

**Division of Public Health  
Agreement Addendum  
FY 15-16**

**Environmental Health**  
Budgeted State funds \$4,000  
Agreement Addendum \$10,182  
**Additional funds \$6,182**

Page 1 of 3

Chatham County Public Health Department  
**Local Health Department Legal Name**

Environmental Health Section/  
Food Protection and Facilities Branch  
**DPH Section/Branch Name**

874 Food and Lodging  
**Activity Number and Description**

Larry Michael (919) 707-5855  
larry.michael@dhhs.nc.gov  
**DPH Program Contact**  
(name, telephone number with area code, and email)

04/01/2016 – 05/31/2016  
**Service Period**

**DPH Program Signature** **Date**  
(only required for a negotiable agreement addendum)

05/01/2016 – 06/30/2016  
**Payment Period**

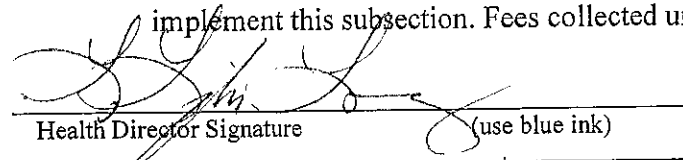
**Original Agreement Addendum**  
 **Agreement Addendum Revision # \_\_\_\_\_** (Please do not put the Budgetary Estimate revision # here.)

**I. Background:**  
In order to fund a portion of local expenditures created by state-mandated Food, Lodging, and Institution (Food and Lodging) sanitation programs and activities, the legislature established a State Inspections, Statistics, and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with G.S. 130A-248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to counties.

**II. Purpose:**  
The Agreement Addendum allows for the Local Health Department's environmental health program to implement state-mandated sanitation regulations. The funds from this Agreement Addendum are to be used to support local Food and Lodging programs and activities. The disbursement and fund purpose are described in G.S. 130A-248(d) and 15A NCAC 18A .2901.

**§ 130A-248. Regulation of food and lodging establishments.**

**G.S. 130A-248(d)** The Department shall charge each establishment subject to this section, except nutrition programs for the elderly administered by the Division of Aging and Adult Services of the Department of Health and Human Services, establishments that prepare and sell meat food products or poultry products, temporary food establishments, limited food services establishments, and public school cafeterias, a fee of one hundred twenty dollars (\$120.00) for each permit issued. This fee shall be reassessed annually for permits that do not expire. The Commission shall adopt rules to implement this subsection. Fees collected under this subsection shall be used for State and local

 (use blue ink) 3-9-16 Date

Local Health Department to complete: (If follow up information is needed by DPH)	LHD program contact name: <u>Anne Lowry</u> Phone number with area code: <u>919-545-8316</u> Email address: <u>anne.lowry@chathamnc.org</u>
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Food and Lodging sanitation programs and activities. No more than fifty dollars (\$50.00) of each fee collected under this subsection may be used to support State health programs and activities.

**SECTION .2900 - RESTAURANT AND LODGING FEE COLLECTION AND INVENTORY PROGRAM**

**15A NCAC 18A .2901 DISBURSEMENT OF FUNDS**

Fees collected pursuant to G.S. 130A-248(d), minus state expenses budgeted for the collection and inventory program, shall be distributed to local health departments for the support of local public health programs and activities as follows:

- (1) Seven hundred and fifty dollars (\$750.00) to each county;
- (2) the remaining balance of funds shall be distributed in accordance with the following formula:
  - (a) [the remaining balance of funds after distribution in Paragraph (1) of this Rule] multiplied by (the number of facilities in the county divided by the number of facilities in the state) multiplied by (the county's percentage of compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 for the previous fiscal year, not to exceed 100 percent) equals the allocation to the county; and
  - (b) distribution of remaining funds to counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year shall be made in accordance with the following:

[total amount of remaining funds after distribution in Paragraph (2)(a)] multiplied by (the number of facilities in the county divided by the number of facilities in all counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year) equals the additional allocation to the county.

History Note: Authority G.S. 130A-9; 130A-248; 130A-249;  
Eff. May 1, 1991.

**III. Scope of Work and Deliverables:**

The Local Health Department Food and Lodging funds are distributed based on the attached Food and Lodging Distribution Calculations spreadsheet. The Local Health Department shall use this funding for food, lodging, and institution sanitation programs and activities.

Assuring consistency and quality of Food and Lodging permitting and inspection activities is essential to effective program implementation. Inconsistency or failure to apply permitting and inspection rules creates liability for the county and the Local Health Department and may lead to a loss of confidence from the public and operators. In order to provide for consistency and quality within the Food and Lodging Program, and as part of this Agreement Addendum, the Local Health Department shall maintain an internal Quality Assurance Plan.

A summary of the previous year's approved Quality Assurance Plan activities must be submitted to the Environmental Health Regional Specialist for review by **May 16, 2016**.

**IV. Performance Measures/Reporting Requirements:**

The Local Health Department shall ensure funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d).

V. **Performance Monitoring and Quality Assurance:**

The Division of Public Health will review annual required inspection data submitted electronically to the BETS data system to assure required food, lodging, and institution inspections are completed at the frequency required. Failure to complete required inspections or if deficiencies persist, will cause the Local Health Department to lose funding.

During program monitoring activities, Environmental Health Regional Specialists may review documentation to verify that the approved Quality Assurance Plan is being implemented.

If the Local Health Department Food and Lodging program is not in compliance with an approved Quality Assurance Plan, a corrective action plan must be submitted no later than **May 31, 2016**, to the Environmental Health Regional Specialist indicating how deficiencies will be addressed.

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. The Local Health Department is required to submit a signed and completed Food and Lodging Local Health Department Request for Payment form (DPH EH 2948) to request funds. Reimbursement will not be made until this Agreement Addendum and the DPH EH 2948 form is fully executed. Requests for Payment forms will be processed during the period April 1, 2016 through June 10, 2016. Requests received after **June 10, 2016**, will not be processed.

Co. ID	County Name	Percentage for FY2014-15	1st (1)	2nd (2a)	3rd (2b)	Total
001	Alamance	100%	\$750	\$ 27,843	\$ 14,811	\$ 43,405
002	Alexander	100%	\$750	\$ 4,137	\$ 2,201	\$ 7,087
D2	Alleghany	67%	\$750	\$ 2,132	\$ -	\$ 2,882
004	Anson	100%	\$750	\$ 3,925	\$ 2,088	\$ 6,762
D2	Ashe	62%	\$750	\$ 3,946	\$ -	\$ 4,696
D6	Avery	89%	\$750	\$ 5,287	\$ -	\$ 6,037
007	Beaufort	100%	\$750	\$ 9,387	\$ 4,994	\$ 15,131
D1	Bertie	99%	\$750	\$ 3,465	\$ -	\$ 4,215
009	Bladen	100%	\$750	\$ 6,523	\$ 3,470	\$ 10,743
010	Brunswick	100%	\$750	\$ 24,343	\$ 12,949	\$ 38,042
011	Buncombe	100%	\$750	\$ 69,529	\$ 36,986	\$ 107,265
012	Burke	83%	\$750	\$ 11,269	\$ -	\$ 12,019
013	Cabarrus	100%	\$750	\$ 34,155	\$ 18,169	\$ 53,073
014	Caldwell	93%	\$750	\$ 10,308	\$ -	\$ 11,058
D1	Camden	100%	\$750	\$ 1,379	\$ 734	\$ 2,862
016	Carteret	95%	\$750	\$ 19,347	\$ -	\$ 20,097
017	Caswell	98%	\$750	\$ 2,287	\$ -	\$ 3,037
018	Catawba	100%	\$750	\$ 33,677	\$ 17,915	\$ 52,342
019	Chatham	78%	\$750	\$ 9,432	\$ -	\$ 10,182
020	Cherokee	99%	\$750	\$ 6,353	\$ -	\$ 7,103
D1	Chowan	99%	\$750	\$ 3,308	\$ -	\$ 4,058
022	Clay	100%	\$750	\$ 1,909	\$ 1,016	\$ 3,675
023	Cleveland	99%	\$750	\$ 17,012	\$ -	\$ 17,762
024	Columbus	100%	\$750	\$ 12,039	\$ 6,404	\$ 19,193
025	Craven	99%	\$750	\$ 18,009	\$ -	\$ 18,759
026	Cumberland	68%	\$750	\$ 33,652	\$ -	\$ 34,402
D1	Currituck	99%	\$750	\$ 7,561	\$ -	\$ 8,311
028	Dare	100%	\$750	\$ 20,949	\$ 11,144	\$ 32,843
029	Davidson	100%	\$750	\$ 22,752	\$ 12,103	\$ 35,605
030	Davie	98%	\$750	\$ 7,380	\$ -	\$ 8,130
031	Duplin	88%	\$750	\$ 11,108	\$ -	\$ 11,858
032	Durham	79%	\$750	\$ 51,786	\$ -	\$ 52,536
033	Edgecombe	32%	\$750	\$ 2,715	\$ -	\$ 3,465
034	Forsyth	24%	\$750	\$ 15,911	\$ -	\$ 16,661
035	Franklin	84%	\$750	\$ 6,460	\$ -	\$ 7,210
036	Gaston	99%	\$750	\$ 34,863	\$ -	\$ 35,613
D1	Gates	100%	\$750	\$ 1,114	\$ 592	\$ 2,456
038	Graham	98%	\$750	\$ 1,819	\$ -	\$ 2,569
D3	Granville	90%	\$750	\$ 7,923	\$ -	\$ 8,673
040	Greene	86%	\$750	\$ 2,873	\$ -	\$ 3,623
041	Guilford	75%	\$750	\$ 74,103	\$ -	\$ 74,853
042	Halifax	99%	\$750	\$ 10,396	\$ -	\$ 11,146
043	Harnett	42%	\$750	\$ 6,794	\$ -	\$ 7,544
044	Haywood	75%	\$750	\$ 11,018	\$ -	\$ 11,768
045	Henderson	100%	\$750	\$ 22,752	\$ 12,103	\$ 35,605
046	Hertford	99%	\$750	\$ 5,881	\$ -	\$ 6,631
047	Hoke	69%	\$750	\$ 3,440	\$ -	\$ 4,190
048	Hyde	100%	\$750	\$ 3,447	\$ 1,834	\$ 6,031
049	Iredell	80%	\$750	\$ 25,245	\$ -	\$ 25,995
050	Jackson	100%	\$750	\$ 13,100	\$ 6,968	\$ 20,818
Subtotals:			\$37,500	\$746,041	\$166,480	\$950,021

Co. ID	County Name	Percentage for FY2014-15	1st (1)	2nd (2a)	3rd (2b)	Total
051	Johnston	100%	\$750	\$ 27,419	\$ 14,586	\$ 42,755
052	Jones	100%	\$750	\$ 1,591	\$ 846	\$ 3,187
053	Lee	100%	\$750	\$ 11,137	\$ 5,925	\$ 17,812
054	Lenoir	39%	\$750	\$ 4,654	\$ -	\$ 5,404
055	Lincoln	100%	\$750	\$ 11,986	\$ 6,376	\$ 19,112
056	Macon	100%	\$750	\$ 11,350	\$ 6,037	\$ 18,137
057	Madison	29%	\$750	\$ 1,246	\$ -	\$ 1,996
D4	Martin	100%	\$750	\$ 4,561	\$ 2,426	\$ 7,737
D5	McDowell	42%	\$750	\$ 3,252	\$ -	\$ 4,002
060	Mecklenburg	82%	\$750	\$ 170,911	\$ -	\$ 171,661
D6	Mitchell	89%	\$750	\$ 2,926	\$ -	\$ 3,676
062	Montgomery	48%	\$750	\$ 2,266	\$ -	\$ 3,016
063	Moore	100%	\$750	\$ 21,108	\$ 11,228	\$ 33,086
064	Nash	100%	\$750	\$ 18,668	\$ 9,931	\$ 29,349
065	New Hanover	100%	\$750	\$ 52,611	\$ 27,986	\$ 81,347
066	Northampton	90%	\$750	\$ 2,816	\$ -	\$ 3,566
067	Onslow	99%	\$750	\$ 27,250	\$ -	\$ 28,000
068	Orange	100%	\$750	\$ 22,646	\$ 12,047	\$ 35,443
069	Pamlico	94%	\$750	\$ 2,891	\$ -	\$ 3,641
D1	Pasquotank	100%	\$750	\$ 8,910	\$ 4,740	\$ 14,400
071	Pender	100%	\$750	\$ 9,175	\$ 4,881	\$ 14,806
D1	Perquimans	100%	\$750	\$ 2,387	\$ 1,270	\$ 4,406
073	Person	97%	\$750	\$ 5,762	\$ -	\$ 6,512
074	Pitt	99%	\$750	\$ 30,663	\$ -	\$ 31,413
D5	Polk	69%	\$750	\$ 3,037	\$ -	\$ 3,787
076	Randolph	82%	\$750	\$ 18,091	\$ -	\$ 18,841
077	Richmond	100%	\$750	\$ 7,531	\$ 4,006	\$ 12,287
078	Robeson	100%	\$750	\$ 24,184	\$ 12,865	\$ 37,799
079	Rockingham	100%	\$750	\$ 15,168	\$ 8,069	\$ 23,987
080	Rowan	74%	\$750	\$ 16,797	\$ -	\$ 17,547
D5	Rutherford	66%	\$750	\$ 8,506	\$ -	\$ 9,256
082	Sampson	54%	\$750	\$ 5,671	\$ -	\$ 6,421
083	Scotland	61%	\$750	\$ 3,915	\$ -	\$ 4,665
084	Stanly	100%	\$750	\$ 11,190	\$ 5,953	\$ 17,893
085	Stokes	95%	\$750	\$ 6,298	\$ -	\$ 7,048
086	Surry	77%	\$750	\$ 13,027	\$ -	\$ 13,777
087	Swain	41%	\$750	\$ 2,457	\$ -	\$ 3,207
088	Transylvania	62%	\$750	\$ 4,965	\$ -	\$ 5,715
D4	Tyrrell	100%	\$750	\$ 1,326	\$ 705	\$ 2,781
090	Union	100%	\$750	\$ 28,215	\$ 15,009	\$ 43,973
D3	Vance	93%	\$750	\$ 9,026	\$ -	\$ 9,776
092	Wake	64%	\$750	\$ 114,148	\$ -	\$ 114,898
093	Warren	99%	\$750	\$ 3,780	\$ -	\$ 4,530
D4	Washington	100%	\$750	\$ 3,129	\$ 1,665	\$ 5,544
D2	Watauga	41%	\$750	\$ 6,567	\$ -	\$ 7,317
096	Wayne	99%	\$750	\$ 23,207	\$ -	\$ 23,957
097	Wilkes	100%	\$750	\$ 11,296	\$ 6,009	\$ 18,056
098	Wilson	80%	\$750	\$ 14,298	\$ -	\$ 15,048
099	Yadkin	43%	\$750	\$ 3,238	\$ -	\$ 3,988
D6	Yancey	94%	\$750	\$ 3,141	\$ -	\$ 3,891
Subtotals:			\$37,500	\$820,395	\$162,558	\$1,020,453

	1st (1)	2nd (2a)	3rd (2b)	Total
TOTALS:	\$ 75,000	\$ 1,566,436	\$ 329,038	\$ 1,970,474

**Environmental Health**  
 Budgeted State funds \$4,000  
 Agreement Addendum \$10,182  
**Additional funds \$6,182**

D1-Albemarle Regional Health Services-	\$40,708	Bertie, Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans
D2-Appalachian District Health Department-	\$14,895	Alleghany, Ashe, Watauga
D3-Granville-Vance District Health Department-	\$18,449	Granville-Vance
D4-Martin-Tyrrell-Washington District Health Department-	\$16,062	Martin-Tyrrell-Washington
D5-Rutherford-Polk-McDowell District Health Department-	\$17,045	Rutherford-Polk-McDowell
D6-Toe River District Health Department-	\$13,604	Avery, Mitchell, Yancey

**FOOD & LODGING LOCAL HEALTH DEPARTMENT REQUEST FOR PAYMENT**

SFY 16

Division of Public Health

16001C1916  
NCAS Number

04/01/2016    05/31/2016  
Effective Date    Termination Date

Activity 874

LHD: Chatham County Public Health Department    Activity: Food & Lodging Distribution

LHD's Project Director: Anne Lowry

Distribution – indicate with a check mark all that apply	
<input checked="" type="checkbox"/> 15A NCAS 18A.2901(1) (\$750 Baseline distribution)	
<input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(a) (Distribution based on inspection percentage)	
<input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(b) (Distribution based on 100% inspection rate)	
AMOUNT REQUESTED	\$10,182

**Note #1:** LHD shall report Local Food and Lodging expenditures in the appropriate category (e.g., 101, 102, or 103) in the ZZZZ line item in the Aid-to-Counties Database.

**Note #2:** LHD shall report Local Food and Lodging Temporary Food Establishment (TFE) fees collected in category 107 – Local Temporary Food Establishment (TFE – State) in the ZZZZ line item in the Aid-to-Counties Database.

<b>THIS SECTION FOR DPH USE ONLY:</b>	
<b>Company 2B01</b>	
Account	Center
536560874	1153-4752-SZ19

As chief executive officer of the recipient organization, I hereby certify that this request for payment is an accurate reflection of funds to be disbursed in accordance with 15A NCAC 18A.2901 "Disbursement of Funds". I further certify that to the best of my knowledge and belief we have complied with all laws, regulations and contractual provisions that are conditions of payment under this agreement.

[Signature]    3-9-16  
LHD Authorized Official Signature    Date

[Signature]    3-15-16  
LHD Finance Officer Signature    Date

\_\_\_\_\_  
DPH Environmental Health Section Signature    Date

\_\_\_\_\_  
DPH Contracts Officer Signature    Date