

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. **Items in red are required.**

Department: Cooperative Extension Service
Department contract file name (use effective date): NCA&T_CoopExt_20230906
Project Code: Click here to enter text.
Contract type: MOU/MOA
Contracted Services/Goods: Employment of A&T Extension Agent
Contract Component: Master
Change Order Number/Addendum Number: Click here to enter text.
Vendor Name: NC A&T State University
Effective Date: Sept. 6, 2023
Approved by: County Manager
Date approved by the BOC: Click here to enter text.
Ending Date: Click here to enter a date.
Total Amount: 50% of salary and benefits

Please Return Contract to:
Name: Ginger McLaurin
Cunningham
Email: gimclaur@ncsu.edu
Special Instructions for Clerks
Office:

2. Department Head or his/her designee has read the contract in its entirety.

By:  (Department Head signature required)

3. County Attorney has reviewed and approved the contract (EMAILED APPROVAL FROM ANN/BOB ATTACHED - 10/18/23)
County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No

If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No
If budget amendment is necessary, please attach to this form.

7. Approval
 Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.
 Requires approval by the Manager - contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only
 Finance Officer has signed the contract
 The Finance Officer is not required to sign the contract



MEMORANDUM OF AGREEMENT

Between

The North Carolina Cooperative Extension Program/North Carolina Agricultural and Technical State University
and

Chatham County

The Memorandum of Agreement is to provide for the establishment of a procedure at North Carolina Agricultural and Technical State University to be of service to **Chatham County** in a payroll program that places **Rachael Blizzard** who is employed with the North Carolina Cooperative Extension Program (either jointly or entirely paid by said county) under one payroll system. The State Auditor and Auditors of the agencies shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute §147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance). Parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. **Chatham County**, hereinafter designated as said county, and the North Carolina Cooperative Extension Program/North Carolina Agricultural and Technical State University, hereinafter designated NCA&TSU, shall adhere to the following provisions:

1. Purpose of Procedure – The purpose of the procedure is to provide a mechanism whereby funds can be transferred from **Chatham County** to NCA&TSU for use in paying the salary and benefits to Cooperative Extension employees of said county and NCA&TSU in a single monthly paycheck.
2. Procedure for Providing Funds to the Account – NCA&TSU's Contracts and Grants Office will bill said county for their portion of the gross amount of the monthly payroll and proportionate benefits related to the county employee. Upon receipt of the invoice, the said county will reimburse the specified amount to NCA&TSU. In lieu of receiving paper checks, said county may complete and return a State Treasurer's Electronic Payment System (STEPS) form with the Memorandum of Agreement to establish an electronic reimbursement process.
3. Administration of the Funds – The funds will be maintained in accordance with NCA&TSU accounting policies and procedures.
4. Employee Benefits – Affected employees will participate in the North Carolina Retirement System and accompanying North Carolina Disability Income Plan. They also will be eligible for NCA&TSU employee benefits for which they are entitled. Affected employees will follow NCA&TSU's personnel policies and procedures. Leave maintenance will be administered entirely by the NCA&TSU. Said county will be responsible for providing their proportional share of benefits.
 - a. County may indicate below their desire to provide monies to Cooperative Extension employees for payment of an employer matching benefit for the NC 401(k) or other tax deferred programs. These monies will be paid in a lump sum on an annual basis and will not be included in the monthly base

North Carolina A&T State University does not discriminate on the basis of age, color, disability, sex, pregnancy, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, National Guard or any other basis protected by law.



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salary. Official notification in writing from said County of the lump sum dollar amount to be paid to each employee will be processed for payment and billed to the County for reimbursement to NCA&TSU.

Chatham County Yes No

- b. County may indicate below if they desire to "lock-in" their proportional salary funding percentage which will apply throughout the course of this Memorandum of Agreement. Indicating "yes" will provide future salary compensation for Cooperative Extension employees as approved by the Legislature and implemented by the Office of the President, North Carolina University System. These compensation components include but are not limited to: cost of living adjustments (COLA), merit adjustments, bonuses (in any form conveyed), and promotions and/or reclassification adjustments.

Chatham County Lock-In: Yes No

5. Budget and Support – Current Proportional Salary Funding Agreement

Chatham County Percentage:	50%
North Carolina A&T State University Percentage:	50%

Signatures of the persons below authorize the execution of the Memorandum of Agreement, commencing on September 6th, 2023, and continuing year-to-year. This Agreement may be terminated at any time by providing no less than sixty (60) days written notice.

Signed:

Chatham County Manager

10/19/23
Date

Clerk to Board

10/31/23
Date

Administrator, North Carolina Cooperative Extension Program, North Carolina A&T State University

Nov 9, 2023
Date

Vice-Chancellor for Business & Finance
North Carolina A&T State University

11/10/2023
Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Roy Lynch, Finance Officer

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Cooperative Extension at
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