

MEMORANDUM

TO: Local governments receiving opioid settlement funds
FROM: North Carolina Department of Justice
DATE: July 21, 2022
RE: Reporting requirements under the opioid settlement MOA

Now that the first round of opioid settlement funds has gone out, NC DOJ thought it would be a good time to review the reporting requirements under the Memorandum of Agreement (MOA) on opioid settlement funds, clarify the deadlines for the various reports, and let you know how you can submit the required information to the Community Opioid Resources Engine for North Carolina (CORE-NC).

Some preliminary notes before we run through the required reporting:

- If you're wondering which reports your local government has already filed or not yet filed, you can check the [CORE-NC Report Submission Tracker](#). This tool can help you avoid crossed wires or duplication of effort.
- If you have in-the-weeds questions about the various reports, please review part 5 of the FAQ about the NC MOA, which is available on the [NC MOA Resource Center](#). (Part 5 of that FAQ covers reporting requirements in considerable detail.)
- If you've read this memorandum and part 5 of the FAQ, and you still have questions about reporting requirements, feel free to email opioidsettlement@ncdoj.gov (for legal questions about what the MOA requires) or opioidsettlement@unc.edu (for logistical questions about submitting the information to CORE-NC). And as a reminder, you can always email NC DHHS at opioidsettlement@dhhs.nc.gov for assistance understanding or implementing strategies to address the opioid epidemic.

Now here's the overview of the reporting requirements:

Local Spending Authorization Report

The MOA requires advance authorization by your local government before you spend opioid settlement funds. The Local Spending Authorization Report lets everyone know how you are planning to spend opioid settlement funds before you spend them.

DEADLINE: This Local Spending Authorization Report must be completed within 90 days of the passage of a budget or resolution/ordinance authorizing the expenditures of opioid settlement funds.

PROCEDURE: To ensure that you have all the relevant information at hand before you begin the form, we recommend that you take a look at this [overview](#) of the questions you will be asked to answer as part of the Local Spending Authorization Report. Once you've reviewed the questions and gathered the relevant information, you can access the Local Spending Authorization Form [here](#).

Option B Report and Recommendations

Under MOA Option B, a local government that engages in a collaborative strategic planning process resulting in a Report and Recommendations to the local governing body may then fund a strategy from the Exhibit A list or a longer list of strategies included in the national settlements (and listed in Exhibit B to the MOA).

DEADLINE: If your local government proceeds in this manner under MOA Option B, the Report and Recommendations just described must be uploaded to CORE-NC within 90 days of the day they are submitted to the local governing body (such as the county board or city council) for consideration.

PROCEDURE: Please use this [portal](#) to upload to CORE-NC a PDF of your Report and Recommendations.

Annual Financial Report

In the Annual Financial Report, a local government reports on opioid settlement funds received, held, or spent during a given fiscal year.

DEADLINE: The Annual Financial Report is due 90 days after the end of the fiscal year in which opioid settlement funds are received, held, or spent. If you received, held, or spent opioid settlement funds in Fiscal Year 2021-2022 (before July 1, 2022), then your first Annual Financial Report is due no later than September 27, 2022. If you did not receive any settlement funds prior to July 1, 2022, you do not have to submit an Annual Financial Report this time around.

PROCEDURE: To ensure that you have all the relevant information at hand before you begin the form, we recommend that you take a look at this [overview](#) of the questions you will be asked to answer as part of the Annual Financial Report. Once you've reviewed the questions and gathered the relevant information, you can access the Annual Financial Report form [here](#).

Annual Impact Report

In the Annual Impact Report, a local government reports on the impact of the programs and strategies it funded with opioid settlement funds during the preceding fiscal year.

DEADLINE: The Annual Impact Report is due within 90 days of the end of any fiscal year in which a local government spends opioid settlement funds. If your local government spent opioid settlement funds in Fiscal Year 2021-2022 (before July 1, 2022), then your first Annual Impact Report is due no later than September 27, 2022.

If your local government did not spend opioid settlement funds in Fiscal Year 2021-2022, then you are not required to file an annual impact report this year. This true even if you received and held (but did not spend) opioid settlement funds in Fiscal Year 2021-2022. Our understanding is that most local governments are in this boat, that is to say, they did not spend opioid settlement funds in Fiscal Year 2021-2022 (before July 1, 2022) and are therefore not required to file an annual impact report this year.

PROCEDURE: If your local government did spend opioid settlement funds in Fiscal Year 2021-2022 (before July 1, 2022), please email NC DOJ at opioidsettlement@ncdoj.gov to report this fact and discuss how to proceed with your Annual Impact Report.

Annual Status Survey

The annual status survey is a short check-in survey that we sent to every local government in June/July 2022 to find out if you received your first opioid settlement payment and to make sure we have accurate contact information for local governments receiving opioid settlement funds.

Most local governments receiving opioid settlement funds have responded to the survey, and we appreciate your assistance.

If your local government has not had a chance to respond to the survey, you may access the survey [here](#). If you're not sure whether you've responded to the survey or not, you can always check the [CORE-NC Report Submission Tracker](#).

Note: Though not technically required by the MOA, the Annual Status Survey makes everyone's life better by keeping lines of communication open. We anticipate sending some version of the Annual Status Survey to local governments on a periodic basis, and we appreciate your assistance in sharing the requested information.