

Bertie County Board of Commissioners



February 5, 2018
4:00 PM

Vice Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
	Tammy A. Lee	District III
	John Trent	District IV
Chairman	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS
February 5, 2018
Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

- 4:00-4:05** Welcome and Call to Order by Chair Bazemore
- 4:05-4:15** Opening Invocation and Pledge of Allegiance by Commissioner Lee
- 4:15-4:25** Public Comments (3-minute time limit per person)

(A)

***** APPOINTMENTS *****

- 4:25 – 4:35** (1) Better Beginnings for Bertie’s Children update by Bobbi Holley
- 4:35 – 4:45** (2) Economic Development Report – Abrams project and review of Golden Leaf Foundation opportunity, by Economic Development Director, Steve Biggs
- 4:45 – 4:55** (3) Presentation of County Audit ended June 30, 2017 by Jeff Best, CPA
- 4:55 – 5:05** (4) Review of upcoming projects by Jodey Sarey, President of the Bertie County Fire Association

Board Appointments (B)

1. Bertie Martin Regional Jail Board – recommendation of reappointment by BMRJ for DiAnne Bazemore

Consent Agenda (C)

1. Approve Minutes for Regular Meeting 1-22-18
2. Approve Minutes for Closed Session 1-22-18
3. Approve Minutes for Town of Windsor joint meeting 1-22-18
4. Approve Register of Deeds Fees Report – January 2018
5. CADA’s CDBG proposed work plan and affidavit of review
6. Budget Amendments

*****OTHER ITEMS*****

Discussion Agenda (D)

1. Review list of proposed policies for CDBG compliance by Chris Hilbert of Holland Consulting Planners
 - a. Resolution approving Bertie County NC Disaster Recovery Act (NCDRA) Program guidelines and policies
 - b. CDBG-DR – Review and approval of grant agreement; and funding approval
2. Discuss approval of Memorandum of Understanding and financial profiles for SECU Teacher Housing Initiative
3. Discuss planning session topics for February 12-13, 2018 @ Roanoke-Cashie River Center
4. Review Business Personal Property Appeal – Mr. Ted Cherry, and report of 2017 unpaid real property taxes and order to advertise

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Recess

**Planning Sessions @
Roanoke-Cashie River Center –
February 12, 2018
9:00AM**

February 13, 2018
9:00AM



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Better Beginnings for Bertie's Children update by Bobbi Holley

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI only.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Economic Development Report – Abrams project and review of Golden Leaf Foundation opportunity, by Economic Development Director, Steve Biggs

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI only.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Regional Partnership & Leadership Development in Northeastern North Carolina: Identifying Assets and Addressing Needs

The Golden LEAF Foundation is partnering with the NC Rural Center and the Friday Institute for Educational Innovation on a new initiative to **nurture broad regional leadership** in the 17 counties of the state's Northeast Prosperity Zone. The initiative will **build cross-county partnerships** to identify regional assets and needs, and then **develop innovative projects** to promote economic growth.

Who:

A core regional leadership team of county managers and council of government directors will serve as an advisory board to the initiative and assist in recruiting team members for a larger group of regional project teams. Regional project teams will be comprised of individuals from multiple counties across the region and from a variety of industry sectors. Each project team will form around a specific issue area or regional need to develop innovative proposals to close gaps and expand opportunity. Project teams will receive personal coaching and technical assistance to identify local assets, implement effective strategies, and measure impact relevant to their assigned priority area.

Timeline:

- **December, 2017**—Core regional leadership team formed
- **January 22-23, 2018**—Regional leadership training in Martin County
- **January-March** —Cross-county project teams form and designate a priority area
- **February-July**—Project teams work to develop projects that address their assigned priority area
- **August-October**—Program evaluation conducted by The Friday Institute
- **October** – Letters of Inquiry due to the Golden LEAF Foundation

Anticipated Outcomes:

- Expand regional partnership and coordination
- Increase understanding of economic data and social trends in the region
- Broaden dialogue and networking among regional leaders
- Improve awareness of regional assets and needs
- Develop high-quality, innovative, and competitive regionally-focused proposals for funding
- Build a foundation for an on-going leadership network that will continue to work collaboratively to improve the region's economic development beyond the life of the initiative

Get Involved:

Interested in joining one of the regional project teams or participating in the regional leadership training? Contact your county manager in one of the 17 counties in the NE Prosperity Zone: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington.

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Development Opportunity Profile

Northwestern Region, North Carolina

Bertie, Halifax, Hertford & Northampton Counties



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Developed for the North Carolina Rural Economic Development Center

January 18, 2018

Introduction

The Center for Rural Entrepreneurship believes in **empowering research** – making data-driven decisions about economic development to be more strategic and, ultimately, create the kinds of economic development outcomes and long-term community or regional prosperity you desire. We work hard to build tools and resources that communities can use to access and understand data and turn that raw information into knowledge you can apply in your community. This **Development Opportunity Profile** is one of our **Getting Started Tools**. This profile was prepared for Northwestern Region of North Carolina, by the Center, for our partner, the [North Carolina Rural Economic Development Center](#).

Taking Stock – The Power of Assessment

Whether a community or a region is successful over time – or not – depends upon the commitment and choices of its leaders and people, and the investments they make in their development. As Deepak Chopra says, “When you make a choice, you change the future.” Making the *right* development choices is a prerequisite for achieving community and regional prosperity. The best way to make the *right* development decisions is to commit to a thoughtful and robust assessment of your region’s opportunities. By taking the time to discover and better understand your region’s genuine development opportunities, you will make smarter investments and enhance your region’s potential for greater prosperity.

This **Development Opportunity Profile** is a start on a pathway to prosperity. But, it is only a start. It reflects one view of your region, based on secondary data. We challenge you to build on this work, draw on your own knowledge of the region and its assets, and create a deeper understanding of your unique development opportunities. Then use this understanding to craft and implement a smart development game plan. We hope this **Development Opportunity Profile** is helpful and contributes to your future development success.

Exploration ...

Dreaming ...

Visioning ...

Planning ...

Goal-setting ...

Action ...

Impact!

Asking the Right Questions

To be successful and achieve sustainable prosperity, every region needs to achieve two things, at a minimum – economic renewal and demographic renewal. These two things are intimately connected. New residents are attracted to and put down roots in places that offer diverse economic opportunities. And, a healthy population supports a more robust quality of life and the amenities that go with it – schools, health care, shopping, arts and recreation, for example. This **Development Opportunity Profile** helps you begin to answer a number of questions about your community or region:

1. What is the regional context for your place?
2. What are the demographic trends in your place?
3. How is your economy doing in terms of job creation?
4. How is your economy doing in terms of income generation?
5. What is driving your economy?

You may choose to address additional questions for your community or region – how are families are doing; how is the ethnic makeup of your community or region changing? The answers to these and other questions will help you focus in on your genuine development opportunities.

The first section of this Profile provides an historical overview of your economy as a whole:

- The regional context
- Population trends
- Employment trends
- Personal income trends
- Economic drivers

The second section delves more deeply into the business or entrepreneurial economy, describing general business ownership trends and specific entrepreneurial attributes of your region. In the final section, we provide a summary of key development opportunities for your region as well as some identified development challenges.

Electronic Library

Research collected and analysis completed in support of this Profile along with community-level data is available through an Electronic Library at the following site:

<https://goo.gl/fcDT2w>

Being a Smart Data Consumer. We provide a summary of research sources at the end of this Profile. Detailed source information can be found by reviewing specific research items in the Electronic Library. Data used in this Profile is based on sampling and estimates. Through the sampling process, data can be skewed particularly in smaller, more rural regions. We encourage you to carefully review the data and question the results if they are at odds with your experience. At the same time, remember that others – prospective residents, employees, and entrepreneurs – are using this same secondary data to learn about your region.

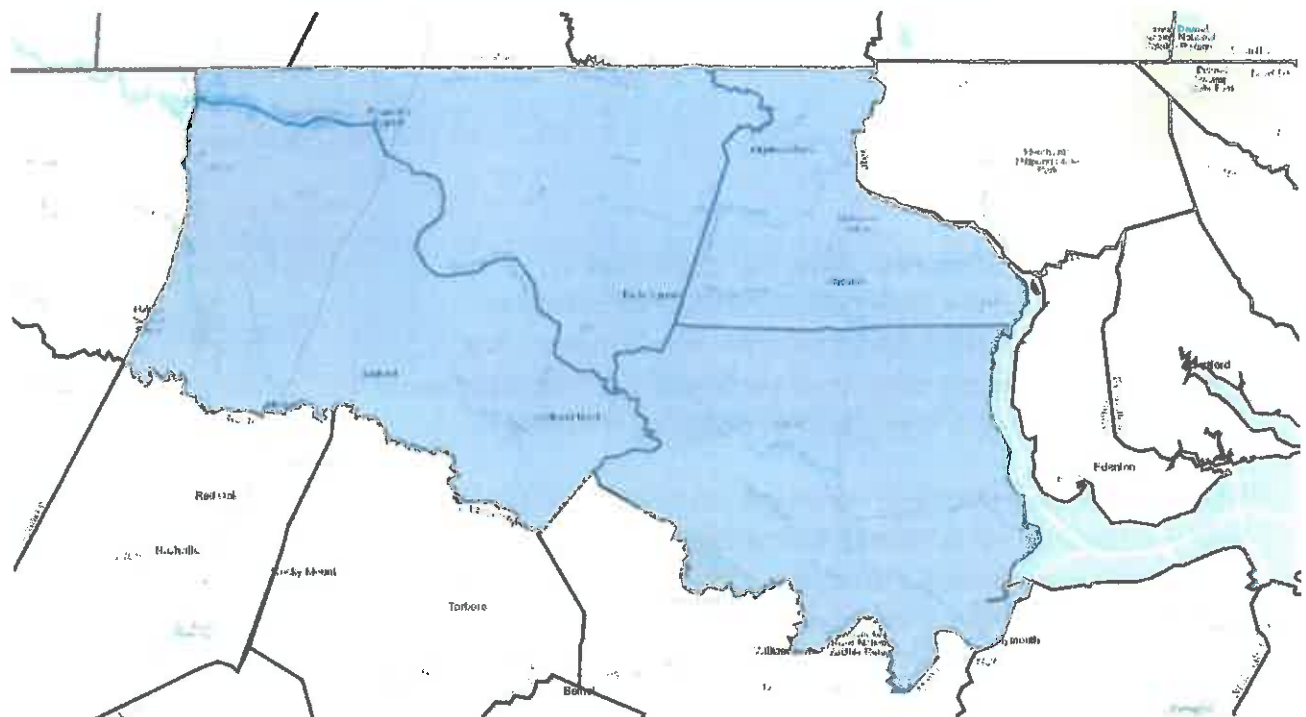
Understanding the Economy – Historical Overview

Regional Context

Every region has a unique location offering both opportunities and challenges. Even in our globally interconnected world, location still matters. Early in America’s history, a region’s access to water transportation was a plus. Today, a location with access to high-speed internet and a unique quality of life might attract, for example, entrepreneurs or telecommuters who can choose to work from anywhere. Individual communities exist within a larger regional context that drives both economic and residential development.

The Northwestern Region includes four counties (i.e., Bertie, Halifax, Hertford and Northampton). This region is immediately west of the Northern Inner Banks Region and located in North Carolina’s Inner Coastal Plains geography. Water and natural resources are significant but this region does not have the coastal natural resources of the tidewater area. Albemarle Sound shapes the eastern portion of this region as it transitions from the coastal region to the Inner Coastal Plains country. The western edge of this region includes the all-important Interstate 95 running from Rocky Mount up to Richmond, Virginia. East-west U.S. 64 is also an adjacent surface transportation corridor. This area of North Carolina is populated by dozens of small cities, towns and villages creating a dense rural population pattern.

Figure 1. Northwestern Region of North Carolina Region



Population Trends

Community and economic development should be focused on strategies that not only grow a more robust economy but create opportunities to attract and retain people. A growing population contributes to a strong workforce and supports community infrastructure including schools, health care, arts and culture, and retail activity. Failure to address population loss contributes to further economic and social contraction as a community or region's vibrancy and capacity decline.

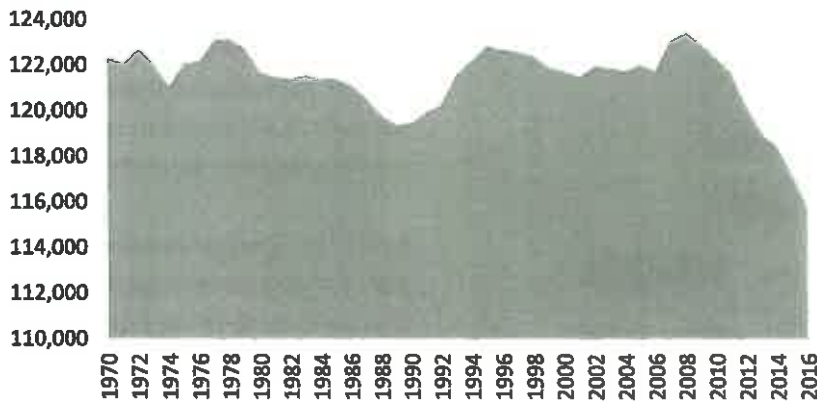
Northwestern Region Quick Demographic Profile

2010 Population – 122,741
 Median Age – 42.4 Years
 Households – 48,856
 Average Household Size – 2.39

2017 Projected Pop – 119,561
 2021 Projection Pop – 115,579

Projected 2017-2021
 Decline Rate = -0.68% per year

Figure 2. Population Trends



The Census Bureau makes a minor statistical correction called a "residual" which is included in Figure 2, but omitted from Figure 3. Because of this correction, natural change plus net migration may not add to total population change in Figure 2.

Figure 3 shows average annual change in population, including natural change (births and deaths) and migration (in-migration and out-migration), for 2000 through 2016. Natural population change (births over deaths) is negative for the region. Migration is also negative with evidence of strong outmigration. As the population continues to age, this net outmigration will continue to contribute to annual population loss. Stabilizing this outmigration trend is important for the demographic renewal of the region. As America ages, overall birth rates are coming down. For many regions, migration or new residents is essential to not only sustain current population levels but to enable growth. For areas to be prosperous, rapid population growth is not necessary.

Figure 3. Population Change (2000-2016)

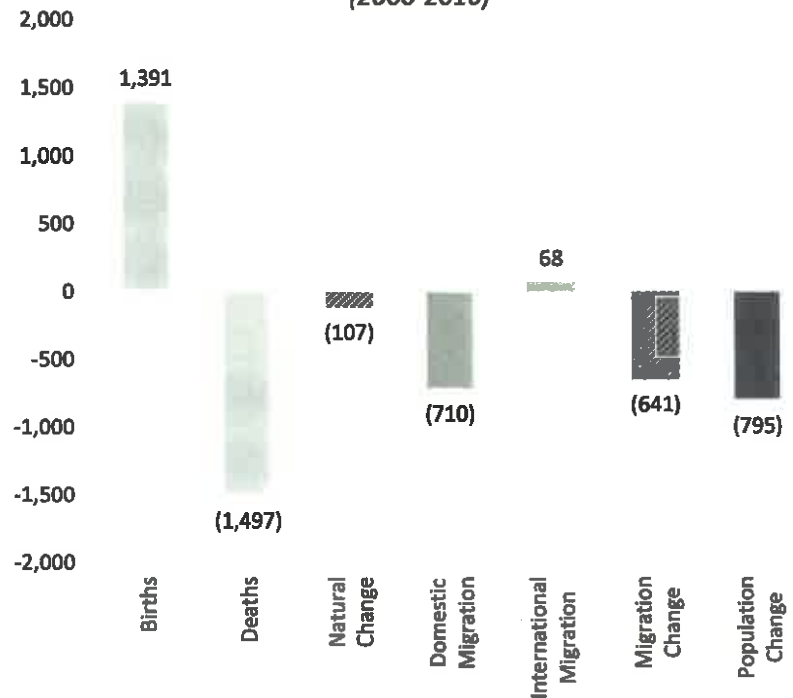


Figure 4. Percent Age Cohort Change, 1990-2000

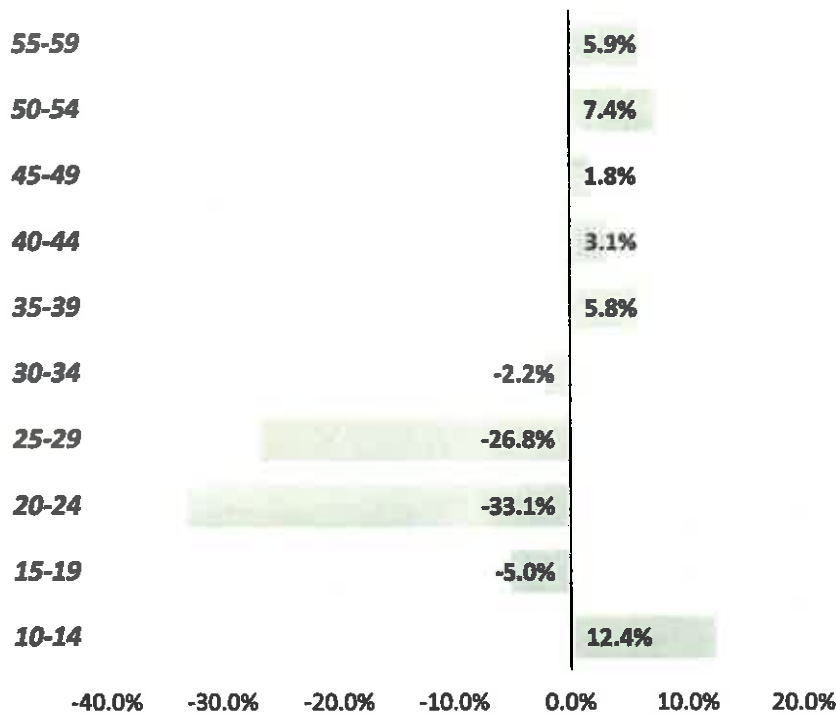


Figure 5. Percent Age Cohort Change, 2000-2010



Dr. Ben Winchester with the University of Minnesota studies population trends across America. We have been using his research increasingly over the past few years.

One way to think about a community's or region's **demographic health** is to compare changes in age cohort groups over ten year or Census periods. In much of rural America, there is a national trend where rural communities typically lose many of their 20-year-olds as they leave high school and often leave their home region to pursue higher education or work elsewhere.

What Dr. Winchester has observed is a trend of 30-year-olds returning after this away-from-home experience. This trend is potentially important to rural communities that have been losing population over time. With returning 30-year-olds, we have younger families, school-age children, a larger workforce and potential entrepreneurs.

Increasing the population of 30 – 40 year-olds should be a development objective in the region. In creating a more entrepreneurial economy and society, your region can be more successful in retaining and attracting the 25 to 40 year old age groups. For this to happen more frequently, communities must create more and better economic opportunities with a range of jobs and careers through local business formation and growth.

Employment Trends

Figure 6 to the right provides the long-term historical trend for total employment in the region. Typically, if a region's population is increasing, we will also see increasing employment. However, for rural regions, it is not uncommon to see declining population with growing employment at least for some time. In most parts of America, workers are willing to travel long

distances for jobs and careers. Workforce is often regional where people live in one community and commute to another community for work and running businesses. Eventually, if a community continues to experience population loss, its ability to sustain job growth is undermined. Later in this Profile, we provide more detailed information on job trends associated with different kinds of ventures by type and size of employment.

Figure 6. Employment Trends

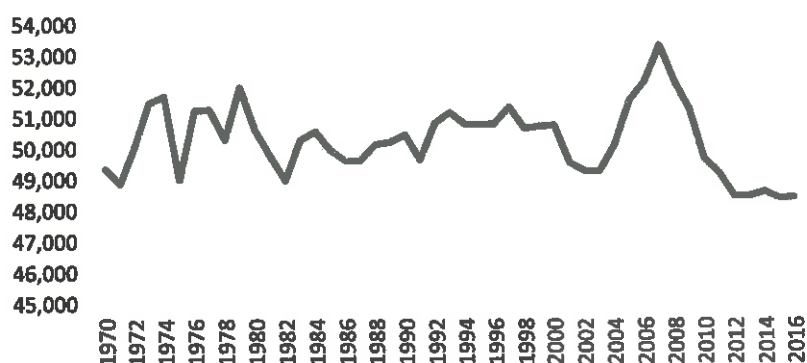
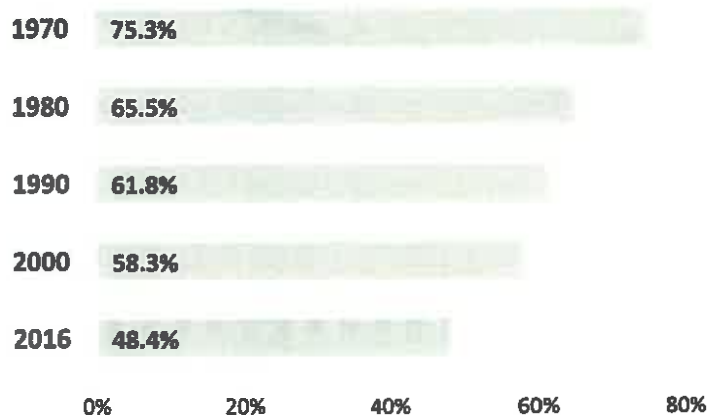


Table 1. Net Job Growth During Recession Periods

2001 Recession		Great Recession	
Recession (Mar-Nov 2001)	0.0%	Recession (Dec 2007-June 2009)	-0.3%
Recovery (Dec 2001-Nov 2007)	0.1%	Recovery (July 2009-Present)	-0.1%

“Labor earnings to total personal income” is a good proxy for how dynamic or robust an economy is. Across the country, the share of labor earnings (active work) relative to total personal income has been dropping reflecting both an aging and stagnating economy. A healthy labor-earning rate is in the range of 60 to 70 percent. For communities with a Labor Earnings Ratio that has been consistently dropping, there should be concern about the vitality of a community's economy. In some situations, this ratio will fluctuate due to influences of natural resource extraction and processing. In communities where farming is predominant, earnings will fluctuate from year to year impacting this ratio. The same is true for other economies where oil, timber, fisheries and tourism are king. Understanding how these economic activities impact community health and well-being is important and a commitment to economic diversification is key to more stable and prosperous communities.

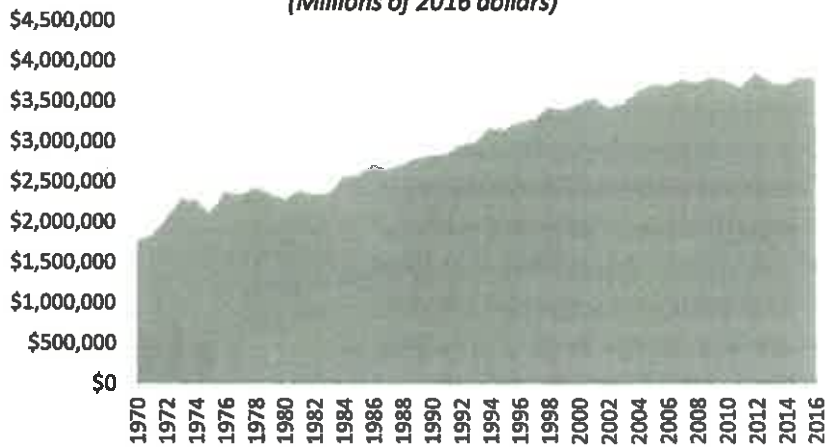
Figure 7. Labor Earnings



Personal Income Trends

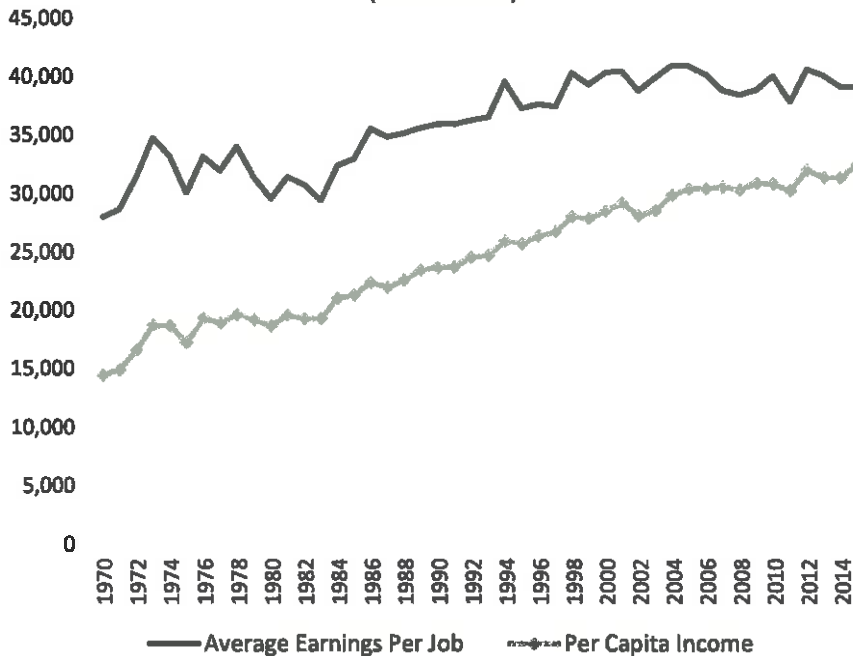
Long-term personal income trends, measured in real or inflation adjusted dollars (where a dollar in 2015 has the same purchasing power as a dollar in 1970) are presented for your region in Figure 8. Personal income is a critically important indicator of community well-being. Generally speaking, when personal income is rising faster than both population and employment, household and community well-being is improving. What Figure 8 does not show is income distribution. We have additional research in your Electronic Library profiling Household Current Net Worth.

Figure 8. Personal Income Trends (Millions of 2016 dollars)



What Figure 8 does not show is income distribution. We have additional research in your Electronic Library profiling Household Current Net Worth.

Figure 9. Average Earnings Per Job & Per Capita Income (2016 dollars)

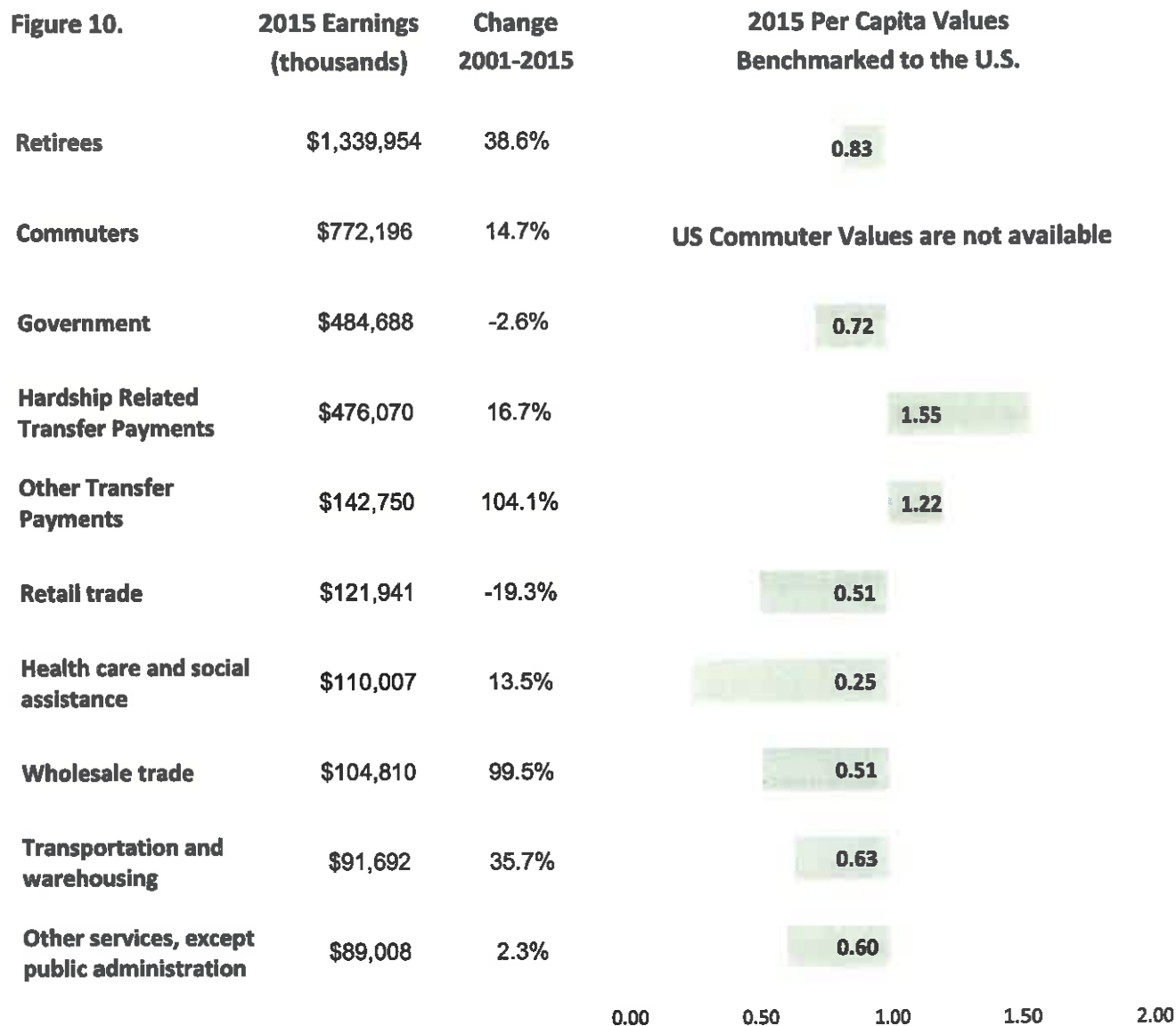


Per capita income (total personal income for the region divided by the number of permanent residents or population) is a good indicator of how well a region is doing. Per capita income in most rural communities is rising because of an aging population. Total personal income includes active earnings (wage and salary earnings) and passive earnings associated with rents, Social Security, retirement, royalties and the like. With aging populations, active earnings may be stagnant but per capita income is rising due to growing passive earnings. Average

earnings per job gives us a better indicator of how business owners and workers are doing. When average earnings are rising, chances are good that the region is doing better. The converse is true when average earnings are contracting reflecting reduced earnings from businesses and wage stagnation or cuts for workers.

Economic Drivers

Every community, region or state is shaped by certain *economic drivers* that generate income. Using data on total earnings by industry, this profile highlights the top 10 *economic drivers* for the region, how each of these has done in the last decade and its relative importance benchmarked to U.S. averages.



The following analysis provides additional detail on each of these “economic drivers” shaping your region’s economy and society. Additional information is available through the Profile’s electronic library and from the Center by contacting Don Macke at don@e2mail.org.

Retirees. America is aging and retirees are among the most important economic drivers in our communities today. Retirees are a non-traditional economic sector. We may consider manufacturing, mining and even health

care as economic sectors, but retirees are increasingly important to our community's economic well-being. Retirees generate significant spending for 55-plus housing, health care, recreation and other activities. For some rural communities and regions, the local hospital and clinics exist because of retirees and their Medicare insurance programs.

Commuters. American workers are often willing to travel significant distances for work and careers. We may choose to live in one community and work in another. For many rural communities and regions, commuters are an important economic driver. People living in the community and working outside of it bring earnings home, generate local spending and support other economic and social activities foundational to a community or region's character and well-being.

Government. Government includes everything from military agencies to federal, state, and local government organizations. Government also includes public education ranging from the local public K-12 school system, public community colleges, colleges, universities and educational learning centers and agencies. For some communities, all or part of their health care system is public and would be included in the government sector. Government adds stability and diversification to your community while also providing critically important services. Ensuring government stability is highly recommended. Growing, through business development, a larger tax base is an important game plan providing adequate tax revenues to support government functions while reducing the burden on both farm and residential taxpayers.

Hardship Related Transfer Payments. According to Headwaters Economics (www.headwaterseconomics.org), Hardship Related Transfer Payments include payments associated with poverty and include Medicaid, Food Stamps (SNAP), Supplemental Security Income (SSI), Unemployment Insurance and other income maintenance benefits. With the Great Recession and an aging population hardship payments have grown and become more important for many communities.

Other Transfer Payments. According to Headwaters Economics (www.headwaterseconomics.org), Other Transfer Payments includes veterans' benefits, education and training, Workers' Compensation Insurance, railroad retirement and disability, farm payments, other government retirement and disability, and other receipts of individuals and non-profits.

Retail Trade. Retail Trade is a bedrock and iconic economic activity in every community. Over the years the Norman Rockwell main street has experienced significant change with emergence of strip commercial activities, shopping centers, franchised box stores and now electronic commerce (think Amazon). Locally owned retail trade today is both very important to community health (e.g., captures and recycles local spending and roots wealth) and challenged.

Health Care and Social Assistance. Depending upon the source and the community, between 5 and 10% of the entire American economy is associated with health care and social services. For many rural communities, the local hospital, clinic, dental office and care home represent major economic drivers and important sources of both jobs/careers and supply chain businesses like the local private pharmacy that exists because there is an assisted living home in your community.

sectors are organized into two components. A region's *traded sectors* produce products and services that are sold outside the region, bringing new income into the region. Traded sectors are also referred to as *basic industries*. Strong regional economies have strong and diverse traded sectors.

Table 2 provides an accounting of the region's ventures including the number of Ventures by sector and associated full-time equivalent employment. This data source does not always capture all venture activity. For example it may not fully reflect the number of farms and ranches in a rural area.

Table 2. Economic Sectors, Northwestern Region of NC, 2017

Sector	Ventures	Employees	Percent of Total Employees
Agriculture	103	3,188	7.8%
Mining & Utilities	20	352	0.9%
Construction	193	1,421	3.5%
Manufacturing	73	3,211	7.8%
Wholesale Trade	150	1,417	3.4%
Retail Trade*	575	5,509	13.4%
Transportation & Warehousing	115	527	1.3%
Information	69	614	1.5%
Finance & Insurance*	141	756	1.8%
Real Estate	163	481	1.2%
Professional Services	131	564	1.4%
Management & Administrative	85	1,061	2.6%
Education	89	3,806	9.3%
Health Care	300	6,440	15.7%
Arts, Entertainment & Recreation	39	314	0.8%
Accommodations	35	310	0.8%
Food Service	172	2,418	5.9%
Hospitality Sector**	246	3,042	7.5%
Other Services	717	2,699	6.6%
Public Administration	388	5,982	14.6%
Unclassified Establishments	61	16	0.0%
Total	3,619	41,086	100%

*Esri provides additional detail for these sectors including sub-sector information.

**Hospitality Sector is created by combining the three preceding sectors.

Retail Trade nationally has undergone major changes as once dominant locally owned retailers are now competing with externally owned big box stores and online sellers. A strong and diverse retail sector is important to capturing local spending and generating additional economic growth. Additionally, services for business, households, non-profits and governmental agencies are increasingly important. We have additional information on your region's service sector in your e-library.

Table 3 provides more detail on retail demand and supply, identifying positive trade balances and spending leakages. The electronic library includes a more detailed **Retail MarketPlace Profile**. Your region might want to consider a two-part retail strategy focusing on (1) assisting business transitions in the *local sector* and (2) finding competitive niches for existing or new retail businesses.

Table 3. Retail MarketPlace Profile, Northwestern Region of NC, 2017

Summary Demographics						
2017 Population						119,561
2017 Households						47,689
2017 Median Disposable Income						\$28,476
2017 Per Capita Income						\$19,717
Industry Summary	NAICS	Demand (Potential)	Supply (Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$1,225,546,471	\$1,094,694,109	(\$130,852,362)	5.6	744
Total Retail Trade	44-45	\$1,122,361,201	\$1,011,742,728	(\$110,618,473)	5.2	571
Total Food & Drink	722	\$103,185,270	\$82,951,381	(\$20,233,889)	10.9	173
Industry Group	NAICS	Demand (Potential)	Supply (Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$259,793,958	\$167,345,918	(\$92,448,040)	21.6	101
Automobile Dealers	4411	\$214,922,596	\$130,716,779	(\$84,205,817)	24.4	51
Other Motor Vehicle Dealers	4412	\$21,574,120	\$13,030,542	(\$8,543,578)	24.7	10
Auto Parts, Accessories & Tire Stores	4413	\$23,297,242	\$23,598,597	\$301,355	0.6	40
Furniture & Home Furnishings Stores	442	\$37,480,375	\$18,903,733	(\$18,576,642)	32.9	16
Furniture Stores	4421	\$22,776,355	\$12,812,450	(\$9,963,905)	28.0	9
Home Furnishings Stores	4422	\$14,704,020	\$6,091,283	(\$8,612,737)	41.4	7
Electronics & Appliance Stores	443	\$28,739,192	\$10,999,674	(\$17,739,518)	44.6	17
Bldg Materials, Garden Equip & Supply Stores	444	\$83,948,090	\$72,481,636	(\$11,466,454)	7.3	50
Bldg Material & Supplies Dealers	4441	\$78,377,090	\$69,986,401	(\$8,390,689)	5.7	43
Lawn & Garden Equip & Supply Stores	4442	\$5,571,000	\$2,495,235	(\$3,075,765)	38.1	7
Food & Beverage Stores	445	\$192,172,315	\$159,822,430	(\$32,349,885)	9.2	90
Grocery Stores	4451	\$179,648,362	\$149,255,814	(\$30,392,548)	9.2	72
Specialty Food Stores	4452	\$6,961,111	\$5,559,738	(\$1,401,373)	11.2	13
Beer, Wine & Liquor Stores	4453	\$5,562,842	\$5,006,878	(\$555,964)	5.3	5
Health & Personal Care Stores	446,4461	\$73,944,192	\$88,506,610	\$14,562,418	9.0	33
Gasoline Stations	447,4471	\$128,550,205	\$218,021,025	\$89,470,820	25.8	78
Clothing & Clothing Accessories Stores	448	\$44,509,622	\$15,863,259	(\$28,646,363)	47.4	33
Clothing Stores	4481	\$30,000,537	\$8,758,420	(\$21,242,117)	54.8	23
Shoe Stores	4482	\$7,416,896	\$4,754,640	(\$2,662,256)	21.9	6
Jewelry, Luggage & Leather Goods Stores	4483	\$7,092,189	\$2,350,199	(\$4,741,990)	50.2	4
Sporting Goods, Hobby, Book & Music Stores	451	\$26,586,140	\$7,818,751	(\$18,767,389)	54.5	13
Sporting Goods/Hobby/Musical Instr Stores	4511	\$22,806,578	\$5,849,013	(\$16,957,565)	59.2	9
Book, Periodical & Music Stores	4512	\$3,779,562	\$1,969,738	(\$1,809,824)	31.5	4
General Merchandise Stores	452	\$173,946,622	\$196,259,856	\$22,313,234	6.0	56
Department Stores Excluding Leased Depts.	4521	\$122,262,824	\$154,157,550	\$31,894,726	11.5	16
Other General Merchandise Stores	4529	\$51,683,798	\$42,102,306	(\$9,581,492)	10.2	40
Miscellaneous Store Retailers	453	\$53,178,026	\$40,798,005	(\$12,380,021)	13.2	74
Florists	4531	\$1,453,700	\$2,194,965	\$741,265	20.3	21
Office Supplies, Stationery & Gift Stores	4532	\$9,107,882	\$2,369,710	(\$6,738,172)	58.7	13
Used Merchandise Stores	4533	\$4,626,841	\$2,887,404	(\$1,739,437)	23.1	13
Other Miscellaneous Store Retailers	4539	\$37,989,603	\$33,345,926	(\$4,643,677)	6.5	27
Nonstore Retailers	454	\$19,512,464	\$14,921,831	(\$4,590,633)	13.3	10
Electronic Shopping & Mail-Order Houses	4541	\$12,808,828	\$0	(\$12,808,828)	100.0	0
Vending Machine Operators	4542	\$1,032,777	\$180,023	(\$852,754)	70.3	1
Direct Selling Establishments	4543	\$5,670,859	\$14,741,808	\$9,070,949	44.4	9
Food Services & Drinking Places	722	\$103,185,270	\$82,951,381	(\$20,233,889)	10.9	173
Special Food Services	7223	\$965,183	\$463,952	(\$501,231)	35.1	4
Drinking Places - Alcoholic Beverages	7224	\$6,067,731	\$473,831	(\$5,593,900)	85.5	3
Restaurants/Other Eating Places	7225	\$96,152,356	\$82,013,598	(\$14,138,758)	7.9	166

Entrepreneurial Profile

Entrepreneurs play a central role in revitalizing community and regional economies. Where you have more robust entrepreneurial activity, you typically have more competitive, dynamic and prosperous economies. This is particularly true when there are rooted entrepreneurs who are part of the overall community, contributing to the economy and actively engaging in the civic and social life of the region. Healthy economies support a range of entrepreneurial talent – from aspiring and startup to growth-oriented and breakout entrepreneurs.

Startup Entrepreneurs are the seeds of an entrepreneurial economy, making up the mouth of the pipeline. Successful startups create opportunities for business growth that generates employment and ultimately drives the economy. One good proxy for startup entrepreneurs is the number of *self-employed* (where the owner/operator is the only employee). Figure 14 shows self-employment trends for your region from 1998 through 2015

(www.youreconomy.org).

Rising self-

employment can be due to two things. First, it can reflect the lack of wage and salary jobs where people in a community are forced into necessity entrepreneurship to get by until better jobs emerge. Second, it can be an indicator of increased new venture startups. Self-employment is a leading indicator of new entrepreneurial activity in a community. Working with the self-employed offers a significant development strategy for the region.

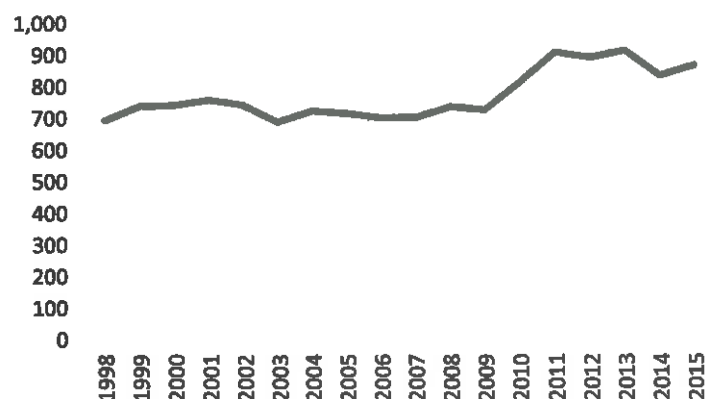
Conversely, declining self-employment can reflect two realities in a community. First, it can indicate an improving wage and salary job market where self-employed persons are taking jobs. For example, this may happen when a business expands and there are significant new job openings. Second, it can indicate deeper community decline where overall economic activity is contracting. Understanding what is behind these trends is paramount.

Regardless of your region's trend direction, it is important to discover who your self-employed entrepreneurs are. We urge the region to focus on the following three questions as it explores this development opportunity:

- Who are these self-employed startups?
- What are they doing?
- How could we help them be more successful?

Increasing self-employment or startup activity can be an important business development objective within an overall economic development strategy.

Figure 14. Self-Employed



Established, Locally-Owned Entrepreneurial Ventures are important components of a community’s entrepreneurial pipeline. When family-owned, local businesses prosper, they hire more employees, pay more local taxes and are able to more actively support their communities. We use two sets of data to describe these entrepreneurs. The U.S. Bureau of Economic Analysis (Figure 15) tracks nonfarm proprietors, typically small main street type businesses that are not incorporated.

Youreconomy.org (Figure 16) tracks ventures based on the number of employees, with Stage 1 businesses (2-9 employees) representing small, most likely family-owned or locally-owned businesses.

Figure 15. Nonfarm Proprietors' Income & Employment

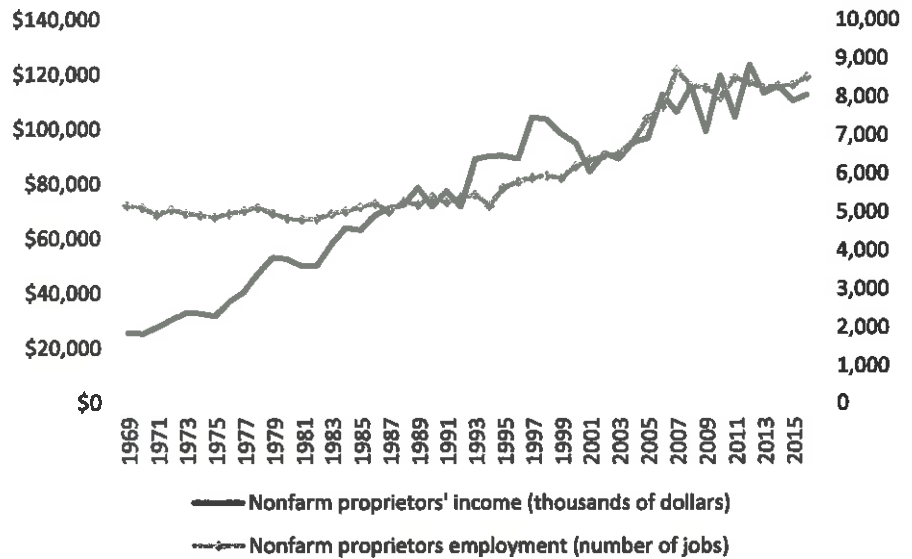
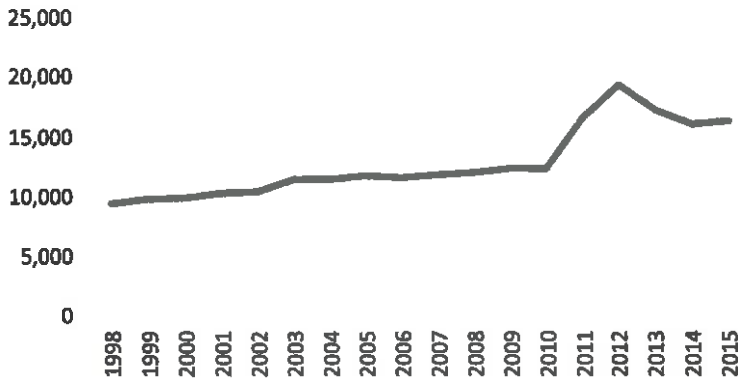


Figure 16. Employment in Stage 1 (2-9 Employees) Ventures



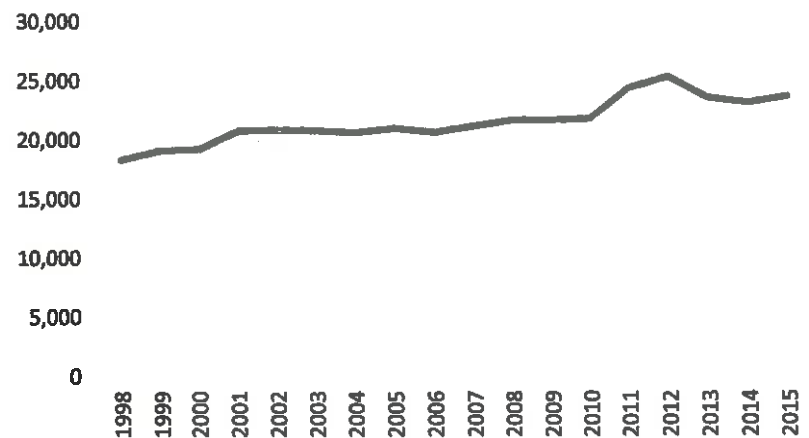
Stage 1 ventures with 2-9 employees overlap with Nonfarm and farm proprietorships. Typically, statistics on Stage 1 ventures have higher numbers for both number of ventures and employment. This difference is due to the fact that Stage 1 ventures can include small corporations and LLCs that may not be classified as proprietorships. Comparing the two sets of data can help a community or region gain a better idea of what is happening with this all important component of your venture community.

For communities or regions that are more rural, Stage 1 ventures and nonfarm proprietorships are the bedrock of “main street” type locally-owned ventures. These are our cafes, retail shops, dental offices, medical clinics, small manufacturing operations, local trucking firms and the like. Stage 1 indicators can vary as ventures move between the magic line of 9 to 10 to 10 to 99 employees. Watching how Stage 1 and Stage 2 indicators are changing can reflect movement between these two classes of businesses. Maintaining and sustaining nonfarm proprietorships and Stage 1 ventures are foundational to most regional economies. This is particularly true if ownership is local meaning profits from the ventures are creating local wealth.

Growth-Oriented Entrepreneurs comprise an important part of the entrepreneurial pipeline. These entrepreneurs have the desire to grow and have – or are seeking – the market opportunities to turn that desire into a reality. There is a great deal of attention paid to **growth entrepreneurs** – Economic Gardening ([Edward Lowe](#)) focuses almost exclusively on these entrepreneurs. In most community and regional economies, we have found fewer growth entrepreneurs and much larger numbers of **growth-oriented entrepreneurs**. This latter group includes entrepreneurs who are actively exploring ways to grow their businesses but who may still benefit from the types of business development assistance most regions and communities can offer. Helping growth entrepreneurs often requires much higher level resources, including diverse forms of capital.

As a proxy for growth-oriented entrepreneurs, we use employment for Stage 2 ventures (10-99 employees). Figure 17 illustrates what we call Stage 2 Ventures or those employing 10 to 99 employees. Stage two ventures are critically important to a community or region. These ventures tend to create more jobs and better jobs. There may be less part-time or flexible time situations. Ventures at this size tend to need a stable and productive workforce creating jobs with better compensation, security

Figure 17. Employment in Stage 2 (10-99 Employees) Ventures

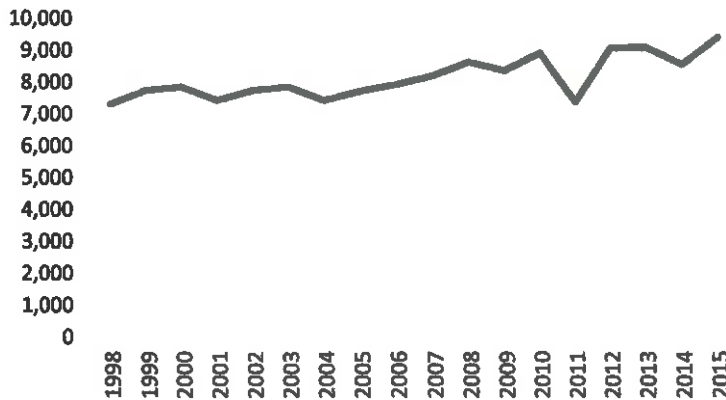


and benefits. Ownership can be area, franchises with local and outside ownership and branch facilities of outside LLCs and corporations. Increasing Stage 2 ventures is an important development goal as these ventures tend to provide better jobs. Most likely some Stage 1 businesses became Stage 2 employers through growth.

Breakout Entrepreneurs are very important to both local and regional economies. Ideally, these entrepreneurial ventures create many jobs, stimulate economic growth and increase overall economic prosperity as new employee spending drives retail, service, construction and other sectors of the economy. In the *new economy*, many businesses are experiencing rapid sales growth but creating few jobs as they rely instead on contract employees and outsourcing strategies. As part of the entrepreneurial pipeline, communities should focus on those existing businesses that achieve breakout or rapid growth status *and* create many jobs in the process. According to Christine Hamilton-Pennell (former market research analysis with Littleton, Colorado’s Economic Gardening program), the typical high growth entrepreneurial venture is one that has been around for several decades and reaches a point where there is both motivation and opportunity for high growth. It often takes an entrepreneur time to figure out how to achieve higher growth, creating opportunities for the community to provide support and resource connections. This observation also suggests that leaders should not limit their focus to new entrepreneurial ventures. It is important to look at existing, established entrepreneurs who may be on the cusp of breakout growth.

As a proxy for breakout entrepreneurs, we use employment associated with Stage 3 ventures (100-499). Many Stage 3 ventures achieve a certain level of growth and plateau. If we see employment growth among Stage 3

Figure 18. Employment in Stage 3 (100-499 Employees) Ventures

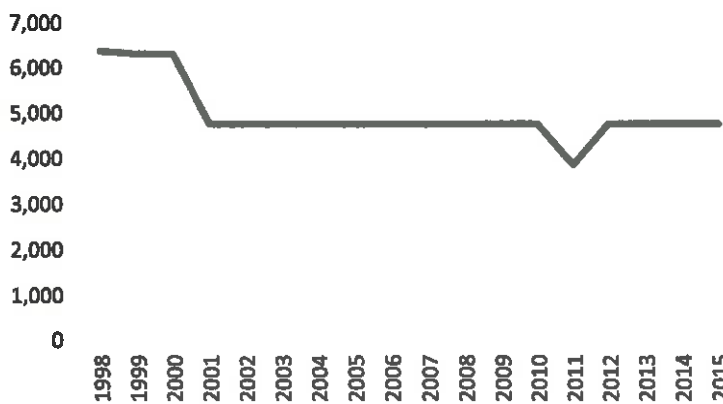


ventures, there is a strong probability that there is breakout entrepreneurial activity.

At the local or regional level, it is relatively easy to identify potential breakout entrepreneurs (remember, they can be non-profits and public enterprises). At this stage, businesses are often moving out of existing space and building new office complexes or even campuses. They may be actively expanding their leadership teams or seeking new supplier relationships. Regional and local leaders should be watching for such evidence and meeting

with these entrepreneurial teams to understand their plans and consider what support the community can provide.

Figure 19. Employment in Stage 4 (500+ Employees) Ventures



Large or Stage 4 Ventures. The U.S. Small Business Administration defines the dividing line between small and big businesses as 500 employees.

YourEconomy defines State 4 ventures as those with 500 or more employees. In rural regions, ventures with this kind of employment are rare and often associated with branch manufacturing plants, regional health care facilities, regional colleges and universities, consolidated K-12 school systems and major energy, power or mining operations.

Just as a water or natural gas pipeline is critical community infrastructure, the *entrepreneurial pipeline* is the lifeblood of a community or regional economy. A diverse set of entrepreneurial talent, across the entire pipeline, is one key to building a strong, diverse entrepreneurial economy. For the region, Table 4 provides a comprehensive picture of all private, public and non-profit business establishments across the entrepreneurial pipeline, using data from www.youreconomy.org.

Every community, particularly within a larger regional setting, has elements of the entrepreneurial pipeline in place, with more businesses in the earlier stages of venture development. Regional and local leaders should focus on understanding the entrepreneurial talent that exists across this pipeline and targeting resources toward those with the desire, capacity and opportunity to grow.

Table 4. Northwestern Region of NC, Entrepreneurial Pipeline

	1998	2001	Change	2001	2016	Change
Establishments	3,957	4,309	352	4,309	6,258	1,949
Self-Employed (1)	698	761	63	761	882	121
Stage 1 (2-9)	2,530	2,745	215	2,745	4,315	1,570
Stage 2 (10-99)	677	752	75	752	995	243
Stage 3 (100-499)	46	47	1	47	60	13
Stage 4 (500+)	6	4	-2	4	6	2
Jobs	42,267	44,106	1,839	44,106	56,539	12,433
Self-Employed (1)	698	761	63	761	882	121
Stage 1 (2-9)	9,459	10,303	844	10,303	16,484	6,181
Stage 2 (10-99)	18,390	20,802	2,412	20,802	24,354	3,552
Stage 3 (100-499)	7,340	7,460	120	7,460	8,914	1,454
Stage 4 (500+)	6,380	4,780	-1,600	4,780	5,905	1,125

Using this Development Opportunity Profile

This **Development Opportunity Profile** is meant to be used as a conversation starter in your community or region. We believe that the best development decisions are made after a thorough assessment of your assets and opportunities. This Profile provides one set of information to get you started. We encourage you to share this profile with a diverse group of community and regional stakeholders and residents. The data shared here will be enriched by conversations with a range of partners who bring new and unique perspectives on your economy and opportunities. An entrepreneur is likely to look at this information from a different perspective than a community banker or county commissioner. Yet, all of these perspectives can help you establish a better understanding of your starting point, and create the space for you to dream about what might be possible in your region going forward.

A Note on Venture and Employment Data. In our Development Opportunity Profiles, we use three public and two private sources of venture and employment research and data. A detailed review of our profiles shows that values change and sometimes change dramatically based on the sources we are using. The following summarizes these sources and their unique attributes:

Public Sources

U.S. Bureau of Economic Analysis. BEA has very reliable data on private sector business establishments and associated employment. We use this source to profile both farm and nonfarm proprietorships. Proprietorships are typically locally owned and “main street” type smaller businesses. However, this kind of business organization can include small manufacturing, industrial, construction and other concerns.

U.S. Bureau of Labor Statistics. BLS captures very accurate information on all establishments that have wage and salary workers based on workman’s compensation filings. However, this source does not necessarily capture smaller self-employment ventures or proprietorships.

U.S. Census Bureau. Census establishment and employment data is based on surveys. It is comprehensive but for smaller geographies, the sampling can result in potentially unreliable estimates. This source does include information on commuters, home-based and self-employed persons by economic sector.

Private Sources

Esri. We purchase data from Esri (www.esri.com), a national market research company. Esri data is very current and can be procured for almost any geographic unit. It estimates ventures and employment at considerable detail including profiles of potential market demand by detailed economic sector. However, the Esri data is not as comprehensive as compared to Your Economy data.

Your Economy. The Your Economy (www.youreconomy.org) data is very comprehensive. The Your Economy data for ventures and jobs can be 20, 30 and even 40 percent higher as compared to the Esri data series. The Your Economy data set was created by the Edward Lowe Foundation and is now managed by the University of Wisconsin at Madison.

We use all these sources as they provide unique insights into the economy of a particular geography. Understanding what each source is measuring and how the source is estimating data are important. Hopefully this information helps users understand differences in data shared in this profile.

Other Sources

All the data contained in this Development Opportunity Profile were obtained from the following:

- Esri ArcGIS Maps (ba0.arcgis.com), 2018
- Headwaters Economics (www.headwaterseconomics.org), 2018
- U.S. Department of Agriculture, Census of Agriculture 2012 (quickstats.nass.usda.gov), 2018
- Ben Winchester [Brain Gain](#) Databook, University of Minnesota Extension (obtained privately), 2016

About the Center

The Center for Rural Entrepreneurship's mission is to help community leaders build a prosperous future by supporting and empowering business, social and civic entrepreneurs. With our roots and hearts in rural America, we help communities of all sizes and interests by bringing *empowering research* together with *effective community engagement* to advance *community-driven strategies* for prosperity. To learn more about the Center, go to www.energizingentrepreneurs.org.

The Center, along with *Virginia Community Capital*, has launched a new national initiative, LOCUS, to provide support and services to place-focused foundations to invest their capital locally to build prosperous, vibrant communities. LOCUS empowers foundations and donors who want to unlock their philanthropic capital and provides a roadmap for foundations interested in building their capacity for direct impact investing and more. To learn more about LOCUS, go to www.locusimpactinvesting.org.

770 North Cotner Blvd., Suite 400
Lincoln, NE 68505
(402) 323-7336

Our Team



Don Macke is Co-Founder and Director of the Entrepreneurial Communities solution area. Through this work, Don helps communities and regions throughout North America grow entrepreneur-focused economic development strategies. He works with a group of strategic partners across the country to deliver customized economic development solutions.



Deborah Markley is Co-Founder and Managing Director of the Center. Deb guides the Center's measurement and research agendas, including development and implementation of tools for measuring success, practice-driven research, and evaluation of model entrepreneurship development systems and initiatives in rural places.

Ann Chaffin is Senior Associate for Marketing Communications with the Center. Ann heads the Center's Communications team and is responsible for overseeing and branding all content the Center distributes and keeping communications current and professional for each of our solution areas.



Dana Williams is Project Associate with the Center. Dana provides management assistance and operational support across the Center, including providing executive assistance to each of the Center's solution areas and has been actively engaged in product development, supporting the creation of a number of online toolkits.



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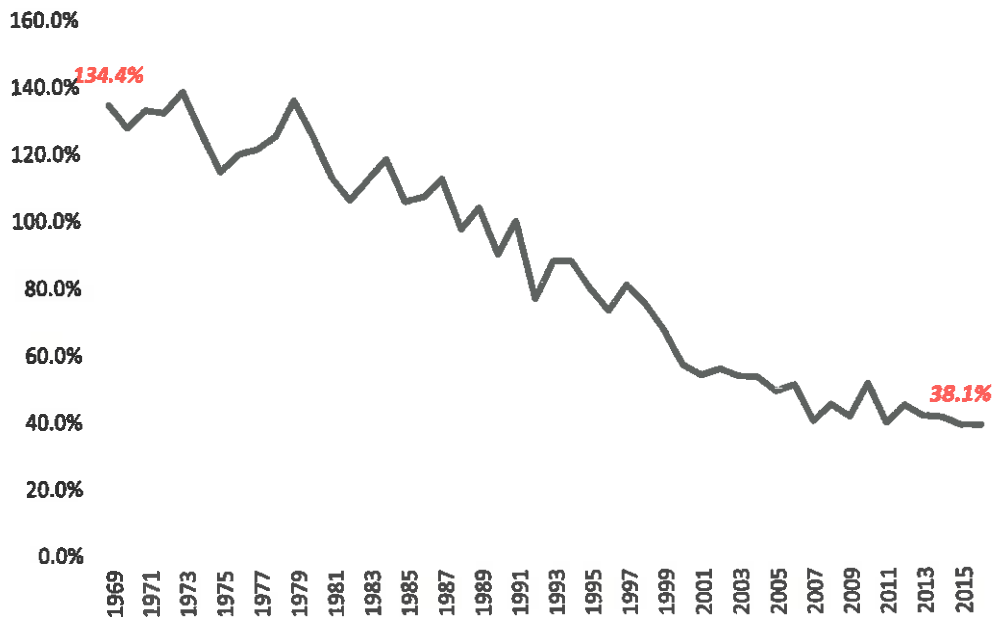
Wholesale Trade. America has an integrated economy, and the movement of goods and resources requires strong wholesale trade sector. Wholesale Trade includes everything from grain elevators, to farmer cooperatives, to petroleum depots, to regional supply and distribution centers. These centers collect goods that are in turn distributed to retail outlets or directly to consumers. Higher levels of wholesale trade activity are often associated with transportation and warehousing activities.

Transportation and Warehousing. These activities are often inter-related and are often important both regionally and nationally. Locally many communities have some form of agriculture with corresponding elevators, cooperatives and truckers bringing in inputs and shipping out harvest. Other communities, adjacent to major highway systems, may have warehousing distribution and trucking operations serving regional and national markets.

Other Services (except public administration). Other Services is also an important sector in the Region. This is typical, and this sector of your economy is growing. Other Services generated over \$89 million in household earnings in 2015. This sector has grown by over 2% between 2001 and 2015. Further exploration of this sector is warranted and likely represents business development opportunities.

Locally Owned Ventures. Historically, one of the greatest assets of American communities was locally owned retail businesses, services and manufacturing operations (often referred to as Main Street USA). These were area-owned and operated. They were rooted in the community. Figure 11 measures the income associated with these locally-owned businesses compared to that associated with wage and salary jobs. This ratio provides an indication of how well these ventures are doing in our changing environment.

Figure 11. Nonfarm Proprietor Income as a Percent of Wage & Salary Income

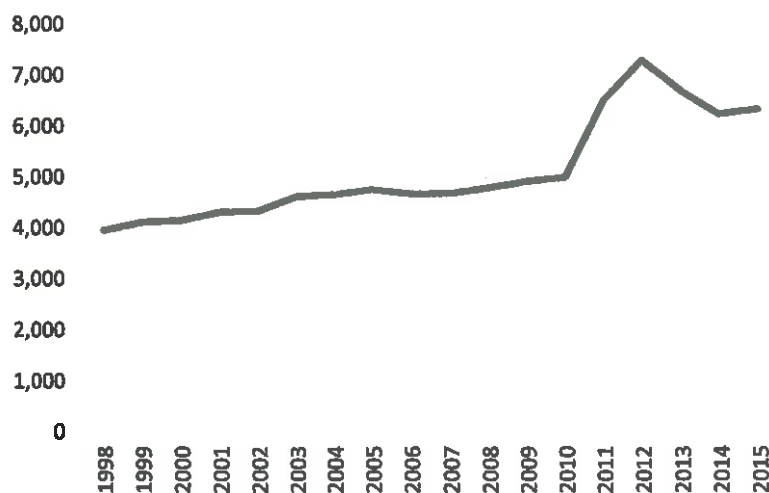


Understanding the Business/Entrepreneurial Economy

Big Picture Overview

A central driver of community or regional prosperity is the business community. Figures 11-16 provide an overview of the region's business community, including for-profit, non-profit and governmental enterprises, from 1998 through 2015. Figure 12 highlights the longer-term trend in the number of all regional establishments including for-profit businesses, non-profit ventures and government entities.

Figure 12. Businesses



Northwestern Region Business Summary

Total Businesses
3,619

Businesses per 1,000 Residents
Northwestern Region – 30
North Carolina – 34
U.S. – 77

Total Employees
41,086

Employees per 1,000 Residents
Northwestern Region – 344
North Carolina – 435
U.S. – 447

Figure 13. Jobs

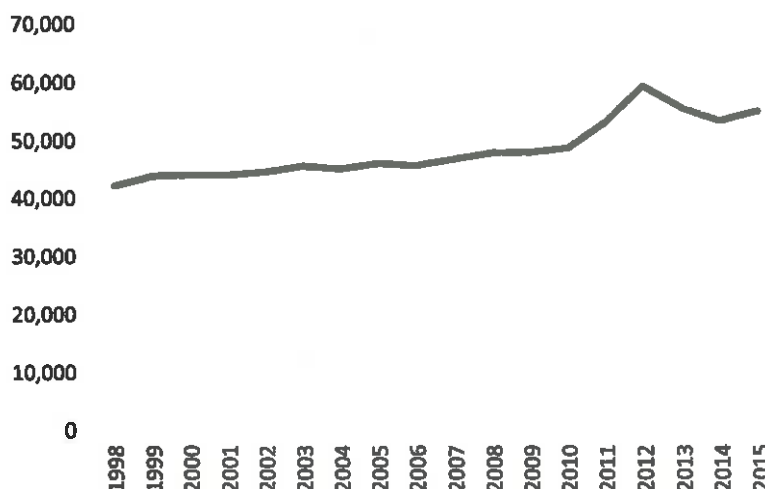


Figure 13 provides a comprehensive picture of all employment from for-profit business to non-profits to government entities including schools. This does not reflect the employment of those who live in the region and work outside of the region.

Data in Figures 12-14 & 16-19 is from www.youreconomy.org. Find the source data for these figures in the electronic library.

Esri (www.esri.com) produces regional analysis of ventures and employment by sector. The data provides a useful overview of the relative importance of specific sectors in the region's economy in 2015 (Table 2). Economic



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: A-3

DEPARTMENT: Governing Body

SUBJECT: Presentation of County Audit ended June 30, 2017 by Jeff Best, CPA

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI only.

ATTACHMENTS: TBD

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: A-4

DEPARTMENT: Governing Body

SUBJECT: Review of upcoming projects by Jodey Sarey, President of the Bertie County Fire Association

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI only.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: B-1

DEPARTMENT: Governing Body

SUBJECT: Bertie Martin Regional Jail Board – reappointment already made by BMRJ for DiAnne Bazemore

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BMRJ



BOARD OF DIRECTORS

DEMPSEY BOND JR., CHAIRMAN
JOHN TRENT, VICE CHAIRMAN
DIANNE BAZEMORE
LAWRENCE CARTER, JR.
JOHN MACDONALD
WILLIAM STALLS



TERRENCE WHITEHURST
JAIL ADMINISTRATOR

LYDRA FREEMAN
DEPUTY JAIL ADMINISTRATOR

Bertie - Martin Regional Jail
230 County Farm Road
Windsor, North Carolina 27983

February 2, 2018

To Whom It May Concern:

The Bertie-Martin Regional Jail (BMRJ) Commission is requesting that Ms. Dianne Bazemore be reappointed to the BMRJ Board for another 2 (two) year term. The Board also highly recommends Ms. Bazemore's reappointment. If there are any questions, please feel free to give me call @ (252) 794-9283.

Thank You,

Lydra Freeman

Lydra Freeman

Deputy Jail Administrator/Clerk to the BMRJ Commission



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Meeting 1-22-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
January 22, 2018
REGULAR MEETING

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
Sheriff John Holley
Chief Deputy Kenny Perry
Detective Ronald Rascoe
Patrol Deputy Tykelli Perry
Patrol Deputy Malcolm Cherry
Tax Administrator Jodie Rhea
Register of Deeds Annie Wilson
Emergency Services Director Mitch Cooper
EMS Division Chief Crystal Freeman
Compliance Officer Stephanie Wiggins
Clerk of Court Vasti F. James

Gene Motley of the Roanoke-Chowan News Herald and Leslie Beachboard of the Bertie-Ledger Advance were present from the media.

CALL TO ORDER

Chair Bazemore called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Chair Bazemore led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Several members of the Bertie County Board of Education were present to introduce the newly sworn in Superintendent, Dr. Catherine Edmonds. The members present from the Board of Education included Chair, Bobby Oceana, Vice Chair Barry McGlone, Emma Johnson, and JoAnn “JoJo” Davis Johnson.

Dr. Edmonds introduced herself to the Commissioners, and stated that she was excited to begin work on February 1st.

Chair Bazemore welcomed Dr. Edmonds, and thanked her for choosing Bertie County.

Vernon Lee of Colerain was present to express his concerns about an NC Wildlife Commission study that will most likely lead to proposed regulations allowing Sunday hunting for migratory birds. Mr. Lee asked that the Board of Commissioners express their opposition to any change in the regulations that would allow Sunday hunting of migratory birds. The study is going to be presented to the state legislature no later than March 1st.

Michael Freeman of Merry Hill inquired if special assistance was available for low income citizens during the latest cold weather snaps and increased water bill costs associated with burst pipes. County Manager Sauer responded that the County has a “leak policy” in place covering winter weather causing pipes to burst or other water pipe failures. Each customer is given a reduction in their water bill if pipes do burst and paperwork can be submitted to verify the water loss. This policy can be put into effect one time, per year, per customer.

Commissioner Wesson discussed his experience with this policy as it related to a burst pipe at his church, and Commissioner Lee also mentioned that emergency heating funds were available during certain times of the year to help citizens with those costs as well.

APPOINTMENTS

Presentation by Anna Phipps of the Roanoke-Chowan News Herald – 2018 Crossroads Magazine

Anna Phipps of the Roanoke-Chowan News Herald was present to gauge the Board's interest in running another advertisement in the 2018 Crossroads Magazine. The Board agreed to purchase page 3 last year, and Ms. Phipps offered the same ad position at the same price as last year.

Commissioner Wesson made a **MOTION** to approve the same ad position for the same price as offered last year (\$1,515). Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Introduction of new deputies by Sheriff John Holley

Sheriff John Holley and Chief Deputy, Kenny Perry, were present to introduce three new members of the Sheriff's Office. Sheriff Holley introduced Detective Ronald Rascoe, Patrol Deputy Malcom Cherry, and Patrol Deputy Tykelli Perry.

Additionally, the Sheriff briefly updated the Board on various projects including: satellite patrol offices within the County, remote tracking computer monitoring in deputy vehicles, and discussed the recent success of hiring new deputies since the salary increase, and sign on bonus policy was enacted.

Commissioner Trent and Vice Chair Wesson also inquired about an update on the Bertie County Drug Task Force. The Sheriff stated that the task force has done very well since it was created.

Lastly, Chief Deputy Perry discussed the County's vehicle leasing program that was enacted during the last budget year. Mr. Perry reported that approximately 13 vehicles had been leased, 5 of which were currently on the road, and the remaining vehicles were due to the County soon and once appropriately marked would be in service as well.

Presentation of contract amendment and Audit Report (if available) ended June 30, 2017

Jeff Best, formerly of Carr, Riggs, and Ingram, came before the Board requesting a contract amendment reflecting the name of his own company, Jeff Best, CPA. No other changes were made to the contract, and the contract would expire on January 31, 2018.

County Manager Sauer mentioned that Mr. Best had been working closely with the County in completing the audit ended June 30, 2017 and that it had been through several drafts thus far.

Commissioner Trent made a **MOTION** to approve the contract amendment reflecting the business name of Jeff Best, CPA effective until January 31, 2018. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

BOARD APPOINTMENTS

Copy of Poverty Commission Advertisement – 12/27/17

The Board briefly reviewed the Poverty Commission advertisement that ran just after Christmas. There was no action needed on this item, but Vice Chair Wesson reiterated that any citizens with an interest in any board could “throw their name in the hat,” at any time.

Chair Bazemore encouraged those interested to visit the County website for an application or contact Clerk to the Board, Sarah Tinkham with any questions on how to apply, available vacancies, etc.

The County Manager reminded the Board of the schedule change for the launch date of the Poverty Commission is now scheduled for Monday, April 16, 2018.

CONSENT AGENDA

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 12-18-17
2. **Fees Report** – December 2017
3. **Resolution** – Water District II Asset Inventory Grant Acceptance Resolution in the amount of \$84,000 from the NC Department of Environmental Quality and approval of project ordinance

Commissioner Trent made a **MOTION** to approve the items listed above (#1-3). Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. **Grant Funding & Budget Amendment** – approval of \$13,798 grant funding and budget amendment for the Bertie County Soil and Water District to remove debris from Hurricane Matthew in an area of need for clearing and snagging on the upper Salmon Creek, approximately 1.9 miles

Commissioner Lee made a **MOTION** to approve the item above (#4). Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

5. **Tax Release Journal** – December 2017

Commissioner Wesson made a **MOTION** to approve the item above (#5). Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

6. **Land Acquisition Transaction** – Approval to complete land acquisition transaction for Spruill tract (6.33 acres) for the library and cooperative extension facility which is currently under option in the amount of \$60,000

Item#6 above was **DEFERRED** until the Board confers in Closed Session.

DISCUSSION AGENDA

Teacher Housing Initiative Memorandum of Understanding for all cooperating partners

County Manager Sauer discussed that the Memorandum of Understanding found in their agenda packets was in draft form only, and input was needed from the Board, and from other stakeholders before it should be considered for approval.

Commissioner Wesson commended County Manager Sauer on a “great job capturing important elements” and that this Memorandum of Understanding is a “vital piece of th[e] project.”

Chair Bazemore asked the Board the board hold off on approving this item to allow adequate time for the Board of Education and other partners to review it and provide their feedback.

Poverty Commission – review internship proposed in cooperation with the NCACC and VISTA

County Manager Sauer summarized that the North Carolina Association of County Commissioners (NCACC) could provide up to \$25,000 toward the internship compensation package, and with the VISTA program support available, there will be adequate funds to meet the \$35,000 figure that the County discussed with Ms. Walker in December.

If the Board approved the internship, a start date of February 26, 2018 would be put into place for a 12-month period.

Commissioner Trent made a **MOTION** to approve the internship with a term of 12-months, start date of February 26, 2018, and for the individual listed in the Board’s agenda packet. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Review and consider for approval:
Resolution in opposition of newly proposed hunting regulations for white tailed deer season
Resolution in opposition of the K-3 class size reduction legislation
Resolution extending property tax deadline to January 12, 2018
Resolution in opposition of newly proposed Sunday hunting regulations for migratory birds

The three resolutions were read into the record and are shown below.

Commissioner Trent made a **MOTION** to approve the resolution in opposition of newly proposed hunting regulations for white tailed deer season. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.



BERTIE COUNTY

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**BOARD OF
COMMISSIONERS**

ERNESTINE (BYRD) BAZEMORE, Chair
RONALD WESSON, Vice Chairman
STEWART WHITE
TAMMY A. LEE
JOHN TRENT

**RESOLUTION
OPPOSING PROPOSED RULE AMENDMENTS TO 15A NCAC 10B .0203 SHORTENING
THE SEASON FOR WHITE TAILED DEER HUNTING**

WHEREAS, the lands of northeastern North Carolina, and more specifically, Bertie County are desirable for the hunting of white tailed deer.

WHEREAS, the hunting of white tailed deer is a treasured part of the life, culture, and heritage of this area.

WHEREAS, the hunting of white tailed deer is vital to the local economy promoting tourism.

WHEREAS, Bertie County has a population of 18,967 people and is ranked in the top four of the most economically distressed counties in the state since 2015, more specifically¹:

- 2015- #1
- 2016- #2
- 2017- #3
- 2018- #4

WHEREAS, according to the National Survey of Fishing, Hunting and Wildlife-Associated Recreation, the following statistics apply for 2011 to the State of North Carolina:

1. There are 335,000 resident and non-resident hunters
2. These hunters hunted a total of 7,608,000 days
3. Total expenditures related to hunting of \$525,281,000
 - a. Trip related expenditures for hunting of \$224,550,000
 - b. Equipment and other expenditures for hunting of \$300,726,000
4. Average cost per hunter \$1,507.00

WHEREAS, the most recent economic statistics available to the County are those show above from 2011, but all empirical data indicates that the amount spent by hunters in Bertie County has increased since 2011.

WHEREAS, many landowners and hunters in Northeastern North Carolina, and specifically Bertie County, lease land for the sole purpose of White-Tailed deer hunting, or rent land for the purpose of guiding tourists/hunters in pursuit of white tailed deer.

WHEREAS, White-Tailed deer hunting generates income in Northeastern North Carolina including Bertie County, for an already economically stressed population and community.

¹ The Rankings range from 1 to 100 with 1 being the most economically distressed.

WHEREAS, the proposed rule changes to the current White-Tailed deer hunting regulations would decrease the number of days for black powder hunting during the 2018-2019 season by a minimum seven (7) days.

WHEREAS, the proposed rule changes to the current White-Tailed deer hunting regulations would decrease the number of days of regular gun season by nine (9) days in 2018-2019 season.

WHEREAS, it is suggested by the proposed rule changes that there will be no local economic costs as a result of the rule changes which is contrary to the economic reality to places such as Bertie County, North Carolina.

WHEREAS, the reduction in the number of legal days for White-Tailed deer hunting would have a significant impact on the local economy of Northeastern North Carolina specifically including Bertie County.

WHEREAS, the proposed rule changes do not account for the economic loss to the local economy, more specifically, the loss in income brought about by a reduction of the number of days available for guiding, lodging, and other tourism related to hunting White-Tailed deer.


WHEREAS, the proposed rule changes state it will provide a better deer herd for hunters, however no empirical evidence is shown to substantiate said claim, and no study or evidence is referenced detailing a decline in quality of the deer population in Northeastern North Carolina or Bertie County.

WHEREAS, implementation of the proposed rule changes will have a significant detrimental effect on the local economy of both Northeastern North Carolina and Bertie County, and jeopardize future efforts to improve economic activity in the area based upon its valuable and vast natural resources.

NOW THEREFORE BE IT RESOLVED, that Bertie County opposes any rule change, policy, or legislation that reduces the number of days allowed for the hunting of White-Tailed deer and a copy of this resolution is to be served upon the North Carolina Wildlife Commission by the Bertie County manager as soon as possible.

The foregoing Resolution was introduced by Commissioner TRENT, seconded by Commissioner LEE, and adopted by the Bertie County Board of Commissioners by a unanimous vote.

This the 22nd day of January, 2018.


Tammy Lee


Ernestine Bazemore


John Trent


Stewart White


Ronald "Ron" Wesson

Commissioner Lee made a **MOTION** to approve the resolution in opposition of the K-3 class size reduction legislation. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.



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**BOARD OF
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ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

**RESOLUTION REGARDING K-3 CLASS SIZE REDUCTION IMPLEMENTATION BY
BERTIE COUNTY BOARD OF COMMISSIONERS**

WHEREAS, pursuant to S.L. 2017-9, local school districts in 2018-19 are required to set class size averages in grades K-3 that equal the State classroom teacher funding ratios and will have to meet more restrictive individual class size maximums across those grade levels; and

WHEREAS, an immediate reduction in the K-3 class size maximum will worsen an already very difficult environment for LEAs in finding licensed and qualified teachers to fill classrooms, most likely leading to more classrooms taught by long-term substitutes or lateral-entry teachers, who do not have the pedagogy and classroom management training necessary; and

WHEREAS, equalizing the average and funded K-3 class size ratios will result in the loss of flexibility to generate State funding for teaching positions in program enhancement courses like art, music, physical education; and

WHEREAS, in Section 2.1 of S.L. 2017-197, the General Assembly declared its intent to create a new funding stream for program enhancement teachers starting in 2018-19; and

WHEREAS, separate, additional funding allotments for program enhancement teachers like art, music, and physical education are essential to provide each student in North Carolina a sound and basic education, and

WHEREAS, even when this funding is provided, there are still classroom space and staffing challenges in implementing the new K-3 class size requirements which are outlined below; and

WHEREAS, the immediate reduction in individual class size maximums in grades K-3 would in turn increase the number of physical classrooms required at these grade levels, adding to already \$___ million in unmet school capital needs in Bertie; and

WHEREAS, Durham Public Schools estimates that in order to comply, Durham Public Schools would need to build 63 new classrooms and hire 90 additional teachers for 2018-19; and

WHEREAS, Bertie County Public Schools does not have capital funding to build new classrooms or purchase additional modular classrooms and a new modular unit requires approximately one year to bring online; and

WHEREAS, Bertie County Public Schools lacks space to implement the class size reductions; and

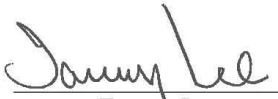
WHEREAS, County Commissioners and Local Boards of Education are already working together to budget and plan for the 2018-19 academic year and this issue requires immediate attention by the NCGA.

NOW, THEREFORE, BE IT RESOLVED that we the members of the Bertie County Board of Commissioners respectfully request that the General Assembly fully fund small classes and slow implementation of the K-3 class size reductions outlined in S.L. 2017-9 through a multi-year phase-in that allows time for the legislature and school districts to address the challenges delineated above, and

BE IT FURTHER RESOLVED that the NCGA provide full funding for all enhancement teachers, and

BE IT ALSO RESOLVED that the NCGA approve HB 866: Public School Building Bond Act of 2017, so that districts across North Carolina are better able to meet their school facility needs associated with class size reduction and growth

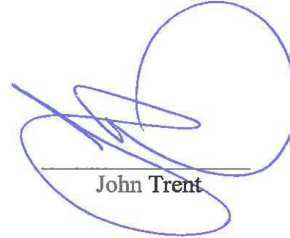
Adopted this 22nd day of January, 2018.



Tammy Lee



Ernestine Bazamore



John Trent



Stewart White



Ronald "Ron" Wesson

Vice Chairman Wesson made a **MOTION** to approve the resolution extending property tax deadline to January 12, 2018. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.



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BOARD OF COMMISSIONERS
ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

RESOLUTION EXTENDING DATE BY WHICH BERTIE COUNTY TAXES MAY BE PAID WITHOUT INTEREST

WHEREAS, North Carolina General Statutes 105-395.1 sets a date of January 5 for the payment of county property taxes without interest; and

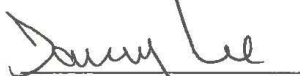
WHEREAS, that date may be extended when county offices are closed for weekends of holidays; and

WHEREAS, Bertie County experienced significant snowfall and ice beginning Wednesday, January 3, 2018 necessitating partial closure of Bertie County Offices on January 3, 2018, all day closures from January 4, 2018 through January 8, 2018 and a delayed opening on January 9, 2018; and

WHEREAS, it is fair and reasonable under these circumstances to extend the deadline by which taxpayers may pay county property taxes without interest until 5:00 PM on January 12, 2018; and

NOW THEREFORE BE IT RESOLVED, that the January 5, 2018 deadline to pay Bertie County property taxes without interest is extending until 5:00 PM on January 12, 2018 due to inclement weather.

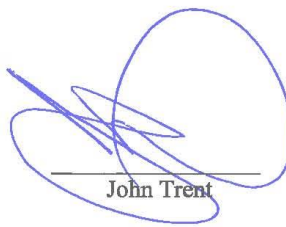
Adopted this 27th day of January, 2018.



Tammy Lee



Ernestine Bazemore



John Trent



Stewart White



Ronald "Ron" Wesson

Additionally, Commissioner Lee asked that the Board approve a similar resolution as the one passed in opposition of NC Wildlife's newly proposed hunting regulations for white-tailed deer season. The additional resolution discussed the migratory bird season and Sunday hunting which is also being considered for additional regulation.

Commissioner Lee made a **MOTION** to approve a resolution in opposition of newly proposed hunting regulations for migratory bird on Sundays. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.



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**BOARD OF
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STEWART WHITE
TAMMY A. LEE
JOHN TRENT

**RESOLUTION
OPPOSING RULE AMENDMENTS ALLOWING THE HUNTING OF
MIGRATORY BIRDS ON SUNDAY**

WHEREAS, the lands of northeastern North Carolina, and more specifically, Bertie County are desirable for the hunting of migratory birds.

WHEREAS, the hunting of migratory birds is a treasured part of the life, culture, and heritage of this area.

WHEREAS, the hunting of migratory birds is vital to the local economy promoting tourism.

WHEREAS, Bertie County has a population of 18,967 people and is ranked in the top four of the most economically distressed counties in the state since 2015, more specifically¹:

- 2015- #1
- 2016- #2
- 2017- #3
- 2018- #4

WHEREAS, according to the National Survey of Fishing, Hunting and Wildlife-Associated Recreation, the following statistics apply for 2011 to the State of North Carolina:

1. There are 335,000 resident and non-resident hunters
2. These hunters hunted a total of 7,608,000 days
3. Total expenditures related to hunting of \$525,281,000
 - a. Trip related expenditures for hunting of \$224,550,000
 - b. Equipment and other expenditures for hunting of \$300,726,000
4. Average cost per hunter \$1,507.00

WHEREAS, the most recent economic statistics available to the County are those show above from 2011, but all empirical data indicates that the amount spent by hunters in Bertie County has increased since 2011.

WHEREAS, many landowners and hunters in Northeastern North Carolina, and specifically Bertie County, lease land and maintain impoundments solely for the purpose of hunting migratory birds, or rent land for the purpose of guiding tourists/hunters in pursuit of migratory birds.

¹ The Rankings range from 1 to 100 with 1 being the most economically distressed.

WHEREAS, the hunting of migratory birds generates income in Northeastern North Carolina including, Bertie County, for an already economically stressed population and community.

WHEREAS, recent legislation gave authority to the North Carolina Wildlife Commission to institute rules allowing the hunting of migratory birds on Sunday, and further directed the North Carolina Wildlife Commission to research the issue of Sunday hunting for migratory birds, and report these findings by March 1, 2018.

WHEREAS, the hunting of migratory birds on Sunday would have a detrimental effect on the quality of the migratory bird population in Northeastern North Carolina.

WHEREAS, a revised hunting season including Sundays would place undue hardship and a greater economic strain on individuals who manage and maintain migratory bird impoundments.

WHEREAS, a revised hunting season including Sundays would effectively reduce the number of days available for the hunting of migratory birds.

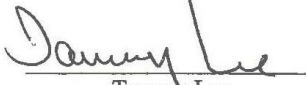
WHEREAS, a revised hunting season including Sundays would no longer provide local hunters with the benefit of federal compensatory days, extra days of hunting that replace those Sundays upon which hunting is not allowed.

WHEREAS, implementation of the proposed rule changes would have a significant detrimental effect on the local economy of both Northeastern North Carolina and Bertie County, and jeopardize future efforts to improve economic activity in the area based upon its valuable and vast natural resources.

NOW THEREFORE BE IT RESOLVED, that Bertie County opposes any rule change, policy, or legislation that allows for the hunting of migratory birds on Sunday, a copy of this resolution is to be served upon the North Carolina Wildlife Commission by the Bertie County manager as soon as possible.

The foregoing Resolution was introduced by Commissioner LEE, seconded by Commissioner TRENT, and adopted by the Bertie County Board of Commissioners by a unanimous vote.

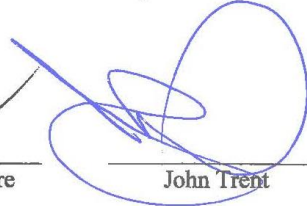
This the 22nd day of January, 2018.



Tammy Lee



Ernestine Bazemore



John Trent



Stewart White



Ronald "Ron" Wesson

**Discuss the renewal of Central Carolina Holdings scrap tire disposal contract approved in
January 2013**

County Manager Sauer recommended this item for approval.

Vice Chairman Wesson made a **MOTION** to approve the renewal of Central Carolina Holdings scrap tire disposal contract and rated listed therein for an additional 3-years. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Consider dates to schedule planning session to review projects and priorities for the new
year**

After some discussion, the Board tentatively set their planning session for Monday, February 12, 2018 from 9:00 AM until needed with a possible second day on Tuesday, February 13, 2018 at the Roanoke-Cashie River Center, if available.

COUNTY MANAGER'S REPORTS

The County Manager gave no remarks at this time.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS

There were no public comments during this section.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore advised that preparations for the 2020 Census were currently underway and that participation is crucial from all Bertie County citizens.

The Chair also discussed the swearing in event that she attended for the new Superintendent, Dr. Catherine Edmonds.

Commissioner Trent

Commissioner Trent reminded all of those present about the public hearing scheduled for tomorrow, January 24th in Edenton at John Holmes High School. The public hearing will address the newly proposed hunting regulations for migratory birds, white tailed deer, etc.

Commissioner Lee

Commissioner Lee briefly reviewed her trip to Memphis, TN to attend the NACo Justice and Public Safety meeting that discussed challenges facing former inmates from the prison system. She thanked the citizens of Bertie for allowing her to attend such an informative and eye-opening conference.

Commissioner White

Commissioner White gave no reports at this time.

Vice Chairman Wesson

Vice Chairman Wesson briefly discussed the latest trainings he had recently attended including the 2018 Leadership for County Board Chairs and Vice Chairs, as well as discussed, the Martin Luther King, Jr. and NAACP Jubilee Day celebrations that took place within the past week.

He also made all of those present aware that the Hope Foundation would be hosting its annual African American Celebration on February 10th from 10:00 AM to 1:00 PM at the Heritage Center. This year's theme centers are the important role African Americans played during the Reconstruction period of American History.

CLOSED SESSION

County Manager Sauer reminded the Board about a brief Closed Session under statute number N.C.G.S. § 143-318.11(a)(3).

Commissioner Lee made a **MOTION** to go into Closed Session pursuant to **N.C.G.S. § 143-318.11(a)(3)**. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

Commissioner Lee made a **MOTION** to return to Open Session. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Before recessing the meeting, Chair Bazemore asked for the Board's concurrence on drafting and submitting a celebratory resolution for a Bertie citizen turning 100 years old this month. The Board concurred.

RECESS

Chair Bazemore **RECESSED** the meeting until 6:00 PM, today, at the Roanoke-Cashie River Center.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Closed Session 1-22-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Town of Windsor joint meeting 1-22-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
January 22, 2018
JOINT MEETING

The Bertie County Board of Commissioners met for a joint meeting with the Town of Windsor at the Roanoke-Cashie River Center, 112 W. Water Street, Windsor. The Board of Commissioners recessed their regular 4:00 PM meeting prior to this joint meeting. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson

Town of Windsor Board: Cathy Wilson
Randy Whitaker
Randy Walston
David Overton

Town of Windsor Staff: Allen Castelloe, Town Administrator
James Hoggard, Mayor

Gene Motley was present from the media.

RECONVENE/CALL TO ORDER

Chair Bazemore reconvened and Called to the Order the Bertie County Board of Commissioners.

Mayor James Hoggard reconvened and Called to the Order the Town of Windsor Board of Commissioner.

STATEMENT OF PURPOSE

Bertie County Manager Sauer briefly discussed the purpose of tonight’s meeting which was to keep both the County and Town on the same page regarding joint project efforts, and to hear any concerns or questions about the projects to be discussed.

The two boards briefly reviewed and discussed the following topics:

Flood Control and Long-Range Planning

NCSU’s Cashie River Basin Storm Water Control & Flow Diversion Feasibility Study led by Dr. Barbara Doll and funded by a grant from the Golden LEAF Foundation in the amount of \$72,707.

ECU and NC LOW (Land of Water) study led by Dr. Stan Riggs entitled “Dynamics of the Cashie River Drainage Basin – Evaluation of Change and Resilience of a Coastal Ecosystem” funded with local funds in the amount of \$100,000 shared by the Town of Windsor and Bertie County.

Golden LEAF Foundation

\$ 500,000 grant for the planning, design and engineering for a joint use facility for the new library and cooperative extension offices

\$2,750,000 grant funding reserved for the construction of the new library and cooperative extension facility

\$ 311,720 grant funding for the Town’s replacement of a wastewater pump station

\$ 240,000 grant funding for the Teacher Housing Initiative’s onsite utility improvements

Recent joint efforts

Land acquisition for the 2.9-acre tract for the new library and cooperative extension offices

Land donation for the 5.33-acre tract (Harrell Heights) for the Teacher Housing Initiative

New—discussion for land donation for development of Martin Community College fire training facility on County Farm Road (2.0 acres)

Economic Development

Abram’s Restaurant \$75,000 grant for job creation (joint application)

Prison project (land acquisition and extension of utilities with shared revenues)

Solar Farm (joint project development)

Teacher Housing Initiative (to improve public school teacher recruitment and retention)

Hurricane Matthew

Mr. Chris Hilbert of Holland Consulting Planners was present to give a brief report and commended the Town of Windsor and Bertie County joint resolution for cooperation and prioritization of HMGP (Hazard Mitigation Grant Program) efforts coordinated by the Holland Consulting Planners agency on behalf of both jurisdictions.

Resiliency planning efforts and downtown redevelopment planning also coordinated through HCP were also briefly reviewed.

Other potential partnerships

Comprehensive Countywide Recreation Planning

2020 Census coordination and information sharing

Joint GIS mapping of town and county data accessible to the public

ADJOURN

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Approve Register of Deeds Fees Report – January 2018

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-5

DEPARTMENT: Governing Body

SUBJECT: CADA's CDBG proposed work plan and affidavit of review

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Choanoke Area Development Association of North Carolina Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048

January 12, 2018

Sarah Seredni
Clerk to the Board
Bertie County Managers Office
P.O. Box 530
Windsor, NC 27983

**Re: 2018 - 2019 CSBG Anti-Poverty Work Plan
Bertie County Board of Commissioners Meeting Agenda**

Dear Mrs. Seredni:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2018-2019 for review by the Bertie County Board of Commissioners at their meeting on February 5, 2018. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

Please place this on the agenda for this meeting. I will plan to appear to present the Work Plan unless you advise otherwise.

I have also enclosed an affidavit confirming its presentation to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sallie P. Surface
Executive Director

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North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

**Fiscal Year 2018-19 Application for Funding
Project Period July 1, 2018 – June 30, 2019
Application Due Date: February 12, 2018**

Agency Information	
Agency:	Choanoke Area Development Association, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252.539.2048
Board Chairperson:	Wendell Hall, Jr.
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2018 – December 2019
Executive Director:	Sallie P. Surface
Executive Director Email Address:	surface@nc-cada.org
Agency Fiscal Officer:	Andre Rowe
Fiscal Officer Email Address:	arowe@nc-cada.org
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	cmoody@nc-cada.org
Counties Served with CSBG funds:	Bertie, Halifax, Hertford, Martin, and Northampton
Agency Operational Fiscal Year:	July 1, 2018 to June 30, 2019

North Carolina Department of Health and Human Services
Office of Economic Opportunity – Melvin L. Williams, Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2018-19 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:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

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.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in January 2017 throughout all five counties.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.
CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:
 - Coordinating services with local human service agencies so families can get timely referrals and the services needed;
 - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
 - Providing counseling and referral assistance for skills training/education programs;
 - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
 - Managing a NC Works Career Center, which helps low-income families improve skills and find jobs;
 - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
 - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
 - Implementing a Home Protection Program;
 - Providing training opportunities through WIOA;
 - Implementing Parenting and Literacy Programs such as Parents as Teachers Too
 - Implementing a Head Start Male Involvement Program in four counties
 - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.
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.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership

of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

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.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

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).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

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.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

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.

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Planning Process Narrative (continued)**

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).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

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.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Bertie, Halifax and Martin Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers

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].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2018 to June 30, 2019

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.

Analysis of data obtained through CADA's Community Needs Assessment (2016-2017) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare
14. Lack of resources and services for isolated elderly

15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
 16. Lack of Early Childhood Development programs/daycare to prepare children for school.
 17. Lack of child/parent literacy
Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the region. Just as these counties do not have the resources for change, residents do not have the resources and support

needed for change.

Table 1: CADA’s Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2015 Tiers</u>
BERTIE	\$43,703	22.3	4	1
HALIFAX	\$134,944	26.3	2	1
HERTFORD	\$55,139	25.6	9	1
MARTIN	\$49,473	21.3	15	1
NORTHAMPTON	\$50,014	28.1	11	1

Data Courtesy of:

* NC CSBG Allocation (Office of Economic Opportunity (OEO))

* County Development Tier Ranking (2018 NC Department of Commerce)

(B) Identify the segment of the population and give the number of people experiencing the problem.

Within CADA’s service area and in Martin County, poverty is chronic and entrenched in these depressed “Tier one” rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

Table 2: Unemployment Figures and Families in Poverty in CADA Service Area

<u>County</u>	<u>November 2016</u>	<u>County</u>	<u>Population</u>	<u>Persons In Poverty</u>
Bertie	6.1%	Bertie	19,847	24.4%
Halifax	7.3%	Halifax	52,160	27%
Hertford	5.7%	Hertford	24,038	26.1%
Martin	5.6%	Martin	23,606	22.5%
Northampton	6.5%	Northampton	26,788	22.4%
Avg. / Service Area	6.2%	Avg. /Service Area	28,087	24.5%
North Carolina	4.5%	North Carolina	10,155,942	15.4%
* NC Commerce (November 2017 Report)		*(2016 Certified County Population NCGov.) / July 2017 Population Estimates		

High rent with limited earnings has a major impact in CADA’s service area including Martin County. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate

employment, such as daycare, transportation, criminal background, lack of work history, lack of employable skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

TABLE 4: General Population¹

	Total	Male	Female
Bertie	20,199	51.1%	48.9%
Halifax	52,849	48.1%	51.9%
Hertford	24,285	49.4%	50.6%
Martin	23,510	46.6%	53.4%
Northampton	20,628	48.6%	51.4%

(b) Age

AGE OF THE SERVICE AREA POPULATION

A table 5 reflects the overall age breakdown for CADA's service area.

TABLE 5: Population by Age Group¹

	Bertie	Halifax	Hertford	Martin	Northampton
20 – 24	1,303	3,248	1,751	1,156	1,249
25 – 34	2,506	5,765	2,836	2,332	2,040
35 – 44	2,271	5,912	2,758	2,465	2,001
45 – 54	3,055	7,381	3,306	3,237	2,885
55 – 59	1,614	3,609	1,837	2,012	1,865
60 – 64	1,513	4,088	1,807	1,190	1,572
65 – 74	2,163	5,546	2,443	2,857	2,652
75 – 84	1,269	2,976	1,237	1,403	1,534
85 years and over	555	1,279	603	581	534

¹ 2012 – 2016 American Community Survey 5 – Year Estimates

(c) Race/Ethnicity for the agency's service area

RACE AMONG THE SERVICE AREA POPULATION

Table 6 examines the race/ethnicity of CADA's service area.

Table 6: Population by Race and Ethnicity²

	Bertie	Halifax	Hertford	Martin	Northampton
Non-Hispanic White	7,313	21,187	8,572	12,711	8,418
Non-Hispanic Black	12,608	27,527	14,144	10,162	12,137
Non-Hispanic American Indian	127	1,901	260	81	241
Non-Hispanic Asian and Pacific	113	443	195	133	55
Hispanic or Latino	394	1,370	807	824	413

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and medicine. Combining these barriers to employment, the remoteness of the area and the lack of

² 2016 - 2020 American Community Survey 5-Year Estimates

employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; **EMPLOYMENT**; after school care for school age children; affordable health insurance; and **AFFORDABLE HOUSING AND UTILITIES**.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, NC Works Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

(F) Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program,

funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Objective and Strategy

(G) Objective Statement:

- Leverage resources to provide resource and referral services to 125 participants by June 30, 2019 with a focus on employment, standard housing and emergency assistance.

l Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive Information & Referral program to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.
- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and direct clients to the appropriate resources.
- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients'

needs and direct them to the appropriate resources/organizations.

- Provide employment, emergency and substandard housing assistance to families in need from July 1, 2018 to June 30, 2019.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.
- Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self Sufficiency (Bertie, Halifax, Hertford, Martin and Northampton Counties)						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire employment, emergency assistance and/or standard housing assistance.						
3. Objective Statement:	Provide case management and referral assistance to 125 participants by June 30, 2019 with a focus on employment, standard housing and/or emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of employment, emergency and/or standard housing assistance. Provide case management services and referrals to appropriate programs for assistance.						
5. Project Period:	July 1, 2018	To	June 30, 2019	Plan Year	1	Of	1
6. CSBG Funds Requested for this Project:	333,274						
7. Total Number Expected to Be Served:	125						
a. Expected Number of New Clients	115						
b. Expected Number of Carryover Clients	10						
Section II: One-Year CSBG Program Objective and Activities							
Activities		Position Title(s)		Implementation Schedule			
				First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide case management and referral assistance to 125 clients by June 30, 2019.		M/CS, CSMEA, CSMH, NCW/CM, CM, LCM		10	55 (45)	100 (45)	125 (25)
1. <u>Development</u>							
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.		M/CS, CSMEA, CSMH, NCW/CM, CM, LCM, JD		07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.2 Research resources to assist families achieve self-sufficiency		ED, B/D, DD, M/CS, CSMH, CSMEA, NCW/CM, JD		07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.3 Implement training sessions for CADA staff on Housing options for low-income residence		ED, DD, M/CS, CSMEA, CSMH, NCW/CM		07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.4 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources		ED, DD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM		07/18-06/19	07/18-06/19	07/18-06/19	07/18-06/19

programs and the need for additional resources.		09/18	12/18	03/19	06/19
1.5 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM, JD	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.6 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DD	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.7 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.8 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.9 Coordinate a referral system that will connect 125 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM, JD	10	55 (45)	100 (45)	125 (25)
1.10 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.11 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD, JD	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM, JD	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/18-06/19	07/18-06/19	07/18-06/19	07/18-06/19

families.		09/18	12/18	03/19	06/19
<u>2. Training</u>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, NCW/CM CSMH, CSMEA, DD	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.4 Train staff on the proper policies/procedures to contacting agencies such as DES, Customer Care, Energy Management (CCEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA, NCW/CM	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
2.6 Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/18- 06/19 09/18	07/18- 06/19 12/18	07/18- 06/19 03/19	07/18- 06/19 06/19
<u>3. Enrollment</u>					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)

3.3. Advise participants of available resources and programs.	CM, LCM	10	55 (45)	100 (45)	125 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM, NCW/CM	0	55 (45)	100 (45)	115 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4. <u>Case Management</u>					
4.1. Staff will coordinate various services for 150 clients	LCM, CSMH, CSMEA, NCW/CM, CM	10	55 (45)	100 (45)	125 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	10	55 (45)	100 (45)	125 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	10	55 (45)	100 (45)	125 (25)
4.15 Assist 100 clients with information and referral services.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
4.16 Assist 25 clients with in-depth case management services (this will be longer term services compared to 100 participants in 4.15)	LCM, CSMH, CSMEA, NCW/CM , CM	5	15 (10)	20 (5)	25 (5)
4.17 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.18 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.19 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.20 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM , CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.21 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.22 Through counseling and training, thirty (30) families will gain fulltime employment or upgrade their current	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	5	15 (10)	20 (5)	25 (5)

employment status.					
4.23 Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition, uniforms, medical and food assistance, etc.	M/CS, CM, LCM, CSMH, CSMEA, NCW/CM	2	10 (8)	14 (4)	15 (1)
4.24 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM, CM	2	4 (2)	7 (1)	8 (1)
4.25 Provide follow-up counseling as needed for 150 families.	LCM, CSMH, CSMEA, NCW/CM, CM, JD	25	75 (50)	125 (50)	150 (25)
4.26 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM, CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4.27 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance, Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM, CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
4 Follow-up					
5.1 Staff will follow up with 150 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM, CM	10	55 (45)	100 (45)	125 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM, CM, M/CS	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, NCW/CM, CM	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19
5.5 Submit required reports	ED, DD, FD LCM, M/CS	07/18-06/19 09/18	07/18-06/19 12/18	07/18-06/19 03/19	07/18-06/19 06/19

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing
NCW/CM - NC Works Coordinator – Center Manager
LCM-Lead Case Manager
CM-Case Managers
JD – Job Developer

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. 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 operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2018-19 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	125
The number of low-income participant families rising above the poverty level.	18
The number of participant families obtaining employment.	25
The number of participant families who are employed and obtain better employment.	2
The number of jobs with medical benefits obtained.	6
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	8
The number of participant families provided emergency assistance.	100
The number of participant families provided employment supports.	10
The number of participant families provided educational supports.	2
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 2018-19 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Choanoke Area Development Association, Inc.											
Project Name: Self-Sufficiency Program											
County	Bertie	Halifax	Hertford	Martin	Northampton						Total
Total Planned	16	50	21	19	19						125

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes

b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

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

1.) CADA staff ask clients who seek or who have received assistance from our programs about the quality of the services that CADA provides. CADA compiles the data from the surveys, evaluates

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan
(Continued)**

the data and determines what works and what needs improvement. By analyzing the data CADA is able to determine if services are customer friendly, effective, respectful of others, and do they produce the intended results.

- 2.) Melvin Powers, Deputy Director manages the collection of the surveys, compiles survey data each month and provides a report to the Board or designated Board Committee and CADA management staff.
 - 3.) Each quarter the results are evaluated by CADA management staff to determine if changes are needed agency-wide or if any department is having difficulty providing good customer service. A report is compiled for the Board by Mr. Powers.
 - 4.) The results of the surveys are used by the Board and management team to improve customer service and for planning.
 - 5.) The tool, process and results/reports are part of CADA's annual compliance with the Organizational Standards.
3. Describe how administrative policies and procedures are monitored by the Board of Directors.

All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors. CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

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

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan
(Continued)**

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

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

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.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).

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**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 12, 2018**.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: C-6

DEPARTMENT: Governing Body

SUBJECT: Budget Amendments

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BUDGET AMENDMENT

# 18-07				
INCREASE				INCREASE
10-0050-4839-82	\$ 550	18-Dec	10-4950-5399-20	\$ 550
10-0050-4839-82	\$ 250	6-Nov	10-4950-5399-20	\$ 250
TO INCREASE BUDGET - WELLNESS/ZUMBA REIMBURSEMENTS				
INCREASE				INCREASE
12-0025-4586-18	\$ 13,407		12-5380-5411-50	\$ 13,407
TO INCREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED				
(LOW INCOME ENERGY ASSISTANCE PROGRAM)				
APPROVED / /2018				

BUDGET AMENDMENT

# 18-07					
INCREASE			INCREASE		
10-0050-4839-82	\$	550	18-Dec	10-4950-5399-20	\$ 550
10-0050-4839-82	\$	250	6-Nov	10-4950-5399-20	\$ 250
TO INCREASE BUDGET - WELLNESS/ZUMBA REIMBURSEMENTS					

William

**BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT**

Date: 12-18-17

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape)	\$ <u>550.00</u>
Currency	\$ _____
Change	\$ _____
TOTAL	\$ <u>550.00</u>

10-0000-2110-05-----IPM Pest Management _____

10-0000-2110-09-----4H Activities _____

10-0050-4839-82-----Program Revenues \$550.00

rec# 389091 Wellness Program

Deirdre Gaines
Signature of Preparer

Distribution: Original-Finance Office Duplicate-Retain
Rev/09

*inc. #145 to
10-4950-539920*

For William

BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT

Date: November 6, 2017

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape)	\$	<u>250.00</u>
Currency	\$	<u> / </u>
Change	\$	<u> / </u>
TOTAL	\$	<u>250.00</u>

10-0000-2110-05-----IPM Pest Management _____

10-0000-2110-09-----4H Activities _____

10-0050-4839-82-----Program Revenues \$ 250.00

Rec # 389090 Reimb Zumbly Feed

Shirley Powell
Signature of Preparer

Distribution: Original-Finance Office Duplicate-Retain
Rev/09

INC. to
10-4950-539920

BUDGET AMENDMENT

	# 18-07		
	INCREASE		INCREASE
12-0025-4586-18	\$ 13,407	12-5380-5411-50	\$ 13,407
TO INCREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)			

William Roberson

From: Melissa Surgeon
Sent: Friday, January 26, 2018 10:31 AM
To: William Roberson
Subject: Adjust LIEAP Line Item
Attachments: Scan FA 121517.pdf

Hi William,

I have attached a copy of the funding authorization for LIEAP. Please adjust the general ledger to read \$135,396.

Thanks,

+ 13,407.00

Melissa Surgeon
Administrative Officer
melissa.surgeon@bertie.nc.gov
Bertie County DSS
110 Jasper Bazemore Avenue
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, Ext. 6274
Fax: (252) 794-5344

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

**Division of Social Services Funding Authorizations
 State Fiscal Year 2017-2018
 To be Signed by Director and Returned to LBL**

Bertie County

	Total	Federal	State	County
93.667 CPS TANF Transferred to SSBG				
CPS TANF Transferred to SSBG	0	0	0	0
93.568 Low Income Home Energy Assistance Funds				
Crisis Intervention Payments FA #1	18,587	18,587	0	0
Crisis Intervention Payments FA #2	18,587	18,587	0	0
Crisis Intervention Payments FA #3	98,202	98,202	0	0
LIEAP & CIP Administration FA	22,236	22,236	0	0
Low Income Home Energy Assistance	135,398	135,398	0	0
93.667 Social Services Block Grant				
SSBG Services - Federal	148,881	148,881	0	0
93.568 TANF Child Welfare Workers-Local DSS				
TANF Child Welfare Workers-Local DSS	4,934	4,934	0	0
93.667 TANF Transferred to SSBG				
TANF Transferred to SSBG	43,190	43,190	0	0
93.558 Work First County Block Grant				
Work First County Block Grant	192,031	192,031	0	0
Work First County Block Grant (Electing Cash)	0	0	0	0

OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

AUTHORIZED SIGNATURE *Wayne G. Beach*

DATE: 12-5-2017

Accepted By:

Bertie

County Director Signature *Cindy Perry* Date *12/15/17*



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Review list of proposed policies for CDBG compliance by Chris Hilbert of Holland Consulting Planners

- a. Resolution approving Bertie County NC Disaster Recovery Act (NCDRA) Program guidelines and policies
- b. CDBG-DR – Review and approval of grant agreement; and funding approval

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion requested.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Bertie County wishes to carry out its Hurricane Matthew NC Disaster Recovery Act (NCDRA) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Bertie County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Bertie County NCDRA Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Housing Assistance Policy
4. Housing Construction Work Contract Award Policy
5. Citizen Participation Plan
6. Residential Antidisplacement and Relocation Assistance Plan
7. Procurement Standards
8. Temporary Relocation Policy

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

**BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Project Budget Ordinance**

Be it ordained by Bertie County, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Hurricane Matthew NC Disaster Recovery Act (NCDRA) Program described in the work statement contained in the grant agreement and funding approval (#2X040050-5369DR00817) between Bertie County and the North Carolina Department of Public Safety. This project is more familiarly known as the Bertie County NCDRA Project.

Section 2. The Bertie County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Public Safety, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

State Disaster Recovery Act (DRA 17) Project

Total Grant Award	<u>\$1,000,000</u>
-------------------	--------------------

Section 4. The following amounts are appropriated for the project activities:

State Disaster Recovery Act (DRA 17) Project

Project Budget	<u>\$1,000,000</u>
----------------	--------------------

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Public Safety required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Public Safety in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Financial Management Resolution

WHEREAS, Bertie County has received a Hurricane Matthew NC Disaster Recovery Act Grant in the amount of \$1,000,000; and

WHEREAS, the North Carolina Administrative Code regulations require that Bertie County designate a Grant Finance Officer and a depository for NCDRA funds;

NOW, THEREFORE, Bertie County hereby resolves the following:

- (1) William Roberson, Finance Officer, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) Southern Bank of Windsor, NC, is hereby designated as the official depository for revenues budgeted for the Hurricane Matthew NCDRA Program.

Resolved this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Housing Assistance Policy

The following information is designed to serve as the basis for administrative policies, guidelines and procedures necessary to effectively establish a Hurricane Matthew NCDRA Program for Bertie County. As is the case with all new programs, certain alterations, amendments and additions to these guidelines may be required as the program is implemented. Review of these guidelines is encouraged to maintain consistent administrative quality. The administrative personnel, consultant, and the county staff members responsible for program administration should become completely familiar with the contents of the pages which follow.

I. SELECTING AND PROCESSING APPLICANTS

Before a successful housing improvement program involving the use of grants can begin operation, many administrative and policy decisions must be made. These decisions should be made with the benefit of input from the residents of Bertie County.

The applicant outreach and application rating process for the Bertie County 2017 DRA Project was developed by the county's disaster recovery consultant following discussions with the Board of Commissioners, the county staff, and impact citizens during outreach meetings following Hurricane Matthew in October 2016. The county wishes to provide supplementary rehabilitation assistance to both: (1) LMI owners occupying units scheduled for elevation with Hurricane Matthew HMGP funds (approximately 6 units); and (2) LMI owners occupying "unmet needs" units (no HMGP assistance provided) through the county planning jurisdiction (approximately 11 units). The county conducted an outreach specifically targeted to LMI households following Hurricane Matthew. The county has received approximately 25 applications from LMI households who still appear to have unmet housing needs related to damage from Hurricane Matthew. Additional outreach will be conducted in communities of low-moderate income concentration, such as Aulander and Colerain, for units with additional unmet needs. The county wishes to treat its worst Hurricane Matthew unmet housing needs. Therefore, a distribution plan including an objective, competitive rating system based on basic eligibility criteria (income threshold/ownership/taxes paid to date), housing need, and special population was felt to be most appropriate for this program.

The county has recommended provision of DRA rehabilitation subsidies to "scattered site" beneficiaries based on income, ownership/tax liability, special population, and severity of housing needs criteria. The county has tailored the rating system for scattered site DRA rehab applications to specifically favor elderly and disabled individuals and households occupied by wage earners with dependent children or persons receiving unemployment benefits. Each household served by the Bertie County DRA program must meet the requirements of at least one special population category. Additionally, applicants must be the occupant of record during Hurricane Matthew and must have paid local taxes to date. Finally, all units considered for DRA assistance must have suffered at least \$5,000 in documented, uninsured wind and/or water damage during Hurricane Matthew. Additionally, the county has tailored the program to address households occupying units with severe water and sewer needs and severe structural deficiencies as defined by the NC Small Cities CDBG gradient housing needs scale.

The following outlines the applicant screening/prequalification process that Bertie County utilized to select the households who will receive reconstruction/rehabilitation assistance under the 2017 NC Disaster Recovery Act program:

- Mail Out/Deliver Application Packages: The county will mail informational statements to the owner-occupant and rental applicants registered in the county's current "request for Matthew housing assistance" file, maintained in the county planning department office. The informational statement will explain requirements about income, special population, tax liability, tenure, and severity of needs. The three application forms must be filled out, signed by the owner, and returned by the designated deadline date. The information statement will include a phone number that applicants could call to set up a meeting with the county staff for assistance in completing the application prior to the application deadline.
- Application Assistance/Field Assessment: If applicants requested assistance, they will have the option of visiting the county planning office, where the county's consultant staff will be available to provide assistance and answer questions. The program staff will review applications as they are received and request additional information if it was needed. The county also performed field inspections of eligible units to document housing needs and to estimate rehab/replacement costs.
- Income Verifications: The county will utilize HUD 2017 LMI guidelines for assessment of household income. The county will require written documentation of public benefits, payroll information, or submittal of 2016/17 tax return information if available. The county will include adjusted (AGI) wage and benefit income for the head of household, spouse, and other non-transient (i.e., regular contributors to household expenses) household members 18 years of age and above. Business income for self-employed individuals will be verified through income tax records, and included net profits as well as wages paid to household members.
- Definitions:
 - Elderly: An individual aged 62 or older.
 - Disabled: A disabled individual is any person who has a physical or mental disability that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, in accordance with 24CFR92.2.
 - Wage Earner (with Dependent Children): A household occupied by at least one individual aged 18 or older who earns employment income and by at least one individual aged 17 or younger who depends on the wage earner's income for household necessities; the household may not be occupied by any individual receiving a public subsidy exclusively for dependent care (other than day care subsidies or subsidies for disabled dependents).
 - Veteran: A household occupied by at least one honorably-discharged veteran of the U.S. armed services.

- Household Member: Any individual who is an occupant of the unit to be rehabilitated shall be considered a "household member" (enumerated for household size and subject to income verification).
- Occupant: An occupant is defined as any immediate family member (mother, father, spouse, son, daughter of the head of household, regardless of time of occupancy); or a non-immediate family member who has resided in the dwelling unit at least six months of the twelve-month period prior to the homeowner's application date.
- The application rating system functioned as follows:

Preliminary Rating: As full applications are received, they will receive preliminary rating according to the following points table:

<u>Income Categories</u> Income 51-80% of median income Income 31-50% of median income Income <30% of median income	<u>Points</u> 3 5 7
<u>Special Population Goals</u> Elderly (62 or above) Individual in Household Disabled Individual in Household Wage Earner w/Dependent Children Veteran	<u>Points</u> 3 5 5 5
<u>Eligibility Requirements</u> Homeowner (for both owner- or rental-occupied properties not Owner of Record in County Registry Local Taxes Not Paid To Date	Not Eligible

Final Rating: The county's NCDRA consultant will use a Housing Needs Assessment Form (based on the NC Small Cities CDBG Gradient Housing Needs Form) to evaluate the housing needs of the highest-rated eligible applications received following preliminary review as outlined above. All units identified as replacement units will be rated according to the points system identified below:

<u>Housing Needs Factors - Replacement Units</u>	<u>Points</u>
1. 0-3 Severe Systems	2
2. 4 Severe Systems	4
3. 5 Severe Systems	6
4. Severe Water Need	3
5. Severe Sewer Need	3

- The county will also request an attorney to complete preliminary title opinions for primary beneficiaries to verify that applications for units to be repaired are filed by the owner of record. Once title opinions are received, recipients will be given up to 60 days to resolve title problems such as multiple heirs or liens that would prohibit a final award (recipients will be referred to legal services organizations that provide voluntary assistance to LMI households).

- If the county decides to withdraw a preliminary award following reassessment as noted above, the most competitive applicant from the alternate award list (within treatment and budget parameters) will be given consideration for a DRA grant.
- When rehabilitation final awards have been made by the County Board of Commissioners, owners will be contacted and asked to come in to the planning department office to execute the Promissory Note, Deed of Trust, and other preconstruction documents.

III. DWELLING UNIT INSPECTIONS

Inspections of each dwelling unit eligible for rehabilitation grant assistance will be made by the county's NCDRA consultant. The inspections will include a determination of substandard conditions, as summarized in a deficiencies checklist, as well as agency-required lead-based paint inspection and risk assessment for units to be rehabilitated. Owners of deteriorated units will also be given the opportunity to fill out a deficiencies checklist, and will receive a lead-based paint hazard information package. Inspections will identify repairs that should be made to place the unit in a standard condition according to North Carolina Small Cities CDBG Rehabilitation Standards.

IV. CONVENTIONAL REHABILITATION STANDARDS

- A. General:** All units proposed for conventional rehabilitation assistance will be rehabilitated to the North Carolina Small Cities CDBG Housing Rehabilitation Standards. Additionally, all units will conform to all applicable locally-enforced codes, ordinances, permitting, and inspection requirements. No completed units will retain any imminent threats to the health or safety of their occupants or to their structural integrity. Additionally, the county will utilize rigorous rehabilitation construction standards, to be clearly outlined in a Contractor's Handbook, to ensure that universal design standards (accessibility modifications, fire prevention, proper ventilation, vapor barrier installation, etc.) are maintained, and that all contractors are utilizing standard, code-approved materials for structural, finish, electrical, plumbing, and HVAC work. HUD Model Residential Property Rehabilitation Standards will be utilized to compute living area requirements and bathroom requirements for all households, regardless of size.
- B. Lead Hazard Reduction:** All units constructed before 1978 will be subject to federal lead-based paint regulations. At the time of initial interview, the county's consultant housing inspector will follow procedures outlined in 24CFR35, HUD's "Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally-Owned Residential Property and Housing Receiving Federal Assistance," and appropriate updated guidelines issued by the Office of Community Investment and Assistance. All case work for these units will include risk assessment, lead testing, and interim controls/abatement as required by 24CFR35.

The county has budgeted temporary relocation funds to be utilized to house beneficiaries during lead hazard reduction or substantial rehab when necessary, as well as additional funds to handle displacement costs, furniture storage, etc. The county will adopt a temporary relocation policy consistent with federally-mandated relocation

procedures outlined in 49CFR24 as a guide for providing temporary relocation assistance during this program. The county will use community resources and phase lead hazard abatement to minimize relocation costs.

OSHA (29CFR1926) and EPA-recommended worker safety, on-site containment, and clean-up procedures will be included in the work specifications, and will be thoroughly covered at contractors' meetings prior to rehab. Off-site disposal will be closely coordinated with local and state solid waste management personnel, and a written disposal procedure will be developed and included in the rehabilitation specifications. Most importantly, the county will insist that its housing rehab consultant be certified as an inspector for lead hazards through a state-accredited certification course.

- C. **Rehab Design for Disabled Beneficiaries:** The county will utilize an accessibility deficiencies checklist during preparation of the work write-up to ensure that the North Carolina State Building Code Volume 1-C Accessibility Code requirements for new construction are met when handicapped individuals occupy units to be rehabilitated. Also, the county will contact the Independent Living Rehabilitation Program's regional office prior to rehabilitation of units occupied by disabled individuals, to obtain assistance with design of accessibility modifications and possible grant assistance.
- D. **Flood Hazard Areas:** All units located in the special flood hazard area will be rehabilitated to comply with locally enforced flood damage prevention statutes and FEMA flood insurance guidelines. Prior to inspection, the county will perform flood elevation surveys of any units located in the special flood hazard area. If finish floor elevations are determined to be below the 100-year flood elevation, the county will raise the floor elevation, if structurally and financially feasible. Regardless of the resolution of the floor elevation issue, flood insurance will be procured for all units located in the 100-year floodplain.

V. CONSTRUCTION QUALITY/MAINTENANCE

- A. **Construction Guidelines:** The Bertie County Contractor's Handbook is hereby incorporated into this Housing Assistance Policy by reference. The general provisions included in the Contractor's Handbook shall serve as the general guidelines for all rehabilitation and reconstruction work performed during the NCDRA Program. The Specifications included in the Contractor's Handbook shall serve as the standard quality of workmanship. The Contractor's Handbook stresses the application of universal design standards during rehabilitation and reconstruction. The handbook outlines standard installation procedures for ventilation systems, accessibility modifications, vapor barrier installation, weatherstripping, new bathroom installation, etc. Copies of the Contractor's Handbook will be made available at the county planning department office for review by program applicants, grant recipients, and interested citizens.
- B. **Bidding and Construction Process:** The inspection consultant will prepare work write-ups and cost estimates, and coordinate the construction bidding, award, and inspection process for the owners. Work specifications, general contract provisions, and write-ups will be distributed at contractors' meetings which contractors will be required to attend in order to bid. The county maintains an active list of prequalified

contractors, and also will publish notices of contractors' meetings/requests for bids in local newspapers.

The county will require the inspection consultant to make semi-weekly inspection visits to each unit under construction, to approve changes in the scope of work, to summarize for the program administrator on-site findings in written form, and to verify that finished construction meets program standards. In addition, the local code enforcement official will make regular inspection visits, and will provide the program administrator with a certificate of compliance/occupancy for each completed unit. Every unit will be guaranteed by a one-year warranty.

- C. Homeowner Maintenance Measures:** During implementation of the project, the county will develop a post-construction checklist for review with all owners to make sure that owners are satisfied with construction and that they understand utility operation and costs. Additionally, all occupants of dwellings to be rehabilitated/replaced will be asked to attend a two-hour home maintenance course. This course will be taught by the program administrator. The course will focus on routine daily home care and maintenance. The county will prepare a home repair reference brochure for distribution to program beneficiaries; the brochure will include common repair problems and a list of local contractors and retail outlets specializing in home repair service and supplies.
- D. Insurance:** In order to ensure that rehabilitated/reconstruction units are insured against fire damage following completion of the rehabilitation contract or replacement housing process, the county will utilize NCDRA funds to purchase fire insurance to cover the replacement value of the structure for one year following completion of the housing construction contract. Coverage will be provided either as a new policy from a local insurance provider when no coverage exists, or as a supplementary policy from the owner's current provider. Additionally, the county will emphasize the need for homeowners to continue fire insurance coverage beyond the one-year NCDRA-financed subsidy period. The county will secure/upgrade flood insurance policies (one-year) for all units located in the 100-year floodplain with program support funds as well.

VI. MAXIMUM REHABILITATION/REPLACEMENT GRANT LIMITATIONS

The county expects to provide NCDRA rehabilitation assistance to approximately twelve (12) owner-occupied dwelling units, assuming average rehabilitation costs fall below the maximum limits allowed by the NCDRA application guidelines (\$50,000 and \$30,000 for owner-occupied and renter-occupied units, respectively).

VII. REHABILITATION/RECONSTRUCTION GRANT ELIGIBILITY CRITERIA

- A. All rehabilitation/reconstruction housing subsidies will be provided to households with incomes between 0-80% of the Bertie County median income adjusted for appropriate household size.
- B. All rehabilitation/reconstruction housing beneficiaries must be wage earners, and must occupy a unit classified as "severely deteriorated" according to NC Small Cities CDBG Rehabilitation Assessment Guidelines.

- C. All rehabilitation/reconstruction housing beneficiaries must be owner-occupant households who reside in Bertie County.
- D. The owner(s) of any unit to be rehabilitated or reconstructed must be able to legally execute an Amortized Loan/Deferred Payment Loan Deed of Trust/Promissory Note following formal award of a Rehabilitation/Reconstruction Grant and prior to execution of a Contract for Housing Construction Work.
- E. The Amortized Loan/DPL Deed of Trust shall be for the full amount of the NCDRA grant assistance, except for special conditions involving multiple owners outlined below. The agreement shall be recorded immediately following execution of the note. Additionally, the deed of trust/promissory note shall be modified if the final contract cost exceeds the original contract cost.

VIII. REHABILITATION/RECONSTRUCTION GRANT AWARDS

Rehabilitation and reconstruction grant awards will be approved by the Bertie County Manager, if potential grantees meet the grant eligibility and limitation requirements outlined herein.

IX. REGULATIONS PERTAINING TO ACCESSORY BUILDINGS

Non-residential accessory buildings located on the same lot as a dwelling unit approved for a rehabilitation grant are ineligible for rehabilitation. Grant monies may be applied to the demolition of such substandard structures, but in no instance for their rehabilitation. An accessory building for the purpose of the NCDRA Program guidelines is defined as follows:

A detached subordinate structure operated and maintained under the same ownership and located on the same lot as the main building. No such building may be inhabited or used by other than the owners, lessee or tenant of the premises or their employees.

The demolition of substandard accessory buildings may be required by the county as a part of the rehabilitation grant. Grant monies, if the owner's application is approved, may be used to rehabilitate the dwelling unit and demolish all substandard accessory buildings at the same time.

X. TEMPORARY RELOCATION BENEFITS

The Bertie County Manager is authorized to approve temporary relocation payments to tenants or owner-occupants who are forced to vacate their dwellings during rehabilitation or prior to provision of a comparable replacement dwelling following demolition on a case-by-case basis, if such assistance is recommended by the Program Administrator. Such temporary relocation shall be accomplished at the minimum feasible cost, and in accordance with the Bertie County NCDRA Program Temporary Relocation Policy. Temporary relocation payments will be limited to cover only those expenses that would not otherwise be normal to the relocatee. Approval of temporary relocation assistance for rent, motel charges, temporary storage, etc., will be made only upon submittal of cost-effective procurement documentation and invoice documentation by the Program Administrator.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Housing Construction Work Contract Award Policy

During the performance of rehabilitation/housing activities included in the Hurricane Matthew NC Disaster Recovery Act (NCDRA) Program, the county will utilize the following guidelines in the award of contracts to contractors who bid on the rehabilitation/reconstruction or demolition of specific dwelling units:

- 1) The County shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:
 - a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;
 - b. The contractor must have references and a past working record acceptable to the Program Administrator prior to the Administrator's recommendation of award to the Bertie County Board of Commissioners;
 - c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the Contract for Housing Construction Work.
 - d. The contractor must have demonstrated the ability to meet standards of workmanship outlined in the Contractor's Handbook as witnessed by the Program Administrator.
- 2) Assessment of conditions 1(c) and 1(d) above shall be based on the Program Administrator's review of contractor references and work performed in other locations, if the contractor has not performed recent rehabilitation housing work for Bertie County.
- 3) If construction estimates are prepared, no contract award shall be made if the contract price is less than 85% or more than 115% of the Program Administrator's final estimate. The Program Administrator will document negotiation of bids and/or estimates before contract awards are made.
- 4) In a case where an individual contractor is performing adequately, but he is the low bidder on more houses than he can complete within 120 days following the bid opening, (based on past performance), Bertie County shall reserve the right to reject bids for those surplus houses, and award those houses to the next lowest bidders meeting the guidelines outlined herein, in the interest of efficient completion of rehabilitation, demolition, and replacement housing activities. Bertie County also reserves the right to reject bids and award contracts to alternate bidders in the interest of maintaining an efficient work schedule consistent with performance standards mandated by the funding agency.
- 5) Bertie County reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of Bertie County, including directives by the funding agency or homeowner's non-participation, prohibit Bertie County's participation in the contract as Owner's Representative.

- 6) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed NCDRA program, and will be without self-interest on the part of any member of the Bertie County Board of Commissioners or Bertie County staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.
- 7) The Bertie County Manager has demonstrated the ability to coordinate grant program activities with this Board of Commissioners. The Bertie County Board of Commissioners also realizes the importance of prompt action in the interest of maintaining satisfactory work progress. Therefore, the Bertie County Manager is hereby authorized to approve and execute all housing rehabilitation, replacement housing, and demolition change orders less than 15% of current contract value.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Citizen Participation Plan

Introduction

Pursuant to North Carolina General Assembly Session Law 2017-119 Senate Bill 338, through which funds were appropriated and approved for Bertie County, the county has prepared a written Citizen Participation Plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the County's community development activities. The County shall provide adequate information to citizens, hold public hearings during the planning process and throughout the implementation of all CDBG projects to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the County's past performance. This plan is to serve as a citizens' guide to interacting with community development projects in a meaningful way and to establish a process whereby citizen participation requirements will be met.

Objectives of the Plan

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important project requirements;
2. Provide citizens an opportunity to (i) participate in the development of the application and encourage the submission of written views and proposals, particularly by residents of blighted neighborhoods or citizens of low/moderate income; (ii) provide for timely responses to the proposals submitted; and (iii) schedule hearings at times and locations which permit broad participation (venue for hearings to coincide with regularly scheduled Board of Commissioners meetings);
3. Provide for public hearings to obtain the views of citizens on community development and housing needs and a timetable specifying when and how the objectives of this plan will be achieved;
4. Provide for timely and responsive answers to written complaints and give citizens an opportunity to submit comments concerning the County's community development performance;
5. Provide technical assistance on a timely basis through staff or other resources to citizen advisory groups, and upon request of groups of low/moderate income persons and groups of residents in blighted neighborhoods; and,
6. Assure record keeping to document that this plan has been followed in a manner to achieve full involvement of citizens in all stages of community development projects, and provide documents relevant to projects for public view.

Citizen Involvement

Citizen level of participation will be countywide in scope. Countywide participation will be accomplished through public hearings and solicitation of written views and proposals. By this method, all citizens will be afforded an opportunity to present their housing and community development needs, suggestions, and comments on the County's past performance.

Citizen Access to Records

Bertie County will provide for full and timely disclosure of information and project records consistent with North Carolina General Assembly Session Law 2017-119 Senate Bill 338. Such records and information relevant to the NCDRA project will be made available in the Bertie County Manager's Office, 106 Dundee Street, Windsor, NC 27983, during regular office hours for citizens' review. Documents to be made available include:

1. All mailings and promotional materials;
2. Records of public hearings;
3. All key documents such as prior applications, letters of approval, grant agreements, this plan, performance reports, progress reports, other reports and documentation required by the North Carolina Department of Public Safety, and the proposed and approved application for the current year; and,
4. Copies of regulations and program bulletins governing the project. Electronic access to such documents can also be provided where available.

Timely Information and Submission of Views and Proposals

The citizen participation process will begin at least 90-120 days prior to the established deadline for submission of an application. The Bertie Ledger-Advance in Windsor, NC, will be the primary medium for dissemination of important project information. All advertisements for public notices will be published in this newspaper. At a minimum, the County shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to closeout of the project to provide an opportunity for citizens to comment on the County's project performance. The purpose of the first public hearing at the planning stage of the application will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and comments on the county's past performance. A second public hearing will be held prior to the submission of the full application for additional written comments and review of the application. Persons wishing to object to the approval of an application by the North Carolina Department of Public Safety shall make such objection in writing. NCDPS will consider objections made only on the following grounds:

1. The County's description of the needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County; and,
3. The application does not comply with the requirements of the NC Disaster Recovery Act or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project amendment process shall include the following:

1. When proposing amendments which require prior NCDPS approval in accordance with the NC Disaster Recovery Act guidelines, the County will be required to hold one public hearing prior to the submission of the amendment to NCDPS;
2. The County shall respond to written citizen objections and comments within ten working days of receipt of the citizen comment;
3. Persons wishing to object to the approval of an amendment by NCDPS shall make such objection in writing. NCDPS will consider objections made only on the following grounds:
 - a. The County's description of the needs and objectives is plainly inconsistent with available facts and data;
 - b. The amendment to be undertaken is plainly inappropriate to meeting the needs and objectives identified by the County; and,
 - c. The amendment does not comply with the requirements of the NC Disaster Recovery Act or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project closeout process shall include the following:

1. When proposing the closeout of the NCDRA project, the County will be required to hold one public hearing to assess project performance during the closeout process and prior to the actual closeout of the grant; and,
2. The County shall continue to solicit and respond to written citizen objections and comments until such time as the project is closed.

Citizens shall have the opportunity to comment on the implementation of the project throughout the term of the project. The County shall solicit and respond to written views and proposals of citizens in writing within ten working days of receipt of the citizen comment. Citizen participation concerning project implementation and compliance shall include the following:

1. Persons may submit written comments to NCDPS at any time concerning the County's failure to comply with the requirements contained in the plan; and,
2. All records of public hearings, citizen comments, responses to comments and other relevant documents and papers shall be kept in accordance with the NC Disaster Recovery Act guidelines.

All public hearings will be held before the Bertie County Board of Commissioners. Notice of the hearings will be given by advertisement once in the non-legal section of the local newspaper not less than 10 days nor more than 25 days before the date of the meeting. The advertisement will indicate the date, time, place, and procedures of the hearing and topics that will be considered. In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the County will arrange to provide an

interpreter at the hearing to ensure the participation of and dissemination of information to the non-English speaking persons. Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped. Public hearings are held during regularly scheduled Board of Commissioners meetings in a handicapped accessible building.

Response to Proposals or Complaints

Written complaints received by the County during the implementation of the community development program will be handled in the following manner:

1. In the event of a contractual dispute, or a written complaint from a program recipient concerning the NCDRA Program, the Program Administrator shall respond to the parties in question in writing within ten (10) calendar days after receipt of a written complaint or comment. The complaint may then be referred to the Bertie County Board of Commissioners for further review and action.
2. If the parties in question do not agree with the findings of the Program Administrator, an appeal shall be submitted to the Bertie County Board of Commissioners. The appeal shall be filed in writing, stating the basis for differences, no less than ten (10) calendar days prior to a regularly scheduled meeting of the Bertie County Board of Commissioners. After considering the basis for the differences, the Bertie County Manager shall provide a written statement of the findings of the Board of Commissioners to each party within ten (10) calendar days after the consideration of the appeal.
3. If the citizen is dissatisfied with the local response, he or she may write to the North Carolina Department of Public Safety, Division of Emergency Management, 4236 Mail Service Center, Raleigh, NC 27699-4236, Telephone 919/825-2500; Relay North Carolina TTY # 1-800-735-2962. The NC Department of Public Safety will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Citizen Participation Plan Certification

The Bertie County Board of Commissioners hereby assures and certifies that a Citizen Participation Plan has been written and will be followed as required by North Carolina General Assembly Session Law 2017-119 Senate Bill 338.

The County's Citizen Participation Plan accomplishes the following:

1. Provides for citizen participation, with particular emphasis on participation by persons of low/moderate income who are residents of slum and blighted areas, and provides for participation of residents of low/moderate income neighborhoods as defined by local jurisdiction;
2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the County's proposed use of funds;
3. Provides for technical assistance to groups representative of persons of low/moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the County;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely answer to written complaints and grievances, within ten working days; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably expected to participate.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Residential Anti-Displacement and Relocation Assistance Plan

This Residential Antidisplacement and Relocation Assistance Plan is prepared by Bertie County, North Carolina, in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325.

A. Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Bertie County will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- Attempt to locate comparable replacement housing in or near the neighborhood where demolition activities occur to further minimize neighborhood disruption caused by the clearance activities.
- Avoid demolition of occupied severely deteriorated residential structures where possible through substantial rehabilitation as opposed to clearance.
- Rehabilitate vacant, occupiable residential structures as affordable housing for displaced tenants to minimize neighborhood disruption caused by clearance activities.

B. Relocation Assistance to Displaced Persons

The County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under this Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

C. One-for-One Replacement of Lower-Income Dwelling Units

The County will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under this Program in accordance with 24 CFR 42.375.

Before entering into a contract committing Bertie County to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the County will make public by publishing notice in the Bertie Ledger-Advance newspaper, and submit to the North Carolina Department of Public Safety (NCDPS) the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See D, below.*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

D. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the County may submit a request to the State (NCDPS) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

E. Contacts

The County Manager’s Office (252/794-5300) is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period. The County Manager’s Office (252/794-5300) is responsible for ensuring that relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use are provided.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Procurement Standards

Policy

Bertie County will comply with the terms and conditions of Federal and/or State funding that is awarded and accepted, including but not limited to, the terms and conditions of Grant Contract, Title 2 C.F.R. Part 200, and HUD implementing regulations contained in 24 C.F.R. § 570.489(g) which are incorporated by reference and included herein to the extent of its applicability. The County, as the recipient of Federal and/or State CDBG funds, acknowledges its responsibility to and will adhere to the aforesaid North Carolina State and Federal Procurement Policies.

Bertie County will, to the extent applicable, follow methods of procurement, procure by contracting with small, minority firms, women's business enterprises, and labor surplus area firms. Additionally, the County will demonstrate contract cost and price awareness, and adhere to awarding agency review provisions (Title 2 C.F.R. Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards).

Plan

All procurement of goods and services by the County with NCDRA grant funds shall be accomplished in accordance with the regulations of **Procurement Standards**, where applicable, Recipient shall follow the procurement standards established in the "Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards" (2 C.F.R. Part 200) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 24 C.F.R. 570.489 (g) and 24 C.F.R. 135.38, or the North Carolina General Statutes applying to procurement in general by the North Carolina municipalities and counties.

When the Federal and State regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the County will adhere to the following guidelines during procurement of goods and services with Federal funds:

- In all cases where goods or services are procured on the basis of one bid or proposal received, the County will follow established principles included in OMB Circular A 87 to verify the reasonable cost of the procurement, and shall contact the State agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.
- Underutilized businesses, including women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the County, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for good and services.
- The County shall develop a written scope of work for each service to be awarded on the basis of *competitive negotiation*, which shall include descriptions of tasks to be completed, project timetables, and outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All *competitive negotiations* shall be awarded strictly on the basis

of written selections procedures, and cost shall not be the sole or more important factor in selection of services through the use of *competitive negotiations*.

- Prior to any contract award, the County shall verify the contractor's eligibility to participate in a federally-assisted program.
- No consultant or bidder shall assist in the evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The County shall adhere to all applicable Federal and State conflict of interest regulations in making contract awards.
- The County shall request references, or check references, of contractors or firms who are awarded contracts with Federal grant funds, and will request a written warranty for all goods and services provided through small purchases requests.
- The County shall not award any contract for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

BERTIE COUNTY NC DISASTER RECOVERY ACT (NCDRA) PROGRAM
Temporary Relocation Policy

WHEREAS, Bertie County has been awarded a Hurricane Matthew NC Disaster Recovery Act (NCDRA) Program Grant; and,

WHEREAS, temporary relocation payments and assistance are approved activities under the NCDRA Program Funding Agreement for households who receive conventional rehabilitation, lead based paint abatement, and on-site housing replacement (reconstruction) assistance; and,

WHEREAS, Bertie County wishes to provide temporary relocation assistance and moving assistance to households temporarily displaced as a result of conventional rehabilitation, lead based paint abatement and on-site replacement (reconstruction) housing;

NOW, BE IT THEREFORE RESOLVED:

The Bertie County Board of Commissioners hereby adopts the following temporary relocation policy, to be used during implementation of the NCDRA Program:

A. INTENT OF POLICY

Under the NCDRA Program, Bertie County plans to carry out certain activities that will improve the living environment of the affected participants. This policy information applies to any homeowner who is required to temporarily relocate as a result of carrying out conventional rehabilitation, lead based paint abatement, or on-site replacement (reconstruction) housing activities under the program.

It is the intent of this policy to enable a homeowner to receive limited assistance when renting a temporary housing unit. This assistance is offered to help address the financial burden that is often associated with temporary relocation. The low to moderate income homeowner families and individuals that this Policy is designed for will be offered this assistance only if they are required to temporarily relocate as a result of the project.

B. HOMEOWNER REPLACEMENT HOUSING

If any of the project activities require a homeowner to be temporarily relocated, the homeowner will receive a notice informing him/her of the date by which the unit must be vacated and approximate duration of the temporary relocation. Homeowners may be eligible to receive the moving benefits and temporary housing expenses offered in Section C. of the policy if the homeowner moves to a temporary unit that is decent, safe and sanitary, and suitable for the needs of the household. Therefore, even though a homeowner may seek his/her own replacement housing, an agreement to temporarily rent a dwelling should not be entered into until the unit has been inspected and approved by a member of Bertie County's staff or designated building inspection official.

C. TEMPORARY REPLACEMENT HOUSING ASSISTANCE - HOMEOWNER

In general, the temporary replacement housing assistance for homeowners, subject to participation in Bertie County's rehabilitation/reconstruction program, is as follows:

Moving Benefits

1. Actual moving expenses and storage costs paid to a bonded and licensed moving company for the move to the temporary housing unit. Bertie County will provide the mover.
2. Actual moving expenses costs paid to a bonded and licensed moving company for the return move to the homeowner's housing unit. Bertie County will provide the mover.
3. A homeowner shall be reimbursed for the disconnection and connection costs for the homeowner's utilities, telephone, and cable (if required) for the move to the temporary unit and for the return move to the homeowner's housing unit.

Temporary Housing Expenses:

A homeowner may be reimbursed for actual reasonable documented rent and utilities (electric, water/sewer, and gas) incurred at the temporary replacement dwelling.

In order for a homeowner to receive reimbursement of the Temporary Housing Expenses, the temporary replacement dwelling must be inspected and approved by a member of Bertie County's staff (or building inspection official if designated) as decent, safe and sanitary, and adequate to meet the homeowner's occupancy needs. A premature move may result in loss of eligibility for a temporary housing expense payment.

D. DECENT, SAFE AND SANITARY HOUSING

Housing is to be considered decent, safe and sanitary housing if it is sound, clean, weathertight, and in standard condition. The unit must have hot and cold running water, a private inside toilet, bathing facilities, and be in compliance with the local housing codes. The unit must also be in compliance with the local occupancy codes to avoid overcrowding.

E. FAIR HOUSING LAWS

If a family or individual is unable to temporarily rent a replacement dwelling because of discriminating practices related to race, color, creed, disability, familial status, or national origin, the form HUD 903, Housing Discrimination Complaint, will be made available to each family or individual so aggrieved.

Bertie County will take positive action to assist each family and individual in completing the form and filing the complaint. The Bertie County staff will help assure a family or individual the full opportunity to relocate to a temporary dwelling provided for them or to a unit of their choice that meets the required inspection standards.

Adopted this 5th day of February, 2018.

Ernestine Byrd Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

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North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Roy Cooper, Governor
Erick A. Hooks, Secretary

Michael A. Sprayberry, Director

January 12, 2018

The Honorable Ernestine Bazemore
Board Chair
County of Bertie
PO Box 539
Windsor, NC 27983

Dear Chairperson Bazemore:

Subject: Grant Agreement and Funding Approval
CDBG-DR No: 17-R-3008

Enclosed you will find the following materials for undertaking the Community Development Block Grant (CDBG) Disaster Recovery Program (DR) grant awarded to Bertie County.

1) *Two copies of the Grant Agreement.*

The Grant Agreement needs to be approved by the County Board of Commissioners and executed by the Chief Elected Official. When you have executed copies of both documents, please return all copies to the Division of Emergency Management (NCEM) along with the official copy of the minutes by **February 16, 2018**. The address is 4238 Mail Service Center, Raleigh, NC 27699-4238. Attention: Michele Grant, Senior Advisor CDBG-DR.

2) *Two copies of the Funding Approval.*

These should also be signed by the Chief Elected Official. When you have executed copies of both documents, please return one copy to NCEM.

3) *Three Signatory Form and Certification cards.*

Instructions are on the cards. Two copies of the cards must be completed and returned to us prior to any funds being drawn. The number that will be used to identify this grant is 17-R-3008. Please use this number in future correspondence.

MAILING ADDRESS:
4201 Mail Service Center
Raleigh, NC 27699-4201
Telephone: (919) 733-2126



www.ncdps.gov
An Equal Opportunity employer

OFFICE LOCATION:
512 N. Salisbury Street
Raleigh, NC 27604-1159
Fax: (919) 715-8477

When the Grant Agreement, Funding Approval, Signatory Form and Certification cards have been returned to us, funds for the administrative activity may be drawn. Funds for other activities may not be drawn until all applicable conditions listed in item 4 of the Funding Approval have been removed in writing by The Division of Emergency Management (NCEM). Funds may not be obligated or expended for any activity, including administration, prior to executing the Grant Agreement without written agreement from NCEM.

Among the first decisions you will need to make concerning this grant is selecting an administrator. If you plan to contract for administrative services, in addition to following state law and federal procurement regulations, it is very important that you select a firm that has staff available to carry out your grant in an efficient, timely manner. Competing firms should show their ability to devote adequate staff to your grant and should contractually commit sufficient staff to meet all grant deadlines.

In addition, the following three items are enclosed for your action:

1) A CDBG Requisition Form

The Requisition Form should be used to draw all CDBG-DR funds. Please review the instructions for preparing the requisition on the reverse side of the form. Additional copies of the form should be made as needed.

2) Electronic Payment Form

This form replaces the STEPS-OUT EFT form. The Electronic Payment Form, from the Office of State Controller (OSC) must be used to indicate which financial institution will handle the account for electronic transfer of CDBG-DR funds. No requisition can be processed before a copy is returned to OSC. Please send a copy to NCEM as backup information.

We encourage all grantees to use the electronic transfer of funds.

3) Two copies of the Performance Based Contract.

The grant is conditioned for the performance based contract. These should be signed by an authorized official. Return one copy to NCEM.

We look forward to working with you and other officials on this grant. Please bear in mind that the grant recipient is ultimately responsible for the success of the grant. Please feel free to contact Michele Grant at 919-825-2578.

Sincerely,



Michael A. Sprayberry
Director

Funding Approval Community Development Block Grant- DR

1. **Name and Address of Recipient**

The Honorable Ernestine Bazemore
Board Chair
County of Bertie
PO Box 539
Windsor, NC 27983

2. **Grant Number and Funding Approval Date**

Grant Number: 17-R-3008
Date of Original Funding Approval: November 20, 2017
Date of Amended Funding Approval:

3. **Approved Projects**

Project Number and Name: Community Development Block Grant DR

Total Grant Award: \$777,500.00

4. **Funding Approval Conditions**

The following conditions must be removed in writing by NCEM in order for all funds to be released.

A. *Environmental Condition:* No funds may be obligated or expended in any activity except for the payment of reasonable costs related to the planning, administration, engineering, design and environmental assessments for the approved project until the recipient has complied with the Environmental Review Procedures for the NC CDBG-DR Program and the CDBG regulations contained in 4 NCAC 19L.1004.

B. *Floodplain Condition:* No funds may be obligated or expended in any project activity except for the administration activity until the recipient provides NCEM with a certification that the project is not in a floodplain; or with certification that the recipient participates in the flood


insurance program, all properties assisted in the project will be covered for flood insurance prior to beginning construction on the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.

C. Administration Contracts/Inter-local Agreements Condition: No funds may be obligated or expended in any project activity except for the administration activity until the recipient has submitted either a copy of the contract awarded for administration of this grant or a statement signed by the CEO stating that the contract will be administered internally.

D. Performance Based Contract Condition: No funds may be obligated or expended in any project activity except for the administration activity until the recipient has returned to NCEM one copy of the properly completed Performance Based Contract.

E. Revised Budget Condition: If the project budget changes, no funds may be obligated or expended, except for the administration activity until the recipient submits a revised budget and receives approval.

5. Signature of Authorized Official


Name Michael A. Sprayberry
Title: Director
Division of Emergency Management

Date 1/16/18

6. Signature of Authorized Grantee Official

✓

Name

Title

Date _____



Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

**STATE OF NORTH CAROLINA
COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY**

GRANT AGREEMENT

CBDG-DR PROJECT NUMBER: Bertie County 17-R-3008

GRANTOR: NC DEPARTMENT OF COMMERCE (“Commerce” or “DOC”), an agency of the State of North Carolina (“State”) **AND NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY/DIVISION OF EMERGENCY MANAGEMENT** (“NCEM” or “Subrecipient”)

CONTRACT ADMINISTRATOR: North Carolina Department of Public Safety/NC Division of Emergency Management, Mike Sprayberry, Director NC Division of Emergency Management.

GRANT SUBRECIPIENT: BERTIE COUNTY, NORTH CAROLINA (“Sub-subrecipient”)

Duns Number: 032848574

Federal Id Number: 56-6000276

CONTRACT EFFECTIVE DATE: February 1, 2018

CONTRACT EXPIRATION DATE: February 1, 2021

FINAL REIMBURSEMENT DATE: February 1, 2021

GRANT AMOUNT: \$777,500.00

AWARD DATE: NOVEMBER 20, 2017

MAILING ADDRESS:
4236 Mail Service Center
Raleigh NC 27699-4236

OFFICE
1636 Gold Star
Raleigh, NC 27607-



LOCATION:
Drive
3371

Telephone: (919) 825-2500
www.readync.org

www.ncdps.gov

Fax: (919) 825-2685

An Equal Opportunity Employer

THIS AGREEMENT (the “Agreement”), is made and entered into as of the Effective Date by and between Commerce and NCEM and Bertie County, (collectively the “Parties”).

WITNESSETH:

WHEREAS, on October 8-9, 2016, Hurricane Matthew hit central and eastern North Carolina including Bertie County with record breaking rainfall that created 1,000 year flood events that devastated the people, infrastructure, businesses, and schools of entire communities; and

WHEREAS, certain buildings, facilities, personal items and equipment owned or rented by residents in the county were damaged by floodwaters associated with the severe weather associated with Hurricane Matthew (hereinafter collectively referred to as the “storm survivors”); and

WHEREAS, on October 9, 2016, an expedited major disaster declaration from the President of the United States, was granted on October 10, 2016 as FEMA-4285-DR-NC, allowing North Carolina to receive federal aid in the form of individual and public assistance for citizens and local governments; and

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) has allocated Community Development Block Grant -- Disaster Recovery funds (“CDBG-DR”) to the Department of Commerce under the Continuing Appropriations Act of 2017 (Public Law 114-254) for the purpose of assisting recovery in the most impacted and distressed areas declared a major disaster due to Hurricane Matthew;

WHEREAS, pursuant to the CDBG-DR Grant Program Federal Register Notice (82 Fed. Reg. 5591), published January 18, 2017, entitled *Allocations, Common Application, Waivers, and Alternative Requirements for Community Development Block Grant Disaster Recovery Grantees*, the State has received an allocation of CDBG-DR funds from HUD in the amount of \$198,553,000;

WHEREAS, HUD requires that the State spend \$158.8 million of all CDBG-DR funds so allocated within the counties of Cumberland, Edgecombe, Robeson and Wayne Counties;

WHEREAS, HUD has unique statutory authority to delegate its environmental compliance responsibilities promulgated under 24 CFR 58 to the State, local, and tribal governments including obligations under Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470 *et seq.*, the “Act”) and its implementing regulations 36 CFR 800;

WHEREAS, the North Carolina Department of Commerce has assumed the role of Responsible Entity for the State of North Carolina (the “State”) and makes assistance, including CDBG-DR, available to communities, its citizens, federally recognized tribes and other entities;

WHEREAS, North Carolina General Assembly passed the Disaster Recovery Act of 2016 (S.L. 2016-124) requiring the NC Department of Commerce to transfer to the North Carolina Division of Emergency of Management all CDBG-DR program funds;

WHEREAS, the North Carolina Department of Commerce and the North Carolina Division of Emergency Management executed a sub recipient agreement on June 30, 2017 to carry out the requirements of S.L. 2016-124;

WHEREAS, the North Carolina Division of Emergency Management as the contract administrator is executing this grant agreement with the county of Bertie to implement the approved CDBG-DR, Action Plan that was approved on August 7, 2017;

WHEREAS, the Parties desire to enter into this Agreement and intend to be bound by its terms.

NOW, THEREFORE, for and in consideration of the Grant, the mutual promises each to the other made, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties mutually agree as follows:

Article I. GENERAL TERMS AND CONDITIONS OF AGREEMENT

Section 1.01 Grant Documents. The documents described below are hereinafter collectively referred to as the “Grant Documents.” In the case of conflict between any of these documents, each shall have priority over all others in the order listed below. Upon execution and delivery of this Agreement, it and the other Grant Documents and items required hereunder will constitute a valid and binding agreement between the Parties, enforceable in accordance with the terms thereof. The Agreement constitutes the entire agreement between the Parties, superseding all prior oral and written statements or agreements.

The Grant Documents consist of:

- a. This Agreement
- b. Exhibit A – Award Letter and Revised Term Sheet
- c. Exhibit B – Program Guidelines
- d. Exhibit C – Project Application
- e. Exhibit D – Project Schedule
- f. Exhibit E – Project Budget

Upon execution and delivery of the Agreement, and once Commerce and NCEM has encumbered the grant, and the Sub-subrecipient has received its counterpart original of the Agreement, fully executed and with all dates inserted where indicated on the cover sheet of the Agreement, then the Agreement will constitute a valid and binding agreement between the Parties, enforceable with the terms thereof.

Section 1.02 Parties For purposes of this grant agreement where the County “Sub-subrecipient” is required to submit documentation to Commerce and NCEM within this grant agreement, the sub-Subrecipient shall provide any documentation first to NCEM as contract administrator and the Subrecipient of the CDBG-DR funds from the NC Department of Commerce per the terms of the

agreement between the two agencies dated June 30, 2017 and NCEM will then provide the documentation to Commerce as the Responsible party to HUD.

Section 1.03 Purpose As required under 2 CFR 200 Subpart D § 331, the CDBG-DR grant will provide assistance that aids in the funding of disaster relief, long-term recovery, restoration of infrastructure, and housing and economic revitalization that is needed as a result of Hurricane Matthew, particularly for LMI residents. These services will help North Carolina's impacted towns, cities, and counties recover from this Presidentially-declared disaster and, as a result, will increase the functional status of these communities, allowing for greater financial and personal stability of individuals impacted by this disaster as described in Exhibit C.

B. National Objectives

All activities funded with CDBG-DR funds must meet one of the CDBG-DR program's national objectives: benefit low-and-moderate-income persons; aid in the prevention or elimination of slum or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208 and 4 NCAC 19L .1004.

Section 1.04 Contract and Reimbursement Period. The term for this grant agreement is three (3) years. The Sub-subrecipient shall commit one hundred percent (100%) of non-administrative Grant funds and provide documentation to NCEM of the commitments. All requests for reimbursement of funds for project activities other than continuing administrative costs must be made by the Payment Date. Commerce and NCEM's commitment to disburse Grant funds under this Agreement for non-administrative costs shall cease to disburse grant funds for remaining administrative costs shall cease on the Final Reimbursement Date.

It is the responsibility of the Sub-subrecipient to ensure that the Project is completed by the Expiration Date and that all reimbursements to be drawn down have been submitted to Commerce and NCEM by the Final Reimbursement Date. After the Expiration Date, any Grant monies remaining under this Agreement will no longer be available to the Sub-subrecipient except to pay proper drawdowns for funds committed by the Expiration Date. After the Payment Date, any Grant monies other than a pro rata portion of administrative funds will no longer be available to the Sub-subrecipient. **The burden is on the Sub-subrecipient to request any extensions under the Agreement if the Sub-subrecipient anticipates that the Project funds will not be committed by the Expiration Date or Commitment Dates as applicable.** Any requests for extensions must be made in a writing addressed to Commerce and NCEM, explaining why an extension is needed and proposing the requested new date. Commerce and NCEM must receive this request at least 60 days before the affected date. Commerce and NCEM, within its sole discretion, may or may not approve the extension, based on Project performance and other contributing factors. **Commerce and NCEM is not responsible for notifying the Sub-subrecipient of any approaching deadlines.**

No funds may be obligated or expended in any project activity except the administration activity until the Sub-subrecipient provides Commerce and NCEM with documentation of registration in the Central Contractor Registration (CCR) system. The CCR system may be accessed online at www.sam.gov.

Section 1.05 Notice; Contract Administrators. All notices, requests or other communications permitted or required to be made by the Subrecipient under this Agreement or the other Grant Documents shall be given to the respective Contract Administrator or their designee.

The Contract Administrator is:

Mike Sprayberry, Director NC Emergency Management
1636 Gold Star Drive
Durham, NC 27607

Notice shall be in writing, signed by the party giving such notice. Notice shall be deemed given three (3) business days following the date when deposited in the mail, postage prepaid, registered or certified mail, return receipt requested.

Article II. COVENANTS AND DUTIES

Section 2.01 Commerce and NCEM's Duties. Subject to the appropriation, allocation, and availability to Commerce and NCEM of funds for the Project, Commerce and NCEM hereby agrees to pay the Grant funds to the Sub-subrecipient in accordance with the payment procedures set forth herein. The obligations of Commerce and NCEM to pay any amounts under this Agreement are contingent upon the availability and continuation of funds for such purpose. If funds for the Grant become unavailable, the Sub-subrecipient agrees that Commerce and NCEM has the right to terminate this Agreement by giving 60 (sixty) days written notice specifying the Termination Date of the Agreement, which Commerce and NCEM shall determine in its sole discretion. Upon such termination, the State shall have no responsibility to make additional Grant payments. Further, upon such termination, the Sub-subrecipient shall not expend any Grant funds without Commerce and NCEM's express written authorization and shall return all unspent Grant funds to Commerce and NCEM upon demand.

Section 2.01(a) Commerce and NCEM Assumption of Program Delivery. NCEM reserves the right to expedite and synchronize program delivery by assuming primary responsibility for steps in the CDBG-DR process including, but not limited to, eligibility and duplication of benefits as well as other activities.

Section 2.02 Sub-subrecipient's Duties. The Sub-subrecipient shall carry out the Project pursuant to the terms of this Contract and all applicable federal and State laws, executive orders, rules, notices, policies and regulations. Financial offerings funded under this Agreement shall be made consistent with the provisions of this Agreement. Commerce and NCEM may, in its sole discretion, amend the conditions placed on the financial offerings that may be funded under this agreement. Any such change must be in writing. In addition to the requirements outlined in Exhibit A and Exhibit B, the Sub-subrecipient shall ensure all contracts and subcontracts contain appropriate provisions to also meet applicable CDBG program requirements, including, but not limited to, the following:

- (a) Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq).
- (b) The CDBG program requirements, laws, rules, regulations and requirements, as may be amended, including those set forth in 24 C.F.R., Part 570 and 04 NCAC 19L.
- (c) Environmental Review Procedures for the CDBG Program and the CDBG regulations contained in 24 CFR Part 58 and as further outlined in Exhibit B.
- (d) Conflict of Interest provisions, including but not limited to those found at N.C. Gen. Stat. § 14-234, 04 NCAC 19L.0914, 2 CFR 200.112, and 24 C.F.R. § 570.611. Certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by Department of Housing and Urban Development (“HUD”) and/or Commerce and NCEM upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4).

Section 2.03 Labor Standards. In addition to the requirements outlined in Exhibit B, Sub-recipient shall follow all applicable laws, rules and regulations concerning the payment of wages, contract work hours, safety, health standards, and equal opportunity for CDBG-DR programs, including but not limited to the rules set forth in 04 NCAC 19L.1006, 24 C.F.R. § 570.603 and the following (as may be applicable to CDBG-DR projects):

- (a) **Davis-Bacon Act** (40 U.S.C.A. 276a). Among other provisions, this act requires that prevailing local wage levels be paid to laborers and mechanics employed on certain construction work assisted with CDBG-DR funds.
- (b) **Contract Work Hours and Safety Standards Act** (40 U.S.C.A. 327 through 333). Under this act, among other provisions, laborers and mechanics employed by contractors and subcontractors on construction work assisted with CDBG-DR funds must receive overtime compensation at a rate not less than one and one-half the basic rate of pay for all hours worked in excess of forty hours in any workweek. Violators shall be liable for the unpaid wages and in addition for liquidated damages computed in respect to each laborer or mechanic employed in violation of the act.
- (c) **Fair Labor Standards Act** (29 U.S.C. 201 et seq.), requiring among other things that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (d) **Federal anti-kickback laws** (18 U.S.C. 874 and 40 U.S.C. 276), which, among other things, outlaws and prescribes criminal penalties for "kickbacks" of wages in federally financed or assisted construction activities. Weekly statements of compliance and weekly payrolls must be provided by all contractors and subcontractors.

Section 2.04 Architectural Barriers. Per 04 NCAC 19L.1007, 24 C.F.R. §§ 570.487 and 570.614 and other applicable law, all applicable buildings or facilities designed, constructed or altered with CDBG-DR Grant funds shall be made accessible and useable to the physically handicapped as may be required by applicable laws, rules, regulations or requirements. Additionally, Recipient must comply with the following (as may be applicable to CDBG projects):

- (a) **Architectural Barriers Act of 1968** (P .L. 90-480). This act requires Recipient to ensure that certain buildings constructed or altered with CDBG-DR funds are readily accessible to the physically handicapped.
- (b) **Minimum Guidelines and Requirements for Accessible Design** 36 C.F.R. Part 1190.
- (c) **Americans with Disabilities Act** ["ADA"] and the ADA Accessibility Guidelines for Buildings and Facilities or the Uniform Federal Accessibility Standards.
- (d) **North Carolina Building Code, Volume I, Chapter II-X**. These provisions describe minimum standards Recipient must meet in constructing or altering building and facilities, to make them accessible to and useable by the physically handicapped.

Section 2.05 Environmental Review. Recipients of CDBG-DR funds are required to comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and complete an Environmental Review Record (ERR). Commerce and NCEM may also require additional environmental reviews for project that receive these funds.

Section 2.06 Floodplain. The projects shall following flood coverage requirements 24 CFR 570.202(b)(7)(iii), 24 CFR 570.509(c)(4)(iv), 24 CFR 570.605 and 42 U.S.C 4106, Section 202. In addition to the requirements outlined in Exhibit B, if the project occurs in the following floodplain zones:

- (a) **If the project occurs in a Coastal High Hazard Area (V Zone) or a floodway**, federal assistance may not be used at this location if the project is a critical action pursuant to 24 CFR 55.1(c) and 55 Subpart B except as provided therein. For projects allowed under 24 CFR 55.1(c) and 55 Subpart B, the eight-step process shall be followed pursuant to 24 CFR 55.20.
- (b) **If the project occurs in a 100-year floodplain (A Zone)**, the 8-Step Process is required as provided for in 40 CFR 55.20 or as reduced to the **5-Step Process** pursuant to 40 CFR 55.12(a), unless an exception is applicable pursuant to 40 CFR 55.12(b).
- (c) **If the project occurs in a 500-year floodplain (B Zone or shaded X Zone)**, the 8-Step Process is required for critical actions as provided for in 40 CFR 55.20 or as reduced to the **5-Step Process** pursuant to 40 CFR 55.12(a), unless an exception is applicable pursuant to 40 CFR 55.12(b).

Section 2.07 Sub-Subrecipient Agreements. Sub-subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any contract made to effectuate this Agreement, including contracts. Sub-subrecipient shall ensure compliance with all applicable laws, rules, regulations and requirements for all expenditures of Grant funds, including (without limitation) and Grant funds sub-granted by the Sub-subrecipient.

Section 2.08 Supplemental Conditions. Sub-subrecipient shall include any Supplemental Conditions in any contract entered into under this Agreement.

Section 2.09 Contract and Subcontract Provisions. Sub-subrecipient will include the provisions of Exhibit B, from this Agreement in every subsequent agreement, contract, subcontract, or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Recipients, contractors, or subcontractors.

Section 2.10 “Section 3” Provisions. The Sub-subrecipient will take appropriate action pursuant to the subsequent agreement upon finding that any Recipient, contractor or subcontractor is in violation of regulations issued by the grantor agency. The Sub-subrecipient will not contract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any agreement be awarded unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations. The Sub-subrecipient further agrees to comply with these “Section 3” requirements and to include the following language in all agreements executed under this Agreement:

“The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

Section 2.11 Lobbying Provisions. The Sub-subrecipient hereby certifies the following and that it will require that the following language shall be included in the agreements for all subawards at all tiers (including contracts, subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all agreement parties shall certify and disclose accordingly:

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

Section 2.12 Reporting Requirements. The Sub-subrecipient shall submit progress reports monthly in the format prescribed by Commerce and NCEM and shall continue to make such reports until all closeout requirements under this Agreement are met. Report forms shall be provided by Commerce and NCEM, subject to any future modifications as necessary to meet programmatic requirements, in the sole discretion of Commerce and NCEM.

Section 2.13 Site Access. The Sub-subrecipient and any Recipient shall permit representatives of Commerce and NCEM to visit any premises of the Sub-subrecipient to examine Project activities of the Sub-subrecipient or any Recipient pursuant to the Grant, including but not limited to Project funded property improvements, fixtures, equipment and materials, loan documents, books and

records in any way related to the Grant or the Project. The Sub-subrecipient shall secure this right to Commerce and NCEM in any agreement entered into pursuant to the Project.

Section 2.14 Recordkeeping Requirements. Sub-subrecipient will maintain any and all records and comply with all responsibilities as required under CDBG-DR recordkeeping, but not limited to the specifications of (1) 2 CFR 200.333- 200.337; (2) 24 CFR 570.506; (3) the applicable HUD Notices that are pertinent to the activities to be funded under this Agreement; (4) all State Public Records laws, (5) 19 NCAC 19L.0911 (“Recordkeeping”), as well as any additional records required by Grantee. Such records shall include but not be limited to:

- a. Records providing full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG-DR program, as modified by the HUD Notices;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG-DR funds;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG-DR program;
- f. Financial records as required by 24 CFR 570.502, and 2 CFR 200; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR 570.

Section 2.15 Project Audits. In addition to the provisions of Exhibit B Sub-subrecipient agrees that the State, HUD, and the Comptroller General of the United States or any of their authorized representatives have the right to audit the books and records of the Sub-subrecipient pertaining to this Agreement both during performance and for five (5) years after the completion or termination of this Agreement and all contracts or until all audit exceptions, if any, have been resolved, whichever is longer. The Sub-subrecipient shall retain complete accounting records, including original invoices, payrolls, contracts, or other documents clearly showing the nature of all costs incurred under this Agreement, for that same period of time. The Sub-subrecipient agrees to make available at all reasonable times to the auditing agency all underwriting documents, and accurate books and records of all expenditures for costs applicable to this Agreement, which will facilitate the audit of the Sub-subrecipient's records.

The Sub-subrecipient hereby agrees to have an annual agency audit conducted in accordance with current policy concerning Sub-subrecipient audits and 2 CFR 200 Subpart F.

Section 2.16 Access to Records. The Sub-subrecipient shall provide any duly authorized representative of Commerce and NCEM, the State of North Carolina, The North Carolina State

Auditor, the North Carolina Office of State Budget and Management, HUD, and the Comptroller General, the Inspector General and other authorized parties at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the grant for a period of five years following the completion of all closeout procedures. All original files shall be maintained at the Sub-subrecipient's offices for access purposes.

Section 2.17 Release of Personal Financial and Identifying Information. To ensure and document compliance with CDBG-DR income requirements as well as other matters, Sub-subrecipient shall obtain and retain personal, income-related, financial, tax and/or related information from companies, individuals and families that are benefitting from Grant or Program funds. Additionally, Sub-subrecipient is obligated to provide access to any and all information relating to the Program to Commerce and NCEM, HUD or other appropriate federal or state monitoring entity, upon Commerce and NCEM's request. This obligation includes, but is not limited to, the personal, financial and identifying information of individuals assisted by the Program. As such, Sub-subrecipient shall obtain any releases or waivers from all individuals or entities necessary to ensure that this information can be properly and legally provided to appropriate federal and state entities, including Commerce and NCEM and HUD, without issue or objection by the individual or entity.

Section 2.17 Procurement.

(a.) Compliance (OMB Standards)

The Sub-subrecipient shall comply with current policy concerning the purchase of equipment, materials, property, or services in accordance with the requirements of 2 CFR 200, and all State procurement standards, as applicable, including the need to properly assess lease versus purchase alternatives. Sub-subrecipient shall also maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein.

(b.) Supplemental Conditions

Sub-subrecipient shall include Commerce and NCEM Supplemental Conditions in any contract entered into under this Agreement. Sub-subrecipient shall also require all contractors to flowdown Supplemental Conditions to all subcontractors as well as the requirement to flowdown to all lower-tiered subcontractors. These Supplemental Conditions include required terms for project contracts, HUD General Provisions, Participation by Minority Group Members and Women Requirements, standard clauses for contracts with Grantee and required diversity forms.

(c.) Records

Sub-subrecipient shall maintain all records required by the Federal regulations specified in (1) 2 CFR 200.33, (2) 24 CFR 570.506; (3) the applicable HUD Notices, and (4) N.C. Gen. Stat. Chapter § 132.

(d.) Travel

Travel costs, including travel for training purposes, are not allowed unless pre-authorized by the Commerce and NCEM. In the event that Commerce and NCEM authorizes travel,

Sub-subrecipient shall comply with HUD's Travel Regulations. Sub-subrecipient shall obtain prior written approval from Commerce and NCEM for any travel to out-of-service area assignments.

Article III. REPRESENTATIONS AND WARRANTIES

Section 3.01 Sub-subrecipient's Representations and Warranties. In order to induce Commerce and NCEM to enter into this Agreement and to make the Grant as herein provided, the Sub-subrecipient after reasonable inquiry makes the following representations, warranties and covenants, which shall remain in effect after the execution and delivery of this Agreement and any other documents required hereunder, any inspection or examinations at any time made by or on behalf of Commerce and NCEM, and the completion of the Project by the Sub-subrecipient:

- (a) **No Actions.** There are no actions, suits, or proceedings pending, or to the knowledge of the Sub-subrecipient, threatened, against or affecting the Sub-subrecipient before any court, arbitrator, or governmental or administrative body or agency which might affect the Sub-subrecipient's ability to observe and perform its obligations under this Agreement.
- (b) **Validity of Grant Documents.** Upon execution and delivery of items required hereunder, this Agreement and the other grant documents and items required hereunder will be valid and binding agreements, enforceable in accordance with the terms thereof. If, at any time the Sub-subrecipient becomes aware of any facts, information, statements, occurrences or events that render any of the representations or warranties contained herein materially untrue, misleading or incomplete, the Company shall immediately notify Commerce and NCEM in writing of such facts, information, statements, occurrences or events.
- (c) **False or Misleading Information.** Recipient is advised that providing false, fictitious or misleading information with respect to CDBG-DR funds may result in criminal, civil, or administrative prosecution under 18 U.S.C. § 1001, 18 U.S.C. § 1343, 31 U.S.C. § 3729, 31 U.S.C. § 3801, or another applicable statute. Recipient shall promptly refer to Commerce and NCEM and HUD's Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving CDBG-DR funds.
- (d) **Compliance with Laws.** Sub-subrecipient shall comply with all federal, state and local laws and regulations that are applicable to performance of the Project. The Sub-subrecipient agrees to ensure Project participants, including but not limited to Recipients, shall comply in the same manner.

Section 3.02 Compliance by Others. The Sub-subrecipient shall be responsible for compliance with the terms of this Agreement, and shall require and be responsible for the same compliance of

its Sub-Subrecipients, including but not limited to its Recipients, to which funds or obligations are transferred, delegated or assigned pursuant to this Agreement. Delegation by the Sub-subrecipient of any duty or obligation hereunder does not relieve the Sub-subrecipient of any duty or obligation created hereunder. Failure by such Sub-Subrecipient to comply with the terms of this Agreement shall be deemed failure by the Sub-subrecipient to comply with the terms of this Agreement.

Section 3.03 Signature Warranty. Each individual signing below warrants that he or she is duly authorized to sign this Contract for the respective party, and to bind said party to the terms and conditions of this Agreement.

Article IV. REIMBURSEMENT, TERMINATION AND DEFAULT

Section 4.01 Reimbursement in the Discretion of Commerce and NCEM. In the event that the Sub-subrecipient, or any other recipient of funds under this Agreement fails to meet any of the requirements outlined in this Agreement, including, but not limited to failure to meet the Objectives as outlined in Exhibits A and B, Commerce and NCEM may, in its sole discretion, require repayment from the Subrecipient of up to the full amount of the Grant.

Section 4.02 Termination by Mutual Consent. The Parties may terminate this Contract by mutual written consent with 60 days prior written notice to the Parties, or as otherwise provided by law.

Section 4.03 Events of Default. The happening of any of the following, after the expiration of any applicable cure period without the cure thereof, shall constitute an event of default ("Event(s) of Default") by the Sub-subrecipient of its obligations to Commerce and NCEM, and shall entitle Commerce and NCEM to exercise all rights and remedies under this Agreement and as otherwise available at law or equity:

- (a) **Default in Performance.** The default by the Sub-subrecipient or a subsequent Recipient in the observance or performance of any of the terms, conditions or covenants of this Agreement.
- (b) **Misrepresentation.** If any representation or warranty made by the Subrecipient in connection with the Grant or any information, certificate, statement or report heretofore or hereafter made shall be untrue or misleading in any material respect at the time made.
- (c) **Abandonment of the Project.** If Sub-subrecipient abandons or otherwise ceases to continue to make reasonable progress towards completion of the Project.

Section 4.04 Commerce and NCEM's Additional Rights and Remedies. In addition to the other remedies set forth in this Agreement, if an Event of Default shall occur, Commerce and NCEM shall have the following rights and remedies, all of which are exercisable at Commerce and NCEM's sole discretion, and are cumulative, concurrent and independent rights:

- (a) **Project Termination.** If an Event of Default occurs, Commerce and NCEM may, at its discretion suspend, reduce and/or terminate all obligations of Commerce and NCEM hereunder.
- (b) **Additional Remedies.** If an Event of Default occurs, Commerce and NCEM shall have the power and authority, consistent with its statutory authority: (a) to prevent any impairment of the Project by any acts which may be unlawful or in violation of this Agreement or any other item or document required hereunder; (b) to compel specific performance of any of Subrecipient's obligations under this Agreement; (c) to obtain return of all Grant Funds, including equipment if applicable; and (d) to seek damages from any appropriate person or entity. Commerce and NCEM shall be under no obligation to complete the Project.

Section 4.05 Nonwaiver. No delay, forbearance, waiver, or omission of Commerce and NCEM to exercise any right, power or remedy accruing upon any Event of Default shall exhaust or impair any such right, power or remedy or shall be construed to waive any such Event of Default or to constitute acquiescence therein. Every right, power and remedy given to Commerce and NCEM may be exercised from time to time and as often as may be deemed expedient by Commerce and NCEM.

Article V. MISCELLANEOUS TERMS AND CONDITIONS

Section 5.01 Deobligation of Unused Funds. When project costs are less than the grant award amount, excess award funds shall be deobligated back to Commerce and NCEM. Administration funds shall be deobligated in proportion to the amount of program funds being deobligated to Commerce and NCEM.

Section 5.02 Complaints and Grievance procedures for Compliance Plans. Subrecipient must address complaints to the North Carolina Department of Commerce and NCEM.

Section 5.03 Modification. This Agreement may be rescinded, modified or amended only by written agreement executed by all parties hereto.

Section 5.04 Benefit. This Agreement is made and entered into for the sole protection and benefit of Commerce and NCEM, the State and the Sub-subrecipient, and their respective successors and assigns, subject always to the provisions of the Agreement. Except as herein specifically provided otherwise, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Commerce and NCEM, the State and the Sub-subrecipient and their respective successors and assigns. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person, other than as expressly provided in this Agreement. It is the express intention the Parties and their respective successors and assigns that any such person or entity; other than the State, Commerce and NCEM, and the Sub-subrecipient, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

Section 5.05 Further Assurance. In connection with and after the disbursement of Grant funds under this Agreement, upon the reasonable request of Commerce and NCEM, the Subrecipient shall execute, acknowledge and deliver or cause to be delivered all such further documents and assurances, and comply with any other requests as may be reasonably required by Commerce and NCEM or otherwise appropriate to carry out and effectuate the Grant as contemplated by this Agreement.

Section 5.06 Independent Status of the Parties. The Parties are independent entities and neither this Agreement nor any provision of it or any of the Grant Documents shall be deemed to create a partnership or joint venture between the Parties. Further, neither the Agreement nor any of the Grant Documents shall in any way be interpreted or construed as making the Subrecipient, its agents or employees, agents or representatives of Commerce and NCEM. The Subrecipient is and shall be an independent contractor in the performance of this Agreement and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. In no event shall Commerce and NCEM be liable for debts or claims accruing or arising against the Subrecipient. The Subrecipient represents that it has, or shall secure at its own expense, all personnel required in the performance of this Contract. Such employees shall not be employees of, nor have any individual contractual relationship with, Commerce and NCEM.

Section 5.07 Indemnity. The Subrecipient agrees, to the fullest extent permitted by law, to release, defend, protect, indemnify and hold harmless the State, Commerce and NCEM, its employees and agents against claims, losses, liabilities, damages, and costs, including reasonable attorney fees, which result from or arise out of: (a) damages or injuries to persons or property caused by the negligent acts or omissions of Subrecipient, its employees, or agents in use or management of the Project or Property; (b) use or presence of any hazardous substance, waste or other regulated material in, under or on the Property; and (c) for any claims, whether brought in contract, tort, or otherwise, arising out of this Agreement. The obligations under this paragraph are independent of all other rights or obligations set forth herein. This indemnity shall survive the disbursement of the Grant funds, as well as any termination of this Agreement.

Section 5.08 Close-outs. The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Close-out activities and requirements are subject to (1) 04

NCAC 19L.0913, (2) 2 CFR 200.343 and 2 CFR 200.344, as applicable; (3) 24 CFR 570.502 and 570.509, as applicable, 24 CFR Part 570 except where waivers and alternative requirements were granted to grantees in Notices published in the *Federal Register*, and (4) relevant State and HUD Notices. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including Program Income.

Section 5.09 Binding Effect, Contract Not Assignable. The terms hereof shall be binding upon and inure to the benefit of the successors, assigns, and personal representatives of the parties hereto; provided, however, that the Subrecipient may not assign this Agreement or any of its rights, interests, duties or obligations hereunder or any Grant proceeds or other moneys to be advanced hereunder in whole or in part unless expressly allowed under this Agreement, without the prior written consent of Commerce and NCEM, which may be withheld for any reason and that any such assignment (whether voluntary or by operation of law) without said consent shall be void.

Section 5.10 Savings Clause. Invalidation of any one or more of the provisions of this Agreement, or portion thereof, shall in no way affect any of the other provisions hereof and portions thereof which shall remain in full force and effect.

Section 5.11 Additional Remedies. Except as otherwise specifically set forth herein, the rights and remedies provided hereunder shall be in addition to, and not in lieu of, all other rights and remedies available in connection with this Agreement.

Section 5.12 Survival. Where any representations, warranties, covenants, indemnities or other provisions contained in this Agreement by its context or otherwise, evidences the intent of the parties that such provisions should survive the termination of this Agreement or any Closing, the provisions shall survive any termination or Closing.

Section 5.13 Incorporation of Exhibits. All exhibits attached to this Contract are fully incorporated as if set forth herein.

Section 5.14 Entire Contract. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof. All recitals, exhibits, schedules and other attachments hereto are incorporated herein by reference.

Section 5.15 Headings. The headings of the various sections of this Agreement have been inserted for convenience only and shall not modify, define, limit or expand the express provisions of this Agreement.

EXHIBIT A

Award Letter and Term Sheet

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EXHIBIT B

PROGRAM GUIDELINES

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EXHIBIT C

PROJECT APPLICATION

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Schedule: [from Notice of Intent to Fund]

1. **Commitment Date: January 1, 2020.** Commit in writing and submit to Commerce and NCEM certification by this date planned use of funding in Exhibit A minus any Administrative costs. Failure to commit funds by this date will result in withdrawal of any remaining grant funds, unless Commerce and NCEM in its sole discretion has found the Sub-subrecipient had good cause for such failure and Commerce and NCEM has set a date by which the Sub-subrecipient must take action. Any funds not obligated by the Commitment Date will be deobligated and no longer available to the Sub-subrecipient.
2. **Payment Date: February 1, 2021.** The Sub-subrecipient must have entered into Contracts for obligated funds by this date and Commerce and NCEM must receive the all payment requests for funds by this date. Commerce and NCEM will not accept or process for payment any request for payment received after this date, other than ongoing Administrative costs. Commerce and NCEM may in it's sole discretion extend this date upon written request of the Sub-subrecipient. Commerce and NCEM will not reimburse the Sub-subrecipient for applications received after the Commitment Date.
3. **Contract Expiration Date: February 1, 2021.** Complete the Project Scope of Work and submit final reports as required under this Agreement and any additional reports as required by Commerce and NCEM by this date. Commerce and NCEM will not reimburse the Subrecipient for Project funds dispersed after this date.
4. **Final Reimbursement Date: February 1, 2021.** Commerce and NCEM must receive the Final Request for Payment for the Project by this date. Commerce and NCEM will not accept or process for payment any request for payment received after this date. Commerce and NCEM will not reimburse the Sub-subrecipient for costs incurred after the Contract Expiration Date.

EXHIBIT E

PROJECT BUDGET, DISTRIBUTION OF FUNDS, AND REFUNDS

CDBG-DR Project No. 17-R-3008

1. Project Budget

- a. To obtain payment, the Subrecipient must submit itemized documentation substantiating direct costs incurred in the implementing the project.

i) Funder	Type of funding & Status of Funding	Matching Funds (Where applicable)	Percent
CDBG-DR	Grant		
Local – specify	Bonds, reserves, in-kind etc.		
Other public funding source(s) – specify	SRF , state grants, Golden Leaf, ARC, etc.		
ii) Total			

2. Disbursement of Grant Funds.

- a. No funds may be obligated or expended in any project activity except for the administration activity in the project until the recipient has complied with the Environmental Review Procedures for the CDBG Program and the CDBG environmental regulations contained in 24 CFR Part 58.
- b. No funds may be obligated or expended in any project activity except the administration activity until the recipient has submitted either a copy of the contract awarded for administration of this grant or a statement signed by the authorized representative stating that the contract will be administered internally.
- c. Request for Release of Funds.
 - i. Any release of funds request, other than administrative costs, must be accompanied by a request and any supporting materials as requested by Commerce and NCEM. Commerce and NCEM may, in its sole discretion, request additional documentation before approving any release of funds. Commerce and NCEM will approve each request individually and the Subrecipient must receive the written approval of Commerce and NCEM before entering into any Contract.

- d. Requests for Reimbursement. Disbursement of Grant funds for the Project shall be made by no less than monthly reimbursement of Subrecipient's expenditures on the Project as set forth in Exhibits C and D. To obtain reimbursement, the Subrecipient shall submit to Commerce and NCEM the following documentation:
 - i. A completed and signed Payment Request form, accompanied by appropriate itemized documentation supporting all expenses claimed and that clearly identifies each expenditure of grant funds for which reimbursement is claimed along with verification of matching Subrecipient funds as necessary. The supporting documentation must be organized in a manner that clearly relates the expenses shown in the supporting documentation to the line items shown in the Payment Request.
 - ii. Any request for reimbursement that does not clearly identify each expenditure and relate each expenditure to the line items shown on the request will not be processed, and will be returned to the Subrecipient for correction and re-submittal. **The Subrecipient shall identify any sales tax for which reimbursement has been or will be obtained from the State Department of Revenue, and such monies shall not be reimbursed.**
 - e. Reimbursement Based on Progress. The Subrecipient agrees to proceed with diligence to accomplish the Project according to the schedule set out in the Agreement and shall show appropriate progress prior to each reimbursement. Reimbursement may be withheld or delayed if Subrecipient fails to make progress on the Project satisfactory to Commerce and NCEM. Amounts withheld shall be reimbursed with subsequent reimbursements in the event that Subrecipient is able to demonstrate an ability to resume satisfactory progress toward completion of the Project.
 - f. No Excess Costs. The Commerce and NCEM agrees to pay or reimburse the Subrecipient only for costs actually incurred by the Subrecipient that do not exceed the funds budgeted for the Project shown on Exhibits A and E.
3. Costs of Project Administration. The Sub-subrecipient's requests for such reimbursement shall be made under the Project Administration line item of the reimbursement form and shall conform with the following:
- a. Costs allowable under the Project Administration line item shall be only costs of labor needed to comply with the general conditions of the Agreement (e.g., progress reports, the environmental review, compliance activities, payment requests, preparing the project final report, revisions to the Agreement). Allowable Project Administration labor costs may include any of the following: (a) pay to the Subrecipient's payroll employees, plus the Subrecipient's cost of paying benefits on such pay (usually employees' pay times an audited or auditable benefits multiplier); (b) pay to contract employees of the Subrecipient (e.g., temporary office support), payable at the Subrecipient's actual cost, without application of a benefits multiplier; and/or (c) cost of professional services labor

IN WITNESS WHEREOF, the Sub-subrecipient and Commerce and NCEM have executed this Agreement in two originals as of the Effective Date. One original shall be retained by each Party. If there is any controversy among the documents, the document on file in Commerce and NCEM's office shall control.

Michael A. Sprayberry, Director
North Carolina Emergency Management

Title: _____

Bertie County, North Carolina

Erik A. Hooks
Secretary
North Carolina Department of Public Safety

George Sherrill, Chief of Staff
North Carolina Department of Commerce

APPROVED AS TO PROCEDURES

William Polk, Assistant General Counsel
Reviewed for the Department Of Public Safety, by William Polk, DPS Assistant General
Counsel

James J. Cherokee, Controller
North Carolina Department of Public Safety



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: D-2

DEPARTMENT: Governing Body

SUBJECT: Discuss approval of Memorandum of Understanding and financial profiles for SECU Teacher Housing Initiative

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion requested.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

January 22, 2018 – Board first reviewed Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

Bertie County Board of Commissioners
Town of Windsor Board of Commissioners
Windsor Township Development Commission
Bertie County Board of Education

WHEREAS, the aforementioned public bodies recognize the strategic value of improving the recruitment and retention of public school teachers; and

WHEREAS, the above-named parties have discussed and evaluated the viability of advancing a teacher housing initiative, utilizing Hertford County's successful business model which includes fourteen years of operations; and

WHEREAS, the Mid-East Commission (Region Q Council of Government) prepared a market analysis of rental unit availability and conducted a survey of Bertie County school faculty members and staff regarding the need for high quality rental apartments, which resulted in a very favorable scoring of support for creating the availability of apartment housing in Bertie County; and

WHEREAS, the Town of Windsor and Bertie County evaluated three potential sights (two owned by the County and one owned by the Town), and following extensive public input, have jointly approved selection of the 6.33-acre tract owned by the Town; and

WHEREAS, the Town of Windsor has agreed to donate this property (6.33 acres) to the Windsor Township Development Commission for the purpose of providing high quality rental apartments for Bertie County teachers and staff; and

WHEREAS, a working group of community leaders have participated in the development and review of a financial plan and fifteen (15) year business pro forma to support and sustain this project through construction and operation; and

WHEREAS, the Windsor Township Development Commission has agreed to serve as the owner and applicant in order to seek project financing from the State Employees Credit Union Foundation; and

WHEREAS, Bertie County has agreed to handle the day-to-day management of the apartment complex under formal contract with the Windsor Township Development Commission at no management fee to the WTDC utilizing existing staff capacity; and

WHEREAS, the Bertie County Board of Commissioners has successfully prepared a grant application for the Gold LEAF Foundation, and secured a grant amount of \$240,000 to assist with the publicly owned onsite utilities, which will reduce the amount of financing and debt service costs for the project; and

THEREFORE, IT BE UNDERSTOOD, that the parties to this agreement, hereby pledge their respective commitment, collective energy and enthusiasm in order to successfully facilitate the construction and operation of the proposed twenty-four-unit apartment complex on the “Harrell Heights” property consisting of 6.33 acres donated by the Town of Windsor.

BE IT FURTHER UNDERSTOOD, that the Bertie County school system will promote and encourage the availability of these housing units for its staff and teachers.

BE IT NOW UNDERSTOOD, that the representatives of the aforementioned parties, will commence with final preparation of the loan application and submittal to the SECU Foundation.

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TEACHER HOUSING PRO FORMA

Bertie County

Insert Vacancy Rates, Annual Increases, Year 1 Rent, Year 1 Operating Expenses and Annual Debt Service with actual figures from worksheets. Calculations will be performed for you.

VACANCY RATE:	Year 1	0%
	Year 2	0%
	Year 3-7	1%
	Year 8-15	2%

ANNUAL INCREASE:		Year 1-5	Year 6-10	Year 11-15
	Income	0% - \$650	3.85% - \$675	3.70% - \$700
	Expense	\$35,424	\$36,900	\$38,376

* Year 1 revenue includes security deposits of \$650 x 24 units = \$15,000

PROJECT CASH FLOW

Activity Type:	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
Resident rents & fees	\$	202,800	\$	187,200	\$	187,200	\$	187,200	\$	187,200
Vacancy deduction	\$	-	\$	-	\$	1,872	\$	1,872	\$	1,870
Effective Gross Income	\$	202,800	\$	187,200	\$	185,328	\$	185,328	\$	185,328
Operating Expenses	\$	35,424	\$	35,424	\$	35,424	\$	35,424	\$	35,424
Net Operating Income	\$	167,376	\$	151,776	\$	149,904	\$	149,904	\$	149,904
Annual Debt Service	\$	148,140	\$	148,740	\$	148,140	\$	148,140	\$	148,140
Cash Flow/Reserves	\$	19,236	\$	3,636	\$	1,764	\$	1,764	\$	1,764

Activity Type:	YEAR 6		YEAR 7		YEAR 8		YEAR 9		YEAR 10	
Resident rents & fees	\$	194,400	\$	194,400	\$	194,400	\$	194,400	\$	194,400
Vacancy deduction	\$	1,944	\$	1,944	\$	3,888	\$	3,888	\$	3,888
Effective Gross Income	\$	192,456	\$	192,456	\$	190,512	\$	190,512	\$	190,512
Operating Expenses	\$	36,900	\$	36,900	\$	36,900	\$	36,900	\$	36,900
Net Operating Income	\$	155,556	\$	155,556	\$	153,612	\$	153,612	\$	153,612
Annual Debt Service	\$	148,140	\$	148,140	\$	148,140	\$	148,140	\$	148,140
Cash Flow/Reserves	\$	7,416	\$	7,416	\$	5,472	\$	5,472	\$	5,472

Activity Type:	YEAR 11		YEAR 12		YEAR 13		YEAR 14		YEAR 15	
Resident rents & fees	\$	201,600	\$	201,600	\$	201,600	\$	201,600	\$	201,600
Vacancy deduction	\$	4,032	\$	4,032	\$	4,032	\$	4,032	\$	4,032
Effective Gross Income	\$	197,568	\$	197,568	\$	197,568	\$	197,568	\$	197,568
Operating Expenses	\$	38,376	\$	38,376	\$	38,376	\$	38,376	\$	38,376
Net Operating Income	\$	159,192	\$	159,192	\$	159,192	\$	159,192	\$	159,192
Annual Debt Service	\$	148,140	\$	148,140	\$	148,140	\$	148,140	\$	148,140
Cash Flow/Reserves	\$	11,052	\$	11,052	\$	11,052	\$	11,052	\$	11,052

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SECU FOUNDATION TEACHER HOUSING PROGRAM

Construction Budget Planner

Insert dollar amounts in the Cost column and calculations will be performed for you.

DESCRIPTION	COST	TOTALS
LAND ACQUISITION	0	
SITE IMPROVEMENTS	180,000	
OFF-SITE IMPROVEMENTS	102,745	
TOTAL IMPROVED LAND	\$ 282,745.00	\$ 282,745.00
BUILDING ACQUISITION	0	
REHABILITATION	0	
DEMOLITION	0	
NEW CONSTRUCTION	1,745,000	
CONSTRUCTION CONTINGENCY	125,000	
OTHER:	0	
OTHER:	0	
TOTAL CONSTRUCTION	\$ 1,870,000.00	\$ 1,870,000.00
ARCHITECTURAL DESIGN	46,000	
CIVIL ENGINEER	22,000	
GEOTECH & MATERIALS TESTING	0	
PERMITS	0	
FEEES (Bldgs. Risk/Impact/Bldr. Fees)	60,000	
WATER/SEWER IMPACT FEES	0	
SURVEY	10,000	
PROPERTY APPRAISAL	0	
PHASE 1 ENVIRONMENTAL REPORT(Topographic/Boundary)	8,000	
CLOSING COSTS (Legal)	8,000	
COST CERTIFICATION	0	
TOTAL SOFT COSTS	\$ 154,000.00	\$ 154,000.00
CONSULTANT FEE	0	
DEVELOPER FEE	165,350	
TOTAL FEES	\$ 165,350.00	\$ 165,350.00
THREE MONTHS OPERATING RESERVES	50,000	
OTHER RESERVES OR EXPENSES: (description)	0	
TOTAL RESERVES	\$ 50,000.00	\$ 50,000.00
TOTAL PROJECT EXPENSES		\$ 2,522,095.00
LESS COMMUNITY INVESTMENT	60000	
LESS FUNDRAISING BUDGET	240000	
TOTAL PROJECT INCOME	\$ 300,000.00	\$ 300,000.00
DEBT SERVICE REQUIRED (CONSTRUCTION LOAN & MORTGAGE)		\$ 2,222,095.00
MONTHLY DEBT SERVICE (mortgage payment)	\$ 12,345.00	\$ 12,345.00
ANNUAL DEBT SERVICE (used in Pro Forma)	\$ 148,140.00	\$ 148,140.00

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SECU FOUNDATION TEACHER HOUSING PROGRAM

Income & Expense Planner

PROJECTED OPERATIONAL EXPENSES

Insert dollar amounts in Monthly column and calculations will be performed for you.

Description	Monthly	Annual
Operations Staff	\$ -	\$ -
Utilities	\$ -	\$ -
Trash Removal	\$ -	\$ -
Repairs & Maintenance	\$ 625.00	\$ 7,500.00
Property /Liability Insurance	\$ 500.00	\$ 6,000.00
Grounds Maintenance	\$ 625.00	\$ 7,500.00
Pest Control	\$ 200.00	\$ 2,400.00
Janitorial Service	\$ -	\$ -
Turn Cost	\$ 467.00	\$ 5,604.00
Property Management Fee	\$ -	\$ -
Replacement Reserves	\$ 500.00	\$ 6,000.00
Fire System Maintenance/Monitoring	\$ 108.33	\$ 1,299.96
Retention Pond Maintenance	\$ -	\$ -
Phone line for fire alarm	\$ 50.00	\$ 600.00
Other:	\$ -	\$ -
TOTALS	\$ 3,075.33	\$ 36,903.96

PROJECTED RENTAL INCOME

Insert number of units and rent amount. Monthly and annual calculations will be performed for you.

Unit Description	# of Units	Rent Amt.	Monthly	Annual
1 Bedroom	0	\$ -	\$ -	\$ -
2 Bedroom/2 Bathroom	24	\$ 675.00	\$ 16,200.00	\$ 194,400.00
TOTALS			\$ 16,200.00	\$ 194,400.00

Total Annual Expenses and Total Annual Income to be included in Pro Forma year 1 column

- 1st-5th Yrs. Rent - \$650
- 6th-10th Yrs. Rent - \$675
- 11th-15th Yrs. Rent - \$700

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SECU Foundation

PEOPLE HELPING PEOPLE

Letter of Interest

Thank you for your interest in the SECU Foundation Grant Program. Grants are directed toward public and governmental organizations that demonstrate the Credit Union philosophy of people helping people. Please read carefully the following criteria and application requirements. We welcome your comments and questions concerning your eligibility.

PURPOSE

The SECU Foundation will promote local and community development by primarily funding high impact projects in the areas of housing, education, healthcare, and human services. The State Employees' Credit Union Board of Directors has chartered the SECU Foundation to help identify and address community issues that are beyond the normal scope of State Employees' Credit Union. While individual members may not have a large impact; collectively and cooperatively the Foundation can go a long way toward helping solve problems in our neighborhoods, schools and our community at large.

PROJECT SELECTION CONSIDERATIONS

- Preference given to a combination of projects that have a **statewide impact**, or **major regional impact**, and may **serve as a model for replication** in other North Carolina communities.
- Seek projects that are **tangible** (*permanent, visible, capital versus operational*). **Do not support operational budgets, nor budget shortfalls.**
- Seek to fund projects through **partnerships with foundations and nonprofit organizations (do not fund for-profit organizations).**
- Seek projects that **improve the social and economic condition of public employees** in North Carolina.
- “Seek projects that are **not principally nor typically funded by a governmental agency**. In cases where projects have existing appropriations only consider funding where funding would augment or enhance projects which have existing appropriations.
- Generally seek to fund projects that **strengthen the partnership with State employees.**
- Seek to identify programmatic projects to solve problems and to develop partnerships with other non-profits and foundations.

INSTRUCTIONS:

1. Letter of Interest must be typed using the sections and heading provided within the application.
2. Grant requests may be submitted any time during the year, and will generally be considered on a semi-annual schedule by the Foundation Board.
3. Submit only one copy of the application in a format that is easily reproduced.
4. Additional materials (i.e.: articles, photos, etc.) may be included but are not necessary for the initial request.
5. Grant requests accepted by SECU Foundation for further consideration will be referred to the local SECU Advisory Boards for consideration/review.
 - Local SECU VP/SVP will summarize Advisory Board comments, discussions and provide a report to SECU Foundation Executive Director.
 - ***The Advisory Board's written summary is required.***
6. Grant requests endorsed or recommended by local Advisory Boards will receive final consideration for funding by SECU Foundation Board.

Questions about SECU Foundation, or this grant application should be directed to:

SECU Foundation
PO Box 25966
Raleigh, NC 27611-5966

SECUFoundation@ncsecu.org

Letter of Interest Cover Sheet	
Amount of Grant/Loan Request	\$ 2,222,095
Date of Request	INSERT DATE OF REQUEST HERE
Organization Name	Windsor Township Development Commission
Organization Address	134 Ware Road
City, State, ZIP	Windsor, NC 27983
Tax ID #	566-000-276
Contact Person/Title	Ronald D. Wesson/Treasurer
Telephone Number(s)	252-661-5230
Facsimile Number	
E-mail Address	ronald.wesson@gmail.com
Total Project Budget	\$ 2,522,095.00

Purpose of Grant (one sentence):

Construction of a 24 unit (2 bdr./2 bath) apartment complex for teachers (1st priority) and other State and local government employees.

Signature of person responsible for proposal and completion of project

Ronald D. Wesson

Print name listed above

Date

Date Received by SECU Foundation

Letter of Interest Format

Each grant application received by SECU Foundation will be reviewed based on the information provided within each of the categories below. Please be as detailed as possible so we may have a clear picture of your proposed request.

Section 1: Executive Summary

Provide a one to two page (maximum) overview of the purpose and focus of the grant request, incorporating key points from items A-F.

A: *Statement of Need - Purpose*

Provide a detailed description of the specific need/problem being addressed through the project. Also include the community you plan to serve with the project and how this population will benefit from your efforts.

B: *Description of Proposed Activities*

Provide as much detail as possible on the implementation of your project. Include names and qualifications of the individuals who will direct the project; anticipated length of project; and, how the project will improve or otherwise impact the lives of consumers and/or members.

C: *Measures of Success*

Qualitative and quantitative goals and objectives should be included. Should your request be approved, you may be required to submit scheduled reports showing your progress toward these goals. Be specific about the number of clients/members/consumers impacted.

D: *Partner Organizations*

Include the names and roles of organizations that will serve as project partners and/or resources.

E: *Leveraged Funds*

Explain how the project will leverage funds from other sources, including a list of proposed partners and the anticipated levels of financial support.

F: *Sustainability*

Provide a summary for how the project will be maintained and/or supported at the conclusion of the funding cycle.

Section 2: Organizational Information

Include a statement and attachment of your organization's mission and vision. Also include current programs and accomplishments as well as related achievements of the recent past.

Attachments (Optional)

- List names of the members of governing board, showing their business, professional or community affiliations.
- Resumes or brief biographies of key personnel.
- List of specific aims, goals of the funds from this grant.
- A detailed description of how these goals will be achieved.
- A description of the method to be used to assess the success and impact of this project.
- Organizational financial information, balance sheet, copy of last audit.
- A fundraising history including:
 - a) the total amount given by foundations and the amount given by corporations for each year for the last five years, and
 - b) the amount, source, and purpose of the five largest gifts received during the same timeframe
- A statement describing how SECU Foundation's support would be acknowledged if a grant were made, and
- Business plan

LIMITATIONS

- Grant requests are limited by SECU Foundation funding.
- SECU Foundation Board decisions are final.
- Awards will generally be made in January and July of each year. The Board may consider grants at other times.

For Your Information:

- Funding focus must be consistent with purpose of SECU Foundation.
- Grant requests must demonstrate ability to meet needs and goals with measurable results.
- Ability to utilize funds within one year from the date grant is approved.
- SECU Foundation does **not** fund the following programs:
 1. Endowment campaigns
 2. Individuals or individual projects
 3. General or administrative costs.
 4. Political or religious programs.
 5. Reduction or liquidation of debt.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Discuss planning session topics for February 12-13, 2018 @ Roanoke-Cashie River Center

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion requested.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

**BERTIE COUNTY BOARD OF COMMISSIONERS
ROANOKE-CASHIE RIVER CENTER
FEBRUARY 12-13, 2018**

MONDAY, FEBRUARY 12, 2018

8:45AM	<ul style="list-style-type: none"> • Breakfast (Biscuits, coffee) • Reconvene from February 5, 2018 meeting
9:00AM	<ul style="list-style-type: none"> • Mid-year financial update for FY 2017-2018 • Budget schedule and preparation for FY 2018-2019
10:00AM	<p>Project Updates</p> <ul style="list-style-type: none"> • NCSU Cashie River Feasibility study & ECU NC LOW project • EMS Station One • SECU Teacher Housing Initiative • Blue Jay Recreation Park • Revaluation – contract status & review of schedule • Landfill operation franchise renewal • Recreation Comprehensive Master Plan • TGOW – public access, parking, beach, restrooms & trail development • Golden Leaf Foundation – new grant initiative
12:30PM	LUNCH – ABC Board and discussion of future plans
1:30PM	<p>EMS</p> <ul style="list-style-type: none"> • Medical Director’s update on training and patient care • Revenue & cash flow for EMS and Non-Emergency Transport
2:30PM	Water System and Capital Project updates – Green Engineering
	BREAK
3:30PM	<p>Other Items</p> <ul style="list-style-type: none"> • Water system customer policies, and complaint resolution • NC DOT update to be schedule NC 308 and Highway 11 • Various personnel items (Closed Session)
5:00PM	RECESS – Tuesday, February 13, 2018

TUESDAY, FEBRUARY 13, 2018

8:45AM	<ul style="list-style-type: none">• Breakfast (Biscuits, coffee)• Reconvene from February 12, 2018 meeting
9:00AM	Review and comment on other items from yesterday
10:00AM	Update from MHAWorks – Library and Cooperative Extension facility
11:30 AM	Fire Service Update – Jodey Sarey
12:30 PM	LUNCH – Judge Brenda Branch, Courthouse security
2:00 PM	Board of Education and new Superintendent (verifying availability)
3:30 PM	Other Items – Future Meetings <ul style="list-style-type: none">• 2020 Census• Joint meeting with Martin County BoC and BMRJ Commission• Private Roads• Poverty Commission• OPIOD – potential legal claims by counties in NC



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 5, 2018

AGENDA ITEM: D-4

DEPARTMENT: Governing Body

SUBJECT: Review Business Personal Property Appeal – Mr. Ted Cherry

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion requested.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

February 05, 2018

Bertie County Board of Commissioners Meeting

Re: Business Personal Property Appeal – Mr. Ted Cherry

Mr. Cherry is appealing his Business Personal Property review, specifically, the way the review was performed. Mr. Cherry failed to attend scheduled meetings on two occasions. He also failed to produce requested documentation that he stated he would send to the auditors.

In cases such as this, the standard practice is to perform a “like kind” business review. The auditor will use data from a similar business to produce an estimate of what Mr. Cherry’s business should be listing. Mr. Cherry was mailed a copy of the findings and given 30 days to appeal. That appeal deadline was February 30, 2015.

Attached are the notices and discovery findings for Mr. Cherry.



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

June 20, 2014

Cherry, Ted Kent Sr. & Nancy R.
826 Governors Raod
Windsor, NC 27983-7650

Account Number(s): 24961

Dear Taxpayer:

Bertie County, by the authority of North Carolina General Statutes, has contracted with County Tax Services, Inc. to assist in reviewing businesses throughout the county to verify that Business Personal Property Tax Listings are being filed correctly.

We invite your attention to the provisions of the Machinery Act of North Carolina, General Statute 105-309, which requires all businesses within the state to file an annual listing for all personal property used in the production of income. This program is to insure that all listings are filed in compliance with this statute.

County Tax Services, Inc. will be contacting you in the near future to schedule an appointment for this review. The same laws that apply to local government with regard to confidentiality also apply to CTSI.

If you have any questions regarding this program, please feel free to call me at (919) 781-4666.

Thank you for your cooperation.

Sincerely,

Jodie Rhea
Tax Administrator



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

August 15, 2014

Mr. Ted Cherry
Cherry, Ted Kent Sr. & Nancy R.
826 Governors Road
Windsor, NC 27983-7650

RE: County Acct. #: 24961

Dear Mr. Cherry:

County Tax Services, Inc. recently contacted you to schedule an appointment to review your Business Personal Property Tax Listings. This appointment was set to **meet with you at the Bertie County Tax Office, located on 106 Dundee Street in Windsor, on September 09, 2014, at 2:00 PM.** This review may require an inspection of the facility and business assets for the referenced account (s).

We invite your attention to N.C.G.S. 105-296(h), which states the assessor can require any person operating a business enterprise in the county to submit detailed statements of assets and liabilities, or other similar information pertinent to a discovery process. It also states that information collected under this Statute shall not be open to public inspection and is therefore confidential in nature but can be used in the listing or appraisal of property in the performance of the assessor's duties. The county has contracted with County Tax Services, Inc. as an expert to assist with the duties of the assessor (N.C.G.S. 105-299) and thereby subject to the provisions of confidentiality regarding the use and disclosure of information.

Please have available the following information that reflects tax years 2012, 2013, & 2014. The auditor will need these files either electronically or copies to take with them.

1. Depreciation schedules for year ending December 31 of each requested tax year (i.e.; year-end December 31, 2012 is for tax year 2013), as well as the most current depreciation schedule available on fixed assets. *Be sure to include all assets located in this county, real or personal or fully depreciated and still in use.*
2. The trial balances that relate back to the general ledger, which includes assets and expenses.
3. For validation purposes, we ask for certain information from your Income Tax Returns. CTSI is only requesting information from income tax returns that is relevant to determining taxable assets of the business and is not requesting income information.
 - a. For Individual Income Tax Returns, please provide Schedule "C", "F", etc. that is applicable to your business.
 - b. For Corporate Tax Returns please provide Schedule "K", "L" and "Other Deductions" that show detail of the different supply accounts.
4. Any documentation that supports assets leased and/or owned by others.

According to N.C.G.S. 105-312(g), when property is discovered the assessor shall tax the current year in which a discovery is made and any of the preceding 5 years during which taxation has escaped. Therefore, there may be a need for information regarding additional tax years, at which time our auditors will notify you. If you have questions regarding the information requested contact County Tax Services, Inc. at the number listed in the last paragraph of this letter.

Mr. Ted Cherry
RE: County Acct. #: 24961
August 15, 2014
Page 2

As part of our review program we are reviewing the value of all licensed vehicles and trailers. Please have available to our auditor a list of all licensed vehicles and trailers for the referenced business, which should include the following:

Year Acquired	Cost
Year/Make/Model of Vehicle/Trailer	Vehicle Identification Number
License Tag Number	Description

If you have any questions regarding this appointment please contact County Tax Services, Inc., at (919) 781-4666, Cindy Mobley, or Mr. Kevin Hill 252-794-6159.

Sincerely,

Jodie Rhea
Tax Administrator



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

October 10, 2014

Mr. Ted Cherry
Cherry, Ted Kent Sr. & Nancy R.
826 Governors Road
Windsor, NC 27983-7650

RE: County Acct. #: 24961

Dear Mr. Cherry:

County Tax Services, Inc. recently contacted you to schedule an appointment to review your Business Personal Property Tax Listings. **This rescheduled appointment was set to meet with you at the Bertie County Tax Office in Windsor on November 10, 2014, at 3:45 PM.** This review may require an inspection of the facility and business assets for the referenced account (s).

We invite your attention to N.C.G.S. 105-296(h), which states the assessor can require any person operating a business enterprise in the county to submit detailed statements of assets and liabilities, or other similar information pertinent to a discovery process. It also states that information collected under this Statute shall not be open to public inspection and is therefore confidential in nature but can be used in the listing or appraisal of property in the performance of the assessor's duties. The county has contracted with County Tax Services, Inc. as an expert to assist with the duties of the assessor (N.C.G.S. 105-299) and thereby subject to the provisions of confidentiality regarding the use and disclosure of information.

Please have available the following information that reflects tax years 2012, 2013, & 2014. The auditor will need these files either electronically or copies to take with them.

1. Depreciation schedules for year ending December 31 of each requested tax year (i.e.; year-end December 31, 2012 is for tax year 2013), as well as the most current depreciation schedule available on fixed assets. *Be sure to include all assets located in this county, real or personal or fully depreciated and still in use.*
2. The trial balances that relate back to the general ledger, which includes assets and expenses.
3. For validation purposes, we ask for certain information from your Income Tax Returns. CTSI is only requesting information from income tax returns that is relevant to determining taxable assets of the business and is not requesting income information.
 - a. For Individual Income Tax Returns, please provide Schedule "C", "F", etc. that is applicable to your business.
 - b. For Corporate Tax Returns please provide Schedule "K", "L" and "Other Deductions" that show detail of the different supply accounts.
4. Any documentation that supports assets leased and/or owned by others.

According to N.C.G.S. 105-312(g), when property is discovered the assessor shall tax the current year in which a discovery is made and any of the preceding 5 years during which taxation has escaped. Therefore, there may be a need for information regarding additional tax years, at which time our auditors will notify you. If you have questions regarding the information requested contact County Tax Services, Inc. at the number listed in the last paragraph of this letter.

Mr. Ted Cherry
RE: County Acct. #: 24961
October 10, 2014
Page 2

As part of our review program we are reviewing the value of all licensed vehicles and trailers. Please have available to our auditor a list of all licensed vehicles and trailers for the referenced business, which should include the following:

Year Acquired	Cost
Year/Make/Model of Vehicle/Trailer	Vehicle Identification Number
License Tag Number	Description

If you have any questions regarding this appointment please contact County Tax Services, Inc., at (919) 781-4666, Teresa Purvis, or Mr. Jodie Rhea 252-794-5310.

Sincerely,

Jodie Rhea
Tax Administrator



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

November 14, 2014

Mr. Ted Cherry,
Cherry, Ted Kent Sr. & Nancy R.
826 Governors Road
Windsor, NC 27983-7650

RE: County Acct. #: 24961

Dear Mr. Cherry:

County Tax Services, Inc. recently contacted you regarding a review of your Business Personal Property Tax Listings. As a result of your conversation, it was understood that you could mail the information to them upon request.

We invite your attention to N.C.G.S. 105-296(h), which states the assessor can require any person operating a business enterprise in the county to submit detailed statements of assets and liabilities, or other similar information pertinent to a discovery process. It also states that information collected under this Statute shall not be open to public inspection and is therefore confidential in nature but can be used in the listing or appraisal of property in the performance of the assessor's duties. The county has contracted with County Tax Services, Inc. as an expert to assist with the duties of the assessor (N.C.G.S. 105-299) and thereby subject to the provisions of confidentiality regarding the use and disclosure of information.

Please mail the following information that reflects tax years 2012, 2013 and 2014 to: **County Tax Services, Inc., P. O. Box 37642, Raleigh, NC 27627**, or email to reneehabersetzer@ctsinc.us, within fifteen (15) days from the date of this letter. Failure to send this information may result in having to make an onsite visit to the place of business or an arbitrary assessment based on the type of business, until this information is received.

1. Depreciation schedules for year ending December 31 of each requested tax year (i.e.; year-end December 31, 2012 is for tax year 2013), as well as the most current depreciation schedule available on fixed assets. *Be sure to include all assets located in this county, real or personal or fully depreciated and still in use.*
2. The trial balances that relate back to the general ledger, which includes assets and expenses.
3. For validation purposes, we ask for certain information from your Income Tax Returns. CTSI is only requesting information from income tax returns that is relevant to determining taxable assets of the business and is not requesting income information.
 - a. For Individual Income Tax Returns, please provide Schedule "C", "F", etc. that is applicable to your business.
 - b. For Corporate Tax Returns please provide Schedule "K", "L" and "Other Deductions" that show detail of the different supply accounts.
4. Any documentation that supports assets leased and/or owned by others.

There may be a need for information regarding additional tax years, at which time our auditors will notify you. If you have questions regarding the information requested contact County Tax Services, Inc. at the number listed in the last paragraph of this letter.

Mr. Ted Cherry
RE: County Acct. #: 24961
November 14, 2014
Page 2

As part of our review program we are reviewing the value of all licensed vehicles and trailers. Please have available to our auditor a list of all licensed vehicles and trailers for the referenced business, which should include the following:

Year Acquired	Cost
Year/Make/Model of Vehicle/Trailer	Vehicle Identification Number
License Tag Number	Description

If you have any questions regarding this information request please contact County Tax Services, Inc. at (919) 781-4666 or Mr. Jodie Rhea at 252-794-5310.

Sincerely,

Jodie Rhea
Tax Administrator



Jodie Rhea, Tax Administrator
 Bertie County Tax Department
 PO Box 527
 106 Dundee St.
 Windsor, NC 27983
 Phone: (252) 794-5310
 Fax: (252) 794-5357

January 16, 2015

Mr. Ted Cherry
 Cherry, Ted Kent Sr. & Nancy R.
 826 Governors Road
 Windsor, NC 27983-7650

RE: County Acct. #: 24961

Dear Mr. Cherry:

The review on your Business Personal Property Tax Listings has been completed. Below is a description of the findings:

Information used in this review was assessments used in like kind businesses located in Bertie County. Appointments were made with the taxpayer in order to obtain financial records in which to base an assessment; however, the taxpayer failed to attend any of the meetings.

Supplies, Machinery & Equipment and Vehicles

These asset categories have credit variances for the amounts assessed by the county for all years under review. See the attached worksheets for further details of the calculation of tax value presented in the table below.

Like Kind Assessment

This asset category has the assessment calculated based on like kind businesses located in Bertie County. This amount is being used in lieu of actual asset cost for the business found in the financial records of the taxpayer. See the attached worksheets for further details of the calculation of tax value presented in the table below.

Tax Year	2014	2013	2012	2011	2010	2009	Total
Supplies	0	0	0	0	0	0	0
M&E	-91,638	-91,638	-95,813	-99,988	-104,580	-115,773	-599,428
Vehicles	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-6,000
Like Kind Assessment	232,199	232,199	232,199	232,199	232,199	232,199	1,393,194
	139,562	139,562	135,387	131,212	126,619	115,427	787,767

Mr. Ted Cherry

RE: County Acct. #: 24961

January 16, 2015

Page 2

The above tax values are being discovered in accordance with the provisions of North Carolina General Statute 105-312.

This notice and appraisal will become final unless written exception thereto is filed with the County Assessor's Office within thirty (30) days from the date of this notice.

Sincerely,

Jodie Rhea
Tax Administrator

If the taxpayer agrees and accepts the listing and appraisal, you may sign and return this form to the Tax Office at the above address.

Signature of Taxpayer

Date

Enclosures



Jodie Rhea, Tax Administrator
 Bertie County Tax Department
 PO Box 527
 106 Dundee St.
 Windsor, NC 27983
 Phone: (252) 794-5310
 Fax: (252) 794-5357

March 31, 2015

Mr. Ted Cherry
 826 Governors Rd.
 Windsor, NC 27983

RE: Account No.24961

Dear Mr. Cherry:

Our auditors have finalized the audit of the above referenced taxpayer's business personal property returns. At this time, the findings of the audit have been accepted or the appeal period has expired; therefore, please find outlined below the charges and levy resulting from the discovery of taxable personal property found during the audit process:

Tax Year	Valuation	County Rate	Town Rate	PENALTY	COUNTY TAX	COUNTY PENALTY	TOWN TAX	TOWN PENALTY	TOTAL DUE
2014	139,562	.84	.145	10%	1172.32	117.23	0	0	1289.55
2013	139,562	.84	.145	20%	1172.32	234.46	0	0	1406.78
2012	135,387	.78	.1434	30%	1056.02	316.81	0	0	1372.83
2011	131,212	.78	.15	40%	1023.45	409.38	0	0	1432.83
2010	126,619	.78	.15	50%	987.63	493.81	0	0	1481.44
2009	115,427	.78	.15	60%	900.33	540.20	0	0	1440.53
TOTAL	787,767							\$8,423.96	AMOUNT DUE

Please pay the amount due as shown above. Payment should be sent to my attention at the address shown above. Please include a copy of this letter with payment.

Please note, interest will begin thirty (30) days from the date of this notice.

Statutory authority for this action is found in N.C.G.S. 105-312.

If you have any questions, please contact me at your convenience at 252-794-6152

Respectfully,

Jodie Rhea
 Tax Administrator



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

September 08, 2016

Mr. Ted Cherry
826 Governors Rd.
Windsor, NC 27983

Re: Account No. 24961

Dear Mr. Cherry:

On March 31, 2015, our office mailed you the results of your business personal property audit showing a discovery of unlisted property in the amount of \$8,423.96. On May 26, 2015, we received a partial payment of \$426.91. The remaining balance was past due on January 6, 2016. As of today, we have yet to receive payment on the balance. The total amount now due is **\$9,240.49**. This amount needs to be paid before additional interest is added on October 1.

Please call should you have any questions.

Jodie Rhea
Tax Administrator
Bertie County



Jodie Rhea, Tax Administrator
Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

December 19, 2016

Mr. Ted Cherry
826 Governors Rd.
Windsor, NC 27983

RE: Business Personal Property Review

Dear Mr. Cherry,

I have reviewed the results of the Counties review on your business personal property. I submit, to you, the following:

An initial appointment was made with you for September 09, 2014 an 2:00 PM at the Tax Office. You did not make that meeting.

A Second meeting was scheduled for November 10, 2014 at 3:45 PM. Again, you did not make that meeting.

County Tax Services, Inc., contacted you about another re-scheduled appointment. In a letter from them, to you, dated November 14, 2014, you stated that you could mail the information to them. This had to be done within 15 days of the letter. No information was received.

Since you refused to keep your appointments and provide the necessary information to complete your review, we performed a "like kind business" review. We used information from previous reviews of similar businesses to calculate what your business should be listing. A notice was mailed to you on January 16, 2015 of the findings and stating that the notice and appraisal will become final unless written exception thereto is filed with the County Assessor's Office within 30 days from the date of notice.

No written exception was received and the review became final. The actions taken to complete this review were in accordance with North Carolina General Statutes.

Respectfully,

Jodie Rhea
Tax Administrator
Bertie County