



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 6, 2014**

5:30 pm	Annual Dinner Meeting with Sampson County Convention and Visitors Bureau Board of Directors - Administration Building Conf. Room	
	Dinner and Presentation of Annual Report	
7:00 pm	Convene Regular Meeting - County Auditorium	
	Invocation and Pledge of Allegiance	
	Approve Agenda as Published	
Tab 1	Roads	
	a. Secondary Roads Annual Statement for 2013 (for information only)	1 - 2
Tab 2	Planning & Zoning	3
	a. <u>CZ-C-12-13-1</u> Request to Rezone 6.25 Acres at 3846 North Salemburg Highway from RA-Residential Agriculture to CZ-C (Conditional Zoning Commercial District)	4 - 10
Tab 3	Reports & Recognitions	
	a. Recognition of Retirees	11
	b. Courthouse Security Update	12
	c. Budget Update	13
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	b. Request for Approval of Revisions to the LEPC Bylaws, Information Access Procedures and the Facility Emergency Planning Form (continued from December 2, 2013 meeting)	24 - 42
	c. Appointments	
	• Workforce Development Commission	
	• Adult Care Home CAC	43 - 44
	• BOC Committee/Board Assignments Review	
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	b. Approve the revised Electronic Communications Policy	54 - 57
	c. Approve Forestry Services Contract for Fiscal Year 2013-2014	58 - 60
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g. Approve budget amendments	75 - 91
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County Manager Reports	
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Adjournment	



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

December 2, 2013

ANTHONY J. TATA
SECRETARY

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

Subject: Secondary Roads Annual statement for 2013

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 2013. The numbers are based on current balances as of December 2, 2013.

Sincerely,

L.E. Reynolds, PE
District Engineer

LER ler

cc: K.E. Fussell, PE, Division Engineer
David L. Thomas, PE, Division Maintenance Eng.
Delbert Roddenberry, PE, Operations Program Mgr.
Keith Eason, PE, Sampson County Maintenance Eng.

Att

2013 Annual Report To Sampson County Commissioners

Subd or Rural	Item #	SR #	From	To	Length	Width	Type	WBS	Spent 2013	Status
R	1	Various	Surveys	na	na	na	na	3C.082046	\$ 1,464	Complete
R	2	SR 1940	SR 1147	DE	0.6	20	BST	3C.031051	\$ 53,683	Complete
R	3	SR 1648	US 13	DE	0.5	20	BST	3C.082054	\$ 106,199	Complete
R	4	SR 1148	US 701	SR 1141	0.6	20	BST	3C.082055	\$ 46,874	Complete
R	5	SR 1477	US 421	SR 1636	1.25	22	S9.5A	3C.082056	\$ 103,263	Complete
R	6	SR 1703	US 421	US 13	9.8	22	S9.5A	3C.082058	\$ 860,313	Complete
R	7	SR 1636	SR 1477	NC 55	6.2	22	S9.5A	3C.082061	\$ 545,283	Complete
R	8	SR 1637	SR 1636	DE	0.5	20	BST	3C.082062	\$ 93,112	Complete
R	9	SR 1858	US 701	DE	0.4	20	na	3C.082063	\$ -	Canceled
R	10	SR 2000	NC 24	DE	0.41	20	BST	3C.082064	\$ 8,049	Under Const
R	11	Various	Patching	na	na	na	S9.5A	3C.082066	\$ 100,909	Complete
R	12	Various	Typical	na	na	na	na	3C.082067	\$ 78,759	Under Const
Total									\$ 1,997,908	

Code

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

Maps 2, 3, 4, 8 & 10 are Grade, Base, Drain and Pave

Maps 5, 6 and 7 are pavement improvement made by widening road 2 feet on each side of roadway

Map 11 - Various patching

Map 12 - Various Typical Sections

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date: January 6, 2014	Information Only	<input checked="" type="checkbox"/>	Public Comment
	Report/Presentation		Closed Session
	<input checked="" type="checkbox"/> Action Item		Planning/ Zoning
	Consent Agenda		Water District Issue

SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Mary Rose, Planning Director

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

ATTACHMENTS: Planning Staff Memorandum; Planning Board Minutes; Maps

BACKGROUND: CZ-C-12-13-1 Planning staff will review a request to rezone approximately 6.25 acres located 3846 North Salemburg Highway from RA-Residential Agriculture to CZ-C (Conditional Zoning Commercial District). The request was unanimously recommended by the Planning Board after consideration of certain findings of fact, which are found in the attached materials.

RECOMMENDED ACTION OR MOTION: Motion to approve rezoning request CZ-C-12-13-1, 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 CZ-C-12-13-1 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 property is located along a major thoroughfare where commercial development is encouraged.*

MEMORANDUM

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

To: Ed Causey, County Manager *m. Rose*
From: Mary M. Rose, Planning Director
Subject: December 16, 2013 Sampson County Planning and Zoning Board Meeting -
County Board of Commissioners January 6, 2013 Agenda Item
Date: December 19, 2013

The following request was addressed by the Planning and Zoning Board at their December 16, 2013 meeting:

CZ -C-12-13-1 - A conditional zoning request by J.R. Williams Construction Inc., representing the owner, Richard Honeycutt to rezone approximately 6.25 acres located at 3846 North Salemburg Highway from RA-Residential Agriculture to CZ-C (Conditional Zoning Commercial District) was unanimously recommended by the Planning Board with the following findings of fact and zoning consistency statement: (See attached location map and site plan)

Findings of Fact:

1. J.R. Williams has signed the rezoning application as the applicant.
2. Richard Honeycutt has signed the rezoning application as the owner.
3. This rezoning will include approximately 6.25 acres as shown on the location map.
4. The property is currently zoned RA-Residential Agriculture District. (see attached site map)
5. This property is located at 3846 North Salemburg Highway. The properties to the north, south, east, and west are zoned RA-Residential Agriculture District.
6. The applicant is proposing an 80x80 foot building to be used to store work trucks.
7. Parking will be provided along the rear of the property.
8. There will be no washing of the vehicles on this site.
9. In section 1 of the Sampson County Land Use Plan, economic growth and commercial activities are encouraged at locations with access to major thoroughfares such as Hwy 242.
10. All adjacent property owners within 100' have been notified by mail

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment CZ-12-13-1 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 property is located along a major thoroughfare where commercial development is encouraged.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

attachments

MINUTES OF THE SAMPSON COUNTY
PLANNING AND ZONING BOARD

Meeting Date

December 16, 2013

Members Present

Clayton Hollingsworth
Billy Cottle
Scott Brown
Angela Marco

Members Absent

Debra Bass
Sherri Smith
Gary Mac Herring

Minutes Approved

Upon a motion by Angela Marco and seconded by Billy Cottle, the minutes of the November 18, 2013 meeting were unanimously approved as presented.

Ms. Rose informed the Sampson County Planning Board that the three Special Use requests that were approved at the October Planning Board meeting did not meet the newly approved property owner notification requirements as recently amended in the North Carolina General Statutes. Ms. Rose had contacted the UNC School of Government and was advised to ask the board to revoke the approved Special Use Requests and hear each case again after proper notification of each case was provided.

Upon a motion by Clayton Hollingsworth and seconded by Billy Cottle, SU-10-13-1, SU-10-13-2, and SU-10-13-3 of the October 21, 2013 meeting were unanimously revoked by the Planning Board.

SU-12-13-1

Tower Engineering Professionals, Inc. – Maxwell Road

A special use request by Tower Engineering Professionals, Inc. to construct a Cellular Communication Tower located along Maxwell Road in an RA-Residential Agriculture district.

EVIDENCE PRESENTED. Staff presented the Planning Board with the following findings of fact for consideration:

1. Joan and James Tew have signed the special use application as the owner of the property under consideration.
2. The property under consideration contains approximately 36.96 acres.
3. The property is adjacent to the north, south, east, and west by RA-Residential Agriculture zoning district.
4. The site plan provided by the applicant meets all the requirements of the Sampson County Cell Tower Ordinance.
5. The site plan provided by the applicant also shows the proposed tower meeting the minimum setbacks from all property lines, a security fence around the proposed site, and a proper 10 foot wide evergreen buffer.
6. All adjacent property owners within 100' have been notified by mail.

The Planning Board considered the above findings of fact and the following findings in making their determination to grant the Special Use permit:

- A. That the use will not materially endanger the public health or safety if located according to the plan submitted and approved;

- B. That the use meets all required conditions and specifications;
- C. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity, and;
- D. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Sampson County Land Use Plan.

Billy Cottle motioned the special use permit be granted with the above findings having been met, seconded by Clayton Hollingsworth, the special use was approved as presented.

Ayes: Unanimous

SU-12-13-2

Tower Engineering Professionals, Inc. – Clear Run School Road

A special use request by Tower Engineering Professionals, Inc. to construct a Cellular Communication Tower located along Clear Run School Road in an RA-Residential Agriculture district.

EVIDENCE PRESENTED. Staff presented the Planning Board with the following findings of fact for consideration:

1. Ray Boone & Judy Carroll have signed the special use application as the owner of the property under consideration.
2. The property under consideration contains approximately 110.11 acres.
3. The property is adjacent to the north, south, east, and west by RA-Residential Agriculture zoning district.
4. The site plan provided by the applicant meets all the requirements of the Sampson County Cell Tower Ordinance.
5. The site plan provided by the applicant also shows the proposed tower meeting the minimum setbacks from all property lines, a security fence around the proposed site, and a proper 10 foot wide evergreen buffer.
6. All adjacent property owners within 100' have been notified by mail.

The Planning Board considered the above findings of fact and the following findings in making their determination to grant the Special Use permit:

- A. That the use will not materially endanger the public health or safety if located according to the plan submitted and approved;
- B. That the use meets all required conditions and specifications;
- C. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity, and;
- D. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Sampson County Land Use Plan.

Angela Marco motioned the special use permit be granted with the above findings having been met, seconded by Clayton Hollingsworth, the special use was approved as presented.

Ayes: Unanimous

SU-12-13-3

Tower Engineering Professionals, Inc. – Garland Highway

A special use request by Tower Engineering Professionals, Inc. to construct a Cellular Communication Tower located along Garland Highway in an RA-Residential Agriculture district.

EVIDENCE PRESENTED. Staff presented the Planning Board with the following findings of fact for consideration:

1. Sherwood and Glenwood Fryar have signed the special use application as the owner of the property under consideration.
2. The property under consideration contains approximately 77.43 acres.
3. The property is adjacent to the north, south, east, and west by RA-Residential Agriculture zoning district.
4. The site plan provided by the applicant meets all the requirements of the Sampson County Cell Tower Ordinance.
5. The site plan provided by the applicant also shows the proposed tower meeting the minimum setbacks from all property lines, a security fence around the proposed site, and a proper 10 foot wide evergreen buffer.
6. All adjacent property owners within 100' have been notified by mail.

Mr. Michael Lewis of 9880 Garland Highway attended the meeting in protest of the Special Use Request. He expressed concerns about health and safety associated with a cellular communication tower being located in close proximity to his existing residence. He informed the board that he had worked for Verizon, constructing cellular towers and said it had affected his lungs. He also expressed concerns that his property value would decrease with a cellular communication tower being located in the proposed location.

Ms. Darlene Bronson of 10113 Garland Hwy, appeared before the Board and was in protest of the special use request due to the fact she would be able to see it from the front of her residence.

Ms. Carolyn Bronson of 10069 Garland Hwy, appeared before the Board and was in protest, she questioned the size and location of the signs that the Clinton-Sampson Planning Department uses to post properties.

Mrs. Rose explained the notification requirements of the NC General Statutes with regard to special use requests. Mrs. Rose informed the Board and those present that the property has been posted, notice mailed to all adjoining property owners within 100' and notice placed in the local newspaper.

Mr. Doug Robinson of Nexsen Pruet, PLLC, Raleigh, NC appeared before the Board as legal counsel for the applicant. Mr. Robinson informed the Board the project as proposed would meet all FCC requirements and would be operating at a fraction of the frequency permitted by the FCC.

Mr. Graham Herring of Graham Herring Real Estate, Raleigh, NC appeared before the Board and informed the Board it was his professional opinion the project as proposed would not adversely affect any adjoining property by diminishing any adjoining property values.

The Planning Board considered the above findings of fact and made the following findings in making their determination to grant the Special Use permit:

- A. Mr. Billy Cottle motioned that based upon the evidence presented and the above findings of fact, the use will not materially endanger the public health or safety, if located according to the plan submitted and approved; the motion was seconded by Clayton Hollingsworth and unanimously approved by the Board.

- B. Mr. Clayton Hollingsworth motioned that based upon the evidence presented and the above findings of fact the use meets all required conditions and specifications, the motion was seconded by Billy Cottle and unanimously approved by the Board.
- C. Mr. Clayton Hollingsworth motioned that based upon the evidence presented and the above findings of fact the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity, the motion was seconded by Angela Marco and unanimously approved by the Board.
- D. Ms. Angela Marco motioned that based upon the evidence presented and the above findings of fact the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Sampson County Land Use Plan, the motion was seconded by Billy Cottle and was unanimously approved by the Board.

Billy Cottle motioned the special use permit be granted with the above findings having been made and met, seconded by Angela Marco, the special use was approved as presented.

Ayes: Unanimous

CZ-12-13-1

A conditional zoning request by J.R. Williams Construction Inc., representing the owner, Richard Honeycutt to rezone approximately 6.25 acres located at 3846 North Salemburg Highway from RA-Residential Agriculture to CZ-C (Conditional Zoning Commercial District). (See attached location map)

Staff presented the following findings of fact for consideration by the Planning Board:

1. J.R. Williams has signed the rezoning application as the applicant.
2. Richard Honeycutt has signed the rezoning application as the owner.
3. This rezoning will include approximately 6.25 acres as shown on the location map.
4. The property is currently zoned RA-Residential Agriculture District. (see attached site map)
5. This property is located at 3846 North Salemburg Highway. The properties to the north, south, east, and west are zoned RA-Residential Agriculture District.
6. The applicant is proposing an 80x80 foot building to be used to store work trucks.
7. Parking will be provided along the rear of the property.
8. There will be no washing of the vehicles on this site.
9. In section 1 of the Sampson County Land Use Plan, economic growth and commercial activities are encouraged at locations with access to major thoroughfares such as Hwy 242.
10. All adjacent property owners within 100' have been notified by mail

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment CZ-12-13-1 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 property is located along a major thoroughfare where commercial development is encouraged.

DECISION. Angela Marco moved to recommend approval of this request as presented with the recommended findings of fact and zoning consistency statement, the motion was seconded by Billy Cottle and unanimously approved by the Board.

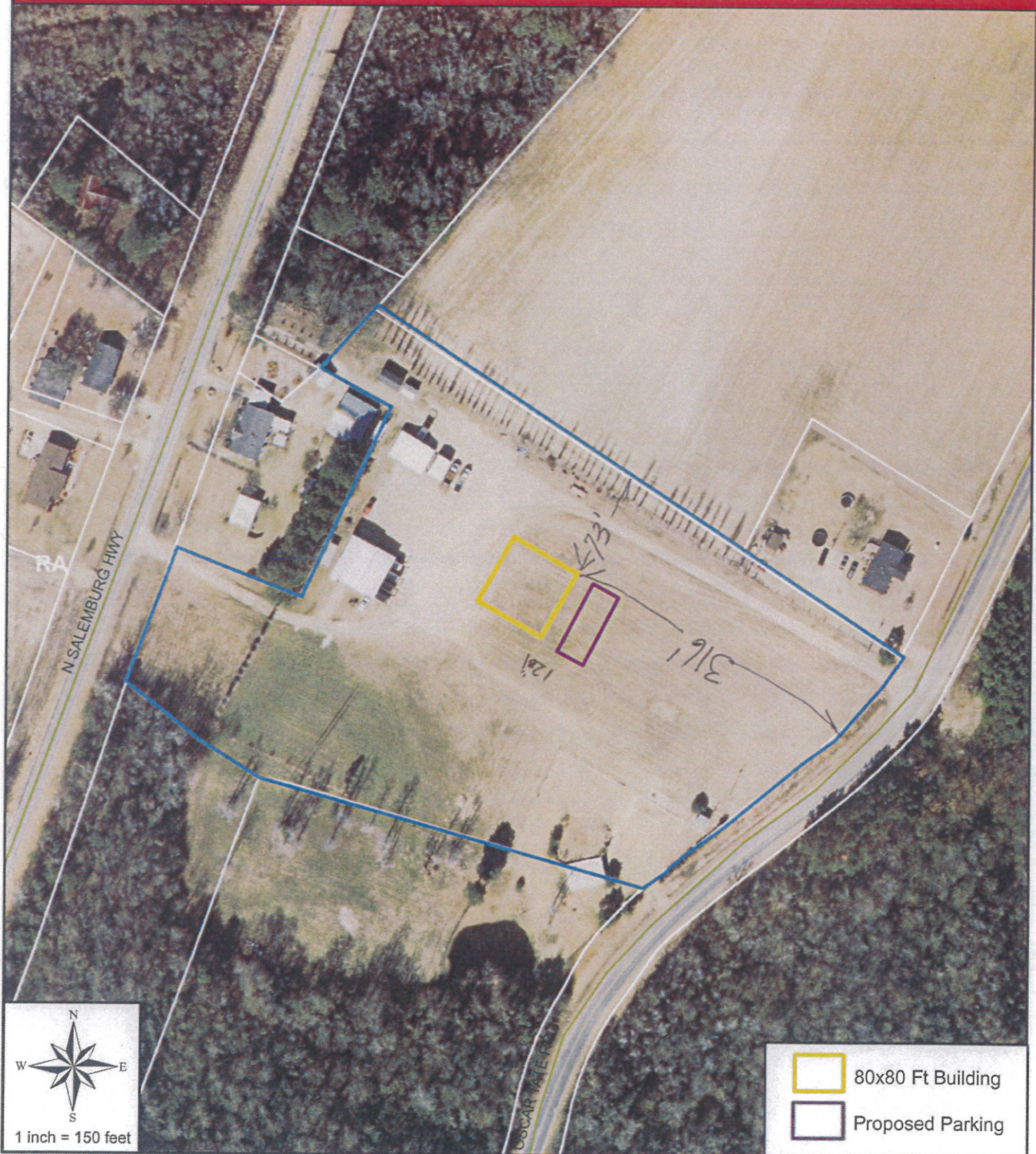
Ayes: Unanimous

There being no further business, the meeting was adjourned at 8:30 p.m.

Chairman

Secretary

CZ-C-12-13-1
Richard & Yvonne Honeycutt
3846 N Salemburg Highway



This site plan was provided by the Clinton-Sampson Planning Department. I understand that as the owner, I am responsible for meeting the site plan requirements as shown on this site plan.

Richard K. Honeycutt

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (a)

Meeting Date: January 6, 2014	<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 Body

PUBLIC HEARING: No

CONTACT PERSON: Chairman Strickland

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

ATTACHMENTS: None

BACKGROUND: The following employees have retired as of December 31, 2013, representing 120 years of service:

Benny Greene, Emergency Management (1990 - 2013)
Mary Lou Bass, Finance Office (1980 - 2013)
Brenda Marable, Finance Office (1983 - 2013)
Teresa Underwood, Health Department (1979 - 2013)

RECOMMENDED ACTION OR MOTION: Present employees with County plaques in recognition of their years of service

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (b)

Meeting Date: January 6, 2014	<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: Courthouse Security Update

DEPARTMENT: Public Works & Sheriff's Department

PUBLIC HEARING: No

CONTACT PERSON: Lee Cannady, Public Works Director
Sheriff James L. Thornton

PURPOSE: To hear an update on the efforts to improve Courthouse security and remaining personnel needs

ATTACHMENTS: None

BACKGROUND: Public Works Director Lee Cannady will report on physical improvements completed to enhance security at Courthouse facilities. Sheriff Jimmy Thornton will discuss personnel issues related to security needs.

RECOMMENDED ACTION OR MOTION: Receive updates

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (c)

Meeting Date: January 6, 2014

<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: Budget Update

DEPARTMENT: Finance Department

PUBLIC HEARING: No

CONTACT PERSON: David Clack, Finance Officer

PURPOSE: To hear a report on the mid-fiscal year status of the County budget

ATTACHMENTS: None

BACKGROUND: Finance Office David Clack will provide a status report on the budget at the six-month mark.

RECOMMENDED ACTION OR MOTION: Receive report, no action necessary

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (a)

Meeting Date: January 6, 2014

<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: Request for Permission for Placement of Sign at Clinton-Sampson Airport for Eagle Scout Project

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Billy Prestage, Life Scout (BSA Troop 27)

PURPOSE: To consider a request from Life Scout to erect sign at Clinton-Sampson Airport as his Eagle Scout project

ATTACHMENTS: Letter, Location Photographs, Sign Drawing, Airport Authority Minutes, DOT Letter

BACKGROUND: Life Scout Billy Prestage will be present to request permission to erect a granite sign at the Clinton-Sampson Airport as his Eagle Scout project. County Commissioner approval is required as the Airport is County property. Mr. Prestage has received the Airport Authority's recommendation and has cleared the location with the NCDOT. The sign will be provided at no cost to the County. City Manager Shawn Purvis will work with Mr. Prestage on the project on behalf of the County, City and Airport Authority.

RECOMMENDED ACTION OR MOTION: Authorize placement of sign at the Clinton-Sampson Airport

Members of the Board of Commissioners and all other guests-

Hello, My name is Billy Prestage. I am the son of Scott and Joy Prestage. I am 15 years old and a freshman at Harrells Christian Academy. I am a Life Scout with Troop 27 sponsored by Graves Memorial Presbyterian Church of Clinton. I started in scouting as a Tiger Cub in the first grade. I am currently working on my Eagle Service Project. To achieve this goal, I am to complete a service project that is helpful to a religious institution, school, or community. I have decided to make a sign for the front of The Clinton-Sampson Airport Terminal. I have already gone before the Airport Authority and received permission to erect the sign. Please see the Minutes from the meeting on October 15 I have enclosed. I then contacted Mr. Don Frazier with the Department of Transportation to perform a field investigation. I have also enclosed a letter of Don Frazier's findings from DOT stating that the sign I wish to erect in no way poses any Outdoor Advertising Violation. As long as I stay 30 feet back from the centerline of Sampson Airport Road, I will not be in violation of the DOT's right of way. The placement of the sign could go anywhere behind the 30 feet line which Mr. Frazier has marked with a stake. The reason I have come before the Board of Commissioners tonight is to ask for your permission to use a piece of the land to install my sign. The land the terminal sits on belongs to the county. I have enclosed a picture of a draft of the sign I wish to erect with the dimensions. This service project would be an informational sign as well as a

beautification project to benefit the city/county airport, as well as the community. The proposed site for the airport sign is the piece of land in front of the terminal which is approximately 30 by 70 feet. I would like to erect a sign that will not need upkeep and would stand up to the outside elements over time. I would like to do the sign out of granite, which will also increase the cost of my project. According to Boy Scouts of America, I will need to raise the monies myself through fundraisers and/or private donations. The sign will not be at any cost to the county.

Mr. Shawn Purvis, the city manager, has agreed to work with me on this project and be a representative of the city and county. If you decide to give me permission to use the County land for my Eagle Project, I will be most appreciative. I will move forward with my project and I promise to leave the land better than I found it. If I have enough money raised I would like to add two evergreens on either side of the sign. I promise to erect something that Sampson County can be proud of. I thank you for allowing me time on your agenda to speak tonight. I certainly hope we can see this project to completion.

Sincerely,

Billy Prestage

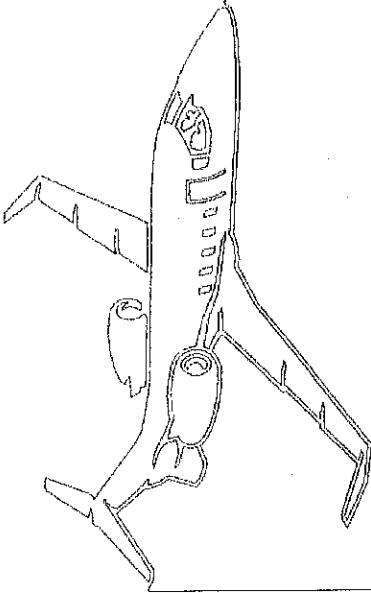
January 6, 2014





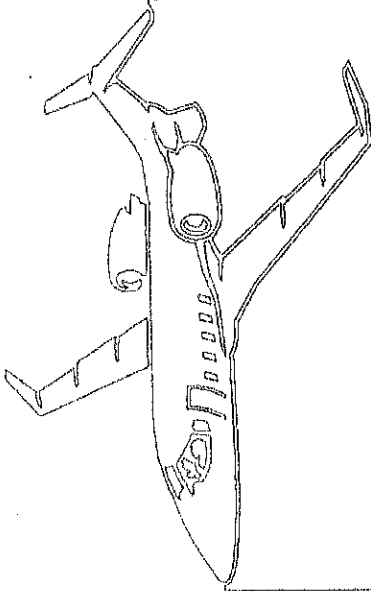
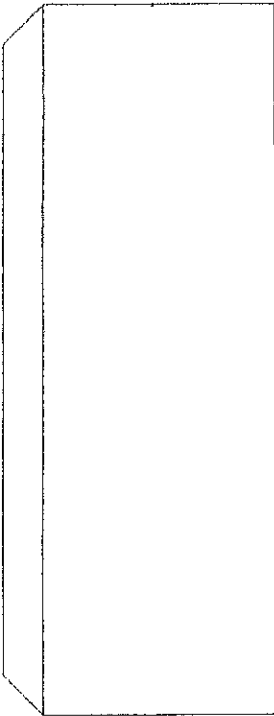
SIMPSON
PORT

B. A. SAYLOR TEBURAL



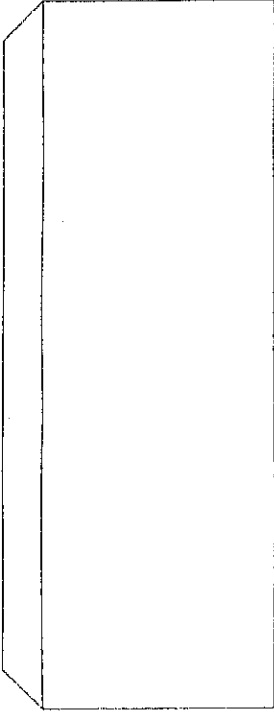
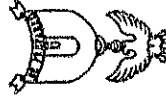
CLINTON SAMPSON AIRPORT

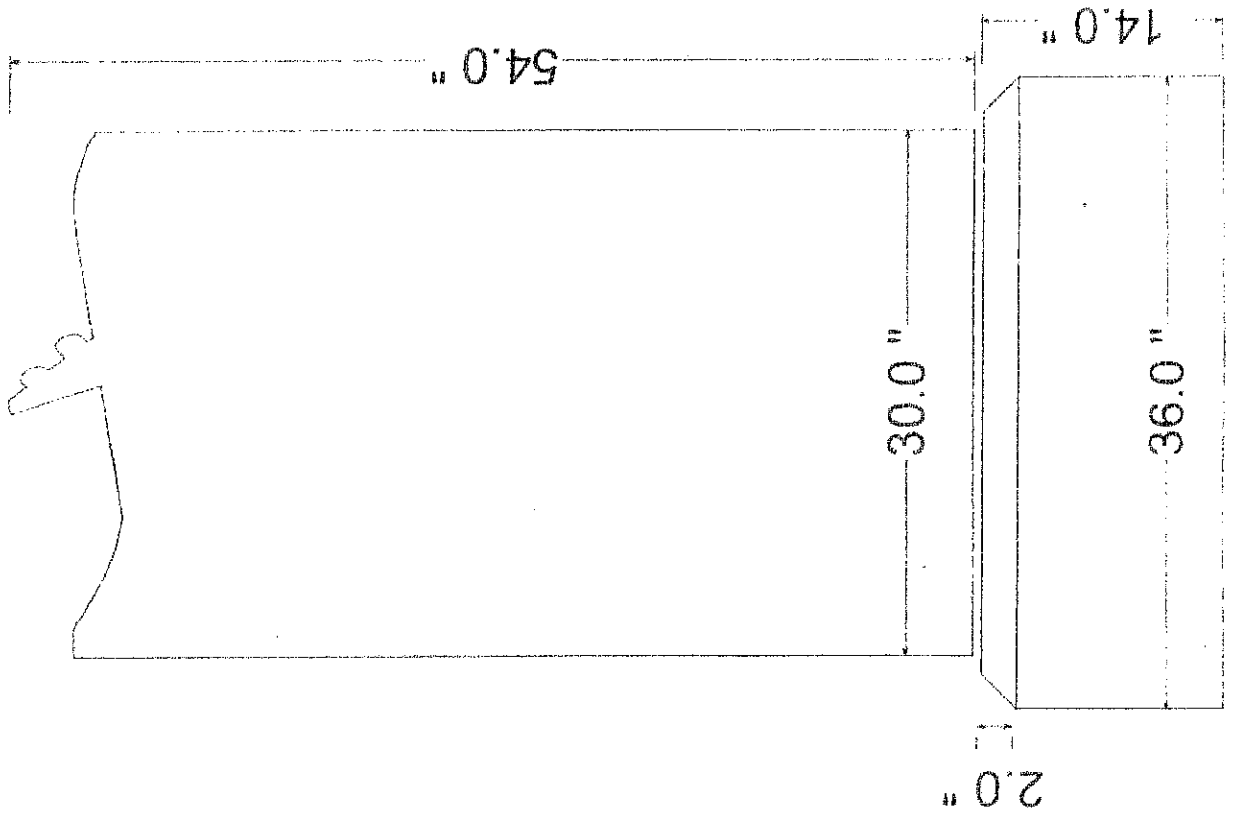
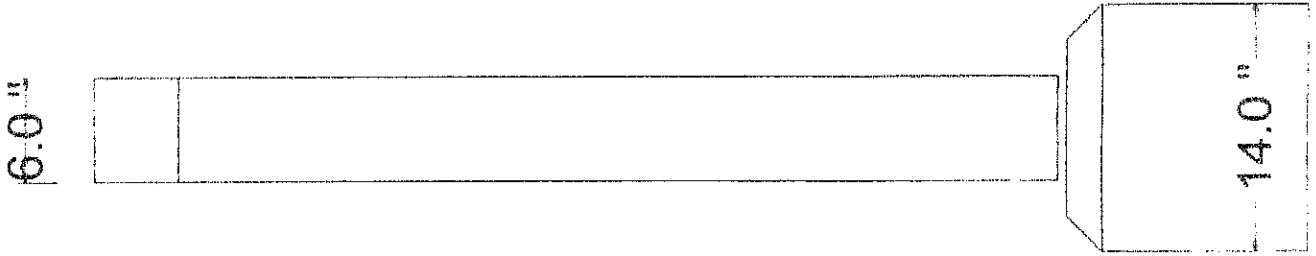
R. A. NAYLOR TERMINAL
115 SAMPSON AIRPORT ROAD



THANK YOU
FOR
FLYING WITH US

WILLIAM SCOTT PRESTAGE
EAGLE SCOUT
SERVICE PROJECT
2013





From: Quincy Edgerton
Sent: Friday, October 11, 2013 12:26 PM
To: joyprestage@centurylink.net
Subject: Eagle Scout Project

Ms. Prestage,

Attached are two drawing for your review. Please let me know if you have any questions.

Thank You,

Quincy Edgerton

Tablet 2-6 x 0-6 x 4-6 Polished Front and Back, Sawed Sides, Sawed Profile Top-Material Jet Black Granite

Base 3-0 x 1-2 x 1-2 All Sawed, 2" x 2" Bevel Around Base-Material Grey Granite

Lettering and Design Per Approved Drawings

Installation

MINUTES

Clinton-Sampson Airport Authority

October 15, 2013

7:00 PM

Clinton-Sampson Airport

Members Present:

Lew Starling
Dean Jordan
Jerol Kivett
Teddy St. Pierre

Staff Present:

Anna Godbold
Shawn Purvis
Joel Starling

Others Present:

Jason Kennedy, WK Dickson
Paul Smith, WK Dickson
Billy Prestage
Scott Prestage

Members Absent:

Ted Thomas
Billy Lockamy

Call to order made by Lew Starling at 7:05 PM with introductions of new members- Jerol Kivett and Dean Jordan.

Teddy St. Pierre made a motion to approve the September 5, 2013, minutes. Jerol Kivett seconded the motion. The motion passed unanimously.

Presentation by Billy Prestage

Billy Prestage asked the board to consider installation of an airport sign for his Eagle Scout Project. He presented a draft drawing of a granite sign. The sign would be at no cost to airport with Billy Prestage raising all funds for his project. Dean Jordan inquired about a possible light. Jerol Kivett made a motion to approve the project and appoint Shawn Purvis as the contact to assist Mr. Prestage. Dean Jordan seconded the motion. The motion passed unanimously.

Airport Update

- Runway dip- Jason Kennedy informed the board that the bid package is awaiting approval from the Division of Aviation to move forward with advertisement. Mr. Kennedy said he will follow up with DOA and hopes to hear something soon. Lew Starling asked how long the down time would be. Jason Kennedy stated 2 weeks. Mr. Kennedy provided a recap of the project and the airport payment structure for the benefit of the new members.
- Runway approach clearing- Jason Kennedy hopes to do the final tree-topping phase of approximately 250 trees. Lew Starling recapped the project and easements for the tree clearing. Teddy St. Pierre asked what the PAPIS timeline is with tree topping. Jason



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

Tuesday, December 10, 2013

To: William Scott Prestage

From: N.C. Department of Transportation
Clinton District Office
Clinton, North Carolina

Subject: Clinton Sampson Airport Eagle Project

Mr. Prestage,

Please be advised that after review of your request to install a proposed marble sign/monument at the Clinton Sampson Airport, that if a distance of thirty (30) feet is maintained from the centerline of SR 1291 (Sampson Airport Road), that the erection of the sign will in no way impede motorist on North Carolina Department of Transportation Right-of-Way. A field investigation determined that said sign posed no sight distance issue's or violated any outdoor advertising regulations.

If you have any questions or if I can be of further assistance, please feel free to contact me at your convenience.

Regards,

Don Frazier
Trans. Tech. IV
Clinton District Office
Clinton, N.C.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: January 6, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Request for Approval of Revisions to the LEPC Bylaws, Information Access Procedures and the Facility Emergency Planning Form

DEPARTMENT: Emergency Management (LEPC)

PUBLIC HEARING: No

CONTACT PERSON: Ronald Bass, EMS Director

PURPOSE: To consider approval of revisions to documents as requested by the Local Emergency Planning Committee (LEPC)

ATTACHMENTS: Proposed LEPC Bylaws, Information Access Procedures and Facility Emergency Planning Form

BACKGROUND: The Local Emergency Planning Committee (LEPC) has submitted a number of revised documents for Board approval. EMS Director Ronald Bass, who facilitates the activities of the Committee, will be present to review the documents and the requested updates to the documents.

Local Emergency Planning Committees (created in accordance with federal law) coordinate hazardous material planning, preparedness, response and mitigation at the local level. They develop and maintain written community level hazardous materials emergency response plans. The membership must include elected/local official (for Sampson County it is the Fire Commissioner), emergency services, public health services, community representatives, owner/operator of extremely hazardous substance facilities, and local media.

PRIOR BOARD ACTION: Item tabled at the December 2, 2013 meeting

RECOMMENDED ACTION OR MOTION: Approve revision to LEPC documents as requested

Updated Draft as of 9/16/2013

**SAMPSON COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE
BY-LAWS
(SCLEPC)**

**THE BY-LAWS
OF THE
SAMPSON COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE**

ARTICLE I

NAME

This organization shall be known as the Sampson County Local
Emergency Planning Committee (SCLEPC).

ARTICLE II

PURPOSES

The duties and activities of the SCLEPC are those set forth by the
Sampson County Board of Commissioners, not limited to but, in
accordance with Title III of the Superfund Amendments and
Reauthorization Act of 1986 (SARA).

- (1) Establish procedures for reviewing and processing requests
from the public for information under Section 324 of the act.
- (2) Develop a chemical hazard/risk analysis.
- (3) Develop emergency response procedures for off-site emergency
response personnel.
- (4) Identify private/public sector resources available to deal with
hazardous materials emergencies and assist facilities in meeting
and reporting requirements.
- (5) Review emergency plans submitted by the subcommittees and
make recommendations of revisions of the plans that may be
necessary to ensure coordination of such plan with emergency
response plans of other emergency planning agencies.
- (6) Exercise emergency response plans and update them accordingly.

ARTICLE III

MEMBERSHIP

Section 1. Members. The SCLEPC shall consist of as many members as
shall be deemed necessary by the Sampson County Board of
Commissioners, the North Carolina Emergency Response
commission and in accordance with Title III.

- (1) Nominations for appointment to the SCLEPC will be made by the

SCLEPC to the Sampson County Board of Commissioners.

- (2) All appointments to the committee will be made by the Sampson County Board of Commissioners and approved by the North Carolina Emergency Response Commission.
- (3) The members of the committee must have the ability, commitment, authority, and resources to get the job done.
- (4) The committee must possess or have ready access to a wide range of expertise relating to the community, our industrial facilities and transportation, and the mechanics of emergency response and response planning.
- (5) The committee must be representative of all elements of our community with a substantial interest in reducing the risks posed by hazardous materials.
- (6) *At a minimum the committee must include the following members in their membership:*

- *Elected State or Local Official*
- *Emergency Services*
- *Public Health Services*
- *Community Group*
- *Owner/Operator of Extremely Hazardous Substance (EHS) facilities*

Section 2. Terms of Appointments. All members shall be appointed for a period of two years, commencing on the first day of the calendar year. A member may be reappointed to the committee subject to the approval of the Sampson County Board of Commissioners.

Section 3. Inactive Members. Appointed members shall be considered inactive when they have missed more than two consecutive committee meetings without notification to the committee chairman or **committee secretary** ~~office staff~~ of significant reasons why they were unable to attend the meetings. *Inactive members may be removed in accordance with Article III, Section 4.*

Section 4. Removal of Members. A member may be removed by a majority ~~vote of the committee~~ **of the members present, at the meeting**, subject to the approval of the County Commissioners.

Section 5. Vacancies. *Nominations for vacancies* due to unexpired terms shall ~~be submitted~~ **filled by** ~~to~~ the Sampson County Board of Commissioners and ~~approved by~~ the North Carolina Emergency Response Commission for **approval**. The appointment shall be for the remainder of the unexpired term.

ARTICLE IV

OFFICERS

Section 1. Named. The officers of the committee shall consist of a chairman, a vice-chairman, an information officer, and a secretary.

Section 2. Election and Term. At the first meeting of the each calendar year the committee shall elect from its own membership a chairman, vice-chairman, secretary and information officer, who shall serve for one year or until his or her death, resignation, retirement, removal, disqualification or a successor shall have been elected and qualified. An officer may serve more than one term if re-elected by the membership.

Section 3. Removal. The chairman, vice-chairman, information officer or secretary may be removed by the committee whenever in its judgement the best interests of the committee will be served thereby.

Section 4. Vacancies. *The LEPC Committee shall nominate, vote and approve members for any vacancies.* ~~The Sampson County Board of Commissioners shall fill all vacancies caused by death, resignation, or other reasons, except as otherwise provided in Article IV, Section 2.~~

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. Duties of the Chairman. The chairman shall preside at all meetings of the committee, preserve order during its meetings, appoint all subcommittees, *may* serve as an ex-officio member of such subcommittees, and sign all minutes, and such records, vouchers, or other documents connected with the work of the committee requiring such signature.

Section 2. Duties of the Vice-Chairman. In the absence of the chairman or in the event of his physical inability or refusal to act, the vice-chairman, unless otherwise determined by the committee, shall perform the duties of the chairman, and when so acting shall have all then powers of chairman. The vice-chairman shall exercise such other duties as from time to time may be assigned to him by the chairman of the committee.

Section 3. Duties of the Secretary. The secretary shall have charge of all books, papers, records, and other documents of the committee; shall keep the minutes of all meetings of the committee and the executive board thereof; shall conduct all correspondence pertaining to the office of the secretary; shall compile statistics and other data as may be required for the use of the members of the committee, and shall perform such other duties as may be directed by the committee.

Section 4. Duties of the Information Officer. Duties as delineated under information access procedures.

ARTICLE VI

STAFF

~~The committee may hire and discharge its own staff, if it so desires; or may use the personnel of an existing agency with the approval of that agency's head.~~

ARTICLE VII VI

MEETINGS

- Section 1. **Regular Meetings.** The committee shall meet at least semi-annually or at the discretion of the committee.
- Section 2. **Special Meetings.** The chairman may call such special meetings as may be deemed necessary to carry out the duties of the committee. Upon the written request of at least four members, the chairman shall call a meeting within 10 days.
- Section 3. **Hearings.** The committee shall hold such hearings as it may deem necessary and desirable at such times and places as may be determined by a majority vote of the committee in regular meetings.
- Section 4. **Determination of Actions.** All final actions, committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting. ~~to include a minimum of five (5) members including chairman and/or vice-chairman.~~
- Section 5. Quorum. A quorum shall be 10 members to include chairman and or vice chairman. A majority is half of the number of members present plus 1.***
- Section ~~5~~ **6. Agenda.** Any member may request the chairman to place an item on the agenda. If the chairman should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the chairman with supporting signatures of three members.
- Section ~~6~~ **7. Rules of Order.** The deliberations of all meetings of the committee and its various subcommittees shall be governed by Robert's Rules of Order, Newly Revised.
- Section ~~7~~ **8. Notice of Meetings.** Notice of time, place, and agenda items to be considered at each meeting shall be given in writing to all members at least one week prior to each meeting by the **staff committee secretary**, and to the Clerk to the Sampson County Board of Commissioners in accordance with GS 143-318.12 (2). Any matters not appearing on the agenda may be considered upon a favorable vote of a majority of the members present to do so. Notice of special meetings and intended agenda items shall be given to all committee members and the Clerk to the Sampson County Board of Commissioners in writing, by phone, by fax, or e-mail, as required by individual situations. ***Any media outlet which has, by previous request, requested the date***

and time of any meeting of the Sampson County LEPC should be given notice.

Section 9: The LEPC Meeting schedule and a copy of the approved minutes from the most recent meeting will be posted on the board in the Emergency Management Office.

ARTICLE VIII VII

VOTING

Section 1. One Vote Each. Each committee member, including the chairman, shall be entitled to one vote.

Section 2. Proxy Votes. No member shall vote by proxy.

Section 3. Abstentions. Members may register for their abstention on any vote which shall be reflected in the minutes, and members are encouraged to abstain on matters which pose for them a conflict of interest.

Section 4. Determination of Actions. All final actions, committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting.

ARTICLE IX VIII

REPORTS AND RECOMMENDATIONS

Section 1. Annual Report. By February March 1 of each year, the committee chairman shall make a report describing the committee's its activities for the preceding calendar year to the Chairman of the Sampson County Board of Commissioners.

Section 2. Review of Draft Reports. The committee secretary shall submit a draft of any the proposed annual report to all committee members shall be circulated to all members of the committee at least 30 days prior to consideration by the full committee at a regular scheduled meeting.

Section 3. Issuance of Reports. No reports of any kind shall be released in the name of the committee unless and until it has been duly adopted by a favorable vote of a majority of the members of the committee.

Section 4. Ordinances/Resolutions Recommendations. The committee may address matters regarding ordinances and resolutions to be endorsed by the committee in between regularly scheduled meetings. This may be accomplished by means of telephone conferences provided the requirements of GS 143-318.13 (a) are met. In the event that the committee is divided into smaller groups to accommodate the logistical requirements of telephone conferencing, the committee chairman shall be a party to each conference.

ARTICLE X IX

AMENDMENTS

These bylaws may be amended or replaced upon the affirmative vote of a majority of the members of the committee at any regular meeting of the committee provided that any proposed changes have been circulated to all members and the County Commissioners **in a minimum of two weeks in advance.**

ARTICLE **XI** **X**

RATIFICATION PROVISION

These Bylaws are duly adopted by a majority of the members of the committee this the _____ day of _____, 20**0013** in Clinton, North Carolina and replace all prior versions of the Bylaws.

Sampson County Local Emergency
Planning Committee

James R. Alderman, **LEPC** Chairman

Chairman, Board of County Commissioners

Approved by Sampson County Board of Commissioners on the _____ day of _____, 20**0013**.

[COUNTY SEAL]

Jerry D. Hobbs, Clerk of to the Board

**SAMPSON COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE
SARA Title III
Emergency Planning and Community Right-To-Know Act of 1986**

Information Access Procedures

I. Purpose:

The Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) requires public access to various types of information about hazardous substances. The Sampson County Local Emergency Planning Committee is mandated to provide for public access to the required documents. Therefore, these procedures are established for providing timely and complete public access to requested information, within the prescribed limitations of the EPCRA.

II. General Policy:

All material safety data sheets, chemical lists, inventory forms, the emergency response plan, and all other written information in the Committee's possession shall be available for public inspection and review. ~~However, no information which has been legally claimed as confidential and/or a trade secret will be given public access. In matters of uncertainty, guidance will be obtained from proper authorities prior to any release of requested information.~~

~~Information which has been legally claimed as confidential and/or a trade secret will not be given public access. Any facility which has a claim of confidential information or information protected as trade secrets must file annually with the LEPC a written letter specifying the materials and or information not entitled for public access.~~

Requests for information not in the possession of the Committee shall be reviewed and acted upon in accordance with these procedures and applicable laws in effect at that time.

III. Information Coordinator Designation:

The Information Officer shall have possession of all official documents and reports of the Committee whether submitted by persons outside the Committee or generated by the committee itself. Therefore, the Information Officer shall serve as the coordinator for information as defined in Section 301 © of the EPCRA. Information officer shall provide

all documents and reports for public access as herein defined within ten (10) work days of final adoption.

IV. Public Access Location Designation:

The Sampson County Emergency Management Office is the designated location for which copies of documents of the Committee will be maintained for public access. Members of the public who wish to review any of the documents may do so, in accordance with the herein defined procedures, during normal business hours of the EMS Office. Information stored at the EMS Office shall be maintained by the Information Coordinator in notebooks. There shall be one notebook for committee information, one for the Emergency Plan, and one for facility information. EMS employees and staff shall only be responsible for assisting patrons with accessing the notebooks. Any questions regarding information contained in the notebooks should be addressed to the Information Coordinator. Requests for public access to those documents not on file at the EMS Office should be directed to the Information Coordinator of the Committee.

V. Committee Information:

- A. Roster – A current and historical listing of Committee member names and dates of service will be maintained by the Committee Secretary and a copy on file at the EMS Office. This listing shall also denote officers of the Committee and dates of such holding.
- B. Bylaws and Procedures – A copy of the current Bylaws and any procedures established by the Sampson County Local Emergency Planning Committee will be on file at the EMS Office. The Committee Secretary shall maintain a copy of the original Bylaws and any procedures, any amendments, as well as those currently in force.
- C. Minutes – The approved minutes of all Committee and sub-committee meetings will be available for public review. In addition to the original being on file with the Committee Secretary, a copy will be filed in the appropriate place of the EMS Office.
- D. Reports – Any and all reports issued in the name of the Committee, in accordance with established Bylaws, shall be made available for public review at the EMS Office.
- E. Resolutions – Copies of all duly adopted resolutions, if any, shall be provided at the EMS Office.

VI. Emergency Plan:

A copy of the Emergency Response Plan, noted as ESF 19 in the Sampson County Emergency Operations Plan, shall be maintained for public inspection and review at the EMS Office. Persons wishing to obtain a copy of the plan may do so in accordance with the herein defined procedures.

VII. Facility Information:

A. EHS Facility Notification – Notifications from facilities that designates it as a an “extremely hazardous substance facility” subject to Section 302 of the EPCRA shall be maintained by the Information Coordinator.

B. Facility Emergency Coordinator – Notifications which designate Facility Emergency Coordinators from facilities shall be kept by the Information Coordinator.

C. EHS Facility Listing – A listing of all facilities that have reported as being a an EHS facility will be maintained. This list will consist of Facility name, EHS chemicals present, Facility Emergency Coordinator name, and date of facility report. A copy of this list will be available at the EMS Office for public review and inspection.

~~D. MSDS – Each material safety data sheet (MSDS) submitted by a required facility shall be maintained and filed alphabetically for each facility. It is the opinion and decision of the Committee that a MSDS provides for greater knowledge about the chemicals and a better response capability. Therefore, should a facility submit a chemical list in lieu of actual MSDSs, the Information Coordinator will request a MSDS for each substance on the list that requires submission. These MSDSs will be copied and provided at the EMS Office for public access and review. Likewise, a copy of any lists submitted will be available at the EMS Office for review.~~

~~E. Tier I – The Tier I inventory form has limited information regarding specific chemicals. Should a facility submit only the Tier I inventory form, the Information Coordinator will request a Tier II form from the specific facility. All Tier I inventory forms will be available at the EMS Office for public review and inspection.~~

~~F. Tier II – All the Tier II inventory forms submitted by facilities shall be maintained by the Information Coordinator. Any person may request Tier II information from the Committee in accordance with the following guidelines. Any such request shall be in writing and~~

~~shall be with respect to a specific facility. All requests for Tier II information shall be submitted on a "Tier II Request Form" as attached to these procedures. Copies of this form are available from the Information Coordinator at the EMS Office.~~

D. MSDS sheets and Tier reports shall be submitted to E-Plan. A copy of the submittal receipt shall be sent to the Emergency Management office.

- (1) Any State or local official acting in his or her official capacity may have access to Tier II information by submitting a request to the committee. If the Committee does not have the requested information, it shall request, in writing, the facility to provide required information in accordance with Section 312 (d) (2) of the EPCRA. Such information will be provided by the facility within 30 days of receipt of the Committee request. Once received the information will be provided to the State or local official. Said official will not disclose any components of the information designated to be confidential.
- (2) Any member of the general public may make a written request for Tier II information relating to the preceding calendar year with respect to a specific facility. Such request should be addressed to the Information Coordinator of the Committee. Between January 1st and March 1st, the term "preceding calendar year" shall mean the current year minus 2, provided no Tier II report has been submitted by the facility for the immediate past year. Otherwise, "preceding calendar year" shall mean the current year minus 1. A Committee response to any request by the public for Tier II information shall be made within 45 days of the receipt of the request. Any Tier II information which the Committee has in its possession shall be made available to the requesting person at a time and location mutually agreed upon by both the requestor and the Information Coordinator; EXCEPT, that no disclosure of the location of any specific chemical will occur when requested to be confidential by the facility.

If the Committee does not have the Tier II information and the request is with respect to a hazardous chemical which the facility has stored in excess of 10,000 pounds during the preceding calendar year, the Committee shall request from the facility required Tier II information with respect to any hazardous chemical which was stored at the facility in excess of 10,000 pounds at any time during the preceding calendar year. The facility should respond to a Committee request, pursuant to

this paragraph, within 30 days of the Committee request. Upon receipt of any requested information, pursuant to this paragraph, the Information Coordinator shall make the information available to the person making the request as any other Tier II information in the Committee's possession.

Any request, from the public, for Tier II information not in the possession of the Committee and in respect to a hazardous chemical which the facility has stored in an amount less than 10,000 pounds at the facility at any time during the preceding calendar year, must include a "general need to know" statement for the information. After reviewing the request, the Committee may request Tier II information from the facility on behalf of the requestor. The facility should respond to a Committee request, pursuant to this paragraph, within 30 days of the Committee request. Upon receipt of any requested information, pursuant to this paragraph, the Information Coordinator shall make the information available to the person making the request as any other Tier II information in the Committee's possession.

G. Follow-up Emergency Notice – The Committee will receive Written Follow-up Emergency Notice(s) from facilities which release specified substances in excess of predetermined quantities. These notices, when received, will be maintained by the Information Coordinator, copied and made available for review and inspection by the public at the EMS Office.

H. Form R – Generally, the Committee does not receive the Toxic Chemical Release Forms (Form R) from reporting facilities. However, should the Committee have any such forms in its possession, copies will be maintained at the EMS Office for public review and inspection. Persons wishing information from the Form R are encouraged to contact the North Carolina Emergency Response Commission, as they are the recipient of all Form R reports for facilities within the State of North Carolina.

VIII. Other Information:

From time to time various information will be provided and/or generated for the Committee's use in fulfilling the duties and responsibilities of the Committee. Generally, this information may be reviewed by any person making a request to the Information Coordinator. Again, no information legally claimed as confidential and/or as a trade secret will be disclosed under these procedures.

IX. Copying and Costs:

Persons wishing to obtain copies of specific information on file at the EMS Office may do so by requesting it from the Information Coordinator. The cost for copies shall be standard charge made by the EMS Office for making other copies. Large amounts of copies may have to be commercially done, in which case the requestor will be expected to pay for the cost in advance. During times when the EMS copy machine may be inoperable or when desired information is not on file at the EMS Office, the requestor should contact the Information Coordinator for obtaining desired copies. At no time shall any original document be removed from the EMS office, except by the Information Coordinator.

X. Sources for Information:

In addition to the Sampson County Emergency Management Office, information may be obtained concerning SARA Title III, the Emergency Planning Committee, and/or the North Carolina Emergency Response Commission by contacting any of the below listed agencies:

**Sampson County Office of Emergency Management
PO Box 8, 107 Underwood Street
Clinton, NC 28329
(910) 592-8996**

**North Carolina Emergency Response Commission
116 West Jones Street
Raleigh, NC 27603
800-451-1403 or 919-733-3867**

**U. S. Environmental Protection Agency
401 M Street, S. W.
Washington, DC 20460
800-535-0202 or 202-475-8600**

**Regional Preparedness Coordinator
U. S. EPA-Region IV
345 Courtland Street, N. E.
Atlanta, GA 30365
404-347-3931 or 404-347-4727**

XI. Amendments and Ratification:

These procedures may be amended upon the affirmative vote of a majority of the members present at any regular meeting of the Sampson County Local Emergency Planning Committee. These Information Access Procedures are hereby duly adopted by the Committee, this the ____ day of February, 2000.

James R. Alderman, LEPC Chairman
Sampson County Local Emergency Planning Committee

**Sampson County Local Emergency Planning Committee
SARA Title III
Emergency Planning and Community Right-To-Know Act of 1986**

Tier II Request Form

Complete the blanks below and submit to:

**Information Coordinator
Sampson County Local Emergency Planning Committee
P.O. Box 8, 107 Underwood Street
Clinton, NC 28329**

Requestor Name: _____ **Date:** _____

Address: _____ **Check One for Copies:**
_____ **Pick-up:** _____
_____ **Mail:** _____

Telephone () _____ **()** _____

I wish to (check one) [] see or [] be provided copies of the Tier II information for the below listed facility. I understand there will be a charge for making copies. If the total cost, including postage (if to be mailed) will exceed \$_____._____ please call me before making copies.

Facility Name: _____

Signature

If this request is for Tier II information about hazardous chemicals which the facility had stored in an amount less than 10,000 pounds during the

preceding calendar year, provide the general need for the information. You may use the back of form.

Committee Use Only:

Date Received: _____

Information: On-file Requested Request denied

Date requested from facility: _____ **Date returned:** _____

Requestor Notified to pick-up or Mailed to requestor: _____

SAMPSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Facility Emergency Planning

I. Purpose:

To ensure documents required by local, state and federal requirements and guidelines, as they relate to hazardous materials emergency planning and preparedness, are reviewed to ensure the plans for the facility meet the intent of the requirement. Furthermore hazardous materials emergency plans must be designed, that when implemented during an emergency, are capable of integration into the Sampson County Emergency Operations Plan and promote interoperability between the facility responders or representatives and the emergency responders.

II. General Policy:

Hazardous Materials Management Plans required by the North Carolina Fire Code as well as Risk Management Plans, Facility Response Plans, and plans for Spill Prevention, Control, and Countermeasure required by any state or federal agency will be reviewed and approved by the Sampson County LEPC.

The LEPC shall make any recommendations needed or mandated to ensure the health and safety of the public to the prospective facility or site after the plans are reviewed. The LEPC Information Officer shall sign any form of approval letter or statement after the LEPC has reviewed and approved the plans.

The LEPC shall be pro-active in obtaining hazardous materials emergency plans required by any state or federal agency whether the facility is required or not required to submit the plan for approval.

A copy of all approved plans shall be maintained at the Emergency Management Office. Emergency Plans shall be considered confidential and shall not be released to the public.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (c)

Meeting Date: January 6, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairman Jarvis McLamb

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Commission There is one remaining vacancy for Sampson County appointees on the Workforce Development Commission, a private sector representative.

Adult Care Home Community Action Committee The terms of Helen Balance and Flora Bass expired in December, and neither appointee wished to continue their service on this committee. Member of this advisory board must be residents of Sampson County, must not have an immediate family member with a financial interest in an adult care home in Sampson County, must not be employed by or serving on a governing board of an adult care home in Sampson County (or have an immediate family member employed or so serving), and must not have an immediate family member who is currently a resident of an adult care home in Sampson County. General Statutes require that the adult care homes be asked for recommendations for appointees, and our regional ombudsman has solicited these recommendations. We have **three** recommendations for the **two** seats: Ms. Joann Parker (100 Johnson Street, Clinton), Mr. Thomas Sampson (733 Bunting Street, Clinton), and Mr. Winfred Ashford (2863 Isaac Weeks Road, Clinton). These persons have been made aware of the required initial and quarterly training and quarterly visitations and are willing to serve.

BOC Committee/Advisory Board Assignments

The Chairman directed staff to provide a listing of the assigned committee/advisory board memberships for commissioners for review and discussion. A listing is attached.

BOC Appointments

Chairman Appointment (by virtue of position/bylaws of entity)

Clinton-Sampson Airport Authority (Vice Chairman)

Agri Exposition Center Board

Economic Development Commission

Advisory Board of Older Adults

Commissioner Strickland

NCACC District Director

Mid Carolina Board of Directors

Transportation Advocacy Group

NCDOT Comprehensive Transportation Plan Steering Committee (project should conclude soon)

Commissioner Lockamy

Transportation Advocacy Group

Fire Commissioner

Vice Chairman McLamb

Board of Health (Community Assessment Team also)

Appointments Commissioner

Commissioner Kirby

Mental Health LME

Ft. Bragg Regional Alliance (formerly BRAC)

CCAP Board of Directors

Juvenile Justice Partnership Board

Mid Carolina RPO

Commissioner Parker

Workforce/WIA Board

Southeastern Economic Development Commission

Child Fatality Prevention/Community Child Protection Team

Updated December 2013

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: January 6, 2014	<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 December 2, 2013 meeting
- b. Approve the revised Electronic Communications Policy
- c. Approve the Forestry Services Contract for Fiscal Year 2013-2014
- d. Approve the Audit for Fiscal Year Ending June 30, 2013, as approved by the Local Government Commission (final document provided separately)
- e. Approve disabled veterans tax exclusions for Thomas M. Bass and Joe R. Matthews
- 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, December 2, 2013 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy Lockamy, Vice Chairman Jarvis McLamb and Commissioners Albert D. Kirby, Jr., Harry Parker, and Jefferson Strickland.

The Chairman convened the meeting and called upon Commissioner Parker for the invocation. Commissioner Strickland then led the Pledge Allegiance.

Approval of Agenda

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as published.

Organization of the Board

County Attorney Joel Starling reviewed the General Statute citations which require the Board to elect its officers during its first meeting in December each year and provided options for the Board to use for the process. County Manager Ed Causey conducted the election for Chairman. Commissioner Lockamy nominated Commissioner Jefferson Strickland. There were no other nominations, so the vote was called and Commissioner Strickland was unanimously elected as Chairman. Newly elected Chairman Strickland conducted the election for Vice Chairman. Commissioner Lockamy nominated Jarvis McLamb. There were no other nominations, so the vote was called and Jarvis McLamb was unanimously elected as Vice Chairman. Chairman Strickland took the opportunity to thank Commissioner Lockamy for his service as Chairman and to remark on the determination of Commissioner McLamb to return to service on the Board after his illness.

Roads

Monthly Report - NCDOT Keith Eason, NCDOT Assistant District Engineer, was present to answer questions and concerns of the Board and citizens in attendance. He reported that the four unpaved roads on the county construction list (Ballance Road, Jasper Road, Darden Road and Fleet Naylor Road) had been completed; the final seeding had been done, and the roads had been signed off on. He noted that there were still some utility issues on Keith Road, and these were being worked through. He stated that the Department hoped to begin construction on this road in the spring.

Mr. Eason stated that many may have noted that the roadside litter in the County was bad. With less DOT and DOC personnel, the litter is problematic, but DOT was aware of the problem and trying to work on the issue. Commissioner Lockamy asked if both bridges were out toward McDaniels Crossroads, and Mr. Eason stated that the Department was working on both of them. Commissioner Kirby asked if there had been any information about expanding US 421 from Dunn to Wilmington, and Mr. Eason stated that he had not heard anything regarding that. Chairman Strickland asked if there were anything the Board or staff could do to increase funding for secondary road construction. Mr. Eason stated that he did not know of anything specifically, but the new funding formula showed an increase in resurfacing, but that comes with decreases in other places. Mr. Larry Sutton expressed appreciation for lines being repainted on Five Bridge Road. Commissioner Parker noted a lot of truck traffic going into landfill, which will necessitate resurfacing of adjacent roads due to the volume. Mr. Eason explained that a pavement condition survey is done every two years and will be done this winter.

The Chairman then recognized students Adi Saenez and Faith Faison for their attendance from the Chamber of Commerce's Junior Leadership Program.

Item 2: Planning and Zoning Items

RZ-11-13-1 Planning Director Mary Rose reviewed a request to rezone approximately 11.23 acres located at 4590 Giddensville Road from R-Residential to I-Industrial, noting that it had been unanimously recommended by the Planning Board and that all adjourning property owners had been notified. She noted that the Sampson County Land Use Plan did support the request in that the property was located along a secondary road adjacent to property zoned Industrial, and there was spatial separation between non-compatible uses such as existing residential development. She explained that the request was from the packing company located on the property which desired to make a small expansion. She stated that no one attended the Planning Board meeting to speak in opposition to the request. Commissioner Kirby asked if the request would have fit into the new regulations regarding conditional zoning, and Ms. Rose stated that there had been no need for such as the industrial-zoned business already existed and the property owner owned the adjoining 11.23 acres. There were no comments from the floor, and the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to approve rezoning request RZ-11-13-1, 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-11-13-1 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 property is located along a secondary road*

adjacent to existing I-Industrial zoning and there is spatial separation from non-compatible uses such as existing residential development.

Item 3: Reports and Presentations

Recognition of Retiree This item was tabled as retiree Priscilla McLaurin was not present.

Tax Office Update on Software Tax Administrator Jim Johnson and Rob Howland of Tyler Technologies provided an update on the Tax Office software conversion. Mr. Howland reviewed the process used to build the system for Sampson County and demonstrated how the new CAMA software could be used during the next revaluation to use soil classification to value property. He also provided a demonstration of the new public assistance site which provides citizen access to property record cards. County Manager Ed Causey asked Mr. Johnson if the site would result in increased efficiencies for realtors, etc. and decreased traffic and calls in the Tax Office, and Mr. Johnson stated that calls and foot traffic should decrease and that he had received a lot of positive feedback from banks, attorneys and appraisers.

Item 4: Action Items

Presentation of Audit for Fiscal Year Ending June 30, 2013 Bryon Scott, CPA of Thompson, Price, Scott, Adams & Co., PA, reviewed the independent audit for the fiscal year ending June 30, 2013. Mr. Scott reported no material errors or irregularities. He reviewed five-year comparisons for various fund types, unrestricted and restricted fund balances, revenues and expenditures, and property tax collection rates. He explained that the draft audit would be submitted to the Local Government Commission for approval, per statute. Mr. Scott also discussed the value of using business personal property audits to increase county revenues.

Sampson Community College - Update on Roofing Project and Request for Funding for HVAC Repairs SCC President Paul Hutchins and SCC Vice President of Administration Bill Starling were present. Dr. Hutchins reported that the onsite visit of the Southern Association of Colleges and Schools Commission on Colleges had gone well in October and that the Committee had recommended reaffirmation of the College's accreditation; he thanked the Board for their support in preparation of their visit. Dr. Hutchins and Dr. Starling then provided an update on the College's re-roofing of the Technology Building and Activities Center. Last month, he noted, the College Board of Trustees had selected low bidder Curtis Construction for the project. Because of the wind and rain of the last several months, they were concerned with mold on the walls and ceiling of the Activities Center, and felt they needed to do additional due diligence to determine if there were other problems in the building contributing to this in addition to the roof concerns. Thus, the College contracted with an architectural firm

and a mechanical engineering firm. Dr. Starling reported that the companies' findings confirmed water intrusion, flashing issues and that the mold issue had reached a potential level that the engineering firm could do no further work without a testing company coming into confirm that the building had been extinguished from mold. Dr. Starling noted that roof bids had come in lower than anticipated (the commissioners had previously approved \$336,716). With the original bid and the additional work to replace flashing and for architectural services, there is a residual balance of \$43,162, which they requested be used for further investigation of the mold problem and to redesign the mechanical system in anticipation of a bid to correct all the problems in the building. He noted that the anticipated cost to correct the problems of both buildings and replacement of the mechanical system was in excess of \$400,000 (beyond the roofing costs). He added that it would take until spring to complete the testing, exterminate the mold, and complete the mechanical design, and they would anticipate coming back to the Board of Commissioners after that for the full amount of money to complete the entire renovation of the mechanical system and the restoration of the building. He noted that at this point in time, the building was not in use; this was recommended to continue until the building was completely abated of mold. It was noted that even if there had been a design defect, the general contractor associated with the building construction ceased to exist shortly after the building was completed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to allow the Community College to utilize the remainder of the previously approved funding as requested.

Health Department – Smoking Ordinance Revisions Health Director Wanda Robinson presented a draft of the Smoking Ordinance with revisions pursuant to the Board of Commissioners requests following a discussion at the Board's work session in October. She noted that the revised ordinance had been reviewed by the Board of Health, who expressed concerns with revisions to Section 3 (which allows smoking in individually-assigned County-owned vehicles) given issues with secondhand smoke, allergies, and the cleaning/maintenance of the vehicles. She noted that while the Board of Health had recommended Section 3 differently, the Board of Commissioners maintained the authority to change or modify any section of the proposed ordinance. Upon a motion made by Commissioner Lockamy and seconded by Commissioner Parker, the Board voted unanimously to approve the ordinance with revisions as requested by the commissioners, with implementation as of February 1, 2014. (Copy filed in Ordinance Book _____, Page _____.)

Appointment – Workforce Development Commission This item was tabled.

Appointment – Board of Health Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to reappoint Paul Bradshaw, Linda McKenzie and Beth Turner to the Board of Health. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board

voted unanimously to appoint Robert Butler (an engineer) to replace Jason Walters and Jacqueline Howard (general public, due to shortage of optometrists) to replace Dr. Ron Faircloth.

Appointment - Library Board Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to reappoint Linda Jewell-Carr and Polly Wilson to the Library Board.

Item No. 5: Consent Agenda

Commissioner Kirby asked that item c (LEPC Bylaws, etc.) be pulled and tabled. Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to approve the remaining Consent Agenda items as follows:

- a. Approved the minutes of September 9, 2013 and November 4, 2013 meetings
- b. Approved the Department of Aging's submission of an application for United Way grant funding for construction of wheelchair ramps
- c. ~~Approved revisions to the LEPC Bylaws, Information Access Procedures and the Facility Emergency Planning Form. This item was tabled.~~
- d. Adopted a resolution authorizing the lease of agriculture tracts adjacent to Detention Center for period January 1, 2014 - December 31, 2014 to Jesse Sumner for farming purposes (Copy filed in Inc. Minute Book ____, Page ____.)
- e. Approved the execution of a site access agreement between the County and Cintas Corporation to conduct environmental sampling related to past operations of uniform rental facility at 117 West Elizabeth Street (Copy filed in Inc. Minute Book ____, Page ____.)
- f. Adopted a resolution authorizing the Sheriff's Office to apply for Governor's Highway Safety Grant funds in the amount of \$36,000 for in-car video cameras (seized asset funds to be used for match) (Copy filed in Inc. Minute Book ____, Page ____.)
- g. Approved a request from the Health Department for adjustment to immunization fees
- h. Approved the execution of the contract between the Sampson County Health Department and Clinton City Schools for nursing services (Copy filed in Inc. Minute Book ____, Page ____.)

- i. Approved disabled veterans tax exclusions for Jerry Scott Herring, Robert L. Brown, Evelyn D. McCalop (widow of deceased veteran Joseph G. McCalop)
- j. Approved the following tax refunds:

#5920	Gary W. and Christi B. Blackburn	\$ 673.82
#5901	George Almond Tyndall	\$ 793.60
#5903	Wendy Woolard	\$ 595.65
#5909	Reid and Alice G. Byrd	\$ 211.42
#5914	Wesley Allen Wooten	\$ 231.70
#5904	Ryan Eric Pringle	\$ 175.35
#5900	Boyd Arthur Mattocks	\$ 653.80

- k. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>Sheriff</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	552000	Capital Outlay - Data Processing	17,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	403631	NC Substance Abuse Tax	17,000.00	

<u>EXPENDITURE</u>		<u>Health/Maternal Health</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551650	581000	Transfer to State Agency	20,000.00	
125516580	581000	Transfer to State Agency	20,000.00	
12551130	581000	Transfer to State Agency	7,260.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535165	404097	Fund Balance Approp Title XIX	20,000.00	
12535168	404097	Fund Balance Approp Title XIX	20,000.00	
12535110	404097	Fund Balance Approp Local	7,260.00	

<u>EXPENDITURE</u>		<u>CES-Sr Health Ins Info Program (SHIIP)</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04549580	526200	Departmental Supplies	171.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034958	409900	SHIIP Fund Balance Appropriated	171.00	

<u>EXPENDITURE</u>		<u>Health/Family Planning</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551640	523900	Medical Supplies	7,667.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535164	404000	State Assistance	7,667.00	

<u>EXPENDITURE</u>				
<u>Code Number</u>		<u>Health/Health Promotions</u> <u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551550	512100	Salaries	4,760.00	
12551550	518100	FICA	295.00	
12551550	518120	Medicare FICA	69.00	
12551550	518200	Retirement	321.00	
12551550	518901	401K	121.00	
12551550	518300	Group Insurance	654.00	
12551550	518400	Dental Insurance	19.00	
12551550	531100	Travel	761.00	
12551550	526200	Department Supplies	1,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535155	404000	State Assistance	8,000.00	

- Approved the Clinton City Schools budget amendments No. 1 (Current Expense Fund), No. 1 (State Public School Fund), No. 1 (Federal Programs Fund), No. 1 (Capital Outlay), and No. 1 (Special Revenue Fund) as submitted.

Item 6: Board Information

The following items were provided to the Board for information:

- a. City of Clinton – Notice of Impact Assessment for Infrastructure Improvements for Chemtex Project

County Manager Reports

County Manager Ed Causey expressed his appreciation to the Tax Office and commissioners for the work done at the Tax Office, noting that the challenges they had been facing were even greater than had been alluded to by many people– only the sheer willpower of the employees allowed them to function as well as they did before the computer conversion. This is an example, he noted, of Administration’s diligent efforts to listen to comments and concerns expressed by citizens and departments.

Commissioner Kirby commented that the Board may wish to again work to consider the possibility of business tax audits – what if the County were losing in tax dollars the amount to cover the budget deficits? He wondered if there were a way to determine in advance a preliminary indication how much money would be recouped.

Chairman Strickland acknowledged the loss of Elections Director Donna Marshburn, who had passed away on November 19th.

Public Comments

There were no public comments offered.

Closed Session

Upon a motion made by Commissioner Lockamy and seconded by Commissioner Parker, the Board voted unanimously to go into Closed Session pursuant to GS 143-318.11(a)(4) regarding Industrial Recruitment and GS 143-318.11 (a)(6) regarding personnel. In Closed Session, the Board received updates on various industry prospects and discussed potential incentives for a new industry (NOVI). They also discussed the Board of Election's hiring of Sylvia Thornton, on a part-time basis, to act as Interim Elections Director. The Board returned to the auditorium, and upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to come out of Closed Session.

Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to concur in the Board of Elections part-time employment of Sylvia Thornton as Interim Elections Director at a rate of \$20 per hour.

Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to direct the Clerk to advertise a public hearing to be held Wednesday, December 18, 2013 at 7:00 p.m. regarding economic development matters.

Adjourn

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

Jefferson B. Strickland, Chairman

Susan J. Holder, Clerk to the Board

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
Policy Number:		Title:	Electronic Communication Security and Privacy
Date of Adoption:		Date of Last Revision:	Page 1

Purpose

This policy addresses the electronic security and privacy concerns with regard to the use of technology resources belonging to or used in the conduct of the business of the County of Sampson. The County provides its employees access to a variety of technology resources and electronic communication systems to allow for the timely and efficient conduct of County business. All such electronic communication systems, including, but not limited to, email, fax, telephone, and voice mail and all information transmitted, received or stored in these systems, are the property of the County of Sampson. None of these electronic communications are private communications, and as such are subject to monitoring and disclosure pursuant to law or regulation. Providing timely, efficient and accurate information is the primary function of these resources, and any activity or action that interferes with this purpose is prohibited. Failure to adhere to this policy places the individual at risk for legal liabilities, potential embarrassment and disciplinary action up to and including dismissal.

Administration

Each Department Head shall become thoroughly familiar with the requirements set forth in this policy and to administer this policy consistently within their department and with other departments. The Department Head shall explain this policy within their department and ensure that it is fully implemented. It is the Department Head's responsibility to ensure that their department's users abide by these requirements and guidelines set forth in this and any related documents. Department Heads and IT (Information Technology) personnel have the authority to inspect the content of any equipment, files or mail in the normal course of their supervisory responsibilities. Reasons for review include, but are not limited to, investigation of network slowdown; system hardware or software problems including software license compliance, general system failure, litigation or potential litigation; reasonable suspicion of a crime or violation of policy; or a need to perform work or provide a service when an employee is not available. All communication system users acknowledge their consent that the County may, at its discretion, inspect, use or disclose any electronic communications and/or data without further notice for any legitimate business, legal or discretionary purpose. The County may utilize monitoring software to administer this policy.

Appropriate Use of County Electronic Communications Equipment

The use of County electronic communication equipment for purposes other than official business is prohibited, except for brief and occasional personal use, as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the County of Sampson. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Supervisors should monitor the extent of personal use of these assets during regular working hours.

Any business or personal use of the Internet or email by a County employee shall clearly and accurately identify the employee. Anonymous or pseudonymous use is prohibited. Email is considered an official form of communication between departments and between employees. County employees should have no expectation of privacy in anything they store, send or receive via the County's email system. Sampson County may monitor messages without prior notice.

When transmitting information via County communication equipment, employees should consider that persons other than the addressee can read the content of the transmission and

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
Policy Number:		Title:	Electronic Communication Security and Privacy
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that the message may be later disclosed to outside parties or a court in connection with litigation. Therefore, employees are required to maintain the highest standards of courtesy, professionalism and legality when transmitting information.

The following uses of the County's communication systems are strictly prohibited:

- The use of the communications systems to compromise the integrity of Sampson County and its business in any way.
- The intentional transmission of confidential or unlawful information. This includes, but is not limited to, statements or opinions that are or could be considered libelous, slanderous, defamatory, discriminatory, pornographic, inflammatory, threatening, or harassing.
- The intentional display or transmission of sexually explicit images, messages, cartoons, or any communication containing profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, religion, gender, sexual orientation or preference, age, citizenship, marital status, disability, pregnancy, military status, or other grounds protected under applicable state and federal laws, regulations, and/or executive orders, (unless such display is part of a law enforcement or other legitimate government investigation).
- The use of communications systems to solicit or proselytize for commercial ventures, religious or political causes, or outside organizations that are not authorized by the County of Sampson.
- The installation or downloading of software from outside vendors or the Internet without prior authorization from IT personnel. This includes software by third-party vendors, as well as shareware, freeware, personal software and Internet distributed programs.

Employees should not open, redirect or otherwise tamper with transmissions, other than their own or those that they are authorized to open by their supervisor or by the person to whom the transmission is addressed. Employees shall not fake or alter sent or received transmissions.

Security

Employees shall not permit unauthorized persons to use the County electronic network/communications systems. At no time should an employee allow a temporary worker, contractor, another employee, or other person use of their login information. Initial passwords are assigned by supervisors or by the IT department. These should not be provided to other employees or to persons outside the County of Sampson. Initial passwords should be changed as soon as possible using the instructions provided by a supervisor or by the IT staff. The County reserves the right to override any employee-selected passwords and/or codes, and employees must provide the County with any such codes or passwords to facilitate access as needed. Periodically, employees may be required to change their passwords. At all times, the employee is responsible for their computer account. Passwords should not be stored in

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
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computer data files, on the network, or be displayed openly at any workstation. Each employee is responsible for all actions taken while using his/her user profile or password.

Employees are responsible for protecting their computers against virus attack and other debilitating events by following their supervisor's or IT's guidelines. Employees must not disable any antivirus or other application installed on their computer equipment. Any file, program or document received on any media, through the Internet or through file transfer must be checked for viruses immediately. Employee should be cautious when receiving email messages they were not expecting containing an attachment. It should not be opened if there is any doubt about the type of file, content or sender, so as to prevent viruses from infecting the County's entire network. All data disks and files entering or leaving the County of Sampson's property should be scanned for viruses. Employees should log out of the network before leaving the office each day and/or when they will be away from their desk for an extended period of time.

Employees are expected to use the standard software provided by their department or IT. Employees may not download or install applications, demos or upgrades without permission. Employees may not install their own email system. Employees may not use instant messaging, unless approved by management.

Public Nature of Electronic Communications

Electronic communication is a public record like any other public document. Users must understand that any communications created, received, or backed up on the County system may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users may think of, incorrectly, as personal and private. County employees are advised that they have no privacy rights and that there is no reasonable expectation of privacy when using County computer technology or communications systems.

Use of Personal Equipment for the Conduct of County Business

Unless specifically authorized in writing, employees may not use personal computer equipment to conduct company business. Employees are reminded that all communications sent in connection with County business, whether the communication is sent via a County system or personal equipment, is subject to inspection and may be classified as a public record and may be required to be produced pursuant to a public records request or legal discovery.

Telephones

County telephone systems are intended primarily to accomplish the work of the County. Providing services to internal and external customers is the first priority; therefore personal use should be limited to brief and occasional personal use, as long as it is not excessive or inappropriate and does not result in expense to the County of Sampson. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Supervisors should monitor the extent of personal use of these assets during regular working hours. Personal use of the County's long distance service is prohibited.

Cellular Phones

The use of cellular phones for the conduct of County business is covered under the County's Cell Phone Policy.

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
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Printers, Copiers and Faxes

Photocopy machines, printers and fax machines shall be used for the transaction of County business. Any personal use must be pre-approved by the Department Head, and the costs of such reimbursed at the prevailing rate. Unauthorized copying of copyrighted material is strictly prohibited.

Violations of Policy

Failure to comply with this policy may result in disciplinary action, up to and including, termination of employment and criminal prosecution. It is the employee's responsibility to obtain clarification from their supervisor or IT Department if they do not fully understand any part of this policy.

STATE OF NORTH CAROLINA

Department of

Agriculture & Consumer Services

\$335,984.00

Total Cooperative Appropriation

\$201,590.00 60%

State

\$134394.00 40%

County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN SAMPSON COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-59 of the general Statutes of North Carolina - 1943), and also under authority of another Section of the General Statutes, namely Section 106-54, by the North Carolina Department of Agriculture & Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of SAMPSON COUNTY in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in SAMPSON COUNTY, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will pennit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduce of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **Two hundred and one thousand, five hundred and ninety dollars (\$201,590.00)** as its share of an annual budget of **Three hundred thirty five thousand, nine hundred and eighty four dollars (\$335,984.00)** for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department 40% of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **One hundred thirty four thousand, three hundred ninety four dollars (\$134,394.00)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2013**

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of SAMPSON COUNTY.

Date _____ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act,"

Date _____  County Finance Officer

For the North Carolina Department of Agriculture & Consumer Services

Date _____

N. David Smith, Chief Deputy Commissioner

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 16, 2013
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Thomas M. Bass

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.

The application was received on December 4, 2013.

**SAMPSON COUNTY
VETERANS COMMISSION**

COUNTY SERVICE OFFICERS
Ann G. Knowles, Director
Carolyn L. Jordan
Sherry M. Hope

335 County Complex Road, Bldg. D
P.O. Box 731
CLINTON, NORTH CAROLINA 28329-0731

PHONE: 910-592-2862
FAX: 910-590-2818
E:MAIL: aknowles@sampsonnc.com
cjordan@sampsonnc.com
shope@sampsonnc.com

December 4, 2013

Sampson County Board of Commissioners
Rowan Road
Clinton, North Carolina 28328

RE: Thomas M. Bass
Disabled Veteran

Dear Commissioners:

I am an Honorably Discharged Veteran of the Vietnam War. I was recently awarded compensation for being permanently and totally disabled. I submitted an application for Property Tax Exclusion for Disabled Veterans' through the Sampson County Veterans Service Office to the Veterans Affairs Regional Office in Winston-Salem, NC. The effective date of my disability went back to Dec. 1, 2011.

I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my county property tax.

I am truly sorry for the late date and ask for your favor on my tax exclusion. Thank you for your consideration in this matter.

Sincerely,

Thomas M. Bass

Thomas M. Bass
674 High House Road
Clinton, North Carolina 28328

	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	<u>Sampson</u> COUNTY
--	--	---------------------------------

SECTION 1	TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED
------------------	---

<u>Thomas M Bass</u> NAME (Print or Type)	<u>Thomas M. Bass</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
<u>674 High House Rd</u> STREET ADDRESS OR P.O. BOX NUMBER	_____ SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i>
<u>Clinton</u> <u>NC</u> <u>28328</u> CITY STATE ZIP CODE	_____ U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER
_____ 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.

<u>Thomas M Bass</u> DISABLED VETERAN'S SIGNATURE	<u>11/4/2013</u> 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 11/15/11.

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 Other than Honorable Conditions
 Under Honorable Conditions

SIGNATURE OF USDVA CERTIFYING OFFICIAL <u>[Signature]</u>	<u>11/27/13</u> DATE
PRINTED NAME OF USDVA CERTIFYING OFFICIAL _____	
TITLE OF USDVA CERTIFYING OFFICIAL _____	

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

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 16, 2013
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Joe R. Matthews

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.

The application was received on November 25, 2013.

**SAMPSON COUNTY
VETERANS COMMISSION**

335 County Complex Road, Bldg. D
P.O. Box 731
CLINTON, NORTH CAROLINA 28329-0731

COUNTY SERVICE OFFICERS
Ann G. Knowles, Director
Carolyn L. Jordan
Sherry M. Hope

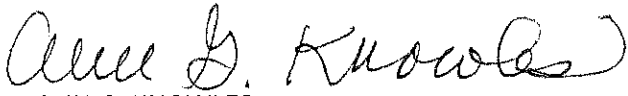
PHONE: 910-592-2862
FAX: 910-590-2818
E:MAIL: aknowles@sampsonnc.com
cjordan@sampsonnc.com
shope@sampsonnc.com

November 25, 2013

TO WHOM IT MAY CONCERN:

Mr. Joe Matthews was awarded service connection for disability effective September 1, 2012. He was not notified of this decision until October 29, 2013. We request that he be allowed to claim the property tax deduction for 2013 since his award was effective in 2012.

Thank you for your consideration.



ANN G. KNOWLES
Veterans Service Officer
Sampson County, North Carolina

02-0641080
115790

NCDVA-9
(Rev. 08-09)

For best delivery to USDVA, filling this form with your local veteran's service office is recommended.

	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	<u>Sampson</u> COUNTY
--	---	--------------------------

SECTION 1	TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED
------------------	--

<u>Joe R. Matthews</u> NAME (Print or Type)	<u>Joe R. Matthews</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
<u>4940 Maxwell Rd.</u> STREET ADDRESS OR P.O. BOX NUMBER	SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i> <div style="background-color: black; width: 100px; height: 15px;"></div>
<u>Autryville NC 28318</u> CITY STATE ZIP CODE	<div style="background-color: black; width: 100px; height: 15px;"></div> U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER
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.

<u><i>Joe R. Matthews</i></u> DISABLED VETERAN'S SIGNATURE	<u>11.6.2013</u> 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 8-9-12.
- 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)	<input checked="" type="checkbox"/> Honorable <input type="checkbox"/> Under Honorable Conditions
<input type="checkbox"/> Under Other than Honorable Conditions	

<u><i>[Signature]</i></u> SIGNATURE OF USDVA CERTIFYING OFFICIAL	<u>11-18-13</u> DATE
NOTE: Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.	
PRINTED NAME OF USDVA CERTIFYING OFFICIAL <u>VCM</u>	
TITLE OF USDVA CERTIFYING OFFICIAL	

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

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

5970

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 Jackson, Mildred G. in Little Caharie Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>153.39</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>153.39</u>

These taxes were assessed through clerical error as follows.

LIT Name Did not transfer w/ land.

08-022687-04 - land

08-0523360-02 - hse.

To be rebilled on land Parcel

County Tax	<u>136.06</u>
School Tax <i>F16</i>	<u>17.33</u>
Fire Tax	_____
City Tax	_____
TOTAL \$	<u>153.39</u>

Yours very truly

X Bakery as Jackson
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

Glenn Spell
Sampson County Tax Administrator

Mailing address.

~~*2900 Dunn Rd.*~~
P O Box 244
Roseboro, NC 28382

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

5946

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 Prestige Farm Inc in Taylor's Bridge's Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2013	\$ 147.37
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 147.37

These taxes were assessed through clerical error as follows.

Three Vehicles Traded
Cust # 37713
TAGS funded in

602	County Tax	135.21
	School Tax	
F23	Fire Tax	12.16
	City Tax	
	TOTAL \$	147.37

Yours very truly

Terrie Pope Anders
Taxpayer

Mailing address.
P O Box 438
Clinton NC 28328

TAXID Social Security #

RECOMMEND APPROVAL:

[Signature]
Sampson County 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

5959

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 Estate of Nancy Higgins Shirley in Gallo Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2013	\$ 162.16
TOTAL REFUND	\$ 162.16

These taxes were assessed through clerical error as follows.

Cust # 115128
Billing # 893827
Acct # XTP 7620
2011 copy
SAVE to Bond TAG turned in

Gov County Tax 148.88
School Tax _____
FOR Fire Tax 13.28
City Tax _____
TOTAL \$ 162.16

Yours very truly

Laurence B. Bowden III
Taxpayer

Mailing address.
5614 Keener Rd.
Clinton, N.C. 28328

RECOMMEND APPROVAL:

Glenn Spell
Sampson County 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

5957

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 Beatrice Shaw in Westbrook Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		
<u>2013</u>	\$	<u>493.77</u>
<u>2012</u>	\$	<u>493.77</u>
	\$	
	\$	
	\$	
	\$	
TOTAL REFUND	\$	<u>987.54</u>

DW burned 11/2011
~~19-0166920-04~~ (SA)
(19-0289800-01)
Fire Report Attached

These taxes were assessed through clerical error as follows.

County Tax	<u>875.96</u>
School Tax	
Fire Tax	<u>111.58</u>
City Tax	
TOTAL \$	<u>987.54</u>

Yours very truly

Beatrice Shaw
Taxpayer

Social Security _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator 70

Mailing address. Box
PO 2073
Dunn NC
28325

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

5943

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 Walter Junior Rayner in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>100.84</u>

These taxes were assessed through clerical error as follows.

Acct. # 135129
Bill # 875984

2011 / Lexus RXS

3 FY 7359

total 1055/hrs turned in
Yours very truly

G2

County Tax 92.56

School Tax _____

F08

Fire Tax 8.28

City Tax _____

TOTAL \$ 100.84

Walter Junior Rayner
Taxpayer

Social Security _____

RECOMMEND APPROVAL

[Signature]
Sampson County Tax Administrator

Mailing address.

Walter Junior Rayner
3783 Isaac Wks Rd.
Clinton, NC 28328

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

5941

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 Wedges Auto Sales Inc in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2013	\$ 181.75
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 181.75

These taxes were assessed through clerical error as follows.

Cust # 67210
Billing # 877374
Lic # ED 9504
2013/GMC SIE
Vehicle traded, Tag turned in

G02	County Tax	164.85
	School Tax	
F08	Fire Tax	14.90
	City Tax	
	TOTAL \$	181.75

Yours very truly

Jimmy R Wood
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Glenn Spell
Sampson County Tax Administrator

Mailing address.
4890 Hobbsen Hwy
Clinton, NC
28328

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

5927

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 Marjorie Strouth in LC Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>210.37</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>210.37</u>

These taxes were assessed through clerical error as follows.

*Tags turned in and title changed
New Tags issued
see attachments
2012 Toyota - HD 52115
2010 FORD - HD 75083*

County Tax 188.52
School Tax _____
Fire Tax 21.85
City Tax _____
TOTAL \$ 210.37

Yours very truly

Marjorie Strouth
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Glenn Spell
Sampson County Tax Administrator

Mailing address.
Marjorie Strouth
3969 Hayne Stretch Rd
Roseboro NC 28382

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

5940

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 Michael Scott McLamb in Honeycutt Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>104.19</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>104.19</u>

These taxes were assessed through clerical error as follows.

#92676
Traded 2012 Ford
Surrendered Tg # Bmy 1178

C-02	County Tax <u>92.42</u>
	School Tax _____
F16	Fire Tax <u>11.77</u>
	City Tax _____
	TOTAL \$ <u>104.19</u>

Yours very truly

Michael Scott McLamb
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Glenn Spell
Sampson County Tax Administrator

Mailing address.

Michael Scott McLamb
x 1870 Matthis Rd
Clinton, NC. 28328

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

November 18, 2013

FROM: Cooperative Extension

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the EDF-AG INPUTS MGMT Department be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
04549550-512600	PART-TIME SALARIES		5,731.00

Revenue Account	Revenue Account Description	Increase	Decrease
04434955-404012	EDF-AG INPUTS MGMT REVENUE		5,731.00

2. Reason(s) for the above request is/are as follows:
PER DAVID CLACK'S INSTRUCTION TO ADJUST BUDGET BASED ON 2012-2013 CONTRACT AGREEMENT TERMINATION & 2013-2014 CONTRACT AGREEMENT

Eileen A. Cote

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

11/27, 2013

David G. Clark

(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: 12/10/13
 FROM: COOPERATIVE EXTENSION Date
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the CES-SR HEALTH INS INFO PROGRAM (SHIIP) Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04549580-526200	DEPARTMENTAL SUPPLIES	1,739.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034958-404088	SHIIP REVENUE (NC DEPT OF INSURANCE)	1,739.00	

2. Reason(s) for the above request is/are as follows:
 TO UTILIZE ADDITIONAL FUNDING ALLOCATED FOR SHIIP PROGRAM BY NC DEPT OF INSURANCE
 PURCHASE OF ITEMS IN THE DEPARTMENTAL SUPPLIES EXPENDITURE ACCOUNT DESIGNATED FOR SHIIP PROGRAMMING

Eileen A. Coite
 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/20, 2013
[Signature]
 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

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

 (County Manager & Budget Officer)

This Contract and its attachments shall be completed and returned to the Agency within 45 days of receiving the electronic document in order for the Agency to process the award and provide funds to the Grantee. The Grantee shall provide the agency with progress reports and a final report detailing the Grantee's use of State funds.

This Contract is entered into by and between the North Carolina Department of Insurance, Division of SHIIP, hereinafter referred to as the "Agency", and County of Sampson / Sampson County Cooperative Extension located in Sampson county, hereinafter referred to as the "Grantee", referred to collectively as the "Parties".

1. **Contract Documents:** This Contract shall consist of the following documents, incorporated herein by reference:

- (1) This Contract;
- (2) General Terms and Conditions for Public Sector Contracts (Attachment A)
- (3) Statement of Work (Attachment B)
- (4) Line Item Budget and Budget Narrative (Attachment C)
- (5) Certifications Regarding, Drug-Free Work-Place; Lobbying; and Debarment, Suspension and Other Responsibility Matters (Attachment D)

These documents constitute the entire agreement between the Parties and supersede all prior statements or agreements.

2. **Precedence Among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. **Effective Period:** This Contract is effective 10/17/2013 and terminates on 9/29/2014.

4. **Grantee's Duties:** The Grantee shall provide the services as described in Attachment B with the terms of this Contract and in accordance with the approved budget in Attachment C. The Grantee shall maintain and make available all records, papers, vouchers, books, correspondence or other documentation or evidence at reasonable times for review, inspection or audit by duly authorized officials of the Agency, the North Carolina State Auditor, or applicable federal agencies. The Grantee shall submit to the Agency all plans, reports, documents or other products that the Agency may require, in the form specified by the Agency, including at the least following:

- A) A final budget report of expenses incurred during the contract period date;
- B) A mid-year report of the contracted activities of the Grantee due by April 30, 2014;
- C) A final comprehensive report within sixty (60) days of the project end date; due on or before November 30, 2014.

5. **Agency's Duties:** The Agency shall reimburse the Grantee for the costs of services and activities described in Attachment B and in accordance with the approved budget in Attachment C. The Agency shall monitor the Grantee for compliance with the terms of this Contract; and shall specify all reports and other deliverables required from the Grantee.

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed \$1,739.00. This amount consists of \$1,739.00; CFDA # 93.071.

a. There are no matching requirements from the Grantee.

b. The Grantee's matching requirement is \$ _____, which shall consist of:

In-kind

Cash

Cash and In-kind

Cash and/or In-kind

The contributions from the Grantee shall be source from non-federal funds.

The total contract amount is \$1,739.00.

6. **Conflict of Interest Policy:** The Agency has determined that this Contract is not subject to NCGS 14-C-6-22 & 23.
7. **Reversion of Unexpended Funds:** Any unexpended grant funds shall revert to the Agency upon termination of this Contract.
8. **Grants:** The Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Grantee to comply with the terms and conditions set forth in this Contract.
9. **Payment Provisions:** As provided in NCGS 143C-21 this Contract is an annual appropriation of \$100,000 or less to or for the use of a non-profit corporation and payment shall be made in a single annual payment.
10. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, address, telephone number and fax number of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, address, telephone number and fax number of its Contract Administrator by giving timely written notice to the other Party.

For the Agency:

R. Van Braxton, Deputy Commissioner
SHIIP Division
11 South Boylan Avenue
Raleigh, NC 27603
919-807-6900
919-807-6901

For the Grantee:

Kim Reid
55 Agriculture Place
Clinton, NC 28328
Phone 910-592-7161
Fax

11. **Supplementation of Expenditures of Public Funds:** The Grantee assures that funds received under this Contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds the Grantee otherwise expends for SHIIP services and related programs. Funds received under this Contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.
12. **Disbursements:** As a condition of this Contract, the Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:
 - a. Implement adequate internal controls over disbursements;
 - b. Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment;
 - Payment due date;
 - Adequacy of documentation supporting payment; and

- Legality of disbursement;
- c. Assure adequate control of signature stamps/plates;
- d. Assure adequate control of negotiable instruments; and
- e. Implement procedures to ensure that the account balance is solvent and reconcile the account monthly.

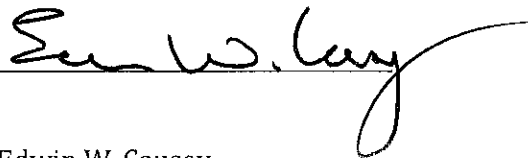
13. **Outsourcing:** The Grantee certifies that it has identified to the Agency all jobs related to the Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Contract without providing notice to the Agency.
14. **Executive Order # 24:** NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.
15. **Audit:** The Agency reserves the right to conduct an audit through the NCSMP Program Director.
16. **Federal Certifications:** The Grantee agrees to execute the following federal certifications that are attached to this agreement (applicable when receiving federal funds).
 - A. Certification Regarding Lobbying.
 - B. Certification Regarding Department.
 - C. Certification Regarding Drug-Free Workplace Requirements.

17. **Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

In witness whereof, the Grantee and the Agency have executed this Agreement with one original, which is retained by Agency.

**County of Sampson /
Sampson County Cooperative Extension**

Witness

BY: 



Edwin W. Causey
Printed Name

Susan J. Holder
Printed Name

DATE: _____

Division of SHIP,

BY: _____
R. Van Braxton
Deputy Commissioner

BY: _____
Carla Obiol
Senior Deputy Commissioner

DATE: _____

DATE: _____

Contract is not executed until last signature is obtained.

The Agency and the Grantee agree and understand that this contract is considered executed on the latest date of either the last signature on this agreement or the date of Department of Insurance's procurement electronic approval.

[*TBL 11-4-2013*] Format reviewed & approved by Controller's Office

Attachment A
General Terms and Conditions

DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein.

- (1) "Agency" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subagency of government. For other purposes in this Contract, "Agency" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and subgrantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or subgrantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or subgrantee during the performance of the grant.
- (10) "Grantee" has the meaning in NCGS 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in NCGS 143C-1-1(d)(18): Any of the following that is not a State agency: An individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in NCGS 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State

funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are subgranted to other organizations. Pursuant to NCGS 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.

- (17) "Subgrantee" has the meaning in NCGS 143C-6-23(a)(3): a non-State entity that receives a grant of State funds from a grantee or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (18) "Unit of Local Government" has the meaning in NCGS 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by NCGS 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

Relationships of the Parties

Independent Contractor: The Grantee is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Agency.

Subcontracting: The Grantee shall not subcontract any of the work contemplated under this Contract without prior written approval from the Agency. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the contract documents are to be considered approved upon award of the contract. The Agency shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Grantee shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.

Subgrantees: The Grantee has the responsibility to ensure that all subgrantees, if any, provide all

information necessary to permit the Grantee to comply with the standards set forth in this Contract.

Assignment: No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any such person or entity, other than the Agency or the Grantee, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

Indemnity

Indemnification: The Grantee agrees to indemnify and hold harmless the Agency, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Grantee in connection with the performance of this Contract.

Default and Termination

Termination by Mutual Consent: The Parties may terminate this Contract by mutual consent with 60 days notice to the other party, or as otherwise provided by law.

Termination Without Cause: The Agency may terminate this contract without cause by giving 60 days written notice to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Agency, become its property and the Contractor shall be

entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Termination for Cause: If, through any cause, the Grantee shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by giving written notice to the Grantee and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Grantee under this Contract shall, at the option of the Agency, become its property and the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of the Grantee's breach of this agreement, and the Agency may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined.

Waiver of Default: Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Grantee and attached to the contract.

Availability of Funds: The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the Agency

determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Agency may require to ensure compliance.

Executive Order # 24: "By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who have a contract with a governmental agency; or have performed under such a contract within the past year; or anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and NCGS Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this Contract are the exclusive property of the Agency. The Grantee shall not assert a claim of copyright or other property interest in such deliverables.

Compliance with Applicable Laws

Compliance with Laws: The Grantee shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Grantee shall comply with all federal and state laws relating to equal employment opportunity.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Grantee under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency. The Grantee acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with NCGS 147-64.7. Additionally, as the State funding authority, the Agency and all applicable federal agencies or their agents shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Miscellaneous

Choice of Law: The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this

Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this Contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Agency. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Grantee agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Agency for loss of, or damage to, such property. At the termination of this Contract, the Grantee shall contact the Agency for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Grantee for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be reimbursed under this Contract.

Sales/Use Tax Refunds: If eligible, the Grantee and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to NCGS 105-164.14; and (b) exclude all refundable sales

and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Grantee shall not use the award of this Contract as a part of any news release or commercial advertising.

Attachment B
For the period 10/17/2013 – 9/29/2014

Statement of Work

Grantee: County of Sampson / Sampson County Cooperative Extension

This statement should be a short summary describing what the Grantee does and how the Grantee will use these funds. The terms of the contract between the SHIIP office and the agencies require local programs meet these goals for SFY2014. The uses of these funds are not limited to but MUST include the following activities:

- 1) Expand Low Income Subsidy (LIS) outreach and enrollment in the county by conducting a minimum of two enrollment clinics during the period 10/17/2013 through 9/29/2014; clinics are to be held in non-traditional locations, i.e., library, church, senior housing complex, etc.;
- 2) Submit Client Counseling Contact and Public & Media Outreach (NPR) forms in a timely manner to the SHIIP office in Raleigh or through the SHIPTalk website ;
- 3) Conduct a Community Superstar Meeting with local county officials to discuss Relay for Extra Help.

SCOPE OF WORK:
(Maximum 2 pages)

SCOPE OF WORK: cont.

Attachment C

For the period 9/30/2013 – 9/29/2014

Line Item Budget and Budget Narrative

Using the budget line items listed below, please provide a budget and a short narrative on how you plan to spend the funding amount reflected in the contract. Allowable expenses include telephone, postage, salary/stipends, equipment purchases, internet services, etc. New CMS regulations stipulate that federal dollars cannot be used to purchase food; if any of your outreach events includes food, it must be paid for from other existing agency funds. Additionally, please note that indirect charges will not be allowed under this contract.

All budgets must be approved by the Agency.

Grantee Name: County of Sampson / Sampson County Cooperative Extension

Grantee Name: County of Sampson / Sampson County Cooperative Extension	
Budget	Amount
Contractual	
Construction	
Supplies	
Equipment	
Other	
Travel	
Personnel	
Fringe	
Total	1,739.00

Narrative:

Attachment D
Certifications Regarding, Drug-Free Work-Place; Lobbying; and
Debarment, Suspension and Other Responsibility Matters

1. Drug-Free Work-Place

The undersigned (authorized official) certifies that it will provide a drug-free workplace in accordance with the Drug-Free Work-Place Act of 1988, 45 CFR Part 76, subpart F. The certification set out below is a material representation of fact upon which reliance will be placed when awarding the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspensions or termination of grants or government wide suspension or debarment.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); above;
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to Agency on whose grant activity the convicted employee was working.
- Notices shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above, with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

2. Lobbying

Title 31 of the United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who request or received a Federal grants or cooperative agreement must disclose lobbying undertaking with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part93).

The undersigned (authorized official) certifies, to the best of his or her knowledge and belief, that:

(a) No Federal 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 agency, a member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant, loan or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, contracts and contracts under grants, loans and cooperative agreements) and that all subrecipients 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 section 1352, title 31, U.S. Code. 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.

3. Debarment, Suspension and Other Responsibility Matters

NOTE: In accordance with 45 CFR Part 76, amended June 26, 1995, any debarment, suspension, proposed debarment or other government wide exclusion initiated under the Federal Acquisition Regulation (FAR) on or after August 25, 1995, shall be recognized by and effective for Executive Branch agencies and participants as an exclusion under 45 CFR Part 76.

(a) Primary Covered Transactions

The undersigned (authorized official) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for 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; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) 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 enumerated in paragraph (a)(2) of this certification; and

(4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed under the assurances page in the application package.

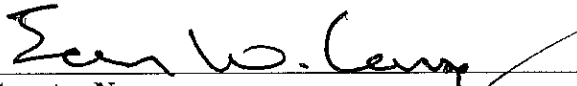
(b) Lower Tier Covered Transactions

The applicant agrees by submitting this proposal that it will include, without modification, **the following clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transaction"** (Appendix B to 45 CFR Part 76) in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Certifying Official 	Title Σ County Manager
Grantee Name County of Sampson / Sampson County Cooperative Extension	Date Submitted 12/6/2013

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: January 6, 2014

<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

For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.

- a. Cellular Phone Policy, with Revisions Recommended by Board of Commissioners
- b. Invitation from Sampson County History Museum and Chamber of Commerce for Succession Planning Discussion
- c. Attorney Opinion Regarding Action at Special Meetings
- d. NC DHHS Correspondence Regarding Next Phase of NC FAST Implementation
- e. NRCS - Flyer Regarding Wetlands Training
- f. Cumberland Community Action Program CSBG 2014-2015 Funding Application

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
Policy Number:		Title:	Cell Phone Policy
Date of Adoption:		Date of Last Revision:	Page 1

PURPOSE:

Cellular phone technology is a valuable communication tool and is integral to the operations of County government. The voice functionality of cellular phones combined with other cellular features, such as messaging and access to numerous online resources, establishes the cell phone as a necessary and effective tool for certain employees of the County. The purpose of this policy is not to increase or diminish the appropriate and effective use of cellular devices, but rather to establish a multi-tiered program for managing cell phone use by employees of the County of Sampson.

Further, it is the desire of the County to comply with IRS regulations regarding the taxation of any non-cash fringe benefit. According to the IRS Code Section 280F(d)(4)(A)(v), created in 1989, cell phones are to be considered “listed property” and are designated by the IRS as lending themselves easily to personal use. Although the use of cell phones is much more widespread and economical today, they are susceptible to the substantiation rules applicable to taxable fringe benefits.

IRS rules require employers track personal calls made on an employer-provided cell phone. When an employer does not do this, the entire cost of the equipment and service becomes taxable to the employee. One of the primary purposes of this policy is to clearly differentiate between cell phones that are considered a taxable fringe benefit and those that are not.

DEFINITIONS:

Standard Phone: A cell phone with the standard features to allow voice calling.

Stipend: A taxable sum of money paid on a regular basis included in an employee’s paycheck.

Smartphone: A mobile phone offering advanced capabilities beyond a typical cell phone, often with PC-like functionality. These advanced capabilities usually include email and Internet functionality and normally require a data package to be purchased with the service provider’s plan. At a minimum the smartphone must be capable of sending and receiving messages through the County’s email server.

Personal call: A call made by a County employee that is personal in nature and not related to County of Sampson business. The term personal call also includes personal text messages.

Emergency personal call: An infrequent personal call that is of an urgent nature where using a County owned cell phone is the best option available.

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
Policy Number:		Title:	Cell Phone Policy
Date of Adoption:		Date of Last Revision:	Page 2

MULTI-TIERED PROGRAM OPTIONS:

In order to comply with IRS regulations; the County has developed a program to offer choices to County employees based on their need for cell phones within their current job grade, status and work requirements. Assignment of county-owned cellular devices or approval of a phone stipend is subject to review by the County pursuant to any change in employee status. Based on the program below, employees approved for cell phone usage may request the most appropriate option. Department heads must establish the need for cell phone and/or Smartphone functionality for each employee. The IT Department may be consulted by the department head to assist in decision making. IT will work with departments and individual employees as needed to ensure devices and services on County provided phones comply with the Americans with Disabilities Act (ADA). All requests for cellular service or benefits must be approved by the County Manager or his designee.

Tier 1: Standard County Owned Phone
<p>This is an <u>accountable</u> (non-taxable) plan with the following requirements:</p> <ul style="list-style-type: none"> ▪ Cellular phone use on phones supplied by the county are restricted to county business. ▪ Personal cellular calls (outgoing and incoming) will only be allowed in limited and infrequent instances of family emergencies if calls cannot be made from a land line phone in a reasonable period of time. Emergency calls do not need to be reimbursed. ▪ As certain phone usages or features incur additional charges or costs and are not integral to the performance of county business, the IT Department, where appropriate and technically possible, may block certain usages or features on phones supplied by the county. ▪ Employees will be held primarily responsible for complying with the Cell Phone Policy. (Departments with shared phones will be allowed to develop their own internal cell phone review process). Employees' phone bills are reviewed by their supervisors each month. ▪ Phone bills are also audited regularly by the Finance Office for compliance. ▪ Cellular phones are the property of the County and as such are subject to inspection at any time to ensure usage has followed County policy. <p>Suitable For:</p> <ul style="list-style-type: none"> ▪ Employee who makes no personal calls from County cell phone ▪ Situations where the phone is assigned to a position or to a piece of equipment instead of an individual employee ▪ Situations where more than one employee shares a phone

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
Policy Number:		Title:	Cell Phone Policy
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Tier 2: Phone Stipend

This is a non-accountable (taxable) plan with the following requirements:

- Employee is paid a taxable stipend in each paycheck.
 - \$45.00 for a standard phone
 - \$85.00 for a Smartphone
- Employee purchases a phone and plan of their choice.
 - Smartphones must be chosen from a list of compatible networks and software.
 - The IT Department must be consulted before choosing a smartphone.
- Employee agrees to allow the County to publish their number internally for business purposes and to accept business calls and/or messages on the phone.
- Employee and carrier are responsible for technical support of the phone, plan, and functionality.
 - The IT department may be consulted to help setup the interface to the County email.
- Employee must retain an active cell phone contract as long as a cell phone stipend is in place. A copy of the invoice may be requested yearly to verify the plan is active.
- Employee will be responsible for all costs related to the phone including accessories.
- If through no fault of the employee the County should terminate an employee's cell phone stipend, the County shall be responsible for any costs or fees associated with contract termination.
- If cell phone stipends are discontinued for budgetary reasons, a 90 day notice of such termination will be given by the County.

Suitable For:

- Employee who maintains a cell phone for personal use and does not desire to carry two phones
- Employee who needs constant communication with customers and co-workers via voice, email, and other messaging features for continuity of service

Procedure:

An employee choosing either **Tier 1** or **Tier 2** should complete a cell phone request form. For situations in which a phone is assigned to a position or to a piece of equipment, the department head or assigned staff may submit the request. The request should be forwarded to the

COUNTY OF SAMPSON POLICIES AND PROCEDURES			
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employee's department head for approval and then to the IT Department for review. The request will then be reviewed for approval by the County Manager or Assistant County Manager. Each request for **Tier 2** must include the cell phone number assigned to the phone and the name of the carrier supplying the service. Once the request has been approved by the County Manager or his designee, the IT Department will forward the request to the Finance Office for processing. The IT Department will then be available to help setup smartphones selected from **Tier 2** to interface to the County network.

POLICY FOR USE OF CELLULAR DEVICES IN VEHICLES:

County employees utilizing mobile devices in County vehicles or utilizing mobile devices in their personal vehicles while conducting County business are expected to use such devices in compliance with all current state and local law and the County Vehicle Policy and in a manner that does not jeopardize the safety of the employee or others. As more county drivers are using cellular phones, it is important both for safety and for the image of county drivers that common sense and courtesy be followed in using cellular phones. Supervisors will have the authority to restrict or prohibit use of cellular phones at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property. Sending and/or receiving text messages is prohibited while operating any vehicle

The following guidelines are provided for the safe use of cellular phones in County vehicles or in personal vehicles conducting County business:

- a) Voice mail service and hands-free equipment for the phone are the only allowable means of phone use while driving.
- b) It is strongly recommended, if at all possible, to use your cellular phone when parked, or have a passenger use the phone. Conversations should be kept to a minimum.
- c) If your phone rings when you are driving, especially during hazardous conditions, let your cellular voice mail service take the call and listen to the message later when you are parked, or pull over before answering if traffic conditions permit.
- d) Suspend conversations during hazardous driving conditions or situations.
- e) Let the person to whom you are speaking know that you are driving and that the call may be suspended at any time.
- f) Do not take notes or look up phone numbers while driving. As a driver, your first responsibility is to pay attention to the road.
- g) Attempt to dial and place all calls when you are parked. If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a hand held phone.
- h) When possible, place your calls before you begin your trip, or call when your vehicle is parked. If you absolutely must dial a number while driving, assess the traffic and dial only a few numbers at a time.

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Policy Number:		Title:	Cell Phone Policy
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- i) Learn and use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.
- j) DO NOT engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.
- k) EMERGENCIES – Please do use your cellular phone to call for help or to help others in emergencies. If you see an emergency where lives are in danger call 9-1-1 and give the exact location and information to the 9-1-1 operator. Employees are not expected to offer additional assistance beyond calling for help.

PRIVACY OF CELL PHONE RECORDS

Both the nature of electronic communications and the public character of local government made cell phone uses less private than users may anticipate. As such, County employees should be aware that federal and state laws and County policies, guidelines, and regulations may limit the protection of certain aspects of individual privacy in connection with the use of a cell phone under this Policy. For example, in certain circumstances, the County may permit the inspection, monitoring or disclosure of phone records and text messages (including content and the cell phone numbers of calls or texts received from a cell phone, and a cell phone user's location at a particular time), consistent with applicable local, state, and federal laws, by County personnel. The County and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the County employee received calls or texts, or contents of text messages sent or received) pursuant to North Carolina public records laws, court order or state and federal laws.

REQUIREMENT FOR COMPLIANCE WITH POLICY PROVISIONS

All employees who wish to receive cell phone privileges from the County of Sampson under this policy must agree to abide by all of the provisions of this policy. Any employee found to be out of compliance with the provisions of this policy may have their cell phone privileges revoked and be subject to other disciplinary measures.



December 13, 2013

Dear Sampson County Commissioners,

The Sampson County History Museum is the hidden jewel in Sampson County that showcases the rich heritage and history within Sampson County's past. David and Jeannie King have turned their passion into the top tourist attraction within Sampson County. The board of directors for both the Sampson County History Museum and the Clinton Sampson Chamber of Commerce recognize that this jewel no longer needs to be hidden and future planning has begun.

On behalf of the Clinton-Sampson Chamber of Commerce and The Sampson County History Museum, we would like to invite each of you to explore Sampson County's rich history at an informal dinner in early 2014. As succession planning begins, we understand that through innovativeness and partnerships, together, we can ensure growth and vast impact the museum has on Sampson County. Through increased tourists, a higher quality of life, and an array of educational opportunities, we are looking forward to the next chapter.

We thank you for your constant support of the Sampson County History Museum and we look forward to further discussing the succession plans with you in early 2014. Thank you for all that each of you does for Sampson County and we wish you a Merry Christmas and Happy New Years.

Thank you,

A handwritten signature in black ink that reads "Janna C. Bass".

Janna C. Bass, Executive Director
Clinton-Sampson Chamber of Commerce

Susan Holder

From: Joel Starling <joelstarling@dwslaw.com>
Sent: Wednesday, December 18, 2013 3:14 PM
To: Ed Causey; Susan Holder
Subject: Special Meetings Notice Question

Ed / Susan:

I believe the UNC School of Government post below to be on point here. Although the requirement that board members receive notice of special meetings may be waived under G.S. 153A-40(b) if all the members are present or if absent members have signed a written waiver (*see also* Rule 2.5 of the Board's Rules of Procedure and Conduct), Professor Bluestein writes that the limitations of the open meetings law nonetheless requires that a public body's actions do not exceed the scope of the notice given to the public.

<http://canons.sog.unc.edu/?p=7208&print=1>

--

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- Coates' Canons: NC Local Government Law Blog - <http://canons.sog.unc.edu> -

Can the Board Take Action in a Workshop Meeting?

Posted By [Frayda Bluestein](#) On July 10, 2013 @ 1:05 PM In [General Local Government \(Miscellaneous\)](#), [Open Government](#) | [1 Comment](#)

A newly elected local government board member is attending an orientation session. Her hand shoots up. "One thing I've always been confused about is whether or not it's legal for a board to take action in a workshop or retreat meeting." All eyes turn to the board attorney for an answer. "That's a great question," the attorney says. "But I need one more piece of information to answer it."

Can you guess what piece of information is missing?

If you guessed that the attorney needs to know what type of notice was given for the meeting, you got it right.

Types of Meetings

North Carolina statutes describe three main types of meetings – regular, special, and emergency – and set out the types of notice that must be provided to the public ([G.S. 143-318.12](#) ^[1]) and to governing board members themselves ([G.S. 153A-40](#) ^[2], [160A-71](#) ^[3]).

There are no statutes or cases that limit the actions or subjects may be considered in a regular meeting. The general understanding is that the board may take up any business it wishes at a regular meeting, and that the board may modify the agenda before or even during the meeting. (For more on the process of developing and amending agendas, see my earlier blog post [here](#) ^[4].)

The notice requirements for special and emergency meetings, however, create limitations on matters that may be considered in these types of meetings. As articulated in a case from another state:

[I]n giving notice of a general [regular] meeting, a public body is not required to state the meeting's purpose. This distinction is obviously predicated upon the fact that such a meeting is not being held for any specific reason, but instead is being held because it is a regularly scheduled meeting. In contrast, the use of the term "special meeting" implies that such a meeting can only be held when there are specific reasons for holding it. Given the existence of such a reason, it follows that the notice of a special meeting must refer to those specific reasons, and that those specific issues are the only ones which can be addressed at such a meeting.

State ex rel. Young v. Bd. of Edn. Lebanon School Dist., Ohio App., 2013 WL 1196877, citing *Jones v. Brookfield Township Trustees*, 11th Dist. No. 92-T-4692, Ohio App., 1995 WL 411842.

There are two kinds of notice statutes: the open meetings law, and separate statutes requiring notice to governing board members. The open meetings law requires the notice of a special meeting to state the purpose of the meeting. [G.S. 143-318.12\(b\)\(2\)](#) ^[1]. Although there is no appellate case interpreting this requirement, it is generally assumed that the board is limited to those matters that are within the scope of the purposes as stated in the notice. The city and county board member notice statutes make the point more clearly, stating that only those items of business specified in the notice of a special meeting may be transacted at the meeting, unless all members are present, or those not present have signed a written waiver. [G.S. 153A-40\(b\)](#) ^[2] [160A-71\(b\)\(1\)](#) ^[3] It's important to note that both types of notice must be given (the open meetings and board member notice), so the limitation in the open meetings law still applies even if board member notice is waived.

Emergency meetings, for which minimal notice is required, may be held only to address "generally unexpected circumstances that require immediate attention." G.S. 143-318.12(f)^[1]. An emergency meeting is legally justified only if the matter must be addressed sooner than the 48 hours required under the open meetings law for notice of a special meeting. The open meetings law and county board-member notice statutes specifically provide that only matters related to the emergency may be considered at a meeting for which the minimal emergency notice has been provided. (The city board notice statute does not specifically provide for emergency meetings, which means that the 6-hour board member notice requirement for special meetings applies even in an emergency situation.)

It's Not What You Call It That Counts

Local governments use lots of different names for meetings. There are agenda meetings, retreats, budget workshops, strategic planning events, community forums, and meetings of committees and subcommittees. But it's the type of notice, not the name of the meeting, that determines which type of meeting it is (regular, special, or emergency), and what may be considered. If a board schedules a regular "workshop" meeting as part of its regular schedule of meetings, that's a regular meeting. The board is free to take up any business it deems appropriate, even though the meeting is described as a workshop. On the other hand, if the board reschedules a cancelled regular meeting for a time that's not on the regular meeting schedule, then it will be considered a special meeting, and the board will be limited to the purposes stated in the notice of the meeting, even though it's called a regular meeting. (As noted in my blog post on cancelling and rescheduling meetings, [here](#)^[5], the board also has the option of amending the schedule of regular meetings so that the rescheduled meeting is a regular, rather than a special meeting.) Note that when a board recesses a meeting, the original meeting continues at the new date and time, and the character and scope of the meeting does not change.

The Scope of the Purpose: Subject Matter and Type of Action

The stated purpose of a special or emergency meeting determines what may be done at the meeting. A violation of the open meetings law could occur if a public body's actions exceed the scope of the notice. The scope of the notice may have two dimensions. First, there is the scope of the subject matter. So if the purpose of a special meeting is to consider a personnel matter, a board would likely violate the statute by taking up a budget amendment for a construction project. A second dimension is the nature of any action taken. If a special meeting is called to "discuss" a complaint about roosters in residential neighborhoods, there could be a challenge if the board adopts an ordinance prohibiting roosters. [Note that the super majority requirements for adoption of ordinances on first reading (G.S. 160A-75^[6]; 153A-45^[7]) provide some protection against hasty legislative decisions.]

What's In a Name?

Although the name of the meeting doesn't determine what kind of meeting it is, the name that is used to describe a special meeting may affect the public perception of its scope, and perhaps a court's interpretation of what actions may be undertaken. The concern about voting in a "workshop" meeting may be that calling a meeting a "workshop" could imply that no action will be taken. What about a special meeting called a "strategic planning retreat" at which board members use sticky notes to "vote" on their highest priorities for the upcoming fiscal year to be used in the budgeting process? Does a retreat imply discussion but not decision-making? Without any cases interpreting the statute, it's difficult to predict the significance of the specific wording of the statement of purpose or the name of meeting.

Given this uncertainty, clerks and others who prepare meeting notices should carefully consider the wording used to describe the meeting and its purpose. In cases where the board wants the flexibility to take action and vote, the statement of purpose should include that possibility. Notices could include language to make clear that the board will discuss or consider and possibly take action on the matter or matters that are the reason for the meeting. It might also be important to exercise care in describing meetings on the regular meeting schedule. If that schedule includes a workshop meeting, and specifically indicates that no action will be taken, that limitation would likely override the flexibility otherwise available at regular meetings.

Article printed from Coates' Canons: NC Local Government Law Blog:

<http://canons.sog.unc.edu>

URL to article: <http://canons.sog.unc.edu/?p=7208>

URLs in this post:

[1] G.S. 143-318.12: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=143-318.12>

[2] G.S. 153A-40: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=153A-40>

[3] 160A-71: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=160A-71>

[4] here: <http://canons.sog.unc.edu/?p=7078>

[5] here: <http://canons.sog.unc.edu/?p=6117>

[6] G.S. 160A- 75: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=160A-75>

[7] 153A-45: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=153A-45>

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North Carolina Department of Health and Human Services

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Sherry Bradsher
Deputy Secretary for Human Services

December 5, 2013

Dear North Carolina County Managers and Social Service Directors:

On behalf of Secretary Wos and the North Carolina Department of Health and Human Services (NC DHHS), I would like to thank every County Manager, County Director and all DSS personnel for their continued hard work and support as we strive together to implement the NC FAST Program. We are aware that recent months have been difficult and stressful for all partners. Through your commitment and perseverance nearly all of the 1.6 million food and nutrition services recipients in North Carolina are now receiving benefits.

As we move forward with implementation of the next phase of NC FAST, I want to encourage each of you to proactively address any concerns raised during your recent Project 2&6 readiness assessment. By addressing these issues now, counties can assure a greater likelihood for success moving forward.

There are several anticipated challenges moving into the next phases of implementation. Some of those include:

- Continued uncertainty around the quality of and timeframe for receiving pending Medicaid applications from the Federal Facilitated Marketplace (FFM). As of today there are more than 10,000 pending applications.
- Federal requirements that Family and Children's Medicaid re-certifications beginning in 2014 will be based on Modified Adjusted Gross Income (MAGI) rules and regulations.
 - A 90-day waiver has been implemented for all Family and Children's Medicaid re-certification for January through March 2014. Therefore counties will be processing cases from January through March in addition to the caseloads for April through June.
 - Completing re-certifications using MAGI rules will require additional household tax information from participants. This new federal requirement will likely lengthen or increase the time needed to complete Family and Children's Medicaid re-certifications.

www.ncdhhs.gov

Tel 919-855-4800 • Fax 919-715-4645

Location: 101 Blair Drive • Adams Building • Raleigh, NC 27603

Mailing Address: 2001 Mail Service Center • Raleigh, NC 27699-2001

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DHHS is working hard to plan for and provide support for counties in meeting these challenges. Some of these efforts include:

- Strengthened support provided by the NC FAST Help Desk with the addition of seasoned, knowledgeable Over-the-Shoulder-Support staff.
- Commitment to the resolution of all backlogged NC FAST Help Desk tickets by December 31, 2013.
- Closer alignment between the Work Support Strategies and NC FAST teams to share best practices to help counties prepare for and meet the challenges of processing applications and re-certifications using MAGI eligibility rules required by the Affordable Care Act.
- Reorganization and consolidation of technical assistance and consultation for all means-tested public assistance programs administered through local departments of social services, with an emphasis on Medicaid during the coming months.
- DHHS leadership will continue its efforts to counties with the opportunity to receive 75% federal reimbursement for allowable Medicaid activities. Currently, the DHHS Controller's Office is working with five counties to identify allowable cost in order to establish reporting procedures. We are optimistic that this reimbursement increase from 50% to 75% will begin in early 2014. This increased reimbursement will make available additional funds budgeted for SFY 2013-14, which may be invested in continuing best practices to ensure a successful transition to NC FAST.

Lastly, we have a new addition to the NC FAST leadership team. Angie Taylor has joined the team as Deputy Director and will work along side Anthony Vellucci to manage the overall implementation strategy. Angie brings strong project management skills as well as vast program knowledge. She has successfully led many large IT initiatives for DHHS in the past. As Project Director, Anthony Vellucci's time will be spent more on overall program governance and technology related matters while Angie Taylor will work closely with the business team and support county implementation and communications.

Clearly, by implementing the above strategies, it is our deepest desire to continue to enhance state support leading to a successful complete implementation of NC FAST.

With that being said, we strongly encourage counties to continue to pursue several key success factors including:

1. Investing in temporary staff and over time authorization for staff to help meet the increased workload detailed above over the next several months.

2. Ensuring a supportive and responsive county IT presence that stays engaged with the local DSS.
3. Ensuring county DSS facilities have appropriate network bandwidth dedicated to their use, as well as ensuring that all DSS computers meet NC FAST software and hardware requirements.
4. Adding computers or self-service kiosks for clients to use onsite at local DSS offices.

We appreciate the support of county leadership, managers and commissioners to provide county departments of social services with needed resources to be successful with NC FAST implementation. We also thank the leadership of the North Carolina Association of County Directors of Social Services for providing continuous feedback and recommendations and for their frequent and consistent communication with us. Our success depends on our continued joint efforts.

Sincerely,



Sherry Bradsher
Deputy Secretary for Human Services

cc: Joe Cooper, Chief Information Officer
Wayne Black, Division of Social Services, Director
Dennis Streets, Division of Aging and Adult Services, Director
Sandy Terrell, Division of Medical Assistance, Acting Director
Rob Kindsvatter, Division of Child Development and Early Education, Director
Laketha Miller, Controller
Anthony Vellucci, N.C. FAST Director
Rebecca Troutman, N.C. Association of County Commissioners
Tammy Schrenker, Richmond County Social Services Director, NCACDSS President

Wetlands in North Carolina Workshops



The Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and the US Army Corps of Engineers (USACE) will be presenting information on the various federal laws related to wetlands that may impact you.

Topics include:

- Applicable Federal Laws Related to Wetlands
- Similarities and Differences between the Corps and USDA Wetland Laws
- Landowner/Land Manager Responsibilities
- Policies and Procedures
- Question and Answer Session for the Audience

Events are open to the public. Seating is limited and attendance will be first come, first served.

All events will begin promptly at 1:00 pm and will end at 3:00 pm.

For more information, please contact your local NRCS or FSA Field Offices.

You can find contact information for your local field office by visiting us on the web at:

<http://offices.sc.egov.usda.gov>

January 23, 2014 at the USDA Service Center located at 403 Government Circle, Suite 4, **Greensboro, NC.**

January 30, 2014 in the auditorium of the USDA Service Center located at 26032-F Newt Rd., **Albemarle, NC.**

February 4, 2014 at the USDA Service Center located at 165 Agriculture Drive, Suite B, **Kenansville, NC.**

February 10, 2014 at the Martin Community College Auditorium located at 1161 Kehukee Park Rd., **Williamston, NC.**



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North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

Fiscal Year 2014-15 Application for Funding
Project Period July 1, 2014 – June 30, 2015
Application Due Date: January 31, 2014

Applicant Information	
Agency:	Cumberland Community Action Program, Inc.
Federal I.D.	56-0845795
DUNS Number:	625279108
Administrative Office Address:	316 Green Street Fayetteville NC 28301
Mailing Address:	PO Box 2009 Fayetteville NC 28302
Telephone Number:	(910) 485-6131
Fax Number:	(910) 485-1897
Board Chairperson:	Lisa Chance
Board Chairperson's Address: (where communications should be sent)	5309 Ballestere Street Hope Mills NC 28348
Board Chairperson's Term of Office:	January 2010 - December 31, 2013
Executive Director:	Cynthia L. Wilson
Executive Director Email Address:	cynthia.wilson@ccap-inc.org
Agency Fiscal Officer:	Kimberly C. Stafford
Fiscal Officer Email Address:	kcstafford@ccap-inc.org
CSBG Program Director:	Stephanie Ashley
CSBG Program Director Email Address:	stephanie.ashley@ccap-inc.org
Counties Served with CSBG funds:	<u>Cumberland and Sampson</u>

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
<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. All documents are required with the exception of those that say "if applicable."

Item	Included (√)
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	
<u>Appendices (to be attached by the Applicant):</u>	
<ul style="list-style-type: none"> • Organizational Chart 	
<ul style="list-style-type: none"> • Job Description and Resume for the Agency's Executive Director 	
<ul style="list-style-type: none"> • Job Description and Resume for the Agency's Chief Financial Officer 	
<ul style="list-style-type: none"> • Job Descriptions for all CSBG employees (do not include names) 	
<ul style="list-style-type: none"> • Affirmative Action Plan 	
<ul style="list-style-type: none"> • 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)	
<ul style="list-style-type: none"> • Documentation for Notice of Intent to Apply: 	
Copy of advertisement(s)	
<ul style="list-style-type: none"> • Documentation of Submission to County Commissioners: 	
Certified document from county clerk	
Commissioners' comments or minutes (if applicable)	
<ul style="list-style-type: none"> • Cognizant-Approved Indirect Cost Agreement 	
<ul style="list-style-type: none"> • Cost Allocation Plan (if applicable) 	
<ul style="list-style-type: none"> • IRS State Exempt Letter 	
<ul style="list-style-type: none"> • Contracts and Leases 	
<u>Forms to be completed by the Applicant. The forms are included:</u>	
<ul style="list-style-type: none"> • Verification of 501(C)(3) Status (Annual) 	
<ul style="list-style-type: none"> • Notarized Conflict of Interest Policy/Acknowledgement 	
<ul style="list-style-type: none"> • Conflict of Interest Verification (Annual) 	
<ul style="list-style-type: none"> • State Grant Certification – No Overdue Tax Debts 	
<ul style="list-style-type: none"> • State Certification - Contractor Certifications Required by N.C. La 	
<ul style="list-style-type: none"> • Federal Certifications 	
<ul style="list-style-type: none"> • Federal Funding Accountability and Transparency Act (FFATA) 	

Attach evidence of Central Contractor Registration (CCR)	
• Vehicle Registrations	

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on _____ for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on _____ as required by 10A NCAC 97C .0111(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

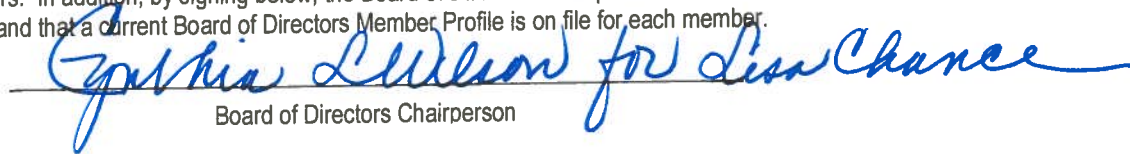
Total Seats Per Agency Bylaws	30			Total Current Vacant Seats	5	
Total Number of Seats Reserved for Each Sector	Poor	10	Public	10	Private	10
Total Number of Vacant Seats Per Each Sector	Poor	1	Public	0	Private	4

Name	Email Address	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor						
1. Vacant		Cumberland	Community 1			
2. Sylvia Williams	307 Brookwood, Fayetteville, NC 28301	Cumberland	Community 2	04/2009	0	12/2014
3. Lenwood Edwards	6262 Tabor Church Road, Fayetteville, NC 28312	Cumberland	Community 3	07/2008	5	12/2013
4. Bertha Elliott	2140 Rich Walker Rd, Wade, NC 28395	Cumberland	Community 4	07/2008	1	12/2013
5. Jasmine Coleman	2722 Daly Ave, Spring Lake, NC 28390	Cumberland	Community 5	06/2013	0	12/2017
6. George Jamison	5316 Silver Pine Dr, Fayetteville, NC 28303	Cumberland	Community 6	04/2010	0	12/2015
7. Michael Pemberton	PO Box 73923, Ft. Bragg, NC 28307	Cumberland	Community 7	07/2008	1	12/2013
8. Lisa Chance	5309 Ballestere Street, Hope Mills, NC 28348	Cumberland	Community 8	07/2008	1	12/2013
9. Peggy Ammons	303 Willow Road, Clinton, NC	Sampson	Community 9	07/2013	0	12/2018
10. Lethia Lee	1758 Bland School Road, Harrells, NC 28344	Sampson	Community 10	07/2013	0	12/2018
Public Elected Officials						
1. Mary John Williams	2921 Bakers Mill Rd, Fayetteville, NC	Cumberland	Cumberland Co. Commissioners	04/2013	0	Term of Public Office or 12/2018
2. Thimi Kollar	320 Second St, Stedman, NC 28391	Cumberland	Town of Stedman	07/2013	0	Term of Public Office or 12/2018
3. Edwin Deaver	PO Box 127, Hope Mills, NC 28348	Cumberland	Town of Hope Mills	07/2011	5	Term of Public Office or 12/2013
4. Sheba McNeil	162 Tallstone Drive, Fayetteville, NC 28311	Cumberland		02/2012	0	Term of Public Office or 12/2017
5. Dr. James McLaughlin	8208 Ella Mae Drive, Fayetteville, NC 28314	Cumberland	Board of Education	04/2009	0	Term of Public Office or 12/2014
6. Val Applewhite	433 Hay St, Fayetteville, NC 28314	Cumberland		04/2013	0	Term of Public Office or 12/2018
7. Ron McElrath	433 Hay St, Fayetteville, NC 28301-5537	Cumberland	City of Fayetteville	01/2010	0	Term of Public Office or 12/2005
8. James O'Garra	PO Box 1016, Spring Lake, NC 28390	Cumberland	Town of Spring Lake	01/2013	1	Term of Public Office or 12/2018
9. Mayor Winifred Murphy	PO Box 207, Garland, NC 28441	Sampson	Town of Garland	10/2012	0	Term of Public Office or 12/2017
10. Commissioner Albert Kirby	PO Box 1250, Clinton, NC	Sampson	Sampson Co. Commissioners	07/2013	0	Term of Public Office or 12/2018

Agency Name

Representatives of Private Organizations						
1. Vacant		Cumberland				
2. Chaplain Ann Shipman	6614 Carolway Drive, Fayetteville, NC 28304	Cumberland	NAACP	04/2009	0	12/2014
3. Eddie Bray	520 Westwood Shopping Center, Fayetteville, NC 28314	Cumberland	First Citizens Bank	07/2012	0	12/2017
4. Johnny Wilson	PO Box 1171, Fayetteville, NC 28302	Cumberland	Fayetteville Urban Ministry	03/2012	0	03/2017
5. Brian Manning	Cumberland County Main Public Library 300 Maiden Lane, Fayetteville, NC 28301	Cumberland	Cumberland Co. Public Library	07/2012	0	12/2017
6. Roderick Ford	3985 Loufield Drive, Fayetteville, NC 28311	Cumberland	Head Start Policy Council	07/2013	0	12/2018
7. Vacant		Cumberland				
8. Vacant		Cumberland				
9. Enrique Coello	201 C North East Blv. Clinton, NC 28328	Sampson	Progress Media Co.	10/2013	0	12/2018
10. Vacant		Sampson				

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 coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.


 Board of Directors Chairperson

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	30	Total Current Vacant Seats	5
Total Number of Seats Reserved for Each Sector	Poor	Public	Private
Total Number of Vacant Seats Per Each Sector	Poor	Public	Private

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7. Michael Pemberton	PO Box 73923, Ft. Bragg, NC 28307	Cumberland	Community 7	07/2008		12/2013
8. Lisa Chance	5309 Ballestere Street, Hope Mills, NC 28348	Cumberland	Community 8	07/2008		12/2013
9. Peggy Ammons	303 Willow Road, Clinton, NC	Sampson		07/2013		12/2018
10. Lethia Lee	1758 Bland School Road, Harrells, NC 28344	Sampson		07/2013		Term of Public Office
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3. Edwin Deaver	PO Box 127, Hope Mills, NC 28348	Cumberland	Town of Hope Mills	07/2006		Term of Public Office
4. Sheba McNeil	162 Tallstone Drive, Fayetteville, NC 28311	Cumberland		02/2012		Term of Public Office
5. Dr. James McLauchlin	8208 Ella Mae Drive, Fayetteville, NC 28314	Cumberland	Board of Education	04/2009		Term of Public Office
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	300 Maiden Lane, Fayetteville, NC 28301				
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7. Vacant		Cumberland			
8. Vacant		Cumberland			
9. Vacant		Sampson			
10. Vacant		Sampson			

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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			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative**

<p>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</p>	<p>DHHS Excels-Goal 2 Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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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. Staff met with Sampson County Department of Social Services and public officials.

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. The Sampson County Advisory Committee actively participates in the Sampson County planning process. The members comprise local organization and business leaders that take vested interest in their community.

<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 and Sampson 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 and Sampson County Department of Social Services and Fayetteville Metropolitan Housing Authority, Sampson Crisis Center, as well as walk-ins for CCAP, Inc. and CCAP, Inc. mail outs.

Poverty causes facing low wealth individuals in Cumberland and Sampson Counties 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
- Food Insecurities-Sampson County
- Access to public transportation-Sampson County

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. The development of the Sampson County Advisory Committee played a key role in assisting with combating the poverty causes facing county residents to include intensifying our focus on food insecurity.

<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 to advocate for and empower low-income individuals and families to achieve economic independence and security.

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 in Cumberland and Sampson counties.
- Advocated for and received funding from the City of Fayetteville and Cumberland 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 to include 2 Sampson County schools.
- Established thirteen food pantries and a mobile food Pantry for Sampson County.
- Provide weatherization services in Cumberland, Montgomery, Moore and Sampson counties.

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, 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.

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
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative (continued)**

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 49 years of service to the Cumberland County and 10 years of service to Sampson 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

<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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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.

- 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
- Sampson County Department of Social Services
- Cumberland County Department of Health
- Sampson County Department of Health
- Cumberland County Mental Health Department
- Cumberland County Schools
- Sampson County Schools
- City of Clinton Schools
- Sampson County Department of Aging
- Cumberland County Partnership for Children (North Carolina Pre-K)
- Fayetteville Urban Ministry
- Cumberland County Community Development Department
- Fayetteville Community Development Department
- Operation Blessing
- Network of over 124 Food Pantries in Cumberland and Samposn Counties
- 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
- Sampson County Crisis Center
- Telemon Corp.

<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 250 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 2013, the Food Bank collected and distributed over 7 million pounds of food providing nutrition to 100,000 plus individuals monthly in Cumberland, Sampson, 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 and Sampson Counties 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 49 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 Fayetteville Metropolitan Housing Authority and United Way of Cumberland County Boards.
- 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 family and other support systems</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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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 of Fayetteville 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.

<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.

Of children under age 6 in families with a female head of household, 56% lived in poverty. For African Americans, the poverty rate was 27.2% last year. Among Hispanics the 2012 poverty rate was 25.6%. For White non-Hispanics, the number was 9.8%. People aged 18 to 64 with a disability had a poverty rate of 28.4%, more than double the rate of their age group without disabilities (12.5%). (Poverty Quick Facts, 2012)

According to the Cumberland County Schools 2012 annual report, 52,729 children were enrolled in Cumberland County schools to include pre-k, with Sampson reporting 11,021. The 2012 poverty rate for children under age 18 was 21.8%, or 16.1 million. The rate for children under age 6 was 24.4%, or 5.8 million children in the United States. (Poverty Quick Facts, 2012) 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 and Sampson Counties tend to validate the hypothesis that economics contribute to educational attainment inequalities.

Cumberland County Schools had 58.29% of their enrollment eligible for free or reduced breakfast and lunch program in 2012. Sampson County Schools reported 55.8% eligible for free lunch and 9.9% for reduced lunch for 2012. According to North Carolina poverty statistics, 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 and Sampson Counties 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 9th 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 company (hard copy and electronic) has been selected and a company selected for programmatic work as well as for agency work.
- Plans implemented 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 2012:

- The number of cases at the end of the reporting period: 426,571
- 83.27% of cases currently have a court order for child support
- \$709 million collected in SFY 2012

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 2014-15 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: _____

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. 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 (Include data sources). 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 324,885 as of 2011 (US Census Bureau) and Sampson County has an estimated population of 63,734 as of 2011 (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 2007-2011 American Community Survey US Census Bureau reports 16.6% of the residents in Cumberland County are at or below the poverty level and 21% 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% in Sampson County. 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 2011 estimates was \$44,861, compared to \$46,291 of the State. The per capita income was \$22,888 in 2011. 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 Sampson County according to 2011 US Census estimate was \$36,832 compared to \$46,291 for the State. The per capita income was \$19,442 in 2011. 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: Cumberland Community Action Program, 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
Food Bank	\$1,307,600
USDA Food and Nutritional	\$691,632

b. Community Resources:

Better Health	Emergency Medical & Financial Assistance Medical Screenings	\$ 322,792
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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 Department of Social Services	SSBG Services	\$2,730,915
	Work First	\$10,013,207
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	\$48,110.227
Additional Community Resources (<i>monetary resource unknown</i>)		
Veterans Empowering Veterans	Employment, Housing, & VA Benefits	
Steps N' Stages-Jubilee House	Housing & Employment Assistance for Veterans	
Health Care Services	Pediatric	
	Dental	
	Vision Care	
	Speech Pathology	

Sampson County

Sampson County Department o Social Services	Child Care Subsidize	\$4,704,136
	Crisis Intervention	
	Food & Nutrition Benefits	
	LIEAP	
	TANF Child	
	TANF Domestic Violence	
	Work First	
Sampson County Health Department	Child Health Services (0 – 18)	\$4,033,525
	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	
	Health Promotion	
	Adult Health Clinic	
	Maternity Health	
	Family Planning	
	WIC	
Sampson County Schools	Nutrition (School Lunch)	\$3,732,743
Clinton City Schools	Nutrition (School Lunch)	\$1387000
Local churches	Emergency Assistance	\$ 5,000
Crisis Center	Emergency Assistance	\$500
	Nutrition	
	Care Program	
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 75 low income families in Cumberland and Sampson Counties from the poverty population by 30 June 2017

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 among ASPIRE participants.
- Provide workshops to decrease child maltreatment.
- Develop nutrition seminars to improve health of low wealth population.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO 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 75 low income individuals in Cumberland and Sampson Counties from the poverty rolls by 30 June 2017.						
4. Selected Strategy:	To provide comprehensive services to 275 low wealth participants to become more self-sufficient.						
5. Project Period:	July 1, 2014	To	June 30, 2015	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$1,133,889						
7. Total Number Expected to Be Served:	275						
a. Expected Number of New Clients	215						
b. Expected Number of Carryover Clients	60						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							25
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							NA

Section II: One-Year CSBG Program Objective and Activities						
Objective: To provide comprehensive services to 275 low wealth participants to become more self-sufficient.				Implementation Schedule		
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1.0 Provide effective and efficient delivery of services. 1.1 Prepare and issue PSAs announcing services. 1.2 Notify local service agencies to make referrals. 1.3 Participate in CSBG advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients. 1.4 Distribute brochures to clients, faith-based organizations, human service organizations, businesses and community at large.	Program Director Administrative Assistant Self-Sufficiency Manager Case Managers II Case Managers Program Support Aide Resource Coordinators Communication Manager (PT) Communications Coordinators	85	155 (70)	225 (70)	275 (50)	

<p>2.0 Provide case management services to low wealth individuals to enable them to achieve self sufficiency.</p> <ul style="list-style-type: none"> 2.1 Recruit 275 eligible applicants. 2.2 Conduct orientation. 2.3 Assess each client. 2.4 Prepare development plan. 2.5 Make referrals and advocate for needs. 2.6 Follow up on referrals. 2.7 Coordinate services. 2.8 Re-assess needs, if appropriate. 2.9 Follow up on progress. 2.10 Coach and mentor clients, offer informal life skills and problem solving skills. 2.11 Provide training. 2.12 Facilitate group support. 2.13 Conduct home visits. 2.14 Maintain accurate records 	<p>Program Director Self-Sufficiency Manager Case Managers II Case Managers Resource Coordinators Program Support Aide</p>	<p>85</p>	<p>155 (70)</p>	<p>225 (70)</p>	<p>275 (50)</p>
<p>3.0 Provide supportive services to low wealth participants to strengthen families.</p> <ul style="list-style-type: none"> 3.1 Family crisis intervention. 3.2 Supplemental food. <ul style="list-style-type: none"> a) Solicit, collect, pack and distribute food and personal care items. b) Purchase milk and nutritional food from Food Bank and other sources as needed to supplement donations. c) Accurately record amount of food received and distributed; maintain inventory. 3.3 Clothing 3.4 Emergency shelter and utilities. 3.5 Emergency medical services and mental health. 	<p>Self-Sufficiency Manager Case Managers II Case Managers Resource Coordinators Administrative Assistant Warehouse Supervisor Warehouse Assistant Customer Relations Specialist (PT) Program Support Aid (PT)</p>	<p>85</p>	<p>155 (70)</p>	<p>225 (70)</p>	<p>275 (50)</p>
<p>4.0 Provide supportive and transition services to low wealth participants to enable them to achieve self sufficiency.</p> <ul style="list-style-type: none"> 4.1 Transportation 4.2 Child care 4.3 Health care, medical, eye, dental, mental health 4.4 Health services & nutrition training 4.5 Formal life skills training 4.6 Work clothes and tools 4.7 Parental training 4.8 Counseling 	<p>Self-Sufficiency Manager Case Managers II Case Managers Resource Coordinators Administrative Assistant Program Support Aid (PT)</p>	<p>50</p>	<p>100 (50)</p>	<p>150 (50)</p>	<p>200 (50)</p>

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Objective:		Implementation Schedule				
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
5.0 Provide income management services. 5.1 Develop family spending plan and budget. 5.2 Provide money management workshops. 5.3 Refer to Consumer Credit Counseling Service. 5.4 Offer energy conservation activities. 5.5 Provide income tax assistance and EITC service.	Self-Sufficiency Manager Resource Coordinators Case Managers II Case Managers Program Support Aide	50	100 (50)	150 (50)	200 (50)	
6.0 Provide employment training and opportunities for low wealth participants to achieve self sufficiency. 6.1 Pre-employment training 6.2 Vocational education and training 6.3 Internships 6.4 On-the-job training 6.5 Job readiness training to develop soft skills 6.6 Establish working relationships with local job placement providers.	Self-Sufficiency Manager Resource Coordinators Case Manager II Case Managers Program Support Aid I (PT)	15	30 (15)	45 (15)	55 (10)	
7.0 Provide job development and placement. 7.1 Conduct job development 7.2 Offer employment counseling 7.3 Provide job referrals and placement. 7.4 Offer Employers to pay part of salaries up to 20 hours a week at the rate of \$7.50 per hour of participants up to 8 weeks. 7.5 Provide employment maintenance and support.	Program Director Self Sufficiency Manager Resource Coordinator Case Managers II Case Managers	15	30 (15)	45 (15)	55 (10)	
8.0 Provide educational services to participants to lead to self sufficiency. 8.1 Basic skills 8.2 Residual education and literacy 8.3 GED program 8.4 High school options 8.5 Community college a) AA degree b) Medical training (C.N.A., etc.) c) Barber/cosmetology/nail design d) Other vocational and educational	Self Sufficiency Manager Resource Coordinator Case Managers II Case Managers	15	30 (15)	45 (15)	55 (10)	

<p>training opportunities 8.6 College</p>					
<p>9.0 Assist low wealth participants to obtain or maintain safe, decent and affordable housing. 9.1 Assist low wealth participants to obtain safe, decent and affordable housing. 9.2 Offer homeownership counseling, pre-purchase advice, and foreclosure prevention assistance. 9.3 Obtain repairs and emergency assistance for participants. 9.4 Refer to Weatherization an HARRP.</p>	<p>Program Director Self Sufficiency Manager Case Managers II Case Managers Program Support Aide</p>	<p>5</p>	<p>10 (5)</p>	<p>15 (5)</p>	<p>20 (5)</p>
<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. 10.1 Conduct skills training on: a) Start up basics b) Business plan basics c) Financing d) Marketing e) Employees f) Taxes g) Legal aspects h) IDAs</p>	<p>Program Director Self Sufficiency Manager Resource Coordinators Case Managers II Case Managers</p>	<p>1</p>	<p>3 (2)</p>	<p>4 (1)</p>	<p>5 (1)</p>
<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. 11.1 Provide leadership training and principles in the areas of : 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 11.2 Provide youth leadership summer camp for youth ages 12-17 in the areas of: 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 11.3 Conduct closing activities Graduation Ceremony" for participants successfully completing with 80%</p>	<p>Program Director CEO Communication Manager (PT) Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers Program Support Aide</p>	<p>10</p>	<p>20 (10)</p>	<p>20 (0)</p>	<p>90 (70)</p>

<p>attendance. a) Select location b) Invite keynote speaker c) Invite graduating participants d) Invite community leaders e) Notify local media f) Issue graduation certificates 11.4 Continue to provide advice, information and guidance to new leaders</p>					
<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>Program Director Self Sufficiency Manager Resource Coordinators Administrative Assistant Case Managers II Case Managers Warehouse Supervisor Warehouse Assistant Customer Relation Specialist (PT) Program Support Aides</p>	<p>09/30/14</p>	<p>12/31/14</p>	<p>03/31/15</p>	<p>6/30/15</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 Support Aide</p>	<p>09/30/14</p>	<p>12/31/14</p>	<p>03/31/15</p>	<p>6/30/15</p>
<p>14.0 Review leases of rental properties and provide maintenance of buildings with landlords.</p>	<p>Chief Executive Officer Program Director Self Sufficiency Manager Facilities Manager General Maintenance Worker</p>	<p>09/30/14</p>	<p>12/31/14</p>	<p>03/31/15</p>	<p>6/30/15</p>
<p>15.0 Implement the technologically advances of computer networks, telephones, etc.; and purchase the electronic equipment to include repairing, maintenance and monitoring of the equipment.</p>	<p>Chief Executive Officer Program Director Self Sufficiency Manager Network Administrator Computer Systems Specialist</p>	<p>09/30/14</p>	<p>12/31/14</p>	<p>03/31/15</p>	<p>6/30/15</p>
<p>16.0 Review and approve: 16.1 Monthly reports 16.2 Quarterly reports</p>	<p>Chief Executive Officer Program Director</p>	<p>09/30/14</p>	<p>12/31/14</p>	<p>03/31/15</p>	<p>6/30/15</p>

16.3 End of Year report 16.4 IS report	CCAP, Inc. Board of Directors				
17.0 Evaluate Project. 17.1 Number of clients receiving services. 17.2 Number of clients successfully completing program.	Chief Executive Officer Program Director CCAP, Inc. Board of Directors	09/30/14	12/31/14	03/31/15	6/30/15
18.0 Determine progress in achieving outcome goals.	Chief Executive Officer Program Director CCAP, Inc. Board of Directors	09/30/14	12/31/14	03/31/15	6/30/15

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO 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: ASPIRE Self-Sufficiency	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	275
The number of low-income families rising above the poverty level	25
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	20
The participant average wage rate	\$7.75
The number of participants completing education/training programs	55
The number of participants securing standard housing	20
The number of participants provided emergency assistance	50

Table 2 Outcome Measures for Non Self-Sufficiency Projects	
Project Name: ASPIRE Youth Summer Camp	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	70

Community Services Block Grant Program
 Fiscal Year 2014-15 Application for Funding
 One-Year Work Program
 OEO 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
Total Planned	220	55									275
Project Name: ASPIRE Youth Summer Camp											
County	Cumberland	Sampson									Total
Total Planned	35	35									70

**Community Services Block Grant Program
Fiscal Year 2014-15 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 programs to learn more about successes or challenges. Board members serve on programmatic advisory boards and the Head Start Policy Council, for the purpose of interacting closely with the work of the program and providing insights to the full board on the program's successes and challenges. The CEO provides an analysis of data as does the CFO. A question and answer period is a normal part of Board and Committee meetings. Suggestions, comments, and concerns are addressed by the CEO. Bylaws allow the Board to establish an ad hoc committee to address specific needs. 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. Comments or recommendations of particular interest are presented to the Board of Directors. Comments from the Head Start Needs Assessment are present to the Board in their entirety.
 - 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. 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 October of 2013. The results indicate SHFB has been once again certified as a member in full compliance with Feeding America regulations.
- Office of Head Start's Triennial review of Head Start February 2011: Monitor's report, March 2012, CCAP HS is in full compliance of all OHS rules and regulations. OHS Triennial Review conducted December 2013. Results expected on or around April 1, 2014.
- Department of Housing and Urban Development inspects agency client files to ensure compliance with standard and grant specifications. Recertification is granted upon satisfactory performance and it was granted in 2013.
- Department of Agriculture, both North Carolina and United States offices, conduct unannounced inspections and evaluations of CCAP services and of our partnering agencies. Results show consistency and no findings.
- An auditor internal to CCAP conducts audits of the USDA Child and Adult Care Food Program. A USDA/CACFP monitoring is conducted every three years. Questions from the 2013 monitoring have been addressed; there are no outstanding questions or concerns.
- Council on Accreditation for Children and Family Services, Inc. evaluates the agency against best practice standards every four years. In 2013 CCAP was awarded COA reaccreditation through December 2017.
- 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 Department of Environment and Natural Resources, the Division of Energy conducts annual monitoring visits of the Weatherization Assistance Program.
- The County of Cumberland Department of Health conducts reviews of the kitchens operated by CCAP. Each of CCAP's kitchens has received a Golden A, the highest award available.
- The County of Cumberland Department of Health conducts reviews of all Head Start centers and CCAP implements procedures and practices to comply with Department of Health regulations.

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 practices 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 are presented 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. Both internally prepared and externally prepared reports are treated in the same manner. Quality improvement plans may be required to rectify identified problems. 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 the timeframe and planned activities for the next evaluation.

August 2012 the board conducted a visioning and self-evaluation session. The outcome of that session is that the board believes CCAP has strengths and skills that should be applied beyond the agency's current boundaries. That is, the agency should extend the mission of promoting the economic and social wellbeing of individuals and families further into southeast North Carolina and even beyond state boundaries. To address that goal, agency Directors have submitted proposals in response to grant opportunities that are outside of CCAP's traditional boundaries. An Agency Development division has been created to further support this effort. A summer 2014 evaluation has been targeted.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		%
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information:			
Section IV-Salary and Wages			
Staff Names and Positions:			
Section IVa-Budget Support Data			
Fringe Benefits:			
Communications:			
Section IVb-Budget Support Data			
Equipment:			
Section IVc-Budget Support Data			
Space Costs:			
Travel:			
Supplies/Materials:			
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]		Primary Contact	
Address/Phone			
Service Description			
Payment Arrangement		Contract Duration	
Sub-contractor [DBA if applicable]		Primary Contact	
Address/Phone			
Service Description			
Payment Arrangement		Contract Duration	
Section IVe-Budget Support Data			
Client Services:			
Other:			



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: _____

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 to OEO January 31, 2014.

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

VERIFICATION OF 501 (C) (3) STATUS

We, the undersigned entity, hereby testify that the undersigned entity's 501 (c) (3) status is on file with the North Carolina Department of Health and Human Services, Division of Social Services is still in effect.

Name of Agency

Chairman, Executive Director, or other Authorized Official

Sworn to and subscribed before me,

This is the _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

NOTARIZED CONFLICT OF INTEREST POLICY

State of North Carolina

County of _____

I, _____, Notary Public for said County and State, certify that
_____ personally appeared before me this day and acknowledged

that he/she is _____ of _____
[enter name of entity]

and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy was adopted by the Board of Directors/Trustees or other governing body in a meeting held on the _____ day of _____, _____.

Sworn to and subscribed before me this _____ day of _____, _____.

(Official Seal)

Notary Public

My Commission expires _____, 20 ____

Instruction for Organization:

Sign and attach the following pages after adopted by the Board of Directors/Trustees or other governing body OR replace the following with the current adopted conflict of interest policy.

Name of Organization

Signature of Organization Official

Conflict of Interest Policy

Instructions: This document is intended as an aid to assist non-State entities in establishing a conflict of interest policy. It is not intended to be used verbatim, but rather to serve as a template for nongovernmental organizations as they craft their individual conflict of interest policy. This example includes definitions of what is considered unacceptable, and the consequences of any breaches thereof. Each organization that chooses to use this template should take care to make changes that reflect the individual organization.

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. **Duty to Disclosure** -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. **Board Action** -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is

discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

Name of Organization

Signature of Organization Official

Date

Conflict of Interest Verification (Annual)

We, the undersigned entity, hereby testify that our Organization’s Conflict of Interest Acknowledgement and Policy adopted by the Board of Directors/Trustees or other governing body, is on file with the North Carolina Department of Health and Human Services (DHHS). If any changes are made to the Conflict of Interest Policy, we will submit a new Conflict of Interest Acknowledgment and Policy to the Department (DHHS).

Name of Organization

Chairman, Executive Director, or other Authorized Official Date

State Grant Certification – No Overdue Tax Debts

Instructions: **Grantee/Provider** should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of State Budget and Management.

Note: If you have a contract that extends more than one state fiscal year, you will need to obtain an updated certification for each year of the contract.

Entity's Letterhead
[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the **[insert organization's name]** does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1b.

Sworn Statement:

[Name of Board Chair] and **[Name of Second Authorizing Official]** being duly sworn, say that we are the Board Chair and **[Title of the Second Authorizing Official]**, respectively, of **[insert name of organization]** of **[City]** in the State of **[Name of State]**; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair

[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:
NCGrants@osbm.nc.gov-(919)807-4795

¹ G.S. 105-243.1 defines: Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.”

State Certification

Contractor Certifications Required by North Carolina Law

Instructions

The person who signs this document should read the text of the statutes cited herein and consult with counsel and other knowledgeable persons before signing. The text of G.S. 143-59.1 can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf

The text of G.S. 143-59.2 can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf

The text of G.S. 105-164.8(b) can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf

Certifications

(1) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an “ineligible Contractor” as set forth in G.S. 143-59.1(a) because:

(a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); **and**

(b) [check **one** of the following boxes]

Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a “tax haven country” as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**

The Contractor or one of its affiliates **has** incorporated or reincorporated in a “tax haven country” as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.

(2) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor’s officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.

- (3) The Contractor shall require its subcontractors, if any, to make the same certifications before they perform any work under the contract.
- (4) The undersigned hereby certifies further that:
1. He or she is a duly authorized representative of the Contractor named below;
 2. He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
 3. He or she understands that any person who knowingly submits a false certification shall be guilty of a Class I felony.

Contractor's Name	
Signature of Contractor's Authorized Agent	Date
Printed Name of Contractor's Authorized Agent	Title
Signature of Witness	Title
Printed Name of Witness	Date

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

FEDERAL CERTIFICATIONS

The undersigned states that:

- 1. He or she is the duly authorized representative of the Vendor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Vendor, as set out herein:
a. The Certification Regarding Nondiscrimination;
b. The Certification Regarding Drug-Free Workplace Requirements;
c. The Certification Regarding Environmental Tobacco Smoke;
d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]
[] He or she has completed the attached Disclosure Of Lobbying Activities because the Vendor has made, or has an agreement to make, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;
OR
[] He or she has not completed the attached Disclosure Of Lobbying Activities because the Vendor has not made, and has no agreement to make, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
5. The Vendor shall require its subcontractors, if any, to make the same certifications and disclosure.

Signature Title
Vendor Date

[This Certification Must Be Signed By the Same Individual Who Signed the Proposal Execution Page]

I. Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

- 1. **The Vendor certifies** that it will provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Vendor’s policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Street Address No. 1: _____

City, State, Zip Code: _____

Street Address No. 2: _____

City, State, Zip Code: _____

3. Vendor will inform the Department of any additional sites for performance of work under this agreement.

4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor certifies that it will comply with the requirements of the Act. The Vendor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all sub-grantees shall certify accordingly.

IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions

[The phrase "prospective lower tier participant" means the Vendor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification

- a. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

V. Certification Regarding Lobbying

The Vendor certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal 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, or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress or an employee of a Member of the General Assembly in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
- 4. 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 Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any Federal or state or local agency, a Member of Congress, a Member of the General assembly, an officer or employee of Congress, an officer or employee of the General Assembly,, an employee of a Member of Congress or an employee of a Member of the General Assembly in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D. C. 20503

Disclosure of Lobbying Activities

(Approved by OMB 0344-0046)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. Bid/offer/application</p> <p><input type="checkbox"/> b. Initial Award</p> <p><input type="checkbox"/> c. Post-Award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date Of Last Report: _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime</p> <p><input type="checkbox"/> Subawardee Tier (if known) _____</p> <p>Congressional District (if known) _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District (if known) _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number (if applicable) _____</p>	
<p>8. Federal Action Number (if known)</p>	<p>9. Award Amount (if known) \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI):</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. In-kind; specify: Nature _____ Value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 (attach Continuation Sheet(s) SF-LLL-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

FFATA REPORTING SECTION FOR PRIOR FISCAL YEAR

Entities Required to Provide FFATA Data:

All entities which receive federal funding are required to provide the following information per the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA).

- Attach evidence of your registration with the Central Contractor Registration (CCR) (i.e., a printout of the results page from a CCR search on your entity's name or DUNS number).

Entity's Legal Name: _____

DUNS Number of Entity: _____ DUNS Number of Entity's Parent (if applicable): _____

Location of Entity:
Street Address: _____
City/State/Zip: _____
Congressional District/ County: _____

Contract Number Associated with Performance Locations: _____

Locations of Performance Under the Award (add additional pages if necessary)

address	_____	address	_____
city / state / zip	_____	city / state / zip	_____
congressional district / county	_____	congressional district / county	_____
address	_____	address	_____
city / state / zip	_____	city / state / zip	_____
congressional district / county	_____	congressional district / county	_____
address	_____	address	_____
city / state / zip	_____	city / state / zip	_____
congressional district / county	_____	congressional district / county	_____

Entities Required to Provide Executive Compensation Data

List Executive Compensation for the five most highly compensated Officers:

	<u>Title</u>	<u>Name</u>	<u>Total Compensation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Provide signature below of person completing the above information.

Entity: _____
Name: _____ Title: _____
Signature: _____ Date: _____

Questions and Submission - Please Contact:

Glenda Pearce, NC Grants Manager
DHHS- Social Services
2401 Mail Service, Center, Raleigh, NC 27699-2401
Telephone Number: 919-527-6425
Email: glenda.pearce@dhhs.nc.gov

AGENCY BUDGET INFORMATION

Budget Type: Annual Application: Amendment: Budget Change:

Section 1. IDENTIFICATION

Agency Name: Cumberland Community Action Program, Inc. Contract Period: July 1, 2014 to June 30, 2015

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
			\$0	\$0
TOTAL OEO CONTRACT AMOUNT				\$0

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	\$531,371	\$0	\$531,371	\$531,371
Fringe Benefits	\$152,902	\$0	\$152,902	\$152,902
Equipment	\$2,800	\$0	\$2,800	\$2,800
Communication	\$14,100	\$0	\$14,100	\$14,100
Space Cost	\$68,940	\$0	\$68,940	\$68,940
Travel	\$19,697	\$0	\$19,697	\$19,697
Supplies/Materials	\$19,800	\$0	\$19,800	\$19,800
Contractual	\$14,280	\$0	\$14,280	\$14,280
Client Services	\$185,425	\$0	\$185,425	\$185,425
Other	\$24,670	\$0	\$24,670	\$24,670
Total Direct Costs	\$1,033,985	\$0	\$1,033,985	\$1,033,985
Indirect Costs 14.6%	\$99,904		\$99,904	\$99,904
Approved Rate: 14.6%		\$0	\$0	\$0
Base : Salaries & Fringes				
TOTALS	\$1,133,889	\$0	\$1,133,889	\$1,133,889

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation	Self Sufficiency Fringes	Self Sufficiency Salary	Staff Name
						eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%			
Program Director	\$56,382	12	\$28,191	50.00%	FICA	\$28,191 x .062	\$1,748	\$28,191	Stephanie Ashley
					Medicare	\$28,191 x .0145	\$409		
					Medical Insurance	\$500 per month x 12 mths x 50%	\$3,000		
					Worker Compensation	\$28,191/100 x \$1.95	\$550		
					Unemployment	\$28,191/100 x 2.04	\$575		
Admin Assistant	\$31,200	12	\$15,600	50.00%	FICA	\$15,600 x .062	\$967	\$15,600	T. Adams
					Medicare	\$15,600 x .0145	\$226		
					Medical Insurance	\$500 per month x 12 mths x 50%	\$3,000		
					Worker Compensation	\$15,600/100 x \$1.95	\$304		
					Unemployment	\$15,600/100 x 2.04	\$318		
Self-Sufficiency Mgr	\$40,456	12	\$40,456	100.00%	FICA	\$40,456 x .062	\$2,508	\$40,456	T. Anthony
					Medicare	\$40,456 x .0145	\$587		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$40,456/100 x \$1.95	\$789		
					Unemployment	\$40,456/100 x 2.04	\$825		
Resource Coord	\$40,352	12	\$40,352	100.00%	FICA	\$40,352 x .062	\$2,502	\$40,352	B. Simmons
					Medicare	\$40,352 x .0145	\$585		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$40,352/100 x \$1.95	\$787		
					Unemployment	\$40,352/100 x 2.04	\$823		
Resource Coord	\$35,880	12	\$35,880	100.00%	FICA	\$35,880 x .062	\$2,225	\$35,880	T. Brown
					Medicare	\$35,880 x .0145	\$520		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$35,880/100 x \$1.95	\$700		
					Unemployment	\$35,880/100 x 2.04	\$732		
Case Manager II	\$35,880	12	\$35,880	100.00%	FICA	\$35,880 x .062	\$2,225	\$35,880	M. Newland
					Medicare	\$35,880 x .0145	\$520		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$35,880/100 x \$1.95	\$700		
					Unemployment	\$35,880/100 x 2.04	\$732		
Case Manager	\$34,341	12	\$34,341	100.00%	FICA	\$34,341 x .062	\$2,129	\$34,341	Z. McCrimmon
					Medicare	\$34,341 x .0145	\$498		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$34,341/100 x \$1.95	\$670		
					Unemployment	\$34,341/100 x 2.04	\$701		
Case Manager	\$34,341	12	\$34,341	100.00%	FICA	\$34,341 x .062	\$2,129	\$34,341	S. Sutton
					Medicare	\$34,341 x .0145	\$498		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$34,341/100 x \$1.95	\$670		
					Unemployment	\$34,341/100 x 2.04	\$701		
			\$72,853						
	TOTAL SALARIES		\$265,041					\$265,041	
			TOTAL FTE's	7.00					

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Self Sufficiency	Self Sufficiency	Staff Name
							Fringes	Salary	
Case Manager	\$34,341	12	\$34,341	100.00%	FICA	\$34,341 x .062	\$2,129	\$34,341	Sheila Ashley
					Medicare	\$34,341 x .0145	\$498		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$34,341/100 x \$1.95	\$670		
					Unemployment	\$34,341/100 x 2.04	\$701		
					Retirement	\$34,341 x .05	\$1,717		
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBA
					Medicare	\$33,301 x .0145	\$483		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$33,301/100 x \$1.95	\$649		
					Unemployment	\$33,301/100 x 2.04	\$679		
					Retirement	\$33,301 x .05	\$1,665		
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBA
					Medicare	\$33,301 x .0145	\$483		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$33,301/100 x \$1.95	\$649		
					Unemployment	\$33,301/100 x 2.04	\$679		
					Retirement	\$33,301 x .05	\$1,665		
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBA
					Medicare	\$33,301 x .0145	\$483		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$33,301/100 x \$1.95	\$649		
					Unemployment	\$33,301/100 x 2.04	\$679		
					Retirement	\$33,301 x .05	\$1,665		
Case Manager II	\$37,461	12	\$37,461	100.00%	FICA	\$37,461 x .062	\$2,323	\$37,461	Y. Hoxie
					Medicare	\$37,461 x .0145	\$543		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$37,461/100 x \$1.95	\$730		
					Unemployment	\$37,461/100 x 2.04	\$764		
					Retirement	\$37,461 x .05	\$1,873		
Case Manager	\$34,341	12	\$34,341	100.00%	FICA	\$34,341 x .062	\$2,129	\$34,341	R. Rosario
					Medicare	\$34,341 x .0145	\$498		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$34,341/100 x \$1.95	\$670		
					Unemployment	\$34,341/100 x 2.04	\$701		
					Retirement	\$34,341 x .05	\$1,717		
Program Support Aide	\$24,440	12	\$24,440	100.00%	FICA	\$24,440 x .062	\$1,515	\$24,440	S. Johnson
					Medicare	\$24,440 x .0145	\$354		
					Medical Insurance	\$500 per month x 12 mths	\$6,000		
					Worker Compensation	\$24,440/100 x \$1.95	\$477		
					Unemployment	\$24,440/100 x 2.04	\$499		
	TOTAL FRINGES		\$72,211			\$ 72,211		\$0	
	TOTAL SALARIES		\$230,486				\$230,486		
	TOTAL FTE'S			7.00					

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Self Sufficiency Fringes	Self Sufficiency Salary	Staff Name
Progrm Supp Aide (P/T)	\$12,220	12	\$12,220	100.00%	FICA	\$12,220 x .062	\$758	\$12,220	J. Gainey
					Medicare	\$12,220 x .0145	\$177		
					Worker Compensation	\$12,220/100 x \$1.95	\$238		
					Unemployment	\$12,220/100 x 2.04	\$249		
Warehouse Manager	\$34,632	12	\$5,195	15.00%	FICA	\$5,195 x .062	\$322	\$5,195	A. Robles
					Medicare	\$5,195 x .0145	\$75		
					Medical Insurance	\$500 per month x 12 mths x 15%	\$900		
					Worker Compensation	\$5,195/100 x \$1.95	\$101		
					Unemployment	\$5,195/100 x 2.04	\$106		
Warehouse Assistant	\$25,355	12	\$3,803	15.00%	FICA	\$3,803 x .062	\$236	\$3,803	D. Horne
					Medicare	\$3,803 x .0145	\$55		
					Medical Insurance	\$500 per month x 12 mths x 15%	\$900		
					Worker Compensation	\$3,803/100 x \$1.95	\$74		
					Unemployment	\$3,803/100 x 2.04	\$78		
Cust Rel Spec (P/T)	\$17,855	12	\$2,678	15.00%	FICA	\$2,678 x .062	\$166	\$2,678	C. Thomas
					Medicare	\$2,678 x .0145	\$39		
					Worker Compensation	\$2,678/100 x \$1.95	\$52		
					Unemployment	\$2,678/100 x 2.04	\$55		
Agency Advment Dir	\$52,021	12	\$1,561	3.00%	FICA	\$1,561 x .062	\$97	\$1,561	J. Phelps
					Medicare	\$1,561 x .0145	\$23		
					Medical Insurance	\$500 per month x 12 mths x 3%	\$180		
					Worker Compensation	\$1,561/100 x \$1.95	\$30		
					Unemployment	\$1,561/100 x 2.04	\$32		
Agency Dev Manager	\$47,840	12	\$1,435	3.00%	FICA	\$1,435 x .062	\$89	\$1,435	J. Godbold
					Medicare	\$1,435 x .0145	\$21		
					Medical Insurance	\$500 per month x 12 mths x 3%	\$180		
					Worker Compensation	\$1,435/100 x \$1.95	\$28		
					Unemployment	\$1,435/100 x 2.04	\$29		
Communications Coord	\$35,699	12	\$1,071	3.00%	FICA	\$1,071 x .062	\$66	\$1,071	C. Otero
					Medicare	\$1,071 x .0145	\$16		
					Medical Insurance	\$500 per month x 12 mths x 3%	\$180		
					Worker Compensation	\$1,071/100 x \$1.95	\$21		
					Unemployment	\$1,071/100 x 2.04	\$22		
					Retirement	\$1,071 x .05	\$54		
IT Manager	\$45,000	12	\$1,350	3.00%	FICA	\$1,350 x .062	\$84	\$1,350	A. Brossia
					Medicare	\$1,350 x .0145	\$20		
					Medical Insurance	\$500 per month x 12 mths x 3%	\$180		
					Worker Compensation	\$1,350/100 x \$1.95	\$26		
					Unemployment	\$1,350/100 x 2.04	\$28		
					Retirement	\$1,350 x .05	\$68		
	TOTAL FRINGES		\$6,055				\$ 6,055		\$0
	TOTAL SALARIES		\$29,313					\$ 29,313	
	TOTAL FTE's			1.57					

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Self Sufficiency	Self Sufficiency	Staff Name
							Fringes	Salary	
	TOTAL FRINGES		\$0				\$ -		\$0
	TOTAL SALARIES		\$0					\$ -	
	TOTAL FTE's			0.00					

SECTION IVa. - BUDGET SUPPORT DATA						
COST CATEGORY				Self Sufficiency	(Insert Program Name)	TOTAL
EQUIPMENT						
Description	Quantity	Unit Price				
Telephones (for new agency wide internet based phone system)						\$0
Receptionist Phone	2	\$250		\$500		\$500
Office Phones	13	\$100		\$1,300		\$1,300
Server (to connect phone system)	1	\$1,000		\$1,000		\$1,000
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL EQUIPMENT				\$2,800	\$0	\$2,800
COMMUNICATIONS						
						\$0
Telephone/Fax: 475 per month for 4 locations				\$5,700		\$5,700
Internet: 380 per month for 4 locations				\$4,560		\$4,560
Cell Phone: 150 per month for approx 12 phones & 3 wifi hotspots				\$1,800		\$1,800
Postage/S&H: 170 per month				\$2,040		\$2,040
						\$0
						\$0
						\$0
						\$0
Based on 12 months						\$0
						\$0
						\$0
						\$0
TOTAL COMMUNICATIONS		168		\$14,100	\$0	\$19,700

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency	(Insert Program Name)	TOTAL
SPACE COST				
Rent - 4,000 per month for 4 locations		\$48,000		\$48,000
Utilities - 600 per month for 3 locations		\$7,200		\$7,200
Garbage Collection - 65 per month for two locations		\$780		\$780
Janitorial Services - 405 per month for 3 locations		\$4,860		\$4,860
Repairs (Equip/Facility) - 300 per month for 4 locations		\$3,600		\$3,600
Owned Facility- Shared Cost/Use Allowance Method - FDC (space and utilities see 225N)		\$4,500		\$4,500
				\$0
Based on 12 months				\$0
TOTAL SPACE COSTS		\$68,940	\$0	\$68,940
TRAVEL				
15 staff x 56.48 miles per month x 12 mths x .555		\$5,618		\$5,618
Out of Town Travel (Transportation,Prking,Hotel, Baggage)		\$9,790		\$9,790
Per Diem		\$4,289		\$4,289
				\$0
				\$0
				\$0
				\$0
TOTAL TRAVEL		\$19,697	\$0	\$19,697
SUPPLIES/MATERIALS				
				\$0
Office Supplies - 700 per month		\$8,400		\$8,400
Program Supplies - 600 per month		\$7,200		\$7,200
Janitorial Supplies - 350 per month		\$4,200		\$4,200
				\$0
Based on 12 months				\$0
				\$0
TOTAL SUPPLIES/MATERIALS		\$19,800	\$0	\$19,800

SECTION IVc. - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency	(Insert Program Name)	TOTAL
CONTRACTUAL				
				\$0
				\$0
Alarm Monitoring - 325 per month for 4 locations		\$3,900		\$3,900
Exterminating Service - 70 per month for 4 locations		\$840		\$840
Leased Equip - 270 per month for 4 locations		\$3,240		\$3,240
Uniform Rental - 100/mth		\$1,200		\$1,200
Lawn Maintenance - 70 per month for 2 locations		\$840		\$840
Time & Attendance Reporting - 40 per month for 4 locations		\$480		\$480
Drug Testing Fees - 40 per month		\$480		\$480
AR4CA Annual Subscription		\$3,300		\$3,300
				\$0
				\$0
				\$0
Based on 12 months				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
	170	\$14,280	\$0	\$14,280

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency	(Insert Program Name)	TOTAL
CLIENT SERVICES				
Client Services - work clothes/supplies,				\$0
emergency grants, transportation,				\$0
educational/rental assistance				\$0
275 clients @ \$316.82 avg each to be served (12 months)		\$87,125		\$87,125
Client Graduation Ceremony		\$3,500		\$3,500
Rental of Facility & Meals, Plaques/Certificates, Speaker				\$0
Leadership Development - Youth Activities		\$2,400		\$2,400
Leadership Development - Senior Activities		\$2,400		\$2,400
Trip- Transportation/Parking, Tour Admission Fees, Meals		\$2,500		\$2,500
Food Purchases - Pantry Food & Onsite Freezer - 500 clients to be served		\$47,500		\$47,500
500 clients @ \$90 avg each to be served (12 months)				\$0
Supplementing wages/salaries of working participants - EPP		\$6,000		\$6,000
20 Clients @ 20 hours per week for 4 weeks @ \$7.50/hr		\$24,000		\$24,000
Cumberland and Sampson Summer Camp (Youth Leadership)		\$10,000		\$10,000
35 participants/counselors, rental of facility, transportation, etc				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL CLIENT SERVICES		\$185,425	\$0	\$185,425
OTHER (specify)				
Dues - Professional Organizations		\$1,250		\$1,250
Printing and Publications - (changing of Agency Logo)		\$9,600		\$9,600
Advertising - Employee/Client		\$3,000		\$3,000
Insurance - General/Vehicle/Bond - estimates		\$1,300		\$1,300
Taxes and Licenses		\$3,600		\$3,600
Employee Morale - 60 per month		\$720		\$720
Staff Training - Speakers, supplies & materials		\$800		\$800
Conference Registration		\$4,400		\$4,400
TOTAL OTHER		\$24,670	\$0	\$24,670

COUNTY BUDGET

FISCAL YEAR

July 1, 2014 - June 30, 2015

AGENCY

Cumberland Community Action Program, Inc.

	COUNTY NAME(S)										TOTAL
	Cumberland	Sampson	(County)	(County)	(County)	(County)	(County)	(County)	(County)	(County)	
Per County Allocation	\$906,364	\$227,525									
Expense Categories											
Salaries & Wages	\$424,778	\$106,593									\$531,371
Fringe Benefits	\$123,031	\$29,871									\$152,902
Equipment	\$2,250	\$550									\$2,800
Communication	\$11,340	\$2,760									\$14,100
Space Costs	\$48,072	\$20,868									\$68,940
Travel	\$13,813	\$5,884									\$19,697
Supplies/Materials	\$13,800	\$6,000									\$19,800
Contractual	\$11,760	\$2,520									\$14,280
Client Services	\$161,275	\$24,150									\$185,425
Other	\$19,500	\$5,170									\$24,670
Total Direct Costs	\$829,619	\$204,366							\$0	\$0	\$1,033,985
Indirect Costs	\$76,745	\$23,159									\$99,904
Admin Support (CSBG only)											\$0
Total Costs	\$906,364	\$227,525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,133,889

TOTAL AGENCY BUDGET

FISCAL YEAR

January 1 - December 31, 2014

AGENCY Cumberland Community Action Program, Inc.

Please check one

INDIRECT COST BASE: Total Direct Costs Salaries/Wages x Salaries/Fringes

INDIRECT COST RATE: 14.6%

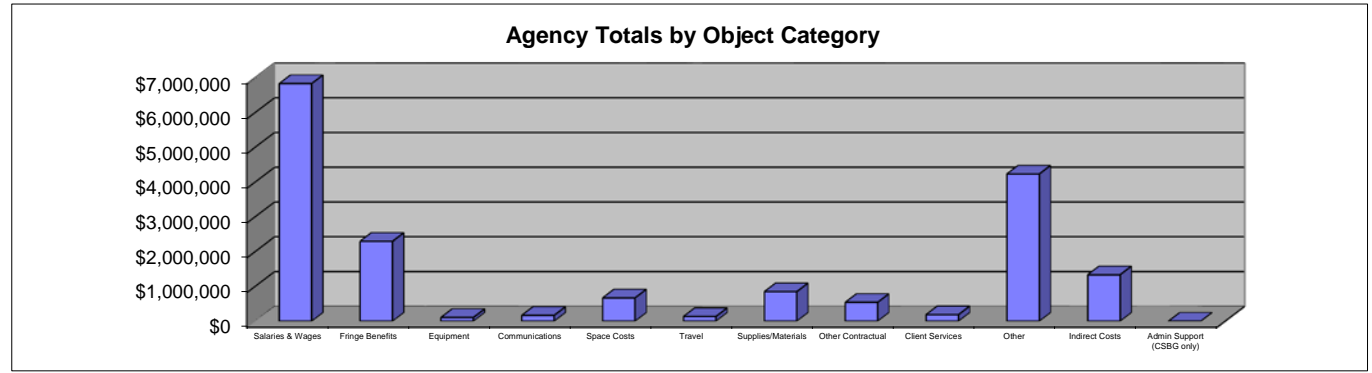
OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	DOE Weatherization	LIHEAP Weatherization	LIHEAP Heating/Air Repair/Replace	Consumer Credit Counseling	Head Start	Early Head Start	North Carolina Pre K	Race to the Top	United States Department of Agriculture	
Salaries & Wages	\$531,371		\$233,378	\$39,400	\$516,664	\$3,399,104	\$1,131,473	\$440,759	\$53,686	\$104,416	\$6,450,251
Fringe Benefits	\$152,902		\$65,188	\$10,606	\$106,131	\$1,330,238	\$325,946	\$139,129	\$13,322	\$50,590	\$2,194,052
Equipment	\$2,800		\$900	\$0	\$72,772	\$0	\$0	\$0	\$0	\$0	\$76,472
Communication	\$14,100		\$7,284	\$804	\$71,332	\$11,785	\$14,400	\$8,328	\$1,563	\$3,400	\$132,996
Space Cost	\$68,940		\$47,898	\$5,322	\$68,475	\$265,908	\$86,636	\$53,072	\$783	\$6,241	\$603,275
Travel	\$19,697	\$7,855	\$9,864	\$761	\$11,937	\$41,503	\$22,516	\$7,660	\$2,644	\$770	\$125,207
Supplies/Materials	\$19,800		\$287,000	\$304,300	\$21,693	\$89,770	\$31,511	\$25,298	\$1,850	\$41,375	\$822,597
Contractual	\$14,280		\$245,000	\$76,500	\$3,347	\$125,500	\$22,430	\$17,450	\$891	\$7,138	\$512,536
Client Services	\$185,425		\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$185,425
Other	\$24,670		\$12,949	\$0	\$124,858	\$2,009,472	\$525,900	\$81,145	\$24,826	\$695,890	\$3,499,710
Total Direct Costs	\$1,033,985	\$7,855	\$909,461	\$437,693	\$997,209	\$7,273,280	\$2,160,812	\$772,841	\$99,565	\$909,820	\$14,602,521
Indirect Costs	\$99,904	\$41,325	\$2,266	\$7,301	\$93,419	\$685,775	\$211,326	\$103,159	\$0	\$22,635	\$1,267,110
Admin Support (CSBG only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$1,133,889	\$49,180	\$911,727	\$444,994	\$1,090,628	\$7,959,055	\$2,372,138	\$876,000	\$99,565	\$932,455	\$15,869,631

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	Second Harvest Food Bank	Community Housing Development	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	OTHER	
Salaries & Wages	\$384,775	\$0									\$384,775
Fringe Benefits	\$98,248	\$0									\$98,248
Equipment	\$29,083	\$0									\$29,083
Communications	\$34,867	\$0									\$34,867
Space Costs	\$64,207	\$2,000									\$66,207
Travel	\$7,601	\$0									\$7,601
Supplies/Materials	\$24,724	\$0									\$24,724
Contractual	\$24,986	\$2,500									\$27,486
Client Services	\$0	\$0									\$0
Other	\$685,295	\$47,500									\$732,795
Total Direct Costs	\$1,353,786	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,405,786
Indirect Costs	\$67,066										\$67,066
Total Costs	\$1,420,852	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,472,852

Revised: 12/18/2013

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$6,835,026
Fringe Benefits	\$2,292,300
Equipment	\$105,555
Communications	\$167,863
Space Costs	\$669,482
Travel	\$132,808
Supplies/Materials	\$847,321
Other Contractual	\$540,022
Client Services	\$185,425
Other	\$4,232,505
Total Direct Costs	\$16,008,307
Indirect Costs	\$1,334,176
Admin Support (CSBG only)	\$0
Agency Totals	\$17,342,483



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.