

# Division of Public Health

## Agreement Addendum

### FY 25-26

Union County Consolidated Human Services Agency,  
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)

04/01/2026 – 05/31/2026  
**Service Period**

**DPH Program Signature** **Date**  
(only required for a negotiable Agreement Addendum)

05/01/2026 – 06/30/2026  
**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 shall:

1. **Provide food, lodging, and institutional sanitation program inspection, permitting, and associated services within the jurisdiction of the local health department** as outlined within G.S. 130A-248 and 10A NCAC 46 .0213.
2. **Maintain an internal Quality Assurance Plan** to provide for consistency and quality within the Food and Lodging Program, in accordance with 10A NCAC 46 .0213. Assuring consistency and quality of Food and Lodging permitting and inspection activities is essential to effective program

Health Director Signature (use blue ink or verifiable digital signature)

Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: _____ Phone and email address: _____
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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.

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

1. Performance Measures
  - a. 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).
  - b. The Local Health Department shall submit a Quality Assurance Plan.
2. Reporting Requirements
  - a. **Attestation:** By May 31, 2026, provide an attestation ensuring that funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d) via the DPH Smartsheet Reporting Portal, accessed at <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>.
  - b. **Summary of Activities for Calendar 2025:** By April 1, 2026, submit a summary of the previous year's Food Protection Program Quality Assurance Plan activities (January 2025-December 2025) by email to the Environmental Health Regional Specialist.
  - c. **Quality Assurance Plan for Calendar 2026:** By April 1, 2026, submit its current Food Protection Program Quality Assurance Plan (January 2026–December 2026) by email to the Environmental Health Regional Specialist.
  - d. **Inspection Data:** Inspection data for the required food, lodging, and institution inspections must be submitted electronically to the Environmental Health Inspections Data System within 30 days of each inspection.

#### 3. **Reporting Required Subcontract Information**

In accordance with revised NCDHHS guidelines effective October 1, 2024, the LHD must provide the information listed below for every subcontract receiving funding from the LHD to carry out any or all of this Agreement Addendum's work.

This information is not to be returned with the signed Agreement Addendum (AA) but is to be provided to DPH when the entities are known by the LHD.

- a. Subcontracts are contracts or agreements issued by the LHD to a vendor ("Subcontractor") or a pass-through entity ("Subrecipient").
  1. Subcontractors are vendors hired by the LHD via a contract to provide a good or service required by the LHD to perform or accomplish specific work outlined in the executed AA. For example, if the LHD needed to build a data system to satisfy AA's reporting requirements, the vendor hired by the LHD to build the data system would be a Subcontractor. (However, not all Vendors are considered Subcontractors. Entities performing general administrative services for the LHD (e.g., certified professional accountants) are not considered Subcontractors.)
  2. Subrecipients of the LHD are those that receive DPH pass-through funding from the LHD via a contract or agreement for them to carry out all or a portion of the programmatic responsibilities outlined in the executed AA. (Subrecipients are also referred to as Subgrantees in NCAC.)

The following information must be provided to the DPH Program Contact listed on Page 1 of this AA for review prior to the entity being awarded a contract or agreement from the LHD:

- Organization or Individual's Name (if an individual, include the person's title)
- EIN or Tax ID
- Street Address or PO Box

- City, State and ZIP Code
- Contact Name
- Contact Email
- Contact Telephone
- Fiscal Year End Date (of the entity)
- State whether the entity is functioning as a pass-through entity Subcontractor or Subrecipient of the LHD.

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

The Food Protection and Facilities Branch will review annual required inspection data submitted electronically to the Environmental Health Inspections Data System to ensure that required food, lodging, and institution inspections are completed at the frequency required. Failure to complete required inspections will cause the Local Health Department to lose funding.

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

If the Local Health Department Food and Lodging program is not in compliance with their submitted Quality Assurance Plan, a corrective action plan must be submitted by email within 30 days to the Environmental Health Regional Specialist, indicating how deficiencies will be addressed.

**VI. Funding Guidelines or Restrictions:**

1. **Federal Funding Requirements:** where federal grant dollars received by the Division of Public Health (DPH) are passed through to the Local Health Department (LHD) for all or any part of this Agreement Addendum (AA).
  - a. **Requirements for Pass-through Entities:** In compliance with 2 CFR §200.331 – Requirements for pass-through entities, DPH provides Federal Award Reporting Supplements (FASs) to the LHD receiving federally funded AAs.
    1. **Definition:** An FAS discloses the required elements of a single federal award. FASs address elements of federal funding sources only; state funding elements will not be included in the FAS. An AA funded by more than one federal award will receive a disclosure FAS for each federal award.
    2. **Frequency:** An FAS will be generated as DPH receives information for federal grants. FASs will be issued to the LHD throughout the state fiscal year. For a federally funded AA, an FAS will accompany the original AA. If an AA is revised and if the revision affects federal funds, the AA Revision will include an FAS. FASs can also be sent to the LHD even if no change is needed to an AA. In those instances, the FAS will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
  - b. **Required Reporting Certifications:** Per the revised Uniform Guidance, 2 CFR 200, if awarded federal pass-through funds, the LHD as well as all subrecipients of the LHD must certify the following whenever 1) applying for funds, 2) requesting payment, and 3) submitting financial reports:
 

“I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.”
2. The Local Health Department Food and Lodging funds are distributed based on the attached “Food and Lodging Distribution Calculations” spreadsheet.

**874 Food and Lodging Distribution Calculations — FY2025-26, April 1-May 31, 2026**

Co. ID	County	% for FY24-25	1st (1)	2nd (2a)	3rd (2b)	Total
001	Alamance	100%	\$750	\$33,347	\$15,863	\$49,960
002	Alexander	89%	\$750	\$3,937		\$4,687
D2	Alleghany	96%	\$750	\$2,576		\$3,326
004	Anson	89%	\$750	\$3,760		\$4,510
D2	Ashe	92%	\$750	\$5,121		\$5,871
D6	Avery	18%	\$750	\$1,145		\$1,895
007	Beaufort	100%	\$750	\$11,033	\$5,248	\$17,031
D1	Bertie	30%	\$750	\$1,059		\$1,809
009	Bladen	100%	\$750	\$7,107	\$3,381	\$11,238
010	Brunswick	100%	\$750	\$29,372	\$13,972	\$44,094
011	Buncombe	53%	\$750	\$42,407		\$43,157
012	Burke	88%	\$750	\$12,114		\$12,864
013	Cabarrus	83%	\$750	\$37,372		\$38,122
014	Caldwell	50%	\$750	\$6,212		\$6,962
D1	Camden	71%	\$750	\$1,023		\$1,773
016	Carteret	53%	\$750	\$11,168		\$11,918
017	Caswell	100%	\$750	\$2,833	\$1,348	\$4,931
018	Catawba	97%	\$750	\$35,143		\$35,893
019	Chatham	100%	\$750	\$13,816	\$6,572	\$21,138
020	Cherokee	100%	\$750	\$7,355	\$3,499	\$11,604
D1	Chowan	72%	\$750	\$2,541		\$3,291
022	Clay	100%	\$750	\$2,733	\$1,300	\$4,783
023	Cleveland	96%	\$750	\$17,462		\$18,212
024	Columbus	69%	\$750	\$7,681		\$8,431
025	Craven	100%	\$750	\$19,879	\$9,456	\$30,085
026	Cumberland	84%	\$750	\$56,065		\$56,815
D1	Currituck	51%	\$750	\$4,334		\$5,084
028	Dare	100%	\$750	\$23,855	\$11,348	\$35,953
029	Davidson	100%	\$750	\$26,340	\$12,530	\$39,620
030	Davie	100%	\$750	\$7,852	\$3,735	\$12,337
031	Duplin	100%	\$750	\$12,524	\$5,958	\$19,232
032	Durham	83%	\$750	\$59,770		\$60,520
033	Edgecombe	77%	\$750	\$7,768		\$8,518
034	Forsyth	79%	\$750	\$55,241		\$55,991
035	Franklin	51%	\$750	\$5,145		\$5,895
036	Gaston	91%	\$750	\$43,688		\$44,438
D1	Gates	50%	\$750	\$820		\$1,570
038	Graham	69%	\$750	\$1,406		\$2,156
D3	Granville	60%	\$750	\$6,620		\$7,370
040	Greene	74%	\$750	\$2,832		\$3,582
041	Guilford	90%	\$750	\$93,572		\$94,322
042	Halifax	52%	\$750	\$5,660		\$6,410
043	Harnett	74%	\$750	\$12,136		\$12,886
044	Haywood	100%	\$750	\$16,351	\$7,778	\$24,879
045	Henderson	99%	\$750	\$28,881		\$29,631
D1	Hertford	56%	\$750	\$2,811		\$3,561
047	Hoke	89%	\$750	\$6,369		\$7,119
048	Hyde	77%	\$750	\$2,296		\$3,046
049	Iredell	100%	\$750	\$36,081	\$17,163	\$53,994
050	Jackson	100%	\$750	\$13,468	\$6,407	\$20,625
<b>Subtotals:</b>			\$37,500	\$850,081	\$125,558	\$1,013,139

Co. ID	County	% for FY24-25	1st (1)	2nd (2a)	3rd (2b)	Total
051	Johnston	100%	\$750	\$46,219	\$21,987	\$68,956
052	Jones	100%	\$750	\$1,292	\$615	\$2,657
053	Lee	100%	\$750	\$14,164	\$6,738	\$21,652
054	Lenoir	45%	\$750	\$5,546		\$6,296
055	Lincoln	100%	\$750	\$13,518	\$6,430	\$20,698
056	Macon	92%	\$750	\$10,059		\$10,809
057	Madison	49%	\$750	\$2,411		\$3,161
D4	Martin	96%	\$750	\$4,628		\$5,378
D7	McDowell	98%	\$750	\$8,328		\$9,078
060	Mecklenburg	99%	\$750	\$254,567		\$255,317
D6	Mitchell	21%	\$750	\$637		\$1,387
062	Montgomery	97%	\$750	\$4,869		\$5,619
063	Moore	95%	\$750	\$23,795		\$24,545
064	Nash	86%	\$750	\$17,310		\$18,060
065	New Hanover	100%	\$750	\$64,061	\$30,473	\$95,284
066	Northampton	98%	\$750	\$2,679		\$3,429
067	Onslow	100%	\$750	\$34,292	\$16,312	\$51,354
068	Orange	100%	\$750	\$25,098	\$11,939	\$37,787
069	Pamlico	100%	\$750	\$3,032	\$1,442	\$5,224
D1	Pasquotank	86%	\$750	\$7,864		\$8,614
071	Pender	99%	\$750	\$12,595		\$13,345
D1	Perquimans	72%	\$750	\$2,004		\$2,754
073	Person	98%	\$750	\$6,819		\$7,569
074	Pitt	100%	\$750	\$36,826	\$17,519	\$55,095
075	Polk	64%	\$750	\$4,071		\$4,821
076	Randolph	95%	\$750	\$23,182		\$23,932
077	Richmond	100%	\$750	\$9,095	\$4,326	\$14,171
078	Robeson	27%	\$750	\$6,334		\$7,084
079	Rockingham	87%	\$750	\$14,571		\$15,321
080	Rowan	100%	\$750	\$25,445	\$12,104	\$38,299
D7	Rutherford	99%	\$750	\$12,054		\$12,804
082	Sampson	91%	\$750	\$10,085		\$10,835
083	Scotland	100%	\$750	\$6,163	\$2,931	\$9,844
084	Stanly	99%	\$750	\$13,629		\$14,379
085	Stokes	95%	\$750	\$6,988		\$7,738
086	Surry	100%	\$750	\$17,046	\$8,109	\$25,905
087	Swain	72%	\$750	\$5,081		\$5,831
088	Transylvania	98%	\$750	\$9,010		\$9,760
D4	Tyrrell	72%	\$750	\$823		\$1,573
090	Union	100%	\$750	\$34,143	\$16,242	\$51,135
D3	Vance	40%	\$750	\$3,757		\$4,507
092	Wake	72%	\$750	\$158,517		\$159,267
093	Warren	98%	\$750	\$3,409		\$4,159
D4	Washington	93%	\$750	\$2,357		\$3,107
D2	Watauga	96%	\$750	\$15,554		\$16,304
096	Wayne	89%	\$750	\$20,568		\$21,318
097	Wilkes	100%	\$750	\$11,629	\$5,532	\$17,911
098	Wilson	82%	\$750	\$16,627		\$17,377
099	Yadkin	80%	\$750	\$6,719		\$7,469
100	Yancey	92%	\$750	\$2,698		\$3,448
<b>Subtotals:</b>			\$37,500	\$1,042,168	\$162,699	\$1,242,367

	1st (1)	2nd (2a)	3rd (2b)	Total
<b>TOTALS:</b>	\$ 75,000	\$ 1,892,249	\$ 288,257	\$ 2,255,506

D1-Albemarle Regional Health Services-	\$ 28,456	Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, Perquimans
D2-Appalachian District Health Department-	\$ 25,501	Alleghany, Ashe, Watauga
D3-Granville-Vance District Health Department-	\$ 11,877	Granville, Vance
D4-Martin-Tyrrell-Washington District Health Department-	\$ 10,058	Martin, Tyrrell, Washington
D6-Toe River District Health-	\$ 3,282	Avery, Mitchell
D7-Foothills Health District-	\$ 21,882	McDowell, Rutherford

Activity 874	AA	131106 2B04752 200SZ00000	Total Allocated	Proposed Total	New Total
Service Period		04/01-05/31			
Payment Period		05/01-06/30			
01 Alamance	* 0	49,960	\$0.00	49,960	49,960
D1 Albemarle	* 0	28,456	\$0.00	28,456	28,456
02 Alexander	* 0	4,687	\$0.00	4,687	4,687
04 Anson	* 0	4,510	\$0.00	4,510	4,510
D2 Appalachian	* 0	25,501	\$0.00	25,501	25,501
07 Beaufort	* 0	17,031	\$0.00	17,031	17,031
09 Bladen	* 0	11,238	\$0.00	11,238	11,238
10 Brunswick	* 0	44,094	\$0.00	44,094	44,094
11 Buncombe	* 0	43,157	\$0.00	43,157	43,157
12 Burke	* 0	12,864	\$0.00	12,864	12,864
13 Cabarrus	* 0	38,122	\$0.00	38,122	38,122
14 Caldwell	* 0	6,962	\$0.00	6,962	6,962
16 Carteret	* 0	11,918	\$0.00	11,918	11,918
17 Caswell	* 0	4,931	\$0.00	4,931	4,931
18 Catawba	* 0	35,893	\$0.00	35,893	35,893
19 Chatham	* 0	21,138	\$0.00	21,138	21,138
20 Cherokee	* 0	11,604	\$0.00	11,604	11,604
22 Clay	* 0	4,783	\$0.00	4,783	4,783
23 Cleveland	* 0	18,212	\$0.00	18,212	18,212
24 Columbus	* 0	8,431	\$0.00	8,431	8,431
25 Craven	* 0	30,085	\$0.00	30,085	30,085
26 Cumberland	* 0	56,815	\$0.00	56,815	56,815
28 Dare	* 0	35,953	\$0.00	35,953	35,953
29 Davidson	* 0	39,620	\$0.00	39,620	39,620
30 Davie	* 0	12,337	\$0.00	12,337	12,337
31 Duplin	* 0	19,232	\$0.00	19,232	19,232
32 Durham	* 0	60,520	\$0.00	60,520	60,520
33 Edgecombe	* 0	8,518	\$0.00	8,518	8,518
D7 Foothills	* 0	21,882	\$0.00	21,882	21,882
34 Forsyth	* 0	55,991	\$0.00	55,991	55,991
35 Franklin	* 0	5,895	\$0.00	5,895	5,895
36 Gaston	* 0	44,438	\$0.00	44,438	44,438
38 Graham	* 0	2,156	\$0.00	2,156	2,156
D3 Gran-Vance	* 0	11,877	\$0.00	11,877	11,877
40 Greene	* 0	3,582	\$0.00	3,582	3,582
41 Guilford	* 0	94,322	\$0.00	94,322	94,322
42 Halifax	* 0	6,410	\$0.00	6,410	6,410
43 Harnett	* 0	12,886	\$0.00	12,886	12,886
44 Haywood	* 0	24,879	\$0.00	24,879	24,879
45 Henderson	* 0	29,631	\$0.00	29,631	29,631
47 Hoke	* 0	7,119	\$0.00	7,119	7,119
48 Hyde	* 0	3,046	\$0.00	3,046	3,046
49 Iredell	* 0	53,994	\$0.00	53,994	53,994
50 Jackson	* 0	20,625	\$0.00	20,625	20,625

51 Johnston	* 0	68,956	\$0.00	68,956	68,956
52 Jones	* 0	2,657	\$0.00	2,657	2,657
53 Lee	* 0	21,652	\$0.00	21,652	21,652
54 Lenoir	* 0	6,296	\$0.00	6,296	6,296
55 Lincoln	* 0	20,698	\$0.00	20,698	20,698
56 Macon	* 0	10,809	\$0.00	10,809	10,809
57 Madison	* 0	3,161	\$0.00	3,161	3,161
D4 M-T-W	* 0	10,058	\$0.00	10,058	10,058
60 Mecklenburg	* 0	255,317	\$0.00	255,317	255,317
62 Montgomery	* 0	5,619	\$0.00	5,619	5,619
63 Moore	* 0	24,545	\$0.00	24,545	24,545
64 Nash	* 0	18,060	\$0.00	18,060	18,060
65 New Hanover	* 0	95,284	\$0.00	95,284	95,284
66 Northampton	* 0	3,429	\$0.00	3,429	3,429
67 Onslow	* 0	51,354	\$0.00	51,354	51,354
68 Orange	* 0	37,787	\$0.00	37,787	37,787
69 Pamlico	* 0	5,224	\$0.00	5,224	5,224
71 Pender	* 0	13,345	\$0.00	13,345	13,345
73 Person	* 0	7,569	\$0.00	7,569	7,569
74 Pitt	* 0	55,095	\$0.00	55,095	55,095
75 Polk	* 0	4,821	\$0.00	4,821	4,821
76 Randolph	* 0	23,932	\$0.00	23,932	23,932
77 Richmond	* 0	14,171	\$0.00	14,171	14,171
78 Robeson	* 0	7,084	\$0.00	7,084	7,084
79 Rockingham	* 0	15,321	\$0.00	15,321	15,321
80 Rowan	* 0	38,299	\$0.00	38,299	38,299
82 Sampson	* 0	10,835	\$0.00	10,835	10,835
83 Scotland	* 0	9,844	\$0.00	9,844	9,844
84 Stanly	* 0	14,379	\$0.00	14,379	14,379
85 Stokes	* 0	7,738	\$0.00	7,738	7,738
86 Surry	* 0	25,905	\$0.00	25,905	25,905
87 Swain	* 0	5,831	\$0.00	5,831	5,831
D6 Toe River	* 0	3,282	\$0.00	3,282	3,282
88 Transylvania	* 0	9,760	\$0.00	9,760	9,760
90 Union	* 0	51,135	\$0.00	51,135	51,135
92 Wake	* 0	159,267	\$0.00	159,267	159,267
93 Warren	* 0	4,159	\$0.00	4,159	4,159
96 Wayne	* 0	21,318	\$0.00	21,318	21,318
97 Wilkes	* 0	17,911	\$0.00	17,911	17,911
98 Wilson	* 0	17,377	\$0.00	17,377	17,377
99 Yadkin	* 0	7,469	\$0.00	7,469	7,469
00 Yancey	* 0	3,448	\$0.00	3,448	3,448
Totals		2,255,506	0	2,255,506	2,255,506

Sign and Date by DHHS Program Administrator <i>Shane Smith</i> 03/04/26   4:44 PM EST <small>43EE10CCB0E117A</small>	Sign and Date - DHHS Section Chief <i>Larry Michael</i> 04/26   4:57 PM EST <small>BE3FC880D710180</small>
Sign and Date - DHHS Budget Office – ATC Coordinator <i>Sarah Huffman</i> 3/4/2026	Sign and Date - DHHS Budget Officer <i>S. Khalil</i> 3/5/2026 <i>AH</i>