

ANNUAL IMPACT REPORT GUIDE SHEET



WHAT

The purpose of this Guide Sheet is to help local governments complete their Annual Impact Report, which is required by the Memorandum of Agreement Between the State of North Carolina and Local Governments (NC MOA). Exhibit F to NC MOA says, “Within 90 days of the end of any fiscal year in which a Local Government receives, holds, or expends Opioid Settlement Funds, the Local Government shall (A) provide a BRIEF GENERAL NARRATIVE..., (B) provide the date of the most recent annual meeting held by the county pursuant to section E.4 of this MOA (for counties only); and (C) report impact information for each strategy that it funded with Opioid Settlement Funds during that fiscal year (“funded strategy”), using the STANDARD FORM or the SHORT FORM for each funded strategy...”.

WHEN and WHERE

The Annual Impact Report is **due by September 27, 2023**. The reporting timeframe is for the 2023 fiscal year, which runs July 1, 2022–June 30, 2023.

To prepare for and submit your Annual Impact Report, use the portal on the Community Opioid Resources Engine (CORE-NC) at ncopioidsettlement.org/reporting.

WHO

All local governments receiving Opioid Settlement funds will submit Annual Impact Reports. These local governments are grouped into two categories (IR-1 and IR-2).

IR-1 is comprised of local governments receiving less than 0.4% of the Local Government Allocation in MOA Exhibit G. This includes the following counties and municipalities:

- **Counties** - Alleghany, Anson, Ashe, Avery, Bertie, Camden, Caswell, Chowan, Clay, Currituck, Duplin, Gates, Graham, Greene, Hertford, Hoke, Hyde, Jones, Madison, Martin, Mitchell, Montgomery, Northampton, Pamlico, Pasquotank, Perquimans, Polk, Swain, Tyrrell, Warren, Washington, Yancey.
- **Municipalities** - Asheville, Canton, Concord, Durham, Fayetteville, Greenville, Henderson, Hickory, High Point, Jacksonville, Wilmington.

Those in IR-1 will use the portal to answer questions on the SHORT FORM and will also have the opportunity to answer questions on the STANDARD FORM.

IR-2 is comprised of local governments receiving 0.4% or more of the Local Government Allocation in MOA Exhibit G. This includes all counties and municipalities not listed above (i.e., in IR-1).

Those in IR-2 will use the portal to answer questions on the STANDARD FORM.

Note: These groupings are only pertinent to the Annual Impact Report. There are other groupings associated with the Annual Financial Report.

HOW

1. Review the [Annual Impact Report Overview](#) to prepare yourself for reporting.
2. If your local government passed local spending authorization resolutions that allocated funding for strategies during the 2023 fiscal year, review those resolutions to understand which strategies your local government funded during the year (July 1, 2022–June 30, 2023). If your local government did not pass any resolutions allocating funding for strategies with spending during the 2023, proceed to #3.
3. Visit Community Opioid Resources Engine (CORE-NC) at ncopioidsettlement.org/reporting. Scroll until you find “Annual Impact Report” near the bottom of the webpage.
4. If you are in Group IR-2, download and review the Impact Report Measures Workbook. You are required to complete and upload the Workbook as part of the Annual Impact Report. Be sure to read the “Instructions” worksheet/tab first. You only need to complete worksheets for strategies you have funded during the 2023 fiscal year. If you are in Group IR-1, you can also complete and submit the Impact Report Measures Workbook, but you are not required to do so.
5. Click on your Group’s button, either IR-1 or IR-2, to enter the appropriate reporting portal.
6. Follow directions within the portal to complete and submit the Annual Impact Report.

EXHIBIT F

To read the modified Annual Impact Report (MOA Exhibit F), visit NC Department of Justice’s [MorePowerfulNC website](#), scroll to the bottom of the page and click on “Exhibit F = Annual Impact Report (as modified by the NC MOA Coordination Group on June 21, 2023).”

ADDITIONAL INFORMATION

As this is the first time that local governments will be completing the Annual Impact Report, CORE-NC may reach out to local governments to gather clarifying information on the data submitted.

If you have any questions about the Annual Impact Report, please contact the NCACC Opioid Settlement Technical Assistance Team at opioidsettlement@ncacc.org.

[Frequently Asked Questions](#) about the Annual Impact Report are posted and will be updated periodically.

The NC Association of County Commissioners (NCACC) strives to assist and support NC counties in planning for and utilizing national opioid settlement funds, managing strategic health initiatives, and maximizing resources and impact through outreach, education, and collaboration.