



SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 7, 2013

7:00 pm Convene Regular Meeting (County Auditorium)
Invocation and Pledge of Allegiance
Approve Agenda as Published

Tab 1 Roads

- a. Monthly Update 1
- b. Secondary Roads Annual Statement for 2012 (for information only) 2-3
- c. Request for Addition of Carly Lane to State Secondary Road System 4-8

Tab 2 Planning and Zoning Items

- a. TA-12-12-1: Request to Amend Section 3.3.1 of the Sampson County Zoning Ordinance to Include Automobile, Wholesale as a Special Use in an RA-Residential Agriculture District 10-12
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- b. Introduction of Animal Shelter Director
- c. Financial Report

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Adjournment

OUR PUBLIC CHARGE

The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a-c)

Meeting Date: January 7, 2013	<u> a-b </u> Information Only	<u> </u> Public Comment
	<u> </u> Report/Presentation	<u> </u> Closed Session
	<u> c </u> Action Item	<u> </u> Planning/Zoning
	<u> </u> Consent Agenda	<u> </u> Water District Issue

SUBJECT: Roads

DEPARTMENT: NC Department of Transportation

PUBLIC HEARING: No

CONTACT PERSON: Keith Eason, Highway Maintenance Engineer
Robert Butler, Assistant District Engineer

PURPOSE: To offer monthly response to citizen questions and concerns with regard to roads; to provide required secondary roads annual statement; to consider addition of road to secondary roads system

ATTACHMENTS: 2012 Secondary Roads Annual Statement; Resolution

BACKGROUND:

- a. Our NCDOT representatives will offer their monthly update and respond to any questions or concerns of the Board or citizens with regard to Sampson County roads.
- b. Pursuant to NC General Statute, the NCDOT District Director has provided the Board with a copy of the Secondary Roads Annual Statement for 2012.
- c. In addition to receiving questions and comments with regard to roads, the Department of Transportation has provided the Board with a proposed resolution for consideration. The resolution requests that the Department add Carly Lane to the state secondary road system. The District Office has completed a field survey which indicates that all property owners have signed the petition. According to the memo received from NCDOT, they are prepared to add the road if the Board adopts the necessary resolution.

RECOMMENDED ACTION OR MOTION: Motion to adopt a resolution requesting the addition of Carly Road to the state secondary roads system.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

December 20, 2012

EUGENE A. CONTI, JR.
SECRETARY

Sampson County Board of Commissioners
313 East Rowan Street
Clinton, North Carolina 28328

Subject: Secondary Roads Annual statement for 2012

General Statute 136-44.9 states that the Department of Transportation shall, before the end of the calendar year, prepare and file with the Board of County Commissioners a statement setting forth (1) each secondary road designated by number, located in the county upon which the paving or improvement was made during the calendar year; (ii) the amount expended for improvements of each such secondary road during the calendar year; (iii) the nature of such improvements.

Please find attached the Secondary Roads Annual Statement for Sampson County for the calendar year of 2012. The numbers are based on current balances as of December 1, 2012.

Sincerely,

A handwritten signature in black ink, appearing to read "L.E. Reynolds".

L.E. Reynolds, PE
District Engineer

LER:ler

cc: K.E. Fussell, PE
David L. Thomas, PE
Delbert Roddenberry w/ map

Att

2012 Annual Report To Sampson County Commissioners

Subd or Rural	Map #	SR #	From	To	Length	Width	Type	WBS	Spent 2011	Status
R	1	SR 1004	SR 1157	US 421	5.85	22	S9.5A	3C.082046	\$ 25,110.00	Complete
R	2	SR 1004	SR 1960	SR 1939	3.6	22	S9.5A	3C.082047	\$ 14,538.00	Complete
R	3	SR 1004	SR 1960	US 421	7.7	22	S9.5A	3C.082048	\$ 28,269.00	Complete
R	4	SR 1801	US 13	SR 1703	1.4	20	BST	3C.082049	\$ 52,601.00	Complete
R	5	SR 1940	SR 1147	DE	0.6	20	BST	3C.082051	\$ 76,776.92	Under const
R	6	SR 1911	SR 1004	NC 24	0.33	22	S9.5A	3C.082052	\$ 11.00	Complete
R	7	SR 1904	NC 403	Dup CL	8	22	S9.5A	3C.082053	\$ 4,054.00	Complete
R	8	SR 1648	US 13	DE	0.5	20	BST	3C.082054	\$ 60,816.00	Under const
R	9	SR 1148	US 701	SR 1141	0.6	20	BST	3C.082055	\$ 88,728.00	Under const
R	10	SR 1477	US 421	SR 1636	1.25	22	S9.5A	3C.082056	\$ 94,666.00	Under const
R	11	SR 1246	NC 242	CL	3	22	S9.5A	3C.082057	\$738,714.00	Complete
R	12	SR 1703	US 421	US 13	9.8	22	S9.5A	3C.082058	\$608,000.00	Under const
R	13	Various					S9.5A	3C.082059	\$281,194.00	Complete
R	14	Various					na	3C.082060	\$ 96,742.00	Complete
R	15	SR 1636	SR 1477	NC 55	6.2	22	S9.5A	3C.082061	\$490,000.00	Under const
R	16	SR 1637	SR 1636	DE	0.5	20	BST	3C.082062	\$ 52,271.00	Under const

Code

EOP End of Pavement
 DE Dead End
 BST Bituminous Treatment (Road Oil)
 S9.5A Hot Mix Asphalt

Maps 4, 5, 8, 9 & 16 are Grade, Base, Drain and Pave

Maps 1, 2, 3, 6, 7, 10, 11, 12 & 15 are pavement improvement made by widening road 2 feet on each side of roadway

Map 13 - Various mill patching

Map 14 - Various stone stabilization



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION



BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

December 17, 2012

*DIVISION 3, DISTRICT 2
Duplin /Sampson County*

Dear Ms. Holder:

This office has completed the investigation of Carly Ln. in Lakewood Country Club Subdivision located off of SR#1349(Lakewood Drive) in Sampson County. We received a request that this road be added to the State System for maintenance.

A field survey has been completed which indicates that the property owner has signed the petition.

We are prepared to add this subdivision road but I need a resolution from the County Commissioners to move forward with this process. I have enclosed a copy of the map from the Sampson County Mapping Dept. for your reference.

If you have any questions or concerns please call me at (910) 592-6174.

Sincerely,

A handwritten signature in cursive script that reads "Robert Butler".

Robert Butler
Assistant District Engineer

REB/reb

**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Sampson

Road Description: Lakewood Country Club- Carly Lane

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Sampson requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Sampson that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Sampson at a meeting on the _____ day of _____, 20__.

WITNESS my hand and official seal this the _____ day of _____, 20__.

Official Seal

Clerk, Board of Commissioners
County: _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
 PETITION FOR ROAD ADDITION
 FORM SR-1 REVISED 1-99

ROADWAY INFORMATION: (Please Print)

County: Sampson Road Name: Carly Lane
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Lakewood Country Club Length (miles): 720 feet (prox)

Number of occupied homes having street frontage: 5

Location: 9/10 miles N S (E) W of the intersection of Route NC 242 and Route SR 1349
(Circle one) (SR, NC or US) (SR, NC or US)

We, the undersigned, being property owners and/or developer of Carly Lane in
Sampson County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print)

Name: Lakewood Land Company Phone Number: 910-525-4514
* Jefferson Strickland, Pres.

Street Address: 750 Country Club Rd, Salemburg, NC 28385

Mailing Address: 750 Country Club Rd, Salemburg, NC 28385

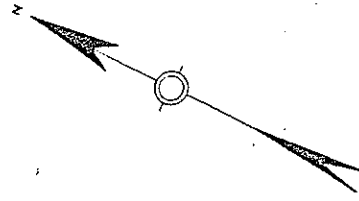
NAME	PROPERTY OWNERS MAILING ADDRESS	TELEPHONE
<u>Lakewood Land Co.</u>	<u>750 Country Club Rd Salemburg NC 28385</u>	<u>910 525-4514</u>
<u>Dan & Kaye Heinz</u>	<u>21 Carly Lane, Salemburg, NC 28385</u>	<u>910-525-5124</u>
<u>John & Sharon Holland</u>	<u>105 Carly Lane, Salemburg, NC 28385</u>	<u>910 525-3870</u>
<u>Dr. Robert F. Hargrove</u>	<u>135 Carly Lane, Salemburg, NC 28385</u>	<u>910-525-5780</u>
<u>Ashley & Sandy Odum</u>	<u>18 Carly Lane, Salemburg, NC 28385</u>	<u>910 525-3638</u>
<u>Kyle & Karen Randleman</u>	<u>34 Carly Lane, Salemburg NC 28385</u>	<u>910 525-5636</u>
<u>Strickland Family Trust %</u>		
<u>Kittrell Strickland, ADM.</u>	<u>602 Fairfax St, Clinton, NC 28328</u>	<u>910 592-0251</u>

SAMPSON COUNTY

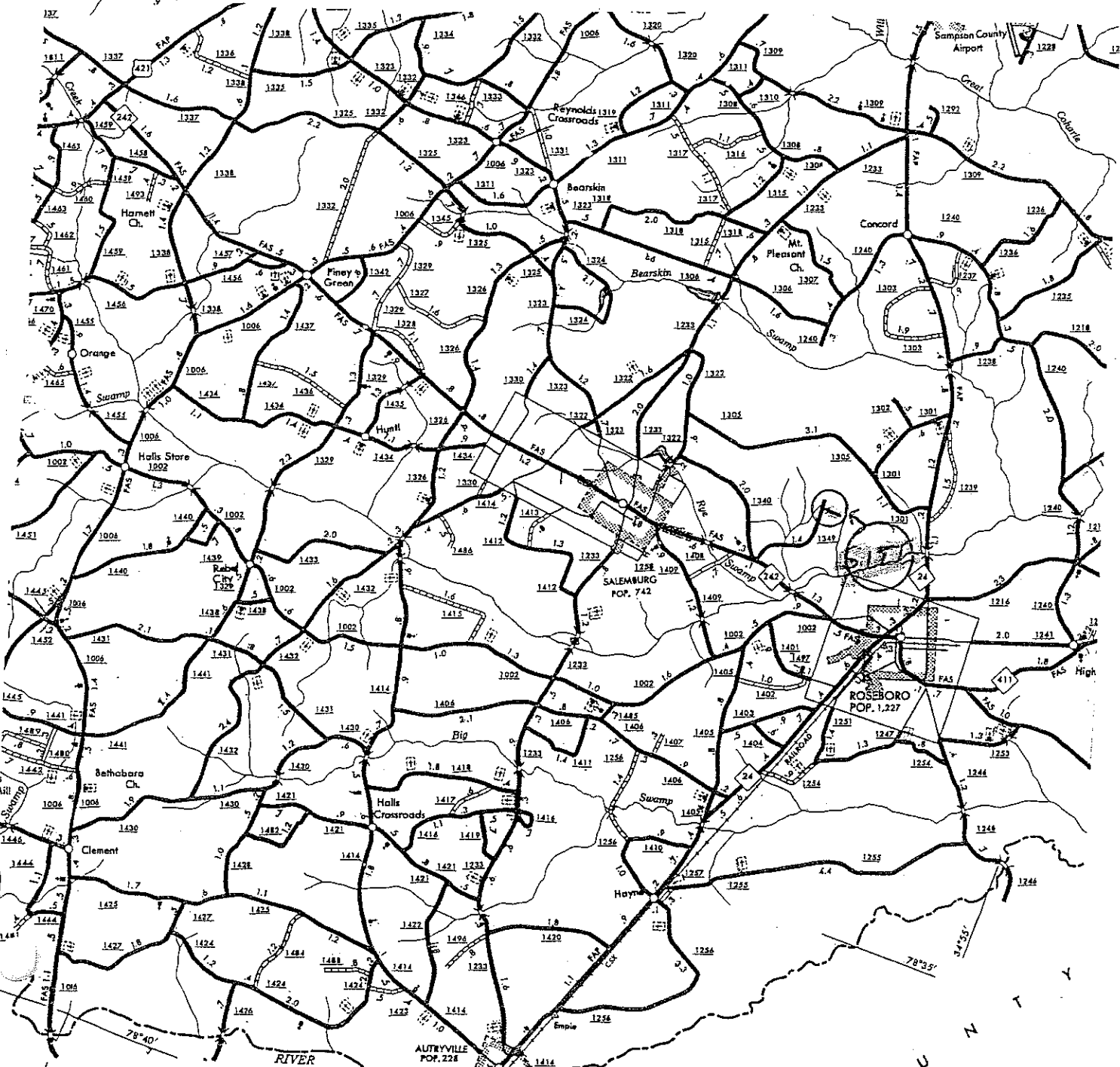
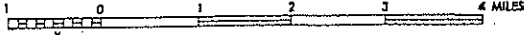
NORTH CAROLINA

PREPARED BY THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS—PLANNING AND RESEARCH BRANCH

IN COOPERATION WITH THE
U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION



SCALE



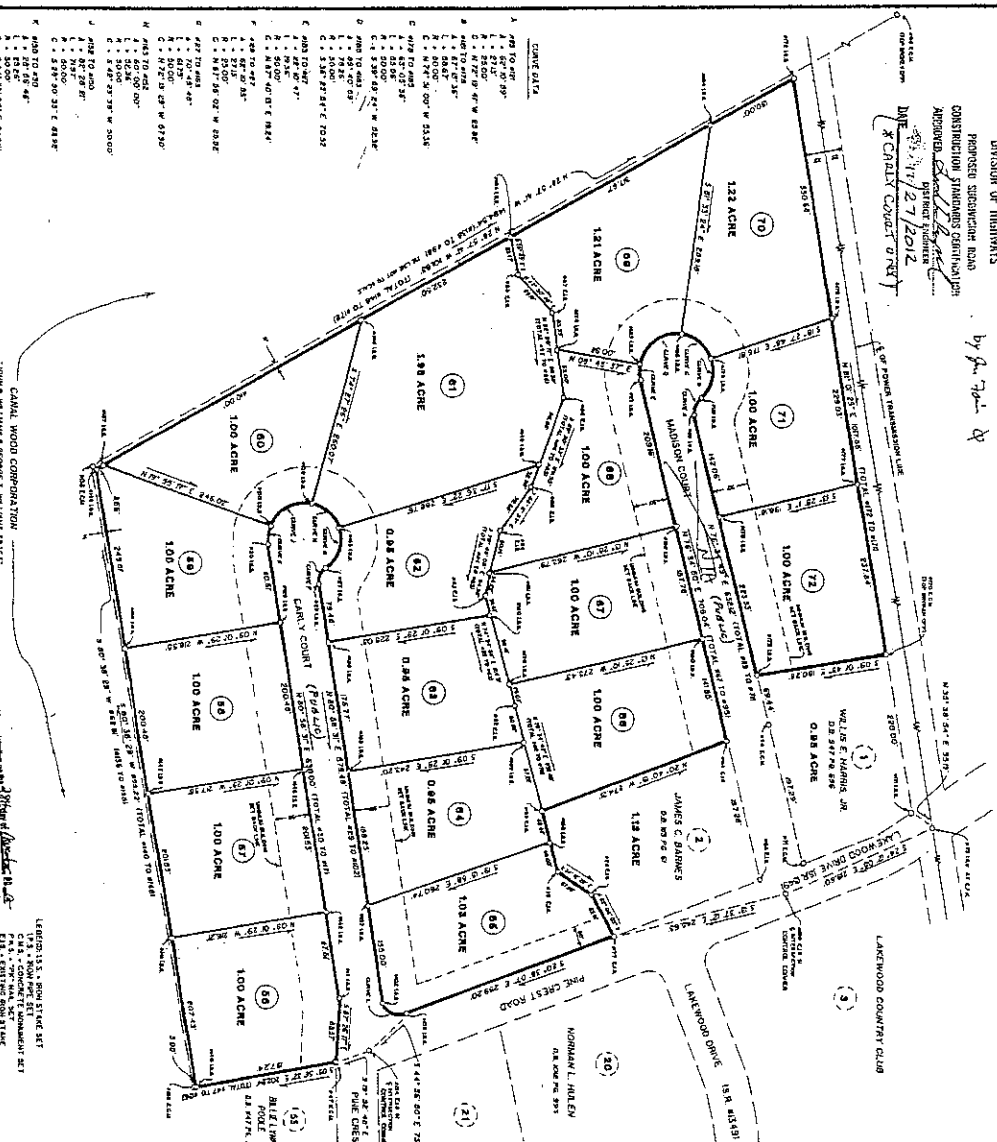
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

PROMISED SUPERSEDEE MAP
CONSTRUCTION PLANNING COMMISSION
MOOREHEAD, MISSISSIPPI

DATE: 11/27/2012
BY: C. G. GALT, COUNTY ENGINEER

by J. M. Galt

LAKEWOOD RECREATION CENTER, INC.
44 08 75 50

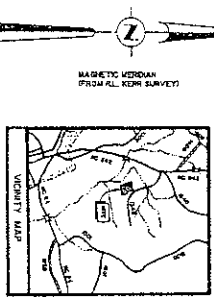


- CONVEYANCE
- A. 480 TO 481
 - B. 481 TO 482
 - C. 482 TO 483
 - D. 483 TO 484
 - E. 484 TO 485
 - F. 485 TO 486
 - G. 486 TO 487
 - H. 487 TO 488
 - I. 488 TO 489
 - J. 489 TO 490
 - K. 490 TO 491
 - L. 491 TO 492
 - M. 492 TO 493
 - N. 493 TO 494
 - O. 494 TO 495
 - P. 495 TO 496
 - Q. 496 TO 497
 - R. 497 TO 498
 - S. 498 TO 499
 - T. 499 TO 500
 - U. 500 TO 501
 - V. 501 TO 502
 - W. 502 TO 503
 - X. 503 TO 504
 - Y. 504 TO 505
 - Z. 505 TO 506

NOTE: THE SURVEY IS A PART OF A GROUP OF A COUNTY OR MUNICIPALITY THAT IS SUBJECT TO AN ORDER OF THE COURT IN THE MATTER OF THE ESTATE OF JAMES C. SHAW, DECEASED, AND THE SURVEY IS SUBJECT TO THE ORDER OF THE COURT IN THE MATTER OF THE ESTATE OF JAMES C. SHAW, DECEASED, AS DETERMINED BY THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA.

By: *[Signature]*
Surveyor

DEED REFERENCE:
DEED BOOK 1048 PAGE 231
MAP BOOK 25 PAGE 41
MAP BOOK 21 PAGE 89



LAKEWOOD LAND COMPANY
SECTION TWO

LOCATED IN
HONEYCUTTS TOWNSHIP, SAMPSON COUNTY, N. C.

OWEN SURVEYING, INC.
PHONE (919) 880-3232
SEPTEMBER, 1953

212 LISBON STREET
CLINTON, N. C. 28326
SCALE: 1" = 100'



NORTH CAROLINA
SAMPSON COUNTY
I, A. GALT, COUNTY ENGINEER, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF THE STATE OF NORTH CAROLINA, AND THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF THE STATE OF NORTH CAROLINA, AND THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF THE STATE OF NORTH CAROLINA, AND THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF THE STATE OF NORTH CAROLINA.

[Signature]
COUNTY ENGINEER

DATE: 11/27/2012
DRAWING NUMBER: 394-C

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a-b)

Meeting Date: January 7, 2013	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Public Comment
	<input type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
	<input checked="" type="checkbox"/> Action Item	<input checked="" type="checkbox"/> Planning/Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Planning and Zoning Items

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes - item a

CONTACT PERSON: Mary Rose, Planning Director

PURPOSE: To consider actions on planning and zoning items as recommended by Planning Board

ATTACHMENTS: Planning Staff Memoranda; Planning Board Minutes

BACKGROUND:

- a. **TA-12-12-1** Planning staff will review a request to amend Section 3.3.1 of the Sampson County Zoning Ordinance. The applicant, Rochelle Parker, had requested that Section 3.3.1 be amended to include Automobile, Wholesale as a permitted use in a RA-Residential Agriculture District. Planning staff recommended that the request be modified to instead amend Section 3.3.1 to include Automobile, Wholesale as a special use in a RA-Residential Agriculture District.
- b. **Appointment of Planning Board Member** Planning Director Mary Rose has requested that Scott Brown be re-appointed for a second term on the Sampson County Planning Board.

RECOMMENDED ACTION OR MOTION:

- a. Motion to approve TA-12-12-1 amend Section 3.3.1 to include Automobile, Wholesale as a special use in a RA-Residential Agriculture District
- b. Motion to re-appoint Scott Brown for a second term to the Planning Board.

MEMORANDUM

CLINTON - SAMPSON PLANNING AND DEVELOPMENT
227 LISBON STREET
CLINTON, NC 28328

To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: December 17, 2012 Sampson County Planning and Zoning Board Meeting -
County Board of Commissioners January 7, 2013 Agenda Item
Date: December 19, 2012

The following request was addressed by the Planning and Zoning Board at their December 17, 2012 meeting:

TA-12-12-1 - A text amendment request by Rochelle Parker to amend Section 3.3.1 of the Sampson County Zoning Ordinance to include Automobile, Wholesale as a permitted use in an RA-Residential Agriculture District was amended by the Sampson County Planning Board to unanimously recommend a text amendment to amend Section 3.3.1 of the Sampson County Zoning Ordinance to include Automobile, Wholesale as a special use in a RA- Residential Agriculture district.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

attachment

MINUTES OF THE SAMPSON COUNTY
PLANNING AND ZONING BOARD

<u>Meeting Date</u>	<u>Members Present</u>	<u>Members Absent</u>
December 17, 2012	David Alexander Sherri Smith Debra Bass Scott Brown Clayton Hollingsworth Gary Mac Herring Billy Cottle	

Minutes Approved

Upon a motion by Scott Brown, seconded by Gary Mac Herring, the minutes of the November 19, 2012 meeting were unanimously approved as presented.

V-12-12-1

Gary Wood – 195 Sandy Ridge Road

A variance request by Gary Wood at 195 Sandy Ridge Road from Sections 5.1 and 5.5 of the Sampson County Zoning Ordinance with regard to extension of a nonconforming use. (See attached site plan)

Ms. Rose presented the Planning Board with the following findings of fact for consideration:

1. Gary Wood has signed the variance application as the applicant.
2. The property is currently zoned R-Residential Agriculture.
3. The lot is approximately 0.51 acres as shown by the Sampson County Tax Office.
4. The applicant is proposing a 12 x 16 foot screened-in porch to the side of the existing residence. The existing residence encroaches into the 15 foot minimum side setback. The proposed addition would encroach 1'7" into the minimum side setback requirement in R-Residential district. (See section 3.3.2 of the Sampson County Zoning Ordinance)
5. The property under consideration has been posted.

Mr. Gary Wood appeared before the board as applicant and contractor to explain the request. Mr. Wood informed the Board it would cost just as much to construct the porch smaller as it would to construct it at the proposed size, therefore he wanted to request their consideration of a variance.

Scott Brown asked Ms. Rose if the planning board would be setting a precedent by allowing the addition to be built while encroaching upon the side setback. Ms. Rose said that each case should be taken on a case by case consideration based upon the facts, however she believed the planning board would be setting a precedent by allowing this addition to be built as proposed.

Upon a motion made by Scott Brown, that the variance be approved provided the new addition meet the current 15 foot side setback, the motion was seconded by Clayton Hollingsworth and unanimously approved by the Board as amended by Mr. Brown's motion.

Ayes: Unanimous

TA-12-12-1

Section 3.3.1 – Automobile Wholesale

TA-12-12-1 – A text amendment request by Rochelle Parker to amend Section 3.3.1 of the Sampson County Zoning Ordinance to include Automobile, Wholesale as a permitted use in an RA-Residential Agriculture District.

Planning Staff recommends the proposed text amendment request be modified to instead amend Section 3.3.1 of the Sampson County Ordinance to include Automobile, Wholesale as a special use in a RA-Residential Agriculture District.

Mr. Parker explained that there would only be a few cars kept on site while the ownership of the care was being transferred.

Ms. Rose explained to the Board as a special use each wholesale automobile operation would be required to submit a site specific plan and special use application for consideration on a case by case basis by the Planning Board. The Planning Board would be able to place specific conditions upon approval if the Board felt it was necessary to meet the intent of the Sampson County Zoning Ordinance requirements for a special use.

After discussion, Scott Brown made a motion to amend the proposed request by instead amending Section 3.3.1 of the Sampson County Zoning Ordinance to include Automobile, Wholesale as a special use in a RA-Residential Agriculture District. The request was seconded by Billy Cottle and unanimously recommended by the Board.

Ayes: Unanimous

Adjournment

There being no further business, the meeting was adjourned at 7:15 p.m.

Chairman

Secretary



Clinton-Sampson
Planning and Development

227 Lisbon Street
Post Office Box 199
Clinton, North Carolina 28329



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: Agenda Item – Sampson County Planning Board Appointment
Date: December 19, 2013

At this time Planning staff respectfully requests consideration of appointment of Mr. Scott Brown to a second term as a Sampson County Planning Board member. Mr. Brown resides at 9339 High House Road, Salemburg, NC. Additionally, Mr. Brown was initially appointed to the Planning Board in December 2009 and has been an exemplary Planning Board member with a high record of attendance.

Thank you for your consideration of Mr. Brown's appointment, please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date: January 7, 2013

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Recognition of Retirees

DEPARTMENT: Governing Board

PUBLIC HEARING: No

CONTACT PERSON: Chairman Billy Lockamy

PURPOSE: To recognize retiring County employees for their years of service

ATTACHMENTS: None

BACKGROUND: The following individuals have retired from County service as of December 31, 2012. The combined years total 164 years of service to Sampson County.

Dwight T. Barber, Sheriff's Office (1986-2012)
Faye H. Barefoot, Social Services (1990-2012)
Sallie M. Bryant, Aging (1990-2012)
Barbara F. Burch, Social Services (1983-2012)
Daniel F. Holland, Health (1981-2012)
Cynthia B. Masters, Social Services (1982-2012)
Kent D. Wooten, Cooperative Extension (2008-2012)

RECOMMENDED ACTION OR MOTION: Present those able to attend with county plaques in recognition of their service

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (a)

Meeting Date: January 7, 2013

<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Public Hearing - 2014 Community Transportation Grant
(continued from January 7, 2013)

DEPARTMENT: Department of Aging/Sampson Area Transportation

PUBLIC HEARING: Yes

CONTACT PERSON: Todd Daughtry, SAT Coordinator

PURPOSE: To consider public comments with regard to the submission of the application for CTP transportation grant funding for the period July 1, 2013 - June 30, 2014

ATTACHMENTS: Public Hearing Notice; CTP Grant Documents; Grant Resolution

BACKGROUND: Each year the County applies to the North Carolina Department of Transportation for Community Transportation Funding, which is used by our Sampson Area Transportation program to coordinate existing transportation programs operating in Sampson County and provide transportation services within our communities. The Department of Aging has proposed that an application be submitted in the amount of \$211,967, which requires a \$29,073 local match. The match will be budgeted in the Department of Aging's 2013-2014 budget. We are required to provide the public the opportunity to comment on the application prior to submission.

PRIOR BOARD ACTION: CTP Grant is submitted annually

RECOMMENDED ACTION OR MOTION: Adopt Grant Resolution authorizing submission of grant and making assurances and certifications regarding compliance with federal and state requirements

PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed Sampson County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than December 28, 2012. The public hearing will be held on January 7, 2013 at 7:00pm before the Sampson County Board of Commissioners in the County Auditorium, 435 Rowan Road, Clinton NC 28328.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact the County Manager's Office on or before January 3, 2013, at telephone number 910-592-6308 or via email at susanh@sampsonnc.com.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Sampson County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Sampson Area Transportation. Services are rendered by Sampson Area Transportation.

The total estimated amount requested for the period July 1, 2013 through June 30, 2014

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ 157,507.00	\$ 23,627.00 (15%)
Capital (Vehicles & Other)	\$ 54,460.00	\$ 5,446.00 (10%)
Operating (Small fixed-route, regional, and consolidated urban-rural systems only)		
TOTAL PROJECT	\$ 211,967.00	\$ 29,073.00
	Total Funding Request	Total Local Share

*(50%) or more
*Note: Small Fixed Route systems must contribute more than 50%

This application may be inspected at Sampson County Department of Aging, 405 County Complex Road, Clinton, NC 28328 from Monday through Friday 8am-5pm.. Written comments should be directed to Lorie Sutton before January 3, 2013.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

October 11, 2012

MEMORANDUM

To: Community Transportation Program Applicants

From: Teresa A. Hart, PE, CPM, Director
NCDOT Public Transportation Division

Subject: FY 2014 Community Transportation Program Application Package Section 5311

The Fiscal Year 2014 Community Transportation Program (CTP) application package contains the administrative, capital, operating assistance and facility safety and security improvements grant programs. The final FY 2014 Certifications and Assurances will be sent to you under separate cover as soon as the Federal Register is released.

The purpose of the Section 5311 program is to support public transportation for people living in any area outside of an urbanized area designated by the Bureau of the Census. An urbanized area consists of a core area and the surrounding densely populated area with a total population of 50,000 or more, with boundaries fixed by the Bureau of the Census. Areas not currently within the urbanized area are eligible for Section 5311 funding even if they are included within the metropolitan area planning boundary.

The 5311 program is intended to provide financial assistance for the support of public transportation services in nonurbanized areas. The transportation services must be open to the general public on an equal and continuing basis. The 5311 funds can be used for the costs of transit planning activities, local project administration, transit operations and the purchase of capital equipment or facilities to aid in the provision of transit services in rural areas, as well as provide funds for state-level administration.

Public Hearing

As part of the CTP application, a public hearing must be held in front of the applicant's governing body. The applicant must publish one public hearing notice in a newspaper(s) having general circulation in the project's proposed service area. The public hearing notice shall provide a minimum of seven (7) calendar days notice and a maximum of fourteen (14) calendar days notice between the time that the public hearing notice is published in the newspaper and the actual public hearing date. In accordance with the DOT LEP Guidance, 70 FR 74087, (Dec. 14, 2005), a public notice will also be published in Spanish in counties that have 1,000 or 5% of their population that speaks Spanish at home, but speaks English less than well. A list of counties that are required to publish the public notice in Spanish is in Appendix B of the Program Overview. PTD is not including a Spanish version of the public notice in the application package. Applicants should have the public notice translated locally to ensure the accuracy of the translation.

Certifications and Assurances

Federal and State Certifications and Assurances for SFY2014 will be released under separate cover once the Federal Register is released.

Administrative and Operations Funding

Due to the limited availability of funding, administrative and operating funds are capped at the FY 2013 level. Applicants should request no more than the total funds approved in their FY 2013 CTP administrative and operating budgets. Indirect costs remain an eligible expense, provided the applicant obtained an approved indirect cost rate. Direct expenses should be budgeted first. Administrative budgets must be sufficiently developed to cover only those administrative costs directly attributable to the execution of the Section 5311 grant.

Capital Budget

A Capital Replacement Schedule to clarify the useful life of capital items is included. Construction of new facilities or major renovation projects will not be considered unless all planning and environmental requirements have been met at the time of the application.

Relationship to Other Grant Programs

While the overall objectives of Section 5311 and Section 5310 differ (the former is to provide transportation to the general public in non-urbanized areas and the latter is to serve elderly individuals and individuals with disabilities in both rural and urbanized areas), there are parallels between the two programs. These parallels make it desirable for states to consider both resources, and to plan for their use in a complementary way. For instance, the same state agency administers both programs. FTA encourages participation in such coordinated efforts so long as the coordinated services continue to meet the purposes of their respective programs.

Federal Funding Accountability and Transparency Act (FFATA)

Due to this legislation, all applicants must have a DUNS number (unique nine-digit number issued by Dun & Bradstreet). A DUNS number may be obtained free of charge at: <http://fedgov.dnb.com/webform>. Applications without a DUNS number will not be considered for funding.

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The FY 2014 CTP grant application must be transmitted through the online NCDOT Grants Module no later than **5:00 p.m. EST, December 28, 2012**. The documents identified in the Application Submission Checklist must be submitted as attachments within the online Grants Module. Note that documents with original signatures must be scanned for electronic submittal (ensure that seal is visible for documents with seals) and some forms/other documents must be saved and attached in their original form (Microsoft Word/Excel), as indicated in the Application Submission Checklist.

If you have questions or need assistance, you should contact your Mobility Development Specialist (MDS) in your respective district; see attached listing of MDS assignments.

COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

Section 5311 FY 2014 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (Board Member's Name) _____ and seconded by (Board Member's Name or N/A, if not required) _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, (Legal Name of Applicant) _____ hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) the County of Sampson is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

I (Certifying Official's Name)* Susan J. Holder (Certifying Official's Title) Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Sampson County Board of Commissioners duly held on the 3rd day of December, 2012.

Signature of Certifying Official

*Note that the authorized official, certifying official, and notary public should be three separate individuals.

Seal/ Subscribed and sworn to me (date) _____

Notary Public*

Printed Name and Address

My commission expires (date) _____

Affix Notary Seal Here

LOCAL SHARE CERTIFICATION FOR FUNDING

Sampson County
(Legal Name of Applicant)

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>157,507</u>	\$ <u>23,627 (15%)</u>
Capital (Vehicles & Other)	\$ <u>54,460</u>	\$ <u>5,446 (10%)</u>
Operating (Small fixed route, regional, and consolidated urban-rural systems)	\$ _____	\$ _____ *(50% or more)
<small>*Note: Small fixed route systems contribute more than 50%</small>		
<hr/>		
TOTAL	\$ <u>211,967</u>	\$ <u>29,073</u>
	Total Funding Requests	Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<u>County Contribution</u>	\$ <u>29,073.00</u>
_____	\$ _____
-	\$ _____
_____	\$ _____
<hr/>	
TOTAL	\$ <u>29,073.00</u>

I, the undersigned representing (*Legal Name of Applicant*) **Sampson County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2014 Community Transportation Program will be available as of **July 1, 2013**, which has a period of performance of July 1, 2013 – June 30, 2014.

Signature of Authorized Official

Edwin W. Causey, County Manager

Type Name and Title of Authorized Official

Date

*****THIS IS ONLY AN EXAMPLE BASED ON CURRENT (SFY2013) CERTIFICATIO S & ASSURANCES. THE FINAL DOCUMENT WILL BE SENT UNDER SEPARATE COVER ONCE FEDERAL REGISTER IS RELEASED WITH CERTIFICATIONS & ASSURANCES FOR FEDERAL FY2013*****

FEDERAL (FTA) AND STATE (NCDOT) CERTIFICATIONS AND ASSURANCES FOR PUBLIC TRANSPORTATION PROGRAMS STATE FISCAL YEAR 2014

Before the North Carolina Department of Transportation (NCDOT) may award Federal and/or State transit assistance funds to support a project, each Subrecipient must provide certain certifications and assurances required by Federal/State law or regulation. You must provide all certifications and assurances required to support applications for FTA/NCDOT funding during Federal fiscal year (FFY) 2013.

We request that you read each certification and assurance carefully and select all certifications and assurances that might apply to all projects for which you might seek FTA/NCDOT funding. We can award FTA/NCDOT funding for your project only if you provide adequate certifications and assurances as required by Federal/State law or regulation.

We have consolidated our certifications and assurances into 18 groups. At a minimum, you must provide the assurances in Category 01. Depending on the nature of the Subrecipient and its project, the Subrecipient may need to provide some of the certifications and assurances in Categories 03 through 18. However, instead of selecting individual groups of certifications and assurances, you may make a single selection that will encompass all groups of certifications and assurances applicable to all FTA/NCDOT programs. NCDOT and the Subrecipient understand and agree that not every provision of these certifications and assurances will apply to every Subrecipient or every project we fund. The type of project and Subrecipient will determine which certifications and assurances apply.

The Subrecipient also understands and agrees that these certifications and assurances are special pre-award requirements and do not include all Federal/NCDOT requirements that may apply to the Subrecipient or its project. The FTA Master Agreement MA(18) for Federal Fiscal Year 2013, <http://www.fta.dot.gov/documents/18-Master.pdf> contains a list of most of those requirements.

Except in limited circumstances, the Subrecipient is ultimately responsible for compliance with the certifications and assurances that apply to itself or its project irrespective of Subrecipient participation in the project. Because many FFY 2013 certifications and assurances will require Subrecipient compliance, we strongly recommend that you take appropriate measures to assure the validity of your certifications and assurances. The Subrecipient understands and agrees that when applying for funding on behalf of a consortium, joint venture, partnership, or team, each member of that consortium, joint venture, partnership, or team is responsible for compliance with the certifications and assurances that the Subrecipient selects.

Note that by an opinion of the North Carolina Attorney General's office, all Federal requirements have been passed down to State funded assistance.

The Applicant must submit its certifications and assurances by completing and submitting the selection and signature pages at the end of this document: 1) Certifications and Assurances selection page; 2) Affirmation of Applicant; 3) Affirmation of Applicant's Attorney; 4) Certifications and Restrictions on Lobbying; and 5) Certification of Equivalent Service.

01. ASSURANCES REQUIRED FOR EACH APPLICANT

Each Subrecipient of FTA assistance awarded to NCDOT and each Subrecipient of State assistance must provide all assurances in this Category "01." NCDOT may not award any State or Federal assistance until the Applicant provides the following assurances by selecting Category "01."

A. Assurance of Authority of the Applicant and Its Representative

The authorized representative of the Applicant and the Applicant's attorney who sign these certifications, assurances, and agreements, affirm that both the Applicant and its authorized representative may, under North Carolina, local, or Indian tribal law and regulations, and the Applicant's by-laws or internal rules, undertake the following activities on behalf of the Applicant:

1. Execute and file its application for Federal/State funds;
2. Execute and file its certifications, assurances, and agreements binding its compliance, and
3. Execute Grant Agreements or Cooperative Agreements, or both, with NCDOT.

B. Standard Assurances

The Applicant assures that:

1. It has sufficient authority under North Carolina, local, or Indian tribal law, regulations by-laws and internal rules to carry out each FTA/NCDOT funded project as required by Federal/State laws and regulations;
2. It will comply with all applicable Federal/State statutes and regulations to carry out any FTA/NCDOT funded project;
3. It is under a continuing obligation to comply with the terms and conditions of the NCDOT Grant Agreement for the project, including the FTA Master Agreement incorporated by reference and made part of the latest amendment to Grant Agreement;
4. It recognizes that Federal/State laws and regulations may be modified from time to time and those modifications may affect project implementation;
5. It understands that executive orders of the President of the United States or the Governor of the State of North Carolina and Federal/State directives, including Federal/State policies and program guidance, may be issued concerning matters affecting the Applicant or its project; and
6. It agrees that the most recent Federal/State laws, regulations, and directives will apply to the project, unless NCDOT determines otherwise in writing.

C. Intergovernmental Review Assurance

The Applicant assures that it has or will submit each Federal/State funding application to the appropriate State and local agencies for intergovernmental review to facilitate compliance with U.S. Department of Transportation (U.S. DOT) regulations, "Intergovernmental Review of Department of Transportation Programs and Activities," 49 CFR part 17.

D. Nondiscrimination Assurance.

1. The Applicant assures that it will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in any U.S. DOT or FTA/NCDOT funded program or activity (particularly in the level and quality of transportation services and transportation-related benefits on the basis of race, color, national origin, creed, sex, or age:
 - a. Federal transit law, specifically 49 U.S.C. 5332 (prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age, and in employment or business opportunity),
 - b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and
 - c. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.
2. As required by 49 CFR 21.7, the Applicant assures that:
 - a. It will comply with 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 in the manner:
 - (1) It conducts each project,
 - (2) It undertakes property acquisitions, and
 - (3) It operates the project facilities, including:
 - (a) Its entire facilities, and
 - (b) Its facilities operated in connection with its project,

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- b. This assurance applies to its entire project and entire facilities, including facilities operated in connection with its project,
- c. It will promptly take the necessary actions to carry out this assurance, including:
 - (1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA/NCDOT, and
 - (2) Submitting information about its compliance with these provisions to U.S. DOT or FTA/NCDOT upon their request,
- d. If it transfers FTA/NCDOT funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:
 - (1) While the property is used for the purpose that the Federal/State funding is extended,
 - (2) While the property is used for another purpose involving the provision of similar services or benefits,
- e. The United States has a right to seek judicial enforcement of any matter arising under:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, and
 - (3) This assurance,
- f. It will make any changes in its Title VI implementing procedures as U.S. DOT or FTA/NCDOT may request to comply with:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, and
 - (3) Federal transit law, 49 U.S.C. 5332,
- g. It will extend the requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party participant, including:
 - (1) Any subrecipient,
 - (2) Any transferee,
 - (3) Any third party contractor or subcontractor at any tier,
 - (4) Any successor in interest,
 - (5) Any lessee, or
 - (6) Any other participant in the project,
- h. It will include adequate provisions to extend the requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including:
 - (1) Each subagreement,
 - (2) Each property transfer agreement,
 - (3) Each third party contract or subcontract at any tier,
 - (4) Each lease, or
 - (5) Each participation agreement,
- i. The assurances it has made will remain in effect for the longest of the following:
 - (1) As long as Federal/State funding is extended to the project,
 - (2) As long as the Project property is used for a purpose for which the Federal/State funding is extended,
 - (3) As long as the Project property is used for a purpose involving the provision of similar services or benefits, or
 - (4) As long as the Applicant retains ownership or possession of the project property.

E. Assurance of Nondiscrimination on the Basis of Disability.

- 1. The Applicant assures that it and its project implementation and operations will comply with all applicable requirements of:
 - a. The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, et seq.,
 - b. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq.,
 - c. U.S. DOT regulations, specifically 49 CFR parts 27, 37, and 38, and
 - d. Any other applicable Federal/State laws that may be enacted or Federal/State regulations that may be promulgated,
- 2. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, the Applicant assures that:

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- a. The following prohibition against discrimination on the basis of disability is a condition to the approval or extension of any FTA/NCDOT funding awarded to:
 - (1) Construct any facility,
 - (2) Obtain any rolling stock or other equipment,
 - (3) Undertake studies,
 - (4) Conduct research, or
 - (5) Participate in or obtain any benefit from any FTA/NCDOT administered program,
- b. In any program or activity receiving or benefiting from Federal/State funding FTA/NCDOT or any entity within U.S.DOT administers, no otherwise qualified people with a disability will, because of their disability, be:
 - (1) Excluded from participation,
 - (2) Denied benefits, or
 - (3) Otherwise subjected to discrimination.

F. Suspension and Debarment.

1. U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180, permit certifications to assure the Applicant acknowledges that:
2. The Applicant certifies to the best of its knowledge and belief that, it, its principals, and first tier subrecipients:
 - a. Are eligible to participate in covered transactions of any Federal/State department or agency and are not presently:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible, or
 - (5) Voluntarily excluded, or
 - (6) Disqualified,
 - b. Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 - (2) Violation of any Federal or State antitrust statute, or
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding Section 2.b of this certification,
 - d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this certification,
 - e. Will promptly provide any information to the FTA/NCDOT if at a later time any information contradicts the statements of subparagraphs (1) through (4) above, and
 - f. Will treat each lower tier contract or lower tier subcontract under the Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 - (1) Equals or exceeds \$25,000,
 - (2) Is for audit services, or
 - (3) Requires the consent of a Federal/State official,
 - g. Will require that each covered lower tier contractor and subcontractor:
 - (1) Comply with the Federal requirements of 2 CFR part 1200 and 2 CFR part 180, and
 - (2) Assure that each lower tier participant in the Project is not presently declared by any Federal/State department or agency to be:
 - (a) Debarred from participation in the federal/state funded project,
 - (b) Suspended from participation in the federal/state funded project,
 - (c) Proposed for debarment from participation in the federally/state funded project,
 - (d) Declared ineligible to participate in the federal/state funded project,

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- (e) Voluntarily excluded from participation in the federal/state funded project, or
 - (f) Disqualified from participation in the federal/state funded Project.
3. The Applicant will provide a written explanation indicated on its Signature Page or a page attached in NCDOT's Grants Management System if it or any of its principals, including any of its first tier subrecipients or lower tier participants, is unable to certify to the preceding statements in this certification.

G. U.S. OMB Assurances in SF-424B and SF-424D.

(These assurances are consistent with U.S. OMB assurances required in SF-424B and SF-424D.)

1. *Administrative Activities.* The Applicant assures that:
 - a. For every project described in any application it submits, it has adequate resources to properly plan, manage, and complete the project, including:
 - (1) The legal authority to apply for Federal/State funding, and
 - (2) The institutional capability,
 - (3) The managerial capability, and
 - (4) The financial capability (including funds sufficient to pay the non-Federal/State share of project cost).
 - b. It will give access and the right to examine project-related materials, including but not limited to:
 - (1) FTA,
 - (2) The Comptroller General of the United States, and,
 - (3) If appropriate, the State of North Carolina, through any authorized representative,
 - c. It will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
 - d. It will establish safeguards to prohibit employees from using their positions for a purpose that:
 - (1) Results in a personal or organizational conflict of interest, or personal gain, or
 - (2) Presents the appearance of a personal or organizational conflict of interest or personal gain.
2. *Project Specifics.* The Applicant assures that:
 - a. Following receipt of FTA/NCDOT award, it will begin and complete Project work within the applicable time periods,
 - b. For FTA/NCDOT funded construction projects:
 - (1) It will comply with FTA/NCDOT provisions concerning the drafting, review, and approval of construction plans and specifications
 - (2) It will to the extent practicable provide and maintain competent and adequate engineering supervision at the construction site to assure that the completed work conforms with the approved plans and specifications,
 - (3) It will include a covenant in the title of federal/state funded real property acquired to assure nondiscrimination during the useful life of the project,
 - (4) To the extent FTA/NCDOT requires, it will record the Federal/State interest in the title to FTA/NCDOT assisted real property or interests in real property, and
 - (5) To the extent practicable, without permission and instructions from FTA/NCDOT, it will not alter the site of the FTA/NCDOT funded construction project or facilities by:
 - (a) Disposing of the underlying real property or other interest in the site and facilities,
 - (b) Modifying the use of the underlying real property or other interest in the site and facilities, or
 - (c) Changing the terms of the underlying real property title or other interest in the site and facilities.
 - c. It will furnish progress reports and other information as FTA/NCDOT or the State of North Carolina may require.
3. *Statutory and Regulatory requirements.* The Applicant assures that:
 - a. It will comply with all applicable Federal/State statutes relating to nondiscrimination including, but not limited to the:
 - (1) Prohibitions against discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) Prohibitions against discrimination on the basis of sex of:
 - (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and
 - (b) U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25,

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- (3) Prohibitions against discrimination on the basis of age in federally assisted programs of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107,
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability,
 - (5) Prohibitions against discrimination on the basis of disability of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794,
 - (6) Nondiscrimination requirements relating to the sale, rental, or financing of housing of Title VIII of the Civil Rights Act, 42 U.S.C. 3601 et seq.,
 - (7) Prohibitions against discrimination on the basis of drug abuse of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. 1101 et seq.,
 - (8) Prohibitions against discrimination on the basis of alcohol abuse of the Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, as amended, 42 U.S.C. 4541 et seq.,
 - (9) Confidentiality requirements for the records of alcohol and drug abuse patients of the Public Health Service Act, as amended, 42 U.S.C. 290dd – 290dd-2, and
 - (10) Nondiscrimination provisions of any other statute(s) that may apply to the project,
- b. Regardless of whether Federal/State funding has been provided for any of the real property acquired for Project purposes, it will provide for fair and equitable treatment of displaced persons or persons whose property is acquired as a result of federal/state assisted programs, and:
- (1) It has the necessary legal authority under State and local law to comply with:
 - (a) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (Uniform Relocation Act) 42 U.S.C. 4601 et seq., as specified by sections 210 and 305 of that Act, 42 U.S.C. 4630 and 4655, respectively, and
 - (b) U.S. DOT regulations, “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs,” 49 CFR part 24, specifically 49 CFR 24.4.
 - (2) It has complied with or will comply with the Uniform Relocation Act and implementing U.S. DOT regulations including but not limited to doing the following:
 - (a) It will adequately inform each affected person of the benefits, policies, and procedures provided for in 49 CFR part 24,
 - (b) As required by 42 U.S.C. 4622, 4623, and 4624, and 49 CFR part 24, it will provide fair and reasonable relocation payments and assistance for displacement, resulting from any FTA/NCDOT funded project, of:
 - 1 Families and individuals,
 - 2 Partnerships, corporations, or associations,
 - (c) As provided by 42 U.S.C. 4625 and 49 CFR part 24, it will provide relocation assistance programs offering the services described in to the U.S. DOT regulations to such displaced:
 - 1 Families and individuals,
 - 2 Partnerships, corporations, or associations,
 - (d) As required by 42 U.S.C. 4625(c)(3), within a reasonable time before displacement it will make available comparable replacement dwellings to families and individuals,
 - (e) It will:
 - 1 Carry out the relocation process to provide displaced persons with uniform and consistent services, and
 - 2 Make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin,
 - (f) It will be guided to the greatest extent practicable under State law, by the real property acquisition policies of 42 U.S.C. 4651 and 4652,
 - (g) It will pay or reimburse property owners for their necessary expenses as specified in 42 U.S.C. 4653 and 4654, understanding that FTA/NCDOT will provide Federal/State funding for its eligible costs of providing payments for those expenses, as required by 42 U.S.C. 4631,
 - (h) It will execute the necessary implementing amendments to third party contracts and subagreements financed with FTA/NCDOT funding, and
 - (i) It will execute, furnish, and be bound by such additional documents as FTA/NCDOT may determine necessary to effectuate or implement these assurances, and
 - (j) It will incorporate these assurances by reference into and make them a part of any third party contract or subagreement, or any amendments thereto, relating to any FTA/NCDOT funded project involving relocation or land acquisition, and

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- (k) It will provide in any affected document that these relocation and land acquisition provisions must supersede any conflicting provisions,
- c. To the extent practicable, it will comply with the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4831(b), which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures,
- d. It will, to the extent practicable, comply with the protections for human subjects involved in research, development, and related activities supported by Federal/State funding of:
 - (1) The National Research Act, Pub. L. 93-348, July 12, 1974, as amended, 42 U.S.C. 289 et seq., and
 - (2) U.S. DOT regulations, "Protection of Human Subjects," 49 CFR part 11,
- e. It will, to the extent practicable, comply with the labor standards and protections for federal/state funded projects of:
 - (1) The Davis-Bacon Act, as amended, 40 U.S.C. 3141 et seq.,
 - (2) Sections 1 and 2 of the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. 874, and 40 U.S.C. 3145, respectively,
 - (3) The Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 et seq.,
- f. It will, to the extent practicable, comply with any applicable environmental standards that may be prescribed to implement the following Federal/State laws and executive orders, including but not limited to the following:
 - (1) It will comply with the institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. 4321 – 4335 and Executive Order No. 11514, as amended, 42 U.S.C. 4321 note,
 - (2) It will comply with notification of violating facilities pursuant to Executive Order No. 11738, 42 U.S.C. 7606 note,
 - (3) It will comply with protection of wetlands pursuant to Executive Order No. 11990, 42 U.S.C. 4321 note,
 - (4) It will comply with evaluation of flood hazards in floodplains in accordance with Executive Order No. 11988, 42 U.S.C. 4321 note,
 - (5) It will comply with an assurance of project consistency with the approved State management program developed pursuant to the requirements of the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. 1451 – 1465,
 - (6) It will comply with Conformity of Federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. 7401 – 7671q,
 - (7) It will comply with protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. 300f – 300j-6,
 - (8) It will comply with protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 – 1544, and
 - (9) It will comply with environmental protections for Federal/State transportation programs, including, but not limited to, protections for parks, recreation areas, or wildlife or waterfowl refuges of national, State, or local significance or any land from a historic site of national, State, or local significance to be used in a transportation project as required by 49 U.S.C. 303(b) and 303(c),
 - (10) It will comply with protection of the components of the national wild and scenic rivers systems, as required under the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. 1271 – 1287, and
 - (11) It will comply with and facilitate compliance with
 - (a) Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470f,
 - (b) The Archaeological and Historic Preservation Act of 1974, as amended, 16 U.S.C. 469 – 469c, and
 - (c) Executive Order No. 11593 (identification and protection of historic properties), 16 U.S.C. 470 note,
- g. To the extent practicable, it will comply with Federal/State requirements for the care, handling, and treatment of warm blooded animals held or used for research, teaching, or other activities supported by Federal/State funding of:
 - (1) The Animal Welfare Act, as amended, 7 U.S.C. 2131 et seq., and
 - (2) U.S. Department of Agriculture regulations, "Animal Welfare," 9 CFR subchapter A, parts 1, 2, 3, and 4,

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- h. To the extent practicable, before accepting delivery of any FTA/NCDOT funded building it will obtain a certificate of compliance with the seismic design and construction requirements of U.S. DOT regulations, "Seismic Safety," 49 CFR part 41, specifically 49 CFR 41.117(d),
- i. To the extent practicable, it and its subrecipients located in special flood hazard areas will comply with section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4012a(a), by:
 - (1) Participating in the Federal flood insurance program,
 - (2) Purchasing flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more,
- j. To the extent practicable, it will comply with:
 - (1) The Hatch Act, 5 U.S.C. 1501 – 1508, 7324 – 7326, which limits the political activities of State and local agencies and their officers and employees whose primary employment activities are financed in whole or part with Federal/State funds including a Federal/State loan, grant agreement, or cooperative agreement, and
 - (2) 49 U.S.C. 5307(k)(2) and 23 U.S.C. 142(g), which provide an exception from Hatch Act restrictions for a nonsupervisory employee of a public transportation system (or of any other agency or entity performing related functions) receiving FTA/NCDOT funding to whom the Hatch Act does not otherwise apply,
- k. It will have performed the financial and compliance audits as required by:
 - (1) The Single Audit Act Amendments of 1996, 31 U.S.C. 7501 et seq.,
 - (2) U.S. OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," Revised, and
 - (3) The most recent applicable U.S. OMB A-133 Compliance Supplement provisions for the U.S. DOT, and
- l. It will, to the extent practicable, comply with all applicable provisions of all other Federal/State laws or regulations, and follow Federal/State directives governing the project, except to the extent that FTA/NCDOT has expressly approved otherwise in writing.

02. LOBBYING CERTIFICATION

An Applicant that submits an application to NCDOT for State or (FTA) Federal assistance exceeding \$100,000 is required to provide the following certification. NCDOT may not award State or Federal assistance exceeding \$100,000 until the Applicant provides this certification by selecting Category "02."

As required by 31 U.S.C. 1352 and U.S. DOT regulations, "New Restrictions on Lobbying," specifically 49 CFR 20.110, the Applicant understands that:

- a. The lobbying restrictions of your certification apply to requests for:
 - (1) \$100,000 or more in Federal funding for a grant or cooperative agreement, and
 - (2) \$150,000 or more in Federal funding for a loan, line of credit, or loan guarantee,
- b. Its certification covers the lobbying activities of:
 - (1) It,
 - (2) Its principals, and
 - (3) Its first tier subrecipients:

The Applicant certifies to the best of its knowledge and belief, that:

- 1. No Federal/State appropriated funds have been or will be paid by or on its behalf to any person:
 - a. To influence or attempt to influence:
 - (1) An officer or employee of any Federal/State agency,
 - (2) A Member of Congress or State Legislature, an employee of a member of Congress or State Legislature, or an officer or employee of Congress or State Legislature,
 - b. Regarding the award of a:
 - (1) Federal/State grant or cooperative agreement, or
 - (2) Federal/State loan, line of credit, loan guarantee, or loan insurance
- 2. It will submit a complete OMB Standard Form-LLL, "Disclosure of Lobbying Activities (Rev. 7-97)," in accordance with its instructions, if any funds other than Federal/State appropriated funds have been or will be paid to any person:

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- a. To influence or attempt to influence:
 - (1) An officer or employee of any Federal/State agency,
 - (2) A Member of Congress or State Legislature, an employee of a Member of Congress or State Legislature, or an officer or employee of Congress or State Legislature, or
- b. Regarding any application for a:
 - (1) Federal/State grant or cooperative agreement,
 - (2) Federal/State loan, line of credit, loan guarantee, or loan insurance, and
3. It will include the language of this certification in the award documents for all subawards at all tiers including, but not limited to:
 - a. Subcontracts,
 - b. Subgrants,
 - c. Subagreements, and
 - d. Third party contracts under a:
 - (1) Federal/State grant or cooperative agreement, or
 - (2) Federal/State loan, line of credit, loan guarantee, or loan insurance, and
4. It understands that:
 - a. This certification is a material representation of fact that the Federal/State Government relies on, and
 - b. It must submit this certification before the Federal/State Government may award funding for a transaction covered by 31 U.S.C. 1352, including a:
 - (1) Federal/State grant or cooperative agreement, or
 - (2) Federal/State loan, line of credit, loan guarantee, or loan insurance, and
5. It also understands that any person who does not file a required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

03. PROCUREMENT COMPLIANCE

In accordance with 49 CFR 18.36(g)(3)(ii), each Applicant that is a State, local, or Indian tribal government that submits an application to NCDOT for State or (FTA) Federal assistance to acquire property or services in support of its project is requested to provide the following certification by selecting Category "03." NCDOT also requests other Applicants to provide the following certification. NCDOT may not provide State or Federal assistance to an applicant for State or Federal assistance, property or services in support of its project until the Applicant provides this certification by selecting Category "03."

The Applicant certifies that its procurements and procurement system will comply with all applicable Federal/State laws and regulations in accordance with applicable Federal/State directives.

04. PROTECTIONS FOR PRIVATE TRANSPORTATION PROVIDERS

Each Applicant that submits an application to NCDOT for State or Federal assistance authorized under 49 U.S.C. chapter 53 to acquire any property or an interest in the property of a private provider of public transportation or to operate public transportation equipment or facilities in competition with, or in addition to, transportation service provided by an existing private provider of public transportation is required to provide the following certification. NCDOT may not award State or Federal assistance for such a project until the Applicant provides this certification by selecting Category "04."

As required by 49 U.S.C. 5323(a)(1), the Applicant certifies that:

1. Before it:
 - a. Acquires the property or an interest in the property of a private provider of public transportation, or
 - b. Operates public transportation equipment or facilities:
 - (1) In competition with transportation service provided by an existing public transportation company, or
 - (2) In addition to transportation service provided by an existing public transportation company,
2. It has or will have:

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- a. Determined that the funding is essential to carrying out a program of projects as required by 49 U.S.C. 5303, 5304, and 5306,
- b. Provided for the participation of private companies engaged in public transportation to the maximum extent feasible, and
- c. Paid just compensation under State or local law to the company for any franchise or property acquired.

05. PUBLIC HEARING

An Applicant seeking State or Federal assistance authorized under 49 U.S.C. chapter 53 for a capital project that will substantially affect a community or a community's public transportation service is required to provide the following certification. NCDOT may not award State or Federal assistance for a capital project of that type until the Applicant provides this certification by selecting Category "05."

As required by 49 U.S.C. 5323(b), the Applicant certifies that:

1. Before submitting an application for a capital project that:
 - a. Will substantially affect:
 - (1) A community, or
 - (2) The public transportation service of a community, and
 - b. Also will affect:
 - (1) Significant economic interests,
 - (2) Significant social interests, or
 - (3) Significant environmental interests,
- It will:
 - (1) Provide an adequate opportunity for public review and comment on the project, after giving notice that:
 - (a) Includes a concise description of the proposed project; and
 - (b) Has been published in a newspaper of general circulation in the geographic area the project.
 - (2) Hold a public hearing on the project if the project affects:
 - (a) Significant economic, interests,
 - (b) Significant social, interests, or
 - (c) Significant environmental interests,
2. It will have considered the economic, social, and environmental effects of the project, and
3. It will have determined that the project is consistent with official plans for developing the community.

06. ACQUISITION OF ROLLING STOCK FOR USE IN REVENUE SERVICE

An Applicant seeking State or Federal assistance authorized under 49 U.S.C. chapter 53 to acquire any rolling stock for use in revenue service is required to provide the following certification. NCDOT may not award any State or Federal assistance to acquire such rolling stock until the Applicant provides this certification by selecting Category "06."

The Applicant certifies that in procuring revenue service rolling stock, it will comply with:

1. Federal transit law, specifically 49 U.S.C. 5323(m),
2. FTA regulations, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases," 49 CFR part 663, specifically 49 CFR 663.7, as modified by amendments authorized by section 3023(k) of SAFETEA-LU, including the requirements to:
 - a. Conduct or cause to be conducted the required preaward and post delivery reviews, and
 - b. Maintain on file the certifications required by 49 CFR part 663, subparts B, C, and D.

07. ACQUISITION OF CAPITAL ASSETS BY LEASE

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An Applicant that intends to request the use of State or Federal assistance authorized under 49 U.S.C. chapter 53 to acquire capital assets by lease is required to provide the following certifications. NCDOT may not provide State or Federal assistance to support those costs until the Applicant provides this certification by selecting Category "07."

As required by FTA regulations, "Capital Leases," 49 CFR part 639, specifically 639.15(b)(1) and 639.21, if the Applicant acquires any capital asset by lease financed with Federal/State funding authorized under 49 U.S.C. chapter 53, the Applicant certifies as follows:

1. It will not use Federal/State funding authorized under 49 U.S.C. chapter 53 to finance the cost of leasing any capital asset until:
 - a. It performs calculations demonstrating that leasing the capital asset would be more cost-effective than purchasing or constructing a similar asset, and
 - b. It completes these calculations before the later of:
 - (1) Entering into the lease, or
 - (2) Receiving a capital grant for the asset, and
2. It will not enter into a capital lease for which FTA/NCDOT can provide only incremental Federal/State funding unless it has adequate financial resources to meet its future lease obligations if Federal/State funding is not available.

08. BUS TESTING

An Applicant for State or Federal assistance appropriated or made available for 49 U.S.C. chapter 53 to acquire any new or newly configured bus or a bus with new major components is required to provide the following certification by selecting Category "08."

The Applicant certifies that:

1. It will comply with Federal transit law, specifically 49 U.S.C. 5318,
2. FTA regulations, "Bus Testing," 49 CFR part 665, specifically 49 CFR 665.7, requires that
 - a. Before:
 - (1) Spending any Federal (or State) funds to acquire:
 - (a) The first bus of any new bus model,
 - (b) The first bus with a new major change in configuration or components, or
 - (2) Authorizing final acceptance of a new bus model or a bus model with a major change in components or configuration:
 - b. It will:
 - (1) Ensure that the bus model has been tested at FTA's bus testing facility, and
 - (2) Have received a copy of the test report prepared on the bus model.

09. CHARTER SERVICE AGREEMENT

You must enter in this Charter Service Agreement by selecting Category "09" if you apply for State or Federal assistance to acquire or operate transit facilities and equipment, unless you qualify for an exception under Federal law and regulations.

As required by 49 U.S.C. 5323(d) and (g) and FTA regulations, "Charter Service," 49 CFR part 604, specifically 49 CFR 604.4, the Applicant understands and agrees that:

1. Except in certain circumstances described in its regulations, FTA's "Charter Service" regulations restrict transportation by charter service using facilities and equipment acquired by FTA for transportation projects with Federal funding derived from:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or
 - (2) 23 U.S.C. §§ 133 or 142,
2. FTA's charter service restrictions extend to:
 - a. The Applicant when it becomes a recipient of Federal funding under:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or

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- (2) 23 U.S.C. §§ 133 or 142,
 - b. Any third party participant that receives Federal funding derived from:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or
 - (2) 23 U.S.C. §§ 133 or 142,
 - c. A third party participant includes a:
 - (1) Subrecipient at any tier,
 - (2) Lessee,
 - (3) Third party contractor or subcontractor at any tier, and
 - (4) Other participant in the project,
3. Neither the Applicant nor any third party participant involved in its Project will engage in charter service operations, except as permitted under:
 - a. Federal transit laws, specifically 49 U.S.C. § 5323(d) and (g),
 - b. FTA regulations, "Charter Service," 49 C.F.R. Part 604,
 - c. Any other Federal Charter Service regulations, or
 - d. Federal directives, except as FTA determines otherwise in writing.
4. The Applicant agrees that the latest Charter Service Agreement it has selected in its latest annual Certifications and Assurances is incorporated by reference in and made part of the underlying Agreement accompanying an award of FTA funding.
5. The Applicant agrees that:
 - a. FTA/NCDOT may require corrective measures or impose remedies on it or any subrecipient that has engaged in a pattern of violations of FTA's Charter Service regulations by:
 - (1) Conducting charter operations prohibited by Federal transit laws and FTA's Charter Service regulations, or
 - (2) Otherwise violating the Applicant's Charter Service Agreement it has elected in its latest annual Certifications and Assurances.
 - b. These corrective measures and remedies may include:
 - (1) Barring it or any third party participant operating public transportation under the Project that has provided prohibited charter service from receiving FTA/NCDOT funds, or
 - (2) Withholding an amount of Federal/State funds as provided by Appendix D to FTA's Charter Service regulations.

10. SCHOOL TRANSPORTATION AGREEMENT

You must enter in this School Transportation Agreement by selecting Category "10" if you apply for State or Federal assistance to acquire or operate transit facilities and equipment, unless you qualify for an exception under Federal law and regulations.

As required by 49 U.S.C. 5323(f) and (g) and FTA regulations, "School Bus Operations," 49 CFR part 605, to the extent consistent with 49 U.S.C. 5323(f) and (g), the Applicant understands and agrees that:

1. FTA's "School Bus Operations" regulations restrict school bus service as defined in the FTA regulations using facilities and equipment acquired with Federal funding derived from:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or
 - (2) 23 U.S.C. §§ 133 or 142,
2. FTA's school bus operations restrictions extend to:
 - a. The Applicant when it becomes a recipient of Federal funding under:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or
 - (2) 23 U.S.C. §§ 133 or 142,
 - b. Any third party participant that receives Federal funding derived from:
 - (1) Federal transit laws, 49 U.S.C. chapter 53, or
 - (2) 23 U.S.C. §§ 133 or 142,
 - c. A third party participant includes a:
 - (1) Subrecipient at any tier,
 - (2) Lessee,
 - (3) Third party contractor or subcontractor at any tier, and
 - (4) Other participant in the project,

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3. Neither the Applicant nor any third party participant involved in its Project will engage in school transportation operations in competition with private operators of school transportation, except as permitted under:
 - a. Federal transit laws, specifically 49 U.S.C. § 5323(f) and (g),
 - b. FTA regulations, "School Bus Operations," 49 C.F.R. Part 605, to the extent consistent with 49 U.S.C. § 5323(f) and (g),
 - c. Any other Federal School Transportation regulations, or
 - d. Federal directives, except as FTA determines otherwise in writing.
4. The Applicant agrees that the latest School Transportation Agreement it has selected in its latest annual Certifications and Assurances is incorporated by reference in and made part of the underlying Agreement accompanying an award of FTA funding.
5. The Applicant agrees that FTA will bar the Applicant or any third party participant that has violated this School Transportation Agreement from receiving Federal transit funding in an amount FTA considers appropriate.

11. DEMAND RESPONSIVE SERVICE

You must select the following certification in Category "11" if you operate demand responsive service and you apply for State or Federal assistance authorized under 49 U.S.C. chapter 53 to acquire non-rail transit vehicles.

As required by U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR part 37, specifically 49 CFR 37.77(d), the Applicant certifies that:

1. The following public transportation services it offers are equivalent in level and quality of service:
 - a. Its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs,
 - b. Its service offered to individuals without disabilities,
2. Viewed in its entirety, the Applicant's service for individuals with disabilities is:
 - a. Provided in the most integrated setting feasible, and
 - b. Equivalent to the service it offers individuals without disabilities with respect to:
 - (1) Response time,
 - (2) Fares,
 - (3) Geographic service area,
 - (4) Hours and days of service,
 - (5) Restrictions on trip purpose,
 - (6) Availability of information and reservation capability, and
 - (7) Constraints on capacity or service availability.

12. ALCOHOL MISUSE AND PROHIBITED DRUG USE

If an Applicant is required by FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," at 49 CFR part 655, to provide the following certification concerning its activities to prevent alcohol misuse and prohibited drug use in its public transportation operations, NCDOT may not provide State or Federal assistance to the Applicant until it provides this certification by selecting Category "12"

As required by FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," specifically 49 CFR part 655, subpart I, the Applicant certifies that it:

1. Has established and implemented:
 - a. An alcohol misuse program and
 - b. An anti-drug program, and
2. Has complied with or will comply with all applicable requirements of this part.

13. INTELLIGENT TRANSPORTATION SYSTEMS

An Applicant for State or (FTA) Federal assistance for an Intelligent Transportation Systems (ITS) project or a project in support of an ITS project is requested to provide the following assurance by selecting Category "13." An Applicant for ITS project funding that fails to provide this assurance, without providing other documentation assuring its commitment to comply with applicable Federal/State ITS standards and protocols, may be ineligible for award of Federal/State funding for that ITS project.

As used in this assurance, the term Intelligent Transportation Systems (ITS) project is defined to include any project that in whole or in part finances the acquisition of technologies or systems of technologies that provide or significantly contribute to the provision of one or more ITS user services as defined in the "National ITS Architecture." The Applicant assures that:

1. As provided in subsection 5307(c) of SAFETEA-LU, 23 U.S.C. 512 note:
 - a. "Intelligent transportation system projects carried out using funds made available from the Highway Trust Fund, including funds made available under this subtitle to deploy intelligent transportation system technologies, [will] conform to the national architecture, applicable standards or provisional standards, and protocols developed under subsection (a) [of section 5307 of SAFETEA-LU]."
 - b. ITS standards will not apply if it obtains an exception to subsection 5307(c) of SAFETEA-LU, 23 U.S.C. 512 note.
2. It will use its best efforts to assure that any ITS project it undertakes will not preclude interface with other intelligent transportation systems in the Region, if supported with Federal funding not derived from:
 - a. Title 49, United States Code, or
 - b. Title 23, United States Code.
3. To facilitate compliance with subsection 5307(c) of 23 U.S.C. 512 note, except as the Federal Government determines otherwise in writing, the Applicant assures that it will comply with:
 - a. FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," 66 FR 1455, January 8, 2001, specifically:
 - (1) Applicable provisions of Section V (Regional ITS Architecture), and
 - (2) Section VI (Project Implementation), and
 - b. Other FTA policies that may be issued in connection with any ITS project it undertakes financed with funds authorized under Title 49 or Title 23, United States Code,

14. URBANIZED AREA FORMULA PROGRAM

Each Applicant for Urbanized Area Formula Program assistance authorized under 49 U.S.C. 5307 is required to provide the following certifications on behalf of itself and any subrecipients participating in its projects. Unless FTA determines otherwise in writing, the Applicant is ultimately responsible for compliance with its certifications and assurances even though a subrecipient, lessee, third party contractor, or other participant may participate in that project. Consequently, in providing certifications and assurances that involve the compliance of its prospective subrecipients, the Applicant is strongly encouraged to take appropriate measures, including but not limited to obtaining sufficient documentation from each subrecipient, to assure the validity of all certifications and assurances the Applicant has made to FTA. If, however a "Designated Recipient" as defined at 49 U.S.C. 5307(a)(2)(A) enters into a Supplemental Agreement with FTA and a Prospective Grantee, that Grantee is recognized as the Applicant for Urbanized Area Formula Program assistance and must provide the following certifications and assurances.

Each Applicant is required by 49 U.S.C. 5307(d)(1)(J) to expend at least one (1) percent of its Urbanized Area Formula Program assistance for public transportation security projects, unless the Applicant has certified that such expenditures are not necessary. Information about the Applicant's intentions will be recorded in the "Security" tab page of the TEAM-Web "Project Information" window when the Applicant enters its Urbanized Area Formula Program application in TEAM-Web.

FTA may not award Urbanized Area Formula Program assistance to any Applicant that is required by 49 U.S.C. 5307(d)(1)(K) to expend one (1) percent of its Urbanized Area Formula Program assistance for eligible transit enhancements unless that Applicant's quarterly report for the fourth quarter of the preceding Federal fiscal year has been submitted to FTA and includes the requisite list or the Applicant attaches in TEAM-Web or includes in its quarterly report information sufficient to demonstrate that the Designated Recipients in its area together have

expended one (1) percent of the amount of Urbanized Area Program assistance made available to them for transit enhancement projects.

FTA may not award Federal assistance for the Urbanized Area Formula Program to the Applicant until the Applicant provides these certifications and assurances by selecting Category "14."

15. ELDERLY INDIVIDUALS AND INDIVIDUALS WITH DISABILITIES FORMULA GRANT PROGRAM AND PILOT PROGRAM

The North Carolina Department of Transportation (NCDOT) administers the Elderly Individuals and Individuals with Disabilities Formula Program and, if applicable, the Elderly Individuals and Individuals with Disabilities Pilot Program on behalf of itself and its Subrecipients and is required to provide the following certifications on behalf of itself and each Subrecipient. NCDOT may not award assistance for the Elderly Individuals and Individuals with Disabilities Formula Program or the Elderly Individuals and Individuals with Disabilities Pilot Program until the Applicant provides these certifications by selecting Category "15."

The following certifications and assurances apply to each State or State organization (NCDOT) serving as Applicant for funding and each Subrecipient of funding under the Elderly Individuals and Individuals with Disabilities Formula Grant Program authorized under 49 U.S.C. 5310, and the Elderly Individuals and Individuals with Disabilities Pilot Program authorized under subsection 3012(b) of SAFETEA-LU.

1. NCDOT assures and requires each Applicant (Subrecipient) to assure that:
 - a. Each Subrecipient is:
 - (1) Recognized under State law as a private nonprofit organization with the legal capability to contract with the State to carry out the proposed project, or
 - (2) A public body that has met the statutory requirements to receive Federal funding authorized for 49 U.S.C. 5310,
 - b. NCDOT can conclude from information in a private nonprofit Subrecipient's application for 49 U.S.C. 5310 funding that:
 - (1) The transit service provided or offered to be provided by existing public or private transit operators cannot meet the special needs of elderly individuals and individuals with disabilities, because it is:
 - (a) Unavailable,
 - (b) Insufficient, or
 - (c) Inappropriate,
 - c. As required by 49 U.S.C. 5310(d)(2)(A) and subsection 3012(b)(2) of SAFETEA-LU, NCDOT certifies and the Subrecipient agrees that, before it transfers funds to a project funded under 49 U.S.C. 5336, the project has been or will have been coordinated with private nonprofit providers of services under 49 U.S.C. 5310,
 - d. As required by 49 U.S.C. 5310(d)(2)(C), NCDOT certifies and the Subrecipient agrees that allocations to Subrecipients 49 U.S.C. 5310 funding or subsection 3012(b) funding will be distributed on a fair and equitable basis, and
 - e. As required by 49 U.S.C. 5310(d)(2)(B) and subsection 3012(b)(2) of SAFETEA-LU, NCDOT certifies and the Subrecipient agrees that:
 - (1) The projects NCDOT has selected or will select for funding under that program were derived from a public transit-human services transportation plan that has been:
 - (a) Locally developed, and
 - (b) Coordinated, and
 - (2) That locally developed, coordinated plan was produced through a process that included:
 - (a) Representatives of public, private, and nonprofit transportation providers,
 - (b) Representatives of public, private, and nonprofit human services providers, and
 - (c) Participation by the public.
2. As permitted by 49 U.S.C. 5310(d), the Federal Transit Administrator has selected certain requirements of 49 U.S.C. 5307 to be appropriate for the Elderly Individuals and Individuals with Disabilities Formula Grant Program authorized by 49 U.S.C. 5310, and the Elderly Individuals and Individuals with Disabilities Pilot Program authorized by subsection 3012(b) of SAFETEA-LU, 49 U.S.C. 5310 note, of which some require

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certifications. Therefore, as specified under 49 U.S.C. 5307(d)(1), NCDOT certifies and the Subrecipient agrees that:

- a. As required by 49 U.S.C. 5307(d)(1)(A), NCDOT and each Subrecipient has or will have the:
 - (1) Legal capacity to carry out its proposed projects,
 - (2) Financial capacity to carry out its proposed projects,
 - (3) Technical capacity to carry out its proposed projects,
 - (4) Safety aspects of its proposed projects, and
 - (5) Security aspects of its proposed projects,
- b. As required by 49 U.S.C. 5307(d)(1)(B), NCDOT and each Subrecipient has or will have satisfactory continuing control over the use of project equipment and facilities,
- c. As required by 49 U.S.C. 5307(d)(1)(C), NCDOT and each Subrecipient will maintain the project equipment and facilities adequately,
- d. As required by 49 U.S.C. 5307(d)(1)(E), when carrying out a procurement under the Elderly Individuals and Individuals with Disabilities Formula Grant Program authorized by 49 U.S.C. 5310, or the Elderly Individuals and Individuals with Disabilities Pilot Program authorized by subsection 3012(b) of SAFETEA-LU, 49 U.S.C. 5310 note, NCDOT and each Subrecipient will:
 - (1) Use competitive procurement (as defined or approved by FTA/NCDOT),
 - (2) Not use exclusionary or discriminatory specifications in its procurements,
 - (3) Comply with applicable Buy America laws, and
 - (4) Comply with the general provisions for FTA programs of 49 U.S.C. 5323, and
 - (5) Comply with the third party procurement requirements of 49 U.S.C. 5325,
- e. As required by 49 U.S.C. 5307(d)(1)(G), NCDOT and each Subrecipient:
 - (1) Has or will have the amount of funds required for the local share,
 - (a) As required by 49 U.S.C. 5310(c), and
 - (b) Subsections 3012(b)(3) and (4) of SAFETEA-LU, if applicable,
 - (2) Will provide the local share funds from approved non-Federal sources except as permitted by Federal law, and
 - (3) Will provide the local share funds when needed, and
- f. As required by 49 U.S.C. 5307(d)(1)(H), NCDOT and each Subrecipient will comply with:
 - (1) The requirements of 49 U.S.C. 5301(a) for public transportation systems that:
 - (a) Maximize the safe, secure, and efficient mobility of people,
 - (b) Minimize environmental impacts, and
 - (c) Minimize transportation-related fuel consumption and reliance on foreign oil,
 - (2) The requirements of 49 U.S.C. 5301(d) for special efforts to:
 - (a) Design public transportation for elderly individuals and individuals with disabilities, and
 - (b) Provide public transportation for elderly individuals and individuals with disabilities, and
 - (3) The requirements of 49 U.S.C. 5303 – 5306 for:
 - (a) Metropolitan and State Planning, and
 - (b) Private enterprise participation.

16. NONURBANIZED AREA FORMULA PROGRAM FOR STATES

NCDOT requires each Applicant for Nonurbanized Area Formula Grant Program assistance authorized under 49 U.S.C. 5311 and State Assistance to provide the following certifications. NCDOT may not award Federal assistance for the Nonurbanized Area Formula Grant Program or State assistance until the Applicant provides these certifications by selecting Category "16."

(You) The Applicant itself is ultimately responsible for compliance with its certifications and assurances even though a subrecipient, lessee, third party contractor, or other participant may participate in that project, unless FTA/NCDOT determines otherwise in writing. Consequently, NCDOT strongly encourages you to take the appropriate measures including, but not limited to, obtaining sufficient documentation from each subrecipient, to assure the validity of all certifications and assurances you have made.

State Fiscal Year 2014 Public Transportation Programs
Federal and State Assistance Certifications and Assurances

The following certifications and assurances apply to each State or State organization (NCDOT) serving as the Applicant for funding under the Nonurbanized Area Formula Program authorized under 49 U.S.C. 5311. The Applicant assures and requires each Subrecipient to assure that:

1. It has or will have the necessary legal, financial, and managerial capability to:
 - a. Apply, receive and disburse 49 U.S.C. 5311(c)(1) funding, and
 - b. Carry out each project, including the:
 - (1) Safety aspects of its proposed projects, and
 - (2) Security aspects of its proposed projects,
2. It has or will have satisfactory continuing control over the use of project equipment and facilities,
3. The project equipment and facilities will be adequately maintained,
4. As required by 49 U.S.C. 5311(b)(2)(C)(i), its program has provided for a fair distribution of Federal funding authorized for 49 U.S.C. 5311 within the State, including Indian reservations within the State,
5. As required by 49 U.S.C. 5311(b)(2)(C)(ii), its program provides or will provide the maximum feasible coordination of public transportation service to receive funding under 49 U.S.C. 5311 with transportation service assisted by other Federal sources,
6. The projects in its Nonurbanized Area Formula Program are included in:
 - a. The Statewide Transportation Improvement Program, and
 - b. To the extent applicable, a metropolitan Transportation Improvement Program,
7. It has or will have the amount of funds required for the local share, as required by 49 U.S.C. 5311(g), and
 - a. Will provide the local share funds from approved non-Federal sources except as permitted by Federal law, and
 - b. Will provide the local share funds when needed, and
8. As required by 49 U.S.C. 5311(f), each fiscal year:
 - a. It (NCDOT) will spend at least fifteen (15) percent of its 49 U.S.C. 5311 funding available that fiscal year to develop and support intercity bus transportation within the State, with eligible activities including:
 - (1) Planning and marketing for intercity bus transportation,
 - (2) Capital grants for intercity bus shelters,
 - (3) Joint-use stops and depots,
 - (4) Operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects, and
 - (5) Coordinating rural connections between small public transportation operations and intercity bus carriers, or
 - b. It (NCDOT) will provide to the Federal Transit Administrator a certification of the State's chief executive officer that:
 - (1) After consulting with the affected intercity bus service providers about the intercity bus needs of the State,
 - (2) The State's intercity bus service needs are being met adequately.

17. JOB ACCESS AND REVERSE COMMUTE (JARC) FORMULA GRANT PROGRAM

Each Applicant for Job Access and Reverse Commute (JARC) Formula Grant Program assistance authorized under 49 U.S.C. 5316 is required to provide the following certifications. NCDOT may not award Federal assistance for the JARC Formula Grant Program until the Applicant provides these certifications by selecting Category "17."

The following certifications and assurances apply to each Applicant for and Subrecipient of funding under the Job Access and Reverse Commute (JARC) Formula Grant funding authorized under 49 U.S.C. 5316.

1. The Applicant certifies that:
 - a. As required by 49 U.S.C. 5316(d)(4), it will make awards of JARC funding on a competitive basis following:
 - (1) An areawide solicitation in cooperation with the appropriate metropolitan planning organization for applications for funding under 5316(c)(1)(A) (see 49 U.S.C. 5316(d)(1)), and
 - (2) A statewide solicitation for applications for JARC funding under 49 U.S.C. 5316(c)(1)(B) or 49 U.S.C. 5316(c)(1)(C), (see 49 U.S.C. 5316(d)(2)) and

State Fiscal Year 2014 Public Transportation Programs
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- b. As required by 49 U.S.C. 5316(f)(2), any allocations to Subrecipients of funding authorized under 49 U.S.C. 5316 will be distributed on a fair and equitable basis,
 - c. As required by 49 U.S.C. 5316(g)(3):
 - (1) The projects it has selected or will select for funding under that program were derived from a public transit-human services transportation plan that has been:
 - (a) Locally developed, and
 - (b) Coordinated,
 - (2) That locally developed, coordinated plan was produced through a process that included:
 - (a) Representatives of public, private, and nonprofit transportation providers,
 - (b) Representatives of public, private, and nonprofit human services providers, and
 - (c) Participation by the public, and
 - d. As required by 49 U.S.C. 5316(g)(2), before it transfers funds to a project funded under 49 U.S.C. 5336, that project has been or will have been coordinated with private nonprofit providers of services, and
 - e. As required by 49 U.S.C. 5316(c)(3), before using funds apportioned for projects serving an area other than that for which funding was apportioned under 49 U.S.C. 5316(c)(1)(B) or (C):
 - (1) The State's chief executive officer, or his or her designee, will have certified that all the JARC program objectives of 49 U.S.C. 5316 are being met in the area from which the funding would be derived,
 - (2) If the State has a statewide program for meeting the JARC program objectives of 49 U.S.C. 5316, the funds can be used for projects anywhere in the State.
2. Under 49 U.S.C. 5316(f)(1), the requirements of 49 U.S.C. 5307 apply to the JARC Program, authorized under 49 U.S.C. 5316. Therefore, as specified under 49 U.S.C. 5307(d)(1), the Applicant certifies that
- a. As required by 49 U.S.C. 5307(d)(1)(A), it and each Subrecipient has or will have the:
 - (1) Legal capacity to carry out its proposed projects,
 - (2) Financial capacity to carry out its proposed projects,
 - (3) Technical capacity to carry out its proposed projects,
 - (4) Safety aspects of its proposed projects, and
 - (5) Security aspects of its proposed projects,
 - b. As required by 49 U.S.C. 5307(d)(1)(B), it and each Subrecipient has or will have satisfactory continuing control over the use of project equipment and facilities,
 - c. As required by 49 U.S.C. 5307(d)(1)(C), it and each Subrecipient will maintain the project equipment and facilities adequately,
 - d. As required by 49 U.S.C. 5307(d)(1)(D), it and each Subrecipient will ensure that the following individuals will be charged not more than fifty (50) percent of the peak hour fare for transportation during non-peak hours using or involving project facilities or equipment supported under 49 U.S.C. 5316:
 - (1) Elderly individuals,
 - (2) Individuals with disabilities, or
 - (3) Individuals presenting a Medicare card issued to himself or herself pursuant to title II or title XVIII of the Social Security Act (42 U.S.C. 401 et seq. or 42 U.S.C. 1395 et seq.),
 - e. As required by 49 U.S.C. 5307(d)(1)(E), when carrying out a procurement under the JARC Program, 49 U.S.C. 5316, it will:
 - (1) Use competitive procurement (as defined or approved by FTA/NCDOT),
 - (2) Not use exclusionary or discriminatory specifications in its procurements,
 - (3) Comply with applicable Buy America laws,
 - (4) Comply with the general provisions for FTA programs of 49 U.S.C. 5323, and
 - (5) Comply with the third party procurement requirements of 49 U.S.C. 5325,
 - f. As required by 49 U.S.C. 5307(d)(1)(F), it and each Subrecipient has complied with or will comply with 49 U.S.C. 5307(c) because it:
 - (1) Has informed or will inform the public of the amount of its JARC Program funds available under 49 U.S.C. 5316, and the projects it proposes to undertake,
 - (2) Has developed or will develop, in consultation with interested parties including private transportation providers, the projects proposed to be funded,
 - (3) Has published or will publish a list of its projects in a way that affected citizens, private transportation providers, and local elected officials will have an opportunity to examine and submit comments on the proposed projects and its performance,

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- (4) Has provided or will provide an opportunity for a public hearing to obtain the views of citizens on the proposed projects,
- (5) Has assured or will assure that the proposed projects provide for coordination of transportation services assisted under 49 U.S.C. 5336 with federally assisted transportation services supported by a Federal government source other than U.S. DOT,
- (6) Has considered or will consider the comments and views received, especially those of private transportation providers, in preparing its final list of projects, and
- (7) Has made or will make the final list of projects available to the public,
- g. As required by 49 U.S.C. 5307(d)(1)(G), it and each Subrecipient:
 - (1) Has or will have the amount of funds required for the local share,
 - (2) Will provide the local share funds from approved non-Federal sources except as permitted by Federal law, and
 - (3) Will provide the local share funds when needed,
- h. As required by 49 U.S.C. 5307(d)(1)(H), it and each Subrecipient will comply with:
 - (1) The requirements of 49 U.S.C. 5301(a) for public transportation systems that:
 - (a) Maximize the safe, secure, and efficient mobility of people,
 - (b) Minimize environmental impacts, and
 - (c) Minimize transportation-related fuel consumption and reliance on foreign oil,
 - (2) The requirements of 49 U.S.C. 5301(d) for special efforts to:
 - (a) Design public transportation for elderly individuals and individuals with disabilities, and
 - (b) Provide public transportation for elderly individuals and individuals with disabilities, and
 - (3) The requirements of 49 U.S.C. 5303 – 5306 for:
 - (a) Metropolitan and State Planning, and
 - (b) Private enterprise participation, and
- i. As required by 49 U.S.C. 5307(d)(1)(I), it and each Subrecipient has a locally developed process to solicit and consider public comment before:
 - (1) Raising a fare, or
 - (2) Implementing a major reduction of public transportation.

18. NEW FREEDOM PROGRAM

Each Applicant for New Freedom Program assistance authorized under 49 U.S.C. 5317 must provide the following certifications. NCDOT may not award Federal assistance for the New Freedom Program until the Applicant provides these certifications by selecting Category "18."

1. The Applicant certifies that:
 - a. As required by 49 U.S.C. 5317(d)(4), it will make awards of New Freedom funding on a competitive basis following:
 - (1) An areawide solicitation in cooperation with the appropriate metropolitan planning organization for applications for funding under 5317(c)(1)(A) (see 49 U.S.C. 5317(d)(1)), and
 - (2) A statewide solicitation for applications for JARC funding under 49 U.S.C. 5317(c)(1)(B) or 49 U.S.C. 5317(c)(1)(C), (see 49 U.S.C. 5317(d)(2)),
 - b. As required by 49 U.S.C. 5317(e)(2), any allocations to subrecipients of funding authorized under 49 U.S.C. 5317 will be distributed on a fair and equitable basis,
 - c. As required by 49 U.S.C. 5317(f)(3):
 - (1) The projects it has selected or will select for funding under that program were derived from a public transit-human services transportation plan that has been:
 - (a) Locally developed, and
 - (b) Coordinated,
 - (2) That locally developed, coordinated plan was produced through a process that included:
 - (a) Representatives of public, private, and nonprofit transportation providers,
 - (b) Representatives of human services public, private, and nonprofit providers, and
 - (c) Participation by the public, and
 - d. As required by 49 U.S.C. 5316(f)(2), before it transfers funds to a project funded under 49 U.S.C. 5336, that project has been or will have been coordinated with private nonprofit providers of services.

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Federal and State Assistance Certifications and Assurances

2. As permitted by 49 U.S.C. 5317(e)(1), the Federal Transit Administrator has selected certain requirements of 49 U.S.C. 5310 and 49 U.S.C. 5307 to be appropriate for the New Freedom Program, of which some require certifications. Therefore, as specified under 49 U.S.C. 5307(d)(1), the Applicant certifies that:
 - a. As required by 49 U.S.C. 5307(d)(1)(A), it and each subrecipient has or will have the:
 - (1) Legal capacity to carry out its proposed projects,
 - (2) Financial capacity to carry out its proposed projects,
 - (3) Technical capacity to carry out its proposed projects,
 - (4) Safety aspects of its proposed projects, and
 - (5) Security aspects of its proposed projects,
 - b. As required by 49 U.S.C. 5307(d)(1)(B), it and each subrecipient has or will have satisfactory continuing control over the use of project equipment and facilities,
 - c. As required by 49 U.S.C. 5307(d)(1)(C), it and each subrecipient will maintain the project equipment and facilities adequately,
 - d. As required by 49 U.S.C. 5307(d)(1)(E), when carrying out a procurement under the New Freedom Program authorized by 49 U.S.C. 5317, it and each subrecipient will:
 - (1) Use competitive procurement (as defined or approved by FTA),
 - (2) Not use exclusionary or discriminatory specifications in its procurements,
 - (3) Comply with applicable Buy America laws, and
 - (4) Comply with the general provisions for FTA programs of 49 U.S.C. 5323, and
 - (5) Comply with the third party procurement requirements of 49 U.S.C. 5325,
 - e. As required by 49 U.S.C. 5307(d)(1)(G), it and each subrecipient:
 - (1) Has or will have the amount of funds required for the local share,
 - (2) Will provide the local share funds from approved non-Federal sources except as permitted by Federal law, and
 - (3) Will provide the local share funds when needed, and
 - f. As required by 49 U.S.C. 5307(d)(1)(H), it will comply with:
 - (1) The requirements of 49 U.S.C. 5301(a) for public transportation systems that:
 - (a) Maximize the safe, secure, and efficient mobility of people,
 - (b) Minimize environmental impacts, and
 - (c) Minimize transportation-related fuel consumption and reliance on foreign oil,
 - (2) The requirements of 49 U.S.C. 5301(d) for special efforts to:
 - (a) Design public transportation for elderly individuals and individuals with disabilities, and
 - (b) Provide public transportation for elderly individuals and individuals with disabilities, and
 - (3) The requirements of 49 U.S.C. 5303 – 5306 for:
 - (a) Metropolitan and State Planning, and
 - (b) Private enterprise participation.

##

Selection and Signature Page(s) follow

**FEDERAL (FTA) AND STATE (NCDOT) CERTIFICATIONS AND ASSURANCES FOR
PUBLIC TRANSPORTATION PROGRAMS
STATE FISCAL YEAR 2014**

Legal Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Categories 01 – 18.
Accept

OR

The Applicant agrees to comply with the applicable provisions of the following Categories it has selected:

Category	Description	Accept
01.	Assurances Required For Each Applicant.	<input type="checkbox"/>
02.	Lobbying.	<input type="checkbox"/>
03.	Procurement Compliance.	<input type="checkbox"/>
04.	Protections for Private Providers of Public Transportation.	<input type="checkbox"/>
05.	Public Hearing.	<input type="checkbox"/>
06.	Acquisition of Rolling Stock for Use in Revenue Service.	<input type="checkbox"/>
07.	Acquisition of Capital Assets by Lease.	<input type="checkbox"/>
08.	Bus Testing.	<input type="checkbox"/>
09.	Charter Service Agreement.	<input type="checkbox"/>
10.	School Transportation Agreement.	<input type="checkbox"/>
11.	Demand Responsive Service.	<input type="checkbox"/>
12.	Alcohol Misuse and Prohibited Drug Use.	<input type="checkbox"/>
13.	Intelligent Transportation Systems.	<input type="checkbox"/>
14.	Urbanized Area Formula Program.	<input type="checkbox"/>
15.	Elderly Individuals & Individuals with Disabilities Formula Program & Pilot Program.	<input type="checkbox"/>
16.	Nonurbanized Area Formula Program.	<input type="checkbox"/>
17.	Job Access and Reverse Commute (JARC) Program.	<input type="checkbox"/>
18.	New Freedom Program.	<input type="checkbox"/>

STATE FISCAL YEAR 2014
FEDERAL (FTA) / STATE (NCDOT) CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants)

AFFIRMATION OF APPLICANT

Legal Name of Applicant:

Name and Relationship of Authorized Official:

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal/State statutes and regulations, and follow applicable Federal/State directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to North Carolina Department of Transportation (NCDOT) for FTA (Federal Transit Administration) and for State assistance in State Fiscal Year 2014.

NCDOT and FTA intend that the certifications and assurances the Applicant selects on the preceding certifications and assurances category selection page, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek State or (FTA) Federal assistance during State Fiscal Year 2014.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to NCDOT, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to the NCDOT and FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature of Authorized Official

Date Signed

Name/Title of Authorized Official

Seal Subscribed and sworn to me (date) _____

Notary Public

Printed Name and Address

My commission expires (date) _____

Affix Notary Seal Here

AFFIRMATION OF APPLICANT'S ATTORNEY
(Required of all Applicants)

For (Legal Name of Applicant):

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature of Attorney for Applicant

Date Signed

Name of Attorney for Applicant

Seal Subscribed and sworn to me (date) _____

Notary Public

Printed Name and Address

My commission expires (date) _____

Affix Notary Seal Here

(Required of all Applicants)

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, _____, on behalf of
Name of Authorized Official

Legal Name of Applicant

Hereby certifies that:

No Federal/State appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal/State agency, a Member of Congress or State Legislature, an employee of a member of Congress or State Legislature, or an officer or employee of Congress or State Legislature in connection with the awarding of any Federal/State contract, the making of any Federal/State grant, the making of any Federal/State loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal/State contract, grant, loan, or cooperative agreement.

If any funds other than Federal/State appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any Federal/State agency, a Member of Congress or State Legislature, an employee of a member of Congress or State Legislature, or an officer or employee of Congress or State Legislature in connection with the Federal/State contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

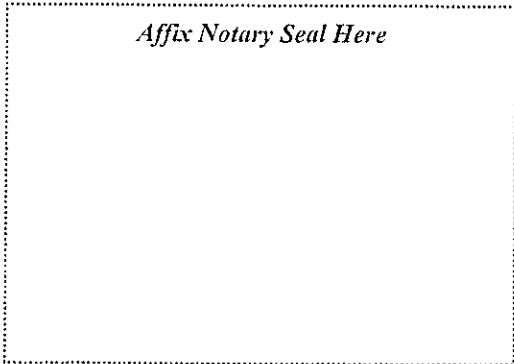
Signature of Authorized Official

Seal Subscribed and sworn to me (date) _____

Notary Public

Printed Name and Address

My commission expires (date) _____



(Required of all Applicants that plan to procure inaccessible vehicles)
CERTIFICATION OF EQUIVALENT SERVICE

_____ (*Legal Name of Applicant*) certifies that its demand responsive service offered to individuals with disabilities (as defined in 49 CFR 37.3), including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1) Response time;
- 2) Fares;
- 3) Geographic service area;
- 4) Hours and days of service;
- 5) Restrictions or priorities based on trip purpose;
- 6) Availability of information and reservation capability; and
- 7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public funded entities operating demand responsive systems for the general public which receive financial assistance under section 18 of the Federal Transit Act must file this certification with the appropriate state program office before procuring any inaccessible vehicle. NCDOT also requires state funded entities that do not receive Federal Transit Administration (FTA) funds to file this certification as well. **This certification is valid for no longer than one year from its date of filing.**

The NCDOT Public Transportation Division requires all participants to certify equivalent service when requesting to purchase non-ADA accessible vehicles. By signing this certification, the above-named agency is certifying that it has a mechanism in place to provide rides to individuals with disabilities. The ride must be provided in a manner equivalent to the service provided by the above-named agency to individuals without disabilities.

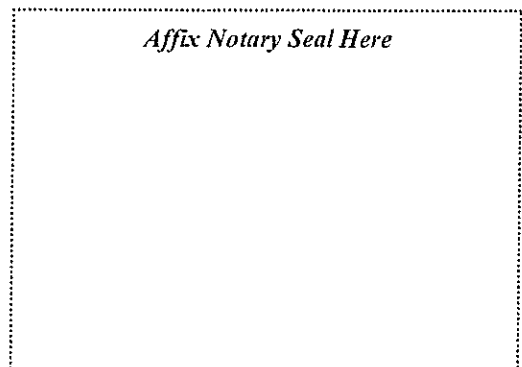
Signature of Authorized Official

Seal Subscribed and sworn to me (*date*) _____

Notary Public

Printed Name and Address

My commission expires (*date*) _____



Special Section 5333(b) Warranty For Application to the Nonurbanized Area Formula Program

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under the Community Transportation Program (CTP):

A. General Application

The Public Body (The North Carolina Department of Transportation) agrees that the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the project.

Sampson County

(Legal Name of Applicant) and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the U. S. Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the U. S. Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of CTP funding in the absence of a finding of noncompliance by the Department of Labor.

B. Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall, when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about solely by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

SFY 2014 Community Transportation Program (CTP) Grant Application
Special Section 5333(b) Warranty

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his/her position with regard to employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of this arrangement.

(2) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect. This Arrangement does not create any collective bargaining relationship where one does not already exist or between any Recipient and the employees of another employer. Where the Recipient has no collective bargaining relationship with the Unions representing employees in the service area, the Recipient will not take any action which impairs or interferes with the rights, privileges, and benefits and/or the preservation or continuation of the collective bargaining rights of such employees.

(3) All rights, privileges, and benefits (including pension rights and benefits) of employees covered by this arrangement (including employees having already retired) under existing collective bargaining agreements or otherwise, or under any revision or renewal thereof, shall be preserved and continued; provided, however, that such rights, privileges and benefits which are not foreclosed from further bargaining under applicable law or contract may be modified by collective bargaining and agreement by the Recipient and the Union involved to substitute other rights, privileges and benefits. Unless otherwise provided, nothing in this arrangement shall be deemed to restrict any rights the Recipient may otherwise have to direct the working forces and manage its business as it deemed best, in accordance with the applicable collective bargaining agreement.

(4) The collective bargaining rights of employees covered by this arrangement, including the right to arbitrate labor disputes and to maintain union security and checkoff arrangements, as provided by applicable laws, policies and/or existing collective bargaining agreements, shall be preserved and continued. Provided, however, that this provision shall not be interpreted so as to require the Recipient to retain any such rights which exist by virtue of a collective bargaining agreement after such agreement is no longer in effect.

The Recipient agrees that it will bargain collectively with the Union or otherwise arrange for the continuation of collective bargaining, and that it will enter into agreements with the Union or arrange for such agreements to be entered into, relative to all subjects which are or may be proper subjects of collective bargaining. If, at any time, applicable law or contracts permit or grant to employees covered by this arrangement the right to utilize any economic measures, nothing in this arrangement shall be deemed to foreclose the exercise of such right.

(5)(a) The Recipient shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces as a result of the Project. In the case of employees represented by a Union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of

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employees affected by the intended changes, and the number and classifications of any jobs within the jurisdiction and control of the Recipient, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21), available to be filled by such affected employees.

(5)(b) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a Union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees, negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. These negotiations shall include determining the selection of forces from among the mass transportation employees who may be affected as a result of the Project, to establish which such employees shall be offered employment for which they are qualified or can be trained. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (15) of this arrangement. Unless the parties otherwise mutually agree in writing, no change in operations, services, facilities or equipment within the purview of this paragraph (5) shall occur until after either: 1) an agreement with respect to the application of the terms and conditions of this arrangement to the intended change(s) is reached; 2) the decision of the arbitrator has been rendered pursuant to this subparagraph (b); or 3) an arbitrator selected pursuant to Paragraph (15) of this arrangement determines that the intended change(s) may be instituted prior to the finalization of implementing arrangements.

(5)(c) In the event of a dispute as to whether an intended change within the purview of this paragraph (5) may be instituted at the end of the 60-day notice period and before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), any involved party may immediately submit that issue to arbitration under paragraph (15) of this arrangement. In any such arbitration, the arbitrator shall rely upon the standards and criteria utilized by the Surface Transportation Board (and its predecessor agency, the Interstate Commerce Commission) to address the "preconsummation" issue in cases involving employee protections pursuant to 49 U.S.C. Section 11326 (or its predecessor, Section 5(2)(f) of the Interstate Commerce Act, as amended). If the Recipient demonstrates, as a threshold matter in any such arbitration, that the intended action is a trackage rights, lease proceeding or similar transaction, and not a merger, acquisition, consolidation, or other similar transaction, the burden shall then shift to the involved labor organization(s) to prove that under the standards and criteria referenced above, the intended action should not be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. If the Recipient fails to demonstrate that the intended action is a trackage rights, lease proceeding, or similar transaction, it shall be the burden of the Recipient to prove that under the standards and criteria referenced above, the intended action should be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. For purposes of any such arbitration, the time period within which the parties are to respond to the list of potential arbitrators submitted by the American Arbitration Association Service shall be five (5) days, the notice of hearing may be given orally or by facsimile, the hearing will be held promptly, the award of the arbitrator shall be rendered promptly and, unless otherwise agreed to by the parties, no later than fourteen (14) days from the date of closing

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the hearings, with five (5) additional days for mailing if posthearing briefs are requested by either party. The intended change shall not be instituted during the pendency of any arbitration proceedings under this subparagraph (c).

(5)(d) If an intended change within the purview of this paragraph (5) is instituted before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), all employees affected shall be kept financially whole, as if the noticed and implemented action has not taken place, from the time they are affected until the effective date of an implementing agreement or final arbitration decision. This protection shall be in addition to the protective period defined in paragraph (14) of this arrangement, which period shall begin on the effective date of the implementing agreement or final arbitration decision rendered pursuant to subparagraph (b).

An employee selecting, bidding on, or hired to fill any position established as a result of a noticed and implemented action prior to the consummation of an implementing agreement or final arbitration decision shall accumulate no benefits under this arrangement as a result thereof during that period prior to the consummation of an implementing agreement or final arbitration decision pursuant to subparagraph (b).

(6)(a) Whenever an employee, retained in service, recalled to service, or employed by the Recipient pursuant to paragraphs (5), (7)(e), or (18) hereof is placed in a worse position with respect to compensation as a result of the Project, the employee shall be considered a "displaced employee", and shall be paid a monthly "displacement allowance" to be determined in accordance with this paragraph. Said displacement allowance shall be paid each displaced employee during the protective period so long as the employee is unable, in the exercise of his/her seniority rights, to obtain a position producing compensation equal to or exceeding the compensation the employee received in the position from which the employee was displaced, adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

(6)(b) The displacement allowance shall be a monthly allowance determined by computing the total compensation received by the employee, including vacation allowances and monthly compensation guarantees, and his/her total time paid for during the last twelve (12) months in which the employee performed compensated service more than fifty per centum of each such months, based upon the employee's normal work schedule, immediately preceding the date of his/her displacement as a result of the Project, and by dividing separately the total compensation and the total time paid for by twelve, thereby producing the average monthly compensation and the average monthly time paid for. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for. If the displaced employee's compensation in his/her current position is less in any month during his/her protective period than the aforesaid average compensation (adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for), the employee shall be paid the difference, less compensation for any time lost on account of voluntary absences to the extent that the employee is not available for service equivalent to his/her average monthly time, but the employee shall be compensated in addition thereto at the rate of the current position for any time worked in excess of the average

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monthly time paid for. If a displaced employee fails to exercise his/her seniority rights to secure another position to which the employee is entitled under the then existing collective bargaining agreement, and which carries a wage rate and compensation exceeding that of the position which the employee elects to retain, the employee shall thereafter be treated, for the purposes of this paragraph, as occupying the position the employee elects to decline.

(6)(c) The displacement allowance shall cease prior to the expiration of the protective period in the event of the displaced employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.

(7)(a) Whenever any employee is laid off or otherwise deprived of employment as a result of the Project, in accordance with any collective bargaining agreement applicable to his/her employment, the employee shall be considered a "dismissed employee" and shall be paid a monthly dismissal allowance to be determined in accordance with this paragraph. Said dismissal allowance shall first be paid each dismissed employee on the thirtieth (30th) day following the day on which the employee is "dismissed" and shall continue during the protective period, as follow:

Employee's length of Service prior to adverse effect	Period of protection
1 day to 6 years	equivalent period
6 years or more	6 years

The monthly dismissal allowance shall be equivalent to one-twelfth (1/12th) of the total compensation received by the employee in the last twelve (12) months of his/her employment in which the employee performed compensation service more than fifty per centum of each such month based on the employee's normal work schedule to the date on which the employee was first deprived of employment as a result of the Project. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

(7)(b) An employee shall be regarded as deprived of employment and entitled to a dismissal allowance when the position the employee holds is abolished as a result of the Project, or when the position the employee holds is not abolished but the employee loses that position as a result of the exercise of seniority rights by an employee whose position is abolished as a result of the Project or as a result of the exercise of seniority rights by other employees brought about as a result of the Project, and the employee is unable to obtain another position, either by the exercise of the employee's seniority rights, or through the Recipient, in accordance with subparagraph (e). In the absence of proper notice followed by an agreement or decision pursuant to paragraph (5) hereof, no employee who has been deprived of employment as a result of the Project shall be required to exercise his/her seniority rights to secure another position in order to qualify for a dismissal allowance hereunder.

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(7)(c) Each employee receiving a dismissal allowance shall keep the Recipient informed as to his/her current address and the current name and address of any other person by whom the employee may be regularly employed, or if the employee is self-employed.

(7)(d) The dismissal allowance shall be paid to the regularly assigned incumbent of the position abolished. If the position of an employee is abolished when the employee is absent from service, the employee will be entitled to the dismissal allowance when the employee is available for service. The employee temporarily filling said position at the time it was abolished will be given a dismissal allowance on the basis of that position, until the regular employee is available for service, and thereafter shall revert to the employee's previous status and will be given the protections of the agreement in said position, if any are due him/her.

(7)(e) An employee receiving a dismissal allowance shall be subject to call to return to service by the employee's former employer; notification shall be in accordance with the terms of the then-existing collective bargaining agreement if the employee is represented by a union. Prior to such call to return to work by his/her employer, the employee may be required by the Recipient to accept reasonably comparable employment for which the employee is physically and mentally qualified, or for which the employee can become qualified after a reasonable training or retraining period, provided it does not require a change in residence or infringe upon the employment rights of other employees under then-existing collective bargaining agreements.

(7)(f) When an employee who is receiving a dismissal allowance again commences employment in accordance with subparagraph (e) above, said allowance shall cease while the employee is so reemployed, and the period of time during which the employee is so reemployed shall be deducted from the total period for which the employee is entitled to receive a dismissal allowance. During the time of such reemployment, the employee shall be entitled to the protections of this arrangement to the extent they are applicable.

(7)(g) The dismissal allowance of any employee who is otherwise employed shall be reduced to the extent that the employee's combined monthly earnings from such other employment or self-employment, any benefits received from any unemployment insurance law, and his/her dismissal allowance exceed the amount upon which the employee's dismissal allowance is based. Such employee, or his/her union representative, and the Recipient shall agree upon a procedure by which the Recipient shall be kept currently informed of the earnings of such employee in employment other than with the employee's former employer, including self-employment, and the benefits received.

(7)(h) The dismissal allowance shall cease prior to the expiration of the protective period in the event of the failure of the employee without good cause to return to service in accordance with the applicable labor agreement, or to accept employment as provided under subparagraph (e) above, or in the event of the employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.

(7)(i) A dismissed employee receiving a dismissal allowance shall actively seek and not refuse other reasonably comparable employment offered him/her for which the employee is

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physically and mentally qualified and does not require a change in the employee's place of residence. Failure of the dismissed employee to comply with this obligation shall be grounds for discontinuance of the employee's allowance; provided that said dismissal allowance shall not be discontinued until final determination is made either by agreement between the Recipient and the employee or his/her representative, or by final arbitration decision rendered in accordance with paragraph (15) of this arrangement that such employee did not comply with this obligation.

(8) In determining length of service of a displaced or dismissed employee for purposes of this arrangement, such employee shall be given full service credits in accordance with the records and labor agreements applicable to him/her and the employee shall be given additional service credits for each month in which the employee receives a dismissal or displacement allowance as if the employee were continuing to perform services in his/her former position.

(9) No employee shall be entitled to either a displacement or dismissal allowance under paragraphs (6) or (7) hereof because of the abolishment of a position to which, at some future time, the employee could have bid, been transferred, or promoted.

(10) No employee receiving a dismissal or displacement allowance shall be deprived, during the employee's protected period, of any rights, privileges, or benefits attaching to his/her employment, including, without limitation, group life insurance, hospitalization and medical care, free transportation for the employee and the employee's family, sick leave, continued status and participation under any disability or retirement program, and such other employee benefits as Railroad Retirement, Social Security, Workmen's Compensation, and unemployment compensation, as well as any other benefits to which the employee may be entitled under the same conditions and so long as such benefits continue to be accorded to other employees of the bargaining unit, in active service or furloughed as the case may be.

(11)(a) Any employee covered by this arrangement who is retained in the service of his/her employer, or who is later restored to service after being entitled to receive a dismissal allowance, and who is required to change the point of his/her employment in order to retain or secure active employment with the Recipient in accordance with this arrangement, and who is required to move his/her place of residence, shall be reimbursed for all expenses of moving his/her household and other personal effects, for the traveling expenses for the employee and members of the employee's immediate family, including living expenses for the employee and the employee's immediate family, and for his/her own actual wage loss during the time necessary for such transfer and for a reasonable time thereafter, not to exceed five (5) working days. The exact extent of the responsibility of the Recipient under this paragraph, and the ways and means of transportation, shall be agreed upon in advance between the Recipient and the affected employee or the employee's representatives.

(11)(b) If any such employee is laid off within three (3) years after changing his/her point of employment in accordance with paragraph (a) hereof, and elects to move his/her place of residence back to the original point of employment, the Recipient shall assume the expenses, losses and costs of moving to the same extent provided in subparagraph (a) of this paragraph (11) and paragraph (12)(a) hereof.

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(11)(c) No claim for reimbursement shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within ninety (90) days after the date on which the expenses were incurred.

(11)(d) Except as otherwise provided in subparagraph (b), changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.

(12)(a) The following conditions shall apply to the extent they are applicable in each instance to any employee who is retained in the service of the employer (or who is later restored to service after being entitled to receive a dismissal allowance), who is required to change the point of his/her employment as a result of the Project, and is thereby required to move his/her place of residence.

If the employee owns his/her own home in the locality from which the employee is required to move, the employee shall, at the employee's option, be reimbursed by the Recipient for any loss suffered in the sale of the employee's home for less than its fair market value, plus conventional fees and closing costs, such loss to be paid within thirty (30) days of settlement or closing on the sale of the home. In each case, the fair market value of the home in question shall be determined, as of a date sufficiently prior to the date of the Project, so as to be unaffected thereby. The Recipient shall, in each instance, be afforded an opportunity to purchase the home at such fair market value before it is sold by the employee to any other person and to reimburse the seller for his/her conventional fees and closing costs.

If the employee is under a contract to purchase his/her home, the Recipient shall protect the employee against loss under such contract, and in addition, shall relieve the employee from any further obligation thereunder.

If the employee holds an unexpired lease of a dwelling occupied as the employee's home, the Recipient shall protect the employee from all loss and cost in securing the cancellation of said lease.

(12)(b) No claim for loss shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within one year after the effective date of the change in residence.

(12)(c) Should a controversy arise in respect to the value of the home, the loss sustained in its sale, the loss under a contract for purchase, loss and cost in securing termination of a lease, or any other question in connection with these matters, it shall be decided through a joint conference between the employee, or his/her union, and the Recipient. In the event they are unable to agree, the dispute or controversy may be referred by the Recipient or the union to a board of competent real estate appraisers selected in the following manner: one (1) to be selected by the representatives of the employee, and one (1) by the Recipient, and these two, if unable to agree within thirty (30) days upon the valuation, shall endeavor by agreement

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with ten (10) days thereafter to select a third appraiser or to agree to a method by which a third appraiser shall be selected, and failing such agreement, either party may request the State and local Board of Real Estate Commissioners to designate within ten (10) days a third appraiser, whose designation will be binding upon the parties and whose jurisdiction shall be limited to determination of the issues raised in this paragraph only. A decision of a majority of the appraisers shall be required and said decision shall be final, binding, and conclusive. The compensation and expenses of the neutral appraiser including expenses of the appraisal board, shall be borne equally by the parties to the proceedings. All other expenses shall be paid by the party incurring them, including the compensation of the appraiser selected by such party.

(12)(d) Except as otherwise provided in paragraph (11)(b) hereof, changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.

(12)(e) "Change in residence" means transfer to a work location which is either (A) outside a radius of twenty (20) miles of the employee's former work location and farther from the employee's residence than was his/her former work location, or (B) is more than thirty (30) normal highway route miles from the employee's residence and also farther from his/her residence than was the employee's former work location.

(13)(a) A dismissed employee entitled to protection under this arrangement may, at the employee's option within twenty-one (21) days of his/her dismissal, resign and (in lieu of all other benefits and protections provided in this arrangement) accept a lump sum payment computed in accordance with section (9) of the Washington Job Protection Agreement of May 1936:

Length of Service	Separation Allowance
1 year and less than 2 years	3 months' pay
2 years and less than 3 years	6 months' pay
3 years and less than 5 years	9 months' pay
5 years and less than 10 years	12 months' pay
10 years and less than 15 years	12 months' pay
15 years and over	12 months' pay

In the case of an employee with less than one year's service, five days' pay, computed by multiplying by 5 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied, for each month in which the employee performed service, will be paid as the lump sum.

Length of service shall be computed as provided in Section 7(b) of the Washington Job Protection Agreement, as follows:

For the purposes of this arrangement, the length of service of the employee shall be determined from the date the employee last acquired an employment status with the employing carrier and the employee shall be given credit for one month's service for each

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month in which the employee performed any service (in any capacity whatsoever) and twelve (12) such months shall be credited as one year's service. The employment status of an employee shall not be interrupted by furlough in instances where the employee has a right to and does return to service when called. In determining length of service of an employee acting as an officer or other official representative of an employee organization, the employee will be given credit for performing service while so engaged on leave of absence from the service of a carrier.

(13)(b) One month's pay shall be computed by multiplying by 30 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied prior to time of the employee's dismissal as a result of the Project.

(14) Whenever used herein, unless the context requires otherwise, the term "protective period" means that period of time during which a displaced or dismissed employee is to be provided protection hereunder and extends from the date on which an employee is displaced or dismissed to the expiration of six (6) years therefrom, provided, however, that the protective period for any particular employee during which the employee is entitled to receive the benefits of these provisions shall not continue for a longer period following the date the employee was displaced or dismissed than the employee's length of service, as shown by the records and labor agreements applicable to his/her employment prior to the date of the employee's displacement or dismissal.

(15)(a) In the event that employee(s) are represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement, not otherwise governed by paragraph 12(c), the Labor-Management Relations Act, as amended, the Railway Labor Act, as amended, or by impasse resolution provisions in a collective bargaining or protective arrangement involving the Recipient and the Union, which cannot be settled by the parties thereto within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties. In the event they cannot agree upon such procedure, the dispute, claim, or grievance may be submitted at the written request of the Recipient or the Union to final and binding arbitration. Should the parties be unable to agree upon the selection of a neutral arbitrator within ten (10) days, any party may request the American Arbitration Association to furnish, from among arbitrators who are then available to serve, five (5) arbitrators from which a neutral arbitrator shall be selected. The parties shall, within five (5) days after the receipt of such list, determine by lot the order of elimination and thereafter each shall, in that order, alternately eliminate one name until only one name remains. The remaining person on the list shall be the neutral arbitrator. Unless otherwise provided, in the case of arbitration proceedings, under paragraph (5) of this arrangement, the arbitration shall commence within fifteen (15) days after selection or appointment of the neutral arbitrator, and the decision shall be rendered within forty-five (45) days after the hearing of the dispute has been concluded and the record closed. The decision shall be final and binding. All the conditions of the arrangement shall continue to be effective during the arbitration proceedings.

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(15)(b) The compensation and expenses of the neutral arbitrator, and any other jointly incurred expenses, shall be borne equally by the Union(s) and Recipient, and all other expenses shall be paid by the party incurring them.

(15)(c) In the event that employee(s) are not represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement which cannot be settled by the Recipient and the employee(s) within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding dispute settlement procedure acceptable to the parties, or in the event the parties cannot agree upon such a procedure, the dispute or controversy may be referred to the Secretary of Labor for a final and binding determination.

(15)(d) In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be the obligation of the employee or the representative of the employee to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of the Recipient to prove that factors other than the Project affected the employee. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee. (See Hodgson's Affidavit in Civil Action No. 825-71).

(16) The Recipient will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by this arrangement may file a written claim of its violation, through the Union, or directly if the employee is outside the bargaining unit, with the Recipient within sixty (60) days of the date the employee is terminated or laid off as a result of the Project, or within eighteen (18) months of the date the employee's position with respect to his/her employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim. Unless such claims are filed with the Recipient within said time limitations, the Recipient shall thereafter be relieved of all liabilities and obligations related to the claim.

The Recipient will fully honor the claim, making appropriate payments, or will give notice to the claimant or his/her representative of the basis for denying or modifying such claim, giving reasons therefore. If the Recipient fails to honor such claim, the Union or non-bargaining unit employee may invoke the following procedures for further joint investigation of the claim by giving notice in writing. Within ten (10) days from the receipt of such notice, the parties shall exchange such factual material as may be requested of them relevant to the disposition of the claim and shall jointly take such steps as may be necessary or desirable to obtain from any third party such additional factual materials as may be relevant. In the event the Recipient rejects the claim, the claim may be processed to arbitration as hereinabove provided by paragraph (15).

(17) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements or otherwise; provided that there shall be no duplication of benefits to

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any employee, and, provided further, that any benefit under this arrangement shall be construed to include the conditions, responsibilities, and obligations accompanying such benefit. This arrangement shall not be deemed a waiver of any rights of any Union or of any represented employee derived from any other agreement or provision of federal, state or local law.

(18) During the employee's protective period, a dismissed employee shall, if the employee so requests, in writing, be granted priority of employment or reemployment to fill any vacant position within the jurisdiction and control of the Recipient reasonably comparable to that which the employee held when dismissed, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21) herein, for which the employee is, or by training or retraining can become, qualified; not, however, in contravention of collective bargaining agreements related thereto. In the event such employee requests such training or re-training to fill such vacant position, the Recipient shall provide for such training or re-training at no cost to the employee. The employee shall be paid the salary or hourly rate provided for in the applicable collective bargaining agreement or otherwise established in personnel policies or practices for such position, plus any displacement allowance to which the employee may be otherwise entitled. If such dismissed employee who has made such request fails, without good cause, within ten (10) days to accept an offer of a position comparable to that which the employee held when dismissed for which the employee is qualified, or for which the employee has satisfactorily completed such training, the employee shall, effective at the expiration of such ten-day period, forfeit all rights and benefits under this arrangement.

As between employees who request employment pursuant to this paragraph, the following order where applicable shall prevail in hiring such employees:

(a) Employees in the craft or class of the vacancy shall be given priority over employees without seniority in such craft or class;

(b) As between employees having seniority in the craft or class of the vacancy, the senior employees, based upon their service in that craft or class, as shown on the appropriate seniority roster, shall prevail over junior employees;

(c) As between employees not having seniority in the craft or class of the vacancy, the senior employees, based upon their service in the crafts or classes in which they do have seniority as shown on the appropriate seniority rosters, shall prevail over junior employees.

(19) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Federal Transit statute and has agreed to comply with the provisions of 49 U.S.C., Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of this arrangement and to the proper determination of any claims arising thereunder.

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(20) In the event the Project is approved for assistance under the statute, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the applicant for federal funds and between the applicant and any recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his/her representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

(21) This arrangement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by reason of the arrangements made by or for the Recipient to manage and operate the system.

Any person, enterprise, body, or agency, whether publicly - or privately-owned, which shall undertake the management, provision and/or operation of the Project services or the Recipient's transit system, or any part or portion thereof, under contractual arrangements of any form with the Recipient, its successors or assigns, shall agree to be bound by the terms of this arrangement and accept the responsibility with the Recipient for full performance of these conditions. As a condition precedent to any such contractual arrangements, the Recipient shall require such person, enterprise, body or agency to so agree.

(22) In the event of the acquisition, assisted with Federal funds, of any transportation system or services, or any part or portion thereof, the employees of the acquired entity shall be assured employment, in comparable positions, within the jurisdiction and control of the acquiring entity, including positions in the employment of any entity bound by this arrangement pursuant to paragraph (21). All persons employed under the provisions of this paragraph shall be appointed to such comparable positions without examination, other than that required by applicable federal, state or federal law or collective bargaining agreement, and shall be credited with their years of service for purposes of seniority, vacations, and pensions in accordance with the records of their former employer and/or any applicable collective bargaining agreements.

(23) The employees covered by this arrangement shall continue to receive any applicable coverage under Social Security, Railroad Retirement, Workmen's Compensation, unemployment compensation, and the like. In no event shall these benefits be worsened as a result of the Project.

(24) In the event any provision of this arrangement is held to be invalid, or otherwise unenforceable under the federal, state, or local law, in the context of a particular Project, the remaining provisions of this arrangement shall not be affected and the invalid or unenforceable provision shall be renegotiated by the Recipient and the interested Union representatives, if any, of the employees involved for purpose of adequate replacement under Section 5333(b). If such negotiation shall not result in mutually satisfactory agreement any party may invoke the jurisdiction of the Secretary of Labor to determine substitute fair and

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equitable employee protective arrangements for application only to the particular Project, which shall be incorporated in this arrangement only as applied to that Project, and any other appropriate action, remedy, or relief.

(25) If any employer of the employees covered by this arrangement shall have rearranged or adjusted its forces in anticipation of the Project, with the effect of depriving an employee of benefits to which the employee should be entitled under this arrangement, the provisions of this arrangement shall apply to such employee as of the date when the employee was so affected.

C. Acceptance of Special Section 5333(b) Warranty

I, (Name and Title) Edwin Causey,
(Name and Title)

do hereby certify that

Sampson County
(Legal Name of Applicant/Recipient)

has agreed to the terms and conditions of this Warranty; will accept this agreement as part of the contract of assistance with the North Carolina Department of Transportation; and will **post, in a prominent and accessible place, the terms and conditions of the Warranty with a notice stating that the Recipient has received federal assistance under the Federal Transit statute and has agreed to comply with these terms.**

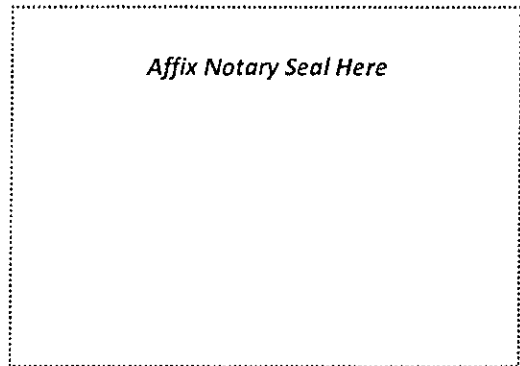
Signature of Authorized Official

Seal/ Subscribed and sworn to me (date) _____

Notary Public

Printed Name and Address

My commission expires (date) _____



SECTION 5311 TITLE VI PROGRAM REPORT

Part A (complete either Part A or Part B)

Legal Name of Applicant: **Sampson County**

I certify that to the best of my knowledge, **No** complaints or lawsuits alleging discrimination have been filed against *(Transit System Name)* **Sampson County** during the period **July 1, 2011** through **June 30, 2012**.

Signature of Authorized Official _____ Date _____
 Edwin W. Causey, County Manager
 Type Name and Title of Authorized Official _____

Part B (complete either Part A or Part B)

The following Title VI complaints or lawsuits alleging discrimination have been filed with *(Transit System Name)* _____ during the period **July 1, 2011** through **June 30, 2012**.

Complainant Name/Address/Telephone Number	Date	Description	Status/Outcome

(Attach an additional page if required.)

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination have been filed against *(Transit System Name)* _____ during the period **July 1, 2011** through **June 30, 2012**.

Signature of Authorized Official _____ Date _____
 Type Name and Title of Authorized Official _____

DBE GOOD FAITH EFFORTS CERTIFICATION

This is to certify that in all purchase and contract selections (*Legal Name of Applicant*) Sampson County is committed to and shall make good faith efforts to purchase from and award contracts to Disadvantaged Business Enterprises (DBEs).

DBE good faith efforts will include the following items that are indicated by check mark(s) or narrative:

<u>MINIMUM</u> Effort Required by PTD	Check all that apply	Description
	<input type="checkbox"/>	Write a letter to Certified DBEs in the service area to inform them of purchase or contract opportunities;
▷	<input checked="" type="checkbox"/>	Document telephone calls, emails and correspondence with or on behalf of DBEs;
	<input type="checkbox"/>	Advertise purchase and contract opportunities on local TV Community Cable Network;
	<input type="checkbox"/>	Request purchase/contract price quotes/bids from DBEs;
	<input checked="" type="checkbox"/>	Monitor newspapers for new businesses that are DBE eligible
▷	<input checked="" type="checkbox"/>	Encourage interested eligible firms to become NCDOT certified. Interested firms should refer to http://www.ncdot.gov/business/ocs/dbe/#FAQ10 or contact the office of contractual services at (919) 707-4800 for more information
▷	<input checked="" type="checkbox"/>	Encourage interested firms to contact the Office of Historically Underutilized Businesses at (919) 807-2330 for more information.
▷	<input checked="" type="checkbox"/>	Consult NCDOT Certified DBE Directory. A DBE company will be listed in the DBE Directory for each work type or area of specialization that it performs. You may obtain a copy of this directory at https://partner.ncdot.gov/VendorDirectory/default.html
	<input type="checkbox"/>	Other efforts: Describe: _____
	<input type="checkbox"/>	Other efforts: Describe: _____

You may obtain of copy of the USDOT Disadvantaged Business Enterprise Program Title 49 Part 26 at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

Reminder: Documentation of all good faith efforts shall be retained for a period of five (5) years following the end of the fiscal year.

I certify that, to the best of my knowledge, the above information describes the DBE good faith efforts.

Signature of Authorized Official
Edwin W. Causey

Date

Type Name and Title of Authorized Official

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION

DBE/MBE/WBE/HUB ANTICIPATED VENDOR AWARDS in FY2014

APPLICANT'S NAME: Sampson County PERIOD COVERED
 MAILING ADDRESS: 405 County Complex Road; Suite 140, Clinton, NC 28328 From: 7/1/2013
 VENDOR NUMBER: 7666 To: 6/30/2014

We expect to utilize the following list of DBE/MBE/WBE/HUB Vendors in FY2013:

DBE/MBE/WBE/HUB Vendor/Subcontractor's Name	Mailing Address City, State, Zip	ID# from NCDOT Website	Describe Service/ Item to be Purchased	Anticipated Expenditure (\$)
TOTAL				

- The above list includes the DBE/MBE/WBE/HUB Vendors the applicant expects to utilize in FY2014.
- The applicant does **NOT** expect to utilize any DBE/MBE/WBE/HUB Vendors in FY2014.

Signature of Authorized Official _____ Date _____

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: January 7, 2013	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Acceptance and Budgeting of Grant Funding and Donations for Animal Shelter

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To consider acceptance of donations and grant funds with associated grant agreements/stipulations, and approval of associated budget amendments

ATTACHMENTS: Budget amendments, grant documents

BACKGROUND: Before her departure, Interim Director Lori Baxter worked diligently to solicit donations and grant funding to assist the Sampson County Animal Shelter. The Animal Shelter was fortunate to receive a number of donations from a Twelve Days of Christmas fundraiser, which solicited for the purchase of cages and supplies.

In addition to the fundraiser, the Animal Shelter has been offered several grants. The Petfinder Foundation has offered two grants: a \$6,300 grant to fund a kennel cough vaccine program, and a \$3,000 grant to fund a FVRCP vaccination program. The goal of both programs is to reduce the number of animals euthanized for health reasons. The enclosed grant agreement sets forth the stipulations for acceptance of the monies.

In addition, the Humane Society of the United States has offered a grant of \$7,000 to phase out the use of the gas chamber for animal euthanasia. In the attached email, HSUS State Director Kimberley Alboum sets out the grant conditions.

RECOMMENDED ACTION OR MOTION: Accept and budget donations by approval of the enclosed budget amendments

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 18, 2012

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Animal Shelter Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243800-523900	Medical supplies	9,300.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034380-403602	Grant Pet Finder	9,300.00	

2. Reason(s) for the above request is/are as follows:

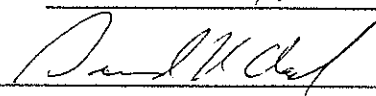
To allocate funds granted to the Animal Shelter by the PetFinder Foundation for the purchase of pet vaccines.



 (Signature of Department Head)

ENDORSEMENT

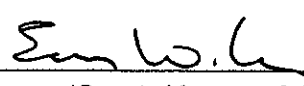
1. Forwarded, recommending approval/disapproval.

_____ 12/18, 2012


 (County Finance Officer)

ENDORSEMENT

Forwarded, recommending approval/disapproval.

_____ 12-18-2012 20


 (County Manager & Budget Officer)

_____ Date of approval/disapproval by B.O.C.

Petfinder

FOUNDATION

December 11, 2012

Sampson County Animal Shelter
Attn: Lori Baxter
168 Agriculture Place
Clinton, NC 28328

Dear Lori Baxter,

On behalf of the Petfinder Foundation and its Board of Directors, I am enclosing a grant in the amount of \$6300 to fund a kennel cough vaccine program at Sampson County Animal Shelter.

The Petfinder Foundation is a 501c3 organization dedicated to ending euthanasia of adoptable pets. Our primary focus is to further assist Petfinder.com adoption partners through problem solving, fundraising and providing relief in times of stress or disaster.

This grant is from our Care and Feeding fund which is made possible in partnership with the Animal Rescue Site's click-to-give program and GreaterGood.org and individual donations. Our belief is that by reducing the outbreak of Bordetella bronchiseptica (kennel cough) in animal shelters, we can reduce the number of homeless dogs euthanized for health reasons. We know that kennel cough is a treatable illness and protecting the dogs at intake can decrease the chances of it spreading through your facility.

The awarding of this grant is conditioned on your organization's agreeing to the following terms and conditions.

1. The Sampson County Animal Shelter agrees to track and share with the Petfinder Foundation monthly shelter statistics for the duration of the grant project (number of incoming dogs, number of dog adoptions, number of animals euthanized, how that number has changed, etc.) These statistics will only be used to evaluate the impact of the vaccination project. Individual results/reports will not be shared; any report of data will be done in aggregate. The shelter will be sent a monthly email from Toni Morgan, Petfinder Foundation Senior Program Manager asking to complete the online survey. Surveys must be completed within one week.
2. The Sampson County Animal Shelter agrees to follow all standard protocols and procedures for monitoring the vaccine inventory, safely handling and storing the vaccines and properly administering the vaccines.
3. The Sampson County Animal Shelter agrees to provide the Petfinder Foundation with a final written report on how the grant was used and the results achieved. This report is due not more than three months after the expiration of the grant, December 2013. Documentation of the expenses incurred must be included with the report, along with any other documentation and photographs (if appropriate). If necessary, an interim progress report may be requested by the Petfinder Foundation.
4. The Sampson County Animal Shelter agrees to provide all receipts to the Petfinder Foundation.

Copies of receipts may be sent in as vaccinations are purchased or once funds have been completely used. All receipts of vaccination purchases are due not more than three months after the expiration of the grant; December 2013. www.petfinder.com

4729 E. Sunrise Drive #119

Tucson, Arizona 85718

Phone: 520-207-0626

Fax: 877-637-16

Petfinder

FOUNDATION

5. Any funds not used or committed for the specific purpose of the grant after one year must be returned to the Petfinder Foundation, unless otherwise authorized in writing.
6. Also, if Sampson County Animal Shelter decides to publicize this award, please inform the Petfinder Foundation and make sure that the correct name and logo of our Foundation is used in any press releases or articles. We may be able to assist with providing quotes or arranging interviews if needed. The Animal Rescue Site must be included in recognition of this grant along with Petfinder Foundation.
7. Finally, when appropriate, Sampson County Animal Shelter will communicate to the Petfinder Foundation any questions, concerns or challenges they are having prior to or during the implementation of this grant project.

On behalf of the Petfinder Foundation, I wish you and your staff much success in implementing the FVRCP vaccine program. If you have any questions or concerns about this grant, do not hesitate to let me know.

I look forward to hearing more from Sampson County Animal Shelter in the months and years ahead!

Truly,



Lisa Robinson
Executive Director
Petfinder.com Foundation

December 11, 2012

Sampson County Animal Shelter
Attn: Lori Baxter
168 Agriculture Place
Clinton, NC 28328

Dear Lori Baxter,

Oh behalf of the Petfinder Foundation and its Board of Directors, I am enclosing a grant in the amount of \$3,000 to fund a FVRCP vaccine program at Sampson County Animal Shelter.

The Petfinder Foundation is a 501c3 organization dedicated to ending euthanasia of adoptable pets. Our primary focus is the further assist Petfinder.com adoption partners through problem solving, fundraising and providing relief in times of stress or disaster.

This grant is from our Care and Feeding fund which is made possible in partnership with the Animal Rescue Site's click-to-give program and GreaterGood.org and individual donations. Our belief is that by reducing the outbreak FVRCP in animal shelters, we can reduce the number of homeless cats euthanized for health reasons. We know that FVRCP is a treatable illness and protecting the cats at intake can decrease the chances of it spreading through your facility.

The awarding of this grant is conditioned on your organization's agreeing to the following terms and conditions.

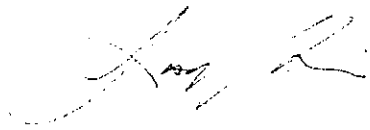
1. The Sampson County Animal Shelter agrees to track and share with the Petfinder Foundation monthly shelter statistics for the duration of the grant project (number of incoming dogs, number of dog adoptions, number of animals euthanized, how that number has changed, etc.) These statistics will only be used to evaluate the impact of the vaccination project. Individual results/reports will not be shared; any report of data will be done in aggregate. The shelter will be sent a monthly email from Toni Morgan, Petfinder Foundation Senior Program Manager asking to complete the online survey. Surveys must be completed within one week.
2. The Sampson County Animal Shelter agrees to follow all standard protocols and procedures for monitoring the vaccine inventory, safely handling and storing the vaccines and properly administering the vaccines.
3. The Sampson County Animal Shelter agrees to provide the Petfinder Foundation with a final written report on how the grant was used and the results achieved. This report is due not more than three months after the expiration of the grant, December 2013. Documentation of the expenses incurred must be included with the report, along with any other documentation and photographs (if appropriate). If necessary, an interim progress report may be requested by the Petfinder Foundation.
4. The Sampson County Animal Shelter agrees to provide all receipts to the Petfinder Foundation. Copies of receipts may be sent in as vaccinations are purchased or once funds have been completely used. All receipts of vaccination purchases are due not more than three months after the expiration of the grant, December 2013

5. Any funds not used or committed for the specific purpose of the grant after one year must be returned to the Petfinder Foundation, unless otherwise authorized in writing.
6. Also, if Sampson County Animal Shelter decides to publicize this award, please inform the Petfinder Foundation and make sure that the correct name and logo of our Foundation is used in any press releases or articles. We may be able to assist with providing quotes or arranging interviews if needed. The Animal Rescue Site must be included in recognition of this grant along with Petfinder Foundation.
7. Finally, when appropriate, Sampson County Animal Shelter will communicate to the Petfinder Foundation any questions, concerns or challenges they are having prior to or during the implementation of this grant project.

On behalf of the Petfinder Foundation, I wish you and your staff much success in implementing the FVRCP vaccine program. If you have any questions or concerns about this grant, do not hesitate to let me know.

I look forward to hearing more from Sampson County Animal Shelter in the months and years ahead!

Truly,



Lisa Robinson
Executive Director
Petfinder.com Foundation

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 18, 2012

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012-2013

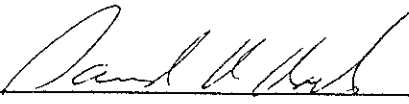
1. It is requested that the budget for the Animal Shelter Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243800-523900	Medical supplies	7,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034380-403601	Grant Humane Society	7,000.00	

2. Reason(s) for the above request is/are as follows:

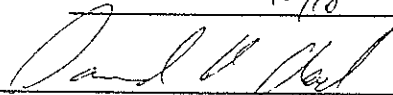
To allocate funds granted to the Animal Shelter by the Humane Society of the United States to pay for euthanasia drugs.



 (Signature of Department Head)

ENDORSEMENT


1. Forwarded, recommending approval/disapproval.

12/18, 2012


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12-18-2012


 (County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

Susan Holder

From: Lori Baxter [lbaxter@sampsonnc.com]
Sent: Wednesday, December 19, 2012 3:20 PM
To: Susan Holder
Subject: FW: Grant Letter

I'll bring the PetFinder one over to you shortly!

From: Kimberley Alboum [mailto:kalboum@humanesociety.org]
Sent: Wednesday, December 19, 2012 2:36 PM
To: Lori Baxter (lbaxter@sampsonnc.com)
Subject: Grant Letter

Oh behalf of the Humane Society of the United States I would like to present The Sampson County Animal Shelter with a \$7,000 grant. This grant is for the phase out of the use of the gas chamber to euthanize companion animals at the shelter and also for shelter repairs and upgrades as you see fit.

The awarding of this grant is conditioned on your organization's agreeing to the following terms and conditions.

1. The Sampson County Animal Shelter agrees phase out the use of the gas chamber in 6 months from receipt of the \$7,000. If there are issues with licensing that will take longer than 6 months please notify me or progress and expected date.
2. The Sampson County Animal Shelter uses the remainder of the money for shelter repair, shelter upgrades and/or enrichment for the animals.

Kimberley Alboum
NC State Director, State Affairs
kalboum@humanesociety.org
t 919.744.5093 f 919.388.3827

The Humane Society of the United States
2100 L Street NW Washington, DC 20037
humanesociety.org

[Join Our Email List](#) [Facebook](#) [Twitter](#) [Blog](#)



Celebrating Animals | Confronting Cruelty

To support The Humane Society of the United States, please make a monthly donation, or give in another way, via a gift donation or memorial donation or donating your vehicle. You can also volunteer for The HSUS, and see our 55 ways you can help animals.

The HSUS is rated a 4-star charity (the highest possible) by Charity Navigator, approved by the Better Business Bureau for all 20 standards for charity accountability, voted by Guidestar's Philanthropedia experts as the #1 high-impact animal protection group, and named by Worth Magazine as one of the 10 most fiscally responsible charities.

COUNTY OF SAMPSON
BUDGET AMENDMENT

December 21, 2012

MEMO:

FROM: David K. Clack, Finance Officer
TO: Sampson County Board of Commissioners
VIA: County Manager & Finance Officer
SUBJECT: Budget Amendment for fiscal year 2012-2013

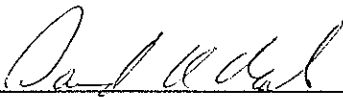
1. It is requested that the budget for the Animal Shelter Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243800-526200	Department supplies	4,669.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034380-408401	Donations	4,669.00	

2. Reason(s) for the above request is/are as follows:

To budget funds donated to the Shelter for the purchase of cages and supplies.

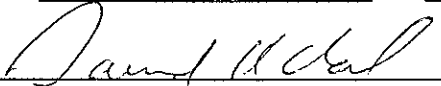


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/21, 2012



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (c)

Meeting Date: January 7, 2013	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
	<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Designation of Voting Delegate for NCACC Legislative Goals Conference

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Billy Lockamy, Chairman

PURPOSE: To designate one commissioner to serve as voting delegate at the NCACC Legislative Goals Conference, January 24-25, 2013

ATTACHMENTS: Voting Delegate Designation Form; Proposed Legislative Goals

BACKGROUND: The final stage of the NCACC's Legislative Goals process is the Legislative Goals Conference, to which all Association members are invited. The conference is spread over a day and a half, assuring time for thorough discussion, deliberation and debate. The goals conference is conducted according to rules designed to encourage participation, to provide a balance between inclusiveness and respect for the process and efforts of the committees and the Board up to this point. The Conference begins with a pre-lunch non-voting discussion of the proposed goals. This allows commissioners not previously involved in the deliberations, particularly newly elected commissioners, to improve their understanding of the issues. Every member county appoints a voting delegate to the conference, and every county in attendance has one vote. The voting delegate can be any county official, including non-elected officials, and a county may choose an alternate. No proxies are allowed.

The Board needs to discuss which members wish to be registered to attend the Conference and select its voting delegate.

**RECOMMENDED
ACTION OR MOTION:**

Designate voting delegate

Memorandum

RETURN FORM BY JANUARY 11, 2013

**VOTING DELEGATE DESIGNATION FORM
LEGISLATIVE GOALS CONFERENCE
January 24-25, 2013 (Thursday – Friday)
Sheraton Imperial - RTP**

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 11, 2013.**

PLEASE RETURN FORM TO SHEILA SAMMONS, CLERK TO THE BOARD BY EMAIL: SHEILA.SAMMONS@NCACC.ORG OR FAX: 919-733-1065.

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2013 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association's Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

NCACC Core Values

NCACC Core Values

The Association recognizes counties' critical partnership with the state of North Carolina and promotes strategies that enhance state and county collaboration, communication, and cooperation.

Counties are an integral part of a strong intergovernmental system, along with municipalities, school boards, the state and the federal government. Cooperation and communication between all levels of government are essential in order to provide the best and most efficient services to citizens. Counties are the level of government closest to the people. The Association promotes strengthening of local decision-making to respond to local needs. Counties should be free to organize as appropriate for the efficient and effective delivery of services. Flexibility of form, function and finance is critical. A proper balance of service responsibility and revenue-generating authority is imperative. Essential services should be financed through state or federal revenues to ensure statewide availability and consistency. State-mandated services should be funded from state revenue sources; federally mandated services should be financed from federal revenue sources. Policy changes affecting counties should be preceded by fair and equitable negotiations. New initiatives should allow adequate lead time for implementation within the county budget schedule. The State should consider the resource limitations of counties when implementing new state and federal programs.

The Association will provide the Legislature and the public with information necessary for the passage of sound legislation beneficial to the administration of county government affairs, and will oppose legislation injurious thereto.

Top Five Legislative Goals

- *Ranked by the NCACC Board of Directors on Dec. 12, 2012*

1. Oppose shift of state transportation responsibilities to counties.
2. Reinstate ADM and lottery funds for school construction.
3. Oppose unfunded mandates and shifts of state responsibilities to counties.
4. Preserve the existing local revenue base.
5. Ensure adequate mental health funding.

Agriculture

Guiding Principles

- The Association supports local control over land-use decision-making and its impact on the agricultural community.
- The Association supports state policies providing local options and tools for the preservation of farmland, if they serve the best interest of all counties.
- The Association supports research, education and outreach with various public and private partnerships that result in agricultural development opportunities, sustainable initiatives producing low-cost food and energy that will, in turn, create healthy local economies.
- Agricultural issues related to the environment transcend governmental boundaries and require close coordination of policy and action by federal, state and local governments.
- Powers delegated to the counties for the protection of the public health are important for protecting the land and water resources that are vital for agricultural endeavors.
- The General Assembly should provide funds for any increased county responsibility related to animal control operations and/or facilities.

Agriculture Goals:

- Adequately fund agricultural research and extension services.
- Support and promote conservation of working lands and farmland preservation.

Environment

Guiding Principles

- Public policy on environmental protection must recognize that all physical human activities have an impact on the environment, and provide recognition that there must be a balance between those activities and the environment.
- Enhancements to the environment laws of North Carolina should be justified by sound science and information and based on a clear rationale and purpose for regulatory change.
- State agencies responsible for developing administrative rules to implement federal and state policies should involve local governments in the process at the earliest stages of development and should proceed only after thorough analyses of health, environmental and fiscal risks and impacts.
- State agencies issuing permits for activities that affect the environment should give local governments ample opportunity to comment on proposed permits for consistency with local plans and policies.
- If state law delegates responsibility to local governments for implementing, monitoring and enforcing environmental policy, the state should provide optimum flexibility and discretion in setting fees at the local level to carry out these responsibilities.

Goals:

- Restore state funding and responsibility for river basin monitoring, streamline rulemaking, and enhance regional cooperation.
- Eliminate requirement for a 10-year solid waste management plan and add a requirement in the Solid Waste Management and Facilities annual report for long-term planning.
- Authorize some county oversight of bio-solids application.
- Modify spray irrigation systems classification for volunteer fire departments.
- Monitor and protect counties from negative fiscal impacts caused by natural resource extraction.

Health and Human Services

Guiding Principles

- The Association supports county, regional and state collaboration to improve agency automation and simplify programs, to streamline administration and to improve client interaction.
- The Association opposes earmarking of block grant funds, and supports increased funding for mandated services, provided the increases do not require additional county expenditures.
- Counties must be actively engaged in setting health and human services policy and program requirements. Programs should be flexible and recognize the state's changing demographics.
- Health and human services programs should encourage responsible behavior and should be targeted to those citizens least able to care for themselves. They should encourage families to be responsible supporters of their children and help individuals find sustainable, long-term employment.
- The State should take the lead in financing, implementing, maintaining, and supporting statewide automated systems; automation efforts undertaken by the State should connect and integrate with county automation initiatives.
- Members of county human service agency boards should be appointed by the boards of county commissioners.

Legislative Goals:

- Ensure adequate mental health funding.
- Retain county management of nonemergency Medicaid transport.
- Preserve federal block grants and state aid to counties for county-administered programs and oppose unfunded workload mandates.
- Restore local autonomy to LME/MCO governance structure.
- Oppose weakening of smoke-free restaurant and bars law.
- Increase Nursing Home Community Advisory Committee membership flexibility.
- Increase child care subsidies to reduce waiting lists and support funding for Smart Start and NC Pre-K.
- Increase Medicaid rates to cover costs.
- Support an increase in food and lodging inspection fees to cover costs.
- Restore state funding of public health accreditation.

Intergovernmental Relations

Guiding Principles

- The Association recognizes the importance of the State-County partnership and its unique role in providing services to all citizens.
- The State should seek input from counties while developing rules and regulations that impact counties, particularly concerning property rights.
- Local general purpose governments are the building blocks for solving regional problems; regional approaches should be based on the need to strengthen and support local governments.
- Intergovernmental agreements should be used where appropriate to attain efficient performance, as determined by local elected officials.
- Encourage public-private partnerships when in the best interest of the citizens.
- Reserve federal action for those areas where state and local governments are not adequate and where continuing national involvement is necessary, e.g. national defense, provided resources are made available by the national government.
- All local government institutions should be engaged in developing and coordinating services to meet the needs of citizens. Counties will strive to maintain and enhance these partnerships.

Legislative Goals:

- Oppose shift of state transportation responsibilities to counties.
- Allow more cost effective methods for second primary and run-off elections.
- Maintain current requirements for county commission approval of ETJ designations and expansions.
- Implement combined motor vehicle registration and property tax collection system by July 1, 2013.
- Allow county participation in state health plan.
- Support legislation to grant counties the option to provide notice of public hearings and other legal notices through electronic means in lieu of required publication in any newspaper.
- Increase informal let bid threshold for NCDOT local projects.
- Oppose collective bargaining for public employees.
- Support maintaining local control of the NC ABC System and preservation of local ABC revenues.
- Support release of Help America Vote Act (HAVA) funds to assist counties with election costs.

Justice & Public Safety Guiding Principles

The statewide judicial system, including effective ancillary services and programs, should be adequately funded and staffed in order to provide an efficient environment for judicial process and to instill public confidence in the justice system.

- Adjudication should be swift, in order to minimize overcrowding in county jails.
- Bonds should be reasonable, and effective pre-trial screening and population management efforts should be encouraged.
- Criminals should be held accountable and required to pay a greater portion of the State and county costs resulting from their crimes through increased jail fees, service of process fees, and court facilities fees.
- Effective prevention programs, alternatives to incarcerations and other related services should be supported in an effort to help reduce recidivism rates and lower county jail costs.

Legislative Goals:

- Seek legislation to limit the amount that providers can charge counties for inmate medical care to no more than what is allowed by the Department of Correction.
- Seek legislation to expand county governments' use of 911 funds, protect and enhance current funding streams and maintain full operational flexibility and autonomy.
- Oppose legislation that would limit a county's ability to operate a pretrial release program.
- Support legislation to fully fund the Justice Reinvestment Act of 2011.
- Provide greater funding of state crime labs.
- Preserve current county authority for local electronic offender monitoring.
- Provide funding for gang prevention, adolescent substance abuse and domestic violence prevention, intervention and treatment.
- Request the reduction of detention center space requirements in existing and new detention center facilities in all counties in North Carolina, consistent with the language in N.C. G.S. 153A-221.

Public Education

Guiding Principles

- The Association strongly urges the General Assembly to support counties' efforts to fund no more than one school system in each county, in order to better utilize school facilities and financial resources.
- The Association supports efforts to clarify State and county responsibility through legislation that recognizes the following:
 - the impact of changing technologies on basic educational needs and the job market of the future;
 - the impact of any changes on the facility needs of local school systems;
 - the need for county commissioners to have the authority to make sure funds appropriated for school facility needs are used accordingly; and
 - the challenges faced by counties, especially those near metropolitan areas, in balancing growth in school populations with stagnant county revenues.
- Taxing authority for local public education should be vested exclusively with boards of county commissioners.
- The State should define and support an adequate sound basic education in all local school systems and should appropriate adequate operating revenue to fully fund its education initiatives.
- Effective classroom technologies and innovations provide greater choice, improve education, and should be available to all public schools and community colleges.
- North Carolina's community colleges are critical components of the state's integrated efforts to prepare youth and adults for constructive participation in a constantly changing economy.

Legislative Goals:

- Reinstate ADM and lottery funds for school construction.
- Maintain state responsibility for replacement and risk management exposures for operation of school buses.
- Provide sufficient funds for community college workforce training programs.
- Restore local control of school calendar.

Tax & Finance

Guiding Principles

- The county revenue base should be broad and balanced, with authority to raise revenues from various sources, rather than being overly reliant on any single revenue source or overly burdensome on any one group of taxpayers.
- The Association opposes the redistribution of existing revenues; distribution of new tax sources should assess local needs, local funding efforts, and local funding capability.
- Any restructuring of county responsibilities should include restructuring of local revenue sources to meet those responsibilities.
- Counties should have the authority to generate optional revenues to meet public service needs, while being responsive to economic change.
- If statewide policy objectives result in reductions in local tax bases, the Legislature should reimburse county and municipal losses from State sources.
- Existing local revenue base exemptions and exclusions should be evaluated to see whether they have achieved the intended tax policy objectives. New or extended exemptions and exclusions should include a "sunset" date in their authorizing legislation.

Legislative Goals:

- Preserve the existing local revenue base.
- Oppose unfunded mandates and shifts of state responsibilities to counties.
- Authorize local revenue option.
- Protect county revenues in tax reform consideration.
- Repeal moratorium on contingency fee audits.
- Improve and maintain incentive programs, including NC's tax credit programs, and increase access to tax credit financing for smaller economic development projects.
- Explore and authorize use of alternate, sustainable revenue options and funding sources for beach, inlet and waterway maintenance.
- Replace current non-profit sales tax refund process with a revenue-neutral exemption.
- Replace current refund sales tax process for public institutions with a revenue-neutral exemption.
- Extend Article 44 hold harmless.
- Allow counties to provide triple credit toward renewable energy portfolios.
- Authorize greater county oversight of electronic gaming operations.
- Promote county property tax system modernization.
- Authorize design build option for all counties.
- Require payment of manufactured home taxes before transfer.
- Clarify centralized listing and assessing of cellular and cable companies.
- Support local county law enforcement and rehabilitation services through an increase in the beer/wine tax revenues.
- Preserve scrap tire disposal tax proceeds.
- Compensate counties for property acquired by the state and removed from the ad valorem tax base.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (d)

Meeting Date: January 7, 2013

Information Only
 Report/Presentation
 Action Item
 Consent Agenda

Public Comment
 Closed Session
 Planning/Zoning
 Water District Issue

SUBJECT: Designation of Dates for February Planning Session

DEPARTMENT: Governing Body/Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To designate dates for the Board's annual planning session

ATTACHMENTS: None

BACKGROUND: Each year, the Board holds a planning session to set goals and objectives for the upcoming budget season. Last year, the Board set aside three full days, Tuesday - Thursday, starting at 8:00 a.m. each day. Last year, the sessions were held during the third full week in February. Similar dates for 2013 would be February 19-21, 2013; however Commissioner Strickland would have a conflict on February 20th with a NCACC Board Meeting. Therefore, the dates of February 12-14 or 26-28 are suggested.

RECOMMENDED ACTION OR MOTION: Schedule dates for February planning session

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (e)

Meeting Date: January 7, 2013

Information Only
 Report/Presentation
 Action Item
 Consent Agenda

Public Comment
 Closed Session
 Planning/Zoning
 Water District Issue

SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Jarvis McLamb, Vice Chairman

PURPOSE: To consider appointments to various boards and commissions

Board of Health Dr. Gip Palmer was appointed to the physician seat on the Board of Health at your December meeting. Dr. Palmer has declined to serve, and the appointment of Dr. Elizabeth Bryan is recommended.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: January 7, 2013

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ ATTACHMENTS:

- a. Approve the minutes of the November 5, 2012 meeting
- b. Adopt a resolution seeking amendment of NC Session Law 2004-75/Senate Bill 1161 Enacted July 8, 2004 regarding notice of land-use planning changes near military bases
- c. Adopt a resolution requesting Mid Carolina Rural Planning Organization (RPO) to initiate the process to add US Highway 421 as a new corridor on the Strategic Highway Corridors Vision Plan
- d. Authorize the submission of an application for 2013 Urgent Repair Grant funding by the Department of Aging
- e. Approve a disabled veterans exclusion application from Barney D. Brewington
- f. Approve tax refunds
- g. Approve budget amendments

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, November 5, 2012 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy Lockamy, Vice Chairman Jarvis McLamb, and Commissioners John Blanton, Albert D. Kirby, Jr., and Jefferson Strickland.

The Chairman convened the meeting and called upon Commissioner Strickland for the invocation. Commissioner Kirby then led the Pledge Allegiance. Chairman Lockamy welcomed back Commissioner Blanton, who had been unable to attend meetings due to health reasons.

Approval of Agenda

Upon a motion made by Commissioner Strickland and seconded by Commissioner Kirby, the Board voted unanimously to approve the agenda with the addition of a special recognition for Commissioner Blanton as item b under Tab 2, Reports and Presentations.

Roads

Monthly Report - NCDOT Keith Eason, NCDOT Highway Engineer, provided updates on secondary roads projects:

- Church Road from Hwy 421 to Hwy 13 in Newton Grove and Strawpond School Road/Easy Street from Hwy 421 to Hwy 55 - widening and resurfacing complete, shoulder work complete. These projects were part of last year's secondary roads improvements.
- Unpaved roads paving work will begin again in late Spring, early Summer next year

Commissioner Strickland noted that he drove down Church Road the past week and applauded the Department for their good work. He asked that the Department keep Minnie Hall Road on track for widening. Chairman Lockamy noted that he had come through Keener and a Waste Industries truck had been in an accident, and Mr. Eason noted that cleanup was ongoing. Mr. Arnold Sandy spoke from the audience, thanking the Department for the good work on Wash McLamb Road and Easy Street.

Item No. 1: Planning and Zoning Items

RZ-10-12-1 Chairman Lockamy opened the public hearing and called upon Planning Director Mary Rose who reviewed the request to rezone 1.10 acres at 57 Three Pines Lane from MRD-Mixed Residential to RA-Residential Agriculture. Ms. Rose reported that adjacent property owners had been duly notified, and the Planning Board had unanimously recommended approval of the rezoning request and the adoption of a zoning consistency statement. The floor was opened for comments, and none were received; the hearing was closed. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to approve rezoning request RZ-10-12-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-10-12-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.*

Item 2: Reports and Presentations

Update on Tax Office Software Improvements (Citizen Self Serve) Tax Administrator Jim Johnson was present and reported on the launch, as of November 1st, of the new Citizen Self Serve website that citizens may utilize to view and pay their tax bills. He noted that prior to the new software, citizens could only access unpaid bills, and now the site offers access to any bill, paid or unpaid, any type, as far back as twelve years. He reported that the Tax Office had received positive feedback from local attorneys and banks, and encouraged the Board and citizens to check out the new site, which could be found on the county's webpage under the Quick Links, Tax Office E-Services.

Mr. Johnson also reported that he and other staff had been meeting with Tyler Technologies in preparation for the new appraisal software to go live in April of next year. This new software will offer citizens access to property record cards online.

Recognition of Commissioner John Blanton Commissioner Blanton was present for the last full meeting of his commissioner term, and was lauded by commissioners and staff for his service. Chairman Lockamy called him his hero and friend. Commissioner Jefferson Strickland stated that they went back a long way, serving the citizens of Roseboro, and it had been a pleasure to sit down and work with Mr. Blanton, to put their minds together and come up with a common goal and figure out how they were going to do it. He offered his appreciation for all Mr. Blanton's work. Commissioner McLamb noted that he and Mr. Blanton went back fourteen years and

stated that he had the utmost respect for his friend. He noted that he believed there was no other person in Sampson County better known. Commissioner Albert Kirby stated that it had been a pleasure sitting next to his friend and mentor. He thanked Commissioner Blanton for his many years of service, noting that he had known Mr. Blanton even before he was a commissioner, when he was a principal in Roseboro. He stated that he had admired him then and most certainly had grown to admire him when he became a commissioner and realized how many challenges there were in sitting in that chair. County Manager Ed Causey recalled that when he applied for his position, Commissioner Blanton was the epitome of what he thought a good commissioner was, and that was one of the reasons he was interested in coming to Sampson County. County Attorney Annette Chancy Starling stated that it had been a pleasure to know Mr. Blanton, and Assistant County Manager Susan Holder added that it had been an honor and a privilege to work for such a gentleman. Finance Officer David Clack recalled that Commissioner Blanton was someone that anyone could talk to, and he would be missed by employees and staff. Deputy Clerk LeAnn Honeycutt remarked that she had enjoyed working with Mr. Blanton. Mid Carolina Council of Government Executive Director Jim Caldwell noted Mr. Blanton's ten-year service on the COG's Board of Directors, and stated that he had come to rely on his judgment and knowledge. Sheriff Jimmy Thornton noted that Mr. Blanton had served on the Jail Committee, and offered appreciation on behalf of the men and women of the Sampson County Sheriff's Office. He stated that Mr. Blanton was a fair and reasonable man, going the extra mile to facilitate changes and address needs. He called Mr. Blanton an amazing man who had influenced more lives through his service to God, country, family, friends and neighbors than anyone else he knew. Health Director Wanda Robinson thanked Commissioner Blanton for being one of her mentors. The Board then jointly presented Mr. Blanton with a silver tray acknowledging his years of service to the citizens of Sampson County. All those assembled then sang Happy Birthday to Commissioner Blanton in recognition of his birthday the day before. Mr. Blanton's daughter, speaking on her father's behalf, thanked everyone. She stated that Sampson County had accepted him, allowed him to serve, and motivated him. She quoted scripture as Mr. Blanton's wish for all that "the grace of the Lord Jesus" be with them.

Commissioner Blanton retired from the meeting, with the Board's consent.

Item No. 3: Action Items

Installation, Operation and Maintenance of Equipment to Prohibit Sewer Debris from Sampson County Detention Center County Manager Ed Causey recapped discussions from the Board's October work session where the engineers from Dewberry had offered potential solutions for the problem of debris being flushed from the Detention Center into the City's sanitary sewer system. He noted that the agenda also included the City's original bids for a grit chamber and noted that following the meeting he, Commissioner Kirby, and Public Works Director Lee Cannady had met

with City Manager John Connet and City Public Works Director Jeff Vreugdenhil to further discuss the City's proposal. He reported that the City was willing to re-bid the planned improvements to obtain updated prices. Commissioner Kirby stated that most of the options discussed were pennywise and pound foolish when you talked about cost. For most, there would still be materials in the effluent, which would be in violation of the statute. In the end, it seemed to him that the most viable alternative would be to take the City's proposal, and that Mr. Vreugdenhil had spoken to the person who gave the original proposal, who had indicated that it might be a good idea to re-bid. It was noted that there was already \$80,000 set aside; therefore if monies had to be appropriated the new bid should require less than an additional \$80,000 (original bid was \$168,205). The Board also discussed the need to execute an agreement with the City regarding the installation, operation and maintenance of the grit chamber once the new bids were received. Upon a motion by Commissioner Strickland and seconded by Commissioner Kirby, the Board voted unanimously to concur in the City's re-bidding the project, and if the cost is affordable, advising them of the Board's intention to go forward with the project.

Consideration of Offer for Acquisition of Right of Way for Highway 24 Road Improvements Assistant County Manager Susan Holder presented a revised offer from the Department of Transportation to acquire approximately 7.35 acres located on Highway 24 near the landfill for right of way for NC 24 improvements, noting revisions made to include additional land needed for safety adjustments made as requested by the Board and Waste Industries. She also noted a consulting opinion from certified appraiser Frank Butler which noted that price offered was reasonable. Upon a motion made by Commissioner Strickland and seconded by Commissioner McLamb, the Board voted unanimously to accept the offer. (Copies of offer and deed filed in Inc. Minute Book _____, Page _____.)

Animal Shelter Personnel Improvements County Manager Ed Causey discussed the request to advertise the Director position at Grade 68 and to budget additional funds for contracted services for the equivalent of one full-time person. Commissioner McLamb stated he would like to visit the shelter before making a decision on additional monies, but was comfortable with staff proceeding on advertising the position at Grade 68. He asked if the proposed increase in grade would have the Director paid at a salary comparable to surrounding counties, and Finance Officer David Clack explained that the salary had been recommended by The Maps Group based upon salaries in surrounding counties, and the grade was determined based on Sampson County's pay scale grade. Commissioner Kirby noted that he had visited the shelter, and he had seen incredible improvement. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to authorize the advertisement of the Animal Shelter Director position at a Grade 68. (See below for budget amendment.)

Proposal for Conversion of Vehicles to Propane Auto Gas Finance Officer David Clack explained that local business Parker Gas, in partnership with Alliance Auto Gas, had recently approached the Sheriff's Department regarding a program which converts vehicles from gasoline to propane fuel. He reviewed an analysis of twenty-four cars, which reflected that the County could save \$24,746 per year by converting the cars to propane, with the net saving including the cost to acquire the conversion equipment through a lease purchase arrangement. Mr. Clack noted that he, the County Manager, and Sheriff's Department representatives had also met with representatives of the Raleigh Police Department who had successfully converted a number of their vehicles. Raleigh PD had indicated no maintenance issues; the equipment was under warranty for three years, and was transferrable to new vehicles. Commissioner Kirby asked if there were other companies offering the same program, and what was the cost for the gas. Mr. Clack stated that currently it was \$1.52 per gallon, based on market; you could conceivably get it cheaper from one company to another, but Parker Gas had indicated that the purchase price could be locked in for a year. Commissioner McLamb stated he preferred to table the issue until he could have conversations with other individuals regarding these services. Commissioner Strickland asked if the equipment had any impact on the vehicle warranty, and Mr. Clack stated that there was no indication of impact to the warranty. Darren Parker of Parker Gas was present and offered additional information on the market rate of the fuel. He noted that two of the conversions were offered free as the company was using this to acquire EPA certification. He also explained that the reduced BTU content reduced the car mileage, but the lower gallon cost offsets the reduced mileage. In response to a question by Commissioner Kirby, he assured the Board there were no enhanced safety risks. He explained further that the cars cranked with gas, but automatically switched to propane. Mr. Parker and a representative of Alliance Auto Gas offered to provide more information on the technology, so on a motion made by Commissioner McLamb and seconded by Commissioner Strickland, the Board voted unanimously to table the issue and hold a special work session at 10:00 a.m. on Monday, December 3, 2012, following the swearing in ceremonies for new commissioners.

Conveyance of E. Carter Street Lot to City of Clinton County Attorney Annette Chancy Starling reported that the City of Clinton had informed the County that they had discovered that a lot on E. Carter Street they considered abandoned actually belonged the County. She reported that they have provided maintenance of the lot under their nuisance lot procedures at a cost of \$1,468.44, and have requested that the bill be paid or the lot sold so that the bill may be satisfied. The County Attorney and Tax Administrator Jim Johnson voiced concerns that the lot, only .262 acres, would not bring enough money to satisfy the City's bill and the costs to advertise pursuant to statute, and it was recommended that the lot be deeded to the City in lieu of payment. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to table the issue until their December meeting to give the Tax Administrator the opportunity to visit the property.

Appointments Upon a motion by Commissioner McLamb and seconded by Commissioner Kirby, consideration of the appointments to the Heritage and Cultural Preservation Committee, the Advisory Board of Older Adults , the Transportation Advocacy Group, the Board of Health, and the Mid Carolina Council of Governments Board of Directors were tabled.

Item No. 4: Consent Agenda

Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the September 24, 2012 and October 1, 2012 meetings
- b. Approved the execution of the Memorandum of Agreement between the Department of the Army and Sampson County Emergency Management Services (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Accepted a Department of Justice grant in the amount of \$10,350 for purchase of mobile data terminals and laptop computers (Copy filed in Inc. Minute Book _____, Page _____. Budget amendment below with other amendments.)
- d. Approved the revised Records Retention and Disposition Schedule for Register of Deeds (Copy filed in office of Register of Deeds.)
- e. Authorize the purchase of budgeted ambulance and remount of existing ambulance utilizing the "piggy-back" bid method authorized by NC General Statute 143.129(g)
- f. Adopted the 2013 County Holiday Schedule as follows:
New Year's Day - January 1, 2013
Martin Luther King, Jr. Day - January 21, 2013
Good Friday - March 29, 2013
Memorial Day - May 27, 2013
Independence Day - July 4, 2013
Labor Day - September 2, 2013
Veteran's Day - November 11, 2013
Thanksgiving - November 28 & 29, 2013
Christmas - December 24-26, 2013
- g. Adopted the 2013 Board of Commissioners Meeting Schedule as follows (all meetings to be held at 7:00 p.m. in the County Auditorium):
Monday, January 7
Monday, February 4
Monday, March 4
Monday, April 1
Monday, May 6
Monday, June 3

Monday, July 1
Monday, August 5
Tuesday, September 3

Monday, October 7
Monday, November 4
Monday, December 2

- h. Approved disabled veterans exclusion applications from Bruce B. Brinkman and Johnnie Boone
- i. Approved late land use applications from Watery Branch LLC and Charles Hooper Tart III
- j. Approved tax refunds as follows:

#5524	Harold Woodall	\$ 120.75
#5469	Raeford Daughtry	\$ 827.35
#5523	W. F. Owens	\$ 254.18
#5532	James H. Whitted	\$ 113.27
#5534	The Woodshed	\$ 153.96
#5536	Nathaniel Simmons	\$ 205.27

- k. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>Sheriff's Department</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>	
11243100	526201	Dept Supplies Equipment	10,350.00		

<u>REVENUE</u>			<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>		
11034310	402607	US DOJ Grant	10,350.00	

<u>EXPENDITURE</u>		<u>Animal Shelter</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>	
11243800	512100	Salaries	2,541.00		
11243800	518100	FICA	158.00		
11243800	518120	Medicare	37.00		
11243800	518200	Retirement	172.00		
11243800	518901	401K	65.00		
11999000	509700	Contingency		2,973.00	

<u>EXPENDITURE</u>		<u>Emergency Management</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>	
11243300	55500	Capital Outlay Other	41,269.00		

<u>REVENUE</u>			<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>		
11034330	403674	ST Homeland Security Grant	41,269.00	

<u>EXPENDITURE</u>		<u>Courts</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141600	551000	Capital Outlay Furniture	1,549.00	

<u>REVENUE</u>				<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	
11039999	409800	Fund Balance Encumbrances	1,549.00	

<u>EXPENDITURE</u>		<u>City Schools Capital Outlay</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659110	555030	Category 1 Capital Outlay	70,000.00	
11659110	555031	Category 2 Capital Outlay	113,326.35	
19959110	582096	Transfer to General Fund	183,326.35	

<u>REVENUE</u>				<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	
11035911	409612	Transfer from School Reserve	183,326.35	
19932320	409900	Fund Balance Appropri	183,326.35	

Approved the Sampson County Schools budget amendments No. 4 (Capital Outlay Special Projects) as presented.

Item No. 5: Board Information

The following items were provided to the Board for information only:

- a. Clinton-Sampson Chamber of Commerce Multicultural Business Committee's Annual Martin Luther King, Jr. Business Reception
- b. FEMA 2012 Community Resilience Innovation Challenge Grant Proposal
- c. 2013 Essentials of County Government Course Schedule
- d. Clinton-Sampson Chamber of Commerce Junior Leadership Program's Local Government Day (November 13, 2012)

County Manager Reports

County Manager Ed Causey called the Board's attention to the invitation to the Martin Luther King Jr. Business Reception to be held Monday, January 21, 2013 and to the announcement of the Chamber Junior Leadership Program Local Government Day on November 13, 2012. He also noted that each member had been given a listing of events for November and December.

Public Comments

Deborah Kornegay: Offered the Board several pieces of information including a copy of an article about the health effects of biomass incineration, a resolution adopted by Surry County related to arrondo grass. She stated the Board needed to become familiar with such because of the Chemtex plant. It is a very aggressive growing plant. She also offered information on fracking.

Adjournment

Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to adjourn.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board



**A RESOLUTION TO SEEK THE AMENDMENT OF
NORTH CAROLINA SESSION LAW 2004-75
SENATE BILL 1161 ENACTED JULY 8, 2004**

WHEREAS, the North Carolina General Assembly adopted Session Law 2004-75 known as "*An Act to Require Counties and Cities Near Military Bases to Give Notice of Land-Use Planning Changes to the Military Bases*", and

WHEREAS, the law continues to be a very effective and important tool in facilitating communication between North Carolina's military bases and the surrounding local governments (cities and counties) concerning proposed zoning changes within five miles of the bases, and

WHEREAS, certain provisions of the existing law have proven to be burdensome for both the military and local governments to implement, and

WHEREAS, certain other potentially incompatible land uses were omitted from the law's notification requirements.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Sampson hereby requests the North Carolina General Assembly to adopt the following amendments to North Carolina Session Law 2004-75:

A. Delete the requirement for a "certified mail" notification to the military base commanders [152A-323 (b) and 160A-364 (b)], and

B. Include the additional requirement for base commanders "or their designees" to be notified of proposed subdivisions, telecom towers, and windmills within the five-mile area.

Adopted this 7th day of January, 2013.

Chairman

ATTEST:

Clerk to the Board

Ed Causey

From: Roland Hall [rolandhall@embarqmail.com]
Sent: Friday, December 07, 2012 4:01 PM
To: Town of Turkey; Town of Salemburg; Town of Harrells; Town of Garland; Town of Autryville; Newton Grove; City of Clinton; Ed Causey
Subject: Fw: Local Government Adoption of Attached Resolution 12-6-12

Greetings to All: Please read the attachments and submit the appropriate proposed resolution to your Board for adoption, at their next scheduled meeting. You may contact me @ 910-525-4183 or Jim Daughtry @ 910-583-1233, if you have questions or need assistance presenting the information to your governing board.

Thank you and Happy Holidays

Roland Hall, Sampson County Board Member
Regional Land Use Advisory Commission (RLUAC)

----- Original Message -----

From: Jim Dougherty
To: Andrew Wilkison ; Bart Nuckols ; Bill Summers ; Bill Zell ; Billy King ; Bob Davis ; Brandi Deese ; Jackie Warner ; James Armstrong ; Jean Powell ; Jeremy Rust ; Mark Locklear ; Michelle Frizzell ; Robert Massey ; Robert McLaughlin ; Roland Hall ; Rora Kellis ; Tony Buzzard
Sent: Thursday, December 06, 2012 3:26 PM
Subject: Local Government Adoption of Attached Resolution 12-6-12

Dear RLUAC Voting Members:

At the quarterly RLUAC meeting held on Thursday, November 15th, the Voting Members present unanimously adopted the attached resolution seeking the support of the North Carolina General Assembly to amend **Session Law 2004-75** entitled *"An Act to Require Counties and Cities Near Military Bases to Give Notice of Land-Use Planning Changes to the Military Bases"*.

The amendments RLUAC is seeking include the following items:

- 1) Eliminate the requirement that the notifications to the base commanders must be by "certified mail".
- 2) Broaden the notification options to include both the base commanders "or their designees".
- 3) Broaden the law to include (in addition to zoning actions) notification of proposed subdivisions, telecom towers, and windmills.

Please present the appropriate attached resolution to your Board of Commissions for their consideration and adoption. The support of RLUAC's twenty member governments will make it much easier for our local legislative delegation to support the proposed amendments in the General Assembly. Please return to me an adopted copy of the resolution once your Board acts upon it.

Please let me know if you have any questions, or if you would like for me to assist you in

presenting the motion to your governing body.

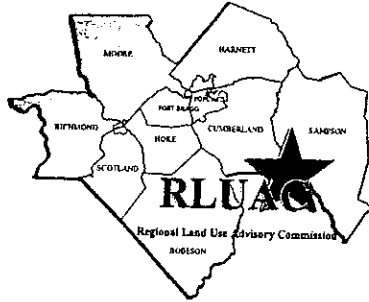
Thanks.

Jim

--

James Dougherty, Executive Director
Regional Land Use Advisory Commission
P.O. Box 1510
Fayetteville, NC 28302

(910) 583-1233
www.rluac.com



**A RESOLUTION TO SEEK THE AMENDMENT OF
NORTH CAROLINA SESSION LAW 2004-75
SENATE BILL 1161 ENACTED JULY 8, 2004**

WHEREAS, the North Carolina General Assembly adopted Session Law 2004-75 known as *"An Act to Require Counties and Cities Near Military Bases to Give Notice of Land-Use Planning Changes to the Military Bases"*, and

WHEREAS, the law continues to be a very effective and important tool in facilitating communication between North Carolina's military bases and the surrounding local governments (cities and counties) concerning proposed zoning changes within five miles of the bases, and

WHEREAS, certain provisions of the existing law have proven to be burdensome for both the military and local governments to implement, and

WHEREAS, certain other potentially incompatible land uses were omitted from the law's notification requirements.

NOW THEREFORE BE IT RESOLVED, that the Regional Land Use Advisory Commission (RLUAC) hereby requests the North Carolina General Assembly to adopt the following amendments to North Carolina Session Law 2004-75:

- A. Delete the requirement for a "certified mail" notification to the military base commanders [152A-323 (b) and 160A-364 (b)], and
- B. Include the additional requirement for base commanders or their designees to be notified of proposed subdivisions, telecom towers, and windmills within the five mile area.

Adopted this 15th day of November 2012

Jean Powell, Chairperson



**RESOLUTION REQUESTING MID CAROLINA PLANNING ORGANIZATION
TO INITIATE THE PROCESS TO ADD US HIGHWAY 421 AS A NEW CORRIDOR
ON THE STRATEGIC HIGHWAY CORRIDORS VISION PLAN**

WHEREAS, US Highway 421 is a critical highway fostering economic prosperity and efficient movement of people and good between Wilmington, NC and Dunn, NC; and

WHEREAS, US Highway 421 currently serves as an alternate evacuation route for individuals leaving the southern coastal areas of North Carolina; and

WHEREAS, the 94.28 miles of US Highway 421 between Dunn, NC and Greensboro, NC are part of the Strategic Highway Corridors; and

WHEREAS, the 88.25 miles of US Highway 421 between Dunn, NC and Wilmington, NC are not a part of the Strategic Highway Corridors.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Sampson hereby requests the Mid Carolina Rural Planning Organization (RPO) to initiate the process to add the 88.25 miles of US Highway 421 between Dunn, NC and Wilmington, NC to the Strategic Highway Corridors Vision Plan.

Adopted this 7th day of January, 2013.

Chairman

ATTEST:

Clerk to the Board

Sampson County Department of Aging

Lorie Sutton
Director

Memorandum

Services

CAP/DA Program

Family Caregiver

Nutrition Program

In-Home Aide Services

Information & Referral

Adult Day Health Care

Transportation

Home Repairs

Garland Senior Center

Butler Court Senior Center

405 County Complex Rd.
Suite 140
Clinton, NC 28328
910-592-4653
Fax 910-590-2142

lbsutton@sampsonnc.com
www.sampsonnc.com

TO: Ed Causey, County Manager

FROM: ^{LS}
Lorie Sutton, Aging and In-Home Services Director

DATE: December 12, 2012

RE: Formal request for Board approval to submit the Urgent Repair
2013 Grant for the Home Repairs Program

We have received notice from the North Carolina Housing Finance Agency of the availability of funds under the Urgent Repair Program ("URP"). I would like to request approval from the Board of Commissioners to submit a grant application in the amount of \$75,000.00 to further our work in our Housing and Home Repairs Program.

The goals of the Urgent repair Program are: 1) to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and person with disabilities.

Matching funds are not required, but recommended, because of the competitiveness with the grant. We would like to propose a match of \$10,000. This will not be an additional funding request; however, we will use Home and Community Block Grant Funding to make up the match. Both programs working together will allow us to serve many more clients.

Thank you in advance for your consideration.

/ls

NORTH CAROLINA HOUSING FINANCE AGENCY

Application for Funding

**2013 Urgent Repair Program
(URP13)**

I. Program Applicant

A. Applicant Organization:

1. Legal Name Sampson County
 2. Street Address 405 County Complex Road; Suite 140
 3. Mailing Address 405 County Complex Road; Suite 140
 4. City Clinton ZIP 28328
 5. Fax Number 910-590-2142 6. Federal Tax ID 56-6000338
 7. DUNS Number _____ (Non Government Organizations ONLY)
 8. Website address www.sampsonnc.com

B. Chief Administrative Official:

1. Name Lorie Sutton 2. Title Director
 3. Phone Number 910592-4653 4. Email lbsutton@sampsonnc.com

C. Contracted Administrator Information: (Consulting firm, COG, etc., if applicable)

1. Organization Name _____
 2. Mailing Address _____
 3. City _____ ZIP _____
 4. Fax Number _____
 5. Chief Operating Officer _____

D. Project Contact Person: (Who should NCHFA contact for URP project details?)

1. Name Steven Wilson 2. Title Project Manager
 3. Phone Number 910-592-4653 4. Email hip392@gmail.com

E. Type of Applicant:

1. Community Action Agency..... 2. Other Nonprofit Corporation.....
 3. Public Housing Authority..... 4. Other Public Agency.....
 5. Local Government..... 6. Regional Council.....

F. Brief Description of your Organization (Non Government Organizations ONLY)

G. Funding Requested:

1. Total amount of Program funds requested.....
 2. Total number of dwelling units targeted for Program assistance.....

THIS SECTION FOR NCHFA USE ONLY

Date received	Ap. No.	Fee enclosed	No. copies	Thresh.	Score	Cap.

URP13 APPLICATION FOR FUNDING

II. Project Design

A. Service Area: In all cases, "service area" is defined as the geographic area or areas in which homeowners are equally eligible to apply for assistance. Recipients may choose to accept applications on a first-come, first-served basis from throughout the service area, while adhering to section 6 (Eligible households) of the Application Guidelines, or to allocate equitable portions of the grant to all eligible localities within the service area. Otherwise homeowners' applications must be rated and prioritized without regard to the applicant's specific locality within the service area.

1. Please define your service area in specific terms:

Our service area is Sampson County. We will accept applications on a first-come, first-serve basis from throughout Sampson County for eligible recipients. Applications will be rated and prioritized according to URP guidelines.

2. Complete the following matrix to define your proposed service area by county, population, number of dwelling units targeted for assistance and amount of Program funds projected to be spent in each county. *If the service area comprises an entire county or city use the 2011 population estimates from the North Carolina State Data Center available at [http://www.osbm.state.nc.us/ncosbm/facts and figures/socioeconomic data/population estimates/demog/muniestbycounty 2011.html](http://www.osbm.state.nc.us/ncosbm/facts_and_figures/socioeconomic_data/population_estimates/demog/muniestbycounty_2011.html)*

Use the July 2011 population column. Applications for grants exceeding \$75,000 must serve multiple counties in their entirety.

County(s) in which service area is located	Population of service area	Proposed	
		# of units	Program funds
a. Sampson County	63,746	20	\$75,000
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i. Totals =	63,746	20	\$75,000

3. If the service area contains other than an entire city or county, attach a map clearly delineating the proposed service area boundaries, and service area population. Label the map "Exhibit II A 2".

URP13 Application for Funding

II. Project Design *(continued)*

B. Beneficiary Targeting:

Do not submit your proposed project assistance policy with this application for funding. If your project is selected for funding, you will be requested to submit your assistance policy with the post approval documentation.

C. Client Relations:

Linking special needs households to services beyond housing is viewed as an integral part of the Urgent Repair Program. Explain in detail the system which will be used to screen and refer households for other needed services (list services) and describe the roles of those involved in the process. Be sure to explain the screening/referral roles of any URP project staff in detail. Please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled II. C in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application.

D. Proposed procurement and construction:

Indicate which of the following will be used to effect your URP-funded work.

	Yes	No
1. Private-sector construction contractors.	X	
2. Competitive sealed bids.		X
3. Competitive negotiation.		X
4. Telephone bid solicitation.	X	
5. Non-competitive negotiation.	X	
6. Work crews employed by the applicant organization.		X
7. Weatherization contractor procured under WAP guidelines.		X

E. Other resources to be used with URP funds for Hard Costs only:

	Yes	No	Value/Amt.
1. Weatherization Assistance Program (WAP) funds.		X	
2. Heating Appliance Repair & Replacement Program (HARRP) funds.		X	
3. Independent Living Center funds.		X	
4. Council on Aging funds.	X		\$10,000
5. USDA-Rural Development Section 504 loans.		X	
6. Volunteer labor*.		X	
7. Donated materials*.		X	
8. Matching local funds*.			
9. 			

**Attach documentation of matching contributions listed on lines 6, 7 and/or 8, above. Label as Exhibit II.E. Matching contributions on those lines must be used for eligible URP Hard Costs only. Other resources may be used for program support, but those contributions will provide no competitive advantage in URP application rankings.*

URP13 Application for Funding

II. Project Design *(continued)*

F. Project Schedule:

Assuming a maximum of 18 months from funding agreement until close-out and a hypothetical starting date of July 1, 2013, please indicate below your projected project progress, in terms of dwelling units repaired or modified with Program assistance during each calendar quarter. (Note: All Program funds must be obligated within 18 months. Recipient will have an additional forty-five (45) days to complete all units and submit closeout documentation). Please complete a proposed schedule for your project.

Quarter	Unit Completions	Quarter	Unit Completions
1. 7/1/13 - 9/30/13.....	2	4. 4/1/14 - 6/30/14.....	5
2. 10/1/13 - 12/31/13.....	3	5. 7/1/14 - 9/30/14.....	5
3. 1/1/14 - 3/31/14.....	5	6. 10/1/14 - 12/31/14.....	
			Total =
			20

III. Applicant Capacity

A. Rehabilitation/Repair Program Experience and Status:

For each home repair, urgent repair or comprehensive housing rehabilitation grant received by the applicant since July 1, 2007, provide the information indicated below. If more than six separate grants were received during this 5-year period, copy page 6 and attach as page 6 A. Funding sources to list here include Community Development Block Grant ("CDBG"), HOME Investment Partnership Program ("HOME") allocations from a local government or consortium, Single-Family Rehabilitation Program (SFR) grants, USDA-Rural Development Housing Preservation Grant Program ("HPG") funds, Weatherization Assistance Program ("WAP") funds, Urgent Repair Program grants, minor home repair project, local emergency repair programs, etc. ***Please list the oldest grant first.***

B. We prefer that the following tables be used to record the applicants rehab/repair experience and current status of funding related to units which may be targeted for rehabilitation. However, for some applicants it may be more appropriate to provide a narrative which speaks to the capacity of the applicant to carry out comprehensive rehabilitation of owner-occupied units. If so, please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled III. B in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application. The narrative should detail the applicants housing rehabilitation experience including the number of units comprehensively rehabilitated in the past five years, (broken out by year), the average amount of funding per unit (including volunteer labor, materials and donated materials) and any other information relevant to documenting the applicants capacity to affectively perform comprehensive housing rehabilitation.

URP13 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

1. Program name (use standard abbreviations as shown above).....		HCCBG
a. Funding cycle (2007, 2008, etc.).....		2007/2008
b. Date of award or project commencement date.....		07/01/07
c. Grant/Funding Agreement number.....		N/A
d. Project close-out date or deadline.....		06/30/08
e. Total grant allocation amount.....		\$78,763
f. Matching funds/local contribution.....		\$7,876
g. Program rehabilitation/repair budget (hard costs only).....		\$32,900
h. Number of dwelling units targeted for rehabilitation/repairs.....		60
i. Number of dwelling units completed to date.....		47
j. Number of rehabilitation/repair jobs under contract at present.....		0
k. Average hard cost per unit completed (all sources).....		\$700
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
2. Program name (use standard abbreviations as shown above).....		URP
a. Funding cycle (2007, 2008, etc.).....		2007
b. Date of award or project commencement date.....		04/26/07
c. Grant/Funding Agreement number.....		URP07
d. Project close-out date or deadline.....		09/16/08
e. Total grant allocation amount.....		\$75,000
f. Matching funds/local contribution.....		\$11,933
g. Program rehabilitation/repair budget (hard costs only).....		\$73,133
h. Number of dwelling units targeted for rehabilitation/repairs.....		30
i. Number of dwelling units completed to date.....		35
j. Number of rehabilitation/repair jobs under contract at present.....		0
k. Average hard cost per unit completed (all sources).....		\$2,090
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
3. Program name (use standard abbreviations as shown above).....		SFR
a. Funding cycle (2007, 2008, etc.).....		2008-2010
b. Date of award or project commencement date.....		07/01/08
c. Grant/Funding Agreement number.....		SFR08
d. Project close-out date or deadline.....		06/30/10
e. Total grant allocation amount.....		\$400,000
f. Matching funds/local contribution.....		\$0
g. Program rehabilitation/repair budget (hard costs only).....		\$323,815
h. Number of dwelling units targeted for rehabilitation/repairs.....		9
i. Number of dwelling units completed to date.....		9
j. Number of rehabilitation/repair jobs under contract at present.....		0
k. Average hard cost per unit completed (all sources).....		\$35,979
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>

URP13 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2007, 2008, etc.).....	2011	
b. Date of award or project commencement date.....	10/03/11	
c. Grant/Funding Agreement number.....	URP1123	
d. Project close-out date or deadline.....	03/16/13	
e. Total grant allocation amount.....	\$85,000	
f. Matching funds/local contribution.....	\$1,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$75,728	
h. Number of dwelling units targeted for rehabilitation/repairs.....	20	
i. Number of dwelling units completed to date.....	15	
j. Number of rehabilitation/repair jobs under contract at present.....	5	
k. Average hard cost per unit completed (all sources).....	\$1,856	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>

5. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2007, 2008, etc.).....	2012-2013	
b. Date of award or project commencement date.....	07/01/12	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/13	
e. Total grant allocation amount.....	\$102,222	
f. Matching funds/local contribution.....	\$10,222	
g. Program rehabilitation/repair budget (hard costs only).....	\$58,828	
h. Number of dwelling units targeted for rehabilitation/repairs.....	100	
i. Number of dwelling units completed to date.....	35	
j. Number of rehabilitation/repair jobs under contract at present.....		
k. Average hard cost per unit completed (all sources).....	\$1,158	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>

6. Program name (use standard abbreviations as shown above).....		
a. Funding cycle (2007, 2008, etc.).....		
b. Date of award or project commencement date.....		
c. Grant/Funding Agreement number.....		
d. Project close-out date or deadline.....		
e. Total grant allocation amount.....		
f. Matching funds/local contribution.....		
g. Program rehabilitation/repair budget (hard costs only).....		
h. Number of dwelling units targeted for rehabilitation/repairs.....		
i. Number of dwelling units completed to date.....		
j. Number of rehabilitation/repair jobs under contract at present.....		
k. Average hard cost per unit completed (all sources).....		
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input type="checkbox"/>

URP13 Application for Funding

III. Applicant Capacity *(continued)*

C. Staff Qualifications and Experience:

Identify key personnel below according to their roles in implementing the URP project. Attach a current resume for each individual listed. Label resumes as "Exhibit III C". It is especially important that the resumes of technical staff - those responsible for the urgent repair management, work write-ups, etc. - list all relevant training workshops and seminars along with technical credentials such as building inspector certifications, contractor licenses, lead paint certification, etc.

Project Role		Name/Position Title
1. URP project administration.	Name	Lorie Sutton
	Title	Director of Aging & In Home Svcs
2. Financial management.	Name	Rhonda Smith
	Title	Senior Admin Support Specialist
3. Construction oversight.	Name	Steven Wilson
	Title	Home Improvements Coordinator
4. Work write-ups/cost estimates.	Name	Steven Wilson
	Title	Home Improvements Coordinator
5. Interim inspections of work.	Name	Steven Wilson
	Title	Home Improvements Coordinator
6. Final inspections of work.	Name	Steven Wilson
	Title	Home Improvements Coordinator
7. Applicant intake/eligibility.	Name	Angela Faircloth
	Title	Information/Referral Specialist
8. Client counseling/referrals.	Name	Angela Faircloth
	Title	Information/Referral Specialist
9. Legal services, recording, etc.	Name	Annette C. Chancey
	Title	Attorney

Applicants proposing to act as general contractor and use member-employed work crews and/or volunteers to facilitate the related rehabilitation work must demonstrate satisfactory capacity to fulfill this role. To do this applicants must, in part, have capable construction supervisory personnel on the job site. If applicable, please identify key construction supervisory personnel below according to their roles. Attach a current resume, including a list of all relevant training, workshops, seminars, and technical credentials, for each individual listed below.

9. Construction Supervisor.	Name	
	Title	
10. Job Site Volunteer Foreman.	Name	
	Title	

URP13 Application for Funding

IV. Certifications

The applicant hereby certifies that:

- A. The information in this application is complete and accurate and the applicant possesses the legal authority to apply for and receive the Program funds and the person signing the application has the proper authority to do so; and,
- B. The applicant agrees that the Agency may conduct its own independent review of the information herein and the attachments, and may verify information from any source; and,
- C. The applicant understands that the North Carolina Housing Finance Agency will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the Agency; and,
- D. The applicant is under no administrative restrictions from federal, state or local sources to receive funding; and,
- E. The applicant, if funded, will comply with the applicable provisions of General Statute 143-6.1 related to conflicts of interest.

Attest (signature)

Rhonda Smith

Typed Name

Senior Administrative Support Specialist

Title

Date

Chief Administrative Official (Signature)

Lorie Sutton

Typed Name

Director

Title

Date

Applications must be received by the North Carolina Housing Finance Agency by 5:00 pm, February 8, 2012.
Mail or deliver to:

The Strategic Investment Group
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509

Submit one original signature version and one copy of your application. All applications must be accompanied by an application fee (\$50.00). Make checks payable to the N.C. Housing Finance Agency.

APPLICATION GUIDELINES

For the 2013 cycle of the

URGENT REPAIR PROGRAM (URP13)

NORTH CAROLINA HOUSING FINANCE AGENCY

POST OFFICE BOX 28066

RALEIGH, NORTH CAROLINA 27611-8066

(919) 877-5700

December 2012

Application Guidelines

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APPLICATION GUIDELINES

For the Urgent Repair Program

1. Introduction

The North Carolina Housing Finance Agency announces the availability of funds under the Urgent Repair Program ("URP").

A total of \$3.5 million will be made available under the 2013 cycle of the Urgent Repair Program (URP13) to nonprofit organizations, local governments and regional councils statewide who may apply for funding through a competitive application process. Applicant eligibility and ranking criteria are described under sections 5 and 9, respectively.

Last year's URP funding cycle ("URP12"), was very competitive, with 60 applicants requesting a total of \$5.3 million. With \$3.5 million available, 44 projects were funded. With a similar amount of funding available under URP13, we expect 43 to 45 of the applicants to receive awards.

The goals of the Urgent Repair Program are: 1) to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and persons with disabilities.

The Urgent Repair Program objectives are:

- 1) To assist very low-income and low-income owner-occupant households with one or more fulltime household member with special needs (elderly \geq 62 years of age, handicapped or disabled, single-parent, large households (five or more), or households with children who have elevated blood lead levels (between $10\mu\text{g}/\text{dl}$ and $19\mu\text{g}/\text{dl}$), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

Under URP13, recipients of funds will be expected to develop and adhere to fair, open and competitive procedures for the procurement of goods and services and for the selection of Program beneficiaries. These Application Guidelines provide a brief overview of the Program. Additional information on Program and application requirements is contained in the accompanying Application for Funding.

2. Background

In 1994 the North Carolina Housing Finance Agency (NCHFA) initiated the Urgent Repair Program ("URP94") as a one-year demonstration program with funds from the North Carolina Housing Trust Fund. The program was approved by the North Carolina Housing Partnership in response to the frequently expressed need for repair funding to respond to emergency situations and prevent displacement without being required to bring a whole house up to code.

A total of \$1 million of URP94 funds was allocated to sub-contractors under the U.S. Department of Energy's Weatherization Assistance Program through a non-competitive application process. An additional \$250,000 was available to other non-profit organizations, non-entitlement local governments, public agencies, and regional councils through a competitive application process. A total of 47 organizations received URP94 funding which enabled them to assist more than 650 households.

A comprehensive study of the 1994 demonstration cycle indicated that it had filled a vital niche, and that there was strong, broad-based support for continuing the program. At the same time, the study elicited some thoughtful suggestions which led to numerous improvements in the design of the Urgent Repair Program. After many additional program adjustments over the past 18 years, URP is now a very popular tried and true product, filling a vital service niche. Close to \$34.5 million in URP funding has been committed to date to assist over 10,600 households with repairs and accessibility modifications.

From May of 2002, until February of 2004 a portion of recaptured URP funds (from recipients that were unable to use their entire allocation within the allotted time) was dedicated to a special Displacement Prevention Partnership Program fund ("DPP"). Under DPP, very-low income homeowners are referred to NCHFA by either of two state agencies (Department of Environment and Natural Resources (DENR) or the Independent Living Rehabilitation Program at the Division of Vocational Rehabilitation Services) if they face imminent displacement due to either lead-paint poisoning or mobility limitations requiring home modifications. Since 2004, over \$7.67 million has been set aside for DPP. To date, modifications have been completed on over 2,400 households, all through local offices of Independent Living Services.

Those with experience under the recent cycles of URP will find some significant changes in the guidelines. The significant changes include raising the maximum eligible hard costs, revising program support expense allowances, changing the form of assistance from grants to loans, and reducing the percentage of assisted households that must fall below 30% of the area median income. To avoid confusing one cycle with another, we will often refer to the current cycle as URP13.

3. Funding

The total amount of funding available under URP13 is \$3.5 million. Support for URP13 comes from the State appropriated North Carolina Housing Trust Fund.

Under this program cycle, funding limitations will apply to entitlement counties and cities. The 26 units of local government that receive CDBG funds directly from HUD may apply for a maximum of \$37,500. Those "Entitlements" are the cities of Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, Raleigh, Rocky Mount, Salisbury, Wilmington and Winston-Salem, plus Cumberland, Mecklenburg and Wake Counties.

The maximum allocation to a non-entitlement recipient organization proposing to serve a multi-county service area (two or more counties in their entirety) is \$150,000. The maximum allocation to an organization or non-entitlement government entity proposing to serve an area of less than two entire counties is \$75,000. Only applicants proposing to serve areas with populations of 5,000 or more are eligible. The minimum allocation is \$25,000. **Eligible applicants may submit only one application.** Funding provided to recipient organizations will be in the form of conditional grants.

URP13 assistance provided by Recipients to eligible households **cannot exceed \$6,000 in hard and soft costs** per dwelling unit. There is no minimum amount of Program funds that can be spent on any assisted dwelling unit.

A share of each Recipient's URP13 allocation may be used for program support expenses, but must be accounted for and claimed on a unit-by-unit basis. Eligible program support expenses are those necessary and reasonable costs directly associated with the delivery of program assistance, such as: (1) salaries and benefits for technical staff, or fees to consultants for work write-ups, cost estimates, inspections, etc.; or (2) office supplies and materials consumed in carrying out repairs. The maximum amount available varies with the amount of the hard costs. All URP assisted units may receive base program support of \$200. Units with hard costs exceeding \$500 may receive additional soft costs up to 10% of the hard cost for eligible program support expenses, so long as the total soft cost for the unit does not exceed \$600, as indicated by the table below.

URP13 Hard Costs	Maximum Program Support
From \$501 to \$6,000	\$200 + 10% of the Hard Cost (not to exceed \$600)
Up to \$500	\$200

For instance, if the hard costs associated with the repair or modification of a given unit is \$3,250 the Recipient may claim up to \$525 for program support expenses (\$200 + \$325).

4. Schedule

Applications for Program funding must be received at NCHFA by **5:00 pm, February 8, 2013**. Applications will be rated according to the criteria described below. Program awards will be announced by the end of May, 2013. After the implementation workshop for program administrators and technical staff, Funding Agreements will be executed. Successful applicants will be given a maximum of 18 months to complete their URP projects, and must report program progress quarterly.

5. Eligible applicants

Eligible applicants for URP13 funds include: 1) nonprofit organizations; 2) units of local government; and, 3) regional councils. Applicants for Program funding are directly responsible for the administration of projects being funded, even when contracting with third parties for administration.

6. Eligible households

Only households with special needs as defined in section 1 (Introduction), paragraph 5 are eligible for assistance under URP. A minimum of 50% of the households assisted under a Recipient's URP13 allocation must have incomes which fall below 30% of the area median income. No URP funds may benefit households with incomes exceeding 50% of the area median. Only owner-occupied housing is eligible for assistance under the Urgent Repair Program. Income limits will be defined using the most recent HUD income estimates, as provided by the NCHFA (see URP income limits at our web site www.nchfa.com under the Urgent Repair Program section).

7. Eligible activities

URP13 funds may be used exclusively to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income households with special needs, or to their ability to remain in their homes independent of institutional confinement. Upon completion, housing units repaired/modified under the URP do not have to meet any housing codes or habitability standards, but the work performed under the Program must meet North Carolina State Residential Building Code standards and be performed in accordance with all state and local permitting, inspections, licensing and insurance requirements.

8. Eligible forms of assistance

Assistance provided to owner-occupants by Recipient organizations under URP13 shall be in the form of a loan covering the hard and soft costs of the URP funds associated with the repair/modification of the unit. Homeowners will receive an unsecured deferred,

interest-free loan, forgiven at the rate of \$1,000 per year, until the principal balance is reduced to zero. Recipients must use the loan documents provided by the Agency. Recipients will be expected to have adequate project procedures to ensure that Program documents are properly processed.

9. Application review and ranking process

Applications for Program funds will be reviewed and ranked on applicant capacity to operate the project, past performance under Agency Programs, if applicable, and the project location (whether they are serving an underserved county). A four-step review process will be used: threshold review, competitive ranking, Agency board approval, and execution of Funding Agreements.

9.1 Threshold review

Applications that do not include an attached resume for each person listed on table III C on page 7 will be considered incomplete. The threshold review will eliminate any applications which are incomplete, were not received by the deadline, are from ineligible entities, or are not accompanied by the required application fee or a copy of the original application. The threshold review is also meant to eliminate applicants lacking minimal capacity to operate the project. The following factors will be considered:

- 1) The experience of the applicant in undertaking similar projects;
- 2) The past performance of the applicant, if applicable, under housing rehabilitation programs;
- 3) The capacity of the organization, including staffing support, to complete the project. *(Special attention will be given to the availability of qualified technical staff to diagnose repair or modification needs and implement the appropriate measures to address the needs, professionally and efficiently.)*

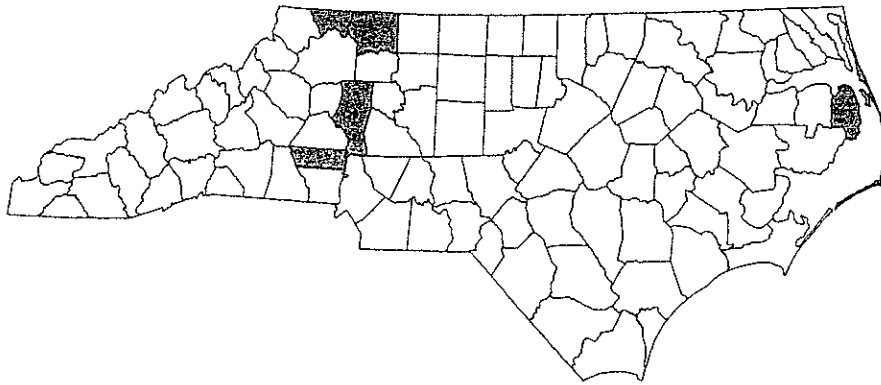
The capacity of units of local government or others proposing to administer the project through a third party will be rated based on that party's qualifications, experience and past performance under Agency programs, if applicable.

9.2 Competitive ranking

The next phase of the selection process will be to rate and rank applications based on a number of factors related to applicant capacity as determined by (1) staff qualifications and experience, (2) performance under past cycles of the Urgent Repair Program (including the percentage of targeted units completed under active grants and timeliness of grant completion), if applicable, or recent performance under other repair initiatives; and, (3) the accuracy and completeness of the URP13 application. A comprehensive and effective system for referring clients to

services other than housing will also be a positive rating factor. Points will be awarded for matching local funds (for hard costs only) as well as for proposing to serve counties underserved by the URP funds since the Program's inception (see below). Projects proposing to serve households with urgent repair needs which can be met through other state- or federally-funded housing assistance programs are discouraged and will be at a competitive disadvantage. (URP is designed to be used as funding of the last resort.) Points will also be awarded to organizations that applied for last year's URP cycle but were not recommended for funding. The Agency will not fund two applications with overlapping service areas.

Counties Underserved with the Urgent Repair Program



Counties Underserved with the Urgent Repair Program

Alleghany Iredell Surry
Dare Lincoln

9.3 Agency Board approval

After completion of the application review and ranking process, the final funding decision will be made by the Agency's board of directors. It is the goal of Agency staff to take their recommendations to the board in May 2013.

9.4 Post-Approval Documentation and Funding Agreements

Following board approval of the final ranking of applications, Applicants approved by the Agency board will receive conditional award letters and requests for additional documentation (Post Approval Documentation). Funding Agreements will be forwarded to Recipients following receipt by the Agency of

all information requested in the post approval documentation packet and attendance at the mandatory URP13 Implementation Workshop. Recipients will be given 45 days to execute and return the Funding Agreements to the Agency. Post approval documentation will include the following:

- 1) A copy of the Recipient's Procurement Policy;
- 2) Bonding/Honesty and Fidelity Insurance documentation. All Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of their URP13 funding allocation;
- 3) Organizational Documents. Recipients which are not units of government may be asked to supply copies of their organizational documents, including articles of incorporation, by-laws and a listing of all directors, officers and staff;
- 4) Conflict of Interest Policy (for private-nonprofit organizations); and,
- 5) The Applicant's proposed URP13 Assistance Policy.

9.5 Funding award

Upon receipt and approval by the Agency of the Post Approval Documentation packet, the Agency will forward the Funding Agreement to the Recipient. Once the executed Funding Agreement is returned to the Agency, an initial disbursement of 50% of the award amount will be sent to the Recipient organization. Project activities may commence upon receipt of the fully executed Funding Agreement. *Note: If all necessary documentation is not received by the Agency within 45 days of the date of the conditional award letter, the award may be canceled and the funds de-obligated.*

10. SPECIAL INSTRUCTIONS TO THE APPLICATION

10.1 Requests for Application forms

Program Application forms may be downloaded from the Agency website www.nchfa.com, or requested from the Agency by calling Amy Elms at (919) 877-5661, or by writing to the address shown below (see section 10.4).

10.2 Application deadline

An original application and one copy per grant request must be **received** by the Agency by **5:00 p.m. on February 8, 2013.**

10.3 Application fee

The application must be **accompanied by a non-refundable application fee.** The application fee must be paid by a check made payable to the North Carolina Housing Finance Agency. The **application fee is \$50.**

10.4 Address

All applications must be mailed or delivered to:

The Strategic Investment Group
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, North Carolina 27609-7509

10.5 Special Instructions

1) Automated application forms created in MS Excel are available at our website (www.nchfa.com) or via e-mail. It is highly recommended that applicants use the automated version to take advantage of multiple automated calculations and general ease of use. The Excel version is designed such that the applicant tabs through the form, landing only where information is to be entered (the light yellow cells). All totals are automatically calculated (in the bright yellow cells). If you do not use the Excel version, please ensure that your application is typed or printed legibly in ink. Dollar amounts should be rounded to the nearest dollar. All applications should be signed and dated in ink on the "Certification" page by the applicant's chief administrative official as listed on the application under I.B.1. No applications will be accepted electronically or by Fax.

2) All applications should be submitted on the form provided. Except for requested attachments, please confine your responses to the provided space.

3) It is preferred that applications be fastened at the upper left corner by a single staple or binder clip. Covers, ring binders, and folders are discouraged, as are attachments or exhibits which are not specifically requested.

4) All attachments should be clearly marked in the upper right hand corner according to the instructions in the application. The attachments should be attached in the order that they were requested, at the back of the application following the last page.

Sampson County
Office of Tax Assessor

PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

TO: Ed Causey-County Manager
FROM: Jim Johnson-Tax Administrator
DATE: December 17, 2012
SUBJECT: Disabled Veteran Exclusion
(Application GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2012. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

- Barney D. Brewington

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

Sampson County Board of Commissioners
Rowan Rd
Clinton, NC 28328

In Re: Brewington, Barney D.
340 Brewington Rd
Clinton, NC 28328

Dear Commissioners:

I am an Honorably Discharged Veteran and I have been awarded 100% service connected compensation for disabilities caused by my military service. I understand that my application for Tax exclusion on my County Property Tax is not within the time frame set; however, I am requesting that you please accept this application and grant me the exclusion.

I apologize for the late date; however, this was not within my control. Thank you for your consideration.

Sincerely,



Barney D. Brewington

State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)

Samson COUNTY

SECTION 1

TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Barney D Brewington

NAME (Print or Type)

Barney D. Brewington

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

340 Brewington Ad

STREET ADDRESS OR P.O. BOX NUMBER

Lillian Brewington

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

(If Applicable)

Clinton

CITY

NC

STATE

28328

ZIP CODE

RECEIVED OCT 24 A 11:00 PCT 24 VASO 319

[Redacted]

U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER

[Redacted]

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2

Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

Barney D. Brewington

DISABLED VETERAN'S SIGNATURE

10-10-2012

DATE

SECTION 3

Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE

DATE

SECTION 4

To be completed by the U.S. Department of Veterans Affairs

- Please check all that apply:
- A. Veteran does not meet either B, C, D, or E of the below criteria.
 - B. Veteran has a service-connected permanent and total disability that existed as of 12/1/1999.
 - C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
 - D. Veteran died on _____ and had a service-connected permanent and total disability at death.
 - E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)

Honorable

Under Honorable Conditions

Under Other than Honorable Conditions

SIGNATURE OF USDVA CERTIFYING OFFICIAL

10/25/12

DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL

NOTE:

Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

TITLE OF USDVA CERTIFYING OFFICIAL

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

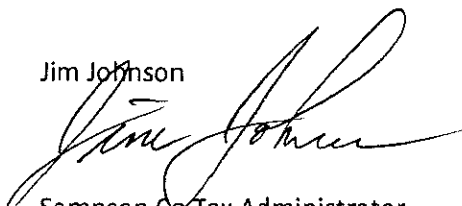
December 19, 2012

RE: Tax Parcel 12-0031320-01

Sampson County Board of Commissioners,

The above mentioned tax parcel is a .76 commercial lot located at 600 Beaman Street in Clinton, directly across from Sampson Regional Medical Center. In 2006 the old buildings were torn down and a new commercial building was constructed in 2007. The owner of the property is Phillip David. On December 3, 2008 a deed was recorded to StarDoc Inc. The deed description stated that StarDoc was purchasing Unit B of the Beaman Street Condominium further described in Plat Book 65, page 59. After receiving a call from Mr. David concerning his portion of the taxes it was discovered that the entire property was transferred to Stardoc in error. Both parties have been notified of this error and are in agreement that Stardoc should have been assessed taxes for their unit only and the front parking area and the remaining portion of the property should have been assessed to Mr. David. Along with the refund is a copy of the deed, plat book and property record card. Mr. David has already been billed for the taxes to be refunded to StarDoc and the property record cards will be corrected for the 2013 billing year. If you have any further questions concerning this refund please do not hesitate to call.

Jim Johnson



Sampson Co Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5574

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by STARDOC INC in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2011</u>	\$ <u>5,587.20</u>
<u>2010</u>	\$ <u>5,627.28</u>
<u>2009</u>	\$ <u>4,523.90</u>
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>15,738.38</u>

These taxes were assessed through clerical error as follows.

	County Tax	<u>9,359.72</u>
501	School Tax	<u>1,756.97</u>
	Fire Tax	_____
002	City Tax	<u>4,621.69</u>
	TOTAL \$	<u>15,738.38</u>

Yours very truly

[Signature]
Taxpayer
Fed ID # _____
Social Security # _____

Mailing address.

STARDOC, INC.
PO Box 15231
Wilmington, NC 28408

RECOMMEND APPROVAL:

[Signature]

1727
0915

FILED
SAMPSON COUNTY
ELEANOR N. BRADSHAW
REGISTER OF DEEDS

BK:01727 PG:0915

FILED Dec 03, 2008
AT 02:34:14 pm
BOOK 01727
START PAGE 0915
END PAGE 0917
INSTRUMENT # 07835

Sampson County 12-03-2008
NORTH CAROLINA
Excise Tax \$1,350.00

Prepared by: ALAN M. SOLANA, 219 N. 2nd Street, Wilmington, NC 28401

NORTH CAROLINA
SAMPSON COUNTY

PART OF PARCEL # 12-0031320-01

Excise Tax: \$ 1,350.00

WARRANTY DEED

THIS DEED, made this 1 day of ~~November~~ ^{December}, 2008, by and

between G. PHILLIP DAVID & wife, ANN M. DAVID, whether one or more,
called GRANTOR, and STARDOC, INC., a North Carolina corporation, whose
mailing address is 184 Cardinal Crest, Wallace, NC, whether
one or more, called GRANTEE. 28466

WITNESSETH THAT:

The GRANTOR, for and in consideration of the sum of
Ten Dollars (\$10.00) and other valuable considerations to them in hand
paid by the GRANTEE, the receipt whereof is hereby acknowledged, have
bargained and sold, and by these presents do hereby bargain, sell and
convey unto GRANTEE, their heirs, successors and assigns forever, all
that certain real property located in Sampson County, North Carolina,
described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY
THIS REFERENCE.

SUBJECT TO 2008 ad valorem real property taxes; Applicable
restrictions and easements of record; All local, county, state and
federal laws and regulations relative to zoning, occupancy,
subdivision, usage, construction and development of the described
property.

TO HAVE AND TO HOLD the above granted and described property,
together with all and singular, the rights, privileges, easements,
tenements and appurtenances thereunto belonging, or in anywise
appertaining unto the said GRANTEE, their heirs successors and assigns,
in fee simple forever.

And the GRANTOR, for themselves, their heirs, executors and
administrators, do covenant to and with the said GRANTEE, their heirs,

successors and assigns, that they are seized in fee of the above granted and described property; that they have good right to sell and convey the same in fee simple; that the same is free and clear from any and all restrictions, easements or encumbrances, except those mentioned above; and that they will and their heirs, executors, administrators and successors shall warrant and defend the title to the same against the lawful claims and demands of any and all persons whomsoever.

IN TESTIMONY WHEREOF, the said GRANTOR has hereunto set their hands and seals as of the day and year first above written.

[Signature] (SEAL)
G. PHILLIP DAVID
[Signature] (SEAL)
ANN M. DAVID

STATE OF NORTH CAROLINA, COUNTY OF Brunswick

I, Wendy W Fullerton, a Notary Public in and for the state and County aforesaid, do certify that G. Phillip David and wife, Ann M. David personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal this 1st day of December, 2008.

Wendy W Fullerton
Notary Public

My Commission Expires: 9/10/2011

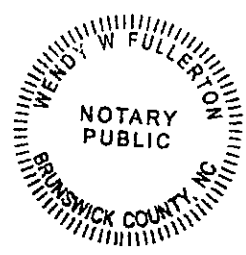


EXHIBIT "A"

BEING A UNIT OWNERSHIP IN REAL PROPERTY AND PURSUANT TO Chapter 47C of the General Statutes of North Carolina, Entitled "Unit Ownership Act", and being known and designated as Unit B of 602 BEAMON STREET CONDOMINIUM, a Condominium project situated upon real property located with the Town of Clinton, State of North Carolina, as said real property is described in Condominium Plat Book 65 , beginning at Page 59 in the Office of the Registry of Deeds of Sampson County, North Carolina, and together with all appurtenances thereto belonging, including, but not limited to, the undivided interest in common areas and facilities of 602 BEAMON STREET CONDOMINIUM as the same are established in the DECLARATION OF CONDOMINIUM, recorded in Book 01708 Page 0297 in said Registry, and any amendments thereto.

7-CHS- LAND: 100 BLDG: 100 SCALE:

NAME: STARDOC, INC. ADDRESS: 600 BEAMAN ST
 CITY: JACKSONVILLE FLORIDA 32202
 PHONE: 904/731-1234
 PROJECT DESCRIPTION: PROPERTY ACQUISITION PROJECT ADDRESS: 600 BEAMAN ST
 DATE: 1/27/91
 DRAWN BY: J.E. JAN

U - Use Value	A - All Available	E - Excellent	G - Good	F - Level	P - Paved	DESIGN	AMOUNT	VALUE
Applied	E - Electric G - Gas P - Public Water S - Sewer W - Water	G - Good A - Average P - Poor V - Very Poor	E - Excellent G - Good A - Average P - Poor V - Very Poor	R - Rolling H - High L - Low S - Seamy O - Other	I - Improved N - Not Improved PC - Paved Curb, Gutter Sig - Paved Other	TOBACCO PREMISES OTHER		
TOTAL							116,725	458,761

TYPE	AREA	ROOF	STYLE	STONES	FIN	BASE	EXTERIOR	WALLS	ROOFING	FLOOR	FINISH	INTERIOR	WALLS	BASE	HEATING	AIR	FLU	PI	GR	DE	HULT	REPL	COST	DEPR	SECTION	PER	CO	LES	REP	W	AP	ME
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	11 - 12	13 - 14	15 - 16	17 - 18	19 - 20	21 - 22	23 - 24	25 - 26	27 - 28	29 - 30	31 - 32	33 - 34	35 - 36	37 - 38	39 - 40	41 - 42	43 - 44	45 - 46	47 - 48	49 - 50	51 - 52	53 - 54	55 - 56	57 - 58	59 - 60	61 - 62	63 - 64	65 - 66
TOTAL APPRAISED VALUE		TOTAL USE VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		
\$116,725		\$116,725		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		

AREA	ROOF	STYLE	STONES	FIN	BASE	EXTERIOR	WALLS	ROOFING	FLOOR	FINISH	INTERIOR	WALLS	BASE	HEATING	AIR	FLU	PI	GR	DE	HULT	REPL	COST	DEPR	SECTION	PER	CO	LES	REP	W	AP	ME		
CMA	6480	C	BR	M	I	WCT	D	FC	N	S	E	T	W	Q	7	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
TOTAL APPRAISED VALUE		TOTAL USE VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE		TOTAL VALUE	
\$116,725		\$116,725		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761		\$458,761	

1031

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147
5305

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Betty Reeves Taylor in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of: 15-0857320-13

YEAR	AMOUNT
<u>2010</u>	\$ <u>62.63</u>
<u>2009</u>	\$ <u>50.33</u>
<u>2008</u>	\$ <u>80.21</u>
<u>2007</u>	\$ <u>48.05</u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
TOTAL REFUND	\$ 241.22 193.17

These taxes were assessed through clerical error as follows:

Sold all land per Deed bk 1380 pg 23
11/31/01.

*tract
double listed to
5-0181305-02*

County Tax	169.56 129.80
Levy Fee School Tax	45.02 43.14
Fire Tax	18.64 14.19
City Tax	8.05 6.04
TOTAL \$	241.22 193.17

Yours very truly,

Betty R Taylor
Taxpayer

✓ Social Security # [REDACTED]

RECOMMEND APPROVAL:

[Signature]

Mailing address:

(Scott)
✓ 707 Claude Scott Rd
Warsaw, NC 28398

1375
0986

Filed for registration on the 13th day of December, 2000
at 9:58 o'clock A.M and registered in the office of the Register
of Deeds of Sampson County on the 13th day of December
2000 in Book No. 1375 Page No. 986
MAE H. TROUBLEFIELD
Register of Deeds
By: Donna Smith, Deputy

Excise Tax

Recording Time, Book and Page

VOL 1375 PAGE 986

Tax Lot No. Parcel Identifier No.
Verified by County on the day of
by

Mail after recording to Betty Taylor, 707 Claude Scott Road, Warsaw, N.C. 28398

This instrument was prepared by MILES B. FOWLER, ATTORNEY AT LAW

Brief description for the Index South Clinton Township

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 11 day of December, 2000, by and between

GRANTOR

GRANTEE

GERALD ROBINSON (single)
of Sampson County, North Carolina

BETTY REEVES TAYLOR
of Duplin County, North Carolina

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of, South Clinton Township, Sampson County, North Carolina and more particularly described as follows:

SEE EXHIBIT "A" FOR DESCRIPTION OF LAND.

The property hereinabove described was acquired by Grantor by instrument recorded in

A map showing the above described property is recorded in Plat Book page.....

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

.....
(Corporate Name)

By:

..... President

ATTEST:

..... Secretary (Corporate Seal)

USE BLACK INK ONLY

Gerald Robinson
GERALD ROBINSON (SEAL)

..... (SEAL)

..... (SEAL)

..... (SEAL)



NORTH CAROLINA, Sampson County.

I, a Notary Public of the County and State aforesaid, certify that Gerald Robinson

personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 11 day of December, 2000

My commission expires: 6-12-2004 Kathleen A. Ingram Notary Public

SEAL-STAMP

NORTH CAROLINA, County.

I, a Notary Public of the County and State aforesaid, certify that he is Secretary of

..... a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by as its Secretary. Witness my hand and official stamp or seal, this day of

My commission expires: Notary Public

The foregoing Certificate(s) of Kathleen A. Ingram, Notary Public of Sampson Co., NC

is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Mae H. Troublefield REGISTER OF DEEDS FOR Sampson COUNTY
By Donna Smith Deputy/Assistant - Register of Deeds

SAMPSON COUNTY NC 01/31/2001
\$12.00



Real Estate
Excise Tax

Excise Tax \$12.00

Filed for registration on the 31st day of January, 20 01
at 9:21 o'clock A. M and registered in the office of the Register
of Deeds of Sampson County on the 31st day of January
20 01 in Book No. 1380 Page No. 23

MAE H. TROUBLEFIELD
Register of Deeds
By: Donna Smith, Deputy

Recording Time, Book and Page
VOL 1380 PAGE 023

Tax Lot No. Parcel Identifier No.
Verified by County on the day of
by

Mail after recording to SHANNON HIGGINBOTHAM
3975 Garland Highway, Clinton, N. C. 28329

This instrument was prepared by MILES B. FOWLER, ATTORNEY AT LAW

Brief description for the Index
[Redacted]

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 30th day of January, 2001, by and between

GRANTOR
BETTY REEVES TAYLOR and husband,
OTIS ELWOOD TAYLOR
of Duplin County, North Carolina

GRANTEE
SHANNON HIGGINBOTHAM AND WIFE,
HOLLY HIGGINBOTHAM, of Sampson
County, North Carolina

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of SOUTH CLINTON Township, SAMPSON County, North Carolina and more particularly described as follows:

BEGINNING at an iron stake in the Easterly edge of the right of way of U.S. Highway 701, which beginning point is located North 48 degrees 46 minutes 59 seconds East 193.97 feet from N.C. Grid Station "Pearson", 1973 (N.C. Grid Coordinates Y=437,676.241, X=2,204,297.576), which grid station is located North 20 degrees 22 minutes 48 seconds East 811.07 feet from a P.K. Nail in the intersection of the center line of State Road 1224 with the center of U.S. Highway 701, AND RUNS FROM SAID BEGINNING POINT and with the Easterly edge of the right of way of U.S. Highway 701 North 30degrees 06 minutes 08 seconds East 136 feet to an iron stake, a joint corner of the Ned Cottle parcel of land described in deed recorded in Book 1151, at page 642, in the Sampson County Registry, thence with said Cottle parcel of land South 68 degrees 38 minutes 52 seconds East 210 feet to an iron stake; thence, a new line, South 30 degrees 06 minutes 08 seconds West 136 feet to an iron stake; thence another new line North 68 degrees 38 minutes 52 seconds West 210 feet to the beginning point, containing 0.65 acre, more or less, and being a portion of the land conveyed to Gerald Robinson by deed from Georgia L. Robinson which is recorded in Book 1363, at page 393, in the Sampson County Registry. The description in this deed is from a survey and unrecorded map thereof by Charles L. Matthis, R.L.S., which map is dated December 1, 2000, and is entitled "Survey for Gerald Roginson". This is the same land as described in deed dated January 3, 2001 from Gerald Robinson to Betty Reeves Taylor and recorded in Book 1377, at page 565, in Sampson County Registry.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5580

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Algernon Dana Brown Jr.
South Clinton in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	\$
2012	
TOTAL REFUND	\$ 182.56

These taxes were assessed through clerical error as follows.

Acct. # 85217
Bill # 830111
WVY 8629
Retitled / tag turned in
2010 / Toy+

602	County Tax	105.98
501	School Tax	19.60
5F2	Fire Tax	2.94
702	City Tax	54.04
TOTAL \$		182.56

Yours very truly

Algernon Dana Brown Jr.
Taxpayer

Social Security # [REDACTED]

RECOMMEND APPROVAL:
[Signature]

Mailing address.

Algernon Dana Brown Jr.
202 Colonial Avenue
Clinton, NC 28328

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

SUBJECT: Vehicle status after tag have been turned into **DMV.**

_____ Vehicle sold date _____ to whom _____.

_____ Vehicle traded date _____ to whom _____.

_____ Vehicle wrecked (total loss) date _____.

Insurance Company: _____.

Other-Explain RE TITLED IN NAME OF TRUST

THIS WAS PUT IN

X Algeron Dora Brown
Signature

6 DEC 2012
Date

North Carolina Division of Motor Vehicles
Receipt for Plate and/or Sticker

FS20 (Rev 8/96)

12/05/2012

Plate: wvy8629	Expires: 07/31/2013	Sticker: 45817559	Lic. Weight:
Vehicle: 2010 TOYT MP	STDYK3EH3AS018133		
Title: 770133102293011			
Reason: PLT TURN IN (FS20)			
Refund: NO			
Branch Location: 011 CLINTON #011			Agent: T1C0112
Owner's Name ALGERNON DANA BROWN JR			
Residence Address (Individual) Business Address (Firm) 202 COLONIAL AVE			
City and State CLINTON NC		Zip Code 28328-2306	

Note: The county requires a copy of this receipt and a copy of the bill of sale within 1 year in order to process a possible release or refund of property taxes on this vehicle.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 -- CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5579

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Ally Financial (Vault Trust) in Newton Grove Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2012</u>	\$ <u>177.57</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>177.57</u>

RECEIVED
2012 DEC -7 A 8:31
THOMPSON

These taxes were assessed through clerical error as follows.

Vehicle sold / Tags turned in
acct # 44611
Bill # 798348
Tag# Wym 3176
2011 Gmc Tk

Gr2 County Tax 164.97
School Tax _____
F18 Fire Tax 12.60
City Tax _____
TOTAL \$ 177.57

Yours very truly

Paul Davis (Taxpayer Representative)
Taxpayer
Fed ID# 30
Social Security # [REDACTED]

Mailing address.

Ally Financial
PO Box 9001951
Louisville, Kentucky 40290-1

RECOMMEND/ APPROVAL:

[Signature]

REFUND REQUEST FOR Ally Financial (formerly known as GMAC)

Date: 11/21/2012

Sampson County
PO Box 1082
Clinton, NC 28329

Tax Year: 2011 Plate #: WYM3176
Bill Number: 798348 VIN#: 3GTP2VE30BG158345

To whom it may concern:

We are requesting a refund on the above listed tax bill. The lease on this vehicle has ended and the vehicle was sold. Enclosed, please find the applicable documentation as required for the refund of taxes.

Please complete the enclosed "Information Request Form" for our records, we have provided a return envelope with pre-paid postage for your convenience.

Once approved, please forward refund to:

Ally Financial (formerly known as GMAC)
Louisville PPC
P.O. Box 9001951
Louisville, Kentucky 40290-1951

Due to accounting complications, please do not apply this refund to any tax bills our company has outstanding. Please return this letter (or copy thereof) with the refund check.

Thank you in advance for your efforts to assist us in this matter. If you have questions please contact the following individual:

Michelle West
615-514-6410

REF#: 12-005682

*sent
Refund to
be signed
12/4/12*

Date: 04/17/2012

BILL OF SALE AND ASSIGNMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, Ally Financial (formerly known as GMAC) (the "Seller") hereby sells, transfers, and assigns to DORMAN CADILLAC-GMC TRUCK INC, 1000 INTERSTATE DR, DUNN, NC, 28334 (the "Buyer"), the motor vehicle described below:

Model: SIERRA 1500

Make: GMC

Year: 2011

VIN: 3GTP2VE30BG158345

Ally Financial (formerly known as GMAC)

By: 

REF#: 12-005682

2012 APR 18 - 10:00
12003

VQ18 V312

TITLE HISTORY DETAIL

09/19/12 13:21:06

CUST ID 000021776811

3GTP2VE30BG158345

FUEL G

VAUL TRUST

2011 GMC

TK

UST ID

TITLE NO 774248110738006 TRF DT 030911 PRNT DT 031811Y OWNERS 1
STATUS CANCELLED - VEHICLE SOLD DEALER OS

PLT# WYM3176 ISS DT 011112 EXP DT 013113 CRT DT 011112 TYP FR2
WT 5000 FHVUT DT CAT PRIVATE AUTO USE LPRO DRAFT N
F27 - FCCI INSURANCE COMPANY P# CA0017013
*STATUS PLT TURN IN (FS20) 04/05/2012 CONTROL # 334249110737006 LESSEES 1
TRANSFORMER MAINTENANCE AND SERVICES INC

PLT# WYM3176 ISS DT 011112 EXP DT 013113 CRT DT 011112 TYP FR2
WT 5000 FHVUT DT CAT PRIVATE AUTO USE LPRO DRAFT N
F27 - FCCI INSURANCE COMPANY P# CA0017013
STATUS STATUS CHANGE 04/05/2012 CONTROL # 334249110737006 LESSEES 1
TRANSFORMER MAINTENANCE AND SERVICES INC

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PAGE 1 OF 2
PF7/BACKWARD PF8/FORWARD PF9/PRINT PF10/DRAFTS PF5/ADDRESS PF6/OWNERS
PF11/ PF12/MENU

9
G02 164.97
F18 12.60

177.57

RECEIVED THOMSON
2012 SEP 20 A 9:16

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5572

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Donnie Ray Bradsher Jr. & Elizabeth E. Bradsher in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2012	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>160.08</u>

These taxes were assessed through clerical error as follows.

Acct. # 35285
Bill # 830048
✓WR7531
2010 Nissan
Sold/ tag turned in

F22	County Tax	<u>146.96</u>
	School Tax	_____
F23	Fire Tax	<u>13.12</u>
	City Tax	_____
	TOTAL \$	<u>160.08</u>

Yours very truly

Donnie Bradsher Jr.
Taxpayer

Social Security # [REDACTED]

RECOMMEND APPROVAL:
[Signature]

Mailing address.

→ Donnie Ray Bradsher Jr.
3080 Moseley Avenue
Clinton, NC 28328
Elizabeth E. Bradsher

North Carolina Division of Motor Vehicles
Receipt for Plate and/or Sticker

FS20 (Rev 8/96)

11/29/2012

Plate: VWR7531	Expires: 07/31/2013	Sticker: 45823852	Lic. Weight:
Vehicle: 2010	NISS	MP	5N1BA0NE4AN606573
Title: 779880100202011			
Reason: PLT TURN IN (FS20)			
Refund: NO			
Branch Location: 011 CLINTON #011			Agent: T1C0113
Owner's Name DONNIE RAY BRADSHER JR			
Residence Address (Individual) Business Address (Firm) 3080 MOSELEY AVE			
City and State CLINTON NC			Zip Code 28328-6506

Note: The county requires a copy of this receipt and a copy of the bill of sale within 1 year in order to process a possible release or refund of property taxes on this vehicle.

8

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

SUBJECT: Vehicle status after tag have been turned into DMV.

✓
_____ Vehicle sold date _____ to whom _____

_____ Vehicle traded date _____ to whom _____

_____ Vehicle wrecked (total loss) date _____

Insurance Company: _____

_____ Other-Explain _____

✓ *Donna Brubaker Jr.*

Signature

✓ 11-28-12

Date

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5570

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Dexter Julian Stone Jr. in Zebbing Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2012</u>	\$ <u>107.60</u>
TOTAL REFUND	\$ <u>107.60</u>

These taxes were assessed through clerical error as follows.

Cust # 167378
Billing # 816755
Lic # YTK1115
2011/Cher

Go2 County Tax	<u>95.45</u>
School Tax	_____
F11 Fire Tax	<u>12.15</u>
City Tax	_____
TOTAL \$	<u>107.60</u>

Yours very truly

Dexter Julian Stone Jr.
Taxpayer

Social Security # [REDACTED]

RECOMMEND APPROVAL:

[Signature]

Mailing address.

2400 Renneke Rd
Clinton, NC 28328

North Carolina Division of Motor Vehicles
Receipt for Plate and/or Sticker

FS20 (Rev 8/96)

11/26/2012

Plate: YTK1115	Expires: 04/30/2013	Sticker: 40765322	Lic. Weight: 6,000
Vehicle: 2011	CHEV	TK	3GCUKSE29BG350212
Title: 77214011181224M			
Reason: PLT TURN IN (FS20)			
Refund: NO			
Branch Location: 006 DUNN #006			Agent: TIC0061
Owner's Name DEXTER JULIAN STONE JR			
Residence Address (Individual) Business Address (Firm) 2660 ROANOKE RD			
City and State CLINTON NC		Zip Code 28328-0324	

Note: The county requires a copy of this receipt and a copy of the bill of sale within 1 year in order to process a possible release or refund of property taxes on this vehicle.

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

SUBJECT: Vehicle status after tag have been turned into **DMV.**

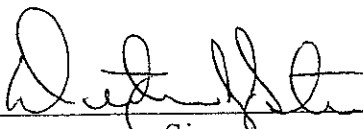
_____ Vehicle sold date _____ to whom _____

_____ Vehicle traded date _____ to whom _____

_____ Vehicle wrecked (total loss) date _____

Insurance Company: _____

Other-Explain Veh Repo.



Signature

11-28-12

Date

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

12/10/2012

FROM: Lorie Sutton, Director of Aging Services

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-524100	Home Repairs - Materials	\$ 50.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-408401	Home Repairs - Donations	\$ 50.00	

2. Reason(s) for the above request is/are as follows:

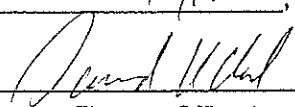
To budget donation received from C. Freeman Heath Sunday School Class on 12/10/2012.



(Signature of Department Head)

ENDORSEMENT

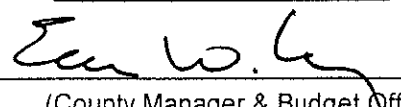
1. Forwarded, recommending approval/disapproval.

12/18, 2012


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12-18, 2012


(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

Security enhanced document. See back for details.

C. FREEMAN HEATH SUNDAY SCHOOL CLASS

772

512 PINEVIEW RD
CLINTON, NC 28328

DATE 12-6-12

66-30/531
243

PAY
TO THE
ORDER OF

Dept. of Aging
Fifty & 00/100

\$ 50.00

DOLLARS Security features are included. Details on back.



FOR 02035867-

⑈00 408401

Frank B Mune MP

⑈002412506224⑈

HR-Donations

GUARDIAN • SAFETY

© Clarke American Bank

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

12/11/2012

FROM: Lorie Sutton, Director of Aging Services

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558810-526200	FCG - Departmental Supplies	\$ 25.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035881-408401	FCG - Donations	\$ 25.00	

2. Reason(s) for the above request is/are as follows:

To budget donation made to the Grandparent's raising Grandchildren Christmas Drive


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

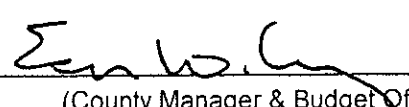
12/11, 2012


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12-18-2012


(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

12/17/2012

FROM: Lorie Sutton, Director of Aging Services

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558810-526200	FCG - Departmental Supplies	\$ 1,260.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035881-408401	FCG - Donations	\$ 1,260.00	

2. Reason(s) for the above request is/are as follows:

To budget donations made to the Grandparent's raising Grandchildren Christmas Drive.

Lorie B Sutton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/27, 2012

David H. [Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

COUNTY OF SAMPSON

BUDGET AMENDMENT

MEMO:

December 17, 2012

FROM: Sampson County Health Department
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budgets for Family Planning and Child Health be amended as follows:

EXPENDITURE				
<u>CODE NUMBER</u>	<u>DESCRIPTION (Object of Expenditure)</u>		<u>INCREASE</u>	<u>DECREASE</u>
12551640 512100	Salaries			9113.93
12551640 518100	FICA			565.06
12551640 518120	Medicare FICA			132.15
12551640 518200	Retirement			614.28
12551640 518901	401 K			230.58
12551690 512100	Salaries	9113.93		
12551690 518100	FICA	565.06		
12551690 518120	Medicare FICA	132.15		
12551690 518200	Retirement	614.28		
12551690 518901	401 K	230.58		

REVENUE			
<u>CODE NUMBER</u>	<u>SOURCE OF REVENUE</u>	<u>INCREASE</u>	<u>DECREASE</u>
12535164-404000	Family Planning – State Assistance		10,656.00
12535169-404000	Child Health – State Assistance	10,656.00	

2. Reason(s) for the above request is/are as follows:

To reallocate State funding Family Planning to Child Health per Agreement Addendum

Wanda Robinson
 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval

12/18 20 12

David McDaniel
 (County Finance Officer)

ENDORESMENT

1. Forwarded, recommending approval/disapproval

12-18 20 12

Earl W. G.
 (County Manager & Budget Officer)

(Date of approval/disapproval by B.O.C.)

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

October 8, 2012

FROM: Sampson County Health Department
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012 - 2013

1. It is requested that the budget for Environmental Health be amended as follows:

EXPENDITURE			
<u>CODE NUMBER</u>	<u>DESCRIPTION (Object of Expenditure)</u>	<u>INCREASE</u>	<u>DECREASE</u>
12551810 544000	Contracted Services	2746.00	

REVENUE			
<u>CODE NUMBER</u>	<u>SOURCE OF REVENUE</u>	<u>INCREASE</u>	<u>DECREASE</u>
12535181 404000	State Assistance	2746.00	

2. Reason(s) for the above request is/are as follows:

To reallocate Additional State funding for mosquito control Grant.

Wanda Roberson

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval

12/11 20 12

David A. Chief
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval

12-18-2012

Sam W. Lee
(County Manager & Budget Officer)

(Date of approval/disapproval by B.O.C.)

COUNTY OF SAMPSON

BUDGET AMENDMENT

Page 1 of 2

MEMO:

October 15, 2012

FROM: Sampson County Health Department
TO: Sampson County Board of Commissioners
VIA: County Manager & Finance Officer
SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for Bio-Terrorism Preparedness be amended as follows:

Table with columns: EXPENDITURE CODE NUMBER, DESCRIPTION (Object of Expenditure), INCREASE, DECREASE. Lists various budget items like Salaries, FICA, Medicare FICS, etc.

Table with columns: REVENUE CODE NUMBER, SOURCE OF REVENUE, INCREASE, DECREASE. Lists State Assistance as a revenue source.

2. Reason(s) for the above request is/are as follows:

To reallocate Additional State funding for Bio-Terrorism Preparedness

Wanda Fehon (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval

12/18 2012 (County Finance Officer)

ENDORESMENT

1. Forwarded, recommending approval/disapproval

12-18 2012 (County Manager & Budget Officer)

(Date of approval/disapproval by B.O.C.)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

Page 2 of 2
October 15, 2012

MEMO:

FROM: David K. Clack, Finance Officer
TO: Sampson County Board of Commissioners
VIA: County Manager & Finance Officer
SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Health Bio-Terrorism Preparedness Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551010-512100	Salaries	9,404.50	
12551010-518100	FICA	583.08	
12551010-518120	Medicare FICA	136.37	
12551010-518200	Retirement	633.87	
12551010-518300	Group insurance	2,219.00	
12551010-518400	Dental insurance	97.37	
12551010-518901	401K county	237.94	
12551020-512100	Salaries		9,404.50
12551020-518100	FICA		583.08
12551020-518120	Medicare FICA		136.37
12551020-518200	Retirement		633.87
12551020-518300	Group insurance		2,219.00
12551020-518400	Dental insurance		97.37
12551020-518901	401K county		237.94
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>

2. Reason(s) for the above request is/are as follows:
Page 2

ENDORSEMENT

(Signature of Department Head)

Forwarded, recommending approval/disapproval.

_____, 20__

ENDORSEMENT

(County Finance Officer)

Forwarded, recommending approval/disapproval.

_____, 20__

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

12-13-06

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

December 18, 2012

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

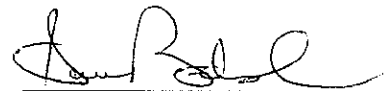
SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Social Services Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13553100-512400	On-Call Pay	3,671.00	
13553100-512600	Part-Time Salaries	10,000.00	
13553100-519300	Medical Services	10,500.00	
13553100-539300	Contracted Temporary Help	7,000.00	
13554810-568413	Crisis Intervention	191,362.00	
13554810-568414	LIEAP	84,529.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535310-403376	Energy Administration	31,171.00	
13535480-403313	Crisis Intervention	191,362.00	
13535480-403314	LIEAP	84,529.00	

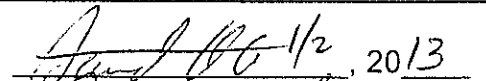
2. Reason(s) for the above request is/are as follows: To record additional funding received for the Crisis Intervention Program, LIEAP and Energy Administration in December 2012.

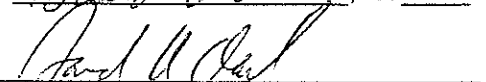


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

 2013


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20__

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

January 2, 2013

MEMO:

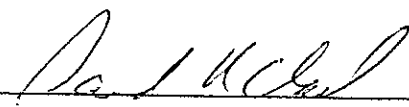
FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012-2013

1. It is requested that the budget for the Finance Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141300-529900	Miscellaneous	1,546.00	
11999000-509700	Contingency		1,546.00

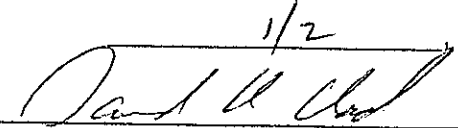
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>

2. Reason(s) for the above request is/are as follows:
 To budget funds to pay for grass cutting on the Carter Street lot.



 (Signature of Department Head)

ENDORSEMENT
 1. Forwarded, recommending approval/disapproval.



 (County Finance Officer)

ENDORSEMENT
 1. Forwarded, recommending approval/disapproval.

_____, 20____

 (County Manager & Budget Officer)

ate of approval/disapproval by B.O.C.



CITY OF CLINTON
P.O. Box 199
Clinton, North Carolina 28329-0199
www.cityofclintonnc.us
910-592-1961



December 5, 2012

David Clack
Sampson County Finance Office
PO Box 257
Clinton, NC 28329

Mr. Clack,

Please accept this letter as an invoice for the Property Maintenance performed at parcel number 12-0336640-01, W. Carter Street. This property is owned by Sampson County and the amount due for this property is \$1,545.48. I have included a detail print out of this account. Please remit payment within 30 days of the date of this letter. If you have any questions please feel free to contact me.

Sincerely,

Kristin Stafford
Accounting Operations Manager
City of Clinton
kstafford@cityofclintonnc.us
T: 910-299-4901
F: 910-592-0221

SC FIN DEC 6 12PM 2012

CITY OF CLINTON

PRINT SCREEN

USER ID KRISTIN

TERMINAL 07

1.02 DATE 12/04/2012 TIME 16:39:14 PAGE 0001

ACCOUNTS RECEIVABLE HISTORY INQUIRY

ARRHSINQ 3.04

Customer 9090 SAMPSON COUNTY
Invoice 11158 PROPERTY MAINTENANCE/GRASSMAIN

Description	Date	Reference	Principal	Interest	Balance
Billing	03/05/2012		1,458.81		1,458.81
Interest	04/03/2012			97.16	1,555.97
Interest	04/03/2012			9.63	1,565.60
Adjustment	04/23/2012	24014	97.16-		1,468.44
Adjustment	04/24/2012	25014	97.16		1,565.60
Adjustment	04/25/2012	27014		97.16-	1,468.44
Interest	05/01/2012			9.63	1,478.07
Interest	06/01/2012			9.63	1,487.70
Interest	07/02/2012			9.63	1,497.33
Interest	08/01/2012			9.63	1,506.96
Interest	09/04/2012			9.63	1,516.59
Interest	10/01/2012			9.63	1,526.22
Interest	11/02/2012			9.63	1,535.85
Interest	12/03/2012			9.63	1,545.48

End of history transactions

<NL> to continue

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 17, 2012

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2012-2013


1. It is requested that the budget for the Roseboro Elementary School Construction Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
47959146-596000	Transfer to school capital reserve	340,400.53	
47959146-558100	Construction costs	59,399.47	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
47035919-402600	USDA grant	439,800.00	
47035919-409100	COPs proceeds		5,440,000.00
47035919-409101	USDA loan proceeds	5,400,000.00	

2. Reason(s) for the above request is/are as follows:

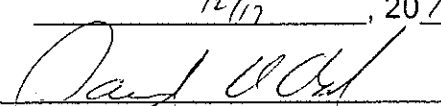
To allocate funds to pay interest only payment on school debt of \$454,146.26, and repay transfer from school capital reserve fund that was used to pay design costs in fiscal years 2008- 2010.



 (Signature of Department Head)

ENDORSEMENT

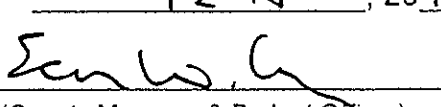
1. Forwarded, recommending approval/disapproval.

 12/17, 2012


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

 12-18, 2012


 (County Manager & Budget Officer)

 Date of approval/disapproval by B.O.C.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: January 7, 2013

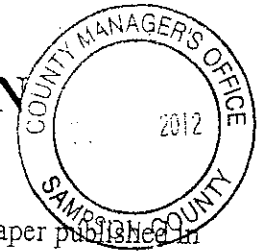
<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

INFORMATION ONLY

The following selected items are available for your review. Please contact the County Manager's Office if you wish to have additional information on any of the following.

- a. Update on Request for Bids on Carter Street Lot
- b. Cumberland Community Action, Inc. Community Block Grant Application and Projected Budget for 2012-2013
- c. NC OEMS Notification and Solicitation of Comments Regarding Wake Hospital's Trauma Program or Related Delivery of Care
- d. Notification of Filing of Intent to Petition for State Recognition of Tuscarora Nation of North Carolina, Inc.

AFFIDAVIT OF PUBLICATION
STATE OF NORTH CAROLINA
COUNTY OF SAMPSON



JULES MOLEND, PUBLISHER, of the Sampson Independent, a newspaper published in Sampson County, N.C. being duly sworn, says that at the time the attached notice was published in the SAMPSON INDEPENDENT, said newspaper met all of the requirements and qualifications prescribed by North Carolina General Statue 1-597; that said newspaper had a general circulation to actual paid subscribers; and was admitted to the United States mail as second class matter in Sampson County, N.C.; and further, that the attached notice was published in the SAMPSON INDEPENDENT on December 16, 2012.

Jules Molend
Publisher

PUBLIC NOTICE

Notice is hereby given that the Sampson County Board of Commissioners is soliciting offers to purchase that parcel of land owned by Sampson County (Sampson County Parcel Identification Number 12-0336640-01), consisting of approximately .26 acres adjoining and between 400 and 406 West Carter Street, in the City of Clinton, and particularly described in Deed Book 876, Page 782 and Plat Book 1, Page 68, in the Sampson County Registry as Lots 74, 75 and 76 of the Walter James Faison Property.

The Board of Commissioners has established a minimum bid of \$2,000, subject to the upset bid procedure of G.S. 160A-269. Bids must be submitted in writing to the Clerk to the Board, 406 County Complex Road, Clinton NC 28328. Once the Board proposes to accept a bid, the offeror must deposit five percent (5%) of his bid with the Clerk to the Board who shall publish a notice of the offer. Deposits must be made in the form of cash or good check. The Board may at any time reject any and all offers.

Clerk, Sampson County Board of Commissioners

The Sampson Independent
December 16, 2012.c.

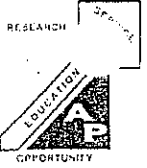
Sworn to and subscribed before me this the 19th day of December, 2012.

David W. Miller

NOTARY PUBLIC

My commission expires: June 20, 2015

CUMBERLAND COMMUNITY ACTION PROGRAM, INC.



1965

December 20, 2012

Commissioner Billy C. Lockamy
Sampson County Board of Commissioners
Office of County Manager
435 Rowan Rd
Clinton, NC 28382

Chief Executive
Officer

Cynthia Wilson

Board
Chairperson

Lisa Chance

Dear Commissioner Lockamy:

Cumberland Community Action Program, Inc. has been awarded Community Service Block Grant (CSBG) designation to provide a self-sufficiency program and other related services to Sampson County.

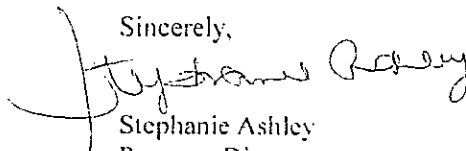
While the State of NC has not yet released funding, CCAP has begun screening job applicants and will start the interview process in January 2013 for the Sampson County Case Manager II position. It is also our desire, to share with you the impact we have had in Cumberland County for program year ending June 30, 2012. We were able to remove 26 low-income families from poverty in Cumberland County. Even though the economic climate differs from Cumberland County, we are optimistic that we can assist the low-wealth citizens of Sampson County reach similar results.

Major Programs:

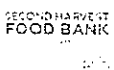
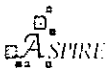
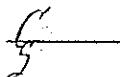
Enclosed is a copy of the Community Service Block Grant application, grant application summary and the projected budget for 2013 – 2014 program year for your review. As the designated anti-poverty agency for Cumberland and Sampson Counties, we are pleased to include the County Commissioners of both counties in the application process through providing a copy of the grant application (strategy and budget). It is our intent to use these funds to assist income eligible residents of the Cumberland and Sampson communities to reach economic independence.

We also invite you to tour any of the programs operated by Cumberland Community Action Program, Inc. Please call if you have any questions, comments or to schedule a visit at 910-223-0116.

Sincerely,


Stephanie Ashley
Program Director

Encl.
CSBG Grant Application and Summary
CSBG Budget



OFFICE of
ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Cumberland Community Action Program, Inc.

County: Sampson County

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due OEO Friday, February 1, 2013.]

Clerk to the Board should initial all items below.

- _____ The agency submitted a complete grant application for Commissioner review.
- _____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- _____ Commissioners' comments provided those to the agency. (If applicable)

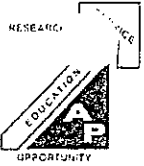
Clerk to the Board

Date

Witness/Notary

Date

CUMBERLAND COMMUNITY ACTION PROGRAM, INC.



1965

Cumberland Community Action Program, Inc Community Service Block Grant Summary

The projected Community Service Block Grant (CSBG) for FY 2013 is \$802, 090. The grant year runs July 1, 2013 - June 30, 2014.

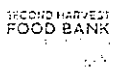
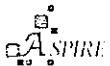
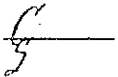
Chief Executive
Officer

Cynthia Wilson

Board
Chairperson

Lisa Chance

Major Programs:



Project Name: ASPIRE Self Sufficiency

Short-Range Goal: To remove 24 low income individuals in Cumberland and Sampson Counties from poverty by June 30, 2014.

Strategy: To provide comprehensive case management services to 170 low wealth participants to become more self sufficient.

Outcome Measures Expected to Achieve by June 30, 2014:

- to serve 170 persons
- to raise 24 low income families above the poverty guideline
- to change the average annual income per participant family by \$450
- to assist 55 participants to obtain employment
- to assist 15 participants obtain jobs with medical benefits
- to assist participants to obtain the average wage rate of \$7.50
- to assist 55 participants with completing education/training programs
- to assist 13 participants secure standard housing
- to provide emergency assistance to 35 participants

Primary Area of Focus: Employment

North Carolina Department of Health and Human Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2013-14 Application for Funding
Project Period July 1, 2013 – June 30, 2014
Application Due Date: February 1, 2013

Applicant Information	
Agency:	Cumberland Community Action Program, Inc.
Federal I.D.	56-0845795
DUNS Number:	625279708
Administrative Office Address:	316 Green Street, Fayetteville, NC 28301
Mailing Address:	PO Box 2009, Fayetteville, NC 28302
Telephone Number:	910-485-6131
Board Chairperson:	Lisa Chance
Board Chairperson's Address: (where communications should be sent)	PO Box 2009, Fayetteville, NC 28302
Board Chairperson's Term of Office:	Second
Executive Director:	Cynthia L. Wilson
Executive Director Email Address:	cynthia.wilson@ccap-inc.org
Agency Fiscal Officer:	Kimberly Stafford
Fiscal Officer Email Address:	kim.stafford@ccap-inc.org
CSBG Program Director:	Stephanie Ashley
CSBG Program Director Email Address:	stephanie.ashley@ccap-inc.org

North Carolina Department of Health and Human Services
Office of Economic Opportunity
Verna P. Best, Director
2420 Mail Service Center
Raleigh, North Carolina 27699-2420
verna.best@dhhs.nc.gov
<http://www.ncdhhs.gov/oeo/>

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application
 Please put a check mark in the appropriate box to show that you have included the completed document with your application.

Item	Included (√) or N/A
Signed Application Certification (blue ink only)	√
Signed Board Membership Roster (blue ink only)	√
Board of Directors Officers and Committees	√
Planning Process Narrative	√
Form 210 – Agency Strategy for Eliminating Poverty	√
Form 212 – One Year Work Program	√
Monitoring, Assessment and Evaluation Plan	√
Form 212A – CSBG Administrative Support Worksheet (if applicable)	√
Form 225 – Agency Budget Information	√
Form 225N-Budget Narrative	√
Appendices (to be attached by the Applicant):	√
• Organizational Chart	√
• Job Description and Resume for the Agency's Executive Director	√
• Job Description and Resume for the Agency's Chief Financial Officer	√
• Job Descriptions for all CSBG employees	√
• Affirmative Action Plan	√
• Documentation of Public Hearings for Initial Planning Process:	√
Copy of Public Notice(s) from Newspaper(s)	√
Agenda of Public Meeting(s)	√
Copy of Attendance Sheet(s)	√
Minutes of Public Meeting(s)	√
• Documentation for Notice of Intent to Apply:	√
Copy of advertisement(s)	√
• Documentation of Submission to County Commissioners:	√
Certified document from county clerk	√
Commissioners' comments or minutes (if applicable)	√
• Cognizant-Approved Indirect Cost Agreement	√
• Cost Allocation Plan	√
• Verification of 501(C)(3) Status	√
• State Grant Certification – No Overdue Tax Debts	√
• Notarized Conflict of Interest Policy	√
• Federal Certifications	√
• Contracts	√

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	No More than 51	Total Current Vacant Seats	4
Total Number of Seats Reserved for Each Sector	Poor	Public	Private
Total Number of Vacant Seats Per Each Sector	10	10	10
	2	0	2

Name	County of Residence	Address	Community Group/Area Represented	Date Initially Seated (month/year)	Number of Terms Served (completed)	Current Term Expiration (month/year)
Representatives of the Poor						
1. Cynthia Manns	Cumberland	2711 Kenstisberry Court #12 Fayetteville, NC 28301	Community 1	7/2008	0	7/2013
2. Sylvia Williams	Cumberland	307 Brookwood, Fayetteville, NC 28301	Community 2	4/2009	0	4/2014
3. Lenwood Edwards	Cumberland	6262 Tabor Church Road, Fayetteville, NC 28312	Community 3	7/2008	1	7/2013
4. Bertha Elliott	Cumberland	2140 Rich Walker Road, Wade, NC 28395	Community 4	7/2008	0	7/2013
5. Jasmine Coleman	Cumberland	2722 Daly Ave, Spring Lake, NC 28390	Community 5	6/2012	0	6/2017
6. George Jamison	Cumberland	5316 Silver Pine Drive, Fayetteville, NC 28303	Community 6	4/2010	0	4/2015
7. Michael Pemberton	Cumberland	PO Box 73923 Ft. Bragg, NC 28307	Community 7	7/2008	0	7/2013
8. Lisa Chance	Cumberland	5309 Ballestere Street, Hope Mills, NC 28348	Community 8	7/2008	0	7/2013
9. vacant	Sampson		Community 9		0	
10. vacant	Sampson		Community 10			
Public Elected Officials						
1. Philip Gillus	Cumberland	727 Duck Ct #48, Fayetteville, NC 28303	City of Fayetteville	1/2009	Term of PO	Term of Public Office
2. Ron McElrath	Cumberland	433 Hay Street Fayetteville, NC 28301	City of Fayetteville	1/2010	Term of PO	Term of Public Office
3. Sheba McNeil	Cumberland	162 Tallstone Drive, Fayetteville, NC 28311	Cum County Comm.	2/2012	Term of PO	Term of Public Office
4. Terri Thomas	Cumberland	508 Spaulding Street, Fayetteville, NC 28301	Cum County Comm	1/2008	Term of PO	Term of Public Office
5. Edwin S. Deaver	Cumberland	PO Box 127 Hope Mills, NC 28348	Town of Hope Mills	1/2006	Term of PO	Term of Public Office
6. James O' Garra	Cumberland	PO Box 1016 Spring Lake, NC 28390	Town of Spring Lake	1/2008	Term of PO	Term of Public Office
7. Jennifer Wilson-Kersh	Cumberland	PO Box 220 Stedman, NC 28391	Town of Stedman	1/2006	Term of PO	Term of Public Office
8. Dr. James McLauchlin	Cumberland	8208 Ella Mae Drive, Fayetteville, NC 28314	Board of Education	4/2009	Term of PO	Term of Public Office
9. Jefferson Strickland	Sampson	750 Country Club Road, Saterburg, NC 28385	Member Sampson County	10/2012	Term of PO	Term of Public Office
10. Winifred Murphy	Sampson	Post Office Box 207, Garland, NC 2844	Commissioners Mayor of the Town of Garland	10/2012	Term of PO	Term of Public Office
Representatives of Private Organizations						
1. Johnny Wilson	Cumberland	701 Whitfield SW/P.O Box 1171 Fayetteville, NC 28302	Fay Urban Ministry	3/2012	0	3/2017
2. Brian Manning	Cumberland	300 Maiden Lane, Fayetteville, NC 28301	CCCS Advisory Board	7/2012	0	7/2017

3. Cassandra Smith	Cumberland	1908 Tryon Drive, Unit 4, Fayetteville, NC 28303	Head Start Policy	11/2012	0	11/2017
4. Vacant	Cumberland		CC Association for Indian Affairs			
5. Jeffery Scott	Cumberland	6993 Kings Lynn Loop, Fayetteville, NC 28304	Second Harvest FB Advisory Board	11/2012	0	11/2017
6. Eddie Gray	Cumberland	520 Westwood Shopping Center, Fayetteville, NC 28314	First Citizens Bank	6/2012	0	6/2017
7. Ann Shipman	Cumberland	6614 Carolway Drive, Fayetteville, NC 28304	NAACP	4/2009	0	4/2014
8. Vacant	Cumberland		FSU			
9. Dan Teel	Sampson	15 East Front Street, Garland, NC 28441	Brooks Brothers/Garland Shirt Factory	10/2012	0	10/2017
10. Sadie Barbour	Sampson	7531 N US HWY 421, Clinton, NC 28328	Sampson County Department of Indian Affairs	10/2012	0	10/2017

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincide with the directives outlined in the agency's bylaws. A current Board of Directors Member Profile is on file for each member.

 Board of Directors Chairperson

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Lisa Chance	Chairman	Elected	
Ann Shipman	Secretary	Private	Cumberland
Terri Thomas	Vice Chair	Public	Cumberland
Lenwood Edwards	Parliamentarian	Elected	Cumberland
Edwin Deaver	Treasurer	Public	Cumberland
Ron McElrath	Chaplain	Public	Cumberland
Executive Committee			
Lisa Chance	Chairman	Elected	
Ann Shipman	Secretary	Private	Cumberland
Terri Thomas	Vice Chair	Public	Cumberland
Lenwood Edwards	Parliamentarian	Elected	Cumberland
Edwin Deaver	Treasurer	Public	Cumberland
Ron McElrath	Chaplain	Public	Cumberland
George Jamison	At-Large-Member	Elected	Cumberland
Eddie Bray	At-Large-Member	Private	Cumberland
Vacant	At-Large-Member	Private	Cumberland
Committee Name: Board Development Committee			
Lisa Chance	Committee Chairman	Private	
Michael Pemberton	Committee Member	Elected	Cumberland
vacant	Committee Member	Public	Cumberland
Committee Name: Audit Committee			
Lisa Chance	Committee Chairman	Elected	
Terri Thomas	Committee Member	Public	Cumberland
Lenwood Edwards	Committee Member	Elected	Cumberland
Edwin Deaver	Committee Member	Public	Cumberland
Ann Shipman	Committee Member	Private	Cumberland
George Jamison	Committee Member	Elected	Cumberland
Eddie Bray	Committee Member	Private	Cumberland
Ron McElrath	Committee Member	Public	Cumberland
Vacant	Committee Member	Private	Cumberland
Committee Name: Finance Committee			
Edwin Deaver	Committee Chairman	Public	
Eddie Bray	Committee Member	Private	Cumberland
Lynwood Edwards	Committee Member	Elected	Cumberland
Committee Name: Nominating Committee			
Sylvia Williams	Committee Chairman	Elected	
Doris Ann Shipman	Committee Member	Private	Cumberland
James O' Garra	Committee Member	Public	Cumberland

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
Planning Process Narrative**

ROMA Goals 1, 3 and 5 Low income People Become More Self-Sufficient; Low income People Own a Stake in their Community; Agencies increase their capacity to achieve results	DHHS Excels-Goal 2 Expand understanding and use of information to enhance the health and safety of North Carolinians
---	---

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

a. The Poor:

The agency's mission is to develop and operate projects that promote the economic and social well-being of individuals, children, families, and communities. The processes of evaluation and program development or planning incorporate the input and feedback of former, current and potential clients as well as other concerned community groups. Cumberland County Department of Social Services and Fayetteville Metropolitan Housing Authority Resource Centers were used to collect low income residents' views, comments on unmet needs in the community. The agency's planning process for developing a multi-year and one-year CSBG plan included sending questionnaires to previous and current clients and potential clients in Cumberland County. Questionnaires asked participants to identify major barriers that prevent low income individuals and families from reaching a level of self-sufficiency that could propel them out of poverty. Respondents were also asked to prioritize needs in the Cumberland County target community. A public hearing was also scheduled to solicit feedback and comments from the community on the unmet needs.

b. The Staff:

Employees throughout the organization meet regularly to discuss program progress, identify problems impeding goal accomplishment, and develop quality improvement strategies. Unmet needs of low wealth residents are documented in minutes and program assessments. This constructive information is collected and used in the preparation of grant applications and amendments when funding sources are identified. The CSBG staff is also afforded the opportunity to review and discuss the one year work plan and provide any feedback.

c. The Board:

Governing and advisory board members, including Head Start's Policy Council use meeting time to acquaint themselves with barriers that impact the low income community. Approaches to resolve problems and remove barriers are recommended, including changing systems that could affect access to services for low wealth residents. These suggestions, collectively with responses from clients and partners, are used to develop and implement services CCAP will offer. Board members frequently use their dual membership on other boards to persuade other organizations to join the agency in an effort to provide needed services. Members from the elected sector are encouraged to bring feedback from their neighborhoods on gaps in service.

<p>ROMA Goal 5 Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

Causes of poverty, obstructions to achieving economic self-sufficiency, and related problems low wealth individuals face each day were collected in a survey instrument. The needs assessment survey was developed for CCAP, Inc. ASPIRE Self-Sufficiency Program by Fayetteville State University. The respondents were afforded the opportunity to rate the most important issues facing low-wealth individuals or families in Cumberland County. The sampling frame consisted of individuals that had not been served by the CSBG Self-Sufficiency Program. The survey was administered at the Cumberland County Department of Social Services and Fayetteville Metropolitan Housing Authority as well as walk-ins for CCAP, Inc. and CCAP, Inc. mail outs.

Poverty causes facing low wealth individuals in Cumberland County include the following:

- Unemployment and under employment
- Lack of affordable, standard housing
- Absence of a living wage
- Lack of affordable health care and prescription medication
- Lack of education or job skills (training)
- Lack of support services, i.e. gas for their vehicles, education, qualification for assistance
- Insufficient resources to manage emergencies, i.e. food, medications, and utilities
- High cost of child care
- Criminal background
- Homelessness

The community needs assessment showed that overwhelming majority of the respondents listed that job availability is an issue in the limited wealth community. Although the desire to be employed is common, access to job training, education, and increasing marketable skills is crucial to respondents' employability. In result, ASPIRE intensified its focus on employment and implemented strategies that will address this among other poverty causes.

<p>ROMA Goal 1, 2, 3 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Low-income people own a stake in their community; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels- Goal 4 Provide services to individuals and families identified as being at risk of compromised health and safety.</p>
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3. Describe activities that your agency has undertaken or plans to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.

The needs of low income individuals and families are many. CCAP has been an advocate for this sector of the local society since 1965 and will continue to support the development of services that impact the low wealth community. Some of the strategies this agency has undertaken include the following.

- Offered tax preparation services to low and moderate income clients to gain access to earned income credit.
- Delivered financial literacy workshops accessible to low income individuals to help them better utilize their limited incomes.
- Advocated for additional funds from the Cumberland County Partnership for Children to improve services to 4 year old children.
- Supported the Housing Authority's plan to eliminate 2 public housing developments and create opportunities for home ownership for residents.
- Established a partnership with Fayetteville Metropolitan Housing Authority to provide self-sufficiency skill training and support to 50 public housing residents in preparation for long term economic security.
- Advocated for and received funding from the City and County Community Development Departments to train low and moderate income families on the finer skills of homeownership.
- Developed and held workshops to strengthen families. Topics included child development, parenting skills, and health or nutrition related subjects that fostered self-confidence.
- Advocated for the need to increase financial resources to close the gap in food needs of low income residents and those facing temporary crises to prevent long term damage from food insecurity.
- Demonstrated the need for supplemental but nutritious food for children on weekends when food at home might not be available or wholesome. Back Pack program generated interest from banks, schools, and other local groups considering supporting the program and expanding the service to other schools.

CCAP, Inc. will continue to advocate and or sponsor on behalf of low income individuals:

- Homeownership opportunities
- Affordable and safe neighborhoods and rental housing
- Expanded early childhood development programs
- Safe affordable after school care
- Job training programs through the Employment Pilot Program
- Nutrition Training and/or Seminars
- Employment opportunities
- Higher wages; a living family wage
- Availability of IDAs for low income individuals and families

<p>ROMA Goals 1, 2, 4, 5 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Agencies increase their capacity to achieve results; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and support systems</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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4. Describe how your agency plans to make more effective use of, and to coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

CCAP is a partner in the City and County Consolidated Planning process. The relationship provides an opportunity to coordinate with other programs in the community to plan the most effective use of resources.

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
Planning Process Narrative (continued)**

Collaboration has established a unified vision for community wide development. CCAP employees, governing and advisory Board members participate on a wide variety of public and private boards and committees, including Workforce Development, DSS programs, Housing Authority, Partnership for Children, etc. Participation provides low wealth families with a voice in the community. It increases CCAP's involvement in and implementation of mandated or legislated linkages with other federally funded programs, such as the Workforce Development Act of 1998 and LIHEAP.

Coordination and collaboration are strengthened through recruiting representatives from other human service agencies to sit on agency advisory boards. Interagency referrals help CCAP meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. CCAP coordinates with charitable, public and faith-based groups to efficiently serve its customers. Contracts with DSS provide TANF recipients with payee services to teach financial literacy to this vulnerable group while performing in welfare to work programs.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

CCAP, Inc. uses a comprehensive service delivery approach to enable individuals and families move from poverty to an independent self-sufficient status. Applicants are screened for income and residency eligibility and their willingness to pursue employment, education, job skills, or other support mechanisms that will gain entry to earning a living family wage. Basic information about the individual or family and the types of supportive services needed is also acquired during intake. Potential applicants may apply directly or approach through a referral.

For the CSBG ASPIRE Self Sufficiency Program, Case Managers develop a service plan of action with the primary focus of employment. The case management plan consists of problem identification and specific steps required to resolve the problem. A client authorization is secured to enable staff to share with both internal and external services and programs. Appropriate resources are contacted on the client's behalf to secure needed benefits through community agencies. When referrals are made to other organizations, follow up is required to ensure the client's needs were sufficiently met. Case management software is used to track client progress, emergency assistance, and referrals.

CCAP's 45 years of service to the Cumberland County low wealth community has produced long term and strategic partnerships or linkages with public services, private human service agencies, and faith-based organizations. Board and staff representation on local planning boards and neighborhood initiatives have created opportunities to advocate for the needs of low income individuals and families. These sessions generally are used to identify gaps in services and unmet needs of the community served by this agency

**Community Services Block Grant Program
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ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems	DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.
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6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

CCAP continually advocates for new and improved or expanded services for low income individuals and families. Both formal and informal interagency agreements exist that foster innovative community based initiatives.

- The Fathers and Friends initiative for Head Start fathers offers parenting skills to reduce the incidence of domestic violence and child abuse or neglect.
- The Family Self Sufficiency program, developed and operated as a joint effort between CCAP and the Fayetteville Metropolitan Housing Authority, is a multi-year plan to help families residing in public housing prepare themselves for economic independence and homeownership.
- Workshops are offered, frequently through Head Start Centers that are located in low income housing areas, Fayetteville Metropolitan Housing Authority, and CSBG ASPIRE Resource Center, to teach parenting skills, family health and wellness techniques, child development, and financial literacy.
- The Community Leadership Development course offered through the CSBG ASPIRE Program cultivates leadership abilities of the participants who return to their individual neighborhoods to define problematic issues and bridge the gap between the neighborhood residents and public or private agencies to resolve the problem.

Organizations currently networking with CCAP, Inc. include the following.

- Carolina Collaborative Community Care, Inc.
- Cumberland County Association of Indian People
- Cumberland County Department of Social Services
- Cumberland County Department of Health
- Cumberland County Mental Health Department
- Cumberland County Schools
- Cumberland County Partnership for Children (More at Four, Smart Start)
- Fayetteville Urban Ministry
- Cumberland County Community Development Department
- Fayetteville Community Development Department
- Operation Blessing
- United Way
- Workforce Development
- Southern Regional AHEC

- Cumberland Interfaith and Hospitality Network
- Cumberland County Public Library
- Catholic Social Ministries
- Salvation Army
- CEED
- Department of Employment Security
- NC Cooperative Extension
- Hispanic/Latino Center
- Local churches

<p>ROMA Goal 5 and 6 Agencies increase their capacity to achieve results; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 5 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The Second Harvest Food Bank of Southeast NC is certified by Feeding America Network, a national network of food banks with the goal of ending hunger. The Food Bank, developed by CCAP, Inc. in 1982, serves as a clearinghouse for food products from manufacturers, brokers, grocery stores, and similar resources. Currently, the Food Bank operates in a 7 county area in the southeastern section of the state, one of the poorest sections in North Carolina with 142,203 people at risk of hunger.

The Food Bank serves approximately 244 not for profit private agencies and faith based organizations. Eligible entities operate a variety of feeding programs such as on-site meals, emergency food programs, or food pantries. In 2012, the Food Bank collected and distributed over 8 million pounds of food providing nutrition to thousands of families in Cumberland and surrounding counties. The Mobile Food Pantry was established in 2010 which can deliver to residents that live in very rural and relatively depressed areas where they do not have the means to physically travel to a distribution center to receive food. The Food Bank is certified by the NC Department of Agriculture to distribute commodities through The Emergency Food Assistance Program. The Second Harvest Food Bank of Southeast NC, along with its 6 NC sister food banks, is a recipient of the State Nutrition Assistance Program (SNAP). Funds from this source enable the Food Bank to purchase food and distribute at no cost to participating members. SNAP products are selected for nutritional value and to supplement other products donated to the Food Bank.

The Food Bank does not directly serve individuals and families but operates through its network membership of organizations. Referrals are made to one of the member agencies with emergency food box programs as the need arises.

The Food Bank is a member of the NC County Emergency Relief effort that provides food to disaster victims in eastern NC. FEMA funds are acquired through a grant process offered by the local United Way.

The ASPIRE Food Pantry, an activity of the CSBG Self Sufficiency Program, was established to provide food to participants of the ASPIRE Self-Sufficiency Program of Cumberland County who have a temporary or emergency need and are at risk of hunger or malnutrition. It will also be extend to the

Sampson County's participants as well. Supplemental food boxes are issued as a preventive measure and to ensure balanced meals are available in the home. ASPIRE participants are offered opportunities to attend classes to learn techniques for buying, storing and preparing meals. The volunteer instructors are nutritionists from the local Extension Office. The focus is on nutrition awareness, health education and wellness.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

CCAP has, for 45 years, coordinated with governmental and social service organizations in the Cumberland County community to ensure low income individuals and families receive needed services in an efficient and effective manner. This feat has been accomplished through participation of Board and staff on area planning bodies. Duplication of services has been eliminated in this manner putting in place a system for improved delivery of services.

Specific methods that have been implemented and will continue include:

- Cumberland and Sampson County Commissioners, Public and Private Businesses, City Council members through Cumberland and Sampson Counties, Employment Security Commission, Local Staffing Agencies and Workforce Development Directors are active members of the CCAP Board of Directors and sit on agency advisory boards.
- CCAP's Director of Consumer Credit Counseling Services is a member of the Cumberland County Workforce Development Board.
- CCAP's CEO is on the Board of Commissioners for the Fayetteville Housing Authority and the United Way of Cumberland County.
- CCAP's Chairman of the Board is on the management team of the Cumberland County Department of Social Services.
- The agency's commitment to the Workforce Investment Act of 1998 has culminated in welfare-to-work contracts, providing TANF recipients with budgeting, money management and money mentoring advice and assistance and the development of a payee service for TANF participants who are suspected of having a substance abuse problem or are having difficulty maintaining a household budget.
- Head Start, CSBG and Second Harvest Food Bank have provided TANF recipients with on the job training.

Employees receive and make referrals to human service agencies enabling low income individuals to obtain services. Case management software helps track services provide to avoid duplication. Agency procedures require follow up on all referrals to ensure the client's needs were met. CCAP, Inc. through the CSBG ASPIRE Self-Sufficiency Program will partner with public and private businesses to create jobs with the incentive of a stipend where the agency will pay the salary of the employee to the employer for 30 days. The Case Managers will work closely with the clients and businesses to insure a fit. The Agency will continue to offer workshops to participants through the Employee Readiness Program and assess the Key Train System to provide participants a comprehensive learning system to acquire common skills required by most jobs.

<p>ROMA Goal 4 and 6 Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening</p>	<p>DHHS Excels-Goal 5 Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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family and other support systems

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CCAP is a partner in the City and County Consolidated Planning process. The relationship provides an opportunity to coordinate with other programs in the community to plan the most effective use of resources. Collaboration has established a unified vision for community wide development. CCAP employees, governing and advisory Board members participate on a wide variety of public and private boards and committees, including Workforce Development, DSS programs, Housing Authority, Partnership for Children, etc. Participation provides low wealth families with a voice in the community. It increases CCAP's involvement in and implementation of mandated or legislated linkages with other federally funded programs, such as the Workforce Development Act of 1998 and LIHEAP.

Coordination and collaboration are strengthened through recruiting representatives from other human service agencies to sit on agency advisory boards. Interagency referrals help CCAP meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. CCAP coordinates with charitable, public and faith-based groups to efficiently serve its customers. Contracts with DSS provide TANF recipients with payee services to teach financial literacy to this vulnerable group while performing in welfare to work programs.

**Community Services Block Grant Program
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Planning Process Narrative (continued)**

<p>ROMA Goals 4 and 5 Partnerships among supporters and providers of services to low-income people are achieved; Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

According to the Cumberland County Schools 2010-2011 annual report, 53,161 children were enrolled in Cumberland County schools to include pre-k, with another 5, 230 in Ft. Bragg schools. Per the New America Foundation, in 2008 the Cumberland County student poverty level was 20% compared to the State level at 18.2%. The End of Grade (EOG) scores continue to progress in the basic job preparation areas of reading and math. Lower income and minority students earn lower scores, however. The educational disparity between minority and white students in Cumberland County tend to validate the hypothesis that economics contribute to educational attainment inequalities.

Cumberland County Schools had 52.71% of their enrollment eligible for free or reduced breakfast and lunch program in 2011. According to the 2000 census, 56% of female headed households had incomes at or below the Federal poverty level. Children in these homes are more at risk for dropping out of school, becoming homeless, food insecurity, and having no job skills to meet today's employment market needs.

Cumberland County has a younger population than the State when comparing the percentage of residents less than 18 years of age and comparing the percentage of residents over the age of 65. Fayetteville and Cumberland County Parks and Recreation Department offer a wide variety of leisure activities, programs and facilities. Youth athletics, sports lessons, recreational classes, a summer youth program and cheerleading program are among the activities available to county residents. However, many have fees and are not readily accessible to low wealth residents without adequate transportation.

Cumberland County lacks youth development programs that support the primary role of the family and offer preventative measures to juvenile crime. The Boys and Girls Club and the Big Brother, Big Sister Program of Cumberland County have been making an effort to reach some of the low wealth youth in the community but have very limited funds to make a large impact on the large number of youth in the county. Few resources are available to develop innovative neighborhood initiatives that would strengthen families and encourage effective parenting. Head Start offers a Fathers and Friends Program to help men cultivate good parenting skills. The service is now in its 8th year of operation.

CCAP's Second Harvest affiliated Food Bank and the ASPIRE Food Pantry each offer opportunities for juveniles. Working liaisons with the JROTC, Cumberland County Transitional Education Program, and youth with member agencies enable youth to perform required community or volunteer service under adult supervision at the Food Bank. The youth are assigned tasks to complete during their time at the Food Bank or with the ASPIRE Food Pantry. These tasks are structured to provide soft job skills, teach self control, and working respectfully in a multi-generational environment. The ASPIRE Food Pantry is operated almost entirely by volunteers. Providing service opportunities for youth in this setting inspired several of the young people to return as a true volunteer after the required community service time was completed.

<p>ROMA Goals 1 and 5 Low-income People Become More Self-Sufficient; Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goal 1 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians.</p>
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11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.
- a. Funds to support services for low-income persons
 - b. Funds to support the overall agency

In preparation for undertaking fundraising activities for unrestricted funds to support the overall agency CCAP has taken steps to increase brand awareness of the agency, to link the well-known programs to the parent company. Examples of this:

- Common email suffix was implemented for all CCAP programs; all literature must state "A Division of Cumberland Community Action Program". A Communications Manager position has been established to facilitate implementation of brand awareness (letterhead, business cards, press releases, web site, facebook, presentations, letters to the editor.)
- Email solicitation lists, based upon owner's consent, are being developed to be used in electronic solicitation.
- Direct mail companies (hard copy and electronic) have been interviewed and a company selected for programmatic work as well as for agency work.
- Plans underway to develop an agency solicitation piece.
- A "Donate Now" button has been placed on the website with the behind the scenes work completed for accepting electronic payments

To "reduce dependency on government funding" CCAP has worked with the Fayetteville Metropolitan Housing Authority to explore options for CCAP managing a 7 am - 6 pm child care development center. The Weatherization team is exploring ways to transition from providing services for low-income families to providing fee-based service delivery for middle-class families.

<p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p>
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12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].
- The North Carolina Child Support Enforcement reported the following statistics for the NC State Fiscal Year 2010:

- The number of cases at the end of the reporting period: 426,020
- 82.01% of cases currently have a court order for child support
- \$702.6 million collected in SFY 2010 compared to \$710.1 million in SFY 2009

As the ASPIRE Self-Sufficiency Program encourages economic self sufficiency through employments efforts, all participants that are single custodial parents are encouraged to request additional support

through Child Support Enforcement if support is not received by the non-custodial parent. ASPIRE's case management staff works closely with the participant as they are referred to, apply for, and wait for approval of support. The participant is also educated on the possible budgetary strained alleviated, if support is received from the non-custodial parent. Case management staff works with the participant at entry to the program to establish a household budget. Then additional budget development is received through partnership with Consumer Credit Counseling Services as the participant's income increases. This allows for financial literacy and education on proper income management.

13. Does your agency calculate return on investment for your CSBG program? If so, please explain and give the calculation.

N/A

Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
Form 210

Agency Strategy for Eliminating Poverty

Planning Period: 2011 to 2014

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name, rank the poverty cause(s) and identify which one(s) the agency will address.

Poverty Cause: **Inability to become Self-Sufficient**

Low income individuals and families in Cumberland County face numerous barriers that exacerbate their ability to become self sufficient. There is limited public transportation in Cumberland County, restricting access to jobs, job training, and institutions for higher learning. The availability of quality and affordable day care programs are limited, as are after school care programs. Numerous factors prevent a low income person from attaining economic independence.

Sampson County is the second largest county, in land area, in North Carolina. It has a total area of 947 square miles. Sampson County is very rural. The families and low income individuals of Sampson County face numerous barriers that exacerbate their ability to become self sufficient. The unemployment rate is 8.2% as of May 2012. There is no public transportation which restricts access to jobs, job training and to the local Community College for higher learning. Although Sampson County is the largest agriculture county in North County, the work is seasonal and the industry faces changes with modern technology, consumer needs and environmental regulations. Affordable and safe housing is a barrier faced by low income individuals in Sampson County.

Many lack education, job skills or job training that would allow them to obtain employment providing a "living wage". The deficiency in the areas of education or employability is directly linked to an absence of critical community services. Numerous factors prevent a low income person from attaining economic independence. These obstacles reduce their ability to find employment, obtain health care or housing. It also lessens their capacity for overcoming crises.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

Cumberland County has a population estimated at 315,207 as of 2009 (US Census Bureau) and Sampson County has a population of 63,431 as of 2010 (US Census Bureau). In Cumberland County the population is younger than the State's average at 31 years, due in large part to the military population and median age for Sampson County is 38. While the 2005-2009 American Community Survey US Census Bureau reports 18.5% of the residents in Cumberland County are at or below the poverty level and 20.4% of the residents in Sampson County are at or below the poverty level. African-Americans have the highest rate of poverty at 23.9% followed by the Hispanic or Latino community at 19.2% in Cumberland. The Hispanic or Latino community has the highest rate of poverty at 40.2% followed by the African-American community at 31.9%.

Cumberland and Sampson Counties have diverse populations with over 80 cultures in Cumberland and 44 cultures in Sampson represented in their citizenry.

Kidscount.org estimate 22.5% of children under the age of 18 live in poverty households in Cumberland (2008) and 31.2% in Sampson (2010). The effect of childhood poverty frequently translates into less education, lower earnings as an adult, and a continuous cycle of poverty. Studies have shown that victims of poverty, on an average, have lower school test scores, experience more health related problems, and often live in substandard housing. According to Cumberland County School website, 54.42% children in school participated in the free or reduced meal programs in 2009. According to NC Public Schools website, 71% of the children in Clinton City school system and 74% in Sampson County school system participated in the free or reduced meal programs in 2010-2011. Children receiving Medicaid in 2004 was 31% of the 0 to 18 population, fewer than reported in 2001 (36.9%) in Cumberland and children receiving Medicaid in Sampson in 2010 was 56%. The number of children benefiting from Food Stamps increased to 20.6%, up from 16.4% reported the same year in Cumberland and 26% of the children in Sampson benefitted from Food Stamps. Child abuse and neglect in Cumberland County continues to plague the county with substantiated child maltreatment reports exceeding 5% of the State's incidents and in Sampson County, the rate for the county is 3% which is lower than the State rate.

The median family household income in Cumberland County according to 2009 estimates was \$41,163, compared to \$43,754 of the State. The per capita income was \$22,987 in 2009. Cumberland County's economy is primarily in the service sector which is lower paying than skilled or manufacturing jobs. Most of these service jobs pay wages insufficient to support a family. Military retirees, who have higher educational levels and more skills, generally are hired for the better paying positions. Entry level positions have become more technical with the advent of computers and telecommunication technology. Most jobs require moderate to long term skill training. Unemployment in this area remained near 9% for most of 2009.

Projections for Cumberland County's future workforce, based on the anticipated growth resulting from BRAC and military related industries, call for technologically skilled workers. The low income population served by CCAP, Inc. will require additional education and job training to meet this new demand.

The median family household income according to 2010 US Census is \$35,740 compared to \$45,570 for the State. The per capita income was \$19,086 in 2010. Sampson County's primary industries providing employment per city-data.com are manufacturing, education, health and social services, retail trade, and agriculture, forestry, fishing, and hunting and mining. The agriculture jobs are seasonal and pay wages insufficient to support a family. The manufacturing jobs pay a higher wage than the agriculture and retail trade jobs. Most jobs require moderate to long term skill training. The top paying jobs in Sampson County (according to UNC Sheps Center for Health Service Research) are in computer systems design, offices of dentists, offices of physicians, and management. Once employed in some of the industries, these jobs provide longevity and most people do not leave until retirement. Unemployment in this area average 8.6 in 2011.

Affordable housing contributes to a community's quality of life. However, low wages limit housing choices for many families. In addition, their ability to pay the costs of maintenance if they own their own home is further restricted by the limited income. Affordable housing is a major problem for the low wealth population. Extremely low income households are the 2nd largest category of renters according to the 2005 Cumberland County Consolidated Plan prepared by the Community Development Department. A 2 bedroom apartment less than 10 years old rented in excess of \$758 per month.

In Sampson County, affordable housing as well as available housing is a major problem for the low wealth population. According to the North Carolina Housing Coalition, safe and affordable housing should not be

more than 30% of the household gross monthly income. The median income for Sampson County is \$35,740. Monthly affordable housing for a single person or family who earns an annual income of \$35,740 would be \$894. For low income household who earns \$14,500 annually, the monthly affordable housing cost should be \$362.50 and even less for the extremely low income. The median rent is \$540 per month per USA.com.

As renters, extremely low income households have the highest cost burden by paying more than 30% of available income for housing costs. Fewer homeowners are found among those with low incomes. The excessive rent burden on the low wealth population is directly tied to social and economic issues in Cumberland County.

The inability of low income individuals to be self sufficient and economically independent forces them to live in unsafe neighborhoods in substandard housing. It creates homelessness. Individuals and families must forego basic human needs such as food security and health care. They are frequently faced with choices between paying a high energy bill to stay warm or purchasing essential prescriptions to retain their health.

Access to health care is diminishing in North Carolina. As jobs decline, those with health care benefits lose that access. Cumberland County ranked 54th and Sampson County ranked 81st out of the 100 counties in the State with the number of uninsured individuals from the age of 0 to 64. 21.1% of Cumberland county's population was uninsured according to the State of the County's Health Report, generating hospital costs that are paid with tax dollars. 27% of Sampson county's population was uninsured according to the website of countyhealthrankings.org. In Cumberland County, 14.8% of children ages 0 to 17 are uninsured, higher than that of the State and 12.5% of the children in Sampson County. Children with family incomes at or below the Federal poverty level are at a greater risk for not receiving medical attention. Children with health insurance make better use of preventive care

Section II: Resource Analysis (use additional sheets if necessary)

3. Resources Available:

a. Agency Resources:

CCAP, Inc

WAP-Standard	\$742,389
Recovery	\$5,756,541
Head Start-Cumberland County	\$6,571,712
CCCS	\$1,270,078
CHDO-Cumberland County	\$43,775
CSBG-Standard	\$802,090
FSS-Cumberland County	\$113,632
Food Bank	\$1,307,600
WAP-Standard	\$742,389
Recovery	\$5,756,541

b. Community Resources:

Better Health	Emergency Medical & Financial Assistance	\$ 322,792
	Medical Screenings	
Catholic Social Services	Emergency Services	\$ 25,320
Cumberland County Health Department	Child Health Services (0 – 18)	\$6,150,108
	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	
	Health Promotion	
	Adult Health Clinic	
	WIC	
Cumberland County Schools	Nutrition (School Lunch)	\$8,400,000
HUD	CDBG, HOME	\$1,626,887
Local churches	Emergency Assistance	\$ 5,000
Salvation Army	Emergency Assistance	\$ 40,000
	Nutrition (Love Lunches)	
	Emergency Shelter	
	Care Program	
Urban Ministry	Home Repairs	\$ 592,462
Workforce Development	Employment	\$2,718,214
	TOTAL	\$35,366,105
Additional Community Resources (<i>monetary resource unknown</i>)		
Veterans Empowering Veterans	Employment, Housing, & VA Benefits	
	Application Assistance for Veterans	
Steps N' Stages-Jubilee House	Housing & Employment Assistance for Veterans	
Sampson		
Sampson County Department Of Social Services	Child Care Subsidize	\$4,704,136
	Crisis Intervention	
	Food & Nutrition Benefits	
	Low Income Energy Assistance	
	TANF Child	
	TANF Domestic Violence	

Work First		
Sampson County Health Department	Child Health Services (0 – 18) Immunization Services School Health Program Wellness Program Dental Health Clinic Health Promotion Adult Health Clinic Maternity Health Family Planning WIC	\$4,033,525
Sampson County Schools	Nutrition (School Lunch)	\$3,732,743
Clinton City Schools	Nutrition (School Lunch)	\$1,387,000
Local churches	Emergency Assistance	\$ 5,000
Crisis Center	Emergency Assistance Nutrition Care Program	\$ 500
UCare	Domestic Violence	\$500

4. Resources Needed:

c. Agency Resources:

- Additional Rental Properties for the Low Income
- Funding for Temporary Childcare Assistant
- In-house Certified Technical Training Programs for Participants

d. Community Resources:

- Affordable Rental Properties for the low income
- An Expanded Public Transportation System
- Additional Funding for before and after school childcare
- Additional Funding for Income Medical and Dental Clinics for the low income

Section III: Goal and Strategy

5. Long-Range Goal:

To remove 73 low income families in Cumberland and Sampson Counties from the poverty population by 30 June 2014

6. Strategies for Achieving Long-Range Goal:

- Provide comprehensive case management services for low wealth participants to become more self sufficient.
- Increase employment readiness skill workshops
- Have participants obtain the North Carolina Career Readiness Certificate
- Seek funding to repair low income owner occupied homes.
- Encourage faith-based community to collectively pool funds and offer an emergency relief service to intervene when crises arise.
- Collaborate with Care Clinic and other health groups to provide free medical and dental care to low income population, including preventive care.
- Encourage financial institutions to make low interest loans available to low wealth community needing funds for education, home loans, purchase of car, etc.
- Seek interest in the Employee Pilot Program
- Seek increase in Head Start enrollment.
- Provide workshops to decrease child maltreatment.
- Develop nutrition seminars to improve health of low wealth population.

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
One-Year Work Program
Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Project						
2. Poverty Cause Name:	Inability to become self-sufficient						
3. Long-Range Goal:	To remove 73 low income individuals in Cumberland and Sampson Counties from the poverty rolls by 30 June 2014.						
4. Selected Strategy:	To provide comprehensive services to 170 low wealth participants to become more self-sufficient.						
5. Project Period:	July 1, 2013	To	June 30, 2014	Plan Year	3	of	3
6. CSBG Funds Requested for this Project:	\$802,090						
7. Total Number Expected to Be Served:	170						
a. Expected Number of New Clients	110						
b. Expected Number of Carryover Clients	60						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							24
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							N/A

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide comprehensive services to 170 low wealth participants to become more self-sufficient.	Program Director	75	100	140	170	
	Administrative Assistant		(25)	(40)	(30)	
1.0 Provide effective and efficient delivery of services.	Self-Sufficiency Manager	75	100	140	170	
1.1 Prepare and issue PSAs announcing services.	Case Managers II		(25)	(40)	(30)	
1.2 Notify local service agencies to make referrals.	Case Managers					
1.3 Participate in Interagency Council meetings to inform other agencies of services and remain abreast of other community services available to clients.	Program Specialist II					
1.4 Distribute brochures to clients, faith-based organizations, human service organizations, businesses and community at large.	Resource Coordinators					
	Communication Manager (PT)					
	Communications Coordinators					

<p>10.0 Provide micro-enterprise development training to enable low wealth participants to become self employer, i.e., child care provider, home health aide, other businesses, etc.</p> <p>10.1 Conduct skills training on:</p> <ul style="list-style-type: none"> a) Start up basics b) Business plan basics c) Financing d) Marketing e) Employees f) Taxes g) Legal aspects h) IDAs 	<p>Program Director Self Sufficiency Manager Resource Coordinators Case Managers II Case Managers</p>	0	1 (1)	3 (2)	5 (2)
<p>11.0 Conduct organizational and educational programs to CSBG participants and their family members to develop leadership capabilities to guide and cultivate neighborhood projects.</p> <p>11.1 Provide leadership training and principles in the areas of:</p> <ul style="list-style-type: none"> a) CCAP, Inc. Day b) Health Awareness Day c) Transportation Services Day d) Social Services Day e) Business & Economics Day f) Education Day g) Media Day h) Law Enforcement Day i) Local Government Day j) Neighborhood Issues Day <p>11.2 Provide youth leadership training and principles with youth ages 12-17 in the areas of:</p> <ul style="list-style-type: none"> a) What is Leadership b) Self-Esteem c) Manhood and Womanhood d) Money Management e) Employment Readiness f) College Preparatory g) Physical Fitness and Nutrition h) Social networking and Bullying 	<p>Program Director CEO Communication Manager (PT) Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers Program Specialist II</p>	2	2	11	12
<p>11.3 Conduct closing activities Graduation Ceremony* for participants successfully completing with 80% attendance.</p> <ul style="list-style-type: none"> a) Select location b) Invite keynote speaker c) Invite graduating participants d) Invite community leaders e) Notify local media f) Issue graduation certificates <p>11.4 Continue to provide advice, information and guidance to new leaders.</p>	<p>Program Director CEO Communication Manager (PT) Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers</p>	2	2	1	2

<p>12.0 Maintain accurate records of: 12.1 Product inventory 12.2 Appraised value of food donations 12.3 The AR4CA 12.4 Participant's Files.</p> <p>13.0 Monitor activities. 13.1 Survey clients for satisfaction. 13.2 Prepare Outcome Measures report 13.3 Review case files 13.4 Review surveys; prepare summary of responses</p>	<p>Program Director Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers Program Specialist II Administrative Assistant Warehouse Supervisor Warehouse Assistant Customer Relation Specialist (PT) Program Support Aides</p> <p>Program Director Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers Program Specialist II Program Support Aide</p>	<p>9/30/2012</p> <p>9/30/2012</p>	<p>12/31/12</p> <p>12/31/12</p>	<p>3/31/13</p> <p>3/31/13</p>	<p>6/30/13</p> <p>6/30/13</p>
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<p>14.0 Review and approve: 14.1 Monthly reports 14.2 Quarterly reports 14.3 End of Year report 14.4 IS report</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>	<p>9/30/2012</p>	<p>12/31/12</p>	<p>3/31/13</p>	<p>6/30/13</p>
<p>15.0 Evaluate Project. 15.1 Number of clients receiving services. 15.2 Number of clients successfully completing program.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>	<p>9/30/2012</p>	<p>12/31/12</p>	<p>3/31/13</p>	<p>6/30/13</p>
<p>16.0 Determine progress in achieving outcome goals.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>	<p>9/30/2012</p>	<p>12/31/12</p>	<p>3/31/13</p>	<p>6/30/13</p>
<p>17.0 Provide assistance with identifying lease sites and reviewing of leases as well as maintenance of buildings with landlords.</p>	<p>Chief Executive Officer Program Director Program Manager Facilities Manager General Maintenance Worker</p>	<p>9/30/2012</p>	<p>12/31/12</p>	<p>3/31/13</p>	<p>6/30/13</p>
<p>18.0 Responsible for the implementation of technologically advances of computer networks, telephones, etc.; and for the purchasing of electronic equipment to include repairing, maintenance and monitoring of the equipment.</p>	<p>Chief Executive Officer Program Director Program Manager Network Administrator Computer Systems Specialist</p>	<p>9/30/2012</p>	<p>12/31/12</p>	<p>3/31/13</p>	<p>6/30/13</p>

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
One-Year Work Program
Form 212 (continued)**

10. Use the tables below to enter your agency's projected outcome results (targets). The outcome measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to complete Table 1. All CSBG grantees operating non self-sufficiency projects are required to enter applicable outcomes in the Table 2. If your agency operates more than one non self-sufficiency project, please add tables as needed. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Self-Sufficiency Projects	
Project Name:	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	170
The number of low-income families rising above the poverty level	24
The average change in annual income per participant family (in whole #s)	\$5500
The number of participants obtaining employment	55
The number of participants obtaining jobs with medical benefits	15
The participant average wage rate	\$7.50
The number of participants completing education/training programs	55
The number of participants securing standard housing	13
The number of participants provided emergency assistance	35

Table 2 Outcome Measures for Non Self-Sufficiency Projects	
Project Name:	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served N/A	

**Community Services Block Grant Program
 Fiscal Year 2013-14 Application for Funding
 One-Year Work Program
 Form 212 (continued)**

11. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected number of persons served in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County						
Agency Name: Cumberland Community Action Program, Inc						
Project Name: ASPIRE Self-Sufficiency Program						
County	Cumberland	Sampson				
Total	150	20				Total 170
Planned						
Project Name:						
County						
Total						Total
Planned						

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The CCAP, Inc. Board of Directors, as a body or in Committee, is responsible for planning the strategic long term and annual goals of the agency, allocating human and financial resources to carry out the projects effectively and efficiently; and for assessing and evaluating the services, programs and operations on a regular basis. Monthly progress reports are provided to the Executive Committee at their regular meeting. Quarterly updates of performance achievements against the planned goals and objectives are presented to the full board. Members are encouraged to ask questions or to visit the program to learn more about its successes or problems. The CEO provides an analysis of the data. A question and answer period is a normal part of Board and Committee meetings. Suggestions, comments, and concerns are addressed by the CEO. The Board may delegate any additional review or evaluation to a Committee or to the CEO for further investigation and determination. A detailed study with recommendations is then presented to the Board for final approval. The Board of Directors has final approval for all program evaluations.

b. Low-Income Community:

As a part of the annual planning process, the low income community and clients are asked to evaluate CCAP's services and to recommend modifications or changes they believe are needed to improve the programs. Representatives of the elected sector obtain feedback from their constituents regarding the effectiveness of CCAP programs and identify unmet needs, and un-served or underserved populations in the service area.

c. Program Participants:

Agency clients participate regularly in assessing program services, systems, and operations through Customer Satisfaction Surveys and program evaluation surveys. Their comments and concerns or recommendations are collated and presented to the Board of Directors for further action or comment. Responses receiving low scores require additional investigation and are routed to the Program Director or the CEO.

d. Others:

CCAP's partners and funding sources are frequently involved in assessing program services and evaluating outcomes. The quality of programs in meeting needs of the targeted community is measured against pre-set standards of performance. Statistical data is prepared in accordance with a scheduled reporting cycle and indicates if the program is within the planned parameters for goal attainment and financial restrictions. The information is also presented to Board members who take the data to their respective groups for distribution. CCAP, Inc. also prepares an Annual Report on each of its programs to keep the community aware of its activities.

- Feeding America conducted a review of the Second Harvest Food Bank of Southeast North Carolina in 2011. The next review will be scheduled for 2013.

- Office of Head Start's review of Head Start: Monitor's report, March 2012, CCAP HS is in full compliance of all OHS rules and regulations.
 - Department of Housing and Urban Development inspects agency client files to ensure compliance with standard and grant specifications of CCCS. Recertification is granted upon satisfactory performance and it was granted in 2012.
 - Department of Agriculture, both North Carolina and United States offices, conduct unannounced inspections and evaluations of CCAP services and of our partnering agencies.
 - The Fayetteville Metropolitan Housing Authority conducts an annual review of service delivery against grants requirements and due to the outgrowth of 2011; we were asked to continue services until 2013.
 - Council on Accreditation for Children and Family Services, Inc. evaluates the agency against best practice standards every three years. CCAP was award COA recertification December 2009.
 - North Carolina Day Care Licensing Agency conducts compliance reviews on an unannounced basis to ensure compliance with regulations.
 - City of Fayetteville Community Development and the NC Housing Finance agency conduct annual on site reviews to re-certify agency as a Community Housing Development Organization.
 - The office of the Governor contracted the Brownstone Group to evaluate programs and accounting procedures. The five days, fifty-six item reviews was completed with no findings.
 - The Department of Energy and the State Energy Office conduct quarterly monitor visits of the Weatherization Assistance Program for Recovery.
2. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors, as a matter of policy, has accurately distinguished between Board and management policies. The Board establishes uppermost policies and delegates the implementation of them to the CEO. Board policies establish the broad parameters within which Board, management and staff will conduct operations. Management policies are developed and carried out by the CEO. These clearly outline the specifics of how the organization and staff will operate within the Board's policy. Policies are regularly reviewed by the Board for appropriateness and continuity with other agency practices. The CEO prepares reports for the Board or Executive Committee ensuring administrative or management policies and procedures are covered for Board consideration

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

The CCAP, Inc. Board of Directors, or its Executive Committee, receives in-depth reports to review prior to their meetings. They may call or visit the office to obtain clarification or to observe program operations. The CEO makes recommendations as needed to ensure programs are operating as prescribed and achieving objectives.

The Board accepts monitoring, assessment and evaluation reports when the program or service is in compliance with agency policies and procedures. If the report contains negative consequences, the Board may appoint a Committee to investigate and make recommendations for corrective action. Both

internal driven and externally prepared reports are treated in the same manner. Quality improvement plans (QIPs) may be required to rectify identified problems. QIPs will necessitate additional reporting and a secondary review once completed. The Board has the final approval for all evaluation reports.

4. Describe the Board's procedure for conducting the agency self-evaluation.

The Board of Directors delegates the responsibility for implementing evaluations of programs to the Chief Executive Officer. The CEO ensures programs are evaluated on a regular basis and reports the findings to the Board. The Head Start self-assessment is an example. Any identified deficiencies are discussed at both Board and management levels to determine appropriate steps for bringing the program back into compliance. The program will be closely monitored for 1 to 3 months and regular reports submitted for Board approval

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate when the next evaluation will begin and be completed.

The Executive Committee is looking at self-evaluation tools. The evaluations will be completed in the second quarter. Upon completion of the evaluations, a strategic planning session will be held.

BUDGET INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Please Note: Information should only be entered in the highlighted sections of this form. The tabs at the bottom of the form indicate the different sections of the budget. As amounts are entered in the various sections of the budget, the form automatically displays totals in the appropriate Object Category areas of the Budget Summary in the Cover Tab.

Budget Type

- Check "Annual Application" if this budget is being submitted with the CSBG Application.
- Check "Amendment" if this budget is being submitted with an amendment to the CSBG contract.
- Check "Budget Change" if this budget is being submitted with a Budget Change Request (OEO Form 225)

Section I. Identification:

Enter the agency name and contract period.

Section II. Contract Summary:

The only entries required in Section II are for Administrative Support. Enter the name of the program(s) being supported with CSBG funds and the amount(s) budgeted (see sample below). Entries must be consistent with information entered into the CSBG Administrative Support Worksheet (OEO Form 212A). Support documentation is necessary.

ADMIN. SUPPORT:			
Support Our Students	\$10,000	(Insert Program Name)	\$0

Section III. Budget Summary:

Project Names. Agencies budgeting more than one CSBG project should identify each project by in the appropriate columns. Once CSBG project administering names are entered in Section III, the names will populate in the same locations into each tab of the form.

Indirect Costs.

Agencies charging indirect costs (pursuant to an approved Indirect Cost Rate Agreement), should enter the Indirect Cost Rate, the base and the amount charged in the indicated spaces (see sample below).

Indirect Costs:					
Approved Rate: 16.8%	44,748	0	0	0	0
Base: Salaries/Wages					

IMPORTANT - The Budget Narrative Form 225N is required to provide detail and support to budgeted line items. The instructions and the Form 225N are included in the application instructions. The Form 225N can be used to provide additional information on any section of the Budget 225. See page 9 of the application instructions.

Section IV. Salaries and Fringe:

All Fringe Benefits must be itemized and entered on a per employee basis, regardless if your agency has a "cognizant-approved fringe benefit rate" agreement. Two pages for Salaries & Fringe are included in the 225 form. If your agency has more staff than will fit on these two pages, please e-mail OEO Fiscal Analyst Steve Fowler at steve.fowler@dhs.nc.gov and he will provide your agency with additional pages.

Position Titles must be stated exactly as they appear on the One-Year Work plan (OEO Form 212). List only those positions which have been assigned project activities on the corresponding OEO Form 212 and charged directly to the grant. Portions partially or fully funded by CSBG should be listed.

The actual Annual Salary for each position must be listed; combined salaries of positions with the same title are not acceptable in this column.

Enter Position Title, Annual Salary, Number of Months and CSBG Share. Then enter the itemized Fringe Type and the Computation for the Fringe. The amount of salary and every itemized fringe benefit charged to each Position Title must be entered in the program columns (see sample on next page). Total Salaries and Total Fringes for the program columns are automatically captured on the Cover Page.

SECTION IV. - SALARIES AND FRINGE

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Program 1 Fringes	Program 1 Salary	Program 2 Fringes	Program 2 Salary
CSBG Manager	\$45,000	12	\$45,000	100.00%	Unemployment	\$20,400 x 0.0396%	\$404	\$22,500	\$404	\$22,500
			\$0		Health Ins.	\$500 per month x 12 months	\$3,000		\$3,000	
			\$0		Retirement	\$45,000 x 6%	\$1,350		\$1,350	
			\$0		Workers Comp	\$45,000/100x.33	\$74		\$74	
			\$0		FICA	\$45,000 x 7.65%	\$3,443		\$1,721	
Case Worker 1	\$35,000	12	\$35,000	100.00%	Unemployment	\$20,400 x 0.0396%	\$404	\$17,500	\$404	\$17,500
			\$0		Health Ins.	\$500 per month x 12 months	\$3,000		\$3,000	
			\$0		Retirement	\$35,000 x 6%	\$1,050		\$1,050	
			\$0		Workers Comp	\$35,000/100x.33	\$58		\$58	
			\$0		FICA	\$35,000 x 7.65%	\$1,339		\$1,339	
	TOTAL SALARIES		\$80,000							
	TOTAL FRINGES		\$26,522				\$14,122		\$12,400	
	TOTAL FTE's			2.00				\$40,000		\$40,000

Note: In the Budget Narrative Form 225N please provide staff names and position titles. If the employee is less than 100%, include the other program/percentages the employee works.

Budget Support Data (Sections IVa - IVd):

Note: Justification for total costs must be provided in the appropriate spaces for Communications, Space Costs, Travel, Supplies/Materials, Contractual, Client Services and Other. Additional information will be requested in the Form 225N.

Section IVa

A detailed description of anticipated Equipment (as defined in [Attachment G] of the CSBG contract) purchases is required along with the number of items to be purchased, the actual cost per item and the total cost of the item(s). In the Form 225N provide justification on the need for new equipment. Include planned office equipment with a useful life of 1 or more years in this area even if it does not exceed the capitalization threshold of \$500.00.

Section IVb

The Space Costs category should include facilities rent, maintenance costs, etc.

The Travel category should include local mileage, per diem, lodging, transportation and other related items while in travel status on

The Supplies/Materials category should include such items as office supplies, brochures, training materials, etc.

Section IVc

The Contractual category should include, in addition to audit costs, a detailed description of any goods or services to be provided through a professional or personal consultant services contract. Detailed information is requested in the Form 225N. Agencies utilizing the Accountable Results for Community Action (AR4CA) database system should include related expenses under contractual. Please note that CSBG funds can only be contractually obligated during the contract period and Grantees should not enter into subcontract agreements prior to OEO's confirmation of an executed contract.

Section IVd

The Client Services category should include a detailed description of services to be provided to clients in each project. Budgeted services should support the services identified in the One Year Work plan.

The Other category should include a detailed description of any items not covered in previous cost categories. Support documents may be required.

Per County Budget

The County Budget is required for CAA's administering CSBG in a multi-county service area. The FY 2013-14 CSBG Allocation Spreadsheet indicates the total agency allocation as well as the county allocations which are based on the percentage of poor residents by county. Enter these figures into the Per County Allocation Line (Line 9) provided within the County Budget Tab.

The County Totals entered in the County Budget will populate on the Cover under the County Totals column. The figures on the County Totals column and the Program Totals column on the Cover should agree.

Total Agency Budget

The Total Agency Budget (TAB) is included for informational purposes and is required. The TAB is a two-page form, numbered separately from the OEO Form 225. Budget figures entered for OEO-funded programs should be consistent with amounts on the cover sheet of this form. Information should also be entered for all agency programs. All program budgeted amounts should reflect the actual or anticipated amount for the current funding cycle. Please do not abbreviate program names.

AGENCY BUDGET INFORMATION

Annual Application: X Amendment: _____ Budget Change: _____

Section 1. IDENTIFICATION

Agency Name: Cumberland Community Action Program, Inc. Contract Period: July 1, 2013 - June 30, 2014

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$725,312	\$76,778	\$0	\$802,090
TOTAL OEO CONTRACT AMOUNT				\$802,090

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).
 (Insert Program Name) \$0 (Insert Program Name) \$0

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	Self Sufficiency	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$412,821	\$0	\$412,821	\$412,821
Fringe Benefits	\$116,681	\$0	\$116,681	\$116,681
Equipment	\$0	\$0	\$0	\$0
Communication	\$10,380	\$0	\$10,380	\$10,380
Space Cost	\$53,160	\$0	\$53,160	\$53,160
Travel	\$14,065	\$0	\$14,065	\$14,065
Supplies/Materials	\$16,800	\$0	\$16,800	\$16,800
Contractual	\$21,580	\$0	\$21,580	\$21,580
Client Services	\$66,540	\$0	\$66,540	\$66,540
Other	\$13,285	\$0	\$13,285	\$13,285
Total Direct Costs	\$725,312	\$0	\$725,312	\$725,312
Indirect Costs				
Approved Rate: 14.5%	\$76,778	\$0	\$76,778	\$76,778
Base: Salaries & Fringes				
TOTALS	\$802,090	\$0	\$802,090	\$802,090

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Self Sufficiency Fringes	Self Sufficiency Salary	(Insert Program Name) Fringes	(Insert Program Name) Salary
Program Director	\$56,362	12	\$28,191	50.00%	FICA	\$28,191 x .062	\$1,748	\$28,191		
			\$0		Medicare	\$28,191 x .0145	\$409			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths x 50%	\$3,000			
			\$0		Worker Compensation	\$28,191/100 x \$1.95	\$550			
Admin Assistant	\$29,182	12	\$14,591	50.00%	Unemployment	\$28,191/100 x 1.56	\$440			
			\$0		FICA	\$14,591 x .062	\$905	\$14,591		
			\$0		Medicare	\$14,591 x .0145	\$212			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths x 50%	\$3,000			
			\$0		Worker Compensation	\$14,591/100 x \$1.95	\$285			
Self-Sufficiency Mgr	\$39,331	12	\$39,331	100.00%	Unemployment	\$14,591/100 x 1.56	\$228			
			\$0		FICA	\$39,331 x .062	\$2,439	\$39,331		
			\$0		Medicare	\$39,331 x .0145	\$570			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$39,331/100 x \$1.95	\$767			
Resource Coordinator	\$39,790	12	\$39,790	100.00%	Unemployment	\$39,331/100 x 1.56	\$614			
			\$0		FICA	\$39,790 x .062	\$2,467	\$39,790		
			\$0		Medicare	\$39,790 x .0145	\$577			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$39,790/100 x \$1.95	\$776			
Resource Coordinator	\$34,840	12	\$34,840	100.00%	Unemployment	\$39,790/100 x 1.56	\$621			
			\$0		FICA	\$34,840 x .062	\$2,160	\$34,840		
			\$0		Medicare	\$34,840 x .0145	\$505			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$34,840/100 x \$1.95	\$679			
Case Manager II	\$34,840	12	\$34,840	100.00%	Unemployment	\$34,840/100 x 1.56	\$544			
			\$0		FICA	\$34,840 x .062	\$2,160			
			\$0		Medicare	\$34,840 x .0145	\$505			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$34,840/100 x \$1.95	\$679			
Case Manager	\$33,301	12	\$33,301	100.00%	Unemployment	\$34,840/100 x 1.56	\$644			
			\$0		FICA	\$33,301 x .062	\$2,065	\$33,301		
			\$0		Medicare	\$33,301 x .0145	\$483			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$33,301/100 x \$1.95	\$649			
Case Manager	\$33,301	12	\$33,301	100.00%	Unemployment	\$33,301/100 x 1.56	\$520			
			\$0		FICA	\$33,301 x .062	\$2,065	\$33,301		
			\$0		Medicare	\$33,301 x .0145	\$483			
			\$0		Health/Dental Insurance	\$500 per month x 12 mths	\$6,000			
			\$0		Worker Compensation	\$33,301/100 x \$1.95	\$649			
TOTAL FRINGES			\$70,813				\$70,813			
TOTAL SALARIES			\$258,185				\$258,185			
TOTAL FTE's				7.00						\$0

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY	Self Sufficiency	(Insert Program Name)	TOTAL
SPACE COST			
Rent - 3,970 per month for 5 locations	\$44,040		\$44,040
Utilities - 450 per month for 4 locations	\$5,400		\$5,400
Garbage Collection - 70 per month for one location	\$840		\$840
Janitorial Services - 405 per month for 3 locations	\$480		\$480
Repairs (Equip/Facility) - 200 per month for 4 locations	\$2,400		\$2,400
Based on 12 months			\$0
			\$0
TOTAL SPACE COSTS	\$53,160	\$0	\$53,160
TRAVEL			
Mileage 12,065 miles @ .555 for budgeted staff	\$6,697		\$6,697
Out of Town Travel (Transportation,Prking,Hotel, Baggage)	\$5,002		\$5,002
Per Diem	\$2,366		\$2,366
			\$0
			\$0
			\$0
			\$0
TOTAL TRAVEL	\$14,065	\$0	\$14,065
SUPPLIES/MATERIALS			
Office Supplies - 600 per month	\$7,200		\$7,200
Program Supplies - 600 per month	\$7,200		\$7,200
Janitorial Supplies - 200 per month	\$2,400		\$2,400
Based on 12 months			\$0
			\$0
			\$0
TOTAL SUPPLIES/MATERIALS	\$16,800	\$0	\$16,800

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY	Self Sufficiency	(Insert Program Name)	TOTAL
CLIENT SERVICES			
Client Services - work clothes/supplies, emergency grants, transportation, educational/rental assistance			\$0
170 clients @ \$310.82 avg each to be served (12 months)	\$52,840		\$52,840
Client Graduation Ceremony	\$2,500		\$2,500
Rental of Facility & Meals, Plaques/Certificates, Speaker			\$0
Leadership Development - Youth Activities	\$700		\$700
Leadership Development - Senior Activities	\$700		\$700
Trip- Transportation/Parking, Tour Admission Fees, Meals	\$1,300		\$1,300
Food Purchases - Pantry Food & Onsite Freezer - 170 clients to be served	\$8,500		\$8,500
170 clients @ \$50 avg each to be served (12 months)			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL CLIENT SERVICES	\$66,540	\$0	\$66,540
OTHER (specify)			
Dues - Professional Organizations	\$1,200		\$1,200
Printing and Publications - 300 per month	\$3,600		\$3,600
Advertising - Employee/Client	\$1,800		\$1,800
Insurance - General/Vehicle/Bond - estimates	\$1,500		\$1,500
Taxes and Licenses	\$3,600		\$3,600
Employee Morale - 30 per month	\$360		\$360
Staff Training - 50 per month, incl materials	\$600		\$600
Registration - 4 Conferences	\$625		\$625
TOTAL OTHER	\$13,285	\$0	\$13,285

INDIRECT COST BASE:	Total Direct Costs	Salaries/Wages	x	Salaries/Fringes
INDIRECT COST RATE:	14.5%			

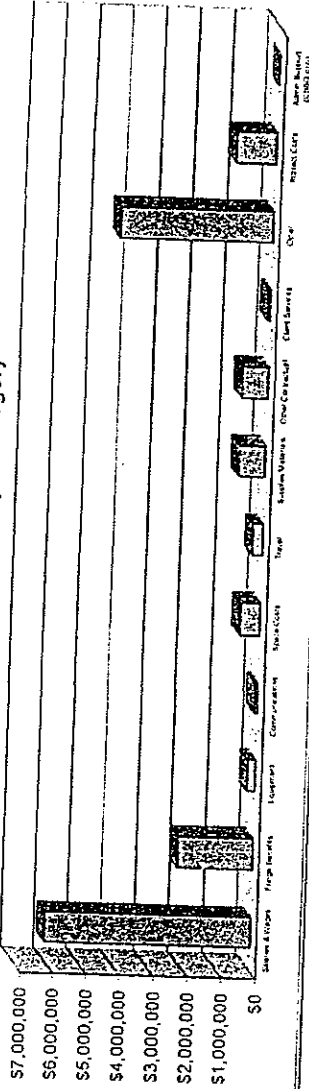
OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	DOE Weatherization	LIHEAP Weatherization	LIHEAP Heating/Air Repair/Replace	Weatherization ARRA	Community Housing Dev Organization	Head Start	Early Head Start	North Carolina Pre K	United States Department of Agriculture	
Salaries & Wages	\$412,921	\$6,724	\$6,711	\$19,568	\$281,593	\$0	\$2,920,868	\$642,729	\$940,458	\$74,074	\$5,205,536
Fringe Benefits	\$116,681	\$4,097	\$2,166	\$4,569	\$92,976	\$0	\$1,242,714	\$187,195	\$213,258	\$32,926	\$1,906,582
Equipment	\$0	\$3,000	\$0	\$0	\$12,608	\$0	\$97,507	\$20,908	\$4,156	\$2,765	\$140,944
Communication	\$10,380	\$0	\$0	\$0	\$13,886	\$0	\$0	\$0	\$0	\$0	\$24,266
Space Cost	\$53,160	\$14,280	\$0	\$0	\$76,183	\$0	\$249,879	\$76,284	\$0	\$509	\$470,395
Travel	\$14,085	\$16,232	\$0	\$0	\$211,975	\$0	\$28,083	\$20,808	\$0	\$6,818	\$297,961
Supplies/Materials	\$16,800	\$141,267	\$9,389	\$92,880	\$207,573	\$0	\$161,531	\$20,620	\$6,000	\$46,297	\$702,357
Contractual	\$21,560	\$142,517	\$9,510	\$84,250	\$244,078	\$2,200	\$159,265	\$27,286	\$942	\$8,533	\$700,161
Client Services	\$66,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,540
Other	\$13,285	\$8,820	\$100	\$0	\$205,241	\$49,800	\$2,090,254	\$360,824	\$122,603	\$690,682	\$3,541,609
Total Direct Costs	\$725,312	\$336,937	\$27,876	\$201,267	\$1,346,103	\$52,000	\$6,950,081	\$1,366,654	\$1,187,417	\$862,704	\$13,056,351
Indirect Costs	\$76,778	\$1,688	\$1,385	\$2,892	\$71,557		\$609,802	\$122,629	\$126,583	\$16,692	\$1,030,106
Admin Support (CSBG only)	\$0										\$0
Total Costs	\$802,090	\$338,625	\$29,261	\$204,159	\$1,417,660	\$52,000	\$7,569,983	\$1,489,283	\$1,314,000	\$879,396	\$14,086,457

OBJECT CATEGORIES	PROGRAM NAMES							TOTAL
	Family Self Sufficiency	Second Harvest Food Bank	Consumer Credit Counselling	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	
Salaries & Wages	\$55,370	\$406,386	\$363,561	\$60,667				\$885,984
Fringe Benefits	\$18,835	\$141,698	\$118,778	\$16,924				\$296,235
Equipment	\$2,000	\$35,286	\$72,772	\$5,850				\$115,908
Communications	\$0	\$58,246	\$0	\$15,075				\$73,321
Space Costs	\$9,100	\$44,701	\$60,302	\$27,495				\$141,598
Travel	\$5,500	\$11,094	\$1,511	\$5,958				\$24,063
Supplies/Materials	\$5,800	\$45,211	\$16,109	\$6,300				\$73,420
Contractual	\$5,000	\$19,697	\$42,822	\$11,030				\$78,549
Client Services	\$10,000	\$0	\$0	\$14,434				\$24,434
Other	\$1,300	\$811,604	\$176,186	\$5,780				\$994,892
Total Direct Costs	\$112,905	\$1,573,923	\$852,053	\$169,523	\$0	\$0	\$0	\$2,708,404
Indirect Costs	\$12,095	\$72,155	\$71,811	\$11,251				\$167,312
Total Costs	\$125,000	\$1,646,078	\$923,864	\$180,773	\$0	\$0	\$0	\$2,875,716

TOTALS BY OBJECT CATEGORY

Agency Totals by Object Category

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$6,091,520
Fringe Benefits	\$2,202,817
Equipment	\$256,852
Communications	\$97,587
Space Costs	\$611,993
Travel	\$322,024
Supplies/Materials	\$775,777
Other Contractual	\$778,710
Client Services	\$90,974
Other	\$4,536,501
Total Direct Costs	\$15,764,755
Indirect Costs	\$1,197,417
Admin Support (CSBG only)	\$0
Agency Totals	\$16,962,172





North Carolina Department of Health and Human Services
 Division of Health Service Regulation
 Office of Emergency Medical Services
 2707 Mail Service Center • Raleigh, North Carolina 27699-2707
<http://www.ncdhhs.gov/dhst/>



Drexdal Pratt, Director

Beverly Eaves Perdue, Governor
 Albert A. Delia, Acting Secretary

Regina Godette-Crawford, Chief
 Phone: 919-855-3935
 Fax: 919-733-7021

December 14, 2012

Mr. Edwin Causey
 Sampson County Manager
 406 County Complex Road
 Clinton, NC 28328

Dear Mr. Causey:

The North Carolina Office of Emergency Medical Services (OEMS) of the North Carolina Department of Health and Human Services will be conducting a site visit at Wake Med Health and Hospitals to consider its application for renewal designation as a Level I trauma center. The visit will be conducted at the hospital on March 26, 2013.

Pursuant to state rule 10A NCAC 13P .0905 (b)(1), this letter serves to apprise your Board of County Commissioners, whose county is either completely or partially in Wake Med Health and Hospitals' primary trauma catchment area, of this process. The purpose of this notification is to seek local input on any concerns relating to the hospital's trauma care or related services prior to making a recommendation on the renewal.

If your county has specific concerns regarding any aspect of Wake Med Health and Hospitals' trauma program or related delivery of care, please advise me in writing no later than February 22, 2013. Any concerns submitted to us will be shared with the survey team members and followed up during the site visit. Should we not receive any correspondence from you by this date, we will assume there are no particular concerns.

If you or your staff should have any questions, please feel free to contact me at (919) 855-3953.

Sincerely,

Amy Douglas, RN
 Trauma Manager, NC Office of Emergency Medical Services

cc: Regina Godette-Crawford, Chief
 Tom Mitchell, Assistant Chief, Administration
 Doug Calhoun, Regional Specialist





North Carolina
Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

N.C. Commission of Indian Affairs
Gregory A. Richardson, Executive Director

November 15, 2012

Mr. Edwin Causey
County Manager
Sampson County Government
406 County Complex Rd.
Clinton, North Carolina 28328

Dear Mr. Causey:

The North Carolina Commission of Indian Affairs was created in 1971 by the North Carolina General Assembly to study Indian needs, to deal effectively with Indian issues, and to bring local, state, and federal resources into focus for the implementation or continuation of meaningful programs for Indian citizens of the state, and to assist in social and economic development of Native American communities (N.C. General Statutes 143B-406). As part of its mandate, the N.C. Commission of Indian Affairs administers the state's procedures for the recognition of previously unrecognized American Indian groups in North Carolina.

The state recognition procedures are codified as administrative rules in the North Carolina Administrative Code at Title 1, Chapter 15, Section .0200 "Legal Recognition of American Indian Groups." A copy of 1 NCAC 15.0200 is available on the internet at <http://www.doa.nc.gov/cia/documents/CIA-LegRecogAmericanIndiaGroups.pdf>.

In accordance with 1 NCAC 15.0209 (3)(b), the Commission of Indian Affairs is required to notify local and county governments within a 25 mile radius of the Petitioner's geographic area when we have received a "Notice of Intent To Petition" for state recognition as an American Indian tribe in North Carolina. A "Notice of Intent To Petition" has been received from the group calling itself the "Tuscarora Nation of North Carolina, Inc.," located in Maxton, NC.

We are hereby notifying the Sampson County Government, as a municipality within a 25 mile radius of the Petitioner's geographic area, that the group calling itself the "Tuscarora Nation of North Carolina, Inc." has filed its Notice of Intent to Petition for state recognition with the N.C. Commission of Indian Affairs.

Mailing Address:
1317 Mail Service Center
Raleigh, N.C. 27699-1317

Telephone (919) 807-4440
Fax (919) 807-4461
State Courier #56-20-51
ww - 2 1 2 - cia

Location:
116 W. Jones Street, Suite 3054
Raleigh, North Carolina 27603

Matters regarding tribal recognition are initially handled through the Commission's Recognition Committee, which is comprised of one member from each of the state's American Indian tribes and urban Indian center organizations. The committee meets quarterly –and otherwise, as is necessary– and reports to the full Commission of Indian Affairs regarding recognition matters.

For further information regarding tribal recognition matters, please contact me at the commission's office (919-807-4444) or via email (elk.richardson@doa.nc.gov).

Sincerely,



Elk Richardson
Staff to the Recognition Committee

:ECR

cc: Paul Brooks, Chairman –N.C. Commission of Indian Affairs
G. Mark Teague (Office of the Attorney General)
Recognition Committee

POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. **Speakers may not allocate their time to another speaker.** The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer); and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.