

**MEMORANDUM OF UNDERSTANDING
BETWEEN
PERSON COUNTY HEALTH DEPARTMENT, FISCAL LEAD
AND
CHATHAM COUNTY HEALTH DEPARTMENT**

Whereas the above mentioned parties wish to recognize the mutual commitment, understanding and benefits of the relationship that exists between the **PERSON COUNTY HEALTH DEPARTMENT, FISCAL AGENT REPRESENTING REGION 5**, and the **CHATHAM COUNTY HEALTH DEPARTMENT**. These two parties recognize and pledge their commitment for the period of October 1, 2013 - September 30, 2014 towards reaching the goals set forth in the Community Transformation Grant (CTG) Project by supporting programs to promote policy, systems, and environmental change. In recognition of this agreement,

The PERSON COUNTY HEALTH DEPARTMENT agrees to:

1. Grant an amount of up to **\$7,500** to the CHATHAM COUNTY HEALTH DEPARTMENT, upon receipt of this original signed contract with a completed W-9 form. Final funding amounts for Community Transformation Grants will be based on the availability of funds.
2. CTG Project Grant funds will be reimbursed to counties on a monthly basis based on invoices submitted by the 15th of each month. If the 15th of each month falls on a non-business day, submit invoices the next business day.
3. Submit quarterly regional reports (using data submitted by partnering CTG counties) on forms provided by NCDPH and RTI.
4. **Funding will not be released to a county until Person County Health Department receives notification of budget approval at the state level.**

The CHATHAM COUNTY HEALTH DEPARTMENT agrees to:

1. Designate an individual as the primary contact, who will have the authority to sign approvals or authorizations.
2. Identify one key county contact for CTG work, in addition to the local health director who will submit monthly reports (by the 8th of each month), cost study reports (by the 15th of each month on a quarterly basis), and detailed budgets.
3. Submit budget changes as needed if you deviate from your state approved budget for approval request.
4. Work with CTG Coordinators and intervention leads to coordinate visits to project areas in order to assess progress, discuss successes, and determine action plans to overcome barriers.
5. Submit a detailed budget for any funds to be allocated to support strategic focus areas around healthy eating, active living, and tobacco free living. This budget will be attached as an addendum to this contract. Questions can be directed to Dawn Coleman, (CTG Fiscal Lead) at dcoleman.pchd@personcounty.net.
6. Submit an action plan that will outline your strategic area (healthy eating, active living, and tobacco free living). County contacts are encouraged to work with the regional CTG coordinators for support in this area.
7. Participate in regional CTG meetings, strategic planning sessions, state approved webinars and trainings as provided.
8. Send at least one local health department representative to the May Action Institute (schedule TBA by NC DPH).

9. **Funding will not be released until Person County Health Department receives notification of budget approval at the state level.**

As a contractor of Person County Health Department, HIPAA privacy practices and policies must be maintained at all times. Individual information obtained for use in media in any format must be accompanied by a consent release form for the said individual to give active consent for use of his/her name, photo, and/or likeness in any media.

Furthermore, as a contractor of Person County Health Department, Contractor agrees to conduct itself in a manner that at all times complies with the lobbying restrictions outlined in APPENDIX A.

Chatham County Health Department is to submit this signed contract along with a completed Form W-9 (Federal Tax Identification) to Person County Health Department Attn: Dawn Coleman, 355 A South Madison Blvd. Roxboro, NC 27573. An electronic copy of the contract or form will be accepted to Dawn Coleman at dcoleman.pchd@personcounty.net

All activities under this policy will be conducted in accordance with Title VI, Civil Rights Act of 1964, Section 504 of Rehabilitation Act for 1973.

Health Director
Chatham County Health Department

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chatham County Finance Officer

Date

Janet Clayton,
Health Director
Person County Health Department

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Person County Finance Officer,
Person County Health Department

Date

APPENDIX A

AR-12 Lobbying Restrictions

Applicants should be aware of restrictions on the use of HHS funds for lobbying of Federal or State legislative bodies. Under the provisions of 31 U.S.C. Section 1352, recipients (and their sub-tier contractors) are prohibited from using appropriated Federal funds (other than profits from a Federal contractor) for lobbying congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. This includes grants/cooperative agreements that, in whole or in part, involve conferences for which Federal funds cannot be used directly or indirectly to encourage participants to lobby or to instruct participants on how to lobby.

In addition, no part of CDC appropriated funds, shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support of defeat legislation pending before the Congress or any State or local legislature, except in presentation to the Congress or any State or local legislature itself. No part of the appropriated funds shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient related to any activity designed to influence legislation or appropriations pending before the Congress or any State or local legislature.

Any activity designed to influence action in regard to a particular piece of pending legislation would be considered "lobbying." That is lobbying for or against pending legislation, as well as indirect or "grass roots" lobbying efforts by award recipients that are directed at inducing members of the public to contact their elected representatives at the Federal or State levels to urge support of, or opposition to, pending legislative proposals is prohibited. As a matter of policy, CDC extends the prohibitions to lobbying with respect to local legislation and local legislative bodies.

The provisions are not intended to prohibit all interaction with the legislative branch, or to prohibit educational efforts pertaining to public health. Clearly there are circumstances when it is advisable and permissible to provide information to the legislative branch in order to foster implementation of prevention strategies to promote public health. However, it would not be permissible to influence, directly or indirectly, a specific piece of pending legislation.

It remains permissible to use CDC funds to engage in activity to enhance prevention; collect and analyze data; publish and disseminate results of research and surveillance data; implement prevention strategies; conduct community outreach services; provide leadership and training, and foster safe and healthful environments.

Recipients of CDC grants and cooperative agreements need to be careful to prevent CDC funds from being used to influence or promote pending legislation. With respect to conferences, public events, publications, and "grassroots" activities that relate to specific legislation, recipients of CDC funds should give close attention to isolating and separating the appropriate use of CDC funds from non-CDC funds, CDC also cautions recipients of CDC funds to be careful not to give the appearance that CDC funds are being used to carry out activities in a manner that is prohibited under Federal law.