NC OPIOID SETTLEMENTS CHECKLIST FOR LOCAL GOVERNMENTS

From the NCACC Opioid Settlement Technical Assistance Team

Overview

The North Carolina Memorandum of Agreement (NC MOA) governs the allocation, use and reporting of opioid settlement funds. This checklist is meant to help local governments understand and comply with the requirements of the NC MOA. For assistance, contact the NCACC Opioid Settlement Technical Assistance Team (OSTAT) at **opioidsettlement@ncacc.org**.

Checklist

- ☐ **Follow the NC Memorandum of Agreement (NC MOA) and Supplemental Agreement for Additional Funds (SAAF) and SAAF-2.**
    - All expenditures must be consistent with NC MOA, SAAF, and SAAF-2 terms, including for subrecipients.
    - Although counties or municipalities may make contracts with other entities, they may not assign to another their rights to receive payments or their responsibilities for funding decisions.

- ☐ **Establish and use a special revenue fund for all funds governed by the NC MOA.**
    - These funds carry over from year to year.
    - Do not commingle your settlement funds with any other funds you receive.

- ☐ **Counties should hold an annual public meeting at least once year (strongly recommended to follow fiscal calendar).**
    - These meeting(s) must be open to the public.
    - Invite all municipalities in the county, if any.
    - Share progress and gather input.
    - Engage people with living/lived experience to best understand your community's needs.
    - Document date(s) for annual impact reporting.

- ☐ **Only implement strategies listed in the NC MOA Exhibit A and/or B (p. 2).**
    - Your local government may choose to fund Exhibit A strategies at any time.
    - If your local government wants to fund a strategy from Exhibit B,
        - Complete all steps of the collaborative strategic planning process (**Exhibit C**). We recommend using these **worksheets** to document the process.
        - Submit your findings and recommendations to CORE-NC in an "Option B Report and Recommendations" within 90 days of presenting them to your board.
        - Both the planning process and report submission must be completed before authorizing and spending funds on Exhibit B strategies.

- This collaborative strategic planning process must be completed at least every four years or any time a local government wants to fund a new Exhibit B strategy.

- You can still choose to fund Exhibit A strategies even if you have completed the Exhibit C collaborative strategic planning process.
- Check with NCACC OSTAT to make sure activities are categorized correctly between Exhibit A or B.

Exhibit A	Exhibit B
• Exhibit A is a list of high-impact opioid abatement strategies that a local government can fund anytime. • Exhibit A is targeted at helping people most at risk for overdose.	• Exhibit B is a longer list of strategies. • Local governments must first engage in the collaborative strategic planning process outlined in **Exhibit C**.

☐ **Authorize spending and submit Local Spending Authorization Report(s) before spending any funds.**

- You must pass a Spending Authorization resolution AND a budget ordinance (or amendment).
- Use NCACC OSTAT's **Local Spending Authorization Template**.
- Ask NCACC OSTAT to review your draft spending authorization resolution(s) before bringing to your board for approval.
- Within 90 days of passing your spending authorization resolution(s), submit your Local Spending Authorization Report to **CORE-NC**. You may submit multiple resolutions in a year.
- Note: You will have to report on every strategy you authorize and fund.

☐ **Follow all annual reporting requirements.**

- Every local government that receives, holds, or expends settlement funds must submit the (1) annual financial report and (2) annual impact report.
- Both reports are due September 27 (90 days after the end of the fiscal year).
- These reports are required even if you have not spent funds.
- Data will be displayed on the CORE-NC website and available to the public.

Annual Financial Reports	Annual Impact Report
1. The amount of Opioid Settlement Funds in the special revenue fund at the beginning of the fiscal year (July 1) 2. Amount of Opioid Settlement Funds received during the fiscal year 3. Amount of interest and investment gains 4. Amount of investment losses	1. A brief general narrative summarizing how the local government made use of funds during the fiscal year 2. The date of the most recent annual meeting held by the county (for counties only) 3. For any funded strategies, the local government must submit the Strategy name, letter, and/or number from the

5. Amount of settlement funds disbursed during the fiscal year and broken down by funded strategy 6. Any audit costs 7. The total amount of Opioid Settlement Funds in the special revenue fund at the end of the fiscal year (June 30) To learn more about Annual Financial Reporting, watch this 8-minute **webinar** and review the **online guides and resources**.	NC MOA, a Brief progress report describing the strategy and progress made, and a Brief success story from a person who has benefitted from the strategy, one or more process measures, addressing the question, “How much did you do?” One or more quality measures addressing the question, “How well did you do it?” One or more outcome measures address the question, “Is anyone better off?” Demographic information on the participation or performance of people of color and other historically marginalized groups To learn more about Annual Impact Reporting, watch this 20-minute **webinar** and review the **online guides and resources**.