

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

October 6, 2020

Stokes County Board of Commissioners

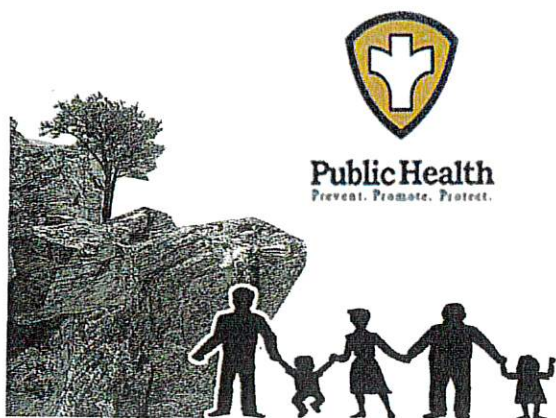
The Stokes County Health Department has received an Agreement Addendum from the Division of Public Health for COVID-19 Infection Prevention Support. This AA states that these funds can be used for hazard pay or overtime pay. We have received \$70,716 from this AA to be spent from July 1, 2020 through December 31, 2020. We have included the written request that was sent to Susan Little, Chief Public Health Nurse Branch Head at the Division of Public Health. This request was approved via email that is also included dated September 30, 2020.

I am requesting as stated in the proposal that is attached 12 employees receive \$500.00 per month and 15 employees receive \$300.00 a month, retroactive to July 1, 2020. This is a total of \$63,000.00. I am requesting that there be a check cut for each employee separate from their paycheck as soon as this is approved for the retroactive portion. I also am requesting that the remainder of the hazard pay checks be separate checks monthly until the six-month period is over per AA.

Thank you,

Tammy Martin
Health Director, Stokes County Health Department

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

AA 115 COVID-19 Infection Prevention Support Funding Request

Stokes County Health Department is requesting hazard pay for all health department staff, retroactive to July 1, 2020. At this time, all health department staff are either working on preventing the spread of COVID-19, testing community citizens, providing outreach, billing services, contact tracing, interpretation services, and are facing overall general exposure to COVID-19 due to the nature of our positions in public health.

Stokes County Health Department currently has nine clinic staff, one health director and their assistant, and one health educator that would receive \$500.00 per month, retroactive to July 1, 2020 through December 30, 2020, if approved. There are also 15 other staff members at the health department that make up billing, check-in and check-out of patients, WIC, and environmental health that are at risk of exposure to COVID-19 and have expanded their daily job duties to accommodate COVID-19. The 15 employees mentioned above would receive \$300.00 per month, retroactive to July 1, 2020 through December 30, 2020, if approved.

This request would total \$63,000.00 and would fall within the budgeted amount of AA 115 funds for Stokes County.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Tammy Martin".

Tammy Martin, Health Director

Hayley Shelton

From: Little, Susan H <susan.little@dhhs.nc.gov>
Sent: Wednesday, September 30, 2020 1:59 PM
To: Hayley Shelton
Subject: RE: [External] RE: Stokes AA 115 COVID-19 Infection Prevention Support Hazard Pay
Attachments: Funding Request.pdf

CAUTION: This email originated from outside of the County Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Hayley,
Yes, hazard pay for employee working on COVID-19 related infection prevention activities as detailed in your attached proposal fits within the scope of the AA115
Thanks,
Susan

Susan Haynes Little, DNP, RN, PHNA-BC, CPH, CPHQ, CPM
Chief Public Health Nurse
Branch Head
Division of Public Health, Local Technical Assistance and Training Branch
[NC Department of Health and Human Services](#)

Help protect your family and neighbors from COVID-19.
[**Know the 3 Ws. Wear. Wait. Wash.**](#)
#StayStrongNC and get the latest at nc.gov/covid19.

919-215-4471 mobile
Susan.little@dhhs.nc.gov

From: Hayley Shelton <hshelton@co.stokes.nc.us>
Sent: Tuesday, September 29, 2020 1:36 PM
To: Little, Susan H <susan.little@dhhs.nc.gov>
Subject: [External] RE: Stokes AA 115 COVID-19 Infection Prevention Support

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Susan,

Please see the attached request from our health director.

Thanks,

Hayley Shelton
Admin Officer
Stokes County Health Department
O: (336) 593-2400 ext. 1201
F: (336) 593-9361

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 3

Stokes County Health Department
Local Health Department Legal Name

115 COVID-19 Infection Prevention Support
Activity Number and Description

07/01/2020 – 12/30/2020

Service Period

09/01/2020 – 01/31/2021

Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # _____

Administrative, Local, and Community Support /
Local Technical Assistance and Training (LTAT)
DPH Section / Branch Name

Susan Little, 919-215-4471
susan.little@dhhs.nc.gov

DPH Program Contact
(name, phone number, and email)

n/a

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

Date

I. Background:

The North Carolina General Assembly passed Session Law 2020-4 (H1043) to fulfill their constitutional duty to appropriate all funds, including federal CARES Act funds appropriated or otherwise made available under the COVID-19 Recovery Legislation, and to direct the use of those funds in a manner that is consistent with the authorizing federal legislation and that responsibly provides for the public health and economic well-being of North Carolina. Through this legislation, the Coronavirus Relief Fund (CRF) was established.

The primary purpose of the CRF is to provide necessary and appropriate relief and assistance from the effects of COVID-19. These funds were provided to the Department of Health and Human Services to provide flexible funds for local health departments to support infection-prevention related activities.

II. Purpose:

This Agreement Addendum enhances the Local Health Department's ability to support infection prevention during the COVID-19 pandemic.

III. Scope of Work and Deliverables:

1. These funds may be used by the Local Health Department (LHD) to support any locally identified need to support **COVID-19 infection prevention**, through any public health program. Examples of infection-related expenditures may include, but are not limited to, staffing support related to infection control services or programs, environmental health services related to infection prevention and control (e.g., site assessments), technological needs including those for providing telehealth services, testing, investigation, contact tracing, infection-control training, disinfection of public areas

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:
(If follow-up information is needed by DPH)

LHD program contact name: _____

Phone number with area code: _____

Email address: _____

Signature on this page signifies you have read and accepted all pages of this document.

July 2019

and facilities, purchase of personal protective equipment, COVID-19 infection control related medical expenses including clinical care, and infection prevention capital improvements directly related to the COVID-19 public health emergency.

2. Infection prevention and related activities must support standardized infection control basic principles as described in the NC DHHS COVID-19 Guidance found here:
<https://covid19.ncdhhs.gov/guidance>

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

1. **Performance Measure**

100% of LHD funds expensed will be for the specific purpose of infection prevention and related support activities.

2. **Reporting Requirements**

The LHD shall provide Infection Prevention Reports for Activity 115 COVID-19 Infection Prevention Support which detail and justify how the funds were allocated to infection-prevention related activities. The LHD must provide monthly Infection Prevention Reports using the attached templates, C-1 and C-2 as mandated by the NC Pandemic Relief Office according to the following schedule:

<u>Report Period</u>	<u>Report Submission Deadline</u>
July 2020 – August 2020 (2 months)	September 15, 2020
September 2020	October 15, 2020
October 2020	November 16, 2020
November 2020	December 15, 2020
December 2020	January 15, 2021

Email reports to: Beth Murray beth.murray@dhhs.nc.gov and copy Jeneen Preciose jeneen.preciose@dhhs.nc.gov and Pat Ward pat.ward@dhhs.nc.gov.

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

Performance will be monitored by the LTAT Branch Head by a review of the Activity 115 Infection Prevention Reports. If additional information is required, a phone conference will be conducted.

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 of Public Health provides Federal Award Reporting Supplements to the LHD 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 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 of Public Health receives information for federal grants. Supplements will be issued to the LHD 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 LHD 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. Any infection prevention capital improvement directly related to the COVID-19 public health emergency **must receive preapproval** from DPH Program Contact, Susan Little, in writing prior to expending.
3. The following is a nonexclusive list of costs that would **not** be eligible expenditures:
 - a. Administrative costs. Neither indirect costs nor allocated overhead are allowable costs. All salary expenses for permanent employees must be direct expensed.
 - b. Lobbying. Federally funded lobbying, either directly or indirectly (i.e., “grassroots” lobbying), is prohibited by law.
 - c. Expenses for the State share of Medicaid.
 - d. Damages covered by insurance.
 - e. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - f. Expenses that have been or will be reimbursed under any federal program.
 - g. Reimbursement to donors for donated items or services.
 - h. Workforce bonuses other than **hazard pay or overtime.**
 - i. Severance pay.
 - j. Legal settlements.
 - k. Elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death.
 - i. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.
 - ii. Furthermore, no government which receives payments from the Coronavirus Relief Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.
4. **The final drawdown of funds for services performed through December 30, 2020 request must be submitted in the Aid-to-Counties database no later than 01/15/2021.**

DPH-Aid-To-Counties

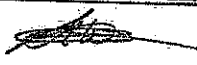
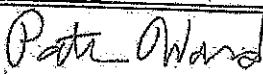
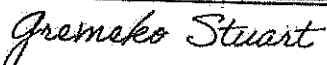
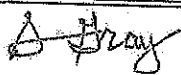
For Fiscal Year: 20/21

Budgetary Estimate Number : 0

Activity 115		1175 4026 HN		
Service Period	AA	07/01-12/30	Proposed Total	New Total
Payment Period		08/01-01/31		
01 Alamance	* 0	201,857	201,857	201,857
D1 Albemarle	* 0	335,813	335,813	335,813
02 Alexander	* 0	61,801	61,801	61,801
04 Anson	* 0	47,598	47,598	47,598
D2 Appalachian	* 0	164,871	164,871	164,871
07 Beaufort	* 0	71,811	71,811	71,811
09 Bladen	* 0	57,723	57,723	57,723
10 Brunswick	* 0	169,625	169,625	169,625
11 Buncombe	* 0	304,908	304,908	304,908
12 Burke	* 0	119,750	119,750	119,750
13 Cabarrus	* 0	248,252	248,252	248,252
14 Caldwell	* 0	110,898	110,898	110,898
16 Carteret	* 0	97,153	97,153	97,153
17 Caswell	* 0	45,842	45,842	45,842
18 Catawba	* 0	192,957	192,957	192,957
19 Chatham	* 0	101,047	101,047	101,047
20 Cherokee	* 0	51,949	51,949	51,949
22 Clay	* 0	32,723	32,723	32,723
23 Cleveland	* 0	128,195	128,195	128,195
24 Columbus	* 0	81,577	81,577	81,577
25 Craven	* 0	133,055	133,055	133,055
26 Cumberland	* 0	382,064	382,064	382,064
28 Dare	* 0	60,376	60,376	60,376
29 Davidson	* 0	203,445	203,445	203,445
30 Davie	* 0	66,901	66,901	66,901
31 Duplin	* 0	85,231	85,231	85,231
32 Durham	* 0	359,582	359,582	359,582
33 Edgecombe	* 0	77,539	77,539	77,539

D7 Foothills	* 0	165,280	165,280	165,280
34 Forsyth	* 0	430,678	430,678	430,678
35 Franklin	* 0	94,224	94,224	94,224
36 Gaston	* 0	261,191	261,191	261,191
38 Graham	* 0	29,479	29,479	29,479
D3 Gran-Vance	* 0	156,187	156,187	156,187
40 Greene	* 0	42,944	42,944	42,944
41 Guilford	* 0	603,148	603,148	603,148
42 Halifax	* 0	76,260	76,260	76,260
43 Harnett	* 0	165,335	165,335	165,335
44 Haywood	* 0	88,578	88,578	88,578
45 Henderson	* 0	147,530	147,530	147,530
46 Hertford	* 0	0	0	0
47 Hoke	* 0	78,923	78,923	78,923
48 Hyde	* 0	25,673	25,673	25,673
49 Iredell	* 0	215,054	215,054	215,054
50 Jackson	* 0	67,821	67,821	67,821
51 Johnston	* 0	238,037	238,037	238,037
52 Jones	* 0	31,127	31,127	31,127
53 Lee	* 0	86,438	86,438	86,438
54 Lenoir	* 0	82,049	82,049	82,049
55 Lincoln	* 0	112,491	112,491	112,491
56 Macon	* 0	59,398	59,398	59,398
57 Madison	* 0	44,403	44,403	44,403
D4 M-T-W	* 0	103,301	103,301	103,301
60 Mecklenburg	* 0	1,207,755	1,207,755	1,207,755
62 Montgomery	* 0	50,144	50,144	50,144
63 Moore	* 0	128,467	128,467	128,467
64 Nash	* 0	124,033	124,033	124,033
65 New Hanover	* 0	273,459	273,459	273,459
66 Northampton	* 0	42,501	42,501	42,501
67 Onslow	* 0	236,891	236,891	236,891
68 Orange	* 0	178,869	178,869	178,869
69 Pamlico	* 0	34,579	34,579	34,579
71 Pender	* 0	87,846	87,846	87,846

73 Person	* 0	63,880	63,880	63,880
74 Pitt	* 0	214,737	214,737	214,737
75 Polk	* 0	43,502	43,502	43,502
76 Randolph	* 0	177,244	177,244	177,244
77 Richmond	* 0	69,327	69,327	69,327
78 Robeson	* 0	163,619	163,619	163,619
79 Rockingham	* 0	120,125	120,125	120,125
80 Rowan	* 0	174,753	174,753	174,753
D5 R-P-M	* 0	0	0	0
82 Sampson	* 0	89,940	89,940	89,940
83 Scotland	* 0	59,009	59,009	59,009
84 Stanly	* 0	89,112	89,112	89,112
85 Stokes	* 0	70,716	70,716	70,716
86 Surry	* 0	99,920	99,920	99,920
87 Swain	* 0	35,761	35,761	35,761
D6 Toe River	* 0	116,460	116,460	116,460
88 Transylvania	* 0	58,322	58,322	58,322
90 Union	* 0	273,696	273,696	273,696
92 Wake	* 0	1,187,939	1,187,939	1,187,939
93 Warren	* 0	41,899	41,899	41,899
96 Wayne	* 0	156,092	156,092	156,092
97 Wilkes	* 0	96,298	96,298	96,298
98 Wilson	* 0	109,433	109,433	109,433
99 Yadkin	* 0	61,580	61,580	61,580
Totals		13,338,000	13,338,000	13,338,000

 Sign and Date - DPH Program Administrator	 Sign and Date - DPH Section Chief
 Sign and Date - DPH Contracts Office	 Sign and Date - DPH Budget Officer

SH 9/4/2020

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 21.019	Federal awd date: 03/27/20	Is award R&D?	no	FAIN:	H.R. 748 – 116 th Congress (2019-2020)	Total amount of fed awd:	\$ 3,585,391,176
CFDA name: Coronavirus Relief Fund		Fed award project description:		Coronavirus Aid, Relief, and Economic Security Act, Coronavirus Relief Funds (to States)			
		Fed awarding agency:	U.S. Treasury	Federal award indirect cost rate:			NC DHHS limited to: 0% Subawardee limited to: 0%
Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	201857	201857	Jackson	019728518	67821	67821
Albemarle	130537822	335813	335813	Johnston	097599104	238037	238037
Alexander	030495105	61801	61801	Jones	095116935	31127	31127
Anson	847163029	47598	47598	Lee	067439703	86438	86438
Appalachian	780131541	164871	164871	Lenoir	042789748	82049	82049
Beaufort	091567776	71811	71811	Lincoln	086869336	112491	112491
Bladen	084171628	57723	57723	Macon	070626825	59398	59398
Brunswick	091571349	169625	169625	Madison	831052873	44403	44403
Buncombe	879203560	304908	304908	MTW	087204173	103301	103301
Burke	883321205	119750	119750	Mecklenburg	074498353	1207750	1207750
Cabarrus	143408289	248252	248252	Montgomery	025384603	50144	50144
Caldwell	948113402	110898	110898	Moore	050988146	128467	128467
Carteret	058735804	97153	97153	Nash	050425677	124033	124033
Caswell	077846053	45842	45842	New Hanover	040029563	273459	273459
Catawba	083677138	192957	192957	Northampton	097594477	42501	42501
Chatham	131356607	101047	101047	Onslow	172663270	236891	236891
Cherokee	130705072	51949	51949	Orange	139209659	178869	178869
Clay	145058231	32723	32723	Pamlico	097600456	34579	34579
Cleveland	879924850	128195	128195	Pender	100955413	87846	87846
Columbus	040040016	81577	81577	Person	091563718	63880	63880
Craven	091564294	133055	133055	Pitt	080889694	214737	214737
Cumberland	123914376	382064	382064	Polk	079067930	43502	43502
Dare	082358631	60376	60376	Randolph	027873132	177244	177244
Davidson	077839744	203445	203445	Richmond	070621339	69327	69327
Davie	076526651	66901	66901	Robeson	082367871	163619	193619
Duplin	095124798	85231	85231	Rockingham	077847143	120125	120125
Durham	088564075	359582	359582	Rowan	074494014	174753	174753
Edgecombe	093125375	77539	77539	Sampson	825573975	89940	89940
Foothills	782359004	165280	165280	Scotland	091564146	59009	59009
Forsyth	105316439	430687	430687	Stanly	131060829	89112	89112
Franklin	084168632	94224	94224	Stokes	085442705	70716	70716
Gaston	071062186	603148	603148	Surry	077821858	99920	99920
Graham	020952383	29479	29479	Swain	146437553	35761	35761
Granville-Vance	063347626	156187	156187	Toe River	113345201	116460	116460
Greene	091564591	42944	42944	Transylvania	030494215	58322	58322
Gulford	071563613	603148	603148	Union	079051637	273696	273696
Halifax	014305957	76260	76260	Wake	019625961	1187939	1187939
Harnett	091565986	165335	165335	Warren	030239953	41899	41899
Haywood	070620232	88578	88578	Wayne	040036170	156092	156092
Henderson	085021470	147530	147530	Wilkes	067439950	96298	96298
Hoke	091563643	78923	78923	Wilson	075585695	109433	109433
Hyde	832526243	25673	25673	Yadkin	089910624	61580	61580
Iredell	074504507	215054	215054				