

# Division of Public Health

## Agreement Addendum

### FY 18-19

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**

Shane Smith (919) 707-5872  
 Shane.smith@dhhs.nc.gov  
**DPH Program Contact**  
 (name, phone number, and email)

04/01/2019 – 05/31/2019  
**Service Period**

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

05/01/2019 – 06/30/2019  
**Payment Period**

- Original Agreement Addendum**  
 **Agreement Addendum Revision #** \_\_\_\_\_

**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.

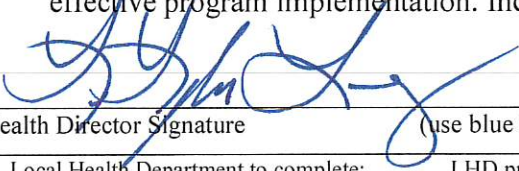
**II. Purpose:**

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 under “Regulation of food and lodging establishments” in North Carolina General Statute 130A-248(d) and under “Disbursements of Funds” in North Carolina Administrative Code 15A NCAC 18A .2901.

**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

 Health Director Signature (use blue ink)	3-25-19 Date		
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Local Health Department to complete: (If follow-up information is needed by DPH)</td> <td style="width: 70%;">LHD program contact name: <u>Anne Lowry</u>            Phone number with area code: <u>(919) 545-8310</u>            Email address: <u>anne.lowry@chathamnc.org</u></td> </tr> </table>		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) 545-8310</u> Email address: <u>anne.lowry@chathamnc.org</u>
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creates liability for the county and the Local Health Department and may lead to a loss of confidence from the public and operators. 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 1, 2019**.

**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 Environmental Health Inspections 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 15, 2019**, 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 May 1, 2019 through June 7, 2019. Requests received after **June 7, 2019** will not be processed.

**Food and Lodging Distribution Calculations, FY2018-2019, April 1-May 31, 2019**

Co. ID	County	Percent for FY2017-18	1st (1)	2nd (2a)	3rd (2b)	Total before Hurricane Matthew	Hurricane Matthew Allotment	Total
001	Alamance	100%	\$ 750.00	\$ 28,847	\$ 15,346	\$ 44,943		\$ 44,943
002	Alexander	99%	\$ 750.00	\$ 3,798		\$ 4,548		\$ 4,548
D2	Alleghany	55%	\$ 750.00	\$ 1,644		\$ 2,394		\$ 2,394
004	Anson	59%	\$ 750.00	\$ 2,175		\$ 2,925		\$ 2,925
D2	Ashe	74%	\$ 750.00	\$ 4,019		\$ 4,769		\$ 4,769
D6	Avery	48%	\$ 750.00	\$ 2,822		\$ 3,572		\$ 3,572
007	Beaufort	100%	\$ 750.00	\$ 10,263	\$ 5,460	\$ 16,473		\$ 16,473
D1	Bertie	100%	\$ 750.00	\$ 3,189	\$ 1,696	\$ 5,635		\$ 5,635
009	Bladen	100%	\$ 750.00	\$ 6,577	\$ 3,499	\$ 10,826		\$ 10,826
010	Brunswick	100%	\$ 750.00	\$ 26,207	\$ 13,942	\$ 40,899	\$ 17,783	\$ 58,682
011	Buncombe	100%	\$ 750.00	\$ 74,833	\$ 39,810	\$ 115,393		\$ 115,393
012	Burke	56%	\$ 750.00	\$ 7,533		\$ 8,283		\$ 8,283
013	Cabarrus	79%	\$ 750.00	\$ 29,362		\$ 30,112		\$ 30,112
014	Caldwell	100%	\$ 750.00	\$ 12,057	\$ 6,414	\$ 19,221		\$ 19,221
D1	Camden	96%	\$ 750.00	\$ 1,244		\$ 1,994	\$ 162	\$ 2,156
016	Carteret	74%	\$ 750.00	\$ 15,190		\$ 15,940	\$ 12,788	\$ 28,728
017	Caswell	100%	\$ 750.00	\$ 2,441	\$ 1,299	\$ 4,490		\$ 4,490
018	Catawba	100%	\$ 750.00	\$ 34,228	\$ 18,209	\$ 53,187		\$ 53,187
019	Chatham	100%	\$ 750.00	\$ 13,203	\$ 7,024	\$ 20,977		\$ 20,977
020	Cherokee	100%	\$ 750.00	\$ 7,473	\$ 3,976	\$ 12,199		\$ 12,199
D1	Chowan	79%	\$ 750.00	\$ 2,795		\$ 3,545		\$ 3,545
022	Clay	100%	\$ 750.00	\$ 2,192	\$ 1,166	\$ 4,108		\$ 4,108
023	Cleveland	100%	\$ 750.00	\$ 17,239	\$ 9,171	\$ 27,160		\$ 27,160
024	Columbus	100%	\$ 750.00	\$ 11,908	\$ 6,335	\$ 18,993		\$ 18,993
025	Craven	93%	\$ 750.00	\$ 17,839		\$ 18,589		\$ 18,589
026	Cumberland	88%	\$ 750.00	\$ 51,692		\$ 52,442		\$ 52,442
D1	Currituck	90%	\$ 750.00	\$ 6,905		\$ 7,655		\$ 7,655
028	Dare	100%	\$ 750.00	\$ 22,271	\$ 11,848	\$ 34,869		\$ 34,869
029	Davidson	91%	\$ 750.00	\$ 22,125		\$ 22,875		\$ 22,875
030	Davie	100%	\$ 750.00	\$ 7,673	\$ 4,082	\$ 12,505		\$ 12,505
031	Duplin	88%	\$ 750.00	\$ 10,829		\$ 11,579		\$ 11,579
032	Durham	75%	\$ 750.00	\$ 52,613		\$ 53,363		\$ 53,363
033	Edgecombe	41%	\$ 750.00	\$ 3,125		\$ 3,875	\$ 1,238	\$ 5,113
034	Forsyth	60%	\$ 750.00	\$ 39,938		\$ 40,688		\$ 40,688
035	Franklin	84%	\$ 750.00	\$ 6,487		\$ 7,237		\$ 7,237
036	Gaston	100%	\$ 750.00	\$ 35,673	\$ 18,977	\$ 55,400		\$ 55,400
D1	Gates	100%	\$ 750.00	\$ 1,146	\$ 610	\$ 2,506		\$ 2,506
038	Graham	97%	\$ 750.00	\$ 2,851		\$ 3,601		\$ 3,601
D3	Granville	90%	\$ 750.00	\$ 7,713		\$ 8,463		\$ 8,463
040	Greene	100%	\$ 750.00	\$ 3,139	\$ 1,670	\$ 5,559		\$ 5,559
041	Guilford	71%	\$ 750.00	\$ 70,076		\$ 70,826		\$ 70,826
042	Halifax	100%	\$ 750.00	\$ 10,214	\$ 5,433	\$ 16,397		\$ 16,397
043	Harnett	92%	\$ 750.00	\$ 14,897		\$ 15,647		\$ 15,647
044	Haywood	76%	\$ 750.00	\$ 11,776		\$ 12,526		\$ 12,526
045	Henderson	100%	\$ 750.00	\$ 24,214	\$ 12,881	\$ 37,845		\$ 37,845
D1	Hertford	99%	\$ 750.00	\$ 5,080		\$ 5,830		\$ 5,830
047	Hoke	76%	\$ 750.00	\$ 4,014		\$ 4,764		\$ 4,764
048	Hyde	98%	\$ 750.00	\$ 3,857		\$ 4,607		\$ 4,607
049	Iredell	96%	\$ 750.00	\$ 31,902		\$ 32,652		\$ 32,652
050	Jackson	93%	\$ 750.00	\$ 11,630		\$ 12,380		\$ 12,380
<b>Subtotals:</b>			\$ 37,500	\$ 800,918	\$ 188,848	\$ 1,027,266	\$ 31,971	\$ 1,059,237

	1st (1)	2nd (2a)	3rd (2b)			Total
<b>TOTALS:</b>	\$ 75,000	\$ 1,653,125	\$ 310,930			\$ 2,144,091

**Food and Lodging Distribution Calculations, FY2018-2019, April 1-May 31, 2019**

Co. ID	County	Percent for FY2017-18	1st (1)	2nd (2a)	3rd (2b)	Total before Hurricane Matthew	Hurricane Matthew Allotment	Total
051	Johnston	100%	\$ 750	\$ 30,790	\$ 16,380	\$ 47,920		\$ 47,920
052	Jones	100%	\$ 750	\$ 1,544	\$ 822	\$ 3,116		\$ 3,116
053	Lee	100%	\$ 750	\$ 12,505	\$ 6,653	\$ 19,908		\$ 19,908
054	Lenoir	71%	\$ 750	\$ 8,384		\$ 9,134		\$ 9,134
055	Lincoln	100%	\$ 750	\$ 11,210	\$ 5,964	\$ 17,924		\$ 17,924
056	Macon	100%	\$ 750	\$ 11,409	\$ 6,070	\$ 18,229		\$ 18,229
057	Madison	79%	\$ 750	\$ 3,464		\$ 4,214		\$ 4,214
D4	Martin	100%	\$ 750	\$ 4,982	\$ 2,650	\$ 8,382	\$ 2,295	\$ 10,677
D5	McDowell	69%	\$ 750	\$ 5,982		\$ 6,732		\$ 6,732
060	Mecklenburg	85%	\$ 750	\$ 189,343		\$ 190,093		\$ 190,093
D6	Mitchell	27%	\$ 750	\$ 861		\$ 1,611		\$ 1,611
062	Montgomery	80%	\$ 750	\$ 3,826		\$ 4,576		\$ 4,576
063	Moore	49%	\$ 750	\$ 10,693		\$ 11,443	\$ 4,643	\$ 16,086
064	Nash	85%	\$ 750	\$ 16,601		\$ 17,351	\$ 3,488	\$ 20,839
065	New Hanover	84%	\$ 750	\$ 49,510		\$ 50,260	\$ 26,795	\$ 77,055
066	Northampton	59%	\$ 750	\$ 1,676		\$ 2,426		\$ 2,426
067	Onslow	100%	\$ 750	\$ 29,246	\$ 15,558	\$ 45,554		\$ 45,554
068	Orange	100%	\$ 750	\$ 23,765	\$ 12,643	\$ 37,158		\$ 37,158
069	Pamlico	88%	\$ 750	\$ 2,061		\$ 2,811		\$ 2,811
D1	Pasquotank	76%	\$ 750	\$ 6,740		\$ 7,490		\$ 7,490
071	Pender	100%	\$ 750	\$ 10,313	\$ 5,486	\$ 16,549		\$ 16,549
D1	Perquimans	95%	\$ 750	\$ 2,461		\$ 3,211		\$ 3,211
073	Person	100%	\$ 750	\$ 5,879	\$ 3,128	\$ 9,757		\$ 9,757
074	Pitt	73%	\$ 750	\$ 22,513		\$ 23,263	\$ 12,988	\$ 36,251
D5	Polk	68%	\$ 750	\$ 3,388		\$ 4,138		\$ 4,138
076	Randolph	90%	\$ 750	\$ 20,492		\$ 21,242		\$ 21,242
077	Richmond	100%	\$ 750	\$ 7,573	\$ 4,029	\$ 12,352		\$ 12,352
078	Robeson	94%	\$ 750	\$ 21,965		\$ 22,715	\$ 13,207	\$ 35,922
079	Rockingham	100%	\$ 750	\$ 16,641	\$ 8,853	\$ 26,244		\$ 26,244
080	Rowan	57%	\$ 750	\$ 12,694		\$ 13,444		\$ 13,444
D5	Rutherford	60%	\$ 750	\$ 7,533		\$ 8,283		\$ 8,283
082	Sampson	97%	\$ 750	\$ 9,762		\$ 10,512	\$ 526	\$ 11,038
083	Scotland	31%	\$ 750	\$ 1,977		\$ 2,727	\$ 593	\$ 3,320
084	Stanly	100%	\$ 750	\$ 11,658	\$ 6,202	\$ 18,610		\$ 18,610
085	Stokes	90%	\$ 750	\$ 5,919		\$ 6,669		\$ 6,669
086	Surry	100%	\$ 750	\$ 17,587	\$ 9,356	\$ 27,693		\$ 27,693
087	Swain	66%	\$ 750	\$ 4,406		\$ 5,156		\$ 5,156
088	Transylvania	50%	\$ 750	\$ 4,310		\$ 5,060		\$ 5,060
D4	Tyrrell	100%	\$ 750	\$ 1,295	\$ 689	\$ 2,734		\$ 2,734
090	Union	100%	\$ 750	\$ 30,641	\$ 16,300	\$ 47,691		\$ 47,691
D3	Vance	78%	\$ 750	\$ 6,645		\$ 7,395		\$ 7,395
092	Wake	71%	\$ 750	\$ 134,563		\$ 135,313	\$ 2,281	\$ 137,594
093	Warren	99%	\$ 750	\$ 3,403		\$ 4,153		\$ 4,153
D4	Washington	100%	\$ 750	\$ 2,441	\$ 1,299	\$ 4,490	\$ 1,937	\$ 6,427
D2	Watauga	72%	\$ 750	\$ 11,192		\$ 11,942		\$ 11,942
096	Wayne	87%	\$ 750	\$ 19,852		\$ 20,602	\$ 2,491	\$ 23,093
097	Wilkes	93%	\$ 750	\$ 10,472		\$ 11,222		\$ 11,222
098	Wilson	68%	\$ 750	\$ 11,519		\$ 12,269	\$ 1,821	\$ 14,090
099	Yadkin	98%	\$ 750	\$ 6,787		\$ 7,537		\$ 7,537
D6	Yancey	59%	\$ 750	\$ 1,734		\$ 2,484		\$ 2,484
<b>Subtotals:</b>			<b>\$37,500</b>	<b>\$ 852,207</b>	<b>\$ 122,082</b>	<b>\$1,011,789</b>	<b>\$ 73,065</b>	<b>\$ 1,084,854</b>

D1-Albemarle Regional Health Services-	\$ 38,028	Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, Perquimans
D2-Appalachian District Health Department-	\$ 19,105	Alleghany, Ashe, Watauga
D3-Granville-Vance District Health Department-	\$ 15,858	Granville-Vance
D4-Martin-Tyrrell-Washington District Health Department-	\$ 19,838	Martin-Tyrrell-Washington
D5-Rutherford-Polk-McDowell District Health Department-	\$ 19,153	Rutherford-Polk-McDowell
D6-Toe River District Health Department-	\$ 7,667	Avery, Mitchell, Yancey

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

SFY 19

**Division of Public Health**

16001C1919  
NCAS Number

04/01/2019      05/31/2019  
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	\$20,977
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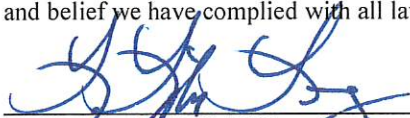
**Note #1:** LHD shall report Local Food and Lodging expenditures in the appropriate category (e.g., 101, 102, or 103) in the ZZZZ line item in the Aid-to-Counties Database.


**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.

**Note #3:** LHD shall report Local Food and Lodging Limited Food Services Establishment (LFSE) fees collected in category 107 – Limited Food Services Establishment (LFSE – 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.

  
 LHD Authorized Official Signature      3-25-19  
 Date

  
 LHD Finance Officer Signature      3/25/19  
 Date

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

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