvement Plans, and SOTCH.
2. Section A. Paragraph 16-removed the website for the NC Public Health logo to protect the logo's integrity. It is available upon request.
3. Section B. Paragraph 9.b.-clarified language.
4. Section B. Paragraph 14.c.-changed the requirement to file for CIT training reimbursement to within 60 days of course completion vs. 12 months.
5. Section C. Paragraph 1.f.-updated website.
6. Section C. Paragraph 2.b-reintroduced the requirement for health districts, public health authorities and hospital authorities to submit quarterly a Fiscal Monitoring Report.
7. Section C. Paragraph 5.b- clarified language, c-deleted redundant language and clarified with new language, d-clarified language.
8. Section G. Paragraph 9,10-updated verbiage to reflect new local health department health services analysis process.

If you have questions or concerns, please contact your Administrative Consultant. Thanks for your continued hard work for public health in North Carolina!

cc: Betsey Tilson	Jeneen Preciose
Danny Staley	PHNPDU Nursing Consultants
Beth Lovette	PHMT
Chris Hoke	Administrative Consultants