

**BOARD OF COUNTY COMMISSIONER'S MEETING****Monday, February 6th, 2023****224 Seminary Street****Kenansville, N.C. 28349**

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, February 6th, 2023 in the Commissioners Meeting Room located in the Duplin County Administrative Building at 224 Seminary Street, Kenansville, NC.

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

Excused: Commissioner Dexter B. Edwards

Also Present: Mr. Davis H. Brinson, County Manager/Clerk to the Board; Trisha-Ann Hoskins, Administrative Officer /Deputy Clerk to the Board; Tracy Chestnutt, Finance Officer; and Mr. Tim Wilson, County Attorney.

Call to Order

The meeting was called to order by Vice-Chairman Garner. The Vice-Chairman asked everyone to keep Chairman Dexter B. Edwards and Ms. Angela B. Mainor a member of both the Board of Elections and Board of Social Services in their thoughts and prayers as they both are dealing with serious health issues.

Invocation and Pledge of Allegiance

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

Approval of the Meeting Agenda

Motion was made by Commissioner J. Edwards, seconded by Commissioner Dowe, carried unanimously to approve the meeting agenda with the addition of the scheduling of a public hearing regarding the naming of a lane.

Approval of the Minutes – Governing Body

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the minutes of the January 17th, 2023 Board of Commissioners meeting as presented.

REGULAR MEETING AGENDA**CONSENT AGENDA**

When the Board moved to the approval of the consent agenda, Commissioner J. Edwards, advised that he had a question concerning item ten (10) on the consent agenda namely the approval of a Service Contract between Duplin County and Insight Planning & Development, LLC for the development of a unified development ordinance. He specifically wanted to get further clarification on the goal of the development of a unified development ordinance. Commissioner Dowe called a point of order and stated that

matters could only be removed from the consent agenda but they could not be explained. Davis H. Brinson, County Manager/Clerk to the Board respectfully requested that the item be removed from the consent agenda until it could be explained further to Commissioner J. Edwards. The Board agreed to remove item ten (10) from the consent agenda.

Motion was made by Commissioner Branch, seconded by Commissioner J. Edwards, carried unanimously to approve the consent agenda which consisted of: Budget Amendment Journal Entry Report; Tax and Solid Waste Releases; Appointment of Scotty Summerlin; Charles "Twig" Rollins and Carrie B. Shields to the Duplin United Transportation Advisory Board; Appointment of Danny L. Radcliff and M. Joyner King to the Town of Calypso Planning Board for a two (2) year term from July 1, 2022 to June 30, 2024; Re-Appointment of Janet B. Jones; Malcolm Batts and Tilma Kelly to the Adult Care Home Community Advisory Committee for a term of three (3) years from February 6, 2023 to January 31, 2026; Approval and Acceptance of NC Department of Health and Human Services Community Block Grant Program Fiscal Year 2023-24 Application for Funding in the amount of \$814,368.00 on behalf of the Eastern Carolina Human Services Agency, Inc.; Duplin County Health Department Bad Debt & Deceased Write Offs: January, 2013 in the amount of \$14,128.39; Approval of Federal FY24 Certifications & Assurances for FTA (Federal Transportation Administration) Assistance Programs on behalf of the Duplin County Public Transportation Department as required to apply and qualify for federal grants; & Approval of service contract between Duplin County and Insight Planning & Development, LLC for grant management services in reference to Hurricane Florence Non-Expedited Hazard Mitigation Grant Program (HMGP).

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

Settlement Agreement between Duplin County & Jabe Largen acting as
Trustee of the Kelley Precythe GST Trust

AGENDA

Public Comments

Mayor AJ Connors of Warsaw, appeared before the Board to address the issue of animal control in the Town of Warsaw as well as the whole of Duplin County. Mayor Connors advised that the citizens of (the Town of) Warsaw are already paying the County a tax as well as paying the Town of Warsaw a tax and not they face the possibility of having to pay another fee for animal control. It was his hope that a better plan could be developed. He addressed the fact that Animal Control is shorthanded and alluded to the fact that the police department and public works departments in Warsaw are also shorthanded. He asked that everyone come to the table and help to solve the animal control issue (in the municipalities) soon. He mentioned that the animal control situation is a growing concern and though Duplin County is building a new shelter, he hoped a solution could be found soon.

Ms. Ethelene Southerland of Magnolia, appeared before the Board to get some information about the demolition of the Magnolia Auditorium. She informed the Board that wanted to know when the contract for the demolition would be signed but she saw that it is on tonight's agenda. She went on to say that she had been told by the Magnolia Town Manager that they were getting \$231,000 to rebuild the building but now understands they are only getting \$131,000 and she wanted to know which was correct. The Vice-Chairman advised Ms. Southerland that the County had nothing to do with the rebuilding of the structure. Commissioner Dow asked the Davis H. Brinson, County Manager/Clerk to the Board if he had any further information. Mr. Brinson advised that County Planner Charles "Twig" Rollins was running that project on behalf of the County and would be speaking on

the demolition contract later on the agenda. Mr. Brinson also encouraged Ms. Southerland to contact Mr. Rollins for further information.

Ms. Mary Williams-Boykin appeared during public comments to discuss animal control and snakes in the County. She started by saying that a python had been run over in Sarecta. She stated that pythons like all snakes multiply and this was an extremely dangerous reptile. Ms. Williams-Boykin stated that she has already called NC Wildlife in Raleigh, but was told to contact the NC Dept. of Agriculture which she had not followed up with them yet but was planning to do so. She had also contacted Sheriff Stokes who promised to look into the issue. Her concern is that she doesn't want Duplin County to get like Florida which has a serious problem with pythons. She said that pythons are an exotic animal and not native to Duplin County. She stated that people in the community need to know when someone gets an exotic. These exotic animals should be licensed or have some sort of detector on it once it leaves the shop in case it gets out either accidentally or is intentionally let out. She referenced the incident that happened in Raleigh last year when a poisonous snake got loose and "freaked out an entire neighborhood."

End Public Comments

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to receive Road Concerns from the members of the Board of County Commissioners and members of the public on behalf of the NC Department of Transportation.

Commissioner Justin Edwards informed the Clerk to the Board that the Lyman Vol. Fire Department had advised him of a concern they have with a curve on Jackson Store Road approx. ½ mile from the Lyman Crossroads. He advised that the curve is known locally as "dead man's curve." The fire department brought it to his attention that between January 1st through January 15th there have been six (6) wrecks and the "warning curve" signage being wiped out and not yet been replaced. They would like to see the signage replaced and possibly some more signage to go up.

Commissioner Justin Edwards informed the Clerk to the Board that one of the Directors on the Farm Bureau Board had a complaint about the four-way stop signs being placed in Calypso/ Faison, stating his disappointment that the community had no input of the stops being installed.

Commissioner Wayne Branch delivered a follow up from a previous road concern from the meeting held on January 17th centered around the four-way stop installations throughout the county, informing citizens of the nature of implementation. He explained that it is not something the county officials have control over, instead it is a NC Department of Transportation (NCDOT) decision based on the influx of traffic associated with that location (i.e. US Hwy 117 and Bay Road). Unfortunately, the traffic limit necessary for a stop light or a round about currently does not satisfy this requirement, and instead a four-way stop is best suited for the flow of traffic associated with the areas in question according to NCDOT. Commissioner Branch advised that he had spoken with the NCDOT Division III Director as well as the District Engineer regarding the lack of communication with local leaders. He stated that they understand that communication needs to be better so that local leaders are better able to address concerns they receive from citizens in a more thoughtful and inclusive way. He went on to inform everyone that he has now been advised that there are four (4) other intersections in Duplin County where NCDOT plans to install a four (4) way stop subject to funding including: Old Camp Road (SR 1100) & Wards Road (SR 1102); Tram Road (SR 1500) & Red Hill Road (SR 1506); Bowden Road (SR 1301) & Revelle Road (SR 1305); NC 903 & Piney Grove Road (SR 1539). He reiterated that it is not a decision the Board of Commissioners made or had any input in making but he was simply getting the message out to the citizens that these changes are coming. He also stated that he has been told that the cost to install a roundabout is approx. \$2 million so it is cost prohibitive. Commissioner Branch went on to say that NCDOT uses the number of vehicles traveling through an intersection to determine whether or not it warrants the installation of flashing lights or stoplights. He ended by encouraging citizens to reach out to Board members and that they would do all that they can to keep everyone informed.

Mr. George Futrelle, Assistant County Manager / Airport Director, appeared before the Board to present "What Aviation Means to Our Economy". The North Carolina Department of Transportation – Division of Aviation, in conjunction with NC State University Institute for Transportation Research and Education created their biennial "North Carolina: The State of Aviation" economic impact report and presented for distribution in mid- January. The attached Power Point reveals the importance of the State Airport System as well as the importance of our local Duplin County Airport.

Mr. Brandon McMahon, Emergency Medical Services (EMS) Director, appeared before the Board to discuss a proposed Medical Responder Program Guidelines document including a proposed Memorandum of Understanding (MOU) with volunteer medical first responders. The volunteer Medical Responders in Duplin County fall under the Duplin County EMS system plan which is required by the NC Office of EMS. Each organization is required to have certain equipment on their vehicles, certain number of certified personnel on their rosters, etc. The County Attorney has reviewed and given his approval to the program guidelines as well as the MOU.

Motion was made by Commissioner Branch, seconded by Commissioner J. Edwards, carried unanimously to approve the Duplin County EMS Medical Responder Program Guidelines including the MOU for volunteer medical first responders and authorize the Director of EMS to sign on the county's behalf.

Ms. Tracy Chestnutt, Finance Officer, appeared before the Board to request an amendment for the FY 21-22 Audit. The County's annual financial information is due to the North Carolina State Treasurer's Office Local Government Commission by October 31st of each year. They allow a grace period up to December 1st. An amended contract is required to be approved by the Board of Commissioners before the State Treasurer's Office accepts the final AFIR (Annual Financial Information Report) and audited financial statements. The audit firm was unable to submit the County's information by the end of the grace period.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the amended FY 21-22 audit contract between Duplin County; Duplin County Tourism Development Authority and RH CPAs, PLLC with a modified due date of February 28, 2023 and to authorize the Vice-Chairman to sign same.

Ms. Robin Grotke, Director of Cowan Museum of History & Science, appeared before the Board to request the approval FY23 NC Science Museums Grant Program Contract for a second disbursement of \$75,000.00.

Motion was made by Commissioner Branch, seconded by Commissioner J. Edwards, carried unanimously to approve the FY23 NC Science Museums Grant Program contract between the NC Department of Natural and Cultural Resources and the Cowan Museum of History and Science for a second disbursement of \$75,000.00; to authorize the Chairman, Vice-Chairman or County Manager to sign same and to approve the associated budget amendment.

Ms. Robin Grotke, Director of Cowan Museum of History & Science, appeared before the Board to request deaccession of the Fairbanks-Morse hammer mill; Model 40; Object ID# 2017.10.1. The artifact has been left outside since 2010 and has significantly deteriorated. I would like to find an organization or individual that will be able to care for it, as the museum does not have the resources to do so. The donor was notified and she is supportive of the artifact going to another place.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the deaccession of 2017.10.1, a Fairbanks-Morse hammer mill, from the Cowan Museum of History & Science's collection and to authorize the Vice-Chairman to sign.

Ms. Tracy Simmons Kornegay, Health Director, appeared before the Board to request the Re-Appointment of Dr. Margie Hunter (Veterinarian), and Commissioner Elwood Garner (County Commissioner) to the Duplin County Board of Health for three-year (3) terms from March 1, 2023 to February 28, 2026.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the re-appointment of Dr. Margie Hunter (Veterinarian); and Mr. Elwood Garner (County Commissioner) to the Board of Health for three-year terms beginning on March 1, 2023 and ending on February 28, 2026.

Ms. Tracy Simmons Kornegay, Health Director, appeared before the Board to present Healthy People, Healthy Carolinas – Duplin Coalition for Health. Since there is no an active Coalition working collaboratively on the health priorities in Duplin County, ECU Health Duplin Hospital (the lead agency) partnered with the Duplin County Health Department to submit a grant application to The Duke Endowment (TDE). This application was to support the creation of a Healthy People, Healthy Carolinas coalition to increase capacity and improve population health for the residents of Duplin County. The purpose of the Duplin Coalition for Health will establish a collaborative approach to improving the health of the community by leveraging resources and knowledge of the participant organizations and community members. The Coalition will use the Community Health Needs Assessment (CHNA), as a joint effort with ECUH-Dup and the DCHD to identify, understand, and prioritize the health concerns of the residents of Duplin County. Year one will be a development year for the Duplin Coalition for Health. A consultant firm will be utilized to create a Coalition environment where differences are recognized, understood, appreciated, and leveraged for the equitable benefit of all members. The Coalition will support aligned activities, meeting monthly to communicate and establish shared measurement practices, and use data to adapt and refine health strategies. The Coalition will use year one funds to assess the resources needed for program coordination and integration within the community. They will also work toward establishing the framework of the Coalition in preparation for submission of a request for five years of support to fully establish the Coalition and implement evidence-based initiatives aimed at improving the health of the residents of Duplin County. They will also work toward determining the lead community partners to ensure the successful transition from a fully grant funded Coalition to one sustained by the stakeholders/partners at the end of the five-year engagement with Healthy People, Healthy Carolinas.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to accept grant funds from ECU Health Duplin Hospital from The Duke Endowment Grant #7121-SP in the amount of \$100,000; approve for the Chairman to sign any associated agreement(s)/contract(s) related to this funding pending approval by County Attorney; approve to create a Public Health Educator III position at a Grade 66 with a minimum salary of \$51,515.84 as the Duplin Coalition for Health Program Coordinator; and approve the associated budget amendment.

Mr. Twig Rollins, County Planner, appeared before the Board to request approval of an agreement for engineering / inspection services between Duplin County and The Adams Company, Inc. for the demolition of the Magnolia Auditorium. Funds for the demolition project will come from Community Development Block Grant – Disaster Recovery (CDBG-DR) funds awarded to Duplin County.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the agreement for engineering/inspection services between Duplin County and The Adams Company, INC. for the Magnolia Municipal Auditorium Demolition Project and to authorize the Vice-Chairman to sign same.

Mr. Twig Rollins, County Planner, appeared before the Board to request a public hearing be scheduled on March 6, 2023. The purpose of the public hearing will be to receive public comments regarding proposed revisions to the Airport Rules & Regulations Ordinance; Mobile Home & Trailer Park Ordinance and the Subdivision Ordinance specifically to establish a board of adjustments. NC General Statute § 160D mandates that a public hearing must be conducted when considering amending a County Ordinance.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to schedule a public hearing on March 6, 2023 to receive public comments regarding proposed revisions to the Airport Rules & Regulations Ordinance; Mobile Home & Trailer Park Ordinance; and the Subdivision Ordinance as required by NC General Statute § 160D.

Mr. Gary M. Rose, Tax Administrator, appeared before the board to present the unpaid 2022 property taxes. At the first meeting of the Board of County Commissioners in February, the Tax Collector is required to report the amount of unpaid current year property taxes. The amount of unpaid taxes was reported to be \$2,508,517.95. Mr. Rose also requested that the Board authorize the Tax Collector to publish the names and amount of unpaid current year taxes in the newspaper (The Duplin Times).

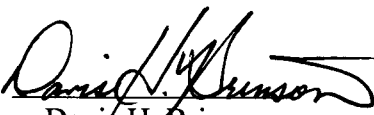
Motion was made by Commissioner Dowe, seconded by Commissioner J. Edwards, carried unanimously to accept the amount of unpaid taxes for 2022 and to order that the names and amounts of the unpaid taxes be advertised in the newspaper.

Mr. Davis Brinson, County Manager/ Clerk to the Board appeared before the Board to request the Board schedule a public hearing on March 6, 2023 to receive public comments on a request from James L. Kenan to name a lane in the 1400 block of Old Camp Road; Rose Hill, NC; in the Magnolia Township: Kenan Family Lane.

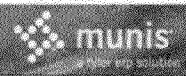
Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to schedule a public hearing on March 6, 2023 to receive public comments on a request from James L. Kenan to name a lane in the 1400 block of Old Camp Road; Rose Hill, NC in the Magnolia Township: Kenan Family Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared to make general announcements and/or updates.

Motion was made by Commissioner J. Edwards, seconded by Commissioner Dowe, carried unanimously to adjourn until Monday, February 20th, 2023 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.


Davis H. Brinson
Clerk to the Board

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	242	BUA	01/12/2023	01/12/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
1	6110	45600					T	BOOKS		5,095.96		
2	6110	43510					T	REPAIRS BUILDING AND GROUNDS	5,000.00			
3	6110	44300					T	RENT	95.96			
4	4180	43110					T	TRAVEL		400.00		
5	4180	44300					T	RENT	400.00			
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	249	BUA	01/13/2023	01/13/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
1	5133	42013					T	LAB PROCESSING		300.00		
2	5136	42013					T	LAB PROCESSING		250.00		
3	5155	40121					T	SALARIES		6,497.00		
4	5155	40181					T	SOCIAL SECURITY		540.00		
5	5155	40182					T	RETIREMENT		943.00		
6	5155	40183					T	HOSPITAL INSURANCE		1,011.00		
7	5155	40184					T	Life Insurance		9.00		
8	5133	42500					T	VEHICLE GASOLINE	150.00			
9	5133	43540					T	SOFTWARE MAINTENANCE	150.00			
10	5136	42420					T	IN HOUSE LAB	250.00			
11	5157	40121					T	SALARIES	6,497.00			

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Duplin County, NC



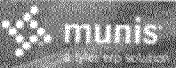
JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	287	BUA	01/17/2023	01/17/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
12	5157	40181					T	SOCIAL SECURITY	540.00			
13	5157	40182					T	RETIREMENT	943.00			
14	5157	40183					T	HOSPITAL INSURANCE	1,011.00			
15	5157	40184					T	Life Insurance	9.00			
16	4950	43210					T	TELEPHONE		50.00		
17	4950	43250					T	POSTAGE	50.00			
18	4948	43210					T	TELEPHONE		160.00		
19	4948	42100					T	HOUSEKEEPING		100.00		
20	4948	44500					T	INSURANCE AND BONDS		37.84		
21	4948	42980					T	PROGRAM SUPPLIES	120.00			
22	4948	43510					T	REPAIRS BUILDING AND GROUNDS	177.84			
23	4952	42600					T	OFFICE SUPPLIES		117.63		
24	4952	43540					T	SOFTWARE MAINTENANCE	40.36			
25	4952	44500					T	INSURANCE AND BONDS	54.48			
26	4952	41860					T	WORKERS COMPENSATION	22.79			
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	287	BUA	01/17/2023	01/17/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
1	6140	43510					T	REPAIRS BUILDING AND GROUNDS		15.03		

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Program ID: gicjehq

Duplin County, NC



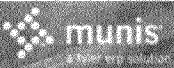
JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	287	BUA	01/17/2023	01/17/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
2	6140	44500					T			15.03		
3	5111	43530					T					100.00
4	5165	42600					T					300.00
5	5136	42013					T					300.00
6	5163	42013					T					245.00
7	5111	42724					T			100.00		
8	5165	43250					T			300.00		
9	5136	42420					T			300.00		
10	5163	42980					T			245.00		
PROGRAM SUPPLIES												
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	404	BUA	01/20/2023	01/20/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	4310	43110					T					2,193.06
2	4310	44300					T			2,000.00		
3	4310	44500					T			193.06		
4	6160	43910					T					297.98
5	6160	42120					T			37.65		
6	6160	42600					T			260.33		
7	5154	40121					T					5,400.00
SALARIES												

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Program ID: glcjeing

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	404	BUA	01/20/2023	01/20/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
8	5154	43911					T			5,400.00		
ADVERTISING												
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	424	BUA	01/20/2023	01/20/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	4319	42984					T				2,030.40	
2	4319	45100					T			2,030.40		
3	6140	43510					T				260.00	
4	6140	43250					T			60.00		
5	6140	43912					T			100.00		
6	6140	42980					T			100.00		
7	5113	42370					T				1,000.00	
8	5114	42370					T				1,000.00	
9	5163	43210					T				500.00	
10	5163	42410					T				500.00	
11	5167	42013					T				1,500.00	
12	5167	42990					T				500.00	
13	5167	43540					T				1,000.00	
14	5167	43110					T				100.00	
15	5167	44500					T				100.00	
INSURANCE AND BONDS												

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Program ID: glcjeing

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	424	BUA	01/20/2023	01/20/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT
ACCOUNT DESCRIPTION												
16	5167	42980					T					133.88
17	5113	41990					T	PROGRAM SUPPLIES		1,000.00		
18	5114	41990					T	PROFESSIONAL SERVICES		1,000.00		
19	5163	41990					T	PROFESSIONAL SERVICES		1,000.00		
20	5164	41990					T	PROFESSIONAL SERVICES		1,000.00		
21	5167	41990					T	PROFESSIONAL SERVICES		3,333.88		
22	4530	43510					T	PROFESSIONAL SERVICES				465.00
23	4530	43540					T	REPAIRS BUILDING AND GROUNDS		165.00		
24	4530	44300					T	SOFTWARE MAINTENANCE		300.00		
25	5185	42980					T	RENT				2,815.00
26	5185	42013					T	PROGRAM SUPPLIES				2,815.00
27	5185	42600					T	LAB PROCESSING				2,815.00
28	5185	45100					T	OFFICE SUPPLIES				2,815.00
							T			8,445.00		
29	5164	42410					T	CAPITAL OUTLAY				1,000.00
							T	PHARMACY				
** JOURNAL TOTAL											0.00	0.00
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	454	BUA	01/24/2023	01/24/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT
ACCOUNT DESCRIPTION												
1	4170	43991					T					3,200.00
2	4170	44300					T	OTHER ELECTIONS COST				
							T	RENT		2,500.00		

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Program ID: glcjeinq

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	454	BUA	01/24/2023	01/24/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
3	4170	42100					T				500.00	
4	4170	44910					T	HOUSEKEEPING			200.00	
5	4319	42984					T	DUES AND SUBSCRIPTIONS				
							T	PROGRAM SUPPLIES	JUSTICE			7,192.74
6	4319	45100					T	PROGRAM SUPPLIES	JUSTICE		7,192.74	
								CAPITAL OUTLAY				
** JOURNAL TOTAL											0.00	0.00
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	485	BUA	01/24/2023	01/24/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	5123	41990					T					8,900.00
							T	PROFESSIONAL SERVICES				
2	5123	42980					T	PROGRAM SUPPLIES			8,900.00	
3	5164	42410					T	PHARMACY				1,791.75
4	5167	42990					T	INCENTIVES			1,791.75	
** JOURNAL TOTAL											0.00	0.00
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	499	BUA	01/25/2023	01/25/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	4314	43541					T					1,400.00
							T	REPAIRS	SIGNS			
2	4314	42500					T	VEHICLE	GASOLINE		1,400.00	
3	4250	43510					T					600.00
								REPAIRS	BUILDING AND GROUNDS			

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Program ID: glcjeinq

Duplin County, NC



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	07	499	BUA	01/25/2023	01/25/2023	020623	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION													
4	4250	42981					T				600.00		
								PARTS & SUPPLIES					
** JOURNAL TOTAL											0.00	0.00	
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	07	501	BUA	01/25/2023	01/25/2023	020623	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION													
1	5164	42410					T					639.42	
								PHARMACY					
2	5167	42990					T				639.42		
								INCENTIVES					
** JOURNAL TOTAL											0.00	0.00	
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	07	532	BUA	01/26/2023	01/26/2023	020623	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION													
1	5951	41978					T					531.50	
								CATERER					
2	5605	40183					T					3,023.28	
								HOSPITAL INSURANCE					
3	5951	41860					T				531.50		
								WORKERS COMPENSATION					
4	5605	41860					T				3,023.28		
								WORKERS COMPENSATION					
** JOURNAL TOTAL											0.00	0.00	
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	07	577	BUA	01/27/2023	01/27/2023	020623	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION													

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JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	577	BUA	01/27/2023	01/27/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	6160	43910					T					2,000.00
2	6160	41860					T				87.90	
3	6160	42600					T				1,912.10	
							OFFICE SUPPLIES					
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	607	BUA	01/30/2023	01/30/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	5133	40121					T					4,000.00
2	5110	40121					T					5,000.00
3	5133	41990					T				4,000.00	
4	5167	41990					T				5,000.00	
5	5176	43110					T					6,281.00
6	5176	42980					T				6,281.00	
7	4370	43250					T					2,030.70
8	4370	42490					T				2,000.00	
9	4370	44500					T				30.70	
10	4330	42980					T					1,160.00
11	4330	45100					T				1,160.00	
							CAPITAL OUTLAY					
** JOURNAL TOTAL											0.00	0.00

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JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	641	BUA	01/30/2023	01/30/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
1	4320	42210					T				5,100.00	
2	4320	43540					T			5,100.00		
SOFTWARE MAINTENANCE												
** JOURNAL TOTAL										0.00	0.00	
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	642	BUA	01/30/2023	01/30/2023	020623	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
1	4320	42210					T				6,750.00	
2	4310	43540					T			6,750.00		
SOFTWARE MAINTENANCE												
** JOURNAL TOTAL										0.00	0.00	
** GRAND TOTAL										0.00	0.00	

14 Journals printed

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DUPLIN COUNTY
TAX AND SOLID WASTE REQUEST
RELEASE DATE FEBRUARY 6, 2023

RELEASE NUMBER	NAME	TOWNSHIP	TOWN	FIRE DISTRICT	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	TOWN TAX	FIRE DISTRICT	LATE LIST PENALTY	SOLID	WASTE	TOTAL RELEASE	REASON FOR RELEASE
19949	A & K LITTER SERVICE, INC	07		F-16	2022	0001730	\$ 1,023.32	\$ 28.62		\$ 100.18	\$ 115.21			\$ 1,267.33	8 MYT'S SOLD & PLATTS TURNED IN
19950	AVILA-AGUILERA, DII GO	07		F-04	2022	10002647	\$ 60.22	\$ 1.68		\$ 3.86	\$ 6.58			\$ 72.34	SOLD HOAT & TRAILER
19951	AYLLON, JERMAN QUINTANA, JR	09		F-09	2022	0194166	\$ 3.22	\$ 0.09		\$ 0.41	\$ 0.37			\$ 4.09	MYT TRAILER TAGS TURNED IN 2020
19952	AYLLON, JERMAN QUINTANA, JR	09		F-09	2021	0194166	\$ 3.58	\$ 0.10		\$ 0.45	\$ 0.41			\$ 4.54	MYT TRAILER TAGS TURNED IN 2020
19953	BATTS, TINA C	08		F-14	2022	0379457	\$ 20.56	\$ 0.58		\$ 1.44	\$ 2.26			\$ 24.84	FARM EQUIPMENT SHED FOR ON FATHER IN LAW ACCOUNT
19954	BLIZZARD, O R, JR & WF ANNETTE	13		F-03	2022	0655677	\$ 125.13	\$ 3.50		\$ 9.63				\$ 138.26	BP ASSET RECORDED AT WRONG COST
19955	BLIZZARD, O R, JR & WF ANNETTE	13		F-03	2021	0655677	\$ 125.13	\$ 3.50		\$ 9.63				\$ 138.26	BP ASSET RECORDED AT WRONG COST
19956	BLIZZARD, O R, JR & WF ANNETTE	13		F-03	2020	0655677	\$ 125.13	\$ 3.50		\$ 9.63				\$ 138.26	BP ASSET RECORDED AT WRONG COST
19957	BLIZZARD, O R, JR & WF ANNETTE	13		F-03	2019	0655677	\$ 125.13	\$ 3.50		\$ 9.63				\$ 138.26	BP ASSET RECORDED AT WRONG COST
19958	BLIZZARD, O R, JR & WF ANNETTE	13		F-03	2018	0655677	\$ 125.13			\$ 9.63				\$ 134.76	BP ASSET RECORDED AT WRONG COST
19959	BOONE, MELVIN LEE	09			2022	0765016						\$ 31.05		\$ 31.05	PRIVATE HAULER KEYED IN WRONG
19960	BRANCH, JOSEPH	06			2022	0949800						\$ 110.00		\$ 110.00	HOUSE, UNLIVABLE-VACANT
19961	CORDOVA-HERNANDEZ, DELFINO	07		F-04	2022	1974169	\$ 14.30	\$ 0.40		\$ 0.92	\$ 1.56			\$ 127.18	NEVER OWNED SWMH
19962	CRUZ-PRADO, VERONICA	12			2022	2097253	\$ 28.60	\$ 0.80			\$ 2.94			\$ 252.34	DESTROYED BOTH SWMHs IN 2018
19963	CRUZ-PRADO, VERONICA	12			2021	2097253	\$ 28.60	\$ 0.80			\$ 2.94			\$ 212.34	DESTROYED BOTH SWMHs IN 2018
19964	CRUZ-PRADO, VERONICA	12			2020	2097253	\$ 28.60	\$ 0.80			\$ 2.94			\$ 212.34	DESTROYED BOTH SWMHs IN 2018
19965	CRUZ-PRADO, VERONICA	12			2019	2097253	\$ 28.60	\$ 0.80			\$ 2.94			\$ 212.34	DESTROYED BOTH SWMHs IN 2018
19966	EDWARDS, ELIZABETH K & SHERRY SMITH TYNDALI	07		F-04	2022	010001861	\$ 8.58	\$ 0.24		\$ 0.55				\$ 9.37	NO LONGER OWNS LAND OR OUT BUILDING
19967	EDWARDS, ELIZABETH K & SHERRY SMITH TYNDALI	07		F-04	2021	010001861	\$ 8.58	\$ 0.24		\$ 0.55				\$ 9.37	NO LONGER OWNS LAND OR OUT BUILDING
19968	FLORES, APOLINAR RAMIREZ & AMILCAR LOPEZ BARRIOS	02		F-12	2022	2847576	\$ 29.88	\$ 0.58		\$ 1.90	\$ 2.34			\$ 135.70	SWMH DOUBLE LISTED
19969	FLEET, KENNY & WF KATHY FLEET	06		F-03	2022	2845543	\$ 5.12	\$ 0.14		\$ 0.39	\$ 0.57			\$ 6.22	TURNED IN MYT TAGS IN 2021
19970	GREEN THUMB FLORIST & GIFTS	02			2020	3318611	\$ 1.86	\$ 0.05			\$ 0.19			\$ 2.10	BUSINESS DISOLVED IN 2017
19971	GREEN THUMB FLORIST & GIFTS	02			2019	3318611	\$ 1.86	\$ 0.05			\$ 0.19			\$ 2.10	BUSINESS DISOLVED IN 2017
19972	GREEN THUMB FLORIST & GIFTS	02			2018	3318611	\$ 1.86				\$ 0.19			\$ 2.05	BUSINESS DISOLVED IN 2017
19973	HARRIS, RYAN EVANS	07		F-04	2022	3628066	\$ 42.90	\$ 1.20		\$ 2.75	\$ 4.69			\$ 51.54	2006 RANGER DOUBLE LISTED
19974	HAWES, CHARLES FOREST, III	11	T-77		2022	3688330	\$ 155.87	\$ 4.36	\$ 163.50					\$ 323.73	DOUBLE LISTED-SOLD IN 2018
19975	HAWES, CHARLES FOREST, III	11	T-77		2021	3688330	\$ 155.87	\$ 4.36	\$ 163.50					\$ 323.73	DOUBLE LISTED-SOLD IN 2018
19976	HAWES, CHARLES FOREST, III	11			2020	3688330	\$ 155.87	\$ 4.36						\$ 160.23	DOUBLE LISTED-SOLD IN 2018
19977	HAWES, CHARLES FOREST, III	11			2019	3688330	\$ 155.87	\$ 4.36						\$ 160.23	DOUBLE LISTED-SOLD IN 2018
19978	HOLLINGSWORTH, JANE P. TRUSTEE	02			2022	4041653	\$ 14.30	\$ 0.40			\$ 1.47			\$ 16.17	SWMH BURNED IN 2021
19979	HOLMES, MICHAEL SHAWN	05		F-06	2022	4067728	\$ 8.04	\$ 0.23		\$ 0.84	\$ 0.91			\$ 10.02	2 MYT TRAILERS LISTED IN JOHNSON CO
19980	JAMES, ADRIAN R	09			2022	4335500						\$ 110.00		\$ 110.00	INCORRECTLY CHARGED SOLID WASTE FEE
19981	JOHNSON, ROBERT N. JR	12			2022	4526785	\$ 171.60	\$ 4.80						\$ 176.40	SOLD 2 LOTS & LUMP SUM VALUE NOT ADJUSTED
19982	JONES, JAMES B. JR	02			2022	010004206	\$ 799.37	\$ 22.36						\$ 821.73	LOSS OF GOLDSBORO MILLING HOG CONTRACT
19983	JONES, JOANN	06		F-03	2022	4630912	\$ 165.88	\$ 4.64		\$ 12.76				\$ 183.28	LATE APPLICATION APPROVED
19984	JONES, JOANN	06		F-03	2022	4630912	\$ 165.88	\$ 4.64		\$ 12.76				\$ 183.28	LATE APPLICATION APPROVED
19985	JONES, JOANN	06		F-03	2022	4630912	\$ 165.88	\$ 4.64		\$ 12.76				\$ 183.28	LATE APPLICATION APPROVED
19986	JONES, JOANN	06		F-03	2022	4630912	\$ 165.88	\$ 4.64		\$ 12.76				\$ 183.28	LATE APPLICATION APPROVED
19987	KENAN, S. REGINALD	11	T-77		2022	4841632	\$ 42.90	\$ 1.20	\$ 45.00		\$ 8.91			\$ 98.01	NEVER OWNED 3 SWMHs
19988	KENAN, S. REGINALD	11	T-77		2021	4841632	\$ 42.90	\$ 1.20	\$ 45.00		\$ 8.91			\$ 98.01	NEVER OWNED 3 SWMHs
19989	KENAN, S. REGINALD	11			2020	4841632	\$ 42.90	\$ 1.20			\$ 4.41			\$ 48.51	NEVER OWNED 3 SWMHs
19990	KENAN, S. REGINALD	11			2019	4841632	\$ 42.90	\$ 1.20			\$ 4.41			\$ 48.51	NEVER OWNED 3 SWMHs
19991	KENAN, S. REGINALD	11			2019	4841632	\$ 42.90				\$ 4.29			\$ 47.19	NEVER OWNED 3 SWMHs
19992	KENNEDY, AARON R	09		F-10	2022	4856504	\$ 3.67	\$ 0.10		\$ 0.36	\$ 0.41			\$ 4.54	DOES NOT OWN MYT TRAILER
19993	KENNEDY, AARON R	09		F-10	2021	4856504	\$ 4.08	\$ 0.11		\$ 0.40	\$ 0.46			\$ 5.05	DOES NOT OWN MYT TRAILER
19994	KENNEDY, AARON R	09		F-10	2022	4856504	\$ 178.71	\$ 5.00		\$ 17.50	\$ 20.12			\$ 221.33	NO LONGER OWNS BOAT
19995	KNOWLES, BETHANY D	04		F-02	2022	5020657	\$ 14.30	\$ 0.40		\$ 1.30		\$ 110.00		\$ 126.00	NOT A MOBILE HOME-SMALL STORAGE BUILDING
19996	KNOWLES, BETHANY D	04		F-02	2021	5020657	\$ 14.30	\$ 0.40		\$ 1.30		\$ 90.00		\$ 107.60	NOT A MOBILE HOME-SMALL STORAGE BUILDING
19997	KNOWLES, TAYLOR	03			2020	5034879	\$ 37.93	\$ 1.06			\$ 3.89			\$ 42.88	AFTER LISTED BILLBOARDS IN ERROR
19998	LANGSTON, CAROLYN R	07		F-05	2022	010003826	\$ 458.32	\$ 12.82		\$ 32.05				\$ 503.19	VALUE ADJUSTED FOR DWMH PER BILL OF SALE
19999	LIMESTONE INVESTMENT, INC	07		F-04	2022	5363630				\$ 8.93				\$ 8.93	INCORRECTLY CHARGED FIRE TAX IN TOWN
20000	LIMESTONE INVESTMENT, INC	07		F-04	2021	5363630				\$ 8.93				\$ 8.93	INCORRECTLY CHARGED FIRE TAX IN TOWN

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DUPLIN COUNTY

RELEASE DATE FEBRUARY 6, 2023															
RELEASE NUMBER	NAME	TOWNSHIP	TOWN	FIRE DISTRICT	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	TOWN TAX	FIRE DISTRICT	LATE LIST PENALTY	SOLID	WASTE	TOTAL RELEASE	REASON FOR RELEASE
20001	LIMESTONE INVESTMENT, INC	07		F-04	2020	5363630				\$ 8.93				\$ 8.93	INCORRECTLY CHARGED FIRE TAX IN TOWN
20002	LIMESTONE INVESTMENT, INC	07		F-04	2019	5363630				\$ 8.93				\$ 8.93	INCORRECTLY CHARGED FIRE TAX IN TOWN
20003	LIMESTONE INVESTMENT, INC	07		F-04	2018	5363630				\$ 8.93				\$ 8.93	INCORRECTLY CHARGED FIRE TAX IN TOWN
20004	MILLER, HERMAN D	07			2022	5926401						\$ 110.00		\$ 110.00	NO DWELLING ON PROPERTY
20005	MILLER, JOSEPH ANTHONY	07		F-04	2022	5943511	\$ 8.42	\$ 0.24		\$ 0.54				\$ 9.20	MYT BOAT TRAILER DOUBLE LISTED
20006	MILLER, JOSEPH ANTHONY	07		F-04	2021	5943511	\$ 11.62	\$ 0.33		\$ 0.74				\$ 12.69	MYT BOAT TRAILER DOUBLE LISTED
20007	MILLER, MICHAEL WARD	08			2021	10002750	\$ 1.79	\$ 0.05						\$ 1.84	MYT TRAILER DOUBLE LISTED
20008	MILLER, MICHAEL WARD	08			2021	10002750	\$ 1.79	\$ 0.05			\$ 0.18			\$ 2.02	MYT TRAILER DOUBLE LISTED
20009	MOBLEY, JAMES KARL	08		F-10	2022	6051831	\$ 49.31	\$ 1.38		\$ 4.82	\$ 5.55			\$ 61.06	SOLD BOAT IN 2021
20010	OWENS, TERESA DECARLO	02			2022	6556090						\$ 220.00		\$ 220.00	CHARGED FOR 2 SOLID WASTE FEES IN ERROR
20011	RAYNOR, ZOA J	07		F-05	2022	7235519	\$ 254.54	\$ 7.12		\$ 17.80				\$ 279.46	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
20012	S & D WILSON FARMS, INC	12			2022	7554407	\$ 20.93	\$ 0.59			\$ 2.15			\$ 23.67	SOLD MYT TRAILER IN 2017
20013	S & D WILSON FARMS, INC	12			2021	7554407	\$ 27.18	\$ 0.76			\$ 2.79			\$ 30.73	SOLD MYT TRAILER IN 2017
20014	S & D WILSON FARMS, INC	12			2020	7554407	\$ 27.18	\$ 0.76			\$ 2.79			\$ 30.73	SOLD MYT TRAILER IN 2017
20015	S & D WILSON FARMS, INC	12			2019	7554407	\$ 31.25	\$ 0.87			\$ 3.21			\$ 35.33	SOLD MYT TRAILER IN 2017
20016	SANDERSON, LEVY RAY & WF SHERRY	13		F-03	2022	7603013	\$ 79.58	\$ 2.23		\$ 6.12	\$ 8.79			\$ 96.72	BOAT DESTROYED 4/21
20017	SATCHELL, VERLENE M	09	T-71		2020	7644500			\$ 490.80					\$ 490.80	PROPERTY NOT IN TOWN LIMITS
20018	SATCHELL, VERLENE M	09	T-71		2020	7644500			\$ 490.80					\$ 490.80	PROPERTY NOT IN TOWN LIMITS
20019	SATCHELL, VERLENE M	09	T-71		2019	7644500			\$ 490.80					\$ 490.80	PROPERTY NOT IN TOWN LIMITS
20020	SHOLAR, JOHNSON	11		F-17	2022	7787799	\$ 7,854.99	\$ 219.72		\$ 769.02				\$ 8,843.73	POULTRY HOUSES INCOMPLETE ON 1/1/22
20021	SORRELL, KENDALL SHERRILL	07		F-14	2022	00001289	\$ 37.61	\$ 1.05		\$ 2.63				\$ 41.29	SOLD BOAT IN 2020
20022	SORRELL, KENDALL SHERRILL	07		F-14	2021	000001289	\$ 36.59	\$ 1.02		\$ 2.56				\$ 40.17	SOLD BOAT IN 2020
20023	SWINSON, JEFFREY ETAL	03			2022	8421398						\$ 110.00		\$ 110.00	HOUSE VACANT FOR YEARS
20024	THOMAS, JOSEPH GUY & WF JANICE	07			2022	8704953						\$ 110.00		\$ 110.00	BILLED SOLID WASTE FEE IN ERROR
20025	WILSON, KEEL BRYON	08		F-14	2022	9792402	\$ 29.96	\$ 0.84		\$ 2.10	\$ 3.29			\$ 146.19	SWMH DOUBLE LISTED
20026	WILSON, KEEL BRYON	08		F-14	2021	9792402	\$ 29.96	\$ 0.84		\$ 2.10	\$ 3.29			\$ 126.19	SWMH DOUBLE LISTED
20027	WILSON, KEEL BRYON	08		F-14	2020	9792402	\$ 31.96	\$ 0.89		\$ 2.24	\$ 3.51			\$ 128.60	SWMH DOUBLE LISTED
20028	WILSON, KEEL BRYON	08			2019	9792402	\$ 35.32	\$ 0.99			\$ 3.63			\$ 129.94	SWMH DOUBLE LISTED
20029	WILSON, KEEL BRYON	08		F-14	2018	9792402	\$ 32.32			\$ 3.23	\$ 0.89			\$ 125.55	SWMH DOUBLE LISTED
20030	WILSON, RICHARD GLENN	12			2022	9801277	\$ 8.65	\$ 0.24		\$ 0.89				\$ 9.78	SOLD BOAT
20031	WILSON, RICHARD GLENN	12			2021	9801277	\$ 8.65	\$ 0.24		\$ 0.89				\$ 9.78	SOLD BOAT
20032	WILSON, RICHARD GLENN	12			2020	9801277	\$ 8.65	\$ 0.24		\$ 0.89				\$ 9.78	SOLD BOAT
20033	WILSON, RICHARD GLENN				2019	9801277	\$ 8.65	\$ 0.24			\$ 0.89			\$ 9.78	SOLD BOAT
GRAND TOTAL															
							\$ 13,799.91	\$ 380.34	\$ 1,889.40	\$ 1,121.66	\$ 252.08	\$ 2,451.05	\$ 19,894.44		
SUBMITTED BY: <i>Amyl</i>															
FINAL APPROVAL BY: <i>Shoof</i>															
DATE APPROVED: FEB. 6, 2023															

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT				LINE DESCRIPTION					
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	2 02/07/2023			BUA 020623C	1 1				
1 4520	34520		Transportation	ARPA NCDOT		.00	-350,515.00	-350,515.00	
64-70-4520-0000-000-34520						02/07/2023			
2 4528	40121		ARPA NCDOT	SALARIES		.00	150,000.00	150,000.00	
64-45-4520-4528-000-40121						02/07/2023			
3 4528	40181		ARPA NCDOT	SOCIAL SECURITY		.00	12,000.00	12,000.00	
64-45-4520-4528-000-40181						02/07/2023			
4 4528	40182		ARPA NCDOT	RETIREMENT		.00	16,000.00	16,000.00	
64-45-4520-4528-000-40182						02/07/2023			
5 4528	40183		ARPA NCDOT	HOSPITAL INSURANCE		.00	30,000.00	30,000.00	
64-45-4520-4528-000-40183						02/07/2023			
6 4528	41990		ARPA NCDOT	PROFESSIONAL SERVICES		.00	30,000.00	30,000.00	
64-45-4520-4528-000-41990						02/07/2023			
7 4528	42500		ARPA NCDOT	VEHICLE GASOLINE		.00	110,000.00	110,000.00	
64-45-4520-4528-000-42500						02/07/2023			
8 4528	43210		ARPA NCDOT	TELEPHONE		.00	2,515.00	2,515.00	
64-45-4520-4528-000-43210						02/07/2023			
** JOURNAL TOTAL							0.00		
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	3 02/07/2023			BUA 020623C	1 1				
1 4947	34500		Warsaw Cabinets	State Economic Dev Grant		.00	-375,000.00	-375,000.00	
42-49-4920-4947-000-34500						02/07/2023			
2 4947	45000		Warsaw Cabinets	GRANTCLIENTS		.00	375,000.00	375,000.00	
42-49-4920-4947-000-45000						02/07/2023			
** JOURNAL TOTAL							0.00		
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	4 02/07/2023			BUA 020623C	1 1				
1 4386	34354		STACY BRITT	False Alarm Fine		.00	-3,250.00	-3,250.00	
28-43-4330-4386-000-34354						02/07/2023			

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Program ID: bgandent

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT				LINE DESCRIPTION					
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	4 02/07/2023			BUA 020623C	1 2				
2 4386	42726		STACY BRITT	Fine Payments		.00	3,250.00	3,250.00	
28-43-4330-4386-000-42726						02/07/2023			
** JOURNAL TOTAL							0.00		
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	5 02/07/2023			BUA 020623C	1 1				
1 4310	34351		Sheriff	SCAAP GRANT		-15,693.00	-11,695.00	-27,388.00	
10-43-4310-0000-000-34351-						02/07/2023			
2 4310	38359		Sheriff	Sale of Assets-Fed Seized		.00	-4,650.00	-4,650.00	
10-43-4310-0000-000-38359						02/07/2023			
3 4322	41990		2016 SCAAP	PROFESSIONAL SERVICES		15,693.00	11,695.00	27,388.00	
10-43-4310-4322-000-41990						02/07/2023			
4 4319	42984		FED SEIZED JUSTICE	PROGRAM SUPPLIESJUSTICE		85,937.05	4,650.00	90,587.05	
10-43-4310-4319-000-42984						02/07/2023			
** JOURNAL TOTAL							0.00		
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	6 02/07/2023			BUA 020623C	1 1				
1 5181	41990		COVID Reopening Schools	PROFESSIONAL SERVICES		94,615.00	-26,000.00	68,615.00	
10-50-5100-5181-000-41990						02/07/2023			
2 5181	40121		COVID Reopening Schools	SALARIES		6,000.00	22,500.00	28,500.00	
10-50-5100-5181-000-40121						02/07/2023			
3 5181	40181		COVID Reopening Schools	SOCIAL SECURITY		885.00	500.00	1,385.00	
10-50-5100-5181-000-40181						02/07/2023			
4 5181	43250		COVID Reopening Schools	POSTAGE		.00	1,000.00	1,000.00	
10-50-5100-5181-000-43250						02/07/2023			
5 5181	43550		COVID Reopening Schools	EMR EXPENSE & INCENTIVES		.00	2,000.00	2,000.00	
10-50-5100-5181-000-43550						02/07/2023			
** JOURNAL TOTAL							0.00		
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2023 08	7 02/07/2023			BUA 020623C	1 1				

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Program ID: bgandent

Duplin County, NC



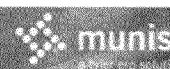
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2023	08	7 02/07/2023			BUA 020623C	1 1			
1	4920	45000		Economic Development	GRANTCLIENTS		1,046,199.00	-29,500.00	1,016,699.00
		10-49-4920-0000-000-45000					02/07/2023		
2	4920	49807		Economic Development	PROJECT MATCH FOR GRANTS		.00	29,500.00	29,500.00
		10-49-4920-0000-000-49807					02/07/2023		
** JOURNAL TOTAL								0.00	

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Program ID: bgandent

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Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

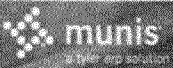
CLERK: chelsey.tanier

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	8	2									
BUA	4520-34520		02/07/2023	020623C				ARPA NCDOT	5		350,515.00
BUA	4528-40121		02/07/2023	020623C				T SALARIES	5	150,000.00	
BUA	4528-40181		02/07/2023	020623C				T SOCIAL SECURITY	5	12,000.00	
BUA	4528-40182		02/07/2023	020623C				T RETIREMENT	5	16,000.00	
BUA	4528-40183		02/07/2023	020623C				T HOSPITAL INSURANCE	5	30,000.00	
BUA	4528-41990		02/07/2023	020623C				T PROFESSIONAL SERVICES	5	30,000.00	
BUA	4528-42500		02/07/2023	020623C				T VEHICLE GASOLINE	5	110,000.00	
BUA	4528-43210		02/07/2023	020623C				T TELEPHONE	5	2,515.00	
JOURNAL 2023/08/2 TOTAL										.00	.00
2023	8	3									
BUC	4947-34500		02/07/2023	020623C				State Economic Dev Grant	5		375,000.00
BUC	4947-45000		02/07/2023	020623C				T GRANTCLIENTS	5	375,000.00	
JOURNAL 2023/08/3 TOTAL										.00	.00
2023	8	4									
BUA	4386-34354		02/07/2023	020623C				False Alarm Fine	5		3,250.00
BUA	4386-42726		02/07/2023	020623C				T Fine Payments	5	3,250.00	
JOURNAL 2023/08/4 TOTAL										.00	.00
2023	8	5									
BUA	4310-34351		02/07/2023	020623C				SCAAP GRANT	5		11,695.00
BUA	4310-38359		02/07/2023	020623C				T Sale of Assets-Fed Seized	5		4,650.00
BUA	4322-41990		02/07/2023	020623C				T PROFESSIONAL SERVICES	5	11,695.00	
BUA	4319-42984		02/07/2023	020623C				T PROGRAM SUPPLIESJUSTICE	5	4,650.00	

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Program ID: bgandent

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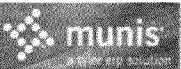
Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T	OB	DEBIT	CREDIT
JOURNAL 2023/08/5										TOTAL		.00	.00
2023	8	6											
BUA	5181-41990		02/07/2023	020623C				T	PROFESSIONAL SERVICES	5			26,000.00
BUA	5181-40121		02/07/2023	020623C				T	SALARIES	5	22,500.00		
BUA	5181-40181		02/07/2023	020623C				T	SOCIAL SECURITY	5	500.00		
BUA	5181-43250		02/07/2023	020623C				T	POSTAGE	5	1,000.00		
BUA	5181-43550		02/07/2023	020623C				T	EMR EXPENSE & INCENTIVES	5	2,000.00		
JOURNAL 2023/08/6										TOTAL		.00	.00
2023	8	7											
BUA	4920-45000		02/07/2023	020623C				T	GRANTCLIENTS	5			29,500.00
BUA	4920-49807		02/07/2023	020623C				T	PROJECT MATCH FOR GRANTS	5	29,500.00		
JOURNAL 2023/08/7										TOTAL		.00	.00

Duplin County, NC



BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
FUND TOTAL					.00	.00

** END OF REPORT - Generated by CHELSEY LANIER **

North Carolina Department of Health and Human Services
Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2023-24 Application for Funding
Project Period July 1, 2023 - June 30, 2024
Application Due Date: January 13, 2023

Agency Information			
Agency:	Eastern Carolina Human Services Agency, Inc.		
Agency:	Eastern Carolina Human Services Agency, Inc.		
Federal ID:	56606763		
DUNS Number:	153858329		
Administrative Office Address:	237 New River Drive, Suite 1, Jacksonville, N.C. 28456		
Mailing Address (include the 4 digit zip code extension):	Post Office Drawer 796, Jacksonville, N.C. 28540		
Telephone Number:	(910) 347-2151		
Fax Number:	(910) 347-1237		
Proposed Funding:	CSBG: \$814,368.00	Additional Resources: \$4,717,534	Agency Total Budget: \$5,531,902
Application Period:	Beginning: July 1, 2023	Ending: June 30, 2024	
Board Chairperson:	Marcia Wright		
Board Chairperson's Address: (where communications should be sent)	2 West Baystone Boulevard, Jacksonville, N.C. 28540		
Board Chairperson's Term of Office (enter beginning and end dates):	07/2023-06/2024		
Executive Director:	Tudy P. Murray		
Executive Director Email Address:	tmurray@edchsinc.com		
Agency Fiscal Officer:	Marcie Jeffries		
Fiscal Officer Email Address:	mjeffries@edchsinc.com		
CSBG Program Director:	Tameika Prince		
CSBG Program Director Email Address:	tprince@edchsinc.com		
Counties Served with CSBG funds:	Onslow, New Hanover, and Duplin		
Agency Operational Fiscal Year:	July-June		

North Carolina Department of Health and Human Services
Office of Economic Opportunity -
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2023-24.
Additional Resources: Enter the amount of other resources the agency expects to receive during the 2023 program year. If an exact figure is not known at this time, the best possible estimate.
Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2023 - June 30, 2024.

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	✓
Signed Board Membership Roster (blue ink only)	✓
Board of Directors Officers and Committees	✓
Board of Directors Community Needs Assurance	✓
Planning Process Narrative	✓
Form 210 - Agency Strategy for Eliminating Poverty	✓
Form 212 - One-Year Work Program	✓
Monitoring, Assessment and Evaluation Plan	✓
Form 212A - CSBG Administrative Support Worksheet (if applicable)	✓
Form 225 - Agency Budget Information	✓
Form 225N-Budget Narrative	✓
Appendices (to be attached by the Applicant):	
• Organizational Chart (do not include names)	✓
• Job Description and Resume for the Agency's Executive Director	✓
• Job Description and Resume for the Agency's Chief Financial Officer	✓
• Job Descriptions for all CSBG employees (do not include names)	✓
• Affirmative Action Plan	✓
• Documentation of Public Hearings for Initial Planning Process:	✓
• Copy of Public Notice(s) from Newspaper(s)	✓
• Agenda of Public Meeting(s)	✓
• Copy of Attendance Sheet(s)	✓
• Minutes of Public Meeting(s)	✓
• Documentation for Notice of Intent to Apply:	✓
• Copy of advertisement(s)	✓
• Documentation of Submission to County Commissioners:	✓
• Notarized document from county clerk	✓
• Commissioners' comments or minutes (if applicable)	✓
• Cognizant-Approved Indirect Cost Agreement	✓
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	✓
• Cost Allocation Plan (if applicable)	✓
• Vehicle Registrations (must be up-to-date and after July 1, 2021)	✓
• State Certification-No Overdue Tax Debts	✓
• State Certification-Contractor Certification required by N.C. Law	✓
• Federal Certifications	✓
• Cost Allocation Plan Certification	✓
• Federal Funding Accountability and Transparency Act (FFATA)	✓

• Central Contractor Registration (CCR) (must be up-to-date and after July 1, 2021) ✓

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application (continued)

Item	Included (✓)
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status (must be dated after July 1, 2016)	✓
• Conflict of Interest Policy (must have been approved within the past 5 years and must be notarized)	✓
• Contractual Agreements/leases (must be current within contract period)	✓

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Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Certification and Assurances

Public Hearing on the Initial Plan
We hereby certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on January 5, 2023 for the initial planning process for the agency's current proposed plan and the agency has maintained documentation to confirm the process of the public hearing.

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

Date	County	Date	County
January 5, 2023	Onslow		
January 5, 2023	New Hanover		
January 5, 2023	Duplin		

County Commissioners' Review
We hereby certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on 1/12/2023 as required by 10A NCAC 97C .0111 and 10A NCAC 97C .0307(9).

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

Date	County	Date	County
1/12/2023	Onslow		
1/12/2023	Duplin		
1/12/2023	New Hanover		

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

Date of Board Approval: 1/12/2023

Board Chairperson:

Melvin M. Byrd
(Signature)

(Date) 1/12/2023

Finance Committee Chairperson:

Shirley Jackson
(Signature)

(Date) 1/12/2023

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	21	Total Current Vacant Seats	10
Total Number of Seats Reserved for Each Sector	Poor 7	Public 7	Private 7
Total Number of Vacant Seats Per Each Sector	Poor 4	Public 2	Private 4

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated (month/year)	Number of Terms Served (completed)	Current Term Expiration (month/year)
Representatives of the Poor					
1. Victor Foster	Onslow	ONslow LOW-INCOME ELECTED	06/2014	0	12/2029
2. Richard Sheats	Onslow	ONslow LOW-INCOME ELECTED	08/2012	0	12/2027
3. Yvette Monk	Onslow	ONslow LOW-INCOME ELECTED	01/2011	0	12/2026
4. Vacant	Onslow	ONslow SECTION 8 HOUSING			
5. Vacant	Duplin			0	
6. Vacant	New Hanover				
7. Vacant					
Public Elected Officials					
1. Theresa James	Onslow	ONslow COUNTY COMM (Representative)	01/2010	0	12/2025
2. Andre Purvis	Onslow	ONslow COUNTY COMM (Representative)	1/2022	1	12/2037
3. Penny Thorne	Duplin	DUPLIN COUNTY COMM (Representative)	05/2021	0	12/2036
4. William McKoy	Onslow	ONslow COUNTY COMM (Representative)	08/2000	0	12/2025
5. Vacant	Onslow	ONslow COUNTY COMM (Representative)			
6. Gwendolyn Williams	New Hanover	NEW HANOVER COUNTY COMM (Representative)			
7. Vacant	Onslow	ONslow COUNTY COMM (Representative)			
Representatives of Private Organizations					
1. Marcia Wright	Onslow	SICKLE CELL DISEASE ASSN.	12/1996	1	12/2026
2. Lorraine Jackson	Onslow	MONTFORD POINT ASSN.	04/2001	1	12/2026
3. Vacant	Duplin			0	
4. Suzette Curry	New Hanover	DUKE PARTNERS IN CARING	10/2014	0	12/2029

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that the current Board of Directors Member Profile is on file for each member.

Fiscal Year 2020-21 Community Services Block Grant Application
 Page 7 of 20

Board Member	Physical Address	Email Address
VICTOR FOSTER	95 Elynn Street Maysville, N.C. 28556	vfoley4212@earthlink.net
RICHARD SHEATS	202 Taraper Ct. Jacksonville, N.C. 28546	richardsheats@earthlink.net
YVETTE MONK	139 Morton Farm Rd. Jacksonville, N.C. 28546	beon_wellmont3@yahoo.com
THERESA JAMES	1280 Pickett Rd. Jacksonville, N.C. 28540	theresa3@earthlink.net
WILLIAM MCCOY	153 Broadhurst Rd. Jacksonville, N.C. 28540	wmccoy5@earthlink.net
MARCIA WRIGHT	2 West Bayshore Blvd. Jacksonville, N.C. 28540	mwright16@earthlink.net
LORRAINE JACKSON	600 U.S. John Ave. Jacksonville, N.C. 28546	lorraine.jackson@northw.k12.nc.us
SUZETTE CURRY	1209 Market St. Suite B Wilmington, N.C. 28401	suzette.curry@state.edu
Gwendolyn Williams	1605 Greenfield St. Wilmington, N.C. 28401	gwwilliams@nc.gov
ANDRE PURVIS	218 White Oak Blvd. Jacksonville, NC 28546	andrepurvis@yahoo.com
IRIS CARTER	1115 Bowdens Rd. Kernsville, NC 28549	i_wells@hotmail.com

Board of Directors' Officers and Committees

Note: All committees of the board should clearly reflect the composition of the board (10A MCA 97C 0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented
Officers of the Board			
Marcia Wright	Chairperson	Private	Onslow
William McCoy	Vice Chairperson	Public	Onslow
Theresa James	Secretary	Public	Onslow
Lorraine Jackson	Assistant Secretary	Public	Onslow
Lorraine Jackson	Treasurer	Private	Onslow
Committee Name: Executive Committee			
Marcia Wright	Chairperson	Private	Onslow
Theresa James		Public	Onslow
Victor Foster		Low Income	Onslow
William McCoy		Public	Onslow
Lorraine Jackson		Private	DuPont
Lorraine Jackson		Private	Onslow
Richard Sheels		Public	Onslow
Suzette Curry		Low Income	Onslow
Committee Name: Finance Committee			
Lorraine Jackson	Chairperson	Private	New Hanover
Victor Foster		Private	Onslow
Lorraine Jackson		Low Income	Onslow
Victor Foster		Private	DuPont
Victor Foster		Public	DuPont
Committee Name: Planning Committee			
William McCoy	Chairperson	Public	Onslow
Theresa James		Low Income	DuPont
Theresa James		Public	Onslow
Marcia Wright		Private	Onslow
Richard Sheels		Low Income	Onslow
Richard Sheels		Low Income	Onslow
Suzette Curry		Private	New Hanover
Committee Name: Personnel Committee			
Marcia Wright	Chairperson	Private	Onslow
Theresa James		Public	Onslow
Lorraine Jackson		Private	Onslow
William McCoy		Public	Onslow
Yvette Mork		Low Income	Onslow
Yvette Mork		Public	Onslow
Richard Sheels		Low Income	Onslow
Committee Name: By-Laws Committee			
Marcia Wright		Private	Onslow
Yvette Mork		Low Income	Onslow
Committee Name: Nominating Committee			
Victor Foster		Low Income	Onslow
Victor Foster		Public	Onslow
Theresa James		Public	Onslow
Theresa James		Low Income	New Hanover

*To be completed by agencies serving multiple counties.

Community Service Block Grant
Board of Directors Contractual Certifications

I, Marcia Wright (Board Chair) Eastern Carolina Human Service Agency, Inc. (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

☒ **A. Conflict of Interest:** I certify that a Conflict-of-Interest Policy in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

☒ **B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on February 3-4, 2022.

☒ **C. Agency-wide Audit:** I certify that Jason Keller, CPS performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year July 1, 2021-June 30, 2022, was submitted and accepted by the Board at the January 27, 2022, meeting and is on record in said minutes.

Certification (Original Signature)

Marcia Wright
Signature of Chairperson/President

11/2/2023
Date

Community Service Block Grant
Certification of Community Assessment

The Eastern Carolina Human Services Agency, Inc. (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- ☒ Surveys of the community(s) - door to door, telephone, etc.
- ☒ Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- ☒ Review of demographic information - U.S. Census, welfare statistics, unemployment statistics, etc.
- ☒ Discussions/information/testimony provided by individual and community members - social service professionals, agency staff, program participants, etc.
- ☐ Public meetings to solicit input on community needs
- ☐ Other (Describe) _____

The most recent Community Assessment was completed on: December 14, 2022
(date)

The Community Assessment was completed by: Eastern Carolina Human Services Agency, Inc.
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

A public hearing was held by ECHSA, Inc. in preparation of the submission of the FY 23-24 CSBG Application for Funding. The hearing provided viewers with an opportunity to participate in the community needs assessment and provided them with information relative to the counties served. The most recent Community Needs Assessment determined that the services that CSBG provides to the community through self-sufficiency measures is necessary due to the following key findings: 34% of the people residing in Duplin County are in poverty and receive SSI, cash public assistance, and/or food stamps. Onslow County ranks #4 for teenage pregnancies in the state and 22% of the population are homeless. New Hanover County 22% of the residents are homeless and indulge in drug abuse/misuse, reflecting a need for comprehensive programs such as CSBG that target every barrier seeking to impede self-sufficiency. There was a 38% increase in drug related deaths from 2018 to 2020 according to the Blanchard Institute. That equates to 8 people dying every day in North Carolina due to drug misuse.

The following is a list of needs as prioritized, with community input, through the need assessment process.

1. Homelessness	4. Lack of jobs
2. Drug Abuse	5. Lack of public transportation
3. Lack of affordable housing	6. Teen pregnancy

Certification (Original Signature)

Melvin M. Stipe
Signature of Chairperson/President

11/2/2023
(Date)

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - A. **Low-income Community:** Data (qualitative, quantitative) was compiled and reviewed from current participant files and community needs assessment surveys, as well as, from individuals previously served. This information afforded an assessment of the types of situations, needs, and challenges that create barriers often faced by the low-income population seeking services through the CSBG Program. Also, the presence of the poor at the public hearing provides an opportunity for low-income individuals to have input in the discussion of services most beneficial for their individual areas. Once problems are identified that directly and indirectly affect them, they are given an opportunity to make suggestions for possible solutions to those problems. The Community Needs Assessment Task Force contributes greatly to the acquisition of applicable data from the low-income community. Also, representatives of the poor that represent the low-income sector of the agency's Board of Directors (Planning Committee) also provide meaningful input on the development of the strategic plan.
 - B. **Agency Staff:** Through the rapport and partnership that staff has developed with program participants, they are able to lend personal insight to the primary needs of those they serve. This information, along with their perspectives as residents in the community, is quite helpful in the planning process. Additional efforts to reach the poor are enacted through outreach, recruitment, and marketing and through the Community Needs Assessment Task Force, which provides an opportunity for staff to interact with individuals seeking services. This information is always shared, specifically during the planning process & staff development training sessions, to assist in the development of the strategic plan as based on identified causes of poverty. Members of the staff have been trained by a certified ROMA trainer to ensure that the ROMA framework is utilized in all aspects of plan development.
 - C. **Agency's Board Members:** The Board of Directors (BOD) is comprised of a diverse population including, but not limited to public officials, business owners/entrepreneurs, clergy, industrial, human resource, educational and the poor as representatives of the counties in which services are rendered. These individuals regularly attend area meetings and are made aware of problems that communities face. These issues are always open for discussion and for consideration in search of possible solutions. The Planning Committee, a subsidiary of the Board, actively participates in planning sessions and workshops to develop programmatic strategies that promote self-sufficiency.
 2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area.

- A. **Community-based organizations:** ECHSA, Inc. makes community needs assessment surveys/questionnaires available to community-based organizations on an ongoing basis. The surveys/questionnaires are posted on the agency's website and social media outlets for public participation and are available 24 hours a day. Distribution is also made via, email, resource analysis, and during ECHSA, Inc.'s Annual Anti-Poverty events occurring in the month of August of each year during which partnering community-based organizations actively participate. The Community Needs Assessment Task Force holds meetings/forums targeting various community-based organizations for input on a quarterly basis. Board Members representing the low-income sector also participate in this process.
 - B. **Faith-Based Organizations:** ECHSA, Inc. makes community needs assessment surveys/questionnaires available to faith-based organizations on a continuous basis. The surveys/questionnaires are posted on the agency's website and social media outlets for public participation and are available 24 hours a day. Distribution is also made via, email, resource analysis, and during ECHSA, Inc.'s Annual Anti-Poverty events occurring in the month of June of each year at which partnering community-based organizations actively participate. The Community Needs Assessment Task Force facilitates meetings/forums targeting various faith-based organizations for input on a quarterly basis. Board Members affiliated with faith-based organizations also participate in this process.
 - C. **Private Sector:** ECHSA, Inc. makes community needs assessment surveys/questionnaires available to faith-based organizations on a continuous basis. The surveys/questionnaires are posted on the agency's website and social media outlets for public participation and are available 24 hours a day. Distribution is also made via, email, resource analysis, and during ECHSA, Inc.'s Annual Anti-Poverty events occurring in the month of June of each year at which partnering community-based organizations actively participate. The Community Needs Assessment Task Force facilitates meetings/forums targeting various faith-based organizations for input on a quarterly basis. Board Members affiliated with faith-based organizations also participate in this process.
 - D. **Public Sector:** ECHSA, Inc. makes community needs assessment surveys/questionnaires available to faith-based organizations on a continuous basis. The surveys/questionnaires are posted on the agency's website and social media outlets for public participation and are available 24 hours a day. Distribution is also made via, email, resource analysis, and during ECHSA, Inc.'s Annual Anti-Poverty events occurring in the month of June of each year at which partnering community-based organizations actively participate. The Community Needs Assessment Task Force facilitates meetings/forums targeting various faith-based organizations for input on a quarterly basis. Board Members affiliated with faith-based organizations also participate in this process.
 - E. **Educational Sector:** ECHSA, Inc. makes community needs assessment surveys/questionnaires available to the educational sector on a continuous basis. The surveys/questionnaires are posted on the agency's website and social media outlets for public participation and are available 24 hours a day. Distribution is also made via, email, resource analysis, and during ECHSA, Inc.'s Annual Anti-Poverty events occurring in the month of June of each year at which representatives of the educational sector actively participate. The Community Needs Assessment Task Force facilitates meetings/forums targeting various members of the educational sector for input on a quarterly basis. Board Members affiliated with the educational sector also participate in this process.
- ECHSA, Inc.'s active participation in various community activities also provides an avenue for community/consumer input. Staff is equipped with community needs assessment surveys/questionnaires at each event and solicit participation from all who represent the sectors listed above. Representatives/partners representing these sectors are also invited to participate in all agency activities, at

which time assessments are proactively involved. The public hearings also provide an avenue for community feedback on the conditions of poverty.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

Eastern Carolina Human Services Agency, Inc.'s method for identifying poverty causes includes a thorough review and evaluation of statistical data (quantitative), community/staff input (qualitative), information from participant files, community needs assessments, and questionnaires regarding the issues that impact the families of Duplin, Onslow and New Hanover Counties.

A.) The sources listed below were utilized in identifying poverty causes:

- *U.S. Census American Community Survey 5-Year Estimates
- *U.S. Census Small Area Income and Poverty Estimates (SAIPE)
- *Community Survey and Community Needs Assessment
- *Community Needs Assessment Task Force & Staff Input
- *North Carolina Department of Commerce
- *The Living Wage Calculation
- *North Carolina Department of Public Instruction
- *NC Center for Health Statistics
- *Really True/City-data
- *American Chamber of Commerce Research
- *LINC Topic Report/Star News/Other News Media Outlets
- *The Blanchard Institute

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

The agency continues to advocate for and empower low-income individuals and families to achieve economic independence and security. The agency pursued and received the funding to serve low-income families. Staff members have advocated on behalf of and in conjunction with families who demonstrate overwhelming feelings of helplessness. Through these efforts, families have been encouraged and empowered to communicate their needs and take the steps necessary for them to overcome and deal with the barriers that impede their families. Some of the activities that agency staff engages in include but is not limited to: assisting families with creditors and credit issues, establishing cooperative agreements with utility companies, pursuing efforts to have certain fees waived so that educational certificates could be obtained, and encouraging employers to consider individuals for employment. In addition, agency staff continues their efforts to empower families and individuals by helping them to believe and see that they can make decisions that effect and change their lives. Greater emphasis is placed on delivering services, while promoting self-sufficiency. The goal is not to help families seek dependence from the program, but rather a partnership, as they resolve their own problems. Some of the activities that the agency has undertaken include:

- Encouraging families to assess their career interests, abilities, and any barriers that they face. Based on this information, goals are established, and an Action Plan is developed. The Action Plan will address the steps necessary for the goal to be reached. The staff, along with the participant, will pursue efforts to remove identified social and economic barriers to self-sufficiency.

- Empowering families to own a stake in their community. Families are encouraged to become active on their local city and county boards, councils, and in other capacities that will give them a voice and an opportunity to target issues that impact their lives and communities. Participants are also encouraged to participate in agency forums, seminars, workshops, and symposiums that will allow them to provide input on the findings of the causes and conditions of poverty and the strategies that will be beneficial to reducing poverty.

- Providing income management services to assist families in better managing the resources they have while taking steps to increase the overall household income. Families are also encouraged to open savings, and other accounts. Financial counseling workshops, homebuyer programs, and budgeting assistance is also an integral part of the comprehensive services the agency/programs provide.

- Providing employment services. Staff helps with the production of resumes and other job readiness components, assessing work skills/experience in order to best assist individuals in becoming more marketable. Families will be better prepared to obtain suitable employment to assist them in increasing their household income. Obtaining better employment and employment with medical benefits is highly encouraged and motivational case management is included to support success.

- Assisting families in achieving economic self-sufficiency. This is done by way of obtaining credit reports, reviewing the contents, submitting disputes, and advocating on their behalf. If necessary, as a result of these efforts, several participants have had items removed from their credit reports, and the barriers caused by poor credit, eliminated.

- Keeping families informed through the provision of information and referral services, allows for empowerment through knowledge. The aim is to connect families with resources and information that they can utilize in their effort to take an active part in changing their lives.

- Coordinating the efforts of the agency's Section 8 Housing Homeownership Program with those of other organizations to provide potential homeowners & entrepreneurs the opportunities. Through these efforts, potential homebuyers are provided with information regarding maintaining good credit and/or credit repair, financing, planning, and other information regarding the process of purchasing home. Also, collaborative efforts are made to assist families in obtaining newly built homes. Encouraging families of the agency's Section 8 Housing Family Self-Sufficiency Program for them to accrue savings in an escrow account that can be used to assist them in starting their own businesses.

Also, the agency's Section 8 Housing Program mandates that a Section 8 tenant serve on the agency's Board of Directors. This along with the board's representation of the low-income, public, and private sectors allows low-income families and individuals to get involved in the agency's activities and efforts to better serve the low-income community.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

To make more effective use of, and to coordinate and form partnerships with other organizations and programs, the agency partnered with MCCARES 360, to join health care and human services organizations under a shared referral platform. The agency will utilize its membership with the local chamber of commerce, as well as continue to strengthen its existing networks. The agency will also continue to assess the unique needs and dynamics that exist in the communities it serves to best identify the partnerships most beneficial to its participants. The agency will support and nurture existing networks, while seeking out others that provide self-sufficiency, family stability, and state welfare reform such as: the Department of Social Services' Work First Family Assistance Program, Section 8

Housing Family Self-Sufficiency Program and its Coordinating Committee, as well as, single parent programs, and programs operated by local churches. Once a new organization is identified, contact will be made to determine their goals and the scope of their services. When applicable, partnerships will be formed. Through these partnerships, the agency will coordinate its efforts to continue providing comprehensive services to its participants. The agency will also serve as a resource to such programs and will offer services as applicable. The agency's Board of Directors, committees, volunteers, and staff will host/frequent community events, meetings, and other interactive sessions that encompass the organizations listed above.

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

On an annual, and at times more frequent basis, the agency conducts a resource analysis that is forwarded to governmental and social services programs. The analysis involves a service description that the agency then utilizes to identify duplication of services and as a guide to identify any gaps in services. Through the agency's strengthened networks with governmental and other social services programs, it will continue to establish linkages that assure effective delivery of services to low-income individuals. The agency will also continue to seek out new resources through its efforts to advocate, coordinate and collaborate on behalf of those it serves. These networks will aid the agency in its attempt to provide much needed services, but also allows it to address the various barriers that low-income families face, while linking them to the resources available to assist them. To deliver services successfully and effectively, while avoiding duplication of such services, the agency relies on its rapport with existing community resources. The increased communications and cooperation established with these resources will enable all the organizations involved to be more informed of the services provided by other agencies and therefore, prevent duplication. The linkages that exist between the agency and other organizations have proven quite beneficial, especially in instances when services are not available directly through the agency's programs. These circumstances can occur when individuals need assistance but are ineligible for services, funds are not available to assist a participant, the assistance needed is not within the scope of the agency's services, or there is a wait list. In such instances when assistance is requested, information and referral services and collaborations are utilized. Some of these services include, but are not limited to introductory phone calls, advocacy, and counseling.

7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

The agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant by making a greater effort to identify those agencies and/or organizations within the community that provide services and activities that are designed to strengthen the family and/or encourage effective parenting. Once such organizations are identified, the agency will establish contact, determine the scope of their services, and the necessary eligibility requirements. It will then be the agency's goal to develop networks that will allow it to coordinate its efforts towards helping families reach self-sufficiency with those initiatives whose goals are to strengthen the family unit. In addition, the agency will support such initiatives through referrals and keeping its families informed of their services or upcoming events/activities through social media and/or other forms of correspondence. The agency will also seek to acquire funding for programs and/or

initiatives related to the identified needs and to the purposes of the administration of the Community Services Block Grant.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

To counteract conditions of starvation and malnutrition among low-income individuals, along with other efforts, the agency partners with local entities to assist families in obtaining assistance with their nutritional needs. The agency's staff relies on its communications with participants to remain informed of emergency food needs. When such emergency food needs are communicated, the appropriate resources are contacted. Efforts are made to seek resources that can address the immediate needs, as well as the issues that have contributed to the crisis. Once a resource is identified that can provide the assistance, a referral document is prepared, and the individual is instructed to take it to the organization and apply for its services. A follow-up will be conducted to ensure that the need was met. The agency also maintains a current listing of various resources in the community that provide emergency food services, such as the Salvation Army, soup kitchens, the Department of Social Services, food banks, and local churches, as well as sources of nutritional information, training, and services such as: NC Cooperative Extension and the Women, Infants, and Children Program (WIC). The agency also serves as a distribution center for perishable and non-perishable goods available to families with an identified need.

Community Services Block Grant Program Fiscal Year 2020-21 Application for Funding Planning Process Narrative (continued)

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training. (\$75,000)

The agency will continue to coordinate its efforts with those of the WIOA (Workforce Investment Opportunity Act) Programs for adults, dislocated workers, and youth. The agency has provided on-the-job training opportunities for those enrolled in summer youth and senior services programs, while supporting the WIOA Program's efforts through information and referral services. ECHSA, Inc. will establish partnerships with other non-profit organizations and/or minority/small businesses to provide an incentive for permanent hire. The agency also coordinates the provision of employment training activities through its partnership with the local NCWorks Career Centers. Through this partnership, the agency holds office hours onsite and contributes to the NCWorks One-Stop objective. Through the implementation and execution of the Employment Boot Camp initiative, the agency assists low-income participants with job search, job readiness, mock interviews, job referrals, career and skills assessment, dress for success initiatives, internship opportunities, along with other training needs and coordinated services and/or activities provided through local employment offices, other career centers, and Vocational Rehabilitation Programs. In addition, the agency continues to obtain and seek job listings and/or opportunities from online sources, as well as local community offices. Job availabilities and opportunities are forwarded to participants and/or job referrals are made. The agency is also currently on the mailing list at local community colleges and receives information on various upcoming human

resource and development classes, skills training, and other educational programs that are available. This information is also forwarded to the families served through case management services as well as announcements published on the agency's multiple social media outlets.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

The agency will continue its efforts to ensure coordination with the emergency crisis intervention program through the strengthening of existing networks with the Department of Social Services and/or organizations through which the program is being administered. The agency will continue to inform participants regarding the availability of emergency energy crisis intervention program assistance. The agency will also coordinate its efforts to assist low-income families with their energy related needs through referrals, by direct assistance, combined assistance through multiple resources, and by assisting participants in becoming knowledgeable of available services.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The most recent community needs assessment ranked teen violence as one of the top ten factors contributing to poverty in the CSBG service area. Therefore, through the provision of comprehensive services to the entire family unit, the following needs have been found to be present among the low-income youth that served: positive youth activities, mentoring programs, counseling programs, tutoring programs, behavior modification programs, continuing education programs, employment, in an effort to promote increased community coordination and collaboration in meeting their needs, staff will:

- Continue to provide referrals and follow-up services on behalf of the youth served
- Encourage families to participate in activities that enhance the lives of the youth in their homes
- Continuously seek out new programs that offer services to the youth in our communities.
- Continue to support and promote these programs by requesting placement on their mailing lists, forwarding information regarding upcoming events and activities to the families served.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).

Once the CSBG Case Manager is aware that the parent is not receiving child support, custodial parents in single-parent families are informed about its availability. This is also addressed during the process through which CSBG Case Managers review household income and as they deliver income management related services. When participants receive budget counseling/reviews, they are advised of various opportunities to better enhance and utilize all available income, which includes informing them of the availability of child support services. Custodial parents in single-parent families, as applicable, are referred to local child support enforcement offices and encouraged to pursue this much-needed assistance. CSBG Case Managers will continue to follow-up with participants to determine if they have received the assistance.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

- o Combat the Opioid Crisis by focusing on policies and practices that prevent opioid misuse, addiction, and overdose.

Quantitative and qualitative data released in FY 2022-23 reflected that there was a 26% increase in drug overdoses in North Carolina between 2020 and 2021, resulting in almost 4,000 deaths. In addition, ECHSA, Inc.'s Community Needs Assessment Results from FY 2022-23 to present reflect that drug abuse is one of the leading causes of poverty within the agency's Community Services Block Grant Program (CSBG) service areas that covers New Hanover, Onslow, and Duplin Counties. The framework of the Community Services Block Grant Program (CSBG) Program is based upon the following equation: education + employment + access to resources = self-sufficiency. Low-income participants/families impacted by opioid abuse will be provided access to services such as, but not limited to: employment support/job placement, educational training, housing, child care, medical, transportation, financial management, personal development, counseling, advocacy, and direct services or via information and referrals to matched service providers. Action plans will be implemented and followed utilizing a strategy that will create accountability and formalize communication. Coordination and transparency will be encouraged to guide families efficiently and effectively to the most appropriate services and resources available to overcome barriers and achieve their distinctive goals. This will generate a holistic approach that encompasses the entire family which has proven to be successful for long-term success in fighting addiction.

Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2023-June 30, 2026

Section 1: Identification of the Problem (use additional sheets if necessary)

1. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources). (answers provided below by county)
 - (A) Explain why the problem exists.
Although low-income families in Onslow, Duplin and New Hanover Counties are facing the barriers and circumstances listed above, these three communities continue to have several social and economic conditions that not only hinder the efforts of struggling families, but also, serve as contributors to the challenges that many of them face.
 - (B) Identify the segment of the population and give the number of people experiencing the problem.
 - (C) Provide demographic information of those adversely effected inclusive of:
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area
 - (D) Explain how the persons are adversely affected.

(The information provided below in response to Question 1(B-D) covers county by county historical, trending, and current data as it pertains to the three (3) year planning period beginning July 1, 2023)

DUPLIN COUNTY

The 2022 Community Needs Assessment results reveal that Duplin County participants rank the causes and conditions of poverty as follows: Lack of Jobs (Employment), Drug Abuse, High Utilities, Lack of Public Transportation, Lack of Low-income Housing, Teen Pregnancy, Homeless, Teen Violence, Domestic Violence, Child Abuse, Lack of Child Care Facilities, Educational Attainment (Drop Out) Rate, Nutritional Issues.

GENDER

According to information obtained from the 2015-2020 American Community Survey (ACS) 5-Year Estimates Report: 18.4% (4,517) males out of a population of 24,539 and 24% (6,096) females out of a population of 25,297 live below the poverty level.

AGE

According to the 2020 Small Area Income and Poverty Estimates Report (SAIPE) (published by the United States Census Bureau) out of an estimated population of 48,715 total residents living in Duplin County had a median income of \$48,755. According to the American Community Survey (ACS) 5-year Estimates Report: 3,665(26.9%) of 13,627 were under the age of 18, and 2,475(24.5%) of 10,097 were between the ages of 5 and 17.

RACE/ETHNICITY

The 2015-2020 ACS Report includes a race composition of 7,203 (19.6%) White alone – out of a population of 39,520 (reflects a decrease from the 2013-2017 ACS Report), 4,745(33%) Black or African American alone – out of a population 14,414; 3,298 (50.2%) Some other race – out of a population 6,566 (reflects a decrease from the 2013-2017 ACS Report), and 5,994 (40%) out of a population of 12,486 were of Hispanic or Latino origin (of any race) living below the poverty level.

EXPLANATION

Public Assistance

Based on the American Community Survey 5-Year estimate for 2015-2020, an estimated 34.3% of the families with children fewer than 18 years of age in the household were receiving Supplemental Security Income (SSI), cash public assistance income, or Food Stamp/SNAP benefits.

Household Composition/Teen Pregnancy

According to the 2015-2020 estimates 2,318 (16.9%) of 13,753 of children in households for whom poverty status is determined were comprised of a female householder, with no husband present. Of which, 29.16% had an income in the past 12 months which was below the poverty level. In addition, some of these households faced additional financial difficulty, which was further compounded by the number of pregnancies that occurred among single women and teenagers, contributing to the number of female householders with no husband present as presented in the paragraph above. Based on data compiled by the North Carolina Center for Health Statistics via the Adolescent Pregnancy Prevention Campaign (APPC) of North Carolina: The 2018 NC Center for Health Statistics Data by APPC ranked Duplin County 86 in the state for teenage pregnancy among youth ages 15-19, with 35.4% being repeat pregnancies. In 2019, the APPC reported 77 pregnancies among 15-19 year-olds in Duplin County, with 31.2% (24) being between the ages of 15-17. In addition, as of 2019, Duplin County ranked 6th in the state, a seventeen (17) rank increase from 2017. Duplin County 2019 APCC data also revealed that there were 82 pregnancies among 15-19 year olds, with a 28.8% chance for repeat pregnancies. From January to August 2019, the agency collaborated with an educational resource to facilitate and administer an abstinence program to 287 teens residing in Duplin & Onslow Counties in an effort to address this identified barrier contributing to the poverty conditions. This data reflects a need for the implementation of another abstinence program that targets teens in Duplin County in an effort to reduce the number of teenage pregnancies, repeat pregnancies, and Duplin County's teenage pregnancy ranking in the state of North Carolina.

Educational Attainment/Dropout Rate

In addition, the lack of education and/or attainment of marketable skills also hinder these families from reaching self-sufficiency. According to the NC Department of Public Instruction (NC DPI), For the 2018-2019 school year, NC DPI reports that the number of high school dropouts in Duplin County experienced a 48% increase to \$93,29% from the previous year. For the 2019-2020 school year, NC DPI released a report indicating that the number decreased to 62 (2.18%), down 1.11% from the 2018-2019 school year. The 2020-2021 report reflects a 64.5% increase to 102(3.55%) in the number of high school dropouts in Duplin County. Of the 102, 68 were male, 34 females, 27 white, 15 black, and 59 Hispanic, American Indian, Asian, Pacific Islander, and Multiracial students made up less than 10% of the total number of dropouts. In 2019-2020, there were 13 reportable crimes (4.78% per 1000 students). Also, according to data compiled by U.S. Census Bureau American Community Survey 5-year Estimates from 2020, educational attainment was reported as follows: 1,651 out of a population of 6,833 (24.1%) were less than high school graduates, 1,459(13.8%) out of a population of 10,568 were high school graduates (including equivalency), 5,270 (48.4%) out of a population of 10,883 had some college, associate's degree, and out of a population of 7,094, 2,055 (28.9%) had a bachelor's degree or higher. Based on the survey, the lack of education and skills attainment had a significant effect on the earning potential of these individuals; thus being a barrier to self-sufficiency. It was estimated that of the population ages 25 and over (40,087), 13.0% (5,436) were living below poverty.

Median Earnings/Living Wage

According to the 2015-2020 ACS, the median earnings (in 2021 inflation-adjusted dollars) by educational attainment were as follows: Less than high school graduate: \$25,907; High school graduate (includes equivalency): \$30,843; Some college or associate's degree: \$30,297; Bachelor's degree: \$53,640; Graduate or professional degree: \$49,563. Although some families in poverty faced the difficulties associated with single parenthood, teen pregnancies, lack of education, as well as, other social related issues, all families were impacted in some way economically by the Covid-19 Pandemic and are still adjusting to the rise in the cost of living due to inflation. According to MIT's (Massachusetts Institute of Technology) most current Living

Wage Calculation data available for Duplin County (2021-2022), in order for a family of 2 (one adult and one child) to adequately meet their needs, they would need to earn an average annual income of \$61,995 before taxes (an increase from 2019 at \$47,465.60); an hourly wage of \$29.61. For a family of three (one adult and two children) the annual income would need to be no less than \$76,999.00 (in 2018 = \$53,664) with an hourly wage of \$37.01. The average family size most often enrolled in the CSBG Program is a family of 3 (Single Parent/Female with two (2) children) with an annual level of income ranging between \$0 - \$26,663 (125% below federal poverty guidelines to qualify for enrollment). MFT reports that a minimum wage stands at \$7.25 per hour for a family of this size places it in poverty; as well as, noting that minimum wage stands at \$7.25 per hour for most jobs in which they qualify at enrollment. Considering the educational attainment of most CSBG applicants/participants at enrollment, none reach living range even after rising above the federal poverty income guidelines. According to the 2015-2020 ACS Report, out of 5,666 living below the poverty level 389(6.8%) worked full-time, year-round in the past 12 months, 1,752 (30.9%) worked less than full-time, year-round in the past 12 months, and 3,526 (62.2%) did not work. In addition, an estimated 15,606 had income below the 125 percent poverty ratio. Therefore, it is important that programs offering education/employment services and access to resources be available to assist families in increasing their household income to rise above poverty.

Employment/Unemployment Trends

The 2015-2020 ACS Report indicates that out of 37,140 people ages 16 and over, 28.5% were not in the labor force (10,591). Also, according to the Workforce Adjustment and Retraining Notification (WARN) report released by the North Carolina Department of Commerce, in 2020 Precision Hydraulic in Duplin County temporary closed due to the Covid-19 pandemic. The closing impacted 48 employees. The North Carolina Department of Commerce Local Area Unemployment Statistics (LAUS) October 2022 report reflects that Duplin County has a labor force of 24,683 with a 3.9% unemployment rate (954). It is important to note when reviewing unemployment data is that not all unemployed individuals receive unemployment compensation. Duplin County is a rural area, with limited access to public transportation to meet employment related needs. The 2015-2020 ACS Report also includes that the mean travel time to work was 27.9 minutes, 255 walked to work, but only 0.05% (27) utilized public transportation (including taxicab). The 2015-2020 ACS ranks the following occupations for Duplin County: (1) Production, transportation, and material moving (24.8%), (2) management, professional, and related, (3) sales and office (4) construction, extraction, and maintenance, (5) service, (6) farming, fishing, and forestry, Manufacturing jobs rank first (4,733), followed by educational, health, and social services, agriculture, construction, arts, entertainment, recreation, accommodation, and food services, Professional, scientific, management, administrative, and waste management type occupations presented a percentage of 4.3 or less; representing some of industries with the highest pay potential available in Duplin County.

Homelessness/Housing

Along with unemployment and business closure/job loss, according to Realty Trac, Duplin County has experienced its share of foreclosures. As of December 2022, Duplin County's housing market currently has total inventory of 56. Of those 56 homes 45 are foreclosures. Of the 45 homes 3 were lost to bank reposessions and 12 were lost to auctions. According to the 2014 North Carolina Point-in-Time Count Report, less than one percent (0.01%) of Duplin County's resident population is experiencing homelessness. Considering that Duplin County does not have a homeless/emergency shelter or transitional housing unit from which to gather data, this number more likely than not represents the actual percentage of persons who are unhoused. The 2013-2017 ACS Report also reveals that 4,615 of 14,626 total children under 18 years of age (with a household consisting of a female householder with no husband present) were living in occupied housing units; 62.4% of those lived in renter-occupied housing units. The data supports the need for financial/counseling and homeownership assistance-based programs for those who are successful at increasing their household income (self-sufficiency) through program service delivery.

ONSLOW COUNTY

The 2022 Community Needs Assessment results reveal that Onslow County residents rank the causes of poverty as follows: Homelessness, Drug Abuse, Lack of Public Transportation, High Utilities, Teen

Violence, Lack of Low-Income Housing, Teen Pregnancy, Educational Attainment (Drop Out Rate), Nutritional Issues, Child Abuse, Domestic Violence, Lack of Child Care Facilities, Lack of Jobs.

GENDER

According to information obtained from the American Community Survey (ACS) Report 2015-2020 5.3% (9,220) males out of a population of 99,528 and 15.2% (12,761) females out of a population of 84,227 live below poverty.

AGE

According to the 2020 United States Census Small Area Income and Poverty Estimates Report out of an estimated population of 177,848 total residents living in Onslow County with a median household income of \$32,886; 22,293 of people of all ages (12.5%) were living in poverty, 7,578 (159%) of the population under age 18 (47,770) were in poverty, 3,250 (16.7%) of the population from ages 5 to 17 (31,470) were in poverty.

RACE/ETHNICITY

The American Community Survey 5-Year Estimate (ACS) Report 2015-2020 includes a race composition of 15,006 (11.9%) White – out of a population of 126,506; 6,396 (24%), Black or African American – out of a population of 26,751; 1,214 (28%) Some other race – out of a population of 4,342; and 1,850 (22.7%) Two or more races – out of a population 8,149; 3,265 (17%) out of a population of 19,225 were of Hispanic or Latino origin (of any race) living below the poverty level.

EXPLANATION

Public Assistance

Based on the American Community Survey 5-Year estimate for 2017-2021: 24.4% (11,966) of children under 18 years of age (49,033) in households with a female householder, with no husband present were receiving Supplemental Security Income (SSI), cash public assistance income, or Food Stamp/SNAP benefits.

Household Composition/Teen Pregnancy

According to the 2015-2020 estimates, 6,891 children out of 47,027 (14.7%) were comprised of a female householder, with no husband present, with 65.9% having an income in the past 12 months which was below the poverty level. Some of these households faced the additional financial difficulty further compounded by the number of pregnancies that occurred among single women and teenagers. Based on data compiled by the NC Center for Health Statistics, in 2017 #4 in the State of NC, with 283 pregnancies among 15-19-year-old girls. There were 35 among 15-17-year-old girls, and 248 among 18-19-year-old girls; with a 21.9% percent of repeat pregnancies. The 2019 report reflected Onslow County ranked #4 in the State of North Carolina with a 20% chance of repeat pregnancies a slight decrease of 1.9% from 2017. In 2019, Onslow County held the #4 position out of 100 counties in the state for teenage pregnancies. This report also shows that there were 240 pregnancies among 15-19-year-old girls with 23 (9.6%) ages 15-17 and 217 being between the ages of 18-19 years of age. In 2019 to the agency collaborated with an educational resource to facilitate and administer an abstinence program to teens residing in Duplin & Onslow Counties. This collaboration and training has empowered staff to address this identified barrier contributing to the poverty conditions.

Educational Attainment/Dropout Rate

In addition, the lack of education and/or attainment of marketable skills also hinder these families. According to the NC Department of Public Instruction (NCDPI), during the 2019-2020 school year, the number of high school dropouts in Onslow County decreased to 65 (.76%) from 119 during the 2018-2019 school year. For the 2020-2021 school year, NCDPI released a report indicating that the number increased to 118 (1.56%), up 52.6% from the 2019-2020 school year. Of the 118: 71 were male, 45 female, 72 white, 16 black, 14 Hispanic, and 14 multiracial. American Indian, Asian, and Pacific Islander students made up less than 10% of the total number of dropouts. In 2020-21, there were 10 reportable crimes (1.427% per 1000 students). The most frequently reported crimes in school were 1) possession of a weapon, 2) possession of a controlled substance in violation of the law, 3) possession of an alcoholic beverage 4) assault on school premise and 5) sexual offense. Also, according to data compiled by the U.S. Census

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Bureau American Community Survey 5-year Estimates from 2020, it was estimated that of the population ages 25 and over (106,544): 2,271 (2.13%) had less than a 9th grade education, 31,216 (29.3%) were high school graduates and 30,389 (28.5%) had some college but no degree. Although some families in poverty faced the difficulties associated with single parenthood, teen pregnancies, lack of education, as well as, other social related issues, all families were impacted in some way by the economic recession and its slow recovery. One of the largest military bases in the nation, Camp Lejeune, is also located in Onslow County, contributing to the statistical information contained in this report.

Employment/Unemployment Trends

According to WARR Reports, the permanent closure of Alcora (effective 10/31/2019) affected 142 employees; most residing in Onslow County. The 2020 WARR Reports also reflected that there were two permanent layoffs in Onslow County. Hoodlars laid off approximately 30 employees and Amerium laid off approximately 100 employees both of which were reported to be due to the Covid-19 pandemic. In addition to the two permanent layoffs OS Restaurant Services, LLC temporarily laid off 6 employees as a direct result of the Covid-19 pandemic. According to the North Carolina Department of Commerce Labor Area Unemployment Statistics (LAUS) report for December 2021, Onslow County's labor force consisted of 65,446, with an unemployment rate of 3.5% (2,271). The October 2022 LAUS reflects out of a working population of 67,211 (4.6%) or 3,111 are unemployed. Based on this data it is concluded that the unemployment rate has increased from the prior year. However, in April of 2020 according to the LAUS report the unemployment rate for Onslow County peaked to 11.8%, which indicated a 6.7% increase from the December 2019 unemployment rate (5.1%). It is important to note that the Covid-19 pandemic should be factored into the reasoning behind the high unemployment rate in 2020 for Onslow County.

Housing/Homelessness

Along with unemployment and business closures/lays offs, according to Realty Trac, Onslow County experienced its share of foreclosures. According to Realty Trac December 2022 Report, Onslow County has 434 foreclosures. Of the 434 homes, 9 were lost to bank repossessions, and 61 were lost to auctions. According to the 2016 North Carolina Point-in-Time Count Report, has Onslow County had a total of 106 homeless people, 37 of which were located in emergency shelter, 17 were located in transitional housing and 52 were in an unsheltered situation. According to the Onslow Community Outreach, as of 2022 Onslow County now has 2 homeless shelters in attempts to accommodate for the increase in homelessness. In August of 2021, according to the City of Jacksonville, a total of 430 out of 694 units at Towne Center Apartments in Onslow County were deemed unsafe. Based on the report given by the Jacksonville Daily News the families occupying the units were forced to vacate due to uninhabitable living conditions. As a result, Onslow County now has 430 less affordable standard housing units for the low-income population to inhabit. According to the 2017-2021 Census data the median gross rent amount in Onslow County is \$1,064. Therefore, low-income families in Onslow County continue to struggle to find affordable housing units.

Median Earnings/Living Wage

Although, the unemployment rate has decrease post the Covid-19 pandemic, low-income families continue to struggle to meet their basic needs, as a result of inflation and current cost of living. According to the 2022 MIT's (Massachusetts Institute of Technology) Living Wage Calculation data available for Onslow County, in order for a family of 2 (one adult and one child) to adequately meet their needs they would have to have an annual average income of \$67,480 before taxes and earn an hourly wage of \$32.45 (\$23.51 in 2018). For a family of three (one adult and two children) the annual income would be \$85,644 before taxes with an hourly wage of \$41.18 (\$26.92 in 2018). The average CSBG participant family consists of a family of three (3); single parent with two children with qualifying earnings of \$0-12,000 annually.

NEW HANOVER COUNTY

The 2022 Community Needs Assessment results reveal that New Hanover County residents rank the causes of poverty as follows: Homelessness, Drug Abuse, Lack of Low-Income Housing, Lack of Jobs, Teen Pregnancy, Lack of Public Transportation, Teen Violence, High Utilities, Lack of Child Care

Facilities, Domestic Violence, Nutritional Issues, Education Attainment (Drop Out Rate), Child Abuse.

Facilities, Domestic Violence, Nutritional Issues, Education Attainment (Drop Out Rate), Child Abuse.

GENDER

According to information obtained from the American Community Survey (ACS) Report 2015-2020, in the last 12 months: 21,833 (24.057) males out of a population of 110,216 and 25,21% (30,560) females out of a population of 121,230 live below poverty.

AGE

According to the 2020 United States Census Small Area Income and Poverty Estimates Report, out of an estimated population of 228,687 total residents living in New Hanover County 23,331 of people of all ages (10.2%) were living in poverty; 5,938 (14.3%) of the population under age 18 (41,490) were in poverty, 3,956 (12.8%) of the population from ages 5 to 17 (30,826) were in poverty.

RACE/ETHNICITY

The 2017 ACS Report includes a race composition of 24,511 (14.6%) White – out of a population of 167,999, 9,566 (32.4%) Black or African American – out of a population 23,486, 806 (23.3%) Some other race – out of a population 2,136, and 866 (24.7%) Two or more races – out of a population 3,633. 4,042(35.8%) out of a population of 11,263 were of Hispanic or Latino origin (of any race) living below the poverty level.

EXPLANATION

Public Assistance

According to the American Community Survey 5-Year estimate for 2017-2021 of the 41,453 households with children under 18, 22.5% of the children (living in a household with a female householder and no husband present) received Supplemental Security Income (SSI), cash public assistance income, or Food Stamp/SNAP benefits.

Household Composition/Teen Pregnancy

Despite the various sources of income received by some families, single head of household families had an even greater challenge. According to the 2015-2020 estimates of 41,774 households, 10,591 lived in a home with a female householder, with no husband present, 3,359 lived in a home with a male householder, with no wife present. Of those 49,1 of the children in the single female household had income below the poverty level; 12.2% in a single male household had income below the poverty level; and 4.3% lived in a married-ocuple family household with income below the poverty level. Some of these households faced the additional financial difficulty further compounded by the number of pregnancies that occurred among single women and teenage girls. Based on data compiled by the NC Center for Health Statistics (Adolescent Pregnancy Prevention Campaign of North Carolina Report of Teen Pregnancies). In the 2017 Report, New Hanover holds the 67th ranking with 131 teenage pregnancies of girls between the ages of 15 and 19; 41 of those were ages 15-17 and the remaining 90 were ages 18-19. This report also includes that New Hanover County has a 21.4% chance of repeat pregnancies. In 2019, New Hanover County was ranked 59th in the state among adolescent pregnancies for single girls ages 15-19 with a total of 135 pregnancies with an 19.3% of repeat pregnancies. This data reflects an increase in ranking from the prior year in which New Hanover ranked 69th (2018) in the state of NC. The 2019 Report also shows that the total number of pregnancies among teenage girls in New Hanover increased from the prior year from 120 to 135.

Educational Attainment/Dropout Rate

In addition, the lack of education and/or attainment of marketable skills also hinder these families. According to data compiled by the U.S. Census Bureau American Community Survey 5-year Estimates from 2015-2020, it was estimated that of the population ages 25 and over (155,195) 5,702 (32.9%) out of 10,778 had less than a 12th grade education, 5,051 (15.9%) out of 31,683 were high school graduates (includes less than a 12th grade education, 5,051 (15.9%) has some college (associate's degree), and 3,472 (8%) had a Bachelor's degree or higher. According to the NC Department of Public Instruction (NC DPI), for the 2018-19 school year, 106 high school students dropped out of New Hanover County Public Schools, a 3.6% decrease from the 2017-18 report. For the 2019-20 school year, NC DPI released a report indicating that the number significantly decreased from 106 to 78 from the 2018-19 school year. The 2020-21 report reflects an 16.1% increase to 93 in the number of high school dropouts in New Hanover County. Of the 93: 70 were

Facilities, Domestic Violence, Nutritional Issues, Education Attainment (Drop Out Rate), Child Abuse.

male, 23 female, 31 white, 26 black, and 30 Hispanic. American Indian, Asian, Pacific Islander, and Multiracial students made up less than 10% of the total number of dropouts. The lack of educational skills attainment has had a significant effect on the earning potential of these individuals, thus a barrier to self-sufficiency.

Employment/Unemployment Trends

The educational levels obtained are not only reflected in the earnings of low-income families, but also in their inability to obtaining meaningful employment. The 2015-2020 ACS ranks the following as the most common employment sectors for New Hanover County: (1) Health Care & Social Assistance (13.8%), (2) Retail Trade (3) Accommodation and Food Services. For individuals seeking opportunities to earn higher wages, they must have the education and/or skills required in order to obtain these higher paying jobs. Based on the data pertaining to the educational attainment among families below poverty, many may not have the education and/or skills that some of these employers are requiring. This is further impacted by the numbers of job seekers competing for those jobs. Although some families in poverty faced the difficulties associated with the higher cost of living, single parenthood, teen pregnancies, lack of education, as well as, other social related issues, some families may still be recovering financially from job loss as a direct result of the Covid-19 pandemic and inflation. According to the U.S. Census Bureau American Community Survey 5-year Estimates from 2015-2020, out of 40,224 children 18 years and under, 2,806 (7.11%) had no workers in the family; 20,959 (52.10%) had 1 worker in the home, and 18,405 (40.78%) had 2 or more workers in the home. The November 2022 North Carolina Civilian Labor Force Estimates reflects out of a civilian labor force population of 126,974, (3.4%) or 4,306 are unemployed which is an .1% decrease from the prior month. However, many persons who are unemployed are not receiving unemployment compensation – one of the variables utilized when compiling this report.

Housing/Homelessness

Along with unemployment and business closures/jobloss, according to Realty Trac, New Hanover County has experienced its share of foreclosures. According to Realty Trac December 2022 Report, New Hanover County had 202 foreclosures. Of the 202 homes, 1 was lost to bank repossessions, and 26 were lost to auctions. City-data for Wilmington, NC reports that in 2022, the median gross rent for Wilmington, NC was \$1,164 per month. According to the 2020 Homelessness Overview Report released by the Cape Fear Council of Government Homeless Interagency Council, the 2020 Annual Point in Time Count for the Cape Fear Region lists 350 homeless individuals, with 109 unsheltered. Of these, 52 were chronically homeless. HUD's 2021 Continuum of Care Homeless Assistance Program Point-in-Time Report provides that in Wilmington/Brunswick, New Hanover, Pender Counties CoC, there were 246 unsheltered households without children, 81 provided emergency shelter, 50 with transitional housing, for a total of 115. In households with at least one adult and one child, 9 were provided with emergency shelter, 2 with transitional housing, 1 were unsheltered, for a total of 11. In households with only children, a total of three (3) were provided with emergency shelter. The highest number of emergency sheltered individuals were Non-Hispanic/Non-Latino (113), unsheltered were Non-Hispanic/Non-Latino (119).

Median Earnings/Living Wage

According to City-data for March 2019, the cost-of-living index for New Hanover County was at an average of 94.5 and the U.S. average was 100. The American Chamber of Commerce Research's Cost of Living Index for the 3rd Quarter 2013, reported that Wilmington had an index of 97.7 which exceeded Raleigh at 94.8 and Charlotte at 96.1. According to the report for the 3rd Quarter of 2014, Wilmington's index was 100.5 and it still exceeds Raleigh's rate at 92.3 and Charlotte's at 95.3. This is significant since Wilmington has been reported as the largest city in southeastern North Carolina and the eighth largest in the state; it is also known for the filming industry with many famous actresses and actors setting down to make Wilmington home. Therefore, the impact of a higher cost of living adds an additional burden on struggling families. According to City-Data 2018 reports for Wilmington, Asians, multiracial, White, American Indian and Alaska Natives, and Hispanic or Latino ethnic groups all had a higher median household income in comparison to Black or African American families. City-Data 2018 Reports also show that Wilmington (New Hanover's largest city) has 14.9% of its residents with income less than \$10,000 annually compared with the state average of 7.3%. According to the 2022 Living Wage Calculation data available for New Hanover

County (published by MIT, the Massachusetts Institute of Technology), for a family of 2 (one adult and one child) to adequately meet their needs they would have to earn an annual income of \$70,754 before taxes and earn an hourly wage of \$34.02 (\$24.16 in 2018). For a family of three (one adult and two children) the annual income would need to be \$89,361 before taxes (\$57,408 in 2018) with an hourly wage of \$42.93 (\$27.60 in 2018). Based on the family size most often enrolled in the CSBG Program, which is a family of 3, the annual earnings, in the fields through which most of these individuals are employed, do not exceed the most current Living Wage Calculation for this family size.

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

D. Resources Available:

Agency Resources

SECTION A HOUSING: The Section 8 Housing Choice Voucher Program provides rental subsidies and homeownership opportunities to first time homebuyers. Another component of Section 8 is Mainstream Housing for persons with disabilities. This allows individuals with disabilities the opportunity to secure housing that has been modified to make reasonable accommodations for their living. The Section 8 Family Self-Sufficiency Program (FSS) is designed to assist families in rising above poverty. Case Management services are a key function of the FSS Program. The Family Unification Program is a coordinated effort with the Department of Social Services in order to eliminate the housing barrier that exist and causes families to be separated. Additionally, Section 8's Disaster Housing Assistance has provided rental assistance to families that were affected by Hurricanes Katrina, Ike, and Rita.

NC Fall Prevention – ECHSA, Inc. will administer the NC Falls Prevention program designed to reduce the number of residential injuries and deaths from falls by completing home inspections, educating residents on fall prevention measures, initiating home repair measures, and completing quality assurance and quality control methods. Fall prevention measures include shower seat, staircase, and exterior handrail, safety grip bar, tub safety bar, and handhold shower head installation. Additional prevention measures include threshold repair, lip resistant furniture anchors, motion sensor light bulbs, and toilet safety rails.

B. Community Resources:

NC DEPARTMENT OF COMMERCE DIVISION OF WORKFORCE SOLUTIONS: The local employment security commission works to locate qualified workers for employers and provides job seekers with employment counseling, clerical proficiency testing, and referrals to other entities that can provide supportive services. Intensive services are provided to veterans, disabled individuals, and unemployment insurance recipients. The WIOA Program (Workforce Investment Opportunity Act) provides training and employment services to disadvantaged youth and adults, as well as dislocated workers who meet the eligibility criteria. Training assistance includes adult education, literacy training, occupational skills training, and on the job training. Other services include pre-employment skills development, resume writing, and job placement assistance.

NC WORKS CAREER CENTERS: NC Works Career Centers provide employment, education, and training services under a single "One Stop" delivery system. Centers are designed to provide individuals with the resources and assistance needed to make good decisions about their career training and employment needs. **ONISLOW COUNTY:** Serves job seekers, employers, local governments, economic developers, and unemployment insurance recipients. They provide job matching, training opportunities, labor market information, unemployment insurance, and serves as the host site for Onslow County NCWorks and provide referrals to supportive services. **DUPLIN COUNTY:** The NC Works Career Center in Duplin County

provides job seeking services to individuals seeking employment. The Center also works with employers to assist in finding qualified candidates for their employment needs. Serves all customers – unemployment insurance, job seekers, labor market information, and the customers of NCWorks and its partners. Services include labor market information, jobs, applications, resumes, unemployment insurance, WIOA-Dislocated Worker, Veteran's services, and OJT (On the Job Training). **NEW HANOVER COUNTY**. Serves all customers – unemployment insurance, job seekers, labor market information, and the customers of NCWorks and its partners. Services include labor market information, jobs, applications, resumes, unemployment insurance, WIOA-Dislocated Worker, Veteran's services, and OJT (On the Job Training).

PRETRIAL RESOURCE CENTER. Serves pretrial detainees in jail, first-time offenders, repeat offenders, and post-conviction offenders. The agency provides the judicial system with community-based alternatives and options to incarceration, provides the County of Onslow with an effective jail management tool, as well as a program to help first time offenders avoid a criminal conviction.

ONSLow UNITED TRANSIT SYSTEM, INC. - Serves the population of rural Onslow County not inside the city limits. Provides low cost, safe, reliable, and efficient transit services for citizens of Onslow County.

SARAH'S REFUGE - Serves victims of domestic violence and sexual assault. The program's mission is to provide individuals/families whose lives have been disrupted by the overwhelming effects of domestic violence, rape, and sexual assault. The program assists with supportive services, referrals, and short-term shelter.

SICKLE CELL DISEASE ASSOCIATION Serves the general public, persons/families affected by sickle cell disease and trait. The mission is to improve the quality of life for persons and families affected by the Sickle Cell disorders. Services include education, genetic counseling, referrals, follow-up, patient case management, transportation, and support services. They are also working with Centers for Disease Control on Rush Registry and Surveillance of Hemoglobinopathies to find new and lost to follow up clients).

SALVATION ARMY The Salvation Army is an international movement and is an evangelical part of the universal Christian Church. Its message is based on the bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus and meet human needs in His name without discrimination.

PRE-K/HEAD START PROGRAMS (Duplin, Onslow, and New Hanover Counties) - The programs are operated by their local boards of education. These programs are funded to assist pre-school children who are 3 and 4 years of age. According to the NC Department of Health and Human Services, Duplin County has 11 centers, Onslow County has 21 centers, and New Hanover County has 16 centers. Head Start provides early childhood education for children of low-income families and provides family self-sufficiency. **SECOND CHANCE MISSION OF HOPE** - Serves homeless men, women, and children, as well as other needy individuals in the community. They provide temporary shelter to the homeless, help them to reestablish themselves by improving education, job skills, and working with other agencies in assisting them to find permanent shelter and/or employment. They also provide groceries, clothing, and furniture to needy individuals in the community.

ONSLow WOMEN'S CENTER, INC. - Serves victims of Domestic Violence and/or sexual assault. Provide crisis interventions to victims of domestic violence and sexual assault while educating the community to prevent further domestic violence and sexual assault. The services include A Safe House, support groups, court advocacy, 24-hour crisis line, thrift store, Hispanic outreach, and crisis intervention.

MY SISTERS HOUSE - Serves women and their families. The program provides inspirational encouragement, personal care items, food, school supplies, and scholarships to graduating seniors, clothing, and financial assistance.

ONSLow COMMUNITY OUTREACH - Operates a Homeless Shelter, Soup Kitchen, Free Clinic, and Christmas Cheer. The program is dedicated to bringing together the talent, people, and resources in Onslow County's faith communities in a collaborative effort to serve God by serving others. They seek to extend the values of their faith by feeding the hungry, sheltering the homeless, healing the sick, and providing for other unmet human needs.

DUPLIN COUNTY PARTNERSHIP FOR CHILDREN - Serves children from birth through five and their families, childcare providers, and the general public. The Duplin County Partnership for Children is a catalyst for the development, expansion, and promotion of positive quality opportunities for all children ages

0-12 and their families. They provide services through in-house activities and collaborate with other agencies to provide services.

VOCATIONAL REHABILITATION

Serves individuals with chronic disabilities who want to work. The mission is to promote employment and independence for people with disabilities through customer partnership and community leadership. Vocational Rehabilitation provides the necessary services to enable an individual to overcome the limitation so that they can maintain or gain employment.

RURAL EMPLOYMENT ASSOCIATION FOR COMMUNITY HELP (R.E.A.C.H.) - Serves low/moderate income residents of Duplin County. They are a community organization made up of citizens who sincerely care and are willing to assist others. They propose to help people make progress towards achieving life goals. Their mission is to empower individuals/families to improve and enrich the quality of their lives, to educate the community on the value of relationship building as a necessary component in structuring strong families/households.

COASTAL CAROLINA COMMUNITY COLLEGE - (WIOA) PROGRAM - Serves Onslow County residents. Their mission is to assist with education and training that leads to employment and self-sufficiency.

JAMES SPRUNT COMMUNITY COLLEGE - (WIOA) PROGRAM - Serves low-income students. Provides educational training services to low-income participants that meet all requirements under the WIOA Program.

ONSLow COUNTY HEALTH IMPROVEMENT PROCESS (CHIP) - Serves the citizens of Onslow County.

The mission is to bring together concerned citizens to form partnerships to improve the quality of life in Onslow County.

THE ARC OF NORTH CAROLINA - The Arc of North Carolina has been providing advocacy and services to people with intellectual and developmental disabilities since 1953. The Arc believes that all people with intellectual and developmental disabilities have strengths, abilities and inherent value, are equal before the law, and must be treated with dignity and respect.

LINC - Leading into New Communities, Inc. (LINC, Inc.) is a 501(c)(3) non-profit organization that provides transitional living and case management services to meet the immediate needs of men and women returning from prison and culturally specific youth development services for African American young men ages 16-24.

WILMINGTON HEALTH ACCESS FOR TEENS, INC. - Wilmington Health Access for Teens (WHAAT) offers comprehensive primary medical care, mental health, nutrition and prevention services to adolescents and young adults ages 11-24.

RAMPAGE PROGRAM - Mission to provide human service programs that promotes self-reliance and healthy relationships through counseling mentoring, education, and advocacy. Offers therapeutic services and education in New Hanover County Schools through the Safe Schools/Healthy Students grant.

PHOENIX HOMETOWN HIRES - Phoenix Employment Ministry is a non-profit organization dedicated to helping the sheltered homeless and those with incomes below the poverty level find and keep satisfying work. Through partnerships with businesses, non-profit organizations, churches, and a vast volunteer network, Phoenix Hometown Hires supports people in the community in overcoming obstacles to find work and stability.

CAPE FEAR LITERACY COUNCIL - To provide individualized literacy services so that adults and families in the Cape Fear region can meet their goals and develop their potential.

WAVE TRANSIT - The Cape Fear Public Transportation Authority, operating as Wave Transit provides a variety of public transportation options to the citizens of the Cape Fear region, including fixed bus routes, shuttles, and a free downtown trolley. Our routes and schedules are designed for convenience and easy accessibility.

GOOD SHEPHERD CENTER - Soup Kitchen—Good Shepherd Center began as a modest Soup Kitchen in 1983, when a local church opened its parish hall to serve the homeless a lunch of soup and sandwich. From this small beginning, the program has grown to include a weekday breakfast and lunch available to anyone in need of food, as well as a dinner meal 7 nights a week for guests of the Night Shelter. Second Helping—This program's volunteers collect food from area grocery stores, restaurants and bakeries for

distribution to the hungry through the Soup Kitchen and more than 20 local feeding programs with which donations are shared.

THE SALVATION ARMY OF WILMINGTON, NORTH CAROLINA: The Salvation Army of Wilmington has served persons through various programs for over 125 years. Some services provided were toys, bikes, and clothing at Christmas; persons who slept at the Salvation Army shelter; meals served; persons served in social services and families kept from being homeless.

LEGAL AID OF NORTH CAROLINA, WILMINGTON OFFICE: The legal staff of Legal Aid of North Carolina – Wilmington Office provides legal assistance in civil matters (non-criminal matters) to eligible, low-income clients who have problems with their basic needs and live in the seven-county area surrounding Wilmington, North Carolina.

THE NEW HANOVER COUNTY DEPARTMENT OF SOCIAL SERVICES: From birth to death, families count on County Departments of Social Services for direct services that address issues of poverty, family violence and exploitation. County DSS provide citizens with resources and services to maximize their well-being and self-determination. They aim to prevent abuse, neglect, and exploitation of vulnerable citizens – the poor, the children, the aged, the disabled and the sick – as well as, promote self-reliance and self-sufficiency for individuals and families. County Departments of Social Services provide a wide variety of social work and economic services.

WILMINGTON HOUSING AUTHORITY
The Wilmington Housing Authority's mission is to provide quality, affordable housing in safe, attractive communities for the families they serve, thereby improving the quality of life for all residents of New Hanover County.

CW/CHOPE OF WILMINGTON: Offers a hand-up (not a hand-out) to hurting and impoverished women of the Cape Fear Region.

DOMESTIC VIOLENCE SHELTER & SERVICES, INC.: For over three decades, Domestic Violence Shelter and Services, Inc. has empowered victims and their families to break the cycle of domestic violence by providing shelter and on-going support services, as well as public awareness and prevention programs.

E. Resources Needed: The amount requested for this project: **\$814,368.00** divided by the number of clients: **200 = \$4,071.84** (efficiency measure). **\$4,071.84 x 82,377 residents living in Duplin, Onslow, and New Hanover Counties with incomes at or below the poverty level = \$335,999,163.68**

a. **Agency Resources:**
The Agency would highly benefit from additional non-restricted funds to assist families in need of services that are unable to enroll in the agency's programs due to wait lists and/or budget constraints.

b. **Community Resources:**
Many organizations that serve low-income populations in Onslow, Duplin, and New Hanover Counties face similar challenges as funding is impacted by budget reductions. In addition, population growth presents challenges such as obtaining jobs that are good enough to meet the basic needs of the families. This increase in population will also put a strain on the local resources that are available to assist needy families.

Section III: Objective and Strategy

F. Objective Statement:
To move 12 low-income families above the poverty income level from June 30, 2023.

Strategies for Objective:

1. Provide comprehensive services, counseling, referral, direct assistance, and follow-up to low-income residents.
2. **OUTREACH/RECRUITMENT/MARKETING:**
 - Coordinate with other community service agencies in providing services for low-income families.
 - Seek assistance from the state level to strengthen and increase program awareness to suburban groups such as employment and education institutions, faith-based groups, other anti-poverty organizations, as well as those with interest in the agency's mission and cause.
3. **EMPLOYMENT:** Seek means of developing economic/workforce development projects that would employ the unemployed and low-income. Partner/coordinate with local industry, organizations, businesses, and agencies in enrolling unemployed, homeless, and low-income families in training programs with employment being possible upon completion. Prepare unemployed/underemployed participants for potential employers. Implement/operate (i.e., Project G.O.A.L. – Great Opportunities At Last). Project G.O.A.L. is an on-the-job training opportunity designed to assist unemployed participants striving to become economically self-sufficient. ECHSA, Inc. will establish partnerships with other non-profit organizations and/or minority/small businesses to provide an incentive for permanent hire. Facilitate internship opportunities. (This strategy will seek to comprehensively improve achievement in all Six National Goal dimensions)
4. **HOMELESSNESS:** Seek additional funds from local, state, and government agencies to:
 - Open a homeless shelter/transitional housing in Duplin County
 - Assist with housing units for the homeless
 - Coordinate with existing homeless shelters
 - Coordinate with local organizations and landlords in obtaining additional funding to bring substandard homes up to standard
 - Strengthen collaboration with organizations that specifically address homeless veterans or those at risk of becoming homeless.
5. **SOCIAL ISSUES:** Seek additional funds from local, state, and government agencies to:
 - Explore/initiate a program that will target drug abuse/misuse since there is an ongoing opioid crisis.
 - Seek to provide staff with substance abuse training opportunities.
 - Explore/initiate an organized "Grandparent Program" designed to assist families by way of counseling & advocacy.
6. **YOUTH:** Seek additional funds from local, state, and government agencies to:
 - Explore/initiate a program taking a proactive approach to the present issues existing among youth as it specifically relates to teen pregnancies (single mothers)
 - Explore/initiate a program taking a proactive approach to the present issues existing among youth as it specifically relates to education (i.e., high school dropouts & post-secondary education).
7. **SIX NATIONAL GOALS:** Host an annual Anti-Poverty Festival preceded by an Agency/Family/Community Involvement Week to combat poverty. This strategy will also seek to provide families an opportunity to educate themselves through identification and direct contact with formal and informal supports. Solicit participation from officials within city/local government, law enforcement, judicial system, health care, social service agencies, and other non-profit organizations. (This strategy will comprehensively improve achievement in all Six National Goal dimensions)

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

G. **Community Needs Assessment:** Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

DUPLIN COUNTY

1. Lack of Employment
 - A. Family – Families do not have the skills/qualifications necessary to obtain/sustain employment. Reason: Individuals have a lack of educational attainment/high dropout rates, teen pregnancy
 - B. Agency – the agency does not have funding available to implement an adequate number of paid on the job training/internship programs. Reason: non-restricted funding barriers, absence of administration of employment specific grants
 - C. Community – The community does not have an adequate number of living wage job opportunities available for low-income individuals. Reason: median income v. living wage
2. Drug Abuse
 - A. Family – Individuals do not have the tools necessary to avoid drug misuse. Reason: poverty/social issues
 - B. Agency – the agency does not administer a substance abuse program. Reason: non-restricted funding barriers, absence of administration of drug abuse specific grants
 - C. Community – the community does not have sufficient means to address drug abuse. Reason: absence of programs that address drug abuse prevention & collaborative community initiatives, absence of collaboration between law enforcement, treatment providers, and those in recovery.
3. Lack of Low-income Housing
 - A. Family – individuals do not have sufficient income to obtain affordable housing. Reason: median income v. living wage, lack of educational attainment, household composition
 - B. Agency – the agency does not have adequate funding to assist families with housing goals. Reason: non-restricted funding barriers, absence of administration of housing specific grants
 - C. Community – the community does not have sufficient affordable housing for low-income residents. Reason: natural disaster impact (current); previous – median income vs. living wage, lack of affordable housing; absence of transitional housing assistance programs

ONSLOW/NEW HANOVER

1. Drug Abuse
 - A. Family – Families do not have the tools necessary to avoid drug misuse. Reason: poverty/social issues
 - B. Agency – the agency does not administer a substance abuse program. Reason: non-restricted funding barriers, absence of administration of drug abuse specific grants
 - C. Community – the community does not have sufficient means to address drug abuse. Reason: absence of programs that address drug abuse prevention & collaborative community initiatives that address the social issues (including poverty) that contribute to drug abuse; absence of collaboration between law enforcement, treatment providers, and those in recovery.
2. Lack of Low-income Housing/homelessness
 - A. Family – Families do not have sufficient income to obtain/sustain affordable housing. Reason: median income v. living wage, lack of educational attainment, household composition
 - B. Agency – the agency does not have adequate funding to assist families with housing goals. Reason: non-restricted funding barriers, absence of administration of housing specific grants
 - C. Community – the community does not have sufficient affordable housing (transitional

housing) for low-income residents and the homeless. Reason: natural disaster impact (current); previous – median income vs. living wage; lack of affordable housing; absence of transitional housing assistance programs

ADDITIONAL PRIMARY NEEDS

1. Teen Violence
 - A. Family – Individuals have high rates of teen violence. Reason: social issues (poverty)
 - D. Agency – the agency does not administer a program that specifically targets teen violence. Reason: non-restricted funding barriers, absence of administration of teen violence specific grants
 - B. Community – the community does not have adequate services available to curb teen violence. Reason: absence of programs & collaborative community initiatives that address the social issues that contribute to teen violence.
 2. Lack of Public Transportation
 - A. Family – Individuals do not have access to public transportation. Reason: reside in rural areas, low-income
 - B. Agency – The agency does not have the means to provide public transportation services. Reason: non-restricted funding barriers, absence of administration of transportation specific grants
 - C. Community – the community does not have adequate public transportation services available to low-income residents. Reason: absence of community-based initiatives that address the economic/social issues that create transportation barriers.
 3. High Utilities
 - A. Family – Individuals do not have the resources to pay high utilities. Reason: social issues (poverty)
 - B. Agency – the agency has a limited amount of funding to assist with utility expenses. Reason: funds are designed to provide education and employment supports to assist with long-term self-sufficiency in contrast to assisting with utility bills on a consistent basis.
 - C. Community – the community does not have the capability of regulating utility costs nor does the community provide adequate resources to assist low-income families/individuals with emergency needs. Reason: infrastructure
- H. **Achievement of Results and Evaluation:** Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?
- CSBG assisted 8 low-income families in rising above the poverty level and maintained income above the poverty level for 90 days out of an annual target of 12. 11 of a targeted 35 obtained employment, 3 of a targeted 16 obtained better employment, 4 of a targeted 12 obtained jobs with medical benefits, 11 of a targeted 21 completed education/training programs, 2 of a targeted 14 secured standard housing, 8 of a targeted 18 received emergency assistance to stabilize a crisis situation, 57 of a targeted 210 were provided with employment supports to support employability, 38 of a targeted 77 were provided with education supports to support education related activities such as tuition, child care, transportation, uniforms, supplies, and books. Highly trained staff delivering comprehensive services, along with stellar customer service, partnerships, and

community involvement, conjunctively supported last fiscal year's attempt. CSBG did not meet all reporting domains last fiscal year due to the impact of the pandemic on the community, staff, and its partners. Adjustments made to help achieve desired results for FY 2023-2024 include: staff training, more focused ROMA strategies, new partnerships, realignment with previously activated community partners, continued use of technology to connect staff to the community, and increased community engagement, outreach, network, and marketing strategies.

Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided. ECHSA, Inc. will secure a certified ROMA trainer to provide services relative to the utilization of the ROMA cycle and reinstate compliance with the rules and regulations of the agency's ROMA-centered Organizational Standards. Tameika Prince (CSBG Director) is currently waiting to begin classes to become a certified ROMA trainer.

One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Employment	Job readiness job referrals On-the-job training Internships/apprenticeships Information & Referrals	Decrease the number of unemployed individuals in the CSBG service area.	1.1, 2.1, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
Homelessness/Lack of Low-Income Housing	Rent/Utility Assistance/Deposits Information/Referrals Credit Repair Financial Counseling Establish partnerships	Reduce the number of homeless or individuals living in substandard housing conditions	1.2, 2.1, 3.2, 4.1, 6.2, 6.4, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
Lack of Educational Attainment	Education supports Financial Assistance (tuition, childcare, uniforms, etc.) Establish partnerships Information & Referrals Maximum feasible participation	Increase the educational attainment of program participants	1.2, 4.1, 6.3, 6.4, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
Drug Abuse	Establish partnerships Maximum feasible participation Rent/Utility Assistance Transportation Assistance Employment/Education services Financial Counseling Maximum feasible participation Information & Referrals	Information and referrals Establish partnerships	3.2, 4.1, 6.2, 6.3, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
High Cost of Living/High Utilities	Deposits/Assistance Transportation Assistance Employment/Education services Financial Counseling Maximum feasible participation Information & Referrals	Assist families in increasing their household income	1.3, 2.2, 2.3, 3.2, 4.1, 6.2, 6.4, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
Transportation	Financial assistance Credit repair Financial counseling	Assist families in addressing transportation barriers	1.2, 2.1, 6.2, 6.4, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant
Teen Violence	Prevention program Information and referrals Family counseling Max. feasible participation	Decrease the number of instances of teen violence	2.3, 3.2, 6.2, 6.3, 6.5	CSBG Program Director, Case Managers, Case Workers, Office Assistant

Section 1: Project Identification

Section I: Project Identification			
1. Project Name:	Family Self Sufficiency		
2. Mission Statement:	To improve the lives of low-income, Veteran, and military families by empowering them to become economically and socially self-sufficient.		
4. Objective Statement:	To move 12 low-income families above the poverty income level by June 30, 2024		
5. Project Period:	July 1, 2023-June 30, 2024		
6. CSBG Funds Requested for this Project:	July 1, 2023	To	June 30, 2024
7. Total Number Expected to Be Served:			200
a. Expected Number of New Clients			125
b. Expected Number of Carryover Clients			75

One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities

[illegible]

One-Year Work Program
OEO Form 212 (continued)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide comprehensive services to 200 low-income families living at or below the poverty level in Onslow, Duplin, and New Hanover Counties by June 30, 2024.	CSBG Director Case Managers Case Workers Office Assistant	75 (32)	107 (31)	138 (31)	169 (31)
OUTREACH/RECRUITMENT/MARKETING Notify the public about the program through newspapers, departmental newsletters, public announcements, telephone contacts, leaflets, brochures, radio/television, social media, and through networking with other human service agencies. Notify local human service organizations of available services, referrals, and networking opportunities.	CSBG Director Case Managers Case Workers Office Assistant				
ENROLLMENT Determine income eligibility Formulate Action Plan based upon ROMA (Results Oriented Management and Accountability) Assessment	Case Managers	July 1 - September 30	October 1 - December 31	January 1 - March 31	April 1 - June 30
SERVICE DELIVERY/ACTIVITIES <i>Income Management</i> Provide income management counseling, budgeting, credit reviews, and tax related information and referral services <i>Education</i> Identify sources of education and training for participants based on their levels of educational attainment/need. Appropriate referrals and supportive services will be made to: a. Vocational Rehabilitation b. Human Resource Development c. Continuing Education d. Adult Basic Education e. Diploma/Certificate Programs f. GED/High School Diploma Programs g. Degree Programs h. Learning Centers And any other sources determined necessary for participants to pursue their established goals.	Case Managers Case Workers Office Assistant Case Managers Case Workers Office Assistant	July 1 - September 30	October 1 - December 31	January 1 - March 31	April 1 - June 30
Financial Assistance • Determine family financial assistance as needed ECHSA, Inc. projects to provide childcare	Case Managers Case Workers Office Assistant				

assistance to one (1) family, rent assistance to 20 families, utility assistance to 40 families, rent deposits to 20 families, utility deposits to 10 families, educational training to 20 families, transportation assistance to 40 families, and other family support (i.e. prescriptions, blankets, employment/educational supports, shoes, coats, nonfood essential items, and basic clothing necessities) to 35 families.					
OPERATIONS AND ACCOUNTABILITY Develop, monitor, and evaluate overall program operations, goals, and outcomes through the use of Accountable Results for Community Action case	CSBG Director Office Assistant	July 1 - September 30	October 1 - December 31	January 1 - March 31	April 1 - June 30
• management software, monthly reports, the reviews, and financial statements	CSBG Director Office Assistant				
• Ensure that staff is properly trained and aware of current goals, objectives, targets, scope of services, and reporting requirements	CSBG Director Office Assistant				
• Report program activities and progress to the Executive Director	CSBG Director				
• Produce and submit all required programmatic reports in accordance with the Office of Economic Opportunity Document Submission Schedule	CSBG Director Office Assistant				
• Review and produce monthly reports, quarterly performance goals, and ensure proper records management	CSBG Director Office Assistant				
• Submit monthly reports of Participant Characteristics, Outcome Reviews, Services and Referrals	CSBG Director Office Assistant				
• Assist Director with various monitoring activities	Office Assistant Case Managers Case Workers				
In conjunction with the Finance Officer, maintain a computerized double entry accounting system under Generally Accepted Accounting Principles and related accounting principles in areas of: a. Accounts Payable b. Payroll c. Budgeting d. Fixed Assets e. Reconciliation of general ledger and bank accounts f. Filing and maintenance of all transactions Financial Reporting	CSBG Accounting Technician	July 1 - September 30	October 1 - December 31	January 1 - March 31	April 1 - June 30

Community Services Block Grant Program
Fiscal Year 2022-23 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

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

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2023-24 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	200
The number of low-income participant families rising above the poverty level.	12
The number of participant families obtaining employment.	24
The number of participant families who are employed and obtain better employment.	12
The number of jobs with medical benefits obtained.	8
The number of participant families completing education/training programs.	12
The number of participant families securing standard housing.	18
The number of participant families provided emergency assistance.	150
The number of participant families provided employment supports.	50
The number of participant families provided educational supports.	
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

CSBG Expenditure by Service Category					
A.2. CSBG Expenditures Domains	Target CSBG Funds	Actual Q1	Actual Q2	Actual Q3	Final
A.2a. Employment	\$124,646				
A.2b. Education and Cognitive Development	\$96,333				
A.2c. Income, Infrastructure, and Asset Building	\$201,589				
A.2d. Housing	\$37,321				
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$34,747				
A.2f. Civic Engagement and Community Involvement	\$115,795				
A.2g. Services Supporting Multiple Domains	\$118,369				
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$83,035				
A.2i. Agency Capacity Building	\$85,234				
A.2j. Other (e.g. emergency management/disaster relief)	\$38,607				
A.2k. Total CSBG Expenditures (auto calculated)	\$935,675				

Agency Name: Eastern Carolina Human Services Agency, Inc.									
Project Name: Family Self Sufficient									
County									
Duplin									
New									
Onslow									
Total	75	25	25	40	65				
Number Planned	25	25	25	50	75				
Number to be	35	35	35	50	75				
Added									
Amended	60								
Total									
Project Name:									
County									
Total Planned									
County									
Total									

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

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Monitoring, Assessment and Evaluation Plan**

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

- a. **Board of Directors.** Monthly reports from Program Directors will be compiled, prepared and presented to the Executive Director. Information obtained from the Program Directors will be utilized in the Executive Director's monthly progress report to the Board of Directors at their regularly scheduled meetings. Based on the analysis of these reports, the Planning Committee and Executive Director will determine if the program goals and objectives are on target and make recommendations to the Board of Directors for any necessary changes in program operation, management practices, or planning and evaluation processes.
- b. **Low-income Community.** The members of the low-income community serve on the agency's resident advisory boards, the agency's Board of Directors, and as volunteers at the agency. Serving in such capacities allow them to become directly involved in the assessment and evaluation process.
- c. **Program Participants.** Program participants are encouraged to assess and evaluate their experiences while enrolled in the various programs. Their comments and concerns are utilized in the agency's effort to evaluate its performance and the effectiveness of service delivery. Such evaluations allow for meaningful improvements and/or other changes that would prove beneficial to participants.
- d. **Others:** The agency staff participates in the assessment and evaluation of agency programs through monthly reports and a system of "in-house monitoring". Monthly reports are compiled by the staff and are closely reviewed by Program Directors to ensure accuracy in reporting. This will also allow for on-going monitoring of the status of program participants as they strive towards established goals. These reports are periodically consolidated in an effort to evaluate the program's combined progress towards the attainment of stated goals and objectives. In addition, project directors randomly select client records for review. These records are closely reviewed in order to ensure that participant's goals and obstacles are addressed, and appropriate services are delivered. Random file reviews are also conducted by the Executive Director and HR/Deputy Director.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors. Program participants are provided with access to Participant (Customer) Satisfaction Surveys either in person, by mail, and/or online through the agency's social media networks. Participants are asked to provide information regarding their general feelings about the program, case management services, suggested areas of improvement, as well as an opportunity to voice concerns and/or comments. Any hard copies obtained are stored; however, responses are electronically entered in survey format, for the purpose of compiling reports that provide a detailed analysis of the data. The results are presented during the annual planning period and are forwarded to the Executive Director for evaluation. The Executive Director then facilitates the presentation of results to the Board of Directors for assessment, planning, implementation, and evaluation purposes.

3. Describe how administrative policies and procedures are monitored by the Board of Directors. Regarding monitoring administrative policies, procedures and practices, the Board will monitor the following: Board operations, fiscal operations, equal opportunity, personnel management, public relations, coordination, and advocacy. The Executive Director has the responsibility to the Board for daily activities, which include but is not limited to: administrative leadership, supervision and accountability. The Executive Director, at scheduled board meetings, makes a report of administrative functions.

4. Describe how the Board acts on monitoring, assessment, and evaluation reports.
 - a. Remaining abreast of the results of various reports compiled by the agency, such as:
 - > Financial Reports, Programmatic and Administrative Reports
 - > Budgets
 - > Income Statements
 - > Monthly and/or Quarterly Financial Reports
 - > Audit Reports

- > Program Reports
- > Activities and Accomplishment Reports
- > Year-End Reports
- > CSBG Annual Report
- > Funding Source Reports

B. Reviewing and being briefed on all reports necessary to assess and evaluate the overall progress and implementation of the programs and their goals. This review would allow the board to monitor, assess, and evaluate Financial, Programmatic, and Administrative Reports in order to determine that:

- > Programs are delivering services according to approved plans
- > Programs are meeting their objectives and achieving their stated benchmarks/milestones
- > Programs are operating according to approved funding agreements
- > Programs are accomplishing measurable outcomes through the activities/services delivered
- > Programs expenditures are in order and consistent with approved plans and adherence to approved budgets
- > The overall financial health of the agency
- > Financial procedures are followed accordingly

C. Utilizing the Board along with the technical assistance from the Executive Director shall collectively design the evaluation tool to be utilized, which shall include use of the following:

- > Financial Reports
- > Various Programmatic and Administrative Reports
- > Reports or comments of OEO and/or other funding sources

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

In addition to the Executive Director's ongoing reports to the Board of Directors, the Board's Personnel Committee conducts its annual evaluation of the Executive Director. Through this evaluation, a thorough assessment is made of the Executive Director's performance as it relates to assigned duties. During which time, the committee assesses whether program goals have been met. If goals are not met, the Board Chair will schedule a meeting with the full board in order to address the concerns with the Executive Director.

- > Programs are delivering services according to approved plans
- > Programs are meeting their objectives and achieving their stated benchmarks/milestones
- > Programs are operating according to approved funding agreements
- > Programs are accomplishing measurable outcomes through the activities/services delivered
- > Programs are operating and expending funds in a manner approved by funding sources
- > Programs expenditures are in order and consistent with approved plans and adherence to approved budgets
- > The overall financial health of the agency
- > Financial procedures are followed accordingly

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Board's most recent self-evaluation revealed that the programs administered were positively progressing towards their stated goals and objectives. As a result of the evaluation, policies and procedures were reviewed and revised as necessary. In order to ensure that all goals and objectives were achieved, the board chairperson utilized the previously implemented Risk Control Checklist and Risk Control Review Checklist. Results of the Risk Control Checklist and Risk Control Review Checklist indicated that the agency is in compliance with state and federal regulations. In addition, the Board Chairperson utilized a form previously approved by the Board of Directors that supplements the Executive Director's annual evaluation. This form reflects the Executive Director's level of performance as it pertains the agency's mission statement, as well as, the agency's strategic plan. The results of the Board's most recent self-evaluation will be used to develop the agency's next Strategy for Eliminating Poverty. Because the agency's self-

evaluation consists of the Board's review of program performance scoring results, monitoring/oversight reviews, and other reports from funding sources and/or other licensing authorities, the information will be essential in the agency's planning process. As the agency develops its next Strategy for Eliminating Poverty, the information obtained from the evaluation will be used to:

- > determine the effectiveness of previously chosen strategies
 - > assist in the development of appropriate program activities
 - > determine if additional families can be served
 - > review current funding and the need to pursue additional funding opportunities
 - > develop new strategies when necessary
 - > aid in the collective effort to effectively provide services that impact the lives of low-income families
- During the evaluation period, the Board of Directors will address the goals and objectives that were set for the year, determine whether the goals were or were not achieved, and explore, if needed, other methods for reaching those goals. Ongoing project evaluations will begin after the first (1st) working day of each new quarter. The Program Directors and program staff will meet to discuss activities and review program progress, goals, and objectives.

CONTRACT BUDGET NARRATIVE
OFFICE OF ECONOMIC OPPORTUNITY
Form 684N

Name of Agency: Eastern Carolina Human Services Agency, Inc.

Section A - Salaries and Wages

Total: \$470,162
CSBG Director : \$64,604 X 100% = \$64,604
Case Manager Duplin : \$33,800 X 100% = \$33,800
Case Manager Duplin : \$34,796 X 100% = \$34,796
Case Worker Duplin : \$29,827 X 100% = \$29,827
CSBG Accounting Technician : \$32,219 X 100% = \$32,219
HR/Deputy Director : \$64,604 X 50% = \$32,302
Case Manager Onslow : \$33,800 X 100% = \$33,800
Case Worker Onslow : \$33,800 X 100% = \$33,800
Office Assistant : \$29,827 X 100% = \$29,827
Case Manager New Hanover : \$34,796 X 100% = \$34,796
Case Manager New Hanover : \$33,800 X 100% = \$33,800
Case Manager New Hanover : \$33,800 X 100% = \$33,800
Case Worker New Hanover : \$33,800 X 100% = \$33,800
Program Coordinator : \$43,950 X 100% = \$43,950

Section B - Fringe Benefits

Total: \$155,543
CSBG Director
FICA & Medicare 7.65% = \$4,854.75
Retirement 5% = \$3,173.05
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$552.45
Case Manager Duplin/Onslow
FICA & Medicare 7.65% = \$2,585.70
Retirement 5% = \$1,690.00
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$294.24
Case Manager Duplin/Onslow
FICA & Medicare 7.65% = \$2,662.05
Retirement 5% = \$1,739.90
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$302.93

Case Worker Duplin

FICA & Medicare 7.65% = \$2,281.77
Retirement 5% = \$1,491.35
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$259.66

CSBG Accounting Technician

FICA & Medicare 7.65% = \$2,464.77
Retirement 5% = \$1,610.95
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$280.48

HR/Deputy Director

FICA & Medicare 7.65% = \$4,942.21
Retirement 5% = \$1,615.10
Healthcare 12mon x \$615 = \$3,687.22
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$281.20

Case Manager Onslow

FICA & Medicare 7.65% = \$2,585.70
Retirement 5% = \$1,690.00
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$294.24

Office Assistant

FICA & Medicare 7.65% = \$2,281.77
Retirement 5% = \$1,491.35
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$259.66

Case Manager New Hanover

FICA & Medicare 7.65% = \$2,662.05
Retirement 5% = \$1,739.90
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$302.93

Case Manager New Hanover

FICA & Medicare 7.65% = \$2,585.70
Retirement 5% = \$1,690.00
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$294.24

Case Manager New Hanover

FICA & Medicare 7.65% = \$2,585.70
Retirement 5% = \$1,690.00
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$294.24

Case Worker New Hanover

FICA & Medicare 7.65% = \$2,585.70
Retirement 5% = \$1,690.00
Healthcare 12mon x \$615 = \$7,374.44
Unemployment 0.74% = \$207.20
Workman's Comp .55% = \$294.24

Program Coordinator

FICA & Medicare 7.65% \$3,362.21
Retirement 5% \$2,197.50
Healthcare 12mon x \$615 \$7,374.44
Unemployment 0.74% \$207.20
Workman's Comp .55% \$382.60

Section C - Equipment Purchases

Do not foresee the purchase of office equipment in FY 23-24

Section D - Communication

All calculations and explanations are included on the 6844S

Section E - Space costs

Duplin Office - 237-3 New River Dr, Jacksonville, NC 28540
Cost is shared: 50% CSBG, 50% SECB
Onslow Office, 237-1 New River Dr., Jacksonville, NC 28541
Cost is shared: 55% CSBG, 35% Sec 8, 10% M&A

New Hanover Office, 108 N. Kerr Ave., Suite B-1, Wilmington, NC 28403

Cost is not shared.

Section F - Travel/Employee Development

\$4,185 is requested for Local Staff and Board Member Travel.

Section G - Supplies and Materials
\$3,000 is requested for office supplies such as paper, toner/ink cartridges, calculator tape, post-it notes, ink pens, folders, tape, certificate paper, resume paper, staples, paper slips, envelopes, pencils, training supplies, stationary, business cards, information storage drives, and anti-virus software. \$5,000 is requested for postage.

Section H - Contractual Services

Jason Keller
PO Box 3986
Wilmington, NC 28406
Performs audit services for A-133 audit required.

Community Action Opportunities

Vicki Heidinger
25 Gaston St.
Asheville, NC 28801
Provides access to and the use of proprietary web based program Accountable Results for Community Action.

Xerox Financial Services LLC
45 Glover Avenue
Norwalk, CT 06856
Provides direct copies service Wilmington CSBG office.

Larry Jones
217 Greenbriar Dr.
Jacksonville, NC 28546
Provides janitorial services for Onslow County office.

TBA
Provide janitorial services for Duplin County office.

Section I - Client Services
A total of \$63,918 is being requested for client services. Services provided include child care, rent assistance, utility assistance, tuition assistance, rent deposit, utility deposit, other family support, transportation assistance, and education completion incentives.

Section J - M/A

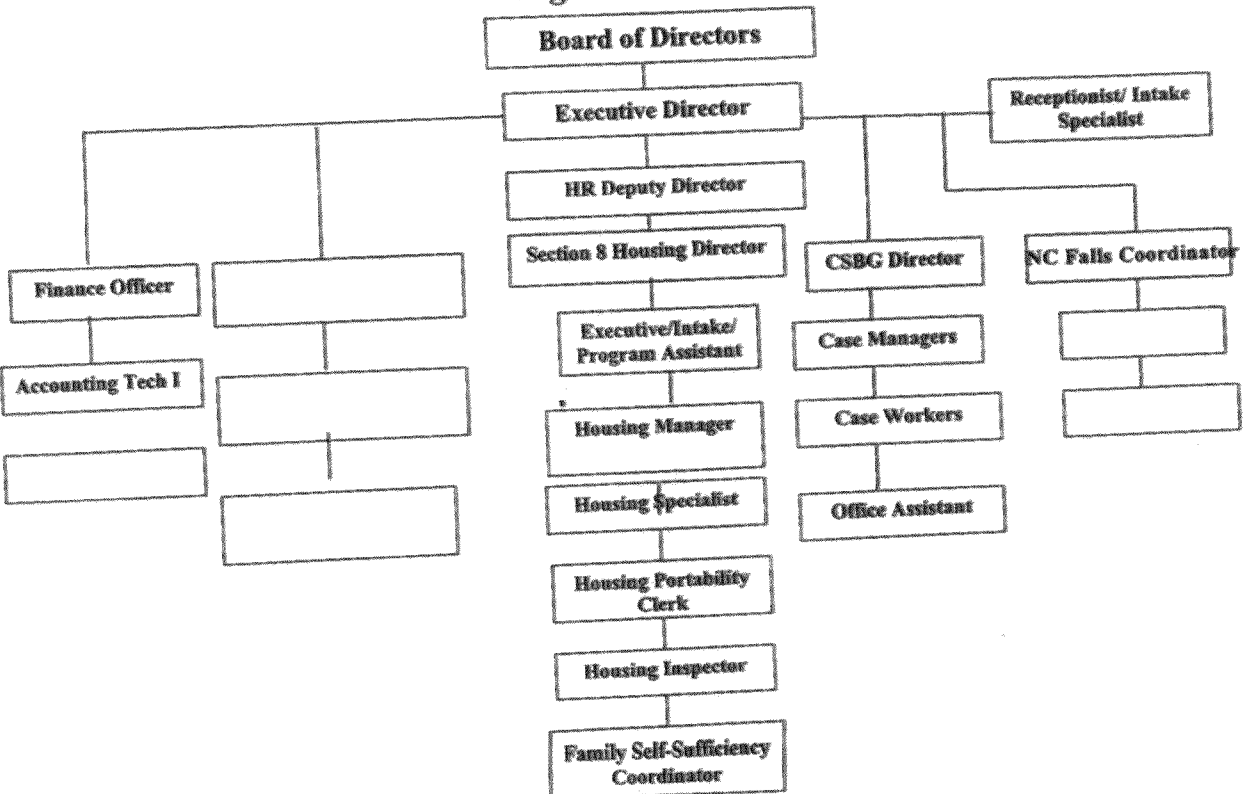
Section K - Other

Detailed explanations for the Other Expense line item included on DSS Form 6844S

Section L - Indirect Costs

ECHSA has a current Indirect Cost Rate of 25.82%. It is applied to gross salaries on a bi-weekly basis.

Eastern Carolina Human Services Agency, Inc.
Organizational Chart



EASTERN CAROLINA HUMAN SERVICES AGENCY, INC.

JOB DESCRIPTION

CLASS TITLE: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: Project Directors, Executive/Instate/Program Assistant

BASIC FUNCTION:

Administers policy, programs, and services for Onslow and Duplin Counties, establishing appropriate plans of action to accomplish the Board stated goals and objectives; assists Board in defining priorities, analyzes and evaluates progress toward goals and makes recommendations for change, as needed. Acts as technical advisor to the Board; keeps Board members informed and updated on the status of ECHSA, Inc. business; actively communicates with the Board to educate, inform, and update them on a variety of projects, activities, and issues.

PRINCIPAL WORKING RELATIONSHIPS:

Project Directors, Finance Officer and Executive/Instate/Program Assistant

DUTIES AND RESPONSIBILITIES

- > Develops short and long range goals and strategies to assist people with addressing basic needs through economic and community supports; ensures projects are completed as planned.
- > Oversees staff and services of the agency to include: budgeting and finance; planning and economic development; public affairs and information; and administration.
- > Oversees/manages programs and services consistent with the mission, values and goals of the organization.
- > Responsible for the fiscal health of the agency by recommending and managing the annual budget, securing new revenue, sources, and continually fine-tuning service efficiencies.
- > Represents the agency in collaborative efforts aimed at improving services for community residents; proactively seeks positive relations with government entities, the business community, non-profits, and other agencies.
- > Ensures community awareness of the agency's mission, goals, services, and endorses through an active public information program.
- > Attends professional meetings and keeps up-to-date with trends and developments in the field to positively impact the community efforts of the agency.
- > Exemplifies commitment to the agency's mission and its work; creates a strong developmental work environment for staff and supports staff to provide best

EXECUTIVE DIRECTOR
PAGE 2

- practice in all project field of endeavor. Hire, build and retain a strong staff team with a broad range of skills and diversity consistent with families served.
- > Organizes work logically in order to accomplish project goals and objectives and to achieve maximum responsibility and authority in each project position.
- > Collaborates with local agencies and organizations to coordinate project activities and to enhance cooperative relationships.
- > Coordinates activities with appropriate state and federal organizations and assures provision of all required reports and documentation of activities.
- > Establishes, through participatory processes, agency priorities and delegates responsibility appropriately to achieve outcome and goals.
- > Mobilizes the resources necessary to reach agency outcomes and goals.
- > Responsible for financial oversight, seeing that all funds are disbursed in accordance with contract requirements.
- > Ensure compliance with personnel policies established by the Board of Directors and with all federal and state regulations.
- > Ensure that there are current job descriptions and that regular performance evaluations are completed for all program staff.
- > Negotiate all agency contracts and grants.
- > Support and serve as an active participant of Board and committee meetings. Report regularly to the Board of Directors regarding trends, association objectives, financial status of the organization and other issues relevant to the Board.
- > Provide the membership and Board of Directors with adequate information to assist members in reaching decisions and in formulating necessary policies.
- > Assist the Board of Directors in their roles and responsibilities by providing support.
- > Successfully involve the Board and membership in collaboration and fundraising activities; and assist with the implementation of Board of Director's policies and strategic priorities.
- > Establishes community feedback mechanisms to assure organizational efforts are meeting community needs. Perform regular community assessments to determine strengths and needs
- > Analyzes data to identify potential agency roles and assess effectiveness of current activities.
- > Develops, in partnership with staff and Board of Directors, realistic and measurable priorities, outcomes, goals, objectives and activities on a quarterly, annual and multi-year basis.
- > Analyzes resources available for agency operations and allocates resources appropriately to achieve goals.
- > Develops annual budgets with top management team; monitors those budgets and revises as needed.
- > Involves citizen groups and other community members in agency planning activities through public hearings/community meetings.

EXECUTIVE DIRECTOR
PAGE 3

- Develops training plans for staff appropriate to project and assigns resources, as available, to staff training.
 - Develops and implements procedures for measuring, documenting and reporting project activities and results.
 - Summarizes and communicates organizational achievements and results to Board, project directors, funding sources, and the community.
 - Measures project and staff accomplishments against established outcomes, goals and objectives.
 - Evaluates performance of projects and staff against established measures to identify successful performance and plan for improved project operations, as necessary.
 - Can effectively determine if inability to reach project goals is the result of systemic or individual problems and can act accordingly to achieve improvement.
 - Through regular monitoring and oversight, assures cost of agency activities do not exceed agency financial resources.
 - Effectively forecasts progress to goals and use of resources.
 - Recommends to Board of Directors revision of goals and objectives, budgets, staffing and other resource allocation to reflect agency needs and desired outcomes and contractual commitments.
 - Other duties as assigned by the Board Chairperson.
- QUALIFICATIONS AND REQUIREMENTS**
- Organize and manage practices as applied to the analysis and evaluation of all programs, policies, and operational needs, administered through the agency.
 - Communicate orally and in writing using correct English usage, to include speaking, writing, spelling, grammar, vocabulary and punctuation.
 - Thorough knowledge of the principles, philosophy, and practices of Community Action Agencies, as well as, the principles of supervision, training, and performance evaluation of staff.
 - Considerable knowledge of federal, state and local laws affecting all programs and funding.
 - Advance knowledge of the principles and practices of budget preparation and administration, to include but not limited to, the process of operation of grants and proposals in written and oral forms.
 - Fundraising experience with a proven track record in developing and maintaining relationships with vendors, government agencies (Federal/State and local), and other organizations.
 - Experienced in working with members and political leadership from diverse cultural, economic, and educational backgrounds.
 - Ability to attract, develop and retain staff, as well as, maintain a high level of performance and to effectively utilize their talents.
 - To support Board and community events, must be willing to work occasional nights and weekends.

Reviewed October 2017

EXECUTIVE DIRECTOR
PAGE 4

EDUCATION AND/OR EXPERIENCE

Minimum Qualifications

1. Bachelor's Degree in Human Services, Social Work, Public Administration or appropriate field, with a minimum of 8 years experience in working in a social type atmosphere, a nonprofit or public sector organization.
2. Must have valid driver's license and health certificate.
3. Must be at least 18 years of age.
4. Must pass a criminal background check, child abuse registry check, fingerprint check, have a negative TB test and physical.
5. A minimum of five years management experience directing a Not for Profit, Head Start Agency or similar human-service program along with exceptional verbal and written communication skills are required.

Desirable Qualifications

1. Masters Degree in Human Science or Business Administration, with a minimum of 8 years experience in working in a social type atmosphere, a nonprofit or public sector organization.
2. Financial and/or business management experience with a budget of at least \$500K, including budgeting, oversight, compliance, and reporting abilities.
3. Must be able to be bonded.

Reviewed October 2017

Trudy Phillips Murray
1296 Pickett Road, Jacksonville, NC 28540
(910) 548-2553

trudy18@gmail.com

Employment Objective:

To obtain a challenging position that will enhance my skills, training, and abilities in the human services field that will impact low income families, Veterans and Military families.

Education:

Campbell University, Batts Creek, NC 27506
Bachelors of Applied Science
May 2004

Southwest High School, Jacksonville, NC 28540
Diploma in General Studies
May 1980

Work Experience:

2020 - Present

Executive Director

Administer and coordinate the daily operations of the agency to carry out the objectives in the specification of community service. Organize the agency's staff and resources in carrying out program goals. Administer the fiscal activities of the Finance Department. Authorize purchases requested by programs to include, but not limited to, office supplies, equipment, trainings, and local & out-of-town travel. Implement policies for the proper management of cash flow through control of payables and receivables. Coordinate and assist in the preparation of annual budgets. Oversee the fiscal administration and the flow of the agency to ensure that those systems provide responsive and reliable information about current program operations. Maintain the agency's personnel policies and procedures to ensure they are promoting staff accomplishments of the job objectives, and that the quality standards are imposed for assigned tasks. Review and evaluate the results of program operations. Establish community support for the objectives of the agency. Obtain a close working relationship with State, Federal, local, private, and public agencies as an advocate for the low income families, Veterans, and Military families.

2016 - 2020

HR/Deputy Director

Assist the Executive Director in administering and coordinating all activities of the agency. Coordinate with Directors in the implementation and evaluation of agency programs reported to the Executive Director regarding the status of each program. Assigned as the designated person to carry out duties of the agency in the absence of the Executive Director.

2013 - 2016

SSVF Director

Administer the day-to-day activities of the program. Supervise and evaluate all SSVF personnel. Work closely with Fiscal Staff to ensure budget accuracy. Authorize and approve purchase of office supplies and financial request for participants. Generate reports for monthly uploads to funding source. Enter and monitor data in the HMIS web-based software program. Establish communication with agencies throughout the community. Attend monthly meetings to gain knowledge of program/software updates.

Provide staff training on program updates. Review participant files. Verify income for eligibility. Approve DD214 for enrollment purposes.

2000 - 2013

CSBG Case Manager

Assist participants in developing goals that will help them to become self-sufficient. Manage entire family in an effort to raise them above the poverty guidelines and fulfill major goals. Assist family members with job skills and with finding employment based on their current job skills. Make referrals for the family based on their needs. Assist with educational needs to increase their knowledge for better employment opportunities. Entered data using ARACA Data Entry Program, Excel, Microsoft Word, and Power Point.

1999 - 2000

Secretary/Intake Specialist

Entered data using Microsoft Word and Excel. Typed letter and memos requested by the director. Completed application for potential clients, did necessary follow-up to complete all incomplete applications.

JOB DESCRIPTION

CLASS TITLE:	FINANCE OFFICER
REPORTS TO:	Executive Director
SUPERVISES:	Accounting Technician
ESSENTIAL FUNCTION:	Manages and directs the accounting department in accordance with the laws, rules and regulations of the granting agencies and generally accepted accounting principles. Ensures compliance with cost principles including, but not limited to determining allowable costs, cost allocation, indirect costs and administrative costs. Prepares reports for compliance and budgeting.
PRINCIPLE WORKING RELATIONSHIPS:	Executive Director, Project Directors and Accounting Technician
DUTIES AND RESPONSIBILITIES	➤ Ensure Eastern Carolina Human Services Agency, Inc. is in compliance with all Federal, State, and local grants expenditure laws, rules and regulations ➤ Provide guidance to management and staff on accounting rules, regulations, policies and procedures. Develop accounting systems to ensure record keeping and reporting requirements are accurate and timely. ➤ Prepare all reports to ensure compliance with all granting agency requirements. ➤ Implement and apply accounting procedures to ensure compliance with laws, rules and regulation associated with the management of federal state and local grants. ➤ Prepare and present financial information to the governing Board. ➤ Ensure that all financial records, supporting documents, statistical records and other records pertinent to an agreement/contract be retained for a period of three years. ➤ Conduct internal audits for each component of the agency. ➤ Ensure all financial records (monthly budget, spreadsheet, summary trial balance, adjusting journal entries, etc.) are filed monthly in each grant file and the monthly general ledger is posted and balanced each month. ➤ Submit a monthly income statement for all programs to the Executive Director and Project Directors upon completion by the tenth (10th) of each month. ➤ Ensure that all management staff are aware of accounting and administrative changes required by granting agencies. In conjunction with the program directors and managers, develop annual budgets and assist in the preparation of grant applications. ➤ Provide information and answer questions regarding funding issues and for the annual audit of the organization. ➤ Manage the accounting staff including annual review and job descriptions, as well as, operate an effective payroll system. ➤ Strong management skills relative to the accounting environment with problem resolution skills.

Finance Officer

Reviewed Feb 2016

Page 2

- Demonstrated ability to work effectively in a team environment and have excellent planning, written, verbal communication and organizational skills.
- Other duties as assigned by supervisor.

QUALIFICATIONS AND REQUIREMENTS

- Knowledge of not for profit accounting and accounting for federal grants, grant application process and preparation of, required reporting documents for granting agencies.
- Knowledge of general and government accounting including knowledge of OMB Circular A-122 and audit requirements of Circular A-133.
- Experience in managing an accounting staff, including segregation of duties and maintenance of internal control as required by generally accepted accounting principles.

EDUCATION AND/OR EXPERIENCE

Minimum Qualifications

1. Bachelor Degree in Accounting, from four-year college or university, and three to five years related experience or equivalent combination of education and experience.
2. Must be at least 18 years of age.
3. Must have a valid driver's license and health certificate
4. Must pass a criminal background check, fingerprint check, have a negative TB test, and a physical.

Desirable Qualifications

1. Masters Degree in Accounting from four-year college or university, and three to five years related experience or equivalent combination of education and experience.

Reviewed Feb 2016

Marcie Jeffries

Jacksonville, NC | 252.503.7031 | mjefrtes06@gmail.com

Experience

FINANCE OFFICER | EASTER CAROLINA HUMAN SERVICES AGENCY | JULY 22 - CURRENT

- Responsible for all financial reporting, budgeting and government program reporting and submissions.
- Assisting the Executive Director with agency planning and reporting.
- Providing management of all financial components of the agency.
- Preparation of state, federal and sales tax filings.
- Overseeing day to day operations – payroll, accounts payable.
- Annual program budget preparation and monthly board presentation.

STAFF ACCOUNTANT | ATLANTIC MEDICAL MANAGEMENT | NOV 2020 - CURRENT

- Process bills and make payments to vendors.
- Vendor set up and 1099 management.
- Assist CPO with cash flow and budgeting.
- Month end credit card and GL reconciliations.
- Assist with month end adjusting entries.
- Bank reconciliations.
- Assist with payroll.
- Manage expense reports for payroll.
- Established and maintain supply management system for multiple locations.
- Financial reporting.
- Ownership of assigned tasks and projects.

EXPERT BOOKKEEPER | INTUIT - QUICKBOOKS | FEB 2021-FEB 2022

- Clean up client books according to Intuit's established standards.
- Book transactions to proper accounts.
- True up books in accordance with client tax returns.
- Clean up and organize charts of account.
- Work with clients to establish and maintain their books so they can produce accurate financial statements.
- Run financials for clients.
- Reconcile accounts.
- Quickbooks ProAdvisor.
- Knowledge of QBO and QB desktop.

STAFF ACCOUNTANT | ATLANTIC MARINE CORPS COMMUNITIES | JAN 2017 - NOV 2020

- Processing rental payments.
- Making renter and GL account adjustments as needed.
- Record cash deposits daily.
- Review resident ledgers regularly.
- Work with accounting and community management to address issues, concerns and implementations.
- Process check requests.
- Assist with closing, as needed.

RECONCILIATION ACCOUNTANT | OMEGA WORLD TRAVEL | FEB 2014 - JAN 2017

- GL management
- Collection of commissions on travel
- Maintain client database

Education

BACHELORS IN ACCOUNTING | MAY 2012 | KAPLAN UNIVERSITY
ASSOCIATES IN ACCOUNTING | MAY 2010 | COASTAL CAROLINA COMMUNITY COLLEGE

Skills & Abilities

- Excellent time management.
- Attention to detail
- Prioritize multiple objectives to ensure all requirements are met.
- Effective communication with all manner of personalities and levels of management.
- Critical thinking and problem solving.
- Thrive on deadlines and challenging projects.
- Software proficiency:
 - AR and AP
 - Financial reporting
 - Payroll
 - Bookkeeping
 - Quarterly tax filings

JOB DESCRIPTION

CLASS TITLE: CSBG - FSS Program Director
REPORTS TO: Executive Director
SUPERVISES: CSBG - FSS Staff

BASIC FUNCTIONS:

Performs supervisory work coordinating the work of subordinate staff in the Community Services Block Grant - Family Self-Sufficiency (FSS) Program in Duplin, Onslow, and New Hanover Counties. Write grants and proposals, interprets program rules and regulations. Provide the public with information about the program. Provide monthly reports to measure goals and objectives to the Executive Director, to be shared with the Board of Directors. Must have the ability to work independently, exercising sound judgment and initiative.

DUTIES AND RESPONSIBILITIES:

- > Supervises the work of staff in Duplin, Onslow, and New Hanover Counties, assuring that staff meets targeted goals.
 - > Conducts staff meeting on a monthly basis, or as needed.
 - > Provides training for new employees.
 - > Develops and works with grant applications.
 - > Assists in compiling data for the program budget, and project needs.
 - > Ensures that all reports due to the State Office of Economic Opportunity are submitted in a timely manner. Interprets Federal/State Rules and Regulations pertaining to the CSBG-FSS Program.
 - > Holds Public Hearing to inform the public about the Program. Responsible for gathering the statistical data in compiling the information for completion of the application for CSBG - FSS Program. Perform partnership agreements with other resources throughout Onslow, Duplin, and New Hanover Counties. By collaborating/coordinating the CSBG Director acts as liaison between organizational/business and CSBG - FSS staff.
 - > Must have a strong desire and willingness to advocate for families living at/or below poverty.
 - > Must maintain confidentiality.
 - > Perform other duties as directed by the Executive Director.
- KNOWLEDGE, SKILLS & ABILITIES:**
- > Ability to plan, assign and supervise the work of the staff in Duplin, Onslow, and New Hanover Counties.
 - > Ability to understand, apply and explain rules and regulations.
 - > Considerable knowledge of grants and proposal writing.
 - > Ability to compile program reports.
 - > Ability to communicate orally and in writing effectively with applicants, employees and the public.
 - > Must have a valid North Carolina Driver's License.

Desirable Qualifications:

Preferably a person with a four year degree in Business Administration, Social Services or Human Services. Experience in working with federal programs with emphasis on counseling, and case management.

Reviewed February 2020

JOB DESCRIPTION

POSITION TITLE: CSBG Case Manager
REPORTS TO: CSBG - FSS Program Director
SUPERVISES: No direct supervision

BASIC FUNCTIONS:

Will assist program director in oversight management, coordinate and collaborate with other agencies to ensure proper resources are available for families served. Perform the following duties that allow for the provision of services necessary in order to assist low-income families in becoming self-sufficient.

DUTIES AND RESPONSIBILITIES:

- > Must have strong mathematical skills to calculate income to determine income eligibility
- > Must have the ability to determine if the participant has the potential of becoming self-sufficient
- > Collect, organize and analyze information about individuals through records, interviews and professional sources to access their interest, aptitude abilities and personality characteristics for vocational/educational planning
- > Assist in developing a self-sufficiency plan that outlines the participant's responsibilities, services/resources to be made available to them
- > Identify sources of education and training for participants based on their levels of educational attainment/need; assist clients in beginning human resource development classes. (HRD)
- > professional job training skill classes, CED or other related opportunities to improve job skills
- > Refer students to placement services, contact agencies, governments and private industry for job opportunities. Provide job search, support, and job readiness services to assist participants in securing employment
- > Provide income management counseling, budgeting, credit reviews, and tax related information and referral services; provide other comprehensive services for families according to need
- > Determine/process requisitions for family financial assistance on an as needed basis
- > Assist clients with understanding and overcoming social and emotional problems
- > Conduct trainings that would enhance participant's skills in financial management, goal attainment, consumer related subjects, or other needs as applicable
- > Responsible for tracking participant progress to fulfill the CSBG/FSS Program Agreement and to meet outcome measures. Compile monthly and quarterly reports in an accurate and timely manner.
- > assist Site Supervisor/Program Director with various monitoring activities
- > Ability to notify the public about the program through outlined media outlets; network with other agencies on behalf of the participant; assist with the follow-up of other agencies to assure that the participant receives available services such as: educational, development, job placement, emergency assistance, standard housing placement, financial management, personal skills and life development
- > Conduct bi-weekly follow ups with each enrolled family to ensure cooperation and compliance with CSBG - FSS Program
- > Assist, under the direction of the program director, the program staff on targeted goals that have been set for families.
- > Randomly selects files for review, ensuring that all necessary documents, income calculation, and or other forms are completed with accuracy.
- > Assist the program director with gathering statistical data for compiling reports.
- > Assist with the preparation of the year-end report, statistical data and/or other reports as mandated by CSBG.

Reviewed February 2020

- Must maintain confidentiality
- Perform other duties as assigned by Site Supervisor (if applicable) and Program Director.

Desirable Qualifications:

- Bachelor level degree from an accredited college/university in social or human services, an associate level degree with at least 5 years of case management experience, or equivalent work in the field of social or human services
- Must have strong mathematical ability, the ability to multitask, strong oral and written communication skills, strong analytical, organizational, and time management skills
- Must have the ability to utilize office machines and experience managing a complex database

JOB DESCRIPTION

Position Title:

CSBG Case Worker
CSBG/FSS Program Director

Reports To:

No direct supervision

Supervises:

Perform the following supportive duties that allow for the provision of services necessary in order to assist low income families in obtaining employment, education, income management, housing, nutrition, emergency services, and healthcare

Basic Functions:

- **Duties and Responsibilities:**
- Assist in collecting, organizing, and analyzing information about individuals utilizing records, test interviews, and professional sources to assess their interests, goals, and abilities necessary for vocational and educational planning.
- Assist in obtaining information related to Human Resource Development (HRD), continuing education, curriculum studies, job training skills courses, GED, and other educational training information that will be beneficial to participants.
- Assist with daily, weekly, and bi-weekly follow-up activities, as needed, with enrolled families to ensure cooperation and compliance with the CSBG-FSS program.
- Assist with research and follow-up activities.
- Assist in any workshops or classes as scheduled by the CSBG Program staff.
- Perform other duties as assigned by CSBG Program Director.

Key Duties:

- Assist Case Managers, as needed, during the initial assessment of participant needs and goals as the services of other resources are also assessed.
- Assist Case Managers in their efforts to help participants pursue the goals as specified and accomplish other program requirements as stated in the self-sufficiency plan.
- Prepare exceptional error free cover letters, resumes, and other employment supports to assist participants with diverse work backgrounds in obtaining employment
- Process requisitions, maintain logs and process reports with accuracy and in a timely manner
- Assist the tracking of participant's progress as they carry out the activities indicated in the self-sufficiency plan.
- Assist in the follow-up with other agencies to ensure that the participant receives the services described in the self-sufficiency plan.
- Assist in notifying the public via newspaper, newsletters, public announcements, telephone cordials, leaflets, brochures, radio/television and through networking with other human resource agencies.
- Accept applications, determine participant eligibility, and enroll participants if necessary.

- Assist in the provision of comprehensive services for families according to need and established goals.
- Maintain current listings of housing and job availability.
- Maintain confidentiality.

Desirable Qualifications:

Must be a high school graduate, with at least two years working in an office setting or an associate degree in the human services field, or equivalent work experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have a thorough knowledge of program applications and the ability to grasp agency/program software. Must be proficient in the use of office machines (computer, fax, copier, etc.) Must be able to manage a highly functional and comprehensive database. Must have excellent written and oral communication skills. Must have strong time management and organizational skills. Must be team oriented and willing to adapt in a changing environment.

JOB DESCRIPTION

Position Title:

Office Assistant
CSBG Director

Reports To:

No Direct Supervision

Supervises:

Provides administrative, secretarial, and clerical support to the Director in order to maintain an efficient office environment. This position requires a variety of complex, responsible, and administrative duties requiring thorough knowledge of organizational procedures and the ability to work independently, exercising judgment and initiative.

Basic Functions:

- **Duties and Responsibilities:**
- Receives calls and gives information to the Director, screens and routes calls to appropriate destination. Obtains and records caller's name, time of call, nature of business, and person called upon.
- Maintain office filing and storage systems. Receives, sorts, and distributes mail for the department. Fax, scan, and copy documents. Retrieves information when requested. Updates and maintains databases such as ARCA, mailing lists, contact lists, and participant information. Retrieves information when requested. Types documents, reports, and correspondence. Organizes travel arrangements for staff. Coordinates and organizes appointments and meetings. Monitors and maintains inventory lists and office supplies.
- Maintains various files, listings, and records.
- Operates office machines, and must have a thorough knowledge of program applications and the ability to grasp the software system.
- Maintains appointment schedules and calendars for the Director and assists in agenda preparation to include taking notes during staff meetings.
- Performs other duties as assigned by the Director.

Education/Experience:

High school diploma or equivalent; graduation from an accredited business school with courses in business practices and typing. At least three years of experience working in an office setting. Competent computer skills including MS Office or equivalent, internet skills including email, group messaging and data collection. Numeracy and literacy skills are a must.

Key Competencies:

Organization and planning skills, verbal and written communication skills, and problem solving ability, attention to detail, accuracy, and flexibility are a must.

Principle Working Relationships:

Must be a team player and be willing to work smoothly with other staff members.

JOB DESCRIPTION

Position Title:

Receptionist/Intake Specialist

Reports To:

CSBG Project Director

Supervise(s):

No Direct Supervision

Basic Functions:

Clerical and accept applications for the CSBG - FSS Program. Refer clients to the appropriate departments. Greet all incoming persons with a friendly, cordial and courteous personality.

Duties and Responsibilities:

- Receive all incoming calls into the agency. Have courteous, respectful and professional voice tone when answering the phone.
- File correspondence, memorandums, and other material for designated departments.
- Accept applications for CSBG and maintain a database of clients and refer to case manager.
- Performs a variety of clerical duties, including, but not limited to: typing, filing, copying, maintaining a log of those participants who come into the office and the staff they would like to see.
- Deliver/Pickup incoming mail to the Post Office.
- Record all out-going and incoming mail and maintain a log, to include Certified Mail.
- Submits daily time and attendance records every ten days to the Project Director.
- Post incoming job announcements on board in the lobby area.
- Must have an ability to function as a team member.
- Must maintain confidentiality.
- Performs other duties as directed by the Executive Director and CSBG Project Director.

Desirable Qualifications:

To perform this job successfully, an individual must be able complete each duty satisfactorily. Ability to type a minimum of 40 wpm. Have considerable knowledge of grammar, spelling, and punctuation. Must have some knowledge of office practices and procedures. Must have the ability to perform assignments on the basis of general outline of direction, without specific detailed instructions and have the ability to perform assignments independently.

A High School Graduate with at least (1) one year of previous clerical experience.

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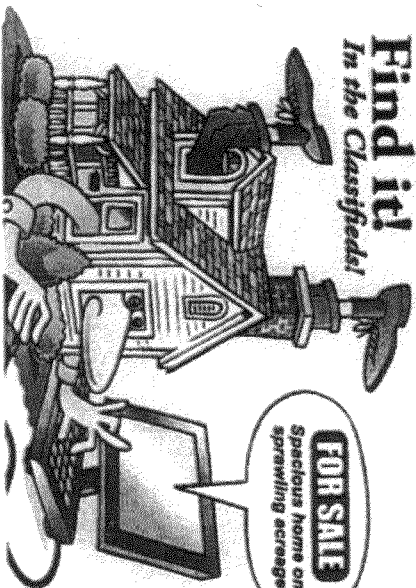
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Check out the classified section everyday.

Duplin Times

Notice of Intent

Eastern Carolina Human Services Agency Inc. intends to file its FY 2023-24 Community Services Block Grant (CSBG) Application for Funding. The amount of the funds requested is \$314,366. The Board of Directors will meet on January 5th, 2024. At 5:30pm to consider adopting a resolution to approve the CSBG application. The meeting will be held 237 New River Dr, Suite 1 in Jacksonville NC. The CSBG Family Self Sufficiency Program provides comprehensive services to low-income families to assist them in rising above poverty. The services include but are not limited to: providing direct and coordinated assistance in job readiness, training, placement, attainment, training, and placement; attainment of educational skills; financial management; personal development; and informational referrals to other service providers.

Eastern Carolina
Human Services
Agency, Inc

910-347-2151
237 New River Dr
Jacksonville, NC 28541
(Office)

Dec 22, 2023 Eastern Carolina Human Services Agency, Inc Organizations
Ads from Duplin Times

[illegible][illegible]

THE

The program, including the 100,000-acre, 100,000-head-of-cattle ranch, is expected to be completed by 1995. The ranch is expected to be completed by 1995.

UPCOMING EVENTS

[illegible]

...the ...

[illegible]

10-year service award pin



2017-08-04 09:57

[illegible]

EASTERN CAROLINA HUMAN SERVICES AGENCY, INC.

237 New River Drive, Suite 1
PO Drawer 796
Jacksonville, NC 28541-0796
(910) 347-2151
FAX: (910) 347-1237

108 N. Key Avenue, B1
Wilmington, NC 28403
(910) 762-0010
FAX: (910) 762-0030



1326 N. Teachey Road
PO Drawer 310
Wallace, NC 28566
(910) 285-5331
FAX: (910) 285-3506

Agenda
CSBC Public Hearing
FY 2023-2024 Application for Funding

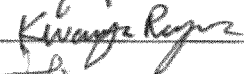
Date:	January 5, 2023
Time:	5:30 a.m.
Location:	Onslow, Duplin, New Hanover
Facilitator:	Tameika Prince, CSBG Director

- i. Call to Order
- ii. Welcome/Purpose/History
- iii. Results-Oriented Management & Accountability (ROMA)
- iv. FY 23-24 Application for Funding
- v. Discussion/Public Comment
- vi. Adjournment

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CSBG ATTENDANCE ROSTER

PURPOSE: Public Hearing Time: 5:30 p.m.
DATE: 01/05/2023

DATE	PRINTED NAME	POSITION	SIGNATURE
1-5-23	Raquel Griffin	CSBG Coordinator	
1-5-23	Kwameiye Rye	Onslow CW CSBG	
1/5/2023	Trudy Murray	ED	
1/5/2023	Jerrick Vernon	HR/Deputy Dir.	
1-5-2023	Kim Gatewood	NC Falls Association	
1/5/2023	Charshae Phillips	Housing Director	
1/5/2023	Ralphella McAllister	Section 8	
1/5/23	Latrice Brown	CSBG CM	

PUBLIC HEARING

FY 2023-24 Application for Funding Strategic Planning Workshop

Date: 1/5/2023

Time: 5:30 p.m.

Facilitator: Director Tameika Prince

IN ATTENDANCE

- 1. Executive Director Trudy Murray
- 2. Board Chairperson Marcia Wright
- 3. Director Tameika Prince
- 4. HR Director: Jerrick Vernon
- 5. Director Charshae Phillips
- 6. Kadya Sheats
- 7. Michelle Allen
- 8. Kim Gatewood
- 9. Raquel Griffin
- 10. Myra Page
- 11. Latrice Brown
- 12. Sueora Anderson
- 13. Yolanda Jarmon
- 14. Nancy Pierce
- 15. Sandia Wilson
- 16. Squilia Pierce
- 17. Dieder Dickerson
- 18. Jaquetta Taylor
- 19. Nancy Morgan
- 20. Vanessa Hobbs

APPROVAL OF MINUTES

Minutes for Public Hearing Meeting in January 2023

PRESENTATION DETAILS

Director Prince: We have community assessments that have been done in our communities to document needed resources in the community.

- The Economic Opportunity Act (EOA) was established by Congress in 1964 that funds Community Action Agencies & Programs.
- In 1970, OEO established the mission and model for Community Action Agencies.
 - Family: Enable low-income families to attain the skills, knowledge, and become self-sufficient.
 - Community: Make the community more responsive to the needs and interests of the poor by mobilizing resources and bringing greater institutional sensitivity.
 - Agency: Given the size of poverty problem and its own limited resources, the CAA should concentrate its efforts on one or two major objectives where it can have the greatest impact.
- History, Purpose & Perspective
 - 1974- EOA changed to Community Service Act
 - 1981- Community Service Act was replaced by the CSBG Act of 1981

Achievement of Results Stage

1. Evaluation
 - a. Analyze data, compare with benchmarks
2. Assessment
 - a. Community needs surveys, resources, and agency data
3. Planning
 - a.
4. Implementation
 - a. Services and strategies that produce results

Outcome Measure: 2019-2022

- Rising Above Poverty: 45
- Gaining Employment: 94
- Gaining Employment with Medical Benefits: 45
- Education Completion: 62
- Standard Housing: 40

- Emergency Assistance: 58
- Employment & Education Support: 200

CSBG FY 2022-23 Achievement as of 12/14/2022

1. Rising Above Poverty
 - a. Goal: 12
 - b. Benchmark: 6
 - c. Actual: 1
2. Obtain Employment
 - a. Goal: 35
 - b. Benchmark: 17
 - c. Actual: 3
3. Better Employment
 - a. Goal: 16
 - b. Benchmark: 8
 - c. Actual: 2
4. Employment w/ Medical Benefits
 - a. Goal: 12
 - b. Benchmark: 6
 - c. Actual: 1
5. Education Completion
 - a. Goal: 20
 - b. Benchmark: 10
 - c. Actual: 3
6. Securing Standard Housing
 - a. Goal: 14
 - b. Benchmark: 7
 - c. Actual: 7
7. Emergency Assistance
 - a. Goal: 18
 - b. Benchmark: 10
 - c. Actual: 5
8. Employment Supports
 - a. Goal: 210
 - b. Benchmark: 105
 - c. Actual: 23
9. Education Supports
 - a. Goal: 77
 - b. Benchmark: 38.5

c. Actual: 22

What is our target population?

- Low Income Families

Director Prince broke down facts and findings for Onslow, Duplin, New Hanover

County

Duplin County Population: 48,715

1. Lack of Jobs 23%
2. Drug abuse 20.4%
3. High Utilities 14.7%
4. Lack of Public Transportation 11.2%
5. Lack of Low-Income Housing 11%
6. Teen Pregnancy 10.5%
7. Homelessness 10.5%
8. Teen Violence 10.5%
9. Domestic Violence 9%
10. Child Abuse 7%
11. Lack of Child Care Facilities 7%
12. Drop Out rate 6%
13. Nutritional Issues 5.6%

Onslow County Population: 177,846

1. Homeless 22%
2. Drug abuse 8%
3. Lack of public transportation 7.5%
4. High Utilities 5%
5. Teen Violence 5%
6. Lack of Low-Income Housing 3.5%
7. Teen Pregnancy 3.5%
8. Drop Out Rate 3.5%
9. Nutritional Issues 3%
10. Child Abuse 2.5%
11. Domestic Violence 2.5%
12. Lack of Child Care Facilities 2%
13. Lack of Jobs 2%

New Hanover Population: 228,687

1. Homeless 22%
2. Drug Abuse 22.1%
3. Lack of Low-Income Housing 16%
4. Lack of Jobs 14%
5. Teen Pregnancy 12.7%
6. Lack of Public Transportation 11.2%
7. Teen Violence 11.2%

8. High Utilities 10.9%
9. Lack of Child Care Facilities 10%
10. Domestic Violence 9.6%
11. Nutritional Issues 9.4%
12. Drop Out Rate 8.1%
13. Child Abuse 7.9%

Director Prince then went over the school drop out rates and rent market prices of all counties.

There are 100 Counties in the state of North Carolina

- *New Hanover: 15th most expensive county in North Carolina*
- *Onslow: 20th most expensive county in North Carolina*
- *Duplin: 96th most expensive county in North Carolina*

Top 6 Needs/Issues for our community

1. Homelessness
2. Drug Abuse
3. Lack of Affordable Housing
4. Lack of Jobs
5. Lack of Public Transportation
6. Teen Pregnancy

Mission Statement: Improve the lives of low income, veterans and military families by empowering them to become economically and self-sufficient.

ECHSA Inc will provide comprehensive services, counseling, referrals, direct assistance and follow-up to low/income residents to address the following identifies causes of poverty:

- Lack of Employment
- High Utilities
- Lack of Low-Income Housing
- Homelessness
- High Cost of Living
- Lack of Public Transportation
- Lack of Education and/or skills

How do we expect to make our participants self-sufficient?

- Education + Employment + Resources = Self-Sufficiency

ECHSA, Inc aids in Income Management, Education, Employment Support & Financial Assistance.

1. Budgeting, Credit Reviews, Tax Related Information and Financial Counseling
2. Vocational Rehabilitation
3. Career Readiness Certifications
4. GED/High School Diploma Programs
5. Human Resource Development
6. Adult Basic Education
7. Continuing Education
8. Maintaining List of Job Openings
9. Career Development
10. Jobs Search/Referrals
11. Mock Interviews
12. Resume Building
13. Childcare Assistance
14. Rent Deposit & Assistance
15. Educational Training
16. Transportation Assistance

22-23 Objective:

- Serve 300 families by June 2023.
- We have served 133.
 - 119 female 14 male.

In 1993, Congress passed the Government Performance and Results Act in response to a renewed emphasis on accountability. We use AR4CA to develop, monitor and evaluate overall program operations, goals, and outcomes.

Projected Outcome Measure 22-23

1. Rise Above Poverty: 12
2. Standard Housing: 12
3. Emergency Assistance: 18
4. Employment Support: 150
5. Obtaining Employment: 24
6. Obtaining Better Employment: 12
7. Jobs w/ Medical Benefits: 8
8. Educational Training: 12

9. Education Supports: 50

What Are Our Goals in the upcoming years?

1. Open homeless shelter in Duplin County
2. Seek Funds for transitional housing
3. Explore/initiate a program that will target drug abuse/misuse in Onslow & New Hanover Counties
4. Grandparent Program
5. Affordable Housing
6. Felon Re-entry Program
7. Youth Initiatives
8. Senior Initiatives

Follow us on social media!

- Facebook: Eastern Carolina Human Services
- Twitter: ECHSA_INC
- Website: www.echsa-inc.com
- Instagram: ECHSA_Inc

SUGGESTIONS OR QUESTIONS

Kim Gatewood: There is a rising issue with bullying in school. What can we do to aide with the issue in bullying? How do we help the parents?

When we do Defeat Poverty Event, we should add an auto clinic. To help with cars or teach people how to change oil, etc.

A lot of our community are not involved in the voting process. Their votes matter.

Director Prince: Thank you! We will take note and see how we can incorporate the ideas in our upcoming year!

Marcia Wright: I have been thinking about how to get our client population more engaged in their own situation. Case Management is so demanding on those doing the work. You put a lot of your heart in the work. Once they come in the program, they should be more involved in their own future. I think about the AIDS/HIV Movement was so big because they stood together and got their fellow citizens to help them. It was so

work. You put a lot of your heart in the work. Once they come in the program, they should be more involved in their own future. I think about the AIDS/HIV Movement was so big because they stood together and got their fellow citizens to help them. It was so successful! Does anyone have any ideas about how to do that? Like Kim said about the voting, that is a good idea! There is such disconnect between the community and what is going on.

Director Prince: Yes ma'am, thank you. We have been discussing that in our meeting and how they can become more self-sufficient. We will continue to create alternate and more efficient ways to do so.

Any other comments?

Executive Director Trudy Murray: Thank you for all staff for putting all this information together in a short period of time so we can submit it to the board for approval.

Director Prince & Latrice Brown: Thank you.

Director Prince: Thank you for attending tonight!

ADJOURNMENT

Motion to Adjourn: 6:30 p.m.

M. M. Prince
Board Chairperson

1/5/2023
Date

Trudy Murray

New Hanover County

From: Trudy Murray <tmurray@echsa-inc.com>
Sent: Thursday, January 12, 2023 5:45 PM
To: 'Crowell, Kym'
Subject: RE: CSBG FY 2022 - 2023 Application for Funding
Attachments: FY 23-24 CSBG Application Draft 2.doc; Community Commissioner Submission Form.pdf

Good afternoon Ms. Crowell,

Happy New Year!!! Hoping this correspondence finds you well on today. Attached is the CSBG FY 2023 - 2024 Application for Funding for your review. Please review and complete the attached Documentation of Submission to County Commissioners form and return back to me as soon as you can. Feel free to contact me directly with any questions you have regarding the application.

Have a wonderful rest of your day.
Trudy

Trudy P. Murray
Executive Director
Eastern Carolina Human Services Agency, Inc.
237 New River Drive, Suite 1 / P.O. Drawer 796
Jacksonville, NC 28541-0796
P(910) 347-2151 Ext. 122 F(910) 347-1237
tmurray@echsa-inc.com
Website: echsa-inc.com

From: Crowell, Kym <KCrowell@nhcgov.com>
Sent: Tuesday, January 04, 2022 9:48 AM
To: Trudy Murray <tmurray@echsa-inc.com>
Cc: Long, Melissa <melong@nhcgov.com>
Subject: RE: CSBG FY 2022 - 2023 Application for Funding

Hello --

Please find attached the page you need for your files.

Thanks-
Kym

Kym Crowell
Clerk To The Board
New Hanover County - County Commissioners
(910) 798-7143 p | (910) 798-7145 f
KCrowell@nhcgov.com
230 Government Center Drive, Suite 175
Wilmington, NC 28403
www.NHCGOV.com

Trudy Murray*Duplin County*

From: Trudy Murray <tmurray@echsa-inc.com>
 Sent: Thursday, January 12, 2023 6:05 PM
 To: 'Davis Brinson'
 Subject: FW: CSBG FY 2023 - 2024 Application For Funding
 Attachments: FY 23-24 CSBG Application Draft 2.doc Community Commissioner Submission Form.pdf

Good Evening Mr. Davis,

Happy New Year!!! Hoping this correspondence finds you well on today. Attached is the CSBG FY 2023 - 2024 Application for Funding for your review. Please review and complete the attached Documentation of Submission To County Commissioners form and return back to me as soon as you can. Feel free to contact me directly with any questions you have regarding the application.

Have a wonderful rest of your evening,
 Trudy

Trudy P. Murray
 Executive Director
 Eastern Carolina Human Services Agency, Inc.
 237 New River Drive, Suite 1 / P.O. Drawer 796
 Jacksonville, NC 28541-0796
 P(910) 347-2151 Ext. 122 F(910) 347-1237
 tmurray@echsa-inc.com
 Website: echsa-inc.com

From: Trudy Murray <tmurray@echsa-inc.com>
 Sent: Monday, January 03, 2022 4:27 PM
 To: 'Davis Brinson' <dbrinson@duplincountync.com>
 Subject: CSBG FY 2022 - 2023 Application For Funding

Good Evening Mr. Brinson,

Happy New Year!!! Hoping this correspondence finds you well on today. Attached is the CSBG FY 2023 - 2024 Application for Funding for your review. Please review and complete the attached Documentation of Submission To County Commissioners form and return back to me as soon as you can. Feel free to contact me directly with any questions you have regarding the application.

Have a wonderful rest of your day.
 Trudy

Trudy P. Murray
 Executive Director
 Eastern Carolina Human Services Agency, Inc.
 237 New River Drive, Suite 1 / P.O. Drawer 796
 Jacksonville, NC 28541-0796
 P(910) 347-2151 Ext. 122 F(910) 347-1237
 tmurray@echsa-inc.com

Trudy Murray*Duplin County*

From: Trudy Murray <tmurray@echsa-inc.com>
 Sent: Thursday, January 12, 2023 6:00 PM
 To: 'Julie Ward'
 Subject: FW: CSBG FY 2023 - 2024 Application For Funding
 Attachments: Community Commissioner Submission Form.pdf; FY 23-24 CSBG Application Draft 2.doc

Good evening Ms. Ward,

Happy New Year!!! Hoping this correspondence finds you well on today. Attached is the CSBG FY 2023 - 2024 Application for Funding for your review. Please review and complete the attached Documentation of Submission to County Commissioners form and return back to me as soon as you can. Feel free to contact me directly with any questions you have regarding the application.

Have a wonderful rest of your evening,
 Trudy

Trudy P. Murray
 Executive Director
 Eastern Carolina Human Services Agency, Inc.
 237 New River Drive, Suite 1 / P.O. Drawer 796
 Jacksonville, NC 28541-0796
 P(910) 347-2151 Ext. 122 F(910) 347-1237
 tmurray@echsa-inc.com
 Website: echsa-inc.com

INDIRECT COST SUBMISSION CHECKLIST

Company Name Eaton/Carlisle Human Services Agency, Inc.
Fiscal Year(s) April 30, 2007

Please check the Yes, No or N/A (not applicable) columns below to answer the questions on, where applicable, to indicate that the requested supporting documentation has been included in your submission. Explain responses in further detail by attaching as many pages as necessary. Please list related attachments under the Comments/Attachment column and reference each attached sheet to the related Checklist number.

	Yes	No	N/A	Response/Attachment
1 Provide a brief description of the type of organization (nonprofit, for-profit, etc.) and mission/business (see example in Comments/Attachment)	☒			Company XYZ is a commercial, for-profit company located in Seattle, Washington. XYZ conducts agricultural research and development aimed at developing disease-resistant coffee beans in Washington state and Puerto Rico.
2 Is a proposal cover page included (see example)?	☒			
3 Is a Certificate of Indirect Costs included (see example)?	☒			
4 Have allowable expenses been eliminated from the Indirect Cost Proposal in accordance with FAR 31.2 (ICP)? http://www.acquisition.gov/far/current/html/Subject%2011.htm	☒			
5 Is the direct cost base complete (i.e., includes all grants, contracts, IR&D, other direct activity and unallowable costs that benefit from indirect costs)?	☒			
6 Identify the cost basis for the ICP: Actual costs (from prepared financial statements) Actual costs (from internally-prepared financial statements) Budgeted costs Other (explain)	☒			
7 Provide copies of Financial Statements (audited statements preferred) for the most recently completed accounting year.	☒			
8 Reconcile the total costs from the financial statements provided to the total costs per the ICP.	☒			
9 Provide a breakdown of employee labor allocated to both the indirect cost pool and the direct cost base. The breakdown should reconcile to the labor amounts included in the ICP.	☒			
10 Provide a copy of the Company's Personnel Manual.	☒			
11 Identify all employee benefits (i.e., group insurance, retirement/401k, payroll taxes, etc. AND explain how each benefit is charged (i.e., as part of a fringe benefit rate, as part of an indirect cost rate, calculated for each employee and charged directly, etc.	☒			See attached Agency Employee Handbook, Leave Policy
12 (a) Provide a copy of the Company's leave policy. (b) Provide a description of how the Company charges paid absences to project/cost objectives.	☒			
1. Are they charged via a fringe or indirect rate (i.e., included in a fringe benefit pool (indirect cost pool if not a separate fringe rate))?	☒			
2. Are they charged as part of direct salaries & wages?	☒			

INDIRECT COST SUBMISSION CHECKLIST

13 Professional/Consultants/Outside Services (a) Have professional fees (e.g., legal and accounting), consultants (e.g., scientific) or Outside Services (e.g., administrative or scientific) been included in the indirect cost pool as either direct or indirect costs? (b) If yes, provide a detailed schedule of these costs with the following information: 1) Firm or individual providing the service, 2) Cost of the service, and 3) Description of the service.	☒		See Compliance Section attached under Request beginning on page 25.
14 Independent (self-sponsored) Research & Development (IR&D) (a) Does the Company have IR&D Costs? (b) If yes, are IR&D costs included in the direct cost base? (c) Identify the costs for the individual elements of IR&D (e.g., labor, materials, and other direct costs). See chart of accounts .	☒	☒	
15 Identify the equipment "capitalization" threshold?			
16 Please complete the Accounting System/Internal Control Questionnaire, ACCTS SYSTEM QUESTIONNAIRE-FINAL.doc			
17 Provide a listing of the categories of expenses normally classified and charged as: a. direct costs; b. as indirect costs; c. as either direct or indirect. Explain.	☒		See page 3 of the Indirect
18 Provide a listing of all Federal awards (grants, cooperative agreements and contracts). Identify the Federal agency, award number, amount, award period, and award type (e.g., grant, cost reimbursable contract, fixed price contract, etc.)	☒		See attached
19 Provide a listing of any pending awards.		☒	
20 Identify the percentage (%) of the company's business coming from Federal grants and contracts.	☒		100% Federal award/100% Federal grants

Official Signature:

Name: Teddy P. Murray
Title: Executive Director
Date: 9/26/2006

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated September 26, 2022 to establish indirect costs rates for fiscal year(s) ended July 1, 2022 - June 30, 2023 are allowable in accordance with the requirements of grants/contracts to which they apply and with the Federal cost principles, i.e., (please check those applicable cost principles):

- ☒ 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- ☒ Federal Acquisition Regulations (FAR), Subpart 31.2, Contracts with Commercial Organizations.

(2) This proposal does not include any costs which are unallowable under applicable Federal cost principles. For example:

Advertising, contributions and donations, bad debts, entertainment costs, fines and penalties, general government expenses, and defense of fraud proceedings.

(3) The requirements standards on lobbying costs for non-profit (2 CFR 200) and commercial (FAR) organizations have been complied with for the fiscal year ended June 2022 and

(4) All costs included in this proposal are properly allocable to grants/contracts on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable Federal cost principles.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 267 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Eastern Carolina Human Services Agency, Inc.
Signature: [Signature]
Name of Authorized Official: Trudy Murray
Title: Executive Director
Date: September 26, 2022



NONPROFIT RATE AGREEMENT

EIN: 1566067763A1
DATE: 08/10/2021
FILING REF.: The preceding agreement was dated 08/05/2019
ORGANIZATION: Eastern Carolina Human Services Agency, Inc.
246 Georgetown Road
P.O. Box 796
Jacksonville, NC 28541-0796

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES				
RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
EFFECTIVE PERIOD				
TYPE	FROM	TO	RATE(S) LOCATION	APPLICABLE TO
FINAL	07/01/2018	06/30/2019	25.80 On Site	All Programs
PROV.	07/01/2019	06/30/2022	25.80 On Site	All Programs

BASE Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

Indirect Cost Rate Proposal
For the Year Ended June 30, 2021

Introduction:

Eastern Carolina Human Services Agency, Inc. is a non-profit organization serving Onslow, Duplin, and New Hanover counties. The agency administers Section 8, Housing, Community Development Block Grant, and Community Services Block Grant Programs. Federal, State and Local agencies fund these programs. This proposal reflects the June 30, 2021 year-end.

Cost Allocation Methodology:

This proposal is for an indirect cost rate based on the agency's actual costs for its fiscal year beginning July 1, 2020 and ending June 30, 2021. The proposal is based on the agency's organization - wide audit report. (Statement of Functional Expense for the year-ended June 30, 2021)

This proposal addresses all elements of cost incurred by Eastern Carolina Human Services Agency, Inc. and identifies shared costs that require allocation.

Eastern Carolina Human Services Agency, Inc. treats all costs as direct cost except general administration and general expenses. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect cost.

Direct Costs:

Direct costs are costs that can be identified specifically with a project and, therefore, are charged to that project. The accounting system records these costs as they are incurred within the series of accounts for that purpose and further distribution is not required.

Indirect Costs:

Indirect costs are costs incurred for common or joint objectives and therefore, cannot be readily and specifically identified with a particular project or activity. These costs are grouped into common pool(s) and distributed to benefiting activities by a cost allocation process.

Cost Pool and Base for Distribution:

Eastern Carolina Human Services Agency, Inc. has created an Administrative Services Pool consisting of salaries, fringe benefits, and non-salary costs. The Administrative Services Pool is charged with all the indirect costs as defined above. This pool is distributed to the various program activities on the basis of direct salaries, including vacation, holiday, and sick pay but excluding other fringe benefits expended on those activities.

The total-direct salaries and wages on which this proposal is based, is \$745,228 which includes \$0 of volunteer salaries.

Supporting Financial Statements:

The schedule of Total Expenditures (Schedule C) contained in this proposal agrees to the agency's audit report statement of Functional Expenses included with this report.

Audit Report	\$6,089,819
Statement of Functional Expenses	
Indirect Cost Proposal	\$6,089,819

Salaries:

Please see attached Salary Schedule outlining the positions, functions and budget of annual salaries for the people charged 100% to Administrative Services, with the exception of the HR/Deputy Director who is charged 29%.

Fringe Benefits:

Fringe benefits associated with the positions within the Administrative Services Pool are as follows:

Payroll Taxes:	\$11,058
FICA (actual paid)	
State Unemployment	

Hospitalization, Life & Disability Insurance	\$14,921
(actual paid)	
Retirement Plan	\$5,795
(actual paid)	
TOTAL	\$31,774

A copy of the agency's fringe benefit policies is attached.

Non Salary Costs:

Each category on non-salary expenditures has been analyzed based on the facts and Schedule B shows the allocation between the direct and Administrative Services Pool. Total non-salary direct cost reimbursements, excluding IDC, are \$4,231,805 of which direct is \$4,179,054 and indirect is \$52,241.

Computation of Base and Pool Costs Schedule A (attached) shows the computation of the indirect cost rate for the year ended June 30, 2020.

Indirect Cost Rate Proposal - Schedule A - See Attached

Actual June 30, 2020 Per Financial Reports	
Direct Salaries	
CSBG	\$404,970
Section 8	217,955
NC Serves	117,014
Non Federal	5,289
Total Direct Salaries	\$745,228
Indirect Costs Pool	
Administrative Service Salaries	\$133,530
Administrative Services Fringe Benefit	31,774
Administrative Service Non- Salary Costs	52,751
Total Administrative Services	\$218,055
Rate	
Adjusted Indirect Costs (Above-pool)	\$218,055
	= 29.26%
Total Direct Salaries (Above-base)	\$745,228

Funding of Rate:
When the above rate is applied to the direct salaries paid from the State Department of Human Services funds (Community Services Block Grant/CSBG), U.S. Department of Housing and Urban Development (Section 8), Non Federal, and Syracuse University (NC Serves), the eligible reimbursement is \$198,819. (\$404,970 + 217,955 + 117,014 + 5,289 = \$745,228 x 29.26% = \$218,054).

Indirect Cost Rate Proposal
For the year end June 30, 2020

Schedule B

Elements of Cost	Methodology of Allocation
Contractual Services	Actual Usage
Depreciation/Use Allowance	Actual Cost
Emergency Assistance Payments	Direct Cost
Equipment Rental & Maintenance	Rental and maintenance on finance office
Equipment/Capital	Direct Cost
Equipment/Minor	Actual Cost
Insurance	Direct Cost
Occupancy	Square footage used for administrative services
Office Supplies	Actual Usage
Other Expenses	Based on administrative services actual use
Postage	Actual Usage
Professional Fees	Accounting and audit services, payroll processing services, charged on work performed for administrative services
Copying	Actual Usage
Leasehold Improvements	Direct Cost
Telephone	Basic services allocated on number of instruments, toll calls charged on basis of logs
Travel	Direct Cost

EASTERN CAROLINA HUMAN SERVICES AGENCY, INC

Indirect Cost Proposal - Schedule A
FYE 06/30/20

DIRECT SALARIES:	Actual 6/30/20 Per Financial Reports
CSBG	404,970
Section 8	217,955
NC Services	117,014
*NonFederal	5,289
Total Direct Salaries	\$745,228
*Non Federal absorbed \$5,289 in direct salaries for CSBG.	
INDIRECT COSTS (Pool):	
Labor Costs	165,304
Non-Labor Costs	52,751
Adjusted Administrative Service Pool	\$218,055
RATE:	
Adjusted Indirect Cost	\$218,055
Total Direct Salaries	\$745,228
	= 29.26%

EASTERN CAROLINA HUMAN SERVICES AGENCY, INC.

SECTION O FRINGE BENEFITS

SECTION O: FRINGE BENEFITS

1. Social Security - All employees must be advised of the current rate of Social Security deductions and notice given of any changes in the rate of deductions. Social Security contributions are withheld from all employees and matched by the agency in accordance with current Social Security Regulations.
2. Workman's Compensation - Workman's Compensation Insurance furnished by the agency must cover all employees. All employment related injuries must be reported to the Executive Director as soon as possible, no later than five (5) days legal requirement for reporting i.e., ESC Regulations. Appropriate Supervisory Staff, Executive Director and the HR/Deputy Director will assist the employee in completing claim form(s). Employee must advise attending physician that injury treated is a work related injury covered by Workman's Compensation and that he/she is employed by ECHSA, Inc. in order that the doctor may complete the section required by the attending physician on the claim form.
3. Hospital Insurance - All full-time and part-time thirty-two (32 plus hours) regular employees having completed probationary period may elect coverage under the agency's Group Hospital Insurance Plan. The agency will pay, at a minimum of 85% on all employees' insurance, if funds are available. The employee MUST pay the additional 15% and any other coverage elected, e.g., dependent. In the event funds are available for all programs, agency may pay 100%. Funding availability will be determined by the Executive Director and approved by the Board of Directors.
4. Retirement - The agency contributes four percent (4%) of all regular, full-time employees' salary towards retirement and will match up to three and one half percent (3 1/2%). Therefore, if the agency gives 4% and employee contribute 3 1/2%, the agency will match up to 3 1/2% and the total retirement contribution would be 11%. If funds are available.
5. Reinstatement - Should an employee be re-instated in the same position vacated within six (6) months, he/she will be reinstated at his/her former salary, if funds are available.
6. Disability and Life Insurance - All full-time and part-time regular employees thirty-two (32 hours) will be covered at agency's expense with Disability and Life Insurance upon completion of probationary period. Disability income will be payable beginning with the 180th day of disability. An employee filing a claim or terminated under an agency plan

will be furnished assistance by the Executive Director. Beneficiary or next-of-kin will be furnished assistance by the Executive Director or HR/Deputy Director in the event of death of an employee.

7. Unemployment Insurance - All employees are covered by unemployment insurance by the agency.

SECTION P: VOLUNTARY SHARED LEAVE

Some employees may exhaust all available leave and be placed on leave-without-pay status because of occurrences brought about by serious and prolonged medical conditions. Employees forced to go on leave without pay due to medical problems would be or could be critical to their well being. In these circumstances, co-workers may wish to voluntarily donate some of their sick/annual leave to provide assistance to this employee.

In cases of a prolonged medical condition, an employee may apply for or be nominated to be recipient of leave transferred from the leave account of another employee employed in the same department. Medical condition means a medical condition of the employee or a family member (spouse, parents, children including step, half relationships) or other dependents living in the employee's household that are likely to require an employee's absence from duty for a period of not less than ten (10) consecutive workdays.

1. Eligibility - Employee must be regular, and have worked for the agency at least six (6) months. An employee on Workman's Compensation or disability income would be limited.

A prospective recipient may submit a written request to the Executive Director for shared leave. A physician statement describing the nature of the medical condition and the projected duration must be included with the written request. Confidential conditions are not required to be documented by the doctor or the employee.

The Executive Director, HR/Deputy Director, Project or Program Director will inform other employees of the request to see if anyone wishes to share his or her leave with the individual. The Executive Director should notify the individual within fifteen (15) days upon receipt of the letter. The maximum amount of leave an employee can receive is one-hundred sixty (160) hours. The employee must exhaust all available annual and sick leave before using donated leave. At the expiration of the medical condition any leave not needed by the recipient will remain with the donor's leave account.

SECTION Q: COBRA

When an employee leaves ECHSA, Inc. employment, he/she has a right to continue his/her insurance coverage, unless he/she was terminated for gross misconduct, under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). The Executive Director will notify the terminating employee that he/she has the right to continue coverage provided the ex-employee pays his/her insurance premium.

The right to continued coverage usually runs for eighteen (18) months. The ex-employee's coverage might terminate earlier if the employee group plan ends, is cancelled, or if premiums are not paid.

SECTION R: CHANGE OF BENEFITS

Once an employee has elected to have payroll deductions due to obtaining an agency benefit for themselves and/or their dependents, he/she will have a waiting period of six (6) months before deciding to change that benefit. If there is a significant change in your status, such as the birth of a child, marriage or death, you will be granted permission to make a change immediate.

GENERAL CONTRACT COVER

This contract is hereby entered into by and between the North Carolina Department of Health and Human Services, Division of Social Services (the "Division") and Eastern Carolina Human Services Agency, Inc. (the "Contractor") (referred to collectively as the "Parties").

1. Contract Documents:

This contract consists of the following documents, which are incorporated herein by reference:

- (a) This contract cover
- (b) The General Terms and Conditions
- (c) Scope of Work
- (d) Performance Measures Chart
- (e) The Line Item Budget
- (f) State Grant Certification - No Overdue Tax Debts
- (g) Federal Certifications
- (h) IRS Tax Exemption Verification Form (Annual)
- (i) Conflict of Interest Verification (Annual)
- (j) State Certification

Incorporated By Reference

The following documents are reference materials and are available by going to the following website, **Open Window**:
(http://dhsncemrindoc.nc.gov/index.aspx?oid=doc_ReferenceDocuments1).

- (a) Travel: Policies Governing Travel Related Expenses for Contractors
- (b) Notice of Certain Reporting and Audit Requirements
- (c) General Statutes G.S. 143C6 NonState Entities Receiving State Funds
- (d) Subchapter 03M Uniform Administration of State Grants

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

2. Precedence Among Contract Documents:

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in the contract document section, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple contract amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. Effective Period:

This contract shall be effective on 7/1/2020 and shall terminate on 6/30/2021, with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions.

4. Contractor's Duties:

The Contractor shall provide the services as described in the scope of work and in accordance with the approved budget.

5. Division's Duties:

The Division shall pay the Contractor in the manner and in the amounts specified in the contract documents. The total amount paid by the Division to the Contractor under this contract shall not exceed \$898,103. This amount consists of \$0 in State funds, \$0 in Local funds, \$0 in Other funds and \$898,103 in Federal funds.

The total contract amount is \$898,103.

6. Conflict of Interest Policy:

The Division has determined that this contract is a financial assistance contract. The Contractor shall file with the Division, a copy of the Contractor's policy addressing conflicts of interest that may arise involving the Contractor'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 Contractor's employees or members of its board or other governing body, from the Contractor's disbursing of state funds and shall include actions to be taken by the Contractor or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the Division may disburse the grant funds. (N.C.G.S. 143C-6-23(d)(2007))

7. Statement of No Overdue Tax Debts:

Contractor's sworn written statement pursuant to N.C.G.S. 143C-6-23(c) stating that the Contractor does not have any overdue tax debts, as defined by G.S. 105-242.1, at the federal, state, or local level. The Contractor acknowledges that the written statement must be filed before Division may disburse the grant funds.

8. Reversion of Unexpended Funds:

Any unexpended grant funds shall revert to the Division upon termination of this contract.

9. Grants:

The Contractor/Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Contractor/Grantee to comply with the standards set forth in this contract.

10. Reporting Requirements:

The Division has determined that this is a contract for financial assistance, and therefore is subject to the reporting requirements in Uniform Administration of State Awards of Financial Assistance at 09 NCAC 03M.0205

11. Payment Provisions:

Payment shall be made in accordance with the contract documents as described in the scope of work.

12. Contract Administrators:

All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's contract administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial contract administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its contract administrator by giving timely written notice to the other Party.

For the Division:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Janet Roberts, Program Analyst Division of Social Services 820 S. Boylan Ave, McBryde Bldg. 2420 Mail Service Center Raleigh, NC 27699-2420 Telephone : (919)-527-6253 Fax: (919)-527-6253 Email: janet.roberts@dshs.nc.gov	Janet Roberts, Program Analyst Division of Social Services 820 S. Boylan Ave, McBryde Bldg. 2420 Mail Service Center Raleigh, NC 27699-2420

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Trudy P. Murray, Executive Director (Interim) Eastern Carolina Human Services Agency, Inc. Post Office Drawer 796 Jacksonville, NC 28541-0796 Telephone: (910)-347-2151 Fax: (910)-347-2151 Email: tmurray@echasinc.com	Trudy P. Murray, Executive Director (Interim) Eastern Carolina Human Services Agency, Inc. Post Office Drawer 796 Jacksonville, NC 28541-0796

13. **Supplementation of Expenditure of Public Funds:**

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

14. **Disbursements:**

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
- (c) Assure adequate control of negotiable instruments;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

15. **Outsourcing to Other Countries:**

The Contractor certifies that it has identified to the Division all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the Division.

16. **Federal Certifications:**

Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are accompanied by a signature page and can be found in the Contractor's Managed Documents section of DHHS Open Window. The signature page is to be signed by the contractor's authorized representative.

17. **Other Requirements:**

Continuation of 84 "Contractor's Duties". Any changes to the budget must be requested in writing by the Contractor, and written approval granted by the Division. Changes that exceed 10% of any budgeted line item will require a formal contract amendment. All amendment requests must be submitted to the Division Contracts Office by the end of the contract's third quarter.

Federal Award Name	Community Services Block Grant
State Fiscal Year	2021
Sub-recipient's DUNS number	153858329
Federal Award Identification Number (FAIN)	200INCCOSR/210INCCOSR
Federal Award Date	2021
Sub-award Period of Performance Start and End Date	July 1, 2020 – June 30, 2021
Amount of Federal Funds Obligated by This Action	\$886,103
Total Amount of Federal Funds Obligated to the Sub-recipient	\$886,103
Total Amount of the Federal Award	\$18,770,749
Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	To provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.
Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information for Awarding Official	Administration for Children and Families

	NC Department of Health and Human Services/Division of Social Services Program Manager 2401 Mail Service Center Raleigh, NC 27699-2401 919-527-6335
CFDA Number and Name	83.568 - Community Services Block Grant
Award is Research and Demonstration (RAD)?	No
Indirect Cost Rate for the Federal Award (including if the de minimis rate is charged)	25.82%

Trafficking Victims Protection Act of 2000
This award is subject to requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), go to <http://www.acf/hhs.gov/grants/award-term-200-condition-for-trafficking-in-persons>.

The use of Federal funds from this award constitutes the State's acceptance of these terms and conditions.

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

Signatures follow on next page

In Witness Whereof, the Contractor and the Division have executed this contract in duplicate originals, with one original being retained by each party.

Eastern Carolina Human Services Agency, Inc.

Alayia (b)(4)
Signature

5/26/2020 | 4:05 PM EDT
Date

Marcia Wright
Printed Name

Board Chairperson
Title

ATTEST

Trudy Murray
Signature

5/26/2020 | 1:07 PM PDT
Date

Trudy Murray
Printed Name

Executive Director
Title

[CORPORATE SEAL]

Division of Social Services, North Carolina Department of Health and Human Services

Richard Stegens
Signature

5/26/2020 | 4:45 PM EDT
Date

Susan G. Osborne
Printed Name

deputy director, Business Operations Assistant Secretary for County Operations
Title

GENERAL TERMS AND CONDITIONS

Relationships of the Parties

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

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the Contractor's payment check directly to any person or entity designated by the Contractor; or (b) include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

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

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or

omission of the Contractor in connection with the performance of this contract.

Insurance: (a) During the term of the contract, the Contractor shall provide, at its sole cost and expense, commercial insurance of such types and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (1) **Worker's Compensation Insurance:** The Contractor shall provide and maintain worker's compensation insurance, as required by the laws of the states in which its employees work, covering all of the Contractor's employees who are engaged in any work under the contract.
 - (2) **Employer's Liability Insurance:** The Contractor shall provide employer's liability insurance, with minimum limits of \$500,000.00, covering all of the Contractor's employees who are engaged in any work under the contract.
 - (3) **Commercial General Liability Insurance:** The Contractor shall provide commercial general liability insurance on a comprehensive broad form on an occurrence basis with a minimum combined single limit of \$1,000,000.00 for each occurrence.
 - (4) **Automobile Liability Insurance:** The Contractor shall provide automobile liability insurance with a combined single limit of \$500,000.00 for bodily injury and property damage; a limit of \$500,000.00 for uninsured/underinsured motorist coverage; and a limit of \$2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
 - (A) owned by the Contractor and used in the performance of this contract;
 - (B) hired by the Contractor and used in the performance of this contract; and
 - (C) owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance.
- The Contractor is not required to provide and maintain automobile liability insurance on any vehicle - owned, hired, or non-owned - unless the vehicle is used in the performance of this contract.
- (b) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
 - (c) The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.
 - (d) The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides

protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.

- (e) The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.
- (f) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.
- (g) The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.
- (h) The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.
- (i) The Contractor shall require its subcontractors to comply with the requirements of this paragraph.
- (j) The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance, if requested, to the Division before the Contractor begins work under this contract.

Default and Termination

Termination Without Cause: The Division may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division and virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach of contract, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The

filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

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

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

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

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

Intellectual Property Rights

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

Federal Intellectual Property Bankruptcy Protection Act: The parties agree that the Division shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

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

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

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

Confidentiality

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

Data Security: The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

Duty to Report: The Contractor shall report a suspected or confirmed security breach to the Division's Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered. During the performance of this contract, the contractor is to notify the Division contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the contractor.

Cost Barriers by Contractor: If any applicable federal, state, or local law, regulation, or rule requires the Division or the Contractor to give affected persons written notice of a security breach arising out of the Contractor's performance under this contract, the Contractor shall bear the cost of the notice.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

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

Warranties and Certifications

Date and Time Warranty: The Contractor warrants that the product(s) and service(s) furnished pursuant to this contract ("product" includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing will support a four digit year format and will provide accurate date/time data and leap year calculations. This warranty shall survive the termination or expiration of this contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors that meet one of the conditions of G.S. 105-164.8(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Contractor certifies that it and all of its affiliates (if any) collect all required taxes.

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County.

North Carolina. The place of this contract and all transactions and agreements relating to it, and their status and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

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

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

Gender and Number: Masculine pronouns shall be read to include feminine pronouns and the singular of any word or phrase shall be read to include the plural and vice versa.

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

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

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

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rates. International travel shall not be reimbursed under this contract.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

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

Scope of Work

BACKGROUND

The Division's Office of Economic Opportunity (OEO) administers the Community Services Block Grant (CSBG) program through the provision of financial resources to Community Action Agencies for the purpose of providing ladders of opportunity for North Carolinians (participants with household incomes below 100% of the federal poverty guidelines enrolled in CSBG programs) to become self-sufficient. Specifically, CSBG is designed to fund agency programs that will substantially reduce the number of citizens living in poverty.

The Contractor's service area consists of Duplin, New Hanover, and Onslow Counties. Based on the 2017 U.S. Census Small Area Income and Poverty Estimates the total poverty population is 69,854 in Duplin (12,118, New Hanover (34,283) and Onslow (23,452).

PURPOSE

The Contractor shall provide case management services to 300 participants in its service area who meet the eligibility guidelines of the CSBG program. Services will be provided during the State Fiscal Year ending June 30, 2021.

PERFORMANCE REQUIREMENTS

To combat the many consequences of poverty, the Contractor will provide comprehensive services resulting in measurable outcomes which reduce or remove poverty barriers and lead them towards the achievement of economic self-sufficiency.

To achieve this, the following will be provided: (1) Case Management Services, including: orientation, assessment and enrollment, coaching/counseling, and Direct Service Delivery, including: information and referral, education/training, employment readiness/employment opportunities and supportive (crisis prevention, child care, transportation, etc.) services. (2) Agency Capacity building, including: technology support, training/technical assistance, incorporation of applicable organizational standards, etc. (3) Community Collaboration, including: meeting with other human service organizations for participant advocacy, developing Memoranda of Agreement for shared programming objectives, and partnering with advisory councils and other providers for securing additional program resources.

The Contractor shall provide case management services to 170 participants in its service area who meet the eligibility guidelines of the CSBG program. Services will be provided during the State Fiscal Year ending June 30, 2021.

The Contractor shall collect, maintain and submit to the Division the data collected during the eligibility assessment process. The Contractor shall submit data to the Division monthly, ensuring that the data collected remains secure at rest and in transit to the Division. If the Contractor contracts with a Vendor to provide a system for transmitting the data to the Division, the Contractor shall ensure that its contract with such Vendor contains the necessary language to comply with the requirements outlined in this Performance Requirements section.

PERFORMANCE STANDARDS

The Contractor shall conduct a thorough community needs assessment to best utilize available resources for anti-poverty programming; recruit eligible, low-income participants in need of CSBG programming; execute the activities prescribed in the one-year work program to support performance measure achievements; monitor, assess and evaluate service delivery model to ensure outcome based

performance; maintain documentation to support outcome based reporting; and adhere to Federal and State Labor Laws in conjunction with related agency governing bylaws, policies and procedures.

PERFORMANCE MONITORING/QUALITY ASSURANCE PLAN

The Contractor shall submit to the Division the following elements, as requested and required for monitoring: Board meeting minutes and relative reports, audits, independent program reviews, bylaws, policies and procedures, etc. to demonstrate agency capacity, monthly, quarterly, annual financial and programmatic expenditure and outcome reports; and community Needs Assessment inclusive of input by the low-income community demonstrating evidence to support maximum feasible participation.

Deliverables shall be monitored through onsite visits, required financial and programmatic reports and other remote monitoring communications/tools. The Contractor agrees to participate in onsite visits and submit remote monitoring documents for review as outlined in state and federal rules and contract documents. If the Contractor is deemed out of compliance, the Division shall engage the Contractor with technical assistance and corrective actions as deemed appropriate, and funds may be withheld until Contractor is in compliance with applicable requirements. If the Contractor is unsuccessful with demonstrating compliance, the contract may be terminated as outlined in state and federal rules.

The Division shall monitor the Contractor according to the Division Subrecipient Monitoring Plan, which may be accessed at <https://www.ncdhhs.gov/divisions/social-services/social-services-staff-information/monitoring>. This includes compliance with the CFR Title 2 Part 200 specifying federal areas of compliance.

Program Compliance Supplement can be found at <https://www.ncdhhs.gov/divisions/social-services/social-services-staff-information/monitoring/program-compliance-supplements>.

The Contractor shall submit the following reports at the following intervals:

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The Contractor shall submit the following reports at the following intervals:

PERFORMANCE MEASURES CHART

The Department of Health and Human Services uses performance measures rubrics as a tool to determine the success of a project and how well services and products are being delivered. Together they enable the Department to gauge efficiency, determine progress toward desired results and assess whether the Department is on track with meeting its goals. The contractor shall adhere to all of the performance requirements/standards in the scope of work, including performance measures in the performance measures chart below.

Measure Type	Demand	Reporting Frequency	Annual
Measure	The number of low-income persons in the Contractor's service area living below the federal poverty guidelines		

Fiscal Year	2021	Trend	Decrease
Baseline Value	73,560		
Target Value	69,854		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required monthly and quarterly reports		
Collection Frequency	Monthly		

Measure Type	Input	Reporting Frequency	Annual
Measure	Number of Full Time Equivalent (FTE) positions		

Fiscal Year	2021	Trend	Increase
Baseline Value	10.15		
Target Value	13.70		
Data Source	Contractor Budget and Contractor Reports		
Collection Process and Calculation	The Contractor Budget projects the staff time to be spent on the contract. Contractor documents staff time spent on the project via timesheets		

Collection Frequency	Quarterly
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Measure Type	Output	Reporting Frequency	Quarterly
Measure	Number of participants securing standard housing		

Fiscal Year	2021	Trend	Decrease
Baseline Value	25		
Target Value	14		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants obtaining better employment		

Fiscal Year	2021	Trend	Decrease
Baseline Value	22		
Target Value	16		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants obtaining employment		

Fiscal Year	2021	Trend	Decrease
Baseline Value	64		
Target Value	35		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of low-income participants receiving case management services to assist them in rising above the federal poverty guidelines		

Fiscal Year	2021	Trend	Decrease
Baseline Value	316		
Target Value	300		
Data Source	Accountable Results for Community Action Database and Financial Status Report		
Collection Process and Calculation	Submission of required monthly and quarterly reports		
Collection Frequency	Monthly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants obtaining jobs with benefits offered/provided in the employee compensation package		

Fiscal Year	2021	Trend	Decrease
Baseline Value	24		
Target Value	12		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants provided educational supports		

Fiscal Year	2021	Trend	Increase
Baseline Value	72		
Target Value	77		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of low-income participant families rising above the poverty level		

Fiscal Year	2021	Trend	Decrease
Baseline Value	24		
Target Value	18		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports. Calculation is the total number achieving the outcome divided by the total number of participants (18 planned outcome / 250 planned served = 7.2%)		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants provided emergency assistance		

Fiscal Year	2021	Trend	Decrease
Baseline Value	30		
Target Value	18		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants completing education/training programs		

Fiscal Year	2021	Trend	Decrease
Baseline Value	28		
Target Value	21		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of participants provided employment supports		

Fiscal Year	2021	Trend	Increase
Baseline Value	139		
Target Value	210		
Data Source	Accountable Results for Community Action Database		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

Measure Type	Quality	Reporting Frequency	Annual
Measure	Percentage of program participants enrolled meeting CSBG financial eligibility requirements		

Fiscal Year	2021	Trend	Maintain
Baseline Value	100%		
Target Value	100%		
Data Source	Accountable Results for Community Action Certification Statement		
Collection Process and Calculation	Submission of required quarterly reports		
Collection Frequency	Quarterly		

LINE ITEM BUDGET

This begins the line item budget for year 2021

Budget Detail - Year 2021			
Category	Item	Narrative	Amount
Salary/Wages		CSBG Director -\$57,699	\$441,906.00
		Case Manager Duplin 1-\$30,742	
		Case Manager Duplin 2-\$31,636	
		Case Worker Duplin 3-\$27,123	
		CSBG Accounting Technician -\$29,307	
		HR/Deputy Director -\$21,528	
		Case Manager Onslow 1-\$33,529	
		Case Manager Onslow 2-\$30,742	
		Case Worker Onslow 3-\$27,123	
		Office Assistant -\$27,123	
		Case Manager New Hanover 1-\$31,636	
		Case Manager New Hanover 2-\$30,742	
		Case Manager New Hanover 3-\$30,742	
		Case Worker New Hanover 4-\$27,123	
		Receptionist/Intake Specialist -\$5,108	
Fringe Benefits		CSBG Director-\$16,184	\$160,884.00
		Case Manager Duplin 1-\$13,014	

Line Item Budget Detail (08/11)

Budget Detail - Year 2021			
Category	Item	Narrative	Amount
		Case Manager Duplin 2-\$12,050	
		Case Worker Duplin 3-\$5,091	
		CSBG Accounting Technician -\$10,831	
		HR/Deputy Director -\$3,922	
		Case Manager Onslow 1-\$12,289	
		Case Manager Onslow 2-\$13,015	
		Case Worker Onslow 3-\$11,418	
		Office Assistant -\$11,485	
		Case Manager New Hanover 1-\$13,000	
		Case Manager New Hanover 2-\$13,015	
		Case Manager New Hanover 3-\$11,939	
		Case Worker New Hanover 4-\$11,373	
		Receptionist/Intake Specialist -\$2,255	
Other			\$0.00
Supplies and Materials	Other	Postage (\$295.00 per Mo. X 12 Mos.)	\$3,540.00
Supplies and Materials	Other	Office Supplies	\$14,535.00

Line Item Budget Detail (08/11)

Budget Detail - Year 2021				
Category	Item	Narrative		Amount
Travel	Contractor Staff	\$2,900 is requested for Local Staff Travel. Reimbursement is based upon established state mileage rates.		\$2,900.00
Utilities	Telephone	Telephone/Internet/Fax (\$666.66 per Mo. X 12 = \$8,000		\$8,000.00
Repair and Maintenance		Exterminating-\$300 Maintenance Supplies-\$600 Onslow Janitorial Services-\$1,836 Duplin Janitorial Services-\$756 Equipment Upgrade/Repair-\$1,000		\$4,492.00
Staff Development		\$25,479 is requested for Conference Registration, Mileage, and Meals. Reimbursement is based upon established state and conference rates.		\$25,479.00
Media/Communication	Reprints	Copies		\$3,000.00
Media/Communication	Advertising	Recruitment/Public Notices-\$1,000		\$1,000.00
Rent	Office Space	Duplin Office - 1326 N. Teachey St - Wallace, NC 28466 Cost is shared: 42% CSBG, 58% Sec 8; Onslow Office - 237-1 New River Dr., Jacksonville, NC 28541 Cost is shared: 36% CSBG, 30% Sec 8, 22% M&A, 12% NCServes;		\$51,444.00

Line Item Budget Detail (08/11)

Budget Detail - Year 2021				
Category	Item	Narrative		Amount
		New Hanover Office - 106 N. Kerr Ave., Suite B-1, Wilmington, NC 28403 Cost is not shared.		
Rent	Equipment	New Hanover location Copier Lease		\$2,754.00
Professional Services	Accounting	Audit -\$20,900 x 16.56%=\$3,461		\$3,461.00
Professional Services	Security	Onslow Security System Services		\$1,620.00
Dues and Subscriptions		NC Community Action Agencies Annual Membership Dues-\$4,000 Annual Chamber of Commerce Dues-\$115 AR4CA Annual Agreement -\$5,800		\$9,915.00
Operational Other	Incentives and Participants	Child Care-\$240 Rent Assistance-\$4,556 Utility Assistance-\$3,696 Tuition/Books/Supplies/Uniforms-\$9,000 Rent Deposit-\$1,799 Utility Deposit-\$1,715 Other Family Support-\$11,740 Transportation Assistance-\$6,276		\$39,272.00

Line Item Budget Detail (08/11)

Budget Detail - Year 2021			
Category	Item	Narrative	Amount
		Education Incentive-\$250	
Operational Other	Insurance and Bonding	General Insurance (\$850.00 x 12 months)=\$7,800	\$7,800.00
Subcontracts and Grants			\$0.00
Match			\$0.00
Cost Per Service			\$0.00
Sub Total			\$782,002.00
Indirect Cost		25.82% of Salaries x \$441,906=\$114,101	\$114,101.00
Total Budget			\$896,103.00

Subcontracting and Grants Budget Detail - Year 2021			
Category	Item	Narrative	Amount
			\$0.00
Sub Total			\$0.00

Line Item Budget Detail (08/11)

Salaries - Year 2021								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
1	Case Manager Duplin 1	\$30,742.00	0.0000	12	100.00 %	\$13,014.00	\$0.00	\$43,756.00
1	Case Manager Duplin 2	\$31,636.00	0.0000	12	100.00 %	\$12,050.00	\$0.00	\$43,686.00
1	Case Manager Duplin 3	\$27,123.00	0.0000	12	100.00 %	\$5,091.00	\$0.00	\$32,214.00
1	Case Manager New Hanover 1	\$31,636.00	0.0000	12	100.00 %	\$13,000.00	\$0.00	\$44,636.00
1	Case Manager New Hanover 2	\$30,742.00	0.0000	12	100.00 %	\$13,015.00	\$0.00	\$43,757.00
1	Case Manager New Hanover 3	\$30,742.00	0.0000	12	100.00 %	\$11,939.00	\$0.00	\$42,681.00
1	Case Manager New Hanover 4	\$27,123.00	0.0000	12	20.00%	\$11,373.00	\$0.00	\$38,496.00
1	Case Manager Onslow 1	\$33,529.00	0.0000	12	100.00 %	\$12,289.00	\$0.00	\$45,818.00
1	Case Manager Onslow 2	\$30,742.00	0.0000	12	100.00 %	\$13,015.00	\$0.00	\$43,757.00
1	Case Manager Onslow 3	\$27,123.00	0.0000	12	100.00 %	\$11,418.00	\$0.00	\$38,541.00
1	CSBG Accounting Tech	\$29,307.00	0.0000	12	100.00 %	\$10,831.00	\$0.00	\$40,138.00
1	CSBG Director	\$57,699.00	0.0000	12	100.00 %	\$16,184.00	\$0.00	\$73,883.00
1	HR/Deputy Director	\$21,528.00	0.0000	12	50.00%	\$3,922.00	\$0.00	\$25,450.00
1	Office Assistant	\$27,123.00	0.0000	12	100.00	\$11,485.00	\$0.00	\$38,608.00

Line Item Budget Detail (08/11)

Salaries - Year 2021								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
					%			
1	Receptionist	\$5,111.00	0.0000	12	20.00%	\$2,258.00	\$0.00	\$7,369.00

Line Item Budget Detail (08/11)

DocuSign Envelope ID: 8CF452E3-501B-4004-80D1-5B0461EE1009
EASTERN CAROLINA HUMAN SERVICES AGENCY, INC. 26 of 39

237 New River Drive, Suite 1
PO Drawer 796
Jacksonville, NC 28541-0796
(910) 347-2151
FAX: (910) 347-1237

108 N. Kerr Avenue, B1
Wilmington, NC 28403
(910) 762-0018
FAX: (910) 762-0030



1326 N. Teachey Road
PO Drawer 310
Wailke, NC 28446
(910) 285-5331
FAX: (910) 285-5506

November 20, 2019

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the Eastern Carolina Human Services Agency, Inc. does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, state, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1b.

Sworn Statement:

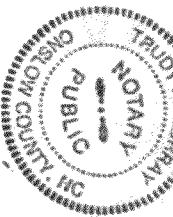
Marcia Wright and Lorraine Jackson being duly sworn, say that we are the Board Chair and Treasurer, respectively, of Eastern Carolina Human Services Agency, Inc. of Jacksonville in the State of North Carolina, and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Marcia Wright
Board Chair
Lorraine Jackson
Treasurer

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

Trudy P. Murray
(Notary Signature and Seal)

My Commission Expires: *October 8, 2020*



Helping People. Changing Lives.
"An Equal Opportunity Employer."

FEDERAL CERTIFICATIONS

The undersigned states that:

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:

- a. The Certification Regarding Nondiscrimination;
- b. The Certification Regarding Drug-Free Workplace Requirements;
- c. The Certification Regarding Environmental Tobacco Smoke;
- d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
- e. The Certification Regarding Lobbying.

3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;

4. [Check the applicable statement]

- i. He or she has completed the attached Disclosure Of Lobbying Activities because the Contractor has made, or has an agreement to make, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

OR

- i. He or she has not completed the attached Disclosure Of Lobbying Activities because the Contractor has not made, and has no agreement to make, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.

5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

Board Chairperson

Title

Signature

Marcia M. Wright

Contractor Name

11/24/2019
Date

[This Certification Must be Signed by the Same Individual Who Signed the Proposal Execution Page]

I. Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1985-1989), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (28 U.S.C. § 794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-239), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or rehabilitation; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to discrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which

prohibit discrimination on the basis of religion and political beliefs, and (i) the regulations (28 CFR Part 89) of the Department of Justice which may apply to the Agreement.

The Contractor must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60). The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Meaningful Access for LEP Individuals: The Contractor that participates in the SNAP must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and benefits. This includes the requirement to provide bilingual program information and certification materials and interpretation services to LEP language minorities in certain project areas. SNAP Contractors that do not provide meaningful access for LEP individuals risk violating prohibitions against discrimination based on National Origin in the Food and Nutrition Act of 2008, as amended, Title VI of the Civil Rights Act of 1964 (Title VI) and SNAP program regulations at 7 CFR 272.400. They also risk noncompliance with the USDA policy guidance sheet, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons", published in 79 FR 70771 - 70784 (November 28, 2014).

The Contractor should develop an implementing plan to address the language assistance needs of the LEP population served. This may include contracting for oral interpretation services, hiring bilingual staff, arranging telephone interpreters and/or language lines, coordinating community volunteers, translating vital documents, and providing written notice that language services are available in appropriate languages. Quality and accuracy of the provided written notice is critical in order to avoid serious consequences to the LEP person and to the recipient. LEP needs should be considered in developing budgets and front line staff should understand how to obtain language assistance services. For additional assistance and information regarding LEP matters, please also visit <http://www.led.soy.gov>.

Ensuring Equal Opportunity Access for Persons with Disabilities: The Contractor must also ensure equal opportunity access for persons with disabilities. This includes ensuring that communications with applicants, participants, members of the public, and competitors with disabilities are as effective as communications with people without disabilities. Contractors that do not provide persons with disabilities equal opportunity access to programs may risk violating prohibitions against disability discrimination in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, as amended, and SNAP program regulations.

DOJ published revised final regulations implementing Title II and Title III of the ADA on September 15, 2010. These regulations are codified at 28 CFR Part 36 "Nondiscrimination on the Basis of Disability in State and Local Government Services" and at 28 CFR Part 39 "Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities". In accordance with the implementing regulations, Contractors must provide auxiliary aids and services where necessary to ensure effective communication and equal opportunity access to program benefits for individuals with disabilities. The type of auxiliary aids and services required will vary, but a Contractor may not require an individual with a disability to bring another individual to interpret, and may rely on a person accompanying a disabled individual only in limited circumstances. When a Contractor communicates with applicants and beneficiaries by telephone, it must provide text telephone services (TTY) or have access to an equally effective electronic telecommunications system to communicate with individuals who are deaf, hard of hearing, or hearing impaired. Contractors must also ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities. For more information, please visit the ADA website: <http://www.ada.gov>.

II. Certification Regarding Drug-Free Workplace Requirements

1. The Contractor certifies that it will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;

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

- Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it requires the language of this certification be included in any subawards that contain provisions for children's voices and that all subgrantees shall certify accordingly.
- IV. The Clean Air Act, Section 306; 42 U.S.C. §7401 et seq. (1970)
- a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. This prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any sustainable violation of this Act associated with the violation of 113(c)(2). The Administrator may extend this prohibition to other facilities owned or operated by the convicted person.
 - b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purpose of subsection (a).
- In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interests of the United States and he shall notify the Congress of such exemption.
- The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7603]

- a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 300(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The prohibition in preceding sentence shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order:
 - (i) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and
 - (ii) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.

- e. The President shall annually report to the Congress on measures taken in Contract Number 99040433 / Page 33 of 39 and status of this section, including, but not limited to, the progress and problems associated with such compliance.
- f. No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.
- g. In paragraph (1), the term "commercial item" has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(12)).

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

Instructions

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

- By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
- The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originates may pursue available remedies, including suspension and/or debarment.
- The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12849, 48 CFR Part 78. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
- The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal

Government, the department or agency with which this transaction originated Contract Number 99040433 / Page 34 of 39 including suspension, and/or debarment.

Certification

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

VII. Certification Regarding Lobbying

The Contractor certifies, to the best of its or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive Federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VIII. Disclosure Of Lobbying Activities

Instructions

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

Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action

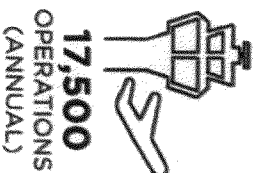
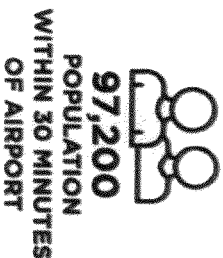
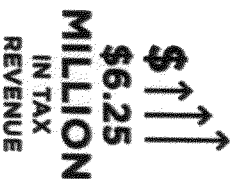
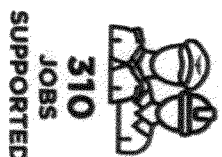
- Identify the status of the covered Federal action

1. Identify the appropriate classification of this report. If this is a follow-up report (additionally marked on the top of the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
2. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subaward, e.g., the first subaward of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
3. If this organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
4. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
5. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
6. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 4 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-80-001."
7. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
8. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(e). Enter Last Name, First Name and Middle Initial (MI).
9. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
10. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
11. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
12. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
13. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
14. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

THE ECONOMIC IMPACT OF: Duplin County Airport (DPL)

260 Airport Road
Kenansville, NC 28349
910-296-2188





What Aviation Means to Our Economy

George Futrelle
Duplin County Airport
February 6, 2023

Agenda

2

- Introduction
- *North Carolina: The State of Aviation 2023*
- Economic Impacts of Duplin County Airport
- Q&A



North Carolina: First in Flight

N.C. Airports Annual Economic Impacts

4



\$72
BILLION
ECONOMIC
IMPACT



330,000
JOBS



\$23
BILLION
IN PERSONAL
INCOME



\$3.7
BILLION
IN TAX
REVENUE

Based on 2019 airport data

Two Jets = 132 Homes

5

Two Jets = \$26.4 mm which generate \$193,911 in taxes

It takes 132 homes valued at \$200,000 to equal the same

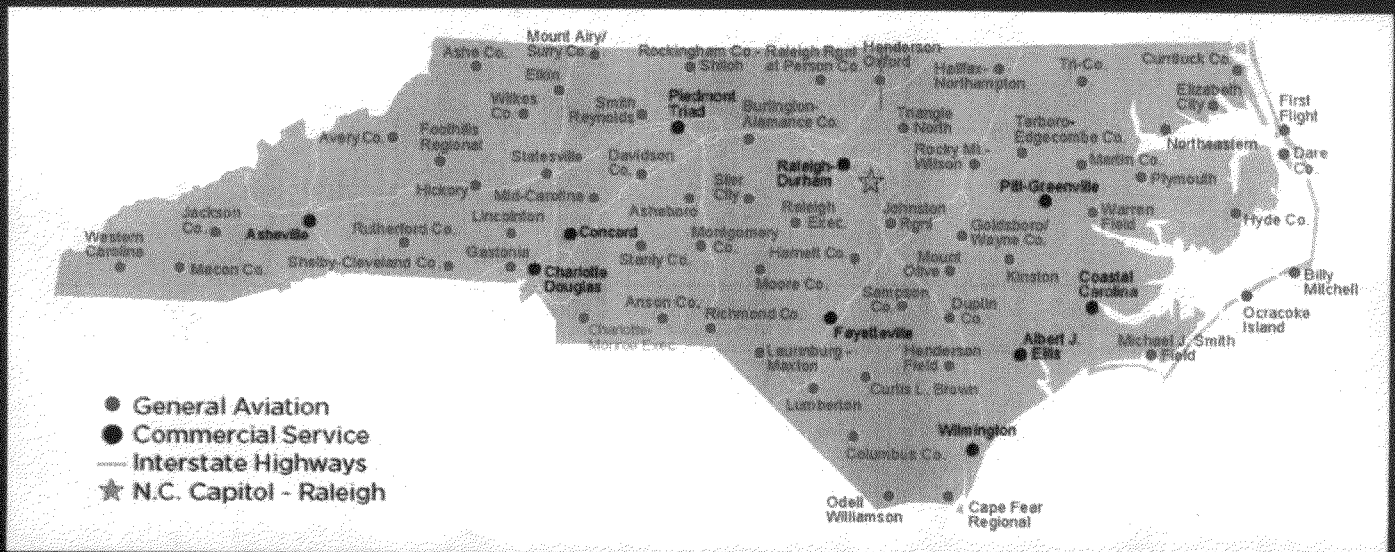


NORTH CAROLINA'S PUBLIC AIRPORTS

72 Airports | 10 Commercial Service | 62 General Aviation

94% of N.C.'s population lives within a 30-minute drive of a public airport

6



Aviation Activity at N.C. Airports

- **Passenger Service**
 - 60 million annual passenger boardings
 - 17 commercial airlines
 - 15,000 airline jobs
 - \$78,700 average annual salaries
- **Cargo Service**
 - 1.3 billion tons of cargo moved in 2021 - more than ever before
 - 13 major cargo companies
 - \$51,324 average wages



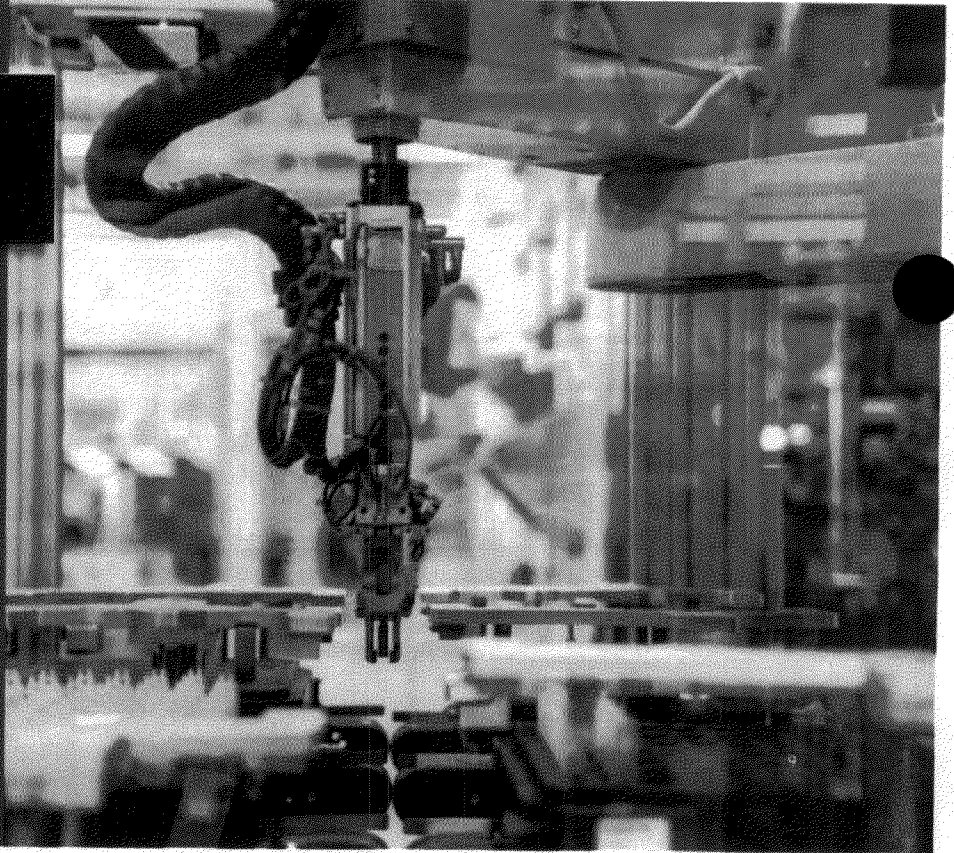
Airport Support Industries

- 10 rental car companies, contributing \$74 million in tax revenues annually
- 4,000 based aircraft, contributing \$5.6 million in aircraft tax revenues annually
- 523 million gallons of aviation fuel sold, contributing \$10.7 million in tax revenues annually



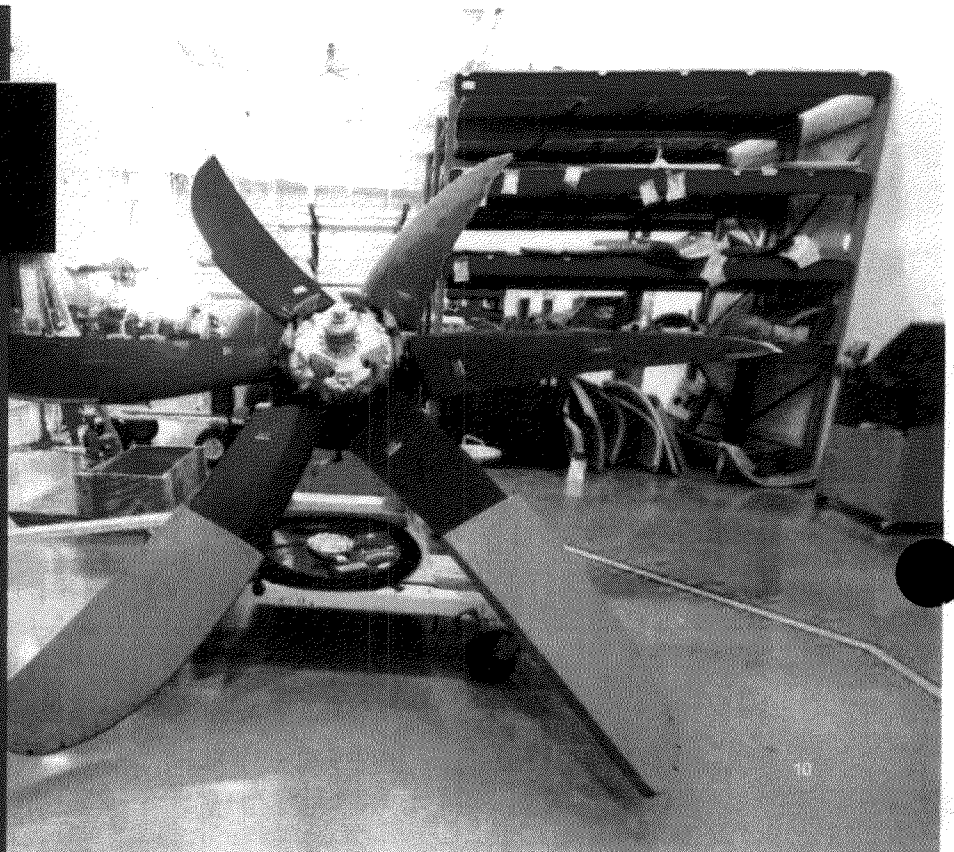
Aerospace Manufacturing

- 200+ aerospace companies
- 400+ aerospace supply chain companies
- 5,600 jobs
- \$99,944 average salaries



Aircraft Maintenance, Repair & Overhaul

- 174 companies
- 8,000 jobs
- \$68,120 average wages
- North Carolina ranks 6th highest in the nation in MRO employment



Military Aviation

- 8 military bases
- 156,000 employees
- 18,000 trained veterans exit service annually



Uncrewed Aircraft Systems (UAS, or Drones)

- 240 UAS companies
- N.C. leading the way in drone medical delivery, backyard food delivery, transportation infrastructure inspection



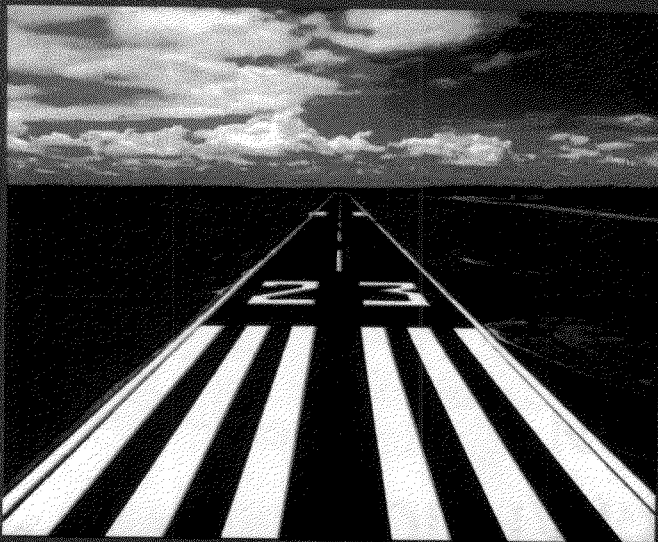
Aviation Education

- 20,500 STEM post-secondary graduates annually
- 4 universities with BS+ in aviation-related fields
- 7 community colleges/ 1 private college with associate degrees, diplomas, certificates
- 28 community colleges with aviation workforce content



Annual Economic Impacts of DPL

14



- \$70mm economic output
- 310 jobs
- \$18.4mm personal income of workers in those jobs
- \$6.25mm state and local tax revenues

Your airport connects people and goods to global markets, driving economic growth

15

Supporting the Community and the Economy

16

- Aerial agricultural applications
- Aerial firefighting - NCFS
- Aerial ambulance
- Aerobatic Box
- Air Cargo
- Air Taxi / Passengers on-demand
- Airport tours - schools & civic groups
- Business / Corporate use
- Hurricane relief
- Law enforcement use
- Flight instruction
- Military Operations
- Personal-Recreational Flying
- Power line inspections
- Preferred refueling stop
- Search and rescue
- Weather Station
- Wildlife management
- Host for various groups & meetings

Airport Infrastructure Development Projects

17

- Airpark Road
- Connector Taxiway
- New Fuel Farm
- Runway Safety Area Grading Project
- Possible Corporate Hangar Area Development
- MALSR on Rwy 5

Questions?

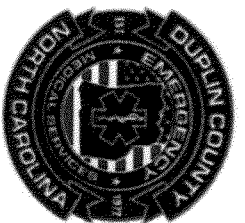
18

Thank you for your support of aviation in North Carolina and YOUR Duplin County Airport!



Contact:

George Futrelle
Airport Director
Duplin County Airport
910-296-2188



Medical Responder Program Guidelines

Updated: January 2023

Section I

Purpose of the Medical Responder Program

The Duplin County Emergency Medical Services (DCEMS) system is an advanced life support system providing pre-hospital care at the paramedic level. In an emergency, early medical intervention can reduce pain and suffering.

The Duplin County Medical Responder Program enhances the EMS system with local responders for quicker interventions. The Medical Responder Program is coordinated by the Duplin County Emergency Services. Participation by fire or rescue departments will be on a voluntary basis.

Section II

Requirements of Participating Agencies

1. No agency or department shall offer, advertise or profess to be engaged in service as a Medical Responder Agency unless that agency complies with the requirements and guidelines of the Medical Responder Program as outlined here. Medical responder agencies serve with the approval and support of the Duplin County Board of Commissioners and its designated representatives.
2. Individual medical responders must be affiliated with a participating medical responder agency and possess a valid NC Medical Responder certification.

Section III

Application Process for Certification as a Medical Responder Agency

1. The agency should supply the following information:
 - a. Name and address of the agency
 - b. Fire district in which it will operate
 - c. A roster of certified Medical Responders
 - d. A copy of each Medical Responders' NC Certification
2. The privilege to operate as a Medical Responder agency may only be granted by the Duplin County Board of Commissioners.
3. Individual Medical Responders will be accepted into the program as long as they maintain NC Medical Responder certification.
4. Agency applicants for the Medical Responder program will receive a minimum equipment list as outlined in Section X – Minimum Equipment List. Prior to starting service, the County Emergency Services Department will inspect the agency's equipment for completeness.

Section IV

Terms of Certification as a Medical Responder

1. Either party may terminate the Medical Responder program with or without notice, so long as at least sixty (60) days written notice is provided to the other. Duplin County reserves the right to terminate the operations of a Medical Responder agency immediately for failure to meet the qualification standards. In such cases, the Medical Responder agency would retain the right to reapply.
2. Individual Medical Responder personnel providing primary patient contact and treatment prior to the arrival of EMS must maintain NC Medical Responder or a higher level of certification.
3. Agencies that do not comply with these guidelines will receive written notice of the problem from Duplin County Emergency Services. The problem should be resolved between the medical responder agency chief or designee and the County Emergency Medical Services Director.
4. Members or agencies that receive a suspension or termination notice are required to immediately cease function as Medical Responders.

Section V

Standards of Medical Responder Agencies and Medical Responder Members

1. Medical Responder agencies and their members are required to follow state and local laws and ordinances when responding to an emergency scene.
2. The Medical Responder Unit must be a special unit of a fire department and must have the approval of the County Commissioners and Duplin County Emergency Services to respond within their service area.
3. NO PERSONNEL other than those approved, as Medical Responders will answer any call dispatched as a Medical Responder call. However, there may be times when EMS will request the assistance of Medical Responders and/or firefighters in the case of needing manpower for lifting, etc. Medical Responders may designate medical personnel with first aid training to assist as needed.
4. The Chief of the Medical Responders department shall submit a quarterly updated roster of all personnel that are Medical Responder trained and must immediately provide notices of any change(s) in said roster to the Duplin County Emergency Medical Services Director.
5. No responsibility will be assumed by any other organization for actions or treatment rendered by a Medical Responder department of Medical Responder personnel. To the fullest extent permitted by laws and regulations, Medical Responder Department shall indemnify and hold harmless Duplin County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to attorneys' fees) arising out of or resulting from any act or omission by Medical Responder Department.
6. Each Medical Responder shall at all times comply with the rules and regulations of this agreement, and all applicable state and local laws relating to health, sanitation, safety and equipment and all other laws and ordinances, including the North Carolina Motor Vehicle laws when responding to an emergency scene.
7. Medical Responder members will not be excused from any rules or regulations governing their department.

Section VI

Standards for Communication

1. Medical Responders will follow the general communications policies for all other emergency agencies in the county.

Section VII

Standards for Dispatch

1. Medical Responder agencies must be available on a twenty-four-hour basis.
2. All Medical Responders will be dispatched to calls through the 9-1-1 Center on DCEMS VHF frequency or DC Fire VHF Frequency. All radio communications will be done on 800 MHz Viper Radio system with VHF used as a backup to the Viper system.
3. Medical Responder agencies must respond when dispatched, when personnel are available.
4. Medical Responder agencies will typically be dispatched to calls for service within their district. Mutual aid requests may be made for assistance in other districts.
5. Should an EMS unit or an EMS Supervisor arrive on the scene first, they may cancel incoming Medical Responders at their discretion if services are not required.

Section VIII

Standards for Patient Care by Medical Responder Agencies and their Members

1. At the scene of an emergency, Medical Responders shall administer basic life support and first aid to the limits of their certification and in accordance with approved EMS System Protocols. Typically, this includes patient assessment and vital signs.
2. Those responders with EMT certifications will be held to the EMT standard of care and must act in accordance with the approved EMS System Protocols.
3. Approved Medical Responder agencies are authorized to allow a minimum number of non-medically certified personnel (i.e.: personnel trained as

firefighters only) from that agency to respond in a non-medical treatment capacity along with that agency's certified personnel, in order to provide logistical support that may be needed at the medical incident scene. Appropriate support functions could include lifting or moving patients under the direction of Medical Responder or EMS personnel, bringing resources or equipment to the scene, and staging of responding ambulances. Agencies are responsible for the actions of their personnel and shall develop internal controls to prevent non-medically certified personnel from performing medical care beyond the scope of their training and/or certifications.

Section IX

Standards for Record Keeping

4. Medical Responder agency personnel who are not certified at the Medical Responder level, but who have first aid or CPR training may assist a certified Medical Responder at the scene, as directed by Medical Responder or EMS personnel, but only to the applicable level of that individual training (i.e.: first-aid and/or CPR).
1. Each Medical Responder agency shall maintain records on patient treatment.
2. Each record on patient treatment should include:
 - a. name, age and address of the patient
 - b. date and time of treatment
 - c. location of event
 - d. patient complaints and condition
 - e. vital signs, note the time
 - f. treatment rendered and the patient's response
 - g. name or names of the transporting agency personnel assuming patient care
 - h. name and signature of the Medical Responder who provided care
3. Preliminary information should be given to the crew assuming patient care responsibilities.
4. Copies of completed patient records are to be maintained by the Medical Responder agency
5. Copies of patient records should be available on demand should EMS need additional information on any patient treated by Medical Responders.

Section X

Minimum Equipment List

1. The following is a minimum equipment list required for approved Medical Responder agencies for Duplin County:

Trauma Bag or Box (1)	2" Roll Gauze (4)
Infant Bag Valve Mask (1) & Neonate Mask (1)	Triangular Bandages (4)
Pediatric Bag Valve Mask (1)	Trauma Shears (1)
Adult Bag Valve Mask (1)	Tourniquet (1)
Nasal Cannula - Adult (2)	3" x 6" Occlusive Dressings (2)
Nasal Cannula - Pediatric (1)	10" x 2.5" Multi-Trauma Dressings (2)
Nasal Airway Kit (1)	2" ACE Bandage (2)
Oropharyngeal Airway Kit (1)	6" ACE Bandage (2)
Non-Rebreather Mask - Adult (2)	1" Tape (1)
Non-Rebreather Mask - Pediatric (1)	2" Tape (1)
Oxygen Tank (size D) w/Regulator (1)	Sterile Water (1000 cc)
Suction Apparatus - Portable (1)	Sterile OB Kit (1)
Pulse Oximeter & Supplies (1)	Blood Pressure Cuff - Large Adult (1)
AED & Supplies (1)	Blood Pressure Cuff - Adult (1)
Glucometer & Supplies (1)	Blood Pressure Cuff - Pediatric (1)
Spinal Immobilization Equipment	Stethoscope (1)
Burn Sheets (2)	Thermometer (1)
Cold Packs (2)	Pen Light (1)
Hot Packs (2)	Bio-Hazard Bags (4)
6" Roll Gauze	Disposable Gloves Latex Free in All Sizes
Sterile 6" X 10" Dressings (6)	Splinting Boards Various Lengths
Sterile 4" X 4" Dressings (6)	Smart Tags or Kit

2. Duplin County Emergency Services department will perform an annual inspection of medical responder agencies to verify that required equipment and supplies are available.

Section XI

Provisions of Malpractice Insurance

1. Duplin County does not provide malpractice coverage through the Medical Responder program. Individual agencies are responsible for procuring and maintaining their own malpractice insurance.

Section XII

Roster

1. Accurate rosters are important for accountability. Updated personnel information shall therefore be submitted to Duplin County Emergency Medical Services Department as changes occur to the Medical Responder agency's roster. Additionally, the Medical Responder agency is required to maintain it's listing of state certified personnel in the on-line Credentialing Information System (CIS) provided by the NC Office of EMS.

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding is made and entered into between Duplin County and _____ Fire Department (hereinafter "the Department") this the _____ day of _____.

WHEREAS, Duplin County Emergency Medical Services desires to promote better pre-hospital medical care for its patients in need

WHEREAS, in case of severe life-threatening trauma, the intervention of trained personnel at the earliest possible time can greatly enhance the chance of recovery by the victim.

Therefore, let it be _____ agrees, (Department) hereby to be subject to Duplin County's Medical Responder Program Guidelines along with all other applicable protocols and regulations as set forth below or otherwise referenced herein:

1. The Department will organize and maintain a Medical Responder unit that will comply with all applicable standards and requirements, as determined by Duplin County Emergency Medical Services
2. The Department Medical Responders will be available for response 24 hours daily to the extent possible, but realizing the number of Medical Responders available during the daytime hours (Monday - Friday) may be limited at times.
3. The Department Medical Responders will respond to the scene of an emergency when dispatched via Duplin County 911 Communications Center.

- 4. The Department Medical Responders will maintain a minimum of twenty-four hours annual continuing education through a properly approved EMS instructor, and maintain current qualification in AHA HCP CPR.
- 5. The Department Medical Responders will maintain a minimum of 8 Medical Responders certified by the North Carolina Office of EMS. A Department Roster will be submitted annually to the Duplin County Emergency Medical Services Director, which shall be updated immediately upon the occurrence of any roster change(s)
- 6. The Department Medical Responders will document each patient encounter. These records may be audited by the office of the Emergency Services Director at any time to ensure adequate care and documentation is provided.
- 7. The Department Medical Responders shall maintain and safekeep completed and confidential copies of all patient medical records.

Executed this the _____ day of _____, 20_____

Chief Officer of the Department

Emergency Services Director

THE DUKE ENDOWMENT

Grant Agreement

7121-SP

November 8, 2022

To:

Duplin General Hospital, Inc.
PO Box 278
Kenansville, NC 28349-8801

The Duke Endowment (the "Endowment") hereby agrees, in consideration of the covenants and agreements contained herein, to provide grant funds to Duplin General Hospital, Inc. (the "Grantee") as follows:

Purpose: To establish a Healthy People, Healthy Carolinas coalition to increase capacity and improve population health in Duplin County.

Amount Approved: \$100,000

Grant Payment: \$100,000 payable within sixty days after this Agreement has been fully executed.

General Conditions: This Agreement expressly incorporates herein all of the terms, conditions, covenants and agreements contained in the General Terms and Conditions for Grants Made by The Duke Endowment, effective November 6, 2007 (the "General Terms and Conditions"), and Grantee agrees to abide by all such terms, conditions, covenants and agreements as if they were fully set forth herein.

Special Conditions:

- 1. Grantee hereby certifies to the Endowment (a) that the factual statements contained in the documents submitted by Grantee during the grant application process, including without limitation the budget for the project or purpose described therein, all of which are hereby incorporated by reference, are true, accurate and complete and may be relied upon by the Endowment in making this grant to Grantee, and (b) that Grantee has received a copy of the General Terms and Conditions.
- 2. Reports on the progress of the grant's outcomes and its expenditures will be made by the Grantee to the Endowment upon request in accordance with paragraph 3 of the General Terms and Conditions.
- 3. The balance of all funds necessary to achieve the project at its proposed scale and scope is available, and the Grantee is committed to covering budget shortfalls resulting from operations.

This Agreement is to be signed by the President or other executive officer of Grantee expressly authorized by Grantee's governing body to execute such agreements. The signature of such officer will indicate acceptance by Grantee of all the terms and conditions set forth in this Agreement and in the General Terms and Conditions.

The Duke Endowment

Designated by

Signature

Linwood B. Hollowell, III

Director, Health Care

Duplin General Hospital, Inc.

Signature

11/21/2022

Date

Title

President

Healthy People, Healthy Carolinas Application

Organization

Click "Save and Finish Later" at the bottom of the page before exiting.

Organization Name

East Carolina Health Duplin Hospital

Legal Name

Duplin General Hospital, Inc.

Physical Address Information

Street Address

401 North Main Street

City

Kenansville

State

North Carolina

Zip + 4 digits

28349

Mailing Address Information

Street Address

PO Box 278

City

Kenansville

State

NC

Zip + 4 digits

28349

County

Please specify the county in which your organization is located.
Duplin County (North Carolina)

Tax ID

56-6011594

Social Media Profile

At the Endowment we want to connect to our grantees in multiple ways. If your organization uses Facebook, Twitter or LinkedIn, please provide the information below. We'll use it to share your organization's good work.

Facebook Profile

An example is www.facebook.com/TheDukeEndowment
[facebook.com/ECUHealthDuplinHospital](https://www.facebook.com/ECUHealthDuplinHospital)

Twitter Profile

An example is www.twitter.com/DukeEndowment
twitter.com/Vidant_Health

LinkedIn Profile

An example is www.linkedin.com/company/the-duke-endowment
linkedin.com/company/vidant-health

CEO/President

Click "Save and Finish Later" at the bottom of the page before exiting.

First Name Middle Initial Last Name

Jeff

Dial

Suffix

<None>

Title

President

Direct Phone Number

910-296-2603

E-mail

jwdial@vidanthealth.com

Street Address

401 North Main Street

City

Kenansville

State

NC

Zip+4 digits

28349

Project Coordinator

Click "Save and Finish Later" at the bottom of the page before exiting.

The "project coordinator," should be the person responsible for administering the proposed project/program. If it is the same please complete only the required field "last name."

First Name Middle Initial Last Name

Christina

M

Miller

Suffix

<None>

Title

Senior Administrator, Operations

Direct Phone Number

910-296-2605

E-mail

christina.miller@vidanthhealth.com

Street Address

401 North Main Street

City

Kearnsville

State

NC

Zip + 4 digits

28349

Healthy People, Healthy Carolinas Program

Click "Save and Finish Later" at the bottom of the page before exiting.

Project Start Date

1/1/2023

Project End Date

12/31/2023

Project Title

To support a Healthy People, Healthy Carolinas coalition to increase capacity and improve population health.

1. What need will this project/program address?

Describe your existing/proposed coalition, including how and why it was formed. Describe its scope and purpose, service area, leadership, experience, and commitment to group action. The Duplin Coalition for Health will be a community health improvement partnership with representatives from local churches, businesses, communities, and human service agencies. This Coalition will collaboratively respond to the compelling health needs of Duplin County residents through assessment, resource identification and development, citizen advocacy, comprehensive planning, and coordination of health intervention and prevention strategies. Our Coalition will use the Community Health Needs Assessment (CHNA), as a joint effort with ECU Health Duplin Hospital and the Duplin County Health Department to identify, understand and prioritize the health concerns of the residents of Duplin County. The purpose of the Duplin Coalition for Health will be to establish a collaborative approach to improving the health of the community by leveraging resources and knowledge of the participant organizations and community members. Using the 2021 CHNA, we currently have identified three health priorities, (1) Chronic Disease prevention (2) Access to Care (3) Mental Health/illness, to be addressed by the coalition. Once the coalition is established and ready to move forward, we will begin to work toward improving the health of the community by addressing the identified health priorities. Duplin County demographic, percentage of under/uninsured and population minority ethnicity percentages provide unique challenges to population health strategy implementation and health improvement, 47 percent of the population is African American/Latino with 80% of economically disadvantaged. Duplin County is ranked one of the lowest in the state for access to care, only one primary care provider for every 4,900 people, with 4,600 preventable hospital stays. Network Community partners are key to reaching the population at the direct level, our Coalition will have the ability to collectively impact the health disparities of our community and meet the objectives of improving the health and wellbeing of an entire community.

2. Who in your service area is working to address this need or operating a project/program similar to the one you are proposing? How are you engaged with

them?

How do you include non-traditional and other non-health sector partners, marginalized communities, and the broader community in making decisions? Describe how your coalition does/will reflect the racial, ethnic and socioeconomic makeup of your community?

Include an attachment that lists the name(s) and agencies of your current or proposed coalition member(s). REQUIRED

Share how your coalition is connected to your most recent Community Health Needs Assessment (CHA/CHNA) and Improvement Plan (CHIP) and how this initiative will add value to the current process.

Currently there is not an active Coalition working collaboratively on health priorities for Duplin County. There are agencies that are focusing on segments related to substance abuse, aging services, health screening outreach, faith-based partnerships and citizen advocacy independently. Duplin County does not currently have a Coalition to coordinate these strategies. The partners identified are engaged and eager to have a Coalition to create a local collective impact model that focuses on improving the health of our community. The partners that expressed interest are:

- Duplin County Health Department
- Duplin County Department of Social Services
- Services For the Aged
- Duplin County Christian Outreach
- Faith Based Partners
- Duplin County Schools
- James Sprunt Community College
- Eastpointe Human Services
- Goshen Medical Center
- Vidant Medical Group
- Duplin County Cooperative Extension
- Duplin County Partnership for Children
- Office of Economic Opportunity
- Work First Employment Program
- County Government
- Vocational Rehab
- AMERICAN
- Duplin County Public Safety/Emergency Services
- Duplin County Substance Abuse Coalition
- Duplin County Sheriff's Office
- NC Field - Duplin Representative
- Duplin County Transportation
- Rural Empowerment
- Shackle Free Community Outreach
- Veterans Services
- Charity Re-build Center
- Community Service Work Program
- Red Cross- Duplin Representative
- Local Government - Town Mayor Representation

3. Describe your proposed project/program (include a list of key activities and

when they are expected to occur).

What do you hope to achieve by participating in HPHC? Address how the HPHC initiative will strengthen your coalition/collaborative effort and impact?

What approaches have been used by your coalition to address health disparities?

How will your coalition benefit from adopting a collective impact model to address various complex public health problems, including obesity and chronic disease?

A benefit of this initiative is technical assistance and coaching funded by The Duke Endowment. Describe your coalition's willingness to engage and leverage this resource. What unique strengths will your coalition bring to the HPHC learning community?

Year one will be a development year for the Duplin Coalition for Health. A consultant firm will be utilized to create a Coalition environment where differences are recognized, understood, appreciated, and leveraged for the equitable benefit of all members. Bringing a multicultural perspective to organizational development, team building, leadership development, transition management, cross-cultural training, coaching, cooperative problem solving, meeting facilitation and community development initiatives. As we establish our foundation, we will utilize our coalition to Guide Vision and Strategy - the Coalition will develop a common understanding of the health priorities for the community, the Coalition partners' work will become increasingly aligned with the coalitions coordinating strategies and framework. The Coalition will support aligned activities, meeting monthly to communicate and establish shared measurement practices, and use data to adapt and refine health strategies. The Coalition will work to build public trust and engage community leaders to take action on identified health priorities and strategies. Advancing policy will allow partners and community members to communicate and coordinate their activities toward necessary policy changes that support the agreed upon initiative goals.

4. List and quantify the measurable outcomes that you expect to achieve. Include baselines, targets, and timeframes for each (how much and by when). When projecting a percentage change, please also include numbers to show the scale of change.

HPHC outcomes focus on policy, systems, and environmental (PSE) changes that improve population health. This is connected to evidence-based interventions (EBI). Describe any recent or current EBIs and/or successful policy changes that your coalition has been involved with. Describe outcomes achieved, including any quantitative and qualitative data. Does your analysis include data that supports progress towards equitable outcomes?

Describe if/how your coalition will contribute to improving outcomes on the community health improvement plan (CHIP). If your existing coalition is not currently focused on addressing obesity and chronic disease, please indicate how your coalition will shift to include this new scope of work.

Do you currently use a specific measurement framework (Results-Based Accountability, SMART goals, CQI, etc.)?

Develop a common understanding of the health priorities for the community, develop strategies to meet the three health priorities identified in the Community Needs Assessment. The three priorities are: (1) Chronic Disease prevention; (2) Access to Care; and (3) Mental Health/Illness. However, during the first year we will focus on establishing coalition structure, and doing our due diligence to gain a better understanding of the health needs of the communities within Duplin County. Specifically we will engage in and complete the activities listed below.

- Duplin Coalition for Health Development
 - o Enlisting a facilitator to help organized/educate the coalition
 - o Hire a Coalition Program Coordinator
 - o Complete Phase 1 and 2 of Coalition Development
 - o Develop By-Laws
 - o Establish Organization Structure
 - o Identify gaps in representation and recruit members, individuals and organizational - focus on membership representative of Duplin County
 - o Develop monthly meeting cadence
 - o Inventory community needs current and future state
 - o Inventory of current activities, programs within the County
 - o Inventory all County/State and Federal Stakeholders
 - o Create a results-based framework
 - o Identify indicators to measure conditions
 - o Develop strategies and programs
 - o Identify performance measures
- Develop and implement a Coalition core training module
- o Assess Coalition Readiness level and development needs of collective Coalition Membership
- o Develop core training model for Coalition membership to achieve high collective impact
- Develop and implement Community Listening Sessions
 - o Identify target communities across the county based on demographic, socio-economic and health disparities for sessions
 - o Analyze and correlate data to Community Health Needs Assessment
 - o Develop Coalition strategy and action plans based on analysis
 - o Identify measurable outcomes that impact of Evidence Based Initiatives to improve health status

5. Cite any relevant research and/or evidence related to the effectiveness and impact of your proposed project. Include links to research evidence when available. If there is no specific research/evidence, describe the rationale for this project.

Understanding the Value of Backbone Organizations, Stanford Social Innovation Review, S. Turner, K. Merchant, J. Martin. (2012)
Embracing Emergence: How collective impact Addresses Complexity, J. Kania and M. Kramer, (2013)

Coalitions create a collective impact on five conditions to include, common agenda, shared measurement, mutually reinforcing activities, continuous communication, and backbone support. Organizations that use collective impact can create new and more effective processes for social change. The Duplin Coalition for Health would like to use the collective impact of our group to create a shared vision for change and understanding of the problem and to create a joint approach to solving it through agreed upon actions. Data will be collected to measure results consistently across all participants to ensure efforts remain aligned and participants hold each other accountable. The Coalition will work to develop and mutually reinforce activities to create a coordinated mutually reinforcing plan of action for our community. Additionally create an environment that is consistent, creates open communication needed across all partners to build trust, assure mutual objectives and to create common motivation. By creating and managing collective impact the Coalition will be able to create a sustainment

model that will support the community.

6. Describe the evaluation plan for your project/program. How will you measure and report on your activities and outcomes?

In year one, the Coalition will measure and report activities monthly with executive steering team oversight to meet identified metrics centered around Coalition development and due diligence information gathering. The Coalition will report annually through representative organizations boards, lead health organizations, Civic Groups and Community Based Organizations. Additionally will develop and utilize a performance dashboard to evaluate outcomes and to develop actions plans to drive performance.

7. Who will lead or direct this work? What additional resources (internal or external) are needed to carry out this work?

In year one, the Coalition will engage an external consultant firm to create a Coalition environment where differences are recognized, understood, appreciated, and leveraged for the equitable benefit of all members. We will seek out a firm that brings a multicultural, inclusive perspective to organizational development, team building, leadership development, transition management, coaching, cooperative problem solving, meeting facilitation and community development initiatives. The Executive Steering team will provide Coalition oversight and facilitate the hiring of a Coalition Program Manager.

8. How will this project/program be sustained after the grant ends?

How do you anticipate sustaining improvements achieved through HPHC? If you are a health system, please describe if and how you will scale this work across your service area.

The Coalition will use year one funds to assess the resources needed for program coordination and integration within the community. They will also work toward establishing the framework of the Coalition in preparation for submission of a request for five years of support to fully establish the Coalition and implement evidence based initiatives aimed at improving the health of the residents of Duplin County. They will also work toward determining the lead community partners to ensure the successful transition from a fully grant funded Coalition to one sustained by the stakeholders/partners at the end of the five year engagement with Healthy People, Healthy Carolinas.

Total requested amount for the project/program you are proposing:

Up to \$100,000 (NOTE: if awarded funding, final budget authorization would need review and sign-off by technical assistance team)

100000

For how many years are you requesting funding?

One year, with the opportunity to extend for five additional years.

1

Below, please focus on the geographic area your project/program will be serving:

Age group(s)

Children (0-17) (24%)

Adults (57%)

Adults-Elderly (65 +) (19%)

Race/Ethnicity

White/Caucasian (non-Hispanic) (51%)

-African-American / Black (24%)

-Hispanic/Latino (23%)

-Minority/Other Special Group (2%)

Sex

Male (49%)

Female (51%)

Economically Disadvantaged

The Duke Endowment follows the Foundation Center definition of economically disadvantaged: people who lack the economic resources to adequately fulfill their material wants and needs; people who are deprived of choices, opportunities, or well-being due to lack of wealth or income; people whose income or the value of whose possessions lies below a level set by a nation or other institution as an instrument meant to measure poverty.

Economically Disadvantaged (80%)

Not Economically Disadvantaged (20%)

State/Region/County

Please select the region if you are serving more than 50% of the counties within a region. Please select "statewide" if you are serving the entire state.

-Southeastern-Duplin (100%)

If a visual or graphic best illustrates your response to a question above, you may attach it as a separate file at the end of the application.

Community type

Rural (87%)

Urban (13%)

Attachments

Title

File Name

Program Budget

Duke-Endowment_Grantee-Budget_HPHC_Duplin_FINAL.xls

Other Information (optional)

ECU Duplin_Budget Justification_Final.pdf

List of Current/Proposed Coalition Members

Duplin Coalition List_Org Chart 2022 v1.pdf

Other Information (optional)

Commitment_HPHC_ECUH Duplin Hosp (6.8.22).pdf

Other Information (optional) Letter of Support_Health Dept. for HPHC.pdf

Files attached to this form may be deleted 120 days after submission.

The Duke Endowment Budget Form					
Organization Name:		ECU Health Duplin Hospital		Updated: 6/14/2022	
Project Title:		ECU Health Duplin Hospital Healthy People, Healthy Carotinus Application		By: Murrell, Ronald	
Program Area:		Health Care		Total	
Number of Years:		1		Dollars In-Kind	
REVENUE FROM ALL SOURCES					
The Duke Endowment		100,000		\$	100,000 \$
ECU Health Duplin Hospital		1,200		\$	- \$ 1,200
				\$	- \$ -
				\$	- \$ -
				\$	- \$ -
				\$	- \$ -
Total Revenues		\$ 100,000	\$ 1,200	\$ 100,000	\$ 1,200
PROGRAM EXPENSES					
Program Coordinator - Full Time Salary		76,752		\$	76,752 \$ -
Consulting From Year 1 Facilitation		19,842		\$	19,842 \$ -
Phone		800		\$	- \$ 800
Office Supplies		200		\$	- \$ 200
Printing Material		200		\$	- \$ 200
Meals - Coalition Members Monthly Migs		1,380		\$	1,380 \$ -
				\$	- \$ -
				\$	- \$ -
				\$	- \$ -
				\$	- \$ -
Total Program Expenses		\$ 97,974	\$ 1,200	\$ 97,974	\$ 1,200
CAPITAL EXPENSES					
Computer		2,026		\$	2,026 \$ -
				\$	- \$ -
				\$	- \$ -
				\$	- \$ -
Total Capital Expenses		\$ 2,026	\$ -	\$ 2,026	\$ -
Sub-total Expenses		\$ 100,000	\$ 1,200	\$ 100,000	\$ 1,200
Total Expenses		\$101,200		\$101,200	
Net Dollar Excess (Deficit)		\$ -		\$ -	

Provide itemized details and/or explanations as needed below. Reference the sheet name and the revenue or expense item.

ECU Health Duplin Hospital Healthy People, Healthy Carolinas
Budget Justification

Staff Salary and Benefits (23%):

Program Coordinator (1.0 FTE) (\$76,752 Grant) – We are requesting \$76,752 in grant funds to cover \$62,400 salary and \$14,352 in fringe benefits (23%) for this position. The Program Coordinator will work with the Executive Steering team to develop the framework of the Coalition, assess the resources needed, and will be responsible for integration within the community.

Other Program Expenses:

Consulting Firm (\$19,842 Grant) – We request \$19,842 in grant funds to engage a consulting firm for Year 1 facilitation to assist the Coalition in creating a multicultural, inclusive environment. The firm will also work with the Coalition to build the team, as well as assist with leadership development, meeting facilitation and community development initiatives.

Printing Materials (\$200 In-Kind) – The cost for expenses associated with printing agendas and other materials for monthly coalition meetings will be provided in-kind by ECU Health Duplin Hospital.

Coalition Members Monthly Meetings-Meals (\$1,380 Grant) – We are requesting grant funds of \$1,380 in Year 1 to cover the cost of expenses associated with refreshments for 20-25 coalition members attending the monthly meetings.

Phone Service (\$800 in-kind) – The cost associated with phone services pertaining to the coalition efforts will be provided in-kind by ECU Health Duplin Hospital.

Office Supplies (\$200 in-kind) – The cost for expenses such as pens, paper, etc. for office use will be provided in-kind by ECU Health Duplin Hospital.

Capital Expenses:

Laptop and Peripheral Equipment (\$2,025.70 Grant) – We are requesting \$2,025.70 in grant funds for Lenovo ThinkPad T14 Laptop (\$1,369.87), Lenovo USB-C Dock (\$199.79), Logitech MK710 Keyboard/Mouse Combination (\$77.50), and Two Lenovo T24i-20 Monitors (\$189.27 ea. x 2 = \$378.54). This equipment will be purchased for the Program Coordinator to use in community outreach and education.

Duplin Coalition for Health Partner List
& Network Organizational Chart

Vidant Duplin Hospital (Fiscal Agent)

- Duplin County Health Department
- Duplin County Department of Social Services
- Services For the Aged
- Duplin County Christian Outreach
- Faith Based Partners
- Duplin County Schools
- James Sprunt Community College
- Eastpointe Human Services
- Goshen Medical Center
- Vidant Medical Group
- Duplin County Cooperative Extension
- Duplin County Partnership for Children
- Office of Economic Opportunity
- Work First Employment Program
- County Government
- Vocational Rehab
- AMERICAN
- Duplin County Public Safety/Emergency Services
- Duplin County Substance Abuse Coalition
- Duplin County Sheriff's Office
- NC Field - Duplin Representative
- Duplin County Transportation
- Rural Empowerment
- Shackle Free Community Outreach
- Veterans Services
- Charity Re-build Center
- Community Service Work Program
- Red Cross- Duplin Representative
- Local Government- Town Mayor Representation

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June 10, 2022

Mr. Lin Hollowell
Health Care Division
The Duke Endowment
800 East Morehead Street
Charlotte, NC 28202-2706

Dear Mr. Hollowell:

It is with great pleasure that we submit this request for participation in Healthy People, Healthy Carolinas to The Duke Endowment for the **Duplin Coalition for Health**. ECU Health Duplin Hospital and other local organizations have most recently been working diligently, but separately, on health issues. We are in need of the support and knowledge of the Healthy People, Healthy Carolinas Initiative to bring our area leaders together, encourage participation and accountability so that collectively we can focus on improving the quality of life of all people in Duplin County.

Access to care, mental health and chronic diseases such as diabetes, hypertension and stroke have been identified as priorities through our Community Health Needs Assessment. The COVID-19 pandemic has exacerbated these issues and we feel it is imperative for us to organize agencies in Duplin County to address our health priorities and other quality of life conditions. In order to expand our impact, we need to create a coalition that can work collaboratively to set goals, implement strategies and measure outcomes. We believe utilizing best practices identified through Healthy People, Healthy Carolinas can help us do that. If funded, ECU Health Duplin is committed to:

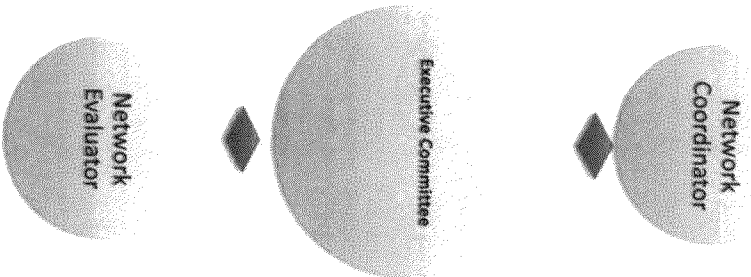
- actively participating in any and all activity to ensure the successful formation of the Coalition;
- recruiting community members and health and human service organizations to join the Coalition;
- freely exchanging ideas with organizations inside and outside of our community;
- working toward providing the data at the level of detail necessary to inform population health improvement and ensure that the coalition's work is targeting high-risk populations; and
- serving as the applicant and fiduciary for this grant.

As always, please extend our appreciation to the Trustees of the Endowment for their continued support of health improvement initiatives in eastern North Carolina. If you have any questions regarding our application you may direct them to Christina Miller, Senior Administrator of Operations (910) 296-2803 or Bridgett Luckey, ECU Health Community Hospital Director of Grants and Outreach (252) 847-5497.

Respectfully,

Jeff Dial, FACHE
President

ECU Health Duplin Hospital
401 N. Main Street | PO Box 278
Kenansville, NC 28349
910-286-0841
ECUHealth.org





1000 North Salisbury Street
Fayetteville, NC 28533

June 15, 2022

Mr. Lin Hollowell
Health Care Division
The Duke Endowment
800 East Morehead Street
Charlotte, NC 28202-2706

Dear Mr. Hollowell,

On behalf of the Duplin County Health Department, I am writing to express my strong support of the Healthy People. Healthy Carolinas Initiative to The Duke Endowment for the creation of the *Duplin Coalition for Health*. The Duplin County Health Department along with other community-based organizations have been working independently to improve community health factors from across the different communities in Duplin County. We need the support and knowledge of the Healthy People. Healthy Carolinas Initiative to bring our community leaders together to review evidence-based practices to support the health priorities and improve other quality of life conditions for all residents of Duplin County as a community-based coalition.

From the 2021-2022 Community Health Needs Assessment, the top three health priorities (Chronic Disease Prevention, Access to Care, and Mental Health/Illness) were chosen from the community prioritization process as the focus for the next several years. Over the last two years, the COVID-19 pandemic has exacerbated these health priorities and other health factors. With Healthy People, Healthy Carolinas, a multi-sector community-based coalition can be established to enhance the community capacity to implement evidence-based interventions, incorporate equitable community engagement strategies, and monitor performance metrics.

Please extend our appreciation to the Board of Trustees for their continued support to help people and strengthen communities in the Carolinas and the consideration of the application to create the *Duplin Coalition for Health*.

Sincerely,

Tracey Simmons-Kernagay
Tracey Simmons-Kernagay, PharmD
Duplin County Health Director

AGREEMENT
ENGINEERING/INSPECTION SERVICES
BETWEEN
THE COUNTY OF DUPLIN
AND
THE ADAMS COMPANY, INC.

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the Board of Commissioners of Duplin County for itself and its successors and assigns, hereinafter referred to as the OWNER, and The ADAMS COMPANY, Inc., North Carolina for itself and its successors and assigns, hereinafter referred to as the CONSULTANT:

WHEREAS, the OWNER desires services of the CONSULTANT to provide engineering and inspection; and
WHEREAS, the OWNER selected and negotiated this contract with The ADAMS COMPANY, Inc.;
NOW, THEREFORE, the OWNER and the CONSULTANT in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION A - PROGRAM DESCRIPTION

The proposed activities of the project referred to as the MAGNOLIA MUNICIPAL AUDITORIUM DEMOLITION PROJECT which are included in this Agreement are as follows:

- a. Engineering services related to the demolition of the existing Magnolia Municipal Auditorium and restoration of the site following demolition.

SECTION B - ENGINEERING/INSPECTION SERVICES

The CONSULTANT agrees to furnish for the above named major construction work, services as hereinafter enumerated:

1. Perform necessary investigation for the design of the project (not to include right-of-way survey, utility site survey, acquisition survey, severance survey, easement survey, permit permits (DEQ, DHS, DOT, Sedimentation and Erosion, if needed) all in accordance with the intent of the project.
2. Obtain asbestos inspection.
3. Prepare demolition plan and demolition documents.
4. Provide copies of the detailed plans and specifications as required by prospective bidders (prospective bidders will be charged directly for plans and specifications) and not to exceed five (5) copies for execution and construction documents.
5. Attend and conduct bid openings, prepare and certify tabulation of bids, and make recommendations as to contract award.
6. Review and approve the Contractor's schedule of amounts for contract payment and certify

- partial payments to the Contractor.
7. Provide a weekly inspector for the purpose of inspecting the work as it proceeds. The performance of any Contractor is not guaranteed. Inspection services shall be provided for the contract period only, and any inspection beyond that period will be considered an additional service.
 8. Construction stakeout is not included in this Agreement.
 9. Be available for daily coordination with the OWNER'S resident inspector. This does not include daily site visits.
 10. Additional services shall be as per the attached Corporate Rate Schedule (Attachment A). Any additional services must be authorized by the County Manager. Additional services may include, but shall not be specifically limited to, the following:
 - a. Redesigns requested by the OWNER after final plans have been accepted by the OWNER, except redesigns to reduce the project cost to within the funds available.
 - b. Preparation for or appearances before courts or boards on matters of litigation or hearings related to the project.
 - c. All surveying and related services to include but not limited to:
 - i. All property line and right of way recovery and/or survey.
 - ii. Right of way, utility site and other acquisition or severance surveys and coordination (coordination prior to preliminary acquisition notice).
 - iii. Construction stakeout.
 - d. Subsurface soil investigations, soil borings, special geological investigations, pile installation monitoring, compaction testing, hydraulic investigations, laboratory test; similar special investigation, testing and reports.
 - e. Special permits to include but not limited to:
 - i. CAMA
 - ii. Wetlands
 - iii. U.S. Army Corps of Engineers
 - iv. NPDES
 - f. Environmental Impact Statement.
 - g. Preparation of operation and maintenance manuals.
 - h. All respective services resulting from a change in activities by program amendment or other means.
 11. This contract may be amended at any time to include any additional consulting services requested by OWNER.

SECTION C - OWNER'S RESPONSIBILITIES

1. The OWNER shall furnish the CONSULTANT in a timely manner with copies of pertinent correspondence relating to the project.
2. The OWNER shall provide full information as to requirements for work performed by the CONSULTANT.
3. The OWNER shall give prompt consideration to recommendations and work submitted by the CONSULTANT.
4. The OWNER shall be responsible for all legal fees, real estate appraisal fees, newspaper advertisement fees, audit fees, permit fees, encroachment fees, register

- of deed fees, and other similar fees not directly associated with performance of the CONSULTANT responsibilities defined by this Agreement.
5. The OWNER will bear all costs incident to compliance with the requirements of this section.
 6. The OWNER will give prompt notice to the CONSULTANT whenever OWNER observes or otherwise becomes aware of any defect in the project or changed circumstances.
 7. The OWNER will guarantee access to and make provisions for the CONSULTANT to enter upon private property as required for the CONSULTANT to perform his services.

SECTION D - COMPENSATION FOR SERVICES

1. The OWNER shall compensate the CONSULTANT for basic engineering services the lump sum of Fourteen Thousand Five Hundred and No/100 dollars (\$14,500.00). Compensation shall be invoiced in accordance with the attached Engineering Schedule of Values (Attachment B). Amounts shall be invoiced monthly.
2. The OWNER shall compensate the CONSULTANT for basic resident inspector services the lump sum of Nine Thousand Nine Hundred Eighty and No/100 dollars (\$9,980.00). Monthly payments shall be made based upon the percentage of the payments to the contractor. Amounts shall be invoiced monthly.
3. The total amount to be paid by Owner under this Agreement shall not exceed Twenty Four Thousand Four Hundred Eighty Dollars (\$24,480.00) unless additional services are agreed upon and expressly authorized by the County Manager.
4. All payments due the CONSULTANT shall be paid in full on or before the tenth day of the month following the date of the bill.
5. The CONSULTANT shall complete the proposed activities within 12 months.
6. In the event that additional construction beyond the scope of the proposed work is necessary or possible, an addendum to be agreed upon by the OWNER, and CONSULTANT shall be executed establishing the amount of additional compensation.
7. Payment for any additional engineering, inspection, survey or other technical services shall be based on the existing corporate fee schedule at the time of service.

SECTION E - GENERAL CONDITIONS

1. Conflict of Interest, Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials.
No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during the tenure or for one year thereafter, shall have

any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

2. Termination Provision - Legal Remedies Provision
The CONSULTANT and OWNER mutually agree as follows:

- a) This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party. Provided, that no such termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination. This Agreement may be terminated in whole or in part in writing by the OWNER for its convenience, provided, that such termination is for good cause (such as for legal or financial reasons, major changes in the work of program requirements, initiation of a new Step) and that the CONSULTANT is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.
- c) If termination for default is effected by the OWNER, an equitable adjustment in the price provided for in this Agreement shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment to the CONSULTANT at the time of termination may be adjusted to the extent of any additional costs occasioned to the OWNER by reason of the CONSULTANT default. If termination for default is effected by the CONSULTANT or if termination for convenience is effected by the OWNER, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the CONSULTANT for services rendered and expense incurred, prior to the termination, in addition to termination settlement cost reasonably incurred by the CONSULTANT, relating to commitments which had become firm prior to the termination.
- d) Upon receipt of a termination action pursuant to Paragraphs (a) or (b) above, the CONSULTANT shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to the OWNER all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing this Agreement, whether completed or in process.

3. Nondiscrimination Clause - Section 109, Housing & Community Development of 1974.

No person in the United States shall on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.

4. Nondiscrimination Clause Civil Rights Act of 1964, Title VI

No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity which receives federal funds.

5. Age Discrimination Act of 1975, As Amended Nondiscrimination on the Basis of Age

No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

6. Nondiscrimination on the Basis of Handicap - Section 504 of the Rehabilitation Act of 1973 as Amended

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

7. "Section 3." Compliance in the Provision of Training, Employment, and Business Opportunities

CONSULTANT agrees as follows:

- a) The work to be performed under the contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.G. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b) The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this Agreement certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The CONSULTANT will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees

and applicants for employment or training.

- d) The CONSULTANT will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135 and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its engineers and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to sanctions as are specified by CFR Part 135.

8 Lobbying, As Required by Section 1352, U. S. Code

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L., "Disclosure Form to Report Lobbying", in accordance with its instructions.
- This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

9. Access to Records & Record Retention

The North Carolina Department of Commerce, the North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Administering Agency which are pertinent to the execution of this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions for a period of five years following project close out in compliance with 15 NCAC 131 Rule .0911, Recordkeeping.

10.

Executive Order 11246 Equal Employment Opportunity. The CONSULTANT shall comply with all applicable provisions of Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR, Part 60). During the performance of this contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- c) The CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the CONSULTANT commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d) The CONSULTANT will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules,

regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f) In the event of the CONSULTANT noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g) The CONSULTANT will include the provisions of Paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

11. **Key Personnel:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's Contract Administrator and the grantor agency, the North Carolina Department of Commerce. Individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.

12. **Subcontracting:** Work proposed to be performed under this contract by the Contractor of its employees shall not be subcontracted without prior written approval by the Agency's Contract Administrator and the grantor agency, the North Carolina Department of Commerce. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.

13. The OWNER and the CONSULTANT each binds themselves, their successors, legal representatives and assigns to the other party to the Agreement and to the successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the OWNER nor the CONSULTANT shall assign or transfer his interest in this Agreement without written consent of the other.

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

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

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

THE OWNER AND THE CONSULTANT hereby agree to the full performance of the covenants contained herein.

IN WITNESS WHEREOF they have executed this Agreement on the date and year first above written.

COUNTY OF DUPLIN

ATTEST:

By: [Signature]

Typed Name: DAVIS BRINSON

Title: County Manager/Clerk

By: [Signature]

Typed Name: ELWOOD GARNER

Title: Vice-Chair BOCC



THE ADAMS COMPANY, INC.

ATTEST:

By: _____

Typed Name: Tammy H. Jones

Title: Notary Public

By: _____

Typed Name: M. Floyd Adams

Title: President

(SEAL)

ATTACHMENT A

THE ADAMS COMPANY, INC.
CORPORATE RATE SCHEDULE

SUBJECT:

Corporate Rate Schedule

DATE:

January 1, 2022

DISCUSSION:

The following rates shall be effective for all billings unless a lump-sum fee contract has been negotiated prior to execution of the required work. It is recommended that this fee schedule be used when a detailed scope of services cannot be outlined. In this situation, the clients will not end up paying for anticipated services that are not necessary and The ADAMS COMPANY, Inc. will not end up paying for services, which were not originally anticipated.

Personnel Involved	Hourly Rate
Senior Professional Engineer	\$140
Design Engineer	\$120
AutoCAD Drafting	\$105
Construction Inspector	\$75
CDBG Project Manager	\$110
Rehabilitation Inspector	\$75
Secretary	\$45

Registered Land Surveying provided by others – Call for quote.

ATTACHMENT B

ENGINEERING
SCHEDULE OF VALUES
COUNTY OF DUPLIN

MAGNOLIA MUNICIPAL AUDITORIUM DEMOLITION PROJECT

Engineering and Inspection	
Asbestos Inspection	\$2,500.00
Demolition Plans and Specifications Prepared for Bid and Award of Contract	\$12,000.00
Demolition Inspection (pro rata based on demolition work completed)	\$9,980.00
Total Value of this Contract	\$24,480.00

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Eng Insp.docx

NC COOPERATIVE
EXTENSION



DUPLIN COUNTY CENTER

Duplin County Center
PO Box 949
Kenansville, NC 28349

Website: <http://duplin.ces.ncsu.edu> Phone : 910.296.2143
Duplin County Center-NCCE Facebook: <https://go.ncsu.edu/igupc9a> Fax: 910.296.2191
4-H Facebook: <https://go.ncsu.edu/omgappco>

The Cultivator
A Review of December 2022

Notes from the Director

Amanda Hatcher

- Assisted with 4-H Breakfast with Santa fundraiser and vendor expo
- Participated in Southeast District Conference and Duplin County employee appreciation event
- Conducted staff meetings in Duplin and Onslow County
- Attended department head meetings in Duplin and Onslow Counties, Onslow County Commissioner meeting, and discussions with other county departments for planning and training purposes

Livestock

Amanda Hatcher, Livestock and Forages

- Conducted 6 hour animal waste class with 90 people attending
- Assisted with 3 hour animal waste zoom class with 106 people attending
- Conducted animal waste review class to prepare individuals for the exam with 12 people attending
- Assisted 41 farmers in nutrient management, 3 farmers in crop management, and 4 farmers in farm management
- Face-to-face contacts: 525, Non face-to-face contacts: 301

Livestock

Jessica Hall, Livestock and Forages

- Assisted with Certified Crop Advisor Training
- Attended Duplin County Gentlemen's Association Christmas Party
- Attended Southeast District Holiday Jingle and Mingle Event
- Hosted the final rodeo in the Duplin County Rodeo Series as well as the 2022 Season Awards Banquet. (picture right)
- Worked with 4-Her Fisher King volunteer to help with Livestock Facility maintenance.
- The portable corral was used by three producers and it received general maintenance, portable scales were used by one producer.
- Assisted producers with technical assistance as needed.
- The Livestock Facility, Portable Corral, Portable Scales, and Soil Probes were all used this month. We have a new hay probe and drill available to be borrowed by county producers.
- Face-to-face contacts: 107, Non face-to-face: 4,878



Field Crops

Della King, Field Crop Agent

- Assisted Growers as requested
- Assisted Sampson County with Field Crops
- Lea the SE District Ag Agents with CCA Training
- Attended the Grains Agronomic Program Team Conference

Britt Building Monthly Usage	
December	
Total number of events:	26
Total attendance for the events:	806
Public events:	25
Private events:	1

- Prepared for 2023 Winter Production Meetings
- Served on the Sampson County Field Crops Position Search Committee and participated in interviews
- Face-to-face contacts: 84, Non face-to-face contacts: 287
- **Horticulture** Tom Hroza, Horticulture
 - We were involved for three days with the Certified Crop Advisor training in Smithfield. 57 advisors received over 20 hours of instruction.
 - Our Bee Club had record sales of honey for Christmas baking and stocking stuffers. This was honey the Club took from our demonstration hives behind the Extension Office.
 - Pecan Yields are high due to better management and weather.
 - Please eat all the pecan pies and brittle you can.
 - Attended District Extension Conference.
 - Friends of Horticulture Club and Beekeepers Club spent time planning for the new year.
 - Face-to-face contacts: 70, Non face-to-face contacts: 987
- **Family and Consumer Sciences (FCS)** Rachel Ezzell, FCS Agent
 - Attended a regional workshop in Brunswick County discussing healthy holiday swaps and engaged in a hands-on cooking demonstration to create nine holiday recipes.
 - Attended a virtual Steps to Health webinar via zoom discussing upcoming curriculum incorporating STEM (science, technology, engineering, and math) into food demonstrations with youth.
 - Met key stakeholders and planned future meetings with stakeholders related to family and consumer sciences in Duplin County. This includes meeting and learning about the Extension Community Association (ECA) program and its members while attending their December meeting.
 - Attended a virtual training about More in my Basket (MIMB) which is a program that connects participants with information and resources about SNAP benefits, who is eligible, and how to apply for them while incorporating education about managing your food budget.
 - Completed onboarding responsibilities.
 - Face-to-face contacts: 85, Non face-to-face contacts: 754
- **Small Farms** James Hartsfield, Farm Management (Duplin/Sampson)
 - Assisted farmer with NC AgVentures Grant Program.
 - Completed ERS (Extension Reporting System) end of year information records.
 - Assisted a farmer with inoculating Mushroom spawn into logs and provided information on Growing Shiitake Mushrooms in NC.
 - Visited a farmer to provide information on High Tunnel Farming.
 - Completed news article.
 - Face-to-face contacts: 22, Non face-to-face contacts: 6,007
- **Agriculture & Natural Resources** Walter Adams, Tech. (Duplin/Lenoir)
 - Answered several pesticide license questions
 - Scheduled pesticide recertification classes for 2023
 - Face-to-face contacts: 5, Non face-to-face contacts: 37

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

- Attended SED Extension Holiday Event.
- Met with monthly teen leadership group and they role-played different situations where a conflict needed resolving in a positive way. (pictures right)
- Attended county staff updates, 4-H updates and trainings, reports, and State Extension updates were held in person and via Zoom.
- Hosted Breakfast with Santa 4-H Fund-raiser at the Duplin Extension Office. Vendors were also a part of the fund-raiser. The funds will help support 4-H programming and events/trips. (picture left)
- Face-to-face contacts: 220, Non face-to-face contacts: 2,987



Charmae Kendall, 4-H Agriculture/Livestock Program Assistant

- Assisted with Certified Crop Advisor certification in Johnston County
- Attended Coastal Plains Show & State Youth Livestock Committee meetings
- Made contacts for new State Shepherd Networking Program
- Held Clover Critters 4-H Club Christmas Party
- Finished end of year reports
- Face-to-face contacts: 145, Non face-to-face contacts: 1,937

Jasmine Williams, 4-H Prevention Coordinator

- Completed Too Good for Drugs - Grade 5 curriculum at North Duplin Elementary School,
- Attended coalition meetings - JCPC and CEPT/MDT
- Attended Duplin County Employee Luncheon
- Continued monthly SYNAR/Merchant Education activities in Duplin, Sampson, and Wayne counties.



DUPLIN COUNTY CENTER

Duplin County Center
PO Box 949
Kenansville, NC 28349

Website: <http://duplin.ces.ncsu.edu>
Duplin County Center-NCEE Facebook: <https://go.ncsu.edu/gwcr9a>
4-H Facebook: <https://go.ncsu.edu/omgappo>

Phone : 910-296-2143
Fax: 910-296-2191

The Cultivator

A Review of November 2022

Amanda Hatcher

County Extension
Director, Livestock

Wanda Bell

Administrative Assistant
Director, 4-H, Family &
Consumer Sciences

Wanda Hargrove

Support Specialist
Agriculture, Livestock,
Facilities Coordinator

Walter Adams

Agriculture & Natural
Resources Technician
NC A&T State

James Hartsfield

Area Specialized Agent,
Farm Management
NC A&T State

Jessica Hall

Livestock and Forages

Della King

Agriculture, Field Crops

Tom Hroza

Horticulture

Bridget Huffman

4-H Youth Development

Charmee Kendall

4-H Program Assistant,
Youth Agriculture/
Livestock

Jessamine Williams

4-H Prevention
Coordinator

Notes from the Director

Amanda Hatcher

- Conducted interviews Family & Consumer Sciences
- Attended county department head and staff meetings
- Helped with county fair entry take in and release, and arranged for judging
- Continued assistance as interim CED in Onslow County, and implemented an office space move for the staff in Onslow

Livestock

Amanda Hatcher, Livestock and Forages

- Led and instructed a 10-hour initial animal waste class with 20 in attendance
- Assisted with a 3-hour animal waste training via zoom with other Extension Agents across the state, with 118 in attendance.
- Assisted 45 farmers in nutrient management and 1 farmer in farm management
- Face-to-face contacts: 360. Non face-to-face contacts: 1,852

Livestock

Jessica Hall, Livestock and Forages

- Assisted with FCS Agent Interviews
- Duplin County Cattlemen's Association met and had a speaker from North State Processing (a meat processing facility) scheduled to open in 2023.
- Coastal Carolina Cattle Alliance met to discuss a Spring 2023 sale.
- Hosted the second rodeo in the Duplin County Rodeo Series
- Helped judge statewide Eggcellent Egg contest.
- The portable corral was used by three producers and it received general maintenance and portable scales were used by one producer.
- The arena and livestock facility were used for three Extension events and one client event.
- The Livestock Facility Rental Agreement is currently being revised.
- Face-to-face contacts: 72. Non face-to-face: 2,363

Field Crops

Della King, Field Crop Agent

- Assisted Sampson County with Field Crops
- Assisted growers as needed
- Made preparations for area Certified Crop Adviser training
- Assisted Livestock Agent with goat management for rodeo
- Attended SE District Ag Agents Meeting and Tobacco Agent Training, and Grains Agronomic Team Meeting
- Harvested Soybean Foliar Fungicide Research On-Farm Test
- Face-to-face contacts: 41. Non face-to-face contacts: 172

Britt Building

Monthly
Usage

November
Total number
of events:
33

Total attendance
for the events:
4,215

Public events:
32

Private events:
1

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Horticulture

Tom Hroza, Horticulture

- Attended the ag agents bi-monthly meeting in Wilson County with a tour of old agriculture implements.
- Beekeepers meeting was on the topic of learning by doing. Beekeepers are losing hives because they have not been properly trained in visually observing problems with the hive, both inside and outside.
- Friends of Horticulture meeting had a guest speaker, Fred Benton, who talked about his experience homesteading.
- We have had some discussions about adding solar to your farm or home and have made an attempt to educate people with co-op articles and other resources to make informed decisions.
- We celebrated Thanksgiving with a thankful heart and a full tummy.
- Face-to-face contacts: 80. Non face-to-face contacts: 1,085

Small Farms

James Hartsfield, Farm Management (Duplin/Sampson)

- Attended NC A&T Grassroots Leadership Conference.
- Visited pasture pork producers to assist with swine management plan.
- Visited a farmer to assist in preparing logs for the upcoming Shitake and Oyster Mushroom workshop.
- Visited a produce farmer to assist with collecting soil sample information.
- Hosted a hands-on training workshop on growing Shitake and Oyster Mushroom in hardwood logs. (Picture right)
- Completed news article on Understanding Financial Risk.
- Face-to-face contacts: 44. Non face-to-face contacts: 12,074

Agriculture & Natural Resources

Walter Adams, Tech. (Duplin/Lenoir)

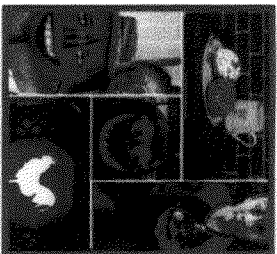
- Attended Duplin County advisory committee meeting
- Attended NC A&T Grassroots Leadership Conference in New Bern
- Held a Shitake Mushroom workshop in Duplin County
- Face-to-face contacts: 24. Non face-to-face contacts: 58

4-H and Youth Development

Bridget Huffman, 4-H Agent

- 4-H After-school sites were visited on November 17 and 18, returning fair items and premiums with an ice-cream celebration. (Picture left)
- Held The Down East Chicken Show.
- Attended DAISY meeting.





- Recognized the winners of the virtual Duplin County 4-H Pumpkin Contest: Winners were: Carved ages (5-7) - 1st place, Porter King; Decorated (5-7) - 1st place, Daxton Moulton; Painted (5-7) - 1st place Kaydene Windley and 2nd place Aaliyah Davis; Decorated (8-13) place Magnum Lee and 2nd place Blayton Moulton; Carved Stencil (8-13) - 1st place Fisher King; Carved Non-Stencil (8-13) - 1st place Kale Oswald; Painted (8-13) - 1st place Y'Anna Rivers and 2nd place Donnie DeVane; Decorated (14-18) - 1st place Emily Craft; Painted (14-18) - 1st place, Aileen Burger; Carved Stencil (14-18) - 1st place Aileen Burger and 2nd place Emily Craft; Carved Non-Stencil - 1st place Aileen Burger and 2nd place Emily Craft. (picture left)
- Facilitated monthly teen leadership group. During this lesson, the youth practiced accepting differences, critical thinking, and social skills. (Picture right)
- Attended the Duplin County Partnership meeting. The Duplin County Cooperative Extension Advisory Board, staff updates, 4-H updates and trainings, reports, and State Extension updates, in person and via Zoom.
- The NC 4-H Shooting Sports Tournament was held Saturday, November 12 in Ellerbe. Duplin winners included:



-1st place Team Compound Archery Hunter Sport: Wyatt Green, Miles Mobley, and Matthew Mobley (picture left)
-1st Place individual Air Pistol & 3rd Place overall Air Pistol, Allyson Hatcher. (picture right)



- In addition, congratulations to Allyson Hatcher and Matthew Mobley on making the State 4-H Shooting Sports Team! They will travel to the National 4-H Shooting Sports Competition in Nebraska this summer!
- Face-to-face contacts: 242, Non face-to-face contacts: 4,185

Charmae Kendall, 4-H Agriculture/Livestock Program Assistant



- Conducted Farm Calendar Program with kindergartners at Rose Hill/Magnolia
- Held Down East Chicken Show at Livestock Facility (picture left)
- Met with 4-H Agriculture Advisory Board
- Assisted Clover Critters 4-H Club assembling 40 goody bags to be sent overseas through Packs4Patriots (picture right)
- Helped youth complete State Fagg-Cellent Program & judged videos from another district
- Face-to-face contacts: 212, Non face-to-face contacts: 4,196



Jasmine Williams, 4-H Prevention Coordinator

- Facilitated Youth Prevention Education - Ended Too Good for Drugs - Grade 3 at B.F. Grady on Thursday, November 10, 2022 and Began Too Good for Drugs - Grade 5 at North Duplin Elementary School (Monday and Tuesday) on November 14, 2022
- Attended Coalitions/Collaboratives - JCPC (Juvenile Crime Prevention Council), Duplin/Sampson Collaborative
- Attended DAISY (Duplin Agencies in Support of Youth), MDT (Multi-Disciplinary Teams)
- Attended the following Trainings - CINC Regional Meeting - NC Secure Medication Storage Survey 2022
- Continued monthly SYNAR/Merchant Education activities in Duplin, Sampson, and Wayne counties.

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.

January 2023

Date		
03	Water Lab Meeting - Warsaw - (Jessica Hall)	
05	Duplin County Cattlemen's Association Meeting - 6:00 pm Ed Emory Auditorium - Lois G. Britt Agricultural Service Center (Jessica Hall)	17 Area Grain Production Training - 2:00 pm - Ed Emory Auditorium - Lois G. Britt Agricultural Service Center - (Della King)
06/08	CCA Training with SE District Ag Agents - Johnston County (Della King)	17 Cape Fear Regional Cattle Conference and Cattlemen's Association Board Meeting - Lumberton - 1:00 pm - (Jessica Hall)
09	Staff Meeting 9:00 am - Large Conference Room - Lois G. Britt Agricultural Service Center - (Amanda Hatcher/staff)	18 Aging Advisory Meeting with Melissa Brown - 9:00 am - Service to the Aged Building - (Rachel Ezzell)
09	Clover Critter Meeting with Winter Wellness - 5:30 pm - Ed Emory Auditorium Lois G. Britt Agricultural Service Center - (Charmae Kendall)	19 Southeast District Advisory Event - 9:00 am - Ed Emory Auditorium - Lois G. Britt Agricultural Service Center - (Della King - Jessica Hall - Rachel Ezzell)
10	4-H teen Meeting - 6:00 pm - 128 Conference Room - Lois G. Britt Agricultural Service Center - (Bridget Huffman)	19 Guest speaker at Kenansville Pre-K - 6:00 pm - Kenansville Elementary School (Rachel Ezzell)
10	Steps to Health Training via Zoom - 10:00 am - Duplin County Extension Office (Rachel Ezzell)	19 Friends of Horticulture - 6:00 pm - Large Conference Room - Lois G. Britt Agricultural Service Center - (Tom Hroza)
		19 Small Ruminant Webinar - 7:00 pm - (Jessica Hall)
		21 SED 4-H Teen Winter Fling - 10:00 am - 4:00 pm - Ed Emory Auditorium

- Lois G. Britt Agricultural Service Center – (Bridget Huffman)
- 23 Winter Walk & Wellness – 5:30 – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Charmae Kendall - Rachel Ezzell)
- 24 Coastal Carolina Cattle Alliance Spring Sale Meeting – 6:30 pm – Large Conference Room – Lois G. Britt Agricultural Service Center – (Jessica Hall)
- 25 Cattle AI Class - 9:00 am – Goldsboro – (Jessica Hall)
- 24/26 NCAEE4-HYDP Winter Professional Meeting – Black Mountain – (Bridget Huffman)
- 27 Meeting with Blue Cross Blue Shield Program Manager - Kearsaville (Rachel Ezzell)
- 27 Area Tobacco Production Training – 9:00 am – Sampson County Livestock Facility – Clinton – (Della King)
- 28 N C State Beef Unit Judging – Raleigh – (Charmae Kendall)
- 28 SED 4-H Horse Bowl Contest – Mount Olive – (Jessica Hall)
- 30 Staff Meeting – 12:00 pm – Large Conference Room – Lois G. Britt Agricultural Service Center – (Amanda Hatcher & staff)
- 30 Winter Walk & Wellness – 5:30 – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Charmae Kendall - Rachel Ezzell)

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DECEMBER 2022 BUDGET VS. ACTUAL

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
REVENUE 10 GENERAL FUND	-66,747,907.00	-73,160,588.16	-48,497,094.32	-24,663,493.84	66%
EXPENSE 10 GENERAL FUND	66,747,907.00	73,160,588.16	29,078,381.96	44,112,400.96	40%
REVENUE 19 EMERGENCY TELEPHONE	-281,541.00	-281,541.00	-68,095.44	-192,445.56	32%
EXPENSE 19 EMERGENCY TELEPHONE	281,541.00	281,541.00	38,095.20	185,368.80	14%
(911 FUND)					
REVENUE 21 CAPITAL RESERVE	0.00	0.00	-19,889.36	18,889.36	#DNV/01
EXPENSE 21 CAPITAL RESERVE	0.00	0.00	0.00	0.00	#DNV/01
(COUNTY CAPITAL RESERVE FUNDING)					
REVENUE 22 SCHOOL CAPITAL	-1,154,273.00	-3,405,174.90	-988,435.05	-2,416,739.85	29%
EXPENSE 22 SCHOOL CAPITAL	3,154,273.00	3,405,174.90	1,004,185.90	2,400,989.00	29%
(SALES TAX REVENUE FOR PUBLIC SCHOOL CAPITAL)					
REVENUE 23 OPIOID SETTLEMENT	0.00	0.00	-210,384.39	210,384.39	
EXPENSE 23 OPIOID SETTLEMENT	0.00	0.00	0.00	0.00	
(NATIONAL OPIOID SETTLEMENT FOR LOCAL GOVERNMENTS)					
REVENUE 24 AUTOMATION PRESERVATION	-19,500.00	-19,500.00	-10,819.07	-8,680.93	55%
EXPENSE 24 AUTOMATION PRESERVATION	19,500.00	19,500.00	676.44	18,823.56	3%
(ROD AUTOMATION AND PRESERVATION RESERVE 0.5 \$ 161,11.3)					
REVENUE 25 PROPERTY REVALUATION	-476,629.00	-476,629.00	-4,947.08	-471,681.92	1%
EXPENSE 25 PROPERTY REVALUATION	476,629.00	476,629.00	136,236.55	292,996.44	29%
(REAPPRASAL RESERVE G.S. \$ 1534-150)					
REVENUE 26 ECONOMIC DEVELOPMENT	0.00	0.00	-42,008.20	42,008.20	#DNV/01
EXPENSE 26 ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	#DNV/01
(COMMUNITY DEVELOPMENT LOANS)					
REVENUE 27 SCHOOL PLANNING ALLOCATION	0.00	0.00	0.00	0.00	#DNV/01
EXPENSE 27 SCHOOL PLANNING ALLOCATION	0.00	0.00	782,538.50	-782,538.50	#DNV/01
(LOTTERY FUNDING FOR PUBLIC SCHOOL CAPITAL)					
REVENUE 28 FIRE TAX	3,275,446.00	3,275,446.00	-1,594,776.97	-1,680,669.03	49%
EXPENSE 28 FIRE TAX	3,275,446.00	3,275,446.00	2,160,486.67	1,114,959.33	66%
REVENUE 29 TOURISM	-274,029.00	-274,029.00	-123,476.73	-150,552.27	45%
EXPENSE 29 TOURISM	274,029.00	274,029.00	96,700.17	177,313.95	35%
REVENUE 30 DEBT SERVICE	-4,575,465.00	-4,575,465.00	-939,352.13	-3,636,112.87	21%
EXPENSE 30 DEBT SERVICE	4,575,465.00	4,575,465.00	1,617,075.21	2,958,389.79	35%
(OIEBT SERVICE FUND FOR GENERAL GOVERNMENT FUNDS)					
REVENUE 31 GRANT PROJECTS	-4,170,374.13	-4,170,374.13	-86,200.77	-4,084,172.36	2%
EXPENSE 31 GRANT PROJECTS	3,262,833.06	3,262,833.06	725,388.86	2,536,738.56	22%
(GRANT PROJECTS NOT TIED TO A CAPITAL PROJECT)					
REVENUE 32 AMERICAN RESCUE PLAN FUNDS	-9,275,301.93	-9,275,301.93	-9,382.92	-9,265,919.01	0%
EXPENSE 32 AMERICAN RESCUE PLAN FUNDS	9,275,301.93	9,275,301.93	9,311,177.02	-35,875.09	100%
REVENUE 33 COMMUNITY DEVELOPMENT	152,418.00	152,418.00	0.00	152,418.00	0%
EXPENSE 33 COMMUNITY DEVELOPMENT	-152,418.00	-152,418.00	0.00	-152,418.00	0.00
REVENUE 37 Soil & Water Grant Projects	0.00	2,666,157.00	-1,050,000.00	-1,606,157.00	0%
EXPENSE 37 Soil & Water Grant Projects	0.00	2,666,157.00	50,000.00	2,154,261.00	2%
REVENUE 38 EPA BROWNFIELD GRANT	0.00	-500,000.00	0.00	-500,000.00	0%
EXPENSE 38 EPA BROWNFIELD GRANT	0.00	500,000.00	336.06	499,663.94	0%
REVENUE 39 EASTERN REGION FUNDS	0.00	0.00	-7,442.34	7,442.34	#DNV/01
EXPENSE 39 EASTERN REGION FUNDS	0.00	0.00	0.00	0.00	#DNV/01
REVENUE 42 INDUSTRIAL EXPANSION	0.00	0.00	-228.57	228.57	#DNV/01
EXPENSE 42 INDUSTRIAL EXPANSION	0.00	0.00	581.00	-581.00	0%
(ECONOMIC DEVELOPMENT GRANT PROJECT FUND)					
REVENUE 43 TRANSPORTATION CAPITAL PROJECTS	0.00	-3,180,966.00	-3.74	-3,180,962.26	0%
EXPENSE 43 TRANSPORTATION CAPITAL PROJECTS	0.00	3,180,966.00	828,310.45	2,352,795.55	0%

DECEMBER 2022 BUDGET VS. ACTUAL

ACCOUNT DESCRIPTION (TRANSPORTATION CAPITAL PROJECTS)	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
REVENUE 44 AIRPORT CAPITAL	3,397,818.00	3,347,116.00	-2,137,444.76	5,484,500.76	-64%
EXPENSE 44 AIRPORT CAPITAL	-3,936,086.95	-3,931,404.95	13,531.80	-3,944,936.75	0%
REVENUE 45 CAPITAL PROJECTS	-2,945,940.39	-3,422,642.39	-2,096,259.16	-1,326,383.23	61%
EXPENSE 45 CAPITAL PROJECTS (NON ENTERPRISE CAPITAL PROJECTS)	4,244,366.24	4,249,866.24	1,389,676.89	2,383,134.35	33%
REVENUE 46 WATER CAPITAL	-11,503.24	-2,035,740.24	0.00	-2,035,740.24	0%
EXPENSE 46 WATER CAPITAL	-356,705.34	1,657,531.66	0.00	1,657,531.66	0%
REVENUE 61 WATER	-3,098,143.00	-5,117,380.00	-2,175,874.79	-2,941,505.21	43%
EXPENSE 61 WATER	3,098,143.00	5,117,380.00	1,183,784.33	3,923,484.84	23%
REVENUE 62 WATER DEBT SERVICE	-982,719.00	-982,719.00	-332,293.21	-650,425.79	34%
EXPENSE 62 WATER DEBT SERVICE	982,719.00	982,719.00	332,293.21	650,425.79	34%
REVENUE 64 TRANSPORTATION	-1,243,542.00	-1,245,731.16	-574,066.31	-671,664.85	46%
EXPENSE 64 TRANSPORTATION	1,243,542.00	1,245,731.16	443,650.80	765,972.13	36%
REVENUE 65 AIRPORT	-972,220.00	-1,604,216.00	-641,159.49	-963,056.51	40%
EXPENSE 65 AIRPORT	972,220.00	1,604,216.00	717,274.52	300,386.87	45%
REVENUE 66 SOLID WASTE	-4,090,542.00	-4,193,484.00	-2,505,827.10	-1,687,556.90	60%
EXPENSE 66 SOLID WASTE	4,090,542.00	4,193,484.00	1,811,039.87	1,366,662.19	43%
REVENUE 89 INSURANCE	-6,222,852.00	-6,222,852.00	-2,663,390.20	-3,559,461.80	43%
EXPENSE 89 INSURANCE	6,222,852.00	6,222,852.00	3,208,984.49	3,013,867.51	52%
REVENUE REVENUES	-108,272,691.69	-128,566,382.91	-66,798,453.10	-59,767,929.81	
EXPENSE EXPENDITURES	107,752,098.94	125,533,588.16	54,930,986.02	64,739,630.92	

FY 23 INSURANCE CLAIMS REPORT

MONTHLY PAYMENT TO NCHIP RESERVE		
DRAFT MONTH	AMOUNT	COVERED EMPLOYEES
JULY	507,129.14	526
AUGUST	506,102.63	509
SEPTEMBER	520,863.43	524
OCTOBER	543,759.36	554
NOVEMBER	527,866.39	534
DECEMBER	525,308.40	532
JANUARY	533,898.19	543
FEBRUARY	531,095.29	539
MARCH		
APRIL		
MAY		
JUNE		
YTD EXPENDITURES	4,196,022.83	609 AVERAGE LIVES COVERED

WEEKLY CLAIMS PAID FROM NCHIP RESERVE		
6/30/2022	\$	RESERVE BALANCE
7/1/2022	1,786,905.57	
7/8/2022	\$163,006.22	
7/15/2022	\$173,365.07	
7/22/2022	\$105,922.79	
7/29/2022	\$158,008.68	
8/5/2022	\$53,073.97	
8/12/2022	\$152,853.08	
8/19/2022	\$84,402.16	
8/26/2022	\$91,012.33	
9/2/2022	\$53,314.44	
9/9/2022	\$109,011.54	
9/16/2022	\$74,066.82	
9/23/2022	\$148,401.71	
9/30/2022	(\$61,937.69)	
10/7/2022	\$114,097.59	
10/14/2022	\$91,451.56	
10/21/2022	\$83,768.83	
10/28/2022	\$114,970.39	
11/4/2022	\$61,556.10	
11/11/2022	\$107,559.81	
11/18/2022	\$87,720.58	
11/25/2022	\$79,494.90	
12/2/2022	\$99,909.48	

FY 23 INSURANCE CLAIMS REPORT

12/9/2022	\$195,573.27
12/16/2022	\$119,413.29
12/23/2022	(\$44,951.54)
12/30/2022	\$83,730.03
1/6/2023	\$73,217.52
1/13/2023	\$172,303.28
1/20/2023	\$121,282.26
1/27/2023	\$106,106.38
2/3/2023	
2/10/2023	
2/17/2023	
2/24/2023	
3/3/2023	
3/10/2023	
3/17/2023	
3/24/2023	
3/31/2023	
4/7/2023	
4/14/2023	
4/21/2023	
4/28/2023	
5/5/2023	
5/12/2023	
5/19/2023	
5/26/2023	
6/2/2023	
6/9/2023	
6/16/2023	
6/23/2023	

TOTAL CLAIMS PAID YTD	\$3,113,961.85
PROJECTED CLAIMS PAID FROM RESERVE	5,223,419.88
PROJECTED NCCHIP RESERVE	2,857,519.93

CASH BALANCES FY 2023											
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
FIRST BANK											
CENTRAL DEPOSITORY	3,273,896.40	6,348,543.38	2,343,528.77	3,536,193.09	1,615,798.10	2,531,147.84					
MONEY MARKET ACCOUNT	8,304,094.68	9,308,118.33	9,311,177.02	1,004,860.15	1,005,686.99	1,006,540.89					
DSS TRUST	26,253.76	27,318.26	23,073.89	21,011.23	19,735.45	20,884.80					
TOURISM	32,875.21	11,481.65	10,263.38	26,521.45	19,918.15	21,099.82					
TOTAL CASH	12,637,796.57	15,694,855.62	11,598,039.86	4,578,585.92	2,661,138.69	3,578,673.35					
NC CAPITAL MANAGEMENT TRUST											
GENERAL FUND	66,771,857.29	73,221,585.02	71,449,841.80	77,893,781.84	77,664,184.22	79,086,141.21					
AIRPORT	471,768.96	884,388.82	700,694.97	724,262.88	698,638.55	2,208,171.36					
PROPERTY REVALUATION	293,228.30	383,789.68	367,948.65	353,848.43	341,463.18	334,375.11					
COUNTY BUDGETED TRUST FUND	276,398.25	276,869.75	277,421.62	339,647.16	340,631.47	341,763.26					
SOLID WASTE	2,576,804.98	2,981,426.02	2,823,131.05	2,840,142.85	2,657,962.55	2,667,317.70					
TOURISM	788,504.81	819,860.72	838,604.34	812,637.71	830,012.18	832,770.21					
WATER FUND	12,560,674.17	11,872,087.63	12,106,081.29	12,285,813.79	12,380,829.64	12,337,613.96					
COMMUNITY DEVELOPMENT	1,486,508.23	1,582,229.24	1,325,323.56	1,520,329.66	1,825,805.03	1,831,871.35					
INSURANCE FUND	221,445.04	221,848.88	222,286.98	222,843.91	223,488.72	224,252.36					
CAPITAL RESERVE											
SCHOOLS	4,769,584.61	5,050,798.04	4,447,778.11	4,778,645.33	5,088,466.02	5,264,652.61					
EMERGENCY TELEPHONE	430,631.44	456,466.84	453,274.17	470,894.70	502,620.14	513,088.93					
TRANSPORTATION	2,282,215.44	2,607,329.92	2,573,985.84	2,385,287.54	2,065,368.28	1,888,052.72					
CAPITAL RESERVE	897,011.73	1,497,645.43	1,463,685.80	1,502,584.02	1,400,563.58	1,406,771.29					
DUPIN COMMONS CAPITAL RESERVE	642,398.42	643,564.12	644,848.90	646,456.41	648,329.86	650,484.20					
OPORD SETTLEMENT				94,100.48	304,082.30	305,102.77					
BNY MELLON INTEREST	31.57	31.63	931,044.98	718.58	720.68	723.05					
BNY MELLON PRINCIPAL	65.42	65.54	65.67	65.83	66.02	66.21					
TOTAL CASH	84,581,874.86	102,500,936.38	100,822,797.77	107,175,289.73	106,863,643.37	109,893,595.53					
TRUST											
BOND ACCOUNT	5.00	5.00	5.00	5.00	332,298.21	5.00					
TOTAL CASH	5.00	5.00	5.00	5.00	332,298.21	5.00					
GRAND TOTAL	84,581,879.86	102,500,941.38	100,822,802.77	107,175,294.73	106,863,648.37	109,893,600.53					

FY 2023
SALES TAX REPORT FOR THE PURCHASE MONTH OF OCTOBER RECEIVED IN JANUARY

ARTICLE 39					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	460,818.32	457,573.41	427,182.25	371,916.14
AUGUST	NOVEMBER	427,349.77	427,965.43	392,404.62	360,620.63
SEPTEMBER	DECEMBER	466,342.32	414,041.24	405,011.20	349,733.50
OCTOBER	JANUARY	403,630.99	400,175.55	384,453.05	312,806.25
NOVEMBER	FEBRUARY		351,915.06	351,356.13	324,280.21
DECEMBER	MARCH		476,025.91	443,143.03	385,470.62
JANUARY	APRIL		400,423.99	404,614.83	308,736.82
FEBRUARY	MAY		396,214.81	358,703.95	334,656.45
MARCH	JUNE		486,430.41	456,776.99	386,814.23
APRIL	JULY		483,971.68	459,458.81	358,972.48
MAY	AUGUST		436,910.71	440,756.95	423,459.22
JUNE	SEPTEMBER	1,900,547.06	489,732.40	457,573.41	434,452.98
ARTICLE TOTAL			5,220,764.94	4,981,437.02	4,360,898.13

ARTICLE 40					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	378,637.42	314,630.28	270,611.54	246,798.95
AUGUST	NOVEMBER	363,799.06	236,164.76	249,065.05	245,993.68
SEPTEMBER	DECEMBER	376,115.74	236,119.58	264,679.48	236,541.36
OCTOBER	JANUARY	362,487.83	235,572.14	258,943.88	244,180.94
NOVEMBER	FEBRUARY		252,646.72	282,949.70	243,112.19
DECEMBER	MARCH		283,307.22	307,713.65	257,850.17
JANUARY	APRIL		217,544.16	260,632.18	211,142.30
FEBRUARY	MAY		210,454.03	218,240.83	214,412.24
MARCH	JUNE		271,478.36	309,547.51	246,038.32
APRIL	JULY		268,244.37	289,056.33	212,725.85
MAY	AUGUST		265,358.04	321,829.72	243,022.32
JUNE	SEPTEMBER	1,501,050.05	285,899.57	314,630.28	287,097.44
ARTICLE TOTAL			3,077,420.23	3,348,499.95	2,888,966.76

ARTICLE 42					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	23,964.58	2,171.79	21,433.94	10,160.81
AUGUST	NOVEMBER	28,729.47	35,798.87	21,223.96	6,219.79
SEPTEMBER	DECEMBER	42,550.47	29,992.58	17,808.56	9,497.24
OCTOBER	JANUARY	32,862.17	25,284.87	10,615.56	(18,538.74)
NOVEMBER	FEBRUARY		(12,782.88)	10,746.11	(8,968.02)
DECEMBER	MARCH		23,571.72	4,059.20	11,121.96
JANUARY	APRIL		42,561.14	21,219.86	8,700.50
FEBRUARY	MAY		42,039.91	28,537.48	19,674.08
MARCH	JUNE		39,082.30	93,318.08	37,655.00
APRIL	JULY		40,750.36	18,783.51	39,087.83
MAY	AUGUST		20,552.71	(13,493.46)	47,847.01
JUNE	SEPTEMBER	128,106.68	29,628.10	2,171.79	13,404.63
ARTICLE TOTAL			318,651.47	236,424.59	175,861.09

ARTICLE 44					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	13.09	-	253.14	-
AUGUST	NOVEMBER	10.48	1.74	44.21	21.51
SEPTEMBER	DECEMBER	-	-	10.14	37.08
OCTOBER	JANUARY	-	-	15.51	(9.96)
NOVEMBER	FEBRUARY	-	15.33	(22.36)	15.43

DECEMBER	MARCH	(186.91)	(62.60)
JANUARY	APRIL	-	29.53
FEBRUARY	MAY	-	64.55
MARCH	JUNE	4.28	-
APRIL	JULY	(103.19)	28.45
MAY	AUGUST	(0.02)	12.46
JUNE	SEPTEMBER	-	36.19
ARTICLE TOTAL		23.57	172.64

ARTICLE 44-524					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	182,507.34	159,517.49	139,634.41	134,608.83
AUGUST	NOVEMBER	182,454.62	157,647.11	139,815.46	134,645.17
SEPTEMBER	DECEMBER	182,454.62	157,647.11	139,815.46	134,645.17
OCTOBER	JANUARY	182,454.62	157,748.35	139,812.65	134,654.64
NOVEMBER	FEBRUARY		157,748.35	139,812.65	134,654.64
DECEMBER	MARCH		157,748.35	139,812.65	134,654.64
JANUARY	APRIL		157,748.35	139,812.65	134,654.64
FEBRUARY	MAY		157,748.35	139,812.65	134,654.64
MARCH	JUNE		157,748.35	139,812.65	134,654.64
APRIL	JULY		157,748.35	139,812.65	134,654.64
MAY	AUGUST		157,748.35	139,812.65	134,654.64
JUNE	SEPTEMBER	729,871.20	182,507.34	159,517.49	136,634.41
ARTICLE TOTAL			1,919,204.61	1,716,991.67	1,620,761.23

CITY HOLD HARMLESS					
PURCHASE MONTH	DISTRIBUTION MONTH	FY 23 ACTUAL	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL
JULY	OCTOBER	-108,260.82	(119,286.78)	(100,004.97)	(92,820.89)
AUGUST	NOVEMBER	-109,815.57	(91,005.34)	(90,917.30)	(82,573.77)
SEPTEMBER	DECEMBER	-105,304.44	(91,274.94)	(86,637.64)	(86,150.97)
OCTOBER	JANUARY	-103,004.55	(91,133.01)	(95,696.71)	(95,781.46)
NOVEMBER	FEBRUARY		(103,344.26)	(102,869.56)	(93,251.13)
DECEMBER	MARCH		(114,866.63)	(114,866.63)	(96,113.89)
JANUARY	APRIL		(80,256.64)	(84,582.66)	(78,373.42)
FEBRUARY	MAY		(78,884.60)	(77,862.07)	(77,878.22)
MARCH	JUNE		(104,233.82)	(116,904.76)	(84,643.01)
APRIL	JULY		(102,414.29)	(107,968.37)	(73,119.66)
MAY	AUGUST		(103,751.80)	(124,472.05)	(83,813.86)
JUNE	SEPTEMBER		(111,820.54)	(119,286.78)	(107,145.19)
ARTICLE TOTAL		-426,385.38	(1,188,947.29)	(1,242,071.50)	(1,063,865.47)

GRAND TOTAL					
		937,679.83	9,347,007.82	9,041,416.32	7,982,734.38

FY 23 BUDGET					
ARTICLE 39		3,621,561.00			3,739,365.52
ARTICLE 40		1,474,161.68	4,422,486.04	4,031,817.65	3,348,499.95
ARTICLE 42		1,501,050.05	4,503,150.15	3,077,420.23	236,424.59
ARTICLE 44		128,106.68	384,320.05	318,651.47	134.59
ARTICLE 44-524		1,677,460.00	729,871.20	1,919,204.61	1,716,991.67
		8,730,111.00	3,833,213.18	11,499,639.55	9,041,416.32

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