



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
February 1, 2016**

**7:00 pm Convene Regular Meeting (County Auditorium)**

Invocation and Pledge of Allegiance  
Approve Agenda as Published

**Roads**

**Tab 1 Reports and Presentations**

- a. Action Pathways – Introduction of Interim Director for Aspire Program and Presentation of FY 2016-17 Community Services Block Grant Program Funding Application 1 - 60

**Tab 2 Planning and Zoning 61**

- a. RZ-12-15-1: Request to Rezone 2.57 Acres Along Autry Highway from RA-Residential Agriculture to I-Industrial 62 - 66
- b. Planning Board Appointment 67

**Tab 3 Action Items**

- a. Tax Administration 68 - 70
- Report of Unpaid Taxes Which Are Liens on Real Property
  - Scheduling of 2016 Board of Equalization and Review Hearings
- b. Appointments 71 - 73
- Library Board of Trustees
  - Agri-Exposition Center Board of Directors
  - Convention and Visitors Bureau

**Tab 4 Consent Agenda 74**

- a. Approve the minutes of the January 4, 2016 meeting 75 - 82
- b. Approve rate increases for the Agri Exposition Center as recommended by the Expo Center Board of Directors 83 - 87
- c. Approve late disabled veterans tax exclusion for Lynwood L. Jackson 88 - 90
- d. Approve tax refunds as submitted 91 - 96
- e. Approve budget amendments as submitted 97 - 110

|  |                  |
|--|------------------|
| <b>Tab 5 Board Information</b>                                       | <b>111</b>       |
| a. 2015 State of the County Health Report                            | <b>112 - 122</b> |
| <b>County Manager's Reports</b>                                      |                  |
| <b>Public Comment Period (see policies and procedures in agenda)</b> | <b>123</b>       |
| <b>Adjournment</b>   |                  |

**OUR PUBLIC CHARGE**

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

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1 (a)

|                                |                                     |                     |                          |                      |
|--------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: February 1, 2016 | <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 |

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SUBJECT: Action Pathways - Introduction of Interim Director for Aspire Program and Presentation of the FY 2016-17 Community Services Block Grant Program Funding Application

DEPARTMENT: (Not County) Action Pathways

PUBLIC HEARING: No

CONTACT PERSON: Ar-Nita Davis, CSBG Aspire Director

PURPOSE: To give the new Interim Director for the Aspire Self-Sufficiency Program the opportunity to introduce herself and the application that will be submitted for the FY 2016-17 Community Services Block Grant Program

ATTACHMENTS: Grant Documents

BACKGROUND: The new Interim CSBG Aspire Director Ar-Nita Davis will be present to introduce herself to the Board. Ms. Davis is the person who will oversee the program in Sampson County. She will be glad to answer any questions on the application for FY 2016-17 community services block grant funding prepared by Action Pathways for submission to the State.

RECOMMENDED ACTION OR MOTION: Acknowledge receipt of the grant application which will be submitted to the state

# North Carolina Department of Health and Human Services

## Division of Social Services



### Community Services Block Grant Program

**Fiscal Year 2016-17 Application for Funding  
Project Period July 1, 2016 – June 30, 2017  
Application Due Date: February 12, 2016**

| Agency Information  |   |
|---|---|
| Agency:   | Action Pathways, Inc. (dba Cumberland Community Action Program, Inc.) |
| Federal I.D.  | 56-0845795  |
| DUNS Number:  | 625279108   |
| Administrative Office Address:  | 316 Green Street Fayetteville, NC 28301                               |
| Mailing Address (include the 4-digit zip code extension):             | PO Box 2009 Fayetteville, NC 28302                                    |
| Telephone Number:   | (910) 485-6131  |
| Fax Number:   | (910) 485-1827  |
| Board Chairperson:  | Edwin Deaver  |
| Board Chairperson's Address:<br>(where communications should be sent) | 316 Green Street Fayetteville, NC 28302                               |
| Board Chairperson's Term of Office (enter beginning and end dates):   | January 2015 - January 2016   |
| Executive Director:   | Cynthia L. Wilson   |
| Executive Director Email Address:                                     | cynthia.wilson@actionpathways.ngo                                     |
| Agency Fiscal Officer:  | Kimberly C. Stafford  |
| Fiscal Officer Email Address:   | kstafford@actionpathways.ngo  |
| CSBG Program Director:  | Ar-Nita Davis   |
| CSBG Program Director Email Address:                                  | ar-nita.davis@actionpathways.ngo                                      |
| Counties Served with CSBG funds:                                      | Cumberland and Sampson  |
| Agency Operational Fiscal Year:                                       | July 2016-June 2017   |

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

### Board of Directors' Membership Roster

|  |      |   |        |                            |         |   |
|--|------|---|--------|----------------------------|---------|---|
| Total Seats Per Agency Bylaws                  | 27   |   |        | Total Current Vacant Seats | 6       |   |
| Total Number of Seats Reserved for Each Sector | Poor | 9 | Public | 9                          | Private | 9 |
| Total Number of Vacant Seats Per Each Sector   | Poor | 2 | Public | 2                          | Private | 2 |

| Name                               | Email Address                | County of Residence | Community Group/<br>Area Represented | Date Initially Seated<br>[month/year] | Number of Terms Served<br>[completed] | Current Term Expiration<br>[month/year] |
|------------------------------------|------------------------------|---------------------|--------------------------------------|---------------------------------------|---------------------------------------|---|
| <b>Representatives of the Poor</b> |                              |                     |                                      |                                       |                                       |   |
| 1. Acooyay Shaw                    | shaw_acooyay@icloud.com      | Cumberland          | Community 2                          | 06/2015                               | 0                                     | 12/2020                                 |
| 2. Lenwood Edwards                 | Taxman6262@yahoo.com         | Cumberland          | Community 3                          | 02/2014                               | 6                                     | 12/2019                                 |
| 3. Bertha Elliott                  | elliott_bertha@yahoo.com     | Cumberland          | Community 4                          | 02/2014                               | 1                                     | 12/2019                                 |
| 4. Jasmine Coleman                 | COLEMAJD@faytechcc.edu       | Cumberland          | Community 5                          | 06/2013                               | 0                                     | 12/2017                                 |
| 5. George Jamison                  | simontemplefb@gmail.com      | Cumberland          | Community 6                          | 04/2010                               | 0                                     | 12/2015                                 |
| 6. Margaret Brown                  | marjibrown@live.com          | Cumberland          | Community 7                          | 01/2014                               | 0                                     | 12/2019                                 |
| 7. Teresa McNeil                   | teresamcneill@embarqmail.com | Cumberland          | Community 8                          | 01/2014                               | 0                                     | 12/2019                                 |
| 8. Vacant                          |                              | Sampson             | Community 9                          |                                       |                                       |   |
| 9. Vacant                          |                              | Sampson             | Community 10                         |                                       |                                       |   |
| <b>Public Elected Officials</b>    |                              |                     |                                      |                                       |                                       |   |
| 1. Mary John Williams              | maryjwilliams@gmail.com      | Cumberland          | Cumberland Co. Commissioners         | 04/2013                               | 0                                     | Term of Public Office                   |
| 2. Thimi Kollar                    | thimi@outlook.com            | Cumberland          | Town of Stedman                      | 07/2013                               | 0                                     | Term of Public Office                   |
| 3. Edwin Deaver                    | edwdeaver@aol.com            | Cumberland          | Town of Hope Mills                   | 07/2011                               | 5                                     | Term of Public Office                   |
| 4. Glenn Adams                     | gadams@co.cumberland.nc.us   | Cumberland          | Cumberland Co. Commissioners         | 03/2015                               | 0                                     | Term of Public Office                   |
| 5. Dr. James McLaughlin            | jmclauchlin@nc.rr.com        | Cumberland          | Board of Education                   | 04/2009                               | 0                                     | Term of Public Office                   |
| 6. James O'Garra                   | ogarra@yahoo.com             | Cumberland          | Town of Spring Lake                  | 01/2013                               | 1                                     | Term of Public Office                   |

|   |                               |            |   |         |   |                       |
|---|-------------------------------|------------|---|---------|---|-----------------------|
| 7. Rochelle Small-Toney                         | RSmall-Toney@ci.fay.nc.us     | Cumberland | City of Fayetteville                                | 05/2015 | 0 | Term of Public Office |
| 8. Vacant                                       |                               | Sampson    |   |         |   |                       |
| 9. Vacant                                       |                               | Sampson    | Sampson Co. Commissioners                           |         |   |                       |
| <b>Representatives of Private Organizations</b> |                               |            |   |         |   |                       |
| 1. Dr. Sherree Davis                            | sdavis56@uncfsu.edu           | Cumberland | Fayetteville State University                       | 05/2015 | 0 | 12/2020               |
| 2. Eddie Bray                                   | eddie.bray@firstcitizens.com  | Cumberland | First Citizens Bank                                 | 07/2012 | 0 | 12/2017               |
| 3. Johnny Wilson                                | johnnywilson@fayurbmin.org    | Cumberland | Fayetteville Urban Ministry                         | 03/2012 | 0 | 03/2017               |
| 4. Brian Manning                                | bmanning@cumberland.lib.nc.us | Cumberland | Cumberland Co. Public Library                       | 07/2012 | 0 | 12/2017               |
| 5. Vacant                                       |                               | Cumberland | Head Start Policy Council                           |         |   |                       |
| 6. Lisa Chance                                  | E50@ccdssnc.com               | Cumberland | Depart. Of Social Services                          | 07/2014 | 0 | 12/2019               |
| 7. Vacant                                       |                               | Cumberland | Second Harvest Food Bank                            |         |   |                       |
| 8. Dr. Enrique Coello                           | enriquecoello7@gmail.com      | Sampson    | Progress Media Co.                                  | 10/2013 | 0 | 12/2018               |
| 9. April Clark                                  | aprilmac2@intrstar.net        | Sampson    | Precise Signature & Healthcare Management Solutions |         |   |                       |

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 Contact Listing

| Board Member                | Physical Address  | Email Address                 |
|-----------------------------|---|-------------------------------|
| <b>Acooyay Shaw</b>         | 207 Melvin Place<br>Fayetteville, NC 28301                                    | shaw_acooyay@yahoo.com        |
| <b>Lenwood Edwards</b>      | 6262 Tabor Church Road<br>Fayetteville, NC 28312<br>(h)483-2603, (c) 308-2747 | Taxman6262@yahoo.com          |
| <b>Bertha Elliott</b>       | 2140 Rich Walker Road<br>Wade, NC 28395(H)323-5406                            | elliott_bertha@yahoo.com      |
| <b>Jasmine Coleman</b>      | 2722 Daly Ave<br>Spring Lake, NC 28390  | COLEMAJD@faytechcc.edu        |
| <b>George Jamison</b>       | 5316 Silver Pine Drive<br>Fayetteville, NC 28303                              | simontemplefb@gmail.com       |
| <b>Marji Brown</b>          | 2729 Millmann Rd.<br>Fayetteville, 28304                                      | marjibrown@live.com           |
| <b>Teresa McNeill</b>       | 3418 Meteor Drive<br>Hope Mills, NC 28348                                     | teresamcneill@embarqmail.com  |
| <b>Johnny Wilson</b>        | 701 Whitfield St/P.O Box 1171<br>Fayetteville, NC 28302                       | johnnywilson@fayurbmin.org    |
| <b>Brian Manning</b>        | 300 Maiden Lane<br>Fayetteville, NC 28301                                     | bmanning@cumberland.lib.nc.us |
| <b>Dr. Sherree Davis</b>    | 1200 Murchison Road<br>Fayetteville, NC 28301                                 | SDavis56@uncfsu.edu           |
| <b>Eddie Bray</b>           | First Citizens Bank<br>520 Westwood Shopping Center<br>Fayetteville, 28314    | eddie.bray@firstcitizens.com  |
| <b>Lisa Chance</b>          | 5309 Ballestere Street<br>Hope Mills, NC 28348                                | E50@ccdssnc.com               |
| <b>Dr. Enrique Coello</b>   | 201 C North East Blv.<br>Clinton, NC 28328                                    | enriquecoello7@gmail.com      |
| <b>April Clark</b>          | 3155 Old Mintz Hwy<br>Roseboro, NC 28382                                      | aprilmac2@intrstar.net        |
| <b>Rochelle Small-Toney</b> | 433 Hay St.<br>Fayetteville, NC 28301   | RSmall-Toney@ci.fay.nc.us     |
| <b>Glenn Adams</b>          | PO Box 1829<br>Fayetteville, NC 28302   | gadams@co.cumberland.nc.us    |
| <b>Mary John-Williams</b>   | 2921 Bakers Mill Road<br>Fayetteville, NC 28306                               | maryjwilliams@gmail.com       |
| <b>Edwin Deaver</b>         | PO Box 127<br>Hope Mills, NC 28348  | edwdeaver@aol.com             |
| <b>James O'Garra</b>        | PO Box 1016<br>Spring Lake, NC 28390  | ogarra@yahoo.com              |
| <b>Thimi Kollar</b>         | 320 Second Street<br>Stedman, NC 28391  | thimi@outlook.com             |
| <b>Dr. James McLauchlin</b> | 8208 Ella Mae Drive<br>Fayetteville, NC 28314                                 | jmclauchlin@nc.rr.com         |

### 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* |
|--|-----------------------|--------------------|---------------------|
| <b>Officers of the Board</b>                       |                       |                    |                     |
| Edwin S. Deaver                                    | Committee Chairperson | Public             | Cumberland          |
| George Jamison                                     | Vice Chairman         | Elected            | Cumberland          |
| Marji Brown  | Secretary             | Elected            | Cumberland          |
| Eddie Bray   | Parliamentarian       | Private            | Cumberland          |
| Lisa A. Chance                                     | Treasurer             | Private            | Cumberland          |
| Dr. James McLauchlin                               | Chaplain              | Public             | Cumberland          |
| <b>Committee Name: Executive Committee</b>         |                       |                    |                     |
| Edwin Deaver                                       | Committee Chairperson | Public             | Cumberland          |
| George Jamison                                     | Vice Chairman         | Elected            | Cumberland          |
| Marji Brown  | Secretary             | Elected            | Cumberland          |
| Eddie Bray   | Parliamentarian       | Private            | Cumberland          |
| Lisa A. Chance                                     | Treasurer             | Private            | Cumberland          |
| Dr. James McLauchlin                               | Chaplain              | Public             | Cumberland          |
| Enrique Coello                                     | At-Large-Member       | Private            | Sampson             |
| Thimi Kollar                                       | At-Large-Member       | Public             | Cumberland          |
| Bertha Elliott                                     | At-Large-Member       | Elected            | Cumberland          |
| <b>Committee Name: Board Development Committee</b> |                       |                    |                     |
| Dr. James McLauchlin                               | Committee Chairperson | Public             | Cumberland          |
| Bertha Elliott                                     | Committee Member      | Elected            | Cumberland          |
| Marji Brown  | Committee Member      | Elected            | Cumberland          |
| <b>Committee Name: Audit Committee</b>             |                       |                    |                     |
| Edwin Deaver                                       | Committee Chairperson | Public             | Cumberland          |
| George Jamison                                     | Committee Member      | Elected            | Cumberland          |
| Marji Brown  | Committee Member      | Elected            | Sampson             |
| Eddie Bray   | Committee Member      | Private            | Cumberland          |
| Lisa A. Chance                                     | Committee Member      | Private            | Cumberland          |
| Dr. James McLauchlin                               | Committee Member      | Public             | Cumberland          |
| Thimi Kollar                                       | Committee Member      | Public             | Cumberland          |
| Enrique Coello                                     | Committee Member      | Private            | Sampson             |
| Bertha Elliott                                     | Committee Member      | Elected            | Cumberland          |
| <b>Committee Name: Finance Committee</b>           |                       |                    |                     |
| Enrique Coello                                     | Committee Chairperson | Private            | Sampson             |
| Lisa Chance  | Committee Member      | Private            | Cumberland          |
| Lenwood Edwards                                    | Committee Member      | Elected            | Cumberland          |
| Eddie Bray   | Committee Member      | Private            | Cumberland          |
| Brian Manning                                      | Committee Member      | Private            | Cumberland          |
| Vacant   | Committee Member      | Public             |                     |
| Teresa McNeil                                      | Committee Member      | Elected            | Cumberland          |
| <b>Committee Name: Nominating Committee</b>        |                       |                    |                     |
| James O'Garra                                      | Committee Chairperson | Public             | Cumberland          |
| Brian Manning                                      | Committee Member      | Private            | Cumberland          |
| Vacant   | Committee Member      | Elected            |                     |
| <b>Committee Name: Grievance Committee</b>         |                       |                    |                     |
| Bertha Elliott                                     | Committee Chairperson | Elected            | Cumberland          |
| James O'Garra                                      | Committee Member      | Public             | Cumberland          |
| Marji Brown  | Committee Member      | Elected            | Cumberland          |



|  |                       |         |            |
|--|-----------------------|---------|------------|
|  |                       |         |            |
| <b>Committee Name: Personnel Committee</b>                                       |                       |         |            |
| ThimiKollar  | Committee Chairperson | Public  | Cumberland |
| Bertha Elliott   | Committee Member      | Elected | Cumberland |
| Johnny Wilson  | Committee Member      | Private | Cumberland |
| <b>Committee Name: Bylaws, Articles of Incorporation and Board Policy Manual</b> |                       |         |            |

|                      |                       |         |            |
|----------------------|-----------------------|---------|------------|
| Brian Manning        | Committee Chairperson | Private | Cumberland |
| Glenn Adams          | Committee Member      | Public  | Cumberland |
| Dr. James McLaughlin | Committee Member      | Public  | Cumberland |
| Johnny Wilson        | Committee Member      | Private | Cumberland |
| Lenwood Edwards      | Committee Member      | Elected | Cumberland |
| Teresa McNeil        | Committee Member      | Elected | Cumberland |

|  |                       |         |            |
|--|-----------------------|---------|------------|
| <b>Committee Name: Board Development Committee</b> |                       |         |            |
| Enrique Coello                                     | Committee Chairperson | Private | Sampson    |
| Bertha Elliott                                     | Committee Member      | Elected | Cumberland |
| Thimi Kollar                                       | Committee Member      | Public  | Cumberland |

|   |                       |         |            |
|---|-----------------------|---------|------------|
| <b>Committee Name: Event Planning Committee</b> |                       |         |            |
| Jasmine Coleman                                 | Committee Chairperson | Elected | Cumberland |
| George Jamison                                  | Committee Member      | Elected | Cumberland |
| Teresa McNeil                                   | Committee Member      | Elected | Cumberland |

\*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
  - a. **Low-Income Community:**

Action Pathway's, Inc. 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 and Sampson Counties' Department of Social Services, AP's Head Start parents and guardians, and the Employment Security Commission offices in Cumberland and Sampson 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 and Sampson Counties. 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 and Sampson Counties target community. A public hearing was also scheduled to solicit feedback and comments from the community on the unmet needs.
  - b. **Agency Staff:**

Employees throughout the organization meet regularly to discuss program progress, identify problems impeding goal accomplishment, and develop quality improvement strategies. Unmet needs of low wealth residents are documented in minutes and program assessments. This constructive information is collected and used in the preparation of grant applications and amendments when funding sources are identified. The CSBG staff is also afforded the opportunity to review and discuss the one year work plan and provide any feedback.
  - c. **Agency's Board Members:**

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 resolving 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 Action Pathways program offerings. Board members frequently use their membership on other boards to promote the work of Action Pathways and encourage involvement from community partners. Members from the elected sector are encouraged to bring feedback from their neighborhoods on gaps in service. The Sampson County Advisory Committee participates in the Sampson County planning process. Members consist of individuals from local organization and business leaders that take a vested interest in their community.

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, obstacles to achieving economic self-sufficiency, and related problems low wealth individuals face each day were collected in a survey instrument. The respondents were afforded the opportunity to rate the most important issues facing low-wealth individuals or families in Cumberland and Sampson Counties. 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, Fayetteville Metropolitan Housing Authority, a meeting for food pantries associated with Second Harvest Food Bank, at all program locations of Action Pathways, and through an online survey modality. Collected data was analyzed and a formal analysis report was provided to the agency by an independent third party researcher.

Poverty causes facing low wealth individuals in Cumberland and Sampson Counties include the following:

- Unemployment and under employment, living below a self-sufficient wage
- Insufficient nutrition
- Lack of education or job skills (training) for available jobs
- Lack of affordable, standard housing
- Lack of affordable health care and prescription medication
- Persistent health problems
- 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
- Qualifying for assistance programs
- Food Insecurities-Sampson County
- Access to public transportation-Sampson County

The community needs assessment showed that overwhelming majority of the respondents (48%) listed that income/ underemployment/ 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. As a result, ASPIRE will intensify its focus on employment and implement strategies to address this among other poverty causes.

Second to income and employment as a cause of concern for low wealth residents is access to nutrition and general health. This was among the top concern for respondents from Sampson County. As a result, ASPIRE will continue to strengthen its focus on health education and food assistance promoting a healthy lifestyle for all clients.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

Action Pathways, Inc has been an advocate for under-resourced individuals and families 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 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 over 2000 children monthly in 47 elementary schools 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.
- Provide education and resources to families in an effort to help reduce energy consumption and decrease utility costs.
- Provide weatherization services in Bladen, Brunswick, Columbus, Cumberland, Hoke, Montgomery, Moore, Pender, Robeson, Sampson, and Scotland counties.
- Seed, implement and mainstream innovative programs that focus on meeting needs of unique communities such as the mobile food pantry delivery, mobile school pantry, produce and health education initiative, and the Early Child Care Partnership Program among others.

Action Pathways will continue to advocate and or sponsor on behalf of low income individuals:

- Employment opportunities;
- Higher wages;
- Homeownership opportunities;
- Affordable and safe neighborhoods and rental housing;
- Expand early childhood development programs;
- Employment readiness training and assistance;
- Job training programs through the Employment Pilot Program;
- Nutrition assistance;
- Nutrition training and/or seminars;
- Financial literacy counseling and budget management;
- Tax preparation and EITC.

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.

Collaboration has established a unified vision for community-wide development. Action Pathways 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 AP'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 AP's meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. AP's coordinates with charitable, public and faith-based groups to efficiently serve its customers.

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.

Action Pathways, 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.

During that previous 18 months, Action Pathways has been developing a custom software package that will allow potential clients to apply for services through a web-based application process that collects basic information, triages the needs of the individual and provides a "referral" to agency programs that they may qualify for/ be interested in receiving. This software will be launched imminently and allow for faster processing of applicants and further eliminate duplication. A subsequent phase of the project is to open the referral up to outside agencies in partnership with Action Pathways.

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.

Action Pathways, Inc. 50 years of service to the Cumberland County and 11 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

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).

Action Pathways 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.

- 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.

Some key organizations currently networking with Action Pathways include the following:

- Carolina Collaborative Community Care, Inc.
- 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 Sampson 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
- Telamon Corp.

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 Action Pathways, Inc. in 1982, serves as a clearinghouse for food products from manufacturers, brokers, grocery stores, and similar resources. The Food Bank operates as food reclamation and distribution center for non-profit feeding organizations in 7 Southeast North Carolina counties.

The Food Bank serves over 260 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 2015, the Food Bank collected and distributed over 7.1 million pounds of food providing nutrition to 196,700 plus individuals monthly in Cumberland, Sampson, Bladen, Duplin, Harnett, Hoke and Robeson 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.

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 Innovation and Opportunity Act.

Action Pathways has, for 50 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 AP's Board of Directors and sit on agency advisory boards.
- AP'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.

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. Action Pathways 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.

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).

Action Pathways, Inc is a partner in the City of Fayetteville. 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. AP's 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 AP'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 AP's meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. AP's coordinates with charitable, public and faith-based groups to efficiently serve its customers.

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 of 6 in families with a female head of household, 50.4 % lived in poverty in Cumberland and 57% in Sampson (U.S. Census Bureau, 2014 ACS Five Year Data Profile, American Community Survey). For African Americans, the poverty rate in 2012 was 22.5% and 20.7% for Hispanics in Cumberland County. In Sampson County, the poverty rate in 2012 for African Americans was 35.4% and 51.4% for Hispanics. People aged 18 to 64 with a disability had a poverty rate of 29.6% in Cumberland and 36.2% in Sampson, more than double the rate of their age group without disabilities (12.5%). (U.S. Census Bureau, 2008-2012 American Community Survey 5-Year Estimates)

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 59.99% of their enrollment eligible for free or reduced breakfast and lunch program during school year 2012-2013. Sampson County Schools reported 76% eligible for free or reduced lunch for school year 2012-2013. According to North Carolina poverty statistics, 51.66% of female headed households with children under the 5 years of age 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 12th year of operation.

Action Pathways Second Harvest affiliated Food Bank 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. These tasks are structured to provide soft job skills, teach self-control, and working respectfully in a multi-generational environment.

11. 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 2014:

- The number of cases at the end of the reporting period: 416,740
- 86% of cases currently have a court order for child support
- \$700 million collected in SFY 2014

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.

**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
OEO Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** July 1, 2016 to June 30, 2017

**Section I: Identification of the Problem (use additional sheets if necessary)**

1. Give the Poverty Cause name(s), 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, including slow job growth and available jobs requiring specialized and/ or skilled workers.

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).

Cumberland County has a population estimated at 326,328 as of 2014(US Census Bureau) and Sampson County has an estimated population of 64,050 as of 2014 (US Census Bureau, 2014 Population Estimates). 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 17% of the residents in Cumberland County are at or below the poverty level and 22.8% of the residents in Sampson County are at or below the poverty level. African-Americans have the highest rate of poverty at 22.5% followed by the Hispanic or Latino community at 20.7% in Cumberland. The Hispanic or Latino community has the highest rate of poverty at 51.4% followed by the African-American community at 35.4% 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 26.4% of

children under the age of 18 live in poverty households in Cumberland (2011) and 31.3% in Sampson (2011). 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. North Carolina is one of 2 States who leads the nation of food insecurity for children under the age of 5 and we rank 10th as the worst State for children under the age of 18 who are food insecure on a regular basis between 2010-2012 (NCFoodBanks.org). According to NC Public School website, 59.99% children in Cumberland County school system participated in the free or reduced meal programs in the 2012-2013 school year which is a 5% increase since 2009. 73% of the children in Clinton City school system and 76% in Sampson County school system participated in the free or reduced meal programs in 2012-2013. The number of children benefiting from Food Stamps was 20.6% in Cumberland and 26% of the children in Sampson benefitted from Food Stamps in 2011.

Some 35,038 children 0-18 received Medicaid in 2010 in Cumberland and 9,437 in Sampson in 2010 according to Kidscount.org. Child abuse and neglect in Cumberland County continues to plague the county with 452 cases substantiated and 126 cases in Sampson County substantiated.

The median family household income in Cumberland County according US Census 2008-2012 was \$45,413, compared to \$46,450 of the State. The per capita income was \$23,133 in 2012. 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. 8.2 was the unemployment rate for Cumberland County as of August 2015.

Projections for Cumberland County's future workforce are based on the anticipated growth resulting in military-related industry, and call for technologically and specialized skilled workers. The low income population served by Action Pathways, Inc. will require additional education and job training to meet this new demand.

The median family household income Sampson County according US Census 2008-2012 was \$37,447 compared to \$46,450 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. Sampson County unemployment rate was 6.5 as of August 2015.

Affordable housing contributes to a community's quality of life. According to the North Carolina Housing Coalition, 42.9% of renters do not earn enough income to afford a 2 bedroom apartment at the fair market value of \$709 and safe and affordable housing should not be more than 30% of the household gross monthly income. The reports says that individuals in North Carolina would need to earn \$13.33 per hour to afford rent and utilities. 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. The median rent is \$844 in Cumberland and \$558 in Sampson for a 2 bedroom 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.

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 74th and Sampson County ranked 80th out of the 100 counties in the State with the number of uninsured individuals from the age of 0 to 64. 22% of Cumberland county's adult population was uninsured and 30% of Sampson county's adult population was uninsured according to the website of countyhealthrankings.org. In Cumberland County, 8% of children ages 0 to 17 are uninsured and 10% 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)

### (A) Resources Available:

#### a. Agency Resources:

|                                     |             |
|-------------------------------------|-------------|
| WAP-Standard                        | \$1,405,901 |
| Early Head Start, Cumberland County | \$2,372,138 |
| Head Start-Cumberland County        | \$7,959,055 |
| CCCS                                | \$1,090,628 |
| CHDO-Cumberland County              | \$52,000    |
| CSBG-Standard                       | \$1,133,889 |
| Food Bank                           | \$1,420,852 |
| USDA Food and Nutritional           | \$932,455   |

#### b. Community Resources:

|                                     |  |             |
|-------------------------------------|--|-------------|
| Better Health                       | Emergency Medical & Financial Assistance | \$ 322,792  |
|                                     | Medical Screenings                       |             |
| Catholic Social Services            | Emergency Services                       | \$ 30,000   |
| Cumberland County Health Department | Child Health Services (0 – 18)           | \$5,714,681 |
|                                     | Immunization Services                    |             |
|                                     | School Health Program                    |             |
|                                     | Wellness Program                         |             |

|  |  |             |
|--|--|-------------|
|  | Dental Health Clinic                               |             |
|  | Health Promotion                                   |             |
|  | Adult Health Clinic                                |             |
|  | WIC  |             |
| Cumberland County Department<br>of Social Services | SSBG Services                                      | \$3,000,000 |
| Cumberland County Schools                          | Nutrition (School Lunch)                           | \$8,400,000 |
| Local churches                                     | Emergency Assistance                               | \$ 5,000    |
| Salvation Army                                     | Emergency Assistance                               | \$ 25,000   |
|  | Nutrition (Love Lunches)                           |             |
|  | Emergency Shelter                                  |             |
|  | Care Program                                       |             |
| Urban Ministry                                     | Home Repairs                                       | \$ 595,000  |
| Workforce Development                              | Employment   | \$2,000,000 |
| Additional Community Resources                     | <i>(monetary resource unknown)</i>                 |             |
| Veterans Empowering Veterans                       | Employment, Housing, & VA<br>Benefits              |             |
| Steps N' Stages-Jubilee House                      | Housing & Employment<br>Assistance<br>for Veterans |             |
| Health Care Services                               | Pediatric  |             |
|  | Dental   |             |
|  | Vision Care  |             |
|  | Speech Pathology                                   |             |
| <b>Sampson County</b>                              |  |             |
| Sampson County Department<br>of Social Services    | Child Care Subsidize                               | \$5,200,000 |
|  | Crisis Intervention                                |             |
|  | Food & Nutrition Benefits                          |             |

|                                     |                                |             |
|-------------------------------------|--------------------------------|-------------|
|                                     | LIEAP                          |             |
|                                     | TANF Child                     |             |
|                                     | TANF Domestic Violence         |             |
|                                     | Work First                     |             |
| Sampson County Health<br>Department | Child Health Services (0 – 18) | \$4,500,00  |
|                                     | 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)       | \$3,900,000 |
| Clinton City Schools                | Nutrition (School Lunch)       | \$1,500,000 |
| Local churches                      | Emergency Assistance           | \$ 5,000    |
| Crisis Center                       | Emergency Assistance           | \$500       |
|                                     | Nutrition                      |             |
|                                     | Care Program                   |             |
| UCARE                               | Domestic Violence              | \$500       |

## (B) Resources Needed:

- c. Agency Resources:
  1. Additional Rental Properties for the Low Income
  2. Funding for Temporary Childcare Assistant
  3. In-house Certified Technical Training Programs for Participants
- d. Community Resources:
  1. Affordable Rental Properties for the low income
  2. An Expanded Public Transportation System
  3. Additional Funding for before and after school childcare

## 4. Additional Funding for Income Medical and Dental Clinics for the low income

**Section III: Goal and Strategy**

(C) Long-Range Goal: To remove 81 low income families in Cumberland and Sampson Counties from the poverty rolls by 30 June 2017

(D) Strategies for Achieving Long-Range Goal:

|   |                                    |             |
|---|------------------------------------|-------------|
| Cumberland County Health Department             | Child Health Services (0 – 18)     | \$5,714,681 |
|   | Immunization Services              |             |
|   | School Health Program              |             |
|   | Wellness Program                   |             |
|   | Dental Health Clinic               |             |
|   | Health Promotion                   |             |
|   | Adult Health Clinic                |             |
|   | WIC                                |             |
| Cumberland County Department of Social Services | SSBG Services                      | \$3,000,000 |
| Cumberland County Schools                       | Nutrition (School Lunch)           | \$8,400,000 |
| Local churches                                  | Emergency Assistance               | \$ 5,000    |
| Salvation Army                                  | Emergency Assistance               | \$ 25,000   |
|   | Nutrition (Love Lunches)           |             |
|   | Emergency Shelter                  |             |
|   | Care Program                       |             |
| Urban Ministry                                  | Home Repairs                       | \$ 595,000  |
| Workforce Development                           | Employment                         | \$2,000,000 |
|   |                                    |             |
| Additional Community Resources                  | <i>(monetary resource unknown)</i> |             |
| Veterans Empowering Veterans                    | Employment, Housing, & VA Benefits |             |
| Health Care Services                            | Pediatric                          |             |
|   | Dental                             |             |
|   | Vision Care                        |             |
|   | Speech Pathology                   |             |



|   |                                |             |
|---|--------------------------------|-------------|
| <b>Sampson County</b>   |                                |             |
| Sampson County Department of Social Services                      | Child Care Subsidize           | \$5,200,000 |
|   | Crisis Intervention            |             |
|   | Food & Nutrition Benefits      |             |
|   | LIEAP                          |             |
|   | TANF Child                     |             |
|   | TANF Domestic Violence         |             |
|   | Work First                     |             |
|   |                                |             |
| Sampson County Health Department                                  | Child Health Services (0 – 18) | \$4,500,00  |
|   | 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)       | \$3,900,000 |
| Clinton City Schools  | Nutrition (School Lunch)       | \$1,500,000 |
| Local churches  | Emergency Assistance           | \$ 5,000    |
| Crisis Center   | Emergency Assistance           | \$500       |
|   | Nutrition                      |             |
|   | Care Program                   |             |
| UCARE   | Domestic Violence              | \$500       |
| 1. Resources Needed:  |                                |             |
| a. Agency Resources:  |                                |             |
| - Additional Rental Properties for the Low Income                 |                                |             |
| - Funding for Temporary Childcare Assistant                       |                                |             |
| - In-house Certified Technical Training Programs for Participants |                                |             |

## b. 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**

## 2. Long-Range Goal:

To remove 81 low income families in Cumberland and Sampson Counties from the poverty rolls by 30 June 2017.

## 3. 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 2016-17 Application for Funding  
One-Year Work Program  
OEO Form 212**

| <b>Section I: Project Identification</b>                      |   |    |               |           |   |    |   |
|---|---|----|---------------|-----------|---|----|---|
| 1. Project Name:  | Self-Sufficiency Project  |    |               |           |   |    |   |
| 2. Poverty Cause Name:  | Inability to become self sufficient   |    |               |           |   |    |   |
| 3. Long-Range Goal:   | To remove 81 low income individuals in Cumberland and Sampson Counties from the poverty rolls by June 30, 2017.       |    |               |           |   |    |   |
| 4. Selected Strategy:   | To provide comprehensive case management services to low wealth participates in order to become more self-sufficient. |    |               |           |   |    |   |
| 5. Project Period:  | July 1, 2016  | To | June 30, 2017 | Plan Year | 3 | of | 3 |
| 6. CSBG Funds Requested for this Project:                     | \$910, 205.00   |    |               |           |   |    |   |
| 7. Total Number Expected to Be Served:                        | 160   |    |               |           |   |    |   |
| a. Expected Number of New Clients                             | 100   |    |               |           |   |    |   |
| b. Expected Number of Carryover Clients                       | 60  |    |               |           |   |    |   |
| 8. Percentage of Long-Range Goal Expected to be Met this Year | 27  |    |               |           |   |    |   |

| <b>Section II: One-Year CSBG Program Objective and Activities</b>   |   |                         |                |               |                |
|---|---|-------------------------|----------------|---------------|----------------|
| Activities  | Position Title(s)   | Implementation Schedule |                |               |                |
|   |   | First Quarter           | Second Quarter | Third Quarter | Fourth Quarter |
| <p>1.0 Provide effective and efficient delivery of services.</p> <p>    1.1 Prepare and issue Public Service Announcements announcing services.</p> <p>    1.2 Notify local service agencies to make referrals.</p> <p>    1.3 Participate in Community Service Block Grant (CSBG) advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients.</p> <p>    1.4 Distribute brochures to clients, faith-based organizations, human service organizations, businesses partnering agencies and community at large.</p> | <p>1. CSGB Director</p> <p>2. Operation Manager</p> <p>3. Case Managers</p> <p>4. Program Support Aid</p> <p>5. Quality Monitor</p> <p>6. Employment Specialist</p> <p>7. Special Project Coordinator</p> <p>8. Agency Advance Director</p> <p>9. Agency Advance Manager</p> <p>10. Communication Coordinator</p> | Ongoing                 | Ongoing        | Ongoing       | Ongoing        |

|  |  |    |                 |                  |                  |
|--|--|----|-----------------|------------------|------------------|
| <p>2.0 Provide case management services to low wealth individuals to enable them to achieve self-sufficiency.</p> <p>2.1 Recruit 100 eligible applicants.<br/> 2.2 Conduct orientation.<br/> 2.3 Assess each client.<br/> 2.4 Prepare development plan.<br/> 2.5 Make referrals and advocate for needs.<br/> 2.6 Follow up on referrals.<br/> 2.7 Coordinate services.<br/> 2.8 Re-assess needs, if appropriate.<br/> 2.9 Follow up on progress.<br/> 2.10 Coach and mentor clients, offer informal life skills and problem solving skills.<br/> 2.11 Provide training.<br/> 2.12 Facilitate group support.<br/> 2.13 Conduct home visits.<br/> 2.14 Maintain accurate records</p> | <ol style="list-style-type: none"> <li>1. CSBG Director</li> <li>2. Manager</li> <li>3. Operation Manager</li> <li>4. Case Managers</li> <li>5. Employee Specialist</li> <li>6. Program Support Aid</li> </ol> | 60 | <u>94</u><br>34 | <u>127</u><br>33 | <u>160</u><br>33 |
| <p>3.0 Provide supportive services to low wealth participants to strengthen families.</p> <p>3.1 Family crisis intervention.<br/> 3.2 Supplemental food.<br/> 3.3 Clothing<br/> 3.4 Emergency shelter and utilities.<br/> 3.5 Emergency medical services and mental health.</p>  | <ol style="list-style-type: none"> <li>1. Operation Manager</li> <li>2. Case Managers</li> <li>3. Special Project Coordinator</li> </ol>   | 60 | <u>94</u><br>34 | <u>127</u><br>33 | <u>160</u><br>33 |
| <p>4.0 Provide supportive and transition services to low wealth participants to enable them to achieve self-sufficiency.</p> <p>4.1 Transportation<br/> 4.2 Child care<br/> 4.3 Health care, medical, eye, dental, Mental health<br/> 4.4 Health services &amp; nutrition training<br/> 4.5 Formal life skills training<br/> 4.6 Work clothes and tools<br/> 4.7 Parental training<br/> 4.8 Counseling</p>   | <ol style="list-style-type: none"> <li>1. Case Managers</li> <li>2. Special Project Coordinator</li> <li>3. Employment Specialist</li> <li>4. Program Support Aide</li> </ol>                                  | 60 | <u>94</u><br>34 | <u>127</u><br>33 | <u>160</u><br>33 |

**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

| <b>Section II: One-Year CSBG Program Objective and Activities<br/>(continued)</b>  |   |                         |                   |                  |                   |
|--|---|-------------------------|-------------------|------------------|-------------------|
| Activities   | Position Title(s)   | Implementation Schedule |                   |                  |                   |
|  |   | First<br>Quarter        | Second<br>Quarter | Third<br>Quarter | Fourth<br>Quarter |
| 5.0 Provide income management services.<br>5.1 Develop family spending plan and budget<br>5.2 Provide money management workshops<br>5.3 Refer to Consumer Credit Counseling Service.<br>5.4 Offer energy conservation activities.<br>5.5 Provide income tax assistance and Earned Income Tax Credit (EITC) Service.  | 1. Self-Sufficiency Manager<br>2. Operation Manager<br>3. Special Projects Coordinator<br>4. Employment Specialist<br>5. Case Managers<br>6. Program Support Aide | 60                      | <u>94</u><br>34   | <u>127</u><br>33 | <u>160</u><br>33  |
| 6.0 Provide employment training and opportunities for low wealth participants to achieve self sufficiency.<br>6.1 Pre-employment training<br>6.2 Vocational education and training<br>6.3 Internships<br>6.4 On-the-job training<br>6.5 Job readiness training to develop soft skills<br>6.6 Establish working relationships with Local job placement providers. | 1. Operations Manager<br>2. Employment Specialist<br>3. Case Managers   | 10                      | <u>30</u><br>20   | <u>40</u><br>10  | <u>50</u><br>10   |
| 7.0 Provide job development and placement.<br>7.1 Conduct job development<br>7.2 Offer employment counseling<br>7.3 Provide job referrals and placement.<br>7.4 Offer Employers to pay part of salaries up to 20 hours a week at the rate of \$10.00 per hour of participants up to 8 weeks.<br>7.5 Provide employment maintenance And support.                  | 1. Operation Manager<br>2. Employment Specialist<br>3. Special Project Coordinator<br>4. Case Managers  | 0                       | <u>1</u>          | <u>2</u><br>1    | <u>3</u><br>1     |
| 8.0 Provide educational services to participants to lead to self sufficiency.<br>8.1 Basic skills<br>8.2 Residual education and literacy<br>8.3 General Educational Diploma program<br>8.4 High school options   | 1. Employment Specialist<br>2. Special Project Coordinator<br>3. Case Managers  | 10                      | <u>20</u><br>10   | <u>30</u><br>10  | <u>40</u><br>10   |

|  |  |          |                        |                        |                        |
|--|--|----------|------------------------|------------------------|------------------------|
| <p>8.5 Community college<br/> a) Associate of Arts degree<br/> b) Medical training (Certified Nursing Assistant (CNA), Phlebotomist, etc.)<br/> c) Barber/cosmetology/nail design<br/> d) Other vocational and educational training opportunities<br/> 8.6 College</p>   |  |          |                        |                        |                        |
| <p>9.0 Assist low wealth participants to obtain or maintain safe, decent and affordable housing.<br/> 9.1 Assist low wealth participants to obtain safe, decent and affordable housing.<br/> 9.2 Offer homeownership counseling, pre-purchase advice, and foreclosure prevention assistance.<br/> 9.3 Obtain repairs and emergency assistance for participants.<br/> 9.4 Refer to Weatherization Heating Appliance Repair Replacement Program (HARRP).</p>   | <ol style="list-style-type: none"> <li>1. CSBG Director</li> <li>2. Operation Manager</li> <li>3. Case Managers</li> <li>4. Program Support Aide</li> </ol>  | <p>5</p> | <p><u>10</u><br/>5</p> | <p><u>15</u><br/>5</p> | <p><u>20</u><br/>5</p> |
| <p>10.0 Conduct organizational and educational programs to CSBG participants and their family members to develop leadership capabilities to guide and cultivate neighborhood projects.<br/> 10.1 Provide leadership training and principles in the areas of:<br/> a) Action Pathways, Inc. Day<br/> b) Health Awareness Day<br/> c) Transportation Services Day<br/> d) Social Services Day<br/> e) Business &amp; Economics Day<br/> f) Education Day<br/> g) Media Day<br/> h) Law Enforcement Day<br/> i) Local Government Day<br/> g) Neighborhood Issues Day<br/> 10.2 Continue to provide advice, information, and guidance to new leaders</p> | <ol style="list-style-type: none"> <li>1. CSBG Director</li> <li>2. Chief Executive Officer (CEO)</li> <li>3. Chief Operating Officer (COO)</li> <li>4. Agency Advance Director<br/>Agency Advance Manager</li> <li>5. Operation Manager</li> <li>6. Special Project Coordinator</li> <li>7. Employment Specialist</li> <li>8. Case Managers</li> <li>9. Program Support Aide</li> </ol> | <p>5</p> | <p><u>10</u><br/>5</p> | <p><u>15</u><br/>5</p> | <p><u>20</u><br/>5</p> |
| <p>11.0 Conduct organizational and educational youth summer leadership camp to CSBG family members, ages 12-17, to provide resources that will enhance building and life-long learning skills in the following areas of:<br/> a) What is Leadership<br/> b) Self-Esteem<br/> c) Manhood and Womanhood<br/> d) Money Management<br/> e) Employment Readiness<br/> f) College Preparatory<br/> g) Physical Fitness and Nutrition</p>   | <ol style="list-style-type: none"> <li>1. CSBG Director</li> <li>2. Agency Advance Director</li> <li>3. Operation Manager</li> <li>4. Special Project Coordinator</li> <li>5. Employment Specialist</li> <li>6. Case Managers</li> <li>7. Program Support Aide</li> <li>8. Quality Monitor</li> </ol>  | <p>5</p> | <p><u>10</u><br/>5</p> | <p><u>15</u><br/>5</p> | <p><u>20</u><br/>5</p> |

|   |  |         |          |         |                 |
|---|--|---------|----------|---------|-----------------|
| h) Social networking and Bullying<br>i) Cultural Arts<br>j) Foundation of Principles and Values   |  |         |          |         |                 |
| 13.0 Conduct closing activities<br>Graduation Ceremony" for participants<br>successfully completing with 80%<br>attendance.<br>a) Select location<br>b) Invite keynote speaker<br>c) Invite graduating participants<br>d) Invite community leaders<br>e) Notify local media<br>f) Issue graduation certificates | 1. CSGB Director<br>2. CEO<br>3. COO<br>4. Agency Advance<br>Director<br>5. Special Project<br>Coordinator<br>6. Operations<br>Manager<br>7. Case Managers<br>8. Program Support<br>Aide |         |          |         | (25)<br>6/22/17 |
| 14.0 Maintain accurate records of:<br>14.1 The Accountable Results for<br>Community Action<br>14.2 Participants' Files.   | 1. CSGB Director<br>2. Quality Monitor<br>3. Operations<br>Manager<br>4. Case Managers<br>5. Program Support<br>Aide   | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17         |
| 15.0 Monitor Activities:<br>15.1 Survey clients for satisfaction.<br>15.2 Prepare Outcome Measures report<br>15.3 Review case files<br>15.4 Review surveys; prepare summary<br>of responses   | 1. CSBG Director<br>2. Quality Monitor<br>3. Operation<br>Manager<br>4. Case Managers<br>5. Employment<br>Coordinator<br>6. Program Support<br>Aide                                      | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17         |
| 16.0 Review leases of rental properties and<br>provide maintenance of buildings with landlords.   | 1. CEO<br>2. COO<br>3. Aspire Director<br>4. Operations<br>Manager<br>5. Facilities Manager<br>6. General<br>Maintenance<br>Worker   | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17         |
| 17.0 Implement the technologically advances of<br>computer networks, telephones, etc.; and<br>purchase the electronic equipment to include<br>repairing, maintenance and monitoring of the<br>equipment.  | 1. CEO<br>2. COO<br>3. CSGB Director<br>4. Operating<br>Manager<br>5. Information<br>Technology<br>Manager<br>6. Junior Systems<br>Administrator<br>7. Help Desk<br>Technician           | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17         |

|  |   |         |          |         |         |
|--|---|---------|----------|---------|---------|
| 18.0 Review and approve:<br>18.1 Monthly reports<br>18.2 Quarterly reports<br>18.3 End of Year report<br>18.4 CSBG Information System Survey report                                      | 1. CEO<br>2. COO<br>3. CSGB Director<br>4. AP's, Inc. Board of Directors  | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17 |
| 19.0 Evaluate Project.<br>19.1 Number of clients receiving services.<br>19.2 Number of clients successfully completing program.  | 1. CEO<br>2. COO<br>3. CSGB Director<br>4. AP's, Inc. Board of Directors<br>5. Quality Monitor  | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17 |
| 20.0 Determine progress in achieving outcome goals.  | 1. CEO<br>2. COO<br>3. CSGB Director<br>4. AP's, Inc. Board of Directors  | 9/30/16 | 12/30/16 | 3/31/17 | 6/30/17 |
| 21.0 Monitor and evaluate staff.<br>21.1 Provide ongoing staff development<br>21.2 Provide training internally and externally<br>21.3 Provide performance evaluations on a regular basis | 1. AP's, Inc. Board of Directors<br>2. CEO<br>3. CSGB Director<br>4. Agency Advance Director<br>5. Self-Sufficiency Manager<br>6. Operation Manager<br>7. Network Manager | Ongoing | Ongoing  | Ongoing | Ongoing |



**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

10. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees are required to complete Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2016-17 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page. There should be one table of outcome measures per project.

| <b>Table 1<br/>Outcome Measures for Project 1 (enter project name)</b>                |   |
|---|---|
| <b>Measure</b>  | <b>Expected to Achieve the<br/>Outcome in Reporting Period<br/>(Target)</b> |
| The number of participant families served.  | 160   |
| The number of low-income participant families rising above the poverty level.         | 27  |
| The number of participant families obtaining employment.                              | 40  |
| The number of participant families who are employed and obtain better employment.     | 15  |
| The number of jobs with medical benefits obtained.                                    | 15  |
| The number of participant families completing education/training programs.            | 40  |
| The number of participant families securing standard housing.                         | 15  |
| The number of participant families provided emergency assistance.                     | 20  |
| The number of participant families provided employment supports.                      | 25  |
| The number of participant families provided educational supports.                     | 35  |
| The average change in the annual income per participant family experiencing a change. | This measure does not require a target, but must be reported.               |
| The average wage rate of employed participant families.                               | This measure does not require a target, but must be reported.               |

**Community Services Block Grant Program  
Fiscal Year 2016-17 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 |                   |                |  |  |  |  |  |  |  |  |              |
|--|-------------------|----------------|--|--|--|--|--|--|--|--|--------------|
| <b>Agency Name: Action Pathways, Inc</b>   |                   |                |  |  |  |  |  |  |  |  |              |
| <b>Project Name: Self-Sufficiency</b>      |                   |                |  |  |  |  |  |  |  |  |              |
| <b>County</b>                              | <b>Cumberland</b> | <b>Sampson</b> |  |  |  |  |  |  |  |  | <b>Total</b> |
| <b>Total Planned</b>                       | <b>126</b>        | <b>34</b>      |  |  |  |  |  |  |  |  | <b>160</b>   |
| <b>Project Name:</b>                       |                   |                |  |  |  |  |  |  |  |  |              |
| <b>County</b>                              |                   |                |  |  |  |  |  |  |  |  | <b>Total</b> |
| <b>Total Planned</b>                       |                   |                |  |  |  |  |  |  |  |  |              |

**Community Services Block Grant Program  
Fiscal Year 2016-17 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: To facilitate the board's ability to assess the ASPIRE Self-Sufficiency Program, the CEO provides a report during each board meeting on the program. The report includes activities of the team plus results of the program. The report is delivered to the Executive Committee during the months that there is not a full board meeting. Board members review the material and ask questions—an indication of their engagement with the program.

Attendance at the many various events hosted by the ASPIRE team allows board members to observe, assess, and evaluate firsthand the work involved in the self-sufficiency program. Board members are invited to attend, and do attend, events sponsored by the ASPIRE team. Examples of those events are: ASPIRE Information Sessions, ASPIRE Day, ASPIRE workshops, ASPIRE graduation, and the end-of-calendar year workshop where participants share their success stories. Program results are presented to the board at the Annual Board and Senior Staff joint meeting. The presentation includes a success story which helps put a face to the numbers.

A Sampson County Advisory Committee has been established to allow Sampson County board members as well as interested county residents the opportunity to learn about the ASPIRE program. The Advisory Committee has provided feedback on the program and offered contacts to support the success of the program. Sampson County board members requested and received a special session where the CSBG contract was reviewed in detail.

Board orientation is conducted, and generally attended by seasoned board members as well as new members. The training includes a review of goals of the ASPIRE program—an overview that allows board members to make informed assessments of the program's progress. It is the responsibility of board members to attend training sessions.

Board members are, of course, responsible for approving the application to provide ASPIRE Self-Sufficiency services that is submitted to the Office of Economic Opportunity.

- b. Low-Income Community:  
As a part of the annual planning process, the low income community and clients are asked to evaluate ACTION PATHWAYS's services and to recommend modifications or changes they believe are needed to improve the programs. This year an extensive Needs Assessment was implemented with a strategy of reaching the low -income

community by administering the survey to program participants, to DSS clients, and to food pantry recipients. Representatives of the Elected Sector obtain feedback from their constituents regarding the effectiveness of Action Pathways, Inc 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. As mentioned above, program participants completed the 2015 Needs Assessment.

d. Others:

AP'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. Action Pathways also prepares an Annual Report on each of its programs to keep the community aware of its activities

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

Revisions to the Personnel Policies and Procedures manual are presented for review and approval by the Board of Directors. Revisions to the Accounting Policies Manual are also presented to the Board. Bi-annually both documents are presented to the Board for review.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

Monitoring, assessment and evaluation reports are made available to board members for their review. The CEO alerts the Board Chair when Corrective Action Worksheets have been forwarded to OEO or other monitoring body. The audit is presented to the Audit Committee and then to the full board by the firm hired to conduct the audit.

For reports that indicate the agency is performing with zero findings such as the report capturing results of the triennial Office of Head Start review, and reports that indicate the agency is achieving planned progress against goals, the board asks the CEO to extend praise to the staff.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board Development Committee developed a 30 question survey which was sent to board members. The survey process was completed late November 2015 with review and analysis by the committee in December 2015. The results will be shared with the full board during the January bi-monthly meeting

5. Describe the Board's procedure for conducting the agency self-evaluation.

The results of the Action Pathways Board of Directors self-evaluation completed December 2015 reflected board member interest in increasing their involvement in fundraising and in increased participation in board member financial contributions to the agency. During the October 2015 Strategic Planning Session, funding also appeared as a board member priority. Specifically, the Vision Statement is:

*All families have adequate resources to meet needs/achieve self sufficiency.* The Core Value identified is: *Empowering (individuals and families) for growth.* The key goal: *Provide resources for empowerment.* Melding these two major pieces of board work, Board Self-Assessment and Strategic Plan Development indicates a focus on developing resources, financial and other, to assist families and individuals achieve self-sufficiency.

The next board self-assessment will be fourth quarter 2016.

6. 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.

BUDGET INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM

**Please Note:** Information should only be entered in the highlighted sections of this form. The tabs at the bottom of the form indicate the different sections of the budget. As amounts are entered in the various sections of the budget, the form automatically displays totals in the appropriate Object Category areas of the Budget Summary in the Cover Tab.

**Budget Type**

- Check "Annual Application" if this budget is being submitted with the CSBG Application.
- Check "Amendment" if this budget is being submitted with an amendment to the CSBG contract.
- Check "Budget Change" if this budget is being submitted with a Budget Change Request (OEO Form 225)

**Section I. Identification:**

Enter the agency name and contract period.

**Section II. Contract Summary:**

The only entries required in Section II are for Administrative Support. Enter the name of the program(s) being supported with CSBG funds and the amount(s) budgeted (see sample below). Entries must be consistent with information entered into the CSBG Administrative Support Worksheet (OEO Form 212A). Support documentation is necessary.

|                        |                                |
|------------------------|--------------------------------|
| <b>ADMIN. SUPPORT:</b> |                                |
| Support Our Students   | \$10,000 (Insert Program Name) |

**Section III. Budget Summary:**

Project Names. Agencies budgeting more than one CSBG project should identify each project by in the appropriate columns. Once CSBG project administering names are entered in Section III, the names will populate in the same locations into each tab of the form.

Indirect Costs.

Agencies charging indirect costs (pursuant to an approved Indirect Cost Rate Agreement), should enter the Indirect Cost Rate, the base and the amount charged in the indicated spaces (see sample below).

|                        |        |  |  |  |  |
|------------------------|--------|--|--|--|--|
| <b>Indirect Costs:</b> |        |  |  |  |  |
| Approved Rate: 16.8%   | 44,748 |  |  |  |  |
| Base : Salaries/Wages  |        |  |  |  |  |

**IMPORTANT** - The Budget Narrative Form 225N is required to provide detail and support to budgeted line items. The instructions and the Form 225N are included in the application instructions. The Form 225N can be used to provide additional information on any section of the Budget 225. See application instructions beginning on page 10.

**Section IV. Salaries and Fringe:**

All Fringe Benefits must be itemized and entered on a per employee basis, regardless if your agency has a "cognizant-approved fringe benefit rate" agreement. Four pages for Salaries & Fringe are included in the 225 form. If your agency has more staff than will fit on these four pages, please e-mail OEO Fiscal Analyst Jean Fecteau at [jean.fecteau@dhhs.nc.gov](mailto:jean.fecteau@dhhs.nc.gov) or Ginell Rogers at [ginell.rogers@dhhs.nc.gov](mailto:ginell.rogers@dhhs.nc.gov) and we will provide your agency with additional pages.

Position Titles must be stated exactly as they appear on the One-Year Work plan (OEO Form 212). List only those positions which have been assigned project activities on the corresponding OEO Form 212 and charged directly to the grant. Portions partially or fully funded by CSBG should be listed.

The actual Annual Salary for each position must be listed; combined salaries of positions with the same title are not acceptable in this column.

Enter Position Title, Annual Salary, Number of Months and CSBG Share. Then enter the itemized Fringe Type and the Computation for the Fringe. The amount of salary and every itemized fringe benefit charged to each Position Title must be entered in the program columns (see sample on next page). Total Salaries and Total Fringes for the program columns are automatically captured on the Cover Page.

| SECTION IV. - SALARIES AND FRINGE |                        |               |                 |              |                          |   |                      |                     |                      |                     |
|-----------------------------------|------------------------|---------------|-----------------|--------------|--------------------------|---|----------------------|---------------------|----------------------|---------------------|
| Position Title                    | Annual Salary & Waives | No. of Months | CSBG Salary     | % CSBG Share | Fringe Type<br>(Itemize) | Fringe Benefit Computation<br>eg. Benefit Amount x No. of Months<br>eg. Salary x benefit Amount/% | Program 1<br>Fringes | Program 1<br>Salary | Program 2<br>Fringes | Program 2<br>Salary |
|                                   |                        |               |                 | FTE's        |                          |   |                      |                     |                      |                     |
| CSBG Manager                      | \$45,000               | 12            | \$45,000        | 100.00%      | Unemployment             | \$20,400 x.0396%  | \$404                | \$22,500            | \$404                | \$22,500            |
|                                   |                        |               |                 |              | Health Ins.              | \$500 per month x 12 months   | \$3,000              |                     | \$3,000              |                     |
|                                   |                        |               |                 |              | Retirement               | \$45,000 x 6%   | \$1,350              |                     | \$1,350              |                     |
|                                   |                        |               |                 |              | Workers Comp             | \$45,000/100x.33  | \$74                 |                     | \$74                 |                     |
|                                   |                        |               |                 |              | FICA                     | \$45,000 x 7.65%  | \$3,443              |                     | \$1,721              |                     |
| Case Worker 1                     | \$35,000               | 12            | \$35,000        | 100.00%      | Unemployment             | \$20,400 x.0396%  | \$404                | \$17,500            | \$404                | \$17,500            |
|                                   |                        |               |                 |              | Health Ins.              | \$500 per month x 12 months   | \$3,000              |                     | \$3,000              |                     |
|                                   |                        |               |                 |              | Retirement               | \$35,000 x 6%   | \$1,050              |                     | \$1,050              |                     |
|                                   |                        |               |                 |              | Workers Comp             | \$35,000/100x.33  | \$58                 |                     | \$58                 |                     |
|                                   |                        |               |                 |              | FICA                     | \$35,000 x 7.65%  | \$1,339              |                     | \$1,339              |                     |
|                                   | <b>TOTAL SALARIES</b>  |               | <b>\$80,000</b> |              |                          |   | <b>\$14,122</b>      |                     | <b>\$12,400</b>      |                     |
|                                   | <b>TOTAL FRINGES</b>   |               | <b>\$26,522</b> |              |                          |   |                      | <b>\$40,000</b>     |                      | <b>\$40,000</b>     |
|                                   | <b>TOTAL FTE's</b>     |               |                 | <b>2.00</b>  |                          |   |                      |                     |                      |                     |

Note: In the Budget Narrative Form 225N please provide staff names and position titles. If the employee is less than 100%, include the other program/percentages the employee works.

**Budget Support Data (Sections IVa - IVd):**

Note: Justification for total costs must be provided in the appropriate spaces for Communications, Space Costs, Travel, Supplies/Materials, Contractual, Client Services and Other. Additional information will be requested in the Form 225N.

**Section IVa**

A detailed description of anticipated Equipment (as defined in Attachment G of the CSBG contract) purchases is required along with the number of items to be purchased, the actual cost per item and the total cost of the item(s). In the Form 225N provide justification on the need for new equipment. Include planned office equipment with a useful life of 1 or more years in this area.

**Section IVb**

The Space Costs category should include facilities rent, utilities, maintenance costs, etc. Please list each facility with the associated costs per facility on separate lines.

The Travel category should include local mileage, per diem, lodging, transportation and other related items while in travel status on official business of the agency. All costs should be listed separately per travel event. Please be as specific as possible and include the number of staff, mileage traveled, mileage reimbursement rate, daily hotel rate, etc.

The Supplies/Materials category should include such items as office supplies, brochures, training materials, etc.

| SECTION IVb - BUDGET SUPPORT DATA  |                  |                 |
|--|------------------|-----------------|
| COST CATEGORY  | Self Sufficiency | TOTAL           |
| <b>SPACE COST</b>  |                  |                 |
| County Office - \$1,500 x 50% (CSBG) x 12 months   | \$9,000          | \$9,000         |
| County Office Utilities - \$250 x 50% (CSBG) x 12 months   | \$1,500          | \$1,500         |
| County Office Grounds Maintenance - \$90 x 50% x 12 Mo.  | \$540            | \$540           |
| <b>TOTAL SPACE COSTS</b>   |                  | <b>\$11,040</b> |
| <b>TRAVEL</b>  |                  |                 |
| OEO Conference Per Diem – 5 staff x \$66 x 3 days  | \$990            | \$990           |
| OEO Conference Hotel – 5 staff x \$125 x 3 days  | \$1,875          | \$1,875         |
| OEO Conf. Mileage – 5 staff x .565 x 200 miles   | \$565            | \$565           |
| <b>TOTAL TRAVEL</b>  |                  | <b>\$3,430</b>  |
| <b>SUPPLIES/MATERIALS</b>  |                  |                 |
| Office Supplies \$150 x 12mths (file folders, pens, calendars, note pads, binders, paper clips, calculators) | \$1,800          | \$1,800         |
| <b>TOTAL SUPPLIES/MATERIALS</b>  |                  | <b>\$1,800</b>  |

**Section IVc**

The Contractual category should include, in addition to audit costs, a detailed description of any goods or services to be provided through a professional or personal consultant services contract. Detailed information is requested in the Form 225N. Agencies utilizing the Accountable Results for Community Action (AR4CA) database system should include related expenses under contractual. Please note that CSBG funds can only be contractually obligated during the contract period and Grantees should not enter into subcontract agreements prior to OEO's confirmation of an executed contract.

**Section IVd**

The Client Services category should include a detailed description of services to be provided to clients in each project. Budgeted services should support the services identified in the One Year Work plan.

The Other category should include a detailed description of any items not covered in previous cost categories. Support documents may be required. If Advertisement expenses are budgeted, please break out the expenses and label them appropriately (i.e. Recruitment).

**Per County Budget**

The County Budget is required for CAA's administering CSBG in a multi-county service area. The CSBG Allocation Spreadsheet indicates the total agency allocation as well as the county allocations which are based on the percentage of poor residents by county. Enter County Allocation figures into the Per County Allocation Line (Line 9) provided within the County Budget Tab.

The County Totals entered in the County Budget will populate on the Cover under the County Totals column. The figures on the County Totals column and the Program Totals column on the Cover should agree.

**Total Agency Budget**

The Total Agency Budget (TAB) is included for informational purposes and is required. The TAB is a two-page form, numbered separately from the OEO Form 225. Budget figures entered for OEO-funded programs should be consistent with amounts on the cover sheet of this form. Information should also be entered for all agency programs. All program budgeted amounts should reflect the actual or anticipated amount for the current funding cycle. Please do not abbreviate program names.



**AGENCY BUDGET INFORMATION**

Budget Type:

Annual Application: X

Amendment:

Budget Change:

**Section 1. IDENTIFICATION**

Agency Name: Action Pathways, Inc. Contract Period: July 1, 2016 - June 30, 2017

**SECTION II. CONTRACT SUMMARY**

| CSBG                             | Total Direct Costs | Total Indirect Costs | Admin. Support (CSBG Only) | Total Contract Amount |
|----------------------------------|--------------------|----------------------|----------------------------|-----------------------|
|                                  | \$806,834          | \$94,371             |                            | \$901,205             |
| <b>TOTAL OEO CONTRACT AMOUNT</b> |                    |                      |                            | <b>\$901,205</b>      |

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) (Insert Program Name)

**SECTION III. BUDGET SUMMARY**

| OBJECT CATEGORIES           | Self Sufficiency | Self Sufficiency | PROGRAM TOTALS   | COUNTY TOTALS    |
|-----------------------------|------------------|------------------|------------------|------------------|
| Salaries & Wages            | \$431,735        |                  | \$431,735        | \$431,735        |
| Fringe Benefits             | \$165,548        |                  | \$165,548        | \$165,548        |
| Equipment                   |                  |                  |                  |                  |
| Communication               | \$8,244          |                  | \$8,244          | \$8,244          |
| Space Cost                  | \$83,295         |                  | \$83,295         | \$83,295         |
| Travel                      | \$17,299         |                  | \$17,299         | \$17,299         |
| Supplies/Materials          | \$10,800         |                  | \$10,800         | \$10,800         |
| Contractual                 | \$12,378         |                  | \$12,378         | \$12,378         |
| Client Services             | \$63,888         |                  | \$63,888         | \$63,888         |
| Other                       | \$13,647         |                  | \$13,647         | \$13,647         |
| <b>Total Direct Costs</b>   | <b>\$806,834</b> |                  | <b>\$806,834</b> | <b>\$806,834</b> |
| <b>Indirect Costs</b>       |                  |                  |                  |                  |
| Approved Rate: 15.8%        | \$94,371         |                  | \$94,371         | \$94,371         |
| Base : Salaries and Fringes |                  |                  |                  |                  |
| <b>TOTALS</b>               | <b>\$901,205</b> |                  | <b>\$901,205</b> | <b>\$901,205</b> |

| OEO Form 225                               |                       |               |                  |                    |                       |   |                          |                         |                          |                         |
|--|-----------------------|---------------|------------------|--------------------|-----------------------|---|--------------------------|-------------------------|--------------------------|-------------------------|
| Revised: 11/18/15                          |                       |               |                  |                    |                       |   |                          |                         |                          |                         |
| Action Pathways, Inc.                      |                       |               |                  |                    |                       |   |                          |                         |                          |                         |
| 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<br>eg. Benefit Amount x No. of Months<br>eg. Salary x benefit Amount/% | Self Sufficiency Fringes | Self Sufficiency Salary | Self Sufficiency Fringes | Self Sufficiency Salary |
| CSBG Director                              | \$52,015              | 12            | \$52,015         | 100.00%            | FICA                  | \$55,015 x .062   | \$3,225                  | \$52,015                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$55,015 x .0145  | \$754                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$55,015/100 x \$3.55   | \$1,951                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$55,012 x .05  | \$2,601                  |                         |                          |                         |
| Case Manager II                            | \$40,165              | 12            | \$40,165         | 100.00%            | FICA                  | \$40,165 x .062   | \$2,491                  | \$40,165                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$40,165 x .0145  | \$583                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$40,165/100 x \$3.55   | \$1,506                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$40,165 x .05  | \$2,008                  |                         |                          |                         |
| Case Manager II                            | \$33,541              | 12            | \$33,541         | 100.00%            | FICA                  | \$33,541 x .062   | \$2,080                  | \$33,541                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$33,541 x .0145  | \$486                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$33,541/100 x \$3.55   | \$1,258                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$33,541 x .05  | \$1,677                  |                         |                          |                         |
| Case Manager II                            | \$33,541              | 12            | \$33,541         | 100.00%            | FICA                  | \$33,541 x .062   | \$2,080                  | \$33,541                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$33,541 x .0145  | \$486                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$33,541/100 x \$3.55   | \$1,258                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$33,541 x .05  | \$1,677                  |                         |                          |                         |
| Case Manager II                            | \$33,541              | 12            | \$33,541         | 100.00%            | FICA                  | \$33,541 x .062   | \$2,080                  | \$33,541                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$33,541 x .0145  | \$486                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$33,541/100 x \$3.55   | \$1,258                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$33,541 x .05  | \$1,677                  |                         |                          |                         |
| Case Manager                               | \$33,301              | 12            | \$33,301         | 100.00%            | FICA                  | \$33,301 x .062   | \$2,065                  | \$33,301                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$33,301 x .0145  | \$483                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$33,301/100 x \$3.55   | \$1,249                  |                         |                          |                         |
|  |                       |               |                  |                    | Unemployment          | \$22,300/100 x 3.75   | \$602                    |                         |                          |                         |
|  |                       |               |                  |                    | Retirement            | \$33,301 x .05  | \$1,665                  |                         |                          |                         |
| Case Manager                               | \$29,183              | 12            | \$29,183         | 100.00%            | FICA                  | \$29,183 x .062   | \$1,809                  | \$29,183                |                          |                         |
|  |                       |               |                  |                    | Medicare              | \$29,183 x .0145  | \$423                    |                         |                          |                         |
|  |                       |               |                  |                    | Medical Insurance     | \$587 per month x 12 mths   | \$7,044                  |                         |                          |                         |
|  |                       |               |                  |                    | Worker Compensation   | \$29,183/100 x \$3.55   | \$1,095                  |                         |                          |                         |
|  | <b>TOTAL FRINGES</b>  |               | <b>\$93,331</b>  |                    |                       |   | <b>\$93,331</b>          |                         |                          |                         |
|  | <b>TOTAL SALARIES</b> |               | <b>\$255,287</b> |                    |                       |   |                          | <b>\$255,287</b>        |                          |                         |
|  | <b>TOTAL FTE's</b>    |               |                  | <b>7.00</b>        |                       |   |                          |                         |                          |                         |



Action Pathways, Inc.

**SECTION IV. - SALARIES AND FRINGE BENEFITS**

| Position Title         | Annual Salary & Wages | No. of Months | CSBG Salary      | % CSBG Share<br>FTE's | Fringe Type<br>(Itemize) | Fringe Benefit Computation<br>eg. Benefit Amount x No. of Months<br>eg. Salary x benefit Amount/% | Self Sufficiency | Self Sufficiency | Self Sufficiency | Self Sufficiency |
|------------------------|-----------------------|---------------|------------------|-----------------------|--------------------------|---|------------------|------------------|------------------|------------------|
|                        |                       |               |                  |                       |                          |   | Fringes          | Salary           | Fringes          | Salary           |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths x 5%  | \$352            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$1,814/100 x \$3.55  | \$68             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$3              |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$1,814 x .05   | \$91             |                  |                  |                  |
| Help Desk Technican    | \$25,800              | 12            | \$1,290          | 5.00%                 | FICA                     | \$1,290 x .062  | \$80             | \$1,290          |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$1,290 x .0145   | \$19             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths x 5%  | \$352            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$1,290/100 x \$3.55  | \$48             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$2              |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$1,290 x .05   | \$65             |                  |                  |                  |
| Facilities Manager     | \$38,147              | 12            | \$1,907          | 5.00%                 | FICA                     | \$1,907 x .062  | \$118            | \$1,907          |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$1,907 x .0145   | \$28             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths x 5%  | \$352            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$1,907/100 x \$3.55  | \$72             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$3              |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$1,907 x .05   | \$95             |                  |                  |                  |
| Gen Maintenance Worker | \$23,213              | 12            | \$1,161          | 5.00%                 | FICA                     | \$1,161 x .062  | \$72             | \$1,161          |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$1,161 x .0145   | \$17             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths x 5%  | \$352            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$1,161/100 x \$3.55  | \$44             |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$2              |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$1161 x .05  | \$58             |                  |                  |                  |
| Operations Manager     | \$37,000              | 12            | \$37,000         | 100.00%               | FICA                     | \$37,000 x .062   | \$2,294          | \$37,000         |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$37,000 x .0145  | \$537            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths   | \$7,044          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$37,000/100 x \$3.55   | \$1,388          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$602            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$37,000x .05   | \$1,850          |                  |                  |                  |
| Quality Control Coord  | \$29,183              | 12            | \$29,183         | 100.00%               | FICA                     | \$29,183 x .062   | \$1,809          | \$29,183         |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$29,183 x .0145  | \$423            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths   | \$7,044          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$29,183/100 x \$3.55   | \$1,095          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$602            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$29,183 x .05  | \$1,459          |                  |                  |                  |
| Employment Spec        | \$33,541              | 12            | \$33,541         | 100.00%               | FICA                     | \$33,541 x .062   | \$2,080          | \$33,541         |                  |                  |
|                        |                       |               | \$0              |                       | Medicare                 | \$33,541 x .0145  | \$487            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Medical Insurance        | \$587 per month x 12 mths   | \$7,044          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Worker Compensation      | \$33,541/100 x \$3.55   | \$1,258          |                  |                  |                  |
|                        |                       |               | \$0              |                       | Unemployment             | \$22,300/100 x 3.75   | \$602            |                  |                  |                  |
|                        |                       |               | \$0              |                       | Retirement               | \$33,541 x .05  | \$1,677          |                  |                  |                  |
|                        |                       |               | <b>\$41,588</b>  |                       |                          |   | <b>\$41,588</b>  |                  | <b>\$0</b>       |                  |
|                        |                       |               | <b>\$104,082</b> |                       |                          |   |                  | <b>\$104,082</b> |                  | <b>\$0</b>       |
|                        |                       |               |                  | <b>3.15</b>           |                          |   |                  |                  |                  |                  |
|                        |                       |               |                  |                       |                          |   |                  |                  |                  |                  |



**SECTION IVa. - BUDGET SUPPORT DATA**

| <b>COST CATEGORY</b>   |                 |                   |  | Self Sufficiency | Self Sufficiency | <b>TOTAL</b> |
|--|-----------------|-------------------|--|------------------|------------------|--------------|
| <b>EQUIPMENT</b>   |                 |                   |  |                  |                  |              |
| <b>Description</b>   | <b>Quantity</b> | <b>Unit Price</b> |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
| <b>TOTAL EQUIPMENT</b>   |                 |                   |  |                  |                  |              |
| <b>COMMUNICATIONS</b>  |                 |                   |  |                  |                  |              |
| Telephone/Fax: 65 per month for 5 locations                      |                 |                   |  | \$780            |                  | \$780        |
| Internet: 52 per month for 5 locations                           |                 |                   |  | \$624            |                  | \$624        |
| Cell Phone: 450 per month for approx 20 phones & 3 wifi hotspots |                 |                   |  | \$5,400          |                  | \$5,400      |
| Postage/S&H: 120 per month                                       |                 |                   |  | \$1,440          |                  | \$1,440      |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
|  |                 |                   |  |                  |                  |              |
| Based on 12 months   |                 |                   |  |                  |                  |              |
| <b>TOTAL COMMUNICATIONS</b>                                      |                 | 44                |  | \$8,244          |                  | \$8,244      |

**SECTION IVb - BUDGET SUPPORT DATA**

| <b>COST CATEGORY</b>   |  | Self Sufficiency | Self Sufficiency | <b>TOTAL</b> |
|--|--|------------------|------------------|--------------|
| <b>SPACE COST</b>  |  |                  |                  |              |
| Rent - 5,049.58 per month for 2 locations  |  | \$60,595         |                  | \$60,595     |
| Utilities - 14.75 per month for 1 locations  |  | \$177            |                  | \$177        |
| Garbage Collection - only for Share Cost facilities (see below)                                |  |                  |                  |              |
| Janitorial Services - 550 per month for 1 location   |  | \$6,600          |                  | \$6,600      |
| Repairs (Equip/Facility) - 262 per month for 2 locations                                       |  | \$3,144          |                  | \$3,144      |
| Owned Facility- Shared Cost/Use Allowance Method - Annex & Green St                            |  | \$12,779         |                  | \$12,779     |
| ** (see 225N for shared cost for owned facilities)   |  |                  |                  |              |
| Based on 12 months   |  |                  |                  |              |
| <b>TOTAL SPACE COSTS</b>   |  | \$83,295         |                  | \$83,295     |
| <b>TRAVEL</b>  |  |                  |                  |              |
| 21 staff x 30 miles per month x 12 mths x .54  |  | \$4,082          |                  | \$4,082      |
| Out of Town Travel (Transportation, Prking, Hotel, Baggage)                                    |  | \$10,073         |                  | \$10,073     |
| Per Diem   |  | \$3,144          |                  | \$3,144      |
|  |  |                  |                  |              |
|  |  |                  |                  |              |
|  |  |                  |                  |              |
| Based on 12 months   |  |                  |                  |              |
| <b>TOTAL TRAVEL</b>  |  | \$17,299         |                  | \$17,299     |
| <b>SUPPLIES/MATERIALS</b>  |  |                  |                  |              |
| Office Supplies - 250 per month  |  | \$3,000          |                  | \$3,000      |
| Pens, copier paper, ink/toner cartridges, staples, paperclips, post it notes, etc.             |  |                  |                  |              |
| Program Supplies - 500 per month   |  | \$6,000          |                  | \$6,000      |
| Items for staff/client development (DVD's, resource materials), food for staff trainings, etc. |  |                  |                  |              |
| Janitorial Supplies - 150 per month  |  | \$1,800          |                  | \$1,800      |
| Paper towels, tissue, hand soap, hand sanitizer, trash bags, air freshner, etc.                |  |                  |                  |              |
| Based on 12 months   |  |                  |                  |              |
| <b>TOTAL SUPPLIES/MATERIALS</b>  |  | \$10,800         |                  | \$10,800     |





**SECTION IVd. - BUDGET SUPPORT DATA**

| <b>COST CATEGORY</b>  |  | Self Sufficiency | Self Sufficiency | <b>TOTAL</b> |
|---|--|------------------|------------------|--------------|
| <b>CLIENT SERVICES</b>  |  |                  |                  |              |
| Client Services - work clothes/supplies,<br>emergency assistance, transportation,<br>educational/rental assistance<br>160 clients @ \$277.74 avg each to be served (12 months)                    |  | \$44,438         |                  | \$44,438     |
| Client Graduation Ceremony<br>Rental of Facility & Meals, Plaques/Certificates, Speaker   |  | \$4,000          |                  | \$4,000      |
| Leadership<br>includes Trip, Tours, Admission Fees, and Meals   |  | \$5,640          |                  | \$5,640      |
| Supplementing wages/salaries of working participants - EPP<br>3 Clients @ 20 hours per week for 8 weeks @ \$10/hr   |  | \$4,800          |                  | \$4,800      |
| Cumberland and Sampson Summer Camp (Youth Leadership)<br>Rental of facility, transportation, counselors, speakers, food, t-shirts,<br>workshop materials, etc. for 12 clients @ 417.50 per client |  | \$5,010          |                  | \$5,010      |
|   |  |                  |                  |              |
|   |  |                  |                  |              |
| <b>TOTAL CLIENT SERVICES</b>  |  | \$63,888         |                  | \$63,888     |
| <b>OTHER (specify)</b>  |  |                  |                  |              |
| Dues - Professional Organizations 7 orgs x \$111.86 avg   |  | \$783            |                  | \$783        |
| Printing and Publications - Business Cards, envelopes, etc. & same for new staff  |  | \$1,080          |                  | \$1,080      |
| Advertising - CSBG staff vacancies, notice of intent/public hearings  |  | \$1,200          |                  | \$1,200      |
| Insurance - General & Vehicle - \$382.50 x 61% x 12 mths  |  | \$2,800          |                  | \$2,800      |
| Taxes - Lease Property (Facilities & Equip) \$300 mth x 12 mths   |  | \$3,600          |                  | \$3,600      |
| Various - see 225N form for breakdown   |  | \$896            |                  | \$896        |
| Staff Training - Speaker fees, supplies & materials   |  | \$800            |                  | \$800        |
| Conference Registration - 4 conferences   |  | \$2,488          |                  | \$2,488      |
| <b>TOTAL OTHER</b>  |  | \$13,647         |                  | \$13,647     |

## COUNTY BUDGET

FISCAL YEAR

July 1, 2016 - June 30, 2017

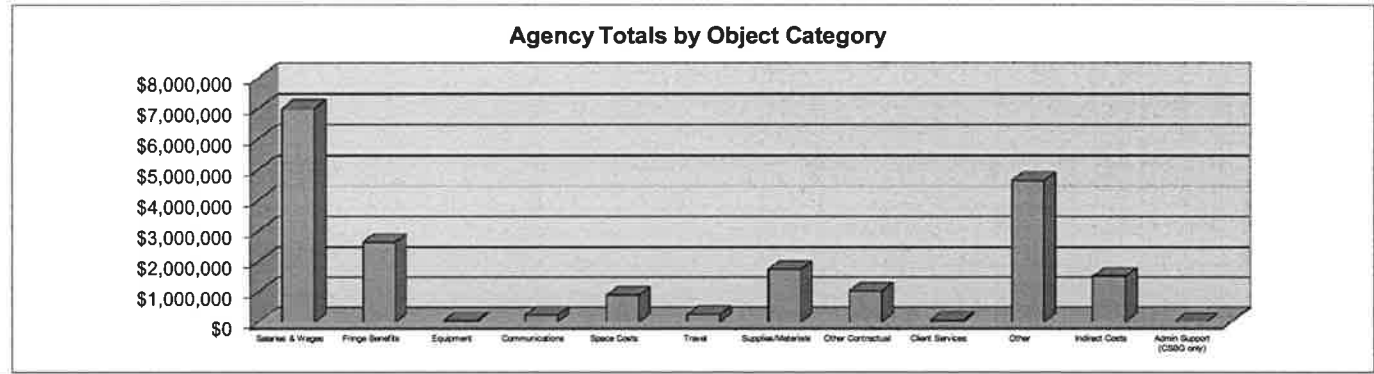
AGENCY

Action Pathways, Inc.

|                           | COUNTY NAME(S)   |                  |          |          |          |          |          |          |          |          | TOTAL            |
|---------------------------|------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|------------------|
|                           | Cumberland       | Sampson          | (County) | (County) | (County) | (County) | (County) | (County) | (County) | (County) |                  |
| Per County Allocation     | \$710,757        | \$190,448        |          |          |          |          |          |          |          |          |                  |
| <b>Expense Categories</b> |                  |                  |          |          |          |          |          |          |          |          |                  |
| Salaries & Wages          | \$336,989        | \$94,746         |          |          |          |          |          |          |          |          | \$431,735        |
| Fringe Benefits           | \$128,040        | \$37,508         |          |          |          |          |          |          |          |          | \$165,548        |
| Equipment                 |                  |                  |          |          |          |          |          |          |          |          |                  |
| Communication             | \$6,595          | \$1,649          |          |          |          |          |          |          |          |          | \$8,244          |
| Space Costs               | \$71,085         | \$12,210         |          |          |          |          |          |          |          |          | \$83,295         |
| Travel                    | \$13,839         | \$3,460          |          |          |          |          |          |          |          |          | \$17,299         |
| Supplies/Materials        | \$8,640          | \$2,160          |          |          |          |          |          |          |          |          | \$10,800         |
| Contractual               | \$9,902          | \$2,476          |          |          |          |          |          |          |          |          | \$12,378         |
| Client Services           | \$51,275         | \$12,613         |          |          |          |          |          |          |          |          | \$63,888         |
| Other                     | \$10,917         | \$2,730          |          |          |          |          |          |          |          |          | \$13,647         |
| Total Direct Costs        | \$637,282        | \$169,552        |          |          |          |          |          |          |          |          | \$806,834        |
| Indirect Costs            | \$73,475         | \$20,896         |          |          |          |          |          |          |          |          | \$94,371         |
| Admin Support (CSBG only) |                  |                  |          |          |          |          |          |          |          |          |                  |
| <b>Total Costs</b>        | <b>\$710,757</b> | <b>\$190,448</b> |          |          |          |          |          |          |          |          | <b>\$901,205</b> |

TOTALS BY OBJECT CATEGORY

| OBJECT CATEGORY           | TOTALS              |
|---------------------------|---------------------|
| Salaries & Wages          | \$7,008,451         |
| Fringe Benefits           | \$2,649,306         |
| Equipment                 | \$60,733            |
| Communications            | \$237,161           |
| Space Costs               | \$884,557           |
| Travel                    | \$254,436           |
| Supplies/Materials        | \$1,745,454         |
| Other Contractual         | \$1,039,107         |
| Client Services           | \$63,888            |
| Other                     | \$4,653,309         |
| <b>Total Direct Costs</b> | <b>\$18,596,402</b> |
| Indirect Costs            | \$1,519,396         |
| Admin Support (CSBG only) |                     |
| <b>Agency Totals</b>      | <b>\$20,115,798</b> |



**TOTAL AGENCY BUDGET**

FISCAL YEAR

July 1, 2016 - June 30, 2017

AGENCY Action Pathways, Inc.

|                         |                    |                |                    |
|-------------------------|--------------------|----------------|--------------------|
| <b>Please check one</b> |                    |                |                    |
| INDIRECT COST BASE:     | Total Direct Costs | Salaries/Wages | X Salaries/Fringes |
| INDIRECT COST RATE:     | 15.8%              |                |                    |

| OBJECT CATEGORIES         | PROGRAM NAMES    |                    |                       |                                   |                    |                    |                                      |                                 |   |                                 | TOTAL               |
|---------------------------|------------------|--------------------|-----------------------|-----------------------------------|--------------------|--------------------|--------------------------------------|---------------------------------|---|---------------------------------|---------------------|
|                           | CSBG             | DOE Weatherization | LIHEAP Weatherization | LIHEAP Heating/Air Repair/Replace | Head Start         | Early Head Start   | Early Head Start-Child Care Prtnship | North Carolina Pre-Kindergarten | United States Department of Agriculture | Volunteer Income Tax Assistance |                     |
| Salaries & Wages          | \$431,735        | \$123,173          | \$369,008             | \$100,919                         | \$3,247,980        | \$1,050,859        | \$279,374                            | \$440,542                       | \$107,631                               | \$9,183                         | \$6,160,404         |
| Fringe Benefits           | \$165,548        | \$40,826           | \$130,726             | \$33,358                          | \$1,363,760        | \$376,072          | \$69,815                             | \$160,000                       | \$51,934                                | \$1,836                         | \$2,393,875         |
| Equipment                 |                  | \$5,200            | \$29,425              |                                   |                    |                    |                                      |                                 |   |                                 | \$34,625            |
| Communication             | \$8,244          | \$2,820            | \$26,345              | \$1,150                           | \$47,734           | \$29,730           | \$14,686                             | \$6,830                         | \$2,409                                 |                                 | \$139,948           |
| Space Cost                | \$83,295         | \$7,991            | \$72,930              | \$5,261                           | \$391,431          | \$100,891          | \$37,700                             | \$42,140                        | \$3,236                                 | \$500                           | \$745,375           |
| Travel                    | \$17,299         | \$1,921            | \$33,449              | \$3,812                           | \$35,930           | \$26,925           | \$118,412                            |                                 |   |                                 | \$237,748           |
| Supplies/Materials        | \$10,800         | \$145,648          | \$514,504             | \$571,144                         | \$150,000          | \$33,132           | \$204,000                            | \$28,200                        | \$42,167                                | \$850                           | \$1,700,445         |
| Contractual               | \$12,378         | \$107,672          | \$408,389             | \$141,510                         | \$105,050          | \$24,460           | \$22,089                             | \$7,750                         | \$7,405                                 | \$152,275                       | \$988,978           |
| Client Services           | \$63,888         |                    |                       |                                   |                    |                    |                                      |                                 |   |                                 | \$63,888            |
| Other                     | \$13,647         | \$82,134           | \$32,986              | \$8,529                           | \$1,990,917        | \$534,700          | \$370,627                            | \$95,652                        | \$767,322                               | \$150                           | \$3,896,664         |
| <b>Total Direct Costs</b> | <b>\$806,834</b> | <b>\$517,385</b>   | <b>\$1,617,762</b>    | <b>\$865,683</b>                  | <b>\$7,332,802</b> | <b>\$2,176,769</b> | <b>\$1,116,703</b>                   | <b>\$781,114</b>                | <b>\$982,104</b>                        | <b>\$164,794</b>                | <b>\$16,361,950</b> |
| Indirect Costs            | \$94,371         | \$25,025           | \$76,022              | \$20,251                          | \$728,654          | \$225,455          | \$55,172                             | \$94,886                        | \$25,211                                |                                 | \$1,345,047         |
| Admin Support (CSBG only) |                  |                    |                       |                                   |                    |                    |                                      |                                 |   |                                 |                     |
| <b>Total Costs</b>        | <b>\$901,205</b> | <b>\$542,410</b>   | <b>\$1,693,784</b>    | <b>\$885,934</b>                  | <b>\$8,061,456</b> | <b>\$2,402,224</b> | <b>\$1,171,875</b>                   | <b>\$876,000</b>                | <b>\$1,007,315</b>                      | <b>\$164,794</b>                | <b>\$17,706,997</b> |

| OBJECT CATEGORIES         | PROGRAM NAMES              |                          |                             |                       |                       |                       |                       |                       |                       |       | TOTAL              |
|---------------------------|----------------------------|--------------------------|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------|--------------------|
|                           | Consumer Credit Counseling | Second Harvest Food Bank | Community Housing Devopment | (Insert Program Name) | (Insert Program Name) | (Insert Program Name) | (Insert Program Name) | (Insert Program Name) | (Insert Program Name) | OTHER |                    |
| Salaries & Wages          | \$363,010                  | \$485,037                |                             |                       |                       |                       |                       |                       |                       |       | \$848,047          |
| Fringe Benefits           | \$109,961                  | \$145,470                |                             |                       |                       |                       |                       |                       |                       |       | \$255,431          |
| Equipment                 | \$22,844                   | \$3,264                  |                             |                       |                       |                       |                       |                       |                       |       | \$26,108           |
| Communications            | \$37,393                   | \$59,820                 |                             |                       |                       |                       |                       |                       |                       |       | \$97,213           |
| Space Costs               | \$21,336                   | \$67,104                 | \$50,742                    |                       |                       |                       |                       |                       |                       |       | \$139,182          |
| Travel                    | \$3,700                    | \$12,988                 |                             |                       |                       |                       |                       |                       |                       |       | \$16,688           |
| Supplies/Materials        | \$11,600                   | \$33,409                 |                             |                       |                       |                       |                       |                       |                       |       | \$45,009           |
| Contractual               | \$21,443                   | \$24,686                 | \$4,000                     |                       |                       |                       |                       |                       |                       |       | \$50,129           |
| Client Services           |                            |                          |                             |                       |                       |                       |                       |                       |                       |       |                    |
| Other                     | \$95,845                   | \$648,606                | \$12,194                    |                       |                       |                       |                       |                       |                       |       | \$756,645          |
| <b>Total Direct Costs</b> | <b>\$687,132</b>           | <b>\$1,480,384</b>       | <b>\$66,936</b>             |                       |                       |                       |                       |                       |                       |       | <b>\$2,234,452</b> |
| Indirect Costs            | \$74,729                   | \$99,620                 |                             |                       |                       |                       |                       |                       |                       |       | \$174,349          |
| <b>Total Costs</b>        | <b>\$761,861</b>           | <b>\$1,580,004</b>       | <b>\$66,936</b>             |                       |                       |                       |                       |                       |                       |       | <b>\$2,408,801</b> |

**Section 1. IDENTIFICATION**

Agency Name: Action Pathways, Inc.      Contract Period: July 1, 2016 - June 30, 2017

**SECTION II. CONTRACT SUMMARY**

| CSBG                             | Total Direct Costs | Total Indirect Costs | Admin. Support (CSBG Only) | Total Contract Amount |
|----------------------------------|--------------------|----------------------|----------------------------|-----------------------|
|                                  | \$806,834          | \$94,371             |                            | \$901,205             |
| <b>TOTAL OEO CONTRACT AMOUNT</b> |                    |                      |                            | <b>\$901,205</b>      |

**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)      (Insert Program Name)

**SECTION III. BUDGET SUMMARY**

| OBJECT CATEGORIES           | Self Sufficiency | Self Sufficiency | PROGRAM TOTALS   | COUNTY TOTALS    |
|-----------------------------|------------------|------------------|------------------|------------------|
| Salaries & Wages            | \$431,735        |                  | \$431,735        | \$431,735        |
| Fringe Benefits             | \$165,548        |                  | \$165,548        | \$165,548        |
| Equipment                   |                  |                  |                  |                  |
| Communication               | \$8,244          |                  | \$8,244          | \$8,244          |
| Space Cost                  | \$83,295         |                  | \$83,295         | \$83,295         |
| Travel                      | \$17,299         |                  | \$17,299         | \$17,299         |
| Supplies/Materials          | \$10,800         |                  | \$10,800         | \$10,800         |
| Contractual                 | \$12,378         |                  | \$12,378         | \$12,378         |
| Client Services             | \$63,888         |                  | \$63,888         | \$63,888         |
| Other                       | \$13,647         |                  | \$13,647         | \$13,647         |
| <b>Total Direct Costs</b>   | <b>\$806,834</b> |                  | <b>\$806,834</b> | <b>\$806,834</b> |
| <b>Indirect Costs</b>       |                  |                  |                  |                  |
| Approved Rate: 15.8%        | \$94,371         |                  | \$94,371         | \$94,371         |
| Base : Salaries and Fringes |                  |                  |                  |                  |
| <b>TOTALS</b>               | <b>\$901,205</b> |                  | <b>\$901,205</b> | <b>\$901,205</b> |

**Community Services Block Grant Program  
Fiscal Year 2015-16 Amendment  
OEO Form 225N-The Budget Narrative**

**Section III-Budget Summary**

Indirect Cost Rate Information:

CCAP, Inc. current approved indirect cost rate is 15.8%

**Section IV-Salary and Wages**

| Position Title                       | Number of Employees | % Cumberland County of CSBG Allocation | % Sampson County of CSBG Allocation | Notes              |
|--------------------------------------|---------------------|--|-------------------------------------|--------------------|
| CSBG Director                        | 1                   | 80                                     | 20                                  | Allocated position |
| Case Manager II                      | 4                   | 100 (3)                                | 100 (1)                             |                    |
| Case Manager                         | 2                   | 100(1)                                 | 100(1)                              |                    |
| Program Support Aide                 | 1                   | 80                                     | 20                                  | Allocated position |
| CEO                                  | 1                   | 80                                     | 20                                  | Allocated position |
| Agency Development Manager           | 1                   | 80                                     | 20                                  | Allocated position |
| Communication Manager                | 1                   | 80                                     | 20                                  | Allocated position |
| IT Manager                           | 1                   | 80                                     | 20                                  | Allocated position |
| Junior Systems Administrator         | 1                   | 80                                     | 20                                  | Allocated position |
| Facilities Manager                   | 1                   | 80                                     | 20                                  | Allocated position |
| General Maintenance Worker           | 1                   | 80                                     | 20                                  | Allocated position |
| Help Desk Technician                 | 1                   | 80                                     | 20                                  | Allocated position |
| Operations Manager                   | 1                   | 90                                     | 10                                  | Allocated position |
| Chief Operating Officer              | 1                   | 90                                     | 10                                  | Allocated position |
| Quality Control Coord                | 1                   | 90                                     | 10                                  | Allocated position |
| Special Projects Liaison/Coordinator | 1                   | 90                                     | 10                                  | Allocated position |
| Employment Specialist                | 1                   | 90                                     | 10                                  | Allocated position |

**Section IVa-Budget Support Data**

Fringe Benefits:

Our Health/Dental insurance contract ends in May 2016; we do anticipate an increase at this time

Communications: Telephone/Internet costs decreased due to new agency wide internet phone system

| Expense          | Annual Cost   | No of Months | CSBG Cost     | Notes                                     |
|------------------|---------------|--------------|---------------|---|
| <b>Telephone</b> | <b>780.00</b> |              | <b>780.00</b> |   |
| - 5 location     | 780.00        | 12           | 780.00        | New Fac/Morganton Rd/Annex/Green St       |
|                  | -             | 12           | -             | Sampson Cty (No Cost)                     |
| <b>Internet</b>  | <b>624.00</b> |              | <b>624.00</b> |   |
| - 5 location     | 624.00        | 12           | 624.00        | 52<br>New Fac/Morganton Rd/Annex/Green St |

|                               |                 |           |                 |                           |
|-------------------------------|-----------------|-----------|-----------------|---------------------------|
|                               | -               | -         | -               | Sampson Cty (No Cost)     |
| <b>Cell Phone(s)</b>          | <b>5,400.00</b> |           | <b>5,400.00</b> |                           |
| - 20 phones & 3 wifi hotspots | 5,400.00        | 12        | 5,400.00        | 10 phones are shared cost |
|                               | -               | 0         | -               |                           |
| <b>Postage</b>                | <b>1,440.00</b> | <b>12</b> | <b>1,440.00</b> |                           |

Cell Phones provided for:  
 CEO, COO, CSBG Director, Agency Development Manager, Employment Specialist, Quality Monitor, Special Project Liaison/Coordinator, Communications Manager, Case Manager II, (2 lines – One cell & one wifi), Facilities Mgr, General Maint Worker, IT Manager (2 lines – One cell & one wifi), Junior Systems Administrator (2 lines – One cell & one wifi), Help Desk Technician, 2 Case Mgrs, CSBG Operations Manager, Quality Monitor, Employment Specialist, and Special Projects Coordinator.  
 Estimated monthly cost x the position percentage allocated to CSBG x the number of months.

**Section IVb-Budget Support Data**

Equipment: None

**Section IVc-Budget Support Data**

| Space Cost          | Monthly Cost     | Annual Cost       | No of Months | Shared Percentage | CSBG Cost        | Notes  |
|---------------------|------------------|-------------------|--------------|-------------------|------------------|--|
| <b>Lease/Rent</b>   | <b>11,401.00</b> | <b>136,812.00</b> |              |                   | <b>60,595.00</b> |  |
| - Dick St           | -                | -                 | 0            | 100%              | -                | Replacing with new Cumberland location   |
| - Morganton         | 6,481.00         | 77,772.00         | 12           | 2%                | 1,555.00         |  |
| - Sampson - No Cost | -                | -                 | 0            | 100%              | -                |  |
| - Cumberland - TBD  | 4,920.00         | 59,040.00         | 12           | 100%              | 59,040.00        | cost based on information received from potential lessor and included as supporting documentation - includes utilities |
| Space Cost          | Monthly Cost     | Annual Cost       | No of Months | Shared Percentage | CSBG Cost        | Notes  |
| <b>Utilities</b>    | <b>741.00</b>    | <b>8,892.00</b>   |              |                   | <b>177.00</b>    |  |
| - Dick St Electric  | -                | -                 | 0            | 100%              | -                | Replacing with new Cumberland location   |
| - Morganton         | -                | -                 | 12           | 2%                | -                |  |
| Water               | 27.00            | 324.00            | 12           | 2%                | 6.00             | Historical Data  |
| Sewer               | 14.00            | 168.00            | 12           | 2%                | 3.00             | Historical Data  |
| Electric            | 700.00           | 8,400.00          | 12           | 2%                | 168.00           | Historical Data  |
| - Sampson           | -                | -                 |              | 100%              | -                |  |
| Water               | -                | -                 | 0            | 100%              | -                |  |
| Sewer               | -                | -                 | 53           | 100%              | -                |  |

|                                 |                     |                    |                     |                          |                  |   |
|---------------------------------|---------------------|--------------------|---------------------|--------------------------|------------------|---|
| Electric                        | -                   | -                  | 0                   | 100%                     | -                |   |
| <b>Janitorial Services</b>      | <b>550.00</b>       | <b>6,600.00</b>    |                     |                          | <b>6,600.00</b>  |   |
| - Dick St                       | -                   | -                  | 0                   | 100%                     | -                | Replacing with new Cumberland location                    |
| - Cumberland                    | 550.00              | 6,600.00           | 12                  | 100%                     | 6,600.00         | Estimated Costs   |
| <b>Reprs/Maint to Fac/Equip</b> | <b>850.00</b>       | <b>10,200.00</b>   |                     |                          | <b>3,144.00</b>  |   |
| - Dick St                       | -                   | -                  |                     |                          |                  | Replacing with new Cumberland location                    |
| Repairs to Equipment            | -                   | -                  | 0                   | 100%                     | -                |   |
| Repairs to Facilities           | -                   | -                  | 0                   | 100%                     | -                |   |
| - Morganton                     | -                   | -                  |                     |                          | -                |   |
| Repairs to Equipment            | 500.00              | 6,000.00           | 12                  | 2%                       | 120.00           | Historical Data   |
| Repairs to Facilities           | 100.00              | 1,200.00           | 12                  | 2%                       | 24.00            | Historical Data   |
| - Cumberland                    |                     |                    |                     |                          |                  |   |
| Repairs to Equipment            | 250.00              | 3,000.00           | 12                  | 100%                     | 3,000.00         | Estimated Costs   |
| <b>Space Cost</b>               | <b>Monthly Cost</b> | <b>Annual Cost</b> | <b>No of Months</b> | <b>Shared Percentage</b> | <b>CSBG Cost</b> | <b>Notes</b>  |
| <b>Reprs/Maint to Fac/Equip</b> | <b>3,269.00</b>     | <b>39,228.00</b>   |                     |                          | <b>12,779.00</b> |   |
| <b>-Annex (Owned Facility)</b>  |                     |                    |                     |                          |                  | Historical Data   |
| Water                           | 35.00               | 420.00             | 12                  | 10%                      | 42.00            | Current usages  |
| Water                           | 50.00               | 600.00             | 12                  | 50%                      | 300.00           | Additional square footage for Resource and Training Rooms |
| Sewer                           | 29.00               | 348.00             | 12                  | 10%                      | 35.00            | Current usages  |
| Sewer                           | 45.00               | 540.00             | 12                  | 50%                      | 270.00           | Additional square footage for Resource and Training Rooms |
| Electric                        | 635.00              | 7,620.00           | 12                  | 10%                      | 762.00           | Current usages  |
| Electric                        | 700.00              | 8,400.00           | 12                  | 50%                      | 4,200.00         | Additional square footage for Resource and Training Rooms |
| Janitorial                      | 265.00              | 3,180.00           | 12                  | 10%                      | 318.00           | Current usages  |
| Janitorial                      | 400.00              | 4,800.00           | 12                  | 50%                      | 2,400.00         | Additional square footage for Resource and Training Rooms |
| Repairs to Equipment            | 325.00              | 3,900.00           | 12                  | 10%                      | 390.00           | Current usages  |



|                       |        |          |    |     |          |   |
|-----------------------|--------|----------|----|-----|----------|---|
| Repairs to Equipment  | 400.00 | 4,800.00 | 12 | 50% | 2,400.00 | Additional square footage for Resource and Training Rooms |
| Repairs to Facilities | 100.00 | 1,200.00 | 12 | 10% | 120.00   | Current usages  |
| Repairs to Facilities | 200.00 | 2,400.00 | 12 | 50% | 1,200.00 | Additional square footage for Resource and Training Rooms |
| Garbage               | 35.00  | 420.00   | 12 | 10% | 42.00    | Current usages  |
| Garbage               | 50.00  | 600.00   | 12 | 50% | 300.00   | Additional square footage for Resource and Training Rooms |

Travel: The estimated mileage amount includes travel by all budgeted staff carrying out duties for CSBG related activities.

Conference Listing:

**OEO Conference**

4 staff x \$129 lodging per day x 3 days = \$1,548

4 staff x \$66 per diem food/incds x 3 days = \$792

4 staff x \$ (Free) conference registration = 0

**NCCAA Conference**

4 staff x \$96.00 lodging per day x 4 days = \$1,536.00

4 staff x \$66 per diem food/incds x 4 days = \$1,056.00

4 staff x \$300 conference registration (estimate TBA) = \$1,200.00

**Comm Action Partnership Conference (TBA)**

3 staff x \$291 lodging per day x 4 days = \$3,492.00

3 staff x \$64 per diem food x 4 days = \$768.00

3 staff x flight @ \$467 = \$1,401.00

3 staff x shuttle/taxi & baggage fees @ \$90 = \$270.00

3 staff x \$300 conference registration = \$900.00

**SEACAA Conference (TBA)**

2 staff x \$89 lodging per day x 4 days = \$712

2 staff x \$66 per diem food x 4 days = \$528.00

2 staff x flight @ \$467 = \$934.00

2 staff x shuttle/taxi & baggage fees @ \$90 = \$180.00

2 staff x \$194 conference registration = \$388.00

| Supplies/Materials         | Annual Cost     | No of Months | CSBG % | CSBG Cost          | Notes           |
|----------------------------|-----------------|--------------|--------|--------------------|-----------------|
| <b>Office Supplies</b>     | <b>3,000.00</b> |              |        | <b>3,000.00</b>    |                 |
| Current Locations          | 3,000.00        | 12           | 100%   | 3,000.00           | Historical Data |
|                            | -               | 0            | 100%   | -                  | Estimated Costs |
| <b>Program Supplies</b>    | <b>6,000.00</b> |              |        | <b>6,000.00</b>    |                 |
| Current Locations          | 6,000.00        | 12           | 100%   | 6,000.00           | Historical Data |
|                            | -               | 0            | 100%   | -                  | Estimated Costs |
| <b>Janitorial Supplies</b> | <b>1,800.00</b> |              |        | <b>55,1,800.00</b> |                 |

|                   |          |    |      |          |                 |
|-------------------|----------|----|------|----------|-----------------|
| Current Locations | 1,800.00 | 12 | 100% | 1,800.00 | Historical Data |
|                   | -        | 0  | 100% | -        | Estimated Costs |

**Section IVd-Budget Support Data-Contractual**

|                                       |  |                   |            |
|---------------------------------------|--|-------------------|------------|
| Sub-contractor<br>[DBA if applicable] | Furr Properties                                  | Primary Contact   | Chuck Furr |
| Address/Phone                         | PO Box 2824, Fayetteville, NC 28302/910-424-3877 |                   |            |
| Service Description                   | Property Lease- Dick Street, Unit 11             |                   |            |
| Payment Arrangement                   | Calculation on OEO Form 225                      | Contract Duration | 18 months  |

|                                       |  |                   |            |
|---------------------------------------|--|-------------------|------------|
| Sub-contractor<br>[DBA if applicable] | Furr Properties                                  | Primary Contact   | Chuck Furr |
| Address/Phone                         | PO Box 2824, Fayetteville, NC 28302/910-424-3877 |                   |            |
| Service Description                   | Property Lease- Dick Street, Unit 7&8            |                   |            |
| Payment Arrangement                   | Calculation on OEO Form 225                      | Contract Duration | Five Years |

|                                       |   |                 |              |
|---------------------------------------|---|-----------------|--------------|
| Sub-contractor<br>[DBA if applicable] | Community Action Opportunities                      | Primary Contact | Carey Gibson |
| Address/Phone                         | 25 Gaston Street, Ashville, NC 28801/1-828-252-2495 |                 |              |
| Service Description                   | AR4CA Subscription and Maintenance                  |                 |              |

Additional information

| Contractual                  | Monthly Cost    | Annual Cost      | No of Months | CSBG % | CSBG Cost       | Notes                                  |
|------------------------------|-----------------|------------------|--------------|--------|-----------------|--|
| <b>Alarm</b>                 | <b>80.00</b>    | <b>960.00</b>    |              |        | <b>784.00</b>   |  |
| - Dick St                    | -               | -                | 0            | 100%   | -               | Replacing with new Cumberland location |
| - Morganton                  | 15.00           | 180.00           | 12           | 2%     | 4.00            | Historical Data                        |
| - Sampson                    | -               | -                | 0            | 100%   | -               | Estimated Costs                        |
| - Cumberland                 | 25.00           | 300.00           | 12           | 100%   | 300.00          | Estimated Costs                        |
| - Annex                      | 40.00           | 480.00           | 12           | 100%   | 480.00          | Historical Data                        |
| <b>Exterminating Service</b> | <b>115.00</b>   | <b>1,380.00</b>  |              |        | <b>674.00</b>   |  |
| - Dick St                    | -               | -                | 0            | 100%   | -               | Replacing with new Cumberland location |
| - Morganton                  | 60.00           | 720.00           | 12           | 2%     | 14.00           | Historical Data                        |
| - Sampson                    | -               | -                | 0            | 100%   | -               | Estimated Costs                        |
| - Cumberland                 | 20.00           | 240.00           | 12           | 100%   | 240.00          | Estimated Costs                        |
| - Annex                      | 35.00           | 420.00           | 12           | 100%   | 420.00          | Historical Data                        |
| <b>Leased Equip</b>          | <b>1,491.00</b> | <b>17,892.00</b> |              |        | <b>4,591.00</b> |  |
| - Dick St                    | -               | -                | 0            | 100%   | -               | Replacing with new Cumberland location |
| - Morganton                  | 1,131.00        | 13,572.00        | 12           | 2%     | 271.00          | Historical Data                        |
| - Sampson                    | -               | -                | 0            | 100%   | -               | Estimated Costs                        |
| - Cumberland                 | 360.00          | 4,320.00         | 12           | 100%   | 4,320.00        | Estimated Costs                        |
| <b>Lawn</b>                  | <b>13.00</b>    | <b>156.00</b>    | <b>56</b>    |        | <b>156.00</b>   |  |

|                                   |               |                 |    |      |                 |                                      |
|-----------------------------------|---------------|-----------------|----|------|-----------------|--------------------------------------|
| - Annex                           | 13.00         | 156.00          | 12 | 100% | 156.00          | Estimated Costs                      |
| <b>Time &amp; Attendance</b>      | <b>52.12</b>  | <b>625.40</b>   |    |      | <b>469.00</b>   |                                      |
| 12.42 FTE                         | 39.12         | 469.48          | 12 | 100% | 469.00          | \$3.15 per FTE per month             |
| .125 FTE                          | 0.39          | 4.73            | 0  | 0%   | -               | \$3.15 per FTE per month             |
| 4 FTEs                            | 12.60         | 151.20          | 0  | 0%   | -               | \$3.15 per FTE per month             |
| <b>Drug Testing</b>               | <b>420.00</b> | <b>1,520.00</b> |    |      | <b>1,200.00</b> |                                      |
| Current Staff                     | 100.00        | 1,200.00        | 12 | 100% | 1,200.00        | Historical Data - for random testing |
|                                   | 320.00        | 320.00          | 0  | 100% | -               | Estimated Costs - new hire           |
| <b>AR4CA</b>                      | -             | -               |    |      | <b>3,904.00</b> |                                      |
| Current Staff                     |               |                 |    |      | 3,904.00        | Per Contract                         |
| Additional Users (next increment) |               |                 |    |      | -               | Per Contract                         |
| <b>Move/Set Up Cost</b>           | -             | -               |    |      | -               |                                      |
| New Locations                     |               |                 |    |      | -               | Estimated Costs                      |

### Section IVe-Budget Support Data

Client Services:

All calculations provided in OEO Form 225

Other:

| Other                              | Monthly Cost  | Annual Cost     | No of Months | Shared % | CSBG Cost       | Notes           |
|------------------------------------|---------------|-----------------|--------------|----------|-----------------|-----------------|
| <b>Dues</b>                        | -             | <b>5,009.00</b> |              |          | <b>783.00</b>   |                 |
| Fay Chamber of Commerce            |               | 3,850.00        | 1            | 5%       | 193.00          | Historical Data |
| Nationwide Testing                 |               | 200.00          | 1            | 5%       | 10.00           | Historical Data |
| SEACCA                             |               | 399.00          | 1            | 5%       | 20.00           | Historical Data |
| NCCAA                              |               | 30.00           | 1            | 100%     | 30.00           | Historical Data |
| SRAHEC                             |               | 30.00           | 1            | 100%     | 30.00           | Historical Data |
| Sam's Club                         |               | 100.00          | 1            | 100%     | 100.00          | Historical Data |
| Rotary Club (Sampson County)       |               | 400.00          | 1            | 100%     | 400.00          | Estimated Cost  |
| <b>Printing &amp; Publications</b> | <b>90.00</b>  | <b>1,080.00</b> |              |          | <b>1,080.00</b> |                 |
| Current                            | 90.00         | 1,080.00        | 12           | 100%     | 1,080.00        | Historical Data |
|                                    | -             | -               | 0            | 100%     | -               | Historical Data |
| <b>Advertising</b>                 | <b>100.00</b> | <b>1,200.00</b> |              |          | <b>1,200.00</b> | Estimated Costs |
| <b>Insurance</b>                   | <b>233.33</b> | <b>2,799.96</b> | <b>57</b>    |          | <b>2,800.00</b> |                 |
| Curent Locations                   |               |                 | 12           | 100%     |                 | Historical Data |

|                                    |               |                 |              |             |                 |                              |
|------------------------------------|---------------|-----------------|--------------|-------------|-----------------|------------------------------|
|                                    | 108.33        | 1,299.96        |              |             | 1,300.00        |                              |
|                                    | -             | -               | 0            | 100%        | -               | Historical Data              |
| Car                                | 125.00        | 1,500.00        | 12           | 100%        | 1,500.00        | Estimated Costs              |
| <b>Taxes</b>                       | <b>300.00</b> | <b>3,600.00</b> |              |             | <b>3,600.00</b> |                              |
| Current Locations                  | 300.00        | 3,600.00        | 12           | 100%        | 3,600.00        | Historical Data              |
|                                    |               |                 | 0            | 100%        | -               | Historical Data              |
| <b>Staff Training</b>              |               |                 |              |             | <b>800.00</b>   | Historical Data              |
| <b>Conference Registration</b>     | -             | -               |              |             | <b>2,488.00</b> |                              |
| 4 Conferences                      |               |                 |              |             | 2,488.00        | Historical Data              |
| <b>Below are the Various Other</b> |               | <b>4,196.00</b> |              |             | <b>896.00</b>   |                              |
| <b>Gas for Vehicles</b>            |               | <b>4,160.00</b> |              |             | <b>360.00</b>   |                              |
|                                    |               | 4,000.00        | 12.00        | 0.05        | 200.00          | CEO, Facilities (2) vehicles |
|                                    |               | 160.00          | 12.00        | 1.00        | 160.00          | New Vehicle                  |
| <b>Legal Fees</b>                  |               |                 |              |             | <b>500.00</b>   | Estimate as needed           |
| <b>Background Checks</b>           | -             | -               |              |             | -               |                              |
| Current Staff                      |               |                 |              |             | -               | Historical Data              |
| New Staff (cost for new staff)     |               |                 |              |             | -               | Estimated Costs              |
| <b>Bank Fees</b>                   | <b>3.00</b>   | <b>36.00</b>    | <b>12.00</b> | <b>1.00</b> | <b>36.00</b>    | Historical Data              |

Organizations paying Dues to: Fayetteville Chamber of Commerce, SEACCA & Nationwide Testing Association (shared cost for all programs CSBG 5%), Rotary Club (CSBG Sampson), SRAHEC & NCCAA individual membership fees (based on CSBG staff percentage above), Sams Club Dues (based on CSBG employee allocation)

Property Taxes new facility, if applicable, Leased Postage Machine and CEO and Facility Maintenance Leased Vehicles, Cumberland County Taxes for Resource Center properties.

Equipment Leases: Agency Postage Machine Lease- (shared cost for all programs, 5% CSBG) and Resource Center Copier Lease and new facility copier lease.

General Insurance: new property-TBA, and Resource Center

Vehicle Insurance: CSBG 2% for CEO leased vehicle and 5% for Facility Maintenance vehicle and new vehicle for Sampson County

Printing & Publications: Business cards for CSBG staff (allocated by staff percentages above), letterhead/envelopes (cost based on amount ordered by CSBG).

| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
|--|--|-------------------|------------------|
| Sub-contractor<br>[DBA if applicable]              | Orkin Pest Control   | Primary Contact   | Mr. Miller       |
| Address/Phone                                      | 120 W. Mountain Dr, Fayetteville, NC 28306/866-953-2896            |                   |                  |
| Service Description                                | Extermination Services   |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | 30 Days Notice   |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | NTA, Inc.  | Primary Contact   | Mike Clark       |
| Address/Phone                                      | 775 N. Broad Street, Mooresville, NC 28115/800-452-0030            |                   |                  |
| Service Description                                | Drug Screenings  |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | Waste Management   | Primary Contact   | Nancy Rush       |
| Address/Phone                                      | 691 Tom Starling Road, Fayetteville, NC 28306/910-422-2827         |                   |                  |
| Service Description                                | Trash Collection   |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | Time Warner Cable  | Primary Contact   | Anthony Thompson |
| Address/Phone                                      | 13840 Ballantyne Corporate Place, Charlotte, NC 28277/704-206-4628 |                   |                  |
| Service Description                                | Internet & Telephone   |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | Fayetteville Janitorial  | Primary Contact   | Tony Gilliam     |
| Address/Phone                                      | PO Box 42404, Fayetteville, NC 28309/910-868-8668                  |                   |                  |
| Service Description                                | Janitorial Services  |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | Gary Thomas Maint  | Primary Contact   | Tony Nobles      |
| Address/Phone                                      | 308 N. Plymouth St. Fayetteville, NC 28312                         |                   |                  |
| Service Description                                | Lawn Maintenance   |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |
| <b>Section IVd-Budget Support Data-Contractual</b> |  |                   |                  |
| Sub-contractor<br>[DBA if applicable]              | Toyota Leasing   | Primary Contact   | Kenneth Maj      |
| Address/Phone                                      | 1969 Skibo Road, Fayetteville, NC 28314/910-868-5071               |                   |                  |
| Service Description                                | CEO Vehicle  |                   |                  |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                                     | Contract Duration | One Year         |

| <b>Section IVd-Budget Support Data-Contractual</b> |   |                   |            |
|--|---|-------------------|------------|
| Sub-contractor<br>[DBA if applicable]              | Neopost (Mail Finance)                                  | Primary Contact   | None       |
| Address/Phone                                      | 478 Wheelers Farms Road, Milford, CT 06461/919-461-1752 |                   |            |
| Service Description                                | Agency Postal Mailing System                            |                   |            |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                          | Contract Duration | 5 years    |
| <b>Section IVd-Budget Support Data-Contractual</b> |   |                   |            |
| Sub-contractor<br>[DBA if applicable]              | Furr Properties   | Primary Contact   | Chuck Furr |
| Address/Phone                                      | PO Box 2824, Fayetteville, NC 28302/910-424-3877        |                   |            |
| Service Description                                | Property Lease- Dick Street, Unit 11                    |                   |            |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                          | Contract Duration | 18 months  |
| <b>Section IVd-Budget Support Data-Contractual</b> |   |                   |            |
| Sub-contractor<br>[DBA if applicable]              | Furr Properties   | Primary Contact   | Chuck Furr |
| Address/Phone                                      | PO Box 2824, Fayetteville, NC 28302/910-424-3877        |                   |            |
| Service Description                                | Property Lease- Dick Street, Unit 7&8                   |                   |            |
| Payment Arrangement                                | Calculation on OEO Form<br>225                          | Contract Duration | Five Years |
| <b>Section IVd-Budget Support Data-Contractual</b> |   |                   |            |
| Sub-contractor<br>[DBA if applicable]              | Bank of America   | Primary Contact   | Marcus Cox |
| Address/Phone                                      | PO Box 660576, Dallas, TX 75266/800-432-1000            |                   |            |
| Service Description                                | Mortgage Loan- Food Distribution Center                 |                   |            |
| Payment Arrangement                                | Calculation on OEO<br>Form 225                          | Contract Duration | 20 years   |

**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.    2 (a-b)

|                                |   |  |
|--------------------------------|---|--|
| Meeting Date: February 1, 2016 | <input type="checkbox"/> Information Only<br><input type="checkbox"/> Report/Presentation<br><input checked="" type="checkbox"/> Action Item<br><input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Public Comment<br><input type="checkbox"/> Closed Session<br><input checked="" type="checkbox"/> Planning/ Zoning<br><input type="checkbox"/> Water District Issue |
|--------------------------------|---|--|

**SUBJECT:** Planning Issues (Rezoning Requests)

**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; Maps

**BACKGROUND:**

- a. **RZ-12-15-1** Planning staff will review a request to rezone approximately 2.57 acres located along Autry Highway from RA-Residential Agriculture to I-Industrial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was 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 in close proximity to existing industrial zoning and in Section 2 of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.
- b. **Planning Board Member Appointment** Mr. Stephen Parker of 271 Richard Parker Road has been nominated to serve on the Planning Board to fill the position vacated by Scott Brown.

**RECOMMENDED ACTION OR MOTION:**

- a. Motion to approve rezoning request RZ-12-15-1, 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-12-15-1 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 in close proximity to existing industrial zoning and in Section 2 of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas.*
- b. Motion to appoint Stephen Parker to the Planning Board as recommended.



Clinton-Sampson Planning Department  
227 Lisbon Street  
Post Office Box 199  
Clinton, North Carolina 28329  
(910) 299-4904 (T) - (910) 592-4261 (F)



**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director  
**Subject:** December 21, 2015 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners February 1, 2016 Agenda Items  
**Date:** January 21, 2016

The following request was addressed by the Planning and Zoning Board at their December 21, 2015 meeting:

**RZ-12-15-1** - A rezoning request by Sampson County Economic Development to rezone approximately 2.57 acres located along Autry Highway from RA-Residential Agriculture to I-Industrial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

**Findings of Fact:**

1. John Swope has signed the rezoning application as the applicant and Jackson Family Farms has signed the application as the owner of the proposed property.
2. This rezoning will include approximately 2.57 acres as shown on the attached location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The areas of the property that is proposed to be rezoned is located along Autry Highway.
5. The property contains 21.54 acres according to the Sampson County Tax Office of which 18.97 acres are already zoned I-Industrial. The properties to the north and south are zoned RA-Residential Agriculture. The properties to the east and west are zoned C-Commercial
6. This property is located along NC 24. In Section 2 of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**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 RZ-12-15-1 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 in close proximity to existing industrial zoning and in Section 2 of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas.

Please contact my office with any additional questions or comments.

attachments

cc: Susan Holder, Assistant County Manager



MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date

December 21, 2015

Members Present

Ann Naylor  
Gary Henry  
Gary Mac Herring  
Nancy Blackman  
Sherri Smith

Members Absent

Scott Brown  
Debra Bass

Minutes Approved

Upon a motion by Nancy Blackman and seconded by Gary Henry, the minutes of the December 10, 2015 meeting were unanimously approved as presented.

**SU-10-15-1**

A special use request by McCullen Solar, LLC to construct a Solar Farm located along South McCullen Road in a RA-Residential Agriculture district. (See attached public notice which further describes the property).

Mrs. Rose presented the board with the following findings of fact:

1. Paul Fleury, with Sustainable Energy Solutions, LLC, has signed the special use application as the applicant for the property under consideration. Betty & Leon Warren and Donald & Cynthia Gainey have signed the application as owners of the proposed properties.
2. The properties under consideration contain approximately 52.5 acres. The applicant is proposing to develop 27.8 acres as shown on the site plan. (See the attached site plan.)
3. The property is currently zoned RA-Residential Agriculture.
4. The proposed project meets all setbacks, and other dimensional criteria required by the Sampson County Zoning Ordinance.
5. There will be a 6 foot tall fence around the solar equipment.
6. The properties adjacent to the north, south, east and west are zoned RA-Residential Agriculture.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

The Planning Board must make the following findings in order to grant a 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.

Ms. Rose informed the board she had received no calls from adjoining property owners with concerns over the proposed special use request.

After Board discussion, Ann Naylor moved that the use would not materially endanger public health or safety due to the site plan showing the installation of 6' security fences. The motion was seconded by Nancy Blackman and unanimously approved by the Board.

Ann Naylor asked planning staff if the site plan met all setback requirements. Ms. Rose informed the board the all requirements of the Sampson County Zoning Ordinance had been met. Ann Naylor made a motion that the use meets all required conditions and specifications of the Sampson County Zoning Ordinance. The motion was seconded by Nancy Blackman and unanimously approved by the board.

Ann Naylor made a motion that the use would not substantially injure the value of adjoining or abutting property due to no contact from adjoining property owners with staff and that SU-10-15-1 is an expansion of a previously approved Solar Farm. The motion was seconded by Nancy Blackman and unanimously approved by the board.

Ann Naylor moved 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 due to the previous approval of similar Solar Farm in the RA-Residential Agriculture district. The motion was seconded by Nancy Blackman and unanimously approved by the board.

### **RZ-12-15-1**

A rezoning request by Sampson County Economic Development to rezone approximately 2.57 acres located along Autry Highway from RA-Residential Agriculture to I-Industrial.

Mrs. Rose presented the board with the following findings of fact:

1. John Swope has signed the rezoning application as the applicant and Jackson Family Farms has signed the application as the owner.
2. This rezoning will include approximately 2.57 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The area of the property that is proposed to be rezoned is located along Autry Highway.
5. The property contains 21.54 acres according to the Sampson County Tax Office of which 18.97 acres are already zoned I-Industrial. The properties to the north and south are zoned RA-Residential Agriculture. The properties to the east and west are zoned C-Commercial.
6. This property is located along NC 24. In Section 2 of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

### **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 RZ-12-15-1 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 in close proximity to existing industrial zoning and in Section 2

of the Sampson County Land Use Plan, the NC 24 corridor is prime for industrial growth due to the availability of public water, sewer and natural gas.

Nancy Blackman moved RZ-12-15-1 be approved with the above referenced zoning consistency statement. The motion was seconded by Sherri Smith and unanimously recommended for approval to the Sampson County Commissioners.

The meeting adjourned at 7:00 pm.

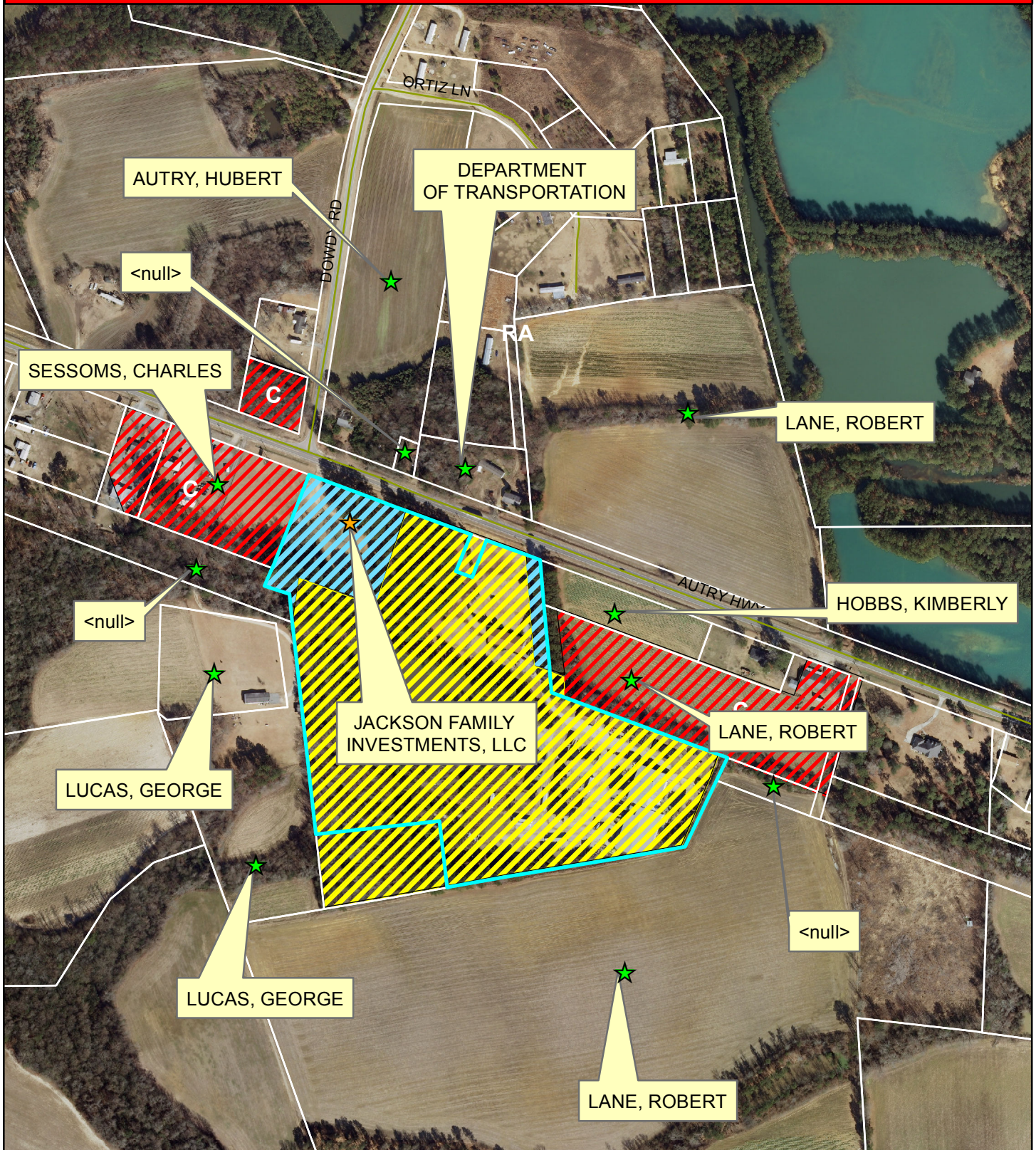
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Chairman

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Secretary

# RZ-12-15-1 Autry Highway Sampson County Economic Development



AUTRY, HUBERT

DEPARTMENT OF TRANSPORTATION

<null>

SESSOMS, CHARLES

RA

LANE, ROBERT

<null>

HOBBS, KIMBERLY

JACKSON FAMILY INVESTMENTS, LLC

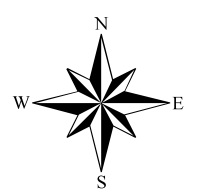
LANE, ROBERT

LUCAS, GEORGE

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LUCAS, GEORGE

LANE, ROBERT



1 inch = 400 feet

|  |                             |  |                           |
|--|-----------------------------|--|---------------------------|
|  | Proposed Property           |  | Industrial Zoned Property |
|  | Property Owners Within 100' |  | Commercial Zoned Property |

66



Clinton-Sampson Planning Department  
227 Lisbon Street  
Post Office Box 199  
Clinton, North Carolina 28329  
(910) 299-4904 (T) - (910) 592-4261 (F)



To: Ed Causey, County Manager  
From: Mary M. Rose, Planning Director  
Subject: Agenda Item – Sampson County Planning Board Appointment  
Date: January 25, 2016

At this time Planning staff respectfully requests consideration of the appointment of Steven Parker to the Sampson County Planning Board seat recently vacated by Scott Brown due to his term expiring.

Mr. Parker is a resident of the Kitty Fork community and resides at 271 Richard Parker Road, Clinton, NC. He has been an employee of Kivett's for 32 years and currently holds the position of Plant Engineer. Mr. Parker is married to Christy Parker who is a teacher at Cape Fear High School.

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

cc: Susan Holder, Assistant County Manager

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.

3 (a)

|                                |   |   |
|--------------------------------|---|---|
| Meeting Date: February 1, 2016 | <input type="checkbox"/> Information Only<br><input type="checkbox"/> Report/Presentation<br><input checked="" type="checkbox"/> Action Item<br><input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Comment<br><input type="checkbox"/> Closed Session<br><input type="checkbox"/> Planning/Zoning<br><input type="checkbox"/> Water District Issue |
|--------------------------------|---|---|

SUBJECT: Tax Department

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To complete annual statutory activities related to tax collection

ATTACHMENTS: Memoranda from Tax Administrator

BACKGROUND: Report of Unpaid Taxes/Request to Advertise Pursuant to GS 105-369, Tax Administrator Jim Johnson will report to the Board the amount of unpaid taxes for last year which are liens on real property. Upon receipt of this information, the Board must set a date to advertise these delinquent taxes at least once between March 1 and June 30. Mr. Johnson has recommended an advertisement date of April 7, 2016, with a deadline for payment being March 31, 2016.

Setting Dates for Board of Equalization and Review Hearings In accordance with GS 105-322, the first meeting of the Board of Equalization and Review shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board shall complete its duties on or before the third Monday following its first meeting or by July 1st. The meeting dates must be published at least three times and include the date on which the Board expects to adjourn. Mr. Johnson has recommended the Board convene from 1-6 pm on April 19, April 21, and April 28.

RECOMMENDED ACTION OR MOTION: (1) Motion to authorize advertisement of unpaid taxes which are liens on real property as recommended by Tax Administrator

(2) Motion to convene the Sampson County Board of Equalization and Review on (insert dates as determined by the Board)

Sampson County  
Office of Tax Assessor  
PO BOX 1082  
Clinton, NC 28328

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

SUBJECT: Board of Equalization & Review  
Hearings.

DATE: January 19, 2016

I would like for the Board of Commissioners to consider setting dates for the 2016 Board of Equalization & Review Hearings. According to NCGS 105.322, the first meeting shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board of E&R shall complete it's duties on or before the third Monday following its first meeting unless, in its opinion, a longer period of time is necessary. All hearings should be complete by July 1. We are required to publish the dates at least three times, with the first publication to be at least 10 days prior to the first meeting. Also, the notice shall state the date on which the Board expects to adjourn. I make a recommendation of April 19, April 21, April 28, 2016 for the 2016 Board of Equalization and Review. I also recommend appointment times be set for 1:00 to 6:00pm on these dates.

\*\*Please put on the Board of County Commissioners agenda for February 1, 2016.

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

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

DATE: January 19, 2016

SUBJECT: Advertising Tax Liens on Real  
Property

This needs to be on the Board of County Commissioners agenda for February 1, 2016. Pursuant to N.C.G.S. 105-369, on the first Monday in February it is the duty of the Tax Collector to report to the governing board the total amount of unpaid taxes for the current fiscal year that are liens on real property. Upon receipt of this information, the governing board must set a date or dates for the advertising. The law requires that they be advertised at least once between March 1, and June 30<sup>th</sup>. I would like to recommend that the Board set April 7, 2016 as the advertising date with the deadline for payment being March 31, 2016. Payment must be in the tax office by 5:00pm on this date.



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (b)

|                                |   |   |
|--------------------------------|---|---|
| Meeting Date: February 1, 2016 | <input type="checkbox"/> Information Only<br><input type="checkbox"/> Report/Presentation<br><input checked="" type="checkbox"/> Action Item<br><input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Comment<br><input type="checkbox"/> Closed Session<br><input type="checkbox"/> Planning/Zoning<br><input type="checkbox"/> Water District Issue |
|--------------------------------|---|---|

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SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

Library Board of Trustees

There are two seats on the Library Board of Trustees which expired at the end of December. One member, Pam High, has indicated a desire to continue to serve. The other member, Mr. Hampton Faircloth, does not wish to be reappointed. Ms. Carolyn Bennett of Roseboro has been recommended to fill Mr. Faircloth's vacant seat.

Agri-Exposition Center Board of Directors

Both the Chamber Director and the Executive Director of the Convention and Visitors Bureau hold standing positions on the Expo Center Board. It is requested that the new staff members, Kaitlin Norris, Chamber Director and Sheila Barefoot, CVB Director, be appointed to the Expo Board.

Convention and Visitors Bureau

Former Chamber of Commerce Director Laura Deans was appointed to serve a three (3) year term on the Sampson County Convention & Visitors Bureau. This appointment is scheduled to expire in June 2018. It is requested that the new Chamber Director, Kaitlin Norris, be appointed to fill Ms. Dean's unexpired term.

SAMPSON COUNTY  
AGRI-EXPOSITION  
C E N T E R

4 January 2016

TO: Sue Tart, Vice Chairman, Sampson County Board of Commissioners, via:  
Susan Holder, Assistant County Manager

FROM: Ray Jordan, Executive Director

SUBJECT: Board Member Terms

Recently there have been changes of the staff members for both the Clinton-Sampson Chamber of Commerce and the Sampson County Convention & Visitors Bureau. Each organization has representation on the Sampson County Exposition Center Advisory Board as members of the board and are appointed by the Board of Commissioners.

I would like to request that the BOC appoint the following individuals that have recently been employed by each organization to fill these positions both of which are standing positions on the board. The Chamber position is a voting member and the CVB position is a non-voting ex-officio position.

Kaitlin Norris, Executive Director  
Clinton-Sampson Chamber of Commerce  
Post Office Box 467  
Clinton, NC 28328  
910-592-6177

Sheila Barefoot, Director  
Sampson County Convention & Visitors Bureau  
414 Warsaw Road  
Clinton, NC 28328  
910-592-2557

Please feel free to contact me should you have any questions.

C: Advisory Board Members  
Ed Causey, County Manager  
File



4 January 2016

TO: Sue Tart, Vice Chairman, Sampson County Board of Commissioners, via:  
Susan Holder, Assistant County Manager

FROM: Ray Jordan, Chairman, CVB Board of Directors

SUBJECT: Board Member Terms

Recently there has been a change in the Executive Director position for the Clinton-Sampson Chamber of Commerce. Laura Deans, the former Executive Director was appointed to serve a three (3) year term on the Sampson County Convention & Visitors Bureau. This appointment is scheduled to expire in June 2018. This position is in compliance with the General Statutes of North Carolina that created the Sampson County Tourism Development Authority, DBA the Sampson Convention & Visitors Bureau and does represents a "Sampson County Travel Related Organization."

I would like to request that the BOC appoint Kaitlin Norris to fill this unexpired term. Ms. Norris assumed the position as Executive Director of the Clinton-Sampson Chamber of Commerce on 4 January 2016.

Kaitlin Norris, Executive Director  
Clinton-Sampson Chamber of Commerce  
Post Office Box 467  
Clinton, NC 28328  
910-592-6177

Please feel free to contact me should you have any questions.

C: Advisory Board Members  
Ed Causey, County Manager  
File

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     4

|                                |                                     |                     |                          |                      |
|--------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: February 1, 2016 | <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 |

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SUBJECT:                             Consent Agenda

DEPARTMENT:                     Administration/Multiple Departments

ITEM DESCRIPTIONS/ ATTACHMENTS:

- a. Approve the minutes of the January 4, 2016 meeting
- b. Approve rate increases for the Agri Exposition Center as recommended by the Expo Center Board of Directors
- c. Approve late disabled veterans tax exclusion for Lynwood L. Jackson
- d. Approve tax refunds as submitted
- e. Approve budget amendments as submitted

RECOMMENDED                     Motion to approve Consent Agenda as presented  
ACTION OR MOTION:

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, January 4, 2016 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby Jr., Harry Parker, and Clark H. Wooten.

The Chairman convened the meeting and called upon Vice Chairperson Lee for the invocation. Commissioner Kirby then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to approve the agenda as presented.

### **Roads**

There was no Department of Transportation representative present for the meeting.

### **Item 1: Reports and Presentations**

Introduction of New Sampson County Cooperative Extension Staff  
Cooperative Extension Director Eileen Coite introduced Daniel Collins (Extension Agent - 4-H Youth Development) and Sydney Johnson (Extension Agent - Family and Consumer Sciences). She also reported the addition of two additional staff who were not able to be present: Margaret Ross (Area Specialized Agent - Poultry) and Brad Hardison (Extension Agent - Agriculture Horticulture).

Introduction of New Convention and Visitors Bureau Executive Director  
Expo Center Director Ray Jordan introduced the new CVB Executive Director Sheila Barefoot.

Recognition of Retiree Barbara Faison was presented with a plaque in recognition of her years of service with the County.

### **Item 2: Action Items**

Public Hearing - Consideration of Appropriations and Expenditures for Economic Activities Related to NOVI Digester I, LLC The Chairman called to order the public hearing and recognized Economic Developer John Swope. Mr. Swope reviewed

a booklet of materials on both the NOVI Digester projects including a brief review of the County's incentive policy, confirmation of the hearing notice, the company's commitments, proposed locations, the incentives proposal and agreement. Mr. Swope noted that the two projects would result in a total of 36 new jobs at an average salary of \$38,000 (while each project separately had anticipated employment lower than the policy threshold). He explained that the company planned to develop and operate anaerobic digesters which digest organic agricultural waste into bio-methane which fuels the plant generators to produce 4-5 megawatts of electricity.

The Chairman opened the floor for public comment, and the following was received:

Barbara Faison: Would you build a house near this plant you are proposing?

Mr. Swope noted that he would if that was his chosen location. County Manager Ed Causey also noted that he lived in the rural Basstown area, where there was farmland across from his home. He stated that he liked farmland, but if he had to choose between this development and a subdivision, he would be perfectly fine with this development. He noted that in the rural area, he would expect there to be trucks going by, but did not see the distinction between the trucks and the cars from a large population.

Barbara Faison: I would be concerned about the odor, that's why I asked the question that way.

Mr. Swope discussed his experiences visiting the company's plant in Fremont, Michigan, noting that there were no smells outside the plant and only a slight ammonia smell inside the plant offices and production area. He noted there was no irritating noise outside either.

Commissioner Kirby stated his desire to support his constituency. He stated that his trip with others to visit the plant was pleasant, and he also did not smell any odors out of the ordinary. He stated his only issue was that approximately 6-8 months or a year prior there had been an uproar about this plant being placed in the industrial park; nobody wanted it. What he heard then was that there were people who were saying it does smell. He noted that the location proposed now was in his district. While people were not packing the auditorium in opposition, it is not a densely populated area, which should be a more ideal place for this digester plant. To that extent, the move is better, he stated, but there were some houses there. He noted that the plant's dealing with hog lagoon waste could be a benefit to the state if it worked, but noted his only concern was the location. He did note that the location of the second plant - in Commissioner Parker's district - was perfect in that it was in an area with no population.

Mr. Swope noted that after the two plants are up and running, the company envisions building other plants where the large hog populations are, but the company also uses agricultural waste, such as that generated in Sampson County by the former Allen Canning (now Sager Creek) canning facility. He noted that the NOVI Digester I site was a 41 acre site, but that the planned development footprint was only about 10 acres on the back half of the site.

Commissioner Kirby noted that in response to Ms. Faison's question, at the visit to Fremont, he stood next to the steel trucks that had waste in them, and because they were air-sealed, he could not smell anything. He noted that there were multi-million dollar homes on a lake less than a football field away from the plant.

Commissioner Parker stated that the proposed site in his district would be in compliance, not near any subdivisions or houses, and that he welcomed this type of industry in that area.

There being no further comments, the hearing was closed. Upon a motion made by Chairman Lockamy and seconded by Commissioner Parker, the Board voted 4-1 (with Commissioner Kirby casting the dissenting vote) to adopt the resolution approving the incentives agreement prepared by the County Attorney. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing – Consideration of Appropriations and Expenditures for Economic Activities Related to NOVI Digester II, LLC The Chairman opened the hearing and called upon Economic Developer John Swope. Mr. Swope explained that the information for this hearing was the same as for the NOVI Digester I hearing, except for the location. He reviewed the site location maps. The Chairman opened the floor for comments, and none were received. Upon a motion made by Vice Chairman Lee and seconded by Commissioner Parker, the Board voted 4-1 (with Commissioner Kirby casting the dissenting vote) to adopt the resolution approving the incentives agreement prepared by the County Attorney. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing – Consideration of Appropriations and Expenditures for Economic Activities Related to Prestage AgEnergy of NC, LLC The Chairman opened the hearing and called upon Economic Developer John Swope. Mr. Swope reviewed a booklet of information on the project including a brief review of the County's incentive policy, confirmation of the hearing notice, the company's commitments, proposed locations, the incentives proposal and agreement. Mr. Swope noted that the project itself would not generate jobs, but was ancillary to another project (for which no incentives were requested) that would create 15 jobs. Mr. Swope explained that the power plant being developed by Prestage Farms would require support services such as a poultry litter storage building, ash warehouse, ash pellet operation and a truck wash, and the taxable investment of these operations was \$10 million; the incentives were requested to encourage these facilities to be located at the power plant in the

Moltonville area rather than in Duplin and Wayne counties. Mr. Swope reviewed the incentive alternatives.

Commissioner Kirby asked what the response would be to a citizen who questioned if the County were providing monetary benefit to Prestage Farms because of who they were, and what was the actual benefit or return to the County.

Mr. Swope noted the jobs generated by the power plant (which the company was not requesting any incentives for), the fact that the support operations could go to other locations, and the taxable investment of \$10 million.

Commissioner Kirby asked if the County would have the ability to back out if the jobs didn't come, and County Attorney Joel Starling noted that there were no employment requirements as part of the incentive agreement, that it was about the taxable investment.

Vice Chairperson Lee noted that Prestage industries had been very good to Sampson County historically and noted that it was just a fair to give something to local industries as those the Board was trying to bring into the County.

Commissioner Kirby noted that there was no question that Prestage Farms had been good to the County and expressed his admiration for the Prestage family, but stated that he was discussing the proposal in comparison to what had been done by the Board before.

Commissioner Wooten clarified the taxable investment of the power plant at \$18 million, which would generate \$1.2 million in taxes over ten years, and noted the facilities supporting that plant would generate approximately \$716,000 in tax revenues over ten years. He stated that supporting existing industry was a high priority for him.

Commissioner Kirby expressed concerns of a client of his, noting the culture of a county where the "haves" have an easier time getting things. He reiterated his support for the Prestage family, but voiced that his concern was for a proposal that was different from what the Board had approved in the past.

The Chairman opened the floor for comments, and the following were received:

Deborah Kornegay: I want to preface my remarks by saying that Prestage may say that what they are putting there is not an incinerator - I've talked about incinerators over many years with this Board and the health hazards associated with those - if they call it gasification, if they call it waste to energy, whatever they call it, still, the bottom line is that it is an incinerator. I traveled to Benson, Minnesota in 2008 at the request of the Town of Faison to tour the poultry litter incinerator there at the time Sampson County was considering putting a poultry litter incinerator Fibrowatt at the site Enviva plant is being erected at this point in time. My opposition on biomass incineration has taken me



to the North Carolina legislature, the Attorney General's Office, the State Medical Society, the State Health Director, and the Sampson County Courthouse. So, I'm not going to go over all the things I have discussed before about the health hazards associated by biomass incineration. But, in an email that I received from an acquaintance of mine in Benson, Minnesota, where Fibrowatt is currently located, just this weekend, she stated that one of our "green" state senators was all for the FibroMinn plant. He is a liberal, who when asked now by one on the other side of the issue about the Benson plant, simply said it was a mistake. Commissioners, I respectfully request that you not spend hundreds of thousands of dollars of taxpayers' monies for incentives for a facility that will produce air pollutants that can adversely affect citizens and can end up being a big mistake for the people who live in that part of Sampson County. However, if you decide to give incentives for this project, I would request that you require continuous emissions monitoring, and that monitoring not only include the usual compounds like nitrous oxide and carbon monoxide and sulfur dioxide, but also other pollutants like particulate matter, dioxins, arsenic, toxic metals, and other such pollutants. And, that this continuous emissions data be made available to the public in real time on a website so that they can see what pollutants they are breathing in.

The Chairman closed the hearing. Commissioner Lee moved that the resolution approving incentives under Alternative I be adopted. Commissioner Wooten asked if she would be comfortable amending the motion to increase the incentives to the 56% level, and she amended her motion to that effect, including directions to the County Attorney to amend the draft incentives agreement to remove alternatives 2 and 3 also. The motion was seconded by Commissioner Wooten, and passed 4-1 (with Commissioner Kirby casting the dissenting vote).

Public Hearing – Naming of Private Road The Chairman opened the hearing and called upon Deputy Clerk LeAnn Honeycutt who reviewed the recommendations for naming certain private roads. The floor was opened for public comments, and none were received. The hearing was closed. Upon a motion made by Chairman Lockamy and seconded by Commissioner Wooten, the Board voted unanimously to name the private road as follows:

PVT 1920 731          Prestage Mill Lane

Budget Reduction Proposals County Manager Ed Causey reviewed proposed budget reduction proposals for Public Works (PWK 001), the Tax Office (TAX 001), and the Exposition Center (EXP 001), noting that these proposals resulted in total additional reductions to date of \$145,554, exceeding the year's goal by \$83,204.42. Mr. Causey discussed a proposal to use such funds to hire a Human Resources Director to begin the establishment of a Human Resources Department, as previously discussed with the pay plan implementation. He added that the final plan for the job grade, position structure and salary would be brought back to the Board for approval. Mr. Causey noted that with these approvals, the pledged reductions for FY 2016-17 and FY 2017-18 will have

been accomplished, and he then noted that the remaining reductions for FY 2018-19 (\$318,904.15) would be more difficult and may require eliminating 7-9 positions (which would probably not occur until 2018). Commissioner Kirby discussed that with this Human Resources Director position, it would be an ideal time to pursue human services consolidation. Mr. Causey stated that staff anticipated being able to get the Human Resources Director in place by July 2016 and could simultaneously assemble information for the Board on the consolidation processes by meeting with other counties who have accomplished such to determine potential cost-savings and the pros and cons of consolidation. Mr. Causey discussed a desire to find someone initially with a great deal of experience to start the department, then train and develop other employees. Commissioner Kirby moved to approve the budget reduction proposals, including the addition of the Human Resources Director, as presented (EXP 001 at a savings of \$720; PWK 001 at a savings of \$104,330.25; and TAX 001 at a savings of \$40,503.75). Commissioner Parker seconded the motion, and it passed unanimously.

Scheduling of Annual Planning Session The Board selected the dates of February 16 and February 18, beginning at 8 am daily, for their annual work session.

Appointments - Board of Health Upon a motion by Vice Chairperson Lee and a second by Commissioner Kirby, the Board voted unanimously to reappoint Dr. Elizabeth Bryan and to appoint Dr. Jeffrey Bell and Linda Heath to the Board of Health.

Appointments - 2015 NC Rural Fire District Board of Trustees Upon a motion by Vice Chairperson Lee and a second by Commissioner Parker, the Board voted unanimously to appoint the NC Rural Fire District Board of Trustees as recommended:

|                     |                                      |
|---------------------|--------------------------------------|
| Garland FD:         | A. J. Johnson, Coleman Norris        |
| Salemburg FD:       | Joe Warren, Scott Owen               |
| Herring FD:         | Norman Wayne Naylor, Ricky E. Naylor |
| Piney Grove FD:     | John Deaver, Jarman Sullivan         |
| Halls FD:           | Rufus Honeycutt, Brian Royal         |
| Plain View FD:      | Steve Elmore, Johnny Strickland      |
| Vann Crossroads FD: | Bernard Jones, Karen Tyler           |
| Spivey's Corner FD: | Ray Honeycutt, W. C. Martin          |
| Turkey FD:          | Dural Wilson, Brandon Kimbro         |
| Newton Grove FD:    | Harold Holland, Clifford Brown       |
| Harrells FD:        | Robert M. Burley, Jr., George McGill |
| Autryville FD:      | Andrew Hawkins, Alsa Faircloth       |
| Taylor's Bridge FD: | Jerry Pope, Mark Munoz               |
| Clement FD:         | Ryan Lockamy, Gregory Tyndall        |

### **Item 3: Consent Agenda**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the November 23, 2015; and December 7, 2015 meetings
- b. Approved the Department of Aging's submission of an application for 2016 Urgent Repair Program funds from the North Carolina Finance Agency (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- c. Certified the receipt of Sampson County School's 2015-16 DPI Facility Needs Survey based upon projected enrollments through the 2020-21 school year (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- d. Approved tax refunds as submitted

|       |  |           |
|-------|--|-----------|
| #7163 | CitiFinancial Servicing LLC            | \$ 887.75 |
| #7216 | Willie Lee Murphy                      | \$ 126.17 |
| #7222 | Jacqueline Wilcox & Linwood Ray Boykin | \$ 125.15 |
| #7213 | James Luther & Lily Thomas             | \$ 122.51 |
| #7218 | Prestage Farms, Inc.                   | \$ 395.73 |
| #7231 | Sylvia Wrench Jackson                  | \$ 115.85 |
| #7220 | Spencer Smith Norris                   | \$ 499.32 |

- e. Approved budget amendments as submitted:

| <u>EXPENDITURE</u> |        | <u>Aging</u>                               |                 |                 |
|--------------------|--------|--|-----------------|-----------------|
| <u>Code Number</u> |        | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
| 02558810           | 526200 | Departmental Supplies                      | 2,000.00        |                 |
| 02558810           | 544005 | Contract Supplies                          | 2,200.00        |                 |
| <u>REVENUE</u>     |        |  |                 |                 |
| <u>Code Number</u> |        | <u>Source of Revenue</u>                   | <u>Increase</u> | <u>Decrease</u> |
| 02035881           | 408401 | FCG - Donations                            | 4,200.00        |                 |

### Consideration of Tax Appeals

The Board heard the following appeals (copies of written appeals filed in the Tax Office):

Patrick Dudley Neal (Tax 491.11; Late List Penalty \$140.54 = \$631.65) Mr. Neal asked for relief of the late list penalty. He is retired, and a part-time farmer who makes very little from farming. Mr. Causey noted that Mr. Neal had tried prior to the compliance program to come in and get his listing correct; his bill was therefore due to a discovery from such, not a compliance audit. Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to grant a release of 50% of the penalties due.

Sherwood Fryar (Tax \$4,446.58; Late List Penalty \$1,404.21) = \$15,067.24) This appeal was considered based upon written request from taxpayer only. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to grant a release of 50% of the penalties due.

### **County Manager Reports**

County Manager Ed Causey reported that Assistant County Manager Susan Holder was absent due to out-patient surgery. He reminded the Board of the information session on business personal property listing to be held on the following evening from 6 pm – 8 pm.

### **Public Comments**

There were no public comments offered.

### **Adjournment**

Upon a motion made by Chairman Lockamy and seconded by Commissioner Parker, the Board voted unanimously to adjourn.

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Billy C. Lockamy, Chairman

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Susan J. Holder, Clerk to the Board

SAMPSON COUNTY  
**AGRI-EXPOSITION**  
C E N T E R

**DATE:** 21 January 2016

**TO:** Billy Lockamy, Chairman, Sampson County Board of Commissioners  
Ed Causey, County Manager, County of Sampson  
Susan Holder, Assistant County Manager, County of Sampson  
David Clack, CFO, County of Sampson

**FROM:** Ray Jordan, Executive Director

**SUBJECT:** Proposed Facility Rental Fee Increases

As you are aware, the Sampson County Board of Commissioners requests that the Sampson County Exposition Center Advisory Board annually review the Facility Rate Schedule of the Sampson County Exposition Center.

The rate schedule currently in use was adopted July 1, 2015. The current schedule saw many changes last year including increases in facility rental rates and bar prices; the establishment of a Non-Profit rate for 501c3 non-profits whose organizations are chartered and located in Sampson County; as well as rate adjustments that were made to provide incentive and promote rental of the facility during weekdays.

Over the past year the Advisory Board has had multiple discussions and proposals regarding the facility rate schedule. Many avenues have been considered for increasing revenue while examining methods to reduce operational costs, both of which are targeted to meet the BOC's goals of decreasing the county contribution while not reducing or diminishing services that are provided to the citizens of Sampson County.

On Thursday, January 21, 2016, the Sampson County Exposition Center Advisory Board met and unanimously approved a motion requesting that the Board of Commissioners review, consider and approve the attached proposed rate schedule.

The Proposed Rate Schedule once approved would only affect the Friday-Saturday rates for both non-food and food functions and the rental fee for the entire facility on Friday's and Saturday's. The increases are as follows:

An approximate increase of 5% (rounded) in the Friday-Saturday rate for Prestage Hall, raising the rate from \$1,050 to \$1,100 for Banquets/Dances/Receptions/and Sales Events (Food Functions). And from, \$950 to \$1,000 for non-food functions. In addition it is requested to raise the rates for the Entire facility (a single person leasing the entire building for a specific day or days) on Friday-Saturday from \$1,625 to \$1,650 (food functions) and from \$1,475 to \$1,500 for non-food functions. These proposed increases are not anticipated to create any negative impact on the number of rentals for these days. Currently, most every Saturday for calendar year 2016 are either confirmed rented or under contract.

The advisory board's motion also included the request that the Proposed Rate Schedule become effective March 1, 2016. (The request for this effective date is that the facility is currently booked for most Saturday's for the remainder of 2016 and staff is currently working with clients for 2017 and 2018.)

On behalf of the Sampson County Exposition Center Advisory Board and in keeping with the directives of the Sampson County BOC, I am submitting the attached Proposed Rate Schedule for your review, consideration and approval.

If you should have any questions, please feel free to contact me at your convenience.

E: Proposed Rate Schedule

Thank you for considering the Sampson County Exposition Center for your upcoming event. Owned and operated by the County of Sampson, the facility serves as a venue for a wide variety of both public and private events. Known as "The Center of Activity," the facility offers multiple meeting spaces for banquets, seminars, graduations, trade shows, weddings and a host of other activities. The facility also serves as a venue for cultural events and activities that enhance the quality of life for its citizens as well as in attracting visitors to Sampson County.

**Refundable Security Deposits**

**\$250 (Non-Food Functions) - \$500 (Events providing catering, dance, band, DJ, or alcohol)**

Refundable Security Deposits are required to book or reserve a date with the Sampson County Exposition Center. Date(s) can not be confirmed without the receipt of applicable deposit. Security Deposits are refundable provided facility guidelines are met. Refundable security deposits are not a part of the rental fee and may not be applied toward facility rental or service fees.

| <b>Sampson County Exposition Center Standard Fee Schedule (** See Reverse for Notes)</b> |                                   |                  |  |                  |
|--|-----------------------------------|------------------|--|------------------|
| <b>Room</b>  | <b>Non-Food Functions (3) (7)</b> |                  | <b>Banquets/Dances<br/>Receptions/Sales Events (3) (7)</b> |                  |
|  | <b>Sun -Thurs.</b>                | <b>Fri.-Sat.</b> | <b>Sun -Thurs.</b>   | <b>Fri.-Sat.</b> |
| <b>Entire Facility (1)</b>   | \$ 1,200.00 (1)                   | \$ 1,500.00 (1)  | \$ 1,325.00 (1)  | \$ 1,650.00 (1)  |
| <b>Prestage Hall</b>   | \$ 900.00                         | \$ 1,000.00      | \$ 950.00  | \$ 1,100.00      |
| <b>Prestage Hall A</b>   | \$ 550.00                         | \$ 625.00        | \$ 600.00  | \$ 675.00        |
| <b>Prestage Hall B</b>   | \$ 550.00                         | \$ 625.00        | \$ 600.00  | \$ 675.00        |
| <b>Heritage Hall</b>   | \$ 500.00 (2)                     | \$ 550.00 (2)    | \$ 600.00 (2)  | \$ 650.00 (2)    |
| <b>Heritage Hall A</b>   | \$ 325.00 (2)                     | \$ 375.00 (2)    | \$ 400.00 (2)  | \$ 450.00 (2)    |
| <b>Heritage Hall B</b>   | \$ 325.00 (2)                     | \$ 375.00 (2)    | \$ 400.00 (2)  | \$ 450.00 (2)    |
| <b>Prestage Hall Stage Only (6)</b>  | \$ 200.00                         | NA               | NA   | NA               |
| <b>Expo Room</b>   | \$ 95.00                          | \$ 125.00        | \$ 95.00   | \$ 125.00        |
| <b>Expo Room w AV Package</b>  | \$ 145.00                         | \$ 175.00        | \$ 145.00  | \$ 145.00        |
| <b>Board Room (5) (AV Package Available)</b>   | \$ 125.00                         | \$ 125.00        | \$ 125.00  | \$ 125.00        |
| <b>Small Kitchen</b>   | NA                                | NA               | \$ 125.00 (4)  | \$ 125.00 (4)    |
| <b>Large Kitchen</b>   | NA                                | NA               | \$ 125.00 (4)  | \$ 150.00 (4)    |

**Event Manager Fee: \$14.00/Hour (Hours 1 thru 8) \$18.00/Hour (Hours > 8)**

Event Managers are required for all events beginning or ending after 5:00 p.m. Monday-Friday and for events held on Saturdays, Sundays and Holidays and are subject to a four-hour (4) minimum per scheduled event.

**Holiday Rates: \$18/hour (Hours 1-8); \$27/hour (Hours >8).** This includes the following: New Year's Eve, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Eve or Christmas Day.

**Security Personnel Fee: 22.00/Hour per Officer**

Security Personnel are required for all concerts, dances, or events that allow alcoholic beverages. Security Personnel are subject to a four (4) hour minimum per scheduled event. The staff of the Exposition Center shall make all Security Personnel arrangements. The number of Security Personnel required for an event will be at the discretion of the Sampson County Exposition Center.

**Holiday Rate: \$30.00/Hour per Officer:** This includes the following: New Year's Eve, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Eve or Christmas Day.

**Production Equipment/Production Technicians/Bands/DJ's: Call for Pricing and Availability**

Often clients need assistance in booking bands and DJ's, or their event requires specialized production technicians or production equipment including sound, lighting, staging, audio-visual or electrical. The Sampson County Exposition Center can assist clients in meeting these needs to insure a successful event. Contact Exposition Center Staff for additional details. (Six week minimum notice is suggested.)

**Facility LED Marquee Advertising: (One week prior to event included in rental fee.)**

**Additional Advertising Fee: \$25.00/week or \$80.00 for 4 weeks**

Marquee displays multiple messages that run concurrently daily 16 Hours per day. (Marquee advertising available only for events leasing space in the Exposition Center.)

Realizing the important role that Sampson County Non-Profit organizations perform in the community the Sampson County Exposition Center offers a Non-Profit Facility Rental Rate Schedule. This rate schedule is applicable to 501-C(3) Non-Profit organizations that are located within Sampson County. To receive these rates a copy of the organization's 501-C(3) tax status must be submitted at the time the contract is issued.

**Sampson County Exposition Center Non-Profit (501-C3) Fee Schedule (\*\*)**

| Room                              | Non-Food Functions         |                            | Banquets/Dances<br>Receptions/Sales Events (3) |                            |
|-----------------------------------|----------------------------|----------------------------|--|----------------------------|
|                                   | Sun -Thurs.                | Fri.-Sat.                  | Sun -Thurs.                                    | Fri.-Sat.                  |
| Entire Facility <sup>(1)</sup>    | \$ 1,200.00 <sup>(1)</sup> | \$ 1,475.00 <sup>(1)</sup> | \$ 1,200.00 <sup>(1)</sup>                     | \$ 1,475.00 <sup>(1)</sup> |
| Prestage Hall                     | \$ 725.00                  | \$ 950.00                  | \$ 900.00                                      | \$ 950.00                  |
| Prestage Hall A                   | \$ 400.00                  | \$ 625.00                  | \$ 550.00                                      | \$ 625.00                  |
| Prestage Hall B                   | \$ 400.00                  | \$ 625.00                  | \$ 550.00                                      | \$ 625.00                  |
| Heritage Hall                     | \$ 450.00 <sup>(2)</sup>   | \$ 500.00 <sup>(2)</sup>   | \$ 550.00 <sup>(2)</sup>                       | \$ 600.00 <sup>(2)</sup>   |
| Heritage Hall A                   | \$ 275.00 <sup>(2)</sup>   | \$ 400.00 <sup>(2)</sup>   | \$ 375.00 <sup>(2)</sup>                       | \$ 400.00 <sup>(2)</sup>   |
| Heritage Hall B                   | \$ 275.00 <sup>(2)</sup>   | \$ 400.00 <sup>(2)</sup>   | \$ 375.00 <sup>(2)</sup>                       | \$ 400.00 <sup>(2)</sup>   |
| Prestage Hall Stage Only          | NA                         | NA                         | NA   | NA                         |
| Expo Room                         | \$ 95.00                   | \$ 125.00                  | \$ 95.00                                       | \$ 125.00                  |
| Expo Room w AV Package            | \$ 145.00                  | \$ 175.00                  | \$ 145.00                                      | \$ 175.00                  |
| Board Room (AV Package Available) | \$ 75.00                   | \$ 125.00                  | \$ 125.00                                      | \$ 125.00                  |
| Small Kitchen                     | NA                         | NA                         | \$ 125.00 <sup>(4)</sup>                       | \$ 125.00 <sup>(4)</sup>   |
| Large Kitchen                     | NA                         | NA                         | \$ 125.00 <sup>(4)</sup>                       | \$ 150.00 <sup>(4)</sup>   |

**Services & Equipment Rental Fees (Plus applicable NC Sales Tax)**

|  |   |
|--|---|
| Basic Sound System (Two Corded Microphones & CD Player Included in Rental Fee (Prestage/Heritage Hall) |   |
| Additional Corded Microphone(s)  | \$20.00 Each/Day                                      |
| Handheld Cordless Microphones  | \$25.00 Each/Day                                      |
| Straight Microphone Stands   | \$15.00 Each/Day                                      |
| 200 Amp Stage Distro/Electrical Service  | \$50.00 Each/Day (Required PH events with Band or DJ) |
| LED Video Projector Packages   | \$110.00/Day (Computer/VCR/DVD presentations)         |
| Bennett-Allen Board Room AV Package  | \$50.00/Day (Computer/VCR/DVD presentations)          |
| 100 Amp Electrical Floor Services (PH Only)  | \$50.00/Day/Cart                                      |
| Dry Board Easel with Markers   | \$25.00/Day   |
| Easel(s)   | \$15.00 Each/Day                                      |
| Flipchart and Pad  | \$25.00/Day (Includes Writing Pad)                    |
| Gaffers Tape (3" x 55 yard roll)   | \$29.75/Roll  |
| Portable Dance Floor   | \$250.00/Day  |
| Choral Risers (4 Sections)   | \$150.00/Day or \$50.00/Section                       |
| Piano (Studio Piano/Console)   | \$50.00/Day (Plus Tuning-Call for Pricing)            |
| Grand Piano (Yamaha C7)  | \$150.00/Day (Plus Tuning-Call for Pricing)           |
| Fork Lift Services (Operator Included)   | \$50.00/Hour (Two-week advance notice required)       |
| Table Linen Services   | Call for Pricing and Availability                     |
| In-House Catering Services   | Call for Pricing and Availability                     |
| Elevated Seating Platforms   | Call for Pricing and Availability                     |

**All Rates for daily rental. Events must conclude for guests by 12:30 am. (Failure to comply will result in automatic loss of security deposit.)**

**(\*\*) Payment for facility rental and other associated fees are due 14 business days prior to the event date.**

- (1) Includes Prestage Hall, Heritage Hall, Expo Room, Large Kitchen and Small Kitchen.**
- (2) Dance/Band Functions utilizing Heritage Hall require a Portable Dance Floor. (See Additional Services Rate Schedule for pricing.)**
- (3) Sales Events Include: Tool Sales, Retail Sales, Wholesale Sales, Jewelry Sales, etc. (Businesses outside Sampson County add 50% to applicable room rental rates.)**
- (4) Kitchens may not be rented without room rental.**
- (5) No rental fee applicable for Clinton-Sampson Chamber of Commerce members, however, CSCOC members are subject to all standard usage polices and procedures.**
- (6) Mon-Thurs ONLY. Chairs & Tables for events held on stage only, not within PH. Booked no more than 30 days in advance.**
- (7) Clinton City Schools, Sampson County Schools, Tar Heel Challenge and Continuing Education Programs offered by the Sampson County Cooperative Extension Service receive a discount of 25% off of the Standard Rate Schedule. Discount applies only to room rental fees; all other services provided shall be at the prevailing rates as listed.**

Thank you for considering the Sampson County Exposition Center for your upcoming event. Owned and operated by the County of Sampson, the facility serves as a venue for a wide variety of both public and private events. Known as "The Center of Activity," the facility offers multiple meeting spaces for banquets, seminars, graduations, trade shows, weddings and a host of other activities. The facility also serves as a venue for cultural events and activities that enhance the quality of life for its citizens as well as in attracting visitors to Sampson County.

**Refundable Security Deposits**

**\$250 (Non-Food Functions) - \$500 (Events providing catering, dance, band, DJ, or alcohol)**

Refundable Security Deposits are required to book or reserve a date with the Sampson County Exposition Center. Date(s) can not be confirmed without the receipt of applicable deposit. Security Deposits are refundable provided facility guidelines are met. Refundable security deposits are not a part of the rental fee and may not be applied toward facility rental or service fees.

**Sampson County Exposition Center Standard Fee Schedule (\*\* See Reverse for Notes)**

| Room                                  | Non-Food Functions (3) (7) |                 | Banquets/Dances<br>Receptions/Sales Events (3) (7) |                 |
|---------------------------------------|----------------------------|-----------------|--|-----------------|
|                                       | Sun -Thurs.                | Fri.-Sat.       | Sun -Thurs.  | Fri.-Sat.       |
| Entire Facility (1)                   | \$ 1,200.00 (1)            | \$ 1,475.00 (1) | \$ 1,325.00 (1)                                    | \$ 1,625.00 (1) |
| Prestage Hall                         | \$ 900.00                  | \$ 950.00       | \$ 950.00  | \$ 1,050.00     |
| Prestage Hall A                       | \$ 550.00                  | \$ 625.00       | \$ 600.00  | \$ 675.00       |
| Prestage Hall B                       | \$ 550.00                  | \$ 625.00       | \$ 600.00  | \$ 675.00       |
| Heritage Hall                         | \$ 500.00 (2)              | \$ 550.00 (2)   | \$ 600.00 (2)                                      | \$ 650.00 (2)   |
| Heritage Hall A                       | \$ 325.00 (2)              | \$ 375.00 (2)   | \$ 400.00 (2)                                      | \$ 450.00 (2)   |
| Heritage Hall B                       | \$ 325.00 (2)              | \$ 375.00 (2)   | \$ 400.00 (2)                                      | \$ 450.00 (2)   |
| Prestage Hall Stage Only (6)          | \$ 200.00                  | NA              | NA   | NA              |
| Expo Room                             | \$ 95.00                   | \$ 125.00       | \$ 95.00   | \$ 125.00       |
| Expo Room w AV Package                | \$ 145.00                  | \$ 175.00       | \$ 145.00  | \$ 145.00       |
| Board Room (5) (AV Package Available) | \$ 125.00                  | \$ 125.00       | \$ 125.00  | \$ 125.00       |
| Small Kitchen                         | NA                         | NA              | \$ 125.00 (4)                                      | \$ 125.00 (4)   |
| Large Kitchen                         | NA                         | NA              | \$ 125.00 (4)                                      | \$ 150.00 (4)   |

**Event Manager Fee: \$14.00/Hour (Hours 1 thru 8) \$18.00/Hour (Hours > 8)**

Event Managers are required for all events beginning or ending after 5:00 p.m. Monday-Friday and for events held on Saturdays, Sundays and Holidays and are subject to a four-hour (4) minimum per scheduled event.

**Holiday Rates: \$18/hour (Hours 1-8); \$27/hour (Hours >8).** This includes the following: New Year's Eve, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Eve or Christmas Day.

**Security Personnel Fee: 22.00/Hour per Officer**

Security Personnel are required for all concerts, dances, or events that allow alcoholic beverages. Security Personnel are subject to a four (4) hour minimum per scheduled event. The staff of the Exposition Center shall make all Security Personnel arrangements. The number of Security Personnel required for an event will be at the discretion of the Sampson County Exposition Center.

**Holiday Rate: \$30.00/Hour per Officer:** This includes the following: New Year's Eve, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Eve or Christmas Day.

**Production Equipment/Production Technicians/Bands/DJ's: Call for Pricing and Availability**

Often clients need assistance in booking bands and DJ's, or their event requires specialized production technicians or production equipment including sound, lighting, staging, audio-visual or electrical. The Sampson County Exposition Center can assist clients in meeting these needs to insure a successful event. Contact Exposition Center Staff for additional details. (Six week minimum notice is suggested.)

**Facility LED Marquee Advertising: (One week prior to event included in rental fee.)**

**Additional Advertising Fee: \$25.00/week or \$80.00 for 4 weeks**

Marquee displays multiple messages that run concurrently daily 16 Hours per day. (Marquee advertising available only for events leasing space in the Exposition Center.)



Realizing the important role that Sampson County Non-Profit organizations perform in the community the Sampson County Exposition Center offers a Non-Profit Facility Rental Rate Schedule. This rate schedule is applicable to 501-C(3) Non-Profit organizations that are located within Sampson County. To receive these rates a copy of the organization's 501-C(3) tax status must be submitted at the time the contract is issued.

**Sampson County Exposition Center Non-Profit (501-C3) Fee Schedule (\*\*)**

| Room                              | Non-Food Functions         |                            | Banquets/Dances<br>Receptions/Sales Events (3) |                            |
|-----------------------------------|----------------------------|----------------------------|--|----------------------------|
|                                   | Sun -Thurs.                | Fri.-Sat.                  | Sun -Thurs.                                    | Fri.-Sat.                  |
| Entire Facility <sup>(1)</sup>    | \$ 1,200.00 <sup>(1)</sup> | \$ 1,475.00 <sup>(1)</sup> | \$ 1,200.00 <sup>(1)</sup>                     | \$ 1,475.00 <sup>(1)</sup> |
| Prestage Hall                     | \$ 725.00                  | \$ 950.00                  | \$ 900.00                                      | \$ 950.00                  |
| Prestage Hall A                   | \$ 400.00                  | \$ 625.00                  | \$ 550.00                                      | \$ 625.00                  |
| Prestage Hall B                   | \$ 400.00                  | \$ 625.00                  | \$ 550.00                                      | \$ 625.00                  |
| Heritage Hall                     | \$ 450.00 <sup>(2)</sup>   | \$ 500.00 <sup>(2)</sup>   | \$ 550.00 <sup>(2)</sup>                       | \$ 600.00 <sup>(2)</sup>   |
| Heritage Hall A                   | \$ 275.00 <sup>(2)</sup>   | \$ 400.00 <sup>(2)</sup>   | \$ 375.00 <sup>(2)</sup>                       | \$ 400.00 <sup>(2)</sup>   |
| Heritage Hall B                   | \$ 275.00 <sup>(2)</sup>   | \$ 400.00 <sup>(2)</sup>   | \$ 375.00 <sup>(2)</sup>                       | \$ 400.00 <sup>(2)</sup>   |
| Prestage Hall Stage Only          | NA                         | NA                         | NA   | NA                         |
| Expo Room                         | \$ 95.00                   | \$ 125.00                  | \$ 95.00                                       | \$ 125.00                  |
| Expo Room w AV Package            | \$ 145.00                  | \$ 175.00                  | \$ 145.00                                      | \$ 175.00                  |
| Board Room (AV Package Available) | \$ 75.00                   | \$ 125.00                  | \$ 125.00                                      | \$ 125.00                  |
| Small Kitchen                     | NA                         | NA                         | \$ 125.00 <sup>(4)</sup>                       | \$ 125.00 <sup>(4)</sup>   |
| Large Kitchen                     | NA                         | NA                         | \$ 125.00 <sup>(4)</sup>                       | \$ 150.00 <sup>(4)</sup>   |

**Services & Equipment Rental Fees (Plus applicable NC Sales Tax)**

|  |   |
|--|---|
| Basic Sound System (Two Corded Microphones & CD Player Included in Rental Fee (Prestage/Heritage Hall) |   |
| Additional Corded Microphone(s)  | \$20.00 Each/Day                                      |
| Handheld Cordless Microphones  | \$25.00 Each/Day                                      |
| Straight Microphone Stands   | \$15.00 Each/Day                                      |
| 200 Amp Stage Distro/Electrical Service  | \$50.00 Each/Day (Required PH events with Band or DJ) |
| LED Video Projector Packages   | \$110.00/Day (Computer/VCR/DVD presentations)         |
| Bennett-Allen Board Room AV Package  | \$50.00/Day (Computer/VCR/DVD presentations)          |
| 100 Amp Electrical Floor Services (PH Only)  | \$50.00/Day/Cart                                      |
| Dry Board Easel with Markers   | \$25.00/Day   |
| Easel(s)   | \$15.00 Each/Day                                      |
| Flipchart and Pad  | \$25.00/Day (Includes Writing Pad)                    |
| Gaffers Tape (3" x 55 yard roll)   | \$29.75/Roll  |
| Portable Dance Floor   | \$250.00/Day  |
| Choral Risers (4 Sections)   | \$150.00/Day or \$50.00/Section                       |
| Piano (Studio Piano/Console)   | \$50.00/Day (Plus Tuning-Call for Pricing)            |
| Grand Piano (Yamaha C7)  | \$150.00/Day (Plus Tuning-Call for Pricing)           |
| Fork Lift Services (Operator Included)   | \$50.00/Hour (Two-week advance notice required)       |
| Table Linen Services   | Call for Pricing and Availability                     |
| In-House Catering Services   | Call for Pricing and Availability                     |
| Elevated Seating Platforms   | Call for Pricing and Availability                     |

**All Rates for daily rental. Events must conclude for guests by 12:30 am. (Failure to comply will result in automatic loss of security deposit.)**

**(\*\*) Payment for facility rental and other associated fees are due 14 business days prior to the event date.**

- (1) Includes Prestage Hall, Heritage Hall, Expo Room, Large Kitchen and Small Kitchen.**
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- (7) Clinton City Schools, Sampson County Schools, Tar Heel Challenge and Continuing Education Programs offered by the Sampson County Cooperative Extension Service receive a discount of 25% off of the Standard Rate Schedule. Discount applies only to room rental fees; all other services provided shall be at the prevailing rates as listed.**

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: January 19, 2016  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2015. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Lynwood L. Jackson

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. The late application was received on December 31, 2015.

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



September 14, 2015

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

RE: Lynwood L. Jackson  
Disabled Veteran

Dear Commissioners:

I am an Honorably Discharged Veteran. 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. 14, 2013.

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,

  
Lynwood Jackson  
1965 Yellow Skin Rd  
Autryville, NC 28318

7R3

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

Sampson  
COUNTY

**SECTION 1**

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

RECEIVED  
DEC 31 2015  
SAMPSON COUNTY TAX OFFICE

Lynwood L Jackson  
NAME (Print or Type)

1965 Yellow Skin Rd  
STREET ADDRESS OR P.O. BOX NUMBER

Acetyville NC 28318  
CITY STATE ZIP CODE

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)  
(If Applicable)

29 009 1666  
U.S. DEPT. OF VETERANS AFFAIRS  
FILE NUMBER

[Redacted Box]  
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.

*[Signature]*  
DISABLED VETERAN'S SIGNATURE

8/28/15  
DATE

**SECTION 3**

Surviving Spouse's (who has not remarried) Signature

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

\_\_\_\_\_  
SURVIVING SPOUSE'S SIGNATURE

\_\_\_\_\_  
DATE

**SECTION 4**

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

- Please check all that apply:
- A.  Veteran does not meet either B, C, D, or E of the below criteria.
  - B.  Veteran has a service-connected permanent and total disability that existed as of 12-14-13.
  - 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]*  
SIGNATURE OF USDVA CERTIFYING OFFICIAL

9-4-15  
DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL  
VSCM

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.

# OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7248

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 A.S. Page Heins in Dismal Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         | AMOUNT           |
|--------------|------------------|
| <u>2013</u>  | \$ <u>199.99</u> |
| <u>2014</u>  | \$ <u>193.89</u> |
| <u>2015</u>  | \$ <u>178.93</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>572.81</u> |

These taxes were assessed through clerical error as follows.

*Paid on wrong account when she paid on 8-31-15 Acct # 768160*

|            |               |
|------------|---------------|
| County Tax | <u>517.65</u> |
| School Tax | _____         |
| Fire Tax   | <u>48.69</u>  |
| City Tax   | <u>6.47</u>   |
| TOTAL \$   | <u>572.81</u> |

Yours very truly

Geraldine F Johnson  
Taxpayer

Mailing Address.

Geraldine F Johnson  
PO Box 146  
Harrells, NC 28444

Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7245

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Bladis Baltazar in Taylor's Bridge Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2015</u>  | \$ <u>59,30</u>  |
| <u>2014</u>  | \$ <u>56,73</u>  |
|              |                  |
|              |                  |
|              |                  |
| TOTAL REFUND | \$ <u>116,03</u> |

These taxes were assessed through clerical error as follows.

*1995 Mobile Home  
Billed in Duplin County  
Acct# 92983*

|             |            |               |
|-------------|------------|---------------|
| 601         | County Tax | <u>97.28</u>  |
|             | School Tax | _____         |
| F23         | Fire Tax   | <u>8.20</u>   |
| W Penalty's | City Tax   | <u>10.55</u>  |
|             | TOTAL \$   | <u>116,03</u> |

Yours very truly

*Gladys Baltazar*  
Taxpayer

Mailing Address.

*6820 Taylor's Bridge Hwy*  
*Clinton, NC*  
*28328*

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

*Jim Johnson*  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7268

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Patricia Everett Childers in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2015</u>  | \$ <u>479.45</u> |
|              |                  |
|              |                  |
|              |                  |
|              |                  |
| TOTAL REFUND | \$ <u>479.45</u> |

These taxes were assessed through clerical error as follows.

Taxes and permit  
already paid and given  
On  
\*Breene County Tax Collector\*  
03-18-15  
VAFLT 19A 4386 3SP12

Go! County Tax 479.45  
School Tax \_\_\_\_\_  
Fire Tax \_\_\_\_\_  
City Tax \_\_\_\_\_  
TOTAL \$ 479.45

Yours very truly

Patricia Childers  
Taxpayer

Mailing Address.

66 Jacob West Lane  
Clinton, NC

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

28328

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7262

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Twilla Jefferson in Franklin Township, Sampson County, for the year(s) and in the amount(s) of:

03-0035626-01

| YEAR         |                  |
|--------------|------------------|
| <u>2015</u>  | \$ <u>91.00</u>  |
| <u>2014</u>  | \$ <u>91.00</u>  |
| <u>2013</u>  | \$ <u>91.00</u>  |
| <u>2012</u>  | \$ <u>91.00</u>  |
| <u>2011</u>  | \$ <u>102.26</u> |
| TOTAL REFUND | \$ <u>426.26</u> |

These taxes were assessed through clerical error as follows.

Billed Town of Harrells -  
in error, per Town of  
Harrells.

|              |               |
|--------------|---------------|
| County Tax   | _____         |
| School Tax   | _____         |
| Fire Tax     | _____         |
| 005 City Tax | <u>426.26</u> |
| TOTAL \$     | <u>426.26</u> |

Yours very truly

X Twilla M. Jefferson  
Taxpayer

Mailing Address.

X 529 Bland school rd  
Harrells NC 28444

X Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7264

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Desi Newkirk  
\_\_\_\_\_ in Franklin Township, Sampson County, for  
the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2014</u>  | \$ <u>125,25</u> |
| <u>2013</u>  | \$ <u>125,25</u> |
| <u>2012</u>  | \$ <u>125,25</u> |
| <u>2011</u>  | \$ <u>85,70</u>  |
|              | \$ _____         |
|              | \$ _____         |
| TOTAL REFUND | \$ <u>461,45</u> |

These taxes were assessed through clerical error as follows.

not in Town of Harrells -  
per Town of Harrells

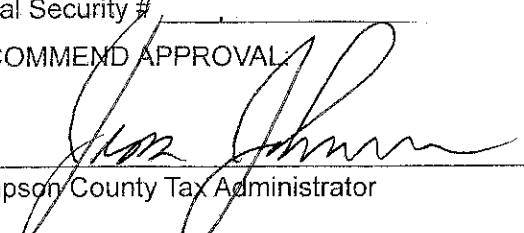
|                          |               |
|--------------------------|---------------|
| County Tax               | _____         |
| School Tax               | _____         |
| Fire Tax                 | _____         |
| <sup>CO S</sup> City Tax | <u>461,45</u> |
| TOTAL \$                 | <u>461,45</u> |

Yours very truly

X Desi Newkirk  
Taxpayer

Mailing Address.

X 567 Bland School Rd,  
Harrells, NC 28444

X Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL  
  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7272

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Miguel Gonzalez - Acosta + Maria  
De Jesus Hernandez in Lisbon Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2012</u>  | \$ <u>227.63</u> |
| <u>2013</u>  | \$ <u>227.63</u> |
| <u>2014</u>  | \$ <u>239.20</u> |
| <u>2015</u>  | \$ <u>239.20</u> |
|              | \$ _____         |
|              | \$ _____         |
| TOTAL REFUND | \$ <u>933.66</u> |

These taxes were assessed through clerical error as follows.

Parcel 07-0671360-10  
should have been billed for  
dwelling + bldg - Afterlist  
has been sent to D. Melamb

|            |               |
|------------|---------------|
| County Tax | <u>830.78</u> |
| School Tax | _____         |
| Fire Tax   | <u>102.88</u> |
| City Tax   | _____         |
| TOTAL \$   | <u>933.66</u> |

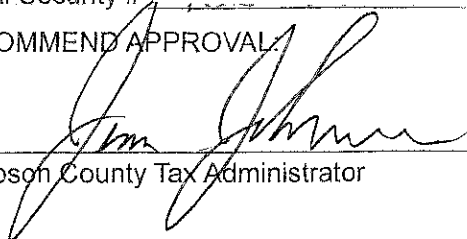
Yours very truly

Mailing Address.

MIGUEL GONZALEZ ACOSTA  
Taxpayer

miguel Gonzalez - Acosta  
809 old us 701  
Clinton NC 28328  
contact: Amy Gonzalez  
910-627-3687

Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL \_\_\_\_\_

  
Sampson County Tax Administrator

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

January 25, 2016

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account Code</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
|---------------------------------|--|-----------------|-----------------|
| 11141300-544000                 | Contract services                          | 12,024.00       |                 |

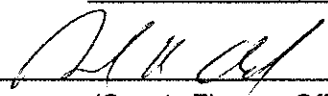
| <u>Revenue Account Code</u> | <u>Source of Revenue</u>         | <u>Increase</u> | <u>Decrease</u> |
|-----------------------------|----------------------------------|-----------------|-----------------|
| 11039999-409800             | Fund balance approp encumbrances | 12,024.00       |                 |

2. Reason(s) for the above request is/are as follows:  
 To allocate funds to pay final installment of pay study authorized in FY 13-14.

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2016  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

January 4, 2016

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u>     | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 02558790-526200            | Information & Referral - Dept Supplies     | \$ 36.00        |                 |
| 02558790-539500            | Information & Referral - Employee Training | \$ 114.00       |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u>    | <u>Increase</u> | <u>Decrease</u> |
|------------------------|---------------------------------------|-----------------|-----------------|
| 02035879-408900        | Information & Referral - Misc Revenue | \$ 150.00       |                 |

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

To budget for CPR class given by Aging staff to Parks & Recreation Staff. The cost is for the fee paid to the American Red Cross of \$114.00 and \$36.00 for supplies purchased.

Lorie B Sutton  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/21, 2016  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
[Signature]  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

January 12, 2016

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 02558810-526200            | FCG - Supplies                         | \$ 4,880.00     |                 |
| 02558810-531100            | FCG - Travel                           | \$ 200.00       |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 02035881-408401        | FCG - Donations                    | \$ 5,080.00     |                 |

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

To budget the remainder of the funds raised for Shaggin' for Santa and other donations.

Lorie B Sutton  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/25, 2016

[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

[Signature]  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:** \_\_\_\_\_ 1/5/2016

FROM: JIM JOHNSON Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

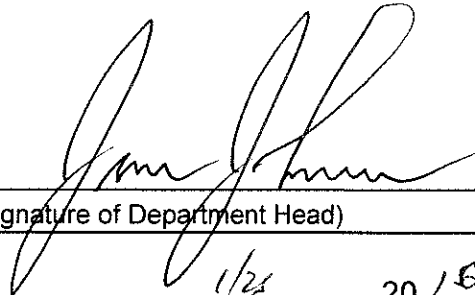
SUBJECT: Budget Amendment for fiscal year 2015-2016

1. It is requested that the budget for the \_\_\_\_\_ TAX \_\_\_\_\_ Department  
be amended as follows:

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 11141400-519100            | PROFESSIONAL SERVICES                  | 20,000.00       |                 |

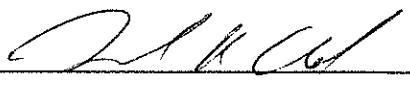
| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 11034140-404125        | LEGAL FEES COLLECTED               | 20,000.00       |                 |

2. Reason(s) for the above request is/are as follows:  
WARRICK AND BRADSHAW PA- FORECLOSURE FEES

  
 \_\_\_\_\_  
 (Signature of Department Head)

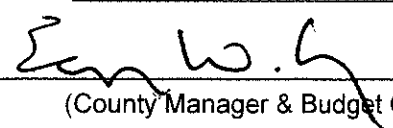
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. ①

\_\_\_\_\_, 1/25, 2015  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. ①

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

January 25, 2016

**MEMO:**

FROM: Jim Johnson, Tax Administrator  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer

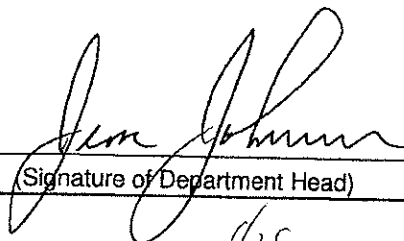
SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account Code</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
|---------------------------------|--|-----------------|-----------------|
| 11141400-544000                 | Contract services                          | 15,000.00       |                 |

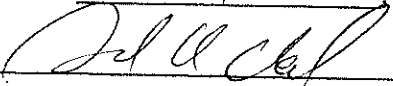
| <u>Revenue Account Code</u> | <u>Source of Revenue</u> | <u>Increase</u> | <u>Decrease</u> |
|-----------------------------|--------------------------|-----------------|-----------------|
| 11031840-412000             | Current taxes            | 15,000.00       |                 |

2. Reason(s) for the above request is/are as follows:  
 To allocate funds for 20 business personal property audits.

  
 \_\_\_\_\_  
 (Signature of Department Head)


**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
 1/25, 2016  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

1/15/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551810-554000            | EH CAPITAL OUTLAY - VEHICLES           | 16,500.00       |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535110-408900        | GENERAL MISC REVENUE               | 16,500.00       |                 |

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

MOVE FUNDS FROM INSURANCE COMPANY TO PURCHASE ENVIRONMENTAL HEALTH VEHICLE

Wanda Palmer  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/25, 2016  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
[Signature]  
(County Manager & Budget Officer)

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



**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

1/15/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551550-526200            | HP DEPARTMENT SUPPLIES                 | 1,750.00        |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535155-408900        | HP MISC REVENUE                    | 1,750.00        |                 |

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

WALMART GRANT FUNDS RECEIVED TO SUPPORT TEEN HEALTH FAIR

Wanda Ralston  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/15, 2016  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
[Signature]  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

1/15/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551630-531100            | MH TRAVEL                              | 10,000.00       |                 |
| 12551630-526200            | MH DEPARTMENT SUPPLIES                 | 5,000.00        |                 |
| 12551630-523900            | MH MEDICAL SUPPLIES                    | 37,890.00       |                 |
| 12551630-512100            | MH SALARY                              | 6,627.00        |                 |
| 12551630-518100            | MH FICA                                | 411.00          |                 |
| 12551630-518120            | MH MEDICARE FICA                       | 97.00           |                 |
| 12551630-518200            | MH RETIREMENT                          | 469.00          |                 |
| 12551630-518300            | MH GROUP INSURANCE                     | 5,610.00        |                 |
| 12551630-518400            | MH DENTAL INSURANCE                    | 173.00          |                 |
| 12551630-518901            | MH 401K                                | 168.00          |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535163-404000        | MH STATE REVENUE                   | 66,445.00       |                 |

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

TO ALLOCATE ADDITIONAL STATE FUNDS FOR THE MH PROGRAM

*Wade R. Lewis*

\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. *[Signature]*

\_\_\_\_\_, 1/25, 2016

*[Signature]*  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. *[Signature]*

\_\_\_\_\_, 20

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

*[Signature]*  
\_\_\_\_\_  
(County Manager & Budget Officer)

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

1/15/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551550-526200            | HP DEPARTMENT SUPPLIES                 | 3,159.00        |                 |
| 12551550-531100            | HP TRAVEL                              | 1,000.00        |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535155-408000        | HP STATE REVENUE                   | 4,159.00        |                 |

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

ALLOCATE ADDITIONAL STATE FUNDS TO SUPPORT HEALTHY COMMUNITIES

*Wanda Peltier*

\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/25, 2016

*[Signature]*

\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

*[Signature]*

\_\_\_\_\_  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

1/15/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551640-523900            | FP MEDICAL SUPPLIES                    | 133.00          |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535164-408000        | FP ADDITIONAL STATE FUNDING        | 133.00          |                 |

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

ALLOCATE ADDITIONAL STATE FUNDS FOR THE FAMILY PLANNING PROGRAM

*Wanda Palmer*

\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

1/25, 2016

*[Signature]*

\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

*[Signature]*

\_\_\_\_\_  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

January 19, 2016

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2015-2016

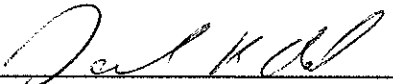
1. It is requested that the budget for the Juvenile Crime Prevention Council Grant be amended as follows:

| <u>Expenditure Account Code</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
|---------------------------------|--|-----------------|-----------------|
| 05558310-581000                 | Transfer to State agency                   | 71,316.00       |                 |
| 05558310-561001                 | Positive influences                        | 7,572.00        |                 |

| <u>Revenue Account Code</u> | <u>Source of Revenue</u>              | <u>Increase</u> | <u>Decrease</u> |
|-----------------------------|---------------------------------------|-----------------|-----------------|
| 05435831-409900             | Fund balance JCPC administration      | 3,209.00        |                 |
| 05435831-409902             | Fund balance JCPC restitution teen ct | 2,491.00        |                 |
| 05435831-409905             | Fund balance JCPC psychological       | 1,500.00        |                 |
| 45435831-409901             | Fund balance JCPC positive influences | 71,688.00       |                 |

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

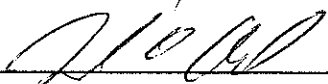
To budget FY 14-15 unexpended grant funds to be returned to State agency and reimburse Positive Influences program.

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2016

  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

January 7, 2016

FROM: JOHN SWOPE

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

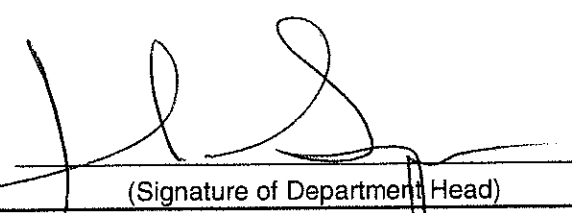
1. It is requested that the budget for the ECONOMIC DEVELOPMENT COMMISSION Department be amended as follows:

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 11449200-531101            | EXISTING INDUSTRY PROJECT - JOB FAIR   | 9,000.00        |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u>   | <u>Increase</u> | <u>Decrease</u> |
|------------------------|--------------------------------------|-----------------|-----------------|
| 11034920-356805        | EXISTING INDUSTRY PROJECT - JOB FAIR | 9,000.00        |                 |

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

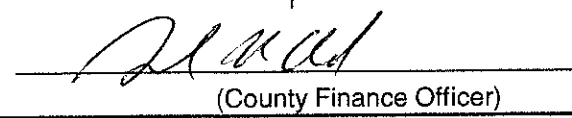
TO BUDGET FUNDS RECEIVED FROM BOOTH VENDOR FEES (\$7,000) AND TRIANGLE WORKSOUTH (\$2,000) FOR A **JOB FAIR** TO BE HELD FEBRUARY 20, 2016.

  
\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

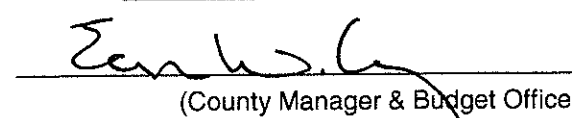
\_\_\_\_\_, 1/25, 2016

  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

  
\_\_\_\_\_  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

January 22, 2016

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2015-2016

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

| <u>Expenditure Account Code</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
|---------------------------------|--|-----------------|-----------------|
| 11243300-529901                 | Local emergency planning                   | 1,105.00        |                 |

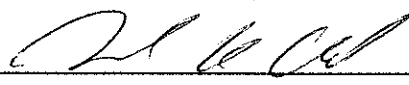
| <u>Revenue Account Code</u> | <u>Source of Revenue</u>         | <u>Increase</u> | <u>Decrease</u> |
|-----------------------------|----------------------------------|-----------------|-----------------|
| 11039999-409800             | Fund balance approp encumbrances | 1,105.00        |                 |

2. Reason(s) for the above request is/are as follows:  
 To budget grant funds received in FY 14-15 that are to be expended in FY 15-16.

  
 \_\_\_\_\_  
 (Signature of Department Head)


**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2016  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

January 22, 2016

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

1. It is requested that the budget for the City Schools Capital Outlay be amended as follows:

| <u>Expenditure Account Code</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
|---------------------------------|--|-----------------|-----------------|
| 11659110-555030                 | Category 1 capital outlay                  | 107,560.00      |                 |
| 11659110-555031                 | Category 2 capital outlay                  | 7,872.00        |                 |
| 11659110-555032                 | Category 3 capital outlay                  | 30,374.00       |                 |
| 11659110-550000                 | Unallocated capital outlay                 |                 | 145,806.00      |

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

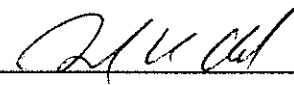
2. Reason(s) for the above request is/are as follows:  
 To reallocate funds to reimburse school system for capital expenditures.

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 1/22, 2016

  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_

  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.         5    

|                                |                                     |                     |                          |                      |
|--------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: February 1, 2016 | <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 |

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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. Sampson County Health Department – State of the County Health Report for 2015

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328

## MEMORANDUM

TO: Ed Causey, County Manager

FROM: Wanda Robinson, Health Director

DATE: January 20, 2016

SUBJECT: Item for County Commissioner Agenda

The purpose of this report is to inform you on ongoing activities by the health department. Attached is the SOTCH report that is being submitted for your review. This report was approved by the Board of Health.

The Sampson County Health Department and the Sampson County Partners for Healthy Carolinians is pleased to provide this yearly update and review of the top health conditions determined during the 2014 Community Health Assessment. This report addresses new and emerging issues that affect the county's health status and ways community member can get involved with ongoing efforts.

Please review this report and if you have any questions, please feel free to contact me.



State of the County Health Report  
2015



# State of the County Health Report 2015

The Sampson County Health Department and the Sampson County Partners for Healthy Carolinians Task Force are pleased to provide this yearly review of the top health concerns determined during the 2014 Community Health Assessment and how Sampson County has taken action to address them. This State of the County Health Report (SOTCH) will include a review of major morbidity and mortality data for the county. It will also include health concerns, progress made in the last year on the selected priorities, and other changes in Sampson County that affect health concerns. The report will address new and emerging issues that affect the county's health status and ways community members can get involved with ongoing efforts.

For more information about the State of the County Health Report, contact the Sampson County Health Department at 910-592-1131 or log on to the health department's website at [www.sampsonnc.com](http://www.sampsonnc.com).

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The Sampson County Health Department (SCHD) was first established in 1911. Since 1911, the health department has continued to provide services that are essential to the public's health. Public health is a "quiet miracle" with a contribution to the quality of life that cannot be estimated. Public health is uniquely responsible for bringing the benefits of prevention to Sampson County citizens.

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The Sampson County Partners for Healthy Carolinians (SCPFHC) Task Force is a non-profit organization that was established in 2000. The task force is a public-private partnership that represents public health, hospitals, health and human service agencies, civic groups, churches, schools, businesses, community members and leaders. For more information on the task force, please visit [www.scpfhc.com](http://www.scpfhc.com).



# Sampson County Data Profile Highlights

## Demographics

**Total Population:**  
63,687

**Ethnicity:**  
White – 52.9%  
African American – 26.0%  
Hispanic/Latino (of any race) – 17.0%

## Economic Characteristics

**Median household income:**  
\$36,496

**Median family income:**  
\$43,557

**Families below poverty level:**  
17.6%

## Leading Causes of Death

| Rank | Cause of Death                            | Number       |
|------|---|--------------|
| 1    | Cancer                                    | 683          |
| 2    | Heart Disease                             | 655          |
| 3    | Cerebrovascular Diseases                  | 179          |
| 4    | Chronic Lower Respiratory Diseases        | 156          |
| 5    | Diabetes Mellitus                         | 146          |
| 6    | All Other Unintentional Injuries          | 127          |
| 7    | Motor Vehicle Deaths                      | 99           |
| 8    | Alzheimer's Disease                       | 96           |
| 9    | Nephritis, Nephrotic Syndrome & Nephrosis | 74           |
| 10   | Pneumonia & Influenza                     | 42           |
|      | All other causes                          | 805          |
|      | <b>Total Deaths – All Causes</b>          | <b>3,062</b> |

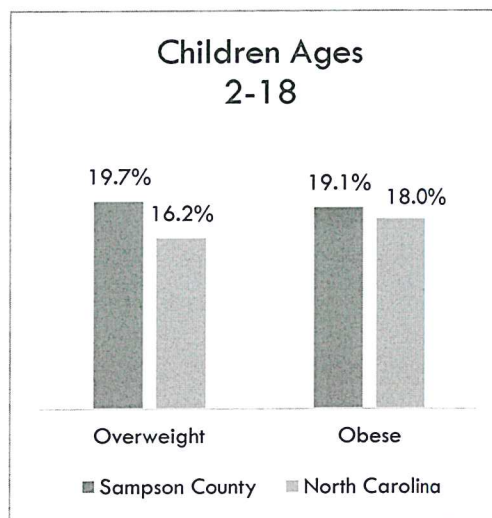
Leading Causes of Death 2009-2013

# Community Health Concerns

As a result of the 2014 Community Health Assessment, Sampson County Partners for Healthy Carolinians selected Obesity/Chronic Disease as the top health priority and Drug/Alcohol Abuse, Mental Health, and Teen Pregnancy as other health concerns. The Community Health Assessment is a process by which community members gain an understanding of health, health concerns, and health care systems of the community. These community members identify, collect, analyze, and disseminate information on community assets, resources, strengths, and needs.

## Obesity

Overweight and obesity are both labels for ranges of weight that are greater than what is generally considered healthy for a given height. The terms also identify ranges of weight that have been shown to increase the likelihood of certain diseases and other health problems such as heart disease, cancer, diabetes, high blood pressure, high cholesterol, and stroke. In Sampson County, 19.7% of children ages 2-18 were overweight and 19.1% were obese. In 2015, Sampson County's adult obesity percentage was 36% compared to North Carolina's percentage of 29%.



## Progress

- Sampson Regional Medical Center provided a Community Wellness calendar each month.
- North Carolina Cooperative Extension in conjunction with The Center for Health + Wellness had 11 participants in Fitness Pals, a program for those who have previously attended Eat Smart Move More Weigh Less (ESMMWL).
- The Fitness Renaissance Program teamed with Clinton City and Sampson County Schools to reach over 4,000 students in grades K-3. Students received awards and medals through the program.
- Sampson County Health Department partnered with Region 8 Active Routes to School to host Walk to School Day in October. Three elementary schools and one middle school participated reaching over 1,700 students.

## Chronic Disease

Chronic diseases, such as heart disease, stroke, cancer, diabetes, and arthritis are the leading causes of death and disability in the United States. About half of all adults have one or more chronic health conditions. These diseases also cause major limitations in daily living for people. High blood pressure, high LDL cholesterol, and smoking are key heart disease risk factors for heart disease. Other medical conditions and lifestyle choices can also put people at a higher risk for heart disease, including: diabetes, overweight and obesity, poor diet, physical inactivity, and excessive alcohol use. Chronic diseases are among the most common, costly, and preventable of all health problems.

## Heart Disease

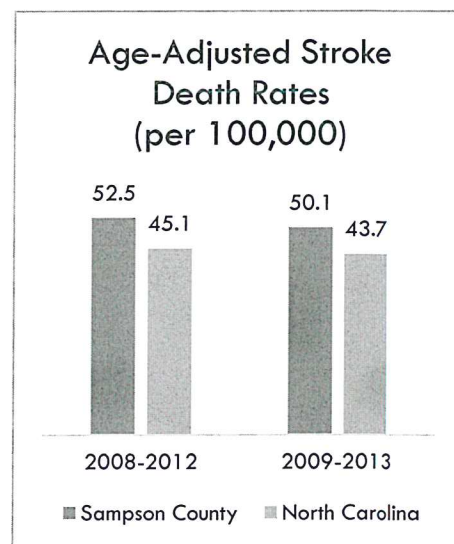
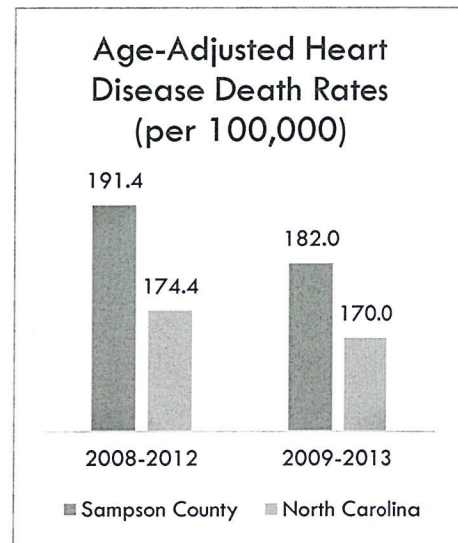
Heart Disease refers to several types of heart conditions. The most common type is coronary artery disease (CAD), which can cause heart attack, angina, heart failure, and arrhythmias. Heart disease is the leading cause of death of men and women in the U.S. Each year, roughly 1 in 4 adults die from heart disease.

## Stroke

A stroke, sometimes called a brain attack, occurs when a clot blocks the blood supply to the brain or when a blood vessel in the brain bursts. Some medical conditions such as high blood pressure, high cholesterol, heart disease, diabetes, overweight or obesity can increase the risk of stroke.

## Progress

- Sampson Regional Medical Center held its annual Care Fair in May 2015.
- Four articles related to Heart Disease were submitted to *The Sampson Independent* and *The Sampson Weekly* on behalf of Sampson County Health Department and Sampson County Partners for Healthy Carolinians.
- Several community presentations and health fairs were conducted in Sampson County with several hundred participants.



## Cancer

Cancer is a disease in which abnormal cells divide without control and are able to invade other tissues. Cancer cells can spread to other parts of the body through the blood and lymph systems. Cancer is not just one disease, but many diseases. There are more than 100 different types of cancer.

### Progress

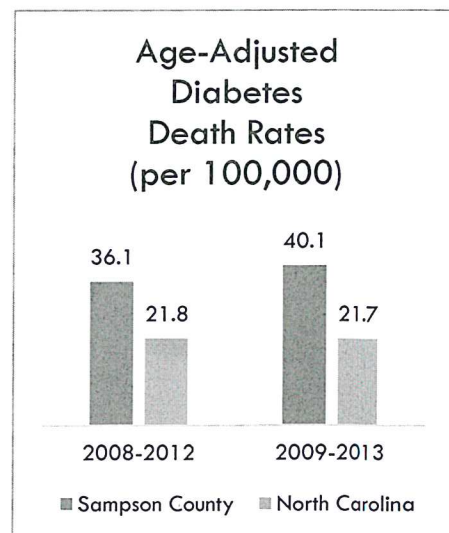
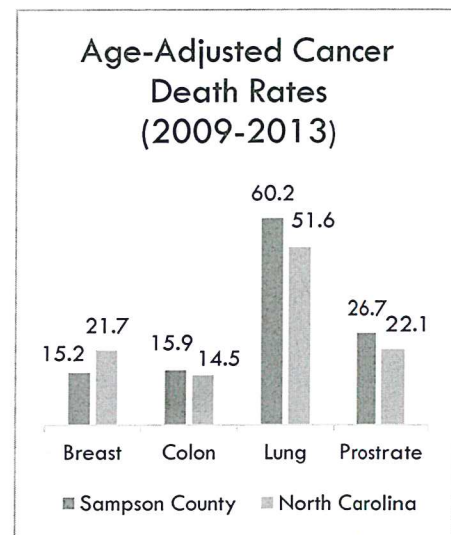
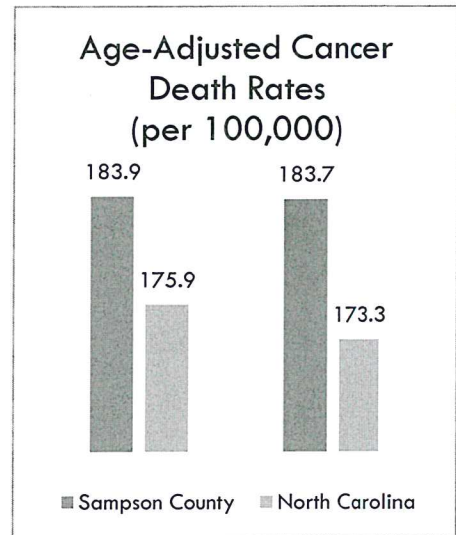
- 17<sup>th</sup> Annual Breast Cancer Rally was held at the County Courthouse in downtown Clinton, followed by a “Walk for the Cure” to Sampson Center Gymnasium with over 200 participants.
- Six cancer related articles were submitted to *The Sampson Independent* and *The Sampson Weekly*.
- Sampson County Breast and Cervical Cancer Control Program (BCCCP) Advisory Board distributed over 500 pink breast cancer ribbons and 40 teal cervical cancer ribbons to local churches and organizations for the Pink and Teal Ribbon Campaigns.
- Ten Breast and Cervical Cancer Presentations were conducted in the community reaching over 200 Sampson County residents.

## Diabetes

Diabetes is a disease in which blood glucose levels are above normal. Most of the food we eat is turned into glucose, or sugar, for our bodies to use for energy. The pancreas, an organ that lies near the stomach, makes a hormone called insulin to help glucose get into the cells of our bodies. When you have diabetes, your body either doesn't make enough insulin or can't use its own insulin as well as it should. This causes sugar to build up in your blood.

### Progress

- The Diabetes Self-Management Program at the Sampson County Health Department (SCHD) provided 7 diabetes education classes and 1 annual refresher class reaching 40 diabetics.



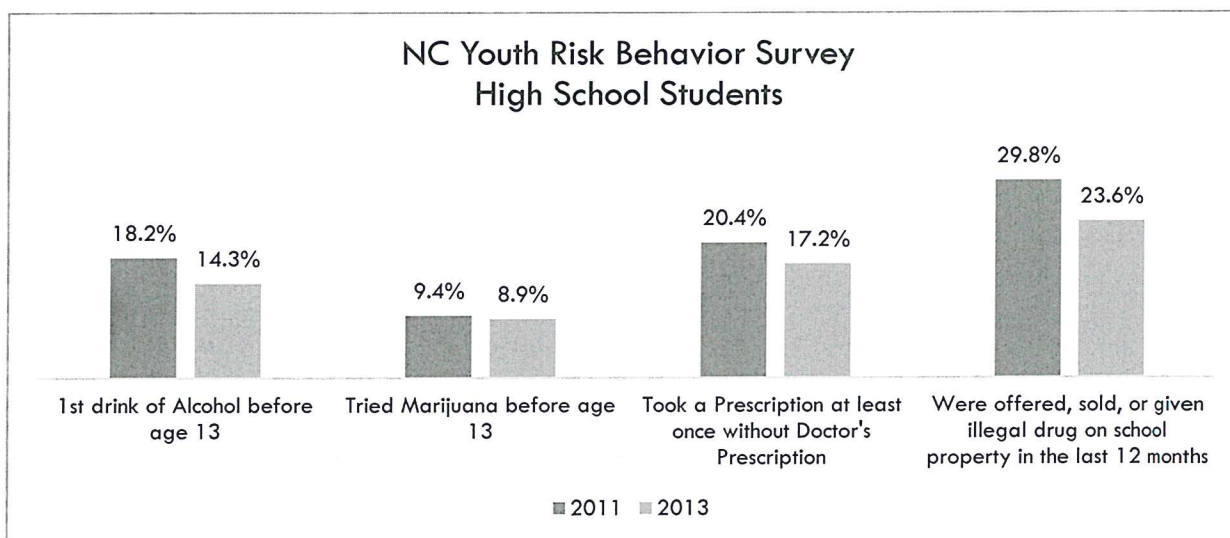


- The Diabetes Educator for SCHD participated in community health fairs and conducted presentations to local churches, nutrition worksites, and organizations reaching over 300 individuals.
- Sampson Regional Medical Center (SRMC) provided 11 diabetes education group classes and 4 quarterly review classes reaching approximately 100 diabetics.
- Eleven Sugar Buddies classes were conducted through SRMC reaching 50 people.

## Other Health Concerns

### Alcohol/Drug Abuse

Alcohol and other drug use among our youth remains a major public health problem. Substance use and abuse can increase the risk for injuries, violence, HIV infection, and other diseases.



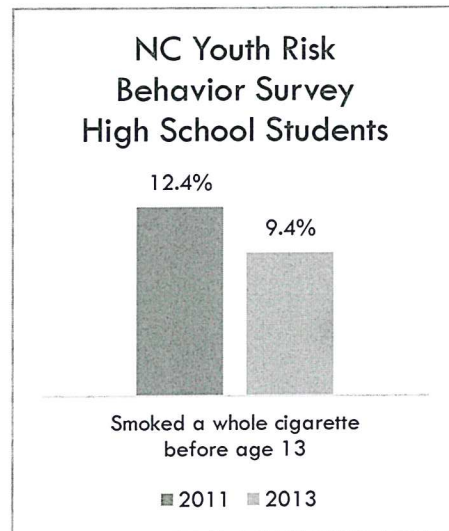
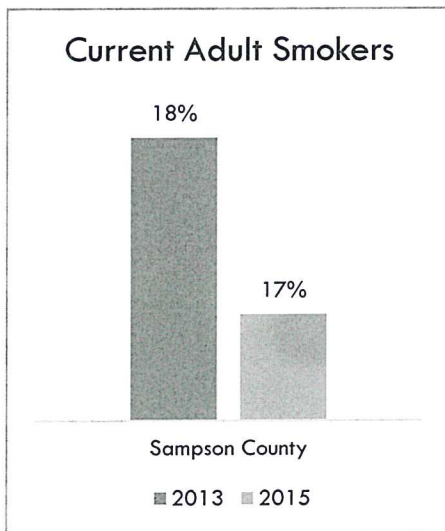
### Progress

- Sampson County Substance Abuse Coalition builds and strengthens the capacity of Sampson County communities to create a safe, healthy and drug/crime free environment by strategically serving as a catalyst to mobilize community efforts to reduce addictive behaviors among youth and adults. For more information, please visit [www.methdeath.org](http://www.methdeath.org).
- “Drive In/Drive Out Drugs” was held in April 2015. This event promoted awareness of making smart choices to avoid using drugs.
- Sampson County Cooperative Extension taught students in grades 3-5 at Clinton City School’s 21<sup>st</sup> Century Blazing Stars Academy about substance abuse and misuse using evidence-based programs such as, “I’m Special,” “Media Detective,” and “Project Alert.”

- Cooperative Extension also educates local Teen Court and Juvenile Restitution youth on substance abuse with programs such as, “Prime for Life,” “Project TND,” and “Project Alert.”

## Tobacco

Cigarettes and other forms of tobacco (including cigars, pipe tobacco, snuff, chewing tobacco, and e-cigarettes) contain the addictive drug nicotine. Tobacco use is the leading preventable cause of disease, disability, and death in the United States.

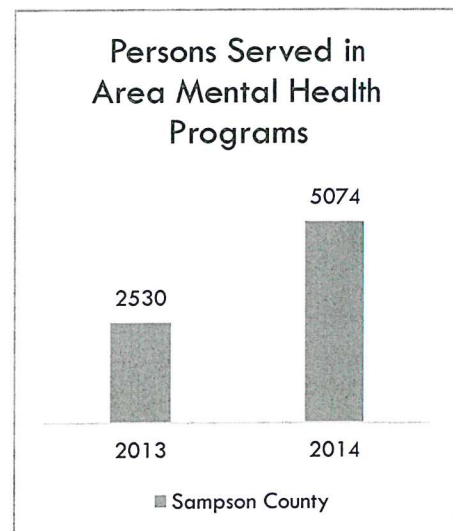


## Progress

- Sampson Community College adopted a “Tobacco-Free Campus” policy effective August 2015.
- Sampson Community College held a Tobacco Cessation Workshop for students and staff in light of their newly adopted policy.
- Clinton Courtyard Apartments adopted a smoke-free policy.

## Mental Health

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Many factors contribute to mental health problems, including: biological factors, such as genetics or brain chemistry; life experiences, such as trauma or abuse; family history of mental health problems.

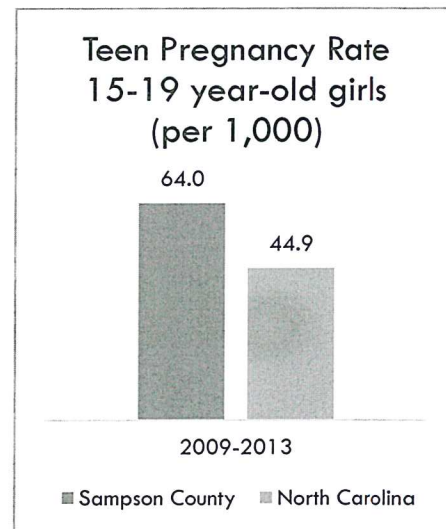


## Progress

- Eastpointe LME/MCO and Sampson Regional Medical Center sponsored free monthly educational sessions to the public covering a variety of topics. These sessions reached approximately 60 people.
- Eastpointe LME/MCO conducted Mental Health First Aid (MHFA) sessions reaching approximately 30 individuals.

## Teen Pregnancy

Teen pregnancy brings substantial social and economic costs through immediate and long-term impacts on teen parents and their children. Teen pregnancy prevention is very important to the health and quality of life for our youth. Evidence-based teen pregnancy prevention programs address specific factors on the basis of knowledge, skills, beliefs, or attitudes related to teen pregnancy. In addition to these programs, teens need access to youth-friendly clinical services as well as parents and other trusted adults to play a role in helping them make healthy choices about relationships, sex, and birth control.



## Progress

- Sampson County Health Department partnered with Academic Abundance, Inc. and Clinton High School to educate teens through Family Planning & STD presentations reaching over 200 ninth graders during the 2014-2015 school year.
- Sampson County Health Department partnered with Sampson County Partners for Healthy Carolinians Task Force to host “Sampson County’s 1<sup>st</sup> Annual Teen Health Fair” in April 2015 reaching over 130 participants.
- Four Family Planning and HIV/STD articles were submitted to *The Sampson Independent* and *The Sampson Weekly* on behalf of Sampson County Health Department.

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## New Initiatives

- Sampson County Health Department made a departmental change to Electronic Medical Records (EMR) in July 2015. The new EMR system will allow medical history and other health related information being stored in digital format rather than in traditional paper files. According to public health officials, there are many advantages to the new system for both the health care provider and the patient.

- The Sampson County Breast and Cervical Cancer Control Program (BCCCP) Advisory Board will apply for the 2016 United Way of Sampson County funding application for cancer prevention and awareness.

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## Emerging Issues

- Education and awareness on Ebola and Avian Influenza.
- Medicaid changes.
- Increase in Opiate/Opioid usage.

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## Volunteers Are Welcome

Help Sampson County Partners for Healthy Carolinians and Sampson County Health Department address these health concerns and issues in your community! Call 910-592-1131 or attend the next Healthy Carolinians meeting at The Center for Health + Wellness, 417 E. Johnson St., Clinton, NC at 1:30 pm every 3<sup>rd</sup> Tuesday of the month.

Ways Community Members can get involved:

- Become a member of Sampson County Partners for Healthy Carolinians (SCPFHC).
- Attend SCPFHC monthly meetings.
- Volunteer to assist SCPFHC with community health fairs and participate in Healthy Carolinians sponsored events.
- Participate in community forums and coalitions.
- Invite the Sampson County Health Department or Sampson County Partners for Healthy Carolinians to participate or present at your next event.

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## Dissemination of SOTCH Report

- Sampson County Board of Health
- Sampson County Board of Commissioners
- Sampson County Partners for Healthy Carolinians
- Sampson County Health Department

This report will also be available to the public at [www.scpfhc.org](http://www.scpfhc.org), [www.sampsonnc.com](http://www.sampsonnc.com), and upon request at the Sampson County Health Department (910) 592-1131.

## 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.