



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Richard O. Brajer
Secretary

Daniel Staley
Division Director

MEMORANDUM

TO: Local Health Directors

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

DATE: February 8, 2016

SUBJECT: Consolidated Agreement and Related Materials for Fiscal Year 2016-2017

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 2015)
 - Attachment C — Public Health Nurse Training Funds Reimbursement Request form
 - Attachment D — Centralized Intern Training Funds Reimbursement Request form
- Business Associate Addendum (re: HIPAA compliance)
- State Certifications
- 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 15, 2016** (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 28 of the Consolidated Agreement).

www.ncdhhs.gov • www.publichealth.nc.gov

Tel 919-707-5130 • Fax 919-870-4833

Location: 5605 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1916 Mail Service Center • Raleigh, NC 27699-1916

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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 2016-2017 Consolidated Agreement (CA)

1. Section A. Paragraph 19-record retention requirements moved to this new location from the last page of the CA since it is a local health department deliverable.
2. Section A. Paragraph 16-clarified time for notification in Directions for discontinuance of OBCM or CC4C programs.
3. Section C. Paragraph C.4. e. vii —added requirement to budget Limited Food Services Establishment (LFSE) fees collected in Line item 107 in the Aid-to-counties database.
4. Section C. Paragraph C.4.f.6)- added requirement to report Limited Food Services Establishment (LFSE) fees collected in Line item 107 in the Aid-to-counties database on a monthly basis.

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

cc: Randall Williams

Danny Staley

Chris Hoke

Allen Hawks

Jeneen Preciose

Administrative Consultants

PHMT