



000497

BOARD OF COUNTY COMMISSIONER'S MEETING

Monday, February 3rd, 2025

224 Seminary Street

Kenansville, N.C. 28349

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, February 3rd, 2025 in the Commissioners Room located at 224 Seminary Street, Kenansville, N.C.

Present: Commissioners: Dexter B. Edwards; Elwood Garner; Jesse L. Dowe, III; Wayne Branch; and Justin Edwards.

Also Present: Bryan Miller, County Manager; Carrie Shields, Deputy County Manager; Tim Wilson, County Attorney; Chelsey Lanier, Finance Officer; Jaime W. Carr, Clerk to the Board; and Jasmine Savage, Administrative Specialist.

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Commissioner Branch. Commissioner Branch then led those in attendance in the pledge of allegiance to the flag of the United States of America.

Approval of the Meeting Agenda

Chairman Edwards asked if the members of the Board approved the proposed meeting agenda, and if any Board Member, County Manager, or Clerk to the Board wished to make any changes or additions to the agenda. No changes/additions were made

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously, to approve the meeting agenda as presented.

Approval of the Minutes – Governing Body

Motion was made by Commissioner J. Edwards, seconded by Commissioner Branch, carried unanimously, to approve the minutes of the January 6th, 2025 Board of Commissioners meeting as presented.

REGULAR MEETING AGENDA

CONSENT AGENDA

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to approve consent agenda items as listed: Budget Amendments Journal Entry Proof; Tax and Solid Waste Releases # 22566 - # 22610; Request to Hold a Public Hearing on March 3, 2025 on Behalf of Cecil Lennon to Name a Private Lane on 300 Block of Prospect Street in Warsaw Township- Lennon Lane; Approve 4-H Prevention SPF-PFS Grant Between County of Duplin and Trillium Health Resources, Authorize Chairman to Sign, and Approve the Associated Budget Amendment; Approve CDBG-NR Asbestos Inspection Contract Between Duplin County and W.F. Bulow Environmental Assistance, Inc. and Authorize Chairman to Sign; Approve Amended FY 24 Audit Contract with RH CPAs

and Authorize the Chairman to Sign; Approve the Updated Title VI Policy for Duplin County Public Transportation & Authorize Chairman to Sign; Approve the Interlocal Animal Control and Protection Services Agreement Between Duplin County and the Town of Greener and Authorize Chairman to Sign; Accept Medicare Improvements for Patients and Providers Act (MIPPA) Funds in the Amount of \$6,002.00; Authorize Melisa Brown to DocuSign the Document for FY24-25; and Approve the Associated Budget Amendment.

Appoint Mayor A.J. Connors as a Delegate to the North Carolina Senior Tar Heel Legislature Representing Duplin County for a Term of Two (2) Years, February 3, 2025 - December 31, 2027; Adopt a Resolution to Accept the 2024 Community Development Block Grant Neighborhood Revitalization Funding and Authorize the Chairman to Sign; Approve Change Order Request Number PCR 1 with Daniels & Daniels Construction Company and Authorize Carrie Shields, Deputy County Manager to Sign; Appoint Chandra Williams to the Duplin County Adult Care Community Advisory Board; Appoint the Following to the Health Advisory Council: Mrs. Allene Carr-Greer - Public Member; Dr. Leigh Gurley - Pharmacist; Dr. Margie Hunter - Veterinarian; Mr. Kraig Westerbeck - Public Member; Mr. Aldon Cox - Engineer; Dr. Erika H. Brown - Optometrist; Mr. Jorge Trujillo - Public Member; and Mr. Elwood Garner - County Commissioner; Approve a Contract Amendment Between Duplin County and Hall's Tree Service and Authorize the Chairman to Sign; Approve an Agreement for Engineering Services Between Duplin County and McDavid Associates, Inc. and Authorize the Chairman to Sign.

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

AGENDA

Public Comments

No public comments.

End Public Comments

Chairman Edwards received road concerns on behalf of the North Carolina Department of Transportation. A member of the public stated that road signs, as well as the side of the road, had been messed up, possibly by those mowing the ditches in the Summerlin Crossroad Road area. Commissioner Garner stated that residents of Southerland Road have requested several times that DOT drag the road, but as of yet they have not done so. Chairman Edwards stated that White Flash Road needed to be addressed where beavers had stopped up the pipes. Bryan Miller, County Manager, informed the Board, as well as the public, that DOT will be making modifications at the intersection of North Williams Road and South Williams Road on Highway 24 within the next six months. A member of the public stated that some of the four way stop signs that have been placed throughout the County make no sense, and places that would benefit from a four way stop sign do not have one. A member of the public stated that traffic uses the driveway at Highland Ministries located at 109 N 11 Highway, Kenansville, NC which has in turn, messed it up.

Annie Murrell, Department of Social Services Director, appeared before the Board to present a retirement plaque and the Order of the Long Leaf Pine Award to Valerie Pollock.

Melisa Brown, Senior Services Director, appeared before the Board to present a retirement plaque to Edward Tyndall.

Gary Rose, Tax Administrator, appeared before the Board to present the Order of the Long Leaf Pine Award to Kay Nichols.

Gary Rose, Tax Administrator, appeared before the Board to present the 2024 unpaid taxes in the amount of \$3,083,503.27.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously, to order these delinquent taxes be advertised in the newspaper

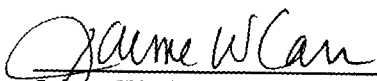
TD Hill, Senior Audit Manager with RH CPAs PLLC, appeared before the board to present the 2024 Fiscal Year Audit.

Matthew Barwick, Emergency Management Director/Fire Marshal, appeared before the Board to request acceptance of the bid and service contract between Duplin County and Kennedy Electrical Service in the amount of \$599,700.00. This contract will supply and install two emergency power backup generators at Kenansville Elementary School in accordance with the Local Emergency Shelter Capacity Grant funding awarded and approved on September 16th, 2024.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously, to accept the bid and approve the service contract between Duplin County and Kennedy Electrical Service in the amount of \$599,700.00, subject to review and approval by the County Attorney, and authorize the Chairman to sign.

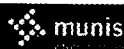
Bryan Miller, County Manager, appeared before the Board to make announcements/comments.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously, to adjourn until Monday, March 3rd, 2025 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building, located at 224 Seminary Street in Kenansville, N.C.


Jaime W. Carr
Clerk to the Board

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Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	3 02/04/2025			BUA 020325C	1 2		
1 4100 38398	GENERAL FUND			INSURANCE SETTLEMENTS		-8,567.30	-145,662.60
10-41-4100-0000-000-38398						02/04/2025	-154,229.90
2 4370 45100	EMERGENCY MEDICAL SERVICES			CAPITAL OUTLAY		546,421.00	145,662.60
10-43-4330-4370-000-45100						02/04/2025	692,083.60
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	4 02/04/2025			BUA 020325C	1 2		
1 7100 39969	Water			FUND BALANCE APPROPRIATED		-500,000.00	-779,000.00
61-70-7100-0000-000-39969						02/04/2025	-1,279,000.00
2 7100 49940	Water			TRANSFER TO CAPITAL PROJECTS		.00	779,000.00
61-70-7100-0000-000-49940						02/04/2025	779,000.00
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	5 02/04/2025			BUA 020325C	1 2		
1 4984 39204	Golden Leaf Well Project			Transfer from Capital Projects		.00	-500,000.00
46-70-7100-4984-000-39204						02/04/2025	-500,000.00
2 4984 39805	Golden Leaf Well Project			TRANSFER FROM WATER FUND		.00	-779,000.00
46-70-7100-4984-000-39805						02/04/2025	-779,000.00
3 4984 41060	Golden Leaf Well Project			CONSTRUCTION		.00	1,174,595.00
46-70-7100-4984-000-41060						02/04/2025	1,174,595.00
4 4984 41979	Golden Leaf Well Project			ADMINISTRATION		.00	104,500.00
46-70-7100-4984-000-41979						02/04/2025	104,500.00
5 4984 49910	Golden Leaf Well Project			CONTINGENCY		.00	-3,595.00
46-70-7100-4984-000-49910						02/04/2025	-3,595.00
6 4984 41040	Golden Leaf Well Project			ENGINEERING SERVICES		.00	3,500.00
46-70-7100-4984-000-41040						02/04/2025	3,500.00
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	6 02/04/2025			BUA 020325C	1 2		

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Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	6 02/04/2025			BUA 020325C	1 1		
1 5300 41990	DEPARTMENT OF SOCIAL SERVICES PROFESSIONAL SERVICES					210,000.00	-30,000.00
10-50-5300-0000-000-41990						02/04/2025	180,000.00
2 5300 43510	DEPARTMENT OF SOCIAL SERVICES REPAIRS BUILDING AND GROUNDS					185,000.00	-15,000.00
10-50-5300-0000-000-43510						02/04/2025	170,000.00
3 5373 41990	CHILD SUPPORT PROFESSIONAL SERVICES					90,000.00	30,000.00
10-50-5300-5373-000-41990						02/04/2025	120,000.00
4 5373 41990	CHILD SUPPORT PROFESSIONAL SERVICES					90,000.00	15,000.00
10-50-5300-5373-000-41990						02/04/2025	105,000.00
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	7 02/04/2025			BUA 020325C	1 2		
1 5300 43510	DEPARTMENT OF SOCIAL SERVICES REPAIRS BUILDING AND GROUNDS					185,000.00	-20,000.00
10-50-5300-0000-000-43510						02/04/2025	165,000.00
2 5300 43540	DEPARTMENT OF SOCIAL SERVICES SOFTWARE MAINTENANCE					70,000.00	20,000.00
10-50-5300-0000-000-43540						02/04/2025	90,000.00
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	8 02/04/2025			BUA 020325C	1 2		
1 45 39969	CAPITAL PROJECTS			FUND BALANCE APPROPRIATED		.00	-1,500,000.00
45-00-0000-0000-000-39969						02/04/2025	-1,500,000.00
2 4976 46900	Stream Drainage & Restoration Stream Cleanout					.00	1,500,000.00
45-49-4960-4976-000-46900						02/04/2025	1,500,000.00
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 08	9 02/04/2025			BUA 020325C	1 2		
1 4100 38398	GENERAL FUND			INSURANCE SETTLEMENTS		-8,567.30	-3,185.32
10-41-4100-0000-000-38398				Vehicle 855		02/04/2025	-11,752.62

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Program ID: bjamendm

Duplin County, NC

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND							
2025	08	9	02/04/2025				
				BUA 020325C	1	2	
2	4310	43530	SHERIFF	REPAIRS VEHICLES	59,067.30	3,185.32	62,252.62
			10-43-4310-0000-000-43530	Vehicle 855	02/04/2025		
** JOURNAL TOTAL						0.00	
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND							
2025	08	10	02/04/2025				
				BUA 020325C	1	2	
1	4100	39969	GENERAL FUND	FUND BALANCE	-3,335,969.64	-646,500.00	-3,982,469.64
			10-41-4100-0000-000-39969		02/04/2025		
2	4130	43540	FINANCE	SOFTWARE MAINTENANCE	80,000.00	15,500.00	95,500.00
			10-41-4100-4130-000-43540		02/04/2025		
3	4320	43510	JAIL	REPAIRS BUILDING AND GROUNDS	119,000.00	44,000.00	163,000.00
			10-43-4310-4320-000-43510		02/04/2025		
4	4310	45100	SHERIFF	CAPITAL OUTLAY	98,505.00	80,000.00	178,505.00
			10-43-4310-0000-000-45100		02/04/2025		
5	4230	43540	INFORMATION TECHNOLOGY	SOFTWARE MAINTENANCE	62,600.00	150,000.00	212,600.00
			10-42-4100-4230-000-43540		02/04/2025		
6	4211	41990	PERSONNEL	PROFESSIONAL SERVICES	6,500.00	7,000.00	13,500.00
			10-41-4100-4211-000-41990		02/04/2025		
7	4210	41990	MANAGER'S OFFICE	PROFESSIONAL SERVICES	400.00	10,000.00	10,400.00
			10-41-4100-4210-000-41990		02/04/2025		
8	4260	41990	PUBLIC BUILDINGS	PROFESSIONAL SERVICES	.00	210,000.00	210,000.00
			10-41-4100-4260-000-41990		02/04/2025		
9	4260	45100	PUBLIC BUILDINGS	CAPITAL OUTLAY	64,500.00	12,000.00	76,500.00
			10-41-4100-4260-000-45100		02/04/2025		
10	5110	42600	HEALTH	OFFICE SUPPLIES	2,400.00	28,000.00	30,400.00
			10-50-5100-5110-000-42600		02/04/2025		
11	4310	43530	SHERIFF	REPAIRS VEHICLES	59,067.30	90,000.00	149,067.30
			10-43-4310-0000-000-43530		02/04/2025		
** JOURNAL TOTAL						0.00	

Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: bianca.pineda

2025	8	3					
				BUA 4100-38398			
				02/04/2025 020325C	T	INSURANCE SETTLEMENTS	145,662.60
				BUA 4370-45100	T	CAPITAL OUTLAY	145,662.60
				02/04/2025 020325C	T	JOURNAL 2025/08/3 TOTAL	
2025	8	4					
				BUA 7100-39969		FUND BALANCE APPROPRIATED	779,000.00
				02/04/2025 020325C	T	TRANSFER TO CAPITAL PROJECTS	779,000.00
				BUA 7100-49940	T	JOURNAL 2025/08/4 TOTAL	
2025	8	5					
				BUA 4984-39204		Transfer from Capital Projects	500,000.00
				02/04/2025 020325C	T	TRANSFER FROM WATER FUND	779,000.00
				BUA 4984-39805	T	CONSTRUCTION	1,174,595.00
				02/04/2025 020325C	T	ADMINISTRATION	104,500.00
				BUA 4984-41979	T	CONTINGENCY	3,595.00
				02/04/2025 020325C	T	ENGINEERING SERVICES	3,500.00
				BUA 4984-49910	T	JOURNAL 2025/08/5 TOTAL	
2025	8	6					
				BUA 5300-41990		PROFESSIONAL SERVICES	30,000.00
				02/04/2025 020325C	T	REPAIRS BUILDING AND GROUNDS	15,000.00
				BUA 5300-43510	T	PROFESSIONAL SERVICES	30,000.00
				02/04/2025 020325C	T	PROFESSIONAL SERVICES	15,000.00
				BUA 5373-41990	T	JOURNAL 2025/08/6 TOTAL	
				02/04/2025 020325C			

Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

2025 8 7						
BUA 5300-43510		REPAIRS BUILDING AND GROUNDS	5		20,000.00	
02/04/2025 020325C	T	SOFTWARE MAINTENANCE	5	20,000.00		
BUA 5300-43540						
02/04/2025 020325C	T	JOURNAL 2025/08/7	TOTAL			
2025 8 8						
BUA 45-39969		FUND BALANCE APPROPRIATED	5		1,500,000.00	
02/04/2025 020325C	T	Stream Cleanout	5	1,500,000.00		
BUA 4976-46900						
02/04/2025 020325C	T	JOURNAL 2025/08/8	TOTAL			
2025 8 9						
BUA 4100-38398		INSURANCE SETTLEMENTS	5		3,185.32	
02/04/2025 020325C	T	Vehicle 855				
BUA 4310-43530		REPAIRS VEHICLES	5	3,185.32		
02/04/2025 020325C	T	Vehicle 855				
		JOURNAL 2025/08/9	TOTAL			
2025 8 10						
BUA 4100-39969		FUND BALANCE	5		646,500.00	
02/04/2025 020325C	T	SOFTWARE MAINTENANCE	5	15,500.00		
BUA 4130-43540		REPAIRS BUILDING AND GROUNDS	5	44,000.00		
02/04/2025 020325C	T	CAPITAL OUTLAY	5	80,000.00		
BUA 4320-43510		SOFTWARE MAINTENANCE	5	150,000.00		
02/04/2025 020325C	T	PROFESSIONAL SERVICES	5	7,000.00		
BUA 4310-45100		PROFESSIONAL SERVICES	5	10,000.00		
02/04/2025 020325C	T	PROFESSIONAL SERVICES	5	210,000.00		
BUA 4230-43540		CAPITAL OUTLAY	5	12,000.00		
02/04/2025 020325C	T	OFFICE SUPPLIES	5	28,000.00		
BUA 4211-41990		REPAIRS VEHICLES	5	90,000.00		
02/04/2025 020325C	T					
BUA 4210-41990						
02/04/2025 020325C						
BUA 4260-41990						
02/04/2025 020325C						
BUA 4260-45100						
02/04/2025 020325C						
BUA 5110-42600						
02/04/2025 020325C						
BUA 4310-43530						

Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

02/04/2025 020325C	T	JOURNAL 2025/08/10	TOTAL			
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BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND TOTAL	.00	.00
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Page 7

BA # _____

Duplin County
Budget Amendment

Department Title

Finance

Department Head's Signature

(form can be e-mailed to Finance from Dept. Head)

All adjustments involving revenues must be approved by the Board of Commissioners.

Brief description of why this amendment is being requested:

Insurance proceeds to replace wrecked ambulance

[illegible]

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

Chelsey R. Rios
[9/28]

Duplin County
Budget Amendment

All amendments involving revenues must be approved by the Board of Commissioners

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

Duplin County
Budget Amendment

All expenditures involving revenues must be approved by the Board of Commissioners

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

BA # _____

Duplin County
Budget Amendment

Department Title

Social Services

Department Head's Signature

Anna Marshall/D.S.

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditures requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

Monies are needed in the Professional Services line to cover expenses

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5300-41900	Professional Services	30,000.00	5373-41990	Professional Services	30,000.00
5300-43510	Repairs Buildings/Grounds	15,000.00	5373-41990	Professional Services	15,000.00
Total		45,000.00	Total		45,000.00

Finance Signature

Chelsey Paniel

Date Approved:

1/23/25

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

BA # _____

Duplin County
Budget Amendment

Department Title

Social Services

Department Head's Signature

Anna Marshall/D.S.

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditures requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

Monies are needed in the Software Maintenance line to cover expenses for licenses renewal.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
		0.00			0.00
5300-43510	Repairs Buildings/Grounds	20,000.00	5300-43640	Software Maintenance	20,000.00
Total		20,000.00	Total		20,000.00

Finance Signature

Chelsey Paniel

Date Approved:

1/23/25

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

000507

BA 4

Duplin County
Budget Amendments

Department: 1106

Finance

Department Head's Signature

(form can be obtained in Finance from Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners.

Brief description of why this amendment is being requested:

[illegible]

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval:

Date Approved:

Clukey Lamin

BA #

Duplin County
Budget Amendment

Department Type

Finance

Department Head's Signature

(form can be e-mailed to Finance from Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners.

Brief description of why this amendment is being requested:

[illegible]

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

Chelsey Rancier

12-27-85

2009

DATE 11/15/2014
PAYEE DUPLIN COUNTY
SCMS UNIT
100 Kedgech Claims Management
Services, Inc

DUPLEX CRYSTAL
P.O. BOX 950
KENNESAW, GA 30143

Customer Name	Invoice Date	Order Number
INTEGRITY CORP	01/26/2024	4024120410000001
Bill To: 2155 30 State: 1610000000 1010000000	Description: Miscellaneous Charge Company: 2017 Kent Washington Corporation	

4855
5408

4310 - 43430

8920 • J. Neurosci., September 24, 2008 • 28(39):8915–8924

[illegible]

BA # _____ Duplin County
Budget Amendment

Department Title: Finance
 Department Head's Signature: _____
 (Form can be e-mailed to Finance from: Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners.

Brief description of why this amendment is being requested:
 Costs listed in this budget amendment include an IRVAC maintenance contract, equipment for a groundskeeper position, and a security camera, and necessary security measures. A spending freeze will be put into place with anticipation to balance out the funds listed in this budget amendment. However the budget amendment is necessary to comply with praisuit requirements. In other words, we do not expect a negative impact to fund balances as a result of reducing unnecessary expenses in other areas.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-39999	Fund Bal Appropriated	648,500.00	4130-43540	Software	15,000.00
			4320-43610	Building repairs & maintenance	44,000.00
			4310-45900	Casual Outlay	80,000.00
			4230-43540	Software	150,000.00
			421 - 41990	Professional Services	7,000.00
			4210-41990	Professional Services	10,000.00
			4280-41990	Professional Services	210,000.00
			4280-45100	Capital Outlay	12,000.00
			5110-42600	Office Supplies	28,000.00
			4310-43530	Repairs Vehicle	90,000.00
Total		648,500.00	Total		648,500.00

Finance Signature: _____
Date Approved: _____

Manager Signature: _____
Date Approved: _____

Commissioner Approval
Date Approved: _____

00509

RELEASE NUMBER	NAME	TOWNSHIP	FIRE DISTRICT 1	FIRE DISTRICT 2	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	FIRE DISTRICT 1	FIRE DISTRICT 2	LATE DIST. PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
22566	700 LIBERTY HILL, LLC	08	F-10		2024	10005803	\$ 71.50	\$ 2.00	\$ 7.00		\$ 8.05		\$ 88.55	MHS SHOULD HAVE BEEN ZERO VALUE
22567	BEST, FLOYD R.	01	F-07		2024	0489400	\$ 515.30	\$ 14.41	\$ 50.45				\$ 580.16	HOUSE BILLED INCORRECTLY
22568	BLACKMON, FRANK JR. & WF BONNIE SUE	09	F-11		2024	0563945	\$ 288.55	\$ 8.07	\$ 28.25				\$ 324.87	APPLIED LATE FOR ELDERLY EXEMPTION
22569	BRINKLEY RESTAURANT GROUP INC	01			2024	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22570	BRINKLEY RESTAURANT GROUP INC	01			2023	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22571	BRINKLEY RESTAURANT GROUP INC	01			2022	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22572	BRINKLEY RESTAURANT GROUP INC	01			2021	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22573	BRINKLEY RESTAURANT GROUP INC	01			2020	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22574	BRINKLEY RESTAURANT GROUP INC	01			2019	1002424	\$ 229.16	\$ 6.41			\$ 23.56		\$ 259.13	BUSINESS DISSOLVED
22575	BRINKLEY RESTAURANT GROUP INC	01			2018	1002424	\$ 229.16				\$ 22.92		\$ 252.08	BUSINESS DISSOLVED
22576	BRINKLEY RESTAURANT GROUP INC	01			2017	1002424	\$ 222.75				\$ 22.28		\$ 245.03	BUSINESS DISSOLVED
22577	CASTRO, GERARDO	13			2024	10005898						\$ 110.00	\$ 110.00	SWMH IS VACANT
22578	COOPER, JANIE C. 99% & ANDREA COOPER 1%	07			2024	1944710	\$ 33.60	\$ 0.94					\$ 34.54	SIGNED LATE FOR ELDERLY EXEMPTION
22579	COOPER, JANIE C. 99% & ANDREA COOPER 1%	07			2024	1944710	\$ 14.30	\$ 0.40			\$ 1.47		\$ 16.17	SIGNED LATE FOR ELDERLY EXEMPTION
22580	DONALDS WELDING INC	08	F-05		2024	060001724	\$ 35.22	\$ 0.99	\$ 2.46				\$ 38.67	TAGS TURNED IN FOR 3 MYT TRAILERS
22581	HAIR EXTENSIONS	09			2024	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22582	HAIR EXTENSIONS	09			2023	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22583	HAIR EXTENSIONS	09			2022	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22584	HAIR EXTENSIONS	09			2021	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22585	HAIR EXTENSIONS	09			2020	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22586	HAIR EXTENSIONS	09			2019	3420211	\$ 34.17	\$ 0.96			\$ 3.51		\$ 38.64	CLOSED BUSINESS IN 2016
22587	HAIR EXTENSIONS	09			2018	3420211	\$ 34.17				\$ 3.42		\$ 37.59	CLOSED BUSINESS IN 2016
22588	HAIR EXTENSIONS	09			2017	3420211	\$ 33.21				\$ 3.32		\$ 36.53	CLOSED BUSINESS IN 2016
22589	HANCHEY, GORDON LEE	09			2024	010001749						\$ 110.00	\$ 110.00	HOME IS VACANT
22590	HANEY, MICHAEL	06	F-04		2024	10005275	\$ 14.30	\$ 0.40	\$ 0.92		\$ 1.56	\$ 110.00	\$ 127.18	SWMH DOUBLE LISTED-SW FEE AFTER LISTED IN ERROR
22591	HANEY, MICHAEL	06	F-04		2023	10005275	\$ 14.30	\$ 0.40	\$ 0.92		\$ 1.56	\$ 110.00	\$ 127.18	SWMH DOUBLE LISTED
22592	HOLMES, DEENA M. & GEORGETTE LYNN WHALEY	04	F-02		2024	4055300	\$ 247.75	\$ 6.93	\$ 22.52				\$ 277.20	ONLY 14 MH HOOKUPS ON PARCEL
22593	JOHNSON, ZACHARY RAY & WIFE	08			2024	010004800						\$ 110.00	\$ 110.00	ONLY ONE HOUSE
22594	JONES, BENNY ALLEN	08	F-05		2024	4555775	\$ 127.81	\$ 3.58	\$ 8.94		\$ 14.03		\$ 154.36	SOLD BOAT MARCH 2021
22595	JONES, BENNY ALLEN	08	F-05		2023	4555775	\$ 145.87	\$ 4.08	\$ 10.20		\$ 16.02			

00509

2020

[illegible]

DUPLIN COUNTY ADDRESSING DEPARTMENT
209 SEMINARY ST / PO BOX 950
KENANSVILLE NC 28349



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:
Name: Cecil Lennon
Address: 335 Prospect Street
City/State/Zip: Warsaw NC 28398
Telephone: Work: 347-203-5379 Home: _____

2. MAIL DETERMINATION TO (if different than applicant information):
Name: _____
Address: _____
City/State/Zip: _____

3. ROAD LOCATION: Township Warsaw Range _____
DESCRIPTION: 300 Block of Prospect St
4. PARCEL TAX ID: 01-3155

5. PROPOSED ROAD NAME: _____
BACKUP NAME 1: Lennon Lane
BACKUP NAME 2: Lennon's Lane
(NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD AS LISTED BY DUPLIN TAX OFFICE:
PARCEL NUMBER: _____
PARCEL OWNER NAME PRINT AND SIGNATURE and Phone Number
Cecil Lennon
335 Prospect St.
Warsaw NC 28398

The applicant hereby certifies that the signatures on this petition constitute the required amount of the landowners accessing or adjoining the road to be named by this petition.

Applicant's Signature: Cecil Lennon

Fire Department Approval:

Signature: [Signature]
Print or type name: John T Blackmore
Department Name: Warsaw VFD
Date: 7 January 2025

USPS Approval:

Signature: [Signature]
Print or type name: Melanie Miller
Department Name: Warsaw USPS
Date: 12/23/24

Landowners, please know that if you use the 911 address assigned for your residence to receive mail that your address WILL change. You will need to notify mortgage, financial, insurance and any other company that sends you bills, important information, DMV, and other institutions you may use. We will notify USPS and update the E911 System and the county tax records.

Contract # 0098C-004-FY24.25
GL # 99345-503-5000-5301045
Obligated Amount \$3,220 & \$31,320

ADDENDUM

Contract Period: April 1, 2024 – June 30, 2025

This is an Addendum to Contract number 0098C effective July 1, 2024 ("The Contract"), between County of Duplin (hereinafter referred to as "Contractor or Duplin-4H"), and Trillium Health Resources (hereinafter referred to as "Trillium") (collectively the "Parties").

I. PURPOSE.

This addendum provides funding in North Carolina Grants for Strategic Prevention Framework Partnerships for Success (SPF-PFS) funding on a one-time basis. This addendum provides funding in North Carolina Grants for Strategic Prevention Framework Partnerships for Success (SPF-PFS) funding on a one-time basis. The eligible expenditures must be incurred during the period of April 1, 2024 through June 30, 2025. The funding for direct services PFS entities is for the following:

- Designate at minimum a full-time (1.0 FTE) grant coordinator position with fringe benefits and costs for associated contractors, as necessary, for alcohol (ages 12-25) and either prescription drug or marijuana and the intersection of mental health promotion and substance use work for this project.
- Pay for rent/utilities, local or statewide meetings/conference and community travel expenses, equipment, media/PSAs, promotional items, supplies, staff development, communications and other necessary costs related to implementing proposed project initiatives. Overhead of 10% for agency fiscal, HR and other agency related expenses is allowable if expense are not already included in approved PFS budget.
- Assess, plan and mobilize their community to address local conditions relevant to substances targeted to address underage access to alcohol (ages 12-25) and either prescription drug misuse or marijuana and the intersection of mental health promotion and substance use. Harm reduction approaches are not permitted under the terms of this funding.
- Develop a comprehensive action plan with a primary focus on evidence-based environmental management strategies; including but not limited to addressing underage access to alcohol (ages 12-25) and either prescription drug misuse or marijuana and the intersection of mental health promotion and substance use.
- Implement a comprehensive environmental management approach which includes evidence based programs, policies and practices that address alcohol (ages 12-25) and either prescription drug misuse or marijuana and the intersection of mental health promotion and substance use.
- Participate in technical assistance and training related to the SPF-PFS grant.

II. CONTRACTOR RESPONSIBILITIES.

- A. Contractor shall adhere to the requirements of this Addendum as outlined in the Budget attached hereto and referenced as Attachment A.
- April 1, 2024 – June 30, 2024 – \$3,220
 - July 1, 2024 – June 30, 2025 – \$31,320

III. TRILLIUM RESPONSIBILITIES.

- A. Trillium shall reimburse Contractor a maximum not to exceed \$34,540 in Federal Non-UCR Funds in accordance to Attachment A - Budget.

IV. SPECIAL CONDITIONS.

SPF-PFS
Federal Non-UCR
ALN: 93.243
25-TR-53



Contract # 0098C-004-FY24.25
GL # 59345-503-55000-5301045
Obligated Amount \$3,220 & \$31,320

- A. SPF-PFS funds shall not be used to provide inpatient services;
- B. SPF-PFS funds are prohibited to be used to provide or purchase inpatient hospital services, except that SPF-PFS funds may be used with the exception as described in 45 CFR 96.135 (c), along with documentation of the receipt of prior written approval of the Business Director of DMHDDSDUS and the Chief of Community Wellness, Prevention, and Health Integration;
- C. SPF-PFS funds are prohibited to be used to make, or to allow to be made, any cash payments to any recipients or intended recipients of health or behavioral health services. The provision of cash or cash cards is strictly prohibited, as is the provision of gift cards, which are considered to be cash equivalents;
- D. SPF-PFS funds are prohibited to be used for the purchase or improvement of land, purchase, construction or permanent improvement (other than minor remodeling) of any building or other facility, or purchase of major equipment, including, but not limited to, medical equipment, IT equipment, and vehicles;
- E. SPF-PFS funds are prohibited to be used to satisfy any requirement for the expenditure of non-Federal funds as a condition of receipt of Federal funds. (i.e., Federal funds may not be used to satisfy any condition for any state, local or other funding match requirement);
- F. SPF-PFS funds are prohibited to be used to provide financial assistance to any entity other than a public or nonprofit private entity;
- G. SPF-PFS funds are prohibited to be used to provide individuals with hypodermic needles or syringes so that such individuals may use illegal drugs;
- H. SPF-PFS funds are prohibited to be used to provide individuals with treatment services in penal or correctional institutions of the State;
- I. SPF-PFS funds are prohibited to be used towards the annual salary of any contractor or subcontractor, including LME/MCO, provider, or contractor employee, consultant, or other individual that is in excess of Level I of the most current US Office of Personnel Management federal Executive Salary Schedule. This amount is currently designated for the calendar year effective January 2024 at an annual salary of **\$242,400**;
- J. Funds shall be used in accordance with cost principles describing allowable and unallowable expenditures for nonprofit organizations in accordance with OMB Circular A-122;
- K. Contractor agrees to acknowledge Trillium Health Resources as the funding source in any brochures, advertising, trainings, or other information distributed to the public. Contractor must only use Trillium provided logos on any websites and/or printed materials dedicated to the program. Contractor should not use the Trillium Health Resources name on any literature without obtaining prior written approval.
- L. Contractor agrees that Contractor will not publish or communicate to any person or entity any defamatory or Disparaging (as defined below) remarks, comments or statements through any media whatsoever or in any public forum concerning Trillium, its employees, Governing Board or members. "Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality or business acumen or abilities in connection with any aspect of the operation of business of the individual or entity being disparaged. This paragraph shall not prohibit Contractor from providing truthful testimony or information to any court, regulatory body, auditing body or governing body in response to a lawful request for such testimony or information, or as otherwise required by law, regulation, or valid court order from a court of competent jurisdiction or authorized government agency, provided that such compliance does not exceed that required by the law, regulation or order. Further, this paragraph does not, in any way, restrict or impeded Contractor from exercising protected rights to the extent that such rights cannot be waived by agreement.

SPF-PFS
Federal Non-UCR
ALN: 93.959

Contract # 0098C-004-FY24.25
GL # 59345-503-55000-5301045
Obligated Amount \$3,220 & \$31,320

- V. **INVOICING AND REIMBURSEMENT.**
- A. Monthly: Contractor shall submit one invoice by the 10th of the month to Trillium Health Resources c/o Accounts Payable:
- Email : Payablesmoreply@trilliummc.org and Contract.Reporting@trilliummc.org
 - OR
 - US Postal Mail: 144 College Road, Ahoskie, NC. 27910
- B. Invoice must pre-audited by Contractor for compliance with all performance-based requirements prior to invoicing
- C. Each invoice must include an attestation/certification statement that states the following: "I hereby attest or certify that the costs reported for reimbursement represent allowable costs which have been expended according to the terms of the Contract and such costs are documented in our accounting records." This statement must be signed and dated by an authorized representative of Contractor.
- D. Contractor shall identify on each invoice the services(s) being invoice and the Non-UCR Contract number associated with the invoice. For these invoices, Contractor should use "SPF-PFS #0098C-004-FY24.25" in the subject line of the email.
- E. Invoices/billing documentation received after sixty (60) days from the deadline may be subject to slower processing times, or be a risk for unavailability of funds with the exception of fiscal year end, June 30th. All invoices for the fiscal year must be submitted by July 15th in order to receive reimbursement, as funds for the fiscal year are unavailable to Trillium after July 27th.
- F. All assets purchased with these funds with a value of \$5,000 or more must be reported to Trillium on a monthly basis.
- G. Payments shall be made within thirty (30) days after receipt of a complete, accurate, and approved invoice.
- H. Payroll, payroll tax, and benefit information shall be submitted with each monthly invoice.
- I. Funds shall be used in accordance with cost principles describing allowable and unallowable expenditures for nonprofit organizations in accordance with OMB Circular A-122;
- VI. **REPORTING REQUIREMENTS.**
- A. Contractor shall provide quarterly reports directly to the Division of Mental Health/Developmental disabilities/Substance Abuse Services (DMH/DD/SAS) Community Wellness Prevention and Health Integration Section and Trillium to include but not limited to the following:
- Names and status of individuals serving as staff
 - Identification of community partners involved with the project
 - Relevant assessment data to support initiatives and progress on completion
 - Summary of current challenges and barriers
 - Summary of successes
 - Anticipated next steps and completion dates
 - Demographics (gender, age, race, ethnicity) for all presentations events, meetings, etc.
 - Success and barriers in collecting assessment data
 - Health Disparities - population of focus (race, ethnicity, gender, gender identity and/or other) and associated questions

SPF-PFS
Federal Non-UCR
ALN: 93.959

Contract # 0098C-004-FY24.25
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- Descriptions of evidence-based programs, practices and policies process/outcome questions associated with each
 - Outcome data: lifetime, 30 day use for alcohol, e-cigarettes, marijuana, and binge drinking rates for alcohol
 - Any additional data collection and/or other reporting requirements requested by DMH/DD/SAS Community Wellness, Prevention, and Health Integration Section to satisfy annual reporting requirements for Substance Abuse and Mental Health Services Administration (SAMHSA).
- B. The quarterly reports shall be submitted by the close of the business day (5pm EST) on the 20th day of the month following the end of the quarter with the first report due October 10th, 2024. The remaining due dates are January 20, 2025, April 20, 2024 and July 20, 2025. If the 20th falls on a weekend or a state-recognized holiday, the reports will be due by the close of business on the preceding business day.
- C. Reports will be submitted to the following:
- Jessica Dicken at jessica.dicken@dhhs.nc.gov of the DMH/DD/SAS Community Wellness, Prevention and Health Integration Section
 - Trillium Contract Reporting at Contract.Reporting@trilliumnc.org
 - Any other email address as may be specified by Trillium Health Resources
- D. When submitting the report (s) Contractor should use "SPF-PFS Non-UCR Contract #0098C-004.FY24.25" in the subject line of the email

Signatures:
Each party has caused this Addendum and all applicable attachments to be executed as the act of said party. Each individual signing below certifies that he or she has been granted the authority to bind the respective party to the terms of this Addendum and any Attachments thereto.

SIGNATURE AREA
Joy Furell, CEO
Trillium Health Resources


Authorized Signer
Duplin 4H

SPF-PFS
Federal Non-UCR
ALN: 93.959

Contract # 0098C-004-FY24.25
GL # 59345-503-55000-5301045
Obligated Amount \$3,220 & \$31,330

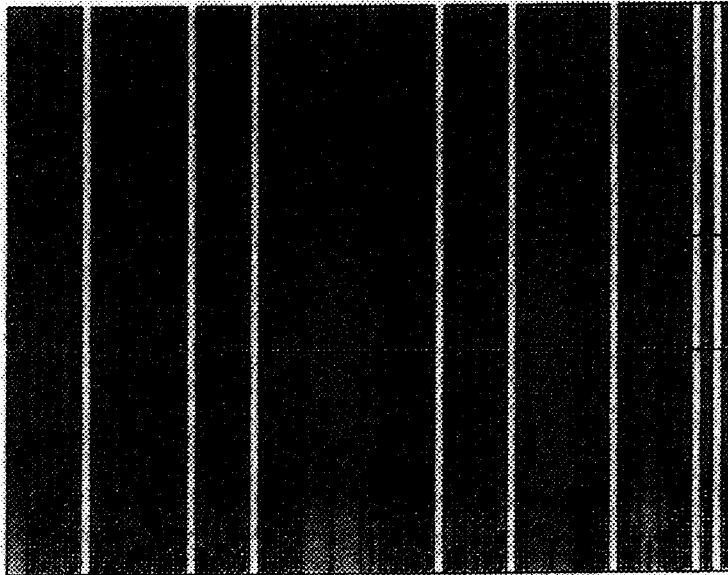
ATTACHMENT A - BUDGET

Category	Budget Year (A) April 6, 2024 - June 30, 2024: (justification line do you intend to spend the money?)	June 30, 2024
Human Resources		
Salary/Range Benefits	\$	3,100.00
Contracted Personnel		
Consulting or other Professional Services		
Total Human Resources	\$	3,100.00
Equipment		
Communication phones, fax, postage		
IT Computers, Copiers		
Vehicle		
Furniture		
Equipment Insurance		
Equipment Repair and Maintenance		
Other: Specify in Narrative		
Total Equipment	\$	-
Facility		
Rent		
Utilities		
Other: Specify in Narrative		
Total Facility	\$	-
Supplies and Materials		
Office Supplies and Materials		
Computer Supplies, Materials, and Software	\$	65.00
Janitorial Supplies and Materials		
Service Related Supplies and Materials		
Printed/offset forms (strategic specific)	\$	5.00
Printing, Copying, and Reports		
Data Collection and Evaluation		
Meeting Expenses		
Other: Specify in Narrative		
Total Supplies and Materials	\$	130.00
Travel		
Staff/Contract Personnel Travel		
Staff Lodging/Meals		
Other: Specify in Narrative		
Total Travel	\$	-
Staff Development/Training		
Trainings		
Conferences/Conventions		
Other: Specify in Narrative		
Total Staff Development	\$	-
Medical/Communications		
Publications		
Medical		
Other: Specify in Narrative		
Total Medical/Communications	\$	-
Indirect Costs (up to 10%)	\$	-
Total Budgeted Expenditures	\$	3,285.00

SPF-PFS
Federal Non-UCR
ALN: 93.959

000514

Contract # 0098C-004-FY24.25
CL # 59345-503-5000-5301045
Obligated Amount \$3,220 & \$31,320



SIGNATURE AREA

Trillium Health Resources

[Signature]

Duplin 4H

SPE-PFS
Federal Non-CCR
ALN: 93,959

Contract # 0098C-004-FY24.25
CL # 59345-503-5000-5301045
Obligated Amount \$3,220 & \$31,320

Signature Page Between:
TRILLIUM HEALTH RESOURCES
And
Duplin 4H

IN WITNESS WHEREOF:

IN WITNESS WHEREOF: Each party has caused this Addendum and all applicable attachments to be executed as the act of said party. Each individual signing below certifies that he or she has been granted the authority to bind the respective party to the terms of this Addendum and any Attachments thereto.

SIGNATURE AREA

Joy Futrell, CEO
Trillium Health Resources

[Signature]

Authorized Signer
Duplin 4H

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act, General Statute 159.

SIGNATURE AREA

Melissa Owens, CFO
Trillium Health Resources

SPE-PFS
Federal Non-CCR
ALN: 93,959

000515

BA # _____ Duplin County
Budget Amendment
Department Title _____
Department Head's Signature _____
form can be e-mailed to Finance from Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners

Brief description of why this amendment is being requested:
4-H Prevention PFS Grant

Revenue Code	Line Item Description	Amount	Expense Code	Line Item Description	Amount
4990-24946	4-H other Contracted Funds - PFS	34,540.00	4991-40121	Solaries	15,033.78
			4991-40191	Social Security	1,150.10
			4991-40182	Retirement	2,052.82
			4991-40183	Health Insurance	3,454.84
			4991-40194	Life Insurance	8.68
			4991-42181	Educational Supplies	7,000.00
			4991-43110	Travel	1,200.00
			4991-43111	Training	3,050.00
			4991-44910	Dues & Subscriptions	100.00
			4991-44500	Insurance and Bonding	250.00
			4991-42000	Office Supplies	910.00
			4991-43540	Software Maintenance	300.00
Total		34,540.00	Total		34,540.00

Finance Signature _____
Date Approved: _____
Manager Signature _____
Date Approved: _____
Commissioner Approval _____
Date Approved: _____

11/19/24

DUPLIN COUNTY CD6G-NEIGHBORHOOD REVITALIZATION (CD6G-NR) PROGRAM
Asbestos Inspection Services Contract

THIS AGREEMENT, made and entered into this 3 day of February, ~~2024~~ 2025, by and between
W. F. Bulow Environmental Assistance, Inc. hereinafter called the "Contractor", and Duplin County organized and
existing under the laws of the State of North Carolina, hereinafter called the "Agency,"

WITNESSETH

THAT WHEREAS, the Agency has been the recipient of a grant from the North Carolina Department of Commerce,
Rural Economic Development Division (REDD), for the purpose of providing community development
improvements; and

WHEREAS, the Contractor has proposed to provide asbestos inspection/assessment services in support of the
Agency's community development effort;

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING PREMISES OF THIS AGREEMENT, SAID PARTIES DO
HEREBY AGREE, EACH WITH THE OTHER, AS FOLLOWS:

1. That Contractor shall furnish all labor, materials, and equipment necessary to accomplish asbestos
inspection/assessment services requested by the designated Agency representative within ten (10)
calendar days following receipt of a written notice to proceed with specific inspection/assessment
requests.
Contractor agrees to provide all asbestos inspection/assessment services requested by the designated
Agency representative in the Request for Proposals for these services, and to provide the Agency with
written reports summarizing inspection/assessment findings within fourteen (14) calendar days from the
inspection/assessment date.
2. Compensation to Contractor for asbestos inspection/assessment services shall be made as indicated on
the Attachment A, Fee Schedule. Total amount shall not exceed \$3500.00. Full payment will be
made within thirty days following receipt of an invoice for the work accomplished, and approval of the
asbestos inspection/assessment services work by the Agency.
3. Following receipt of a Notice to Proceed for individual housing units, the Contractor shall notify the
Agency's designated representative to schedule the required inspection/assessment work.
4. Contractor will secure, at his own expense, all permits, licenses, franchises and consents required by law
or necessary to perform his work, and will give all notices and pay all fees and otherwise comply with all
applicable local and state laws, ordinances, rules and regulations.
5. The Contractor shall carry or require that there be carried Worker's Compensation Insurance for all his
employees and those of his subcontractors engaged in work at the site. In accordance with State Worker's
Compensation Laws. The Contractor shall also carry the following insurance and submit a certificate of
coverage prior to the commencement of work. Failure to maintain the insurance shall be grounds for
termination of the contract.

Comprehensive General Liability \$300,000 single combined bodily injury and property damage coverage per
occurrence
Automobile Liability Equal to North Carolina minimum requirements on all vehicles

6. **Indemnification of Agency.** The Contractor shall indemnify and save harmless the Agency, from liability for any injury or damages to persons or property to the extent caused by the negligence of Contractor in the prosecution of work under this Contract, including all work performed by his subcontractors. The Contractor shall at all times, comply with all applicable laws, ordinances, regulations, orders and decrees, and shall protect and indemnify the Agency against all claims, loss, damage, injury, fines, penalties, and costs - including court costs and attorney's fees, charges, liability and exposure, however caused - arising from or based on the violation of any law, ordinance, regulation, order or decree, whether by himself, his employees, or his subcontractors, or in any way connected with the Contractor's negligent performance or nonperformance of the terms of the contract.

The Contractor shall supervise and direct the work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel, taxes, and permit fees and obtain the business licenses necessary to perform under the terms of this contract. The Contractor will be responsible for all OSHA safety regulations and fines that may occur due to the negligence on the Contractor's part.

7. **Assignment.** Neither the Agency nor Contractor shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this paragraph shall prevent the Contractor from employing properly certified independent consultants, associates, and subcontractors to assist in the performance of the work covered by this contract.

The Contractor and the Agency each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

This Contract is governed by North Carolina law. Any action or proceeding arising from or relating to this Contract shall be commenced and prosecuted in Duplin County, North Carolina, or the federal district court nearest thereto.

The Contractor and the Agency hereby agree to the full performance of the covenants contained herein.

IN WITNESS WHEREOF, they have executed this agreement, this day and year first above written.

Witnessed:

W. F. Bulow, President
W. F. Bulow Environmental Assistance, Inc.
PO Box 309
Aydin, NC 28513
(252) 946-7391

(SEAL)

Witnessed:

James W. Carr
Duplin County

(SEAL)

Date:

2/3/25

This contract has been pre-audited in accordance with the Local Government Budget and Fiscal Control Act.

Duke R. Roman
(Finance Officer)

Duplin County CD8G-NR

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2

Duplin County CD8G-NR

3

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DUPLIN COUNTY CD8G-NEIGHBORHOOD REVITALIZATION (CD8G-NR) PROGRAM
Contract for Professionals Services Attachment A
Fee Schedule (Vendor Proposal)

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Professional Services	Hour	100	100.00	10000.00
2	Travel Expenses	Hour	100	100.00	10000.00
3	Meals and Entertainment	Hour	100	100.00	10000.00
4	Telephone Expenses	Hour	100	100.00	10000.00
5	Postage and Freight	Hour	100	100.00	10000.00
6	Printing and Reproduction	Hour	100	100.00	10000.00
7	Supplies and Materials	Hour	100	100.00	10000.00
8	Travel Expenses	Hour	100	100.00	10000.00
9	Meals and Entertainment	Hour	100	100.00	10000.00
10	Telephone Expenses	Hour	100	100.00	10000.00
11	Postage and Freight	Hour	100	100.00	10000.00
12	Printing and Reproduction	Hour	100	100.00	10000.00
13	Supplies and Materials	Hour	100	100.00	10000.00
14	Travel Expenses	Hour	100	100.00	10000.00
15	Meals and Entertainment	Hour	100	100.00	10000.00
16	Telephone Expenses	Hour	100	100.00	10000.00
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18	Printing and Reproduction	Hour	100	100.00	10000.00
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26	Travel Expenses	Hour	100	100.00	10000.00
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54	Printing and Reproduction	Hour	100	100.00	10000.00
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56	Travel Expenses	Hour	100	100.00	10000.00
57	Meals and Entertainment	Hour	100	100.00	10000.00
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78	Printing and Reproduction	Hour	100	100.00	10000.00
79	Supplies and Materials	Hour	100	100.00	10000.00
80	Travel Expenses	Hour	100	100.00	10000.00
81	Meals and Entertainment	Hour	100	100.00	10000.00
82	Telephone Expenses	Hour	100	100.00	10000.00
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84	Printing and Reproduction	Hour	100	100.00	10000.00
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87	Meals and Entertainment	Hour	100	100.00	10000.00
88	Telephone Expenses	Hour	100	100.00	10000.00
89	Postage and Freight	Hour	100	100.00	10000.00
90	Printing and Reproduction	Hour	100	100.00	10000.00
91	Supplies and Materials	Hour	100	100.00	10000.00
92	Travel Expenses	Hour	100	100.00	10000.00
93	Meals and Entertainment	Hour	100	100.00	10000.00
94	Telephone Expenses	Hour	100	100.00	10000.00
95	Postage and Freight	Hour	100	100.00	10000.00
96	Printing and Reproduction	Hour	100	100.00	10000.00
97	Supplies and Materials	Hour	100	100.00	10000.00
98	Travel Expenses	Hour	100	100.00	10000.00
99	Meals and Entertainment	Hour	100	100.00	10000.00
100	Telephone Expenses	Hour	100	100.00	10000.00

000517

DUPLIN COUNTY CDBG-NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM
Contract for Professional Services Attachment B
CDBG Special Provisions for Professional Services Contracts

During the performance of this Contract, the Contractor and the Agency agree as follows:

- 1) **Non-Discrimination and Affirmative Action Clauses.** During the performance of this Contract, the Contractor and the Agency agree to abide by the regulations set forth in the following five clauses:
- a) **Non-discrimination Clause, Section 109, Housing and Community Development Act of 1974.**
The Contractor will not discriminate in any manner on the basis of race, color, creed, sex or national origin or other legally protected status with reference to the subject matter of this Contract, no matter how remote. This provision shall be enforced by action for specific performance, injunctive relief, or other remedy provided by law; and this provision shall be construed to such manner as to prevent and eradicate all discrimination based on race, color, creed, sex or national origin.
- b) **Executive Order 11246 Clause.**
- i) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
- ii) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- iii) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

- v) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- vi) In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
- vii) The Contractor will include the provisions of Paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- c) **Non-discrimination on the Basis of Age B Age Discrimination Act of 1975, as amended.**
The Contractor will not discriminate against any qualified person on the basis of age, nor will the person be excluded from participation, be denied the benefits of, nor otherwise be subjected to discrimination under this Contract which receives or benefits from Federal financial assistance.
- d) **Non-discrimination on the Basis of Disability B Section 504 of the Rehabilitation Act of 1973, as amended**
The Contractor will not discriminate against any qualified disabled person, nor will the person be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discrimination under this Contract which receives or benefits from Federal financial assistance.
- e) **Section 3 Affirmative Action Clause.**
- i) The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of Section 3 is to ensure that employment and other economic opportunities

Generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(ii) The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(iii) The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(iv) The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(v) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR Part 135.

(vi) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD-assisted contracts.

(vii) Section 3 Covered Indian Housing Assistance Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e). (not applicable for this project)

2) Termination and Legal Remedies. The Contractor and Agency mutually agree as follows:

a) The Contractor may terminate this Contract immediately in the event Agency fails to make payment of any amount due to the Contractor within sixty (60) days of its due date.

b) Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect to its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party (An Aggrieved Party) shall give written notice of such intent to the breaching party (A Defaulting Party) and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

c) This Contract may be terminated by one party if the other party (1) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) apply for or consent to the appointment of any receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.

d) Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days advance written notice of such termination.

Upon receipt of a notice of termination from Agency, (i) the Contractor shall promptly discontinue all services (unless the notice directs otherwise) and deliver or otherwise make available to the Agency all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract, whether completed or in process, and (ii) Agency shall pay Contractor all fees and expenses due for services rendered through the date of termination, and reimburse the Contractor for all costs and expenses relating to commitments made by the Contractor prior to receipt of notice of termination.

3) Project Documents and Access to Records and Record Retention. The Agency, the Federal and State Grantor Agencies, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, plans, papers, and records of the Contractor which are directly pertinent to this Contract, for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain the records outlined above for three years after the Agency has received a Certificate of Completion from the State Grantor Agency.

All documents including drawings and specifications prepared by Contractor pursuant to this Contract are instruments of service in respect of the Contract. They are not intended or represented to be suitable for reuse by the Agency or others on extensions of the project or on any other project. Any reuse without written verifications or adaptation by Contractor for the specific purpose intended will be at the Agency's sole risk and without liability or legal exposure to Contractor; and Agency shall indemnify and hold harmless Contractor from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from any third party claim relating thereto. Any such verification or adaptation will entitle Contractor to further compensation at rates to be agreed upon by Agency and Contractor.

4) **Lobbying Clauses - Required by Section 1352, Title 31, U. S. Code.**

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

- 5) **Interest of Members, Officers, or Employees of the Agency, Members of Local Governing Body, or other Public Officials:** No member, officer, or employee of the Agency, or its agents, no member of the Agency's governing body, and no other public official of the Agency who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in this Contract or any subcontracts thereof, or the proceeds thereof, for work to be performed in connection with this Contract. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in this Contract.

- 6) **Sanctions for Noncompliance.** In the event of Contractor's non-compliance with the special provisions of this Contract, the Agency shall impose such contract sanctions as it or the State of North Carolina or the Department of Housing and Urban Development may determine to be appropriate, including, but not limited to:

- a) withholding of payment(s) to the Contractor under the Contract until the Contractor complies, and/or
- b) cancellation, termination or suspension of the Contract, in whole or in part.

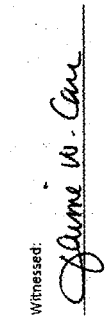
The Agency and Contractor each binds himself, his partners, successors, executors, administrators, and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

The Agency and the Contractor hereby agree to the full performance of the covenants contained herein.

Witnessed:

 (SEAL)
W. F. Bulow, President
W. F. Bulow Environmental Assistance, Inc.
PO Box 309
Ayden, NC 28513
(252) 916-2391

Witnessed:


James W. Carr
Duplin County

Date:

2/3/25

Federal Organizations

Enter Code or Name

Status☒ Active☐ inactiveReset

No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

50人

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This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Vendor Name	City, State	Effective Date	Debarment Reason
The Highlands Company	Larchmont, NY	9/14/2016	NC E-Procurement Fee Default
The Liberty Store	Auburn, NY	2/9/2012	NC E-Procurement Fee Default
The Office Showcase	---	5/17/2007	Other
The Thompson Corporation	New York, NY	11/14/1996	Contract Default
Thur Motor Corporation	Lynchburg, VA	3/14/1996	Contract Default
Timberop Woods, Inc.	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Trafic Systems, Inc.	Bay Shore, NC	3/11/2011	NC E-Procurement Fee Default
Transformation Center of the Carolinas, Inc.	---	11/13/2014	Other
Triangle Sales Service and Supply	Erwin, NC	3/8/2001	Contract Default
Trico Graphic	Burlington, NC	12/16/2008	NC E-Procurement Fee Default
Tri-Plex Heating and Cooling, Inc.	Beaufort, NC	12/2/2010	NC E-Procurement Fee Default
Truman Arnold Companies	Stallville, GA	8/18/2005	NC E-Procurement Fee Default
Turner Landscaping	Statesville, NC	3/15/2012	NC E-Procurement Fee Default
Uni-Chem	Florida	9/29/2011	NC E-Procurement Fee Default
United Roofing and Const	Greensboro, NC	9/28/2018	NC E-Procurement Fee Default
Universal Security & Fire Inc.	---	11/13/2008	NC E-Procurement Fee Default
UTM United Unkef Medical	Lake Hopatcong, NJ	5/4/2001	Contract Default
Virtual Realities	Dickinson, TX	9/14/2016	NC E-Procurement Fee Default
Vision One Contracting, Inc.	Hope Mills, NC	5/31/2018	NC E-Procurement Fee Default
Visions Promotional Products INC	Colton, CA	9/1/2005	Contract Default
Via-Color	---	12/14/2005	NC E-Procurement Fee Default
W.S. Boone Drilling and Grading	Mars Hill, NC	1/14/2010	NC E-Procurement Fee Default
Wickins Pimess Equipment	Salisbury, NC	4/29/2010	NC E-Procurement Fee Default
Wilmington House	Albany, GA	8/23/2002	Contract Default

6/1/2023
State of North Carolina | Purchases & Contract
1205 Mail Service Center | 115 West Jones Street | Raleigh, NC 27603-1305
919.807.8000 T

LGC-205 Amendment **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 11/2023

Whereas Primary Government Unit
and Duplin County
Discreetly Presented Component Unit (DPCU) (if applicable)
and Duplin County Tourism Authority
Auditor
RH CPAs, PLLC

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending and originally to be submitted to the LGC on Date
06/30/24 10/31/24

hereby agree that it is now necessary that the contract be modified as follows.

☒ Modification to date submitted to LGC	Original date 10/31/24	Modified date 01/15/24
☒ Modification to fee	Original fee \$ 61,655.00	Modified fee \$ 83,655.00

Reason(s) for Contract Amendment

- | Priority (choose 1)(choose 0-3) | Other |
|----------------------------------|--|
| ☒ | Change in scope |
| ☒ | Issue with unit staffturnover/workload |
| ☒ | Issue with auditor staffturnover/workload |
| ☒ | Third-party financial statements not prepared by agreed-upon date |
| ☒ | Unit did not have bank reconciliations complete for the audit period |
| ☒ | Unit did not have reconciliations between subsidiary ledgers and general ledger complete |
| ☒ | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| ☒ | Unit did not have information required for audit complete by the agreed-upon time |
| ☒ | Delay in component unit reports |
| ☒ | Software - implementation issue |
| ☒ | Software - system failure |
| ☒ | Software - ransomware/cyberattack |
| ☒ | Natural or other disaster |
| ☒ | Other (please explain) |

Plan to Prevent Future Late Submissions

If this amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

Additional Information

Please provide any additional explanation or details regarding the contract modification.
Contract amended to incorporate all single audits into "not to exceed" audit fee.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
RH CPAs, PLLC	
Authorized Firm Representative* (typed or printed)	Signature* <i>Diana Hardy</i>
Diana Hardy	Email Address
Date* 01/21/25	dhardy@rh-accounting.com

GOVERNMENTAL UNIT

Governmental Unit*	
Duplin County	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (if required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature* <i>Dexter B. Edwards</i>
Dexter B. Edwards	Email Address
Date February 3, 2025	dexter.edwards@duplincountyga.com

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 116C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature* <i>Cheley Lanier</i>
Cheley Lanier	Email Address*
Date of Pre-Audit Certificate* 2/14/25	

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Duplin County Tourism Authority	
Date DPCU Governing Board Approved Amended Audit Contract* (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature <i>Wendy Farmer</i>
Date of Pre-Audit Certificate	Email Address

000524

Duplin County Public Transportation

1964

MPO

public participation

national origin

disability

age

rights

race

equal opportunity

Title VI

civil rights

color

gender

LEP

transit

fair

nondiscrimination

high rail

buses



Date Adopted
February 3, 2025

Title VI Program Plan



Last updated 02/2025

TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Transit Advisory Board for Duplin County Public Transportation (DCPT), I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Transit Advisory Board (TAB), have reviewed and hereby adopt this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any DCPT services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

 DATE 2/3/25

Dexter Edwards, BOCC Chairperson

67901

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TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
DUPLIN COUNTY PUBLIC TRANSPORTATION

In accordance with DOT Order 1050.2A, DCPT assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of race, color, national origin, sex, creed, age, or disability, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by DCPT.

Further, DCPT hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Director of the organization.

2. Issue a policy statement, signed by the Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Director.

3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.

4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.

5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.

6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subcontractors.

7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.

8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.


Authorized Signature
Date 2/3/25

Dexter Edwards
BOCC Chairperson

1.6 EXCLUDED PERSONS

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A - Applicable Nondiscrimination Authorities).

DCPT is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). DCPT establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, "Nondiscrimination Assurance." This document details the nondiscrimination program, policies, and practices administered by DCPT, and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

1.8 DESCRIPTION OF PROGRAMS AND SERVICES

1.8.1 Description of the North Carolina Department of Transportation (NCDOT)

Duplin County Public Transportation provides public transportation options to its customers within Duplin County, North Carolina. Demand response service requires a 48-hour advance notice to the transit office at (910) 296-2333. Out-of-County service is also provided for medical appointment to the following counties: New Hanover, Pender, Onslow, Sampson, Lenoir, Pitt, Cumberland, Wake, Durham, Orange, and Wayne (See appendix D for schedule and cost)

Type of Service	Days of week	Times	Fare (if applicable)
Medical Appointments	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)
Employment	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)
Education	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)
Senior Centers	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)
Congregate Sites	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)
Shopping	Monday-Friday (excluding holidays)	5:00am - 5:00pm	General Public-\$5 (each way) Elderly/Disabled-\$3 (each way)

1.9 FUNDING SOURCES

For federally assisted programs, "Federal assistance" shall include:

1. Grants and loans of Federal funds;
2. The grant or donation of Federal property and interest in property;
3. The detail of Federal personnel;
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and

5. Any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during FY 2022, and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details: (i.e., purposes, frequency, and duration of receipt)
5310 (Transportation for Elderly Persons and Persons with Disabilities)	☒	☐	Can be applied for annually, on a term of 1 year, to benefit those 65 years old and older and individuals with disabilities.
5311 (Formula Grants for Other than Urbanized Areas)	☒	☐	Receives annually for a term of 1 year. Grant award amounts can vary from year to year. Supports the transit systems administrative and capital budgets.

4.3. TRANSPORTATION BOARD

The Transportation Advisory Board (TAB) presents and recommends policy to DCPT and the Duplin County Board of Commissioners, regarding the transportation needs of the citizens of Duplin County, particularly with respect to a coordinated and cost-effective approach to the delivery of transportation services to human service agencies and the general public. There are 5 elected Commissioners and their regular meetings are held on the first and third Mondays of each month. The TAB only votes on significant transportation service changes, e.g., change in rates or change in operating hours. The Board of Commissioners vote on all other policies.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	☒	☐	15
Duplin County Board of Commissioners	☐	☒	5

4.4. TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for DCPT, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Angel Venecia
Director, DCPT
PO Box 950 (144 Duplin Commons Dr)
Kearsville, NC 28349
(910) 296-2333
Angel.venecia@duplincountync.com

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirement
- Attending civil rights training when offered by NCDOT or any other regulatory agency
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan
- Training internal staff and officials on their Title VI nondiscrimination obligations
- Disseminating Title VI information internally and to the general public, including in languages other than English
- Presenting Title VI-related information to decision-making bodies for input and approval
- Ensuring Title VI-related posters are prominently and publicly displayed

- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income and other underserved groups are included and not discriminated against
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements

4.5. CURRENT DCPT TITLE VI COORDINATOR'S RESUME

If Title VI Coordinator or DCPT Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement will be signed by the new DCPT Director.

4.6. DCPT STAFF CATEGORIES

DCPT currently employs NUMBER staff which consist of the following job categories:

- Director
- Transportation Coordinator
- Accounting Tech II
- Secretary/Dispatcher
- Scheduler
- Full-Time Drivers (5)
- Part-Time Drivers (11)

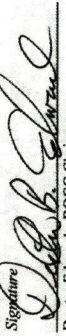
An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

4.7. DCPT BUDGET

DCPT does not have pass through funds to any other organizations and, therefore, does not have any subrecipients.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of DCPET, as a federal-aid recipient, to ensure that no person shall, on the ground of race, color, national origin, sex, creed (religion), age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Signature

Dexter Edwards, BOCC Chairperson

Date
2/3/25

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of "programs and activities" to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-assisted Programs of the Department of Transportation-Evacuation of Title VI of the Civil Rights Act"; 49 U.S.C. 5332, "Nondiscrimination (Public Transportation)"; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, "Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-356; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

Implementation

- This statement will be signed by the Director of Duplin County Public Transportation and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The core of the statement (signature excluded) will circulate internally within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

4.0 NOTICE OF NONDISCRIMINATION

- Duplin County Public Transportation operates its programs and services without regard to race, color, national origin, sex, creed (religion), age, and disability in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Duplin County Public Transportation.
- For more information on Duplin County Public Transportation's civil rights program, and the procedures to file a complaint, contact 910-296-2333, (TTY 800-735-2962); email angel.venecia@duplincountync.com; or visit our administrative office at 144 Duplin Commons Dr, Kenansville, NC 28349. For more information, visit www.duplincountync.com.
- If information is needed in another language, contact 910-296-2333.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511. Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and inside our vehicles.
- Ads in newspapers and other publications shall include the following: "Duplin County Public Transportation operates without regard to race, color, national origin, sex, creed (religion), age or disability. For more information on Duplin County Public Transportation's Title VI program or how to file a discrimination complaint, please contact (910) 296-2333; angel.venecia@duplincountync.com."
- The statement will be posted or provided in languages other than English, when appropriate.
- See Appendix C for Spanish versions of this notice.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. DCPT will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgement Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy
(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Duplin County Public Transportation are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Angel Venecia, Director at (910) 296-2333.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of Duplin County Public Transportation's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Duplin County Public Transportation's programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature _____ Date _____

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

Duplin County Public Transportation ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. DCPT and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient

or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 20004 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209). (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination

on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

*The Contractor has read and is familiar with the terms above:

Contractor's Initials	Date
-----------------------	------

Implementation

- The nondiscrimination language above (with initials line) will be appended to any existing contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.

- The nondiscrimination language above (without initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review existing contracts to ensure the language has been added.

6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The Duplin County Public Transportation Department, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

These discrimination complaint procedures outline the process used by DCPT to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to DCPT programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

- 1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
- 2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
- 3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Duplin County Public Transportation, Angel Venecia, Director, PO Box 950, Keanusville, NC 28349; telephone: (910) 296-2333**
- **North Carolina Department of Transportation, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453**
- **US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070**
- **Federal Transit Administration, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590**
- **US Department of Justice, Special Litigation Section, Civil Rights Division, 930 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228**

- 4. **Format for Complaints** – Complaints shall be in writing and signed by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.

- 5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."

- 6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21-year-old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived	Blind, alcoholic, paraplegic, epileptic, diabetic, arthritis	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

- 1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
- 2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log.)
- 3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
- 4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
- 5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

- 1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a Case Number. (Note: All complaints must be logged).
- 2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
- 3. The Log Year(s) since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.

4. When reporting no complaints, check the No Complaints or Lawsuits box and sign the log.

Duplin County Public Transportation
DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with Duplin County Public Transportation, within 180 days after the discrimination occurred.

Last Name:		First Name:		☐ Male	☐ Female
Mailing Address:		City	State	ZIP	
Home Telephone:	Work Telephone:	E-mail Address			
Identify the Category of Discrimination:					
☐ RACE	☐ COLOR	☐ NATIONAL ORIGIN	☐ SEX		
☐ CREED (RELIGION)	☐ DISABILITY	☐ LIMITED ENGLISH PROFICIENCY	☐ AGE		
*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications & Assurances.					
Identify the Race of the Complainant					
☐ Black	☐ White	☐ Hispanic	☐ Asian American		
☐ American Indian	☐ Alaskan Native	☐ Pacific Islander	☐ Other		
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.					
Names of individuals responsible for the discriminatory action(s):					
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).					
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.					

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint. (Attached additional page(s), if necessary).

	Name	Address	Telephone
1.			
2.			
3.			
4.			

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

☐ NC Department of Transportation

☐ Federal Transit Administration

☐ US Department of Transportation

☐ US Department of Justice

☐ Federal or State Court

☐ Other

Have you discussed the complaint with any Duplin County Public Transportation representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

****WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

COMPLAINANT'S SIGNATURE	DATE

MAIL COMPLAINT FORM TO:
Duplin County Public Transportation
PO Box 950
Kenansville, NC 28349
Adopted: 12/20/2019
(910) 296-2333

FOR OFFICE USE ONLY

Date Complaint Received: _____

Processed by: _____

Case #: _____

Referred to: ☐ NCDOT ☐ FTA Date Referred: _____

B. Developing an Investigative Plan – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:

- E. Developing an Investigative Report** -- The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

Priort Name and Title of Authorized Official

Investigative Report

I. COMPLAINANT(S) NAME (or attorney for the complainant(s) – name and address if applicable
Name, Address, Phone: 999-999-9999

II. RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable)
Name, Address, Phone: 999-999-9999

III. APPLICABLE LAW/REGULATION

IV. COMPLAINT BASIS(ES)

V. ISSUES/ALLEGATIONS

VI. BACKGROUND

VII. INVESTIGATIVE PROCEDURE

VIII. ISSUES / FINDINGS OF FACT

IX. CONCLUSION

X. RECOMMENDED ACTIONS

APPENDIX

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

8.1 Race and Ethnicity:

Race and Ethnicity	Age	Sex	Number	Percent
Total Population			58,965	100
White			30,263	51.3
Black or African American			13,539	22.9
American Indian or Alaska Native			192	<.4
Asian			187	<.4
Native Hawaiian and Other Pacific Islander			39	<.1
Some other Race			55	<.1
Two or More Races			1,465	2.4
HISPANIC OR LATINO (of any race)			13,225	22.4
Mexican			8,155	61.7
Puerto Rican			335	2.5
Cuban			176	1.3
Other Hispanic or Latino			4,559	34.5

8.2 Age & Sex:

Age	Number		Percent	
	Both sexes	Male	Both sexes	Female
Total Population	58,965	28,746	30,219	51.2%
Under 5 years	3,646	1,876	1,770	48.5%
Under 18 years	10,519	5,451	5,068	48.2%
18 to 64 years	33,886	16,597	17,289	51%
65 years and over	10,914	4,822	6,092	55.8%
Median Age	40.7	38.1	43.1	

Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	58,603	+/-135	11,317	+/-1805	19.3%	+/-1.4
Population under 5 years	3,645	+/-3	6	+/-9	0.2%	+/-0.02
Population 5 to 17 years	10,512	+/-85	599	+/-199	5.7%	+/-1.9
Population 18 to 64 years	33,735	+/-261	5,561	+/-735	16.5%	+/-4.3
Population 65 years and over	10,711	+/-223	5,374	+/-597	48%	+/-10.6
SEX						
Male	28,548	+/-149	5,339	+/-516	18.7%	+/-1.8
Female	30,055	+/-132	5,978	+/-564	19.9%	+/-1.9
RACE AND HISPANIC OR LATINO ORIGIN						
White	40,410	+/-773	7,177	+/-618	17.8%	+/-1.6
Black or African American	13,532	+/-506	3,691	+/-426	27.3%	+/-3.4
American Indian and Alaska Native	222	+/-110	35	+/-41	15.8%	+/-17.9
Asian	184	+/-74	17	+/-21	9.2%	+/-9.8
Native American and Other Pacific Islander	48	+/-50	0	+/-31	0.0	+/-47.5
Some other Race	2,271	+/-768	155	+/-129	6.8%	+/-5.6
Two or more races	1,936	+/-618	242	+/-125	12.5%	+/-6.9
Hispanic or Latino	13,211	+/-19	1,048	+/-357	7.9%	+/-2.7

Poverty:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	58,384	+/-203	10,613	+/-1,126	18.2%	+/-1.9
AGE						
Under 18	13,880	+/-183	4,137	+/-739	29.8%	+/-5.4
18 to 64	33,793	+/-203	5,377	+/-629	15.9%	+/-1.8
65 years and over	10,711	+/-182	1,099	+/-227	10.3%	+/-2.1
SEX						
Male	28,513	+/-173	4,517	+/-624	15.8%	+/-2.2
Female	29,871	+/-190	6,096	+/-732	20.4%	+/-2.5
RACE AND HISPANIC OR LATINO ORIGIN						
White	40,310	+/-789	6,649	+/-878	16.5%	+/-2.2
Black or African American	13,413	+/-487	3,244	+/-686	24.2%	+/-4.9
American Indian and Alaska Native	222	+/-110	0	+/-31	0.0%	+/-16.4
Asian	184	+/-74	6	+/-10	3.3%	+/-5.3
Native American and Other Pacific Islander	48	+/-50	0	+/-31	0.0%	+/-47.5
Some other Race	2,271	+/-768	301	+/-272	13.3%	+/-12.0
Two or more races	1,936	+/-618	413	+/-262	21.3%	+/-12.5
Hispanic or Latino	13,202	+/-23	3,503	+/-936	26.5%	+/-7.1
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	4,676	+/-778	(X)	(X)	(X)	(X)
125 percent of poverty level	15,123	+/-1,576	(X)	(X)	(X)	(X)
150 percent of poverty level	19,099	+/-1,547	(X)	(X)	(X)	(X)
185 percent of poverty level	25,847	+/-1,424	(X)	(X)	(X)	(X)
200 percent of poverty level	27,322	+/-1,412	(X)	(X)	(X)	(X)

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Household Income:

Subject	Households	
	Estimate	Margin of Error +/-
Total		
Less than \$10,000	6.4%	+/-1.4
\$10,000 to \$14,999	7.9%	+/-1.4
\$15,000 to \$24,999	11.1%	+/-1.7
\$25,000 to \$34,999	14.9%	+2.2
\$35,000 to \$49,999	15.4%	+/-2.0
\$50,000 to \$74,999	20.3%	+/-2.0
\$75,000 to \$99,999	9.7%	+/-1.6
\$100,000 to \$149,999	10.6%	+/-1.8
\$150,000 to \$199,999	2.7%	+/-0.8
\$200,000 or more	1.1%	+/-0.5
Median income (dollars)	43,422	+/-1,431
Mean income (dollars)	55,210	+/-2,107

Limited English Proficiency Population:

Label	Duplin County, North Carolina		Percent		Percent of specified language speakers		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	55,319	±2	(X)	(X)	49,044	±672	88.7%	±1.2	6,275	±672	11.3%	±1.2
Speak only English	43,312	±542	78.3%	±1.0	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	12,007	±542	21.7%	±1.0	5,732	±623	47.7%	±4.9	6,275	±672	52.3%	±4.9

SPEAK A LANGUAGE E OTHER THAN ENGLISH												
Spanish	11,206	±417	20.3%	±0.8	5,538	±613	49.4%	±5.1	5,668	±609	50.6%	±5.1
5 to 17 years old	3,574	±236	6.5%	±0.4	2,621	±389	73.3%	±10.2	953	±375	26.7%	±10.2
18 to 64 years old	7,329	±392	13.2%	±0.7	2,825	±449	38.5%	±5.3	4,504	±403	61.5%	±5.3
65 years old and over	303	±161	0.5%	±0.3	92	±80	30.4%	±26.7	211	±152	69.6%	±26.7
Other Indo- European languages	641	±373	1.2%	±0.7	111	±70	17.3%	±17.0	530	±376	82.7%	±17.0
5 to 17 years old	53	±55	0.1%	±0.1	17	±30	32.1%	±48.0	36	±48	67.9%	±48.0
18 to 64 years old	552	±357	1.0%	±0.6	64	±53	11.6%	±15.0	488	±365	88.4%	±15.0
65 years old and over	36	±31	0.1%	±0.1	30	±30	83.3%	±32.7	6	±11	16.7%	±32.7
Asian and Pacific Island languages	119	±76	0.2%	±0.1	69	±63	58.0%	±36.1	50	±51	42.0%	±36.1
5 to 17 years old	21	±30	0.0%	±0.1	21	±30	100.0%	±71.8	0	±31	0.0%	±71.8
18 to 64 years old	95	±61	0.2%	±0.1	48	±36	50.5%	±33.8	47	±50	49.5%	±33.8
65 years old and over	3	±8	0.0%	±0.1	0	±31	0.0%	±100.0	3	±8	100.0%	±100.0
Other languages	41	±61	0.1%	±0.1	14	±22	34.1%	±9.3	27	±40	65.9%	±9.3
5 to 17 years old	14	±22	0.0%	±0.1	14	±22	100.0%	±87.9	0	±31	0.0%	±87.9
18 to 64 years old	27	±40	0.0%	±0.1	0	±31	0.0%	±63.3	27	±40	100.0%	±63.3
65 years old and over	0	±31	0.0%	±0.1	0	±31	-	**	0	±31	-	**

CITIZENS 18 YEARS AND OVER									
All citizens 18 years old and over	39,533	±490	(X)	38,657	±505	97.8%	±0.6	876	±253
Speak English only	36,244	±475	91.7%	±1.0	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	3,289	±404	8.3%	±1.0	2,413	±417	73.4%	±7.5	26.6%
English	3,121	±386	7.9%	±0.9	2,334	±410	74.8%	±7.9	25.2%
Other languages	168	±90	0.4%	±0.2	79	±43	47.0%	±17.1	53.0%

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8.1. Environmental Justice

Federal aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty, and limited English proficiency. We will document this narrative or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

8.2. Title VI Equity Analyses (and Environmental Justice Assessments)

Title VI Equity Analyses. In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility. To determine if the project could result in a disparate impact to minority communities based on race, color, or national origin. Accordingly, we will look at various alternatives before selecting a site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

Environmental Justice Analyses. As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

8.3. Public Involvement

8.3.1. Introduction

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how DCPIT will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods. Think outside the box. Go to hair salons, barbershops, street fairs, etc.
- Providing for early, frequent, and continuous engagement by the public.
- Use of social media and other resources to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Hispanic Liaison, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations.
- Outreach to LEP persons could also include audio programming available on podcasts.

8.3.2. Outreach Methods

Passengers and other interested persons will be informed of their rights under Title VI and related authorities regarding our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity sign-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

8.3.3. Information and Outreach Methods

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

8.3.4. Outreach Methods

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging

Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

3.5.1.1 Limited English Proficiency

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over)	55,319	+/-2	100%	(X)
Speak only English	43,312	+/-582	78.3%	+/-1.0
Spanish	11,206	+/-417	20.3%	+/-0.8
Speak English "very well"	5,538	+/-813	10.0%	+/-3.1
Speak English less than "very well"	5,668	+/-609	50.6%	+/-5.1

Duplin County is a rural county with over 11,000 people that speak Spanish. There are no other language groups that meet the Safe Harbor Threshold besides Spanish. Of the Spanish speaking population, 50.6% (or 5,668 persons) speak English less than "very well". Being a rural county, where the main "industry" is agriculture, the population that speaks English less than "very well" is spread throughout all areas of the county. This provides many opportunities for OCAP to serve and/or encounter LEP persons within the service area.

stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive, and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific "attention-grabbing" reasons to attend will be used, such as "Help us figure out how to relieve congestion on [corridor name]" or "How much should it cost to ride the bus? Let us know on [date]."
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

Public Meetings

"Public meeting" refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner's request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

Factor #2: The frequency with which LEP individuals come in contact with the program.

Although formal data has not been collected or tracked, DCPT staff has contact via telephone with LEP individuals on a weekly basis but have not received any official requests for an interpreter or translation services of any kind by phone or through any other method in the last three years. If communication between the staff and an LEP individual is hindered by a language barrier, interpreters are available via telephone through the Duplin County Health Department and Duplin County Social Services. There is a very limited number of community events that provide the opportunity for outreach, and as these events are identified, every effort is made to assure DCPT's participation. A few of the community events that DCPT participates in annually include the Duplin County Business Expo, Duplin County Agriculture Fair, and Vidant-Duplin Hospital Med Assist Expo. At these events, literature is distributed in both English and Spanish languages. In the future, DCPT will distribute an annual survey, in both English and Spanish, and the survey will contain the following two questions: 1) How often do you ride with DCPT? and 2) What is the purpose of your trips? DCPT will also distribute the survey via community-based organizations, such as Spanish churches, and add a third question asking, "If you have never used DCPT services, why not?"

Factor #3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

No formal data has been collected; however, with knowledge and feedback from the Duplin County Human Health Dept. and Duplin County Social Services, DCPT provides a critical service to those within the county, providing transportation services within Duplin County and to other counties for medical appointments for those individuals who are sponsored by a human service agency, such as Dept. of Social Services. DCPT provides curb-to-curb service and transports individuals to work, community college, doctor's offices, nutrition sites, shopping centers, etc. Mobility and continued independence for all Duplin County residents is the driving force behind the services provided by DCPT, and all of DCPT transit vehicles are ADA accessible. DCPT will start distributing an annual survey, in both English and Spanish, and the survey mentioned about will also contain the following questions: 1) What is the purpose of your trips? 2) Are DCPT services important to you? and 3) If so, what services?

Factor #4: The resources available to the recipient and costs.

DCPT does not have a separate budget for LEP outreach yet looks at ways to implement low cost methods of reaching LEP persons. DCPT has access to interpreters through other county agencies (Health Dept. and Social Services), both of which have multiple Spanish speaking persons on staff. This ensures that DCPT can provide assistance to LEP Spanish-speaking persons, if needed. The Director of DCPT serves on the Duplin County Community Coalition Board a board that is comprised of representatives from county human service agencies, domestic violence shelter, food bank, Christian outreach services, Vidant Duplin Hospital, community college, and sheriff's department. Many of the stakeholders that sit on this Board have direct contact with the LEP population.

LANGUAGE ASSISTANCE PLAN
As a result of the above four factor analysis, a Language Assistance Plan (Plan) was required. This Plan represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This Plan also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to ensure they receive the needed transportation service. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to ensure fairness in the administration of this Plan.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into any languages that meet the safe harbor threshold in Factor 1.
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor's offices, and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
 - o Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

Specific Measures by Language Group --

Spanish: When written interpretation/translation is needed, DCPT staff will contact an interpreter at either Duplin County Health Dept. or Duplin County Dept. of Social Services for assistance. All DCPT legal notices, public notices, and agency brochures are printed in both English and Spanish. DCPT brochures are distributed throughout the county to local agencies such as James Sprunt Community College, Duplin County Human Health Dept., Duplin County Social Services, and two area Hispanic churches (The two churches will also receive the DCPT survey in Spanish). Currently, DCPT receives referrals for LEP persons from the Duplin County Human Health Dept. and Duplin County Social Services for transit assistance.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Agency staff will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer. This list will be updated as needed to remain current.
- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training. All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 13.6).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

DATA COLLECTION AND REPORTING

The following form was used to collect required data on Key Community Contacts and nonselected committee members.
Duplin County Public Transportation is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

Race/Ethnicity: ☐ White ☐ Black/African American ☐ Asian ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander ☐ Hispanic/Latino	National Origin: (if born outside the U.S.) ☐ Mexican ☐ Central American ☐ South American ☐ Puerto Rican ☐ Chinese
---	---

☐ Other (please specify): _____		☐ Vietnamese ☐ Korean ☐ Other (please specify): _____
Gender: ☐ Male ☐ Female	Age: ☐ Less than 18 ☐ 45-64 ☐ 18-29 ☐ 65 and older ☐ 30-44	
Disability: ☐ Yes ☐ No		
I choose not to provide any of the information requested above: ☐		

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Duplin County Public Transportation at (910) 296-2333 or by email at angel.venecia@duplincountync.com.

Please sign below acknowledging that you have completed this form

Thank you for your participation!

Name (print): _____
Signature: _____

Implementation

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be required to complete this form for reporting purposes.
- If a member, for whatever reason, selects "I choose not to provide any of the information requested above," this will be accepted as a completed form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinator's best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

TO: DUPLIN COUNTY BOARD OF COMMISSIONERS

Chairperson Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Melisa Brown	Senior Services	Senior Population	Yes
Wendy Henderson	Duplin County Dept of Social Services	All residents of Duplin County	Yes
Shakeema White	James Spruiell Community College	Education	Yes
Tracey Simmons-Komegay	Duplin County Health Dept	Community health	Yes

000544

Appendix A
Applicable Nondiscrimination Authorities

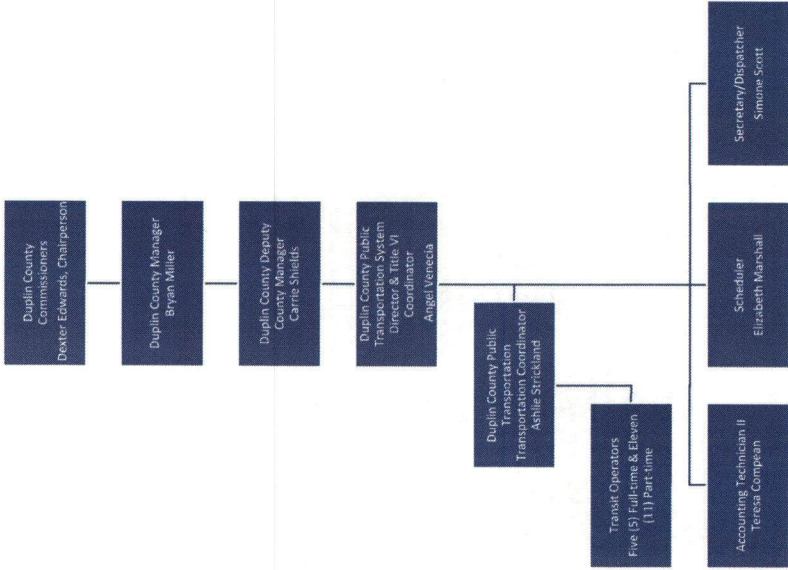
During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*);
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352) (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4.7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

- List of interviewees (names and affiliations)

Appendix B
Duplin County Public Transportation
Organizational Chart
Fiscal Year: 2024



Appendix C
NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)		
Requirement: <i>FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>		
Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.		
Requested Items (Please attach electronic documents (pdf, doc, etc.) or provide links to online versions)		Completed
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement		☐
2. Title VI Policy Statement (<i>signed</i>)		☐
3. Title VI Notice to the Public, including a list of locations where the notice is posted		☐
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title:		☐
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)		☐
6. Title VI Complaint Form		☐
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)		☐
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission		☐
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses		☐
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees		☐
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions <i>reviewed and approved</i> the Title VI Program		☐
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services		☐
13. If you pass through FTA funds to other organizations, include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. ➤ No Subrecipients ☐		☐
14. A Title VI equity analysis if you have constructed or conducted planning for a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ No Facilities Planned or Constructed ☐		☐
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities ➤ No Construction Projects ☐		☐

16. If the recipient has undergone a Title VI Compliance Review in the last 3 years, please indicate the year of the last review and who conducted it. Year/Agency:	☐
II. Transit Providers	
Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers. Note: All NCDOT subrecipients that provide fixed route public transportation services (e.g., local, express or commuter bus; bus rapid transit; commuter rail; passenger ferry) must complete this section.	
➤ Not Applicable ☐ (Check this box if you do not provide fixed route services, and skip questions 17 and 18. This section does not apply to you if you only provide demand response services.)	
Requested Items	
(Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
17. Service standards (quantitative measures) developed for each specific fixed route mode that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:	
• Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.)	☐
• Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).)	☐
• On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be "on time." Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.)	☐
• Service availability for each mode (Refers to a general measure of the distribution of routes within a transit provider's service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service.)	☐
18. Service policies (system-wide policies) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:	
• Transit amenities for each mode (e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. NOTE: Attach this information only if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.)	☐
• Vehicle assignment for each mode (Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.)	☐

APPENDIX D

OUT-OF-COUNTY MEDICAL SCHEDULE

RALEIGH/DURHAM/CHAPEL HILL:	1 ST & 3 RD TUES, 4 TH WED
GREENVILLE/KINSTON:	2 ND MON, 4 TH TUES
CLINTON/FAYETTEVILLE:	1 ST & 3 RD MON
MT OLIVE/GOLDSBORO:	2 ND TUESDAY, 4 TH THURS
WILMINGTON/BURGAW:	1 ST WED, 2 ND & 3 RD THURS
JACKSONVILLE	2 ND WED & 4 TH MON

NO FARES FOR ANY RIDERS

****ONE ATTENDANT PER RIDERS. IF SPACE ALLOWS****



State of North Carolina
County of Wake

Federal Award Agency: US Department of Health & Human Services, Administration for Community Living

Grant Information

Contract Type	AAA-ADRC Govt	CDEA #	93.071
Federal Award Date	09/18/2024	Fiscal Year	2024-2025
Performance Period Start Date	09/01/2024	Performance Period End Date	08/31/2025
Grant Award #	2401NCMIAA-00	Cost Center	16001632G24
Award Amount	\$ \$8,456.00	2nd Grant Award #	2401NCMDR-00
2nd Cost Center	16001633G24	2nd Award Amount	\$ \$2,153.00

Award Total Amount	\$ \$10,609.00
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Subrecipient Information

Subrecipient Business Name	Duplin County Senior Services	Subrecipient Address (incl. City, State, Zip)	P.O. Box 928 Kenansville, NC 28349
Subrecipient Telephone #	(910) 296-2140		

List of Required Subrecipient Statement of Work activities

1. Expand Low Income Subsidy (LIS) outreach and enrollment in the county by conducting a minimum of four enrollment clinics virtually or in person, during the period 9/1/2024 through 8/31/2025; clinics are to be held in non-traditional locations, i.e., library, church, senior housing complex, etc.;
2. Display Monthly Prevention and Wellness Campaign Posters in your respective agency and at SHIP outreach events during the reporting period, i.e., health fairs, awareness events, etc.;
3. Submit Client Counseling Contact and Public & Media Outreach (NPR) forms in a timely manner through the STARS website; and
4. Work with the Area Agency on Aging in your area to conduct outreach events in the county.

Subrecipient Statement of Work and Line Item Budget Information

Attachment B - Statement of Work Items

Provide a narrative response for each question within the Statement of Work. *

In 2024-2025, the agency will continue to promote the SHIP program by sharing the mipa (Medicare Improvements for patients and providers act) resources available in Duplin County. In an effort to expand low income subsidy outreach and enrollment, we will continue to partner with outside organizations sponsoring community events. November 4, 2024, we moved into a new facility that allows us the opportunity to host additional events to serve seniors and inform and prepare family members. Staff have the space to counsel clients one on one, or provide group setting education events. A variety of information is compiled and placed in a resource packet for participants to review and keep for future reference.

Staff members will continue to coordinate events with outside departments that reach larger audiences. A reminder is provided to the homebound meal clients receiving service as well as identify any clients that would be potential candidates for assistance. Special events will be advertised and scheduled to cover extra help, low-income subsidy, as well as explain open enrollment time frames each year.

The agency will utilize grant funds in several categories to include salary/fringes, copier/printing, communication, software maintenance, postage, advertisement/marketing, supplies, and travel. Specifically, to cover the administrative costs, a portion will be used for salary, and fringes for the SHIP Coordinator and the Director. The SHIP Coordinator is the primary person working with the clients, and the Director completes the budget reports, circulates the social media/flyers, and assists with clients. In addition to the administration costs, funds will be used to cover costs with copier/printing expenses, software maintenance, advertisement/marketing, communication, postage, supplies, and travel.

The SHIP Coordinator and volunteers will make every effort to record the client counseling forms in a timely manner in the STARS system. Wellness posters are shared on social media and included in the agency newsletter. For special event clinics, flyers/publications, will be on the mailing distribution list that includes area Churches, organizations, and individuals. The department will coordinate efforts with ECC-AAA to host events that reach seniors with the resources available.

Attachment C - Line Item Budget and Budget Narrative

000547

All fields must be completed. Zero dollar amount is an acceptable answer. Must agree to the award amount.

Budget Entries Selection

Press to enter the 2nd Award Budget amounts

2nd Award ADRC Budget Item Entry - Award Amount = \$2,153.00

2nd Contractual Amount *	2nd Construction Amount *
\$0.00	\$0.00
2nd Supplies Amount *	2nd Equipment Amount *
\$408.00	\$0.00
2nd Other Amount *	2nd Travel Amount *
\$98.00	\$0.00
2nd Personnel Amount *	2nd Fringe Amount *
\$1,200.00	\$447.00
2nd Award Total	
\$2,153.00	

Total Project Amount *

\$10,609.00

AAA Award Budget Item Information

Contractual Amount	Construction Amount	Supplies Amount	Equipment Amount
\$0.00	\$0.00	\$545.00	\$0.00
Other Amount	Travel Amount	Personnel Amount	Fringe Amount
\$2,160.00	\$300.00	\$4,000.00	\$1,451.00

ADRC Award Budget Item Information

2nd Contractual Amount	2nd Construction Amount	2nd Supplies Amount	2nd Equipment Amount
\$0.00	\$0.00	\$408.00	\$0.00
2nd Other Amount	2nd Travel Amount	2nd Personnel Amount	2nd Fringe Amount
\$98.00	\$0.00	\$1,200.00	\$447.00

Written Description of Planned Expenditures *

Grant funds will be used in the following categories (combined as follows):

Personnel - \$5,200.00 (Primary-SHIP Coordinator; Director)

Fringes - (Social Security, retirement, insurance, workers compensation) - \$1,898.00

Supplies - \$953.00

Travel - \$300.00

Printing (Copier expense) - \$800.00; Communications - \$300.00; Postage - \$500.00; \$Software expense - \$60.00; Advertisement/marketing - \$598.00 = \$2,258.00

After filling out this required Statement of Work responses and Line Item Budget information:

1. Press the Ctrl key and the letter P key at the same time. This will open a new screen to print out this information.
2. The printed document needs to be signed by your financial officer.
3. Scan the signed document so that it can be digitized for uploading.
4. Upload the signed document by pressing the "Select files" button at the Attach Pre-Audit document area shown below.

Does your County require a pre-audit? *

Yes

Attach Pre-Audit document *

Subrecipient Reviewer (person completing the questions and budget) Decision *

The information that you enter will get merged into the Contract document when you press the Submit button below.

County of Duplin
Office of the County Commissioners



GRANT ACCEPTANCE RESOLUTION
BY THE BOARD OF COMMISSIONERS
OF THE
COUNTY OF DUPLIN

WHEREAS, Duplin County has applied for 2024 Community Development Block Grant Neighborhood Revitalization funding with the Department of Commerce Rural Economic Development Division; and,

WHEREAS, Duplin County has received notice from the Department of Commerce that their 2024 Community Development Block Grant Application has received approval for funding; and,

WHEREAS, the Department of Commerce is offering Grant No. 23-C-4163 under Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Program; and,

WHEREAS, Duplin County wishes to accept this Community Development Block Grant for the betterment of its citizens and the improvement of Duplin County;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Duplin County the County hereby accepts Grant No. 23-C-4163 and authorizes Dexter Edwards as Chairman to execute the Grant Agreement and the Funding Approval and any other documents as necessary to accept this grant offer.

Adopted this the 3rd day of February, 2025

Dexter B. Edwards

Dexter B. Edwards, Chairman
Duplin County Board of Commissioners



ATTEST:

Jaime W. Carr

Jaime W. Carr
Clerk to the Board

BA # _____ Duplin County
Budget Amendment

Department Title Senior Services
Department Head's Signature _____
(form can be e-mailed to Finance from Dept. Head) Melissa S. Brown

All amendments involving revenues must be approved by the Board of Commissioners

Brief description of why this amendment is being requested:
Budget amendment to align county budget with grantee adjustments specific to the MIPPA funds received.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5600-35600	MIPPA	6,002.00	5604-40121	Salaries	3,260.00
			5604-40181	Social Security	250.00
			5604-40182	Retirement	445.00
			5604-40183	Hospital Insurance	330.00
			5604-40184	Life Insurance	1.00
			5604-42600	Office Supplies	387.18
			5604-43110	Travel	50.82
			5604-43200	Communications	100.00
			5604-43250	Postage	300.00
			5604-43910	Marketing	598.00
			5604-43912	Printing	300.00
Total		6,002.00	Total		6,002.00

Finance Signature _____
Date Approved: _____
Manager Signature _____
Date Approved: _____
Commissioner Approval _____
Date Approved: _____

1/29/2025

027001

000550

Daniels & Daniels Construction Co
P.O. Box 10337
Goldsboro, NC 27532-0337
Ph: (919)778-4325

Change Request

To: Carrie Shields
County of Duplin
P.O. box 950
Permitting Office
Kenansville, NC 28349

Number: PCR 1
Date: 1/23/25
Job: 25-E02 Design-Duplin Airport Hangar
Phone:

Description: Design Phase Fees

We are pleased to offer the following specifications and pricing to make the following changes:
This change incorporates all of the design costs associated with this project.
\$25,000 was already slated for Geotech and Surveys. These costs are covered in The Wilson Group's price, so that amount has been credited back and reflected below. The total for Design Phase Costs are \$244,648.
Back up attached to this document.

Work performed by us:				
Description	Quantity	Unit	Unit Price	Price
Credit for Survey / Geotech		Other		\$-25,000.00
D&D Cost		Other		\$50,000.00
			Subtotal:	\$5,000.00
Work performed by subcontractors:				
Description	Quantity	Unit	Unit Price	Price
The Wilson Group				\$214,648.00
			Subtotal:	\$214,648.00
			Subtotal:	\$219,648.00
			Total:	\$219,648.00
				Total Design Phase Cost : \$244,648

If you have any questions, please contact me at (919)778-4525.

Submitted by: Justin Wright
Daniels & Daniels Const Co

Approved by: _____
Date: _____



January 6, 2025

Jeremiah Daniels, President
Daniels and Daniels Construction Co., Inc.
PO Box 10337
Goldsboro, NC 27532

Re: Scope and Fee for the Duplin County Airport (DPL)
New Hangar Building – Pre-Design through Permitting – Design Build
Existing Hangar Building Renovations – Design Build
Kenansville, North Carolina

The Wilson Group is pleased to present the following proposal for Architectural Pre-Design through Permitting services for a new Aircraft Storage Hangar Building to be located in Kenansville, North Carolina. The scope also includes an Architectural Assessment of select existing Aircraft Storage Hangar Buildings at the Airport. For the purposes of this proposal, the following assumptions were made:

- Scope of Services Attached
- Project will be Design-Build delivery
- Project will be built under the 2024 NCBC
- Construction Administration Phase Services will be part of a future proposal
- Sub-Consulting Team includes:
 - McDavid & Company – Civil Engineering and Survey
 - S&ME – Geotechnical Exploration and Analysis
 - Stewart – Structural Engineering
 - Saber – Plumbing, Mechanical and Electrical Engineering

The Wilson Group Architects PO Box 5510 Charlotte, NC 28299 Phone (704) 331-9747 twgarchitects.com

A. SCOPE OF SERVICES (Architectural Package)

- Work to be provided by The Wilson Group and its consultants
- Work includes review of cost assistance assessment of potential repairs / replacements to 2 existing box hangars and 2 existing t-hangar buildings

TWG Proposal 1/6/25	Total	TWG	McDavid	S&ME	Stewart	Saber
Pre-Design	\$ 28,980	\$ 5,000	\$ 6,558	\$ 17,423	\$ 0	\$ 0
Schematic Design	\$ 33,162	\$ 20,000	\$ 6,837	\$ 0	\$ 2,875	\$ 3,450
Construction Documents	\$ 139,153	\$ 80,000	\$ 15,953	\$ 0	\$ 14,375	\$ 29,325
Permitting	\$ 12,853	\$ 5,000	\$ 6,128	\$ 0	\$ 0	\$ 1,725
Total	\$ 214,648	\$ 110,000	\$ 35,475	\$ 17,423	\$ 17,250	\$ 34,500

TOTAL FOR HANGAR BUILDING *

1. Pre-Design Package (Includes Survey and Geotech)	\$ 28,980.00
2. Schematic Design Package	\$ 33,162.00
3. Construction Documents Package	\$ 139,153.00
4. Permitting Package	\$ 12,853.00
Total	\$ 214,648.00

* Includes 6 In-Person Meetings

B. ADDITIONAL SERVICES

All other services are additional and will be charged at an hourly rate or an agreed upon lump sum prior to the start of these services.

C. BILLING / SCHEDULE

Billing: The Wilson Group will bill monthly during the course of the project.

Schedule: The schedule will be as follows:

Phase	Timeframe
• Pre-Design.....	4 weeks
• Schematic Design.....	4 weeks
• Construction Documents.....	8 weeks
• Permitting.....	4 weeks

We look forward to the opportunity to work with you on this project. Please don't hesitate to contact us should you have any questions or need further information.

SUBMITTED BY:

THE WILSON GROUP ARCHITECTS

Travis Walker Pence
Travis Walker Pence, AIA, Partner, TWG

Attachments – Project Scope – Hangar Buildings (January 6, 2025)



Outlook

Duplin Adult Care Community Advisory Committee

From: Angela Pridgen <apridgen@eccog.org>
Date: Thu 1/30/2025 11:15 AM
To: Jaime Carr <jaimec@duplincountync.com>

CAUTION: This email originated from outside of Duplin County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, I am requesting to have Chandra Williams appointed to the Duplin County Adult Care Community Advisory Committee. She has completed the required training from the State Ombudsman Program. Below is her information. Please let me know any additional information you may need.

Chanda Williams
1444 Old Camp Road
Rose Hill, NC 28458
910-260-1487
Williamschandra94@gmail.com

Thank you!
Angela Pridgen, Regional Ombudsman
Eastern Carolina Council
233 Middle Street, Suite 300
PO Box 1717
New Bern, NC 28563-1717
252.638.3185 Ext. 3007 Fax: 252.638.3187
Cell: 252.229.4779

ECC is a quasi-governmental planning organization serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties.

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Outlook

Duplin County's Health Advisory Council

From: Tracey Kornegay <TRACEY.S.KORNEGAY@duplincountync.com>
Date: Wed 1/29/2025 6:21 PM
To: Bryan Miller <bryan.miller@duplincountync.com>; Carrie Shields <carrie.shields@duplincountync.com>; Jaime Carr <jaimec@duplincountync.com>

looking for feedback - sorry for my tardiness - consent agenda idea for monday night

- Mrs. Allene Carr-Greer - Public Member
- Dr. Leigh Gurley - Pharmacist
- Dr. Margie Hunter - Veterinarian
- Vacant - Dentist
- Mr. Kraig Westerbeek - Public Member
- Vacant - Nursing
- Mr. Aldon Cox - Engineer
- Vacant - Physician
- Dr. Erika H. Brown - Optometrist
- Mr. Jorge Trujillo - Public Member
- Mr. Elwood Garner - County Commissioner

all above have agreed to serve

need a chair and vice-chair???

monthly meetings - 2nd Thursday of each Month ??

On December 16, 2024, the Duplin County Board of Commissioners assumed direct control of the Duplin County Board of Health, as authorized by NC G.S. 153A-76 and 153A-77. The Commissioners appointed a Health Advisory Council to the Duplin County Department of Health comprised of 11 members in compliance with the membership requirements outlined in NCGS 130A-35.

While the Board of Commissioners exercises those powers and functions required to be exercised by the Board according to the North Carolina General Statutes or the North Carolina Administrative Code, the Health Advisory Council is tasked with providing information and advice to the Commissioners on all public health matters, regardless of whether the Board of Commissioners must take ultimate action concerning a particular public health matter. The goal of the Health Advisory Council is to ensure the services provided by the Health Department meet the needs of our communities and protect and promote public health.

TRACEY SIMMONS-KORNEGAY, PharmD
HEALTH DIRECTOR

Phone 910.372.9147
Fax 910.296.0252
Mail 340 Seminary Street, Kenansville, NC 28349
e-mail tracey.s.kornegay@duplincountync.com



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NORTH CAROLINA
DUPLIN COUNTY

CONTRACT AMENDMENT

This Amendment is made and entered into this the 31 day of January, 2025 by and between Duplin County Soil & Water Conservation (hereinafter "County"), and Hall's Tree Service (hereinafter "Contractor") collectively referred to as "Parties".

WITNESSETH:

THAT WHEREAS, the Parties previously entered into a Contract for Stream Debris Removal services, effective January 6, 2025 (hereinafter the "Original Agreement");

WHEREAS, Section No. 1 of the aforementioned Original Agreement, along with Attachment A which was incorporated therein, requires Contractor to perform debris removal services in Sections 1 through 5 of the Northeast Cape Fear River;

WHEREAS, Section No. 3 of the Original Agreement sets maximum compensation for Contractor at the amount of five hundred fifty-four thousand six hundred twenty-two dollars (\$554,622.00);

WHEREAS, Section No. 25 of the Original Agreement indicates that any amendment, modification, or alteration of the terms therein must be in writing, duly executed by both parties;

WHEREAS, it is the intent of the parties to hereby amend Section Nos. 1 and 3 of the Original Agreement; and

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made herein, the parties agree to amend the Original Agreement as follows:

1. The Scope of Services as set forth in Section No. 1 of the Original Agreement is hereby amended to include that portion of Cypress Creek located between Norwood Blanchard Road and the Northeast Cape Fear River, as reflected on Attachment I hereto which is incorporated by reference.
2. The Payment to Contractor as set forth in Section No. 3 of the Original Agreement is hereby amended to reflect that maximum compensation paid to Contractor shall not exceed five hundred ninety-six thousand three hundred and two dollars (\$596,302.00), as Contractor has agreed to perform debris removal services in the portion of Cypress Creek reflected in Attachment I in exchange for additional compensation in an amount not to exceed thirty-one thousand six hundred and eighty dollars (\$31,680.00).
3. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent not inconsistent with this Amendment. In the event there is a conflict between the Original Agreement and this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the Parties have expressed their agreement to these terms by causing this Amendment to be executed by their duly authorized officer or agent. This Amendment shall be effective as of the date herein.

HALL'S TREE SERVICE

By: [Signature]
Printed Name: Jackie Hall
Title: Secretary

DUPLIN COUNTY

By: [Signature]
Printed Name: Dexter B. Edwards
Title: Chairman

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act

[Signature]
Duplin County Finance Officer



Hall's Tree Service

977 Ellis Rd. Lumber Bridge, NC 28357
Fully Insured • Fully Licensed
Mobile: (910) 494-7921 Office: (910) 364-6652 Fax: (910) 425-2349
FIN# 562196591/ NC DOT Certified
"WE APPRECIATE OUR TROOPS SERVING THIS GREAT NATION"

QUOTE: Duplin Co Soil and Water BILLY IVEY

Project Names: CYPRESS CREEK
Project Location: CYPRESS CREEK DATE: 1/8/2025

Item Description: Total Price:

- CYPRESS CREEK

QUOTE AMOUNT: \$31,680

CONFIRMED QUOTE:
HALL'S TREE SERVICE INC.
Authorizing signature: Jackie Hall
Email: hallstreeserviceinc@gmail.com

Cypress Creek Section 1

Date: 1/16/2025

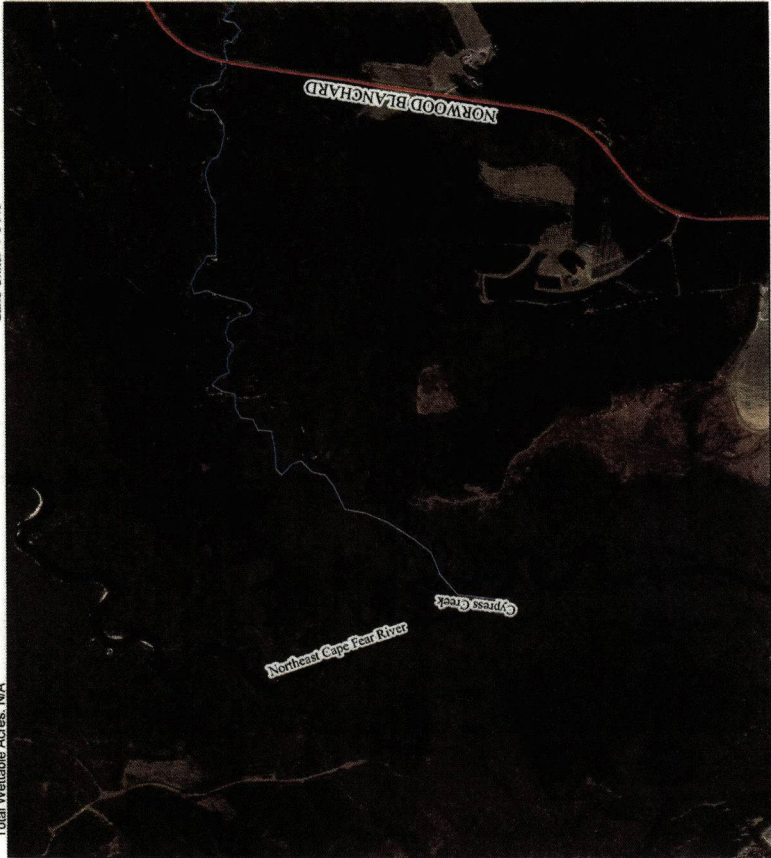
Customer(s):

District: DUPUN SOIL & WATER CONSERVATION DISTRICT

Total Wettable Acres: N/A

Field Office: KENANSVILLE SERVICE CENTER
Agency: Duplin Soil & Water
Assisted By:

Land Units: T-8445



Legend

ROADS

FENAME

Cypress Creek

DUPUN COUNTY
SOIL & WATER
Conservation District



AGREEMENT FOR ENGINEERING SERVICES

This CONTINUING AGREEMENT, made this 3 day of February, 2025, by and between Duplin County, hereinafter referred to as the OWNER, and McDavid Associates, Inc. hereinafter referred to as the ENGINEER:

The OWNER intends to relocate Duplin County water lines in conflict with one or more NCDOT construction projects during the following twenty-four (24) months, for which the ENGINEER agrees to perform the various professional engineering services for the design of said work and provide technical services during the construction period.

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - ENGINEERING SERVICES

The ENGINEER shall furnish services as follows:

1. The ENGINEER will conduct preliminary investigations, prepare preliminary drawings, provide a preliminary itemized list of probable construction costs effective as of the date of the preliminary report, and submit a preliminary estimate to the OWNER if requested by the OWNER.
2. The ENGINEER will furnish five (5) copies of the preliminary estimate and layout maps to the OWNER if requested by the OWNER.
3. The ENGINEER will attend conferences with the OWNER or other interested parties as may be reasonably necessary.
4. The ENGINEER will perform the detailed design of the project, prepare construction drawings, specifications and contract documents, and prepare a final cost estimate based on the final design for the entire system. It is also understood that if subsurface explorations (such as borings, soil tests, rock soundings and the like) are required, the costs incident of said explorations shall be paid for by the OWNER.
5. The contract documents furnished by the ENGINEER under Section A-4 shall utilize approved construction contract documents, including General Conditions, Supplemental General Conditions, Contract Change Orders, and partial payment estimates as approved by the funding agencies. All of these documents shall be subject to OWNER approval.
6. Prior to the advertisement for bids, the ENGINEER will provide for each construction contract, not to exceed five (5) copies of detailed drawings, specifications, and contract documents for use by the OWNER, appropriate Federal, State, and local agencies from whom approval of the project must be obtained. The cost of such drawings, specifications, and contract documents shall be included in the basic compensation paid to the ENGINEER.

D10031WM25
DUPLIN-25-NCDOT-CONTINUING-ENGR-AGMT-001.DOCX

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SECTION C - ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the OWNER shall compensate the ENGINEER for the following additional services on an hourly rate basis as approved by NCDOT:

1. Site property and topographic surveys and other similar special surveys as may be required.
2. Laboratory tests, well tests, borings, specialized geological, soils, hydraulic, wetland delineations, or other studies recommended by the ENGINEER and the coordination thereof.
3. Property surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
4. Services associated with applications for Permits from the US Army Corps of Engineers and NCDEQ for wetland impacts and/or stream determinations, and services associated with applications for approvals associated with Cape Fear River Buffer Rules.
5. Redesigns ordered by the OWNER after final plans have been accepted by the OWNER, except redesigns to reduce the project cost to within the funds available.
6. Appearances before courts or boards on matters of litigation or hearings related to the project.
7. Preparation of environment impact assessments or environmental impact statements.
8. The ENGINEER further agrees to provide the operation and maintenance manual for facilities when requested.
9. Payment for the services specified in this Section shall be as per the ENGINEER'S current rate schedule at the time of the project. The ENGINEER will render to OWNER for such services an itemized bill, separate from any other billing, for compensation for services performed hereunder during such period, the same to be due and payable by OWNER to the ENGINEER on or before the 10th day of the following period.

SECTION D - INTEREST ON UNPAID SUMS

If OWNER fails to make any payment due ENGINEER within sixty (60) days for services and expenses and funds are available for the project, then the ENGINEER shall be entitled to interest at the rate of eight percent (8%) per annum from said 60th day.

7. The ENGINEER will furnish additional copies of the drawings, specifications and contract documents as required by prospective bidders, material suppliers, and other interested parties, but may charge them for the reasonable cost of such copies. Upon award of each contract, the ENGINEER will furnish to the OWNER five (5) sets of the drawings, specifications and contract documents for execution. The cost of these sets shall be included in the basic compensation paid to the ENGINEER. Original documents, survey notes, tracings, and the like, except those furnished to the ENGINEER by the OWNER, are and shall remain the property of the ENGINEER.

8. The drawings prepared by the ENGINEER under the provisions of Section A-4 above shall be in sufficient detail to permit the actual location of the proposed improvements on the ground. The ENGINEER shall prepare and furnish to the OWNER without any additional compensation, three copies of a map(s) showing the general location of needed construction easements and permanent easements and the land to be acquired. Property surveys, property plans, property descriptions, abstracting and negotiations for land rights shall be accomplished by NCDOT. In the event the ENGINEER provides such services, the ENGINEER shall be additionally compensated as set out in Section C hereof.

9. The ENGINEER will attend the bid opening and tabulate the bid proposals, make an analysis of the bids, and make recommendations for awarding contracts for construction.

10. The ENGINEER further agrees to obtain and maintain, at the ENGINEER'S expense, such insurance as will protect the ENGINEER from claims under the Workman's Compensation Act and such comprehensive general liability insurance as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER or by the ENGINEER'S employees of the ENGINEER'S functions and services required under this Agreement.

11. The ENGINEER will complete final plans, specifications and contract documents and submit for approval of the OWNER and all State regulatory agencies within thirty (30) calendar days from the date of authorization unless otherwise agreed to by both parties.

12. The ENGINEER will provide resident inspection services during the construction period. The ENGINEER will coordinate construction activities with the OWNER, NCDOT and the CONTRACTOR.

SECTION B - COMPENSATION FOR ENGINEERING SERVICES

1. The OWNER shall negotiate the ENGINEER'S compensation for design engineering services in lump sum amounts for each NCDOT construction project. Compensation shall be approved by NCDOT.

2. The OWNER shall negotiate the ENGINEER'S compensation for technical services during the construction period based on hourly rates for each NCDOT construction project prior to the start of construction. Compensation shall be based on an hourly rate basis as approved by NCDOT.

3. The OWNER shall reimburse the ENGINEER for Permit application fees and sub-consultant fees paid by the ENGINEER. Reimbursement shall be based on the fee multiplied by a factor of 1.12.

SECTION E - APPROVAL

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

OWNER:

Duplin County
(Name of County)
[Signature]
(Signature)

Dexter B. Edwards
(Type Name)
Chairman of the Board
(Type Title)

ATTEST:

(SEAL)
[Signature]
(Signature)

Jaime Carr
(Type Name)
Clerk to the Board
(Type Title)

ENGINEER:

McDavid Associates, Inc.
[Signature]
(Signature)

Richard B. Moore
(Type Name)
President
(Type Title)

ATTEST:

(SEAL)
[Signature]
(Signature)

Joseph W. McKenry
(Type Name)
Secretary
(Type Title)



"This instrument has been presubmitted in the manner requested by the Local Government Budget And Fiscal Control Act"

[Signature]
Chelsey Laster, Finance Officer

CONTRACT ADDENDUM
FOR CONTRACTS WITH
DUPLIN COUNTY GOVERNMENT

CONTRACTOR: McDavid Associates, Inc.
SUBJECT OF CONTRACT: Professional Engineering Services
DATE/TERM OF CONTRACT: February 3, 2025

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant, and control:

Non-appropriation clause. Contractor acknowledges that Duplin County (hereinafter a "County") is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Duplin County's obligations under this contract, then this contract shall automatically expire without penalty to Duplin County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Duplin County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Duplin County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Duplin County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Duplin County upon written notice to Contractor of such limitation or change in Duplin County's legal authority.

Dispute Resolution/Jurisdiction/Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available in units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Duplin County.

Independent Contractor. The parties agree that Contractor is an independent contractor and shall not represent itself as an agent or employee of County for any purpose in the performance of Contractor's duties under this Contract. Accordingly, Contractor shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of Contractor's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

Contractor, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

Insurance and Indemnity. To the fullest extent permitted by laws and regulations, Contractor shall indemnify and hold harmless County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals and costs related to court action) arising out of or resulting from any negligent or intentional action or inaction of Contractor, its officials, employees, or contractors. This indemnification shall survive the termination of this Contract.

CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

- \$1,000,000 per occurrence /\$2,000,000 aggregate — Bodily Injury Liability, and
- \$100,000 — Property Damage Liability, or
- \$1,000,000 per occurrence /\$2,000,000 aggregate—Combined Single Limit Bodily Injury and Property Damage

Contractor, upon execution of this Contract, shall furnish to County a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining a adequate insurance coverage is a material obligation of Contractor. All such

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insurances shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by Contractor shall not be interpreted as limiting Contractor's liability and obligations under the Contract.

Licenses, Certification and Registration of Personnel. All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.

No pledge of taxing authority. No deficiency judgment may be rendered against Duplin County or any agency of Duplin County in any action for breach of a contractual obligation under this contract. The taxing power of Duplin County is not pledged directly or indirectly to secure any monies due under this contract, including indemnification.

No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, Duplin County makes no other waiver of governmental immunity. If any provision of this Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Duplin County.

Conflict of Interest. Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Duplin County and such third parties regarding the subject matter of this Contract or Agreement.

Compliance with E-Verify requirements. Contractor and any of its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

Restricted Companies List. Contractor represents that it is not included on any list of restricted companies determined by the State Treasurer to be engaged in Iranian investment activities or a boycott of Israel.

Non-Discrimination in Employment. Contractor shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. Contractor shall ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event Contractor is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or the provision, this Contract may be canceled, terminated or suspended in whole or in part by County, and Contractor may be declared ineligible for further County contracts.

Contractor shall further comply with all federal, state, and local requirements related to participation of minority and historically underutilized businesses in all aspects of the services to be provided under this Contract.

Public Record. This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.

For CONTRACTOR:  Title: President
For DUPLIN COUNTY:  Title: Chairman

Duplin County, NC

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SAC	REF	DATE	ENTY	CLERK	INL	DESC	STATUS	BUD	YR	INL	TYPE
2023	07	70	MM	01/06/2023	01/06/2023	020323	CLERK	INL	DESC <td>STATUS</td> <td>BUD</td> <td>YR</td> <td>INL</td> <td>TYPE</td>	STATUS	BUD	YR	INL	TYPE
ACCOUNT DESCRIPTION														
1	4320	43820					T		COMPUTER SUPPORT/TECH ASST				3,600.00	
2	4320	44910					T		ONES AND SUBSCRIPTIONS				55.00	
3	4320	43920					T		MARKETING				2,000.00	
4	4320	42500					T		VEHICLE GASOLINE				3,635.00	
5	4320	44500					T		SURVIVANCE AND FINDER				9,400.00	
ACCOUNT DESCRIPTION														
1	5167	43110					T		TRAVEL				200.00	
2	5167	43980					T		PROGRAM SUPPLIES				100.00	
3	5167	42410					T		PHARMACY				300.00	
ACCOUNT DESCRIPTION														
1	6140	36140					T		HC MEDICINE OF MAT SCI GRANT				75,000.00	
2	6144	40121					T		SALARIES				32,000.00	
3	6144	40181					T		SOCIAL SECURITY				1,900.00	

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Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	196	BUA	01/13/2025	01/13/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
4	6144			40182			T				3,900.00	
5	6144			41990			T				10,000.00	
6	6144			42600			T				1,100.00	
7	6144			42980			T				6,100.00	
8	6144			43110			T				2,500.00	
9	6144			43250			T				1,000.00	
10	6144			43510			T				11,000.00	
11	6144			43910			T				3,000.00	
12	6144			43912			T				2,500.00	
PRINTING												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	197	BUA	01/13/2025	01/13/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4310			42120			T				3,000.00	
2	4320			42120			T				3,000.00	
UNIFORMS												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	211	BUA	01/13/2025	01/13/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	211	BUA	01/13/2025	01/13/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4520			45100			T				7,700.00	
2	4520			42490			T				7,700.00	
VEHICLE SUPPLIES												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	212	BUA	01/14/2025	01/14/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4520			45100			T				6,256.00	
2	4520			44300			T				3,250.00	
3	4520			42600			T				3,006.00	
OFFICE SUPPLIES												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	213	BUA	01/14/2025	01/14/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	5178			41990			T				8,000.00	
2	5178			42600			T				8,000.00	
PROFESSIONAL SERVICES												
OFFICE SUPPLIES												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	214	BUA	01/14/2025	01/14/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												

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Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	214	BUA	01/14/2025	01/14/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4320		43520				T					7,270.42
2	4320		45100				T				7,270.42	
CAPITAL OUTLAY												
ACCOUNT DESCRIPTION												
1	4960		43502				T					1,000.00
2	4960		43110				T				1,000.00	
WATERSHED MAINTENANCE												
TRAVEL												
ACCOUNT DESCRIPTION												
1	4520		45100				T					6,200.00
2	4520		45100				T				6,200.00	
CAPITAL OUTLAY												
REPAIRS BUILDING AND GROUNDS												
ACCOUNT DESCRIPTION												
2025	07	343	BUA	01/21/2025	01/21/2025	020325	blanca.pineda	1	N	Hist	2025	

Report generated: 01/29/2025 13:45
User: blanca.pineda
Program ID: glcjefnd

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	343	BUA	01/21/2025	01/21/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4520		45100				T					8,000.00
2	4520		43510				T				8,000.00	
CAPITAL OUTLAY												
REPAIRS BUILDING AND GROUNDS												
ACCOUNT DESCRIPTION												
1	6140		43912				T					59.88
2	6140		44910				T				59.88	
PRINTING												
DUES AND SUBSCRIPTIONS												
ACCOUNT DESCRIPTION												
1	5165		42500				T					100.00
2	5165		44300				T					70.00
3	5165		44500				T					285.00
4	5165		43110				T					500.00
5	5165		42420				T					700.00
6	5123		40184				T					7.27
7	5123		42500				T					29.31
VEHICLE GASOLINE												
RENT												
INSURANCE AND BONDS												
TRAVEL												
IN HOUSE LAB												
Life Insurance												
VEHICLE GASOLINE												
ACCOUNT DESCRIPTION												
2025	07	357	BUA	01/21/2025	01/21/2025	020325	blanca.pineda	1	N	Hist	2025	

Report generated: 01/29/2025 13:45
User: blanca.pineda
Program ID: glcjefnd

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YEAR	PER	JOURNAL	SAC	EFF DATE	ENT DATE	JNL QESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	357	BUA	01/21/2025	01/21/2025	020325	blanca.pineda	1	N	Hist	2025	

	ACCOUNT DESCRIPTION		
8 5123	43520	T	
9 5123	40181	T	REPAIRS & MAINTENANCE EQUIPME 39.15
10 5123	40182	T	SOCIAL SECURITY 565.15
11 5123	40183	T	RETIREMENT 467.99
12 5151	41990	T	HOSPITAL INSURANCE 3,008.76
13 5110	43110	T	PROFESSIONAL SERVICES 321.00
14 5164	41990	T	TRAVEL 607.31
15 5111	43250	T	PROFESSIONAL SERVICES 276.00
16 5111	44302	T	POSTAGE 400.00
17 5111	42490	T	EQUIPMENT RENT 100.00
18 5163	41990	T	VEHICLE SUPPLIES 70.80
19 5129	43510	T	PROFESSIONAL SERVICES 800.00
20 5191	42600	T	REPAIRS BUILDING AND GROUNDS 100.00
21 5112	42370	T	OFFICE SUPPLIES 150.00
22 5179	42600	T	INJECTABLES 100.00
23 5110	40183	T	OFFICE SUPPLIES 50.00
24 5165	42980	T	HOSPITAL INSURANCE 700.00
25 5165	43250	T	PROGRAM SUPPLIES 800.00
26 5165	43520	T	POSTAGE 755.00
27 5123	40121	T	REPAIRS & MAINTENANCE EQUIPME 100.00
28 5123	41990	T	SALARIES 707.28
			PROFESSIONAL SERVICES 3,810.35

Page 6

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	357	BWA	01/21/2025	01/21/2025	020325	blanca.pineda	1	N	Mist	2025	

		ACCOUNT DESCRIPTION		
29	5151	43520	T	REPAIRS & MAINTENANCE EQUIPME 321.00
30	5110	41700	T	BOARD EXPENSE 307.31
31	5110	43520	T	REPAIRS & MAINTENANCE EQUIPME 200.00
32	5110	42980	T	PROGRAM SUPPLIES 100.00
33	5164	43520	T	REPAIRS & MAINTENANCE EQUIPME 276.00
34	5111	43110	T	TRAVEL 250.00
35	5111	42600	T	OFFICE SUPPLIES 200.00
36	5111	43510	T	REPAIRS BUILDING AND GROUNDS 120.00
37	5163	43520	T	REPAIRS & MAINTENANCE EQUIPME 200.00
38	5163	42410	T	PHARMACY 600.00
39	5129	43520	T	REPAIRS & MAINTENANCE EQUIPME 100.00
40	5191	43110	T	TRAVEL 150.00
41	5112	42980	T	PROGRAM SUPPLIES 100.00
42	5179	42980	T	PROGRAM SUPPLIES 50.00
43	5161	40183	T	HOSPITAL INSURANCE 700.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	432	BUA	01/28/2025	01/28/2025	020325	blanca.pineda	1	M	hist	2025	
ACCOUNT DESCRIPTION												
1	7401	43510					T					4,000.00
REPAIRS BUILDING AND GROUNDS												

Page 7

16799

Duplin County, NC

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Report generated: 01/29/2025 11:45
User: blanca.pineda
Program ID: glcjnlq

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	493	BUA	01/29/2025	01/29/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4130		40121				T					3,600.00
SALARIES												
2	4130		41990				T				3,600.00	
PROFESSIONAL SERVICES												

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2025	07	494	BUA	01/29/2025	01/29/2025	020325	blanca.pineda	1	N	Hist	2025	
ACCOUNT DESCRIPTION												
1	4260		43300				T					1,700.00
UTILITIES												
2	4260		42490				T				100.00	
VEHICLE SUPPLIES												
3	4260		43540				T				1,600.00	
SOFTWARE MAINTENANCE												

18 Journals printed

18 Journals printed

** END OF REPORT - Generated by Blanca Pineda **

Report generated: 01/29/2025 11:45
User: blanca.pineda
Program ID: glcjnlq

Date Approved:

Duplin County
Budget Amendment

Museum

Philo Heller, Jan. 7, 1925

1761-1762

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

This budget amendment request is for funds awarded by the NC Department of Natural and Cultural Resources under the NC Science Museums Grant Program.

Chelsey Rainer

7-13-85

11325

.....

Duplin County
Budget Amendment

Sheriff's Office

Station Stop.

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Councilors

Budget funds for uniforms from Sheriff to Jail.

Chelsey Farnice

Chubsky Kanica

11325

[illegible]

Journal of Management Education 36(7) 809-824

000000

000565

BA # _____ Duplin County
Budget Amendment

Department Title TRANSPORTATION
Department Head's Signature Angel Venecia
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expenses under 10,000
Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
Moving monies to cover current/anticipated shortages

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
4520-45100	Capital Outlay	7,700.00	4520-42400	Vehicle Supplies	7,700.00
Total		7,700.00	Total		7,700.00

Finance Signature _____
Date Approved: 1/15/25
Manager Signature _____
Date Approved: _____
Commissioner Approval _____
Date Approved: _____

BA # _____ Duplin County
Budget Amendment

Department Title TRANSPORTATION
Department Head's Signature Angel Venecia
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expenses under 10,000
Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
Moving monies to cover current/anticipated shortages

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
4520-45100	Capital Outlay	6,256.00	4520-44300	Rent	3,250.00
			4520-42600	Office Supplies	3,006.00
Total		6,256.00	Total		6,256.00

Finance Signature _____
Date Approved: 1/15/25
Manager Signature _____
Date Approved: _____
Commissioner Approval _____
Date Approved: _____

Duplin County
Budget Amendment

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

To Pay NCASWCD to support education position that will help all soil and water districts with education needs and training.

Expense Code Is DECREASE	Line Item Description	Credit Amount	Expense Code Is INCREASE	Line Item Description	Debit Amount
4980-43502	Watershed Maintenance	1,000.00	4995-43110	Travel	1,000.00
Total:		1,000.00	Total:		1,000.00

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

Duplin County
Budget Amendment

Expenditure requests over 10,000 or any charges to revenue must be approved by Board of Commissioners

Brief description of why this amendment is being requested:
Moving monies to cover current/anticipated shortages

[illegible]

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

Duplin County
Budget Amendment

TRANSPORTATION
Angel Venecia

Brief description of why this amendment is being requested:

Moving monies to cover current/anticipated shortages

Line Item Is DECREASE	Line Item Description	Credit Amount	Line Item Is INCREASE	Line Item Description	Debit Amount
4520-45190	Capital Outlay	8,000.00	4520-45610	Repairs Building & Grounds	8,000.00
Total		8,000.00	Total		8,000.00

Chelsey R. Davis

Duplin County
Budget Amendment

အိမ်ထောင်စု

Brief description of why this amendment is being requested:

I would like to move money from the Printing line item to Dues & Subscriptions in order to pay for membership renewal to the North Carolina Museums Council (\$88), the Southeastern Registrars Association (25.00), and the Federation of North Carolina Historical Societies (25.00).

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
	Printing	59.88		Dues and Subscriptions	59.88
Total:		59.88	Total:		59.88

Clayton Kania

000569

BA # _____

Duplin County
Budget Amendment

Department Title Health Department
Department Head's Signature Tracey Simmons - Korregay / Billie Jo Dunn
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

Brief description of why this amendment is being requested:

cover line item shortages

Expense Code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5165-42500	Vehicle gasoline	100.00	5165-42980	program supplies	850.00
5165-44300	rent	70.00	5165-43250	postage	755.00
5165-44500	insurance and bonds	285.00	5165-43520	repairs and maint - EQ	100.00
5165-43110	travel	500.00			
5165-42420	in house lab	700.00			
5123-40184	life insurance	7.27	5123-40121	salaries	707.28
5123-42500	vehicle gasoline	29.31	5123-41980	professional services	3,810.35
5123-43520	repairs and main eq	36.16			
5123-40191	social security	565.15			
5123-40182	retirement	887.98			
5123-40183	hospital insurance	3,008.78			
5151-41980	professional services	321.00	5151-43520	repairs and maint eq	321.00
5110-43110	Travel	607.31	5110-41700	Board Expense	307.31
			5110-43520	Repairs and main eq	200.00
			5110-42980	program supplies	100.00
5164-41980	professional services	276.00	5164-43520	repairs and main eq	276.00
5111-43250	postage	400.00	5111-43110	travel	250.00
5111-44302	equipment rent	100.00	5111-42800	office supplies	200.00
5111-42490	repairs vehicles	70.00	5111-43510	repairs building and ground	120.00
5163-41980	professional services	800.00	5163-43520	repairs and main eq	200.00

			5163-42410	pharmacy	600.00
5129-43510	repairs build and ground	100.00	5129-43520	repairs and main eq	100.00
5191-42800	office supplies	150.00	5191-43110	travel	150.00
5112-42370	injectables	100.00	5112-42980	program supplies	100.00
5179-42800	office supplies	50.00	5179-42880	program supplies	50.00
5110-40183	hospital insurance	700.00	5161-40183	hospital insurance	700.00
Total		9,846.94	Total		9,846.94

Finance Signature _____
Date Approved: 11/11/25
Manager Signature _____
Date Approved: _____
Commissioner Approval _____
Date Approved: _____

Finance Signature _____ *Chelsey Brien*
 Date Approved: _____ 1/25/2025

Manager Signature _____
 Date Approved: _____

Commissioner Approval _____
 Date Approved: _____

Duplin County
Budget Amendment

TRANSPORTATION

Department Head's Signature

Angel Venecia

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

Brief description of why this amendment is being requested

Moving monies to cover current/anticipated shortages

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
4520-42120	Uniforms	1,500.00	4520-43110	Travel	500.00
			4520-43113	Mileage Parking Tolls	1,000.00
Total		1,500.00	Total		1,500.00

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

Budget Transfer Request

Department Finance Date 1/28/2025

General Ledger Accounting Information

A. Expense - Increase (Decrease)

Account #	Description	Amount
4130-40121	Salaries	3,600.00
	Total	3,600.00

B. Expense - Increase (Decrease)[illegible]

Dept. Head Signature _____

Cheryl R. Rios
Finance Officer Approval

Finance Officer Approval

County Manager

Date _____

1178175

Date _____

Date

1170

Department Finance Date 1/28/2025

General Ledger Accounting Information

Account #	Description	Amount
4260-43300	Utilities	1,700.00
	Total	1,700.00

B. Expense - Indirect		
Account #	Description	Amount
4260-42490	Vehicle Supplies	100.00
4260-43540	Software Maintenance	1,600.00
	Total	1,700.00

Dept. Head Signature
Cheryl Romie
Finance Officer Approval
County Manager

Date

1/29/25

Date

Date

Duplin County

Presented by:

TD Hill – Senior Audit Manager
tdhill@rh-accounting.com



Accounting • Tax • Advisory

2

Status

- Financial statements and notes are completed
- Unqualified or “Clean” 2024 opinion
- Financial Statements have been submitted to the LGC
- The Federal filing has been completed

3

Role & Objectives

- Auditor Independence
- Plan (including obtaining an understanding of internal controls over key areas)
- Perform Risk Assessment (risk-based audit approach)
- Perform audit procedures to obtain sufficient evidence to render an opinion
- Opinion concentrates on whether the financials are free from material misstatement (reasonable assurance)
- In addition, federal and state single audits were required for 2024

Opinions

Results

- We rendered an opinion on the financial statements as a whole AND on compliance with major programs

Required Supplementary Information:

- Management Discussion and Analysis
- Various Schedules of Changes in Pension Liabilities and Schedule of Total Pension/Retirement Liabilities

Results

- Major Federal Programs Audited:
 - Medical Assistance Program
 - Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
 - TANF – Work First
 - Emergency Watershed Protection Program
 - Federal Transit Administration Capital Program
- Major State Programs Audited:
 - SCIF - Aging and Veterans Construction
 - SCIF – Jail Construction
 - Streamflow Rehabilitation Assistance Program

Results

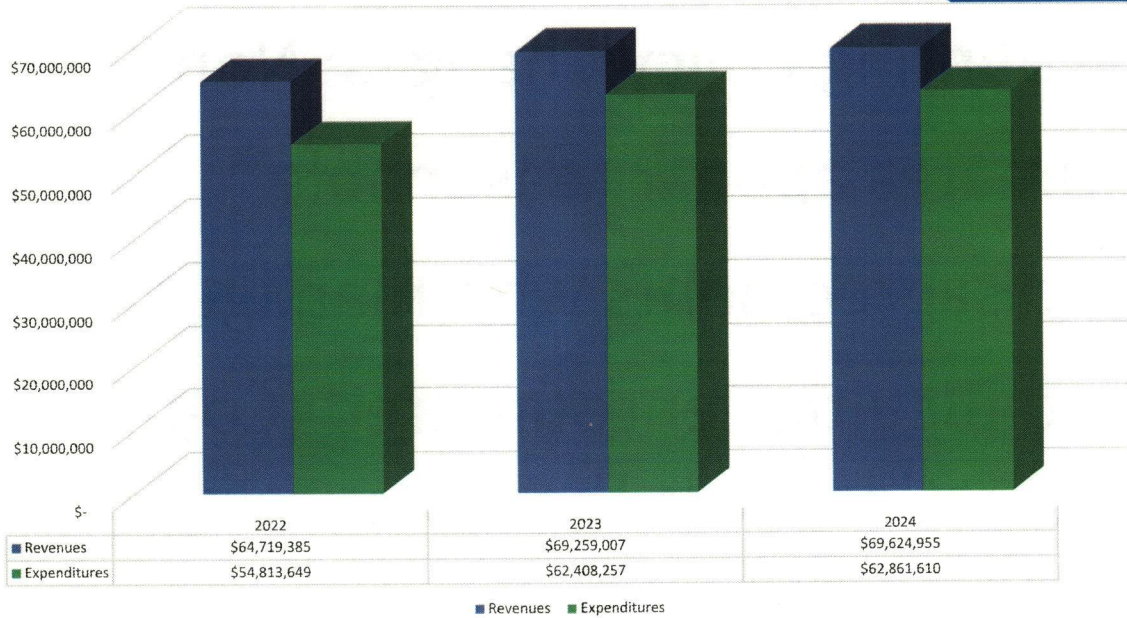
- Current Findings:
 - 2024-01: Eligibility – related to recertifications
 - Repeat finding
- 2024-02: Prior Period Adjustment – We determined that a transfer from the General Fund to Debt Service fund was not properly presented for the year ended June 30, 2023. However, this adjustment had no net effect on the total fund balance for governmental funds.
- 2024-03: Prior Period Adjustment – We determined that a transfer from the Water Fund to Water project fund was not properly presented for the year ended June 30, 2023.

Required Communication

- Accounting Policy Changes: None
- Estimates appear reasonable
- No disagreements with management
- No difficulties encountered (Complete cooperation from the Accounting Team 😊)

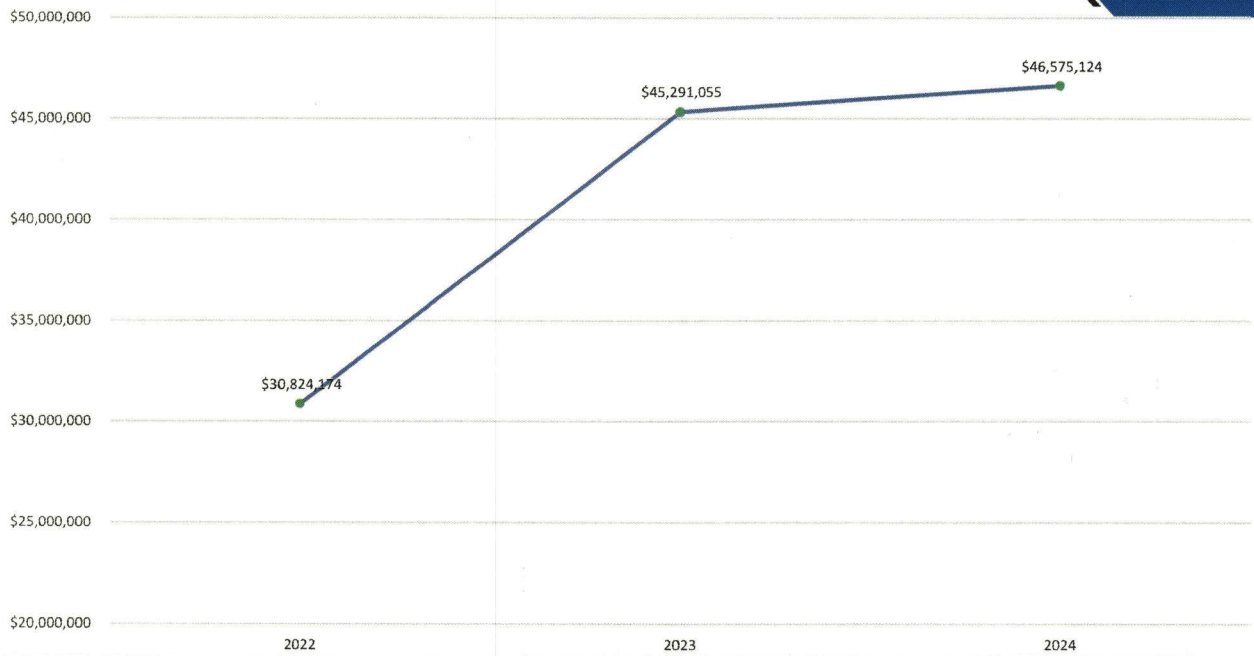
Results of Operations 2024

General Fund Summary



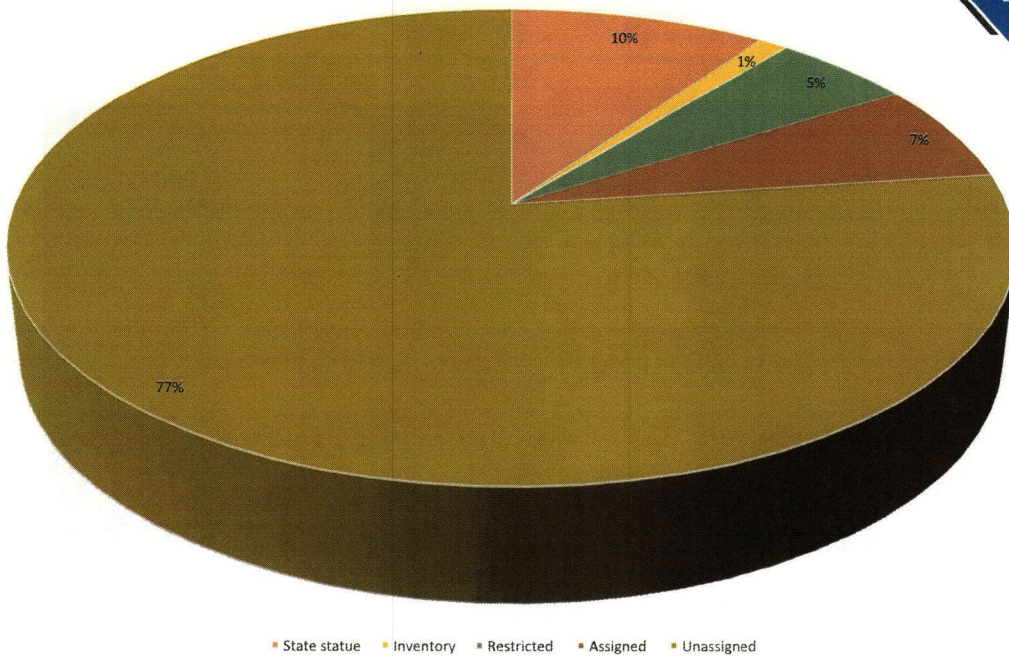
9

General Fund Balance



10

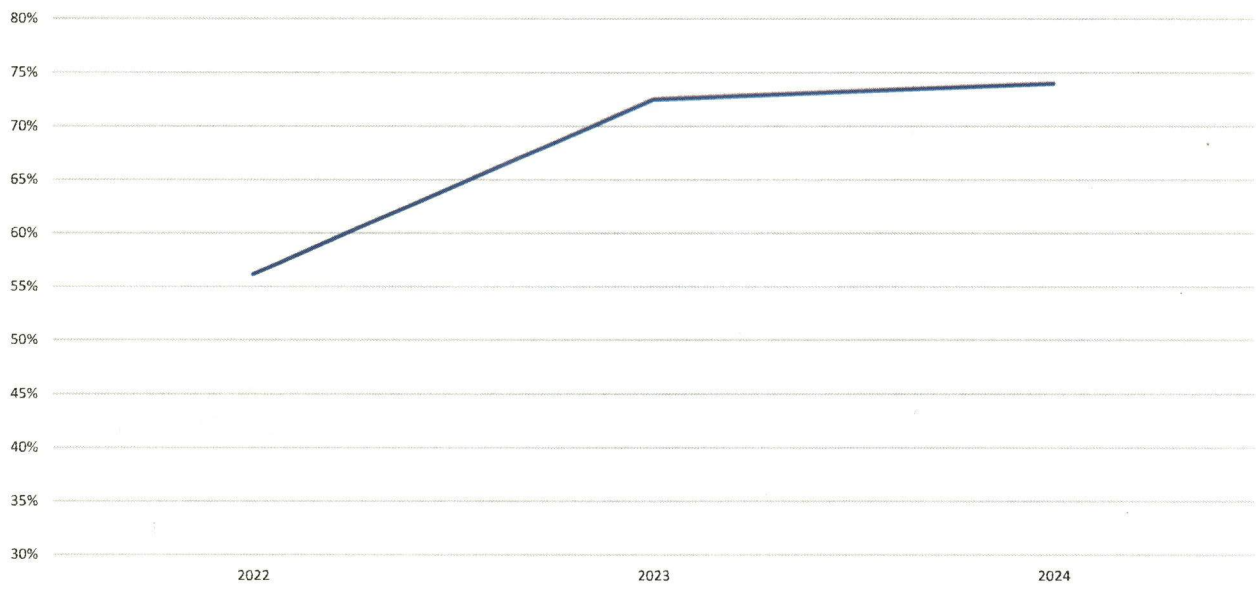
Breakdown of General Fund Balance



State statue Inventory Restricted Assigned Unassigned

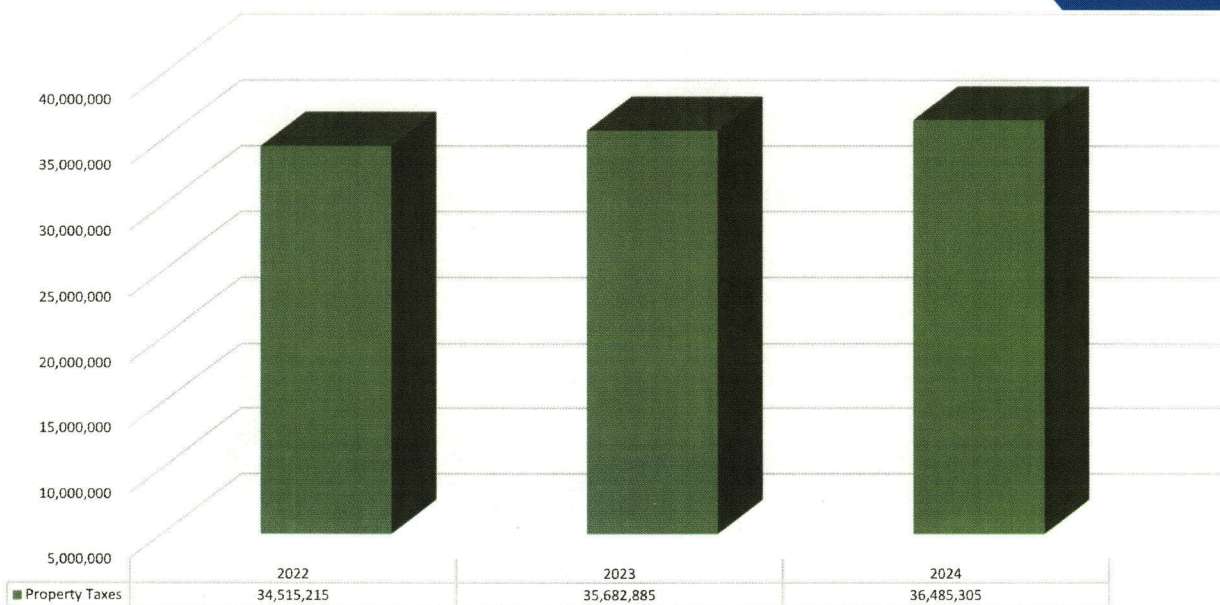
11

General Fund Balance as a Percentage of Expenditures

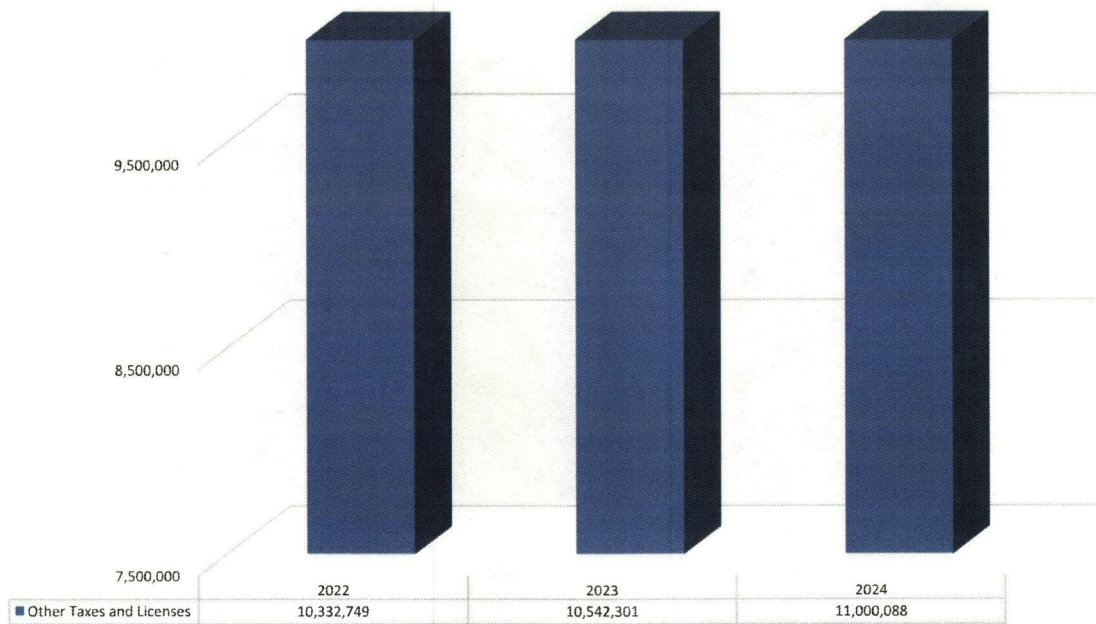


12

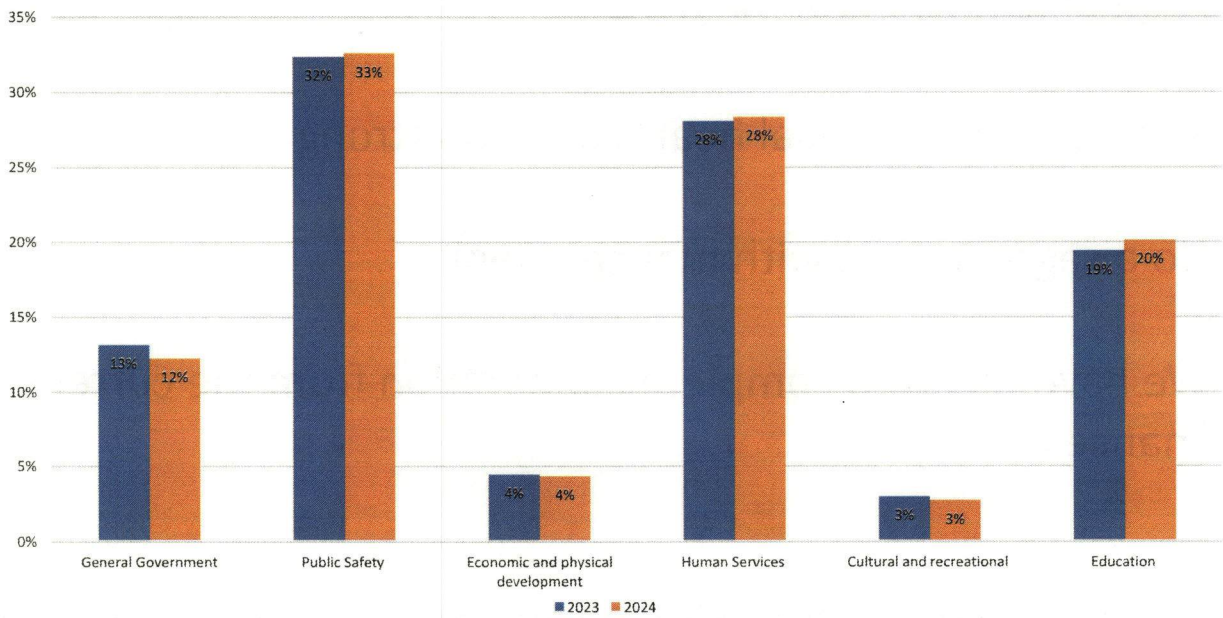
Property Taxes



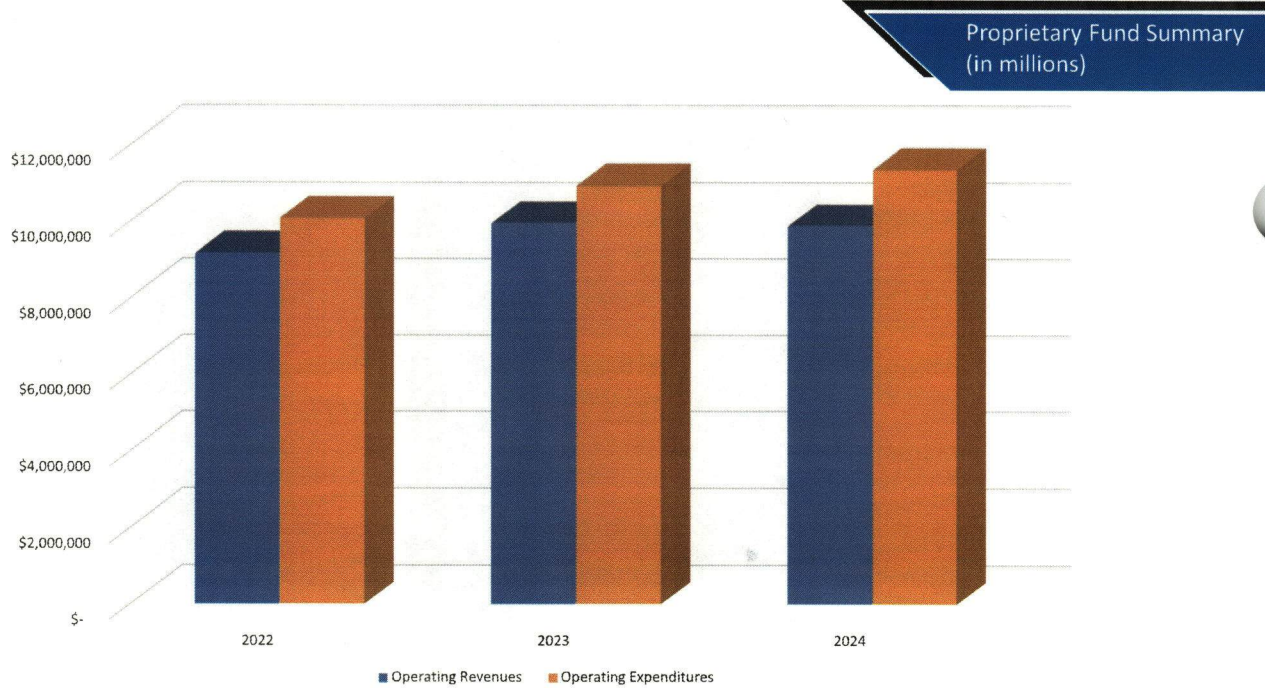
Other Taxes and Licenses



Expenditure Breakdown



15



16

2024 Audit Major Takeaways

- Unqualified Opinion for 2024
- The County's financial health appears strong
- No disagreements with management
- We have received complete cooperation from the current finance team

QUESTIONS?

TD Hill, CPA, CIA, CFSA, CCSA, CFE

RH CPAs, PLLC

Email: tdhill@rh-accounting.com

NORTH CAROLINA DUPLIN COUNTY

CONTRACT

THIS CONTRACT is made, and entered into this the 3rd day of February 2025, by and between the **COUNTY of DUPLIN**, a political subdivision of the State of North Carolina (hereinafter referred to as "COUNTY"), and **KENNEDY ELECTRICAL SERVICE, LLC**, a corporation duly authorized to do business in the State of North Carolina (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES AND CONTRACT DOCUMENTS.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified as the "Contract Documents" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.

The "Contract Documents" consist of this Contract (including Attachment 1), the County's December 19, 2024 Kenansville Elementary School Backup Generator Request for Proposals with (1) addenda, the Contractor's January 8th, 2025 response to the Kenansville Elementary School Backup Generator Request for Proposals with (1) addenda, and any Modifications executed by the parties after execution of this Contract. The Contract Documents form the Contract and are fully a part of the Contract as if attached to this Contract or repeated herein. The Contract represents the entire and integrated agreement between the County and Contractor and supersedes any and all prior negotiations, representations or agreements, either written or oral. To the extent of any conflict between the terms of this Contract and those contained within the attachment(s) hereto, the terms of this Contract shall apply, supplant, and control.

The County and Contractor agree that should the Contractor utilize the services of a subcontractor for any Work under this Contract, the subcontractor shall be required to comply with all terms and conditions of this Contract and any and all Contract Documents entered into between the County and Contractor and any of its contractors or subcontractors shall so require of their subcontractors.

2. **DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION.** This Contract shall commence on the date first written above (hereinafter "Commencement Date"). The Contractor shall notify the County in writing not less than five (5) days before commencing the Work.

The Contractor shall achieve Substantial Completion of the entire Work no later than the 1st day of December 2025. In view of the difficulty of estimating damages to the County by reason of the failure of the Contractor to complete the work herein proposed within the time limit herein proposed, or within such further time as same may be extended, as provided for, proposed, the County shall be and hereby is authorized to deduct and retain out of the moneys which may be due or become due to Contractor the sum of (\$100.00) per day for each and every calendar day that the work may be incomplete beyond the time limit fixed for its completion, or as same may have been extended, which sum per day is hereby agreed upon, fixed and determined by the parties hereto as the ascertained and liquidated damages that the County will suffer by reason of such default. The above sum shall be held to include the additional expense to the County for loss of interest or investment, for the employment of architects, engineers, inspectors, and other employees, together with their expenses, and all other damages to the County by reason of such delay.

3. **PAYMENT TO CONTRACTOR.** COUNTY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this Contract and

from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **LICENSE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.

7. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by County shall be regarded as confidential, shall remain the sole property of County and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than County or County's designated legal counsel, accountants or practice management consultants any information about County, its practice or billing.

8. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.

9. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY, and CONTRACTOR may be declared ineligible for further COUNTY contracts.

10. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Duplin and the State of North Carolina.

11. **TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by COUNTY upon thirty (30) days written notice to CONTRACTOR. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.

This Contract may also be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

In the event of default by Contractor, all finished or unfinished deliverable items prepared by CONTRACTOR under this contract shall, at the COUNTY's option, become its property and CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactorily completed work minus any payment or compensation previously received. Notwithstanding the foregoing, CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by virtue of CONTRACTOR's breach of this agreement, and COUNTY may withhold payment due to CONTRACTOR for the purpose of setoff until such time as the exact amount of damages sustained by the COUNTY can be determined. Without limiting any other remedies that may be available in the case of breach by CONTRACTOR, COUNTY may procure contract services from another source and hold

Attachment 1. It is expressly agreed that the total amount of payments from the County to Contractor will not exceed FIVE HUNDRED NINETY NINE THOUSAND AND SEVEN HUNDRED DOLLARS (\$599,700.00) unless otherwise mutually agreed by the parties in writing. CONTRACTOR shall submit an itemized invoice to COUNTY prior to the issuance of any payment(s). A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to County. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.

The goods and services described in this contract shall be paid for on a "Scheduled" basis by the COUNTY at intervals of 25% rough in, 70% Generator Setting and Startup, 5% Close out Documents and Testing as set forth by the schedule of values and acceptance of the project by the CONTRACTOR, at such point all work has been fully and satisfactorily performed. To the extent work remains unperformed, the COUNTY reserves the right to retain from final payment a sum equal to the estimated cost of completing the work.

4. **INDEPENDENT CONTRACTOR.** COUNTY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the COUNTY and its officials, agents, employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

- \$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
- \$100,000 --- Property Damage Liability, or
- \$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained

CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by CONTRACTOR shall constitute an act of default under this contract.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

12. SUCCESSORS AND ASSIGNS. CONTRACTOR shall not assign its interest in this Contract without the written consent of COUNTY. CONTRACTOR has no authority to enter into contracts on behalf of COUNTY.

13. COMPLIANCE WITH LAWS. CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

14. E-VERIFY. As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the County.

15. IRAN DIVESTMENT ACT. CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units (G.S. 143C-6A-6(a)). It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL. The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

17. GOOD STANDING WITH COUNTY. CONTRACTOR certifies that it is not delinquent on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY. CONTRACTOR covenants and agrees to remain current on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY during the Term of this Contract.

18. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

COUNTY OF DUPLIN
ATTN: Matthew Barwick, Director/Fire Marshal
Duplin County Emergency Management
209 Seminary ST
Kenansville, NC 28349

CONTRACTOR: Kennedy Electrical Service, LLC
ATTN: Scotty Kennedy, President
PO BOX 887
Mount Olive, N.C 28365

19. AUDIT RIGHTS. For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

20. COUNTY NOT RESPONSIBLE FOR EXPENSES. COUNTY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

21. ANNUAL APPROPRIATIONS AND FUNDING. This Agreement may be subject to the annual appropriation of funds by the Duplin County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

22. NO PLEDGE OF TAXING AUTHORITY. No deficiency judgment may be rendered against Duplin County or any agency of Duplin County in any action for breach of a contractual obligation under this contract. The taxing power of Duplin County is not pledged directly or indirectly to secure any monies due under this contract.

23. NO WAIVER OF GOVERNMENTAL IMMUNITY; VIOLATION OF LAW. Except for waiver of governmental immunity resulting from the execution of a valid contract, Duplin County makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Duplin County.

24. EQUIPMENT. CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

25. ENTIRE CONTRACT. This Contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

26. HEADINGS. The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

27. EXISTENCE. CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

28. AUTHORITY. By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

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IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

Reviewed by Department Head

April 2025
Date Reviewed: 02/05/2025

CONTRACTOR

By: Cory Hartfield
Printed Name: Cory Hartfield
Title: Chief Estimator

DUPLIN COUNTY
By: Derek B. Edwards
Printed Name: Derek B. Edwards
Title: Chairman

This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act

Christy Edwards
Duplin County Finance Officer

ATTACHMENT 1" to follow

ATTACHMENT I



800 N. Church St./P.O. Box 887
Mt. Olive, NC 28365
NC License #29797-U
kennedyelectricalservice.com
910-375-0122

ELECTRICAL PROPOSAL

Date: 1/8/2025

Project: Kernansville Elementary School Generators

Scope of Work:

Kennedy Electrical Service, LLC ("KES") will provide labor, materials and necessary equipment for the Project identified above, and for the above identified scope of work, project per the plans E101 and E102 dated March 2022, and with (1) addenda noted, except as excluded herein. All work is to be done in accordance with the Spec section General Conditions, Supplementary General Conditions, and plan specifications.

The following addenda and dates are noted:

- Addendum 1- December 5, 2024
 - RFI answer received on 1/2-5-24 from the engineer clarifying the following:
 - Feed panel KES-2 from panel M2A as indicated on the panel schedule, NOT as shown on the riser diagram.
 - Both KES-1 & KES-2 can be Main Lug Only (MLO) panels as indicated on the riser. Disregard the "MCB" on the panel schedules.

Generator KES-1

Quantity 1 - Generac Industrial diesel engine-driven generator set with turbocharged/aftercooled 6-cylinder 12.5L engine, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 400kW Rating, wired for 277/480 VAC three phase, 60Hz
- Permanent Magnet Excitation
- UL2200
- EPA Certified
- Level 2 Acoustic Enclosure, Aluminum (Avg. 75 dBA @ 23')
- Ext. 2669 Gallon Tank with 5 Gallon Spill Box / 12' Vent (96 Hour Run Time @ Full Load)
- Power Zone Digital Control Panel for Single or MPS Generators
- EPA Certified
- Primary MLCB, 80% rated thermal-magnetic, 600 amp
- 225 AH, 1155 CCA Group 8D Batteries, with rack, installed
- Coolant Heater, 2500W, 240VAC
- 120V GFCI and 240V Outlet
- Industrial Connectivity Gateway Device
- Critical Muffler - Installed
- 3 Owners Manuals

- Battery Charger, 10 Amp, NFPA 110 compliant, installed
 - 2-Year Comprehensive Warranty
 - Quantity 1 - 1200A Automatic Transfer Switch (ARMS, Service Entrance Rated, 3-Pole, NEMA 3R Enc.)
 - Quantity 1 - Startup Performed by a Factory Authorized Technician (Includes 4-Hour Load Bank Testing)
 - Delivery: Current Lead time is 16-22 weeks after receipt of final release. Lead times are subject to market demand fluctuations and frequently change between time of proposal and time of order. If delivery is critical, please verify the current times at time of order.
 - **Basis of Quotation:** Quoted per spec section 16735 and drawings E102.
 - Unless expressly listed in BOM above this proposal specifically excludes: Any exhaust, cooling ducting or piping for interior units, any fuel piping except between sub-base tank and engine, on site pressure testing of the fuel tank. Coordination studies or infrared scanning.
 - Fuel for testing and final filling is included in this proposal.
 - Davis-Bacon Act/Prevailing Wages were not included in the pricing of this proposal, if applicable.
 - Utility transformers are not included in this scope unless otherwise noted.
 - All installations will be made to conform with the Project plans and specifications that are specific to the scope described herein
 - 811 will be contacted to mark all underground utilities if necessary. Customer-owned buried lines such as sewer laterals, underground electrical service lines, water lines, lines for outside lighting,
- Quantity 1 - Generac Industrial diesel engine-driven generator set with turbocharged/aftercooled 6-cylinder 10.3L engine, consisting of the following features and accessories:
 - Stationary Emergency-Standby rated
 - 275 kW Rating, wired for 277/480 VAC three phase, 60 Hz
 - Permanent Magnet Excitation
 - Level 2 Acoustic Enclosure, Aluminum (Avg. 75 dBA @ 23')
 - Ext. 1,882 Gallon Tank with 5 Gallon Spill Box / 12' Vent (96 Hour Run Time @ Full Load)
 - UL2200
 - EPA Certified
 - H-100 Control Panel
 - 225 AH, 1155 CCA Group 8D Batteries, with rack, installed
 - Battery Charger, 10 Amp, NFPA 110 compliant, installed
 - Coolant Heater, 2500W, 208VAC
 - Std set of 3 Manuals
 - 120V GFCI and 240V Outlet
 - Industrial Connectivity Gateway Device
 - Primary MLCB, 80% rated thermal-magnetic, 400 Amp
 - 2-Year Comprehensive Warranty
 - Quantity 1 - 1200A Automatic Transfer Switch (ARMS, Service Entrance Rated, 3-Pole, NEMA 3R Enc.)
 - Quantity 1 - Startup Performed by a Factory Authorized Technician (Includes 4-Hour Load Bank Testing)
 - Delivery: Current Lead time is 16-22 weeks after receipt of final release. Lead times are subject to market demand fluctuations and frequently change between time of proposal and time of order.
 - **Basis of Quotation:** Quoted per spec section 16735, and drawings E102.
 - Unless expressly listed in BOM above this proposal specifically excludes: Any exhaust, cooling ducting or piping for interior units, any fuel piping except between sub-base tank and engine, on site pressure testing of the fuel tank. Coordination studies or infrared scanning.
 - Fuel for testing and final filling is included in this proposal.
 - Davis-Bacon Act/Prevailing Wages were not included in the pricing of this proposal, if applicable.
 - Utility transformers are not included in this scope unless otherwise noted.
 - All installations will be made to conform with the Project plans and specifications that are specific to the scope described herein
 - 811 will be contacted to mark all underground utilities if necessary. Customer-owned buried lines such as sewer laterals, underground electrical service lines, water lines, lines for outside lighting,

invisible fencing, irrigation systems, or any other customer-owned line, will not be marked, if customer owned underground utilities are involved, it will be the customer's responsibility to mark all lines to avoid damage. KES will not be held liable for any water, gas, electric, communications, or any other lines damaged by lack of marking.

Terms and Conditions

- Price includes labor, materials, permits, fees, and any applicable taxes.
- Price includes a (1) year warranty on parts labor. Warranty does not apply to materials not provided by KES, or on labor to the extent such materials were installed per manufacturer's instructions. Price does not include any warranty beyond one year, even if required by the Project plans and specifications, unless such warranty is expressly stated herein. KES also excludes all warranties of merchantability and makes no warranty of fitness for a particular purpose.
- This proposal is based on working hours of 8:00 AM to 5:00 PM Monday through Friday. This proposal does not include working overtime, additional shifts, or acceleration of the work unless KES is solely delaying the critical path of the Project, and such delay was solely caused by KES.
- The price of this proposal is based on KES entering into a contract with terms and conditions that are acceptable to KES at its sole discretion. You should not assume that the terms and conditions of your contract form are acceptable to KES. KES submitting this proposal to you should not be construed by you that KES agrees to the terms and conditions of any contract form you have previously sent to KES, unless expressly stated herein. By signing this proposal, you agree to the terms and conditions stated herein.
- KES does not warrant or guarantee that the Project plans and specifications, or its work to the extent performed in compliance with the Project plans and specification, comply with any code, standard or regulation.
- This Proposal expires fifteen (15) days from the date shown above, or at such date it is withdrawn by KES, whichever is earlier.
- If you are the general contractor or construction manager, you shall coordinate the work for the Project in a sequence to allow orderly progress of the work, and in such a manner that KES's work will not be delayed or interrupted. Contractor shall provide clear access to KES for its work. This proposal is subject to the terms and conditions stated herein. Your verbal or written acceptance of this Proposal shall confirm your acceptance of the terms and conditions of this proposal. No modification of waiver of the terms of this Proposal shall be valid or enforceable against KES unless confirmed in writing by an officer of KES. This proposal shall be incorporated by reference in any agreement between KES and Contractor. In no event shall KES be deemed to have accepted the terms of Contractor's purchase order agreement or subcontract unless signed by an officer of KES.
- KES's scope of work will be performed as indicated, and within the tolerances required, by the Project plans and specifications. If the Project plans and specifications do not prescribe tolerances from KES's work, KES will perform its work within such standards as it determines are reasonably acceptable.
- The failure by KES at any time to enforce or to require strict compliance or performance by Contractor with any of the provisions of this Proposal shall not constitute a present or future waiver of any such provision and shall not affect or impair in any way KES's right at any time to enforce any such provision or to avail itself of such remedies as it may have for any breach thereof.
- KES will submit monthly invoices for work it performs on the Project. Upon receipt of such KES invoices, Contractor shall pay KES for work performed through the date of the invoice within thirty (3) days. **NO RETAINAGE SHALL BE HELD ON MATERIALS OR ANY BOND PROVIDED BY KES.**
- All change orders will include and be priced with labor cost of \$50.00 per manhour, unless the project falls under the Davis-Bacon Act and Prevailing Wages, in which case the prevailing wage

- will apply.
 - All change order pricing will include, among other things, the cost of labor, materials, equipment, labor burden, per diem, delivery fees, taxes, insurance, overhead and profit.
 - All claims, disputes and other matters in question between Contractor and KES arising out of or related to this Proposal, shall be resolved in state Court in the county in which the Project is located. The prevailing party in any dispute arising out of or relating to this Proposal shall be awarded all costs, including expert witness and consultant fees, and attorney's fees, as allowed by law.
 - Unless this Proposal has expired or been withdrawn by KES, Contractor's written or oral acceptance of this Proposal, Contractor's signature below, or Contractor's directing KES to begin work on the Project, shall be acceptance of this Proposal by Contractor, which shall form a binding and enforceable contract between KES and Contractor.
- Exclusions**
- All work that is not expressly included and described herein is excluded.
 - All cutting, patching, and painting of including, but not limited to, concrete, masonry, drywall, plaster, wallpaper, and asphalt.
 - Temporary power connections to GC trailers are limited to 50 feet from the temporary power source. Any additional distance will be charged as a change order. KES will only provide (1) 100-200 Amp temporary power panel and any associated temporary lighting as required by specs.
 - No utility transformers are included in this scope unless otherwise noted in this proposal.

The total base price for this project is: **\$599,780**

If you wish to proceed with this work, please sign and return to:
Kennedy Electrical Service, LLC
P.O. Box 887
Mount Olive, NC 28365

Or E-mail at:
esr@kennedyelectricalservice.com

Approval Signature: _____ Date: _____
Position: _____

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LL 12-30-24
CW 12-30-24
BT 12-30-24

TOWN OF ROSE HILL								
TAX REQUEST								
RELEASE DATE JANUARY 6, 2025								
NAME	TOWNSHIP	TOWN	TAX YEAR	ACCOUNT NUMBER	TOWN TAX	LATE FEE	TOTAL RELEASE	REASON FOR RELEASE
DADDOS TRUCKING LLC	11	T-77	2024	10006216	\$ 33.93		\$ 33.93	MY T TRAILER NOT IN TOWN
GRAND TOTAL					\$ 33.93	\$ -	\$ 33.93	
SUBMITTED BY: <i>[Signature]</i>								
						DATE APPROVED: 1-14-25 <i>[Signature]</i>		

LL 12-30-24
CW 12-30-24
BT 12-30-24

TOWN OF WALLACE								
TAX REQUEST								
RELEASE DATE JANUARY 6, 2025								
NAME	TOWNSHIP	TOWN	TAX YEAR	ACCOUNT NUMBER	TOWN TAX	LATE FEE	TOTAL RELEASE	REASON FOR RELEASE
WALLACE MASONIC LODGE	09	T-79	2024	1003521	\$ 71.30		\$ 71.30	PROPERTY IS EXEMPT
GRAND TOTAL					\$ 71.30	\$ -	\$ 71.30	
SUBMITTED BY: <i>[Signature]</i>								
						DATE APPROVED: 01/09/2025 RCT		

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14-Jan-2025 16:08 9162537701
Jan. 14, 2025 11:33AM

9162537701
No. 2722 P. 1

NAME	TYPE	DATE	TIME	AMOUNT	DATE	TIME	AMOUNT
JOHN MARTINE BLITH JR	GT	1-13	2025	556.99	1-13	2025	556.99
GRAND TOTAL				556.99			556.99
DATE APPROVED: 1/13/25							

TOWNSHIP OF WARDEN

At 11/07/24
Am 11/07/24

Page: 2 of 2 12/12/2024 7:09 AM Full: +938982311 To: 9162537701@NOCAL.COM Fax: +9389823701



Airport Commission
Month End Report
December 2024



Airport Staff				Airport Commission Members				Operating Hours			
Josh Raynor	Airport Director	Larry Deboise, Vice Chair	Grey Morgan	Monday: Friday 7am - 6pm				Saturday: 8am - 6pm			
Danny Orendine	Airport Technician	Joe Bryant	Dexter Edwards	Sunday: 10am - 5pm				Closed			
Tyler Henley	Airport Technician	Al Connors	Scotty Kennedy	Thanksgiving & Christmas Day							
Al Warren	Sub Airport Technician	Roger Davis	Jerry Tyngler								
		Jack Alphin, Chair									
Month				Previous FY				Operations YTD Totals			
Av-Gas Sales				Av-Gas Sales				# Aircraft			
July	\$8,122.27	\$82,054.98	\$90,177.25	1,546.18	20,587.68	22,133.86	12,861.46	July	388	775	1094
August	\$7,170.49	\$90,657.11	\$97,827.60	1,356.32	22,118.99	23,475.31	18,022.32	Aug	444	887	1208
September	\$6,053.47	\$54,824.90	\$60,878.37	1,168.51	14,283.57	15,452.08	12,879.56	Sept	391	781	1147
October	\$29,608.04	\$94,346.98	\$123,955.02	5,900.59	26,542.28	32,442.87	32,762.84	Oct	543	1085	1405
November	\$10,621.65	\$46,318.64	\$56,940.33	2,131.67	12,856.63	14,988.30	23,673.52	Nov	359	717	991
December	\$9,553.37	\$63,767.16	\$73,320.53	1,988.35	17,427.88	19,416.23	11,865.30	Dec	285	569	849
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Jan			
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Feb			
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Mar			
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Apr			
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	May			
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Jun			
TOTAL	\$71,129.33	\$482,069.77	\$553,199.10	14,091.62	115,817.03	127,908.05	233,179.25	TOTALS	2410	4815	6894
								Avg/Mth	401.7	802.5	1149.0
Products Sold				Fuel by Percentage				Facts and Figures			
Hanger/Shop Rental	\$9,520.00	\$57,235.00		Av-Gas % of Total	10%			Airport Commission meets 4th Tuesday's at 7pm			
Oil Sales	\$0.00	\$472.65		Full Price Gals	56%			DPL Total Economic Impact is \$146,000,000.00			
Call Out Fees	\$750.00	\$1,950.00		Discounted Gals	44%			2024 Based Aircraft Value is \$46,411,140			
Ramp Fees	\$0.00	\$0.00		Avg Gals Av-Gas/Month	2,349			Based A/C values up \$13.7 million over last year			
Vending	\$133.00	\$1,318.00		Av-Gas % of Total	96%			*46 Based Aircraft			
Tedown Fees	\$60.00	\$290.00		Full Price Gals	19%			Check us out on Facebook-DuPin County Airport			
Ground Lease	\$3,811.50	\$25,494.00		Discounted Gals	81%			Preferred Refueling Stop			
Misc. Revenue	\$0.00	\$10,542.51		Avg Gals Jet-A/Month	21,247						
Fuel Sales	\$73,320.53	\$553,199.10		Avg Gals/Mth Both Fuels	23,596.01						
Total Sales- All Products	\$87,295.03	\$480,499.26		Avg Gals/Mth Both Fuels Last Year	19,432.00						
Recent Project Activity & Updates				Project Update				Project Update			
Low operations but a decent amount of fuel sales.				Project Name	Project #	\$ Amount		Project Name	Project #	\$ Amount	
Working with design-build team on new spec hangar construction.				Connector Tway Design	7553	\$97,625.00		Connector Tway Design	7553	\$97,625.00	
Taxiway Connector A3 has been approved for funding. Project will start soon.				Fuel Farm Design	7554	\$98,931.00		Fuel Farm Design	7554	\$98,931.00	
Fuel farm design completed, waiting to bid, cost estimate looks good at \$2.1m				TDR Funds	7555	\$5,201,678.40		TDR Funds	7555	\$5,201,678.40	
All new 7-hangers & Legacy 7-hangers fully occupied. Communal hangar full now.				Construction Tway A3	7553	\$1,400,000.00		Construction Tway A3	7553	\$1,400,000.00	
2025 State Economic Impact report is in and DPL has an impact of \$146 million dollars!				Total Project \$		\$6,799,234.40		Total Project \$		\$6,799,234.40	

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Revenue Report

Print Date	Monday, January 13, 2025	Receipt Date From	12/1/2024 12:00:00 AM	Item	All
		Receipt Date To	12/31/2024 11:59:00 PM	Item Group	All
		Account Code	All	Site	All
		Cash Drawer	All	Payment Type	All
		Refunds	Include		

Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
Paid Cash		Paid Check		Paid Debit		Paid Credit Card		Paid Gift Card		Paid Voucher	
Item	Code	Cash Drawer			Type	(# Units @ Price)	Staff Person	Reference		Total Paid	
Item Number		IRN			UPC#	Item Type		Item Category		Late Fee	
(# Units @ Cost)		Markup %	Tax Code 1 (\$)		Tax Code 2 (\$)		Discount %	Site			

*CANINE ADOPTION FEE	Group % of Total Sales: 3.15%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 16	\$160.00	\$0.00	\$0.00	\$0.00/\$160.00	\$160.00
*FELINE ADOPTION FEE	Group % of Total Sales: 0.30%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 1	\$15.00	\$0.00	\$0.00	\$0.00/\$15.00	\$15.00
*LONNIE'S ANGELS 72-22065	Group % of Total Sales: 40.81%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 9	\$2,070.00	\$0.00	\$0.00	\$0.00/\$2070.00	\$2,070.00
*RESCUE CAT TRANSFER FEES	Group % of Total Sales: 5.13%	SubTotal	Discount	Tax	Total Due / Paid	Total
4380-34346	Total Items: 13	\$260.00	\$0.00	\$0.00	\$0.00/\$260.00	\$260.00
*RESCUE DOG TRANSFER FEES	Group % of Total Sales: 2.98%	SubTotal	Discount	Tax	Total Due / Paid	Total
4380-34346	Total Items: 6	\$150.00	\$0.00	\$0.00	\$0.00/\$150.00	\$150.00

Revenue Report

1BORDETELLA BRONCHISEPTICA	Group % of Total Sales: 1.35%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 17	\$170.00	\$0.00	\$0.00	\$0.00/\$170.00	\$170.00
1CANINE VOUCHER 72-2206-001	Group % of Total Sales: 29.57%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 15	\$1,500.00	\$0.00	\$0.00	\$0.00/\$1500.00	\$1,500.00
1Duramune Max 5 VACCINE ONLY	Group % of Total Sales: 3.30%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 17	\$170.00	\$0.00	\$0.00	\$0.00/\$170.00	\$170.00
1FELOCCELL CVR-C	Group % of Total Sales: 0.20%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 1	\$10.00	\$0.00	\$0.00	\$0.00/\$10.00	\$10.00
1RABVAC1	Group % of Total Sales: 4.53%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 23	\$230.00	\$0.00	\$0.00	\$0.00/\$230.00	\$230.00
BOARDING FEE	Group % of Total Sales: 0.69%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 3	\$45.00	\$0.00	\$0.00	\$0.00/\$45.00	\$45.00
OWNER SURRENDER EUTHANASIA	Group % of Total Sales: 0.99%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>	Total Items: 1	\$50.00	\$0.00	\$0.00	\$0.00/\$50.00	\$50.00

Revenue Report

Total Price:	\$5,572.00	Total # Units Sold:	142
Total Revenue:	\$5,572.00	Total Cost:	\$175.04
Total Discount:	\$0.00	Markup % Total - For All Items:	1301.75
Total Tax:	\$0.00	Markup % Total - Only for Inventory Items:	\$0.00
Grand Total:	\$5,572.00	Total Cost % against Total Sales:	3.12%

Case Detail

Print Date Monday, January 13, 2025

Case Category	All	Case Result	All	Include Activities	False
Case Type	All	Case Result By	All	Include Conditions	False
Case SubType	All	Case Memo Type	All	Include Memos	False
Case Status	All	Include Case Address	False	Include Violations	False
Case Officer	All	Include Animal Info	False	Based On	Case Date/Time
Officer Site	All	Include Person Info	False	Date From	12/1/2024 12:00 AM
Case Jurisdiction	All	Include Animals	False	Date To	12/31/2024 11:59 PM
City	All	Include Persons	False		
Patrol Area	All				

<u>Case#</u>	<u>Case Category</u>	<u>Case Type</u>	<u>Case Date/Time</u>	<u>Case Status</u>	<u>Case Officer</u>	<u>Case Jurisdiction</u>	<u>Case Result</u>	<u>Case Result Date/Time</u>
	<u>Case Reference #</u>	<u>Case SubType</u>	<u>Reported Date/Time</u>			<u>Patrol Area</u>	<u>Case Result By</u>	<u>Case Review Date/Time</u>
assist law enforcement								1
Bite / Scratch								3
Cruelty / Neglect								1
Enforcement								5
Stray								29
Tearing up private property								1
Welfare Check								1

Total Count 48

Outcome Summary Report

Print Date Monday, January 13, 2025

Outcome StartDate	12/1/2024 12:00 AM	Outcome Type	All
Outcome EndDate	12/31/2024 11:58 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

Animal#	Name	Species	Primary Breed	Age	Sex	Alter	Outcome Type	Outcome SubType	Outcome By	Recorded By
ARN#	Secondary Breed		Danger				Jurisdiction	TransferOut Reason	Outcome Date/Time	
Adoption							Total Outcomes: 52	Total Unique Animals: 52		
Clinic Out							Total Outcomes: 24	Total Unique Animals: 22		
Euthanasia							Total Outcomes: 27	Total Unique Animals: 27		
Missing							Total Outcomes: 1	Total Unique Animals: 1		
Return to Owner/Guardian							Total Outcomes: 3	Total Unique Animals: 3		
Transfer Out							Total Outcomes: 24	Total Unique Animals: 24		
Total Count:										131

Intake Detail Report

Print Date Monday, January 13, 2025

Intake StartDate	12/1/2024 12:00 AM	Jurisdiction	All
Intake EndDate	12/31/2024 11:58 PM	Injury Cause	All
Intake Type	All	PreAltered	All
Intake SubType	All	Site Name	All
Species	All	Age Group	All
DOA	All	Animal Tag Type	All
Intake Status	Completed		

Animal#	Animal Name	Species	Breed	Age	Gender	Color	PreAltered	IntakeDate	Intake Type	Pe#ID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA
Clinic							Total Intakes: 24	Total Unique Animals: 22		
Owner/Guardian Surrender							Total Intakes: 10	Total Unique Animals: 10		
Seized / Custody							Total Intakes: 10	Total Unique Animals: 10		
Stray							Total Intakes: 75	Total Unique Animals: 75		

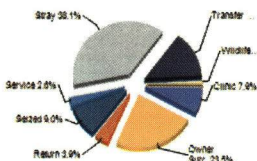
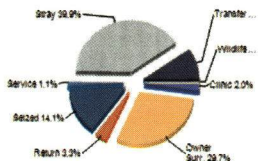
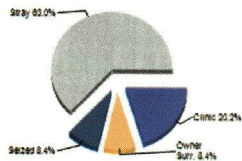
Total Count:	133
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Shelter Statistics - Intake

Start Date: December 01, 2024
End Date: December 31, 2024

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intakes That were:															
Previously Altered	0	5	0	2	0	53	257	150	196	1	3,860	11,924	6,017	9,740	173
Totals by Intake															
Clinic	7	3	10	4	0	14	55	9	12	0	1,167	2,867	2,271	3,364	86
Owner Surrender	3	7	0	0	0	301	316	367	288	40	5,373	8,123	7,189	6,696	1,599
Return	0	0	0	0	0	30	64	21	30	2	825	2,071	745	1,080	54
Seized	1	5	0	1	3	87	335	53	132	16	1,992	5,898	752	1,807	640
Service	0	0	0	0	0	2	2	4	40	0	288	1,310	446	1,048	58
Stray	44	24	2	5	0	321	670	410	360	4	8,197	17,205	10,383	10,619	585
Transfer	0	0	0	0	0	111	81	167	70	0	5,537	3,804	5,256	2,563	197
Wildlife	0	0	0	0	0	0	0	0	0	5	0	0	0	0	1,191
Total	55	39	12	10	3	866	1,523	1,031	932	67	23,379	41,278	27,042	27,177	4,410



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM



Shelter Statistics - Outcome

Start Date: December 01, 2024
End Date: December 31, 2024

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Person															
A) Have Email Address	0	0	0	3	0	350	501	766	443	11	14,810	22,755	31,599	18,442	1,936
B) Have Phone Number	20	11	23	24	1	439	872	907	532	20	16,336	29,951	33,933	21,352	2,219
C) Have ZipCode	16	11	23	24	1	438	875	901	536	20	16,189	29,721	33,738	20,819	2,186
Totals by Outcome															
Adoption	13	6	13	19	1	383	538	878	441	19	14,080	18,262	31,001	15,774	2,003
Clinic	7	3	10	4	0	15	57	18	19	0	1,121	2,585	2,353	3,817	57
Died	0	0	0	0	0	9	5	18	26	0	295	259	535	427	149
DOA	0	0	0	0	0	0	1	0	6	2	38	1,113	62	1,098	538
Euthanasia	3	13	9	2	0	59	429	118	368	18	1,110	7,566	1,146	3,811	862
Missing	0	0	0	1	0	1	5	0	1	0	17	153	40	38	13
Return To Owner	0	2	0	1	0	40	288	16	37	1	1,030	9,258	487	1,434	109
Service	0	0	0	0	0	5	2	5	41	0	259	634	561	1,698	15
Transfer	7	11	5	0	1	228	368	274	204	42	3,762	4,877	3,123	3,119	517
Wildlife	0	0	0	0	0	0	0	0	0	1	0	0	0	0	309
Total	30	35	37	27	2	740	1,693	1,327	1,143	83	21,712	44,707	39,308	31,216	4,572

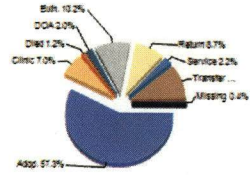
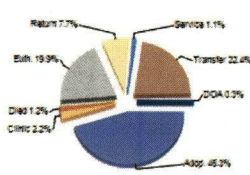
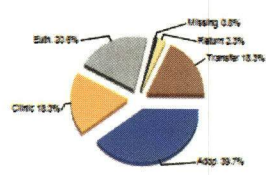
Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM



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Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

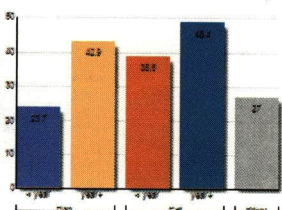
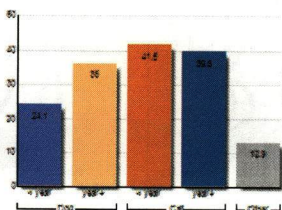
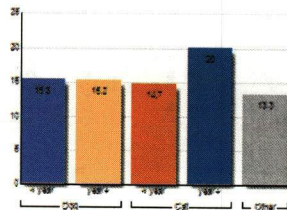


Shelter Statistics - Avg Length of Stay by Intake Type

Start Date: December 01, 2024
End Date: December 31, 2024

USNC100
Duplin County Animal Services

Intake Type	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Clinic	0	0	0	0	0	3.7	10.1	54.3	67	0	2.6	88	3.6	125.8	0.3
Owner Surrender	5	5.1	13.8	11.8	0	27.4	45.3	33.2	35	13.9	23.6	41.2	34.4	36.7	36.8
Return	0	0	7.1	0	0	15.9	25.6	14	131	0	14.4	51.7	15.1	54.9	36
Seized	0	10.2	5.9	0	13.3	25.1	20.9	66	25.4	7.1	25.4	29.8	44.9	28	30.3
Service	0	0	0	0	0	0	17.2	0	4.1	0	9.7	8.9	13.4	9.1	23.9
Stray	21.4	20.9	23.8	24	0	21.2	40.1	48.4	46.8	39.9	28.2	40	49.9	40.1	34.4
Transfer	0	0	0	0	0	28.3	52.4	31.6	20.5	27.2	23.9	51.7	28.4	43.4	52.2
Wildlife	0	0	0	0	0	0	0	0	0	0.3	0	0	0	0	4.5
Total															



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM

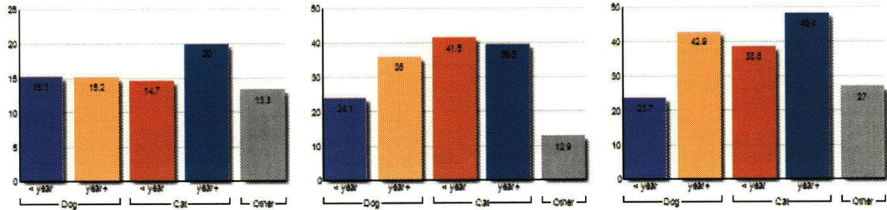
EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT



Shelter Statistics - Avg Length of Stay by Outcome Type

Start Date: December 01, 2024
End Date: December 31, 2024

Outcome Type	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	12.3	31.4	19.7	27	5.8	32.6	67.2	47	52.3	42.3	28.3	58.6	43.4	51.3	45.1
Clinic	0	0	0	0	0	3.7	17.4	54.3	67	0	2.7	102.8	3.9	122.2	0.8
Died	0	0	0	0	0	10.3	7.5	22	12.7	0	15.8	165.6	34.3	84.9	16.9
Euthanasia	49.2	8.8	9.1	7.6	0	25.4	14.4	25.1	28.9	0.2	20.3	20	19.1	18.6	6
Missing	0	0	0	0	0	173.1	252.7	0	26.8	0	97.2	883.5	97.3	383.9	212
Return To Owner	0	6.1	0	11.8	0	3.3	5.3	23.9	3.8	0	8.6	6	28.4	15.2	13.1
Service	0	0	0	0	0	0.6	0	14.2	4.8	0	6.7	16.7	10.1	8.6	10.1
Transfer	21.8	19.7	41.3	0	20.8	15	40.4	32.8	46.4	6.4	19.7	38.5	31.5	24.8	34.9
Wildlife	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.3
Total	15.3	15.2	14.7	20	13.3	24.1	36	41.5	39.5	12.9	23.7	42.9	38.6	48.4	27



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

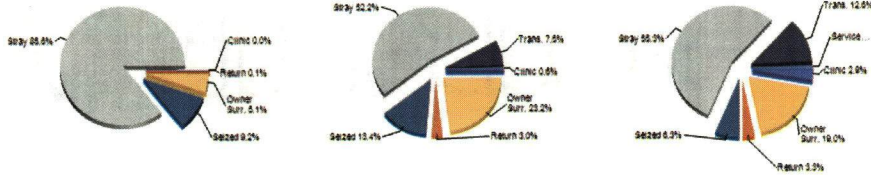
Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM



Shelter Statistics – Animal Care Days by Intake Type

Start Date: December 01, 2024
End Date: December 31, 2024

Intake Type	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Clinic	0	0	0	0	0	69	98	508	71	0	29100	122304	42052	52455	523
Owner Surrender	32	46	3	4	0	12611	11833	18226	11029	822	262312	487569	431748	383315	65373
Return	0	0	2	0	0	935	3792	389	1837	179	30222	143080	25011	80139	3549
Seized	10	54	10	31	48	4990	13970	4646	7429	502	95637	293660	52766	70808	32708
Service	0	0	0	0	0	0	193	93	345	0	5111	14743	8059	10847	1655
Stray	419	516	309	181	0	11803	62433	30204	17795	479	732528	1740128	1314327	878766	87194
Transfer	0	0	0	0	0	4226	6063	5119	2039	96	265700	336164	274462	188056	22082
Wildlife	0	0	0	0	0	0	0	0	0	64	0	0	0	0	12175
Total	461	616	324	216	48	34635	98383	59186	40545	2142	1420609	3137648	2148426	1664386	225261



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM



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Shelter Statistics – Animal Care Days by Outcome Type

Start Date: December 01, 2024
End Date: December 31, 2024

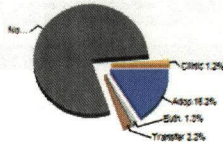
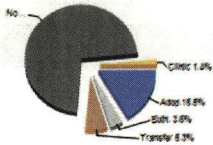
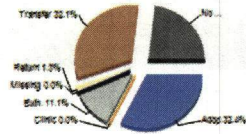
does not include your shelter's data

USNC100
Duplin County Animal Services

Outcome Type	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	152	91	133	158	6	7315	8434	16154	6294	543	242865	295217	555703	263498	32570
Clinic	0	0	0	0	0	44	98	446	71	0	2320	2707	5454	4705	107
Died	0	0	0	0	0	181	88	155	297	0	3137	3648	7074	4359	1082
Euthanasia	75	76	23	10	0	1009	3945	1111	2504	4	17848	64501	10381	19917	1482
Missing	0	0	0	0	0	4	113	27	31	0	357	1465	1745	1561	493
Return To Owner	4	14	0	4	0	141	1119	187	119	14	4754	26741	3587	7329	680
Service	0	0	0	0	0	3	0	42	64	0	1076	3931	3479	7265	76
Transfer	170	270	74	0	21	3294	3490	4997	2876	166	48384	58227	44729	33312	6776
Wildlife	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1395
No Outcome	60	166	93	44	21	22644	81096	36066	28289	1415	1099868	2681206	1516274	1322441	180618
Total	461	616	324	216	48	34635	98383	59186	40545	2142	1420609	3137648	2148426	1664386	225261

Earliest entry: 12/2/2024
Latest entry: 12/31/2024

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Run Date: 1/13/2025 10:06:27 AM



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM



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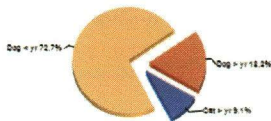


Shelter Statistics - Fees and Revenue

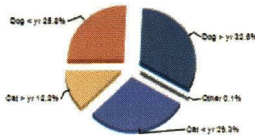
Start Date: December 01, 2024
End Date: December 31, 2024

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (54 organizations)					United States (1261 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year		year+			< year		year+			< year		year+		
Intake Revenue															
Fees															
Avg Fees (\$)	10	30	0	0	0	40	29	50	44	0	58	72	46	60	36
Total Revenue (\$)	30	60	0	0	0	80	115	50	175	0	18,813	116,851	23,979	63,888	6,767
Adoption Revenue															
Fees															
Avg Fees (\$)	10	10	0	15	0	107	86	60	46	15	208	113	104	71	33
Total Revenue (\$)	120	30	0	15	0	10,881	13,707	12,357	5,131	45	948,081	735,358	947,104	384,982	26,758

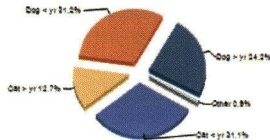
Total Adoption Revenue



Total Adoption Revenue



Total Adoption Revenue



Earliest entry: 12/2/2024
Latest entry: 12/31/2024

Daily Use Date: 11/2/2013
Run Date: 1/13/2025 10:06:27 AM

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

DUPLIN COUNTY BUILDING INSPECTIONS ACTIVITY JULY 2024 TO DECEMBER 2024	July-24	August-24	September-24	October-24	November-24	December-24
NUMBER OF INSPECTIONS	946	780	970	1067	822	782
NOTES	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY
BUILDING PERMITS ISSUED						
NEW RESIDENCE	12	7	7	9	9	9
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	8	2	7	4	6	2
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	4	1	1	1	1	0
COMMERICAL ADDITION/RENOVATION/UPFIT	9	10	7	12	6	6
MANUFACTURED/MODULAR HOMES	33	33	31	38	18	26
SIGNS/ABC/DAYCARE/POOL/OTHER	15	13	8	8	10	14
STORM DAMAGE RENOVATION	0	0	0	0	0	0
RELOCATED BUILDING	0	0	0	0	0	1
STORAGE BLDG./DECK/PORCH	4	5	7	7	2	3
ELECTRICAL PERMITS ISSUED						
GENERAL ELECTRICAL	143	119	136	129	87	126
POULTRY/SWINE HOUSES	0	0	0	0	0	4
POOL BONDING	0	1	1	1	2	0
MECHANICAL PERMITS ISSUED						
MECHANICAL	83	69	73	72	46	75
PLUMBING PERMITS ISSUED						
PLUMBING	74	55	90	73	41	47
GAS PIPING	17	9	18	12	11	5
INSULATION PERMITS ISSUED						
INSULATION	0	0	4	0	1	0
FEES COLLECTED	39,232.72	31,658.56	36,886.88	36,377.80	25,929.68	32,925.32

DUPLIN COUNTY CENTER

Duplin County Center
165C Agriculture Drive
Kenansville, NC 28349

Website: <https://duplin.ces.ncsu.edu>

Duplin County Center-NCEE Facebook: <https://go.ncsu.edu/zgvr9a>

4-H Facebook: <https://go.ncsu.edu/om3spd0>

Phone: 910.296.2143
Fax: 910.296.2191

THE CULTIVATOR
A Review of December 2024

Britt Building

Monthly
Usage

December

Total number
of events: 36

Total attendance
for the events: 1,698

Public events: 31

Private events: 5

Notes from the Director..... Amanda Hatcher

- Conducted staff meeting and staff Thanksgiving luncheon and provided updates from state and county levels
- Met with the FCS agent and ECA to celebrate their new officer induction (Picture right)



- Assisted with 4-H wreath pickup in Sparta, NC
- Attended county department head meeting and county employee luncheon
- Assisted with State Advisory Council meeting
- Attended 20 year work anniversary luncheon in Raleigh
- Provided panel discussion for New CED training in Cary

Livestock.....

Amanda Hatcher, Livestock and Forage

- Conducted 6 hour animal waste class with 66 people attending. Picture on the left is of Roy Lee Lindsey with the NC Pork Council presenting.
- Assisted with two 3 hour animal waste zoom trainings
- Met with 2 farmers to provide catch up training



- Met with JSCC to work on a work-study program
- Conducted farm visits and answered end of year questions and questions related to certification renewals
- Assisted 1 farmer in farm management, 1 farmer in crop management, and 38 farmers in nutrient management
- Face-to-face contacts: 286, Non face-to-face contacts: 143

Livestock.....

- Attended Southeast District 4-H Horse Council planning meetings. The Horsebowl is scheduled for February and qualifying shows in May/June
- Hosted Duplin County Cattlemen's Association Christmas party.
- Continued planning Mounted Drill Team Clinic scheduled for February 7 and 8.
- Recognized the 2024 Duplin County Cattle Producer of the Year. Congratulations to Wesley Aldridge for his hard work improving his operation this year.
- Face-to-face contacts: 55, Non face-to-face contacts: 494

Amanda Hatcher
County Extension
Director, Livestock

Wanda Bell
Administrative Assistant;
Director, 4-H, Family &
Consumer Sciences

Wanda Hargrove
Support Specialist;
Agriculture, Livestock,
Facilities Coordinator

Jessica Hall
Livestock and Forages

Della King
Agriculture, Field Crops

Tom Hroza
Horticulture

Rachel Ezzell
Family and Consumer
Science

Walter Adams
Agriculture & Natural
Resources Technician
NC A&T State

Bridget Huffman
4-H Youth Development

Charmee Kendall
4-H Program Assistant,
Youth
Agriculture/Livestock

Jasmine Williams
4-H Prevention
Coordinator

Field Crops.....

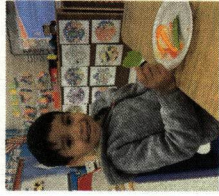
- Attended Dr. Richard T. Liles Leadership Seminar Series: Effective Communication Strategies for Extension Leaders
- Assisted FCS Agent with an After School Program at BF Grady Elementary School
- Assisted with CCA Training in Johnston County
- Taught a portion of the 6 Hr Animal Waste Class
- Attended Tobacco Agent Training in Raleigh
- Participated in the Tobacco Variety Trial Zoom with NCSU Tobacco Breeding Program
- Attended Monthly Extension Water Resources Ag Drainage and Irrigation Team Zoom, Grains Agronomic Program Team Zoom
- Attended JCEP Winter Forum in Hoke County
- Face-to-face contacts: 72, Non face-to-face contacts: 132

Horticulture..... Tom Hroza, Horticulture

- Conducted three day training with other agents for the Certified Crop Advisors from the Southeast District.
- Led Bee Keepers meeting. Made plans for next year and elected new officers. December turned out to be warmer than normal and had everyone wanting to get a head start on 2025 chores.
- Assisted clients with pruning and planting questions. Winter is a wonderful time to plant trees, shrubs, and other perennials. Take time to plant what you want to plant. We discussed grapevine pruning and how we need to delay this as long as possible, because early pruning can lead to early growth and that may result in loss of crop due to a late freeze. Some of the farms with large acres need to consider waiting and maybe securing more pruning labor, if possible. Blueberries can be pruned in January without any problems.
- Face-to-face contacts: 92, Non face-to-face contacts: 1,549

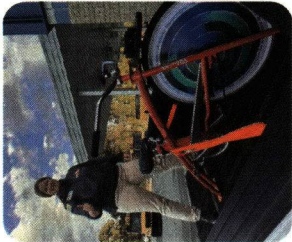
Family and Consumer Science (FCS)..... Rachel Ezzell, FCS Agent

- Continued Color Me Healthy (food and nutrition education) programming with Kenansville Elementary Pre-K. (Pictures on L & R)
- Met with FCS advisory committee to gain insight for 2025 programming from community members.
- Attended Quarterly Meeting with Duplin Coalition for Health and Joint Council of Extension Professional meetings.





- Attended Senior Services Christmas event and had a table with information on More in My Basket (food budget and Supplemental Nutrition Assistance Program information) along with a trail mix taste test highlighting reducing added sugars. (Picture left)
- Partnered with the afterschool program at B.F. Grady to offer nutrition education programming using the blender bike to discuss MyPlate and physical activity and make a smoothie with the students. (Picture upper right of Field Crops agent, Della King, assisting)
- Face-to-face contacts: 484, Non face-to-face contacts: 226



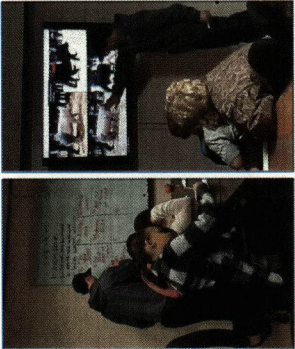
- Agriculture & Natural Resources.....** Walter Adams, Tech. (Duplin/Lenoir)
- Showed a pesticide video for animal waste recertification class
 - Attended the Certified Crop Advisor training in Johnston County
 - Had a conference call with Johnathan Wall, new NC A&T Field Tech
 - Answered several questions regarding pesticide license and pesticide exams
 - Face-to-face contacts: 73, Non face-to-face contacts: 45

4-H and Youth Development..... Bridget Huffman, 4-H Agent



- Led Duplin County 4-H teen group. We started a new 4-H curriculum....Money Fundamentals! They had a blast learning about their money personalities. Next month lesson is "Do I really need that?" (Picture left)
- Held Duplin County 4-H Wreath Fundraiser, it was a huge success again this year.
- Helped the Duplin County Partnership For Children pack food bags for their annual Christmas Backpack Buddies. I serve on their Board.
- Attended county staff updates, 4-H updates and trainings, reporting, and State Extension updates.
- Face-to-face contacts: 188, Non face-to-face contacts: 6,975

Charmae Kendall, 4-H Agriculture/Livestock Program Assistant



- Assisted with Certified Crop Adviser Training in Johnston County
- Attended end of year state committee meetings and completed yearly reports
- Presented Farm Calendar Program for County Kindergarteners
- Hosted livestock Judging Practice to prepare for Judging in January. Great to have North Eastern Oklahoma team member Shane Kendall leading our livestock judging practice (Pictured right)
- Assisted families in finding animals for spring projects and shows
- Face-to-face contacts: 217, Non face-to-face contacts: 1,756

Jasmine Williams, 4-H Prevention Coordinator

- Attended the DAISY meetings.
- Attended Mental/Behavioral/Substance Use Sub-Committee meeting
- Attended the PFS Team Monthly meeting and the PFS Monthly meeting
- Attended training on Community Impact: How Ethics Apply to Coalitions
- Provided Youth Prevention Education - Too Good for Drugs for Grade 3 at B.F. Grady Elementary School.
- Continued monthly merchant education activities for Duplin County.



DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
SCOTTY SUMMERLIN, EXECUTIVE DIRECTOR
TERESA T. CHAMBERS, ADMINISTRATIVE SUPPORT SPECIALIST

ACTIVITY REPORT – JANUARY 2025

- Project Panda - NexGen Cabinets Inc. approved and announced by NC Commerce. Local investment and hiring to begin Qtr1-2025.
- AirPark Business & Industrial Park Infrastructure Improvements: Approaching 50% completion. Project consists of extending water mains, sewer mains, building roads, and other utilities throughout the Park, per approved AirPark Master Development Plan.
- Minor delays experienced, but Phase I completion expected July 2025 and on schedule.
- Shell Building Program: Planning and design nearing completion of two new economic development ready buildings at AirPark and SouthPark. Completion December 2025.
- Other Named and Active Projects: Design Mode Cabinetry (ACC), Cattle Farms (Freeze), and Project Panda progress reports submitted. Projects ACC and Freeze will be completed and closed out before July 2025.
- Site Readiness/Master Development Planning: As follow-up to our participation in Duke Energy Economic Development Site Readiness Program, beginning updates on due diligence efforts on WestPark and SouthPark. Due diligence work and reports should be complete by July 2025.
- North Carolina's SouthEast: Provided funding for AirPark Entranceway Improvements. Planning and final design underway, as construction will parallel road construction.
- Visioning Committee: Formed to discuss NC legislative advocacy efforts on continued needs for Duplin County.
- Business and Industry Facility Visits and Tours: Bunge-WestPark, Warsaw plant manager visit. Visited and toured work in progress at NexGen Block Company.
- Former National Spinning, Beulaville Site: Visited site and spoke with owner representatives. Tour planned in January. Excellent space vacant and available for lease in 2025.
- FY2025-26 Budget Preparation: Underway.

FY 2025					
Sales Tax Report for the Purchase Month of October Received in January					
Article 39					
Purchase Month	Distribution Month	FY 25 Actual	FY 24 Actual	FY 23 Actual	FY 22 Actual
July	October	512,413.10	495,991.40	460,818.32	457,573.41
August	November	527,645.33	513,122.83	479,755.43	427,349.77
September	December	478,348.51	490,037.02	496,342.32	414,041.24
October	January	443,241.60	460,118.92	463,630.99	400,175.55
November	February	-	516,248.14	364,212.57	351,915.06
December	March	-	423,877.90	546,338.21	443,143.03
January	April	-	467,630.40	453,297.42	400,423.99
February	May	-	465,628.42	400,734.07	396,214.81
March	June	-	543,549.20	500,590.56	486,430.41
April	July	-	471,382.38	476,825.85	483,971.68
May	August	-	526,073.62	514,839.19	436,910.71
June	September	-	562,486.87	533,561.50	489,732.40
Article Total		1,961,648.54	5,936,147.10	5,690,946.43	5,220,764.94
					4,961,437.02
Article 40					
Purchase Month	Distribution Month	FY 25 Actual	FY 24 Actual	FY 23 Actual	FY 22 Actual
July	October	284,234.81	286,511.95	277,217.58	314,630.28
August	November	284,756.24	284,657.82	280,024.99	270,611.54
September	December	127,731.20	240,291.48	275,221.91	236,164.76
October	January	263,006.53	265,881.15	284,742.13	236,119.58
November	February	-	277,188.00	261,224.00	235,572.14
December	March	-	310,302.54	306,365.33	282,646.72
January	April	-	244,364.29	257,322.75	283,307.22
February	May	-	237,471.64	211,806.82	217,544.16
March	June	-	289,861.51	287,821.87	210,454.03
April	July	-	262,421.11	254,700.06	218,240.63
May	August	-	287,522.25	284,649.97	271,478.36
June	September	-	307,544.77	302,591.56	289,056.33
Article Total		955,730.58	3,294,018.51	3,263,688.96	3,077,420.23
					285,359.04
					314,630.28
					3,348,499.95
Article 42					
Purchase Month	Distribution Month	FY 25 Actual	FY 24 Actual	FY 23 Actual	FY 22 Actual
July	October	44,363.77	35,329.73	23,964.58	21,433.94
August	November	52,136.04	43,302.05	28,729.47	21,223.96
September	December	21,263.70	2,031.07	42,608.75	35,798.87
October	January	(8,346.96)	32,498.43	32,862.17	29,992.58
November	February	-	53,022.92	(9,836.24)	25,284.67
December	March	-	(16,806.26)	45,798.34	(12,782.68)
January	April	-	52,199.35	35,456.72	23,571.72
February	May	-	57,947.17	45,504.28	42,561.14
March	June	-	57,935.11	34,409.98	42,039.91
April	July	-	40,938.82	51,376.66	39,082.30
May	August	-	48,387.55	43,974.94	40,750.36
June	September	-	52,889.98	40,887.13	20,552.71
Article Total		109,416.55	459,675.91	415,736.78	318,651.47
					2,171.79
					236,424.59
Article 44					
Purchase Month	Distribution Month	FY 25 Actual	FY 24 Actual	FY 23 Actual	FY 22 Actual
July	October	-	-	13.09	-
August	November	-	-	10.48	1.74
September	December	-	-	-	-
					253.14
					44.21
					10.14



Senior Services
Dec-24

1. NUTRITION CONGREGATE		YTD	Current
Units of Service	926	139	139
Persons served	109	108	108
Wellness Checks/Outreach	0	32	32
# of volunteers	0	108	108
# of volunteer hrs	0	1398	1398
10. SENIOR CENTER PROGRAM		YTD	Current
Units of Service	6541	1305	2891
Persons served	139	108	166
# of volunteers	0	108	108
# of volunteer hrs	0	108	279
11. TELEPHONE REASSURANCE		YTD	Current
Units of Service	885	171	1186
Persons served	62	16	16
Waiting List	28		
# of volunteers	186		
# of volunteer hrs	38		
12. INFORMATION & REFERRAL		YTD	Current
Units of Service	2069	10	107
Persons served	16	30	60
Waiting List	14		
13. TRAINING - RESIDENT QUARTERS		YTD	Current
Units of Service	2631	92	133.75
Persons served	73	13	13
Waiting List	24		
14. INCOME TAX VOLUNTEER PROGRAM		YTD	Current
Units of Service	598	72	164
Persons served	91	8	12
Waiting List	0		
15. MEAL COST		YTD	Current
Meals Prepared	0	0	1975
Meals Consumed	0	0	0
Total Expenditures	0	37,188.83	58.69
# of volunteers	0		
# of volunteer hrs	0		
16. FAMILY CAREGIVER - SUPPORT GROUP		YTD	Current
Units of Service	10	0	16
Persons served	2	0	0
Waiting List	0		
17. Senior Tai Chi Athletic Cards Issued		YTD	Current
Persons served	0	28	28
Waiting List	0		
9. TAN PROGRAM		YTD	Current
Cash given away	0	15	15

Sent to County Manager:

Purchase Month		FY 24 Actual		FY 23 Actual		FY 22 Actual		FY 21 Actual	
October	January	-	-	-	-	-	-	-	15.51
November	February	-	-	-	-	-	-	-	(22.36)
December	March	-	-	-	-	-	-	-	(188.91)
January	April	-	-	(0.98)	-	15.33	-	-	-
February	May	-	-	12.27	-	-	-	-	-
March	June	-	-	-	-	-	-	-	18.58
April	July	-	-	(74.55)	-	-	-	-	4.28
May	August	-	-	-	-	-	-	-	-
June	September	-	-	(323.15)	-	(103.19)	-	-	-
Article Total		-	-	(362.84)	-	(0.02)	-	-	134.59
Article 44-524		FY 24 Actual		FY 23 Actual		FY 22 Actual		FY 21 Actual	
July	October	198,613.11	182,507.34	159,517.49	139,634.41	139,634.41	139,634.41	139,634.41	139,634.41
August	November	205,087.27	198,613.11	182,507.34	159,517.49	139,634.41	139,634.41	139,634.41	139,634.41
September	December	205,025.27	198,613.11	182,507.34	159,517.49	139,634.41	139,634.41	139,634.41	139,634.41
October	January	205,025.27	198,613.11	182,507.34	159,517.49	139,634.41	139,634.41	139,634.41	139,634.41
November	February	-	-	-	-	-	-	-	-
December	March	-	-	-	-	-	-	-	-
January	April	-	-	-	-	-	-	-	-
February	May	-	-	-	-	-	-	-	-
March	June	-	-	-	-	-	-	-	-
April	July	-	-	-	-	-	-	-	-
May	August	-	-	-	-	-	-	-	-
June	September	-	-	-	-	-	-	-	-
Article Total		820,163.08	2,205,884.49	1,919,204.61	1,716,981.67	1,716,981.67	1,716,981.67	1,716,981.67	1,716,981.67
City Held Harmless		FY 24 Actual		FY 23 Actual		FY 22 Actual		FY 21 Actual	
July	October	(108,472.43)	(110,581.15)	(108,260.82)	(100,004.97)	(100,004.97)	(100,004.97)	(100,004.97)	(100,004.97)
August	November	(107,433.01)	(109,815.57)	(109,815.57)	(90,917.30)	(90,917.30)	(90,917.30)	(90,917.30)	(90,917.30)
September	December	(97,730.39)	(98,380.36)	(105,304.44)	(96,637.64)	(96,637.64)	(96,637.64)	(96,637.64)	(96,637.64)
October	January	(108,440.85)	(102,623.14)	(103,004.55)	(91,133.01)	(91,133.01)	(91,133.01)	(91,133.01)	(91,133.01)
November	February	-	(104,184.28)	(105,815.88)	(103,344.26)	(102,869.56)	(102,869.56)	(102,869.56)	(102,869.56)
December	March	-	(128,022.94)	(116,655.57)	(111,531.17)	(114,866.63)	(114,866.63)	(114,866.63)	(114,866.63)
January	April	-	(91,366.71)	(98,833.04)	(80,266.64)	(94,582.66)	(94,582.66)	(94,582.66)	(94,582.66)
February	May	-	(67,176.63)	(78,456.16)	(78,884.80)	(77,852.07)	(77,852.07)	(77,852.07)	(77,852.07)
March	June	-	(107,798.28)	(111,538.51)	(104,233.92)	(116,304.76)	(116,304.76)	(116,304.76)	(116,304.76)
April	July	-	(99,974.82)	(94,740.40)	(102,414.29)	(107,966.37)	(107,966.37)	(107,966.37)	(107,966.37)
May	August	-	(109,195.47)	(109,081.66)	(103,751.80)	(124,472.05)	(124,472.05)	(124,472.05)	(124,472.05)
June	September	-	(116,092.24)	(116,597.12)	(111,820.54)	(119,296.78)	(119,296.78)	(119,296.78)	(119,296.78)
Article Total		(422,076.68)	(1,262,640.93)	(1,258,103.72)	(1,188,947.29)	(1,188,947.29)	(1,188,947.29)	(1,188,947.29)	(1,188,947.29)
GRAND TOTAL		3,428,882.07	10,820,049.09	10,317,790.10	9,347,007.82	9,347,007.82	9,347,007.82	9,347,007.82	9,347,007.82
Article 33		FY 25 Budget		FY 25 Actuals		FY 24 Actual		FY 23 Actuals	
November	October	4,591,000.00	1,539,571.86	1,539,571.86	4,675,506.17	4,432,842.71	4,031,817.65	4,031,817.65	4,031,817.65
December	November	3,266,700.00	959,730.58	2,879,191.74	3,294,018.51	3,263,686.96	3,077,420.23	3,077,420.23	3,077,420.23
January	December	427,500.00	109,416.55	109,416.55	459,676.51	415,736.78	318,651.47	318,651.47	318,651.47
February	January	-	-	-	-	-	-	-	-
March	February	-	-	-	-	-	-	-	-
April	March	-	-	-	-	-	-	-	-
May	April	-	-	-	-	-	-	-	-
June	May	-	-	-	-	-	-	-	-
Article 40		2,364,400.00	820,163.08	820,163.08	2,390,829.37	2,205,884.49	1,919,204.61	1,919,204.61	1,919,204.61
Article 42		10,669,800.00	3,428,882.07	3,428,882.07	10,286,646.20	10,317,790.10	9,347,007.82	9,347,007.82	9,347,007.82
Article 44		-	-	-	-	-	-	-	-
Article 44-524		-	-	-	-	-	-	-	-



Senior Services
Nov-24

1. NUTRITION CONGREGATE	
Units of Service	826
Persons served	109
Wellness Checks/Outreach	0
# of volunteers	6
# of volunteer hrs	143

2. HOMEBOUND MEALS	
Units of Service	1230
Persons served	50
Waiting List	12
# of volunteers	28
# of volunteer hrs	38

3. GENERAL TRANSPORTATION	
Units of Service	291
Persons served	14

4. IN HOME AIDE SERVICE	
Units of Service	353
Persons served	73
Waiting List	24

5. ENSURE	
# of cases	91

6. HOUSING & HOME IMPROVEMENT	
Units of Service (Ramparts built)	0
Waiting List	0
# of volunteers	0
# of volunteer hrs	0

7. FAMILY CAREGIVER -	
Persons served w/ vouchers	3

8. INCONTINENCE SUPPLIES	
Persons served	0

9. FAN PROGRAM	
Fans given away	0

10. SENIOR CENTER PROGRAM	
Units of Service	1505
Persons served	166
# of volunteers	5
# of volunteer hours	108

11. TELEPHONE REASSURANCE	
Units of Service	177
Persons served	16

12. INFORMATION & REFERRAL	
Units of Service	10
Persons served	10

13. TRAINING - EMPLOYEE-QUARTERLY	
Number of hours	92
Number of staff	13

14. INCOME TAX VOLUNTEER PROGRAM	
Number of hours	72
Number of volunteers	8

15. MEAL COST	
Meals Prepared	1975
Total Expenditures (per meal)	
\$	17,158.83

16. FAMILY CAREGIVER - SUPPORT GROUP	
Persons Served	0

17. Senior Tan heel Athletic Cards Issued	
Persons Served	28

SENIOR SERVICES
REPORT OF SERVICES
DUPLIN COUNTY

PROGRAM	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-25
NUTRITION/CONGREGATE							
Units of Service	1135	1218	1137	1107	1271	982	826
Persons served	117	124	113	117	117	139	109
Wellness Checks/Community Outreach	3	2	3	3	0	0	0
# of volunteers	28	29	2	2	0	0	0
# of volunteer hrs	260	285	268	259	327	108	143
HOMEBOUND MEALS							
Units of Service	845	1205	920	1385	1075	1040	1230
Persons served	49	52	46	55	62	54	50
Waiting List	16	5	16	5	3	6	12
# of volunteers	25	25	21	20	20	26	28
# of volunteer hrs	28	29	24	33	28	34	38
GENERAL TRANSPORTATION							
Units of Service	233	317	365	359	431	306	291
Persons served	10	16	16	16	16	15	14
Waiting List	1	1	1	1	1	1	1
# of volunteers	448	484	440	430	539	385	353
Units of Service	76	72	73	76	73	73	73
Waiting List	26	28	32	22	27	23	24
ENSURE							
# of cases	81	81	98	97	109	122	91
HOUSING & HOME IMPROVEMENT							
Units of Service	0	0	0	0	0	0	0
Waiting List	0	0	0	0	0	0	0
# of volunteers	0	0	0	0	0	0	0
# of volunteer hrs	0	0	0	0	0	0	0
FAMILY CAREGIVER PROGRAM							
Persons served w/ vouchers	3	0	0	3	2	3	2
INCONTINENCE SUPPLIES	0	0	0	0	0	0	0
Persons served	1	0	0	0	0	0	0
FAN PROGRAM							
Fans given away	12	13	2	0	0	0	0
SENIOR CENTER PROGRAM							
Units of Service	206	190	159	407	174	315	1505
Persons served	29	35	32	39	39	114	166
Waiting List	1	10	2	10	10	5	5
# of volunteers	1	13	3	16	22	133	108
TELEPHONE REASSURANCE PROGRAM							
Units of Service	225	168	180	205	293	165	177
Persons served	12	10	9	9	14	14	16
Waiting List	13	23	20	32	16	6	10
Units of Service	13	23	20	28	16	8	10
Persons served	65.25	0	0	61.75	0	0	92
Number of hours	13	0	0	12	0	0	13
INCOME TAX VOLUNTEER PROGRAM							
Persons served	0	0	3	16	32	41	72
Number of hours	0	0	1	1	2	2	8
MEAL COST							
Meals Prepared	2111	2023	2608	2138	2805	2351	1975
Total Expenditures	\$ 24,242.17	\$ 19,355.34	\$ 21,160.92	\$ 21,062.20	\$ 24,094.02	\$ 24,889.24	\$ 17,158.83
Price per meal	\$ 11.48	\$ 9.57	\$ 8.11	\$ 9.85	\$ 8.59	\$ 9.80	\$ 8.69
FAMILY CAREGIVER - SUPPORT GROUP							
Persons served	2	0	0	1	2	14	0
SENIOR TAN HEEL ATHLETIC CARD ISSUED							
YTD Cards Issued							28

Sent to County Manager: 1/14/2025

PROGRAM AREA	Sep-18	Oct-18	Nov-18	Dec-18	Jul-19
MONTHLY CASE COUNT					
Food and Nutrition Cases		3857	3892	3872	4026
WFS Apps Taken	182		182	156	200
Individuals Served		7845	7857	7757	8621
WorkFirst Cases					
WF Apps. Taken	79	77	75	78	74
Employment Cases	4	4	2	5	9
Child Only Cases	1	2	3	3	5
	74	75	78	78	59
Crisis Healing/Cooling (CH)	31	38	56	57	32
Low Income Energy Assistance (LEAP)	0	0	0	344	0
Family & Childrens Applications Enrollment Count	125	115	109	124	151
	1388	1348	11527	11448	12348
Adult Enrollment Count	3545	4037	3557	3575	3693
Medicaid Transportation	1760	1041	871	1182	1080
Individuals Transported	400	814	618	361	271
Child Support NCP Cases	2792	2587	2759	2743	2716
Program Integrity	47	59	48	46	17
Child Day Care	514	265	270	266	378
CPS Investigations Initiated	41	46	34	22	25
CPS Investigation Caseload	194	119	98	82	80
CPS- Case Management	28	34	39	40	45
CPS-Children in Custody	33	30	32	32	30
Adult Protective Services	84	81	79	81	70

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Social Services

Program Area	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
MONTHLY CASE COUNT												
Food and Nutrition Cases	4406	4396	4391	4329	4295	4309	4324	4301	4305	4316	4530	4628
Food Apps Taken	256	416	317	259	259	314	296	318	341	291	337	242
Individual Serviced	9177	9140	9276	9120	9062	9119	9116	9057	9080	9033	9412	9636
Workfirst Cases	57	56	53	57	56	56	52	49	57	56	61	59
WF Apps Taken	17	18	18	18	25	17	21	19	19	21	28	12
Employment Cases	4	4	2	1	4	1	1	2	2	1	2	2
Child Only Cases	36	32	33	36	34	33	31	31	31	31	31	31
Refugee Cases	17	20	18	20	18	22	20	16	24	24	28	26
CDB Meeting/Exiting (CR)	147	219	162	131	133	102	65	214	195	186	210	149
Low Income Energy Assistance (LEAP)	80	327	169	83	0	0	0	0	0	0	0	0
Family & Childrens Applications	279	297	317	221	242	208	261	276	269	243	254	261
Enrollment Count	15719	15954	16118	16132	16096	15986	15685	16037	16138	-----	16490	16611
Adult Applications	160	97	85	56	81	65	62	87	54	73	111	146
Adult Enrollment Count	3880	3827	3807	3808	3768	3748	3727	3720	3736	-----	3736	3727
Medicaid Transportation	665	696	831	802	913	787	667	646	514	483	554	541
Individuals Transported	172	214	227	208	250	223	195	167	156	133	157	145
Child Support NCF Cases	2463	2474	2473	2471	2434	2407	2329	2248	2221	2191	2188	2164
Program Integrity	8	6	9	12	12	12	14	9	6	5	7	5
Child Day Care	369	353	346	339	335	346	337	321	325	390	388	372
CPS - Investigations Initiated	55	49	64	57	56	53	42	39	56	49	51	50
CPS - Investigation Caseload	87	86	77	58	43	38	27	34	46	61	66	61
CPS - Case Management	6	9	7	5	7	2	3	4	6	8	9	17
CPS Children in Custody	18	19	18	18	18	22	24	22	20	22	23	23
Adult Services	96	102	94	74	69	73	64	63	70	59	70	70
Homeless Reported	0	0	10	0	0	0	0	6	6	4	7	5

Dec-24
4677
195
9787
55
11
2
31
27
81
163
322
16772
166
3714
309
130
2162
5
301
41
57
19
23
79
8

000604

DUPLIN COUNTY CHILD SUPPORT MONTHLY REPORT Dec-24	
TOTAL CHILD SUPPORT COLLECTED	\$ 447,325.92
TOTAL ABSENT PARENT CASES	2167
TOTAL CLIENTS SERVED	1622
TOTAL CHILDREN SERVED	2162
BREAKDOWN OF CASE AS FOLLOWS	
ENFORCEMENT	2003
ESTABLISHMENT	38
PATERNITY	38
LOCATION	88
GOOD LOCATES COMPLETED/SYSTEM AND MANUAL	1
ORDERS ESTABLISHED/MODIFIED	
BY VOLUNTARY SUPPORT AGREEMENT/CIVIL	16
MODIFICATIONS	13
REVIEWS/NO MOD. NEEDED	0
TOTAL	29
PATERNITY ESTABLISHED	4
GENETIC TEST COMPLETED (LAB CORP)	10
GENETIC TEST COMPLETED (Comme)	0
ENFORCEMENT ACTIONS (OTHER)	350
WAGE WITHHOLDING ESTABLISHED	72
INTERSTATE ACTIVITY	
INITIAL UIFSA ACTION MAILED	1
ORDERS SENT FOR REGISTRATION	5
GENERAL STATUS REQUEST MAILED/ELECTRONIC	189
ENFORCEMENT STATUS REQUEST MAILED	46
REQUEST FOR REVIEWS TO OTHER STATE	0
CHANGE OF PAYEE/REDIRECTION	0
ORDERS REGISTERED	0
ORDERS ESTABLISHED	0
TOTAL CLIENT SEEN IN IV-D	40
TOTAL VISITORS IN IV-D	1
SHOW CAUSES AND ORDERS FOR ARREST ISSUED IN COUNTY	31
SHOW CAUSES AND ORDERS FOR ARREST SERVED IN COUNTY	7
SHOW CAUSES SENT BY REGULAR MAIL IN COUNTY	20
SHOW CAUSE AND ORDERS FOR ARREST RETURNED NOT SERVED IN COUNTY	0

SHOW CAUSES AND ORDER FOR ARREST ISSUED OUT OF COUNTY	28
SHOW CAUSES AND ORDER FOR ARREST SERVED OUT OF COUNTY	1
SHOW CAUSES SENT BY REGULAR MAIL OUT OF COUNTY	20
SHOW CAUSES AND ORDER FOR ARREST RETURNED NOT SERVED OUT OF COUNTY	0

DUPLIN SOIL & WATER
Soil & Water
Years for Life

Duplin Soil & Water Monthly Report

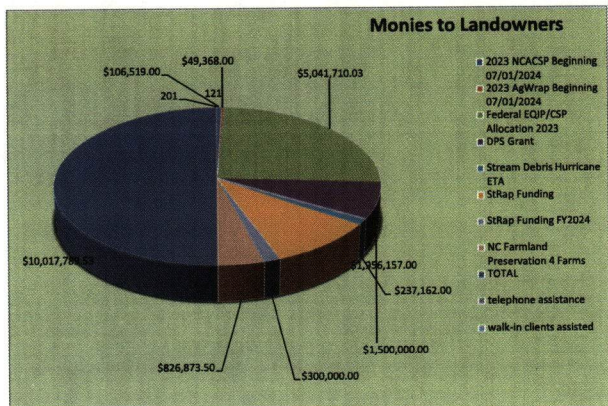
Monies Received 2024-25

2023 NCACSP Beginning 07/01/2024	\$	106,519.00
2023 AgWrap Beginning 07/01/2024	\$	49,368.00
Federal EQIP/CSP Allocation 2023	\$	5,041,710.03
DPS Grant	\$	1,500,000.00
Stream Debris Hurricane ETA	\$	237,162.00
StRap Funding	\$	1,956,157.00
StRap Funding FY2024	\$	300,000.00
NC Farmland Preservation 4 Farms	\$	826,873.50
TOTAL	\$	10,017,789.53
December-25		
BMAP Monies collected	\$	150.00
BMAP Monies billed	\$	350.00
Beaver Dams Destroyed		32
New NCACSP/NCAGwrap Apps/Disaster		6
tile/subsurface drain (feet)		0
acreage operations assisted (WUP)		540
telephone assistance		201
walk-in clients assisted		121
Acres of Maps for clients		670
Creek miles inspected		20

Bobby W. Levy

signature

Monday, December 23, 2024



MILEAGE REPORT		
2005 Chevy	1GCEK14V85Z321377	106,141
2007 Chevy	1GCEK19C97Z625098	146,472
2016 Ford F150	1FTEW1E86GFC68020	58,572

DUPLIN COUNTY SOLID WASTE
YEAR END CATEGORY TOTALS
2024-2025

CATEGORY	DESCRIPTION	JULY '24	AUG '24	SEPT '24	OCT '24	NOV '24	DEC '24	JAN '25	FEB '25	MAR '25	APR '25	MAY '25	JUN '25	TOTALS
**	GARBAGE	3892.87	3873.92	3782.32	4053.60	3252.43	3703.68	0.00	0.00	0.00	0.00	0.00	0.00	22558.82
6	SCRAP METAL	53.93	47.73	53.66	0.00	46.64	39.67	0.00	0.00	0.00	0.00	0.00	0.00	241.63
19	YARD WASTE	615.87	192.03	857.28	188.16	149.00	137.09	0.00	0.00	0.00	0.00	0.00	0.00	2139.43
20	BRICKS, ETC.	137.24	65.99	95.57	96.75	53.96	35.63	0.00	0.00	0.00	0.00	0.00	0.00	485.14
34	MIXED RECYCLABLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	TIRES	92.87	75.71	70.75	85.88	64.52	80.56	0.00	0.00	0.00	0.00	0.00	0.00	470.29
40	MIXED PAPER	12.24	14.61	15.20	13.00	11.35	18.56	0.00	0.00	0.00	0.00	0.00	0.00	84.96
42	GLASS	19.64	17.88	8.81	9.53	10.58	8.55	0.00	0.00	0.00	0.00	0.00	0.00	74.99
44	CARDBOARD	12.09	12.83	12.23	13.64	10.35	23.92	0.00	0.00	0.00	0.00	0.00	0.00	85.06
47	PLASTIC	4.32	5.36	3.30	4.57	5.65	5.22	0.00	0.00	0.00	0.00	0.00	0.00	28.42
48	CANS	1.96	3.06	1.30	0.71	1.15	2.39	0.00	0.00	0.00	0.00	0.00	0.00	10.57
109	ELECTRONICS	1.50	0.19	1.01	1.52	1.17	1.79	0.00	0.00	0.00	0.00	0.00	0.00	7.18
***	STORM GARBAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	BLOCKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119/124	YARD WASTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS		4844.53	4309.31	4901.43	4467.36	3606.80	4057.06	0.00	0.00	0.00	0.00	0.00	0.00	26186.49
	TOTAL MSW	3892.87	3873.92	3782.32	4053.60	3252.43	3703.68	0.00	0.00	0.00	0.00	0.00	0.00	22558.82

- **

GARBAGE

Includes - Garbage, Site Garbage, Site Bulky, C&D, Roadside, No Chg MSW, Shingles, Banned Materials
- ***

STORM GARBAGE

Includes - Garbage, C&D, Shingles, Materials From

DUPLIN COUNTY SOLID WASTE
MONTHLY CATEGORY TOTALS

DEC '24	Site 1	Site 2	Site 3	Site 4	Site 5	Site 6	Site 7	Site 8	Site 9	Site 10	Site 11	Site 12	Site 13	Site 14	Site 15	Totals
Electronics										0.50						0.50
Site Garbage	35.42	19.65	60.38	58.78	35.44	56.01	46.36	37.32	26.00	49.66	49.59	50.88	69.89	17.09	49.43	661.90
Site Bulky	9.86	10.56	16.18	25.07	11.55	14.68	11.90	16.71	7.79	21.23	8.05	26.30	18.43	3.00	46.29	247.60
Mixed Paper	1.24	0.63	0.65	0.76	0.36	1.63	0.82	0.91	0.98	0.95	1.19		1.75		1.36	13.23
Glass				2.98	2.42										2.68	8.08
Cardboard	0.55	1.14	1.61	1.51	1.59	1.26	1.37	0.69	0.38	0.60	0.75	0.76	2.47	0.80	1.48	16.96
Plastics	0.23		1.18	0.63	0.51	0.56	0.29	0.30	0.29		0.16		0.56	0.21	0.30	5.22
Cans	0.33			0.40		0.32		0.40		0.13			0.43	0.38		2.39
Metal	1.06	1.15	1.53	1.92	1.20	3.83	2.81	1.53	1.39	2.78	1.61	2.65	6.00	1.04	4.21	34.71
Totals	48.69	33.13	81.53	92.05	53.07	78.29	63.55	57.86	36.83	75.85	61.35	80.59	99.53	22.52	105.75	990.59
Private Sector																
Electronics	1.29															
Yard Waste	137.09															
Concrete	35.63															
Construction	800.91															
Roadside	1.15															
Tires	80.56															
Garbage	1858.77															
Mixed Paper	5.33															
Glass	0.47															
Cardboard	6.96															
Plastic																
Cans																
Metal	4.96															
No Chg MSW	7.81															
Mixed Loads	116.32															
TOTAL	3057.25															

Report -- Duplin County Voluntary Agricultural District, 2024
From: Amanda Hatcher, Chair, and Cynthia Blackmore, Vice Chair
Contact: Amanda Hatcher at 910-296-2143 at Cooperative Extension

The Duplin County Voluntary Agricultural District presented an annual report in September 2024 to NCDA & CS. A summary of that report includes:

There are 176 farms enrolled in the Duplin County Voluntary Agricultural District program, composed of 33,843.43 acres.

After an inactive period the VAD board began meeting in April 2024, and traditionally meets quarterly on the 4th Tuesdays of January, April, July and October.

The VAD board is currently working at reviewing the application documents and adding VAD information to the Cooperative Extension website.

The VAD program is designed for landowners interested in farmland preservation as a voluntary means to identify the property as agricultural land that is used for farming or forestry. The Duplin County VAD program is coordinated by N. C. Cooperative Extension, with board members representing the five commissioner districts, and four ex-officio members representing the Agribusiness Council President, Duplin County Planner, Duplin County Register of Deeds and the Cooperative Extension Director. Program support is offered by Duplin County Soil & Water Conservation Service.