

needed. The CHA will generate the submission of a CHIP in September 2019 and a SOTCH in March 2020. The surge of documents to be reviewed will likely continue through 2020.

DPH has one staff person dedicated to CHA, CHIP, and SOTCH reviews. This Activity is necessary to supplement DPH resources during periods of increased document submissions to complete the reviews.

II. Purpose:

In years when there is an upsurge of local health departments submitting CHA, CHIP, and SOTCH for accreditation, the Local Health Department agrees to provide one or more CHA coordinators to supplement the DPH staff in reviewing the plans and reports. The CHA coordinators do not approve plans or reports.

III. Scope of Work and Deliverables:

The Local Health Department shall:

1. Select at least one CHA coordinator from its staff to assist DPH in reviewing CHA, CHIP, and SOTCH. A CHA coordinator is eligible to serve in this capacity based upon his or her past performance of CHA, CHIP, and SOTCH report submissions, and an expressed willingness to serve in this capacity.
2. Send at least one CHA coordinator to peer review training provided by DPH in January 2019. CHA coordinators must demonstrate expertise on a knowledge-based test before being approved to review documents.
3. Allow its CHA coordinators to work approximately 20 hours total during the months of March and April 2019 to review up to five CHA submissions and provide feedback to the DPH Program Contact from March 1, 2019 through April 15, 2019. The CHA submissions review occurs locally, and communication with the DPH is via email and conference calls. CHA coordinators do not approve or disapprove CHA, CHIP, or SOTCH.

IV. Performance Measures/Reporting Requirements:

The Local Health Department shall:

1. Provide information on how the funds were allocated and provide at least one example on the impact of these funds on workforce development related to public health accreditation.
2. Return a completed review tool for each CHA that is reviewed. The review tool can be found on the DPH website under community health assessment: <https://publichealth.nc.gov/lhd/>
3. Submit the CHA/CHIP Peer Review Report for FY19 (Attachment A) to the Local Technical Assistance & Training Branch (LTAT) by June 28, 2019 and report information for the FY19 Service Period of January 1, 2019 – May 31, 2019. **Do not return Attachment A with the signed Agreement Addenda 114. Return Attachment A at the end of the service period and no later than June 28, 2019.**

V. Performance Monitoring and Quality Assurance:

Performance will be monitored by the DPH Director of Community Health Assessment through scheduled weekly conference calls occurring from March 1 through April 15 and in response to emailed questions. If monitoring demonstrates compliance concerns, program staff shall provide technical assistance and funds may be withheld until the Local Health Department is back in compliance with deliverables. If technical assistance does not prove beneficial, consideration for future funding may be affected.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 *CFR* §200.331 – *Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. These funds may be used for any public health program or purpose that supports workforce development related to local health department accreditation.

DPH-Aid-To-Counties For Fiscal Year: 18/19

Budgetary Estimate Number : 0

Activity 114	AA	1161 4110 00	Proposed Total	New Total
Service Period		01/01-05/31		
Payment Period		02/01-06/28		
01 Alamance	* 0	1,000	1,000	1,000
D1 Albemarle		0	0	0
02 Alexander		0	0	0
04 Anson		0	0	0
D2 Appalachian	* 0	1,000	1,000	1,000
07 Beaufort		0	0	0
09 Bladen		0	0	0
10 Brunswick		0	0	0
11 Buncombe		0	0	0
12 Burke		0	0	0
13 Cabarrus	* 0	1,000	1,000	1,000
14 Caldwell		0	0	0
16 Carteret		0	0	0
17 Caswell		0	0	0
18 Catawba	* 0	1,000	1,000	1,000
19 Chatham	* 0	1,000	1,000	1,000
20 Cherokee		0	0	0
22 Clay		0	0	0
23 Cleveland		0	0	0
24 Columbus		0	0	0
25 Craven		0	0	0
26 Cumberland		0	0	0
28 Dare	* 0	1,000	1,000	1,000
29 Davidson		0	0	0
30 Davie		0	0	0
31 Duplin		0	0	0
32 Durham	* 0	1,000	1,000	1,000
33 Edgecombe		0	0	0
34 Forsyth		0	0	0
35 Franklin		0	0	0
36 Gaston		0	0	0
38 Graham		0	0	0
D3 Gran-Vance		0	0	0
40 Greene		0	0	0
41 Guilford		0	0	0
42 Halifax		0	0	0
43 Harnett		0	0	0
44 Haywood		0	0	0
45 Henderson		0	0	0
46 Hertford		0	0	0
47 Hoke		0	0	0
48 Hyde		0	0	0
49 Iredell		0	0	0
50 Jackson		0	0	0
51 Johnston		0	0	0

52 Jones			0	0	0
53 Lee			0	0	0
54 Lenoir			0	0	0
55 Lincoln			0	0	0
56 Macon			0	0	0
57 Madison			0	0	0
D4 M-T-W			0	0	0
60 Mecklenburg	*	0	1,000	1,000	1,000
62 Montgomery	*	0	1,000	1,000	1,000
63 Moore			0	0	0
64 Nash			0	0	0
65 New Hanover			0	0	0
66 Northampton			0	0	0
67 Onslow			0	0	0
68 Orange			0	0	0
69 Pamlico			0	0	0
71 Pender			0	0	0
73 Person			0	0	0
74 Pitt			0	0	0
76 Randolph			0	0	0
77 Richmond			0	0	0
78 Robeson			0	0	0
79 Rockingham	*	0	1,000	1,000	1,000
80 Rowan			0	0	0
D5 R-P-M			0	0	0
82 Sampson			0	0	0
83 Scotland			0	0	0
84 Stanly			0	0	0
85 Stokes			0	0	0
86 Surry			0	0	0
87 Swain			0	0	0
D6 Toe River			0	0	0
88 Transylvania			0	0	0
90 Union			0	0	0
92 Wake			0	0	0
93 Warren			0	0	0
96 Wayne			0	0	0
97 Wilkes			0	0	0
98 Wilson			0	0	0
99 Yadkin			0	0	0
Totals			10,000	10,000	10,000

Sign and Date - DPH Program Administrator <i>Cheryl M. Deeco</i> 11/2/18	Sign and Date - DPH Section Chief <i>Beth Hester</i> 11/02/18
Sign and Date - DPH Contracts Office <i>Kelley Hill</i> 11-2-18	Sign and Date - DPH Budget Officer <i>J. May</i> 11/5/18

SPH
11-5-18