

**BOARD OF COUNTY COMMISSIONER'S MEETING****Monday, September 16th, 2024****224 Seminary Street****Kenansville, N.C. 28349**

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, September 16th, 2024 in the Commissioners Room located at 224 Seminary Street, Kenansville, N.C.

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

Also Present: Bryan Miller, County Manager; Carrie Shields, Assistant 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 Reverend A.J Connors, Mayor for the Town of Warsaw. Mayor Connors 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, Assistant County Manager, or Clerk to the Board wished to make any changes or additions to the agenda. No changes made.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, 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 Dowe, carried unanimously to approve the minutes of the August 17th, 2024 Board of Commissioners meeting as presented.

REGULAR MEETING AGENDA**CONSENT AGENDA**

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to approve consent agenda items as listed: Budget Amendments Journal Entry Proof; Tax and Solid Waste Releases - #22147-22248; Corrected Tax and Solid Waste Release Request # 22004 and # 22044 Approved at the August 17th, 2024 Meeting; Reappointment of Elizabeth Smith and Thomasina Williams to the Duplin County Planning Board for the Period of September 1st, 2024 through August 31st, 2026; Scheduled a Public Hearing for October 7th, 2024

to Receive Public Comments Regarding a Request from Frances Brown to Name a Lane in the 200 Block of Lem Brown Road, Chinquapin, NC; Cypress Creek Township; Franklin Drive in Accordance with the Duplin County Addressing and Road Naming Ordinance; Accept North Carolina Department of Public Safety 2023 Local Emergency Shelter Capacity Grant (LESCG) Funding in the Amount of \$699,160.00; Authorize the Chairman to Sign the Memorandum of Agreement; and Authorize the Associated Budget Amendment; Approve Work Authorization Number 1 for Professional Services Between Duplin County and Michael Baker Engineering, Inc. and Authorize the Chairman to Sign; Approve 31-LL 10 Forestry Headquarter Lease (NC Forest Service Region 1 HQ Land Lease Agreement) Between Duplin County and the State of North Carolina and Authorize Chairman to Sign; Approve ARPA Required Policies Needed to Comply with 2 CFR 200 (Code of Federal Regulations).

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

AGENDA

Public Comments

No Public Comments.

End Public Comments

Melissa Kennedy, E911 Addressing Project Coordinator, appeared before the Board to conduct a public hearing to receive public comments regarding a request from Nita Miller to change the name of James O. Horne Lane to Teaberry Lane in Cypress Creek Township in Accordance with the Duplin County Addressing and Road Naming Ordinance.

Chairman Edwards opened the Public Hearing.

No public comments.

Chairman Edwards closed the Public Hearing.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously, to approve a road name change of James O. Horne Lane to Teaberry Lane in Cypress Creek Township in accordance with the Duplin County Addressing and Road Naming Ordinance.

Angel Venecia, Transportation Director, appeared before the Board to conduct a public hearing regarding FY26 grant submission to fund the Duplin County Public Transportation system. Duplin County Public Transportation intends to apply for the 5311 CTP Admin Grant to cover administrative costs (\$267,095), the 5310 Operating grants intended to improve mobility for senior and individuals with disabilities (\$40,000), and the Combined Capital Grant to cover one replacement van (\$140,000).

Chairman Edwards opened the Public Hearing.

No public comments.

Chairman Edwards closed the Public Hearing.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to adopt the FY2026 Program Resolution, authorizing the submission of grants for federal and state funding, agreeing to the assurances and certifications related to such submissions to approve the Local Share Certification, and authorize Chairman to sign.

Ben Jones appeared before the Board to conduct a public hearing to receive public comments regarding the County applying for Community Development Block Grant-Neighborhood Revitalization (CDBGNR) funds in the amount of \$950,000.00. These funds can be applied to the following eligible activities: Housing; infrastructure related to housing (new

utility services, streets, flood and drainage improvements, and sidewalks/pedestrian ways, etc.); and public facilities (shelters, community centers, or recreation centers). This grant must be used to meet one of three national objectives: Benefit low to moderate income (LMI) persons (it must be owner occupied homes and must be real property); prevent or eliminate slums or blight; or meet other urgent needs (often storm/disaster related). These funds can also be used to rehabilitate housing or demo/rebuild. A second public hearing will be held on October 7th, 2024 at the BOCC meeting regarding the CDBGNR.

Chairman Edwards opened the Public Hearing.

Angela Mainor asked if more than one person can own the home.

Mr. Jones replied that they are all candidates and everyone with an interest in the property must sign a Deed of Trust.

Commissioner Dowe asked how people would receive the application.

Mr. Jones replied that they prefer the majority of the names come from the County and he already has a list of some names.

Chairman Edwards asked if he had a copy of the names.

Mr. Jones replied that he will forward the list he has thus far to the County Manager.

Commissioner Branch asked what happens when someone passes away.

Mr. Jones replied that it would be up to the County but the grant could be inherited.

Commissioner Branch asked what the number was for a LMI person.

Mr. Jones replied that the number for LMI was established by HUD and was a sliding scale because it depends on the number of people living in the home.

Commissioner Branch asked if he had the number of people interested.

Mr. Jones replied he had a partial list and would forward it to the County Manager.

Commissioner Branch asked if there was a certain number needed to be successful.

Mr. Jones replied that to ask for the full \$950,000 he would need four reconstructions; two alternate reconstructions and one alternate rehabilitation.

Commissioner J. Edwards asked if the funds could be used to complete the Kenansville Park.

Mr. Jones replied that it could but would depend on the County's LMI in that geographical area as a whole.

Chairman Edwards closed the Public Hearing.

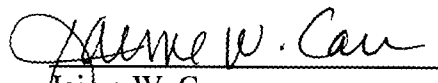
Bryan Miller, County Manager, appeared before the Board to make announcements/comments.

Motion was made by Commissioner Dowe, seconded by Commissioner Garner, carried unanimously to go out of regular session and into closed session for personnel matters pursuant to NCGS 143-318.11 (a) (6).

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to go out of closed session and back into open session.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to allow the County Manager to create a new position, Animal Service Center Manager.

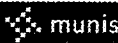
Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to recess until October 1st, 2024 at 7:30 a.m. for a Commissioners Meeting in the Williams Building, Room 100 located on the campus of James Sprunt Community College located at 159 James Sprunt Drive, Kenansville, NC


Jaime W. Carr
Clerk to the Board

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Duplin County, NC



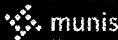
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
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 02	397 08/26/2024			BUA 091624C	1 2			
1 4100	39989	GENERAL FUND		FUND BALANCE		-3,120,686.07	134.00	-3,120,552.07
10-41-4100-0000-000-39989						08/26/2024		
2 5600	35611	SENIOR SERVICES		IN KIND TRANSPORTATION TITLE I		-3,166.00	-134.00	-3,300.00
10-50-5600-0000-000-35611						08/26/2024		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 03	10 09/17/2024			BUA 091624C	1 2			
1 4100	39989	GENERAL FUND		FUND BALANCE		-3,120,686.07	-122,083.03	-3,242,769.10
10-41-4100-0000-000-39989						09/17/2024		
2 4993	44009	OSBM Fire Dept Grant		Grant Expense		.00	122,083.03	122,083.03
10-43-4100-4993-000-44009						09/17/2024		
** JOURNAL TOTAL							-0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 03	11 09/17/2024			BUA 091624C	1 2			
1 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-8,000.00	-8,000.00
10-41-4100-0000-000-39951						09/17/2024		
2 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-12,770.52	-12,770.52
10-41-4100-0000-000-39951						09/17/2024		
3 4330	42980	Emergency Management		PROGRAM SUPPLIES		8,500.00	8,000.00	16,500.00
10-43-4330-0000-000-42980						09/17/2024		
4 4955	40121	4th Vidant Grant		SALARIES		.00	12,770.52	12,770.52
10-49-4950-4955-000-40121						09/17/2024		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 03	12 09/17/2024			BUA 091624C	1 2			
1 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-118,632.87	-118,632.87
10-41-4100-0000-000-39951						09/17/2024		

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Page 1

Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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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 03	12 09/17/2024			BUA 091624C	1 2			
2 5185	41990	COVID Pandemic Recovery		PROFESSIONAL SERVICES		92,750.00	118,632.87	211,382.87
10-50-5100-5185-000-41990						09/17/2024		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 03	13 09/17/2024			BUA 091624C	1 2			
1 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-8,000.00	-8,000.00
10-41-4100-0000-000-39951						09/17/2024		
2 4330	42980	Emergency Management		PROGRAM SUPPLIES		8,500.00	8,000.00	16,500.00
10-43-4330-0000-000-42980						09/17/2024		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 03	14 09/17/2024			BUA 091624C	1 2			
1 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-50,000.00	-50,000.00
10-41-4100-0000-000-39951						09/17/2024		
2 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-64,858.00	-64,858.00
10-41-4100-0000-000-39951						09/17/2024		
3 4100	39951	GENERAL FUND		FUND BAL CARRY FWD GRANTS		.00	-5,029.19	-5,029.19
10-41-4100-0000-000-39951						09/17/2024		
4 5193	41990	ARPA TSF Public Health		PROFESSIONAL SERVICES		.00	50,000.00	50,000.00
10-50-5100-5193-000-41990						09/17/2024		
5 5192	40121	Bridge Access Program		SALARIES		.00	29,099.73	29,099.73
10-50-5100-5192-000-40121						09/17/2024		
6 5192	40181	Bridge Access Program		SOCIAL SECURITY		.00	2,226.13	2,226.13
10-50-5100-5192-000-40181						09/17/2024		
7 5192	40182	Bridge Access Program		RETIREMENT		.00	3,541.44	3,541.44
10-50-5100-5192-000-40182						09/17/2024		
8 5192	40183	Bridge Access Program		HOSPITAL INSURANCE		.00	7,427.95	7,427.95
10-50-5100-5192-000-40183						09/17/2024		

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Page 2

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Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT				DESCRIPTION	DESCRIPTION	DATE	AMOUNT	AMOUNT
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND								
2025	03	14	09/17/2024		BUA 091624C	1	2	
9	5192	40184		Bridge Access Program	Life Insurance	.00	18.06	18.06
10-50-5100-5192-000-40184						09/17/2024		
10	5192	41990		Bridge Access Program	PROFESSIONAL SERVICES	.00	10,000.00	10,000.00
10-50-5100-5192-000-41990						09/17/2024		
11	5192	42980		Bridge Access Program	PROGRAM SUPPLIES	.00	4,844.69	4,844.69
10-50-5100-5192-000-42980						09/17/2024		
12	5192	43110		Bridge Access Program	TRAVEL	.00	1,200.00	1,200.00
10-50-5100-5192-000-43110						09/17/2024		
13	5192	43540		Bridge Access Program	SOFTWARE MAINTENANCE	.00	1,500.00	1,500.00
10-50-5100-5192-000-43540						09/17/2024		
14	5192	43911		Bridge Access Program	ADVERTISING	.00	5,000.00	5,000.00
10-50-5100-5192-000-43911						09/17/2024		
15	5117	41990		ST COMMUNITY HEALTH MAP GRANT	PROFESSIONAL SERVICES	.00	4,947.57	4,947.57
10-50-5100-5117-000-41990						09/17/2024		
16	5117	42200		ST COMMUNITY HEALTH MAP GRANT	FOOD	.00	81.62	81.62
10-50-5100-5117-000-42200						09/17/2024		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND								
2025	03	15	09/17/2024		BUA 091624C	1	2	
1	4100	39951		GENERAL FUND	FUND BAL CARRY FWD GRANTS	.00	-26,264.98	-26,264.98
10-41-4100-0000-000-39951						09/17/2024		
2	4100	39951		GENERAL FUND	FUND BAL CARRY FWD GRANTS	.00	-47,960.51	-47,960.51
10-41-4100-0000-000-39951						09/17/2024		
3	4100	39951		GENERAL FUND	FUND BAL CARRY FWD GRANTS	.00	-3,871.49	-3,871.49
10-41-4100-0000-000-39951						09/17/2024		
4	5127	40121		Eastpointe Grant	SALARIES	.00	924.99	924.99
10-50-5100-5127-000-40121						09/17/2024		
5	5127	40181		Eastpointe Grant	SOCIAL SECURITY	.00	72.48	72.48
10-50-5100-5127-000-40181						09/17/2024		

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Page 3

Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT				DESCRIPTION	DESCRIPTION	DATE	AMOUNT	AMOUNT
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND								
2025	03	15	09/17/2024		BUA 091624C	1	2	
6	5127	40182		Eastpointe Grant	RETIREMENT	.00	96.55	96.55
10-50-5100-5127-000-40182						09/17/2024		
7	5127	40183		Eastpointe Grant	HOSPITAL INSURANCE	.00	286.01	286.01
10-50-5100-5127-000-40183						09/17/2024		
8	5127	40184		Eastpointe Grant	Life Insurance	.00	.60	.60
10-50-5100-5127-000-40184						09/17/2024		
9	5127	41990		Eastpointe Grant	PROFESSIONAL SERVICES	.00	24,851.99	24,851.99
10-50-5100-5127-000-41990						09/17/2024		
10	5127	42410		Eastpointe Grant	PHARMACY	.00	31.58	31.58
10-50-5100-5127-000-42410						09/17/2024		
11	5127	42980		Eastpointe Grant	PROGRAM SUPPLIES	.00	.78	.78
10-50-5100-5127-000-42980						09/17/2024		
12	5141	40121		Cape Fear Memorial Grant Hep	SALARIES	.00	15,919.05	15,919.05
10-50-5100-5141-000-40121						09/17/2024		
13	5141	40181		Cape Fear Memorial Grant Hep	SOCIAL SECURITY	.00	1,222.58	1,222.58
10-50-5100-5141-000-40181						09/17/2024		
14	5141	40182		Cape Fear Memorial Grant Hep	RETIREMENT	.00	1,058.00	1,058.00
10-50-5100-5141-000-40182						09/17/2024		
15	5141	40183		Cape Fear Memorial Grant Hep	HOSPITAL INSURANCE	.00	3,123.96	3,123.96
10-50-5100-5141-000-40183						09/17/2024		
16	5141	40184		Cape Fear Memorial Grant Hep	Life Insurance	.00	.42	.42
10-50-5100-5141-000-40184						09/17/2024		
17	5141	42013		Cape Fear Memorial Grant Hep	LAB PROCESSING	.00	26,201.82	26,201.82
10-50-5100-5141-000-42013						09/17/2024		
18	5141	42980		Cape Fear Memorial Grant Hep	PROGRAM SUPPLIES	.00	434.68	434.68
10-50-5100-5141-000-42980						09/17/2024		
19	5169	42980		ANN WOLFE MINI GRANT	PROGRAM SUPPLIES	.00	3,671.49	3,671.49
10-50-5100-5169-000-42980						09/17/2024		
20	5169	43250		ANN WOLFE MINI GRANT	POSTAGE	.00	200.00	200.00
10-50-5100-5169-000-43250						09/17/2024		
** JOURNAL TOTAL							0.00	

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Page 4

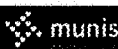
Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT				LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET
YEAR-PER JOURNAL				EFF-DATE	REF 1	REF 2	SRC INL-DESC	ENTITY AMEND
2025	03	16	09/17/2024				BUA 091624C	1 2
1	4100	39951		GENERAL FUND				
	10-41-4100-0000-000-39951							
					09/17/2024		-27,948.43	-27,948.43
2	4100	39951		GENERAL FUND				
	10-41-4100-0000-000-39951				09/17/2024		-81,444.99	-81,444.99
3	5171	41990		Breast and Cervical Cancer				
	10-50-5100-5171-000-41990				23,225.00		27,439.03	50,664.03
					09/17/2024			
4	5171	42980		Breast and Cervical Cancer				
	10-50-5100-5171-000-42980				500.00		300.00	800.00
					09/17/2024			
5	5171	42990		Breast and Cervical Cancer				
	10-50-5100-5171-000-42990				1,000.00		209.40	1,209.40
					09/17/2024			
6	5187	40121		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-40121				.00		3,397.58	3,397.58
					09/17/2024			
7	5187	40181		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-40181				.00		954.37	954.37
					09/17/2024			
8	5187	40182		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-40182				.00		923.90	923.90
					09/17/2024			
9	5187	40183		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-40183				.00		859.04	859.04
					09/17/2024			
10	5187	40184		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-40184				.00		49.65	49.65
					09/17/2024			
11	5187	41990		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-41990				.00		62,787.60	62,787.60
					09/17/2024			
12	5187	43540		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-43540				.00		387.22	387.22
					09/17/2024			
13	5187	42200		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-42200				.00		371.82	371.82
					09/17/2024			
14	5187	42420		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-42420				.00		537.58	537.58
					09/17/2024			
15	5187	42600		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-42600				.00		7,045.51	7,045.51
					09/17/2024			

Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT				LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET
YEAR-PER JOURNAL				EFF-DATE	REF 1	REF 2	SRC INL-DESC	ENTITY AMEND
2025	03	16	09/17/2024				BUA 091624C	1 2
16	5187	42980		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-42980				09/17/2024		3,930.72	3,930.72
17	5187	43250		Cape Fear Memorial-Diabetic				
	10-50-5100-5187-000-43250				.00		200.00	200.00
					09/17/2024			
							** JOURNAL TOTAL	0.00
YEAR-PER JOURNAL				EFF-DATE	REF 1	REF 2	SRC INL-DESC	ENTITY AMEND
2025	03	17	09/17/2024				BUA 091624C	1 2
1	4100	39951		GENERAL FUND				
	10-41-4100-0000-000-39951				09/17/2024		-808,707.11	-808,707.11
2	4100	39951		GENERAL FUND				
	10-41-4100-0000-000-39951				09/17/2024		-15,967.80	-15,967.80
3	5188	40121		Duplin Coalition for Health				
	10-50-5100-5188-000-40121				51,516.00		288,480.19	339,996.19
					09/17/2024			
4	5188	40181		Duplin Coalition for Health				
	10-50-5100-5188-000-40181				3,941.00		21,982.80	25,923.80
					09/17/2024			
5	5188	40182		Duplin Coalition for Health				
	10-50-5100-5188-000-40182				6,687.00		6,095.47	12,782.47
					09/17/2024			
6	5188	40183		Duplin Coalition for Health				
	10-50-5100-5188-000-40183				10,613.00		55,376.84	65,989.84
					09/17/2024			
7	5188	40184		Duplin Coalition for Health				
	10-50-5100-5188-000-40184				26.00		155.35	181.35
					09/17/2024			
8	5188	41990		Duplin Coalition for Health				
	10-50-5100-5188-000-41990				61,237.00		134,085.75	195,322.75
					09/17/2024			
9	5188	42200		Duplin Coalition for Health				
	10-50-5100-5188-000-42200				5,000.00		99,871.98	104,871.98
					09/17/2024			
10	5188	42600		Duplin Coalition for Health				
	10-50-5100-5188-000-42600				650.00		98,885.10	99,535.10
					09/17/2024			
11	5188	42980		Duplin Coalition for Health				
	10-50-5100-5188-000-42980				3,000.00		877.03	3,877.03
					09/17/2024			

Duplin County, NC



BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT					EFF DATE	CHANGE	CHANGE
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2025 03	17 09/17/2024			BUA 091624C	I Z		
12 5188	43110		Duplin Coalition For Health	TRAVEL			
10-50-5100-5188-000-43110					09/17/2024	2,970.10	7,970.10
13 5188	43540		Duplin Coalition For Health	SOFTWARE MAINTENANCE			
10-50-5100-5188-000-43540					09/17/2024	99,926.50	100,276.50
14 6121	42600		LSTA GRANT	OFFICE SUPPLIES			
10-60-6110-6121-000-42600					09/17/2024	3,029.80	3,029.80
15 6122	42980		Nonrecurring Aid	PROGRAM SUPPLIES			
10-60-6110-6122-000-42980					09/17/2024	12,938.00	12,938.00
** JOURNAL TOTAL						0.00	

Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: bianca.pineda

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
ACCOUNT					EFF DATE	CHANGE	CHANGE
2025 2 397							
BUA 4100-39969				FUND BALANCE	5	134.00	
08/26/2024 091624C							
BUA 5600-35611				IN KIND TRANSPORTATION TITLE I S			134.00
08/26/2024 091624C							
JOURNAL 2025/02/397				TOTAL		0.00	0.00
2025 3 10							
BUA 4100-39969				FUND BALANCE	5		122,083.03
09/17/2024 091624C							
BUA 4993-44009				Grant Expense	5	122,083.03	
09/17/2024 091624C							
JOURNAL 2025/03/10				TOTAL		0.00	0.00
2025 3 11							
BUA 4100-39951				FUND BAL CARRY FWD GRANTS	5		8,000.00
09/17/2024 091624C							
BUA 4100-39951				FUND BAL CARRY FWD GRANTS	5		12,770.52
08/17/2024 091624C							
BUA 4330-42980				PROGRAM SUPPLIES	5	8,000.00	
09/17/2024 091624C							
BUA 4935-40121				SALARIES	5	12,770.52	
09/17/2024 091624C							
JOURNAL 2025/03/11				TOTAL		0.00	0.00
2025 3 12							
BUA 4100-39951				FUND BAL CARRY FWD GRANTS	5		118,632.87
09/17/2024 091624C							
BUA 5185-41990				PROFESSIONAL SERVICES	5	118,632.87	
09/17/2024 091624C							
JOURNAL 2025/03/12				TOTAL		0.00	0.00
2025 3 13							
BUA 4100-39951				FUND BAL CARRY FWD GRANTS	5		8,000.00
09/17/2024 091624C							
BUA 4330-42980				PROGRAM SUPPLIES	5	8,000.00	
09/17/2024 091624C							
JOURNAL 2025/03/13				TOTAL		0.00	0.00

Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
2025 3 14				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	50,000.00	
09/17/2024 091624C				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	64,858.00	
09/17/2024 091624C				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	5,029.19	
09/17/2024 091624C				
BUA 5193-41990	PROFESSIONAL SERVICES	5	50,000.00	
09/17/2024 091624C				
BUA 5192-40121	SALARIES	5	29,099.73	
09/17/2024 091624C				
BUA 5192-40181	SOCIAL SECURITY	5	2,226.13	
09/17/2024 091624C				
BUA 5192-40182	RETIREMENT	5	3,541.44	
09/17/2024 091624C				
BUA 5192-40183	HOSPITAL INSURANCE	5	7,427.95	
09/17/2024 091624C				
BUA 5192-40184	LIFE INSURANCE	5	18.06	
09/17/2024 091624C				
BUA 5192-41990	PROFESSIONAL SERVICES	5	10,000.00	
09/17/2024 091624C				
BUA 5192-42980	PROGRAM SUPPLIES	5	4,844.69	
09/17/2024 091624C				
BUA 5192-43110	TRAVEL	5	1,200.00	
09/17/2024 091624C				
BUA 5192-43540	SOFTWARE MAINTENANCE	5	1,500.00	
09/17/2024 091624C				
BUA 5192-43911	ADVERTISING	5	5,000.00	
09/17/2024 091624C				
BUA 5117-41990	PROFESSIONAL SERVICES	5	4,947.57	
09/17/2024 091624C				
BUA 5117-42200	FOOD	5	81.62	
09/17/2024 091624C				
JOURNAL 2025/03/14	TOTAL		00	00
2025 3 15				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	26,264.98	
09/17/2024 091624C				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	47,960.51	
09/17/2024 091624C				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	3,871.49	
09/17/2024 091624C				
BUA 5127-40121	SALARIES	5	924.99	
09/17/2024 091624C				
BUA 5127-40181	SOCIAL SECURITY	5	72.48	
09/17/2024 091624C				

Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
BUA 5127-40182	RETIREMENT	5	96.55	
09/17/2024 091624C				
BUA 5127-40183	HOSPITAL INSURANCE	5	286.01	
09/17/2024 091624C				
BUA 5127-40184	LIFE INSURANCE	5	.60	
09/17/2024 091624C				
BUA 5127-41990	PROFESSIONAL SERVICES	5	24,851.99	
09/17/2024 091624C				
BUA 5127-42410	PHARMACY	5	31.58	
09/17/2024 091624C				
BUA 5127-42980	PROGRAM SUPPLIES	5	.78	
09/17/2024 091624C				
BUA 5141-40121	SALARIES	5	15,919.05	
09/17/2024 091624C				
BUA 5141-40181	SOCIAL SECURITY	5	1,227.58	
09/17/2024 091624C				
BUA 5141-40182	RETIREMENT	5	1,058.00	
09/17/2024 091624C				
BUA 5141-40183	HOSPITAL INSURANCE	5	3,123.96	
09/17/2024 091624C				
BUA 5141-40184	LIFE INSURANCE	5	.42	
09/17/2024 091624C				
BUA 5141-42013	LAB PROCESSING	5	26,201.82	
09/17/2024 091624C				
BUA 5141-42980	PROGRAM SUPPLIES	5	434.68	
09/17/2024 091624C				
BUA 5169-42980	PROGRAM SUPPLIES	5	3,671.49	
09/17/2024 091624C				
BUA 5169-43250	POSTAGE	5	200.00	
09/17/2024 091624C				
JOURNAL 2025/03/15	TOTAL		00	00
2025 3 16				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	27,948.41	
09/17/2024 091624C				
BUA 4100-39951	FUND BAL CARRY FWD GRANTS	5	81,444.99	
09/17/2024 091624C				
BUA 5171-41990	PROFESSIONAL SERVICES	5	27,439.03	
09/17/2024 091624C				
BUA 5171-42980	PROGRAM SUPPLIES	5	300.00	
09/17/2024 091624C				
BUA 5171-42990	INCENTIVES	5	209.40	
09/17/2024 091624C				
BUA 5187-40121	SALARIES	5	3,397.58	
09/17/2024 091624C				
BUA 5187-40181	SOCIAL SECURITY	5	954.37	
09/17/2024 091624C				

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000636

Duplin County, NC

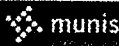


BUDGET AMENDMENT JOURNAL ENTRY PROOF

DOC NO	DOC DATE	DOC TYPE	DOC LINE	DOC AMT	DOC BAL	DOC CMT	DOC DETAIL	DOC TOTAL	DOC BAL
BUA 5187-40182	09/17/2024	091624C					RETIREMENT	5	923.90
BUA 5187-40183	09/17/2024	091624C					HOSPITAL INSURANCE	5	859.04
BUA 5187-40184	09/17/2024	091624C					Life Insurance	5	49.65
BUA 5187-41990	09/17/2024	091624C					PROFESSIONAL SERVICES	5	62,787.60
BUA 5187-43540	09/17/2024	091624C					SOFTWARE MAINTENANCE	5	387.22
BUA 5187-42200	09/17/2024	091624C					FOOD	5	371.82
BUA 5187-42420	09/17/2024	091624C					IN HOUSE LAB	5	537.58
BUA 5187-42600	09/17/2024	091624C					OFFICE SUPPLIES	5	7,045.51
BUA 5187-42980	09/17/2024	091624C					PROGRAM SUPPLIES	5	3,930.72
BUA 5187-43250	09/17/2024	091624C					POSTAGE	5	200.00
JOURNAL 2025/03/16 TOTAL									0.00
2025 3 17									
BUA 4100-39951	09/17/2024	091624C					FUND BAL CARRY FWD GRANTS	5	808,707.11
BUA 4100-39951	09/17/2024	091624C					FUND BAL CARRY FWD GRANTS	5	15,967.80
BUA 5188-40121	09/17/2024	091624C					SALARIES	5	288,480.19
BUA 5188-40181	09/17/2024	091624C					SOCIAL SECURITY	5	21,982.80
BUA 5188-40181	09/17/2024	091624C					RETIREMENT	5	6,095.47
BUA 5188-40183	09/17/2024	091624C					HOSPITAL INSURANCE	5	55,376.84
BUA 5188-40184	09/17/2024	091624C					Life Insurance	5	155.35
BUA 5188-41990	09/17/2024	091624C					PROFESSIONAL SERVICES	5	134,085.75
BUA 5188-42200	09/17/2024	091624C					FOOD	5	99,871.98
BUA 5188-42600	09/17/2024	091624C					OFFICE SUPPLIES	5	98,885.10
BUA 5188-42980	09/17/2024	091624C					PROGRAM SUPPLIES	5	877.03
BUA 5188-43110	09/17/2024	091624C					TRAVEL	5	7,970.10

Report generated: 09/11/2024 10:43
User: clinton.gilbert
Program ID: 000000

Duplin County, NC

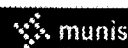


BUDGET AMENDMENT JOURNAL ENTRY PROOF

DOC NO	DOC DATE	DOC TYPE	DOC LINE	DOC AMT	DOC BAL	DOC CMT	DOC DETAIL	DOC TOTAL	DOC BAL
BUA 5188-43540	09/17/2024	091624C					SOFTWARE MAINTENANCE	5	99,926.50
BUA 6121-42600	09/17/2024	091624C					OFFICE SUPPLIES	5	3,029.80
BUA 6122-42980	09/17/2024	091624C					PROGRAM SUPPLIES	5	12,938.00
JOURNAL 2025/03/17 TOTAL									0.00

Report generated: 09/11/2024 10:43
User: clinton.gilbert
Program ID: 000000

Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

DATE		01-01-2018	01-01-2018	01-01-2018	01-01-2018	01-01-2018
DESCRIPTION		ACCOUNT 1001-RENTS				

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

Report generated: 09/11/2024 16:43
User: bianca.pineda
Program ID: bgandent

Page 13

BA#

Duplin County
Budget Amendment

Department Title

Department Head's Signature

(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:

Correct Senior Services budget

[illegible]

Finance Signature

Finance Signature: _____
Date Approved: _____

Manager Signature

Manager Signature: _____
Date Approved: _____

Commissioner Approval

Date Approved:

Chucky Prince
Jabbar

000638

8/22/24, 4:34 PM

Mail - Chelsey Lanier - Outlook

Transportation Correction - Fiscal Year 24-25

Melisa Brown <melisab@duplincountync.com>

Wed 8/14/2024 3:51 PM

To:Chelsey Lanier <chelsey.lanier@duplincountync.com>

1 attachments (76 KB)

Revised Transportation 2024 - Correction 8-14-24.docx

Hey, Chelsey.

I just noticed I gave you an incorrect amount on the revised sheet. I have it attached. In the revenue for in-kind, it should be a **minus of \$134.00** which will give a total of \$3,366.00. My mistake not yours, I double checked all the others for HP & FCSP and they are correct.

Thanks,

Melisa



MELISA S. BROWN

DIRECTOR, SENIOR SERVICES

Phone 910.296.2140

Mail P. O. BOX 928, 213 SEMINARY ST., KENANSVILLE, NC 28646

28349

Email melisab@duplincountync.com

<https://outlook.office365.com/mail/inbox/id/AAMKAGQ5ZJxZTMzLWJhZWYINGY3ZC04Mjc1LTQyZWUzOWQzYWYyNQ8GAAAAAAVQeGqFbVLSJ...> 1/1

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
Carry forward funds

[illegible]

Finance Signature
Date Approved:

Manager Signature _____
Date Approved: _____

Commissioner Approval
Date Approved:

9/3/24

000639

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:
Carry Forward

[illegible]

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

BA # _____ Duplin County
Budget Amendment

_____ Health

Treatment Head's Signature Tracey Simmons - Komegys / Billie Jo Dunn

(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:
received AA from State for Program 5185 (AA546) - adjust budget to match AA amount

Carry forward

Fund code	Line Item Description	Amount	Fund code	Line Item Description	Amount
6440-9468	COVID Random Recovery	-174.00	5185-4944	Travel	-474.00
4100-2961	Larry Ford Grant	118,162.97	4190	Professional Service	118,162.97
Total		-174.00	Total		-174.00

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

7/15/2024

000640

BA #

Duplin County
Budget Amendment

Department Title

Finances

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:

Copy Forward

[illegible]

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

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:

Carry forward

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-33951	Fund Bal Carry Fwd Grants	50,000.00	5192-41990	Professional Services	50,000.00
4100-33951	Fund Bal Carry Fwd Grants	84,858.00	5192-40121	Salaries	29,099.73
4100-33951	Fund Bal Carry Fwd Grants	3,029.19	5192-40181	Social Security	2,226.13
			5192-40182	Retirement	3,541.44
			5192-40183	Hospital Insurance	7,427.85
			5192-40184	Life Insurance	18.06
			5192-41990	Professional Services	10,000.00
			5192-42980	Program Supplies	4,844.66
			5192-43110	Travel	1,200.00
			5192-43540	Software Maintenance	1,500.00
			5192-43811	Advertising	5,000.00
			5117-41990	Professional Services	4,847.57
			5117-42200	Food	81.62
Total		119,887.19	Total		119,887.19

Finance Signature

Finance Signature: _____
Date Approved: _____

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

SA3907

000641

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:

Carry Forward

Revenue code	Line Item Description	Amount	Revenue code	Line Item Description	Amount
4100-39951	Fund Bal Carry Fwd Grants	28,264.98	5127-40121	Salaries	924.99
4100-39951	Fund Bal Carry Fwd Grants	47,960.51	5127-40181	Social Security	72.48
4100-39951	Fund Bal Carry Fwd Grants	3,871.48	5127-40182	Retirement	96.55
			5127-40183	Hospital Insurance	286.01
			5127-40184	Life Insurance	0.80
			5127-41990	Professional Services	24,851.99
			5127-42410	Pharmacy	31.58
			5127-42980	Program Supplies	0.78
			5141-40121	Salaries	19,819.06
			5141-40181	Social Security	1,222.58
			5141-40182	Retirement	1,058.00
			5141-40183	Hospital Insurance	3,123.96
			5141-40184	Life Insurance	0.42
			5141-42013	Lab Processing	26,201.62
			5141-42980	Program Supplies	434.68
			5169-42980	Program Supplies	3,671.49
			5169-43250	Postage	200.00
Total		78,096.98	Total		78,096.98

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

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:

Carry Forward

Revenue code	Line Item Description	Amount	Revenue code	Line Item Description	Amount
4100-39951	Fund Bal Carry Fwd Grants	27,948.43	5171-41990	Professional Services	27,439.03
4100-39951	Fund Bal Carry Fwd Grants	81,444.99	5171-42980	Program Supplies	300.00
			5187-42990	Incentives	209.40
			5187-40121	Salaries	3,397.58
			5187-40181	Social Security	954.37
			5187-40182	Retirement	923.90
			5187-40183	Hospital Insurance	858.04
			5187-40184	Life Insurance	49.65
			5187-41990	Professional Services	62,787.60
			5187-43540	Software Maintenance	387.22
			5187-42200	Food	371.82
			5187-42420	In House Lab	537.58
			5187-42930	Office Supplies	7,046.51
			5187-42980	Program Supplies	3,930.72
			5187-43250	Postage	200.00
Total		109,393.42	Total		109,393.42

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

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:

Carry Forward

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-39951	Fund Bal Carry Fwd Grants	808,707.11	5188-40121	Salaries	288,480.19
4100-39951	Fund Bal Carry Fwd Grants	15,967.80	5188-40181	Social Security	21,982.80
			5188-40182	Retirement	6,095.47
			5188-40183	Hospital Insurance	55,376.84
			5188-40184	Life Insurance	155.35
			5188-41990	Profesional Services	134,085.75
			5188-42200	Food	99,871.98
			5188-42600	Office Supplies	98,885.10
			5188-42980	Program Supplies	877.03
			5188-43110	Travel	2,970.10
			5188-43540	Software Maintenance	99,926.50
			6121-42600	Office Supplies	3,029.80
			6122-42980	Program Supplies	12,938.00
Total		824,674.91	Total		824,674.91

Finance Signature

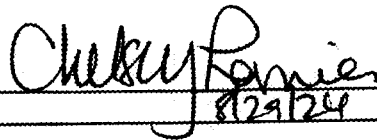
Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:


8/29/24

W T-N-24
H 09/10/24

000643

DUPLIN COUNTY TAX AND SOLID WASTE REQUEST														
RELEASE NUMBER	NAME	TOWNSHIP	FIRE DISTRICT 1	FIRE DISTRICT 2	TAX YEAR	ACCOUNT NUMBER	TAX COUNTY	CAPITAL FUND	FIRE DISTRICT 1	FIRE DISTRICT 2	LATE LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
22147	ALBERTSON, JANE A. ETAL	07	F010		2024	0024976	\$ 67.93	\$ 1.90	\$ 6.65				\$ 76.48	HOUSE TORN DOWN 2022
22148	ALBERTSON, JANE A. ETAL	07	F010		2023	0024976	\$ 67.93	\$ 1.90	\$ 6.65				\$ 76.48	HOUSE TORN DOWN 2022
22149	ALBERTSON, JANE A. ETAL	07	F010		2024	1002380						\$ 110.00	VACANT LOT	
22150	BELL, NICHOLAS & BELL, SHANNON	13	F021		2024	01005005	\$ 695.70	\$ 19.46	\$ 68.11				\$ 783.27	CORRECTED SQUARE FOOTAGE
22151	BERGMAN, JOSHUA	08	F010		2024	10005589					\$ 51.69		\$ 51.69	PENALTY SHOULD HAVE BEEN RELEASED
22152	BEULAVILLE MOTOR CO.	07	F004		2024	0531801	\$ 29.89	\$ 0.84	\$ 1.91				\$ 32.64	PROPERTY SOLD IN 2023
22153	BRADHAM, VANN JOSEPH	08	F010		2024	0894535	\$ 154.44	\$ 4.32	\$ 15.12				\$ 173.88	BILLED TO WRONG PERSON
22154	BRINSON & MADISON LLC	07			2024	1002440						\$ 110.00	VACANT LOT	
22155	CARLTON, DONNELL	02	F019		2024	1492250	\$ 170.53	\$ 4.77	\$ 16.70				\$ 302.00	HOUSE TORN DOWN 2022
22156	CARLTON, DONNELL	02	F019		2023	1492250	\$ 170.53	\$ 4.77	\$ 16.70				\$ 302.00	HOUSE TORN DOWN 2022
22157	CASTEEN, AMANDA	06	F004		2024	1003293	\$ 640.94	\$ 17.92	\$ 41.04				\$ 809.90	DWMH BILLED INCORRECTLY
22158	CHESTER, ANNETTE	09			2024	1834112						\$ 31.05	\$ 31.05	SHOULDVE RECEIVED PRIVATE HAULER RATE
22159	CONWAY, PASY	09	F024		2024	1001992	\$ 22.88	\$ 0.64					\$ 23.52	LAND VALUE WAS INCORRECT
22160	CORLEY, IRIS LYNN & SLOAN, MARGARET LANE	08	F005		2024	010000724	\$ 5.01	\$ 0.14	\$ 0.35				\$ 5.50	PROPERTY IS EXEMPT
22161	DAIL, FORREST HRS	04	F001		2024	1000278							\$ 110.00	VACANT LOT
22162	DAIL, FORREST HRS	04	F001		2023	1000278							\$ 110.00	VACANT LOT
22163	DERSTINE TRUCKING	06			2019	2269243	\$ 4.93	\$ 0.14			\$ 0.51		\$ 5.58	SOLD MYT TRAILER IN 2009
22164	DERSTINE TRUCKING	06			2018	2269243	\$ 4.93				\$ 0.49		\$ 5.42	SOLD MYT TRAILER IN 2009
22165	DERSTINE TRUCKING	06			2017	2269243	\$ 5.05				\$ 0.51		\$ 5.56	SOLD MYT TRAILER IN 2009
22166	DERSTINE TRUCKING	06			2016	2269243	\$ 5.58				\$ 0.56		\$ 6.14	SOLD MYT TRAILER IN 2009
22167	DERSTINE TRUCKING	06			2015	2269243	\$ 5.58				\$ 0.56		\$ 6.14	SOLD MYT TRAILER IN 2009
22168	DERSTINE TRUCKING	06			2014	2269243	\$ 5.87				\$ 0.59		\$ 6.46	SOLD MYT TRAILER IN 2009
22169	DUFF, KRISTEN RAE	07	F004		2024	2412150	\$ 356.79	\$ 9.98	\$ 22.85			\$ 110.00	\$ 499.62	DWMH NO LONGER ON PROPERTY
22170	DUPLIN AUTO BROKERS	13			2024	2439091	\$ 1.93	\$ 0.05			\$ 0.20		\$ 2.18	BUSINESS CLOSED DOWN
22171	DUPLIN COUNTY	13	F003		2024	010001550	\$ 110.83	\$ 3.10	\$ 8.53				\$ 122.46	PROPERTY IS EXEMPT
22172	DUPLIN COUNTY	09	F009		2024	010001710	\$ 82.94	\$ 2.32	\$ 9.86				\$ 95.12	PROPERTY IS EXEMPT
22173	DUPLIN COUNTY	07	F004		2024	010001958	\$ 350.25	\$ 7.00	\$ 16.03				\$ 373.28	PROPERTY IS EXEMPT
22174	DUPLIN COUNTY	07	F004		2024	010003385	\$ 93.67	\$ 2.62	\$ 6.00				\$ 102.29	PROPERTY IS EXEMPT
22175	DUPLIN COUNTY	07	F004		2024	010003413	\$ 123.70	\$ 3.46	\$ 7.92				\$ 135.08	PROPERTY IS EXEMPT
22176	DUPLIN COUNTY	13	F003		2024	010003743	\$ 254.54	\$ 7.12	\$ 19.58				\$ 281.24	PROPERTY IS EXEMPT
22177	DUPLIN COUNTY	09	F009		2024	010004348	\$ 354.64	\$ 9.92	\$ 42.16				\$ 406.72	PROPERTY IS EXEMPT
22178	ELDRIDGE, ROSEMARY	03	F001		2024	1003426	\$ 43.62	\$ 1.22	\$ 3.05				\$ 47.89	PROPERTY DOUBLE LISTED
22179	ELDRIDGE, ROSEMARY	02			2024	1003426	\$ 77.22	\$ 2.16					\$ 79.38	PROPERTY DOUBLE LISTED
22180	ELDRIDGE, ROSEMARY	03	F001		2024	1003426	\$ 97.24	\$ 2.72	\$ 6.80				\$ 106.76	PROPERTY DOUBLE LISTED
22181	ELDRIDGE, ROSEMARY	02	F007		2024	1003426	\$ 206.63	\$ 5.78	\$ 20.23				\$ 232.64	PROPERTY DOUBLE LISTED
22182	EVANS, PHILIP KEITH & WF & EVANS, BARRY STE	13	F021		2024	2595074	\$ 113.90	\$ 3.19	\$ 11.15		\$ 12.82		\$ 141.06	PROPERTY DOUBLE LISTED
22183	FRAZELLE, QUINTON & FRAZELLE, KIMBERLY	07	F004		2024	1003004	\$ 572.00	\$ 16.00	\$ 36.64				\$ 624.64	DWMH LISTED INCORRECTLY
22184	GARCIA, MARIA DEJESUS & GARCIA, SUZANNA C	12			2024	3065339						\$ 110.00	\$ 110.00	DWELLING NOT OCCUPIED
22185	GARCIA, PETRA	13	F001		2024	10006387	\$ 14.30	\$ 0.40	\$ 1.00			\$ 1.57	\$ 127.27	SWMH DOUBLE LISTED
22186	GRADY, ROBERT CARLTON, & SMITH, CYNTHIA	05	F006		2024	3251450	\$ 479.89	\$ 13.42	\$ 50.34				\$ 543.65	DWMH LISTED INCORRECTLY
22187	GRIFFIN, MICHAEL GENE	07	F016		2024	3363200	\$ 35.75	\$ 1.00	\$ 3.50		\$ 4.03		\$ 44.28	SOLD VEHICLE IN 2006
22188	HALSO, CHRISTOPHER	07			2024	3507945	\$ 98.10	\$ 2.74					\$ 100.84	BUILDING TORN DOWN 2021
22189	HENDERSON, WILLIAM A & WF	10			2024	1003454	\$ 1,266.98	\$ 35.44				\$ 110.00	\$ 1,412.42	PROPERTY DOUBLE BILLED
22190	HENDERSON, WILLIAM A & WF	10			2024	1003454	\$ 130.84	\$ 3.66					\$ 134.50	PROPERTY DOUBLE BILLED
22191	HERRING, MAYGANN	04	F002		2024	10006296	\$ 153.15	\$ 4.28	\$ 13.92		\$ 17.14		\$ 188.49	SWMH DOUBLE LISTED
22192	HOWARD, CARLITA GAYLE SMITH	05	F006		2024	1003465	\$ 249.53	\$ 6.98	\$ 26.18				\$ 282.69	PROPERTY DOUBLE BILLED
22193	IVEY, NATALIE & BENJAMIN	02	F015		2024	010003926	\$ 617.76	\$ 17.28	\$ 43.20				\$ 678.24	CORRECTED SQUARE FOOTAGE
22194	IVEY, NATALIE & BENJAMIN	02	F015		2023	010003926	\$ 617.76	\$ 17.28	\$ 43.20				\$ 678.24	CORRECTED SQUARE FOOTAGE

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22195	JAMES, STANLEY & BARBARA	08	F024	2024	4383614	\$ 14,208.48	\$ 397.44				\$ 14,605.92	POULTRY HOUSES DOUBLE LISTED
22196	JENKINS, WINIFRED DENISE	09		2024	4433500					\$ 31.05	\$ 31.05	SHOULDVE RECEIVED PRIVATE HAULER RATE
22197	KING, ANTHONY BLAKE	02		2024	10003480					\$ 110.00	\$ 110.00	SWF DOUBLE BILLED
22198	LICONA, XOCIL M RAMOS	09	F011	2023	10005408					\$ 110.00	\$ 110.00	SWMH UNLIVABLE
22199	MATTHEWS, SCOTT ELVIN & WF CASEY	11	F017	2024	5614965	\$ 1.69	\$ 0.05	\$ 0.17	\$ 0.19	\$ 2.10	\$ 2.10	BOAT WAS DESTROYED
22200	MCCALOP, ARLETHIA GARNETT	11	F017	2024	5640382					\$ 110.00	\$ 110.00	VACANT LOT
22201	MCCALOP, ARLETHIA GARNETT	11	F017	2023	5640382					\$ 110.00	\$ 110.00	VACANT LOT
22202	MCCALOP, ARLETHIA GARNETT	11	F017	2022	5640382					\$ 110.00	\$ 110.00	VACANT LOT
22203	MCCALOP, ARLETHIA GARNETT	11	F017	2021	5640382					\$ 90.00	\$ 90.00	VACANT LOT
22204	MCCALOP, ARLETHIA GARNETT	11	F017	2020	5640382					\$ 90.00	\$ 90.00	VACANT LOT
22205	MOORE, BETH S & STALLINGS, FRANKLIN	09	F013	2024	10006760	\$ 35.75	\$ 1.00	\$ 3.50		\$ 40.25	\$ 40.25	MYT TRAILER LISTED TWICE
22206	MURPHY BROWN LLC	01	F007	2024	6219520	\$ 842.13	\$ 23.56	\$ 82.45		\$ 948.14	\$ 948.14	MYT PLATES TURNED IN
22207	MURPHY BROWN LLC	01	F003	2024	6219520	\$ 171.01	\$ 4.78	\$ 13.15		\$ 188.94	\$ 188.94	MYT PLATES TURNED IN
22208	MURPHY BROWN LLC	01	F007	2024	6219558	\$ 462.60	\$ 12.94	\$ 45.29		\$ 520.83	\$ 520.83	MYT PLATES TURNED IN
22209	NUNEZ, ENRIQUE & LEIHA	04	F001	2023	010004480	\$ 169.46	\$ 4.74	\$ 11.85		\$ 186.05	\$ 186.05	DWMH LISTED INCORRECTLY
22210	NUNEZ, ENRIQUE & LEIHA	04	F001	2023	010004480	\$ 169.46	\$ 4.74	\$ 11.85		\$ 186.05	\$ 186.05	DWMH LISTED INCORRECTLY
22211	PINEDA, JOSE ISAIAS SALES	11	F017	2024	10003859					\$ 110.00	\$ 110.00	SWMH VACANT
22212	PINEDA, JOSE ISAIAS SALES	11	F017	2023	10003859					\$ 110.00	\$ 110.00	SWMH VACANT
22213	PINEDA, JOSE ISAIAS SALES	11	F017	2022	10003859					\$ 110.00	\$ 110.00	SWMH VACANT
22214	PLAN B TRUCKING CO	09	F009	2024	6924630				\$ 392.06	\$ 392.06	\$ 392.06	CHARGED LATE PENALTY IN ERROR
22215	PONCE, TITO MEJIA	12		2024	010003730					\$ 110.00	\$ 110.00	VACANT LOT
22216	PONCE, TITO MEJIA	12		2022	010003730					\$ 110.00	\$ 110.00	VACANT LOT
22217	PONCE, TITO MEJIA	12		2022	010003730					\$ 110.00	\$ 110.00	VACANT LOT
22218	RAMOS, XOCIL	09	F001	2024	10005439	\$ 14.30	\$ 0.40	\$ 1.40	\$ 1.61	\$ 17.71	\$ 17.71	SWMH DOUBLE LISTED
22219	RAMOS, XOCIL	09	F011	2023	10005439	\$ 14.30	\$ 0.40	\$ 1.40	\$ 1.61	\$ 17.71	\$ 17.71	SWMH DOUBLE LISTED
22220	REGISTER, EDWIN L JR & CATHERINE	11	F017	2024	7252825	\$ 1,115.40	\$ 31.20			\$ 1,146.60	\$ 1,146.60	HOME WAS BILLED INCORRECTLY
22221	RHODES, BOBBY E	10	F011	2024	7277805	\$ 43.62	\$ 1.22	\$ 4.27		\$ 49.11	\$ 49.11	SOLD MYT TRAILER
22222	ROUSE, BRANDI ALISON	02	F007	2024	7503355					\$ 110.00	\$ 110.00	BILLED SWF IN ERROR
22223	SANDLIN, BEVERLY BROWN	07	F004	2024	10003420	\$ 61.06	\$ 1.71	\$ 3.91	\$ 6.67	\$ 73.35	\$ 73.35	BOAT LISTED IN ANOTHER COUNTY
22224	SANDLIN, BEVERLY BROWN	07	F004	2024	10003420	\$ 7.72	\$ 0.22	\$ 0.49	\$ 0.84	\$ 9.27	\$ 9.27	TRAILER LISTED IN ANOTHER COUNTY
22225	SANTIBANEZ, CARLOS	12		2024	010003840					\$ 110.00	\$ 110.00	HOUSE IS UNLIVABLE
22226	SAULS, JAMES RONALD	01	F007	2024	7646156					\$ 110.00	\$ 110.00	SWF BILLED INCORRECTLY
22227	SAULS, JAMES RONALD	01	F007	2023	7646156	\$ 502.65	\$ 14.06	\$ 49.21		\$ 502.65	\$ 502.65	DWMH BURNED DOWN 2021
22228	SAULS, JAMES RONALD	01	F007	2022	7646156	\$ 502.65	\$ 14.06	\$ 49.21		\$ 502.65	\$ 502.65	DWMH BURNED DOWN 2021
22229	STANDARD RENTAL LLC	01	F007	2024	8200170	\$ 470.47	\$ 13.16			\$ 483.63	\$ 483.63	DWMH LISTED INCORRECTLY
22230	SOUTHERLAND, WILLIAM M ETAL	13	F021	2024	8136150	\$ 180.90	\$ 5.06	\$ 17.71		\$ 203.67	\$ 203.67	HOUSE BURNED DOWN 2020
22231	SOUTHERLAND, WILLIAM M ETAL	13	F021	2023	8136150	\$ 180.90	\$ 5.06	\$ 17.71		\$ 203.67	\$ 203.67	HOUSE BURNED DOWN 2020
22232	SOUTHERLAND, WILLIAM M ETAL	13	F021	2022	8136150	\$ 180.90	\$ 5.06	\$ 17.71		\$ 203.67	\$ 203.67	HOUSE BURNED DOWN 2020
22233	SOUTHERLAND, WILLIAM M ETAL	13	F021	2021	8136150	\$ 180.90	\$ 5.06	\$ 17.71		\$ 203.67	\$ 203.67	HOUSE BURNED DOWN 2020
22234	STEWART, JAMES DANIEL JR	09	F010	2024	8243419	\$ 75.65	\$ 2.12	\$ 7.41	\$ 8.52	\$ 93.70	\$ 93.70	BOAT SOLD IN 2023
22235	SUSTAINABLE POWER GROUP	01	F007	2024	8396033				\$ 1,355.36	\$ 1,355.36	\$ 1,355.36	INCORRECTLY GIVEN LATE PENALTY
22236	SUDYAM, TODD R	09		2024	10007041	\$ 1,342.77	\$ 37.56			\$ 1,380.33	\$ 1,380.33	BILLED TO INCORRECT ACCOUNT
22237	TANNER, KENNETH THOMAS	09	F011	2024	8497502					\$ 440.00	\$ 440.00	INCORRECTLY BILLED FOUR SWF
22238	UNKNOWN PROPERTY OWNER	09	F013	2024	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22239	UNKNOWN PROPERTY OWNER	09	F013	2023	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22240	UNKNOWN PROPERTY OWNER	09	F013	2022	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22241	UNKNOWN PROPERTY OWNER	09	F013	2021	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22242	UNKNOWN PROPERTY OWNER	09	F013	2020	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22243	UNKNOWN PROPERTY OWNER	09		2019	1004213	\$ 21.45	\$ 0.60	\$ 2.10		\$ 24.15	\$ 24.15	CORRECTED ACREAGE
22244	USHER, HALLIE RICHARD LE	12		2024	8921730	\$ 400.09	\$ 11.19			\$ 110.00	\$ 110.00	HOUSE BURNED DOWN 2023
22245	VALDEZ, JAVIER	04	F002	2024	000001605	\$ 19.41	\$ 0.54	\$ 1.76		\$ 21.71	\$ 21.71	BOAT VALUE WAS INCORRECT
22246	WILLIAMS, BOBBY & WF WILLIAMS, MARGANNA	09	F010	2024	1002518	\$ 134.78	\$ 3.77	\$ 13.20		\$ 151.75	\$ 151.75	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
22247	WILLIAMS, BOBBY & WF WILLIAMS, MARGANNA	09	F010	2024	1002518	\$ 101.03	\$ 2.83	\$ 9.89	\$ 11.38	\$ 125.13	\$ 125.13	SWMH LISTED INCORRECTLY

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DUPLIN COUNTY
TAX AND SOLID WASTE REQUEST
RELEASE DATE AUGUST 5, 2024

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 LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE	
21959	ANDREWS, ANN ELIZABETH, ETAL	08	F-24		2024	010000717	\$	73.65	\$ 2.06				\$	75.71	EXEMPT PROPERTY-CEMETARY	
21960	AYCOCK, GARY L	08			2024	0189451							\$	110.00	DWMH REMOVED 2019-NO DWELLING	
21961	AYCOCK, GARY L	08			2023	0189451							\$	110.00	DWMH REMOVED 2019-NO DWELLING	
21962	AYCOCK, GARY L	08			2022	0189451							\$	110.00	DWMH REMOVED 2019-NO DWELLING	
21963	AYCOCK, GARY L	08			2021	0189451							\$	90.00	DWMH REMOVED 2019-NO DWELLING	
21964	AYCOCK, GARY L	08			2020	0189451							\$	90.00	DWMH REMOVED 2019-NO DWELLING	
21965	BALL, BRENDA HILL & HUS MICHAEL BALL	02	F-12		2024	0234899		3.65	\$ 0.10	\$ 0.36			\$	110.00	HOUSE VACANT-NOT LIVABLE	
21966	BALL, MALINDA LOUISE	07	F-16		2024	10005455		459.15	\$ 12.84	\$ 44.95			\$	516.94	BOAT TOTALLED IN ACCIDENT 1/4/2022	
21967	BERGMAN, JOSHUA	08	F-10		2024	10005389		459.15	\$ 12.84	\$ 44.95		\$ 51.69		\$	568.63	BOAT TOTALLED IN ACCIDENT 1/4/2022
21968	BERGMAN, JOSHUA	08	F-10		2023	10005389		6.77	\$ 0.19			\$ 0.70		\$	7.66	BUSINESS CLOSED NOVEMBER 2023
21969	BEULAH LAND & HOME REALTY INC	07			2024	8907602							\$	110.00	SWMH VACANT SINCE 1/13/2021	
21970	BORDEAUX, LUTHER, HRS	09			2024	0778612							\$	110.00	SWMH VACANT SINCE 1/13/2021	
21971	BORDEAUX, LUTHER, HRS	09			2023	0778612							\$	110.00	SWMH VACANT SINCE 1/13/2021	
21972	BOSTIC, MARK GREY	07			2024	0807780							\$	110.00	PROPERTY IS VACANT	
21973	BRICK CITY SOLAR, LLC	09	F-11		2024	10004125		12,444.13	\$ 348.09	\$ 1,218.31			\$	14,010.53	BP ASSETS LEFT OFF ORIGINAL LISTING-RELEASE & REBILL	
21974	BROCK, JAMES E & WFTONI MARIE BROCK	04			2024	1001976		3.52	\$ 0.10	\$ 0.27		\$ 0.36		\$	4.28	MYT TRAILER LISTED IN ONSLOW CO
21975	BROUNEUS, DANIEL ERIC	06	F-03		2024	10003644		25.74	\$ 0.72	\$ 1.80		\$ 2.81		\$	31.09	MYT TRAILER LISTED IN ONSLOW CO
21976	BROWN, DANIELLE TYLER	07	F-05		2024	10003673		4.21	\$ 0.12	\$ 0.38				\$	4.71	BUSINESS CLOSED-EQUIPMENT DISPOSED
21977	BUCKS PARTS & REPAIR SERVICE	02	F-12		2024	1387000		19.31	\$ 0.54	\$ 1.89				\$	21.74	VALUE INCREASED IN ERROR
21978	CAISON, JOSEPH SHANE	13	F-21		2024	010001576		321.75	\$ 9.00					\$	330.75	SHOULD HAVE RECEIVED VETERAN EXEMPTION
21979	CARTER, JEREMY WADE & WF HELEN	12	F-22		2024	010002449		321.75	\$ 9.00					\$	330.75	SHOULD HAVE RECEIVED VETERAN EXEMPTION
21980	CARTER, JEREMY WADE & WF HELEN	12	F-22		2023	010002449		321.75	\$ 9.00					\$	330.75	SHOULD HAVE RECEIVED VETERAN EXEMPTION
21981	CARTER, JEREMY WADE & WF HELEN	12	F-22		2022	010002449		353.92	\$ 9.90	\$ 31.65				\$	398.47	HOUSE KEYED ON WRONG PARCEL
21982	CHAPPELL, ROBERT W & SANDRAC BROCK	09	F-18		2024	1945206							\$	110.00	HOUSE IS NOT COMPLETE	
21983	CRIMSON MOUNTAIN LLC	09			2024	2073864							\$	110.00	HOUSE IS NOT COMPLETE	
21984	CRIMSON MOUNTAIN LLC	09			2024	010000331							\$	110.00	DOUBLE CHARGED SOLID WASTE FEE	
21985	DIXON, VICKIE	02	F-12		2024	2346055							\$	110.00	DOUBLE CHARGED SOLID WASTE FEE	
21986	DIXON, VICKIE	02	F-12		2024	2346055							\$	110.00	DOUBLE CHARGED SOLID WASTE FEE	
21987	DIXON, VICKIE	02	F-12		2024	2346055							\$	110.00	DOUBLE CHARGED SOLID WASTE FEE	
21988	DIXON, VICKIE	02	F-12		2024	2346055							\$	90.00	DOUBLE CHARGED SOLID WASTE FEE	
21989	DIXON, VICKIE	02	F-12		2024	2346055							\$	90.00	DOUBLE CHARGED SOLID WASTE FEE	
21990	DORSEY, HARRY & WF KATHLEEN DORSEY	09	F-11		2024	1002447		755.04	\$ 21.12	\$ 73.92			\$	960.08	HOUSE KEYED ON WRONG PARCEL	
21991	DUNN, ALVIN WILSON, JR.	06			2024	2429909							\$	660.00	ONLY HAS ONE SOLID WASTE FEE	
21992	DUPLIN COUNTY	09	F-09		2024	010002479		105.11	\$ 2.94	\$ 12.50				\$	120.55	EXEMPT PROPERTY-SHOULDN'T BE BILLED
21993	FRINK, SHIRLEY TEMPLE	05	F-06		2024	2957350		169.27	\$ 4.73	\$ 17.75				\$	191.75	SOLID HOUSE IN 2021
21994	FRINK, SHIRLEY TEMPLE	05	F-06		2023	2957350		169.27	\$ 4.73	\$ 17.75				\$	191.75	SOLID HOUSE IN 2021
21995	FRINK, SHIRLEY TEMPLE	05	F-06		2022	2957350		169.27	\$ 4.73	\$ 17.75				\$	191.75	SOLID HOUSE IN 2021
21996	FIRST-CITIZENS BANK & TRUST COMPANY	01	F-07		2024	1553767		11.05	\$ 0.31	\$ 1.08				\$	13.44	ASSET BILLED ON WRONG SCHEDULE
21997	FLOCKHART FARMS, LLC	10	F-08		2024	1000491		84.54	\$ 2.36	\$ 11.82		\$ 9.87		\$	108.59	ACCOUNT BILLED IN ERROR
21998	FULLEN TAWANDA LEE	09			2024	10006524		25.03	\$ 0.70			\$ 2.57		\$	28.30	MYT TRAILER OVER ASSESSED
21999	FUSSELL, JOHN	13	F-21		2024	2002288							\$	110.00	HOUSE VACANT	
22000	FUSSELL, JOHN	13	F-21		2023	2002288							\$	110.00	HOUSE VACANT	
22001	GRADY, PAUL D. JR. & WF GALE B. GRADY	04			2024	3249756		197.77	\$ 5.53	\$ 19.36		\$ 22.27		\$	31.05	SHOULD HAVE RECEIVED PRIVATE HAULER RATE
22002	GUTIERREA, JACOB	01	F-07		2024	10005381		212.14	\$ 5.93	\$ 20.77		\$ 23.88		\$	244.93	SWMH DOUBLE LISTED
22003	GUTIERREA, JACOB	01	F-07		2023	10005381		212.14	\$ 5.93	\$ 20.77				\$	372.72	SWMH DOUBLE LISTED
22004	HALSO, CHRISTOPHER	07			2024	3507945		126.68	\$ 3.54					\$	130.22	LEASEHOLD BUILDING TORN DOWN 2021
22005	HALSO, CHRISTOPHER	07			2023	3507945		126.68	\$ 3.54					\$	130.22	LEASEHOLD BUILDING TORN DOWN 2021
22006	HALSO, CHRISTOPHER	07			2022	3507945		126.68	\$ 3.54					\$	130.22	LEASEHOLD BUILDING TORN DOWN 2021
22007	HANCHEY, WADE LISTON	01			2024	3550915		53.77	\$ 1.50			\$ 5.53		\$	60.80	SOLID PARKER BOAT IN 2019

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22004	HANCHEY, WADE LISTON	01	2023	3530915	\$	53.77	\$	1.50			\$	5.53		\$	60.80	SOLD PARKER BOAT IN 2019
22009	HANCHEY, WADE LISTON	01	2022	3530915	\$	53.77	\$	1.50			\$	5.53		\$	60.80	SOLD PARKER BOAT IN 2019
22010	HANCHEY, WADE LISTON	01	2021	3530915	\$	53.77	\$	1.50			\$	5.53		\$	60.80	SOLD PARKER BOAT IN 2019
22011	HANCHEY, WADE LISTON	01	2020	3530915	\$	53.77	\$	1.50			\$	5.53		\$	60.80	SOLD PARKER BOAT IN 2019
22012	HARRISON, MICKEY	16	F-11	2024	10005946	\$	12.10	\$	0.34	\$	1.18			\$	14.98	NO LONGER OWNS RV-SALVAGED
22013	HENDERSON, CURTIS L, JR & WF GLORIA	08	F-08	2024	010004872					\$	4.30			\$	110.00	NO DWELLING & NOT IN F-08 FIRE DIST.
22014	HENDERSON, CURTIS L, JR & WF GLORIA	08	F-08	2023	010004872					\$	4.30			\$	110.00	NO DWELLING & NOT IN F-08 FIRE DIST.
22015	HENDERSON, CURTIS L, JR & WF GLORIA	08	F-08	2022	010004872					\$	4.30			\$	110.00	NO DWELLING & NOT IN F-08 FIRE DIST.
22016	HICKS, DONALD JEFFREY & WIFE	09		2024	10031112									\$	110.00	SOLID WASTE FEE DOUBLE BILLED
22017	HOWARD, JAMES CARLTON, LE & RITA MERVYN, LE	06	F-16	2024	4179893	\$	55.41	\$	1.55	\$	5.43			\$	62.39	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
22018	INGRAM, CHARLES	13		2024	4273410	\$	114.40	\$	3.20					\$	117.60	BUILDING & MISC. IMPROVEMENTS TORN DOWN
22019	JAMES, BRAXTON	09	F-09	2024	10006290	\$	17.73	\$	0.50		2.11			\$	22.37	SWMH DOUBLE LISTED
22020	JAMES, STANLEY	08	F-24	2024	4383612	\$	211.04	\$	5.92					\$	217.56	BUILDING DOUBLE LISTED
22021	JAMES, STANLEY	08	F-24	2023	4383612	\$	211.04	\$	5.92					\$	217.56	BUILDING DOUBLE LISTED
22022	JAMES, STANLEY	08	F-24	2022	4383612	\$	211.04	\$	5.92					\$	217.56	BUILDING DOUBLE LISTED
22023	JAMES, STANLEY	08	F-24	2021	4383612	\$	211.04	\$	5.92					\$	217.56	BUILDING DOUBLE LISTED
22024	JAMES, STANLEY	08	F-24	2020	4383612	\$	211.60	\$	5.92					\$	217.52	BUILDING DOUBCLE LISTED
22025	JOHNSON, ROSA MAE	12	F-22	2024	4527645	\$	14.30	\$	0.40					\$	126.17	MH LISTED TO TAXPAYERS DAUGHTER
22026	KENNEDY, RAEFORD B & WF ELLEN	06	F-03	2024	010004916									\$	110.00	VACANT LAND-NO DWELLING
22027	KENNEDY, RAEFORD B & WF ELLEN	06	F-03	2023	010004916									\$	110.00	VACANT LAND-NO DWELLING
22028	KENNEDY, RAEFORD B & WF ELLEN	06	F-03	2022	010004916									\$	110.00	VACANT LAND-NO DWELLING
22029	KORNEGAY, RICKY T.	02	F-15	2024	10030993	\$	903.05	\$	25.26	\$	63.15			\$	1,101.46	PARCEL TRANSFERRED IN ERROR
22030	KUANG BROTHERS, LLC	08	F-14	2024	10006766	\$	5.46	\$	0.15	\$	0.38			\$	7.19	BILLED MYT TRAILER IN ERROR
22031	KUANG BROTHERS, LLC	08	F-14	2023	10006766	\$	5.46	\$	0.15	\$	0.38			\$	6.59	BILLED MYT TRAILER IN ERROR
22032	LANDIS, FAYE DUFF	12	F-22	2024	5133985	\$	184.47	\$	5.16					\$	110.00	SOLD PROPERTY IN 2022
22033	LANDIS, FAYE DUFF	12	F-22	2023	5123985	\$	184.47	\$	5.16					\$	110.00	SOLD PROPERTY IN 2022
22034	LASKY, FRANCIS PAUL, III & WF JONNA	07	F-04	2024	5277167	\$	6.79	\$	0.19	\$	0.44			\$	8.16	MYT TRAILER IN BLADEN CO.
22035	M & R LOGGING LLC	05	F-06	2024	10004325	\$	55.36	\$	1.54	\$	5.78			\$	68.62	OUT OF BUSINESS
22036	MERVIN, FAYE HALL	06	F-16	2024	5844542	\$	14.30	\$	0.40	\$	1.40			\$	16.10	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
22037	MONTGOMERY, GEORGE & KIMBERLY	07	F-16	2024	10009000	\$	61.49	\$	1.72	\$	6.02			\$	69.23	CLERICAL ERROR WHEN KEYED
22038	MONTGOMERY, GEORGE & KIMBERLY	07	F-16	2023	10009000	\$	61.49	\$	1.72	\$	6.02			\$	69.23	CLERICAL ERROR WHEN KEYED
22039	MURPHY FAMILY VENTURES, LLC	09		2024	6220042	\$	377.57	\$	10.56					\$	388.13	VALUE DECREASED
22040	NORTHEAST AGRI SYSTEMS INC	13		2024	10002889	\$	220.59	\$	6.17					\$	249.44	BUSINESS DOUBLE LISTED
22041	OXENDINE, DANNY RAY	07	F-16	2024	10005724	\$	23.54	\$	0.66	\$	2.30			\$	26.50	MYT TRAILER HAS REGULAR TAGS
22042	PEARSALL, KATHY DORLYN	13	F-21	2024	6700293									\$	220.00	BILLED TWO SOLID WASTE FEES IN ERROR
22043	PLAN B TRUCKING CO.	09	F-09	2024	6924630	\$	693.37	\$	19.40	\$	82.41			\$	974.72	BILLED ON WRONG SCHEDULE & VALUE DIDN'T DEPRECIATE
22044	PLAN B TRUCKING CO.	09	F-09	2024	6924630									\$	471.58	CHARGED LATE FEE IN ERROR
22045	QUINN, EDDIE C.	07	F-16	2024	7108558									\$	4.70	SIGNED ABSTRACT ON TIME
22046	RAYNOR, KIMMIE	08	F-24	2024	000001850	\$	374.62	\$	10.48					\$	423.61	DOUBLE LISTED
22047	SAVAGE, HENRY	08	F-10	2024	7657178	\$	330.15	\$	9.24	\$	32.32			\$	481.71	HOUSE TORN DOWN FEB 2023
22048	SMITH, RODNEY E.	13	F-21	2024	8052105	\$	14.30	\$	0.40	\$	1.40			\$	127.71	DOES NOT OWN SWMH SOLD
22049	SPRINGER EUBANK CO INC	09		2024	8159707	\$	2,949.89	\$	82.51					\$	3,335.64	ACCOUNT BILLED IN ERROR
22050	STANLEY, ERICA RHODES	07	F-24	2024	10006159	\$	27.89	\$	0.78	\$	1.79			\$	30.46	MYT TRAILER OVER ASSESSED
22051	SUTTON, JUDSON E.	02	F-15	2024	8425560	\$	27.89	\$	0.78	\$	1.95			\$	30.62	BULK BARNS LISTED ON PARCEL 02-2103
22052	THURMAN, LATHAN E. & WF TRACY	05	F-06	2024	010003571	\$	321.75	\$	9.00	\$	33.75			\$	364.50	SHOULD HAVE RECEIVED VETERAN EXEMPTION
22053	THURMAN, LATHAN E. & WF TRACY	05	F-06	2023	010003571	\$	321.75	\$	9.00	\$	33.75			\$	364.50	SHOULD HAVE RECEIVED VETERAN EXEMPTION
22054	THURMAN, LATHAN E. & WF TRACY	05	F-06	2022	010003571	\$	321.75	\$	9.00	\$	33.75			\$	364.50	SHOULD HAVE RECEIVED VETERAN EXEMPTION
22055	VALLEY PROTEINS, INC	11	F-17	2024	8934450	\$	216,620.95	\$	6,060.73	\$	21,212.34			\$	268,338.04	SHOULD HAVE RECEIVED VETERAN EXEMPTION
22056	VALLEY PROTEINS, INC	11	F-17	2024	8934450	\$	46,620.87	\$	1,304.08	\$	4,564.28			\$	52,489.23	BILLED ON WRONG VALUE
22057	WATERS, MILFORD HOWELL	04		2024	9120600									\$	110.00	NO DWELLING-HOUSE BURNED 2020
22058	WELLS, DOROTHY DBA SHAWNS RESTAURANT	09		2024	9189634	\$	18.09	\$	0.51					\$	20.46	OUT OF BUSINESS
22059	WESTBROOK, JULIAN & PEGGY	13		2024	9288371	\$	70.07	\$	1.96					\$	72.03	DWMH REMOVED & GARAGE KEYED WRONG
22060	WESTERN UNION FINANCIAL SERVICES, INC	11		2024	000000918	\$	9.92	\$	0.28					\$	10.20	BILLED INCORRECTLY

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000648

22061	WESTERN UNION FINANCIAL SERVICES, INC.	13		2024	000000920	\$	2.57	\$	0.07				\$	2.64	BILLED INCORRECTLY
22062	WESTERN UNION FINANCIAL SERVICES, INC.	09		2024	000000917	\$	6.33	\$	0.18				\$	6.51	BILLED INCORRECTLY
22063	WESTERN UNION FINANCIAL SERVICES, INC.	01		2024	000000914	\$	6.08	\$	0.17				\$	6.25	BILLED INCORRECTLY
22064	STALLINGS, WILLIAM	09		2024	1007501	\$	44.33	\$	1.24				\$	45.57	BUILDING TORN DOWN
22065	WELLINGTON PARK, INC.	13		2024	9170149	\$	169.46	\$	4.74				\$	174.20	SOLD BUSINESS
22066	WOOLDRIDGE, EDWARD RAY, III	13	F-03	2024	10003840	\$	14.30	\$	0.40	\$	1.10		\$	15.40	SWMH DOUBLE LISTED
22067	WOOLDRIDGE, EDWARD RAY, III	13	F-03	2023	10003849	\$	14.30	\$	0.40	\$	1.10		\$	15.70	SWMH DOUBLE LISTED
22068	WOOLDRIDGE, EDWARD RAY, III	13	F-03	2022	10003849	\$	14.30	\$	0.40	\$	1.10		\$	15.70	SWMH DOUBLE LISTED
													\$	-	
													\$	-	
	GRAND TOTAL					\$	289,786.60	\$	8,102.88	\$	27,649.01	\$	-	\$	355,938.31
	SUBMITTED BY: <i>[Signature]</i>														
	FINAL APPROVAL BY: <i>[Signature]</i>														
	DATE APPROVED: 9/16/24														

22004	HALSO, CHRISTOPHER	07		2024	3507945	\$	126.68	\$	3.54				\$	130.22	RELEASED WRONG VALUE FOR 2024
22044	PLAN B TRUCKING CO.	09	F-09	2024	6924630								\$	471.58	RELEASED TOO MUCH PENALTY
TOTALS AFTER CORRECTIONS							\$	289,659.92	\$	8,102.34	\$	25,024.19	\$	355,336.51	

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



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:
Name: FRANCES BROWN
Address: 236 Lem Brown Rd
City/State/Zip: CHINGQUIPIN NC 28521
Telephone: 910 330 1612 Home: 910 324 5283

2. MAIL DETERMINATION TO (if different than applicant information):
Name: Logan Taylor Brown
Address: 6030 S NC Hwy 50
City/State/Zip: WALLACE NC 28466

3. ROAD LOCATION: Township: Upper Creek Range: 218
Description: @ 218 Lem Brown Rd Chingquapin

4. PARCEL TAX-ID: 08-373--

5. PROPOSED ROAD NAME: FRANKLIN DRIVE
BACKUP NAME 1: FRANKLIN LAKE
BACKUP NAME 2: BROWN FARM LAKE
(NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD AS LISTED BY DUPLIN
Parcel Number: 08-373--
08-373--
08-373--
Signature: Frances Brown
Signature: Logan Taylor Brown
Signature: Wendy Sanso
Date: 10/21/12

The applicant hereby certifies that the signatures on this petition constitute the required amount

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

30 August 2024

Mr. Matthew Barwick
Emergency Management Director
Duplin County
PO Box 950
Kenansville, NC 28349

Dear Mr. Barwick,

North Carolina Emergency Management (NCEM) is pleased to inform you that your grant application for the Emergency Management Local Emergency Shelter Capacity Grant Program has been selected for funding up to the amount of **\$699,160**.

The final approval is conditional on the return of the attached Memorandum of Agreement (MOA), signed by the appropriately authorized representative(s) within 45 days from the date of this letter.

The attached MOA, as well as the following documents below, should be returned to NCEM via email to NCEMLTR.grant@ncdps.gov

- **Supplier Electronic Payment Request** Please email the completed form directly to OSC for processing: ncsepay@osc.nc.gov with copy to NCEMITLgrant@ncps.gov
- **State of NC Substitute W-9 Form**
- **Conflict of Interest Policy (G.S. 143C-6-23.(b))**
- **Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23.(c))**

This grant shall be effective upon transmittal to the jurisdiction of the executed MOA by NCEM.

By accepting this grant, the recipient agrees that funds will only be expended to complete the approved project, not to exceed the funding amount during the designated period of performance, as well as all applicable terms, conditions, and responsibilities specified in the MOA.

If you have any questions please contact Mr. Jeff Welker, NCEM Long-Term Recovery Grants Manager, directly (984-222-4159 or Jeffrey.Welker@ncdps.gov).

Respectfully,

Respectfully,
Signed by:
William C. Rye
William C. Rye

**Director & Deputy Homeland Security Advisor
North Carolina Emergency Management**



1636 Gold Star Drive Raleigh, NC 27607 | 4236 Mail Service Center Raleigh, NC 27699-4236
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NC Department of Public Safety
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

Emergency Management 2023 Local Emergency Shelter Capacity Grant (LESCG)
Memorandum of Agreement (MOA)

between

Grantor:
State of North Carolina
Department of Public Safety
Emergency Management

Recipient:
Duplin County
PO Box 950
Kenansville, NC 28349

MOA# NCEMLESCG2312

Award amount: \$699,160.00

Period of performance: 9/01/2024 to 12/31/2025

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish roles, responsibilities, and procedures to implement the terms and conditions for the above Grant. This MOA is to set forth terms by which Grantor, State of North Carolina through NC Department of Public Safety (NCDPS) / North Carolina Emergency Management (NCEM), shall provide funding to the Recipient to accomplish the Scope of Work as outlined within the Grant Application (See Appendix 2)

2. Authority

This grant award and MOA are authorized under the provisions of: (1) 2023 Appropriation Act, S.L. 2023-134, § 5.6(g), and (2) FY 2023 Local Emergency Shelter Capacity Grant Program (NOFO):

The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, the Recipient agrees to use these funds in a manner consistent with all applicable laws and regulations.

3. Compensation

Payment to Recipient for expenditures under this MOA will be reimbursed after Recipient's Requests for Reimbursement is submitted and approved for eligible scope of work activity. Grant funds will be disbursed upon receipt of evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided (as outlined in Appendix 4).

Recipient must meet all reimbursement requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or suspension/revocation of grant funds awarded for this project. See also paragraph 7 below regarding compliance.



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4. Conditions

These funds are provided by Grantor (NCEM on behalf of State of North Carolina) and the following conditions must be adhered to during the entire duration of the grant program:

A. Recipient must:

i. Have a DUNS number prior to any funds being released. DUNS numbers may be obtained from either of the following websites: www.dbb.com or <http://fedgov.dbb.com/webform>. After April 4, 2022, Recipient will be required to obtain a Unique Entity Identifier created in the System for Award Management (SAM), if they do not already have one. Current SAM registrants have already been assigned their Unique Entity Identifier and can view it within SAM. The Unique Entity ID is currently located below the DUNS Number on the entity registration record in SAM.

ii. Ensure their organization is registered with SAM. Every applicant is required to have their name, address, DUNS number and EIN up to date in SAM, and the DUNS number used in SAM must be the same one used to apply for all awards from Grantor. SAM information can be found at <http://www.sam.gov>. After April 4, 2022, the Unique Entity Identifier in SAM becomes the official identifier for doing business with the U.S. Government.

B. Recipient must submit the following documents to Grantor at NCEMLTR.grant@ncdps.gov upon execution and submission of this MOA:

- State of NC Substitute W-9 Form
- Supplier Electronic Payment Request Please email the completed form directly to OSC for processing: ncsepap@osc.nc.gov with copy to NCEMLTR.grant@ncps.gov
- Conflict of Interest Policy (G.S. 143C-6-23 (b))
- Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23 (c))

C. File Retention

Recipient is required to maintain records and invoices of this grant for five years after termination of the grant, or audit if required, or longer where required by law. Recipient must maintain a separate file for each grant award. However, if any litigation, claim or audit has been initiated prior to the expiration of the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The following files must be available for review by NCEM staff for site visits, project closeout and audits:

- Resolution or other official documentation relating to the acceptance or adoption of the grant award.
- MOA, and supporting appendices.
- Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and proof(s) of payment.
- Audit findings and corrective action plans.
- Request for Reimbursements and documentation
- Closeout Request and documentation
- Pre and Post photo documentation for all permanent work projects

5. **Regulation**
Recipient certifies that it understands and agrees that funds will only be expended for the project as outlined in the grant application and incorporated by reference herein. The Recipient and Grantor certify that each understands and agrees to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the applicable laws, rules and policies governing these funds; that all information is correct; that there has been appropriate coordination with affected agencies; that the Grantor is duly authorized to commit the Recipient to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Recipient; and that all agencies involved with this project understand that all funds are limited to the period of performance.

6. **Supplanting**
Grant funds must be used to supplement existing federal, state, and local funds for program activities and must not replace (supplant) those funds that have been appropriated for the same purpose. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures as requested.

7. **Compliance**
Recipient shall comply with applicable federal, state, local and/or tribal statutes, regulations, ordinances, licensing requirements, policies, guidelines, reporting requirements, certifications, and other regulatory matters for the conduct of its business and purchase requirements performed under this MOA. Recipient shall be wholly responsible for the purchases made under this MOA and for the supervision of its employees and assistants.

Failure to comply with the specified terms and conditions of this MOA may result in the return of funds and any other remedy for noncompliance and/or termination of the award per 09 NCAC 03M.0801. Additional conditions may also be placed on the Recipient for noncompliance with the specified terms and conditions of this MOA, including, but not limited to, additional monitoring and possible placement of Recipient on the Suspension of Funding List ([SOFL](#)) maintained by the State Office of State Budget & Management ([OSBM](#)).

8. **Responsibilities**
- Grantor:
- A. Grantor shall provide the funding described herein to Recipient to perform the activities as described herein.
 - B. Grantor shall conduct a review of the project to ensure Recipient is progressing toward completion of the SOW.
 - C. Grantor shall verify the completion of the project thru the closeout process.
- Recipient:
- A. This MOA must be signed and returned to NCEM within 45 days after Recipient receives notice of this award. The grant shall be effective upon return of the executed Grant Award (MOA) and date of final approval by the Director of Emergency Management.
 - B. Recipient shall expend funds in accordance with this MOA.

C. Recipient shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable state standards identified in [N.C.G.S. Chapter 143, Article 3, Purchases & Contracts](#).

If Recipient utilizes local procurement policies, Recipient is required to submit a copy of the applicable policies they followed and demonstrate that they complied with those policies, including competition as required.

Recipient is required to check the federal System for Awards Management (SAM), <https://sam.gov/content/exclusions> and the State Debared Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debared-vendors>, to verify that all vendors and contractors have not been suspended or debarred from doing business with the federal or state government.

D. Provide quarterly progress reports to NCEM within 10 days from end of the calendar year quarter to the following email: NCEMLTR_grant@ncedps.gov.

E. Requests for Reimbursement (RFR)

Recipient must submit RFR, with all required documentation attached to NCEM at NCEMLTR_grant@ncedps.gov. Grantor will reimburse Recipient for eligible costs as determined by Grantor. Recipient must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from Grantor. Recipient must submit Request for Reimbursement per appendix 4.

F. Closeout Reporting Requirements

Recipient must submit to Grantor, no later than 90 calendar days after the end date of the period of performance or completion of the project, whichever is sooner, all financial, performance, and other reports as required by the terms and conditions of the grant award, and this MOA.

This includes, at a minimum:

- i. A closeout letter indicating that the project is now 100% complete, that all funds were used for the purpose appropriated and ready for final inspection.
- ii. A complete accounting of how all grant funds were used thru the Summary of Documentation (SOD)Form which lists all labor, material, equipment, and contract invoices with corresponding checks or other proof of payment making up the total spend for the project.
- iii. Copies of all invoices and a copy of proof of payment (both front and back of cleared check is required) as listed on the SOD form.
- iv. Bid documents (solicitation, bid evaluations, etc.), contracts.
- v. Insurance documentation on equipment or property purchased under this award or letter indicating lack of insurability
- vi. Pictures prior to the start of the project and when complete for permanent work type grants.

G. Non-Supplanting Requirement. See paragraph 6 (Supplanting).

H. Recipient shall have sole responsibility for the ownership, maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this MOA as follows:

- i. Recipient shall take and maintain a physical inventory of all equipment purchased with funds awarded under this grant. Equipment is defined as tangible, non-expendable

property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Recipient may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$5,000 to be inventoried. If so, such equipment purchased under this award allocation shall be included on the report submitted to Grantor. The grant summary, cost reports with backup documentation, certificate of title, and any other Recipient reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement.

- ii. Recipient must ensure a control system exists to ensure adequate safeguards to prevent loss, damage, or theft. Recipient shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented and made part of the official project records.
- iii. Recipient or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.

I. **Property and Equipment.** Property and equipment purchased with these funds shall be titled to Recipient, and Recipient shall be responsible for the custody and care of any property and equipment purchased with funds furnished for use in connection with this MOA. Grantor will not be held responsible for any property purchased under this MOA. Recipient must obtain any necessary insurance where said insurance can be reasonably obtain and provide proof of insurance as part of any Reimbursement Request or Closeout.

Recipient must utilize all property and equipment as intended in their project application to Grantor. Failure to comply with these terms and conditions may result in the return of funds and any other remedy for noncompliance specified paragraph 7, Compliance, above.

J. **Indirect Costs.** No indirect or administrative costs will be charged to this award.

K. **Conflict of Interest.** Per N.C.G.S. § 143C-6-23(b), Recipient is required to file with Grantor a copy of Recipient's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before Grantor may disburse any grant funds.

In conjunction with providing the conflict of interest policy to Grantor, Recipient must disclose in writing to Grantor, and attempt to avoid, any real or potential conflict of interest that may arise during the administration of this grant award.

This includes Recipient's responsibility to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award,

or administration of a contract supported by this grant award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Recipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient. All Recipients must disclose in writing to Grantor, and attempt to avoid, any real or potential conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award. Upon request, Recipient must also provide a copy of their standards of conduct policy covering conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award.

- L. Recipient must have an acceptable local travel regulation plan or accept the state travel regulations. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall not exceed state rates and must be supported by documentation. International travel is not eligible under this MOA.

9. **Funding**

Pursuant to N.C.G.S. 143C-1-1, the Recipient understands and agrees that agreement funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, Grantor will pay for services and goods acquired and obligated on or before the notice of agreement termination.

10. **Taxes**

Recipient shall be considered to be an independent Recipient and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by the Recipient under this grant.

11. **Warranty**

Recipient will hold Grantor harmless for any liability and personal injury that may occur from or in connection with the performance of this MOA to the extent permitted by the North Carolina Tort Claims Act. Nothing in this MOA, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this MOA. This MOA does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This MOA is intended for the sole and exclusive benefit of the parties hereto. This MOA is not made for the benefit of any third person or persons. No third party may enforce any part of this MOA or shall have any rights hereunder. This MOA does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this MOA. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

12. **State of North Carolina Reporting Requirements per NCGS 143C-6-23 and 09 NCAC 03M**

North Carolina state law ([N.C.G.S. 143C-6-23](#) and [09 NCAC 03M](#)) requires every non-state entity (including non-profit organizations, counties and local governments) that receives state or federal pass-through grant funds from state agencies to file annual reports on how those grant funds were used no later than three months after the end of the non-state entity's fiscal year.

Refer to "State Grant Compliance Reporting Forms" on the following website for instructions and applicable forms for Recipients to meet these requirements: <https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/grants-management-compliance>.

Level I (Less than \$25,000)

A grantee receiving less than \$25,000 (combined) in State or Federal pass-through funds must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of Less than \$25,000.
- Level I form and reporting instructions are available on the above website.

Level II (\$25,000 - \$499,999)

A grantee that receives between \$25,000 - \$499,999 (combined) in State or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Schedule of Receipts and Expenditures.
- Program Activities and Accomplishments Reports.
- Level II form and reporting instructions are available on the above website.

Level III (\$500,000 - \$749,999)

A grantee that receives a combined \$500,000 or more in State funding or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.
- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end: Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards. See paragraph 15 below for audits.

Level III Continued (\$750,000+)

A grantee that receives a combined \$750,000 or more in funding from all Federal funding sources, even those passed through a state agency must submit:

- Certification Form.

- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.
- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end:
- Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards.
- Post the single audit to the Federal Audit Clearinghouse (<https://harvester.census.gov/facweb/>).
- Make copies of the single audit available to the public. See paragraph 15 below for audits.

13. **Audit Requirements**

Per 09 NCAC 03M.0205, a Recipient that receives a combined \$500,000 or more in North Carolina state funding or federal funding passed through a state agency must within 9 months of the Recipient's fiscal year end submit to DPS Internal Audit (AuditGrantsReport@ncdps.gov) a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (GAGAS): <https://www.gao.gov/yellowbook>.

If Recipient is a unit of local government in North Carolina, Recipient may also be subject to the audit and reporting requirements in N.C.G.S. 159-34, Local Government Finance Act -- Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the Recipient and are subject to change (see [Local Government Commission](#) for more information).

14. **Points of Contact (POC)**

To provide consistent and effective communication between Recipient and Grantor, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. Grantor contact shall be the Grants Manager listed on the Notice of Funding Opportunity or as amended. Recipient POC shall be the person designated by the Recipient. Recipient is required to keep Grantor informed of any changes in POC over the course of the period of performance. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.

D. Is independently developed at the receiving party by someone not privy to the confidential information.

15. **Public Records Access**

All information maintained by Grantor in connection with this MOA and grant award is subject to the [North Carolina Public Records Act](#), Chapter 132 of the North Carolina General Statutes and is subject to [public records requests](#) through NCDPS.

16. **Contracting/Subcontracting**

If Recipient contracts/subcontracts any or all purchases or services under this MOA, then Recipient agrees to include in the contract/subcontract that the contractor/subcontractor is bound by the terms and conditions of this MOA. Recipient and any contractor/subcontractor agree to include in the contract/subcontract that the contractor/subcontractor shall hold Grantor harmless against all claims of whatever nature arising out of the contractors/subcontractor's performance of work under this MOA. If Recipient contracts/subcontracts any or all purchases or services required under this MOA, a copy of the executed contract/subcontract agreement must be forwarded to Grantor. A contractual arrangement shall in no way relieve Recipient of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements.

17. **Sites**

This MOA shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

18. **Antitrust Laws**

All signatories of this MOA will comply with all applicable state and federal antitrust laws.

19. **Other Provisions/Severability**

Nothing in this MOA is intended to conflict with current federal, state, local, or tribal laws or regulations. If a term of this MOA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.

20. **Entire Agreement**

This MOA and any annexes, exhibits and amendments annexed hereto, and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

21. **Modification**

This MOA may be amended only by written amendments duly executed by Recipient and Grantor.

22. **Termination**

Either party, upon sixty (60) days advance written notice to the other, may terminate this MOA.

23. **Scope of Work**

Recipient shall implement the project as described in the approved project application. That application is hereby incorporated into this MOA in Appendix 2.

24. **Execution and Effective Date**

This grant shall become effective upon return of this original Grant Award (MOA), properly executed on behalf of the Recipient, and upon execution of all parties to this MOA. The last signature shall be that of the Director of NC Emergency Management.

25. **Certification of eligibility - Under the Iran Divestment Act**

Pursuant to N.C.G.S. §§147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, N.C.G.S. § 147-86.55 et seq. * requires that each vendor, prior to contracting with the State certifies, and the undersigned on behalf of the Vendor does hereby certify, to the following:

- A. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran
- B. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List
- C. That the undersigned is authorized by the Vendor to make this Certification

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address: <https://www.netreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-divestment-Act-resources.aspx> ad will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, direct questions to (919) 814-3852.

26. **Regional and State Emergency/Disaster Shelter Support**

If the Recipient jurisdiction is not impacted by an emergency or disaster, the Recipient is encouraged to provide the emergency shelter facilities available to impacted jurisdictions for regional or statewide sheltering upon request by the Grantor pursuant to N.C.G.S. §§ 166A-19.10(7), 166A-19.12(1) or other impacted jurisdictions pursuant to N.C.G.S. § 166A-19.15(f)(3).

27. **NC SPARTA**

The Recipient shall add or update the facility information to the NC SPARTA Shelter Database.

28. **Attachments**

All attachments to this Agreement are incorporated as if set out fully herein.

- A. In the event of any inconsistency or conflict between the language of this MOA and the attachments hereto, the language of the MOA shall be controlling, but only to the extent of such conflict or inconsistency.
- B. This MOA includes the following attachments or documents incorporated by reference as if fully set out herein:
 - i. Appendix 1 - Notice of Funding Opportunity (NoFO)
 - ii. Appendix 2 - Scope of Work or Grant Application
 - iii. Appendix 3 - Award letter
 - iv. Appendix 4 – Required Documentation for Reimbursement Request.

IN WITNESS WHEREOF, the parties have each executed this MOA and the parties agree that this MOA will be effective upon signature of all parties with the signature of the Director of Emergency Management establishing the effective date.

NC Department of Public Safety
Division of Emergency Management

1636 Gold Star Drive
Raleigh NC 27607

By: _____
Date: _____
William C. Ray
Director NC Emergency Management

APPROVED AS TO FORM:

By: _____
Date: _____
William Polk
Department of Public Safety
Deputy General Counsel

Duplin County

P.O. Box 950
Kenansville, NC 28349

By: 
Date: September 18, 2024
Name: Dexter B. Edwards
Title: Chairman

By: _____
Date: _____
Name: _____
Title: _____

By: _____
Date: _____
Name: _____
Title: _____

Appendix I
NOTICE OF FUNDING OPPORTUNITY (NOFO):
North Carolina Emergency Management (NCEM)
2023 Local Emergency Shelter Capacity Grant Program

North Carolina Emergency Management (NCEM) is now accepting applications for grants funded through the 2023 Appropriations Act, S.L. 2023-134, § 2.6(g) the Local Emergency Shelter Capacity Grant Program.

Eligible applicants are units of local government.

Applications must be received by NCEM no later than Close of Business (5pm) on **May 31, 2024**

Eligible Applicants

Units of local government, as defined by N.C. Gen. Stat. § 143C-1-1(29) are eligible to be considered for a shelter capacity grants to retrofit public buildings used to provide emergency shelter. If a public building is not suitable for use as an emergency shelter, upon request of a local government the Division may consider an application for a non-public building maintained by Non-State entities (an individual, a firm, a partnership, an association, a county, a corporation, or any other organization or group acting as a unit, to include a unit of local government and public authority) as defined in N.C. Gen. Stat. § 143C-1-1(18). North Carolina Emergency Management will convene a panel to score the projects. Non-public building projects are limited to nonsectarian or nonreligious purposes which address such items in the section below.

Eligible Categories of Work

Grants will be used to improve disaster shelters across the State in the following areas:

- (1) to meet weather-related structural requirements such as windspeed ratings of roofs and windows; and
- (2) to upgrade infrastructure, such as electrical systems to install emergency generators or provide for quick hookup locations for emergency generators.

Initial funding for this notice is anticipated to be \$5,000,000. There is no maximum grant request limit, funding will be allocated to maximize the potential capacity increase for evacuation sheltering statewide. Phased and co-funded projects will be considered. Phased projects must not be dependent on future phases to operationalize increased shelter capacity.

Projects can be 100% funded with no local cost share and are paid on a reimbursement basis. Grant administration costs are not eligible. The Division shall also in awarding grants consider steps taken by the local government to obtain alternative sources of funding such as insurance policies, private grant funding, or available federal aid programs.

Examples of Eligible Projects:

- Wind hardening or "retrofit" of local shelter such as hurricane shutters
- Weather-related structural external functional and accessibility upgrades
- Roof construction or load improvements
- Purchase and installation of generator for local shelter, to include alternative power sources

- Purchase and installation of generator transfer switches or quick connects for a local shelter

Where to Submit Application Materials

Applications must be submitted to the following email address:
NCEMLTR.grant@ncdps.gov. Applications will be reviewed for completeness with completed applications scored and ranked.

Key Target Dates:	
15-April-2024	NOFO Released
17-April-2024	Technical Assistance Workshop (10:00AM-11:00AM)
13-May-2024	Technical Assistance Workshop (10:00AM-11:00AM)
31-May-2024	Application Deadline
1-July-2024	NC Review Panel Scoring completed
31 - July 2024	Applicants Notifications
July-August 2024	Complete and Sign grant agreements

The Period of Performance (POP) is up to 36 months, starting on the date of the recipient's award. This process starts with the application referenced below.

Process to Submit Your Application

Application/Submission Information and Instructions

Application deadline 31 May 2024 (5:00PM)
Application to be submitted to NCEMLTR.grant@ncdps.gov with subject line "Applicant name – Project name – 2023 Local Emergency Shelter Capacity Grant Program"
Application email should include the completed **Application Document** and any additional attachments to support the project. Please make sure that you address each part of the application. The points below are representative of what you will find needed within the application. (Scoring weight in brackets):

- i. Applicant Name, Address, Contact Information, and Project Name. Nonprofit corporations should also include the "Certificate of Existence from the NC Secretary of State, bylaws, and documentation to support ownership or right for project specific facility. (10)
- ii. General description of the Project (15)
- iii. Estimated increase in shelter capacity upon completion of the project (35)
- iv. Scope of Work (SOW) and cost estimate for the project to achieve #3 above, including an understanding of how the estimate was achieved. (20)
- v. Timeline from approval of Grant to project completion. (10)
- vi. How and who will manage the project if awarded and their qualifications. Additionally, the applicants should include their experience in managing a grant award. (10)

Competitive proposals likely will include:

- Substantial increase for local capacity in emergency sheltering capability, and availability for major statewide incidents.
- External accessibility infrastructure upgrades
- Understanding of the benefits for residents, businesses, and other entities within a community including the percent of the community impacted by the project.
- Professional or engineering reports for the project.
- A current estimate of probable cost with an understanding of how this was developed.

- How the project links to previous comprehensive assessments or planning effort or an understanding of how the community prioritizes this project.
- An understanding of likely timeline and implementation of a full construction project.

The Local Emergency Shelter Grant is intended to address a deficiency in shelter capacity across all regions. Grant recipients will be requested to sign a Host Shelter MOA with NCEM, to utilize the shelter of which the grant has been awarded, as a Host Shelter site if the shelter location is not otherwise occupied or is unavailable.

Projects that are selected will require applicants to sign a Grant Agreement (MOA) and will be expected to comply with the terms of the agreement, including quarterly reporting and interim and final inspections as necessary or risk timely payment or funding. Also, applicants will be required to submit the below listed OSBM required documents/forms with the signed MOA if awarded a grant under this fund:

- i. [State of NC Substitute W-9 Form](#)
- ii. [Supplier Electronic Payment Request](#) Please email the completed form directly to OSC for processing: ncsepay@osc.nc.gov with copy to NCEMLTR.grant@ncdps.gov
- iii. [Conflict of Interest Policy \(G.S. 143C-6-23.\(b\)\)](#)
- iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

For more information, please send any questions to NCEMLTR.grant@ncdps.gov



NC Department of Public Safety
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

30 August 2024

Mr. Matthew Barwick
Emergency Management Director
Duplin County
PO Box 950
Kenansville, NC 28349

Dear Mr. Barwick,

North Carolina Emergency Management (NCEM) is pleased to inform you that your grant application for the Emergency Management Local Emergency Shelter Capacity Grant Program has been selected for funding up to the amount of **\$699,160**.

The final approval is conditional on the return of the attached Memorandum of Agreement (MOA), signed by the appropriately authorized representative(s) within 45 days from the date of this letter.

The attached MOA, as well as the following documents below, should be returned to NCEM via email to NCEMLTR.grant@ncdps.gov

- Supplier Electronic Payment Request Please email the completed form directly to OSC for processing: ncfsepap@osc.nc.gov with copy to NCEMLTR.grant@ncdps.gov
- State of NC Substitute W-9 Form
- Conflict of Interest Policy (G.S. 143C-6-23.(b))
- Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23.(c))

This grant shall be effective upon transmittal to the jurisdiction of the executed MOA by NCEM.

By accepting this grant, the recipient agrees that funds will only be expended to complete the approved project, not to exceed the funding amount during the designated period of performance, as well as all applicable terms, conditions, and responsibilities specified in the MOA.

If you have any questions please contact Mr. Jeff Welker, NCEM Long-Term Recovery Grants Manager, directly (984-222-4159 or Jeffrey.Welker@ncdps.gov).

Respectfully,
Signed by:

William C. Ray
Director & Deputy Homeland Security Advisor
North Carolina Emergency Management



1636 Gold Star Drive Raleigh, NC 27607 | 4236 Mail Service Center Raleigh, NC 27699-4236
Phone: 919-825-2500 Fax: 919-825-2685 | www.ncdps.gov www.readync.gov
An Equal Opportunity Employer

Appendix 2
Scope of Work

The project will install two, full-facility backup generators at Kenansville Elementary School. This site, located in the central-most populous area of Duplin County would be identified as our primary shelter, and means to be centrally-geographically located when opening only one shelter when storm conditions or means to staff shelters have been limited. This project site has been completely designed by a Professional Engineer and is "turn-key" ready for execution upon funding allocation. This project would incorporate two generators, two automatic transfer switches, and the associated additional components for operations, allowing this campus to be fully functional.

\$699,160.00 total cost

Includes all necessary labor, materials, equipment, supervision, and rigging for a complete scope of work per Electrical Drawing.

Provide & Install 400KW Generator and ATS at Kenansville PK-8 School

Provide & Install 275KW Generator and ATS at Kenansville PK-8 School

Diesel Fuel for Startup/ Testing of Generator and Final Fuel to fill

Provide and Install PNL KES1 & KES2

Generator Concrete Pads

Appendix 4
Documents for Reimbursement Request

Quarterly Progress Report - Form LTR002/2022
Request for Reimbursement - Form LTR003
Summary of Documentation (SOD) - Form LTR001

Recipient should submit a single pdf with the above forms and all supporting information including invoices, proof of payment, bid documentation and contracts as necessary. PDF file should be ordered as follows:

1. Request for Reimbursement Form
2. Current Quarterly Progress Report Form
3. Summary of Document Form (SOD)
4. Supporting documentation in order as they appear on SOD. Please order invoices and matching checks together within the pdf.
5. Any Insurance documents, permits, or pictures of work progress as necessary or supportive.

North Carolina Division of Emergency Management
Long Term Recovery Grant Program
QUARTERLY PROGRESS REPORT

Progress Report Period: _____ to _____
Project Title: _____ MOA #: _____
Applicant: _____
Address: _____ County: _____
Contact Person: _____ Title: _____
Phone #(s): _____ Email Address: _____
Total Project Expenditures to Date: \$ _____

1. Date of Project Approval: _____
2. Start Date of the Project: _____
3. Percent of Work Completed to Date: _____ %
4. Anticipated Completion Date: _____
5. Actual Completion Date: _____
6. Summary of progress on project for this report period: *(Provide narrative summary on a monthly basis and relate activities to project budget.)*

7. Anticipated cost over-run/under-run: \$ _____
8. Problems encountered: _____

9. Status: *(Please check pertinent information).*

Project Status		Project Cost Status
(1) ☐ Project on schedule	(1) ☐ Cost unchanged	
(2) ☐ Project completed	(2) ☐ Cost overrun	
(3) ☐ Project delayed	(3) ☐ Under-run	
(4) ☐ Project canceled		

Date: _____

County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

Name / Department: Jeth Raynor / Airport	Meeting Date: 9-16-24
Subject: Approve Owner's Representation Contract with Michael Baker International	
Summary, explanation and background: The airport is doing a design-build hangar construction project and wishes to have Michael Baker International (MBI) act as an owner's representative role as the airport designs the hangar with the contractor. We must adhere to several FAA guidelines and standards that we must adhere to and MBI's expertise would serve the airport and county well to ensure funds are used as effectively as possible. This contract has a not to exceed amount of \$100,000.00	
Requested Action: Approve attached Owner's Rep Contractor with MBI	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) Funds will come from Transportation Directed Reserved Funds	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) None	
Time needed to explain to Commissioners: 2 minutes	
Attachments: Owners Rep Contract Exhibit A Fee Schedule	
Instructions for what to do with attachments once approved: Sign one copy and return to airport, keep one signed copy for records	

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Jaime Carr by the agenda deadline. Remember, one original will be retained for the minutes.

[illegible]

9/12/24

WORK AUTHORIZATION NUMBER 1
FOR PROFESSIONAL SERVICES
BETWEEN
DUPLIN COUNTY
AND
MICHAEL BAKER ENGINEERING, INC.

DESIGN-BUILD CONTRACT ASSISTANCE

It is agreed to undertake the following work in accordance with the provisions of our Agreement for Professional Services dated May 20th, 2024; between Duplin County (OWNER) and Michael Baker Engineering, Inc. (CONSULTANT).

SCOPE OF SERVICES

Duplin County is interested in pursuing a design-build contract for the construction of hangar (up to 12,000 square feet) with associated apron, vehicle parking, and office space at the Duplin County Airport. Throughout the design—build contract the Duplin County Airport may require assistance with management of the contract and/or plan reviews. Michael Baker is prepared to assist as an owner's representative with the following items on an as needed basis:

- Review of Plans and material submittals
- Participating in project progress meetings
- Review of Contractor payment applications
- Review of 3rd party inspection reports
- Preparation of grant documentation
- Serve as advisor on selection committee
- Preparation of RFQ
- Preparation and submission of FAA 7460
- Preparation of environmental documentation (simple written record or CATEX)

Tasks under this Work Authorization will only be conducted at the request of the OWNER. It is assumed that a resident project representative (RPR) will not be required as part of this project or will be included under a separate work authorization.

The CONSULTANT will provide miscellaneous Planning, Architectural, Engineering, and Environmental services at the Duplin County Airport as directed by the OWNER.

PAYMENTS TO THE CONSULTANT

1. Compensation.

The OWNER agrees to compensate the CONSULTANT for services described above, and in accordance with the Master Services Agreement for Professional Services. For miscellaneous Planning, Architectural, Engineering, and Environmental services as outlined above, the CONSULTANT shall be paid on the basis of the number of hours worked by the classification multiplied by the hourly rates as shown on the attached Exhibit "A", schedule of fees. Expenses shall be reimbursed at cost and subconsultant fee will be reimbursed at cost plus a fifteen percent (15%) administration fee. The attached Exhibit "A", schedule of fees is valid through December 31, 2025. This work authorization shall be for an amount not to exceed one hundred thousand dollars (\$100,000.00).

2. Schedule:

The work shall be completed based on OWNER requirements.

Agreed as to scope of services and budget:

Witness: Jane W. Carr Duplin County
By: [Signature]
Title: Chairman
Date: 9/16/24

Witness: [Signature] MICHAEL BAKER ENGINEERING, INC.
By: [Signature]
Title: Vice President
Date: 9/13/2024

Attachments: Exhibit A - Fee Schedule

revised 08/13/2024

EXHIBIT "A"

2024-2025 SCHEDULE OF FEES

CLASSIFICATION	HOURLY RATES
Sr. Project Manager/Department Manager	\$245.00
Sr. Architect	\$230.00
Fire Protection Engineer	\$220.00
Sr. Structural Engineer	\$200.00
Grant Manager/ Sr. Mechanical Engineer	\$185.00
Engineer/Architect/Planner	\$160.00
Designer	\$140.00
Technician	\$120.00

NOTE: The hourly rates shown above include direct salary cost, labor overhead, general and administrative overhead, and profit. These rates shall remain valid through December 31, 2025. Updated rates will be provided via supplemental agreement for charges after December 31, 2025. Direct non-salary expenses such as travel, subsistence, reproduction, etc. will be reimbursed at cost. Subconsultant fee will be reimbursed at cost plus an administrative fee of fifteen percent (15%).

County Commissioners

Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

Representative Name and Department: Scotty Summerlin, Economic Development Commission	Meeting Date: September 16 th , 2024
Subject: Approval of 31-L.L. 10 Forestry HQ Lease (NC Forest Service Region 1 HQ Land Lease Agreement)	
Summary, explanation and background: The NC Department of Agriculture & Consumer Services – Property and Construction Division and County staff, including the County Attorney have completed the NC Forest Service Region 1 Headquarters land lease negotiations. After many months of meetings and discussions, the Duplin Economic Development Commission recommends approval of the subject lease. The new facility, once complete, will be the first tenant on the AirPark, side of the business and industrial park. Per instructions of the State of North Carolina, the Governor or Attorney General will be last to sign the document. Therefore, an unsigned draft is presented for the County Commissioners' review, approval, and execution.	
Requested Action: Approve 31-L.L. 10 Forestry HQ Lease, as presented, and authorize the Chairman of the Board of Commissioners to sign.	
Budget impact for this fiscal year: No impact on budget for this fiscal year.	
Budget impact for subsequent years: Land lease payments (revenue) will be paid to Duplin County upon approved certificate of occupancy being issued to Forest Service and for subsequent years.	
Time needed to explain to Commissioners: 2 minutes.	
Attachments: 31-L.L. 10 Forestry HQ Lease (NC Forest Service Region 1 HQ Land Lease Agreement)	
Instructions for what to do with attachments once approved: Upon approval, send two (2) original executed documents back to Duplin County EDC for signatures by State officials.	

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trista-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

STATE OF NORTH CAROLINA
COUNTY OF DUPLIN

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease"), made and entered into as of the last date set forth in the notary acknowledgements below, by and between DUPLIN COUNTY, a body politic and corporate, hereinafter referred to as "Lessor"; and the STATE OF NORTH CAROLINA, a body politic and corporate, hereinafter referred to as "Lessee". Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WITNESSETH:

THAT WHEREAS, the North Carolina Department of Agriculture and Consumer Services, North Carolina Forest Service ("NCFS"), requested and approved the execution of this instrument for the purposes herein specified; and

WHEREAS, the execution of this Lease for and on behalf Lessee has been duly approved by the Governor and Council at a meeting held in the City of Raleigh, North Carolina, on the 7th day of February 2023; and

WHEREAS, the Parties hereto have mutually agreed to the terms of this Lease as hereinafter set forth.

NOW, THEREFORE, Lessor, for and in consideration of the rentals hereinafter provided and in further consideration of the covenants, conditions and provisions hereinafter set forth, does hereby rent, lease and demise unto Lessee for and during the term and under the terms and conditions hereinafter set forth, the Premises, as described herein, with all rights, privileges and appurtenances thereunto belonging.

THE TERMS AND CONDITIONS OF THIS LEASE ARE AS FOLLOWS:

1. Premises. The "Premises" means that certain tract or parcel of land (Tract A) lying and being in Kenansville Township, Duplin County, North Carolina, consisting of ±13.52 acres as shown and more particularly described on a map entitled Boundary Survey for County of Duplin by Johnny J. Williams Land Surveying, P. C., dated July 8, 2022, attached hereto and incorporated herein as Exhibit A and located on the Northwest side of Airport Road, SR 1398. The Premises is part of a larger 119.25 acre parcel of land shown and more particularly described on a plat recorded in Deed Book 1275, Page 63, AND Deed Book 1893, Page 862 Duplin County Registry, on which the Duplin County Airpark (the "Airpark") will be located that will accommodate the expansion of the Region One Headquarters for NCFS.

2. Term. The term of this Lease shall be for a period of thirty (30) years, commencing on the 1st day of July 2024 or the date Lessee enters the Premises to start construction, (the "Commencement Date"), and not earlier terminated as provided herein, shall expire at 2400 hours on the thirtieth 30th anniversary of the Commencement Date (the "Term"). Upon the expiration of the Term, Lessee shall have the first right of refusal to enter into a new lease agreement.

3. Rent. During the Term, Lessee shall pay annual rent to Lessor for the Premises in equal monthly installments in accordance with the Rent Schedule set forth below. The rentals begin upon issue of Certificate of Occupancy for the Region One Forestry Office Headquarters. Lessor shall provide an invoice to Lessee and rent shall be payable within fifteen (15) days from receipt of invoice. Rent shall be payable to Duplin County at the address specified in Section 40 (Notices) of this Lease or to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

RENT SCHEDULE			
	Annual Rent	Monthly Rent	
Years 1-5	\$15,830.00	\$1,319.17	
Years 6-10	\$17,413.00	\$1,451.08	
Years 11-15	\$19,154.30	\$1,596.19	
Years 16-20	\$21,069.73	\$1,755.81	
Years 21-25	\$23,176.70	\$1,931.39	
Years 26-30	\$25,494.37	\$2,124.53	

4. Ingress and Egress. Lessee shall have the right of ingress to and egress from the Airpark via the access from Airport Road and AirPark Dr. Lessee acknowledges and agrees that all heavy trucks and equipment will be restricted to AirPark Drive. Lessor shall ensure that reasonable access to the Premises is maintained at all times during the Term for Lessee's use and possession thereof. Notwithstanding the foregoing Lessee's ingress and egress are subject to the following:

- A. Upon Lessor approval, Lessee shall be allowed access through Airport Road entrance into the Airpark area of the Airport. Absent exigent circumstances, access shall be twenty-four hours a day, seven days a week. Access credentials and keys shall be issued upon submission of all the information and copies of documents required by this Lease.
- B. Lessee shall neither loan access keys to anyone nor make duplicate copies of access keys.
- C. Access keys are to be returned to the Lessor upon expiration of the Lease Term or upon termination of this Agreement.
- 5. Permitted Use. The Premises shall be used as an operations base for the NCFS Regional One Headquarters which is used for various forestry programs and training in the prevention of forest fires. Lessee at its sole cost and expense, may construct, install, maintain, remove, and replace structures, fixtures, and other improvements on the Premises as deemed necessary or desirable for its use of the Premises as permitted herein. Improvements to the Premises include building for offices, training rooms, maintenance shops, equipment storage, chemical storage and a space for above ground fuel storage. Lessee shall submit to Lessor proposed plans and

specifications for approval by Lessor as to the general appearance, lay-out, and utilization of the ground space and improvements; such approvals shall not be unreasonably withheld. Lessee may conduct fire instruction and training on the Premises. Lessee shall not use Premises for commercial activity nor for any purpose or activity not set forth herein, unless expressly approved by Lessor.

6. Lessor Responsibilities. Lessor shall furnish to Lessee, during the Term at Lessor's sole cost and to the satisfaction of Lessee the following:

A. Fire hydrant water with sufficient pressure to maintain a residual pressure of 20 PSI.

B. Regular grass cutting of the Premises.

7. Lessee Responsibilities. Lessee, at its sole cost and expense, shall be responsible for the following:

A. Installation of individual electric, water, sewer, telecommunications, and, if applicable, natural gas meters, on the Premises and the payment of all charges and fees associated therewith, including the payment of regular monthly bills.

B. Maintenance, repair, and replacement of its buildings, equipment, and structural components, exterior finishes, mechanical systems, plumbing systems, electrical systems, trade fixtures and any other systems located on the Premises upon completion of the improvements.

C. Security of Premises.

D. Pest control in and about the grounds and improvements on the Premises.

E. Parking personal vehicles in designated areas only.

F. Operation of vehicles and equipment safely at all times while at the Airport.

G. Disposal of all oils and fuels.

H. Maintaining the Premises clean and free of all trash and debris, disposing of the trash and debris in designated dumpsters on the Premises.

I. Cooperation with Lessor in the implementation and enforcement of all Duplin County Airport and Airport security regulations and measures.

J. Compliance with all hazardous guidelines with regards to storage of equipment that contains fuel and/or hazardous, volatile, flammable or dangerous chemicals on or around the Premises.

K. Compliance with all provisions of the Airport's NCDEQ Stormwater Pollution Prevention Program and Spill Prevention, control and Countermeasure Plan.

8. Compliance with Specific Federal Laws and Regulations.

A. Non-Discrimination. Lessee agrees that in its operation and use of the Airport, it will not on the grounds of race, color or national origin discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 21 of the Department of Transportation Regulations. Lessee further agrees that all contractors hired to perform construction or other services on the Premises shall 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.

B. Rules and Regulations. Lessee agrees that its use of the Premises and activities on the Airport shall be in accordance with all applicable federal, state, and local laws, rules, and regulations, which now exist or may hereafter become effective, and in compliance with such directives as may be issued in connection therewith from time to time. Lessee agrees that it will comply fully with current DPL Airport Park Rules and Regulations and Minimum Standards, specifically including but not limited to operational safety, and other vehicles, storm water, hazardous substances, fire prevention and security program regulations currently in effect and as may be amended and promulgated, and all directives issued by Lessor or Airport Director in connection therewith.

9. Condition and Maintenance of Premises. Lessee accepts the Premises in its present condition without any liability or obligation on the part of the Lessor to make any alterations, improvements, or repairs of any kind on or about the Premises except as specifically set forth herein. At all times during the Term, Lessee shall keep and maintain the Premises in neat, orderly, safe, and clean condition clear of obstructions in accordance with the Airport Rules and Regulations and all directives issued by Lessor or Airport Director in connection therewith. Except as specifically set forth herein, maintenance of the Premises during Term is the sole responsibility of the Lessee.

10. Common Areas of the Airport. Subject to the terms and conditions of this Lease and the rules and regulations of the FAA, the North Carolina Department of Transportation, Division of Aviation and the Airport Rules and Regulations, Lessee shall have the non-exclusive use, in common with others so authorized, of the common areas of the Airport, including those unrestricted, common-use portions of the Premises and appurtenances thereto, together with all facilities, equipment, improvements and services that have been or may hereafter be provided at or in connection with the Airport for common use. Lessor reserves the right to make changes in designations, locations, and arrangement, and additions, modifications, deletions, alterations and improvements to public, common and joint use areas on the Airport, provided there shall be no unreasonable obstruction of Lessee's right of ingress to and egress from the Premises, or interference with Lessee's ability to use the Premises for the purposes intended under Section 5 of this Lease. Additionally, Lessee shall have the non-exclusive use in common with others so authorized of a telephone public address system and intercommunication system, if any, for aeronautical purposes and no other purposes.

11. Non-established Facilities. The Premises will require construction or upfit and Lessor will

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be permitted to review proposed plans for such construction or upfit in order to ensure conformance with Lessee's specifications and the terms of this Lease. Lessor's representatives shall maintain communication solely with Lessee regarding the construction of any improvements on the Premises and will not engage in discussions or provide direction to any contractor or vendor retained by Lessee.

12. Improvements to Premises and Alterations by Lessee. Lessee shall have the right during the Term, with Lessor's prior consent, which consent shall not be unreasonably withheld, to make alterations, attach fixtures and erect additions, structures or signs in or upon the Premises. Any fixtures or signs so placed in or upon or attached to the Premises under this Lease shall be and shall remain the property of Lessee and may be removed from the Premises by Lessee prior to the expiration of the Term or the earlier termination of this Lease, or within a reasonable time thereafter, provided that any material alterations, improvements, or additions made to the Premises by Lessee shall not be removed without express permission from Lessor. In the event Lessee's making, attachment, or removal of improvements, alterations, additions, structures, signs, or fixtures causes damage to the Premises, Lessee shall be solely responsible for the actual costs to repair such damage to the Premises.

13. Lessor's Right of Entry. Lessor shall have the right to enter the Premises with 48 hour's notice for the purpose of inspecting the Premises, or to fulfill its obligations hereunder. This right of entry shall extend to the fire marshal, building inspectors, and others, as necessary to address areas of danger or concern.

14. Insurance and Liability.

A. Insurance. Lessor agrees that Lessee's decision to self-insure on an "all risk" basis under the State Property Fire Insurance Fund satisfies all insurance requirements applicable to Lessee.

B. Lessee Liability. As between Lessor and Lessee, Lessee, subject to the terms of this Lease, will be primarily liable for the negligent or intentional acts or omissions of its agents and employees. As to third parties, Lessee is an immune sovereign and is not ordinarily subject to suit. However, Lessee has enacted Chapter 143, Article 31, of the North Carolina General Statutes (the "Tort Claims Act"), pursuant to which the Lessee may be liable for the torts of its officers and employees, within the terms of the Tort Claims Act, and accordingly, Lessee will be primarily liable for any claims within the coverage of the Tort Claims Act. No provision of this Lease shall be construed as constituting a waiver of Lessee's sovereign immunity or Lessee's immunity under the Eleventh Amendment of the Constitution of the United States.

C. Lessor Liability. As between Lessor and Lessee, Lessor, subject to the terms of this Lease, shall be primarily liable for the negligent or intentional acts or omissions of its agent and employees. As to third parties, Lessor, solely to the extent indemnified by an insurance policy such that any amounts paid by Lessor to Lessee comes from insurance proceeds and not from Lessor's funds, agrees to save Lessee harmless from and against any and all loss, damage, claim, demand, liability, or expense by reason of damage to any person(s) or property on or about the Premises, which may arise from negligent use of the Premises by Lessor, its agents or employees.

15. Casualty. If the Lessee's improvements are totally destroyed by fire or other casualty not resulting from the wrongful or negligent act of Lessee, either the Lessor or the Lessee may by written notice given not later than fifteen (15) days after the date of such destruction, terminate this Agreement, in which event any rent paid for the period beyond the date of such destruction shall be refunded to Lessee. If there is not a total destruction of the Leased Premises but the Lessee reasonably is required to close its operations or vacate the Leased Premises during repairs, rent shall abate while so closed or vacated, but if the Lessee is able to continue its operations during such repairs, rent shall be adjusted and prorated in the proportion which the area of unusable lease space bears to the total leased premises, providing that the Lessor shall not in such case have any liability for any losses claimed by Lessee. However, if the damages are such that the Lessor or Lessee concludes that restoration cannot be completed within one-hundred-twenty (120) days, then either Lessor or Lessee may terminate this Agreement with fifteen (15) days prior written.

16. Hazardous Materials.

A. Definitions. For purposes of this Lease: (i) "Hazardous Material" or "Hazardous Materials" means and includes, without limitation, (1) solid or hazardous waste, as defined in the Resource Conservation and Recovery Act of 1980, or in any applicable state or local law or regulation, (2) hazardous substances, as defined in the Comprehensive Environmental Response Compensation and Liability Act of 1980 ("CERCLA"), or in any applicable state or local law or regulation, (3) gasoline, or any other petroleum product or by-product, (4) toxic substances, or rodenticides, as defined in the Federal Insecticide, Fungicide, and Rodenticide Act of 1975, or in any applicable state or local law or regulation, as each such Act, statute, or regulation may be amended from time to time; (ii) "Release" shall have the meaning given such term, in Environmental Laws, including, without limitation, CERCLA, and (iii) "Environmental Law" or "Environmental Laws" shall mean "Super Fund" or "Super Lien" law or any other federal, state, or local statute, law, ordinance, or code, regulating, relating to or imposing liability or standards of conduct concerning any Hazardous Materials as may now or at any time hereafter be legally in effect, including, without limitation, the following, as same may be amended or replaced from time to time, and all regulations promulgated and officially adopted thereunder or in connection therewith: Super Fund Amendments and Reauthorization Act of 1986 ("SARA"); CERCLA; the Clean Air Act ("CAA"); the Clean Water Act ("CWA"); the Toxic Substance Control Act ("TSCA"); the Solid Waste Disposal Act ("SWDA"), as amended by the Resource Conservation and Recovery Act ("RCRA"); the Hazardous Waste Management System; and the Occupational Safety and Health Act of 1970 ("OSHA"). All obligations and liabilities arising under this Section 18 which arise out of events or actions occurring prior to the expiration or termination of this Lease shall survive the assignment of this Lease and the expiration, termination, cancellation or release of record of this Lease.

B. Compliance. Lessee agrees that it will conduct its activities on the Premises in compliance with all applicable Environmental Laws. As between Lessor and Lessee, Lessee, subject to the terms of this Lease and to the extent permitted by the Tort Claims Act, will be primarily liable for the existence or discovery of any Hazardous Materials on the Premises or for the migration of any Hazardous Materials to other properties or for the release of any Hazardous Materials into the environment in violation of applicable Environmental Laws, arising solely from

Lessee's use of the Premises. Lessor represents warrants and agrees that it has in the past and during the Term will conduct its activities at the Airport in compliance with all applicable Environmental Laws and that the Premises is free of Hazardous Materials as of the date of this Lease. Lessor shall be responsible for, and promptly conduct any investigation and remediation as required by any Environmental Law or common law, of all spills or other release of Hazardous Materials on the Premises or Airport, not caused solely by Lessee, that have occurred in the past or which may occur during the Term.

17. Default. The occurrence of one or more of the following events (herein called an "Event of Default") shall constitute a default by Lessee:

- A. Failure to Pay. Failure to pay rent when due and such failure continues for thirty (30) days after delivery of written notice thereof by Lessor to Lessee.
- B. Failure to Perform. Failure to perform any other provision of this Lease if the failure is not cured within thirty (30) days written notice to Lessee.

18. Remedies. Lessor shall have the following remedies if Lessee commits an Event of Default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by law:

A. Enforce Lease. Lessor shall have the right to continue this Lease in full force and effect, and have the right to enter the Premises with written notice to vacate and relet them, changing any or all locks on the Premises all without being liable for forcible entry, trespass, or other tort. Lessee shall pay to Lessor the rent due under this Lease on the date that the rent is due, less the rent Lessor receives from any reletting

B. Termination. Lessor shall have the right to terminate this Lease with written notice to vacate sent to Lessee and Lessee's rights to possession of the Premises shall terminate at that time, and Lessor may then re-enter the Premises and shall have the right to pursue its remedies at law or in equity to recover of Lessee all amounts of rent then due or thereafter accruing and such other damages as are caused by Lessee's default.

C. Waiver of Rights. No course of dealing between Lessor and Lessee or any delay on the part of Lessor in exercising any rights it may have under this Lease shall operate as a waiver of any of the rights of Lessor hereunder nor shall any waiver of a prior default operate as a waiver of any subsequent default or defaults and no express waiver shall affect any condition, covenant, rule or regulation other than the one specified in such waiver and that one only for the time and in the manner specifically stated.

19. Surrender of Premises. Upon the expiration of the Term or the earlier termination of this Lease, Lessee will peaceably surrender the Premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, civil unrest, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this Lease, excepted. Lessee shall, at its sole expense, remove all equipment and personal property from the Premises. All

fixtures and leasehold improvements to the Premises shall become property of the Lessor without compensation being paid by Lessor to Lessee except as provided herein. In an effort to avoid any potential confusion, the parties agree that the Premises and any improvements thereto shall be peacefully surrendered to Lessor upon termination of the Lease (as provided for in paragraph 12 above).

20. Quiet Possession. The Lessor agrees that Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the Term peaceably and quietly have, hold, and enjoy the Premises free from the adverse claims of any person.

21. Effect of Waiver or Forbearance. The failure of either Party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance.

22. Amendment. This Lease shall not be modified or amended except by an instrument in writing executed by or on behalf of Lessor and Lessee.

23. Holdover. Any holding over after the expiration of the Initial Term or any Renewal Term, without the exercise of a renewal option or the execution of a new lease, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either Party shall give not less than sixty (60) days written notice to terminate the month to month tenancy.

24. Memorandum of Lease for Recording. At the request of either Party, Lessor and Lessee shall execute a memorandum of this Lease for recording in the public records at the requesting Party's sole cost and expense. Such memorandum of Lease shall describe the Parties, set forth a description of the Premises, specify the Term and incorporate this Lease by reference.

25. Availability of Funds. The Parties agree and understand that the continuation of this Lease for the Term is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of Lessee responsible for payment of said rental. The Parties also agree that in the event the agency of Lessee or that body responsible for the appropriation of said funds, in its sole discretion, determines in view of its total local operations that available funding for the payment of rents is insufficient to continue Lessee's operations on the Premise, it may choose to terminate this Lease by giving Lessor written notice of said termination, and this Lease shall terminate immediately without any further liability to Lessee. The exercise by Lessee of the rights reserved to it under this Section shall not be considered an Event of Default.

26. Assignment and Subletting. Lessee shall not assign nor sublet this Lease without the prior written consent of Lessor, which consent shall not be unreasonably withheld or delayed. All terms and conditions of this Lease apply in the assignment.

27. Authority. Each person executing this Lease on behalf of Lessor does hereby represent and warrant that, if applicable: (a) Lessor is duly organized and in good standing in the state of its organization and, if different, qualified to do business and in good standing in the State of North Carolina, (b) Lessor has full lawful right and authority to enter into this Lease and to perform all

of its obligations hereunder, and (c) each person signing this Lease on behalf of Lessor is duly and validly authorized to do so.

28. Binding Effect. This Lease shall be binding upon and inure to the benefit of Lessor and Lessee, their successors and permitted assigns.

29. Entire Agreement. This instrument contains the entire agreement between the Parties, and no statement, premise, inducement, representation or prior agreement which is not contained in this written Lease shall be valid or binding.

30. Severability. In case any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Lease shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

31. Applicable Law. This Lease shall be governed by, construed and enforced in accordance with the laws of the State of North Carolina and court actions arising therefrom may be brought only within the courts of the State of North Carolina.

32. Prohibition on Gifts. North Carolina General Statute §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any employee of Lessee of any gift from anyone with a contract with Lessee, or from any person seeking to do business with Lessee. By execution of this Lease, Lessor attests, for its entire organization, including its employees or agents, that it is not aware that any such gift has been offered, accepted, or promised by any employees of its organization.

33. Construction of Language. The terms "lease," "lease agreement" or "agreement" shall be inclusive of each other, and also shall include renewals, extensions, or modifications of this Lease. Words of any gender used in this Lease shall be held to include any other gender, and words of the singular shall be held to include the plural and the plural to include the singular when the sense requires. The section or paragraph headings and the titles are not a part of this Lease and shall have no effect upon the construction and interpretation of any part hereof.

34. Terms. Capitalized terms used in this Lease shall have the meanings ascribed to them at the point where first defined, irrespective of where their use occurs, with the same effect as if the definitions of such terms were set forth in full and at length every time such terms are used.

35. Effect of Waiver or Forbearance. No covenant or condition of this Lease can be waived except by written consent of the Parties. A waiver of any covenant or condition on one occasion shall not be deemed a waiver of said covenant or condition on any subsequent occasion unless such fact is specifically stated in the waiver. Forbearance or indulgence by Lessor in any regard whatsoever shall not constitute a waiver of any covenant or condition to be performed by Lessee, and until Lessee has completely performed all covenants and conditions of this Lease, Lessor shall be entitled to invoke any remedy available to Lessor under this Lease or any law or equity despite such forbearance or indulgence.

36. Survival. All obligations accruing prior to expiration of the Term shall survive the expiration or other termination of this Lease unless otherwise specifically provided herein.

37. Lessor's Remedies Cumulative. The rights and remedies of Lessor specified in this Lease shall be cumulative and in addition to any other rights and/or remedies otherwise available, whether or not specified in this Lease.

38. Construction. No provision of this Lease shall be construed against or interpreted to the disadvantage of any Party by any court or other governmental or judicial authority by reason of such Party's having or being deemed to have prepared or imposed such provision.

39. Counterparts. This Lease may be executed in two or more counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

40. Notices. All notices herein provided to be given, or which may be given, by either Party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Postal Service mail, certified and postage prepaid and addressed as follows:

to Lessor:	Duplin County Attn: EDC Director and County Manager 260 Airport Road Kenansville, North Carolina 28349
to Lessee:	NC Department of Agriculture and Consumer Services Property and Construction Division 1001 Mail Service Center Raleigh, North Carolina 27699
w/ copy to:	State Property Office Attn: Manager, Leasing and Space Planning Section 1321 Mail Service Center Raleigh, North Carolina 27699-1321

Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either Party may be changed by written notice.

[signatures begin on following page]

IN WITNESS WHEREOF, this Lease has been executed under seal by the Parties, in duplicate originals as of the dates set forth in the notary acknowledgments below.



LESSOR:

DUPLIN COUNTY

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

ATTEST:

[Signature]
County Clerk



STATE OF NORTH CAROLINA

COUNTY OF Duplin

I, [Signature], a Notary Public in and for the aforesaid County and State do hereby certify that [Signature] personally came before me this day and acknowledged that he/she is Clerk of Duplin County and that by authority duly given and as an act of Duplin County, the foregoing instrument was signed by [Signature] (title), attested by himself/herself as Clerk and sealed with the common seal.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal, this the 10th day of September, 2024.

My Commission Expires: September 9, 2024
Notary Public
Print Name: [Signature]

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

By: [Signature]
Finance Director, Duplin County

LESSEE:

STATE OF NORTH CAROLINA

By: _____
Governor

ATTEST:

Secretary of State

APPROVED AS TO FORM:
JOSHUA H. STEIN, Attorney General

By: _____
Special Deputy Attorney General

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I, _____, a Notary Public for _____ County, North Carolina, do certify that ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, personally came before me this day and acknowledged that she is Secretary of State of the State of North Carolina, and that by authority duly given and as the act of the State, the foregoing instrument was signed in its name by ROY COOPER, Governor of the State of North Carolina, sealed with the Great Seal of the State of North Carolina, and attested by herself as Secretary of State.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal, this the _____ day of _____, 2024.

My commission expires: _____
Notary Public
Print Name: _____

Model Internal Control Policy: ARP/CSLFRF Award

CONTENTS

Definitions . . . 2	Financial Management, 2 CFR § 200.302 . . . 7
Policy Overview and Purpose . . . 3	Segregation of Duties . . . 7
The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring . . . 3	Documentation . . . 7
1. Control Environment . . . 3	Reporting . . . 8
2. Risk Assessment . . . 4	Reconciliation . . . 8
Risk Identification . . . 4	Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements) . . . 8
Uniform Guidance Compliance & Risk Identification . . . 4	Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476 . . . 9
Risk Analysis . . . 5	Period of Performance (See Award Terms and Conditions) . . . 10
Risk Response . . . 5	Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327 . . . 11
3. Control Activities . . . 5	Property Management, 2 CFR §§ 200.310 to 200.316 . . . 13
4. Information and Communication . . . 6	Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333 . . . 15
5. Monitoring . . . 6	Program Income, 2 CFR § 200.307 . . . 16

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, "management" includes: County Manager(s), Finance Officer, and finance personnel, and department heads.
- **Oversight Body**, as referenced in the Government Accountability Office's Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. The oversight body of a local government is, by default, the Board of County Commissioners. *[Note: The governing board may appoint a specific oversight body to oversee the implementation of internal controls. If it does not do so, the governing board shall act as the oversight body.]*

Policy Overview and Purpose

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by the county to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury's Compliance and Reporting Guidance: "Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations."²

Internal Control Framework

The county's internal controls are modeled after the internal control framework set forth in the Government Accountability Office's Standards for Internal Control in the Federal Government (the "Green Book"). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body's primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

The county understands that each component must be present and functioning for the internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.
- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

² U.S. Department of the Treasury, *Compliance and Reporting Guidance*, p. 8 (updated Sept. 20, 2022).

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2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. Duplin County's Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair Duplin County's ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,
- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair Duplin County's ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations. Specifically, Duplin County will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.

Likelihood x Impact = Risk Priority									
After rating each risk for likelihood & impact, multiply to identify which risks are highest priority to control for.									
Likelihood	Risk Priority					Impact	Priority Rank Scale		
	5	4	3	2	1		Low	Moderate	High
5	25	20	15	10	5	25	1 to 4	5 to 9	10 to 19
4	20	16	12	8	4	20			
3	15	12	9	6	3	15			
2	10	8	6	4	2	10			
1	5	4	3	2	1	5			

Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate "High" or "Very High" on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. Duplin County uses a variety of control activities that support strong internal controls, including, but not limited to the following:

- written policies and procedures,
- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above.

4. Information and Communication

Duplin County communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, Duplin County shall communicate quality information to community members and external stakeholders. The communication channels may include:

- Duplin County maintains a separate webpage to highlight projects undertaken with ARP/CSLFRF award funds.
- Project and Expenditure reports are posted to the ARP/CSLFRF webpage.
- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

Duplin County shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state awards.

Internal Controls & Uniform
Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:

Each department must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:

Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by Duplin County's written procedures for determining the allowability, reasonableness, and allocability of costs. (A written Allowable Cost/Cost Principles Policy is required.)

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:

Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:

Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- Chief Finance Officer shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:

Department heads shall prepare monthly reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:

General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/CSLFRF funds are reconciled monthly against account balances by someone who does not have record-keeping/bookkeeping functions.

Communication & Monitoring:

The Chief Finance Officer is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)

Overview:

Duplin County is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs. The process for making eligibility determinations is described in Duplin County's Eligible Use Policy. (The control activities for Eligibility and Allowable Cost review are often combined.)

Objectives:

1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:

- **Eligible Use Policy:** Duplin County has adopted an ARP/CSLFRF Eligible Use Policy that explains the eligible uses of ARP/CSLFRF award funds and includes Duplin County's process for reviewing and documenting eligibility determinations.
- **Authorization:** Chief Finance Officer has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.

- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. Department heads are responsible for overseeing compliance with documentation and record retention requirements and may clarify any concerns with the Clerk to the Board.

Communication & Monitoring:

Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476

Overview:

The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** Duplin County has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles. (See Cost Principles Policy for specific compliance requirements.)

- **Documentation:** Chief Finance Officer shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:

Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)

Overview:

The Period of Performance covers the period of time Duplin County may obligate and expend ARP/CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:

Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:

- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:

Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:

Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the unit is required to adopt written procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule.

[Note: Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt a written procurement policy and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.]

Objectives:

The Finance Department recognizes it must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.
2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro-purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold.
5. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.
7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

[Note: The control activities identified in this section are for illustrative purposes. Each unit should incorporate specific control activities to ensure that all contracts are executed in compliance with federal and state law. The procurement policy should detail the procurement processes. The unit may want to highlight specific control activities within this internal control policy, or it may simply reference its procurement policy.]

General Procurement Control Activities:

- Procurement Policy: Duplin County maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- The Board of Commissioners must approve the following types of contracts [INSERT GOVERNING BOARD CONTRACT APPROVAL PROCESS].
- Department heads are responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the [finance officer or designated deputy] is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- Department heads and Finance are responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers.
- Management shall periodically check compliance with this control activity.
- Department heads shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:

Documenting the history of procurements is a top internal control priority for Duplin County. All request personnel shall be trained on documentation and record retention policies. [Ideally, management will require the use of standard forms and templates for purchase orders, contracts, requests for proposals/bids, cost/price analyses, bid evaluation, etc.]

- Bid documents shall reflect all steps in the procurement process, including:
 - bid specifications and proof of advertisement (if required),
 - rationale for the selected method of procurement,
 - bid submissions,

- evaluation criteria,
 - basis for contractor selection or rejection,
 - justification for lack of competition, when applicable,
 - basis for award cost or price, and
 - contract agreement, including required UG contract clauses.
- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:
 - cost and quantity of items purchased,
 - model numbers,
 - purchase orders with and pre-audit certificates, and
 - personnel who authorized the sale, if applicable.
- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring

Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

Property Management, 2 CFR §§ 200.310 to 200.316

Overview:

Except for property, supplies, or equipment acquired using revenue loss funds, the unit must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310–316), subject to the requirements set out in FAQ 13.16.

Per FAQ 13.16, during the period of performance, Duplin County may use property, supplies, or equipment purchased with ARP/CSLFRF funds for a purpose other than the purpose for which the initial purchase was made, provided the new use is consistent with another eligible use. After the period of performance, Duplin County is more limited in how it may use the property purchased with ARP/CSLFRF funds. [Note: Each unit must establish property management processes to ensure compliance with the ARP/CSLFRF award terms and conditions. Final Rule FAQ 13.16 provides additional instructions for property disposition requirements. Below are some suggested control activities based on the UG property management standards, but each unit should adopt a property management policy and incorporate specific internal controls over the use and disposition of real property and equipment purchased with ARP/CSLFRF funds.]

Objectives:

1. Ensure real property, personal property, supplies, and equipment are used in compliance with the UG property standards (2 CFR 200.310–316), and subject to the requirements set out in FAQ 13.16.

- 2. Ensure documentation is maintained to substantiate any determination on whether the use of an asset is authorized for a particular purpose during and after the award period of performance.
- 3. Establish adequate safeguards to prevent loss, damage, or theft of property.
- 4. Follow adequate maintenance procedures to keep equipment in good condition.
- 5. Ensure proper disposition of real property and equipment in accordance with § 200.311(c) and § 200.313 (e).

Control Activities:

- **Insurance Coverage:** Purchase equivalent insurance coverage for real property and equipment as is provided to other property owned by Duplin County. 2 CFR § 200.310.
- **Property Management Policy:** Duplin County has adopted a Property Management Policy that sets forth property management processes, including procedures for record-keeping, reporting, and disposition responsibilities for real and personal property.
- **Real Property Reporting:** Tax Collector oversees the annual reporting requirements for any real property or personal property acquired with federal awards funds. Standard Form 429 shall be used to report real property and the Standard Form 428 shall be used to report tangible personal property, including equipment.
- **Equipment Management:** Duplin County has procedures for managing equipment, whether acquired in whole or in part under a federal award, until disposition takes place. Duplin County will, at a minimum, meet the following requirements:
 - A Maintain equipment records that include a description of equipment, serial number/ model number, source of funding, acquisition date, location and condition of equipment, unit acquisition cost, and final data, including date of disposal, sales price, and method used to determine fair market value. § 200.313(d).
 - A Ensure adequate safeguards to prevent loss, damage, or theft of property. Such safeguards may include attaching property tags to federally owned equipment that includes the FAIN. Any loss, damage, or theft will be investigated. § 200.313(d).
 - A Regular maintenance will be performed to keep the property in good condition.
 - A A physical inventory of equipment will be performed, and the results reconciled with the property records, at least once every two years.
 - A If Duplin County is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

Communication & Monitoring:

Management will train employees to understand the various compliance requirements set forth in the Uniform Guidance property management standards. Periodic testing of established controls shall be performed to ensure that all reporting and property management requirements are satisfied for both real property and equipment.

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333

Overview:

Expenditures of revenue loss funds are exempt from compliance with this section. See Final Rule FAQ 13.15. Each unit must design its own system of internal controls over subrecipient selection and monitoring that meet the requirements set forth in 2 CFR 200.331–.333.

Objective:

- Ensure compliance with requirements set forth in the Subaward Policy, which sets forth the UG compliance requirements in 2 CFR 200.331–.333.

Control Activities:

- Duplin County has adopted a Subaward Policy. The policy outlines processes and control activities for the selection and oversight of subrecipients.
- Subrecipient agreements are reviewed and approved by knowledgeable staff to ensure all compliance requirements are captured and that all required elements set forth in 2 CFR § 200.332 are included.
- Management tracks subaward notifications and maintains copies of executed subaward agreements.
- Management conducts subrecipient risk assessments and approves individual subrecipient monitoring plans.
- Management requires a standard template to document all subrecipient agreements that includes the required elements outlined in the UG.
- Supervisors periodically reconcile subrecipient monitoring plans with actual monitoring activities that have been undertaken to ensure monitoring occurs as scheduled.
- Segregation of duties exists between those monitoring a subrecipient and those approving the conclusions regarding the subrecipient's compliance.

Communication & Monitoring:

Management shall be responsible for communicating the compliance requirements and specific award terms and conditions to subrecipients. Management will ensure that external stakeholders are apprised of any subaward agreements executed using ARP/CSLFRF funds and the intended purpose of the supported program. Management shall conduct ongoing monitoring to ensure staff is selecting eligible subrecipients and is adequately monitoring each subrecipient's compliance with the terms set forth in the subaward agreement.

Program Income, 2 CFR § 200.307

Overview:

Program income relates to gross income earned from expenditures of federal awards, such as income from fees for services performed, the use or rental of property acquired with program funds, and for the sale of items fabricated under the program. Program income is only triggered when income will be earned under the COVID-19/Economic Impacts Category or for income earned on a water/wastewater infrastructure project. When program income is earned, it is added back to the total ARP/CSLFRF award allocation.

Objectives:

- 1. Separately track and account for program income during the ARP/CSLFRF award's period of performance.
- 2. Expend program income on eligible projects and programs during the period of performance (program income is added to the total ARP/CSLFRF award).

Control Activities:

- On a monthly basis, recorded program income is reconciled with supporting documentation, such as loan ledgers and other accounting records.
- Program income is separately tracked and accounted for within the grant project ordinance.
- Management ensures program income is added to the total ARP/CSLFRF award and used to support eligible projects and programs.
- Individuals who collect cash or other receipts are different from those who deposit receipts, generate invoices, record general ledger activity, and reconcile bank statements.

Communication & Monitoring:

Management shall identify program income requirements and communicate compliance requirements to staff. Management shall periodically review accounting records to ensure program income is separately accounted for during the award period of performance.

Policy Checklist

Required UG Policies:

The following policies are required to ensure compliance with the Uniform Guidance:

- Eligible Use Policy (details the allowable activities under the ARP/CSLFRF award).
- Cost Principles/Allowable Cost Policy, and
- Conflict-of-Interest Policy.

Optional UG Policies:

These policies should be adopted if the programs or activities undertaken by the unit trigger compliance with any of the following UG compliance requirements:

- Subaward Policy,
- Property Management Policy, and
- Program Income Policy.

Required Policies Under the ARP/CSLFRF Award Terms & Conditions:

- Procurement Policy,³
- Records Retention Policy (ARP/CSLFRF records shall be maintained for five years after the period of performance),
- Civil Rights Compliance Policy, and
- Nondiscrimination Policy.

3. Expenditures of revenue replacement ARP/CSLFRF funds are exempt from UG procurement. State and local procurement requirements apply. Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt written procurement procedures and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.

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THE MODEL CONFLICT OF INTEREST POLICY IS AN EXPLANATORY TEMPLATE THAT SHOULD BE REVIEWED BY LEGAL COUNSEL PRIOR TO ITS USE.

THE MODEL CONFLICT OF INTEREST POLICY DOES NOT CONSTITUTE LEGAL ADVICE, NOR IS AN ATTORNEY-CLIENT RELATIONSHIP CREATED BY ITS USE.

FOOTNOTES (LABELED "NOTE TO DRAFT") SHOULD BE REMOVED PRIOR TO ADOPTION.

IF YOU HAVE ANY COMMENTS, PLEASE CONTACT CONNOR CREWS AT THE UNC SCHOOL OF GOVERNMENT

(CCREWS@SOG.UNC.EDU; 919-962-1575).

CONFLICT OF INTEREST POLICY
APPLICABLE TO CONTRACTS AND SUBAWARDS OF DUPLIN COUNTY LOCAL GOVERNMENT¹ SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE²

I. Scope of Policy

- a. Purpose of Policy. This Conflict of Interest Policy ("Policy") establishes conflict of interest standards that (1) apply when Duplin County ("Unit") enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).³

¹ Duplin County Local Government.

² Duplin County Local Government.

³ **Note to Draft:** The Uniform Guidance requires recipients and subrecipients of Federal financial assistance to "maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts." 2 C.F.R. § 200.318(c)(1) (emphasis added). It further prohibits any "employee, officer, or agent" of a recipient or subrecipient from participating in the "selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest." *Id.* (emphasis added) (As used in 2 C.F.R. § 200.318(c)(1), the term "contract" has a technical definition. See 2 C.F.R. § 200.1 ("Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services need to carry out the project or program under a Federal award. . . . See also the definition of *subaward* in this section.")). While the restriction applies to "contracts" into which recipients and subrecipients enter, it does not expressly apply to the selection, award, or administration of *subawards*—and no other provision in the Uniform Guidance directly addresses prohibited conflicts of interest in making or administering a subaward. For example, the Uniform Guidance does not directly address whether a recipient unit of local government could make a subaward to a nonprofit organization when a member of the unit's governing board serves as a director, officer, or employee of a proposed subrecipient.

2 C.F.R. § 200.112 separately requires each Federal awarding agency to "establish conflict of interest policies for Federal awards"—and in such policies, some federal agencies have extended the conflict of interest standards in 2 C.F.R. § 200.318(c)(1) to the selection, award, and administration of subawards. See, e.g., *Environmental Protection Agency, Financial Assistance, Conflict of Interest Policy, Amended Grants Policy Issuance (GPI) 15-02, § 4.0(d) (hereinafter "EPA COI Policy")*; (requiring recipients to disclose "conflicts of interest" similar to those described at 2 CFR 200.318(c)(1) including consulting fees or other compensation paid to employees, officers, agents of a pass-through entity or members of their immediate family by subrecipients or their procurement contractors receiving EPA funding under a subaward") (emphasis added). In responding to "frequently asked questions" on the Uniform Guidance, the *Chief Financial Officers' Council* ("CFO Council") has indicated its view that the "policies" to which 2 C.F.R. § 200.112 refers might cover "how a non-Federal entity expends funds under a Federal award" and that "these types of decisions include . . . selection of a subrecipient or procurements as described in section 200.318." (emphasis added). See 2014, 2017, and 2021. While the CFO Council's interpretations are not binding upon any federal agency, federal agencies and others often cite them when addressing ambiguities in the Uniform Guidance. In 2016, the Council on Governmental Relations ("COGR"), an association of research universities, expressed its concern to OMB that the "open-ended structure of § 200.112(f) gives [federal] agencies the opportunity to develop conflict of interest policies outside of the procurement requirement [of 2 C.F.R. § 200.318(c)(1)]" and noted that pursuant to § 200.112, federal agencies had adopted a wide range of conflict-of-interest policies with conflicting definitions and requirements. See *Letter from Council on Governmental Relations to Office of Management and Budget (July 8, 2016)*. COGR also requested that the CFO Council clarify its Uniform Guidance FAQs to eliminate a reference to selection of "subrecipients" in addressing the intended scope of a conflict-of-interest policy that a federal agency adopts pursuant to 2 C.F.R. § 200.112. See *id.* OMB has not addressed any of COGR's concerns.

The U.S. Department of the Treasury has not comprehensively addressed how a recipient unit of local government should address potential conflicts of interest when making subawards of Fiscal Recovery Funds. The Final Rule

Duplin County Local Government

- b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such Federal statute, regulation, or terms of the financial assistance agreement shall govern.⁴

II. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II. Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

- a. "COI Point of Contact" means the individual identified in Section III(a) of this Policy.
- b. "Contract" means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.
- c. "Contractor" means an entity or individual that receives a Contract.
- d. "Covered Individual" means a Public Officer, employee, or agent of the Unit.⁵

provides that "[r]ecipients may avoid conflicts of interest in . . . making subrecipient awards by, *inter alia*, . . . utilizing a competitive grant process. . . [and that a] recipient may not use control over [Fiscal Recovery Funds] for their own private gain." Final Rule at 159. This may signal an openness to accept subawards to nonprofit organizations for which a governing board member of a recipient unit of local government serves as a direct or officer, so long as (1) the unit conducts a competitive solicitation process to select the subrecipient; and (2) for governing board officials, the unit follows the process contained in G.S. § 14-234.3(a). It also may indicate that Treasury has extended the prohibitions in 2 C.F.R. § 200.318(c)(1) to subawards—otherwise, the competitive selection process set forth for subawards in the Final Rule would not be necessary.

In the absence of specific regulatory guidance from the Treasury, a unit of local government should exercise caution when making subawards of Fiscal Recovery Funds to third parties when the impartiality of an employee, official, or agent of the Unit could be questioned in connection with a proposed subaward. To that end, this Policy implements rules that may be more restrictive than what Treasury ultimately requires of a recipient of Fiscal Recovery Funds.

⁴ Applications of 2 C.F.R. § 200.318(c)(1) and (c)(2), or corresponding provisions in separate federal regulations, may differ across federal grantmaking agencies. Section II(b) provides flexibility for a unit to apply a more restrictive rule than those set forth in this Policy in the event that a particular federal statute, regulation, or the term or condition of an assistance agreement so requires.

⁵ As noted above, 2 C.F.R. § 200.318(c)(1) prohibits any "employee, officer, or agent" of a recipient or subrecipient from participating in the "selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest." 2 C.F.R. Part 200 does not define the term "agent". The plain meaning of the term suggests that it likely would encompass individuals that are directly under contract with a unit and that act on behalf of or provide advice to a unit—but the term also might encompass individuals who have an ownership interest in a legal entity under contract with a unit. In practice, a unit may wish to extend this prohibition to the beneficial owners of a legal entity under contract with a unit. For example, if a unit contracts with a closely held engineering firm owned by three individuals, the unit may wish to exclude a general contracting firm from consideration for a construction contract supported by Federal financial assistance where the contracting firm is owned in part by one of those three individuals or such individual's partners, immediate family members, or the engineering firm.

Duplin County Local Government

- e. "Covered Nonprofit Organization" means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).
- f. "Direct Benefit" means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.
- g. "Federal Financial Assistance" means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- h. "Governing Board" means the Board of Commissioners⁶ of the Unit.
- i. "Immediate Family Member" means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.⁷
- j. "Involved in Making or Administering" means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.
- k. "Pass-Through Entity" means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

⁶ Board of County Commissioners

⁷ 2 C.F.R. § 200.318(c)(1) states that a prohibited conflict of interest "would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract." (emphasis added).

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Duplin County Local Government

- 1. "Public Officer" means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.
- n. "Recipient" means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
- n. "Related Party" means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.
- o. "Subaward" means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- p. "Subcontract" means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- q. "Subcontractor" means an entity that receives a Subcontract.
- r. "Subrecipient" means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- s. "Unit" has the meaning specified in Section I hereof.

III. COI Point of Contact⁸

- a. Appointment of COI Point of Contact. County Manager, an [employee] of the Unit, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that County Manager is unable to serve in such capacity, the Deputy County Manager shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III(a) shall be known as the "COI Point of Contact".

⁸ Neither 2 C.F.R. § 200.318(c)(1) nor any guidance released by the U.S. Treasury applicable to Fiscal Recovery Funds requires a unit to name a COI Point of Contact. Model conflict of interest policies released by a number of federal agencies suggest that naming a specific individual to manage and disclose potential or actual conflicts of interest may be a helpful practice. See, e.g., EPA COI Policy; Health Resources & Services Administration, Conflict of Interest (COI) Policy (September 2020). A unit may wish to forgo this approach in favor of identification of a COI Point of Contact on a grant-by-grant basis or omit this approach entirely.

Duplin County Local Government

- b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.
- IV. Conflict of Interest Standards in Contracts and Subawards
- a. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.
 - i. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.⁹

⁹ North Carolina law exempts certain contracts from this prohibition, including: (1) "any contract between a public agency and a bank, banking institution, savings and loan association, or public utility" (G.S. § 14-234(b)(1)); (2) "any interest in property conveyed by an officer or employee of a public agency under a judgment . . . in a condemnation proceeding initiated by a public agency" (G.S. § 14-234(b)(2)); (3) an "employment relationship between a public agency and the spouse of a public officer of the agency" (G.S. § 14-234(b)(3)); (4) an "employment relationship between local board of education and spouse of superintendent of local school administrative unit" (G.S. § 14-234(b)(3a)); (5) remuneration for certain direct public assistance rendered to needy persons administered in whole or part by a public agency (G.S. § 14-234(b)(4)); (6) contracts between public agencies and elected officials in certain "small" jurisdictions if (a) the jurisdiction is a (i) county-level governmental entity without any municipality whose population exceeds 20,000, or (ii) a city-level governmental entity whose population does not exceed 20,000, (b) in a 12 month period, the contract does not exceed \$40,000 for medically related services or \$60,000 for other goods or services, (c) the contract is not subject to the competitive bidding requirements of Article 8 of Chapter 143 of the General Statutes, and (d) the unit follows certain procedural requirements aimed at disclosing the transaction to the public (G.S. § 14-234(d)); (7) miscellaneous contracts relating to the Agriculture Cost Share Program for Nonprofit Source Pollution Control; the Community Conservation Assistance Program, or the Agricultural Water Resources Assistance Program (G.S. § 14-234(d3)); (8) certain applications or receipt of grants or financial assistance from the Tobacco Trust Fund by a member of the Tobacco Trust Fund Commission (G.S. § 14-234(d4)); and (9) contracts entered into by a public hospital subject to G.S. § 131E-14.2 or a public hospital authority subject to G.S. § 131E-21.

If a public official or employee involved in making or administering a contract has an ownership interest of less than 10% in an entity, but does not otherwise "derive" income or commission directly from the contract, that arrangement does not violate state law. See G.S. § 14-234(a)(1); G.S. § 14-234(b)(4) (defining "direct benefit"). But with the exception of certain contracts falling under the "small jurisdiction" exception to G.S. § 14-234(a)(1) identified in (6) in the first paragraph of this Footnote (and found in G.S. § 14-234(d1)), North Carolina law does not exempt any contracts from the prohibition in G.S. § 14-234(a)(1) solely because a public official or employee involved in making or administering a contract has an insubstantial or *de minimis* financial interest in an entity under contract with the unit.

2 C.F.R. § 200.318(c)(1) permits recipients and subrecipients to set standards for situations in which an individual covered by the regulation has a financial interest in a firm considered for a contract that is "not substantial" and, presumably, therefore not prohibited even if the Covered Individual participates in the selection, award, or administration of a contract. But the Uniform Guidance does not define when a financial interest is "not substantial"—and no other guidance from the Office of Management and Budget ("OMB") or the Department of the Treasury has directly addressed this question. Unlike Treasury, other federal agencies have robust conflict-of-interest regulations that distinguish between "significant" and "insubstantial" financial interests. See, e.g., 42 C.F.R. Part 50, Subpart F—Promoting Objectivity in Research (setting forth conflict-of-interest standards for research funded by U.S. Public Health Service grants or cooperative agreements); 42 C.F.R. § 50.603 (defining "significant financial interest" to

include, among other things, any remuneration in the preceding twelve months or holding equity interest valued at \$5,000 or more), *id.* (defining “financial conflict of interest” to mean “a significant financial interest that could directly and significantly affect the design, conduct, or reporting of PHS-funded research”); 42 C.F.R. § 50.605 (setting forth mechanisms to manage and report identified financial conflicts of interest). Other federal agencies have interpreted the term “financial interest” broadly. See *Federal Emergency Management Agency, Procurement Disaster Assistance Team (PDAT) Field Manual: Procurement Information for FEMA Award Recipients and Subrecipients* § 1.4.2 (Oct. 2021) (“[A] financial interest can be considered to be the potential for gain or loss [by an individual covered by 2 C.F.R. § 200.318(c)(1)] . . . as a result of the particular procurement.”). Further, FEMA seems to interpret the reference to a financial interest that is “not substantial” as limited to the receipt or solicitation of gratuities. See *id.* § 1.3.1 (“A non-state entity may set standards for accepting gratuities in situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.”). Adopting any threshold for insubstantial financial interest from another federal agency without guidance from Treasury carries a risk that Treasury will not accept such an interpretation for Fiscal Recovery Funds.

If, within its conflict-of-interest policy, a unit chooses to deem a financial interest as “not substantial”, it may consider consulting the regulatory framework that applies to a federal employee’s participation in matters in which the employee may have a financial conflict of interest. **If a unit chooses to make any exceptions, it should consult legal counsel for assistance in drafting these provisions.**

18 U.S.C. § 208(a) prohibits a federal officer or employee from participat[ing] personally and substantially as a(n) . . . officer or employee . . . [in any matter] in which, to his knowledge, he, his spouse, minor child, general partner, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment has a financial interest.” But this prohibition does not apply if, among other things, the Office of Government Ethics (“OGE”) by regulation exempts a financial interest as “too remote or too inconsequential” to affect the integrity of services that a covered federal officer or employee provides. See 18 U.S.C. § 208(b)(2).

OGE has promulgated detailed regulations that consider certain financial interests held by individuals and entities falling within the scope of 18 U.S.C. § 208(a) as “too remote or inconsequential” to affect the services of a covered federal officer or employee. See 2 C.F.R. Part 2640, Subpart B—Exemptions Pursuant to 18 U.S.C. 208(b)(2). For example, the regulations make clear that a federal employee could participate in a matter affecting the holdings of a diversified employee benefit plan (e.g., a 401(k) or 403(b) plan) as long as (1) the employee does not designate specific investments (e.g., a particular stock) within the plan, and (2) the plan is not a profit-sharing or stock bonus plan. 2 C.F.R. § 2640.201(c)(1)(iii). The regulations also permit a federal employee to participate in a particular matter that affects the holdings of a publicly traded firm held by the employee or another covered individual under 18 U.S.C. § 208(a), as long as (1) the securities are publicly traded, and (2) the aggregate market value of the holdings does not exceed \$15,000. See 2 C.F.R. § 2640.202(a). As an example, a federal employee whose duties include monitoring the performance of XYZ Corporation of a contract to provide computer maintenance services for the federal government can hold up to \$15,000 in publicly traded securities issued by XYZ without violating 18 U.S.C. § 208(a)—however, if the value of the stock exceeds \$15,000 at any time, the employee must either disqualify himself from matters involving XYZ Corporation or divest himself from the excess holdings. See *id.*

Treasury has not indicated in its regulations or guidance applicable to expenditures of Fiscal Recovery Funds that a recipient could *not* make exceptions for a financial interest that is “not substantial”, but in the absence of guidance, this approach engenders risk.

As a separate matter, neither OMB nor Treasury has addressed whether a governing board member’s recusal from action on or administration of a contract with an entity in which the member has a financial interest (even if the interest is “not substantial”) cures a prohibited “apparent” conflict of interest under 2 C.F.R. § 200.318(c)(1). Some federal agencies allow recipients to disclose potential conflicts of interest to the agency, propose mitigation measures, and receive an agency determination on the effectiveness of those measures. See e.g., EPA COI Policy, § 9.0(b) (“[T]he agency will review COI disclosures and measures . . . recipients propose to resolve the COI and advise applicants/recipients of EPA’s determination on the effectiveness of the measures within 30 calendar days of disclosure unless a longer period of time is necessary due to the complexity of the situation.”). Treasury has not provided any similar disclosure and approval mechanism for Fiscal Recovery Funds.

ii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.

iii. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization, such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.¹⁰

When entering into contracts funded by Fiscal Recovery Funds, a unit of local government should avoid relying upon the “small jurisdiction” exception to G.S. § 14-234(a)(1) or entering into contracts or subawards with entities in which a public official has any financial interest (even an ownership interest of less than 10%). A unit taking either action assumes risks arising from the lack of Treasury or OMB guidance explaining when a financial interest is “not substantial” and whether an “apparent” conflict of interest arises even if a board member has an insubstantial financial interest and recuses himself from involvement in the award or administration of the contract.

¹⁰As of January 1, 2022, G.S. § 14-234.3 imposes this prohibition. See S.L. 2021-191, § 4(a); see also *Kristina Wilson, S.B. 473: Frequently Asked Questions* (Dec. 21, 2021). The new law does not prohibit a unit of local government from entering into a contract with a nonprofit organization for which an elected official serves as a director, officer, or governing board member. Instead, the statute allows a unit to enter into such a contract as long as the elected official (1) abides by the restrictions contained in this paragraph (which are taken from G.S. § 14-234.3(a) and G.S. § 14-234.3(d)(2)), and (2) records a recusal with the clerk to the unit’s board. It is likely that the term “contract”, as used in G.S. § 14-234.3, would encompass “contracts” and “subawards” (as each such term is defined in 2 C.F.R. § 200.1) into which a unit enters.

As noted in Footnote [3] above, 2 C.F.R. § 200.318(c)(1) does not expressly extend to the selection, award, or administration of subawards. At least one federal agency (EPA) has extended these requirements to any conflict of interest in the award, administration, or monitoring of subawards that are “similar to those described in [§ 200.318(c)(1)] including consulting fees or compensation paid to employees, officers, agents of a pass-through entity or members of their [immediate families] by subrecipients or their procurement contractors receiving EPA funding under a subaward.” EPA COI Policy, § 4.0(d). This provision might permit a recipient of EPA financial assistance to enter into a subaward with a nonprofit organization for which the recipient board member served as a director—as long as the director did not receive any compensation from the subrecipient nonprofit organization or its contractors. It is not clear whether Treasury would endorse this opinion. As noted in Footnote [X] above, the Final Rule suggests that recipients could “avoid conflicts of interest in . . . making subrecipient awards by, *inter alia*, . . . utilizing a competitive grant process[.]” This statement may signal an openness to accept a recipient’s subaward to a nonprofit organization for which a unit’s officer or employee serves as a director or officer, so long as (1) the unit conducts the competitive solicitation process to select the subrecipient; and (2) for governing board officials, the unit follows the process contained in G.S. § 14-234.3(a). It also may indicate that Treasury *has* extended the prohibitions in 2 C.F.R. § 200.318(c)(1) to subawards—otherwise, the competitive selection process set forth for subawards in the Final Rule would not be necessary. Given that Treasury has not issued any interpretation of 2 C.F.R. § 200.318(c)(1) that provides a clear process for reviewing potential conflicts of interest and approving mitigation measures, units might wish to avoid entering into subawards with subrecipient organizations for which a governing board member serves as a director or officer.

Duplin County Local Government

iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

b. Federal Standards.

i. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.

1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.

2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.¹¹

ii. Identification and Management of Conflicts of Interest.¹²

¹¹ This Policy borrows this definition from the Federal Emergency Management Agency's Procurement Disaster Assistance Team Field Manual. See Federal Emergency Management Agency, Procurement Disaster Assistance Team (PDAT) Field Manual: Procurement Information for FEMA Award Recipients and Subrecipients § 1.4.3 (Oct. 2021) (explaining that 2 C.F.R. § 200.318(c)(1) would prohibit a municipality from purchasing from a company owned by the college roommate of the municipality's purchasing officer even where the company offered the best rates and most competitive delivery schedule). In another context, Treasury has not released any guidance for Fiscal Recovery Funds that indicates what might constitute an "apparent" conflict of interest. Therefore, a unit may wish to interpret this prohibition broadly as FEMA has.

¹² Neither 2 C.F.R. § 200.318(c)(1) nor any guidance released by the U.S. Treasury applicable to Fiscal Recovery Funds requires a unit to undertake the identification and mitigation procedures set forth in this Section. This Section creates a conflict of interest disclosure and management system that ensures governing board review in some circumstances. The purpose of review by the governing board and a management official is to serve as an internal control mechanism.

Duplin County Local Government

1. Duty to Disclose and Disclosure Forms

a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.

b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.

c. If the value of a proposed Contract or Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.¹³

2. Identification Prior to Award of Contract or Subaward

a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for Subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to Duplin County Local Government legal representative¹⁴ and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:

¹³ Neither 2 C.F.R. § 200.318(c)(1) nor any guidance released by the U.S. Treasury applicable to Fiscal Recovery Funds requires a unit to obtain conflict of interest disclosures from Covered Individuals. This is intended to serve as an internal control mechanism to prevent a unit from inadvertently entering into prohibited transactions and a unit might chose not to adopt it.

¹⁴ A unit may wish to disclose a potential conflict of interest to the highest administrative official or employee of the unit (e.g., a county manager). Again, neither 2 C.F.R. § 200.318(c)(1) nor any guidance released by the U.S. Treasury applicable to Fiscal Recovery Funds specifically requires this disclosure. The purpose of the disclosure and management system is to serve as an internal control mechanism.

Duplin County Local Government

- i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or
- ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in writing document a justification supporting such rejection.¹⁵

- b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward

- a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as possible, disclose such finding to the County Attorney¹⁶ and to each member of the Governing Board. Upon discovery of such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward

- a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(4), the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the

¹⁵ This section contemplates a scenario in which the governing board of a unit may disagree with the findings of the COI Point of Contact. It leaves open the possibility that a governing board, as the entity with ultimate responsibility for the contracts or subawards into which a unit enters, could document the reasons that it disagrees with the findings of the COI Point of Contact and enter into the contract or subaward.

¹⁶ A unit may wish to disclose a potential conflict of interest to the highest administrative official or employee of the unit (e.g., a county manager). Again, neither 2 C.F.R. § 200.318(c)(1) nor any guidance released by the U.S. Treasury applicable to Fiscal Recovery Funds specifically requires this disclosure. The purpose of the disclosure and management system is to serve as an internal control mechanism to avoid prohibited transactions.

Duplin County Local Government

COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:

- i. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. § 200.112 and/or applicable regulations of the agency, or
- ii. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.

V. Oversight of Subrecipient's Conflict of Interest Standards

- a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.
- b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

- a. Federal Standard. Subject to the exceptions set forth in Section V(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.
- b. Exception. Notwithstanding Section V(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section V(b) does not exceed \$50 in a calendar year.¹⁷

- i. honorariums for participating in meetings;

¹⁷ 2 C.F.R. § 2635.204 contains exceptions on prohibition for acceptance of certain gifts for federal executive branch employees. The exceptions listed here are consistent with those applicable to federal executive branch employees and U.S. § 1332.2(a)(3).

- ii. advertising items or souvenirs of nominal value; or
 - iii. meals furnished at banquets.
- c. **Internal Reporting.** A Covered Individual shall report any gift accepted under Section VII(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. **Violations of Policy**

- a. **Disciplinary Actions for Covered Individuals.** Any Covered Individual that fails to disclose a real, apparent, or potential conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.
- b. **Disciplinary Actions for Contractors and Subcontractors.** The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.
- c. **Protections for Whistleblowers.** In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; of (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct

Adopted this the 16th, day of September, 2024.¹⁵

¹⁵ A Unit may wish to attach to the Policy a copy of a resolution reflecting its adoption, along with other relevant information (e.g., resolution control number and vote tally).

EXHIBIT A

Examples

Potential Examples of a "Financial or Other Interest" in a Firm or Organization Considered for a Contract or Subaward	Potential Examples of a "Tangible Personal Benefit" From a Firm or Organization Considered for a Contract or Subaward
Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include: - Stock in a corporation. - Membership interest in a limited liability company. - Partnership interest in a general or limited partnership. - Any right to control the firm or organization's affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract. - Option to purchase any equity interest in a firm or organization.	Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract. A position as a director or officer of the firm or organization, even if uncompensated.
Holder of any debt owed by a firm considered for a Contract or Subaward, which may include: - Secured debt (e.g., debt backed by an asset of the firm (like a firm's building or equipment)). - Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan). - o Holder of a judgment against the firm.	A referral of business from a firm considered for a Contract or Subaward.
Supplier or contractor to a firm or organization considered for a Contract or Subaward.	Political or social influence (e.g., a promise of appointment to an local office or position on a public board or private board).

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Step 1	Identify the proposed Contract, county, and the subject of the Contract	Name of Contract: Name of County: Subject of Contract:
2	Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.	Public Officials Employees Agents
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds \$250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]	Public Officials Employees Agents
Any Identified interest in Step 3 is a potential "real" conflict of interest.		
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds \$250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.	Public Officials - Related Party Employees - Related Party Agents - Related Party
Any Identified interest in Step 4 is a potential "real" conflict of interest.		

EXHIBIT B
COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

The Duplin County Board of Commissioners ("Unit") has adopted a Conflict of Interest Policy ("Policy") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the County Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

- The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
- If the value of the proposed Contract exceeds \$250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
- If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to County Attorney and to each member of the Governing Board.

Definitions:

- Covered Individual.** Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
- Immediate Family Member** means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- Related Party** means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

EXHIBIT C
CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM
FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Duplin County Board of Commissioners ("Unit") has adopted a Conflict of Interest Policy ("Policy") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the County Manager as the "COI Point of Contact."

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following contract: Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain:

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.
Any identified interest in Step 5 is a potential "apparent" conflict of interest.	Public Officials Employees Agents

COI Point of Contact: _____
Signature of COI Point of Contact: _____
Date of Completion: _____

Duplin County Local Government

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
- b. Will a current or potential employer (other than the Unit) of any of your immediate Family Members receive a tangible personal benefit from this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____

Duplin County Local Government

- c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
- d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

Sign Name:

Print Name:

Name of Employer

Job Title:

Date of Completion:

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

The Duplin County Board of Commissioners ("Unit") has adopted a Conflict of Interest Policy ("Policy") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the County Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to [] and to each member of the Governing Board.

Definitions:

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof; (ii) a child, and parent thereof; (iii) a parent, and spouse thereof; (iv) a sibling, and spouse thereof; (v) a grandparent and grandchild, and spouses thereof; (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Duplin County Local Government

Step 1	Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.	Name of Contract: Name of Counterparty: Subject of Subaward:
2	Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.	Public Officials Employees Agents
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds \$[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]	Public Officials Employees Agents
Any identified interest in Step 3 is a potential "year" conflict of interest.		
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds \$[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]	Public Officials - Related Party Employees - Related Party Agents - Related Party
Any identified interest in Step 4 is a potential "year" conflict of interest.		

Duplin County Local Government

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.	Public Officials Employees Agents
Any identified interest in Step 5 is a potential "apparent" conflict of interest.		

COI Point of Contact: _____
Signature of COI Point of Contact: _____
Date of Completion: _____

Duplin County Local Government

EXHIBIT E
SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM
FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Duplin County Board of Commissioners ("Unit") has adopted a Conflict of Interest Policy ("Policy") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the County Manager as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: _____ (the "Subaward"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
2. Will you receive any tangible personal benefit from a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition, and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.
 - a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____

Duplin County Local Government

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____

7. Benefits to Employees

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____
 - b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?
Yes _____ No _____ Unsure: _____
If the answer is Yes or Unsure, please explain: _____

Duplin County Local Government

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

Duplin County Local Government

interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____



Recitals

WHEREAS, DUPLIN COUNTY LOCAL GOVERNMENT has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

WHEREAS, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, DUPLIN COUNTY LOCAL GOVERNMENT agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

RESOLVED, That the governing board of DUPLIN COUNTY LOCAL GOVERNMENT hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

Nondiscrimination Policy Statement

It is the policy of DUPLIN COUNTY LOCAL GOVERNMENT to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by DUPLIN COUNTY LOCAL GOVERNMENT, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which DUPLIN COUNTY LOCAL GOVERNMENT received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

I. Governing Statutory & Regulatory Authorities

As required by the CSLFRF Award Terms and Conditions, DUPLIN COUNTY LOCAL GOVERNMENT shall ensure that each "activity," "facility," or "program" that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

¹ 22 C.F.R. § 22.3 defines "program" and "activity" as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. "Federal financial assistance" includes, among other things, grants and loans of federal funds. "Facility" includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, DUPLIN COUNTY LOCAL GOVERNMENT shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program;
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;

10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

III. Reporting & Enforcement

1. DUPLIN COUNTY LOCAL GOVERNMENT shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. DUPLIN COUNTY LOCAL GOVERNMENT shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. DUPLIN COUNTY LOCAL GOVERNMENT shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. DUPLIN COUNTY LOCAL GOVERNMENT shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by DUPLIN COUNTY LOCAL GOVERNMENT in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

[Bryan Miller, County Manager, (336)514-3806, is the person charged with overseeing complaints. The local government may have a nondiscrimination policy in place that already sets forth the complaint process]



**RESOLUTION FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR
EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND
LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS**

WHEREAS DUPLIN COUNTY LOCAL GOVERNMENT, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

WHEREAS the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides, in relevant part:

Allowable Costs/Cost Principles. As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of

sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

[ARP/CSLFRF] Funds may be, but are not required to be, used along with other funding sources for a given project. Note that [ARP/CSLFRF] Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. **Administrative costs:** Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the [ARP/CSLFRF] Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the [ARP/CSLFRF] program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the [ARP/CSLFRF] award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).

- b. **Salaries and Expenses:** In general, certain employees' wages, salaries, and covered benefits are an eligible use of [ARP/CSLFRF] award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of Duplin County Local Government hereby adopts and enacts the following US Cost Principles Policy for the expenditure of ARP/CSLFRF funds.

ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY

OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

DUPLIN COUNTY LOCAL GOVERNMENT shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with Duplin County Manager, Assistant County Manager, and Chief Financial Officer, who are charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Duplin County Manager(s) and the Finance Department. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

- 1. **Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- o Whether the cost is needed for the proper and efficient performance of the grant project.
- o Whether the cost is identified in the approved project budget or application.
- o Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- o Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- o Whether the cost is a type generally recognized as ordinary and necessary for the operation of Duplin County Local Government or the proper and efficient performance of the federal award.
- o The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.
- o Market prices for comparable goods or services for the geographic area.
- o Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to Duplin County Local Government, its employees, the public at large, and the federal government.
- o Whether Duplin County Local Government significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.

2. **Be allocable to the ARP/CSLFRF federal award.** A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefited projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

- 3. **Be authorized and not prohibited under state or local laws or regulations.**
- 4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**

5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP/CSLFRF federal award and other activities of Duplin County Local Government.**

6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.

7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**

8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms. [NOTE THAT A LOCAL GOVERNMENT SHOULD ADD A REFERENCE TO ITS PROGRAM INCOME POLICY HERE, WHEN THAT POLICY IS IMPLEMENTED. AS OF DECEMBER 2021, WE ARE STILL AWAITING FINAL GUIDANCE FROM US TREASURY ON HOW TO TREAT PROGRAM INCOME.]

9. **Be adequately documented.**

SELECTED ITEMS OF COST [NOTE: THIS SECTION DOES NOT APPLY TO EXPENDITURES IN THE REVENUE REPLACEMENT CATEGORY. SEE US TREASURY FAQ 13.15.]

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-475.

THE FINANCE DEPARTMENT is responsible for determining cost allowability must be familiar with the Selected Items of Cost. Duplin County Local Government must follow the applicable regulations when charging these specific expenditures to the ARP/CSLFRF grant. Finance Department personnel will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Duplin County Local Government regulations, and program-specific rules may deem a cost as unallowable, and Finance personnel must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular ARP/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefiting more than one ARP/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, Duplin County Local Government may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

[Note: Some local governments have an existing Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals. If a local government has a NICRA it may, but is not required to, use the NICRA rate to calculate indirect costs for its ARP/CSLFRF award. This section should be amended to reflect use of the NICRA, if applicable.]

SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS [NOTE: 2 CFR 200.444 DOES NOT APPLY TO EXPENDITURES IN THE REVENUE REPLACEMENT CATEGORY OR EXPENDITURES IN OTHER CATEGORIES FOR ADMINISTRATIVE AND OTHER GENERAL GOVERNMENT EXPENSES THAT ARE SPECIFICALLY ALLOWED IN THE ARP/CSLFRF FINAL RULE.]

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

- (1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
- (2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction.

(3) Costs of the judicial branch of a government;

(4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and

(5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

(b) For Indian tribes and Councils of Governments (COGs) (see definition for Local government in § 200.1 of this part), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefited activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 INTERAGENCY SERVICE.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not

include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

COST ALLOWABILITY REVIEW PROCESS

PREAPPROVAL COST ALLOWABILITY REVIEW

Before an ARP/CSLFRF-funded project is authorized, Finance Department must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and before obligating or expending any ARP/CSLFRF funds.

- Local government personnel must submit proposed ARP/CSLFRF projects to the County Manager(s) and Chief Finance Officer for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item. [NOTE THAT A LOCAL GOVERNMENT SHOULD CONSIDER PROVIDING A PROJECT BUDGET TEMPLATE THAT LISTS ALL POTENTIAL COST ITEMS.]
- Along with a general review of project eligibility and conformance with other governing board management directives, if required, County Manager(s) and Chief Finance Officer must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury. [NOTE THAT LOCAL GOVERNMENT SHOULD CROSS-REFERENCE ITS PROJECT ELIGIBILITY REVIEW POLICY HERE.]
- If a proposed project includes a request for an unallowable cost, the County Manager(s) and Chief Finance Officer will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
- Once a proposed project budget is pre-approved by County Manager(s) and Chief Finance Officer, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the County Manager(s) and Chief Finance Officer must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Chief Finance Officer or Finance Department Staff Member will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.

- The Finance Department Staff Member must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.
- If all cost items are deemed allowable and properly allocable, the Finance Department Staff Member must proceed through the local government's normal disbursement process.
- If any cost item is deemed unallowable, the Finance Department Staff Member will notify the project manager and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP/CSLFRF funds. The Chief Finance Officer may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. DUPLIN COUNTY'S governing board must approve any allocation of other funds for this purpose.
- The FINANCE DEPARTMENT must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

COST TRANSFERS

Any costs charged to the ARP/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions

Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable
Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435	Allowable with restrictions
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions

Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions
Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations

Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions
Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination costs	2 CFR § 200.471	Allowable with restrictions

Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions
Trustees	2 CFR § 200.475	Not specifically addressed



POLICY FOR PROPERTY MANAGEMENT REALTED TO THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

WHEREAS DUPLIN COUNTY LOCAL GOVERNMENT, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

WHEREAS the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds (v4.1 June 2022) provides, in relevant part:

Equipment and Real Property Management. Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part

Duplin County Local Government UG Property Standards Policy

200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.

WHEREAS Subpart D of the UG dictates title, use, management, and disposal of real property, equipment, and supplies acquired in whole or in part with ARP/CSLFRF funds;

BE IT RESOLVED that the governing board of DUPLIN COUNTY LOCAL GOVERNMENT hereby adopts and enacts the following UG Property Management Policy for the expenditure of ARP/CSLFRF funds.

Property Standards for Real Property, Equipment, and Supplies Acquired with American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds

I. POLICY OVERVIEW

Duplin County Local Government UG Property Standards Policy

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart D, details post award requirements related to property management of property acquired or updated, in whole or in part, with funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF).

2 CFR 200.311 through 2 CFR 200.316, as modified by US Treasury ARP/CSLFRF Final Rule FAQs 13.15 & 13.16, detail property standards related to the expenditure of ARP/CSLFRF funds. DUPLIN COUNTY LOCAL GOVERNMENT, hereinafter Duplin County shall adhere to all applicable property standards, as detailed below. **Note that pursuant to ARP/CSLFRF Final Rule FAQ 13.15, the Uniform Guidance property standards do not apply to real property, equipment, or supplies purchased or improved with Revenue Replacement ARP/CSLFRF funds.**

II. DEFINITIONS

The definitions in 2 CFR 200.1 apply to this policy, including the following:

Computing devices: machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. See also the definitions of supplies and information technology systems in this section.

Equipment: tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Duplin County financial statement purposes, or \$5,000.

Information technology systems: computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also the definitions of computing devices and equipment in this section.

Intangible property: property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).

Personal property: property other than real property. It may be tangible, having physical existence, or intangible.

Property: real property or personal property.

Real property: land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

Supplies: all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the local government for financial statement purposes or \$5,000, regardless of the length of its useful life. See also the definitions of computing devices and equipment in this section.

III. REAL PROPERTY

Title to Real Property: Title to real property acquired or improved with ARP/CSLFRF funds vests with Duplin County, 2 CFR 200.311(a).

Use of Real Property: During the period of performance of the ARP/CSLFRF award, Duplin County may use real property purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF eligible use requirements.

If Duplin County changes the use of the real property to an ineligible use or sells the real property prior to the end of the period of performance, then it must follow the disposition procedures detailed in the Disposition of Real Property section below.

After the period of performance of the ARP/CSLFRF award, Duplin County must use the real property consistent with the purpose for which it was purchased or improved or for any other eligible purpose in the same category as the purpose reported to US Treasury as of the final reporting period, as set forth in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(i)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to make investments in water, sewer, or broadband infrastructure

	pursuant to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the real property's use shifts outside the parameters of the eligible purpose according to this table after the period of performance, then Duplin County (and any subrecipients) must follow the disposition procedures in the Disposition of Real Property section below.

Duplin County is responsible for being able to substantiate its determination on whether the use of the real property is authorized and maintain a record of that determination in accordance with the requirements set forth in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

Duplin County is not required to seek or obtain the approval of US Treasury prior to changing the use within the parameters of these authorized purposes.

Insurance of Real Property: Duplin County must provide the equivalent insurance coverage for real property acquired or improved with ARP/CSLFRF funds as provided to property owned by Duplin County, 2 CFR 200.310.

No Encumbrance of Real Property: Duplin County may not encumber the real property unless authorized by US Treasury, 2 CFR 200.311(b).

Disposition of Real Property: If Duplin County changes the use of real property to an ineligible use or sells the asset during the period of performance of the ARP/CSLFRF award or changes the use of the asset outside the eligible category after the period of performance ends, then Duplin County must obtain disposition instructions from US Treasury. The instructions must provide for one of the following alternatives:

- Duplin County retains title after compensating US Treasury. The amount paid to US Treasury will be computed by applying US Treasury's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property. However, in those situations where Duplin County is disposing of real property acquired or improved with ARP/CSLFRF funds and acquiring replacement real property under the ARP/CSLFRF, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.
- Duplin County sells the property and compensates US Treasury. The amount due to US Treasury will be calculated by applying US Treasury's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale

after deduction of any actual and reasonable selling and fixing-up expenses. If the ARP/CSLFRF award has not been closed out, the net proceeds from sale may be offset against the original cost of the property. When Duplin County is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

- Duplin County transfers title to US Treasury or to a third party designated/approved by US Treasury. Duplin County is entitled to be paid an amount calculated by applying Duplin County's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property, 2 CFR 200.311(c).

IV. EQUIPMENT

Title to Equipment: Title to equipment acquired or improved with ARP/CSLFRF funds vests with Duplin County, 2 CFR 200.313(a).

Use of Equipment: During the period of performance of the ARP/CSLFRF award, Duplin County may use equipment purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF eligible use requirements.

If Duplin County changes the use of equipment to an ineligible use or sells the equipment prior to the end of the period of performance, then it must follow the disposition procedures detailed in the Disposition of Equipment section below.

After the period of performance of the ARP/CSLFRF award, Duplin County must use equipment consistent with the purpose for which it was purchased or improved or for any other eligible purpose in the same category as the purpose reported to US Treasury as of the final reporting period, as set forth in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to

	fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to make investments in water, sewer, or broadband infrastructure pursuant to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the equipment's use shifts outside the parameters of the eligible purpose according to this table after the period of performance, then Duplin County (and any subrecipients) must follow the disposition procedures in the Disposition of Equipment section below.

Duplin County is responsible for being able to substantiate its determination on whether the use of equipment is authorized and maintain a record of that determination in accordance with the requirements set forth in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

Duplin County is not required to seek or obtain the approval of US Treasury prior to changing the use within the parameters of these authorized purposes.

During the time that equipment is used on the project for which it was acquired, Duplin County must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the project for which it was originally acquired. First preference for other use must be given to other programs or projects supported by US Treasury and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-federally-funded programs or projects is also permissible. User fees should be considered if appropriate. 2 CFR 200.313(c)(2).

Noncompetition: Duplin County must not use equipment acquired with the ARP/CSLFRF funds to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment. 2 CFR 200.313(c)(3).

No Encumbrance: Duplin County may not encumber the equipment without approval of US Treasury. 2 CFR 200.313(a)(2).

Replacement Equipment: When acquiring replacement equipment, Duplin County may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. 2 CFR 200.313(c)(4).

Management of Equipment: Duplin County will manage equipment (including replacement equipment) acquired in whole or in part with ARP/CSLFRF funds according to the following requirements.

- Duplin County will maintain sufficient records that include
 - a description of the property,
 - a serial number or other identification number,
 - the source of funding for the property (including the Federal Award Identification Number (FAIN)),
 - who holds title,
 - the acquisition date,
 - cost of the property,
 - percentage of Federal participation in the project costs for the Federal award under which the property was acquired,
 - the location, use and condition of the property, and
 - any ultimate disposition data including the date of disposal and sale price of the property.
- Duplin County will conduct a physical inventory of the property and reconcile results with its property records at least once every two years.
- Duplin County will develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated by Duplin County.
- Duplin County will develop and implement adequate maintenance procedures to keep the property in good condition.
- If Duplin County is authorized or required to sell the property, it will establish proper sales procedures to ensure the highest possible return, in accordance with state and federal law.

Insurance of Equipment: Duplin County must provide the equivalent insurance coverage for equipment acquired or improved with ARP/CSLFRF funds as provided to property owned by Duplin County. 2 CFR 200.310.

Disposition of Equipment: If Duplin County changes the use of the equipment to an ineligible use or sells the equipment during the period of performance of the ARP/CSLFRF award or changes the use of the equipment outside the eligible category after the period of performance ends, then Duplin County may either make the equipment available for use in other activities funded by a Federal agency, with priority given to activities funded by US Treasury, dispose of

the equipment according to instructions from US Treasury, or follow the procedures below. 2 CFR 200.313(e).

1. Equipment with a per-item fair market value of less than \$5,000 may be retained, sold or transferred by Duplin County, in accordance with state law, with no additional responsibility to US Treasury;
2. If no disposal instructions are received from US Treasury, equipment with a per-item fair market value of greater than \$5,000 may be retained or sold by Duplin County. Duplin County must establish proper sales procedures, in accordance with state law, to ensure the highest possible return. Duplin County must reimburse US Treasury for its federal share. Specifically, US Treasury is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the ARP/CSLFRF funding percentage of participation in the cost of the original purchase. If the equipment is sold, US Treasury may permit Duplin County to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
3. Equipment may be transferred to US Treasury or to a third-party designated by US Treasury in return for compensation to the Duplin County for its attributable compensation for its attributable percentage of the current fair market value of the property.

V. SUPPLIES

Title to Supplies. Title to supplies acquired with ARP/CSLFRF funds vests with Duplin County upon acquisition. 2 CFR 200.314(a).

Use of Supplies: During the period of performance of the ARP/CSLFRF award, Duplin County may use supplies purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF-eligible use requirements.

If Duplin County changes the use of supplies to an ineligible use or sells the supplies prior to the end of the period of performance, then it must follow the disposition procedures detailed in the Disposition of Supplies section below.

After the period of performance of the ARP/CSLFRF award, Duplin County must use supplies consistent with the purpose for which they were purchased or improved or for any other eligible purpose in the same category as the purpose reported to US Treasury as of the final reporting period, as set forth in the table below:

Category	Use Requirements

Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to make investments in water, sewer, or broadband infrastructure pursuant to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the supplies use shift outside the parameters of the eligible purpose according to this table after the period of performance, then Duplin County (and any subrecipients) must follow the disposition procedures in the Disposition of Supplies section below.

Duplin County is responsible for being able to substantiate its determination on whether the use of supplies is authorized and maintain a record of that determination in accordance with the requirements set forth in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

Duplin County is not required to seek or obtain the approval of US Treasury prior to changing the use within the parameters of these authorized purposes.

Noncompetition. As long as the Federal Government retains an interest in the supplies, Duplin County must not use supplies acquired under the ARP/CSLFRF to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute. 2 CFR 200.314(b).

Disposition of Supplies: If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project and the supplies are not

needed for any other Federal award, the non-Federal entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal Government for its share. The amount of compensation must be computed in the same manner as for equipment. 2 CFR 200.314(a).

[NOTE: If applicable, add section for Intangible Property, in accordance with 2 CFR 200.315.]

VI. PROPERTY TRUST RELATIONSHIP

Real property, equipment, and intangible property, that are acquired or improved with ARP/CSLFRF funds must be held in trust by Duplin County as trustee for the beneficiaries of the project or program under which the property was acquired or improved. US Treasury may require Duplin County to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with a Federal award and that use and disposition conditions apply to the property. 2 CFR 200.316.

VII. IMPLEMENTATION OF POLICY

Duplin County Board of Commissioners shall adopt procedures to track all real property, equipment, and supplies (collectively, property) acquired or improved in whole or in part with ARP/CSLFRF funds. At a minimum, those procedures must address the following:

- Ensure proper insurance of property
- Document proper use of property
- Working with Chief Finance Officer, record and maintain required data records for equipment
- Conduct periodic inventories of equipment, at least every two years
- Create processes for replacement and disposition of property
- Establish other internal controls to safeguard and properly maintain property



**Grant Project Ordinance for the County of Duplin American Rescue Plan Act of 2021:
Coronavirus State and Local Fiscal Recovery Funds**

BE IT ORDAINED by the Duplin County Board of Commissioners, Duplin County, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). Duplin County received a total allocation is \$2,000,000. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors;
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and
6. Invest in certain disaster recovery/mitigation projects, Title I projects, and Surface Transportation projects.

Section 2: The county has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1), and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

EXPENDED. THE LOCAL GOVERNMENT'S FINANCE OFFICER MAY THEN DO A JOURNAL ENTRY TO MOVE THE CASH FROM THE SPECIAL REVENUE FUND TO THE APPROPRIATE GENERAL FUND AND/OR ENTERPRISE FUND(S). THE MONIES BECOME UNRESTRICTED FUND BALANCE IN THOSE FUNDS.

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Reimburse Law enforcement services for period of July 1, 2021 through June 30, 2023	6.1	Salaries	\$500,000
			Benefits	\$35,000
002	Reimburse Parks and recreation services for period of July 1, 2021 through June 30, 2023	6.1	Salaries	\$200,000
			Benefits	\$14,000
003	Reimburse General administration services for period of July 1, 2021 through June 30, 2023	6.1	Salaries	\$320,000
			Benefits	\$21,700
004	Sewer pump replacement project	6.1	Salaries	\$35,000
			Benefits	\$3,000
			Supplies	\$871,300
			TOTAL	\$2,000,000

Section 4: The following revenues are anticipated to be available to complete the project:
ARP/CSLFRF Funds: \$2,000,000
General Fund Transfer: \$0
Total: \$2,000,000

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the County's Uniform Guidance Allowable Costs and Cost Principles Policy. *[FOR MORE INFO ON ALLOWABLE COSTS AND A SAMPLE POLICY, CLICK [HERE](#).]*

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Board.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the County, whichever occurs sooner.

NOTE THAT FOR THE SALARY REIMBURSEMENTS, BECAUSE THOSE SALARIES/BENEFITS HAVE ALREADY BEEN PAID FROM OTHER FUNDS, THIS IS AN INTERNAL TRANSACTION. ONCE THE GOVERNING BOARD ADOPTS THE GRANT PROJECT ORDINANCE AUTHORIZING THE REIMBURSEMENTS, THOSE ARP/CSLFRF FUNDS ARE CONSIDERED BOTH OBLIGATED AND



How to Use This Policy

Model Procurement Policy for Expenditures of Federal Financial Assistance

DISCLAIMER and Policy Overview
Comment: When spending federal financial assistance (e.g., federal grant awards), local governments are required to adopt written procurement policies to help ensure compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).¹ This policy is intended to help Duplin County recipients and sub-recipients of federal awards to comply with the Uniform Guidance procurement requirements set forth in 2 C.F.R. §§ 200.317–328. Duplin County leaders should review their policies and consult with their attorneys to make modifications as needed to conform to county purchasing practices. Duplin County leaders also should consult each federal award’s terms and conditions to determine whether additional procurement requirements apply.

This policy is not intended to replace or supersede North Carolina state procurement law or local policy. In the case of a conflict in law, the more restrictive requirement shall govern.

NOTE: The comments in red highlight areas in which the local government may want to insert procedures specific to that unit’s procurement process. These comments should be deleted prior to policy adoption.

NOTE: In addition to this policy, local governments are also required to adopt written standards of conduct covering conflicts of interest in the administration of federal awards.² This model procurement policy does not include the federal conflict of interest provisions, but it assumes

¹ The Office of Management and Budget (OMB) reviews and updates the Uniform Guidance every five years. At the time of this policy’s release in October 2023, the OMB is in the process of reviewing several proposed changes to the UG. Local governments will need to update their procurement policies as necessary to reflect any changes to the federal procurement standards.
² 2 C.F.R. § 200.318. A model Federal Conflicts of Interest Policy is linked in Kara Millonzi’s blog post [ARP Basics](#), which is available on the Coates’ Canons Local Government Law Blog.

the unit has adopted a federal COI policy. See Section 2 for more on this.

Table of Contents

How to Use This Policy 1

Section 1: Purpose 3

Section 2: Code of Conduct 3

Section 3: Pre-Solicitation Requirements 3

Section 4: Solicitation Requirements 6

Section 5: Bidding Requirements 7

Section 6: Contract Award 11

Section 7: Prohibited Contracts 13

Section 8: Contract Administration 13

Section 9: Awarding Agency or Pass-Through Entity Review 14

Section 10: Compliance with Policy Provisions 14

Appendix A 15

Federal Procurement Policy

Section 1: Purpose

Application of Policy. The purpose of this policy is to establish guidelines for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance.

Duplin County Local Government shall comply with the standards established in this policy, as well as with state law and any other policies and procedures adopted by Duplin County Local Government [hereinafter "UNIT"]³. The requirements of the Policy also apply to any subrecipient of federal financial assistance. In the case of a conflict in governing law or local policy, Duplin County Local Government shall follow the most restrictive rule.

Compliance with Federal Law. Unless otherwise directed in writing by the federal awarding agency, or by a state agency acting as a passing-through entity, all procurements that involve the expenditure of federal financial assistance (federal awards) shall be conducted in accordance with the federal procurement requirement identified in 2 C.F.R. §§ 200.318–327, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

Section 2: Code of Conduct

Duplin County Local Government has adopted standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents who are engaged in the selection, award, and administration of federal award contracts.⁴ [Units may want to include the federal COI policy as an addendum to this policy.]

Section 3: Pre-Solicitation Requirements

Prior to any procurement transaction, the following pre-solicitation requirements shall be considered.

1. **No Evasion.** No contract may be intentionally divided into two or more separate purchases with the intent to avoid federal or state competitive procurement requirements.

³ The term "UNIT" is used as a placeholder. Local governments should insert county, city, town, or village or specify a specific department or position that is responsible for performing the specific requirement.

⁴ 2 C.F.R. § 200.318.

2. **Interlocal Agreements.** Duplin County Local Government shall explore the feasibility of entering into state and local intergovernmental agreements or cooperative agreements, where appropriate, for the procurement of common goods and shared services.

Competition requirements may be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.⁵

3. **Surplus Property.** Duplin County Local Government shall avoid the acquisition of unnecessary or duplicative items and shall explore the feasibility of purchasing federal surplus property in lieu of purchasing new equipment and property.⁶

4. **Value Engineering.** Duplin County Local Government shall consider opportunities to use value engineering in contracts for permanent restorative work projects that are of sufficient size to offer reasonable opportunities for cost reduction.⁷

5. **Domestic Preferences.** To the greatest extent practicable, Duplin County Local Government shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including but not limited to iron, aluminum, steel, cement, and other manufactured products.⁸ No sacrifice or loss in price or quality is required in providing this preference, and no preference shall be given if such preference would violate any trade treaty to which the United States is a signatory.⁹

6. **Geographic Preference.** Duplin County Local Government shall conduct procurements in a manner that prohibits the use of statutory or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.¹⁰

7. **Contracting with Minority-Owned, Women-Owned, and Small Business Firms.** For all

⁵ 2 C.F.R. § 200.318(g).

⁶ 2 C.F.R. § 200.318(f).

⁷ 2 C.F.R. § 200.318(j). Value engineering is a systematic and creative analysis of each contract item or task undertaken to ensure that its essential function is provided at the overall lowest cost.

⁸ 2 C.F.R. § 200.322(a). The requirements of this section shall be included in all subawards, including all contracts and purchase orders for work or products under the federal award.

⁹ 2 C.F.R. § 200.322(b). "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed, in whole or in part, of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

¹⁰ 2 C.F.R. § 200.319(c). A preference may be afforded to A/E firms located within the state of North Carolina only when the state from which an outside bid was received provides a reciprocal preference. See Chapter 143, Section 64.319(1) of the North Carolina General Statutes [hereinafter G.S.].

contracts above the micropurchase threshold, Duplin County Local Government shall take all necessary affirmative steps to assure that minority businesses, small businesses, women's business enterprises, historically underutilized businesses, and labor surplus area firms are used when possible.¹¹ These affirmative steps shall include:

- a. placing qualified small and minority businesses and women's business enterprises on solicitation lists and soliciting these businesses whenever they are potential sources;
- b. dividing, when economically feasible, project requirements into smaller tasks or quantities and establishing delivery schedules that encourage maximum participation;
- c. identifying firms through the U.S. Small Business Administration (SBA)¹² and the U.S. Department of Commerce's Minority Business Development Agency¹³ of the ["AU: Specify federal or state commerce department?"]Department of Commerce; and
- d. requiring the prime contractor, if subcontracts are to be awarded, to take the affirmative steps included in this section in an effort to make reasonable efforts to contract with disadvantaged business enterprises.¹⁴

8. **Cost or Price Analysis.** Prior to awarding a contract, Duplin County Local Government shall perform a cost or price analysis in connection with every procurement above the Simplified Acquisition Threshold, including contract modifications.¹⁵ See [Section 6.4](#) for additional requirements of the cost/price analysis.

9. **Procurement of Recovered Materials.** Duplin County Local Government shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring

¹¹ A "small business" is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the Small Business Administration criteria and size standards at [13 C.F.R. Part 121](#). A "women's business enterprise" (1) is at least 51 percent owned by one or more women or, in the case of a publicly owned business, has one or more women owning at least 51 percent of the stock and (2) has one or more women in control of management and daily operations. A "minority business" (1) is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, has one or more minority group members owning at least 51 percent of the stock and (2) has one or more minority group member in control of management and daily operations. A "labor surplus area" is an area with a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the national average over the same period. A "labor surplus area firm" is one that, together with its first-tier subcontractors, will perform substantially in labor surplus areas, as defined by the U.S. Department of Labor's Employment and Training Administration. The Department of Labor's list of labor surplus areas is available on-line at <https://www.dol.gov/programs/lee>.

¹² For more information, visit the SBA's website at <https://www.sba.gov/>.

¹³ For more information, visit the Minority Business Development Agency's website at <https://www.mbdba.gov/>.

¹⁴ 2 C.F.R. § 200.321; 45 C.F.R. § 75.330.

¹⁵ 2 C.F.R. § 200.324.

only items designated in guidelines of the U.S. Environmental Protection Agency (EPA) at 40 C.F.R. part 247 containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeds \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. For federally funded solicitations, the requesting department shall include in the specifications the use of fully or partially recovered (recycled) materials to the greatest extent consistent with reasonable performance standards in accordance with federal regulations.¹⁶

Section 4: Solicitation Requirements

1. **Full and Open Competition.** Procurements shall be conducted in a manner that provides full and open competition to ensure objective supplier performance and eliminate unfair competitive advantage. Duplin County Local Government shall remain alert to organizational conflicts which would jeopardize the negotiation process and limit competition. Duplin County Local Government may not:

- a. place unreasonable requirements on firms in order for them to qualify to do business;
- b. require unnecessary experience and excessive bonding or encourage or participate in non-competitive practices among firms or affiliated companies;
- c. award non-competitive consultant retainer contracts except as expressly provided by funding source regulations;
- d. specify (1) that only a "brand name" product be used instead of allowing an "equivalent product" to be offered, though a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement or (2) the specific features, performance, or other relevant requirements of the named brand that must be met by offerors; or
- e. take any arbitrary actions that limit or restrict competition.¹⁷

2. **Contractors Excluded from Bidding.** To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for the underlying procurement contract.

3. **Prequalification.** Duplin County Local Government ensure that all prequalified lists of

¹⁶ 2 C.F.R. § 200.323.

¹⁷ 2 C.F.R. § 200.319(b).

persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The prequalified list shall be routinely updated. Potential bidders shall not be precluded from qualifying during the solicitation period.¹⁸

4. **Product Descriptions.** All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and, when necessary, the minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement. The solicitation shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.¹⁹

Section 5: Bidding Requirements

[NOTE: This section focuses on the federal procurement methods and does not incorporate state law bidding requirements. See Appendix __ for a model procurement policy that was drafted by former SOG faculty member Norma Houston and combines the federal and state law procurement requirements for purchase contracts, service contracts, and construction and repair. Importantly, the Uniform Guidance requires local governments competitively bid service contracts when the contract will be paid, in whole or in part, with a federal award/grant.]

Duplin County Local Government shall comply with the procurement methods set forth in the Uniform Guidance at 2 CFR § 200.320 when entering into purchase, service, and construction contracts and repair contracts that will be funded, in whole or in part, with a federal award. The method of procurement will depend on the anticipated expenditure amounts and the type of service or materials being procured. Duplin County Local Government shall also comply with state law and local policy when soliciting bids and awarding contracts.

1. **Informal Procurement Methods:** When the value of the procurement will not exceed the simplified acquisition threshold (SAT) of \$250,000, Duplin County Local Government may conduct the procurement using one of the informal procurement methods: micropurchases and small purchase procedures.

- a. **Micropurchases:** (contracts costing less than \$10,000)

¹⁸ 2 C.F.R. § 200.319(a).
¹⁹ C.F.R. § 200.319(d).

The micropurchase procurement method may be used when the aggregate amount of the purchase/contract is below the micropurchase threshold (\$10,000).²⁰ Micropurchases may be awarded without competition provided the price term is considered to be fair and reasonable based on market conditions. When making a micropurchase, Duplin County Local Government shall:

- i. Obtain price or rate quote from at least one qualified vendor or contractor;
- ii. Document in writing that the price or rate quote is fair and reasonable; and
- iii. To the extent practical, distribute micropurchases equitably among qualified suppliers.²¹

- b. **Small Purchase Procedures:** (Contracts costing between \$10,000 - \$250,000)

The small purchase method may be used for procurements in which the aggregate dollar amount is higher than the micropurchase threshold but does not exceed the SAT (\$250,000). This method does not require formal advertisement; the method of advertising the procurement shall be established by Finance Officer. Price or rate quotes may be received in a variety of format, including email, fax, phone, or any other method.

When conducting procurements using the small purchase procedures method, Duplin County Local Government shall:

- i. Obtain an adequate number of price or rate quotations from vendors or contractors;
- ii. Maintain documentation of price/rate quotes; and
- iii. Award the contract on to the lowest cost responsible bidder.²²

2. **Formal Procurement Methods:** For procurements that cost \$251,000 or more, Duplin County Local Government shall conduct the procurement in accordance with one of the formal procurement methods: sealed bids or proposals.

- a. **Sealed Bids:** (Contracts costing \$251,000 or more)

The sealed bid method shall be the Duplin County Local Government's preferred method for

²⁰ 2 C.F.R. § 200.320(a)(1); the current micropurchase threshold is set at \$10,000. A local government may self-certify a higher threshold consistent with state law or a local policy may set a lower threshold amount.
²¹ 2 C.F.R. § 200.320(a)(1).
²² 2 C.F.R. § 200.320(a)(2); the Uniform Guidance does not define "adequate number" of qualified sources. Some federal agencies have issued guidance assigning specific numbers to this requirement. For example, FEMA has interpreted "adequate number" to mean receiving at least 3 quotes. Departments should consult with their federal granting agency to determine if that agency has issued guidance defining "adequate number." Keep in mind that state law requires purchase contracts costing \$90,000 or more are subject to state law formal bidding requirements, and, as such, three quotes must be received for purchases in the formal bidding range. The other state law formal bidding requirements also apply to purchase contracts above the \$90,000 threshold. See G.S. 143-129.

procuring construction and repair contracts, provided the following conditions are present: (1) a complete, adequate, and realistic specification or purchase description is available; (2) two or more responsible bidders are willing and able to compete effectively for the business; and (3) the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When the sealed bid method is used, Duplin County Local Government shall satisfy the following conditions:

- i. Solicit sealed bids from an adequate number of qualified sources, and provide bidders with sufficient time to prepare a response prior to the date set for bid opening.
- ii. Publicly advertise the Invitation for Bid (IFB).
- iii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- iv. Include in the IFB any specifications and pertinent attachments, and clearly define the items or services in order to allow the bidder to properly respond.
- v. Publicly open bids at the time and place prescribed in the IFB.
- vi. Award a firm, fixed-price contract in writing to the lowest responsive and responsible bidder.
- vii. Reject any or all bids only for sound documented reasons.²³

b. Competitive Proposals: (Contracts costing \$251,000 or more for which the sealed bid method is not appropriate)

Duplin County Local Government shall use the competitive proposal method when the cost of the contract is above \$250,000 and when the sealed bids method is not appropriate. Proposals are conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. Duplin County Local Government is required to use the proposals method for qualification-based procurements in the selection of architectural and engineering (A/E) professional services. In the procurement of A/E professional services, the price will be negotiated after the most qualified firm is selected. When the competitive proposals method is used, Duplin County Local Government shall satisfy the following conditions:

- i. Publicly advertise the request for proposal (RFP) or request for qualifications (RFQ). Formal advertisement in a newspaper is not required provided the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
- ii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

²³ 2 C.F.R. § 200.320(b)(1); factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

- iii. Identify evaluation criteria and relative importance of each criterion (criteria weight) in the RFP or RFQ.
- iv. Consider all responses to the publicized RFP to the maximum extent practical.
- v. Establish a written method for conducting technical evaluations of proposals and selecting the winning firm.
- vi. Award the contract on a fixed-price or cost-reimbursement bases to the most responsible firm with the proposal that is most advantageous to Duplin County Local Government, taking into account price and other factors identified in the proposal. Price may not be an evaluation factor for (A/E) service contracts.
- vii. **A/E Service Contracts:** For qualification-based procurement in the selection of architectural and engineering (A/E) professional services, qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. Price shall not be solicited in the RFQ, or used as an evaluation criterion, in awarding A/E professional service contracts.²⁴

3. Noncompetitive Procurement: Noncompetitive procurements are allowed only under the following conditions.

- i. **Microprocures:** The aggregate dollar amount of the procurement does not exceed the micropurchase threshold.
- ii. **Sole source:** A contract may be awarded without competitive bidding when the item is available from only one source. The FINANCE DEPARTMENT shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- iii. **Public Exigency:** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- iv. **Agency Approval:** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids/quotes from a number of sources as required under this Policy does not result in a qualified winning bidder.
- v. **Inadequate Competition:** A contract may be awarded without competitive bidding when competition is determined to be inadequate after a minimum of two attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.²⁵

²⁴ 2 C.F.R. § 200.320(b)(2).

²⁵ 2 C.F.R. § 200.320(c).

Section 6: Contract Award

1. **Responsible Contractors.** Contracts shall only be awarded to responsible, responsive contractors/firms possessing the ability to perform successfully under the terms and conditions of the proposed procurement. "Responsible" refers to the character or quality of the bidder, with consideration being given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. "Responsive" refers to the bidder's compliance with all required specifications in the formal solicitation.
2. **Suspension and Debarment.** Prior to awarding a contract, the Department leader shall verify that a potential contractor is not debarred or suspended using the System for Award Management (SAM.gov). If a contractor has been debarred, suspended, or is otherwise excluded from participation in a federal award program, the contractor may not be awarded the contract. The Department Leader shall maintain documentation of this verification.
3. **Bid Rejections.** Bid submissions and/or proposals may be deemed non-responsive, or contractors may be determined to be non-responsive, for any sound documented reason(s). The documentation will state the reason(s) why each bidder failed to satisfy the responsive, responsible contractor standard for a particular procurement.
4. **Cost and Price Analysis.** Prior to receiving bids or proposals, the Department Leader is required to perform a cost or price analysis in connection with every procurement transaction, including contract modifications, falling above the simplified acquisition threshold (\$250,000).²⁶ To satisfy this requirement, the requesting department shall prepare and submit a memorandum containing the cost/price analysis to Finance Officer. [*Local governments may include specific procedures for the performance of the cost/price analysis.*]
- a. A price analysis involves the evaluation of the total proposed price without an evaluation of its separate cost elements and proposed profit. A price analysis is used to verify that the overall price for a specific item is fair and reasonable.
- b. A cost analysis involves the evaluation of the separate elements that make up the total cost of a contract (e.g., labor, materials, profit, etc.). The cost analysis is required for new contracts and contract modifications or change orders, even when the change order results in a lower contract price.²⁷

²⁶ 2 C.F.R. § 200.324(a).
²⁷ Price analysis involves the examination and evaluation of a proposed price without an evaluation of its separate components (cost and profit). For example, the comparison of competing offers or the comparison of quoted prices with independent estimates falls within a price analysis. Cost analysis involves the review and evaluation of the separate cost elements, such as labor hours, overhead, materials, etc., and the proposed profit in order to

5. **Profit.** For contracts without price competition, or where cost analysis is required in accordance with 2 C.F.R. § 200.323(a), Duplin County Local Government must negotiate profit as a separate price element. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work.²⁸

6. **Estimated Costs.** Duplin County Local Government shall use estimated costs in negotiating contract terms only to the extent that the cost estimates included in negotiated prices are allowable under the 2 C.F.R. Part 200, Subpart E, "Cost Principles."²⁹ [*Units should have a separate Cost Principles policy that covers expenditures of federal award funds.*]

7. **Bonding Requirements.** For construction contracts or subcontracts that exceed the simplified acquisition threshold (\$250,000), Duplin County Local Government shall require that contractors meet the minimum bonding requirements listed below.

To be submitted with the bidding documents:

A *bid guarantee* from each bidder equivalent to five percent (5%) of the bid price.³⁰ The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid, as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

To be submitted at the time of contract award:

A *performance bond* on the part of the contractor that is for 100 percent (100%) of the contract price.³¹ A performance bond is a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A *payment bond* on the part of the contractor that is for 100 percent (100%) of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by law of all persons supplying labor and

determine a fair and reasonable price. This analysis is usually used to establish the basis for negotiating (1) contract prices for procurement by request for proposal, (2) contract modifications, and (3) in any other case where price analysis by itself does not ensure price reasonableness.

²⁸ 2 C.F.R. § 200.324(b).

²⁹ 2 C.F.R. § 200.324(c). Units may reference their own cost principles policy. For example, a unit may want to limit

the use of estimated costs to A/E contracts that are federally funded.

³⁰ 2 C.F.R. § 200.325(a). [Deleted bc repetitive of text]

³¹ 2 C.F.R. § 200.325(b). [Same comment as immed. above]

material in the execution of the work provided for in the contract.³²

Section 7: Prohibited Contracts

- 1. **Costs-Plus-a-Percentage-of-Construction-Cost Contracts.** The award of costs plus a percentage of construction cost contracts are prohibited.³³
- 2. **Time-and-Materials Contracts Disfavored.** Duplin County Local Government shall only enter into time and materials contracts if it has determined in writing that no other contract type is suitable for a given procurement. Time and materials contracts prescribe cost as the sum of (a) actual cost of materials and (b) direct labor hours charges at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Use of time and materials contracts shall require an established price ceiling to ensure that the agreement does not allow for an open-ended contract price with no profit incentive for the contractor to control costs or labor efficiency. These contracts shall be subject to frequent oversight to ensure that the contractor employs efficient methods and effective cost controls.³⁴

Section 8: Contract Administration

- 1. **Contract Oversight.** The Department Leaders shall provide proper oversight to ensure that contractors and firms perform the contract requirements in accordance with the terms, conditions, and specifications of their contracts or purchase orders. [May insert process for ensuring compliance with this provision.]
- 2. **Contract Clauses.** All procurement contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."³⁵ [May choose to include the Appendix II contract clauses as an appendix to this policy.]
- 3. **Record Retention.** Duplin County Local Government shall maintain records sufficient to detail the history of each procurement, including the rationale for the method of procurement and selection of contract type, the basis for the contractor selection or rejection, and the basis for the contract price.³⁶ These records include, but are not limited to, supporting documentation showing the rationale for the procurement method; written price or rate quotations, such as catalog price, online price, email or written quotes, copies of advertisements, requests for proposals, and bid sheets or bid

³² 2 C.F.R. § 200.326.
³³ 2 C.F.R. § 200.324(d).
³⁴ 2 C.F.R. § 200.318(i).
³⁵ 2 C.F.R. § 200.327, Appendix II to 2 C.F.R. Part 200. For assistance with the Appendix II contract clauses, see the document [Sample Contract Terms Compliance with the Uniform Guidance Procurement Requirements](#).
³⁶ 2 C.F.R. 200.318(i).

proposal packets; bid rejection and award letters; purchase orders; executed contracts; and any other supporting documentation or financial records relating to the procurement transaction.

- 4. **Retention Period.** Unless a federal award prescribes a different record retention period, all financial records, supporting documents, statistical records, and all other records pertinent to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient.³⁷ An exception to the standard retention period may exist if any of the following circumstances is satisfied:

- a. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- b. Duplin County Local Government has been notified in writing by the federal awarding agency or pass-through entity that the retention period has been extended.
- c. Records for real property and equipment shall be retained for three years after final disposition.

Section 9: Awarding Agency or Pass-Through Entity Review

- 1. **Agency Review.** Upon request of the awarding federal agency, Duplin County Local Government shall make available technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for acquisition.³⁸ Duplin County Local Government shall make the pre-procurement and procurement documents available upon request of the federal awarding agency or pass-through entity when any of the circumstances set forth in 2 C.F.R. § 200.325(b) are satisfied.³⁹

Section 10: Compliance with Policy Provisions

- 1. [The unit should insert remedies for noncompliance.]⁴⁰
- 2. **Penalties Imposed by Federal Awarding Agency.** If it has been determined that the

³⁷ 2 C.F.R. 200.334. Procurement records related to expenditures of Coronavirus State and Local Fiscal Recovery Funds pursuant to the American Rescue Plan Act must be retained for a period of five years.
³⁸ 2 C.F.R. § 200.325(a).
³⁹ 2 C.F.R. § 200.325(b).
⁴⁰ 2 C.F.R. § 200.218(c)(1).

Duplin County Local Government has failed to comply with the U.S. Constitution, federal statutes, regulations, or the terms and conditions of a federal award, the federal awarding agency or pass-through entity may impose additional conditions on the [UNIT], as described in 2 C.F.R. § 200.208. In cases in which noncompliance cannot be remedied by the imposition of additional conditions, the federal awarding agency or pass-through entity may take one or more of the following actions: temporarily withhold cash payments, disallow costs, suspend or terminate the award, initiate suspension or debarment proceedings, withhold further federal awards for the project or program, or take other remedies legally available.⁴¹

Appendix A

NOTE: Appendix A is an excerpt of the model procurement policy drafted by formed UNC School of Government faculty member Norma Houston in 2018. The excerpt combines the Uniform Guidance procurement methods and North Carolina state law bidding requirements for the different contract types and dollar thresholds. Local Governments may choose to substitute the below procurement procedures into Section 5 of this procurement policy. This should be done only if the local government wants to include state law in the federal procurement policy (this is allowed, but not required). Alternatively, Appendix A can be used as a reference for the purchasing department to ensure compliance with federal and state law when bidding on contracts.

Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

A. Service Contracts (except for A/E professional services) and Purchase Contracts costing less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

B. Service Contracts (except for A/E professional services) and Purchase Contracts costing \$10,000 up to \$90,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so

⁴¹ 2 C.F.R. § 200.339.

the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and Purchase Contracts costing \$90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

Note Regarding Service Contracts Costing \$90,000 up to \$250,000: Local government service contracts are not subject to state competitive bidding requirements. If a local government does not require competitive proposals (RFPs) for service contracts under its local policy, it may choose to follow the UG small purchase procedure for service contracts costing \$10,000 up to \$250,000, and then follow the UG sealed bid or competitive proposal method for service contracts costing \$250,000 or more. If the local policy regarding service contracts is more restrictive, the local policy should be followed.

D. Service Contracts (except for A/E professional services) costing \$250,000 and above may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. §

200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts costing less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts costing \$250,000 up to \$500,000 shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.

3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.

7. Award the contract on a firm fixed-price basis.

8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for "sound documented reasons."

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."

5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation, if negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

1. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

3. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").



Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Retention of Records: The Coronavirus Local Fiscal Recovery Funds ("CSLFRF") Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury's ("Treasury") record retention requirements for the ARP/CSLFRF award.

It is the policy of DUPLIN COUNTY LOCAL GOVERNMENT to follow Treasury's record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, DUPLIN COUNTY LOCAL GOVERNMENT agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CSLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act "ARPA," Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence DUPLIN COUNTY

LOCAL GOVERNMENT's expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rational to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
- Documentation of administrative costs charged to the ARP/CSLFRF award;
- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Subaward agreements and documentation of subrecipient monitoring;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

Storage: DUPLIN COUNTY LOCAL GOVERNMENT's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of DUPLIN COUNTY LOCAL GOVERNMENT, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject DUPLIN COUNTY LOCAL GOVERNMENT to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The COUNTY MANAGER/ CLERK TO THE BOARD is responsible for identifying the documents that DUPLIN COUNTY LOCAL GOVERNMENT must or should retain and arrange for the proper storage and retrieval of records. COUNTY MANAGER/ CLERK TO THE BOARD shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: DUPLIN COUNTY LOCAL GOVERNMENT is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the COUNTY MANAGER(S). DUPLIN COUNTY LOCAL GOVERNMENT prohibits, any form of discipline, reprisal, intimidation, or

retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to Jaime Carr, Clerk to the Board [(910)296-2108; jaimec@duplinecountync.com], who is in charge of administering, enforcing, and updating this policy.



**ELIGIBLE USE POLICY FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT OF 2021
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY DUPLIN COUNTY LOCAL
GOVERNMENT**

WHEREAS DUPLIN COUNTY LOCAL GOVERNMENT, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF), and

WHEREAS US Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule outlining eligible projects; and

WHEREAS the funds may be used for projects within these categories; to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the Assistance Listing; and

WHEREAS US Treasury has issued a Compliance and Reporting Guidance v.3.0 (February 28, 2022) dictating implementation of the ARP/CSLFRF award terms and compliance requirements; and

WHEREAS the Compliance and Reporting Guidance states on page 6 that

Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

BE IT RESOLVED that Duplin County Local Government hereby adopts and enacts the following Eligibility Determination Policy for ARP/CSLFRF funds.

Eligibility Determination Policy for American Rescue Plan Act of 2021
Coronavirus State and Local Fiscal Recovery Funds

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funds. It also outlines the procedures for determining how Duplin County Local Government will spend its ARP/CSLFRF funds.

I. PERMISSIBLE USES OF ARP/CSLFRF FUNDING

US Treasury issued its Final Rule regarding use of ARP funds on January 6, 2022. (The Final Rule is effective as of April 1, 2022. Until that date, Duplin County Local Government may proceed under the regulation promulgated by US Department of the Treasury in its Interim Final Rule or the Final Rule.) The Final Rule (and the Interim Final Rule) identify permissible uses of ARP/CSLFRF funds and certain limitations and process requirements. Local governments must allocate ARP/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARP funds.

ARP/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and

5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

II. PROHIBITED USES OF ARPA FUNDING

The ARP/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARP/CSLFRF funds. Specifically, ARP/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);
2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;
4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Duplin County Local Government to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARP/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Duplin County Local Government, and any of its contractors or subrecipients, may not expend any ARP/CSLFRF funds for these purposes.

III. PROCEDURES FOR PROJECT APPROVAL

The following are procedures for ARP/CSLFRF project approvals. All Duplin County Local Government employees and officials must comply with these requirements.

1. Requests for ARP/CSLFRF funding, must be made in writing and include all the following:
Eligibility Worksheet will be Provided
 - a. Brief description of the project
 - b. Identification of ARP/CSLFRF Expenditure Category (EC) (A list of ECs in the Appendix to the US Treasury Compliance and Reporting Guidance.)
 - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARP funding should review the Final Rule and Final Rule Overview prior to submitting a proposal.

- d. Proposed budget, broken down by cost item, in accordance with Duplin County Local Government's Allowable Cost Policy.
- e. A project implementation plan and estimated implementation timeline (All ARP/CSLRF funds must be fully obligated by December 31, 2024, and fully expended by December 31, 2026.)
2. Requests for funding must be submitted to Duplin County Board of Commissioners for approval. All requests will be reviewed by Bryan Miller, County Manager, for ARP/CSLRF compliance and by Chelsey Lanier, CFO, for allowable costs and other financial review.
3. No ARP/CSLRF may be obligated or expended before final written approval by Duplin County Board of Commissioners. Any and all budget amendments will be required before approval.
4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.
5. Following approval, employees responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by Bryan Miller, County Manager, and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the County Manager immediately.
6. Chelsey Lanier, CFO, must collect and document required information for each EC, for purposes of completing the required Project and Expenditure reports.
7. Chelsey Lanier, CFO, must maintain written project requests and approvals, all supporting documentation, and financial information at least until December 31, 2031.

10000

000722

Duplin County, NC									
JOURNAL INQUIRY									
YEAR PER	JOURNAL	SL	EFF DATE	ENT DATE	JNL ORSC	CLERK	ENTITY	AUTO-REV	STATUS
2025	02	332	BUR	08/21/2024	08/21/2024	091624	1	N	HIST
ACCOUNT DESCRIPTION									
1	5151	47000				T	OFFICE SUPPLIES		200.00
2	5154	47130				T	TRAVEL		260.00
3	5154	41911				T	ADVERTISING		200.00
4	5154	41911				T	ADVERTISING		200.00
JOURNAL INQUIRY									
YEAR PER	JOURNAL	SL	EFF DATE	ENT DATE	JNL ORSC	CLERK	ENTITY	AUTO-REV	STATUS
2025	02	332	BUR	08/21/2024	08/21/2024	091624	1	N	HIST
ACCOUNT DESCRIPTION									
1	5110	40121				T	SALARIES		7,500.00
2	5110	41990				T	PROFESSIONAL SERVICES		7,500.00
JOURNAL INQUIRY									
YEAR PER	JOURNAL	SL	EFF DATE	ENT DATE	JNL ORSC	CLERK	ENTITY	AUTO-REV	STATUS
2025	02	332	BUR	08/21/2024	08/21/2024	091624	1	N	HIST
ACCOUNT DESCRIPTION									
1	5110	35113				T	MISC CLIENT SERVICES		23,102.00
2	5165	41990				T	PROFESSIONAL SERVICES		23,102.00

munis[illegible] munis[illegible][illegible]

Duplin County, NC
JOURNAL INQUIRY

YEAR PER JOURNAL SEC REF DATE	INT DATE	JNL DISC	CLERK	ENTITY	AUTO-REV STATUS	BUD YEAR	JNL TYPE
2025 03	03/01/2024	09/07/2024	001624	001624	N	2025	
ACCOUNT DESCRIPTION							
1 5134 42600			T	OFFICE SUPPLIES			100.00
2 5134 43300			T	MARKETING			850.00
3 5134 43311			T	ADVERTISING			100.00
4 5134 43320			T	REPAIRS & MAINTENANCE EQUIPMENT			450.00
TOTAL							
1 4324 43900			T	PROFESSIONAL SERVICES			4,000.00
2 5134 43300			T	MARKETING			7,350.00
TOTAL							

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

Duplin County, NC
JOURNAL INQUIRY

YEAR PER JOURNAL SEC REF DATE	INT DATE	JNL DISC	CLERK	ENTITY	AUTO-REV STATUS	BUD YEAR	JNL TYPE
2025 03	03/01/2024	09/07/2024	001624	001624	N	2025	
ACCOUNT DESCRIPTION							
1 6110 45600			T	PROGRAMS			3,705.96
2 6110 42600			T	OFFICE SUPPLIES			3,705.96
TOTAL							
1 5134 42600			T	OFFICE SUPPLIES			100.00
2 5134 43300			T	MARKETING			850.00
3 5134 43311			T	ADVERTISING			100.00
4 5134 43320			T	REPAIRS & MAINTENANCE EQUIPMENT			450.00
TOTAL							
1 4324 43900			T	PROFESSIONAL SERVICES			4,000.00
2 5134 43300			T	MARKETING			7,350.00
TOTAL							

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

Line Item Description	Credit Amount		Line Item Description	Debit Amount
5151-43600 OFFICE SUPPLIES	200.00		ADVERTISING	200.00
5154-43110 TRAVEL	280.00		ADVERTISING	280.00
		\$15.4		
Total		480.00	Total	480.00

Finance Signature _____

Date Approved: _____

Manager Signature _____

Date Approved: _____

Commissioner Approval _____

Date Approved: _____

Outsky Rainier

8/14/24

[illegible]

BA # _____

**Duplin County
Budget Amendment**

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

Health _____
 Tracey Simmons - Konegny / Billie Jo Dunn

Department Title _____ Health Department
 Department Head's Signature _____ Tracy Simmons-Komegy
 (form can be e-mailed to Finance from Dept. Head)

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

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

Brief description of why this amendment is being requested:
budget additional money received from the State for the WIC program

Brief description of why this amendment is being requested:
Budget for Covid School Health work force

Approved by BOAC 8/19/24

Approved by BOCC 8/19/24

[illegible]

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5110-35178	Covid School Health Work For	64,000.00	5184-40121	Salaries	25,250.00
			5184-40181	Social Security	2,400.00
			5184-41990	Professional Services Alliance (10	25,000.00
			5184-42990	Program Supplies	9,350.00
			5184-43110	Travel	1,000.00
Total		64,000.00	Total		64,000.00

Finance Signature _____
Date Approved: 8/21/21 _____

Manager Signature _____
Date Approved: _____

Commissioner Approval _____
Date Approved: _____

Finance Signature _____
Date Approved: _____

Manager Signature _____
Date Approved: _____

Commissioner Approval
Date Approved: _____

8/14/2024

8/14/2024

**Duplin County
Budget Amendment**

Department Title

Department Title
Department Head's Signature

Health Department
Tracey Simmons-Kornes

Department Head's Signature
(form can be e-mailed to Finance from Dent. Head)

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

Brief description of why this amendment is being requested:

New money received from StateAA130 Management of Chronic Illness in Pregnancy

Approved by Doc 8/19/24

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5110-35134	AA130 Mgmt of Chronic illness	2,000.00	5163-✓	AA130 Mgmt of Chronic illness	2,000.00
			4190	POTENTIAL SAVING	
Total		2,000.00	Total		2,000.00

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

8/14/2024

Chelsey Ranier

5/26/25

Finance Signature

Date Approved:

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

BA #

**Duplin County
Budget Amendment**

Department Title

Department Head's Signature

Department Head's Signature
(form can be e-mailed to Finance from Dent. 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:

Moving money to cover overdue T-Mobile bill

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
6110-45600	Books	\$ 3,705.96	6110-42980	Program Supplies	3,705.96
Total		3,705.96 Total			3,705.96

Chrysomelidae

916134

Department Title _____ Department Head's Signature _____ (form can be e-mailed to Finance from Dept. Head)	Duplin County Budget Amendment	Health Department Tracey Simmons - Komegay / Billie Jo Dunn
--	---	--

BA # _____

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 both at fair for health promotion and service and maintenance on refrigerators

Line Item Description	Credit Amount	Line Item Description	Debit Amount
5154-42600 office supplies	100.00	5154-43911 advertising	100.00
5114-43910 marketing	850.00	5114-43520 repairs and maint. equip	850.00
Total	950.00	Total	950.00

Finance Signature _____

Date Approved: _____

Manager Signature _____

Date Approved: _____

Commissioner Approval _____

Date Approved: _____

Claudia Rainey

9/11/24

BA # _____

Duplin County
Budget Amendment

Department Title _____

Department Head's Signature _____

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

Communications _____

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:

Purchase Headset Adapters

	Line Item Description	Credit Amount	Line Item Description	Debit Amount
4324-4190	Professional Services	4,000.00	4324-42600 Office Supplies	4,000.00
Total		4,000.00 Total		4,000.00

Finance Signature _____

Date Approved: _____

9/11/2024

Manager Signature _____

Date Approved: _____

Commissioner Approval _____

Date Approved: _____

Clatsky Renier

BA # _____

Duplin County
Budget Amendment

HEALTH

TRACEY SIMMONS - KORNEGAY

100

HEALTH
TRACEY SIMMONS - KORNEGAY

00

Issuances

g requested:

	Line Item Description	Credit Amount	Line Item Description	Debit Amount
5165-41990	PROFESSIONAL SERVICE	7,350.00	ADVERTISING	7,350.00
Total		7,350.00 Total		7,350.00

Chelsey Rainer

911V24



000731

000132

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



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION: Nita Miller
Name: _____
Address: 162 James O Horne Ln.
City/State/Zip: Richlands NC 28574
Telephone: Work: _____ Cell: 910-290-3784 Home: _____

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

3. ROAD LOCATION: Township: Cypress Creek Range: 100-180
DESCRIPTION: 0583 Back Swamp Ln (Same as 082071--)

4. PARCEL TAX-ID: 082071--

5. PROPOSED ROAD NAME: Teaberry Ln.
BACKUP NAME 1: Summerhouse Ln.
BACKUP NAME 2: Old House Ln.
(NAME SHOULD BE LESS THAN 13 LETTERS)

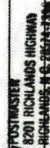
6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD AS LISTED BY DUPLIN
PARCEL NUMBER: 082071
082071
082071
PARCEL OWNER NAME PRINT AND SIGNATURE and PIN
Richard Owens
Nita Miller - Miller

Fire Department Approval:

Signature: Mitchell P. Henderson
Print or type name: P. Henderson
Department Name: Pine Hook VFD
Date: 7-19-24

USPS Approval:

Signature: R. Richards
Print or type name: USPS
Department Name: Richlands
Date: 7/19/2024



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



UNIFIED GRANT APPLICATION

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY26 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

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

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

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

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

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

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS (Legal Name of Applicant) Duplin County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s); prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative



UNIFIED GRANT APPLICATION

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

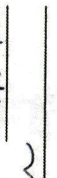
NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* Chairperson of (Name of Applicant's Governing Body) Duplin County Board of County Commissioners is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)* Dexter Edwards (Certifying Official's Title) Chairperson do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Duplin County Board of County Commissioners duly held on the 16th day of September, 2024.


Signature of Certifying Official

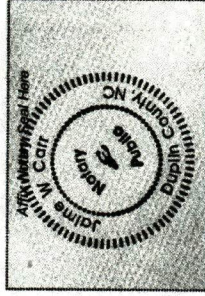
*Note that the authorized official, certifying official, and notary public should be three separate individuals.

Seal Subscribed and sworn to me
(date) 9/16/24


Notary Public

Jaime W. Carr
1844 Seacoast Rd, P.O. Box 411, NC 28512
Printed Name and Address

My commission expires
(date) 4/23/28





UNIFIED GRANT APPLICATION

PUBLIC HEARING RECORD

Important: - A public hearing MUST be conducted whether or not requested by the Public.
Section 5311 (including ADAP), 5310, 5339, 5397 and applicable State funding, or combination thereof.

APPLICANT: Duplin County

DATE: September 16, 2024

PLACE: Duplin County Commissioner's Meeting

TIME: 6:00 pm

How many BOARD MEMBERS attended the public hearing? 5

How many members of the PUBLIC attended the public hearing? 3

Public Attendance Surveys

☐ (Attached)

☐ (Offered at Public Hearing but none completed)

I, the undersigned, representing (Legal Name of Applicant) Duplin County do hereby certify to the North Carolina Department of Transportation, that a Public Hearing was held as indicated above and

During the Public Hearing

☒ (NO public comments)

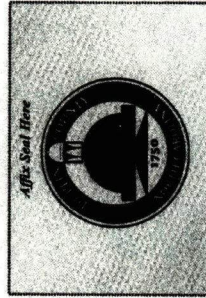
☐ (Public Comments were made and meeting minutes will be submitted after board approval)

The estimated date for board approval of meeting minutes is: October 7, 2024

Jaime Carr
Signature of Clerk to the Board

Jaime Carr, Clerk to the Board
Printed Name and Title

September 16, 2024
Date



FY26 PUBLIC HEARING RECORD
Last Updated: 04/01/2024



UNIFIED GRANT APPLICATION

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT

Title VI of the Civil Rights Act of 1964 requires the North Carolina Department of Transportation (NC DOT) to gather statistical data regarding participants and beneficiaries of the agency's federal-aid programs and activities. NC DOT collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population impacted by a proposed project.

NCDOT wishes to clarify that this information gathering process is completely voluntary and that you are not required to disclose the statistical data requested to participate in this meeting. This form is a public document used to collect data, only.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact the NCDOT Title VI Program at telephone number 919.508.1808 or email at titextvi@ncdot.gov.

Project Name: Duplin County **Date:** September 16, 2024

Meeting Location: Duplin County Commissioner's Room

Name (please print) **Gender:** ☐ Male ☐ Female

General ethnic identification categories (check one)			
☐ Caucasian	☐ Hispanic American	☐ American Indian/Alaskan Native	
☐ African American	☐ Asian/Pacific Islander	Other: _____	
Color: _____			
National Origin: _____			

After completing this form, please fold and place it inside the designated box on the registration table.

Thank you for your cooperation.

FY26 VOLUNTARY TITLE VI PUBLIC INVOLVEMENT
Last Updated: 04/01/2024



UNIFIED GRANT APPLICATION

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT

Title VI of the Civil Rights Act of 1964 requires the North Carolina Department of Transportation (NC DOT) to gather statistical data regarding participants and beneficiaries of the agency's federal-aid programs and activities. NC DOT collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population impacted by a proposed project.

NC DOT wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested to participate in this meeting. This form is a public document used to collect data, only.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact the NCDOT Title VI Program at telephone number 919.508.1808 or email at titlevi@ncdot.gov.

Project Name: Duplin County		Date: September 16, 2024
Meeting Location: Duplin County Commissioner's Room		
Name (please print)		Gender: ☐ Male ☐ Female
General ethnic identification categories (check one)		
☐ Caucasian	☐ Hispanic American	☐ American Indian/Alaskan Native
☐ African American	☐ Asian/Pacific Islander	Other:
Color:		National Origin:

After completing this form, please fold and place it inside the designated box on the registration table.

Thank you for your cooperation.

LL 8-13-24
CW 8-13-24

TOWN OF MARGOLIA									
TAX REQUEST									
RELEASE DATE AUGUST 15, 2024									
NAME	TOWNSHIP	TAX YEAR	ACCT NO	REASON FOR RELEASE	TOTAL	REASON FOR RELEASE	TOTAL	REASON FOR RELEASE	TOTAL
HERNANDEZ, DANIEL	12	2024	1001613	549.40	549.40	549.40	549.40	549.40	549.40
GRAND TOTAL	12	2024	1001613	549.40	549.40	549.40	549.40	549.40	549.40
SUBMITTED BY: <i>[Signature]</i>									
DATE APPROVED: <i>[Signature]</i>									

488900

000737

LL 7-29-24
CW 7-29-24

TOWN OF WALLACE									
TAX REQUEST									
RELEASE DATE AUGUST 5, 2024									
NAME	TOWNSHIP	TOWN	TAX YEAR	ACCOUNT NUMBER	TOWN TAX	LIFFY LIFT FEE	TOTAL	REASON FOR RELEASE	
SPRINGER EUBANK CO. INC	09	T-79	2024	8158927	\$ 2,537.95	\$ 255.80	\$ 2,813.75	ACCOUNT BILLED IN ERROR	
STALLINGS, WILLIAM	09	T-79	2024	1002501	\$ 38.44	\$ -	\$ 38.44	BUILDING TORN DOWN	
WELLS, DOROTHY DBA: SAWY'S RESTAURANT	09	T-79	2024	9189634	\$ 15.69	\$ 1.37	\$ 17.26	OUT OF BUSINESS	
WESTERN UNION FINANCIAL SERVICES, INC.	09	T-79	2024	000000917	\$ 5.49	\$ -	\$ 5.49	BILLED ON WRONG VALUE	
GRAND TOTAL					\$ 2,617.57	\$ 257.37	\$ 2,874.94		
SUBMITTED BY:								DATE APPROVED:	8-2-24

P. 2
5182937781
No. 2585 P. 2

TOWN OF WARSAW									
TAX REQUEST									
RELEASE DATE AUGUST 5, 2024									
NAME	TOWNSHIP	TOWN	TAX YEAR	ACCOUNT NUMBER	TOWN TAX	LIFFY LIFT FEE	TOTAL	REASON FOR RELEASE	
HANCHKEY, WADE LISTON	01	T-73	2024	3330915	\$ 42.86	\$ 4.28	\$ 47.14	SOLD PARKER BOAT 2019	
HANCHKEY, WADE LISTON	01	T-73	2023	3330915	\$ 42.84	\$ 4.28	\$ 47.14	SOLD PARKER BOAT 2019	
HANCHKEY, WADE LISTON	01	T-73	2022	3330915	\$ 42.86	\$ 4.28	\$ 47.14	SOLD PARKER BOAT 2019	
HANCHKEY, WADE LISTON	01	T-73	2021	3330915	\$ 41.36	\$ 4.13	\$ 45.49	SOLD PARKER BOAT 2019	
HANCHKEY, WADE LISTON	01	T-73	2020	3330915	\$ 41.36	\$ 4.13	\$ 45.49	SOLD PARKER BOAT 2019	
WESTERN UNION FINANCIAL SERVICES, INC.	01	T-73	2024	000000914	\$ 4.85	\$ -	\$ 4.85	BILLED ON WRONG VALUE	
GRAND TOTAL					\$ 216.35	\$ 21.19	\$ 237.55		
SUBMITTED BY:								DATE APPROVED:	8/2/24

CW 7-29-24

16-Aug-2024 17:18
Aug. 16, 2024 1:32PM

From: Daphn County
Tel: 818086333
To: 818087781@CNCFAV.COM Fax: (818) 581-7783
Page: 2 of 2
07/21/2024 9:41 AM

DUPLIN COUNTY

NORTH CAROLINA

Airport Commission

Month End Report

August 2024

Airport Staff

Josh Raynor Airport Director

Denny Owendine Airport Technician

Tyler Henley Airport Technician

AJ Warren Sub Airport Technician

Airport Commission Members

Larry Debose, Vice Chair

Joe Bryant

AJ Connors

Roger Davis

Grey Morgan

Dexter Edwards

Scotty Kennedy

Jerry Tysinger

Jack Alphin, Chair

Operating Hours

Monday - Friday 7am - 6pm

Saturday 8am - 6pm

Sunday 10am - 6pm

Closed

Thanksgiving & Christmas Day

Month

Av-Gas Sales

Jet-A Sales

Total

Av-Gas Gals

Jet-A Gals

Total

Previous FY

Gallons

July	\$8,122.27	\$82,054.98	\$90,177.25	1,546.18	20,587.68	22,133.86	12,861.46
August	\$7,170.49	\$90,857.11	\$97,827.60	1,356.32	22,118.99	23,475.31	18,022.37
September	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	12,975.55
October	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	32,562.84
November	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	23,673.52
December	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	11,865.30
January	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	17,500.96
February	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	13,499.68
March	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	26,286.60
April	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	24,222.34
May	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	15,526.80
June	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	23,777.28
TOTAL	\$15,292.76	\$172,712.09	\$188,004.85	2,902.50	42,706.67	45,609.17	213,178.85

Operations YTD Totals

Aircraft

Operations

Passengers

July	388	776	1094
Aug	444	887	1208
Sept			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Totals	832	1663	2302
Avg/Mth	416.0	831.5	1151.0

Products Sold

Aug

YTD

Hangar/Shop Rental	\$9,675.00	\$19,150.00
Oil Sales	\$191.50	\$211.40
Call Out Fees	\$0.00	\$150.00
Ramp Fees	\$0.00	\$0.00
Vending	\$157.00	\$331.00
Tiedown Fees	\$70.00	\$70.00
Ground Lease	\$3,811.50	\$7,623.00
Misc. Revenue	\$0.00	\$0.00
Fuel Sales	\$97,827.60	\$188,004.85
Total Sales- All Products	\$111,733.60	\$215,940.25

Fuel by Percentage

Av-Gas % of Total

Full Price Gals

Discounted Gals

Av-Gas Av-Gas/Month

Jet-A % of Total

Full Price Gals

Discounted Gals

Av-Gas Jet-A/Month

Av-Gas/Mth Both Fuels

Av-Gas/Mth Both Fuels Last Year

6%	57%	48%	1,451	94%	10%	90%	21,353	22,805	19,432.00
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Facts and Figures

Airport Commission meets 4th Tuesday's at 7pm

DP, Total Economic Impact is \$70,000,000.00

2024 Based Aircraft Value is \$546,441,240

Based A/C values up \$13.7 million over last year

~45 Based Aircraft

Check us out on Facebook-Duplin County Airport

Preferred Refueling Stop

Recent Project Activity & Updates

Fuel sales increased slightly over last month.

Getting ready to advertise construction of Taxiway A3 project.

Taxiway Connector A3 has been approved for funding. Project will start soon.

Fuel farm design completed, waiting to bid, cost estimate looks good at \$1.3m

All new T-hangers & Legacy T-hangers fully occupied. Communal hangar full now.

RFP released for new hangar construction design-build process.

Project Update

Project Name

Project #

\$ Amount

Connector Taxiway Design	7553	\$97,625.00
Fuel Farm Design	7554	\$99,931.00
TDRFunds	7555	\$5,075,000.50
Construction Taxiway A3		~\$1,000,000.00
Total Project \$		\$6,272,586.50

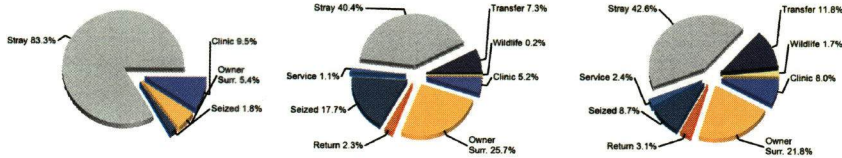


Shelter Statistics - Intake

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

USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (54 organizations)					United States (1259 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+	Other	< year	year+	< year	year+	Other	< year	year+	< year	year+	Other
Intakes That were:															
Previously Altered	0	2	0	1	0	70	315	159	193	0	3,904	12,842	6,826	9,995	202
Totals by Intake															
Clinic	1	12	0	3	0	67	150	33	66	0	1,616	3,854	3,192	4,243	98
Owner Surrender	6	2	0	1	0	303	384	536	347	7	5,486	9,065	11,326	8,059	1,642
Return	0	0	0	0	0	36	61	21	21	1	906	1,921	882	1,198	109
Seized	0	3	0	0	0	180	407	136	311	54	2,250	6,714	1,772	2,294	1,189
Service	0	0	0	0	0	4	8	11	45	0	221	1,393	720	1,437	56
Stray	51	30	23	36	0	432	686	782	569	8	8,975	18,963	24,711	15,685	999
Transfer	0	0	0	0	0	142	74	188	44	2	5,519	3,880	7,336	2,182	257
Wildlife	0	0	0	0	0	0	0	0	0	15	0	0	0	0	2,695
Total	58	47	23	40	0	1,164	1,770	1,707	1,403	87	24,973	45,790	49,939	35,098	7,045



Earliest entry: 8/1/2024
Latest entry: 8/30/2024

Daily Use Date: 11/2/2013
Run Date: 9/3/2024 10:08:24 AM

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

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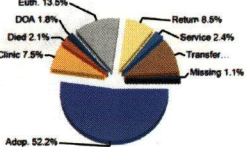
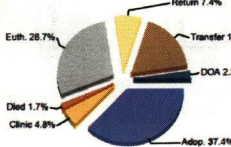
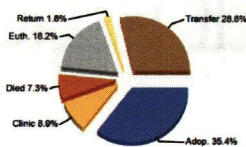
000739



Shelter Statistics - Outcome

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

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (54 organizations)					United States (1259 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	1	1	3	1	0	444	479	949	364	36	15,697	22,765	38,528	18,414	2,535
B) Have Phone Number	19	19	31	16	2	599	936	1,078	496	45	17,678	31,153	41,563	22,069	2,989
C) Have ZipCode	20	19	31	16	2	592	925	1,076	495	36	17,439	30,823	41,119	21,474	2,981
Totals by Outcome															
Adoption	19	4	31	12	2	482	476	1,025	336	42	14,829	17,696	37,460	15,349	2,569
Clinic	1	13	0	3	0	56	154	29	66	0	1,568	3,392	3,182	4,370	81
Died	0	0	8	6	0	10	9	64	19	3	299	294	1,906	814	306
DOA	0	0	0	0	0	2	6	4	6	14	62	1,062	134	1,183	613
Euthanasia	3	25	5	2	0	126	600	361	702	27	1,802	9,161	3,623	6,277	1,847
Missing	0	0	0	0	0	2	2	35	18	0	15	194	149	778	28
Return To Owner	0	2	0	1	0	63	314	26	59	3	1,243	10,288	718	1,934	212
Service	0	0	0	0	0	3	8	1	39	0	178	722	945	2,154	29
Transfer	19	15	18	3	0	273	322	363	151	12	4,185	5,228	4,607	3,361	813
Wildlife	0	0	0	0	0	0	0	0	0	8	0	0	0	0	722
Total	42	59	62	27	2	1,017	1,891	1,908	1,396	109	24,181	48,037	52,724	36,220	7,220



Earliest entry: 8/1/2024
Latest entry: 8/30/2024

Daily Use Date: 11/2/2013
Run Date: 9/3/2024 10:08:24 AM

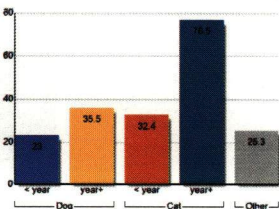
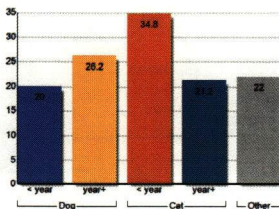
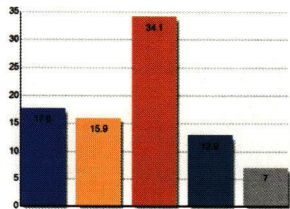
EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT



Shelter Statistics - Avg Length of Stay by Intake Type

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

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (54 organizations)					United States (1259 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intake Type															
Clinic	0	0	0	0	0	1.4	0.3	1.1	0.2	0	2.6	2.3	2.4	2.5	0.4
Owner Surrender	9.1	28.6	0	13.8	7	24.4	19.9	33.5	23.8	40.5	23.1	37.7	30.7	81.6	49.4
Return	0	0	0	0	0	15.5	52.5	19.3	29.2	42.5	14.6	58.3	9.9	132.3	21.4
Seized	47.8	17	0	0	0	20.6	18.3	36.4	10.2	19.9	24.7	29.3	36.2	38.6	33.2
Service	0	0	0	0	0	0	5.1	9.2	2.3	0	13.3	5.9	12.9	5.6	22.4
Stray	17.5	21	34.1	14.6	0	18.3	35.9	37.2	26.3	23.4	26.7	38.5	38.7	102.7	32.8
Transfer	0	0	0	0	0	26.7	41.9	34.4	40.2	0	24.3	54.7	28.8	74.2	34.5
Wildlife	0	0	0	0	0	0	0	0	0	0.2	0	0	0	0	2.8
Total	17.6	15.9	34.1	12.9	7	20	26.2	34.8	21.2	22	23	35.5	32.4	76.5	25.3



Earliest entry: 8/1/2024
Latest entry: 8/30/2024

Daily Use Date: 11/2/2013
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EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

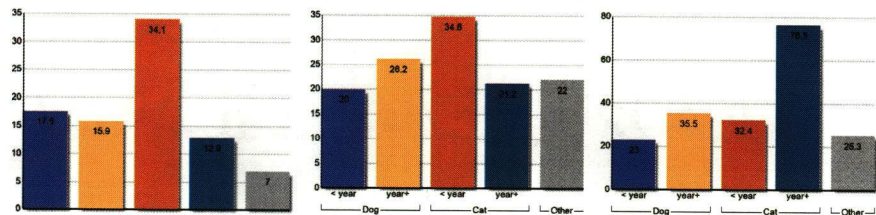
855000



Shelter Statistics - Avg Length of Stay by Outcome Type

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

Outcome Type	Your Shelter					North Carolina (54 organizations)					United States (1259 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	14.9	19.9	44.5	14.7	7	27.4	64.5	42.9	48.7	51.3	28.4	55.6	39.6	52.5	36.9
Clinic	0	2.1	0	0	0	3.8	0.3	1	0.2	0	2.6	2.5	2.7	2.9	0.4
Died	0	0	8.3	7.1	0	13.6	92.7	19.2	18.2	45	19.5	92.1	19.1	110.4	18
Euthanasia	32.4	14.2	0.7	1.6	0	24.3	18.2	14.4	8.8	0.9	18.6	20.8	10.5	14.8	3.4
Missing	0	0	0	0	0	2.4	5.9	136.9	154.9	0	71.5	1403.6	87.1	2086	1963.7
Return To Owner	0	22.6	0	49	0	2.7	3.8	9.3	12.4	1	3.9	7.4	9.6	31.1	13.4
Service	0	0	0	0	0	0	0.1	0	4.5	0	6.2	8.2	7.2	6.8	24.2
Transfer	19	28.8	37	26.2	0	12.9	18	30.2	19.9	7.1	20.6	26.7	25.2	21.2	15.9
Wildlife	0	0	0	0	0	0	0	0	0	0.2	0	0	0	0	6.2
Total	17.6	15.9	34.1	12.9	7	20	26.2	34.8	21.2	22	23	35.5	32.4	76.5	25.3



Earliest entry: 8/1/2024
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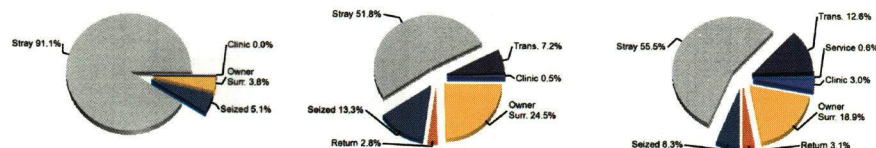
EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT



Shelter Statistics – Animal Care Days by Intake Type

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

Intake Type	Your Shelter					North Carolina (54 organizations)					United States (1259 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	111	99	340	26	0	37139	135344	50229	61455	590
Owner Surrender	79	31	0	14	2	13726	12767	27314	12688	614	276949	501933	555182	414001	64499
Return	0	0	0	0	0	1066	4066	532	1751	231	32874	148686	24119	83917	3658
Seized	28	111	0	31	0	6802	13817	7637	8029	406	99696	299867	86463	82480	37737
Service	0	0	0	0	0	10	101	237	179	0	4802	13720	10182	9754	3539
Stray	918	509	1153	421	0	14664	64069	41869	20824	694	777253	1766129	1713577	957282	94246
Transfer	0	0	0	0	0	4499	5308	7522	2263	68	288847	353937	345814	196829	20907
Wildlife	0	0	0	0	0	0	0	0	0	152	0	0	0	0	15378
Total	1024	651	1153	466	2	40677	100228	85452	45760	2165	1517561	3219616	2785567	1805718	240553



Earliest entry: 8/1/2024
Latest entry: 8/30/2024

Daily Use Date: 11/2/2013
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EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

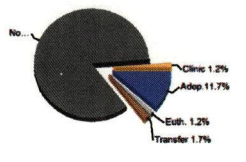
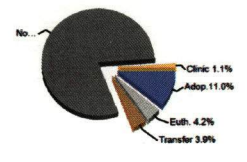
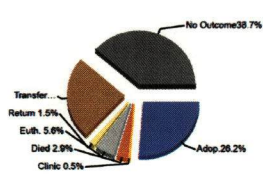


Shelter Statistics – Animal Care Days by Outcome Type

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

USNC100
Duplin County Animal Services

Outcome Type	Your Shelter					North Carolina (54 organizations)					United States (1259 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	228	8	562	65	2	5911	5433	14483	3959	436	196248	207709	500380	184163	27018
Clinic	0	16	0	0	0	48	37	20	11	0	1279	2087	4275	4209	33
Died	0	0	60	36	0	76	67	603	226	13	2395	2467	17916	5402	1236
Euthanasia	58	121	3	2	0	1477	4030	2922	3112	22	16903	56055	21524	22559	1663
Missing	0	0	0	0	0	5	10	342	139	0	659	3071	7541	5987	535
Return To Owner	0	23	0	27	0	188	901	106	225	3	4031	24253	3667	7027	1009
Service	0	0	0	0	0	0	1	0	54	0	703	3017	4074	6934	295
Transfer	277	169	327	36	0	2522	2653	4328	1246	53	44288	44235	49605	24146	4613
Wildlife	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1373
No Outcome	461	314	202	300	0	30450	87094	62649	36788	1636	1251054	2876723	2176582	1545284	202778
Total	1024	651	1153	466	2	40677	100228	85452	45760	2165	1517561	3219616	2785567	1805718	240553



Earliest entry: 8/1/2024
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Daily Use Date: 11/2/2013
Run Date: 9/3/2024 10:08:24 AM

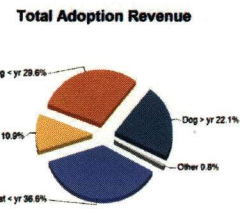
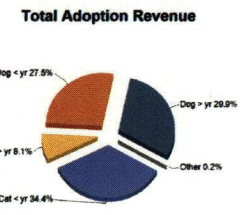
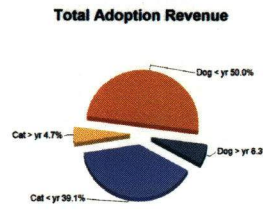


Shelter Statistics - Fees and Revenue

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

USNC100
Duplin County Animal Services

Intake Revenue	Your Shelter					North Carolina (54 organizations)					United States (1259 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Avg Fees (\$)	25	0	0	10	0	10	12	58	19	0	58	71	50	61	44
Total Revenue (\$)	25	0	0	10	0	60	140	290	130	0	23,614	133,752	38,332	80,963	9,888
Adoption Revenue															
Avg Fees (\$)	11	10	18	15	0	115	97	64	50	13	225	123	110	74	36
Total Revenue (\$)	160	20	125	15	0	16,285	17,717	20,399	4,800	90	1,244,605	928,553	1,539,493	459,936	35,212



Earliest entry: 8/1/2024
Latest entry: 8/30/2024

Daily Use Date: 11/2/2013
Run Date: 9/3/2024 10:08:24 AM



Intake Detail Report

Print Date	Tuesday, September 3, 2024	Intake StartDate	8/1/2024 12:00 AM	Jurisdiction	All
		Intake EndDate	8/31/2024 11:59 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	PetID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA
Clinic							Total Intakes: 16		Total Unique Animals: 15	
Owner/Guardian Surrender							Total Intakes: 9		Total Unique Animals: 9	
Seized / Custody							Total Intakes: 3		Total Unique Animals: 3	
Stray							Total Intakes: 140		Total Unique Animals: 140	
Total Count:									183	

Outcome Summary Report

Print Date	Tuesday, September 3, 2024	Outcome StartDate	8/1/2024 12:00 AM	Outcome Type	All
		Outcome EndDate	8/31/2024 11:59 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: 68		Total Unique Animals: 68	
Clinic Out							Total Outcomes: 17		Total Unique Animals: 16	
Died							Total Outcomes: 14		Total Unique Animals: 14	
Euthanasia							Total Outcomes: 35		Total Unique Animals: 35	
Return to Owner/Guardian							Total Outcomes: 3		Total Unique Animals: 3	
Transfer Out							Total Outcomes: 55		Total Unique Animals: 55	
Total Count:										182

325000

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Case Detail

Print Date Tuesday, September 3, 2024

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	8/1/2024 12:00 AM
Case Jurisdiction	All	Include Animals	False	Date To	8/31/2024 11:59 PM
City	All	Include Persons	False		
Patrol Area	All				

Case#	Case Category	Case Type	Case Date/Time	Case Status	Case Officer	Case Jurisdiction	Case Result	Case Result Date/Time
Case Reference #	Case SubType	Reported Date/Time	Patrol Area	Case Result By	Case Review Date/Time			

Site / Scratch	6
Cruelty / Neglect	1
Enforcement	8
Hit by automobile	1
Owner in Hospital	1
Stray	40
SUSPECTED FOR RABIES	1
Welfare Check	3

Total Cases: 61

Revenue Report

Print Date Tuesday, September 3, 2024

Receipt Date From	8/1/2024 12:00:00 AM	Item	All
Receipt Date To	8/31/2024 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 (I)			Tax Code 2 (I)		Discount %	Site			
*CANINE ADOPTION FEE						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 3.00%						\$190.00	\$0.00	\$0.00	\$0.00/\$190.00	\$190.00	
<No Account Code>						Total Items: 10	\$190.00	\$0.00	\$0.00	\$190.00	\$190.00
*FELINE ADOPTION FEE						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 3.64%						\$215.00	\$0.00	\$0.00	\$0.00/\$215.00	\$215.00	
<No Account Code>						Total Items: 13	\$215.00	\$0.00	\$0.00	\$215.00	\$215.00
*LONGHORN ANGELS 71-23065						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 2.14%						\$120.00	\$0.00	\$0.00	\$0.00/\$120.00	\$120.00	
<No Account Code>						Total Items: 1	\$120.00	\$0.00	\$0.00	\$120.00	\$120.00
*RESCUE CAT TRANSFER FEES						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 10.72%						\$600.00	\$0.00	\$0.00	\$0.00/\$600.00	\$600.00	
4380-34345						Total Items: 20	\$600.00	\$0.00	\$0.00	\$600.00	\$600.00
*RESCUE DOG TRANSFER FEES						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 4.02%						\$275.00	\$0.00	\$0.00	\$0.00/\$275.00	\$275.00	
4380-34346						Total Items: 11	\$275.00	\$0.00	\$0.00	\$275.00	\$275.00
*RODENT/PIG/RABBIT/GUINEA						SubTotal	Discount	Tax	Total Due / Paid	Total	
PIG						\$50.00	\$0.00	\$0.00	\$0.00/\$50.00	\$50.00	
<No Account Code>						Total Items: 2	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00

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			
1BORDETELLA BRONCHISEPTICA						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$210.00	\$0.00		\$0.00	\$0.00/\$210.00	\$210.00
<No Account Code>						Total Items: 21	\$210.00	\$0.00	\$0.00	\$210.00	\$210.00
1CANINE VOUCHER 72-2206-001						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$1,800.00	\$0.00		\$0.00	\$0.00/\$1800.00	\$1,800.00
<No Account Code>						Total Items: 19	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00
1Duramune Max 9 VACCINE ONLY						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$210.00	\$0.00		\$0.00	\$0.00/\$210.00	\$210.00
<No Account Code>						Total Items: 21	\$210.00	\$0.00	\$0.00	\$210.00	\$210.00
1FELINE VOUCHER 72-2206-001						SubTotal	Discount		Tax	Total Due / Paid	Total
72-2206-001						\$560.00	\$0.00		\$0.00	\$0.00/\$560.00	\$560.00
<No Account Code>						Total Items: 7	\$560.00	\$0.00	\$0.00	\$560.00	\$560.00
1FELOCCELL CVR-C						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$120.00	\$0.00		\$0.00	\$0.00/\$120.00	\$120.00
<No Account Code>						Total Items: 12	\$120.00	\$0.00	\$0.00	\$120.00	\$120.00
1RABVAC1						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$400.00	\$0.00		\$0.00	\$0.00/\$400.00	\$400.00
<No Account Code>						Total Items: 40	\$400.00	\$0.00	\$0.00	\$400.00	\$400.00
Admin Fee						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$50.00	\$0.00		\$0.00	\$0.00/\$50.00	\$50.00
<No Account Code>						Total Items: 3	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
BITE INVESTIGATION						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$250.00	\$0.00		\$0.00	\$0.00/\$250.00	\$250.00
<No Account Code>						Total Items: 1	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00

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			
BOARDING FEE						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$15.00	\$0.00		\$0.00	\$0.00/\$15.00	\$15.00
<No Account Code>						Total Items: 1	\$15.00	\$0.00	\$0.00	\$15.00	\$15.00
BUILDING DONATION 71-3438-381						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$18.93	\$0.00		\$0.00	\$0.00/\$18.93	\$18.93
<No Account Code>						Total Items: 1	\$18.93	\$0.00	\$0.00	\$18.93	\$18.93
LONNIE'S ANGELS VOUCHER						SubTotal	Discount		Tax	Total Due / Paid	Total
72-22065						\$120.00	\$0.00		\$0.00	\$0.00/\$120.00	\$120.00
<No Account Code>						Total Items: 1	\$120.00	\$0.00	\$0.00	\$120.00	\$120.00
MICROCHIP						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$30.00	\$0.00		\$0.00	\$0.00/\$30.00	\$30.00
<No Account Code>						Total Items: 1	\$30.00	\$0.00	\$0.00	\$30.00	\$30.00
MISC						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$22.00	\$0.00		\$0.00	\$0.00/\$22.00	\$22.00
<No Account Code>						Total Items: 3	\$22.00	\$0.00	\$0.00	\$22.00	\$22.00
OWNER SURRENDER FEE						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$10.00	\$0.00		\$0.00	\$0.00/\$10.00	\$10.00
<No Account Code>						Total Items: 1	\$10.00	\$0.00	\$0.00	\$10.00	\$10.00
OWNER SURRENDER PER (LITTER)						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$25.00	\$0.00		\$0.00	\$0.00/\$25.00	\$25.00
<No Account Code>						Total Items: 1	\$25.00	\$0.00	\$0.00	\$25.00	\$25.00
RABIES CLINIC VACCINE						SubTotal	Discount		Tax	Total Due / Paid	Total
						\$40.00	\$0.00		\$0.00	\$0.00/\$40.00	\$40.00
<No Account Code>						Total Items: 4	\$40.00	\$0.00	\$0.00	\$40.00	\$40.00

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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		IRM			UPC#	Item Type		Item Category		Late Fee	
(# Units @ Cost)	Markup %	Tax Code 1 (\$)			Tax Code 2 (\$)		Discount %	Site			
RECLAIM FEE						Net Total	Discount	Tax	Total Due / Paid	Total	
<No Account Code>						Group % of Total Sales: 0.05%	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
						Total Items: 1	\$25.00	\$0.00	\$0.00	\$25.00	\$25.00
VET FEES						Net Total	Discount	Tax	Total Due / Paid	Total	
<No Account Code>						Group % of Total Sales: 2.48%	\$139.00	\$0.00	\$0.00	\$0.00	\$139.00
						Total Items: 4	\$139.00	\$0.00	\$0.00	\$139.00	\$139.00
Total Price:						Total # Units Sold:		218			
Total Revenue:						Total Count:		228.00			
Total Discount:						Markup % Total - For All Items:		2278.35			
Total Tax:						Markup % Total - Only for Inventory Items:		\$0.00			
Grand Total:						Total Count % against Total Sales:		4.12%			

PERMITTING INFORMATION	Animal	Person	Payment	Reason	Tax	Total Due
NUMBER OF INSPECTIONS	748	844	886	754	837	946
NOTES						
BUILDING PERMITS ISSUED						
NEW RESIDENCE	12	18	18	11	9	12
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	10	14	11	7	6	8
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	3	0	0	2	0	4
COMMERCIAL ADDITION/RENOVATION/UPFIT	7	7	15	11	9	9
MANUFACTURED/MODULAR HOMES	31	29	28	32	31	33
SIGNS/ABC/DAYCARE/POOL/OTHER	7	8	14	11	12	15
RELOCATED BUILDING	1	0	2	0	0	0
STORAGE BLDG./DECK/PORCH	8	2	2	7	7	4
ELECTRICAL PERMITS ISSUED						
GENERAL ELECTRICAL	121	129	149	141	135	143
POULTRY/SWINE HOUSES	6	0	0	0	0	0
POOL BONDING	0	1	1	2	1	0
MECHANICAL PERMITS ISSUED						
MECHANICAL	86	60	94	73	84	83
PLUMBING PERMITS ISSUED						
PLUMBING	58	69	60	58	62	74
GAS PIPING	5	9	8	5	5	17
INSULATION PERMITS ISSUED						
INSULATION	1	1	1	2	0	0
TOTALS	39,113.16	41,695.80	35,757.84	59,890.96	51,486.72	39,232.72

BUILDING/ADDITION/RENOVATION/ALTERATION ACTIVITY	March-24	April-24	March-23	June-23	July-23	August-23
NUMBER OF INSPECTIONS:	844	886	754	837	946	780
NOTES						
BUILDING PERMITS ISSUED:						
NEW RESIDENCE	18	18	11	9	12	7
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	14	11	7	6	8	2
COMMERCIAL/MULTI-FAMILY NEW CONSTRUCTION	0	0	2	0	4	1
COMMERCIAL ADDITION/RENOVATION/UPFIT	7	15	11	9	9	10
MANUFACTURED/MODULAR HOMES	29	28	32	31	33	33
SIGNS/ABC/DAYCARE/POOL/OTHER	8	14	11	12	15	13
STORM DAMAGE RENOVATION	0	0	0	0	0	0
RELOCATED BUILDING	0	2	0	0	0	0
STORAGE BLDG./DECK/PORCH	2	2	7	7	4	5
ELECTRICAL PERMITS ISSUED:						
GENERAL ELECTRICAL	129	149	141	135	143	119
POULTRY/SWINE HOUSES	0	0	0	0	0	0
POOL BONDING	1	1	2	1	0	1
MECHANICAL PERMITS ISSUED:						
MECHANICAL	60	94	73	84	83	69
PLUMBING PERMITS ISSUED:						
PLUMBING	69	60	58	62	74	55
GAS PIPING	9	8	5	5	17	9
INSULATION PERMITS ISSUED:						
INSULATION	1	1	2	0	0	0
FEES COLLECTED:	41,695.80	35,757.84	59,890.96	51,486.72	39,232.72	31,658.56

[illegible]



THE CULTIVATOR
A Review of July 2024

DUPLIN COUNTY CENTER

Duplin County Center
165G Agriculture Drive
Kenansville, NC 28349

Website: <https://duplin.ces.ncsu.edu>
Duplin County Center-NCCE Facebook: <https://go.ncsu.edu/zgver9a>
4-H Facebook: <https://go.ncsu.edu/om3spcl>

Phone: 910.296.2143
Fax: 910.296.2191

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

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

Jasmine Williams
4-H Prevention
Coordinator

Notes from the Director..... Amanda Hatcher

- Conducted employee evaluations
- Wrapped up end of fiscal year items
- Finalized ECA conference details with the ECA members
- Attended the state ECA conference in Asheville with 5 Duplin County ECA members
- Attended district county extension director meeting in Snow Hill
- Participated in NC A&T and NCSL updates
- Conducted Duplin County Voluntary Agricultural District quarterly meeting
- Took luggage to 4-H camp, assisted 4-H agent with this trip
- Met with district advisory council member
- Attended county department head meeting and Duplin Commons planning meeting

Livestock..... Amanda Hatcher, Livestock and Forage

- Assisted 19 farmer in nutrient management, 4 farmers in crop management, and 1 farmer in farm management
- Participated in a planning meeting for animal waste classes this fall
- Sent out fertilizer cost share information to growers
- Worked with livestock agent to plan land summit for November
- Conducted 2 hour zoom class with animal waste and pesticide credit on soybean production issues with 28 attending
- Taught at the 10-hour initial animal waste class in Lenoir County
- Attended two webinars regarding a new cost share program for converting sludge to fertilizer
- Face-to-face contacts: 335, Non face-to-face contacts: 1,771

Livestock..... Jessica Hall, Livestock and Forage

- Assisted with 4-H Farm to Table Camp - livestock day (Picture left)
- Provided technical assistance with weed ID, pasture and hay field management, ration formulation, vaccine protocols, etc.
- Volunteered at the State 4-H Horse Show in Raleigh
- Attended the Carolina Meat Conference in Boone, NC
- Face-to-face contacts: 169, Non face-to-face contacts: 2,841



Britt Building
Monthly
Usage

July
Total number
of events:
35

Total attendance
for the events:
846

Public events:
33

Private events:
2

North Carolina State
University and North
Carolina A&T State
University commit themselves
to positive action to secure
equal opportunity regardless
of race, color, creed, national
origin, religion, sex, age,
veteran status or disability. In
addition, the two Universities
welcome all persons without
regard to sexual orientation.
North Carolina State
University, North Carolina
A&T State University, U.S.
Department of Agriculture,
and local governments
cooperating.

Field Crops..... Della King, Field Crop Agent

- Assisted Growers as needed with Farm/Field Visits
- Completed set up on the Black light trap. The purpose of the trap is to monitor flights for cotton moth and stink bug species that have a negative effect on crops such as Cotton, Corn, and Soybeans. These insect counts are placed in the NCSU Light Trap Data <https://www.ces.ncsu.edu/trap-data/> where growers and industry can monitor for fluctuations across the state to know when to scout individual fields to determine if treatment is warranted. Throughout the month, many field visits were made due to Crop Issues.
- Attended the Science Communication in Extension Webinar Series | Foundations of Science Communication
- Attended Tobacco Tuesday (tobacco extension zoom)
- Finished Year End Final Evaluation
- Performed Beta Testing in Soybeans
- Attended Soybean OFT Zoom, Monthly Extension Water Resources Ag Drainage and Irrigation Team Zoom, Grains Agronomic Program Team Zoom
- Chaperoned 12 4-H kids to the NCSU Ag and Biological Engineering Department for a Tech in Ag Tour
- Assisted 4-H Agent with State Congress
- Attended the N.C. PSI Extension Agent Network Monthly Meeting
- Face-to-face contacts: 72, Non face-to-face contacts: 581

Horticulture..... Tom Hroza, Horticulture

- Assisted with 4-H Farm to Table workshop with 12 Youth and 3 adults. We picked blueberries and cherry tomatoes on the farm and learned how to prepare them in healthful ways.
- Watered and fertilized the zinnias and sunflowers for our floral workshop.
- Gathered nearly 5 gallon buckets of honey from our demonstration hives at the Cowan Museum.
- Planted Raised beds with some unusual vegetables to demonstrate how we need to think about diversity in our diets.
- Answered numerous questions about pests in the garden and the landscape.
- Started our plants for our fall and winter garden, broccoli, cabbage, collards, spinach, etc.
- Assisted with "Moth Night" at the Cowan Museum. These insects play an important role in pollination, some work at night so we never see them.
- Face-to-face contacts: 82, Non face-to-face contacts: 1,067



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

- Planned and marketed upcoming Med Instead of Meds program.
- Met with Extension Master Food Volunteer Program staff via Zoom to support their research studies from a county agent perspective.
- Met with state Steps to Health staff to discuss grant funding for a future garden project with Senior Services.

- Attended Senior Services advisory board meeting. Attended Extension and Community Association (ECA) County Leadership Team meeting.
- Face-to-face contacts: 45, Non face-to-face contacts: 215

Agriculture & Natural Resources.....Walter Adams, Tech. (Duplin/Lenoir)

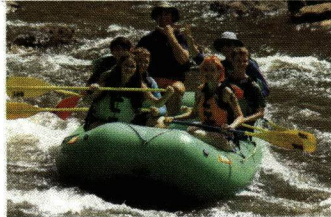
- Assisted several growers with pesticide license questions and renewal classes.
- Assisted several growers with pesticide exam registration.
- Attended a zoom meeting with the NC A&T plant pathologist and set up a date for farm visits.
- Scheduled the Duplin County pesticide recertification class and listed it on the county website.
- Face-to-face contacts: 12, Non face-to-face contacts: 50



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

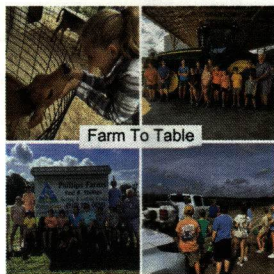
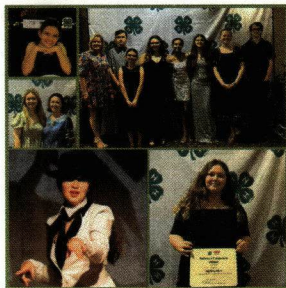


- Attended the NC 4-H Electric Congress at Western Carolina University. Throughout this all-expenses-paid event, delegates participated in hands-on workshops, educational sessions with industry experts, and a career fair encouraging interactions with power company representatives. Youth also



had the option of going on a guided whitewater rafting trip or an interactive tour of the Oconaluftee Indian Village. Overall, everyone left inspired and equipped with new knowledge to make a positive impact in the energy industry and their communities! Duplin County 4-H'er Madison Lackey attended, along with 4-H volunteer Amber Lackey. (Pictures at top of this page)

- Attended the 2024 NC 4-H Congress. Seven Duplin County 4-H'ers attended this event. The event consisted of electing new State 4-H Officers, installing district officers, participated in awesome workshops, state presentations, talent showcase, donor luncheon, speakers, tours, candlelighting ceremony, and Hands to Service. (Picture below)



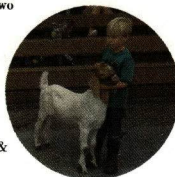
- Continued with 4-H Summer Workshops: Farm to Table (Picture top left) and It's "Sew" Easy! (Pictures top right)



- Attended 4-H Camp at the Eastern 4-H Center in Columbia, NC. Nine Duplin County 4-H'ers attended. The week consisted of swimming, kayaking, crabbing, archery, high ropes, team building, wall climbing, sports, crafts, and learning about different countries from the international camp counselors. (Picture left)
- Attended county staff updates, 4-H updates and trainings, reports, and State Extension updates.
- Face-to-face contacts: 234, Non face-to-face contacts: 7,226

Charmae Kendall, 4-H Agriculture/Livestock Program Assistant

- Conducted Lamb Project Kick-off for 16 4-H'ers & families. The next two months 4-H'ers will learn about lamb production and train lamb for the Duplin Livestock Show in September
- Led livestock judging practice once a week to prepare for the state contest
- Hosted Driven Livestock Lamb/Goat Clinic in Kinston through money donated by the Ronnie Knowles memorial (Picture right)
- Led NC State Engineering, How to Bake that Dough, and Baking, Bees, & Bouquets 4-H summer workshops
- Face-to-face contacts: 278, Non face-to-face contacts: 6,576



Jasmine Williams, 4-H Prevention Coordinator

- Attended NCFADS
- Continued monthly merchant education activities for Duplin and Sampson counties

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Duplin County Center P O Box 949 Kenansville, NC, 28349 (910) 296-2143 FAX (910) 296-2191

**DUPLIN COUNTY COOPERATIVE EXTENSION
EDUCATIONAL EVENTS**

For more information on any of these educational opportunities, please call the Duplin County Cooperative Extension Service at 296-2143. Contact person is listed in parenthesis.

August 2024

DATE

- 01/02 State Livestock Judging - Raleigh - (Charmae Kendall)
- 01/02 4-H Camp - Eastern 4-H Center - Columbia - (Bridget Huffman)
- 05 Staff Meeting - 11:00 am - Large Conference Room - Lois G. Britt Agricultural Service Center - (Amanda Hatcher/staff)
- 05 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)
- 06 Tobacco Agent Training Meeting via Zoom - 12:00 pm - (Della King)
- 08 Department Head Meeting - 9:00 am - Duplin Finance Office - (Amanda Hatcher)
- 08 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)
- 08 Duplin County Beekeeper's Meeting - 6:00 pm - Ed Emory Auditorium - Lois G. Britt Agricultural Service Center - (Tom Hroza)
- 12 NCAE4-HYDP Professional Development Committee Meeting via Zoom 1:00 pm - (Bridget Huffman)
- 12 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)
- 13 Chinquapin Day Care - 9:30 am - Chinquapin - (Charmae Kendall)
- 13 Animal Waste Class - 2:00 pm - Ed Emory Auditorium - Lois G. Britt Agricultural Service Center - (Amanda Hatcher)
- 13 Eastern Regional 4-H Shooting Sports Tournament Scoring Committee via Zoom - 10:00 am - (Bridget Huffman)
- 14 Island & Sound Exploration 4-H Summer Workshop - Carolina Beach 8:00 am - (Charmae Kendall - Bridget Huffman)
- 15 Eastern Regional 4-H Shooting Sports Tournament Planning Meeting via Zoom - 1:30 pm - (Bridget Huffman)
- 15 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)
- 15 Friends of Horticulture - 6:00 pm - Large Conference Room - Lois G. Britt Agricultural Service Center - (Tom Hroza)
- 16 Dr. Richard T. Liles Leadership Seminar Series via Zoom - (Della King)
- 17 Community Back to School Event - Baptist Mission Center - Charity (Charmae Kendall)
- 19 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)
- 19/21 NCAE4-HYDP Annual Conference - Great Wolf Lodge - Concord - (Bridget Huffman)
- 20 Soybean on Farm Trial Agent Meeting via Zoom - 8:30 am - (Della King)
- 20 Monthly Extension Water Resources Ag Drainage and Irrigation Team Meeting via Zoom - 9:00 am - (Della King)
- 20 Grains Agronomic Program Team Meeting via Zoom - 10:00 am - (Della King)
- 20 Science Communication in Extension Webinar Series - (Della King)
- 20 Intro to the Mediterranean Diet - 11:00 am - Warsaw Congregate Nutrition Site Warsaw Community Center - (Rachel Ezzell)
- 21 Animal Waste Tour for Agents - 10:00 am - (Amanda Hatcher)
- 21 Bladen Extension Center - 9:00 am - Elizabethtown - (Rachel Ezzell)
- 22 Lamb Practice - 6:00 pm - Duplin Livestock Facility - (Charmae Kendall)

- 22Intro to the Mediterranean Diet – 11:00 am – Beulaville Congregate Nutrition Site – Beulaville Presbyterian Church – (Rachel Ezzell)
- 23Soybean Regional Schools Planning via Zoom – (Della King)
- 23Intro to the Mediterranean Diet – 11:00 am – Wallace Congregate Nutrition Site Campbell Center – Wallace – (Rachel Ezzell)
- 23/24Eastern Regional 4-H Shooting Sport Tournament – Eastern 4-H Center Columbia – (Bridget Huffman – Amanda Hatcher)
- 24Lamb Project Kids Show – Lenoir Extension Center – Kinston – (Charmae Kendall)
- 26Community Garden Club Chat with Plants for Human Health Institute via Zoom (Rachel Ezzell)
- 26Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)
- 27Slick Text Training – 10:00 am – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Amanda Hatcher)
- 27Fall Med Instead of Meds Series – 5:30 pm – Duplin Extension Kitchen (Rachel Ezzell)
- 28N.C. PSI Extension Agent Network Monthly Meeting via Zoom – (Della King)
- 28Agent Meeting for More in My Basket Program via Zoom – 10:30 am (Rachel Ezzell)
- 29Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)
- 292024 NC State Coastal Plain Sesame Field Day – 9:30 am - Clinton Research Station - (Della King)
- 29Intro to the Mediterranean Diet – 11:00 am – Kenansville Congregate Nutrition Site – (Rachel Ezzell)

North Carolina State University and North Carolina A& T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U. S. Department of Agriculture, and local governments cooperating.

FY 2024					
SALES TAX REPORT FOR THE PURCHASE MONTH OF JUNE RECEIVED IN SEPTEMBER					
ARTICLE 39					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 24 ACTUAL	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL
JULY	OCTOBER	495,991.40	460,818.32	457,573.41	427,182.25
AUGUST	NOVEMBER	513,122.83	479,755.43	427,349.77	392,404.62
SEPTEMBER	DECEMBER	490,037.02	496,342.32	414,041.24	405,011.20
OCTOBER	JANUARY	460,118.92	463,630.99	400,175.55	384,453.05
NOVEMBER	FEBRUARY	516,248.14	364,212.57	351,815.06	351,358.13
DECEMBER	MARCH	423,877.90	546,338.21	476,025.91	443,143.03
JANUARY	APRIL	467,630.40	453,297.42	400,423.99	404,614.63
FEBRUARY	MAY	465,628.42	400,734.07	396,214.81	358,703.95
MARCH	JUNE	543,549.20	500,590.56	486,430.41	456,776.99
APRIL	JULY	471,392.38	476,825.85	483,971.68	459,458.81
MAY	AUGUST	525,073.62	514,839.19	436,910.71	440,756.95
JUNE	SEPTEMBER	562,486.87	533,561.50	489,732.40	457,573.41
	ARTICLE TOTAL	5,938,147.10	5,690,946.43	5,220,764.94	4,981,437.02
ARTICLE 40					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 24 ACTUAL	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL
JULY	OCTOBER	286,511.95	277,217.58	314,630.28	270,611.54
AUGUST	NOVEMBER	284,657.82	280,024.99	236,164.76	249,665.05
SEPTEMBER	DECEMBER	240,291.48	275,221.91	236,119.58	264,679.48
OCTOBER	JANUARY	265,881.15	264,742.13	235,572.14	258,943.88
NOVEMBER	FEBRUARY	277,188.00	261,224.00	252,646.72	282,949.70
DECEMBER	MARCH	310,302.54	306,365.33	283,307.22	307,713.65
JANUARY	APRIL	244,364.29	257,322.75	217,544.16	260,632.19
FEBRUARY	MAY	237,471.64	211,806.82	210,454.03	218,240.63
MARCH	JUNE	289,861.51	287,821.87	271,478.36	309,547.51
APRIL	JULY	262,421.11	254,700.06	268,244.37	289,056.33
MAY	AUGUST	287,522.25	284,649.97	265,359.04	321,629.72
JUNE	SEPTEMBER	307,544.77	302,591.56	285,899.57	314,630.28
	ARTICLE TOTAL	3,294,018.51	3,263,688.96	3,077,420.23	3,348,499.95
ARTICLE 42					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 24 ACTUAL	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL
JULY	OCTOBER	35,329.73	23,964.58	2,171.79	21,433.94
AUGUST	NOVEMBER	43,302.05	28,729.47	35,798.87	21,223.96
SEPTEMBER	DECEMBER	2,031.07	42,608.75	29,992.58	17,808.56
OCTOBER	JANUARY	32,496.43	32,862.17	25,284.67	10,615.56
NOVEMBER	FEBRUARY	53,022.92	-9,836.24	(12,782.68)	10,746.11
DECEMBER	MARCH	(16,806.26)	45,798.34	23,571.72	4,059.20
JANUARY	APRIL	52,199.35	35,456.72	42,561.14	21,219.86
FEBRUARY	MAY	57,947.17	45,504.28	42,039.91	28,537.48
MARCH	JUNE	57,935.11	34,409.98	39,082.30	93,318.08
APRIL	JULY	40,936.82	51,376.66	40,750.36	18,783.51
MAY	AUGUST	48,387.55	43,974.94	20,552.71	(13,493.46)
JUNE	SEPTEMBER	52,889.98	40,887.13	29,628.10	2,171.79
	ARTICLE TOTAL	459,675.91	415,736.78	318,651.47	236,424.59
ARTICLE 44					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 24 ACTUAL	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL
JULY	OCTOBER	-	13.09	-	253.14
AUGUST	NOVEMBER	-	10.48	1.74	44.21
SEPTEMBER	DECEMBER	-	-	-	10.14
OCTOBER	JANUARY	-	-	-	15.51
NOVEMBER	FEBRUARY	(0.66)	-	15.33	(22.36)

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DECEMBER	MARCH	-	(0.98)	-	(188.81)
JANUARY	APRIL	-	12.27	-	-
FEBRUARY	MAY	-	-	-	18.58
MARCH	JUNE	-	(74.55)	-	4.28
APRIL	JULY	19.15	-	(103.19)	-
MAY	AUGUST	-	-	(0.02)	-
JUNE	SEPTEMBER	0.64	-323.15	-	-
ARTICLE TOTAL		19.13	-362.84	(86.14)	134.59

ARTICLE 44-524					
PURCHASE MONTH	DISTRIBUTION MONTH	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
AUGUST	NOVEMBER	198,640.40	182,454.62	157,647.11	139,815.46
SEPTEMBER	DECEMBER	198,640.40	182,454.62	157,647.11	139,815.46
OCTOBER	JANUARY	198,640.40	182,454.62	157,647.11	139,815.46
NOVEMBER	FEBRUARY	198,743.97	182,485.74	157,748.35	139,812.65
DECEMBER	MARCH	198,743.97	182,485.74	157,748.35	139,812.65
JANUARY	APRIL	198,743.97	182,485.74	157,748.35	139,812.65
FEBRUARY	MAY	198,743.97	182,485.74	157,748.35	139,812.65
MARCH	JUNE	198,743.97	182,485.74	157,748.35	139,812.65
APRIL	JULY	198,743.97	182,485.74	157,748.35	139,812.65
MAY	AUGUST	198,743.97	182,485.74	157,748.35	159,517.49
JUNE	SEPTEMBER	205,087.27	198,613.11	182,507.34	159,517.49
ARTICLE TOTAL		2,390,829.37	2,205,884.49	1,919,204.61	1,716,991.67

CITY HOLD HARMLESS					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 24 ACTUAL	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL
JULY	OCTOBER	(110,581.15)	-108,260.82	(119,296.78)	(100,004.97)
AUGUST	NOVEMBER	(109,242.71)	-109,815.57	(91,005.34)	(90,917.30)
SEPTEMBER	DECEMBER	(98,380.36)	-105,304.44	(91,274.94)	(96,837.64)
OCTOBER	JANUARY	(102,623.14)	-103,004.55	(91,133.01)	(95,699.71)
NOVEMBER	FEBRUARY	(104,184.28)	-105,815.88	(103,344.26)	(102,869.56)
DECEMBER	MARCH	(126,022.94)	-116,655.57	(111,531.17)	(114,866.63)
JANUARY	APRIL	(91,366.71)	-98,833.04	(80,256.64)	(94,582.66)
FEBRUARY	MAY	(87,178.83)	-78,495.16	(78,864.60)	(77,852.07)
MARCH	JUNE	(107,798.28)	-111,538.51	(104,233.92)	(116,904.76)
APRIL	JULY	(99,974.82)	-94,740.40	(102,414.29)	(107,968.37)
MAY	AUGUST	(109,195.47)	-109,081.66	(103,751.80)	(124,472.05)
JUNE	SEPTEMBER	(116,092.24)	-116,597.12	(111,820.54)	(119,296.78)
ARTICLE TOTAL		(1,262,640.93)	-1,258,103.72	(1,188,947.29)	(1,242,071.59)
GRAND TOTAL		10,820,049.09	10,317,790.10	9,347,007.82	9,041,416.32

	FY 24 BUDGET	FY 24 ACTUAL	FY 24 ESTIMATES	FY 23 RECEIPTS	FY 22 RECEIPTS
ARTICLE 39	4,314,352.00	4,675,506.17	6,234,008.23	4,432,842.71	4,031,817.85
ARTICLE 40	4,501,358.00	3,294,019.51	4,392,024.68	3,263,688.96	3,077,420.23
ARTICLE 42	342,043.00	459,675.91	612,901.21	415,736.78	316,651.47
ARTICLE 44	-	19.13	25.51	(362.84)	(86.14)
ARTICLE 44-524	2,189,705.00	2,390,829.37	3,187,772.49	2,205,884.49	1,919,204.61
	11,347,458.00	10,820,049.09	14,426,732.12	10,317,790.10	9,347,007.82

DUPLIN COUNTY GARAGE
MONTHLY DEPARTMENT TOTALS SUMMARY
Aug-24

Maintenance Type	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	2381.32	194.51	2575.83
Def Refuel	681.44		681.44
Diesel Truck Service	1423.50	129.66	1553.16
Diesel Equipment Service			0.00
Garage Road Call	188.22		188.22
General Repair	7565.00	816.87	8381.87
Oil Change/Service	1571.67	207.51	1779.18
Outside Repairs	9834.97		9834.97
Alignment Only			0.00
P.M. Maintenance	1516.53	713.16	2229.69
State Inspection	2.55	12.97	15.52
Tire Change	10055.11	129.70	10184.81
Tire Repair	1.16		1.16
Wrecker Call			0.00
Strip Vehicle			0.00
Totals	35221.47	2204.38	37425.85

August 2024 Garage Breakdown

COLLECTIONS				COLLECTIONS EQUIPMENT			EMS		
Maintenance Type	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	1163.01	129.68	1292.69			0.00	110.20		110.20
Def Refuel	207.02		207.02	3.45		3.45	36.23		36.23
Diesel Truck Service	606.27	51.86	658.13			0.00			0.00
Diesel Equipment Service			0.00			0.00			0.00
Garage Road Call			0.00			0.00			0.00
General Repair	1091.74	129.66	1221.40			0.00	415.01		415.01
Oil Change/Service	66.72	90.78	157.50			0.00	386.40		386.40
Outside Repairs			0.00			0.00	3620.36		3620.36
Alignment Only			0.00			0.00			0.00
P.M. Maintenance			0.00			0.00			0.00
State Inspection			0.00			0.00			0.00
Tire Change	863.96	12.97	876.93			0.00	828.96		828.96
Tire Repair			0.00			0.00			0.00
Wrecker Call			0.00			0.00			0.00
Strip Vehicle			0.00			0.00			0.00
Totals	3998.72	414.95	4413.67	3.45	0.00	3.45	5397.16	0.00	5397.16

Garage				INSPECTIONS			SHERIFF		
Maintenance Type	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors			0.00			0.00	937.87		937.87
Def Refuel			0.00			0.00			0.00
Diesel Truck Service			0.00			0.00			0.00
Diesel Equipment Service			0.00			0.00			0.00
Garage Road Call			0.00			0.00	188.22		188.22
General Repair	20.58		20.58			0.00	3040.56		3040.56
Oil Change/Service			0.00	33.80		33.80	674.86		674.86
Outside Repairs			0.00			0.00	2683.96		2683.96
Alignment Only			0.00			0.00			0.00
P.M. Maintenance			0.00			0.00			0.00
State Inspection			0.00			0.00			0.00
Tire Change			0.00			0.00	2557.04		2557.04
Tire Repair			0.00	0.58		0.58			0.00
Wrecker Call			0.00			0.00			0.00
Strip Vehicle			0.00			0.00			0.00
Totals	20.58	0.00	20.58	34.38	0.00	34.38	10082.51	0.00	10082.51

SHERIFF EQUIPMENT				SHERIFF JAIL			SHERIFF RESOURCE		
Maintenance Type	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors			0.00			0.00			0.00
Def Refuel			0.00			0.00			0.00
Diesel Truck Service			0.00			0.00			0.00
Diesel Equipment Service			0.00			0.00			0.00
Garage Road Call			0.00			0.00			0.00
General Repair			0.00	218.55		218.55			0.00
Oil Change/Service	87.80		87.80	66.72		66.72	65.84		65.84
Outside Repairs			0.00			0.00			0.00
Alignment Only			0.00			0.00			0.00
P.M. Maintenance			0.00			0.00			0.00
State Inspection			0.00			0.00	0.85		0.85
Tire Change	260.00		260.00			0.00	244.00		244.00
Tire Repair			0.00			0.00	0.58		0.58
Wrecker Call			0.00			0.00			0.00
Strip Vehicle			0.00			0.00			0.00
Totals	347.80	0.00	347.80	285.27	0.00	285.27	311.27	0.00	311.27

SOIL AND WATER				SOLID WASTE DISPOSAL			SOLID WASTE DISPOSAL EQUIPMENT		
Maintenance Type	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	129.99		129.99	40.25	64.83	105.08			0.00
Def Refuel			0.00	377.81		377.81	56.93		56.93
Diesel Truck Service			0.00	817.23	77.80	895.03			0.00
Diesel Equipment Service			0.00			0.00			0.00
Garage Road Call			0.00			0.00			0.00
General Repair	33.17		33.17	1963.26	376.00	2339.26	446.95	181.52	628.47
Oil Change/Service	25.36		25.36			0.00			0.00
Outside Repairs			0.00			0.00			0.00
Alignment Only			0.00			0.00			0.00
P.M. Maintenance			0.00			0.00			0.00
State Inspection			0.00			0.00			0.00
Tire Change	495.96		495.96	4181.80	77.82	4259.62	107.71	12.97	120.68
Tire Repair			0.00			0.00			0.00
Wrecker Call			0.00			0.00			0.00
Strip Vehicle			0.00			0.00			0.00
Totals	684.48	0.00	684.48	7380.35	596.45	7976.80	611.59	194.49	806.08

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SOCIAL SERVICES				TRANSPORTATION			WATER		
Maintenance Type	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors			0.00			0.00			0.00
Def Refuel			0.00			0.00			0.00
Diesel Truck Service			0.00			0.00			0.00
Diesel Equipment Service			0.00			0.00			0.00
Garage Road Call			0.00			0.00			0.00
General Repair	9.99		9.99	315.20	116.72	431.92	9.99	12.97	22.96
Oil Change/Service	72.85		72.85			0.00	91.32	116.73	208.05
Outside Repairs	3345.40		3345.40			0.00			0.00
Alignment Only			0.00			0.00			0.00
P.M. Maintenance			0.00	1516.53	713.16	2229.69			0.00
State Inspection	0.85		0.85			0.00	0.85	12.97	13.82
Tire Change	175.16		175.16			0.00	340.52	25.94	366.46
Tire Repair			0.00			0.00			0.00
Wrecker Call			0.00			0.00			0.00
Strip Vehicle			0.00			0.00			0.00
Totals	3604.25	0.00	3604.25	1831.73	829.88	2661.61	442.68	168.61	611.29



Office of the
DUPLIN COUNTY REGISTER OF DEEDS
Anita Marie Savage, Register of Deeds
Post Office Box 970; 118 Duplin Street, Kenansville, NC 28349
Telephone: (910) 296-2108 Fax: (910) 296-2344
anita.savage@duplincountync.com
www.duplinrod.com



MONTHLY REPORT
FOR
DUPLIN COUNTY
REGISTER OF DEEDS
AUGUST 2024

Submitted this 4th day of September, 2024

Register of Deeds

000754

Ledger Summary Report - Roll-up

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

08/01/2024-08/31/2024

Printed 09/03/2024

Category	Receipt Code	Count	Total
Vital Records Receipts Total:		\$597.00	
Cash Total:		\$5,022.25	
Check Total:		\$19,769.50	
ACH Total:		\$34,610.50	
Card Total:		\$2,639.25	
Escrow Account Total:		\$701.00	
Overpayment Total:		(\$31.00)	

Ledger Report Fee Distribution
Anita Marie Savage, REGISTER OF DEEDS
Duplin, NC

Date Range From Thursday, August 1, 2024 to Saturday, August 31, 2024

Name	Amount
Vital Records Fund	\$597.00
State Treasurer Amount	\$2,566.80
Escrow Credit Total	\$600.00
State Revenue Stamp	\$18,644.50
County Revenue Stamp	\$19,405.50
NC Children's Trust Fund	\$140.00
NC Domestic Violence Fund	\$840.00
ROD General Fund	\$17,494.08
ROD Automation Fund	\$2,071.49
Supplemental Retirement	\$352.13
Total Distribution For Period	\$62,711.50
Cash Total	\$5,022.25
Check Total	\$19,769.50
Pay Account Total	\$2,639.25
Escrow Account Total	\$701.00
ACH Total	\$34,610.50
Overpayment Total	(\$31.00)
Total Deposit For Period	\$62,010.50

000755

000755

Ledger Summary Report - Roll-up

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

08/01/2024-08/31/2024

Printed 09/03/2024

Category	Receipt Code	Count	Total												
ESCROW CREDIT				Escrow Credit											
ESCROW	ESCROW CREDIT	2	\$600.00	\$600.00											
Category Totals		2	\$600.00	\$600.00											
MAP				Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts	
MAP	MAP	40	\$924.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.04	\$91.08	\$0.00	\$0.00	\$818.88	
Category Totals		40	\$924.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.04	\$91.08	\$0.00	\$0.00	\$818.88	
MARR				Fee	NCCTF	DVCF	Pension Fund	Automation Fund	County Receipts						
ML	MARRIAGE LICENSE	28	\$1,680.00	\$0.00	\$140.00	\$840.00	\$25.20	\$67.48	\$607.32						
Category Totals		28	\$1,680.00	\$0.00	\$140.00	\$840.00	\$25.20	\$67.48	\$607.32						
NO BOOK				Fee	Special	Pension Fund	Automation Fund	County Receipts							
AMDVIT	AMENDMENT - VITALS	2	\$20.00	\$0.00	\$0.00	\$0.30	\$1.98	\$17.72							
BIRTH	CERTIFIED COPY - BIRTH	207	\$2,070.00	\$0.00	\$0.00	\$31.05	\$204.93	\$1,834.02							
BIRTHSE	CERTIFIED COPY - SENIOR BIRTH	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
CCOPY	CERTIFIED COPY - REAL PROPERTY	2	\$14.00	\$0.00	\$0.00	\$0.20	\$1.38	\$12.42							
COPY	COPIES	48	\$59.50	\$0.00	\$0.00	\$0.91	\$5.84	\$52.75							
COPYV	COPIES - VITAL RECORDS	11	\$3.50	\$0.00	\$0.00	\$0.02	\$0.30	\$3.18							
DD214	CERTIFIED COPY - DD214	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
DEATH	CERTIFIED COPY - DEATH	236	\$2,360.00	\$0.00	\$0.00	\$35.40	\$233.64	\$2,090.96							
MAIL	MAILING FEE - UNCERTIFIED COPIES	6	\$2.50	\$0.00	\$0.00	\$0.05	\$0.25	\$2.20							
MARR	CERTIFIED COPY - MARRIAGE	57	\$570.00	\$0.00	\$0.00	\$8.55	\$56.43	\$605.02							
Category Totals		578	\$5,099.50	\$0.00	\$0.00	\$76.48	\$504.75	\$4,518.27							
PROPERTY				Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts	
ABN	ASSUMED BUSINESS NAME	7	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.73	\$13.58	\$0.00	\$43.40	\$122.29	

Ledger Summary Report - Roll-up

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

08/01/2024-08/31/2024

Printed 09/03/2024

Category	Receipt Code	Count	Total												
AFOVT	AFFIDAVIT	12	\$312.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.68	\$23.28	\$0.00	\$74.40	\$209.64	
AGMT	AGREEMENT	8	\$208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.12	\$15.52	\$0.00	\$49.60	\$139.76	
AMEND	AMENDMENT	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94	
APPT	APPOINTMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
ASGMT	ASSIGNMENT	17	\$442.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.63	\$32.98	\$0.00	\$105.40	\$296.99	
CERT	CERTIFICATE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
CERT/TR	CERTIFICATION OF TRUST	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.85	\$0.00	\$18.60	\$52.38	
CONT	CONTRACT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
DICOR	DEED OF CORRECTION	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
D/EASE	DEED OF EASEMENT	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
D/REL	DEED OF RELEASE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
D/T	DEED OF TRUST	92	\$5,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.32	\$570.40	\$0.00	\$570.40	\$4,658.88	
DECL	DECLARATION	9	\$234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.51	\$17.46	\$0.00	\$56.80	\$157.23	
DEED	DEED	172	\$41,888.00	\$0.00	\$0.00	\$0.00	\$37,418.00	\$0.00	\$0.00	\$87.08	\$333.68	\$0.00	\$1,066.40	\$3,004.84	
EASE	EASEMENT	11	\$286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.28	\$21.34	\$0.00	\$68.20	\$182.17	
FORECL	FORECLOSURE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
M/A	MODIFICATION AGREEMENT	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
MEMO	MEMORANDUM	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
MTG	MORTGAGE	3	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.88	\$18.60	\$0.00	\$18.60	\$151.92	
NOTARY	NOTARY	20	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$18.60	\$0.00	\$0.00	\$177.20	
ORD	ORDINANCE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
P/A	POWER OF ATTORNEY	18	\$518.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.78	\$39.84	\$0.00	\$111.60	\$358.78	
P/R	PARTIAL RELEASE	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94	
QCD	QUITCLAIM DEED	12	\$313.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$4.68	\$23.28	\$0.00	\$74.40	\$209.64	
REL	RELEASE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
REQ	REQUEST FOR NOTICE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41	
RESCIS	RESCISSION	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
RESOL	RESOLUTION	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	
S/I	SUPPLEMENTAL INDENTURE	2	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$8.60	\$0.00	\$12.40	\$77.50	
SAT	SATISFACTION	94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SEP/AG	SEPARATION AGREEMENT	1	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.45	\$2.33	\$0.00	\$6.20	\$21.02	
SUB	SUBORDINATION OF	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47	

Ledger Summary Report - Roll-up

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

08/01/2024-08/31/2024

Printed 09/03/2024

Category	Receipt Code	Count	Total											
SUB/AG	SUBORDINATION AGREEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
SUB/TR	SUBSTITUTION OF TRUSTEE	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
TM/D	TIMBER DEED	1	\$76.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
TR/D	TRUSTEES DEED	3	\$681.00	\$0.00	\$0.00	\$0.00	\$583.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
TRUST	TRUST	1	\$42.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.63	\$3.52	\$0.00	\$6.20	\$31.65
UCC/T	UCC TERMINATION	3	\$114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.71	\$11.22	\$0.00	\$0.00	\$101.07
UCC1	UCC1	7	\$287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.29	\$29.64	\$0.00	\$0.00	\$253.07
UCC3	UCC3	6	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.42	\$22.44	\$0.00	\$0.00	\$202.14
Category Totals		544	\$53,371.00	\$0.00	\$0.00	\$0.00	\$38,050.00	\$0.00	\$0.00	\$229.81	\$1,302.60	\$0.00	\$2,566.80	\$11,221.79

VITAL RECORDING				Fee	Special	Pension Fund	Automation Fund	Vital Records Receipts	County Receipts
BAVAS	NCDAVE - BIRTH ABSTRACT SEA	36	\$864.00	\$0.00	\$0.00	\$5.40	\$35.64	\$504.00	\$318.96
DAVAS	NCDAVE - DEATH ABSTRACT SE	1	\$24.00	\$0.00	\$0.00	\$0.15	\$0.99	\$14.00	\$8.86
DAVDADD	NCDAVE - DEATH ABSTRACT ADI	7	\$105.00	\$0.00	\$0.00	\$1.05	\$88.95	\$35.00	\$0.00
DAVEBSEA	NCDAVE - BIRTH SEARCH NO CC	1	\$14.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00	\$0.00
NCDAMD	NCDAVE - BIRTH AMEND	1	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00
NCDAMD	NCDAVE - DEATH AMEND	1	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00
Category Totals			47	\$1,037.00	\$0.00	\$6.60	\$105.58	\$597.00	\$327.82

Report Totals 1239 \$62,711.50

Automation Fund Total: \$2,071.49
County Receipts Total: \$17,494.08
DVCF Total: \$840.00
Escrow Credit Total: \$600.00
Excise Tax Total: \$38,050.00
NCCTF Total: \$140.00
Pension Fund Total: \$352.13
State Treasurer Amount Total: \$2,566.80

Social Services

Program Area	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
MONTHLY CASE COUNT								
Food and Nutrition Cases	4406	4986	4391	4319	4295	4302	4324	4301
FNS Apps Taken	256	416	317	259	259	314	296	318
Individual Served	9277	9140	9276	9120	9062	9119	9116	9057
WorkFirst Cases	57	56	53	57	56	56	52	49
WF Apps Taken	17	18	18	18	25	17	21	19
Employment Cases	4	4	2	1	4	1	1	2
Child Only Cases	36	32	33	36	34	33	31	31
Refugee Cases	17	20	18	20	18	22	20	16
Crisis Heating/Cooling (COP)	147	219	162	131	133	102	65	214
Low Income Energy Assistance (LIEAP)	89	327	169	89	0	0	0	0
Family & Childrens Applications	279	297	317	221	242	208	261	276
Enrollment Cases	15719	15954	16118	16132	16096	15986	15685	16037
Adult Applications	160	97	85	56	81	65	62	87
Adult Enrollment Count	3880	3827	3807	3808	3768	3748	3727	3720
Medicaid Transportation	665	696	831	802	913	787	667	646
Individuals Transported	172	214	227	208	250	223	195	167
Child Support MCP Cases	2463	2474	2473	2471	2434	2407	2329	2248
Program Integrity	8	6	9	12	12	12	14	9
Child Day Care	369	353	346	339	335	346	337	321
CPS - Investigations Initiated	55	49	64	57	56	53	42	39
CPS - Investigation Caseload	82	86	77	58	43	38	27	34
CPS - Case Management	6	9	7	5	2	2	3	4
CPS-Children in Custody	18	19	18	18	18	22	24	22
Adult Services	96	102	94	74	69	73	64	63
Homeless Reporting	0	0	10	0	0	0	0	6

DUPLIN COUNTY CHILD SUPPORT
MONTHLY REPORT
JUL-24

TOTAL CHILD SUPPORT COLLECTED	\$ 408,305.26
TOTAL ABSENT PARENT CASES	2270
TOTAL CLIENTS SERVED	1688
TOTAL CHILDREN SERVED	2248
BREAKDOWN OF CASE AS FOLLOWS	
ENFORCEMENT	2091
ESTABLISHMENT	40
PATERNITY	38
LOCATION	101
GOOD LOCATES COMPLETED/SYSTEM AND MANUAL	7
ORDERS ESTABLISHED/MODIFIED	
BY VOLUNTARY SUPPORT AGREEMENT/CIVIL MODIFICATIONS	28
REVIEWS/NO MOD. NEEDED	28
TOTAL	1
PATERNITY ESTABLISHED	57
GENETIC TEST COMPLETED (LAB CORP)	14
GENETIC TEST COMPLETED (Cornie)	0
ENFORCEMENT ACTIONS (OTHER)	0
WAGE WITHHOLDING ESTABLISHED	262
INTERSTATE ACTIVITY	75
INITIAL UIFSA ACTION MAILED	1
ORDERS SENT FOR REGISTRATION	1
GENERAL STATUS REQUEST MAILED/ELECTRONIC	267
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	59
TOTAL VISITORS IN IV-D	0
SHOW CAUSES AND ORDERS FOR ARREST ISSUED IN COUNTY	30
SHOW CAUSES AND ORDERS FOR ARREST SERVED IN COUNTY	8
SHOW CAUSES SENT BY REGULAR MAIL IN COUNTY	18
SHOW CAUSE AND ORDERS FOR ARREST RETURNED NOT SERVED IN COUNTY	1

SHOW CAUSES AND ORDER FOR ARREST ISSUED OUT OF COUNTY	33
SHOW CAUSES AND ORDER FOR ARREST SERVED OUT OF COUNTY	8
SHOW CAUSES SENT BY REGULAR MAIL OUT OF COUNTY	20
SHOW CAUSES AND ORDER FOR ARREST RETURNED NOT SERVED OUT OF COUNTY	10



Duplin Soil & Water Monthly Report

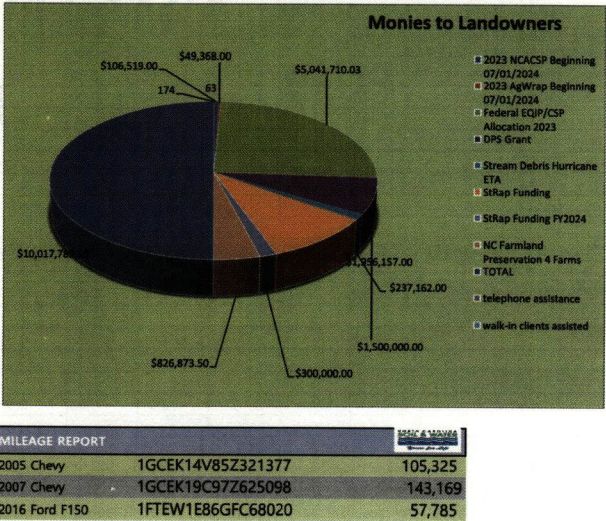
Monies Received 2024-25

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
August-24		
BMAP Monies collected	\$	125.00
BMAP Monies billed	\$	125.00
Beaver Dams Destroyed		26
New NCACSP/NCagwrap Apps/Disaster		2
tile/subsurface drain (feet)		0
acreage operations assisted (WUP)		518
telephone assistance		174
walk-in clients assisted		63
Acres of Maps for clients		431
Creek miles inspected		3



signature

Wednesday August 24, 2024



DUPLIN COUNTY SOLID WASTE
MONTHLY CATEGORY TOTALS

AUG '2024	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																0.00
Site Garbage	41.42	24.18	46.87	49.64	30.83	56.43	35.74	46.78	33.32	33.95	39.19	45.65	64.75	12.05	43.13	603.93
Site Bulky	6.44	5.26	19.51	20.80	7.66	12.71	9.47	17.28	7.01	23.05	7.60	26.63	18.43	4.47	42.24	228.56
Mixed Paper	1.35	0.77	1.07	1.39	0.74	1.43	0.93	0.85	0.93	0.87	0.89	0.35	2.15	0.31	0.58	14.61
Glass	3.13			2.33	2.06		2.71	2.57	2.35		2.30					17.45
Cardboard	0.60		0.60	1.45	0.61	0.97	1.00	1.09	0.56	0.76	1.00	0.50	1.31		0.88	11.33
Plastics	0.25	0.20	0.46	0.46	0.15	0.56	0.33	0.41	0.26	0.17	0.84	0.19	0.52	0.26	0.30	5.36
Cans			0.35		0.37	0.19		0.37	0.31	0.15	0.13		0.20		0.36	2.43
Metal	1.76	2.21	1.18	4.50	2.59	9.23	3.84	3.19	2.26	1.76	1.07	3.11	5.79		3.20	45.69
Totals	54.95	32.62	70.04	80.57	45.01	81.52	54.02	72.54	47.00	60.71	53.02	76.43	93.15	17.09	90.69	929.36
Private Sector																
Electronics	0.19															
Yard Waste	192.03															
Concrete	65.99															
Construction	1107.86															
Roadside	0.92															
Tires	75.71															
Garbage	1794.41															
Mixed Paper																
Glass	0.43															
Cardboard	1.50															
Plastic																
Cans	0.63															
Metal	2.04															
No Chg MSW	20.50															
Mixed Loads	117.74															
TOTAL	3379.95															

AUGUST 2024

MONTHLY CATEGORY TOTALS

PREPARED 9/10/24

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7766.79
6	SCRAP METAL	53.93	47.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.66
19	YARD WASTE	615.87	192.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	807.90
20	BRICKS, ETC.	137.24	65.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.23
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
36	TIRES	92.87	75.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.58
40	MIXED PAPER	12.24	14.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.85
42	GLASS	19.64	17.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.52
44	CARDBOARD	12.09	12.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.92
47	PLASTIC	4.32	5.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.68
48	CANS	1.96	3.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.02
109	ELECTRONICS	1.50	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.69
***	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9153.84
	TOTAL MSW	3892.87	3873.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7766.79

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

*** STORM GARGAGE Includes - Garbage, C&D, Shingles, Materials From

AUGUST 2024

YEAR END CATEGORY TOTALS

PREPARED 9/10/24