



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
BETH LOVETTE, MPH, BSN, RN • Acting Director
Division of Public Health

MEMORANDUM

TO: Local Health Directors

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

DATE: February 6, 2019

SUBJECT: Consolidated Agreement and Related Materials for Fiscal Year 2019-2020

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 (AA)

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

All agreements (two originals of each agreement) must be signed and dated and mailed to the Contracts Office no later than **April 15, 2019** (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 and decline to participate in a specific Activity/AA, the agency's health director must provide a letter to the Contracts Office which states the reason you are declining the specific AA's funds. Do not return that Activity/AA.

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 2019-2020 Consolidated Agreement (CA). Changes are bolded.

- 1) **Section A.8-** The Department shall provide to the State a copy of any rules adopted, **amended** or rescinded by the Local Board of Health pursuant to NCGS § 130A-39 Powers and duties of a local board of health and Public Health Ordinances adopted by the County Commissioners, within 30 days of adoption or rescission.
- 2) **Section A.21-technical correction due to department name change.**
The Department shall retain financial and program records including electronic records in accordance with the **North Carolina Department of Natural and Cultural Resource's Local Government Schedules records retention policy and in accordance with the retention of those records as described in Section C.1.f.**
- 3) Section B.7.d- additional requirement
All Department fees, **including environmental health fees** should be reviewed annually in accordance with the North Carolina Local Health Department Accreditation Board guidance.
- 4) Section B.15- **The Department shall comply with the federal Uniform Guidance, codified at 2 C.F.R. Part 200, when utilizing federal grant funds.**

B15.a When procuring goods and services with federal grant funds, the Department shall apply the most restrictive rule when following federal, state, and local government procurement requirements.

- 5) Section C.4.a - The Department shall observe the following conditions when budgeting and reporting Local Earned Revenues:
 - a. **Locally appropriated funds may not be withdrawn due to fee collection greater than projected in the budget or due to new grant funding except during the last two months of the fiscal year to allow the county to manage end of year budget close out.**
- 6) Section C.4.d.1e **has been deleted from list.(deleted reference to line 106.)**
- 7) Section C.4.e.4,5- **deleted BIOTERRORISM REFERENCE FROM "4". Added instructions to report fees collected in 5 on ZZZZ lines in the ATC Database.**

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
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