HIV CLUSTER:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>93.940</td>
<td>HIV PREVENTION ACTIVITIES - HEALTH DEPARTMENT BASED</td>
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<tr>
<td>93.944</td>
<td>HIV/AIDS SURVEILLANCE</td>
</tr>
<tr>
<td>93.977</td>
<td>PREVENTIVE HEALTH SERVICES - STD CONTROL GRANTS</td>
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State Project/Program: HIV STATE FUNDS SEXUALLY TRANSMITTED DISEASES COMMUNICABLE DISEASE EXPANSION BUDGET

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTER FOR DISEASE CONTROL AND PREVENTION


N. C. Department of Health and Human Services
Division of Public Health, HIV/STD Prevention and Care Branch

Agency Contact Person - Program
Pete Moore
(919) 733-2030, ext. 203
Pete.Moore@dhhs.nc.gov

Agency Contact Person - Financial
Judith McDermott
Chief Budget Officer
(919) 707-5080
Judith.McDermott@dhhs.nc.gov

N. C. DHHS Confirmation Reports:
SFY 2013 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Boards of Education, Councils of Government, District Health Departments and DHSR Grant Subrecipients will be available by early September at the following web address: http://www.ncdhhs.gov/control/auditconfirms.htm. At this site, click on the link entitled “Audit Confirmation Reports (State Fiscal Year 2012-2013)”. Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from the DHHS are found at the same website except select “Non-Governmental Audit Confirmation Reports (State Fiscal Years 2011-2013)”. 
The auditor should not consider the Supplement to be "safe harbor" for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor can consider the Supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

I. PROGRAM OBJECTIVES

One of the goals of the Communicable Disease Branch is to limit the spread of STDs, AIDS, and HIV infection in North Carolina by:

- Continuing to strengthen HIV/AIDS surveillance programs and to evaluate the extent of the incidence and prevalence of the disease in North Carolina and target prevention resources appropriately,
- Reducing morbidity and mortality through HIV counseling, testing and referral services,
- Focusing on disease intervention activities designed to reduce the incidence of the disease through HIV/STD Partner notification services,
- Maintaining, measuring and evaluating HIV/STD education and risk reduction activities.

II. PROGRAM PROCEDURES

Federal grant funds are awarded to the State through a competitive process in the form of a cooperative agreement administered by the Centers for Disease Control and Prevention (CDC). CDC cooperative agreements provide detailed guidance on the specific activities that must be provided and implemented by grantees including populations to be targeted. The State legislature also appropriates funds for the prevention of HIV/STD. Both federal and State funds are allocated to the HIV/STD Prevention and Care Branch based upon itemized budgets specifying the use of funds.

The Communicable Disease Branch allocates specified State and federal funds to local health departments and community-based organizations (CBOs) through a competitive request for application (RFA) process. The RFAs are widely distributed with detailed instructions including targeted populations, project requirements, required collaborations, availability of funds, content of the proposal, criteria for evaluating the proposals and submission requirements.

An external review committee of twenty to thirty members with varying expertise is convened. Each committee member receives the applications for review prior to the meeting for the review process. The committee evaluates each proposal, listing strengths and weaknesses of each proposal and makes recommendations for funding. An abstract and the committee’s review and recommendations are forwarded to the Branch Head for final approval. Pre-decisional site visits are made by staff to each new community based organization; a detailed site visit form is completed for each agency visited.

Award letters are sent to each recommended agency. Contracts are developed and implemented. Reports are required from each project on a basis outlined in their contract. Each project is assigned a site monitor. Communicable Disease Branch staff perform at least two site visits per year on each funded project.

III. COMPLIANCE REQUIREMENTS
In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should look first at Part 2, Matrix of Compliance Requirements, to identify which of the 14 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

The Commission for Health Services has the authority to issue rules consistent with State statutes and regulations. Division of Public Health rules for funding special programs and projects are codified in 15A NCAC 19A .0600-.0605 and are available from the Epidemiology Section. Funds are made available to contractors by written contracts. The contract between the parties should be reviewed prior to beginning the audit. The contractual relationship between the state and local health departments is more fully explained below under the heading Consolidated Agreement System. (See paragraph N below)

A. ACTIVITIES ALLOWED OR UNALLOWED

Funds may be used to provide HIV/STD testing, education, risk reduction, referral and other services as specified in the contract. Some examples of how funds might be used are listed below, but this is not all inclusive:

1. risk reduction education sessions
2. street and community outreach
3. peer and natural opinion leader programs
4. individual level interventions
5. group level interventions
6. social marketing
7. operating expenses (i.e., travel, postage)
8. counseling and testing
9. linkage to HIV/STD care and treatment services

Funds must be used for the purpose for which the funds were made available in accordance with the approved application, negotiated objectives and budget, the codified rules, the terms and conditions of the award, and the application of State cost principles.

B. ALLOWABLE COSTS/COST PRINCIPLES

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.

C. CASH MANAGEMENT

Funds are granted on a reimbursement basis and no testing is required at the local level.

E. ELIGIBILITY

No eligibility requirements for customers. Services are specifically targeted at populations at high-risk for contracting HIV or another STD.

H. PERIOD OF AVAILABILITY OF FEDERAL FUNDS

Funds are available to the sub grantee for the period delineated by the effective dates of the contract with the Division of Public Health.

I. PROCUREMENT AND SUSPENSION AND DEBARMENT

All grantees that expend federal funds (received either directly from a federal agency or passed through the N. C. Department of Health and Human Services) are required to conform with federal agency codifications of the grants management common rule accessible on the Internet at http://www.whitehouse.gov/omb/grants/chart.html.
All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the procurement standards described in the North Carolina General Statutes and the North Carolina Administrative Code, which are identified in the State of North Carolina Agency Purchasing Manual accessible on the Internet at http://www.doa.state.nc.us/PandC/agpurman.htm#P6_65.

Nongovernmental subrecipients shall maintain written Procurement policies that are followed in procuring the goods and services required to administer the program.

L. REPORTING

Contractors must submit monthly/quarterly reports as specified in individual or consolidated contract(s). The contractor shall submit a final report at the close of the contract period that:

1) compares actual accomplishments to negotiated objectives;
2) sets forth the reasons and justifications for the difference between actual accomplishments and negotiated objectives; and
3) other pertinent information.

Non-local health department contractors are required to submit Contract Expenditure Report, DHHS 2481 on a schedule set out in the contract between the parties. Local health department reporting requirements are set forth in Section C. FISCAL CONTROL of the Consolidated Agreement. (See Paragraph N)

M. SUBRECIPIENT MONITORING

The sub grantee shall not subcontract any of the work contemplated under this financial assistance contract without prior written approval from the Division of Public Health. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors and will monitor said performance to ensure compliance with performance standards.

N. SPECIAL TESTS AND PROVISIONS

Consolidated Agreement System

The DHHS Division of Public Health is made up of six major sections: Health Promotion and Disease Prevention, Epidemiology, and Women’s and Children’s Health Services, Oral Health, Local Health Services, and Financial Management and Support Services Section. The Division utilizes a single written agreement to manage all funds, that is, State, federal, or private grant funds, that the Division allocates to local health departments across the State. This document, as amended, is called the Consolidated Agreement.

The Agreements sets forth the more general requirements of the funding relationship between the State and local public health agencies. The respective requirements are detailed under the headings: Responsibilities of the Department (Local Public Health Unit); Funding Stipulations; Fiscal Control; Responsibilities of the State; and Compliance. More specific information related to program activity is set out in a document called the Agreement Addenda which detail outcome objectives (which may or may not be negotiable at the beginning of each fiscal year) that each health department must achieve in exchange for the funding. A third part of the system is the Budgetary Authorization which is sent annually from each of the Sections or Branches of the Division to all health departments being
allocated funds from specific sources, i.e., State appropriations or other federal grant funds for specific activities. This Estimate indicates the amount of the allocated funds and their respective sources. Each health department should be able to provide an auditor with a copy of the Consolidated Agreement for the particular year being audited, as well as copies of the Budgetary Authorization and any revisions, Agreement Addenda, expenditure reports and any activity reports for each source of money received. If the health department cannot provide these documents, they may contact the State Division of Public Health Budget Office for assistance.

**Suggested Audit Procedures** – It is suggested that the auditor review Section B. FUNDING STIPULATIONS of the Consolidated Agreement before beginning an audit. The fourteen items of this Section describe much of the detailed information the auditor may be seeking during a review of these programs.

**Conflicts of Interest and Certification Regarding No Overdue Tax Debts**

All non-State entities (except those entities subject to the audit and other reporting requirements of the Local Government Commission) that receive, use or expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are subject to the financial reporting requirements of G. S. 143C-6-23 for fiscal years beginning on or after July 1, 2007. These requirements include the submission of a Notarized Conflict of Interest Policy (see G. S. 143C-6-23(b)) and a written statement (if applicable) completed by the grantee's board of directors or other governing body that the entity does not have any overdue tax debts as defined by G. S. 105-243.1 at the federal, State or local level (see G. S. 143C-6-23(c)). All non-State entities that provide State funding to a non-State entity (except any non-State entity subject to the audit and other reporting requirements of the Local Government Commission) must hold the subgrantee accountable for the legal and appropriate expenditure of those State grant funds.

**Audit Objective** – Determine whether the grantee has adopted and has on file, a conflict of interest policy, before receiving and disbursing State funds.

**Suggested Audit Procedures:**

1. Ascertain that the grantee has a written conflict of interest policy.

2. Check the policy and verify through board minutes that the policy was adopted before the grantee received and disbursed State funds.