



Pender County

Agenda

**Board of County Commissioners Meeting
Monday, February 7, 2022 @ 4:00 PM
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, NC**

		Presenter	Page
1.	CALL TO ORDER		
2.	INVOCATION		
3.	PLEDGE OF ALLEGIANCE		
4.	ADOPTION OF AGENDA		
5.	PUBLIC INFORMATION		
5.1.	CSBG Grant CSBG Grant Application for the FY 2022-2023 - Pdf	Bolton	3 - 13
5.2.	Presentation of 2021 Pender County Sheriff's Office annual report. 2021 annual report presentation - Pdf	Cutler	15
6.	PUBLIC COMMENT		
7.	CONSENT AGENDA		
7.1.	Approval of Budget Amendment and increase of Purchase Order for North Carolina Department of Public Safety in the amount of \$30,000.00. Approval of BOA and increase of Purchase Order - Pdf	Cutler	17 - 22
7.2.	Resolution to utilize current fiscal year lapsed salaries and fringe to increase health department nursing staff salaries for FY 21/22 with an effective date of 02/21/2022. Nursing Staff Salary Increase - Pdf	Moser	23
7.3.	Resolution to approve a contract with the UNC Institute of Public Health to conduct the 2022 Community Health Assessment HHS - Pdf	Moser	25 - 37
7.4.	Approval of the Board of Commissioner Meeting Minutes January 18,2022 Meeting Minutes 1-18-2022 - Pdf	Cline	39 - 53
7.5.	Approval of a Budget Amendment to Increase the Department of Social Services Revenues and Expenditures for Fiscal Year 2021-2022 American Rescue Plan : \$326,139 ARPA LIEAP BOA - Pdf	Stewart	55 - 63
7.6.	Approval to Accept a Donation for the Foster Care Children's Fund: \$5,155 FOSTER CARE DONATION 01212020 - Pdf	Stewart	65 - 67
7.7.	Extension of Contract with United Way of the Cape Fear Area to Assist with Hurricane Florence Recovery	Adams	69 - 113

[United Way Contract - Pdf](#)

8. APPROVALS AND RESOLUTIONS

- | | | | |
|------|--|---------------|--------------|
| 8.1. | Consideration of proceeding with RFQ for architectural design for new Hampstead Branch Library
Consideration of proceeding with RFQ for architectural design for new Hampstead Branch Library - Pdf | Phillips-Bell | 115 -
121 |
| 8.2. | To approve a resolution for Health & DSS to begin the next steps for a new HHS facility by issuing an RFP for a design/build project.
Pender County HHS - Pdf | Moser | 123 -
284 |
| 8.3. | Award and Approval of Contractors to Complete EWP Phase 2 - Clearing and Snagging
Proposal - Pdf | Adams | 285 -
328 |
| 8.4. | Approval to accept bid offer on parcel number 2274-57-5844-0000
GIS map - Pdf | Cline | 329 -
330 |

9. DISCUSSION

10. APPOINTMENTS

- | | | | |
|-------|---|-------|--------------|
| 10.1. | Approval of an Appointment to the Pender County Library Advisory Board
Whiteside Application - Pdf | Cline | 331 -
333 |
| 10.2. | Approval of an Appointment to the Pender County Planning Board
Mosca Application - Pdf | Cline | 335 -
340 |

11. MAPLE HILL WATER AND SEWER DISTRICT

12. ROCKY POINT WATER AND SEWER DISTRICT

13. SCOTTS HILL WATER AND SEWER DISTRICT

14. MOORES CREEK WATER AND SEWER DISTRICT

15. CENTRAL PENDER WATER AND SEWER DISTRICT

16. PENDER COUNTY BOARD OF HEALTH

17. SOCIAL SERVICES BOARD

18. ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGERS, & COUNTY COMMISSIONERS

19. CLOSED SESSION (IF APPLICABLE).

20. ADJOURNMENT



**Pender County
Community Services Block Grant
Program Fiscal Year 2022-23 Application
for Funding**

TO: Board of County Commissioners
FROM: Bethany Bolton
DATE: February 7, 2022
SUBJECT: CSBG Grant

SUMMARY:

1. Project Name: Family Empowerment Self-Sufficiency (FESS) 2. Mission Statement: To improve and empower the lives of the people we serve. 4. Objective Statement: To assist 30 families, obtain self-sufficiency with income above the federal poverty guidelines by June 30, 2023 5. Project Period: July 1, 2022-June 30, 2023

Southeastern Community Action Partnership

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

Section I: Project Identification				
1. Project Name:	Family Empowerment Self-Sufficiency (FESS)			
2. Mission Statement:	To improve and empower the lives of the people we serve.			
4. Objective Statement:	To assist 30 families, obtain self-sufficiency with income above the federal poverty guidelines by June 30, 2023			
5. Project Period:	July 1, 2022-June 30, 2023			
6. CSBG Funds Requested for this Project:	July 1, 2022	To	June 30, 2023	\$1,598,395
7. Total Number Expected to Be Served:	325			
a. Expected Number of New Clients	196			
b. Expected Number of Carryover Clients	104			

**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)
Five(5) of the seven(7) counties we serve has a poverty rate higher than the north Carolina State Average .Poverty continues to keep the fiercest grip on our communities and a growing number of people in our service area are living in neighborhoods of concentrated poverty which restricts access to jobs, education and other networks that can improve their financial standing.	To provide comprehensive services in fiscal year 2022-2023 to 325 low-income families designed to enable them to achieve self-sufficiency and informed of available resources in the community.	325 Families enrolled in the FESS program by June 30, 2023	4.1	Program Director CSBG Supervisor Case Manager II ROMA Compliance Officer (RCO) Case Managers Administrative Assistant
	To provide effective and efficient delivery of services by the following: Utilize NC Care 360 in service areas available • Collect and share data on current sources with staff for use with clients. Provide regular training (individual and group). • Prepare and issue PSAs announcing services. • Notify local service agencies to make referrals.	325families enrolled in the FESS program by June 30, 2023	4.1	Program Director CSBG Supervisor Case Manager II ROMA Compliance Officer (RCO) Case Managers Administrative Assistant
	• Participate in Community Service Block Grant (CSBG) advisory			

	committee meetings to inform other agencies of services and remain abreast of other community services available to clients. • Distribute brochures to clients, faith-based organizations, human service organizations, businesses, and community at large			
Low wealth individuals face restrictions on information, resources, and networks that are available that can improve their financial standing.	To provide case management services to low wealth individuals to enable them to achieve self-sufficiency. Utilize NC Care 360 in participating counties • Recruit eligible applicants • Assess each client • Prepare development plan. • Make referrals and advocate for needs • Follow up on referrals • Coordinate services • Re-assess needs on quarterly basis • Follow up on progress • Coach and mentor clients offer informal life skills and problem-solving skills. • Provide training • Facilitate group support • Maintain accurate records	To provide comprehensive case management services to 325 families by June 30, 2023	4.1	Program Director CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant Office Assistant
Primary barrier to individuals and families attaining self-sufficiency is the lack of jobs with a livable wage, job stability, and a need for job training.	To provide employment training and opportunities for low wealth participants to achieve self-sufficiency and assist with 70 families in securing employment	65 participant families will obtain employment and 30 will obtain better employment by June 30, 2023	1.1 1.1 A 1.1 B	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant Office Assistant
	To provide direct educational support to 20 participants by assisting with tuition, books, childcare, transportation,	26 participants will receive educational supports by June 30, 2023	1.2 (A-G)	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant

	uniforms, and supplies			
Low incomes lead to substandard or unaffordable housing. Hurricanes Matthew and Florence's impact damaged or destroyed low-income housing/apartments. The lack of affordable housing has hindered relocation efforts for many. Affordable housing or better housing is needed	To assist 20 families in accessing standard, affordable housing through home ownership, home improvement, rental housing, and retirement/nursing homes, Veteran Affairs, private sector owners and builders, Habitat for Humanity, faith-based organizations, tribal grants, Section 8, and others. Utilize NC Care 360 in service area that are utilizing database	30 participant families will secure stand housing by June 30, 2022	1.2 H 3.2 C 6.4E	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
Lower incomes impact all facets of life that creates a vicious circle for many families which creates a greater need for financial resources. Lower incomes impact all facets of life that creates a vicious circle for many families which creates a greater need for financial resources. (Unemployment, underemployment, medical bills due to lack of insurance, and lack of medical care or preventive medical contributes to poor nutrition	To provide financial literacy workshops to support self-sufficiency. Training topics may include budgeting effectively, managing resources, couponing, managing a checking and savings account, etc. (Note: The number represents one workshop per county per quarter).	28 financial workshops will be conducted for family participants by June 30, 2023	1.3 (D-G)	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
	To assist 325 families in analyzing finance and prepare a budget using the Accountable Results for Community Action program (AR4CA) budget form	325 families will have a budget completed by	1.3	CSBG Supervisor Case Manager II/RCO Case Managers
	the Accountable Results for Community Action program (AR4CA) budget form			CSBG Supervisor Case Manager II/RCO Case Managers

Lack of health insurance has been shown to be associated with problems obtaining health care, and the unemployed are less likely to have health insurance than their employed counterparts. With no health insurance, individuals more likely delay or not receive needed prescriptions, eye exams, preventive medical visits, dental exams, etc. and eat poorly. Health (Mental and Physical), Wellness and Nutrition are needed.	To provide wellness and nutritional supportive services to 100 low wealth participants to enable them to achieve self-sufficiency and to strengthen families to include health care, medical care, eye exam, glasses, dental care, mental health, and supplemental food. Link client's healthcare.gov for affordable insurance	100 family participants will receive health, wellness, and/or nutritional services by June 30, 2022	1.2 G 6.3 6.4 D	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
	To assist customers in accessing life skills classes to reduce stress such as conflict resolution, parenting and community relations through entities such as county cooperative extension offices and through in-house training.	20 family participants will receive life skill classes by June 30, 2022	4.1	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
	To assist customers in accessing nutrition programs such as Women Infants & Children, Food stamps, US Department of Agriculture Commodities, and school breakfast/lunch programs, and others	100 family participants will receive nutritional support and/or referrals by June 30, 2022	1.2 I 4.1 6.2 6.4 F	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
In rural communities, public transportation is very limited. According to the case study "Resolving the Transportation Problem in a Rural Community", individuals with limited income struggles with acquiring reliable	To provide transportation assistance for employment support, education/training support, and medical support such as gas, bus tickets if available, and small car repairs	To provide transportation assistance for employment support, education/training support, and medical support such as gas, bus tickets if available,	1.2F	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant

transportation to and from work as well as to medical appointments and to school to continue their education. Transportation accessibility or better transportation		and small car repairs		
As stated in the brief by the NC Department of Justice, research shows elevated levels of crime, higher stress level, and more emotional problems. The communities also face problems with high child-abuse and neglect rates, drug abuse, and adolescent and teen pregnancies. Community Awareness on Prevention of Crime/Violence, Alcohol/Substance/Drug Abuse, available resources in the community for our youth ages 13-18 and Teenage Pregnancy is needed.	To provide 12 community awareness workshops/seminars/town hall meetings for family participants and the community at large on the prevention of crime/violence, child abuse, teenage	12 community awareness workshops/seminars will be conducted by June 30, 2023	2.3 3.2	CSBG Director CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
As stated in the brief by the NC Department of Justice, research shows elevated levels of crime, higher stress level, and more emotional problems. The communities also face problems with high child-abuse and neglect rates, drug abuse, and adolescent and teen pregnancies. Community Awareness on Prevention of Crime/Violence, Alcohol/Substance/Drug	pregnancy, opioid crisis (Alcohol/Substance/Drug Abuse), and other topics as important to the specific community or county			

Abuse, available resources in the community for our youth ages 13-18 and Teenage Pregnancy is needed.				
	To provide 7 youth pop up events in Bladen, Columbus, Robeson and Scotland counties on leadership, teenage pregnancy, nutrition and wellness, education, employment, financial management, crime prevention, social and cyber bullying, and social etiquette	700family participants will complete the Youth pop up events	6.3	CSBG Director CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant Office Assistant

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

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

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

Agency Name: Southeastern Community Action Partnership

County: Pender

Date of Application Submission: January 6, 2022

Clerk to the Board should initial all items below.

The agency submitted a complete grant application for Commissioner review.

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

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

Clerk to the Board

Date

Notary

Date

Our FESS program serves seven counties, Bladen, Brunswick, Columbus, Hoke, Pender, Robeson, and Scotland, and is managed through our Community Services Block Grant (CSBG) Neighborhood Service locations:

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Brunswick NSC
143 Holden Beach Road., Suite 5
Shallotte, NC 28459
910-754-9441

Elizabethtown NSC
106 West Broad St.
Elizabethtown, NC 28337
910-862-679

Hoke NSC
366 Thomas Drive
Raeford, NC 28376
910-875-5536

Lumberton NSC
405 N. Elm St.
Lumberton, NC 28358
910-277-3500

Pender NSC
112 South Dickerson St.
Burgaw, NC 28425
910-259-3274

Robeson NSC
4721 Fayetteville Road, Suite B
Lumberton, NC 28358
910-843-5092

Scotland NSC
The Oaks Professional Building
915 S. Main Street, Unit I
Laurinburg, NC 28352
910-277-3535

Whiteville NSC
425 S. Lee St.
Whiteville, NC 28472
910-642-6083



*Helping People Help
Themselves Since 1964*

CONTACT US

MAIN OFFICE | LUMBERTON
405 N. Elm St.
Lumberton, NC 28358
Phone | 910-277-3500
Fax | 910-291-1638
Monday - Friday | 8:30 am - 5:00 pm
scapnc.org

**FAMILY
EMPOWERMENT
SELF-SUFFICIENCY
(FESS)**

***Southeastern Community
Action Partnership***



FAMILY EMPOWERMENT SELF-SUFFICIENCY (FESS)

Southeastern Community Action Partnership (SCAP) believes that when a family moves above poverty, they are empowered and can give back to the community.

The Family Empowerment Self-Sufficiency (FESS) project provides assistance to support you and your family.

The Family Empowerment Self-Sufficiency (FESS) project is funded through the North Carolina Department of Health and Human Services (NCDHHS) and operated through our Community Services Block Grant. Our mission is to help individuals and families reach their goals for a better future.

Our team works with individuals and families to determine their strengths, identify their needs, and put together a plan of action.

Participants in our FESS program have completed one or more of the following goals for themselves or their families:

- MOVED FROM POVERTY TO SELF-SUPPORT
- EARNED A JOB WITH MEDICAL AND OTHER BENEFITS
- COMPLETED THEIR EDUCATIONAL GOALS OR JOB TRAINING
- PURCHASED A HOME

The FESS project does not pay utilities, rent, or personal bills but we support our families and link them to other services if needed. Our Case Managers help you apply for other benefits and will make referrals as needed.

HOW TO APPLY

ENROLLMENT IN THE FESS PROGRAM IS EASY AS 1, 2, 3.

1. Submit an application to our program.
Applications can be found online at scapnc.org/fess
2. Complete a 90-day income review and connect with our Case Manager
3. Sign your participant agreement and set your program goals.

To qualify for the FESS program at SCAP, the family's yearly income must be below the poverty income guidelines set forth by the NCDHHS.

Individuals who apply must go through a 90-day household income review. Additionally, individuals enrolled in our program must be willing and able to work closely with an assigned case manager to determine their goals and create a plan of action.

The FESS program exists to help remove the barriers to achieving your goals. Let us help you and your family!





Pender County

TO: Board of County Commissioners
FROM: Alan Cutler
DATE: February 7, 2022
SUBJECT: Presentation of 2021 Pender County Sheriff's Office annual report.

SUMMARY:

Presentation of the 2021 annual report for the Pender County Sheriff's Office.



Pender County Request for Board action

TO: Board of County Commissioners

FROM: Alan Cutler

DATE: February 7, 2022

SUBJECT: Approval of Budget Amendment and increase of Purchase Order for North Carolina Department of Public Safety in the amount of \$30,000.00.

SUMMARY:

Approval of Budget Amendment andt increase of Purchase Order for North Carolina Department of Public Safety in the amount of \$30,000.00. This increase is due to the Jail kitchen being short staffed and also COVID protocol, and the modifications to kitchen services. Pender County Jail has come into a MOU with North Carolina Department of Public Safety-Pender Correctional Center. NCDPS-Pender Correctional will provide 3 regular meals daily at a rate of \$2.00 per meal. Also NCDPS-Pender Correctional will provide 3 special diet meals daily at a rate of \$2.60 per meal.

A signed MOU will be attached. The MOU with Pender Correctional Institute will expire on February 1, 2022.

ACTION REQUESTED:

Approval of Budget Amendment and increase of Purchase Order for North Carolina Department of Public Safety in the amount of \$30,000.00.



Pender County Budget Ordinance Amendment

Tuesday, January 11, 2022

Page 2 of 6

Date Tuesday, January 11, 2022

Board Meeting Date (If Applicable) Monday, February 7, 2022

Fiscal Year FY 2021-2022 Fund 10 - GENERAL

Department 510030 - JAIL

Purpose of Request
To increase funds for food and provisions being provided by Pender Correctional due to short staffing.

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	510030-404517	Contracted Detention	-30,000.00
2	510030-404700	Food and Provisions	30,000.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Prepared By: Jennie Coleman Email jennifer.coleman@pendersheriff.com

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made and entered into this date, 9/7/2021, by and between the PENDER COUNTY SHERIFF'S OFFICE AND JAIL ("Pender County Jail"), a duly authorized governmental entity of the County of Pender, and the NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY ("NCDPS"), a duly authorized department of the State of North Carolina.

The parties have agreed, and hereby confirm in this Memorandum of Understanding, the following with respect to the provision of meals by NCDPS through its local facility, Pender Correctional Institution ("Pender C.I.") to the Pender County Jail:

1. NCDPS will provide all meals for the Pender County Jail according to the following requirements:

- a. NCDPS will prepare all planned meals for the Pender County Jail, three times per day, in accordance with the standard NCDPS menu for meal preparation.
- b. NCDPS may also provide meals complying with special diet requirements, to the extent such special diets are otherwise provided by NCDPS and to the extent Pender C.I. is able to prepare them. Special diet meals shall be provided at an additional cost as provided below.
- c. The prepared meals provided by NCDPS shall not include beverages but shall include the disposable trays upon which the meals shall be packaged and served. Any and all other necessary supplies for transportation, delivery, or service of meals, including utensils, shall be supplied by the Pender County Jail at its own and sole expense.

- d. At time(s) and via contacts mutually agreed upon, the Pender County Jail shall call Pender C.I. in advance and notify Pender C.I. of the number of meals required for breakfast, lunch, and dinner each day.
 - e. The Pender County Jail shall provide transportation and equipment for delivery of meals at its own and sole expense. Due to the State of Emergency that presently exists, delivery of all meals from Pender C.I. to staff of the Pender County Jail shall be accomplished without entry of staff of the Pender County Jail into the Pender C.I. facility.
 - f. The Pender County Jail and Pender C.I. shall mutually agree upon times for Pender County Jail to accept delivery of meals so as not to conflict with Pender C.I.'s normal meal preparation operations and/or applicable food service regulations.
 - g. The Pender County Jail and NCDPS understand that in providing these meals, Pender C.I. may be subject to quarterly inspections by the Pender County Health Department. If such health department inspections are necessary, the Pender County Jail agrees to reimburse NCDPS for any fee associated with such inspections.
- 2. Pender C.I. shall provide meals to the Pender County Jail, as provided herein, from September 6, 2021, to January 1, 2022. This Memorandum of Understanding may be extended by mutual consent of the parties upon 30 days' advance agreement regarding extension.
 - 3. NCDPS shall keep records of meals prepared and/or delivered on a per meal, per day basis for proper auditing and invoicing utilizing the DC-873 REPORT ON MEALS

DELIVERED report. Pender County Jail officers picking up meals will sign the DC-873 to acknowledge the number of meals picked up.

4. Pender C.I. shall report to the NCDPS Controller's Office on the 5th of the following month the total number of meals provided to the Pender County Jail. All billing to the Pender County Sheriff's Office and Jail will be done from the NCDPS Controller's Office.

- a. NCDPS invoices shall be mailed to the following address:

Captain Randy King
Pender County Jail
104 N. Walker Street
Burgaw, NC 28425
(910) 259-1353 ext 4

- b. Payment of \$2.00 per standard meal (plus tax) and \$2.60 per special diet meal (plus tax) shall be made each month by the Pender County Sheriff's Office, along with any incurred health inspection fee, to the following address:

North Carolina Department of Public Safety
4220 Mail Service Center
Raleigh, NC 27699-4220
Attn: Marlo Faulk
Telephone: (919) 324-1037

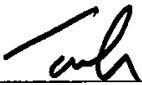
- c. NCPDS reserves the right to increase the costs of meals, understanding that the Pender County Sheriff's Office may on that basis elect to terminate this Memorandum of Understanding as provided in Paragraph 6.

5. Both parties agree to comply with all Federal, state, and local laws, ordinances, rules, and regulations with regard to food service for incarcerated offenders.

6. This Memorandum of Understanding may be terminated at any time by either party, with or without cause, upon 30 days' written notice to the other party. Notices shall be forwarded to the addresses listed in Paragraph 4.

IN WITNESS WHEREOF, the parties hereto execute this Memorandum of Understanding effective the above-stated date.

NCDPS-DACJJ, SECTION OF PRISONS

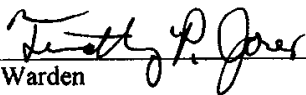


Commissioner

9-7-21

Date

PENDER CORRECTIONAL INSTITUTION

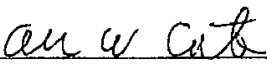


Warden

09/07/2021

Date

PENDER COUNTY SHERIFF'S OFFICE

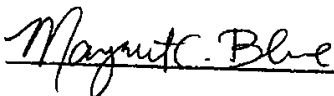


Sheriff

9-7-21

Date

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



Magistrate Blue



Pender County Request Board Approval

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: February 7, 2022
SUBJECT: Resolution to utilize current fiscal year lapsed salaries and fringe to increase health department nursing staff salaries for FY 21/22 with an effective date of 02/21/2022.

SUMMARY:

The health department has five RN vacancies and more than \$150,000 in lapsed salaries and fringe this fiscal year. Positions have been posted continuously, some for 4-6 months. The county salary study occurred prior to COVID-19 and no one could foresee the impact it would have in regard to workforce shortages. Staff have been expected to respond to a pandemic as well as having to manage their daily job requirements and meeting our patients' health care needs.

Lapsed salaries would increase the Pay Steps for the applicable Grade Level positions on the county's Pay and Classification Plan. Those increases include:

- RNs, LPNs, and CNAs - Increase four steps
- Nurse Supervisor - Increase three steps
- Nurse Director and FNPs - Increase two steps

These step increases would apply to all new nursing staff hires.

No additional county monies are needed.

ACTION REQUESTED:

To approve the resolution to utilize current fiscal year lapsed salaries and fringe to increase health department nursing staff salaries. And approve pay step increase on the current county pay and classification plan as requested.



**Pender County
Resolution to approve a contract with
the UNC Institute of Public Health to
conduct the 2022 Community Health
Assessment**

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: February 7, 2022
SUBJECT: Resolution to approve a contract with the UNC Institute of Public Health
to conduct the 2022 Community Health Assessment

SUMMARY:

Bids for proposals to assist the health department in completing the 2022 Community Health Assessment. Four bids were received. A thorough review of proposals revealed UNC is more experienced and more proven on the quality of reports they have provided. Funds have been budgeted. NHRMC has expressed interest in participating in the assessment.

ACTION REQUESTED:

Resolution to approve a contract with the UNC Institute of Public Health to conduct the 2022 Community Health Assessment .



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

OFFICE OF SPONSORED RESEARCH

104 AIRPORT DRIVE, SUITE 2200
CAMPUS BOX 1350
CHAPEL HILL, NC 27599-1350

T 919.966.3411
F 919.962.5011
F 919.962.3352
RESEARCH.UNC.EDU/OSR/

December 16, 2021

Re: Community Health Needs Assessment Services RFP #211209-218

To whom it may concern:

The University of North Carolina at Chapel Hill (UNC) is pleased to submit for your review the project proposal entitled "Pender County Community Health Needs Assessment 2022" under the direction of Margaret Nemitz.

As an agency of the state of North Carolina and bound to state of North Carolina law, there are some clauses in the Terms and Conditions included in the RFP that we are unable to accept.

Warranty: We are unable to warrant our work, but would be happy to certify.

Indemnification: As a state agency, we are limited by the North Carolina Tort Claims Act to negligent acts and omissions. UNC cannot agree to waive sovereign immunity outside of this act nor expand the category of claims permitted.

Insurance: UNC is protected under the doctrine of sovereign immunity. We can agree to maintain a program of self-insurance adequate to address any claim or liability which may directly arise out of our performance of obligations pursuant to this subcontract.

We reserve the right to further negotiate all terms upon receipt of an award. We hope you understand our position on these matters.

Below please find the names, titles, and email addresses of persons authorized to negotiate on our behalf:

Name: Kathryn Calderone
Title: Research Administration Manager
Email: Kathryn_calderone@unc.edu

We look forward to further collaboration with your organization.

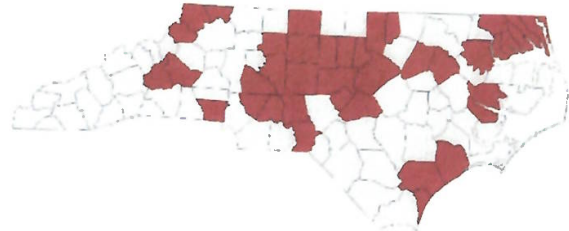
Sincerely,

for Terry Magnuson
Vice Chancellor for Research



**Proposed Scope of Services
Community Health Needs Assessment 2022
Pender County**

Background: Since 1999, the North Carolina Institute for Public Health (NCIPH) at the Gillings School of Global Public Health (SPH) of the University of North Carolina at Chapel Hill (UNC) has provided education and technical assistance for local health departments and other health agencies. NCIPH has extensive experience in building capacity among local public health agencies to conduct Community Health Assessments (CHA), Community Health Needs Assessments (CHNA) and Community Health Improvement Planning (CHIP), including data collection, analysis, prioritization, and reporting.



Since 2010, NCIPH has worked with 38 NC Counties on data collection, analysis, prioritization, report writing and/or strategic planning

The Way We Work: We are committed to furthering health equity in all our work and using our skills and training to support cultures of health and racial equity through data collection, analysis, and interpretation. We have worked successfully with partners from diverse backgrounds, including rural and urban counties and communities. We believe in responsibly disaggregating data by race and ethnicity, when possible, to lift up issues of racial inequities in health and wealth, responsibly reporting findings back in a way that does not promote stigma in communities who have been systematically marginalized or minoritized and elevating the voices of vulnerable communities themselves through qualitative data collection. In regions and communities for whom awareness of the social determinants of health or health disparities may not be a priority, we work to raise up these concerns diplomatically, grounding our input in data and best practice. We commit to thoughtfully and respectfully engaging in those we work with on these issues.

Project: Pender County (PC) is requesting assistance services for their 2022 Community Health Needs Assessment. NCIPH was the contracted partner for Pender County's 2014 and 2018 CHNAs. This document outlines the key activities and proposed scope of services from NCIPH for the performance of requested services in support of the CHNA activities.

Project period: July 1, 2022 – March 31, 2023 (9 months)

Services: NCIPH will provide PC with the following services:

- 1) Project Setup and CHNA Steering Committee Facilitation (July 2022 through March 2023)**
 - a. Establish a professional and cooperative relationship with PC staff and stakeholders/partners

2022 Pender CHNA Services Proposal

- a. Set and lead a July 1, 2022 launch meeting (virtual or in-person*) with internal PC staff to establish expectations and solidify approach to project
- b. Establish regular virtual meetings with PC staff
- b. Assist PC with identifying representative stakeholder groups to engage in Steering Committee
 - a. Establish regular (monthly or bi-monthly) Steering Committee meetings during the project period, either in person or virtually
 - b. Plan and facilitate Steering Committee kick-off and visioning meeting by August 5, 2022
 - c. Establish working groups for providing guidance on specific CHNA activities (secondary data, CHOS data, prioritization)

PC will be responsible in this phase for contacting partners to invite them to be part of the Steering Committee as well as meeting logistics (meeting notices, space if in-person, sign-in sheet, minutes, etc.).

**For any and all in-person meetings across the course of the project, abidance to current local and state COVID-19 precautions will be expected of NCIPH staff, PC staff, and stakeholders- including, but not limited to masking and vaccination mandates.*

2) Review and Evaluate Community Health Information - Secondary Data Analysis (July-September 2022)

- a) Work with PC secondary data workgroup to facilitate discussion of sources for demographic, socioeconomic, education, environmental, health indicators, and health service utilization for Pender county (as data are available), using peers identified in the 2018 CHNA process for comparison
 - i. Data collected will span the past 10 years, as available
 - ii. Data will be stratified by race/ethnicity, age group, gender, and geographies (zip code, census tract) as available
 - iii. Data aligning with the following frameworks will be prioritized: Healthy NC 2030, Social Determinants of Health, and Health Equity Measures
- b) Conduct an environmental scan of additional secondary data sources and assess potential for inclusion through discussion with the PC secondary data workgroup
- c) Gather and compile secondary data into an Excel workbook or similar format for initial data visualizations for trend and disparity assessment

If the NC State Center for Health Statistic's new online system for secondary data is not yet available, by August 1, PC will be responsible for contacting the NC State Center for Health Statistics and requesting the "standard set" of secondary data for the past ten years of data for NC, Pender County, and its selected peers; PC will request that this data be sent no later than September 1 and shared with NCIPH.

3) Collect Primary Data: Community Health Opinion Survey (July-October 2022)

Two potential methods of primary data collection are proposed here and will be chosen based on current COVID-19 pandemic risk.

Option A (preferred):

- a. Provide questionnaire design and consultation
- c. Assist with preparing for and logistics of survey
- d. Determine sample design
 - a. Acquire most current U.S. Census spatial data and conduct two-stage cluster sample
 - b. Draw random sample of neighborhoods and addresses for conducting face-to-face interviews (using County address data, focusing on residential addresses only)
- e. Design data entry form in for digital data entry
- f. Provide paper field maps for up to 15 teams and training materials for up to 60 participants
- g. Provide training on field surveying (mobile data collection, etc.)- survey techniques, field safety, data collection, and equipment- the Monday or Tuesday before data collection
- h. Provide the following training materials:
 - a. Field notebooks (paper copies of questionnaire to administer survey and in black and white for backup, field maps, point lists, tracking forms)
 - b. Training notebooks (agenda and safety checklist and contacts, color copy of questionnaire, training slides and other handouts)
- i. Loan 15 tablets with active data plans and for data entry and navigation
- j. Provide on-site data collection technical assistance throughout data collection
- k. Recruit graduate students from the UNC School of Public Health to assist with data collection
- l. Observe the following protocols regarding data collection:
 - a. Collect data over a Wednesday to Saturday period from 10 am to 6 pm
 - b. Consider data collection can be considered 'complete' when interviews have been conducted in at least 80% of the randomly selected households

PC will be responsible for:

- 1) No later than September 1, setting dates with NCIPH for field surveying in early/mid October
- 2) Development and submission of a press release to local media regarding the field surveying project the weekend/week of data collection
- 3) Drafting and delivering the final survey instrument in English to NCIPH 30 days prior to survey implementation (not to exceed 50 questions)
- 4) Provision of community and staff volunteers- 20 per survey day- to conduct door-to-door interviews, with at least one team member having attended training
- 5) Sending out clean-up teams after the survey if necessary to complete data collection if at least 10 survey teams were not fielded each day
- 6) Provision of a meeting room for survey staging for all survey days from 8am-7pm
- 7) Lunch to volunteers (optional, but recommended)
- 8) Incentives for survey staff, including gas cards (optional, but recommended)
- 9) Incentives for survey participants (optional, but recommended)

Option B (only if COVID-19 risk is high and in-person surveying considered not safe):

- a) Provide questionnaire design and consultation
- b) Assist with preparing for and logistics of survey
- c) Determine sample design
 - i) Phase 1: Sample selection
 - (1) Drawing stratified random census blocks and households, by selected demographic (e.g. median household income)
 - a. Secure up-to-date demographic data at the U.S. Census Block or Block Group level and conduct preparatory work to conduct a two-stage cluster sample
 - b. Select a stratified random sample of 60 blocks with 20 blocks per stratum sampled with probability proportional to population
 - c. Randomly select seven households for interviews within each selected block from above (using County address data, focusing on residential addresses only if possible)
 - (2) Notes:
 - a. Stratified sampling allows for oversampling of specific groups or communities to ensure that there is adequate representation by that population in the survey selection. NCIPH typically uses U.S. Census Block or Block Group level characteristics to oversample blocks with higher proportions of the selected demographic to increase the likelihood of oversampling by the selected demographic.
 - b. Selecting 60 blocks with seven households yields a sample size of 420, with a goal of recruiting at least 80% of this sample (336 of 420)
- d) Design data entry form in Qualtrics
 - i. Phase 2: Survey logistics, planning, and management
 - 1) Form design, web and mobile
 - a) NCIPH will design a data entry form for participants that is accessible online on web and mobile devices
 - b) Design data collection form in EpiInfo or Qualtrics
 - c) English and Spanish forms (translated by County) will be created, and both versions will be available via web survey.
 - 2) Design and manage survey tracking system
 - ii. Phase 3: Recruitment Stage 1 – Mailing and push-to-web
 - 1) Three postcards will be mailed every 10 days to selected participants with a URL to complete the survey
 - Assumptions: 3 mailings will produce cumulative response rates of 10-20%
 - 2) NCIPH will design and mail postcards (using an external vendor)
 - 3) NCIPH will coordinate tracking of survey completions
- e. Clean data
 - i. Phase 4: Data cleaning and delivery
 - a. Conduct basic analysis of survey results to summarize responses by County and, as data allow, by selected strata
 - b. Develop survey weights for the probability sample based on the (inverse) probability of selection and explore the need for post-stratification weighting based on initial weighting
 - c. Post-stratification weighting will be conducted if the weighted demographics (gender, age, race, ethnicity) of the respondents

are significantly different than the demographic profile of Pender

- ii. Conduct weighted analyses of survey results and prepare data workbooks of survey results
 - a. Stratified analyses by demographics will be conducted as appropriate, considering adequate sample size and responses
- iii. NCIPH will deliver cleaned copies of the survey data and participant recruitment tracking (completed interviews, non-response, opted-out) in excel files, including data dictionaries

PC will be responsible for:

- a. Drafting and delivering the final survey instrument in English to NCIPH 30 days prior to survey implementation (not to exceed 50 questions)
- b. Widely promoting the web survey within the community
- c. Incentives for mailed random survey participants (optional, but recommended)

4) Synthesize Data and Create Visualizations (November 2022-January 2023)

- a) Using select primary and secondary data, create data dashboards that can either stand alone or be embedded in partner websites
 - i. Synthesize all primary and secondary data collected, distilling main findings from each data collection activity to identify 10-15 potential priorities for prioritization
 - ii. Develop Tableau Dashboard of 10-12 potential priorities and their respective data inputs to inform prioritization
- b) Include a section specifically focused on SDOH mapping and equity across people and places in Pender County
 - i. Create SDOH visualizations at the U.S. Census Tract level using 2016-2020 ACS data

5) Determine Health Priorities (January-February, 2023)

- a) Facilitate two public Community Forums to review data findings, facilitate a Q&A session, and a health priority voting process
 - i. Develop and disseminate health priority survey to be disseminated to interested participants identified in primary data collection and to PC partner networks
 - ii. Assist PC with forum marketing and community engagement
 - iii. Work with prioritization workgroup to develop a prioritization strategy
 - iv. Develop small group discussion guides
 - v. Develop and provide a presentation of data results
 - vi. Develop and distribute forum evaluation
 - vii. Provide Steering Committee a summary of forum prioritization and evaluation results
- b) Finalize health priorities collaboratively with the Steering Committee
 - i. Summarize results of health priority survey from Community Forum and facilitate discussion of these results with Steering committee to identify 3-5 health priorities for Pender County

2022 Pender CHNA Services Proposal

PC will be responsible for securing a location for the forums, promoting the forums, and providing small group facilitator volunteers. Provision of food or incentives for participants is not required, but recommended.

6) Create and Present Community Health Assessment Report (January-March 2023)

- a) Report, Executive Summary
 - i. Draft a report that fulfills requirements for NC Local Health Department Accreditation
 - ii. Present draft report to PC stakeholder group by February 1, 2022 for feedback and review
 - iii. Collect edits and feedback on CHNA report by February 15, 2022 and incorporate into final documents
 - iv. Deliver final report by March 1, 2022 for submission by PC to NCDPH
 - v. Provide 15 printed color copies of the report and Executive Summary and electronic versions
- b) Community Presentation and Coalition Presentation by March 31, 2022
 - i. Present results of CHNA to PC Steering Committee

PC will be responsible for assisting with development of the health services inventory section of the CHNA.

Project Timeline

NCIPH proposes the following timeline for completion of the project

Project Stage	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	Steering Committee Facilitation								
1. Project Set-up									
2. Secondary Data Collection & Analysis									
3. Primary Data Collection & Analysis									
4. Data Synthesis & Visualization									
5. Prioritization									
6. CHA Report Writing and Presentation									

Total fixed fee cost: \$100,000

Contact information:

For questions about the services, methods, timelines, cost options, etc. please contact Amy Belflower Thomas:

Key Personnel

Amy Belflower Thomas, MHA, MSPH, CPH

Director, Community Assessment & Strategy

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This quote is valid until February 28, 2021.

2022 COMMUNITY HEALTH NEEDS ASSESSMENT (CHA)		
	SCORING MATRIX	
	Proposal: KULIK STRATEGIC ADVISORS	
CRITERIA	COMMENTS	SCORE
Cost of Project	\$ 58,680 PLUS EXPENSES (INCLUDES PURCHASE OF FIVE TABLETS	
Clarity of Proposal	"AWARE" OF NORTH CAROLINA PROCESSES; BASED IN GEORGIA UNCLEAR ON SURVEY SELECTIONS AND SURVEY PROCESSES	
Assessment Approach and Ability to Meet Requirements	200 RANDOM SAMPLES AND 70 QUESTIONS FOCUS GROUP GUIDE AND KEY INFORMANT SURVEY GUIDE ON-SITE FOR SURVEY COLLECTION UNCLEAR ON ASSESSMENT PROCESSES OR HOW TO CONDUCT SURVEYS (ie DOOR TO DOOR; STRATEGIC COMMUNITY LOCATIONS) MAY USE TELEPHONE SURVEYS OR POST CARD WITH URL CODES TO PARTICIPATE IN THE SURVEY; UNSURE HOW SUCCESSFUL THAT PROCESS WOULD BE STAFF WOULD BE TRAINED TO DO THE DATA ENTRY	
Understanding Project Objectives	UNDERSTANDS NATIONAL PUBLIC HEALTH ACCREDITATION STANDARDS "AWARE" OF NORTH CAROLINA PROCESSES KULK IS A CONSULTING FIRM 3-4 CHAs IN LAST FIVE YEARS: VIRGINIA, WASHINGTON STATE, NEW MEXICO	
Professional Experience Within Data Collection, Analysis, and Reporting	CEO HAS 30 YEARS OF CONSULTING EXPERIENCE IN PLANNING AND EXECUTING ALL COMPONENTS OF CHAs KSA PRINCIPAL HAS 10 YEARS EXPERIENCE IN PUBLIC HEALTH AND SOCIAL SERVICES; ALBE TO REACH OUT TO MARGINALIZED AND UNDER-SERVED POPULATIONS KSA PRINCIPAL HAS 26 YEARS IN NON-PROFIT ORGANIZATIONS WITH FOCUS ON MOBILITY, EDUCATON AND ACCESS TO HEALTH CARE TEAM HAS EXPERIENCE IN COLLECTING, ANALYZING AND PRESENTING QUANTITATIVE AND QUALITATIVE DATA	
TOTAL SCORE		70

2022 COMMUNITY HEALTH NEEDS ASSESSMENT (CHA)		
	SCORING MATRIX	
Proposal: CONDUENT HEALTHY COMMUNITIES CORPORATION		
CRITERIA	COMMENTS	SCORE
Cost of Project	\$ 52, 900 PLUS \$ 3,500 IN EXPENSES PER PERSON FOR TRAVEL ON-SITE (ESTIMATE 2-3 VISITS) PROPOSE A DASHBOARD THAT COULD ADD COSTS TO MAINTAIN AFTER THE ASSESSMENT	
Clarity of Proposal	VAGUE ON SURVEY SELECTIONS AND SURVEY PROCESSES VAGUE ON DASHBOARD USES CREDIBLE SOURCES FOR SECONDARY DATA	
Assessment Approach and Ability to Meet Requirements	CONVENIENCE SAMPLE WITH ON-LINE SURVEY OF 40 QUESTIONS; UNSURE ABOUT RANDOMNESS OF PARTICIPANTS CONDUCT DATA ANALYSIS PRIOR TO SURVEYS INSTEAD OF SIMULTANEOUSLY NO COMMENTS ON COMPARISONS WITH PEER COUNTIES ONE FOCUS GROUP TO IDENTIFY HEALTH NEEDS SOME SURVEY TOOLS ARE PROPRIETARY	
Understanding Project Objectives	UNDERSTANDS NATIONAL PUBLIC HEALTH ACCREDITATION NO MENTION OF NORTH CAROLINA CENTER FOR HEALTH STATISTICS FOR DATA, ONLY NATIONAL SOURCES	
Professional Experience Within Data Collection, Analysis, and Reporting	COMPLETED OVER 200 CHAs AND IMPLEMENTATION PLANS IN THE PAST 12 YEARS UNSURE ABOUT COUNTY LEVEL EXPERIENCE FOCUS ON MEETING HOSPITAL IRS REQUIREMENTS EXPERIENCE IN PAYMENT AND ELIGIBILITY SERVICES, CUSTOMER SERVICE ASSESSMENTS AND TRANSPORTATION ASSESSMENTS NO INFORMATION ON CHA EXPERIENCE IN NORTH CAROLINA BASED IN NEW JERSEY WORK IS ROOTED N THE HEALTHY CITIES MOVEMENT AT THE UNIVERSITY OF CALIFORNIA AT BERKELEY	
TOTAL SCORE		48

2022 COMMUNITY HEALTH NEEDS ASSESSMENT (CHA)		
	SCORING MATRIX	
Proposal: UNC- NORTH CAROLINA INSTITUTE FOR PUBLIC HEALTH		
CRITERIA	COMMENTS	SCORE
Cost of Project	\$ 100,000 FIXED COST PROVIDES ALL EQUIPMENT	
Clarity of Proposal	ADDRESSED ALL SECTIONS OF THE RFP BACK-UP PLAN FOR COVID OUTBREAKS	
Assessment Approach and Ability to Meet Requirements	IN PERSON AND VIRTUAL AS NEEDED SURVEYS ARE SCIENTIFIC, RANDOM USING STRATIFIED CENSUS BLOCKS TO ASSURE PROBABILITY IS PROPORTIONAL TO THE POPULATION. THIS PREVENTS OVERSAMPLING OF SPECIFIC GROUPS OR POPULATIONS IN PERSON COMMUNITY FORUMS	
Understanding Project Objectives	UNDERSTANDS NORTH CAROLINA CHA REQUIREMENTS HAS WORKED WITH THE CHA PROCESS IN THE STATE FOR MORE THAN 20 YEARS AND HELPS LOCAL HEALTH DEPARTMENTS TO MEET REQUIRED OBJECTIVES	
Professional Experience Within Data Collection, Analysis, and Reporting	HAS WORKED WITH 38 NC COUNTIES MORE THAN ONCE IN THE LAST TEN YEARS HIGHLY QUALIFIED PROFESSIONALS WHO HAVE SUCCESSFULLY CONDUCTED THE 2014 AND 2018 CHAs FOR PENDER COUNTY; MEETING ALL ACCREDITATION STANDARDS EXTENSIVE EXPERIENCE IN DATA COLLECTION, ANALYSIS, PRIORITIZATION AND REPORTING	
TOTAL SCORE		85

2022 COMMUNITY HEALTH NEEDS ASSESSMENT (CHA)		
	SCORING MATRIX	
	Proposal: CAPE FEAR COLLECTIVE	
CRITERIA	COMMENTS	SCORE
Cost of Project	\$ 40,000 ; NO TRAVEL COSTS (BASED IN WILMINGTON UNSURE OF COST FOR MAINTAINING AND UPDATING THE DASHBOARD	
Clarity of Proposal	NOT DETAILED UNCLEAR ABOUT APPROACH, SURVEYS, AND DATA COLLECTION	
Assessment Approach and Ability to Meet Requirements	HOSPITAL FOCUSED UNDERSTANDS LOCAL RESOURCES AND STATISTICS TO CONDUCT TEN FOCUS GROUPS AND ON-LINE SURVEYS; UNCLEAR ABOUT RANDOMNESS OR SAMPLING PROCESS VAGUE ABOUT A DASHBOARD	
Understanding Project Objectives	HAS CONDUCTED BROAD REGIONAL PROJECTS UNCERTAIN OF KNOWLEDGE CONDUCTING LOCAL PUBLIC HEALTH DEPARTMENT CHAs MORE HOSPITAL AND HEALTH CARE ACCESS ORIENTED	
Professional Experience Within Data Collection, Analysis, and Reporting	HAS WORKED WITH REGIONAL PROJECTS AND ASSESSMENTS; LESS COUNTY SPECIFIC ESTABLISHED A HEALTHY COMMUNITIES DASHBOARD BUT UNSURE WHO WILL MAINTAIN IT WELL TRAINED STAFF NO MENTION OF DIVISION OF PUBLIC HEALTH AND THE STATE CENTER FOR HEALTH STATISTICS UNSURE ABOUT A FINAL REPORT VERSUS A DASHBOARD	
TOTAL SCORE		40



Pender County
Approval of the Board of Commissioner
Meeting Minutes January 18,2022

TO:	Board of County Commissioners
FROM:	Tera Cline
DATE:	February 7, 2022
SUBJECT:	Approval of the Board of Commissioner Meeting Minutes January 18,2022

SUMMARY:

Board of Commissioner Meeting Minutes January 18, 2022

ACTION REQUESTED:

Approval of the Board of Commissioner Meeting Minutes January 18, 2022



MINUTES
Board of County Commissioners Meeting
Tuesday, January 18, 2022 4:00 PM
Hampstead Annex Auditorium

MEMBERS PRESENT: George Brown
Fred McCoy
Jacqueline A. Newton
David Piepmeyer

MEMBERS ABSENT: David Williams

OTHERS PRESENT: Chad McEwen, County Manager
Trey Thurman, County Attorney
Tera Cline, Clerk to the Board
Doug Shipley, Assistant County Manager
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public.

Page

1 CALL TO ORDER

Chairman Piepmeyer called the meeting to order at 4:00PM

2 INVOCATION

Commissioner Newton administered the invocation.

3 PLEDGE OF ALLEGIANCE

Commissioner McCoy led the Pledge of Allegiance

3.1 Motion to excuse Commissioner David Williams made by Commissioner Brown and Seconded by Commissioner Newton

Moved by George Brown, seconded by Jacqueline A. Newton

Motion approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			

Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

4 ADOPTION OF AGENDA

- 4.1 Motion to add to the agenda with DOT project 421 added as Item 7.4 on the consent agenda made by Commissioner Brown and Seconded by Commissioner Newton.

Moved by George Brown, seconded by Jacqueline A. Newton

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

- 4.2 Motion to pull consent agenda item 7.1 for discussion made by Commissioner Newton and seconded by Commissioner McCoy.

Moved by Jacqueline A. Newton, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

4.3 Motion to adopt the agenda.

Moved by Fred McCoy, seconded by Jacqueline A. Newton

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

5 PUBLIC INFORMATION

CSBG Grant Application tabled to next meeting

6 PUBLIC COMMENT

- 6.1 John Phelps, 85 Captain Beam Blvd, complimented Pender County Parks and Recreation department on the calibration with the church and also gave a brief overview of the improvements being made to include parking and restrooms etc. The board thanked Mr. Phelps and the church for their calibration with Pender County Parks and Recreation.

7 CONSENT AGENDA

7.1 Hampstead United Methodist Church Usage Agreement Renewal

The board requested an accounting of the expenses involved with the contract with Hampstead United Methodist Church. Zach White, Parks and Rec, gave a brief overview of the usage of the facilities and the upkeep of the fields etc. Mr. White explained the turf maintenance schedule and lights. He confirmed that anyone has accessibility to the fields with reservations.

7.2 Approval of the Board of Commissioner Meeting Minutes January 3, 2022

7.3 Sheriff's Office Lease Agreement

Moved by George Brown, seconded by Fred McCoy

Motion approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

8 APPROVALS AND RESOLUTIONS

9 DISCUSSION

9.1 Board of County Commissioners Retreat

Chad McEwen, County Manager, shared a draft retreat agenda with the board. He gave a brief overview of what is included on the agenda. Mr. McEwen requested the board let us know what they would like added. Commissioner Newton requested discussion on an agenda item on the 11 mile parallel line from Brunswick Sweeny to Pender/New Hanover and funding sources. Mr. McEwen stated he would send the draft agenda to department heads to narrow down timeframes.

10 APPOINTMENTS

10.1 Approval of Reappointment to the Pender County Library Board

Moved by George Brown, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
Tera Cline	x			
	5	0	0	1

CARRIED.

11 MAPLE HILL WATER AND SEWER DISTRICT

12 ROCKY POINT WATER AND SEWER DISTRICT

13 SCOTTS HILL WATER AND SEWER DISTRICT

14 MOORES CREEK WATER AND SEWER DISTRICT

15 CENTRAL PENDER WATER AND SEWER DISTRICT

16 PENDER COUNTY BOARD OF HEALTH

Chairman Piepmeyer called the Pender County Board of Health to order at 4:30 PM Carolyn Moser, Health Director gave an update on Covid-19

[Covid update 1-18-2022](#)

13 - 14

17 SOCIAL SERVICES BOARD

18 ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGERS, & COUNTY COMMISSIONERS

18.1 Allen Vann, Assistant County Manager, stated that the file move at the courthouse would begin on Monday January 24, 2022.

Trey Thurman, County Attorney, Spoke to the board in regards to the opioid settlement and disbursement of monies to include 3.7 million over the next 18 years. Commissioner Newton mentioned the use of funds for a Drug Court for Pender County. Closed session items include

- Item 3 Attorney/client
- Item 4 Economic Development
- Item 5 Acquisition of real property
- Item 6 Personnel

Commissioner Newton, updated the board on the following:

- Commissioner Newton stated she visited the Kids Making It facility before the holidays. It is a youth program for at risk youth that has volunteers to teach woodworking, arts, etc.
- Pipe breaks funding for 421discussion with Cape Fear water and sewer.
- Ms. Newton traveled to Goldsboro on behalf of the Eastern North Carolina Recovery and Resiliency Alliance to present

Representative Bell with a commemorative plaque thanking him for all that he did to get funding under original house Bill 500. She stated that it has been a very successful effort and calibration to get funding.

- Ms. Newton requested an update on the property purchased on 117 that were earmark for ball fields.
- Ms. Newton requested to know from Human Resources, what the county is doing for retirees and employees that chose to work past the age of 65 and need to transition to Medicare etc.

Commissioner Brown, thanked Commissioner Newton for attending the Resiliency Alliance in his stead and her efforts with the alliance. Thanked Chairman Piepmeyer for attending the Pender County Board of Health meeting.

Chad McEwen, County Manager, updated the board on the following projects:

- RFQ for the demo of the BASF property closes on January 25th we anticipate awarding that contract by the 28th.

Chairman Piepmeyer, stated that tourism would be meeting this week and discussing the first phase of the bypass and contacting DOT for an update. Stated they should be moving forward with a ribbon cutting of sorts to kickoff the project.

Moved by George Brown, seconded by Jacqueline A. Newton

Motion to go into closed session to discuss items 3, 4, 5, 6 at 5:06 pm.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

19 CLOSED SESSION (IF APPLICABLE).

19.1 Motion to move to closed session at 5:06 PM made by Commissioner Brown and seconded by Commissioner Newton. Motion to enter into closed session pursuant to G.S. 143-318.11: 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time; 4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session; 5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment. 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy matters may not be considered in a closed session. Board returned to open session at 7:07 PM

20 7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS

20.1 REZONE 2020-16 (Falls Mist Gardens)

Stroud Engineering, applicant, on behalf of Rocky Point Properties, LLC and Farm and Garden, LLC, owners, is requesting the approval of a

Conditional Zoning Map Amendment for three (3) tracts totaling approximately±301.09 acres from RP, Residential Performance and RA, Rural Agricultural zoning districts to PD-CD1, Planned Development Conditional zoning district 1. This request is to allow for 750 single family detached residential units, associated sewage treatment facility (NAICS 221320), and a farmers' market (NAICS 445230). The proposed development is south of NC HWY 210, approximately±0.03 miles east of the intersection of NC HWY 210 and Balcombe Rd (SR 1425), and west of US HWY 117 in the Rocky Point Township and may be further identified by Pender County PINs 3234-29-6506-0000, 3234-38-5366-0000, and 3234-24-6900-0000. This item was tabled at the January 19, 2021 Board of County Commissioners meeting for the applicant to obtain additional traffic data and information and again at the November 15, 2021 meeting to gather additional information about neighboring properties.

At their January 19, 2021 meeting, the Pender County Board of County Commissioners tabled the request outlined in the subsequent packet, directing the applicant to further study traffic impacts brought forward by the project, specifically differing options for phasing the connection and usage of the existing Fall Brook Lane as an entrance to the proposed development, the potential non-residential uses on commercial property located at the intersection of Fall Brook Lane and US HWY 117, and the sight lines and distance of Fall Brook Lane/US HWY 117 intersection to the bridge over the former railroad right-of-way.

Travis Henley, Planning Director, presented on behalf of the applicant. He gave a brief overview of the proposal.

Commissioner Brown, questioned the county attorney in regards to a possible variance in regards to access road. He questioned that in the future, there may not need to be a connection with Fallbrook when this new road comes in. It would be to the developers benefit not having to build another road to DOT specifications.

Sam Potter, Attorney for the applicant, we have a contract to purchase an additional tract that would that would allow for a primary source of access to 17. We have a new additional condition based on having this additional piece of property under contract that in addition to installing a gate and having the siren activated connection being made to Fall Brooke Lane , that we would not be allowed the 700 building permit. A representative from DOD is here today. This is our visual condition, and that we wouldn't be granted the 700 building permit until we have this additional means of access driving the majority of traffic through something other than Fall Brook.

The Board expressed their concern with having one entrance and exit and wanted to discuss the timeframe for another access to the development.

Kristen Spirakis, District Engineer for Div 3 DOT, Stated they have reevaluated and discussed with travels that we are comfortable with the additional access north of Fall Brook. The original Tia signalization that Fallbrook So the expectation is that signalization would move up to the lumen access.

Stuart Peterson, 203 Fall Brook Lane, addressed the board in opposition of the development.

Bob Dummermuth, 237 Fall Brook Lane, thanked the board and the developer for working with the community to develop concessions to help everyone.

Aubrey Harvey, 30 Owl Creek Ct, Stated to the board that she understands this proposal is going to be approved and wanted to mention to the board and the developer that she would like a wall.

Moved by George Brown, seconded by Jacqueline A. Newton

Motion to approve with change to condition number 10 to reflect 600 not 700th home. 10. From the time that the road network of this development connects to Fall Brook Lane, to the time that the 600th home receives its Certificate of Occupancy, a gate shall be placed on the roadway between the two developments to allow only residents of Falls Mist and emergency vehicle traffic (siren activated) to utilize the connection. Means of access for construction vehicles shall not be granted. Following the Certificate of Occupancy for the 600th home, the gate shall be removed.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy		x		
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	3	1	0	1

CARRIED.

20.2 SUP 2021-22 (Family Dollar - Currie)

Trey Thurman, County Attorney, swore in all parties speaking in regards to this case.

Marie Peedin, applicant, on behalf of Barnes Boykin, owner, is requesting approval of a Special Use Permit for the construction and operation of a 10,500 square foot Family Dollar retail store within the RA, Rural Agricultural zoning district on approximately 2.07 acres of land located on the northeastern corner of the intersection of US HWY 421 and Montague Road. The subject property is located in the Grady Township and may be further identified by Pender County PIN 2285-63-0939-0000.

Greg Feldman, Planner 1, explained to the board that this proposal was tabled in order to provide the applicant the opportunity to bring in a soil scientist to speak to the technicalities of the wastewater system.

Jimmy Holland, Engineer McKim and Creed, explained the proposed septic system as proposed a drip irrigation system. It's surface driven. It is actually a step above that we're actually treating to get rid of nitrogen and phosphorus and other things that and we're actually regulating what we can dispose of the ground as opposed to the septic system is not treated as well. He explained any contaminates would be found due to state regulations. He discussed the details of the whole process and inspections and testing.

Walter Digreise, 257 Transfer Station Rd, Explained to the board that the high water table is going to vary throughout the year, typically the wetter times of the year anywhere from December through April 30. Usually February whereas time indicators in the soil that we use are going to tell us if that's a wet side that wetness condition during the worst time of year is less than 12 inches from the ground surface. Now, typically for subsurface wastewater system that would be unsuitable, we would either have to drain the side monitor and improve the water table to 12 mentioned the better or we can control it better than that. With Surface application, what we'll do is we'll run the test down to a depth of seven feet, in most hardly anything so rising to establish the learning rate, we'll run that through what they call a water balance, which takes into account conductivity and soil, how fast we're moving water under sanitary conditions, evaporation, evapo transpiration, as well as rainfall. And that's how we size the system in order to maintain the vertical separation from the waste work that we get from Jimmy's plan will

artificially created, bring in fields artificially create a vertical separation from the season water table, and the filter will bring in and we'll have another back for applying filters. That's where we'll put the weight on top. And another thing that we do when we do wait for SERPs application is when he gives us a wastewater treatment standard, it'll tell us how much nitrogen phosphorus is going to be left in that ratio work. We'll have to account for that nitrogen phosphorus when he applies and will account for that probably by cynipid or some semblance of a crop that will remove that nitrogen phosphorus.

Charles Thomas, 2405 Nash St, Wilson NC, stated that he was with the applicant and has the property under contract from Rudy and Joyce Johnson and was there to answer any questions.

Gene Young, 3690 Stag Park Rd, with the applicant no comment.

Jennifer Witkowski, 165 Orr Farm Rd, addressed the board in opposition of this project.

Samantha Worrell, 1282 McCrary Rd, shared her feelings and concerns about the negative economic impact this project will have on the community.

Lindsay Maynard, 594 Montague Rd, spoke to the board against the project. Shared her concerns in regards to safety, environmental impact, and quality of life.

A.B. Maynard, 594 Montague Rd, shared with board his concerns in regards to having too many stores in such a close proximity, the quality of products being sold and the overall negative impact to his property.

Sheldon Taylor, 1429 Carolina Ave, confirmed with the board that his company has built several of these stores and where he has built them.

Moved by Jacqueline A. Newton, seconded by George Brown

Commissioner Newton made a motion to deny the special use permit based on the fact that the requested use will impair the integrity or character of the surrounding or adjoining districts, it would adversely affect the safety health force or welfare of the community or of the immediate neighbors of the property. And further that the proposed use shall constitute a nuisance or hazard.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy		x		
Jacqueline A. Newton	x			
David Piepmeyer		x		
David Williams				x
	2	2	0	1

DEFEATED.

21 ADJOURNMENT

21.1 Motion to adjourn

Moved by Jacqueline A. Newton, seconded by Fred McCoy

Motion approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

Pender County Health Department

...Building a healthier tomorrow...

Carolyn Moser, BSN, MPA
Health and Human Services Director

2021 COVID-19 Highlights

January

- Began 2021 planning and implementing mass vaccination clinics (First mass clinic held 12/29/2020 for Health Care Workers)
- January 1, 2021, To-Date: 2,732 cases; 22 deaths
- There were priority groups/phases established for mass clinics such as those 75 years and older; 65 years and older; essential workers.
- Mass clinics held in Burgaw and Hampstead
- Demand for vaccinations far exceeded the supply
- Staff conducted testing and contact tracing for all cases and exposures
- By the end of the month, 2825 vaccines had been administered with zero inventory
- Second doses of vaccine (30 days from the first dose) began
- Monitor congregate settings to minimize nursing home deaths

February

- Commissioners sent a letter to the Governor requesting greater vaccine allocations
- Commissioner Piepmeyer arranged a call with the state that included Commissioner Brown and county/health department staff regarding vaccine allocations and needs in Pender County
- Mass clinics, testing and contact tracing continue

March

- Mass vaccination clinics available to the general public

April

- 5,070 cases; 69 deaths to-date
- Ongoing mass vaccination clinics, testing, and contact tracing

May

- Governor eliminates mask mandate
- Mass vaccination clinics continue averaging 600-750 first and second doses each clinic
- Vaccine supplies increase
- Governor cancels public mask mandate

803 S. Walker St., Burgaw, NC 28425 (910) 259-1230 Fax (910) 259-1258

Dental Center (910) 259-1503 Environmental Health (910) 259-1233 WIC (910) 259-1290

Pender County Health Department

...Building a healthier tomorrow...

Carolyn Moser, BSN, MPA
Health and Human Services Director

2021 COVID-19 Highlights (cont)

June

- Mass vaccination clinics continue averaging 600-750 first and second doses each clinic
- Cases decreasing

July

- 5,752 cases; 69 deaths
- Positivity rate down from 18.8 to 2.9
- Schools open, masks required
- Vaccines available without appointment in Burgaw and Hampstead

August

- Work with schools and childcares to track cases and exposures
- Obtained state assistance for testing and contact tracing
- Vaccine approved for those 12 years of age and older

September

- Pender Schools moves to optional masks beginning in October
- Delta variant identified as main COVID strain
- Increases in cases begin as well as hospitalizations and deaths

October

- 62% of residents 18 years and older have had at least one vaccine;
83% of residents 65 years and older have had at least one vaccine
- Testing, contact tracing, vaccinations continue

November

- Booster doses begin
- Vaccines/boosters available without appointment in Burgaw and Hampstead
- Vaccine approved for 5 years and older

December

- Over 25,000 vaccines given by the health department
- Delta variant diminishing and Omicron variant identified
- 9,888 cases; 106 deaths; Positivity rate increases to 16.3 and rising

803 S. Walker St., Burgaw, NC 28425 (910) 259-1230 Fax (910) 259-1258

Dental Center (910) 259-1503 Environmental Health (910) 259-1233 WIC (910) 259-1290



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Wes Stewart
DATE: February 7, 2022
SUBJECT: Approval of a Budget Amendment to Increase the Department of Social Services Revenues and Expenditures for Fiscal Year 2021-2022
American Rescue Plan : \$326,139

SUMMARY:

North Carolina received an additional \$65 million Low Income Home Energy Assistance Program (LIHEAP) funding as a result of the American Rescue Plan Act (ARPA). American Rescue Plan Act of 2021, is a federal law that was passed in March 2021 to provide direct relief to Americans, contain the COVID-19 virus, and rescue the economy. ARPA is foundational for America's recovery from the effects of COVID-19. Pender County will receive \$326,139.

100097-461418 \$326,139 12-349950 \$326,139

ACTION REQUESTED:

To consider approving a budget amendment for increasing additional programmatic revenues and related expenditures for the Department of Social Services for Fiscal Year 2021-2022.



DIVISION OF SOCIAL SERVICES

Low-Income Household Assistance Program (LIEAP)

FUNDING SOURCE: American Rescue Plan Act (ARPA)

EFFECTIVE DATE: 12/01/2021

AUTHORIZATION NUMBER: 1

ALLOCATION PERIOD

FROM DECEMBER 2021 THRU MAY 2022 SERVICE MONTHS

FROM JANUARY 2022 THRU JUNE 2022 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	1,112,382.00	1,112,382.00	0.00	0.00	1,112,382.00	1,112,382.00
02	ALEXANDER	194,542.00	194,542.00	0.00	0.00	194,542.00	194,542.00
03	ALLEGHANY	81,608.00	81,608.00	0.00	0.00	81,608.00	81,608.00
04	ANSON	268,455.00	268,455.00	0.00	0.00	268,455.00	268,455.00
05	ASHE	186,269.00	186,269.00	0.00	0.00	186,269.00	186,269.00
06	AVERY	102,438.00	102,438.00	0.00	0.00	102,438.00	102,438.00
07	BEAUFORT	417,905.00	417,905.00	0.00	0.00	417,905.00	417,905.00
08	BERTIE	227,971.00	227,971.00	0.00	0.00	227,971.00	227,971.00
09	BLADEN	348,290.00	348,290.00	0.00	0.00	348,290.00	348,290.00
10	BRUNSWICK	688,354.00	688,354.00	0.00	0.00	688,354.00	688,354.00
11	BUNCOMBE	1,483,989.00	1,483,989.00	0.00	0.00	1,483,989.00	1,483,989.00
12	BURKE	661,114.00	661,114.00	0.00	0.00	661,114.00	661,114.00
13	CABARRUS	879,378.00	879,378.00	0.00	0.00	879,378.00	879,378.00
14	CALDWELL	526,850.00	526,850.00	0.00	0.00	526,850.00	526,850.00
15	CAMDEN	37,628.00	37,628.00	0.00	0.00	37,628.00	37,628.00
16	CARTERET	340,482.00	340,482.00	0.00	0.00	340,482.00	340,482.00
17	CASWELL	188,297.00	188,297.00	0.00	0.00	188,297.00	188,297.00
18	CATAWBA	975,111.00	975,111.00	0.00	0.00	975,111.00	975,111.00
19	CHATHAM	266,989.00	266,989.00	0.00	0.00	266,989.00	266,989.00
20	CHEROKEE	224,511.00	224,511.00	0.00	0.00	224,511.00	224,511.00
21	CHOWAN	131,967.00	131,967.00	0.00	0.00	131,967.00	131,967.00
22	CLAY	75,521.00	75,521.00	0.00	0.00	75,521.00	75,521.00
23	CLEVELAND	940,822.00	940,822.00	0.00	0.00	940,822.00	940,822.00
24	COLUMBUS	559,539.00	559,539.00	0.00	0.00	559,539.00	559,539.00
25	CRAVEN	625,717.00	625,717.00	0.00	0.00	625,717.00	625,717.00
26	CUMBERLAND	2,961,784.00	2,961,784.00	0.00	0.00	2,961,784.00	2,961,784.00
27	CURRITUCK	98,346.00	98,346.00	0.00	0.00	98,346.00	98,346.00
28	DARE	141,785.00	141,785.00	0.00	0.00	141,785.00	141,785.00
29	DAVIDSON	1,172,791.00	1,172,791.00	0.00	0.00	1,172,791.00	1,172,791.00
30	DAVIE	211,536.00	211,536.00	0.00	0.00	211,536.00	211,536.00
31	DUPLIN	433,645.00	433,645.00	0.00	0.00	433,645.00	433,645.00
32	DURHAM	1,902,305.00	1,902,305.00	0.00	0.00	1,902,305.00	1,902,305.00
33	EDGECOMBE	622,713.00	622,713.00	0.00	0.00	622,713.00	622,713.00
34	FORSYTH	2,560,630.00	2,560,630.00	0.00	0.00	2,560,630.00	2,560,630.00
35	FRANKLIN	389,958.00	389,958.00	0.00	0.00	389,958.00	389,958.00
36	GASTON	1,448,821.00	1,448,821.00	0.00	0.00	1,448,821.00	1,448,821.00
37	GATES	79,056.00	79,056.00	0.00	0.00	79,056.00	79,056.00
38	GRAHAM	64,694.00	64,694.00	0.00	0.00	64,694.00	64,694.00
39	GRANVILLE	370,303.00	370,303.00	0.00	0.00	370,303.00	370,303.00
40	GREENE	182,899.00	182,899.00	0.00	0.00	182,899.00	182,899.00
41	GUILFORD	3,953,274.00	3,953,274.00	0.00	0.00	3,953,274.00	3,953,274.00
42	HALIFAX	645,904.00	645,904.00	0.00	0.00	645,904.00	645,904.00
43	HARNETT	895,230.00	895,230.00	0.00	0.00	895,230.00	895,230.00
44	HAYWOOD	352,374.00	352,374.00	0.00	0.00	352,374.00	352,374.00
45	HENDERSON	522,507.00	522,507.00	0.00	0.00	522,507.00	522,507.00
46	HERTFORD	266,756.00	266,756.00	0.00	0.00	266,756.00	266,756.00
47	HOKE	431,759.00	431,759.00	0.00	0.00	431,759.00	431,759.00

Low-Income Household Water Assistance Program (LIHWAP)
AUTHORIZATION NUMBER: 1

		Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
	COUNTY	Federal	Total	Federal	Total	Federal	Total
48	HYDE	44,692.00	44,692.00	0.00	0.00	44,692.00	44,692.00
49	IREDELL	635,331.00	635,331.00	0.00	0.00	635,331.00	635,331.00
50	JACKSON	280,336.00	280,336.00	0.00	0.00	280,336.00	280,336.00
51	JOHNSTON	1,176,735.00	1,176,735.00	0.00	0.00	1,176,735.00	1,176,735.00
52	JONES	91,051.00	91,051.00	0.00	0.00	91,051.00	91,051.00
53	LEE	410,443.00	410,443.00	0.00	0.00	410,443.00	410,443.00
54	LENOIR	632,283.00	632,283.00	0.00	0.00	632,283.00	632,283.00
55	LINCOLN	406,322.00	406,322.00	0.00	0.00	406,322.00	406,322.00
56	MACON	221,080.00	221,080.00	0.00	0.00	221,080.00	221,080.00
57	MADISON	141,432.00	141,432.00	0.00	0.00	141,432.00	141,432.00
58	MARTIN	229,548.00	229,548.00	0.00	0.00	229,548.00	229,548.00
59	MCDOWELL	333,340.00	333,340.00	0.00	0.00	333,340.00	333,340.00
60	MECKLENBURG	5,411,660.00	5,411,660.00	0.00	0.00	5,411,660.00	5,411,660.00
61	MITCHELL	106,320.00	106,320.00	0.00	0.00	106,320.00	106,320.00
62	MONTGOMERY	190,229.00	190,229.00	0.00	0.00	190,229.00	190,229.00
63	MOORE	496,441.00	496,441.00	0.00	0.00	496,441.00	496,441.00
64	NASH	735,584.00	735,584.00	0.00	0.00	735,584.00	735,584.00
65	NEW HANOVER	1,303,546.00	1,303,546.00	0.00	0.00	1,303,546.00	1,303,546.00
66	NORTHAMPTON	225,116.00	225,116.00	0.00	0.00	225,116.00	225,116.00
67	ONSLow	976,156.00	976,156.00	0.00	0.00	976,156.00	976,156.00
68	ORANGE	682,524.00	682,524.00	0.00	0.00	682,524.00	682,524.00
69	PAMLICO	86,795.00	86,795.00	0.00	0.00	86,795.00	86,795.00
70	PASQUOTANK	307,745.00	307,745.00	0.00	0.00	307,745.00	307,745.00
71	PENDER	326,139.00	326,139.00	0.00	0.00	326,139.00	326,139.00
72	PERQUIMANS	99,577.00	99,577.00	0.00	0.00	99,577.00	99,577.00
73	PERSON	303,512.00	303,512.00	0.00	0.00	303,512.00	303,512.00
74	PITT	1,519,699.00	1,519,699.00	0.00	0.00	1,519,699.00	1,519,699.00
75	POLK	105,887.00	105,887.00	0.00	0.00	105,887.00	105,887.00
76	RANDOLPH	939,558.00	939,558.00	0.00	0.00	939,558.00	939,558.00
77	RICHMOND	588,500.00	588,500.00	0.00	0.00	588,500.00	588,500.00
78	ROBESON	1,866,354.00	1,866,354.00	0.00	0.00	1,866,354.00	1,866,354.00
79	ROCKINGHAM	764,186.00	764,186.00	0.00	0.00	764,186.00	764,186.00
80	ROWAN	929,079.00	929,079.00	0.00	0.00	929,079.00	929,079.00
81	RUTHERFORD	559,802.00	559,802.00	0.00	0.00	559,802.00	559,802.00
82	SAMPSON	519,857.00	519,857.00	0.00	0.00	519,857.00	519,857.00
83	SCOTLAND	456,502.00	456,502.00	0.00	0.00	456,502.00	456,502.00
84	STANLY	340,257.00	340,257.00	0.00	0.00	340,257.00	340,257.00
85	STOKES	267,342.00	267,342.00	0.00	0.00	267,342.00	267,342.00
86	SURRY	548,458.00	548,458.00	0.00	0.00	548,458.00	548,458.00
87	SWAIN	97,152.00	97,152.00	0.00	0.00	97,152.00	97,152.00
88	TRANSYLVANIA	190,266.00	190,266.00	0.00	0.00	190,266.00	190,266.00
89	TYRRELL	39,506.00	39,506.00	0.00	0.00	39,506.00	39,506.00
90	UNION	812,488.00	812,488.00	0.00	0.00	812,488.00	812,488.00
91	VANCE	498,732.00	498,732.00	0.00	0.00	498,732.00	498,732.00
92	WAKE	3,713,584.00	3,713,584.00	0.00	0.00	3,713,584.00	3,713,584.00
93	WARREN	203,556.00	203,556.00	0.00	0.00	203,556.00	203,556.00
94	WASHINGTON	133,067.00	133,067.00	0.00	0.00	133,067.00	133,067.00
95	WATAUGA	317,623.00	317,623.00	0.00	0.00	317,623.00	317,623.00
96	WAYNE	1,061,135.00	1,061,135.00	0.00	0.00	1,061,135.00	1,061,135.00
97	WILKES	505,048.00	505,048.00	0.00	0.00	505,048.00	505,048.00
98	WILSON	788,339.00	788,339.00	0.00	0.00	788,339.00	788,339.00
99	YADKIN	221,907.00	221,907.00	0.00	0.00	221,907.00	221,907.00
100	YANCEY	130,823.00	130,823.00	0.00	0.00	130,823.00	130,823.00
Total		\$ 65,227,843.00	\$ 65,227,843.00	\$ -	\$ -	\$ 65,227,843.00	\$ 65,227,843.00

Low-Income Household Assistance Program (ARPA)

AUTHORIZATION NUMBER: 1

FUNDING SOURCE: Low-Income Home Energy Assistance
CFDA Number: 93.568
CFDA Name: Low-Income Home Energy Assistance
Award Name: Low-Income Home Energy Assistance
Award Number: 2101NCE5C6
Award Date: FFY 2021
Federal Agency: DHHS/ACF

GRANT INFORMATION: This represents 100% federal dollars.

These funds cannot be spent until after December 1, 2021.

XS411 Heading: LIEAP ARPA
Tracked on XS411: Federal Share 100%

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

**THIS FUNDING AUTHORIZATION IS CONTINGENT UPON APPROPRIATION BY THE NORTH CAROLINA GENERAL ASS.
THESE AMOUNTS ARE CURRENTLY ESTIMATES AND ARE SUBJECT TO CHANGE UPON APPROPRIATION.**

AUTHORIZED SIGNATURE



DATE:

December 15, 2021



Pender County Budget Ordinance Amendment

Thursday, January 20, 2022

Page 8 of 9

DateThursday, January 20, 2022

Board Meeting Date (If Applicable)Monday, February 7, 2022

Fiscal YearFY 2021-2022Fund12 - DSS

Division, Program, Project, etc. LIEAP Pandemic FundsDepartment100097 - LOW INCOME ENERGY ASST PROG

Purpose of Request
North Carolina received an additional \$65 million Low Income Home Energy Assistance Program (LIHEAP) funding as a result of the American Rescue Plan Act (ARPA). American Rescue Plan Act of 2021, is a federal law that was passed in March 2021 to provide direct relief to Americans, contain the COVID-19 virus, and rescue the economy. ARPA is foundational for America’s recovery from the effects of COVID-19. Pender County will receive \$326,139.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	12	349950	326139
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	100097	461418	326139
2			
3			
4			
5			
6			
7			
8			
9			
10			

	Account # (ORG-OBJECT)	Account Description	Amount
11			
12			
13			

Total Revenues

326139

Total Expenditures

326139

Prepared By:

Savannah Hubach

Email

shubach@pendercountync.gov



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Wes Stewart
DATE: February 7, 2022
SUBJECT: Approval to Accept a Donation for the Foster Care Children's Fund:
\$5,155

SUMMARY:

The Department of Social Services is requesting approval to accept a donation in the amount of \$5,155 to the Foster care Children's Fund from Burgaw Presbyterian Church.

ACTION REQUESTED:

To consider approving the budget amendment to increase programmatic revenues and related expenditures for DSS Foster care by \$5,155.



Pender County Budget Ordinance Amendment

Thursday, January 20, 2022

Page 2 of 3

Date

Thursday, January 20, 2022

Board Meeting Date (If Applicable)

Monday, February 7, 2022

Fiscal Year

FY 2021-2022

Fund

12 - DSS

Division, Program, Project, etc.

Foster care Donation

Department

100087 - STATE FOSTER HOME SUPPLEMENT

Purpose of Request
The Department of Social Services accepting a donation in the amount of \$5,155 to the Foster care Children's Fund from Burgaw Presbyterian Church

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	12-335010	Donations	5155
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	100087-462423	Foster care Donation	5155
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

	Account # (ORG-OBJECT)	Account Description	Amount
13			

Total Revenues

5155

Total Expenditures

5155

Prepared By:

Savannah Hubach

Email

Shubach@pendercountync.gov



Pender County Extension of Contract with United Way of the Cape Fear Area to Assist with Hurricane Florence Recovery

TO: Board of County Commissioners
FROM: Daniel Adams
DATE: February 7, 2022
SUBJECT: Extension of Contract with United Way of the Cape Fear Area to Assist
with Hurricane Florence Recovery

SUMMARY:

On March 15, 2021, the Board approved a contract between the County and the United Way of the Cape Fear Area to provide supplemental funding for the Project Coordinator position within the Pender Long Term Recovery Group. The total contract was for \$27,500, to be made payable in monthly increments of \$2,500 from February 2021 through December 2021. The funding provided from the County is pulled from the Hurricane Florence Disaster Recovery Act (DRA) grant program's administrative expense line.

The Project Coordinator handles case management and helps determine applicant eligibility for the DRA grant program. The Project Coordinator also serves as the liaison between the LTRG's construction agencies and residents in need of assistance repairing their damaged homes.

The reason the contract between the County and the United Way ended in December 2021 is because the grant that funded the contribution to the United Way expired on December 31, 2021. At the January 3, 2022, Board meeting, the Board approved an extension of the period of performance for the Hurricane Florence DRA grant to June 30, 2022. Therefore, staff is requesting an extension of the contract between the County and the United Way to mirror the grant extension and include back payment for January 2022. The total value of the extension to the contract will be \$15,000 paid in monthly increments of \$2,500 through June 2022. This contribution will be covered entirely by grant funds. The Purchase Order being referenced is PO #23 for FY2022, Account #60-404578-6466.

ACTION REQUESTED:

Approval of the proposed amendment and increase the current purchase order with the United Way of the Cape Fear Area from \$27,500 to \$42,500.

ATTACHMENTS:

1. Proposed Contract Amendment
2. Executed Contract Between Pender County and the United Way of the Cape Fear Area
3. March 15, 2021, Board Item Initiating Contract Between Pender County and United Way of the Cape Fear Area
4. DRA Grant Budget Ordinance Amendment

Amendment to Contract Between United Way of the Cape Fear Area and Pender County

The Agreement entered into on April 6, 2021, by and between Pender County (hereinafter called "COUNTY") and the United Way of the Cape Fear Area (hereinafter called "RECIPIENT") is hereby amended to extend the term of the agreement.

The agreement is amended as follows:

Section 1. Purpose of the Agreement is amended as follows:

The COUNTY has the authority to provide assistance to the RECIPIENT and has agreed to make public funds available to RECIPIENT up to the amount of twenty-seven thousand five hundred dollars (\$27,500) for calendar year 2021 and fifteen thousand dollars (\$15,000) from January 1, 2022, through June 30, 2022, in order that the RECIPIENT may supplement funding for the Project Coordinator position with the Pender County Long Term Recovery Group (LTRG). The purpose of the Project Coordinator position is to render disaster recovery services to citizens of Pender County regardless of race, ethnicity, gender, religion or familial status. These services will be rendered according to the requirements of the framework described in grant agreement DRA_FLO_13624-G (Exhibit A), Hurricane Florence Disaster Recovery Act (DRA Florence), between Pender County and the North Carolina Department of Public Safety's Division of Emergency Management and their program management partner, the North Carolina Office of State Budget and Management-Disaster Recovery. The RECIPIENT agrees to use said funds strictly in accordance with the provisions of this agreement.

Section 2. Use of Funds is amended as follows:

Funds paid to the RECIPIENT shall be used exclusively to supplement the salary of the Project Coordinator position and shall cease to be provided at the end of the DRA_FLO_13624-G Period of Performance, which is June 30, 2022. The Project Coordinator should work exclusively in Pender County to support the implementation of the DRA Florence grant. This may require the Project Coordinator to work exclusively with a LTRG Construction Committee partner or to split time assisting multiple organizations. Payment of funds will be made to the RECIPIENT for eligible reimbursable expenses under this agreement. Reimbursement under this agreement must be accompanied by an original invoice. To expend funds for any purpose not authorized by this agreement shall constitute a material breach and can cause the RECIPIENT to be in default.

Section 3. Term of Agreement is amended as follows:

The term of this agreement shall be from February 1, 2021, through June 30, 2022. In the event that any work, service, object or value, contemplated within the Scope of Work of the Agreement, was provided by the RECIPIENT to the COUNTY and with the COUNTY's consent, prior to the execution of this Agreement, then the terms of this Agreement shall also govern all aspects of provision of the work, service, object, or value, unless such provision was governed by a previously written, valid and executed Agreement between parties.

All other terms and conditions of the Agreement shall remain in effect.

IN WITNESS WHEREOF, the COUNTY has caused this amendment to be duly executed and its name and behalf and the contractor has caused this amendment to be duly executed in its name and behalf.

COUNTY OF PENDER, NORTH CAROLINA

SIGNED BY: David Piepmeyer, Chairman

DATE: _____

WITNESS:

Tera Cline, Clerk to the Board

FINANCE OFFICER'S CERTIFICATION STATEMENT

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

This _____ day of _____, 2022.

SIGNED BY: _____

IN WITNESS WHEREOF, the RECIPIENT, intending to be legally bound have caused their proper and duly authorized officer to execute and deliver this Amendment.

SIGNED BY: _____

THE UNITED WAY OF THE CAPE FEAR AREA
CORPORATION PRESIDENT/BOARD MEMBER

DATE: _____

STATE OF NORTH CAROLINA

COUNTY OF PENDER

CONTRACT BETWEEN
THE COUNTY OF PENDER, NORTH CAROLINA
AND
UNITED WAY OF THE CAPE FEAR AREA

THIS AGREEMENT, (hereinafter the "Agreement") is and entered into on the date executed by all parties by and between the COUNTY OF PENDER, NORTH CAROLINA (hereinafter called "COUNTY") and UNITED WAY OF THE CAPE FEAR AREA, (hereinafter called "RECIPIENT"), a nonprofit corporation organized under the laws of the State of North Carolina, having its principal place of business in New Hanover County, North Carolina.

WITNESSETH:

1. Purpose of the Agreement

The COUNTY has the authority to provide assistance to the RECIPIENT and has agreed to make public funds available to RECIPIENT up to the amount of twenty-seven thousand five hundred dollars (\$27,500) for calendar year 2021 in order that the RECIPIENT may supplement funding for the Project Coordinator position with the Pender County Long Term Recovery Group (LTRG). The purpose of the Project Coordinator position is to render disaster recovery services to citizens of Pender County regardless of race, ethnicity, gender, religion or familial status. These services will be rendered according to the requirements of the framework described in grant agreement DRA_FLO_13624-G (Exhibit A), Hurricane Florence Disaster Recovery Act (DRA Florence), between Pender County and the North Carolina Department of Public Safety's Division of Emergency Management and their program management partner, the North Carolina Office of State Budget and Management-Disaster Recovery. The RECIPIENT agrees to use said funds strictly in accordance with the provisions of this agreement.

2. Use of Funds

Funds paid to the RECIPIENT shall be used exclusively to supplement the salary of the Project Coordinator position and shall cease to be provided at the end of the DRA_FLO_13624-G Period of Performance, which is December 31, 2021. The Project Coordinator should work exclusively in Pender County to support the implementation of the DRA Florence grant. This may require the Project Coordinator to work exclusively with a LTRG Construction Committee partner or to split time assisting multiple organizations. Payment of funds will be made to the RECIPIENT for eligible reimbursable expenses under this agreement. Reimbursement under this agreement must be accompanied by an original invoice. To expend funds for any purpose not authorized by this agreement shall constitute a material breach and can cause the RECIPIENT to be in default.

3. Term of Agreement

The term of this agreement shall be from February 1, 2021 through December 31, 2021. In the event that any work, service, object or value, contemplated within the Scope of Work of the Agreement, was

provided by the RECIPIENT to the COUNTY and with the COUNTY's consent, prior to the execution of this Agreement, then the terms of this Agreement shall also govern all aspects of provision of the work, service, object, or value, unless such provision was governed by a previously written, valid and executed Agreement between parties.

4. Termination of Agreement

Each party shall have the right to terminate this Agreement by giving the other party thirty (30) days written notice of termination.

5. Action of COUNTY in the Event of Breach of Contract

In the event that review of the RECIPIENT'S performance shows non-conformance to any of the terms or conditions contained herein, the RECIPIENT shall be in breach of this agreement and the COUNTY may take corrective action as it deems necessary, including, but not limited to, withholding or reduction of any funds not yet paid to the RECIPIENT. In addition, the COUNTY shall be entitled to repayment of any funds previously paid to RECIPIENT in accordance with the provisions of this AGREEMENT.

6. Performance Reports

Throughout the term of this Agreement, the RECIPIENT shall track its performance in achieving the purpose as set forth in paragraph 1. The RECIPIENT shall complete a monthly report documenting work completed in the past month and projected work throughout the remainder of the Agreement.

7. Compliance with Applicable Laws

7.1 The RECIPIENT agrees that in carrying out activities of any kind funded with the moneys made available under the provisions of this Agreement, it shall comply with all applicable local, state and federal laws and regulations.

7.2 Prior to the receipt of any funds under this Agreement, the RECIPIENT shall report any potential conflict of interest transactions to the COUNTY.

7.3 The RECIPIENT agrees to make its records and minutes available for public inspection, subject to the North Carolina Public Records Act. Any documents received by the COUNTY from the RECIPIENT in connection with this Agreement may be subject to the Public Records Act. The RECIPIENT shall not release or allow inspection of any confidential information.

7.4 The RECIPIENT will comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinances regarding toxic, hazardous and solid wastes and any pollutants; public and private nuisances; health or safety; and zoning, subdivision or other land use controls.

7.5 All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall

prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

8. Financial Records

8.1 The RECIPIENT agrees to establish and maintain fiscal control and accounting procedures which assure the proper accounting of all funds paid by the COUNTY to the RECIPIENT.

8.2 The RECIPIENT agrees that the County Manager of the County of Pender or his designated representatives shall have access to and the right to inspect and copy a reasonable hours all books, records, documents and papers of the RECIPIENT concerning all funds, and the use thereof, made available to the RECIPIENT under the provisions of this Agreement.

8.3 The RECIPIENT agrees to provide all financial information or reports which may be reasonably requested by the COUNTY concerning the use of funds made available under the provisions of this Agreement.

9. Special Conditions

9.1 The RECIPIENT shall obtain prior approval by the COUNTY for any budget amendments that would materially change the designated use of COUNTY funds as set forth in the RECIPIENT'S funding request.

9.2 The RECIPIENT shall provide in a timely fashion any reports required in this Agreement. If the reports are not provided in a timely fashion, the COUNTY may withhold payments under the Agreement until such documents are provided.

10. Release and Indemnify

To the fullest extent permitted by law, the RECIPIENT shall release, indemnify, keep and save harmless the COUNTY, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the COUNTY or third persons, and to all property proximately caused by, incident to, resulting from, arising out of, or occurring in connection with, directly or indirectly, the performance or nonperformance by the RECIPIENT (or by any person acting for the RECIPIENT or for whom the RECIPIENT is or is alleged to be in any way responsible), whether such claim may be based in whole or in part upon contract, tort (including alleged active or passive negligence or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of the RECIPIENT, its agents, officials, and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) against the COUNTY, its agents, officials, and employees including alleged injury to the business of any claimant and shall include any and all losses, damages, injuries, settlements, judgements, decrees, awards, fines, penalties, claims, costs and expenses. Expenses as used herein shall include without limitation the costs incurred by the COUNTY, its agents, officials, and employees, in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason for the assertion of any such claim against the COUNTY, its agents, officials or employees. The RECIPIENT expressly understands and agrees that any performance bond or insurance protection required by this agreement, or otherwise provided by the RECIPIENT, shall in no way limit the RECIPIENT'S responsibility to release, indemnify,

keep and save harmless and defend the COUNTY as herein provided. The intention of the parties is to apply and construe broadly in favor of the COUNTY the foregoing provisions subject to the limitations, if any, set forth in N.C.G.S. 22B-1.

11. Insurance

11.1 The RECIPIENT shall take out and maintain during the life of this contract Commercial General Liability (CGL) Insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. (See Exhibit B) If such CGL Insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required at limit. CGL Insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operation, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The COUNTY, its officers, officials, agents and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the RECIPIENT; products and completed operations of the Sub-recipient; premises owned, leased or used by the RECIPIENT. In addition, the Certificate of Insurance shall list the activity being funded.

11.2 (If applicable) The RECIPIENT shall take out and maintain during the life of this contract Business Automobile Liability Insurance providing limits at least in the amount of \$1,000,000 each accident, Combined Single Limits. Such insurance shall cover liability arising out of any auto, including hired and non-owned autos. Business Automobile Liability coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. (See Exhibit B)

11.3 The RECIPIENT shall take out and maintain during the life of this contract Workers' Compensation and Employers' Liability Insurance covering all of the RECIPIENT's employees involved in the performance of the contract providing the required statutory benefits under North Carolina Workers' Compensation Law and Employers Liability Insurance providing limits at least in the amount of \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit. (See Exhibit B)

11.4 The RECIPIENT shall furnish the COUNTY a certificate of insurance or fidelity bond providing equivalent coverage for employees, officers, director, volunteers, and agents covering theft or money, securities or property, including by fraud/false pretenses; The COUNTY of PENDER shall be listed as the loss payee.

11.5 (If applicable) The RECIPIENT shall take out and maintain Abuse/Molestation Coverage during the life of this contract in the amount of \$1,000,000 (if applicable) for each occurrence. The COUNTY of PENDER, its officers, officials, agents, and employees are to be covered as additional insured under this policy. The requirement will be considered met if included in the Commercial General Liability policy. (See Exhibit B)

11.6 The RECIPIENT shall furnish the county evidence of insurance and/or bond required under this contract in the form of a Certificate of insurance attested by the insurance Carrier or appointed agent, indicating the type, amount, class of operations covered, effective date and expiration date of all policies. Receipt of the actual endorsement adding the COUNTY, its officers, officials, agents, and employees as additional insureds and certificate holder in conjunction with the certificate of insurance is required. A copy thereof shall be inserted in each of the agreement and shall become a part of this agreement. Each insurance policy required by this contract shall be endorsed to state that the coverage

shall not be cancelled by either party except after fifteen (15) days prior written notice has been given to the county addressed to PLANNING, PO Box , Burgaw, NC 28425. The RECIPIENT shall provide that the insurance contributing to satisfaction of insurance requirements in this agreement shall not be canceled, terminated or modified to reduce insurance coverage bag the recipient without prior written approval of the county.

12. Personnel

It is mutually agreed that the RECIPIENT as an independent contractor and not an agent of the county and as such the RECIPIENT shall not be entitled to any county employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits

13. Conflict of Interest

No paid employee of the COUNTY shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this agreement.

14. Non-waiver of Rights

It is agreed that either party's failure to insist upon the strict performance of any provision of this Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Agreement.

15. Acknowledgement of Public Funding

The RECIPIENT agrees to acknowledge funding appropriated by the County of Pender to sponsor programs or exhibitions pursuant to this Agreement. Such acknowledgment must be listed in a place appropriate on the sponsorship page, And/or may be included in a listing of additional resources. Additionally, the RECIPIENT agree to prominently identify that county of Pender as a supporter of their project and/or overall operations in its newsletter, brochures, Websites, printed advertising and other printed materials; provided such materials may be subject to the approval of the County of Pender prior to their release.

16. Assignment of Agreement

It is mutually agreed by the parties here to that this agreement is not transferable by either party without the written consent of the other party to this agreement.

17. Entire Agreement

This agreement constitutes the entire agreement between the parties and no warranties, inducements, considerations, promises or other inferences shall be implied or impressed upon this agreement that are not set forth herein.

18. Binding Effect

Subject to this specific provision of this agreement, this agreement shall be binding upon the inure To the benefit of and be enforceable by the parties and their respective successors and assigns.

19. Continuing Obligation

The parties will make and execute all further instruments and documents required to carry out the purposes and content of the agreement.

20. Reference

Use of the masculine includes feminine and neuter, Singular includes plural; And captions and headings are inserted for convenience of reference and do not define, describe, extend or limit the scope of intent of the agreement.

21. Interpretation

All the terms and conditions contained herein shall be interpreted in accordance with the laws of the state of North Carolina. And the event of a conflict between the various terms and conditions contained hereon or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

22. Saving Clause

If any section subsection, paragraph, sentence, clause, phrase, or portion of this agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

23. Amendments

The County or recipient may amend this agreement at any time provided that such amendments make specific reference to this agreement, and/or are executed in writing, signed by a duly authorized representative of both organizations and approved by the County. Such amendments shall not invalidate this agreement, nor relieve or release the county or recipient from its obligations under this agreement.

The county may, at its discretion, amend this agreement to conform with federal state or local governmental guidelines policies and available funding amounts or for other reasons. If such amendments result in a change in the funding the scope of services or schedule of activities to be undertaken as part of this agreement such modifications shall be incorporated only by written amendment signed by both the County and Recipient.

24. Non-Discrimination

The RECIPIENT will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the program which is the subject of this agreement because of race, creed, color, sex, age, disability, religion, or national origin. To the extent applicable, the RECIPIENT will comply with all provisions of Executive Order No. 11246 the Civil Rights Act of 1964, (P.L.88-352) and 1968 (P.L. 90-284), and all applicable federal, state, and local laws, ordinances, rules, regulations, orders, instructions, designations and other directives promulgated to prohibit discrimination. Violation of this provision, after notice, shall be a material breach of this agreement and may result, at the County's option, in a termination or suspension of the agreement in whole or in part.

25. No Presumption

None of the parties shall be considered the drafter of this Agreement or any provision hereof for the purpose of any statute, case law, or rule of interpretation or construction that would or may cause any provision to be construed against the draft or hereof. This Agreement was drafted with substantial input by all parties and their counsel and no reliance was placed on any representations other than those contained herein.

26. Construction of Agreement

This agreement shall be deemed to have been made in and shall be construed in accordance with and Subject to the laws of the State of North Carolina. The captions and headings are inserted for convenience of reference and do not define, describe, extend, or limit the scope or intent of this Agreement.

27. Notice

All communications relating to this Agreement shall be through the parties' representatives. The parties may change representatives by written notice as provided here in. Out notices under this Agreement must be in writing and given by certified mail, return receipt requested addressed as follows:

To the County: Pender County
 PO Box
 Burgaw, NC 28425

To the RECIPIENT: United Way of the Cape Fear Area
 5919 Oleander Drive, Suite 115
 Arboretum Center Building II
 Wilmington, NC 28403

28. Time

Time is of the essence in this Agreement and each and all its provisions.

29. Counterparts

This agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument.

30. Immunity Not Waived

This Agreement is governmental in nature, for the benefit of the public, and is not intended to be for private profit or gain. No party intends to waive its sovereign immunity by reason of this Agreement.

31. Non-Appropriation

In the event no COUNTY funds or insufficient COUNTY funds are appropriated or otherwise available by any means whatsoever in any fiscal year for any payment due under this Agreement, then the COUNTY will immediately notify the RECIPIENT of such occurrence and this agreement shall create no further obligation of the county as to such fiscal year and shall be null and void except as to the portions of payments for which funds shall have been appropriated and budgeted. In such event, this Agreement shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the COUNTY of any kind whatsoever.

32. Liability of Officers and Agents

No officer, agent, or employee of the COUNTY shall be subject to any personal liability or accountability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employee shall be deemed to execute such documents in their official capacities only, and not in their individual capacities. This Section shall not relieve any such officer, agent, or employee from them performance of any official duty provided by law.

33. Authority to Act

Each of the persons executing this Agreement on behalf of the RECIPIENT does here by covenant warrant and represent that the RECIPIENT is a duly organized validly existing legal entity authorized to transact business within the state of North Carolina, That the RECIPIENT has full right and authority to enter into this Agreement, and that each and all persons signing on behalf of the RECIPIENT were authorized to do so.

34. Public Records

RECIPIENT acknowledges that the COUNTY is a public entity, subject to North Carolina's public record laws (N.C.G.S. 132) and that any documents related to this Agreement may be subject to disclosure pursuant to static law in response to a public records request or to subpoena or other judicial process.

If RECIPIENT believes documents related to the agreement contain trade secrets or other proprietary data RECIPIENT must notify the county and include with the notification a statement that explains and supports RECIPIENT'S claim. RECIPIENT also must specifically identify the trade secrets or other proprietary data that RECIPIENT believes should remain confidential.

In the event the COUNTY determines it is legally required to disclose pursuant to law any documents or information the RECIPIENT deems confidential trade secrets or proprietary data, the County, to the extent possible will provide RECIPIENT with prompt written notice by certified mail, fax, email, or other method that tracks delivery status of the requirement to disclose the information so RECIPIENT may seek a protective order from a court having jurisdiction over the matter or obtain other appropriate remedies. The notice will include a time period for RECIPIENT to seek court ordered protection or other legal remedies as deemed appropriate by RECIPIENT. If the RECIPIENT does not obtain such court ordered protection by the expiration of said time period, the COUNTY may release the information without further notice to the recipient.

IN WITNESS WHEREOF, the COUNTY has caused this contract to be duly executed and its name and behalf and the contractor has caused this contract to be duly executed in its name and behalf.

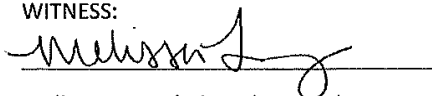
COUNTY OF PENDER, NORTH CAROLINA



SIGNED BY: George R. Brown, Jr. Chairman

DATE: 4/6/2021

WITNESS:



Melissa Long, Clerk to the Board

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

SIGNED BY: Margaret C. Blee

IN WITNESS WHEREOF, the PARTY, intending to be legally bound have caused their proper and duly authorized officer to execute and deliver this Agreement.

SIGNED BY: _____

A handwritten signature in black ink, appearing to be "Tony [unclear]", written over a horizontal line.

THE UNITED WAY OF THE CAPE FEAR AREA
CORPORATION PRESIDENT/BOARD MEMBER



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Daniel Adams
DATE: March 15, 2021
SUBJECT: Consideration of a Contract with United Way of the Cape Fear Area to Assist with Hurricane Florence Recovery.

SUMMARY:

The Pender Long Term Recovery Group (LTRG) contacted County staff about using money earmarked for administrative purposes under the Hurricane Florence Disaster Recovery Act (DRA) grant to continue to fund a portion of the Project Coordinator position with the LTRG. The current DRA grant structure allows for up to \$200,000 in administrative expenses. This request is to cover a portion of the Project Coordinator position's salary through December 31, 2021, reaching a maximum commitment of \$27,500. Staff have confirmed with the North Carolina Office of State Budget and Management that this is an eligible expense and will be fully reimbursed at no cost to the County.

The Project Coordinator position was previously funded through an American Red Cross grant and worked with the LTRG as an employee of the United Way of the Cape Fear Area. The grant funding for this position expired on January 31, 2021. Under the proposed contract, the Project Coordinator will continue to be an employee of the United Way, but will work exclusively with the Pender Long Term Recovery Group to assist with the implementation of the Hurricane Florence DRA grant.

Since this role's inception, the Project Coordinator has worked with the Baptists on Mission, Habitat for Humanity, and the Disaster Assistance Relief Team (DART-ilm) to help manage their caseloads and streamline the application process for Pender County residents impacted by Hurricane Florence. The Project Coordinator also helps determine eligibility for various grants and serves as a liaison between applicants, non-profit agencies, and state and federal grant administrators.

ACTION REQUESTED:

Approval of the proposed contract and a purchase order in the amount of \$27,500 for the United Way of the Cape Fear Area.

ATTACHMENTS:

1. Funding Request Letter from United Way of the Cape Fear Area
2. Proposed Contract with the United Way of the Cape Fear Area
3. Exhibit A - Hurricane Florence Disaster Recovery Act Grant Agreement
4. Exhibit B - Certificate of Liability Insurance
5. Hurricane Florence DRA Budget Ordinance Amendment



PENDER LONG TERM
RECOVERY GROUP

Pender County Board of Commissioners
805 S. Walker Street
Burgaw, NC 28425

February 26, 2021

Pender County Board of Commissioners,

The Pender Long Term Recovery Group (LTRG) Board is requesting that the county consider using the Disaster Recovery Act (DRA) grant's administrative budget to fund the continued services of the Project Coordinator position. The current funding for this position expired on January 31, 2021.

The Pender Long Term Recovery Group was established after Hurricane Florence to provide coordinated management of the long-term recovery process for Pender County residents. The LTRG continues to coordinate the equitable distribution of resources and recovery services for those in the county affected by disasters.

Recovery for Pender County Hurricane Florence survivors has reached a critical turning point. The state's Case Management system, Endeavors, has fully transitioned all cases to the local community. These cases are now being managed by the Pender LTRG. The Project Coordinator is a critical component of the effective management of this increased case load and in ensuring that all eligible survivors get the resources they need to fully recover.

The request is for up to \$27,500.00 and will run through December 31, 2021. There is \$200,000 already allocated within the DRA grant agreement between Pender County and the North Carolina Office of State Budget & Management (NC OSBM) for administrative tasks associated with implementing the grant. County staff have spoken to NC OSBM about this potential arrangement and have confirmed that it is within the scope of the DRA grant agreement. Therefore, this proposal is fully funded by the DRA grant monies and will not cause the county to incur any cost.

The Project Coordinator was previously funded through a temporary grant provided by the American Red Cross and housed within the United Way of the Cape Fear Area. The Project Coordinator works exclusively with the county's Long-Term Recovery Group to assist clients of Pender County affected by Hurricane Florence. A significant portion of the responsibilities of this position revolve around the Disaster Recovery Act (DRA) grant, which the LTRG has been charged with implementing in conjunction with the county.

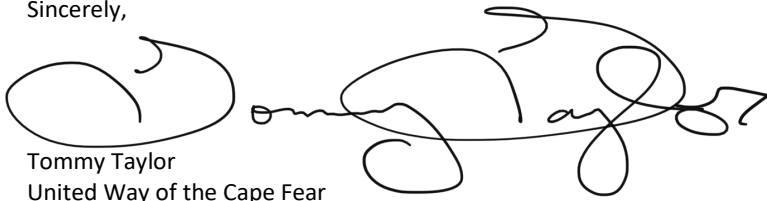
In the past year, the Project Coordinator has worked with the Baptists on Mission to manage their caseload and streamline the application process for disaster survivors. Most recently, the Project Coordinator has worked with the Disaster Assistance Relief Team (DART-ilm) and Cape Fear Habitat for Humanity to review incoming applications and determine eligibility for participation in the DRA grant program.

The Project Coordinator is also working with World Renew Disaster Response to arrange for a large volunteer group to assist with rebuild and repair needs in the county. This group will work with the LTRG construction partners on their ongoing projects for Pender County residents. The Project Coordinator is also spearheading the Pender Helping Pender project, which is designed to attract additional volunteer help to aid in the recovery and rebuilding efforts. The goal is to reach local volunteers within Pender County while also sharing the message about the continued recovery efforts still underway. The Pender LTRG is focused on assisting disaster survivors with their recovery efforts, especially in finding permanent housing solutions. By providing administrative funding to maintain an existing role, the county is further investing in the recovery process.

In the proposal that is being recommended to the county, the Project Coordinator would continue to serve as an employee of the United Way of the Cape Fear. The Project Coordinator's responsibilities would be specifically tied to the LTRG to ensure the money is spent helping disaster survivors within the county.

Each month, the LTRG Project Coordinator will submit an activity log that documents their work in the previous month while also providing an outline of what projects they anticipate completing in the coming month. The goal is to ensure that the Project Coordinator's primary focus is assisting with the implementation of the DRA grant and helping Pender County recover from Hurricane Florence.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tommy Taylor', with a large, stylized flourish extending to the right.

Tommy Taylor
United Way of the Cape Fear

STATE OF NORTH CAROLINA

COUNTY OF PENDER

CONTRACT BETWEEN
THE COUNTY OF PENDER, NORTH CAROLINA
AND
UNITED WAY OF THE CAPE FEAR AREA

THIS AGREEMENT, (hereinafter the "Agreement") is and entered into on the date executed by all parties by and between the COUNTY OF PENDER, NORTH CAROLINA (hereinafter called "COUNTY") and UNITED WAY OF THE CAPE FEAR AREA, (hereinafter called "RECIPIENT"), a nonprofit corporation organized under the laws of the State of North Carolina, having its principal place of business in New Hanover County, North Carolina.

WITNESSETH:

1. Purpose of the Agreement

The COUNTY has the authority to provide assistance to the RECIPIENT and has agreed to make public funds available to RECIPIENT up to the amount of twenty-seven thousand five hundred dollars (\$27,500) for calendar year 2021 in order that the RECIPIENT may supplement funding for the Project Coordinator position with the Pender County Long Term Recovery Group (LTRG). The purpose of the Project Coordinator position is to render disaster recovery services to citizens of Pender County regardless of race, ethnicity, gender, religion or familial status. These services will be rendered according to the requirements of the framework described in grant agreement DRA_FLO_13624-G (Exhibit A), Hurricane Florence Disaster Recovery Act (DRA Florence), between Pender County and the North Carolina Department of Public Safety's Division of Emergency Management and their program management partner, the North Carolina Office of State Budget and Management-Disaster Recovery. The RECIPIENT agrees to use said funds strictly in accordance with the provisions of this agreement.

2. Use of Funds

Funds paid to the RECIPIENT shall be used exclusively to supplement the salary of the Project Coordinator position and shall cease to be provided at the end of the DRA_FLO_13624-G Period of Performance, which is December 31, 2021. The Project Coordinator should work exclusively in Pender County to support the implementation of the DRA Florence grant. This may require the Project Coordinator to work exclusively with a LTRG Construction Committee partner or to split time assisting multiple organizations. Payment of funds will be made to the RECIPIENT for eligible reimbursable expenses under this agreement. Reimbursement under this agreement must be accompanied by an original invoice. To expend funds for any purpose not authorized by this agreement shall constitute a material breach and can cause the RECIPIENT to be in default.

3. Term of Agreement

The term of this agreement shall be from February 1, 2021 through December 31, 2021. In the event that any work, service, object or value, contemplated within the Scope of Work of the Agreement, was

provided by the RECIPIENT to the COUNTY and with the COUNTY's consent, prior to the execution of this Agreement, then the terms of this Agreement shall also govern all aspects of provision of the work, service, object, or value, unless such provision was governed by a previously written, valid and executed Agreement between parties.

4. Termination of Agreement

Each party shall have the right to terminate this Agreement by giving the other party thirty (30) days written notice of termination.

5. Action of COUNTY in the Event of Breach of Contract

In the event that review of the RECIPIENT'S performance shows non-conformance to any of the terms or conditions contained herein, the RECIPIENT shall be in breach of this agreement and the COUNTY may take corrective action as it deems necessary, including, but not limited to, withholding or reduction of any funds not yet paid to the RECIPIENT. In addition, the COUNTY shall be entitled to repayment of any funds previously paid to RECIPIENT in accordance with the provisions of this AGREEMENT.

6. Performance Reports

Throughout the term of this Agreement, the RECIPIENT shall track its performance in achieving the purpose as set forth in paragraph 1. The RECIPIENT shall complete a monthly report documenting work completed in the past month and projected work throughout the remainder of the Agreement.

7. Compliance with Applicable Laws

7.1 The RECIPIENT agrees that in carrying out activities of any kind funded with the moneys made available under the provisions of this Agreement, it shall comply with all applicable local, state and federal laws and regulations.

7.2 Prior to the receipt of any funds under this Agreement, the RECIPIENT shall report any potential conflict of interest transactions to the COUNTY.

7.3 The RECIPIENT agrees to make its records and minutes available for public inspection, subject to the North Carolina Public Records Act. Any documents received by the COUNTY from the RECIPIENT in connection with this Agreement may be subject to the Public Records Act. The RECIPIENT shall not release or allow inspection of any confidential information.

7.4 The RECIPIENT will comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinances regarding toxic, hazardous and solid wastes and any pollutants; public and private nuisances; health or safety; and zoning, subdivision or other land use controls.

7.5 All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall

prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

8. Financial Records

8.1 The RECIPIENT agrees to establish and maintain fiscal control and accounting procedures which assure the proper accounting of all funds paid by the COUNTY to the RECIPIENT.

8.2 The RECIPIENT agrees that the County Manager of the County of Pender or his designated representatives shall have access to and the right to inspect and copy a reasonable hours all books, records, documents and papers of the RECIPIENT concerning all funds, and the use thereof, made available to the RECIPIENT under the provisions of this Agreement.

8.3 The RECIPIENT agrees to provide all financial information or reports which may be reasonably requested by the COUNTY concerning the use of funds made available under the provisions of this Agreement.

9. Special Conditions

9.1 The RECIPIENT shall obtain prior approval by the COUNTY for any budget amendments that would materially change the designated use of COUNTY funds as set forth in the RECIPIENT'S funding request.

9.2 The RECIPIENT shall provide in a timely fashion any reports required in this Agreement. If the reports are not provided in a timely fashion, the COUNTY may withhold payments under the Agreement until such documents are provided.

10. Release and Indemnify

To the fullest extent permitted by law, the RECIPIENT shall release, indemnify, keep and save harmless the COUNTY, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the COUNTY or third persons, and to all property proximately caused by, incident to, resulting from, arising out of, or occurring in connection with, directly or indirectly, the performance or nonperformance by the RECIPIENT (or by any person acting for the RECIPIENT or for whom the RECIPIENT is or is alleged to be in any way responsible), whether such claim may be based in whole or in part upon contract, tort (including alleged active or passive negligence or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of the RECIPIENT, its agents, officials, and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) against the COUNTY, its agents, officials, and employees including alleged injury to the business of any claimant and shall include any and all losses, damages, injuries, settlements, judgements, decrees, awards, fines, penalties, claims, costs and expenses. Expenses as used herein shall include without limitation the costs incurred by the COUNTY, its agents, officials, and employees, in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason for the assertion of any such claim against the COUNTY, its agents, officials or employees. The RECIPIENT expressly understands and agrees that any performance bond or insurance protection required by this agreement, or otherwise provided by the RECIPIENT, shall in no way limit the RECIPIENT'S responsibility to release, indemnify,

keep and save harmless and defend the COUNTY as herein provided. The intention of the parties is to apply and construe broadly in favor of the COUNTY the foregoing provisions subject to the limitations, if any, set forth in N.C.G.S. 22B-1.

11. Insurance

11.1 The RECIPIENT shall take out and maintain during the life of this contract Commercial General Liability (CGL) Insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. (See Exhibit B) If such CGL Insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required at limit. CGL Insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operation, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The COUNTY, its officers, officials, agents and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the RECIPIENT; products and completed operations of the Sub-recipient; premises owned, leased or used by the RECIPIENT. In addition, the Certificate of Insurance shall list the activity being funded.

11.2 (If applicable) The RECIPIENT shall take out and maintain during the life of this contract Business Automobile Liability Insurance providing limits at least in the amount of \$1,000,000 each accident, Combined Single Limits. Such insurance shall cover liability arising out of any auto, including hired and non-owned autos. Business Automobile Liability coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. (See Exhibit B)

11.3 The RECIPIENT shall take out and maintain during the life of this contract Workers' Compensation and Employers' Liability Insurance covering all of the RECIPIENT's employees involved in the performance of the contract providing the required statutory benefits under North Carolina Workers' Compensation Law and Employers Liability Insurance providing limits at least in the amount of \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit. (See Exhibit B)

11.4 The RECIPIENT shall furnish the COUNTY a certificate of insurance or fidelity bond providing equivalent coverage for employees, officers, director, volunteers, and agents covering theft or money, securities or property, including by fraud/false pretenses; The COUNTY of PENDER shall be listed as the loss payee.

11.5 (If applicable) The RECIPIENT shall take out and maintain Abuse/Molestation Coverage during the life of this contract in the amount of \$1,000,000 (if applicable) for each occurrence. The COUNTY of PENDER, its officers, officials, agents, and employees are to be covered as additional insured under this policy. The requirement will be considered met if included in the Commercial General Liability policy. (See Exhibit B)

11.6 The RECIPIENT shall furnish the county evidence of insurance and/or bond required under this contract in the form of a Certificate of insurance attested by the insurance Carrier or appointed agent, indicating the type, amount, class of operations covered, effective date and expiration date of all policies. Receipt of the actual endorsement adding the COUNTY, its officers, officials, agents, and employees as additional insureds and certificate holder in conjunction with the certificate of insurance is required. A copy thereof shall be inserted in each of the agreement and shall become a part of this agreement. Each insurance policy required by this contract shall be endorsed to state that the coverage

shall not be cancelled by either party except after fifteen (15) days prior written notice has been given to the county addressed to PLANNING, PO Box , Burgaw, NC 28425. The RECIPIENT shall provide that the insurance contributing to satisfaction of insurance requirements in this agreement shall not be canceled, terminated or modified to reduce insurance coverage bag the recipient without prior written approval of the county.

12. Personnel

It is mutually agreed that the RECIPIENT as an independent contractor and not an agent of the county and as such the RECIPIENT shall not be entitled to any county employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits

13. Conflict of Interest

No paid employee of the COUNTY shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this agreement.

14. Non-waiver of Rights

It is agreed that either party's failure to insist upon the strict performance of any provision of this Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Agreement.

15. Acknowledgement of Public Funding

The RECIPIENT agrees to acknowledge funding appropriated by the County of Pender to sponsor programs or exhibitions pursuant to this Agreement. Such acknowledgment must be listed in a place appropriate on the sponsorship page, And/or may be included in a listing of additional resources. Additionally, the RECIPIENT agree to prominently identify that county of Pender as a supporter of their project and/or overall operations in its newsletter, brochures, Websites, printed advertising and other printed materials; provided such materials may be subject to the approval of the County of Pender prior to their release.

16. Assignment of Agreement

It is mutually agreed by the parties here to that this agreement is not transferable by either party without the written consent of the other party to this agreement.

17. Entire Agreement

This agreement constitutes the entire agreement between the parties and no warranties, inducements, considerations, promises or other inferences shall be implied or impressed upon this agreement that are not set forth herein.

18. Binding Effect

Subject to this specific provision of this agreement, this agreement shall be binding upon the inure To the benefit of and be enforceable by the parties and their respective successors and assigns.

19. Continuing Obligation

The parties will make and execute all further instruments and documents required to carry out the purposes and content of the agreement.

20. Reference

Use of the masculine includes feminine and neuter, Singular includes plural; And captions and headings are inserted for convenience of reference and do not define, describe, extend or limit the scope of intent of the agreement.

21. Interpretation

All the terms and conditions contained herein shall be interpreted in accordance with the laws of the state of North Carolina. And the event of a conflict between the various terms and conditions contained hereon or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

22. Saving Clause

If any section subsection, paragraph, sentence, clause, phrase, or portion of this agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

23. Amendments

The County or recipient may amend this agreement at any time provided that such amendments make specific reference to this agreement, and/or are executed in writing, signed by a duly authorized representative of both organizations and approved by the County. Such amendments shall not invalidate this agreement, nor relieve or release the county or recipient from its obligations under this agreement.

The county may, at its discretion, amend this agreement to conform with federal state or local governmental guidelines policies and available funding amounts or for other reasons. If such amendments result in a change in the funding the scope of services or schedule of activities to be undertaken as part of this agreement such modifications shall be incorporated only by written amendment signed by both the County and Recipient.

24. Non-Discrimination

The RECIPIENT will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the program which is the subject of this agreement because of race, creed, color, sex, age, disability, religion, or national origin. To the extent applicable, the RECIPIENT will comply with all provisions of Executive Order No. 11246 the Civil Rights Act of 1964, (P.L.88-352) and 1968 (P.L. 90-284), and all applicable federal, state, and local laws, ordinances, rules, regulations, orders, instructions, designations and other directives promulgated to prohibit discrimination. Violation of this provision, after notice, shall be a material breach of this agreement and may result, at the County's option, in a termination or suspension of the agreement in whole or in part.

25. No Presumption

None of the parties shall be considered the drafter of this Agreement or any provision hereof for the purpose of any statute, case law, or rule of interpretation or construction that would or may cause any provision to be construed against the draft or hereof. This Agreement was drafted with substantial input by all parties and their counsel and no reliance was placed on any representations other than those contained herein.

26. Construction of Agreement

This agreement shall be deemed to have been made in and shall be construed in accordance with and Subject to the laws of the State of North Carolina. The captions and headings are inserted for convenience of reference and do not define, describe, extend, or limit the scope or intent of this Agreement.

27. Notice

All communications relating to this Agreement shall be through the parties' representatives. The parties may change representatives by written notice as provided here in. Out notices under this Agreement must be in writing and given by certified mail, return receipt requested addressed as follows:

To the County: Pender County
 PO Box
 Burgaw, NC 28425

To the RECIPIENT: United Way of the Cape Fear Area
 5919 Oleander Drive, Suite 115
 Arboretum Center Building II
 Wilmington, NC 28403

28. Time

Time is of the essence in this Agreement and each and all its provisions.

29. Counterparts

This agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument.

30. Immunity Not Waived

This Agreement is governmental in nature, for the benefit of the public, and is not intended to be for private profit or gain. No party intends to waive its sovereign immunity by reason of this Agreement.

31. Non-Appropriation

In the event no COUNTY funds or insufficient COUNTY funds are appropriated or otherwise available by any means whatsoever in any fiscal year for any payment due under this Agreement, then the COUNTY will immediately notify the RECIPIENT of such occurrence and this agreement shall create no further obligation of the county as to such fiscal year and shall be null and void except as to the portions of payments for which funds shall have been appropriated and budgeted. In such event, this Agreement shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the COUNTY of any kind whatsoever.

32. Liability of Officers and Agents

No officer, agent, or employee of the COUNTY shall be subject to any personal liability or accountability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employee shall be deemed to execute such documents in their official capacities only, and not in their individual capacities. This Section shall not relieve any such officer, agent, or employee from them performance of any official duty provided by law.

33. Authority to Act

Each of the persons executing this Agreement on behalf of the RECIPIENT does here by covenant warrant and represent that the RECIPIENT is a duly organized validly existing legal entity authorized to transact business within the state of North Carolina, That the RECIPIENT has full right and authority to enter into this Agreement, and that each and all persons signing on behalf of the RECIPIENT were authorized to do so.

34. Public Records

RECIPIENT acknowledges that the COUNTY is a public entity, subject to North Carolina's public record laws (N.C.G.S. 132) and that any documents related to this Agreement may be subject to disclosure pursuant to static law in response to a public records request or to subpoena or other judicial process.

If RECIPIENT believes documents related to the agreement contain trade secrets or other proprietary data RECIPIENT must notify the county and include with the notification a statement that explains and supports RECIPIENT'S claim. RECIPIENT also must specifically identify the trade secrets or other proprietary data that RECIPIENT believes should remain confidential.

In the event the COUNTY determines it is legally required to disclose pursuant to law any documents or information the RECIPIENT deems confidential trade secrets or proprietary data, the County, to the extent possible will provide RECIPIENT with prompt written notice by certified mail, fax, email, or other method that tracks delivery status of the requirement to disclose the information so RECIPIENT may seek a protective order from a court having jurisdiction over the matter or obtain other appropriate remedies. The notice will include a time period for RECIPIENT to seek court ordered protection or other legal remedies as deemed appropriate by RECIPIENT. If the RECIPIENT does not obtain such court ordered protection by the expiration of said time period, the COUNTY may release the information without further notice to the recipient.

IN WITNESS WHEREOF, the COUNTY has caused this contract to be duly executed and its name and behalf and the contractor has caused this contract to be duly executed in its name and behalf.

COUNTY OF PENDER, NORTH CAROLINA

SIGNED BY: George R. Brown, Jr. Chairman

DATE: _____

WITNESS:

Melissa Long, Clerk to the Board

FINANCE OFFICER'S CERTIFICATION STATEMENT

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

This _____ day of _____, 2021.

SIGNED BY: _____

IN WITNESS WHEREOF, the PARTY, intending to be legally bound have caused their proper and duly authorized officer to execute and deliver this Agreement.

SIGNED BY: _____

THE UNITED WAY OF THE CAPE FEAR AREA
CORPORATION PRESIDENT/BOARD MEMBER

STATE OF NORTH CAROLINA
NORTH CAROLINA OFFICE OF STATE BUDGET & MANAGEMENT
AND
PENDER COUNTY

GRANT AGREEMENT
(HURRICANE FLORENCE RECOVERY)

Agreement No.:	DRA_FLO_13624-G
Agreement Amount:	\$2,000,000
DPS Fund Code No.:	TBD
OSBM Cost Center Nos.:	TBD

Agreement Performance Period of Performance: August 30, 2019-December 31, 2021

This agreement made on this the 19th day of August 2019, by and between PENDER COUNTY (“County”) and the NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY’S DIVISION OF EMERGENCY MANAGEMENT (“NCEM”), through its program management partner the NORTH CAROLINA OFFICE OF STATE BUDGET & MANAGEMENT—DISASTER RECOVERY SECTION (“OSBM-DR”), for Florence Disaster Recovery Act (“DRA”) of 2018 (S.L. 2017-136) grant assistance (hereinafter the “Agreement” or “Agreement”). The intent of this Agreement is to: provide greater flexibility in expediting and completing projects identified by the County to benefit its residents meeting the eligibility requirements below; provide temporary housing for homeowners during construction, repair or replacement of their homes; replacement of lost housing units in the County; reduce the administrative burden on the County in managing the projects and complying with the requirements of the grant; and to make available OSBM-DR technical, management, planning and construction contract administration assistance to the County and any of its contractors in completing Hurricane Florence related housing recovery projects.

WITNESSETH:

WHEREAS, Governor Roy Cooper issued Executive Order No. 51 on September 7, 2018, which declared a State of Emergency as defined in N.C. Gen. Stat. § 166A-19.3(19) for the entire State of North Carolina (the “State”), to provide for the health, safety, and welfare of residents and visitors in the path of Hurricane Florence;

WHEREAS, on or about September 14, 2018, the President of the United States, Donald J. Trump, declared that a major disaster existed in North Carolina and ordered federal aid to supplement State, Tribal, and local recovery efforts in the areas affected by Hurricane Florence beginning on September 7, 2018, more specifically identified in FEMA-4393-DR (North Carolina Disaster Declaration);

WHEREAS, the County was one of the Counties included in the Hurricane Florence federal disaster declaration, because many public buildings and homes, business, buildings, facilities, and personal property owned or rented by residents in the County were destroyed or damaged by winds and/or floodwaters associated with Hurricane Florence (hereinafter collectively referred to as the “storm survivors”); and

WHEREAS, the North Carolina General Assembly passed the 2018 Hurricane Florence Disaster Recovery Act (S.L. 2018-136) requiring the executive branch to develop, implement and fund disaster assistance programs to meet the housing recovery and support needs of individuals in the Counties impacted by Hurricane Florence (“HF-DRA18”);

NOW THEREFORE, in consideration of the mutual promises contained herein, the County and OSBM-DR agree as follows:

- I. SCOPE OF SERVICES:** Pursuant to HF-DRA18, the County may use Agreement grants funds for the following housing-related activities:
- a) Repair or rehabilitation of owner-occupied housing.
 - b) Housing elevation, buyout and acquisition activities that can mitigate future flood damage, and mitigation reconstruction for homes who have not received an active award through the FEMA Hazard Mitigation Grant Program.
 - c) Limited lot acquisition and new home construction to replace the single-family homes that will be purchased by the County as part of the state or federal disaster recovery program.
 - d) Advance planning costs not to exceed \$50,000 to explore the development of a subdivision in Burgaw or other areas of the County, but the scope of this planning will approved by OSBM-DR prior to hiring any design firm.
 - e) State Acquisition Relocation funds, which enable homeowners to purchase homes outside the floodplain primarily in the County.
 - f) Flood insurance subsidies.
 - g) Temporary housing, rental, storage and/or moving assistance that may be needed by storm victims during the reconstruction, rehabilitation and/or replacement of their homes and, in which, the victims received no or limited assistance from FEMA or non-profit organization for such assistance.
 - h) Project delivery and grant administration. The County may set aside 10% of the grant award for project management, engineering, construction management, appraisals, title opinions, legal fees for closing acquisitions, applicant screening and related administrative or project delivery costs. The County can choose to utilize internal staff or secure external contractors or consultants who have expertise in disaster recovery housing assistance.

II. APPLICANT HOUSEHOLD INCOME ELIGIBILITY REQUIREMENTS

The County shall use the uniform homeowner application form and guidance provided by OSBM-DR in determining the eligibility of applicants for the projects implemented under this grant. Low to moderate income requirements only apply to the scope of service activities

described above and as further addressed in the State DRA Eligibility Criteria Table below. For all other activities that have no LMI requirement, households may be eligible for assistance if the household income does not exceed \$84,300 for a single or multi-person household¹ in the following table:

Income Eligibility Requirements Table	
Number of household family members or full-time occupants that exceed 18 years of age:	Annual Income can be no greater than
Single occupant household	\$84,300
Two or more-person household.	\$84,300

The disaster recovery program set up by the County under this grant shall prioritize or give preference to households that have unmet housing needs and where the continued occupancy of their homes create: threats to life safety; the occupants will continue to live in unsafe or unsanitary conditions; and/or the occupants will continue to be exposed to health hazards that have not been properly abated. The County may also set up programs to expedite the recovery from other unmet housing needs.

STATE HF-DRA 2018 ELIGIBILITY CRITERIA		
(* Denotes a limitation that may be exceed if County obtains prior approval from OSBM-DR)		
SL 2018-136 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
1. For repair or reconstruction of <u>owner-occupied</u> low- to moderate-income housing.	A. <u>Criteria for Single-Family Home Repairs (Rehabilitation)</u>: Damage total should be less than 51% of home's pre-disaster market or tax value for the home to be eligible for rehabilitation.* The grant amount for a rehabilitation project, per household, may not exceed \$85,000. B. <u>Criteria for Single-Family Home Repairs (Reconstruction)</u>: Damages should be equal to or over 51% of home's pre-disaster market or tax value for the home to be eligible for reconstruction. The grant amount for a reconstruction project may not exceed \$127 per square foot* or may not exceed a total cost of \$170,000.*	i.

¹ The AMI calculation was based on the Johnston County's AMI calculations, because it was the county in the Hurricane Florence declared disaster area with the highest AMI.

STATE HF-DRA 2018 ELIGIBILITY CRITERIA
(continued)

SL 2018-136 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
1. For repair or reconstruction of owner-occupied low- to moderate-income housing.	C. Reimbursement Criteria for Single-Family Home Repairs: Out-of-pocket expenses incurred within three years of October 8, 2016, to clean and repair their homes prior to applying to the Homeowner Recovery Program. Must have receipts that are verified by inspections and program staff and that exceed funding provided by FEMA, SBA, private insurance, or other charitable organizations. Reimbursement grants may not exceed \$30,000.* D. Reimbursement Criteria for Manufactured Home Repairs: Damages should be equal to or less than 50% of its pre-disaster market or tax value. The manufactured home must have a minimum unmet need of at least \$1,000. Reimbursement grants may not exceed \$30,000.* E. <u>Repair Criteria for Manufactured Home (Rehabilitation)</u>: Damages should be equal to or less than 50% of its pre-disaster market or tax value.* The manufactured home must have a minimum unmet need of at least \$1,000. Through inspection it must be determined that after repairs, the home must be decent, safe, and sanitary. Repair grants may not exceed \$90 per square foot or must not exceed a total of \$37,500.* F. <u>Replacement of Manufactured Home</u>: Damages should be over 50% of the market or tax value.* The replacement costs for a manufactured home shall not exceed \$65,000* for a single-wide unit and \$90,000 for a double-wide unit. Replacement grants may not exceed \$90.00 per square foot in replacement costs.*	ii. CDBG-DR denial letter; or, iii. DRA application dated and signed before the State of North Carolina has started the process for receiving and reviewing CDBG-DR applications' or iv. OSBM-DR or it is deleted assignee has provided a written exception based on the applicant families current housing condition presents a serious and imminent danger to the occupants' public health and safety v. 2018 family income must fall within the applicable LMI income limits as noted above. OSBM-DR has the discretion to waive any eligibility requirements in cases where continued occupancy of the home: creates a threat to life safety; occupants will be living in unsafe or unsanitary conditions, and/or the occupants will be exposed to health hazards that have not been properly abated.

**STATE HF-DRA 2018 ELIGIBILITY CRITERIA
(continued)**

SL 2018-136 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
1. For repair or reconstruction of owner-occupied low- to moderate-income housing.	G. Elevations: The damage to the home must be equal to or exceed 50% of the home's pre-disaster market or tax value and reconstruction (or major rehabilitation in cases where homeowner does not elect reconstruction and repair costs do not exceed the cost to reconstruct the home) may include engineering and construction costs to elevate the home or manufactured home to at least two (2) feet above Base Flood Elevations (BFE) or the minimum elevation requirement defined and required by the County, whichever imposes the highest elevation. Notwithstanding the floodplain mapping for the County and any State or County elevation requirement, the home should be elevated at least two (2) feet above the highest flood level experienced at the home during Hurricane Matthew, Hurricane Florence and/or other recent flood event, which must also exceed the State or County minimum elevation requirement. OSBM-DR and/or County reserve the right to offer to the homeowner the option to buyout the property, if the elevations cost will significant exceed the value of the home. A probable cost estimate for the elevation must be prepared by a licensed engineer, licensed general contractor, licensed elevation subcontractor, or such other business or individual experienced in construction estimating. The County must share the cost estimate with OSBM-DR before final approval.* If OSBM-DR prepares the cost estimate for an elevation, OSBM-DR will share the cost estimate with the County. Before procuring a contractor to rehabilitate and elevate an existing home, the County must obtain a written opinion or assessment as to the proposed elevation of the home by a NC licensed engineer or an NC licensed contractor specializing in building elevations, which takes into consideration the condition of the property, structural members, proposed means and methods for elevating the structure, risks of additional damage, and safety during the elevation of the home.	

STATE HF-DRA 2018 ELIGIBILITY CRITERIA
(continued)

SL 2018-136 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
2. To be used for housing elevation, acquisition, and mitigation reconstruction.	<u>Elevation Criteria (Single Family)</u>: Same criteria as DRA Activity 1.G <u>Acquisition Criteria (Single Family)</u>: Any buyout or “acquisition” home must be located in a flood-prone area, elevation is not a feasible option for the property, and/or the acquisition of the structure would minimize flood risks or support storm water mitigation. <u>Criteria for Single-Family Mitigation Reconstruction</u>: Same criteria as DRA Activities 1.B (single-family homes) and 1.F (manufactured homes).	i. FEMA, NCEM, or County denial letter or written documentation that outlines reasoning that the applicant is not eligible for FEMA HMGP assistance. or Documentation that the homeowner missed the FEMA HMGP application deadline. ii. North Carolina DRA Policy does not include family income limits consistent with Federal HMGP policies. The maximum fair market appraised value of homes considered for acquisition may not exceed \$276,000 household and property.
3. To provide State Acquisition Relocation Funds (“SARF”), which enable low- to moderate-income homeowners to purchase homes outside the special flood hazard area.	Provides a gap payment that would not exceed \$50,000 to relocate from current damaged home to similar housing unit outside of the special flood hazard area. Payment could be a difference payment not covered by CDBG-DR or other federal programs. In addition, to the gap payment, the County may also provide applicants with up to an additional \$5,000 in moving costs. The replacement home must be located within the County in order for homeowner to receive the maximum SARF assistance, unless an urgent or pressing need exists to waive this requirement. The replacement home must be determined to be decent, safe, and sanitary.	DRA 17 funds may only be used to assist LMI households as described in the Income Eligibility Requirements Table above.

****General Note:** Any exception to any of the eligibility limitation or cost limitation will be handled on a case-by-case basis by OSBM-DR and must be supported by any of the following: an urgent and pressing need; an emergency that threatens the life, safety or health of the occupants of a home; all the bids from a competitive solicitation exceeded the applicable cost limitation or lack of competition; increased financial burden or hardship to homeowner(s) (e.g., increased tax burden if home is reconstructed instead of rehabilitated); accessibility (ADA) construction needs, issues or requirements; lack of temporary housing in the area; or such other circumstances, events, issues or needs that may require an exception to any eligibility limitation. With respect to the unit costs and not to exceed levels, OSBM reserves the right to notify the county of allowed increases to these unit costs, as the market for construction related goods and services incurs increases in costs associated with inflation or market-based increases in pricing.

III. LIMITATIONS ON THE USE OF FUNDS: The following limitations on the use of funds apply:

- a) Limited Activities: No funds provided under this Agreement may be used for activities that are not listed in Section II above.
- b) Proposal Submission: County is required to submit a plan or proposal to OSBM-DR for the proposed projects and/or households consistent with the terms of this grant. After OSBM-DR approval of County's plan or proposal, OSBM-DR may request copies of County's contracts, invoices and/or records of payments for any of County's contractors providing services and construction for County under this grant.

The County must submit amended plan or proposal for the use of funds, which must be approved by OSBM-DR before the County begins work on the new activity or new project and/or before it seeks reimbursement for any costs associated with the new activity or project under this Agreement. The amended plan or proposal shall include, at a minimum, the following: (i) the specific tasks to be performed; (ii) the identity of the County entity or contractor who will provide the work and/or materials; (iii) costs for each task to be performed; and (iv) the estimated time to perform the work.

- c) Eligibility Limitations: In determining homeowner eligibility, the County will provide OSBM-DR with a critical needs listing of the most pressing homeowner hardship cases that are in need of immediate housing recovery services. These critical needs cases should focus on the elderly, disabled, lower income, potential failures of current dwellings, and related public health, safety and welfare considerations. OSBM-DR and the County will prioritize the use of grant funds to assist homeowners facing exigent conditions in a home that risk the life safety, health, and well-being of the home occupants. OSBM-DR working in collaboration with the County, will also undertake reasonable best efforts to ensure potential federal housing recovery sources are provided due consideration, and/or that OSBM-DR or the County will administer this grant program in a manner that may support federal housing program reimbursements of state DRA disbursements. Should the administration of these state DRA funds, to the extent practicable, create a material conflict with a homeowner's eligibility for funding under other federal disaster recovery programs, the County or OSBM-DR must document the exigent circumstances that warrant immediate support and utilization of state DRA funding supported by this Agreement. An example of material best efforts to prioritize federal funding recover support include but are not limited to: an analysis or status assessment of the homeowner's eligibility for Community Development Block Grant Disaster Recovery Program (CDBG-DR) housing recovery assistance and/or likely eligibility for FEMA HMGP assistance).
- d) 100-Year Floodplain Limitations: No funds provided under this Agreement may be expended for the construction of any new residence within the 100-year floodplain

unless the construction is in an area regulated by a unit of local government pursuant to a floodplain management ordinance and the construction complies with the ordinance. As used in this provision, “100-year floodplain” means any area subject to inundation by a 100-year flood, as indicated on the most recent Flood Insurance Rate Map prepared by the Federal Emergency Management Agency under the National Flood Insurance Program.

- e) Flood Insurance: Homeowners in the 100-year floodplain who receive homeowner’s housing assistance pursuant to this Agreement shall be required to acquire and maintain flood insurance, and shall execute a Declaration of Covenant, Conditions and Restrictions (“Covenant”) that requires the damaged property to be insured by flood insurance for the life of the home. The Covenant will be executed at Grant Closing, recorded with the County Register of Deeds and shall encumber the property in perpetuity. Any homeowner in the 100-year floodplain who receives assistance through this Agreement shall be prohibited from receiving state assistance for future flood events if that homeowner fails to maintain flood insurance after receiving assistance through this Agreement. Such homeowners must be notified of this requirement when receiving assistance through this Agreement. North Carolina will follow federal HUD guidance to ensure all structures meet guidelines spelled out in 24 C.F.R. Part 55.
- f) Floodplain Status & Insurance: No funds may be obligated or expended in any project activity until the County provides OSBM-DR with a certification that the project is not in a floodplain, or with certification that the recipient participates in the flood insurance program. All properties assisted in the project shall comply with applicable floodplain regulations. Counties may opt to provide flood insurance—at grant closing for reimbursements or at project closeout for repairs, reconstructions, and replacements—for a period not to exceed two years. Thereafter, all properties assisted with funding under this Agreement must maintain insurance coverage.
- g) Insurance Subrogation: If a person’s home is repaired, reconstructed or relocated with funds from the state-funded Hazard Mitigation Grant Program or the State Acquisition and Relocation Fund, the applicant receiving the state assistance shall authorize and approve that the State Emergency Response and Disaster Relief Fund be subrogated to the person’s rights to secure insurance coverage for the damage to the home and any monies received from the insurance coverage shall be paid to the State Emergency Response and Disaster Relief Fund. NCEM and grantee shall ensure that those homeowners or applicants potentially affected by this section are notified of, and adhere to, its requirements.
- h) Property Type Limitations: Only the following types of real property may be rehabilitated under this Agreement: wood-frame built homes, manufactured homes, and modular housing. Although rehabilitation is the primary objective for funding, if the County determines that rehabilitation is not feasible, then complete reconstruction or demolition and relocation are acceptable options. If a home is within a 100-year floodplain, 500-year floodplain, or experienced flooding in the

floor of occupied living space if the home was outside either of the two foregoing floodplains, the County and/or OSBM-DR reserve the right to offer the homeowner a buyout of the property in lieu of reconstruction, rehabilitation or elevation, especially when the costs of the proposed housing assistance greatly exceed the value of the subject home and/or replacement of affordable housing in the County is not a priority unmet need for the County.

- i) Similar Size and Function: For homes that are reconstructed or replaced, they shall be reconstructed or replaced with models of substantially similar size, construction and function (e.g., manufactured home for manufactured home, modular home for modular home, wood-frame construction for wood-frame construction, etc.). Repairs, reconstruction, and replacement shall be substantially similar in scope, size, and function to the original damaged property. Notwithstanding the foregoing, the County and OSBM-DR have the flexibility and discretion to work with homeowners to provide a reconstruction or replacement that best serves the needs of the homeowner and/or the DRA/HM program subject to the eligibility criteria and limitations above.

The County and/or OSBM-DR may offer different reconstruction or rehabilitation options to homeowners to: address exigent conditions in a home that threaten life safety, health, and well-being of the occupants; financial hardship of the homeowner; or such other unmet need of the County related to the replacement of housing within the County on a case-by-case basis. Subject to availability and construction/production scheduling, the County and/or OSBM-DR may provide eligible homeowners an option to select: a modular home to replace wood-frame constructed home; select a home plan that is smaller size or different room configuration than the home being reconstructed; or select a manufactured home in lieu of wood-frame or modular construction; or other alternative that the homeowner may agree to.

- j) Acquisition Buyout Deed Restrictions: For homes that are approved for a buyout or acquisition, any land purchased with DRA funds must be deed-restricted to restrict future use, in perpetuity to: open space; parks; recreation; and/or floodplain or wetlands management. If the County takes ownership of the land, the deed restrictions still apply.
- k) Applicant Equity to Other Recovery Programs: The homeowner or applicant who applies to the County or NCEM/OSBM-DR for benefits under this Agreement should not receive benefits or compensation that would materially exceed benefits that are provided for similar activities by other federal Housing Recovery Programs. Any exceptions to these limitations will be handled on a case-by-case basis and must be supported by a compelling justification.

IV. COMPENSATION: NCEM/OSBM-DR will provide the County \$2,000,000 under this Agreement. The entirety of the Agreement amount is a grant to the County by NCEM. The County may, in its discretion, elect to revert the funds to the State to implement some

or all of the activities of the program on the County's behalf. If the County retains the grant funds, the County will submit quarterly reports to document the use of the funds expended in the prior three-month period. A final report documenting the use of all funds under this Agreement must be submitted to OSBM-DR no later than August 31, 2021. If the term of the Agreement is extended, the County's reporting requirements shall likewise be extended.

Any funds not expended by December 31, 2021 are subject to the claw-back provisions of Paragraph VI below.

- V. REIMBURSEMENT:** All cost must be verified through receipts and other documents. Payment shall be submitted to the County after receipt of completed and documented invoices, within 15 business days after receipt of invoices. Cost reports and invoices shall be submitted to the following program manager for the NCEM:

North Carolina Office of State Budget and Management - Disaster Recovery Section
Office of State Budget and Management
430 N. Salisbury Street, Room 2028
MSC 20320 – Raleigh, NC 27699-0320
Raleigh, NC 27603

The County must include an original, signed copy of each cost report.

- VI. CLAW-BACK:** NCEM or OSBM-DR reserves the right to recover grant funds or de-obligate any remaining grant funds after this Agreement's expiration date or before the expiration date of this Agreement, should the County be found in noncompliance with any material term of this Agreement; an audit finding discloses an improper use of grant funds; or it becomes apparent that the County will not be able to expend the funds prior to the expiration date of this Agreement. OSBM-DR will provide the County with reasonable notice of any deficiency, audit finding, or noncompliance issue and OSBM-DR will make every effort to work with the County to resolve the issue informally before seeking a claw-back under this provision.
- VII. REGULATION:** The funds awarded under this Agreement must be used in compliance with all applicable state and federal laws governing their use. By accepting this payment, the below official agrees to use these funds in a manner consistent with state laws and regulations.
- VIII. TAXES:** The County shall be responsible for all taxes.
- IX. WARRANTY:** The County will hold NCEM and OSBM-DR harmless for any liability and personal injury that may occur from or in connection with the performance of this Agreement to the extent permitted by the North Carolina Tort Claims Act. Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This

Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

- X. POINTS OF CONTACT:** To provide consistent and effective communication between the NCEM and the County, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this Agreement.

For the OSBM	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Stephanie Alsay, Business Officer Office of State Budget and Management 430 N. Salisbury Street MSC 20320 – Raleigh, NC 27699-0320 Raleigh, NC 27603 Direct: 919-807-4672 Email: stephanie.alsay@osbm.nc.gov	Stephanie Alsay, Business Officer Office of State Budget and Management 430 N. Salisbury Street MSC 20320 – Raleigh, NC 27699-0320 Raleigh, NC 27603 Direct: 919-807-4672 Email: stephanie.alsay@osbm.nc.gov

For the COUNTY	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Pender County Planning and Community Development C/O Planning Director PO Box 1519 Burgaw, NC 28425	Pender County Planning and Community Development C/O Planning Director 805 S. Walker Street, Burgaw, NC 28425

- XI.**
- XII. PUBLIC RECORD ACCESS:** This Agreement is be subject to the North Carolina Public Records Act, Chapter 132 of the North Carolina General Statutes.
- XIII. AUDITING & ACCESS TO PERSONS AND RECORDS:** In accordance with N.C. Gen. Stat. § 147-64.7, the staff from the North Carolina Office of State Auditor, DPS, NCEM, Office of State Budget and Management, or other applicable state agency internal auditors shall have access to County officers, employees, agents and/or other

persons in control of and/or responsible for the records that relate to this Agreement for purposes of conducting audits and independent evaluations. These parties shall also have the right to access and copy any and all records relating to the Agreement during the term of the Contract and within two years following the completion of project close-out, to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to payments, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from NCEM and/or OSBM-DR, or associated state parties and affected homeowners.

The County shall store and maintain the original files related to this Agreement and accounting records for the grant funds pursuant to the County's document retention policies or six years from the closeout of the last DRA or HM project, whichever is later.

- XIV. SITUS:** This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in state court in Wake County, North Carolina.
- XV. ANTITRUST LAWS:** This Agreement is entered into in compliance with all State and Federal antitrust laws.
- XVI. OTHER PROVISIONS/SEVERABILITY:** Nothing in this Agreement is intended to conflict with current laws or regulations of the State of North Carolina, Department of Public Safety, North Carolina Emergency Management, or the County. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect.
- XVII. COMPLIANCE:** The County shall be wholly responsible for financing to be made under this Agreement and for the supervision of its employees and assistants. The County shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this Agreement. Recipient is reminded that all funds are subject to the requirements of the Local Government Budget and Fiscal Control act, including but not limited to all budgeting and pre-audit requirements.
- XVIII. MODIFICATION:** This Agreement may be amended only by written amendments duly executed by the Director of OSBM-DR and the County Manager. Notwithstanding the foregoing, the formal modification of this Agreement shall not be required for the following: changes in grant funding; changes in grant monitoring and compliance; changes in the scope of work for any projects; changes in the type of recovery for a project (e.g., rehabilitation to reconstruction, etc.); changes in the number of projects; changes in auditing requirements; and/or such other matters that County and OSBM-DR may agree to during the term of this grant. OSBM-DR will give advance notice of all changes to the County, and any change that may reduce the amount of the grant to the

County shall be subject to agreement and acceptance by the County formally or informally as required by County policy.

- XIX. TERMINATION:** The terms of this Agreement, as modified with the consent of all parties, will remain in effect until December 31, 2021. Upon written request for a term extension by the County to OSBM-DR, this agreement may be extended for one additional year.

County or OSBM-DR may terminate this Agreement, in whole or in part, by providing written notice to the other party at least 30 days before the effective date of termination set forth in the notice. After the issuance of any written notice of termination, the County within the 30-day period shall provide an account of all pending payment obligations to its contractors managing projects, constructing projects, and/or working on mitigation buyouts as well as an account for all bills that may become due within 30 days following termination. NCEM or OSBM-DR may require County to return of unspent funds that will not be needed to pay County's obligations that are due prior to the effective date of termination. County will forward all invoices it receives from its contractors to OSBM-DR after the effective date of termination, which OSBM-DR will process and pay all eligible bills, costs, fees and/or expenses. NCEM or OSBM-DR shall have the right to assume all County's projects and contracts so that all DRA and HM projects that were not completed by the County may be completed by OSBM-DR. The County agrees to execute all necessary documents to assign its contracts and projects to NCEM/OSBM-DR and make reasonable efforts to have its contractors agree to the requested assignments.

The County may also delegate or assign to OSBM-DR any project to manage, construct or buy-out without seeking termination of the Agreement.

- XX. EXECUTION AND EFFECTIVE DATE:** This Agreement shall become effective upon return of this amended Memorandum of Agreement, properly executed on behalf of the County, to OSBM-DR and will become binding upon execution of all parties to the Agreement. Once executed, the terms of this Agreement will be made effective as of December 1, 2018.

- XXI. ENTIRE AGREEMENT:** This Agreement and any annexes, exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire Agreement between the parties and supersede all prior oral and written statements or agreements.

IN WITNESS WHEREOF, the parties have each executed this Agreement and the parties agree that the effective date of this Agreement shall be August 30, 2019.

NC OFFICE OF STATE BUDGET
& MANAGEMENT

COUNTY OF Pender

BY:

BY:

Nels C. Roseland

Kyle M. Breuer

Nels C. Roseland
Deputy State Budget Director

Kyle M. Breuer, Director, Planning and
Community Development

DATE 8/30/2019

DATE 8/30/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Hilb Group of NC, LLC - JWB 4010 Oleander Dr Ste 11 Wilmington NC 28403-6810		CONTACT NAME: Judy Stilwell PHONE (A/C, No, Ext): 910-799-5453 FAX (A/C, No): 910-313-2722 E-MAIL ADDRESS: judy@charlotteinsurance.com		
INSURED UNITWAY-01 United Way of the Cape Fear Area 5919 Oleander Dr, Ste 115 Wilmington NC 28403		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Philadelphia Indemnity Insurance Company		18058
		INSURER B : Wesco Insurance Company		25011
		INSURER C :		
		INSURER D :		
		INSURER E :		
INSURER F :				

COVERAGES

CERTIFICATE NUMBER: 1669022836

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			PHPK2009028	8/27/2020	8/27/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2009028	8/27/2020	8/27/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WWC3474955	6/15/2020	6/15/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Sexual Abuse/Molestation \$1,000,000 Agg & Ea Abuse \$50,000

CERTIFICATE HOLDER

CANCELLATION

Pender County Chad McEwen, County Manager 805 South Walker Street Burgaw NC 28425	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Judith A. Stilwell</i>

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BUDGET ORDINANCE AMENDMENT TITLE: Budget Hurricane Florence DRA Grant 13624-G

Introduced by: Randell Woodruff, County Manager

Date: 2019-11-04

Item #: _____

Fund: Capital Improvement (60) Department: _____

Division: _____



PENDER COUNTY, NORTH CAROLINA

FY 2019-2020

Budget Amendment # _____

Date Approved: _____

Appropriations

REVENUES		EXPENDITURES	
Increase: ☒	Decrease: ☐	Increase: ☒	Decrease: ☐
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
60-348816-6466 NCEM DRA Grant	\$2,000,000.00	60-404505-6466 Contr Serv-Engineering	\$50,000.00
		60-404578-6466 Contr Serv-Grant Admin	\$200,000.00
		60-406418-6466 Housing Repair/Replaceme	\$1,750,000.00
Total:	\$2,000,000.00	Total:	\$2,000,000.00

Reason and Justification for Request:

Budget new State Office of Emergency Management Disaster Recovery Act grant for Hurricane Florence recovery.

Dept Mgr. Approval: Date: _____

Finance Officer Approval: Date: _____

Budget Officer Approval: Date: _____

Board Approval (When Applicable) Item # _____

Date of Minutes _____

Email to Finance Page 44 of 36

Revision 8.5 (1/13/15)

Print Department - Copy

BUDGET ORDINANCE AMENDMENT TITLE: Budget Hurricane Florence DRA Grant 13624-G

Introduced by: Randell Woodruff, County Manager

Date: 2019-11-04

Item #: _____

Fund: Capital Improvement (60) Department: _____

Division: _____



PENDER COUNTY, NORTH CAROLINA

FY 2019-2020

Budget Amendment # _____

Date Approved: _____

Appropriations

REVENUES		EXPENDITURES	
Increase: ☒	Decrease: ☐	Increase: ☒	Decrease: ☐
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
60-348816-6466 NCEM DRA Grant	\$2,000,000.00	60-404505-6466 Contr Serv-Engineering	\$50,000.00
		60-404578-6466 Contr Serv-Grant Admin	\$200,000.00
		60-406418-6466 Housing Repair/Replaceme	\$1,750,000.00
Total:	\$2,000,000.00	Total:	\$2,000,000.00

Reason and Justification for Request:

Budget new State Office of Emergency Management Disaster Recovery Act grant for Hurricane Florence recovery.

Dept Mgr. Approval: Date:

Finance Officer Approval: Date:

Budget Officer Approval: Date:

Board Approval (When Applicable) Item #

Date of Minutes

Email to Finance

of 45

Revision 8.5 (1/13/15)

Print Department - Copy



Pender County Consideration of proceeding with RFQ for architectural design for new Hampstead Branch Library

TO: Board of County Commissioners
FROM: Allen Phillips-Bell
DATE: February 7, 2022
SUBJECT: Consideration of proceeding with RFQ for architectural design for new
Hampstead Branch Library

SUMMARY:

The existing Hampstead Branch Library, at 7,800 square feet, has proven to be too small to meet community demand in the past several years. Although a 21,000 square foot facility had been planned back in 2010, for the sake of reducing costs, a less ambitious facility of 14,000 square feet, with room on the site to expand to 20,000 square feet at a later date, is now being proposed. This would provide the people of eastern Pender County with a library facility capable of meeting their needs and would be a vast improvement over the existing facility.

An architectural design for a 21,000 square foot library was underway in 2009-2010 but was halted for two reasons: 1) the recession's negative impact on revenues and 2) the building site proposed at that time, between the current Hampstead Branch Library and Topsail Elementary School, was deemed unsatisfactory after an assessment by the Army Corps of Engineers.

However, the Board of County Commissioners recognized that there remained a need for a new library for that side of the county. In 2014, the Board designated and reserved the property adjacent to the Pender County Hampstead Annex as the future site of a new library to replace the existing Hampstead Branch Library.

The new library is included in the Pender County Capital Improvement Plan for FY 2019-2023, which the Board of County Commissioners approved in June 2018.

In February 2020, a civil engineering firm (SEPI) was hired to do a basic site assessment of the property adjacent to Hampstead Annex to verify that the site could accommodate the proposed library (14,000 SF with room for a later expansion to a total of 20,000 SF). The report and sketches are attached.

Now, with the county and the economy recovering from the impact of the pandemic, the library would like to provide the Board with an update on the continued needs for a new library in Hampstead, and to request approval to post an RFQ for architectural design. The Library Advisory Board of Trustees, whom you have appointed to advise the county on library matters, including the development of library facilities, are in full support of this proposal.

ACTION REQUESTED:

The Board is requested to provide approval for the Library to take the next step and post an RFQ for architectural design.



WILMINGTON: 5030 New Centre Drive, Suite B, Wilmington, NC 28403
OFFICE: 910.523.5715 / FAX: 910.523.5716 / WWW.SEPIINC.COM

Hampstead Branch Library

US Hwy 17
Hampstead, NC

BASIS OF DESIGN for
Site Layout Sketches

Prepared for:
PENDER COUNTY LIBRARY

February 19, 2020
NC License No. C-2197
SEPI Project No.: SE19.146.00





Introduction

Pender County Library wishes to replace their existing Hampstead branch with a new one on County-owned property. The library retained SEPI to provide schematic site plans for the library project.

Background / Existing Site

The Hampstead Government Annex exists on the southern portion of the property. This existing facility includes offices, an auditorium, and a small jail. The library is proposed on the northern portion where a baseball / softball field currently exists. The ball field has reportedly been used infrequently in the past few years.

Basis of Design

The layout shown on attached Options 1 and 2 depict a front main member library entrance facing Hwy 17 with member parking primarily on the front and south side of the building. Parking on the north side of the building will primarily be used for staff. Also a loading area is provided on the north building side.

A sidewalk connection will be provided from the building to the Hwy 17 Right of Way.

County Public Utilities plans to install a groundwater supply well at the rear of the ballfield; thus sharing the northern portion with the proposed library. SEPI coordinated with Kenny Keel, Public Utilities Director, and their design consultant for the well, McKim & Creed. SEPI has inserted and shown McKim & Creed's well layout on the schematic library site plans.

The rear of the building facing the wooded areas will have large windows for members to overlook the rear of the property. Portions of the rear will face the water supply well; however, the well can be screened with evergreen shrubs, etc. to soften that appearance. It is the Library's intent to provide hardscape walking and seating areas outside the rear of the building, as well as large areas of landscaping. Some areas may be covered with sunshades or awnings. This will invite members outside for a naturistic location to read.

NCDOT plans to install medians and sidewalks along Hwy 17 as part of the Hampstead Bypass project. The NCDOT project will include a super street layout, preventing left-out movements from all three existing driveways of the County property. However, DOT reviewed the schematic plan – Option 1 on the basis that the library would be constructed before the Hwy 17 improvements are made.

DOT will require a protected stem on the southernmost driveway to prevent left turns in the internal intersection near that driveway. A protected stem will not be required at the middle driveway near the jail. A right turn lane addition on Hwy 17 may be required at either or both the southern and middle driveway. Signal modifications may be required. The middle lane of Hwy 17 will need to be restriped to create additional storage of the left turn lane into the southern driveway. We have shown or noted all of these comments on both plan options. Finally, DOT stated that these recommendations are subject to change, additions, and/or deletions based on the ongoing current design of their Hwy 17 project.

County Planning has requested a vehicular connection from the proposed library parking area to the adjacent property(s) to the north. If this were to be implemented, we are concerned about member and public safety due to vehicles "cutting through" the library parking area. This will need to be carefully

2





coordinated during detailed design. This may require using the northernmost existing driveway (near the ballfield) to provide a means for vehicles to “cut-through” the library property without traversing through the library parking lot. Keep in mind, this may not be possible because DOT will limit the number of driveways for this property; including potentially requiring us to close one of the existing driveways.

A public water main exists in the Hwy 17 Right of Way, and should be available for tapping for the library project.

A septic system exists at the rear of the property that serves the Annex. To make most efficient of the property, and based on the exact location of the existing septic system, we have estimated and proposed a new larger septic system area to serve both the Annex and the library. Detail design of this project will determine if one single larger system or two separate systems is most efficient, as well as the exact location of said system(s).

Based on our review of the NCDEQ Stormwater permit file for the Annex, the existing infiltration basin at the rear of the Annex is of sufficient size to support the additional drainage area and impervious area proposed by the Library. However, the existing NCDEQ stormwater permit does not explicitly include this library project as a “Future” development phase. And so therefore, the permit will need to be revised to show and include this proposed project. That permit modification may require relatively minor modifications to the basin, including outlet structure pipes, storm drain additions, etc.

Trash/garbage removal will reportedly be via County staff and vehicles, such that a dumpster is not necessary and therefore a dumpster location is not shown on the plans.

Items Not Included in Basis of Design

Only the above information was used to prepare our schematic plans. Future investigations will need to be performed before and during detailed design. Those investigations include, but are not limited to soil testing, architectural floor plan design, full coordination with all applicable regulatory agencies, stakeholder coordination, etc.

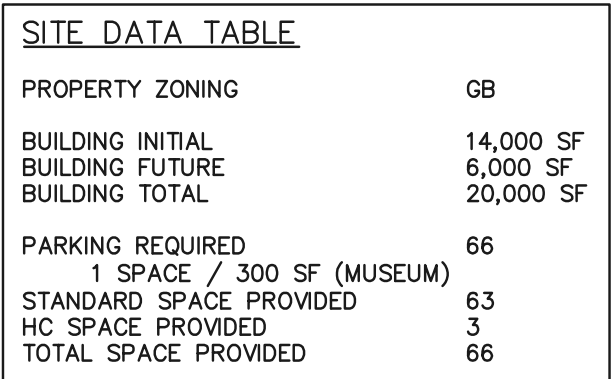
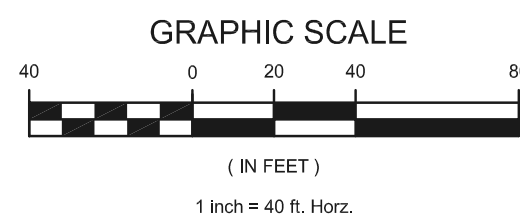
Closing

The attached site schematic layout plans are based on the above information only. Final project layout will be subject to detail coordination with the owning agency, applicable regulatory agencies, stakeholder coordination, and detail design.

End of Basis of Design

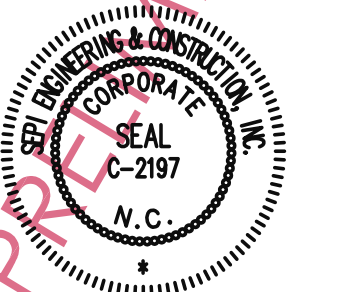
See attached Site Plan





THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF
THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER
SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR
SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK,
OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.



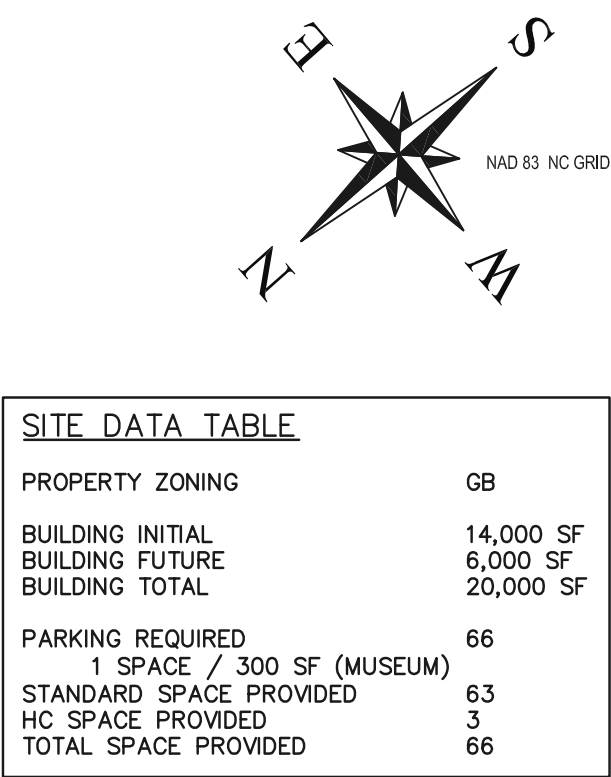
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PROJ. MGR:	MTA
DRAWN BY:	KTD
CHECKED BY:	MTA



8m.

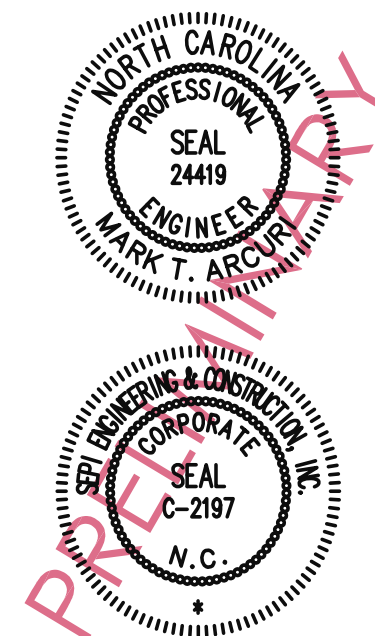
3 WORKING DAYS
BEFORE YOU DIG

FOR THE LOCATION OF
UNDERGROUND UTILITIES

Know what's below.
before you dig.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER ON THE ATTACHED UTILITY MAP. THEREFORE, THE OWNER OR ITS REPRESENTATIVE, THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY DAMAGES WHICH MAY BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PREVENT ANY AND ALL UNDERGROUND UTILITIES.

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HAMPSTEAD
BRANCH LIBRARY
OPTION 2

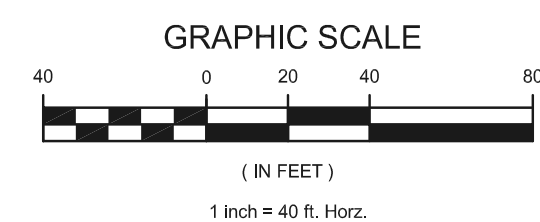
PREPARED FOR:
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LIBRARY

PRELIMINARY
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		DATE
PROJECT:		
ISSUE:	OWNER REVIEW	01/22/2020
	PER OWNER REVIEW	02/19/2020

REVISIONS:

PROJ. MGR:	MTA
DRAWN BY:	KTD
CHECKED BY:	MTA





**Pender County
to approve a resolution for Health & DSS
to begin the next steps for a new HHS
facility by issuing an RFP for a
design/build project.**

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: February 7, 2022
SUBJECT: To approve a resolution for Health & DSS to begin the next steps for a new HHS facility by issuing an RFP for a design/build project.

SUMMARY:

A preliminary design for a new HHS facility has been completed. Next step is issuing a request for proposals for a design/build project.

ACTION REQUESTED:

To approve a resolution for Health & DSS to begin the next steps for a new HHS facility by issuing an RFP for a design/build project.



SPACE NEEDS ANALYSIS AND MASTER PLAN

For

PENDER COUNTY HEALTH AND HUMAN SERVICES

October 4, 2021

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



October 4, 2021

Attn: Carolyn Moser, Health & Human Services Director
Pender County Health Department
803 S. Walker Street
Burgaw, NC 26425

Dear Ms. Moser:

Thank you for the opportunity to work with you for the past year and a half. While some unique circumstances made this collaboration particularly challenging, we enjoyed engaging you, your staff and the County in order to forge this summary document for your use and benefit. We have persevered this past year through difficult logistical and health challenges to produce a fully vetted vision, building program, building plan and site feasibility master plan. We think you will find that our final master plan will aid in your efforts to find a long-term solution to your facilities and operational needs as Pender County grows through the next 15 to 20 years.

While we know that there are other options being considered for the future of Pender Health and Human Services, we hope this document provides a clear guide and framework for making informed decisions on both the site specifically studied and the projected future of the Departments. Please let us know if we can help further.

My best regards,

Julie M. McLaurin, AIA, LEED AP
Senior Project Manager | Community
919.474.2542 or julie.mclaurin@littleonline.com

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Executive Summary

This Master Plan was a unique opportunity and an unexpected challenge for Pender County and the design team. The exceptional circumstances of the years 2020 and 2021 have interfered with the momentum of the initial efforts of late 2019 and early 2020. Nevertheless, with the County's perseverance, Little is honored to present the final findings and decisions of this long journey. We hope it serves the County well for the future of its Health and Human Services staff and clientele.

Little and the County showed an early alignment in our approach for visioning and discovery for this Master Plan. The team's approach focused on interaction with as many stakeholders as possible. This led us through a series of meetings and discoveries that, while not always leading to expected results, honed the Master Plan scope to create a viable path moving forward when the project can begin in earnest.

The scope of this report includes:

- Inventory of current staffing and spaces
- Projected growth over the next 20 years
- Viability of the proposed building site
- Detailed program of proposed spaces and adjacencies
- Viable overall facility scope and cost
- Department flow blocking and stacking

Through this exploration, we learned that facilities that balanced open work with small "neighborhood feel" could be both efficient with use of space, secure and private. Addressing staff needs consistently rewards the clientele with a better experience. We also learned that a facility can feel welcoming while still operating at a large scale.

Little led the all-day visioning session. The stakeholders emphasized staff needs and were enthusiastic participants in shaping the goals for the Master Plan. This report includes the many ideas and long-term thinking demonstrated by the County.

The programming that was shaped by the visioning focused on a robust multipurpose facility for the County at large. Shared spaces for community and staff collaboration were at the center of the documents. After an adjustment from everyone's idealized scope for the facility, a more realistic set of scenarios are reflected in this report. One scenario is to maximize the opportunity for those collaborative spaces and community amenities. The other is to prepare for the explosive growth the Pender has seen in the past decade to continue.

The resulting building program had direct client input on the flow and potential room arrangements. Though the exact planning is left for a future building design, the overall adjacencies, blocking, security and movement for the building and site are reflected in this report.

Pender thoughtfully provided precise plan concepts to communicate their needs to the design team. This helped in particular after bureaucratic delays from US agencies and the global pandemic changed how we all worked and communicated with one another.

Patient flow is critical for clinical service. Security and guided access is preferred after considering new models of patient and staff interaction. A simple design, adapted to the Progress Drive site, reflects the need for flexibility and adaptability for Departments that are critical services for the community, especially in emergencies.

After exploring various stacking models, including a three-story solution, the team decided that a two-story solution would balance footprint size, patient flow and construction efficiency.

Patient flow was also the primary driver for the master site plan. Having a clear path for client entry and parking was the top priority. The design team studied several different options for the building location and orientation. The ultimate solution places the building just south of the site entrance across from Industrial Drive, and close to Progress Drive.

Some of the alternative studies were influenced by the existence of existing drainage tributaries and wetlands on the site. Both the official wetlands boundary determination by the US corps of engineers, and the subsequent judgement on their impact by the NC Department of Environmental Quality (DEQ) took much of a full calendar year to resolve. The global SARS-CoV-2 (COVID 19) pandemic coincided with this delay negatively impacted the momentum between the design team and the County. The County naturally prioritized the health emergency. In fits and starts, the site design eventually moved forward again, and the team had the opportunity to reconsider the program blocking and stacking.

The County modified the department adjacencies in subsequent sketches, and the security needs were clarified. Little introduced some ideas for the clinic spaces based on pandemic-related changes the team was seeing in the healthcare market. Ultimately, County decided that guided access clinic flow models were still appropriate for their needs.

The final department blocking and stacking creates distinct zones on each floor based on security and access needs. This results in three building cores from the original two:

- A central public core with central building support spaces,
- A secured core for client use and some staff functions, and
- A staff core near the primary staff entry that included service, storage and amenities

Clinic spaces remain on the ground floor. Administration and Finance are located close to the Clinics and to the service areas. Both the dental clinic and child support department have semi-autonomous lobbies off the main entrance for frequent client access. WIC, Billing, Medical Records and Eligibility are all accessed beyond a security checkpoint off the main waiting area, .

Multifunctional training spaces can be accessed through the main lobby. These spaces can be combined or reconfigured. They can be used by other County departments or by the public, including for after-business hours and weekend functions.

Income Maintenance and Social Services occupy the upper floor, and are quickly accessed off the main lobby via the central public core. The second story is similarly divided between levels of security. Adult and Child Protection Services are in a more secure area with easy access to the secure fleet and staff parking to the east. The rest of the departments are in a more open arrangement of offices and workstations utilizing the “neighborhood” concept.

The final master plan emphasizes the following principles, distilled through the visioning, programing and master planning process:

Viability

The program and master plan can meet the County's needs in the near term, and provides a clear long-term approach to meeting the County's requirements for meeting the growing demand for services.

Flexibility

The master plan can be reconfigured and adapted both in a future design effort, and for future growth or unanticipated events.

Simplicity

The master plan is economical and efficient in terms of space utilization, anticipated building systems, staff communication and client wayfinding and flow.

Accessibility

The master plan creates a more equitable environment for both clients and staff. Confidentiality and collaboration are both accomplished.

Restraint

The master plan balances constraints of adjacency, size and quantity while allowing the design team to implement and modify the layouts and details as needed in future design phases.



FACILITY TOURS

Summary

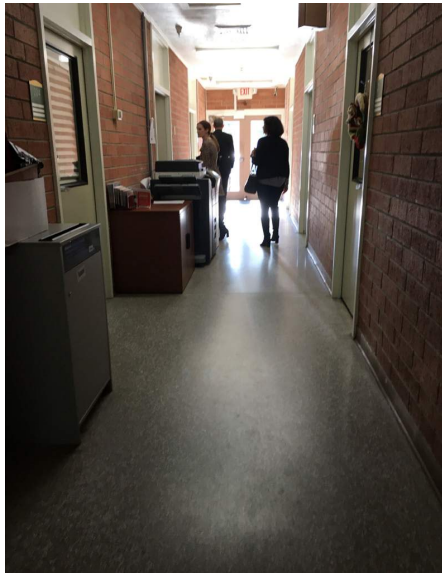
County Health and Human Services leadership along with representatives from Little toured facilities together in order to better understand current trends, differences in operations and how peers were designing facilities in the recent past. In particular, a larger contingent from Little accompanied Pender County staff on a tour of the Onslow County Human Services building in October, 2019.

This same team from Little guided a visioning session with a larger group of Pender County staff in December, 2020. While the team was in Burgaw, both Carolyn Moser and Wesley Stewart gave Little tours of their existing Public Health and Social Services facilities. The County had shown remarkable resourcefulness in using existing buildings intended for other uses for a large portion of their work. The newer facilities reflected a thoughtful process of integrating patient flow with pragmatic planning.

The close proximity to other County buildings including the main government building along South Walker Street would create a campus or complex that are convenient to both staff and clientele; an ensemble that adds up to more than the sum of its parts. The promise of moving departments into modern, safer and appropriate spaces is vital to this community, one of the fastest growing populations in the State.

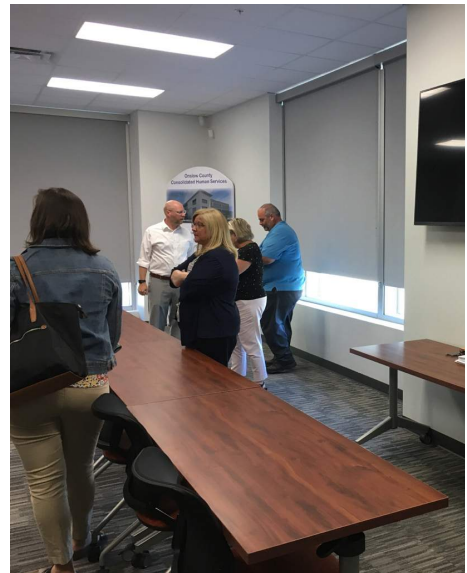
Facility Tours

Existing Facilities



Facility Tours

Comparable Facilities





VISIONING

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Summary

With the help of Carolyn Moser, Wesley Stewart and others in the County, Little organized a day-long Visioning session on December 4th, 2019. The Session was held in the large conference, training and break room of the Social Services building on Walker Street.

Little hosted the visioning after informal introductions with a series of prepared exercises. The exercises were designed to both review existing issues and help imagine what could be from everyone's point of view. Having input and feedback from everyone is very important in order to help ensure that everyone's needs are met. In addition, good ideas or different ways of thinking about the master plan vision can come from anyone.

The County staff were very enthusiastic participants. A large group setting can both encourage some individuals to dominate the conversation while others tend to avoid participating. The congeniality of the staff and leadership minimized those risks. Everyone had something to share. In addition, for those who didn't prefer to speak up, we offered a series of breakout and individual exercises so their ideas could be recorded and considered.

Both the group and individual responses are shared in this document.

The overall consensus from the visioning was that the departments want to be the community's first option for care and service. The leadership also focused much of the conversation around how to best serve and enable the staff to do their best and have a healthy work environment.

The Vision for Pender County is:

To be the vital and essential community resource bringing healthy outcomes and wellbeing in any circumstance.



MEETING SIGN-IN

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

PROJECT NAME:	Pender County Health and Human Services Building – Kickoff and Visioning	LOCATION:	DSS Auditorium 810 South Walker St. Burgaw, NC
PROJECT NO:	514.1319.100	DATE:	12.04.2019
AUTHOR:	Will Harrison, AIA		

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PW	Patricia Walker	DSS	pwalker@pendercountync.gov	910-259-1380

A. The Big Why? / The Big What?

1. What are we trying to accomplish with the creation of this building?

- Growth-Increased Area
- Need/Demand
- Teamwork
- Integration/Collaboration
- Improved Services
- Consolidated (One Stop Shop)
- Technology
- Invited/Welcomed/Warm/Professional Atmosphere (Clients and Staff)
- Communication
- Cohesive

2. What is the need that we are trying to fulfill?

- Space!
- Reliability
- Streamline
- Easier Access
- One HHS Agency
- Adaptable
- "First Resort"

3. Why does the building matter?

- Space for Growing Community (2nd fastest growing county in NC)
- Privacy
- Safety for Employees and Clients
- Staff Morale
- Efficiency
- Accommodate more staff
- Investment for county
- Leader in state for H&HS
- Modern facility/Technology
- Wise use of dollars (stop band aids)
- Healthy environment

4. What happens if we don't do anything?

- Creates barriers to utilize services
- Remain divided
- Hurts customer service
- Fails community
- Not competitive (staff) to private sector
- Risk of losing employees
- Creates even more division as we grow
- May have to cut programs

5. Who are we serving?

- Community – everyone
- Each other – for staff, the vulnerable, disabled, children
- State
- County
- Agencies/churches
- Residents

6. What is our role as an organization?

- Provide services (multiple services)
- Protecting the community
- Improving lives
- Provide hope
- Lifeline
- Guidance
- Provide leadership (community & state)
- Serving other counties
- Be innovative
- Excellent & timely services (health dept of the year)
- The mission

7. Who are we advocating for?

- Community – everyone
- Each other – for staff, the vulnerable, disabled, children
- State
- County
- Agencies/churches
- Residents

8. What is our value to the community?

- Resource
- Access
- Health and well being
- Quality of life
- Improving health
- Safety net
- Instrument/avenue for freedom
- All inclusive

9. How is what we are doing relevant?

- “Got to have us”
- Healthy and active citizens
- Reducing healthcare costs
- “If we don’t do it, nobody will”
- Food, safety, utilities, childcare, health

10. How will any of these factors change in the future?

- Growth
- Changes to technology
- Healthcare evolving
- Cohesive services
- One dept./single culture

11. How will you adapt or evolve?

- Partners w/ a common goal
- Identifying needs & adapting
- Flexibility
- Improving processes
- Increases creativity & better ways of operating
- Being able to change

THE BIG WHY / WHAT

- GROWTH - INCREASED AREA
- NEED/DEMAND
- TEAM WORK
- INTEGRATION / COLLABORATION
- IMPROVED SERVICES
- CONSOLIDATED " (ONE STOP SHOP)
- TECHNOLOGY
- INVITED / WELCOMED / WARM / PROFESSIONAL (CLIENTS + STAFF) ATMOSPHERE
- COMMUNICATION
- COHESIVE
- SPACE!
- RELIABILITY
- STREAMLINE
- EASIER ACCESS
- ONE HHS AGENCY
- ADAPTABLE
- FIRST RESOURCE

3. SPACE FOR GROWING COMMUNITY (2ND FASTEST GROWING COUNTY)

- PRIVACY
- SAFETY FOR EMPLOYEES + CLIENTS
- STAFF MORALE
- EFFICIENCY
- ACCOMMODATE MORE STAFF
- INVESTMENT FOR COUNTY
- LEADER IN STATE FOR HHS
- MODERN FACILITY / TECHNOLOGY
- WISE USE OF DOLLARS (BANDAIDS)
- HEALTHY ENVIRONMENT

4. CREATES BARRIERS TO UTILIZE SERVICES

- REMAIN DIVIDED
- HURTS CUSTOMER SERVICE
- FAILS COMMUNITY
- NOT COMPETITIVE (STAFF)
- RISK OF LOSING EMPLOYEES
- CREATES EVEN MORE DIVISION AS WE GROW
- MAY HAVE TO CUT PROGRAMS DUE TO SPACE

5/7. COMMUNITY - EVERYONE RESIDENTS

- EACH OTHER → FOR STAFF
- STATE
- COUNTY
- AGENCIES / CHURCHES
- THE VULNERABLE DISABLED / CHILDREN

6. PROVIDE SERVICES (MULTIPLE SERVICES)

- PROTECTING THE COMMUNITY
- IMPROVING LIVES
- PROVIDE HOPE
- LIFELINE
- GUIDANCE (HEALTH DEPT. OF THE YEAR)
- PROVIDE LEADERSHIP (COMMUNITY + STATE)
- SERVING OTHER COUNTIES
- BE INNOVATIVE
- EXCELLENT SERVICES
- AND TIMELY
- THE MISSION

8. RESOURCE

- ACCESS
- HEALTH + WELL BEING
- QUALITY OF LIFE
- IMPROVING HEALTH
- SAFETY NET
- INSTRUMENT / AVE. FOR FREEDOM
- ALL INCLUSIVE

9. "GOT TO HAVE US"

- HEALTHY AND ACTIVE CITIZENS
- REDUCING HEALTHCARE COSTS
- "IF WE DON'T DO IT, NOBODY WILL"
- FOOD, SAFETY, UTILITIES, CHILD CARE, HEALTH

10. GROWTH

- CHANGES TO TECHNOLOGY
- HEALTHCARE EVOLVING
- COHESIVE SERVICES
- ONE DEPT. / SINGLE CULTURE

11. PARTNERS W/ A COMMON GOAL

- IDENTIFYING NEEDS + ADAPTING
- FLXIBILITY
- IMPROVING PROCESSES

12. INCREASES CREATIVITY + BETTER WAYS OF OPERATING

- BEING ABLE TO CHANGE

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Functioning environment for Human Services personnel and client population

What is the need that we are trying to fulfill?

Needs of accessibility, Comfort/safety

Why does this building matter?

To support the expansion of needs/service delivery

What happens if we don't do anything?

Barriers to adequately meeting the needs of the client population are created

Who are we serving?

Diverse populations

What is our role as an organization?

To enhance the quality of life of the citizens of Pender County, through the provision of offered services.

Who are we advocating for?

Staff/client population/citizens

What is our value to the community?

We are vital in meeting the diverse needs of the community.

How is what we are doing relevant?

We are relevant is providing needs of safety/care.

How will any of these factors change in the future?

(including dynamics of the county)
These factors are subjected to change as the needs/services change.

How will you adapt or evolve?

We will adapt/evolve as partners in support of a common goal (safety, care, wellbeing)

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Samantha Nixon

DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

more space -

What is the need that we are trying to fulfill?

adequate staffing / room for growth

Why does this building matter?

more space - more employees
Efficiency

What happens if we don't do anything?

no room for additional staff - cancellations increasing

Who are we serving?

Elderly - Disabled - Families in need of services
Community | Employees

What is our role as an organization?

Provide services and ensure needs are met.

Who are we advocating for?

Elderly - Disabled - Families in need of assistance - Community

What is our value to the community?

to serve people in our community ensuring needs are met

How is what we are doing relevant?

Ensuring peoples needs are met through services offered

How will any of these factors change in the future?

Cancellation continues to increase making it difficult for staff to meet needs
cancellations going to continue to increase through time

How will you adapt or evolve?

improve process
support a common goal

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME

Alison Medaris

DEPARTMENT

DSS - Adult Services

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

interception teamwork, ^{convergence}
improve services/collaboration

What is the need that we are trying to fulfill?

Adjust to growing need to
coordinate/streamline services.

Why does this building matter?

To serve families better, to
make staff morale,

What happens if we don't do anything?

Heart grow space, we fail
to adapt to current need

Who are we serving?

Pender County / stake holders
↓ community
organizations/agencies

What is our role as an organization?

To be a leader in Health

Who are we advocating for?

clients, patients, community

What is our value to the community?

improve health

How is what we are doing relevant?

improving health ↓
cost of health services.

How will any of these factors change in the future?

Technology will continue to
change the way families are served.

How will you adapt or evolve?

improve process / make
things more efficient for
all families / community

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Maurice Hubbard

DEPARTMENT: WIC - Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

collaboration/teamwork

What is the need that we are trying to fulfill?

lack of space for current dept. & future growth

Why does this building matter?

clients/patients will have better access to all services

What happens if we don't do anything?

limits on the changes needed to serve the co.

Who are we serving?

residents of Pender Co.

What is our role as an organization?

provide cost effective healthcare/reg. services

Who are we advocating for?

patients we serve/
community

What is our value to the community?

improving health & quality of life

How is what we are doing relevant?

decreasing chronic diseases (improving health)

How will any of these factors change in the future?

GROWTH

How will you adapt or evolve?

update processes/
procedures

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME

Eileen Harris

DEPARTMENT:

Health - Lab

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Combine DHHs as a whole to make it more efficient for the community

What is the need that we are trying to fulfill?

Easier for our citizens to acquire services needed

Why does this building matter?

With the ~~expansion~~ increase in population more space is needed

What happens if we don't do anything?

The citizens will have a more difficult time in acquiring services

Who are we serving?

The entire community and county including ourselves

What is our role as an organization?

To assist the public in acquiring the assistance and services needed

Who are we advocating for?

The entire county population

What is our value to the community?

The need for assistance and services continues to rise

How is what we are doing relevant?

We help provide and guide individuals to the available services

How will any of these factors change in the future?

There will be an increase with the population and new services will need to be created

How will you adapt or evolve?

by identifying the needs and adapting services to meet the needs

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Jeff Coco

DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

1.	What are we trying to accomplish with the creation of this building?	Building a building that will take us into the future w/ enough space and technology
2.	What is the need that we are trying to fulfill?	Space
3.	Why does this building matter?	Improve our services to clients
4.	What happens if we don't do anything?	Cramp space - we will remain in
5.	Who are we serving?	Clients that need services with the essentials of living
6.	What is our role as an organization?	Provide basic human needs/services for struggling families and low income
7.	Who are we advocating for?	Workers and staff - Also possibly the community
8.	What is our value to the community?	Hyge
9.	How is what we are doing relevant?	Its very relevant - Basic human needs
10.	How will any of these factors change in the future?	Very minimum
11.	How will you adapt or evolve?	Have to accept change and be flexible

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Patricia

DEPARTMENT:

DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Bring PC Health & Human Services together under one roof in an updated space. - support growth of the agency - and the need in community

What is the need that we are trying to fulfill?

- to have an updated space for DSS & Health to work together under one roof

Why does this building matter?

makes Health/Human services a one-stop shop for clients. Will be able to meet patients need better and collaborate more between agencies

What happens if we don't do anything?

- not a good sell for prospective employees - will create more division fail to keep employees

We continue to do the best we can. Some parts of the agencies outgrow their current spaces. create barriers

Who are we serving?

The public - we are a safety net and our employees. We represent the state.

What is our role as an organization?

To protect the health and welfare of the people in Pender Co. improving lives

Who are we advocating for?

our patients - clients - coworkers the community

What is our value to the community?

We are there to protect the health and welfare of our community - resource - safety net

How is what we are doing relevant?

We help citizens meet their needs and maintain their health. We help to ↓ healthcare costs.

How will any of these factors change in the future?

Δ thought process of employees to be one size fits all

growth - closer relationships w/ staff. Healthcare evolves constantly and we need to do the same.

How will you adapt or evolve?

embrace change
- partners in support of common goal
- identify needs - adapt services
- Be flexible

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Kim Trotman

DEPARTMENT:

Health - Nursing

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Combine DSS & HD to be more beneficial for clients as well as employees

What is the need that we are trying to fulfill?

Become HHS combine to help clients have more of a "one stop shop" ^{Space}

Why does this building matter?

It would help employees be able to work more together & to also help clients come to one building instead of having to go to some many buildings for their needs

What happens if we don't do anything?

Clients are going to continue to have the hardship & workers aren't able to work together

Who are we serving?

Clients & employees

What is our role as an organization?

To serve the community as efficiently & effectively as possible

Who are we advocating for?

the community as a whole

What is our value to the community?

To provide services to the community mainly the less fortunate giving the best experience possible in tough situations

How is what we are doing relevant?

It will create a "one stop shop" for clients to be able to have all of their needs met in one building & have workers working together

How will any of these factors change in the future?

We could be able to work together & create an ~~more~~ easier environment for clientele / growth, space

How will you adapt or evolve?

We could easily refer to WIC & work more hand in hand as well as be able to refer to more programs or work together

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Nicole Buckindahl

DEPARTMENT:

DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Trying to have everyone together. My office is ~~at~~ at the Health Dept but I work for DSS.

What is the need that we are trying to fulfill?

~~Bring the agency~~
To have one location for everyone to come to and get what they need. One Stop Shop. Also bring both sides together as employees.

Why does this building matter?

DSS is mixed out in all aspects. ~~Is an~~ ~~being~~ Privacy protected. Safety.

What happens if we don't do anything?

DSS building is falling apart. I feel like we will not be able to handle the growing county.

Who are we serving?

Each other

What is our role as an organization?

↑
To serve the people of Pender. The sick, and those who need help w/ services, protecting the community

Who are we advocating for?

Those who can't advocate for ~~themselves~~ themselves.

What is our value to the community?

resources

How is what we are doing relevant?

How will any of these factors change in the future?

Our county is only growing ~~on the growth~~ ~~where we are~~

How will you adapt or evolve?

partners w/ a common goal

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: _____

DEPARTMENT: DSS

Marti Smith - Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

a centralized/cohesive building that is bright, friendly, & welcoming growth, med, demand

What is the need that we are trying to fulfill?

space meshing of 2 agencies - for easier community accessibility/use ease of access. friendly

Why does this building matter?

→ easier referral system 1-stop shop - protect privacy efficiency

What happens if we don't do anything?

~~barrier~~ Remain divided - not case of access - loose prospective employees.

Who are we serving?

the people of Pender & each other

What is our role as an organization?

to provide needed services to Pender county in a safe + easy as possible manner protector

Who are we advocating for?

the sick + needy

What is our value to the community?

to provide much needed health care + basic needs which - provides hope

How is what we are doing relevant?

We are already a combined agency in name - we need to be in 1 building.

How will any of these factors change in the future?

they are impacted by county growth.

How will you adapt or evolve?

as necessary. as partners in support of common goal.

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Marti Smith

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

One stop shop for many ; professional
Writing ; Respect for clients ; futuristic

What is the need that we are trying to fulfill?

Become one unit ; one HHS
Replace old facilities with limited space

Why does this building matter?

Fast growing county
More needs than more staff etc

What happens if we don't do anything?

Cope as we have been
Put Band-aids on old buildings
Risking loss of employees

Who are we serving?

All pender residents

What is our role as an organization?

Improving lives & healthier
community

Who are we advocating for?

Staff & clients

What is our value to the community?

Meet unmet needs
Help for those that can't afford it
Improve quality of life

How is what we are doing relevant?

Gotta have us

How will any of these factors change in the future?

Grow & be strained to present
if no changes

How will you adapt or evolve?

open to change & new
ways to do business

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Cashman

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Consolidate Health & DSS in one location with all services.

What is the need that we are trying to fulfill?

to provide health care to community in one location w/ food & Nutrition and services that DSS offers.

Why does this building matter?

DSS Building in poor condition.

Beneficial to have new bldg based on cost & Band Aid fix on Bldg repair

What happens if we don't do anything?

Continue to pour \$ into repairs to the old DSS Bldg

Who are we serving?

the public

What is our role as an organization?

to provide services to the public provide health care to under served community

Who are we advocating for?

Public / community

What is our value to the community?

Very limited health care in county w/o going to another county (Resource Very valuable)

How is what we are doing relevant?

very relevant, services are needed in community

How will any of these factors change in the future?

Consolidated svs in one location would be huge improvement, - growth needs

How will you adapt or evolve?

very adaptable, we as a dept adapt ~~will adapt to any situation~~ utilizing svs available new mind set

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Danna Ramos

DEPARTMENT:

HHS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Put health + PSS together

What is the need that we are trying to fulfill?

develop useful space to better adapt the patient workflow or client workflow.

Why does this building matter?

clients + pts can access all resources under one roof.

What happens if we don't do anything?

upkeep of the old bldgs will be costly \$

Who are we serving?

pender co. + surrounding areas public health

What is our role as an organization?

to serve all clients efficiently.

Who are we advocating for?

the public

What is our value to the community?

we are the public's resource for various needs.

How is what we are doing relevant?

trying to simplify the public's needs.

How will any of these factors change in the future?

clients can go to one bldg for all the HHS needs.

How will you adapt or evolve?

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Brandy Lanier

DEPARTMENT:

Health Billing

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

A cohesive Health & Human Services Dept.

What is the need that we are trying to fulfill?

More Space

Why does this building matter?

With Pender Co.'s growth rate of 16% a year the DSS does not have any room for expansion.

What happens if we don't do anything?

We continue to pile staff on top of each other. The cost associated with maintaining this building are problematic.

Who are we serving?

The citizens of Pender County.

What is our role as an organization?

From the DSS perspective assisting residents that need assistance as well as protecting our most vulnerable citizens from abuse, neglect & exploitation.

Who are we advocating for?

Personally I am advocating for my staff

What is our value to the community?

We are the lifeline for many individuals

How is what we are doing relevant?

See above.

How will any of these factors change in the future?

I think as the county grows both health & DSS must grow to accommodate the populations we serve.

How will you adapt or evolve?

We are always changing and adapting ethically through policy, budget constraints or the need to improve.

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Wes Sten

DEPARTMENT:

DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Combined area/space for 1 stop shop for PC consumers.

What is the need that we are trying to fulfill?

Since PSS/Health Dept are consolidated presenting w/a consolidated HHS Bldg.

Why does this building matter?

It's an investment to our community. It also says Employees + citizens consumers are imp.

What happens if we don't do anything? County?

Continued space issues + cost for DSS - reached capacity

Who are we serving?

Community citizens + County Employees

What is our role as an organization?

Broaden: to provide the Best service to our citizens

Who are we advocating for?

in DSS, we advocate for vulnerable adults and children

What is our value to the community?

value the investment

We provide basic, life saving services. Freedom from Abuse, neglect, Reproductive + exploitation

How is what we are doing relevant?

its time

How will any of these factors change in the future?

pop. continues to ↑, the need for additional services is ↑, eventually capacity + safety will be an issue as needed

How will you adapt or evolve?

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Aimee Watson-Green

DEPARTMENT:

DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

^{Overall}
Better Service to the residents of Pender county

What is the need that we are trying to fulfill?

Quality - Health - Outreach - Services
(one stop shop)

Why does this building matter?

It matters to the residents of Pender but also the employees serving Pender

What happens if we don't do anything?

without growth - no change
no improvement

Who are we serving?

Pender County Community
& employees

What is our role as an organization?

Prevention - Education - Services / mission statement
~~Prevention~~ Promotion of

Who are we advocating for?

the residents of PC / community
Employees of PC

What is our value to the community?

PC Health & Human services plays a huge role in the health & well-being of PC through ~~many~~ many different programs/services

How is what we are doing relevant?

the health + well-being of PC is why we do what we do - without us our community would suffer

How will any of these factors change in the future?

Better overall quality of Health & human services - teamwork - ^{better} communication

How will you adapt or evolve?

quality of work will improve
~~quality~~ Embrace the change

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Kerrie Timmerman

DEPARTMENT:

Health Education

Health Department

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

More space to accommodate workers & clients

What is the need that we are trying to fulfill?

A place where we can provide great customer service protecting clients and their needs meeting

Why does this building matter?

to provide the services needed in the best way possible - meeting needs & protecting privacy.

What happens if we don't do anything?

Outgrowing current space hinders our way of providing customer services.

Who are we serving?

Individuals throughout our community from young to old & employees.

What is our role as an organization?

Provide good customer service for the community: meet needs.

Who are we advocating for?

Clients and workers

What is our value to the community?

Providing basic needs to our community.

How is what we are doing relevant?

We are providing basic necessities to improve our community and the clients individual needs.

How will any of these factors change in the future?

We are expecting our community to grow and their needs to grow as well.

How will you adapt or evolve?

We will continue to find the best way to serve our clients and growing caseloads due to growing community.

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Sherry F. Horrell

DEPARTMENT: DSS - Adult Medicaid

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

more space to help more people

What is the need that we are trying to fulfill?

To serve more, a more reachable

Why does this building matter?

for our growing community

What happens if we don't do anything?

will outgrow more than we already have. Less will be done due to limited space

Who are we serving?

The community

What is our role as an organization?

To serve those that need help

Who are we advocating for?

children, families, elderly

What is our value to the community?

when people ~~not~~ need help to live and take care of their families

How is what we are doing relevant?

so families can have a space when they need help

How will any of these factors change in the future?

Im sure to fit the need in the county.

How will you adapt or evolve?

Be come more customer service centered in a better space

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Maddie
Madel White

DEPARTMENT:

Front Desk

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Support the growth of the organization & needs being place on the organization by the community

What is the need that we are trying to fulfill?

Growing pains of the organization: Space, team work, one stop shop - cohesive H&H dept.

Why does this building matter?

To support the future of the agency. Integrated entity for services Staff morale

What happens if we don't do anything?

We would continue to deal w/ the current space issues.

Who are we serving?

Foster Care families, & the Pender Co. Community / Employees

What is our role as an organization?

To serve the community / protect and meeting the needs; Leadership in the community & state. Timely

Who are we advocating for?

Staff, children, families, community

What is our value to the community?

We provide ~~much~~ services needed to keep individuals in the community access;

How is what we are doing relevant?

It shows our ability to grow as the county is growing & placing more demands for services on the agency

How will any of these factors change in the future?

Space issues will be eliminated; varying (one) temps in each office eliminated; growth (entity) increase communication technology assist w/ services

How will you adapt or evolve?

Remain flexible & serve as needed hopeful; use all services available; Support a common goal;

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Demetric Underdue

DEPARTMENT:

DSS / Foster Care

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

↑ id space consolidation of
Better flow service
improved communication - welcoming enviro.
for staff client

What is the need that we are trying to fulfill?

Consolidation of services to
better serve our community + space

Why does this building matter?

Consolidation will enable us to be able
to better serve clients - staff more
all services in 1 location

What happens if we don't do anything?

dist. of losing
employees -
unpleasant workplace

Space becomes a bigger issue!!
DSS Building continues to
deteriorate - services can't be cut

Who are we serving?

County residents
employees

What is our role as an organization?

healthy
community

Don't - to ensure clinic services
are provided in an efficient
+ safe manner

Who are we advocating for?

Our clients/residents/staff

What is our value to the community?

Safe & healthy
quality of life
Health +
Human
services

We provide ~~low~~ healthcare
services to ~~low~~ resource - access
based on income -
very valuable

How is what we are doing relevant?

childcare for working families

by consolidating - clients
have a 1stop shop - no one will
do it

How will any of these factors change in the future?

will allow
DSS + Health
to form closer
relationships
- close relationship
D'd culture

Having a 1stop shop will help
clients who have transportation issues

How will you adapt or evolve?

flexibility
increased creativity

I like change! - Embrace D
work toward a common goal

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME

Shuley Steele

DEPARTMENT

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

better serve our clients with multiple resources under one roof

What is the need that we are trying to fulfill?

health & human services resources for our community

Why does this building matter?

Facilitates ease of access for a more vulnerable population with multiple social determinant needs

What happens if we don't do anything?

The patients will suffer due to fragmented services & barriers to access fragmented services

Who are we serving?

Pender County citizens

What is our role as an organization?

To serve our community's health & human service needs

Who are we advocating for?

Our citizens, especially our most vulnerable citizens i.e. children, disabled, low socioeconomic resources

What is our value to the community?

Access to care & resources

How is what we are doing relevant?

Helping clients meet their day to day need & maintain health to be an active productive citizen

How will any of these factors change in the future?

Healthcare reform & political climate may already have impacted resources & services available

How will you adapt or evolve?

Depends on the factors that change, but ultimately change is inevitable & we must adapt to continue to provide services effectively

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Ashley Batts

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

^{environment/space.}
Better ~~flow~~ to serve the patients.

What is the need that we are trying to fulfill?

Better serve the community

Why does this building matter?

Provides a community service.

What happens if we don't do anything?

Will continue to provide service

Who are we serving?

The community

What is our role as an organization?

provide a service to the community & people we serve.

Who are we advocating for?

community (people we serve)

What is our value to the community?

Provide valuable services that community may not have access to otherwise.

How is what we are doing relevant?

providing valuable service to the community

How will any of these factors change in the future?

Healthcare is constantly evolving there will always need to be a service provider however how that is accomplished may always change/evolve.

How will you adapt or evolve?

make changes to adapt to needs.

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Jean Taylor

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

1 What are we trying to accomplish with the creation of this building?

Better pt flow, less wait time. Better faster service
integration consolidation* growth* all in one*

2 What is the need that we are trying to fulfill?

health, and social services for our community
old *SPACE* ONE STOP SHOP *ADAPT*

3 Why does this building matter?

EFFICIENCY SAFETY*
consolidation of services? better use of
services AVAILABLE *community GROWTH* *SAFER* *PERMIT*

4 What happens if we don't do anything?

Mis communication between agencies, is lost.
DIVISION
BARRIERS *DIVIDED* *HURT OUT. SERV.* *WORKLOAD*

5 Who are we serving?

PUBLIC, COMMUNITY, EMPLOYEES,
COUNTRY *STATE* *EVERYONE*

6 What is our role as an organization?

to serve our community*

PROTECTING COMMUNITY IMPROVING QUALITY OF LIVES *GUIDANCE*

7 Who are we advocating for?

STAFF VOLUNTEER
our community.

8 What is our value to the community?

Service available
RESOURCE, ACCESS
SAFETY NET

9 How is what we are doing relevant?

will help us serve our community better
COST-

10 How will any of these factors change in the future?

to Ethnic Backgrounds. Growing community
TECHNOLOGY *ONE STOP SHOP* *HEALTH CARE EVOLVING*

11 How will you adapt or evolve?

BETTER EMBRACE CHANGE - *COMMON GOAL*
by being trained or informed about community needs
and backgrounds. *FLEXIBILITY*

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Maggie P.

DEPARTMENT: Health

B. SWOT Analysis

Strengths

- Togetherness
- Teamwork
- Creativity
- Well-trained
- Co-leadership and support
- Passion
- Communication
- We care

Weaknesses

- Space
- Privacy (no dividers for check in SSN)
- Limited resources
- Division
- Sharing offices
- Limited productivity
- Shooting/violence
- Limiting access
- Security
- Turnover
- Technology
- Parking (staff & visitors)
- Bad layout
- No growth
- Retention
- Not easy to get to
- Location
- Families don't know what services they offer
- Bad signage

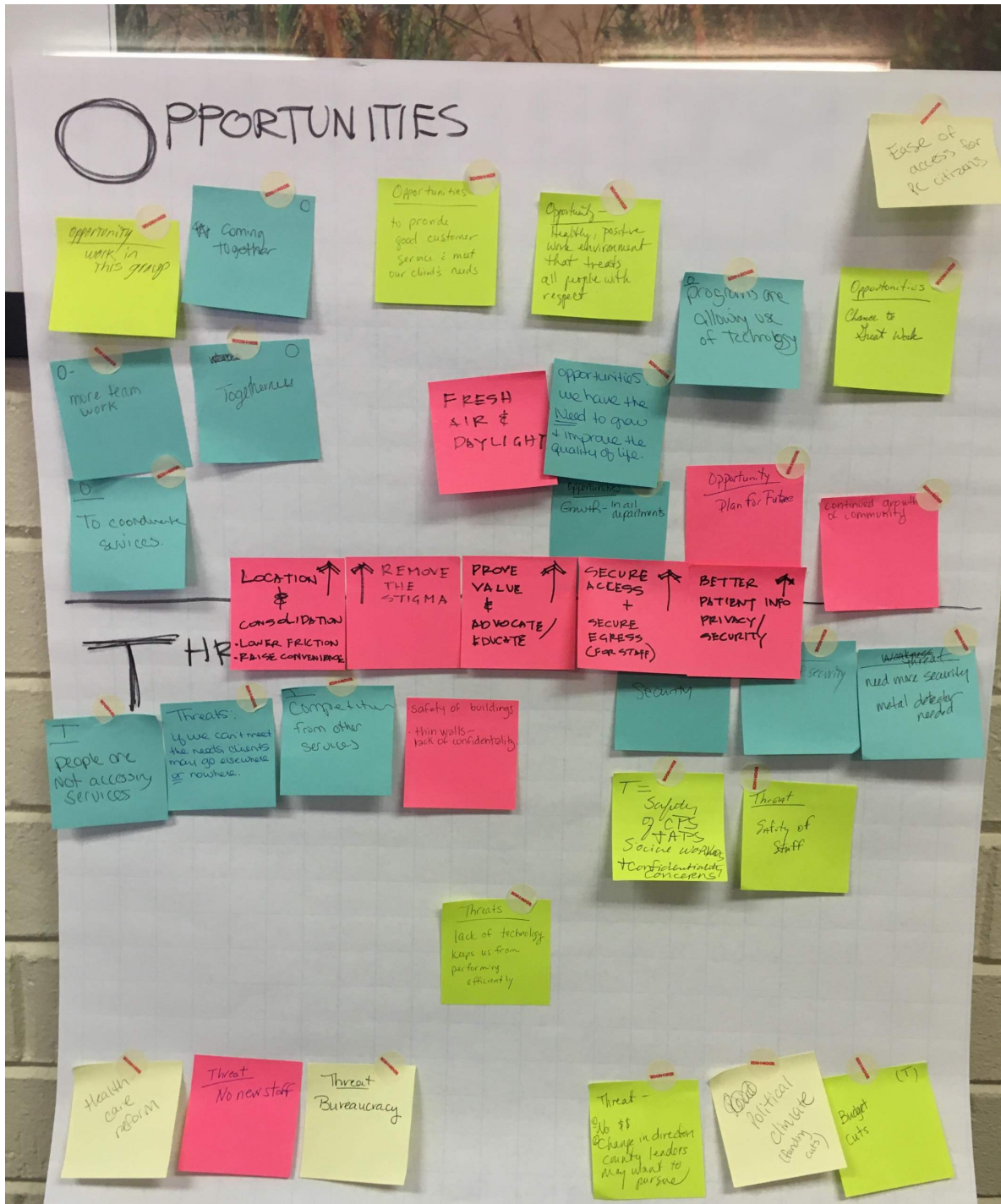
Opportunities

- Plan for future
- Good customer service
- Removing the stigma
- Improved value
- Growth
- Ease of Access
- Good environment (windows)
- Serving whole community
- Coming together
- Staff feel safe
- Comfort
- Breath of fresh air
- Escape door
- Educating officials
- More people = more revenue

Threats

- People are not accessing
- Lack of confidentiality
- Healthcare reforms/Medicare uncertainty
- No funding
- Not enough staff
- New building taking away stigma of health department
- Political climate
- Budget cuts
- Security
- County leadership changes elections
- Competition from local doctors or Wilmington
- Change of policies
- Changing who is eligible
- Food stamp changes

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C. Treasured Stories

Do you have a story of an experience that you feel represents the best of your organization?

Can you describe it in detail and explain why it represents the best of your organization?

What are the treasured attributes that you want to maintain or to further cultivate?

Disaster food stamps, 7,000 in 8 days

- Came from all countries
- Staff work the shelters
- Staff work the EOC Call center
- Broke down this side/that side barrier
- Rally together when you need to
- No place to have a meal together
- All hands-on deck, both depts.
- Bring out the best of staff
- Good collaboration

People appreciate us; elderly and families are so thankful

Battered down come in, leave better and have hope

Stories better when they can go across the hall rather than across street

Notes from the community of appreciation

Child protection services

- Reuniting families, intervening for elderly

Health educators & classes building relationship between both as departments and media

Carolyn likes being together and likes constant flow, open doors, she likes feeling connected to staff – staying connected

- Knows more about the good & bad problems
- No “Admin” department
- Being with staff – “part of the chaos”

Names on doors – laughing in hallway – communicating

- Who we are vs. meeting the needs

Children with lice – health helped treat lice and helped DSS to help family or foster parent

Can’t have a meeting with all staff – central space

Appreciation from clients (lost, confused, stressed) – notes from community

Annex site = collaboration – health, WIC, food stamps

Reuniting families in protective services

Classes & programs for community – expand to staff in general

“We’ve come a very long way” building relationships with departments

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D. Empty Your Pockets

If money, time or other parameters were not an issue, what would you do on this project?

What are 5 outcomes you'd like to see, regardless of parameters?

If you were building an office from the ground up, what attributes would it have?

How would your teams work?

How would you come together?

How would you share experiences?

Fun stuff?

Best practices?

What do you want to make sure we don't miss, or forget to address? Why?

- Windows
- Good flow/low friction
- Courtroom
- Library – media center
- Community resources
- Meeting space(s) – flexibility for staff
- All depts
- Small groups
- Training disaster
- Regional service
- Whole building generator
- Apartment – multiple uses
- Visitation
- Lifestyle training
- Lab near WIC – whole clinic
- Computer stations/multiple log-ins
- Dedicated equipment to rooms
- Water machine in clinic
- Interview/visitation rooms
- Adjacent observation areas
- Bigger pharmacy
- Clean/dirty rooms at clinic
- Phlebotomy room(s)
- Visitor/guest shower(s) or bath
- Part of apartment
- Separate reverse isolation room w/ outside access
- Super breakrooms – 8-10 people working lunch/meeting
- Third space
- Payment center
- Child support entry
- Loading dock
- Deliveries
- Mosquito control
- Staff bathrooms
- Central paging system (security) to everyone
- Limit public access to departments
- Sustainability
- Efficiency
- Adaptability
- Growth – expansion
- Resiliency

- Hoteling/touch-down spaces – offices/ focus room for field work or other county staff
- The right spaces for the uses, keep them flexible
- Daylight & borrowed light
- Visual access
- Acoustic privacy
- Office for everyone – primary for clients
- Welcome center – w/ greeter – direction/ wayfinding
- Check in kiosk
- Streamline connection between employees and staff – warm handoffs – huddle
- Space for clients – triage
- Visibility to lobby from desk – open lobby
- Child friendly space
- Well & sick waiting rooms
- Flexible meeting space
- Training opportunities
- Commercial kitchen – especially for staff during disasters
- Demonstration kitchen
- Space for employee events (baby showers)
- WIC as part of the clinic
- Centralized nurses’ station
- Water in clinic for patient use
- Mothers room, family bathroom w/ changing table
- Craft room – workshop with storage (for staff)
- Sleep rooms for children w/ cots
- Multiple weight/height rooms
- Staff parking w/ separate entrance
- All hours of day/night, well lit
- Secure
- Storage: beds, tents, supplies, electronics
- Openness with separation
- Fraud investigators near front of lobby – for privacy
- Security officer
- Metal detectors
- Playgrounds – multiple
- Staff health – wellness, gym or walking path
- Wellness room or zen space
- On-site drug lab
- Charger stations in lobby for client use
- Outdoor eating space – food trucks
- Mail room/packages & sorting
- Breakroom/touch down spots
- Staff in central location

- WINDOWS
- GOOD FLOW / LOW FRICTION
- COURT ROOM
- LIBRARY - MEDIA CENTER
COMMUNITY RESOURCES
- ~~LARGE~~ MEETING SPACE(S) } FLEXIBILITY
 - FOR STAFF
 - ALL DEPTS
 - SMALL GROUPS
 - TRAINING
 - DISASTER
 - REGIONAL SERVICE
- WHOLE BUILDING GENERATOR
- APARTMENT - MULTIPLE USES . VISITATION
 - LIFESTYLE TRAINING
- LAB NEAR WIC } WHOLE CLINIC
 - ↳
- COMPUTER STATIONS / MULTIPLE LOG-INS
 - ↳ DEDICATED EQUIPMENT TO ROOMS
- WATER MACHINE IN CLINIC

- INTERVIEW / VISITATION ROOMS
 - ADJACENT OBSERVATION AREAS
- BIGGER PHARMACY
- CLEAN / DIRTY ROOMS & CLINIC
- PHLEBOTOMY ROOM(S)
- ~~STAFF~~ VISITOR / GUEST SHOWER(S) OR BATH
 - PART OF APARTMENT
- SEPARATE REVERSE ISOLATION ROOM w/ OUTSIDE ACCESS
- SUPER BREAKROOMS → 8-10 WORKING LUNCH / MEETING
 - "THIRD SPACE"
- PAYMENT CENTER
- CHILD SUPPORT ENTRY
- LOADING DOCK
 - DELIVERIES
 - MOSQUITO CONTROL
- ~~STAFF~~ BATHROOMS

- CENTRAL PAGING SYSTEM (SECURITY)
TO EVERYONE
- LIMIT PUBLIC ACCESS TO
DEPARTMENTS
- SUSTAINABLE
 - EFFICIENCY
 - ADAPTABILITY
 - GROWTH / ~~EXP~~ → EXPANSION
 - RESILIENCY
- HOTELING / TOUCH-DOWN SPACES } OFFICES / FOCUS ROOM
 - FOR FIELDWORK OR OTHER COUNTY STAFF
- THE RIGHT SPACES FOR THE USES
KEEP THEM FLEXIBLE
- DAYLIGHT & BORROWED LIGHT
VISUAL ACCESS
ACOUSTIC PRIVACY

- Office for everyone → primary for clients
- Welcome center — w/ person/greeter
- Check in kiosk → direction/wayfinding
- Streamline connection b/w employees/staff
 - ↳ warm handoffs → huddle space for clients
 - ↳ triage
- Visibility to lobby from desk
 - ↳ open lobby
- child friendly space
- Well and sick waiting rooms
- flexible meeting space
- Training opportunities
- Commercial Kitchen → especially for staff during disasters
 - ↳ demonstration kitchen

- space for employee events (baby showers)
- NIC as part of the clinic
- centralized nurses station
- water in clinic for patient use
- Mother's Room, Family bathroom w/ changing table
- craft room → work shop w/ storage (for staff)
- sleep rooms for children w/ cots
- multiple height/height rooms
- Staff parking w/ separate entrance
 - ↳ all hours of day/night, well lit
 - ↳ secure
- STORAGE
 - beds
 - tents
 - supplies/files
 - electronics

- openness w/ separation
- fraud investigators near front of lobby → for privacy
- Security officer
- metal detectors
- Play ground → multiple
- staff health → wellness, gym or walking path
- Wellness room or zen space
- onsite drug lab
- charger stations in lobby for client use
- outdoor eating space - food trucks
- mail room/packages + sorting
- break room/ touch down spots
 - ↳ staff in central location

Visioning Follow-up

Notes from January 7, 2020 conference call discussing the most important points to come out of the visioning meeting.

1. Conference/Meeting Rooms

- (1) 20-person Large Conference Rooms
- (4-5) Smaller Conference Rooms
- Teaming spaces for 4-10 people

2. Multipurpose Room

- 1 large space that can be divided into three smaller spaces like Durham DSS
- This would be for all staff and can be used for training

3. Natural Lighting - plenty of windows

4. Welcoming

5. Flow

- It is important for people to keep moving through the space

6. Open vs closed office space

- It is very important for us to discuss the open vs closed office space
- Security and privacy are very important for clients

7. Some spaces like environmental health may only need touch down spaces

8. The director should be in a place that she is with her staff.

9. Finance should be close to the director

10. There needs to be layers of security

11. There needs to be back doors for safety in certain areas

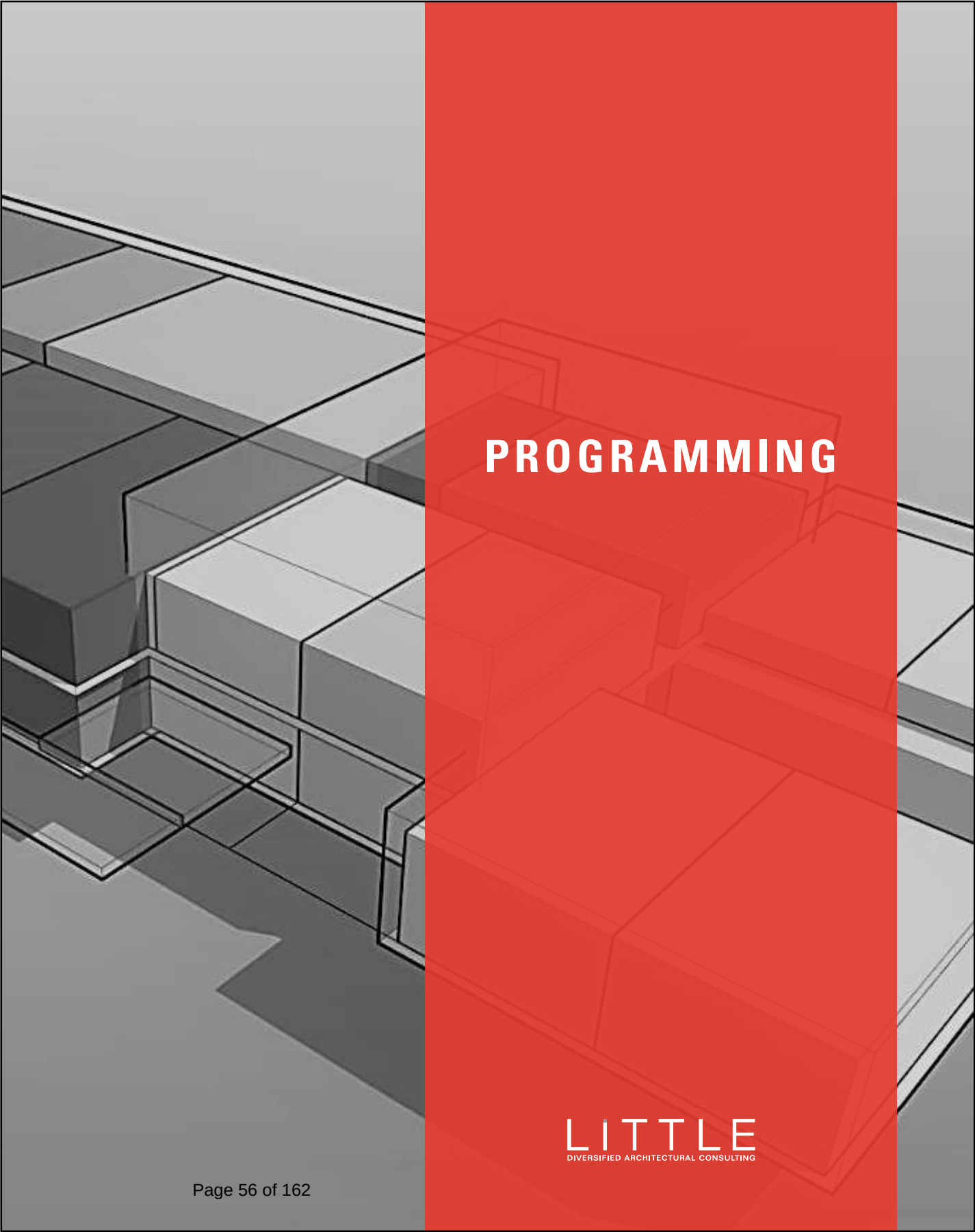
12. There needs to be vision glass in the doors to the offices.

13. The employees need to feel valued

14. There needs to be a courtroom, a media room/library, and an apartment for multiple uses

15. The emergency response center and a back up generator is very important

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The image is a full-page architectural rendering. It features a large, modern building with a glass facade and a prominent red vertical stripe running down the right side. The word "PROGRAMMING" is written in white, bold, uppercase letters across the red stripe. The building's facade is composed of various rectangular panels and glass sections, creating a complex geometric pattern. The overall style is clean and professional, typical of architectural presentations.

PROGRAMMING

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Summary

From the exhaustive Visioning effort that concluded in January, 2020, the design team structured a series of meetings with individual departments and leadership. These meetings on January 23, 2020 quantified the existing needs and future growth.

The notes were then tabulated into a spreadsheet, and served as a living document to track both staffing and project scope. Adjacency diagrams were produced around this time, but were heavily modified once master planning started.

The resulting master programming spreadsheet included not only current staff and future growth expectations, but also quantified likely building support, ideas for collaborative space and resources for the departments and the County at large.

The department leadership understood that a 70,000 SF program would be more financially viable to the County and community at large. The spreadsheet showed a 70,000 SF program for the department needs, but that another 20,000 SF of building service, circulation and shared program was needed to fully serve the departments. The scope of the departments was therefore modified to show 70,000 SF of total building area.

Some reductions were made to adjust the program scope to this more palatable size, balancing future growth and collaborative space. The final program therefore has two options that emphasize different priorities.

Program Option 1 prioritizes collaborative and shared spaces at the expense of some future departmental growth.

Program Option 2 prioritizes future departmental growth at the expense of some collaborative spaces.

While the Master Plan assumes that Program Option 2 is more likely, either scenario is viable and the overall financial impact of the two are roughly equivalent.

Sign-in

Sign-In 1.21.2020	
Name	Department
Marti Smith	Health
Tatiana Walker	DSS
Shelley Steele	Health
Aimee Watson-Breen	DSS
Wes Stewart	DSS
Carolyn Mon	HHS
Will Harrison	Little
Julie M	
Abby K	

Department Meetings

Notes from January 21, 2020 in-person meetings to discuss department needs.

All Departments - General

- County is growing at 16% annually – not as high for staff growth
- Projected over 100k people by 2035
- Bedroom community to New Hanover when has limited space – working class, young families
- Rocky Point is exploding
- Attracting more retired folks – beach
- 30% of working community commute at least 30 minutes
- Retirees needs are different than families
- Not enough providers in this country
- Services are not just for low income, provide for everyone
- Younger generations prefer for tech savvy solutions
- WIC numbers are high

Social Services - General

- Income maintenance
 - Food stamps (FNS)
 - Medicaid (child & adult)
 - Child support
 - Work first
 - Child care and transportation

Child Support

- Stricter security needs
- Need to show ID to keep log
- Stand alone sub-lobby, near main entrance with glass window at reception
- Use a separate entrance to receive client
- Locked door from sub-lobby, guided access
- 5 employees – current
 - No growth in next 5 years
 - 10 years - +1 staff (add)
 - 20 years – 5-6 staff total
- Regional employees from Raleigh, 1/month (no filing needs) for DNA testing
 - Flexible space with access to sink/ restroom
- Filing needs
 - (26) 5-drawer, 36" wide files
 - Original documents are needed for court cases, destroyed when kids are out
 - Cannot be shared, needs to be within suite
 - Originals stay at courthouse, two copies kept on site

Department Meetings

Food and Nutrition Services - Integrity

- Investigator needs to be closer to front of space, separated from department
- Interview room
- Touchdown area for four investigators
- Electronic filing, small temp. needs
- Seats for two guests

Food and Nutrition Services - Food Stamps

- 4 intake offices – foot traffic, two guests + stroller
- 5 research – not many guests, WS
- Private breakout space, informal interview room
- 400 cases on food stamps
- 5-year growth - +1 supervisor
- 10-year growth - +3 case workers (9-12 total)
- 20-year growth - +6 case workers (18 total)

Adult Medicaid

- Adults need to be seen towards the front because of mobility
- Shared support spaces with family and children
- Mainly intake, some research
- Growing because of elderly population
- Research 5/10 – WS with 2 interview rooms
- Intake 6/10 – offices, private
- 2 supervisors +2 = 4 total

Family and Child Medicaid

- Children & families behind Adult Medicaid
- Shared support spaces with adult
- Research – 7/12 WS with 3 interview rooms
- Intake 6/10 offices, private
- 2 supervisors +2 = 4

Department Meetings

Support Services

- Upper income maintenance, FNS program
- Might be growth
- Move to work first, childcare/trans.
 - No emergency medical transportation – ‘supportive services’, catch all, misc.
- Supervisor – current/growth
- Work first – 2/3 (3 offices)
- Child care – 2 (2 offices) /4
- Transportation – 3 (1 office)/5
- LIEAP - .5/1 (1 office)
- CIP - .5/1 (1 office)
- QA/Q1 position adjacent to Pat
 - Trainer (separate office)
- Interview room
- Open workspace for the rest of staff
- Research space

Social Work

- Check-in at front desk
 - Not heavy foot traffic, no public access to staff office
- +1 attorney, +1 paralegal
- Impromptu meeting room
 - More collaborative, emergency based
- Safety is paramount
- Interview room
- Visitation rooms (4)
 - 1 set up like an apartment

Child Protective Services

- Intake – 2/4 with interview
 - 2-4 workstations w/ acoustic separation, white noise
 - (10) person team room
 - (1) supervisor
 - Call into report neglect or abuse – adult & children
 - Collaboration at next level past phone intake
 - Stand-alone – no direct connection to any other department
- In-home
 - (1) supervisor
 - 3-5 workstations/team room
- Assessors – 9 staff -WS / 18 growth
 - (1) supervisor currently
 - Needs own supervisor eventually (+1)
- Out of office – team or collaborative space
- Staff entrance near back
- Need shared meeting space for family, team meetings (8-10 people)

Department Meetings

Adoptions & Foster

- 2 super / 5
- 13 staff / 25
 - Foster 8 / 16 – WS, with team collaborative space, visitation rooms
 - Adoptions 2 / 3
- Adoption workers are in the building at all times
- Office assistant is the paralegal
- Add attorney & paralegal
- Amy adjacent to Amy & Pamela

Adult Protection

- 1 super / 2 offices
- 6 staff / 12 WS, meeting or team, can combine
- (2) team rooms
 - Two-way access to conference rooms
- Private offices 1/4
 - (2) near front of house, not secured
 - 2 therapists

Child Support

- Juvenile justice
- Private counseling and assessment
- (2) Flexible offices for outside programs – ancillary services
 - Near lobby, easy to access
- Covered outdoor community/play area for visitation
- 4 visitation rooms – flexible furniture for sleeping
 - 1 apartment style (kitchen, bathroom, living, and washer/dryer) – for observing real life situation
 - 4 living room style
 - One-way glass
 - Sound system
 - Shower separate
 - 6-8 people, including kids
 - Age appropriate appurtenances
- QA/Q1 Position for social work, currently vacant, training
 - Quality assurance
 - Adjacent to Amy
 - Improvement

Department Meetings

Environmental Health and Vector Control

- Stand-alone
 - 4 staff WS / 6 (+2)
 - 1 super office / 2 (+1)
 - 1 admin WS / 0 – handles foot traffic
- Touch down space – out in field doing inspections
- Storage room: open shelving
 - Mosquito control
 - Water testing
 - Chemical storage – (keep existing)
- Plan drawing file storage
- Meeting space with public; plan review space – 10 person
- Auto – trucks
 - 20 county cars – health
 - 20 county cars – SS
 - Space for 50-60 fleet cars
- Mud room access to exterior because of dirty boots and frequent in/out
- Vector control

Dental Clinic

- Stand-alone clinic
- 5 operatory / 7 for growth
- Lab – larger than existing
- Pano/x-ray – larger than existing
- Dirty/clean – larger than existing
- Dentist office / 2 dentist for growth
- Finance office
- Waiting/lobby - +1 receptionist, longer waiting room
- Break/kitchen – larger than existing
- Supply storage
- Patients on stretchers
- 2 dental assistants / 4 growth – touch down space
- Staff restroom

Department Meetings

Medical Clinic

- Women's health / 3 – office
- Family health / 3 – office
- 2 nurses per provider = 4 / 6 - WS
- 1 CNA per provider = 2 / 3 – WS
- Exams 4/provider (5 women's)
- Material intake/interview
- Ultrasound room – women's health
- Epi room – reverse ISO / exam, sink pass through to CD nurse
- Contagious illness/STD or prisoners
 - Adjacent to communicable disease nurse office
- Clinic room – immunizations x2 (general purpose room – WS or office space)
- Workup rooms – 1 women's, 2 family
- Pharmacy – secured space for medications
 - Within the clinic
 - Counter & sink & refrigerator; stools
 - Room and medication locked
 - Outside pharmacists come in for reviews 1/week
- Lab – bigger
 - Separate toilets (2) with pass-through
 - Lab manager adjacent office
 - Clean/dirty – more separate
 - Sinks x2
 - Fridge x2 full height
 - Eye wash station
- Nursing director office
- 2 nursing supervisor offices
- Meeting room – morning huddle – 20?
- Shirley's office – near clinic

Department Meetings

Health Promotion

- 2 staff/RN – offices / 3
- 2 health educators – offices
- Health education training room with offices around perimeter
- Workroom & storage; posters & boards & handouts
- Larger training room for classes (active)
 - Equipment and furniture storage
- Demonstration kitchen? With public access

Care Coordination

- 2 RN WS with interview rooms / 4
 - See patients in clinic and WIC – adjacent
- 1 social worker / 2 – serves clinic
- Media room
 - Interview room w/ press
 - Recording videos or audio for PSA
 - Social media

Women, Infants and Children

- Share check-in staff as clinic
- Separate lobby for pregnant women
- 2 nutritionists / 4 – offices
- Weight/measurement. Breast feeding – mothers. – 1 staff, 1 client, 1 education
- 3 processing assistants/WIC clerks / 6
- 1 supervisor

Billing

- 3 current / 4 growth
 - One room with open desks – WS
 - Files, keep 2 years

Eligibility

- 2 / 3 private offices
- Check out on the way out – collection, schedule appointments
- Eligibility on the way in – recertification of client
- Keep WIC separate from clinic check-in/ waiting

Medical Records

- 2 desks
- Roughly 14'x36'

Department Meetings

Interns

- Social work
 - Year-round, 2 at a time
- Health
 - Nurse
 - Nurse practitioner students
 - Lab students
 - Health Educators
 - Dental

Administration and Finance

- 4 finance / 8
- 2 admin / 3
 - Marty – adjacent to Carolyn, deals with public foot traffic – may get moved
 - Carolyn Moser
- Finance for DSS
- Finance for Health
- 2 accounts receivable/payable serve both DSS/Health
- Keep personnel files – death and birth certificates
- Own janitorial services – 4, maintenance office = 1
- More security for Marty
- Mail room/shipping/sorting
 - Mail for DDS is time sensitive
 - Postage machine
 - Mail cubbies by sorting room
 - Immunization needs to be refrigerated
 - Staging/loading area

- Supply storage
 - Office supplies
 - Medical supplies
 - Electronic supplies
- Employee showers = 3 male, 3 female
- Break rooms
 - Working lunch break room off of main break room
 - Table for 8-10
 - Outside seating for lunch
 - Main break room for 40-50
- Restrooms – staff vs. client
 - No doors on public restrooms
- Multipurpose rooms
 - Training rooms
 - Courtroom with separate public entrance
 - Countywide use
- Family Restrooms throughout
- Building population will grow from 175 to 500 in 20 years
- Future expansion of building post 20 years

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Program Option 1 - More Collaboration

Summary

	CURRENT STAFF			PROJECTED 2040 STAFF			
	145%	100%			145%	100%	
	Secondary Circulation Usable	(standard only - no circ space) Assignable	2019 Staff #	with support spaces and respective circulation	Secondary Circulation Usable	(standard only - no circ space) Assignable	2040 Staff #
Income Maintenance	1,061	732	7	2,169	1,618	1,116	13
Medicaid Adult	1,517	1,046	13	2,458	2,074	1,430	19
Medicaid Family and Child	1,702	1,174	15	2,491	2,259	1,558	21
Support Services	1,206	832	10	1,897	1,744	1,203	15
Child Support	737	508	6	1,420	1,089	751	9
Food and Nutrition Services	1,628	1,123	13	2,658	2,359	1,627	20
Child Protective Services	2,132	1,470	18	4,214	3,112	2,146	33
Adult Protective Services	824	568	8	1,537	1,276	880	12
Adoption/Foster/LINKS	1,554	1,072	15	2,511	2,459	1,696	23
Counseling Services	291	201	2	755	465	321	3
Environmental Health and Vector Control	713	492	7	1,363	899	620	9
Health Education	789	544	6	1,428	906	625	7
Nursing Outreach	371	256	5	650	650	448	8
Dental	774	534	8	4,031	867	598	10
Medical Clinic	2,662	1,836	25	7,546	3,268	2,254	31
Women, Infants and Children	808	557	7	1,756	1,321	911	12
Admin Staff	906	625	5	1,269	1,080	745	5
Finance	583	402	4	1,279	931	642	6
Janitorial	93	64	2	186	186	128	4
Support Space	28,043	19,340		28043	28043	19340	
			176				247
Department & Shared Spaces	48,395	33,376		69,659	56,607	39,039	

Program Option 1 - More Collaboration

Support and Service Spaces

			145%	100%		Notes		
Shared	Dedicated	Support Space					Room Count	Size of Room
		Welcome/Lobby Space						
x		Main Vestibule	145	100			1	100
x		Secondary Vestibule	0	0			1	0
x		Main Lobby	1740	1200			1	1200
x		Secondary Lobby	580	400	1 to dental, 1 to child support		2	200
x		Reception/Security	0	0	included in main lobby		1	0
		Meeting						
x		Training Room(s)	8700	6000	1 doubles as courtroom		4	1500
x		Chair Storage	1044	720			4	180
x		A/V Room	174	120			1	120
x		Extra Large Conference / 32 P	0	0			0	700
x		Large Conference / 16 P	1740	1200			3	400
x		Medium Conference / 12 P	1160	800			4	200
		Medium Conference / Media Room	290	200			1	200
x		Break Room Conference	0	0			0	160
x		Court Room + Accessory Spaces	0	0			0	2400
		Restrooms						
x		Mens - Guest	493	340			2	170
x		Mens - Staff	725	500	does this include showers?		2	250
x		Womens - Guest	493	340			2	170
x		Womens - Staff	725	500	does this include showers?		2	250
		Family Restroom	290	200			2	100
		Family Restroom Shower	87	60	same level as social services		1	60
		File/Storage/Mail						
x		Mail Room	435	300			1	300
x		Janitor	348	240			2	120
x		Supply Storage	870	600	supplies, computer, shirts, misc.		4	150
x		Receiving Area	290	200			1	200
			0	0				
		Misc.						
x		Mothers' Room - Staff	145	100			1	100
x		Mothers' Room - Guest	145	100			1	100
x		Wellness/Fitness Room	580	400			1	400
x		Fitness Room Toilets and Showers - Mens	435	300			3	100
x		Fitness Room Toilets and Showers - Womens	435	300			3	100
x		Workrooms	0	0			0	200
x		Break Room	2320	1600			2	800
		Building Core/Architectural						
		MDF/ Server Room	232	160			1	160
		IDF Room (Switch Closet)	174	120	second floor		1	120
		First Floor Electrical Room	290	200			1	200
		Second Floor Electrical Room	203	140			1	140
		First Floor Mechanical Room	870	600			1	600
		Second Floor Mechanical Room	580	400			1	400
		Fire Pump Room	203	140			1	140
		Exit Stairs	725	500			2	250
		Elevator	290	200			2	100
		Elevator Equipment Room	87	60			1	60
			0	0				
		Total:	28,043	19,340				

General Notes

Break room, break room conference and outdoor space all adjacent

Program Option 1 - More Collaboration

Income Maintenance

Department Name: **Income Maintenance**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of DSS - Wes Stewart (near IM + SW)		180	1		1					
IM Administrator - Patricia Walker		120	1			1				
IM Compliance/Training Supervisor - Jeff Coco		120	1			1				
IM Front Desk - Sinia Guity		64	1					1		
IM Front Desk - Tonja Pac		64	1					1		
IM Front Desk - Vacant		64	1					1		
Assistant DSS Director -		120	1			1				
		0	0							
		0	0							
Current Staff			7							
Total Employees Current	1,061	732	7	0	1	3	0	3	0	0
EOY 2040	557	384	6					6		
Total Employee Growth	557	384	6	0	0	0	0	6	0	0
Total Employees Projected	1,618	1,116	13	0	1	3	0	9	0	0
Support Space										
Shared										
Dedicated										
x Interview rooms	232	160							2	80
x File Cabinet (pamphlets and logs)	21.75	15							1	15
x Space for Copier	36.25	25							1	25
X Compliance/Training Storage	261	180							1	180
	0	0								
	0	0								
Total Support SF:	551	380								
Total (Support & Staff) current:	1,612	1,112	7							
Total (Support & Staff) 20 year:	2,169	1,496	13							
General Notes										
Adults need to be seen towards the front because of mobility - Children and families behind										
Growing because of elderly population										
Jeff Coco and QAQ1 trainer may need to be centrally located with a small training room (direct reports to the director)										

Program Option 1 - More Collaboration

Adult Medicaid

Department Name: **Medicaid Adult**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32		
		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Supervisor - Sherry Horrell			120	1			1				
Supervisor - Angelo Garcia			120	1			1				
Intake - Cella Pigford			81	1				1			
Intake - Vanessa Turner			81	1				1			
Intake - Rena Banks			81	1				1			
Intake - Leah Benefield			81	1				1			
Intake - Jackie Grant			81	1				1			
Intake - Renatha Brown			81	1				1			
Recert - Beverly Hall			64	1					1		
Recert - Susan Perry			64	1					1		
Recert - Kimberly Justaford			64	1					1		
Recert - Lashanda Lee			64	1					1		
Recert - Lesley Moore			64	1					1		

Program Option 1 - More Collaboration

Family and Child Medicaid

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Department Name: **Medicaid Family and Child**

Contact: Pat Walker

Phone:

Email address:

Location:

Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements

2/28/2020

			240	180	120	81	64	32	
	145%	100%	TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals						
Supervisor - Kellie Anderson		120	1		1				
Supervisor - Cynthia Blackburn		120	1		1				
Intake - Dalene Avery		81	1			1			
Intake - Vacant		81	1			1			
Intake - Cynthia Behal		81	1			1			
Intake - Felicia McIntyre		81	1			1			
Intake - Melony Malone		81	1			1			
Intake - Lugenia Beatty		81	1			1			
Recert - Susana Lana		64	1				1		
Recert - Donnelle Romero		64	1				1		
Recert - Brenda Treto		64	1				1		
Recert - Stephanie Lewis		64	1				1		
Recert - Serita Murphy		64	1				1		
Recert - Geraldine DeLeon		64	1				1		
Recert - Tarnita Tate		64	1				1		
Current Staff			15						
Total Employees Current	1,702	1,174	15	0	0	2	6	7	0
EOY 2040	557	384	6	0			6		
Total Employee Growth	557	384	6	0	0	0	0	6	0
Total Employees Projected	2,259	1,558	21	0	0	2	6	13	0
Shared Dedicated	Support Space							Room Count	Size of Room
x	Interview rooms	232	160					2	80
		0	0						
		0	0						
		0	0						
		0	0						
		0	0						
	Total Support SF:	232	160						
	Total (Support & Staff) current:	1,934	1,334	15					
	Total (Support & Staff) 20 year:	2,491	1,718	21					
General Notes									
Adults need to be seen towards the front because of mobility - Children and families behind									
Growing because of elderly population									

Program Option 1 - More Collaboration

Support Services

Department Name: Support Services
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Tonya Hooks		120	1			1				
Work First - Kimberly Heath		81	1				1			
Work First - Raquel Wells		81	1				1			
Child Care - Stephanie Loria		81	1				1			
Child Care - Shakema Bowden		81	1				1			
Transportation - Kristin Dombroski		81	1				1			
Transportation - Monica Beatty		81	1				1			
Transportation - Vacant		81	1				1			
LIEAP/LIP - Vacant		81	1				1			
QA/Q1 (IM)		64	1					1		
Current Staff			10							
Total Employees Current	1,206	832	10	0	0	1	8	1	0	0
EOY 2040	538	371	5				3	2		
Total Employee Growth	538	371	5	0	0	0	3	2	0	0
Total Employees Projected	1,744	1,203	15	0	0	1	11	3	0	0
Shared										
Dedicated	Support Space									
										Room Count
x	Interview Office	116	80							1
x	Storage	36.25	25							1
		0	0							
		0	0							
		0	0							
		0	0							
		0	0							
	Total Support SF:	152.25	105							
	Total (Support & Staff) current:	1,359	937	10						
	Total (Support & Staff) 20 year:	1,897	1,308	15						
General Notes										
QA/Q1 position adjacent to Pat (nice but not necessary. 2 QA/Q1 trainers ideal - located centrally with a small training room attached)										

Program Option 1 - More Collaboration

Child Support

Department Name: Child Support
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 80 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Stephanie Summerlin		120	1			1				
Agent - Theresa Kosterman (Lead Worker)		81	1				1			
Agent - Monica Murray		81	1				1			
Agent - Norma Gasca		81	1				1			
Admin/Reception - Gail James		81	1				1			
Visitor - Regional Employee from Raleigh (near sink)		64	1					1		
Current Staff			6							
Total Employees Current	737	508	6	0	0	1	4	1	0	0
EOY 2040	352	243	3				3			
Total Employee Growth	352	243	3	0	0	0	3	0	0	0
Total Employees Projected	1,089	751	9	0	0	1	7	1	0	0
Shared	Support Space									
Dedicated										
x	26 lateral files needed	113.1	78						26	3
x	Small break out room	0	0						0	80
x	Small Conference	217.5	150						1	150
		0	0							
		0	0							
		0	0							
	Total Support SF:	330.6	228							
	Total (Support & Staff) current:	1,067	736	6						
	Total (Support & Staff) 20 year:	1,420	979	9						
General Notes										
Stricter security needs (need to show ID to keep log)										
Locked door from lobby area										
Stand alone lobby, near main entrance										
Regional employee from Raleigh visit once a month, they do not need filing space - need access to sink/restroom										
Filing needs: original documents are needed for court cases - cannot be shared, they need to remain within the suite										
Cabinets = 26 (original stays at courthouse, two copies kept on site)										

Program Option 1 - More Collaboration

Food and Nutrition Services

Department Name: Food and Nutrition Services
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Nicole Buckindail		120	1			1				
Intake - Crissy Sanchez (Lead Worker)		81	1				1			
Intake - Giovanna Ramos		81	1				1			
Intake - Ana Aguilar		81	1				1			
Intake - Mazell Holmes		81	1				1			
Intake - April Branch		81	1				1			
Recert - Shanon Evans		64	1					1		
Recert - Theresa Days		64	1					1		
Recert - Richelle Wren		64	1					1		
Recert - Stacy Gardiner		64	1					1		
Investigator - Tammy Hatcher		81	1				1			
Investigator - Vacant		81	1				1			
Attorney - Tonya Lacewell Turner		180	1		1					
Current Staff			13							
Total Employees Current	1,628	1,123	13	0	1	1	7	4	0	0
EOY 2040 (FNs)	731	504	7			1		6		
EOY 2040 (Integrity)	0	0	0							
Total Employee Growth	731	504	7	0	0	1	0	6	0	0
Total Employees Projected	2,359	1,627	20	0	1	2	7	10	0	0
Support Space										
☒ Private break out space	0	0							0	180
☒ Interview rooms	290	200							2	100
☒ Small temp storage for Integrity group	8.7	6							2	3
	0	0								
	0	0								
Total Support SF:	298.7	206								
Total (Support & Staff) current:	1,927	1,329	13							
Total (Support & Staff) 20 year:	2,658	1,833	20							
General Notes										
Intake employees are customer facing, need space for meetings in their office, with strollers										
Informal interview room mostly used by the researchers who are in workstations										
Investigators room for 4 people huddle										
Investigators: need to be closer to front of the space, and can be seperated from the rest of the group - 'Integrity'										
Mostly electronic filing, small temp storage needs										

Program Option 1 - More Collaboration

Child Protective Services

Department Name: Child Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

		240	180	120	81	64	32					
		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Social Work Program Manager - Aimee Watson-Green			180	1		1						
Intake/In-Home Supervisor - Dorothy Beatty			120	1			1					
Supervisor - Janet Martinez			120	1			1					
Supervisor - Samantha Nixon			120	1			1					
In-Home SW - Kisha Lanier			64	1					1			
In-Home SW - Latasha Canady			64	1					1			
In-Home SW - LaCretia Keith			64	1					1			
In-Take SW - Erica Gainey			81	1				1				
In-Take SW - Aleisha Gurganios			81	1				1				
CPS Assessor SW - Alicia Carr-Watkins			64	1					1			
CPS Assessor SW - Sabrina Schaffer			64	1					1			
CPS Assessor SW - Tommy Williams			64	1					1			
CPS Assessor SW - Michelle Parker			64	1					1			
CPS Assessor SW - Shunnika Gamble			64	1					1			
CPS Assessor SW - Rachel Love			64	1					1			
CPS Assessor SW - Keisha Hooks			64	1					1			
CPS Assessor SW - Austin Pearce			64	1					1			
CPS Assessor SW - Beeseemah McKinney			64	1					1			
Current Staff				18								
Total Employees Current		2,132	1,470	18	0	1	3	2	12	0	0	
EOY 2040 (In-Take/In-Home)		328	226	4				2		2		
EOY 2040 (Front End)		653	450	11				2		9		
Total Employee Growth		980	676	15	0	0	0	4	0	11	0	
Total Employees Projected		3,112	2,146	33	0	1	3	6	12	11	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	(In-Take/In-Home) Team room	116	80							1	80
	x	(CPS Front End) Team rooms	232	160							2	80
	x	Visitation Rooms	580	400							2	200
	x	Storage (clothes, car seats, pamphlets)	174	120							1	120
			0	0								
			0	0								
		Total Support SF:	1102	760								
		Total (Support & Staff) current:	3,234	2,230	18							
	Total (Support & Staff) 20 year:	4,214	2,906	22								
General Notes												
Not heavy foot traffic - no public access to staff office												
1 Visitation room to be set up as an apartment												
In-Take group does not have a direct connect to any other department												
Staff entrance near back												
Need a shared meeting space for family + team meetings												
Storage items include: kids clothes, car seats, pamphlets, baby pools, hazmat suits, booties, etc												

Program Option 1 - More Collaboration

Adult Protective Services

Department Name: Adult Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Dionne Smith		120	1			1				
APS SW - Eunice Bannerman		64	1					1		
Guardianship/APS SW - Diana Rivera		64	1					1		
Rep Payee/Intake SW - Alecia Williamson		64	1					1		
AHS/SA SW - Alison Meders		64	1					1		
APS SW - Shelia Hayes		64	1					1		
APS SW - Kiesha Simpson		64	1					1		
Lead Wk/Guardianship SW - Vacant		64	1					1		
Current Staff			8							
Total Employees Current	824	568	8	0	0	1	0	7	0	0
EOY 2040	452	312	4			1		3		
Total Employee Growth	452	312	4	0	0	1	0	3	0	0
Total Employees Projected	1,276	880	12	0	0	2	0	10	0	0
Shared	Support Space									Room Count
Dedicated										Size of Room
x	Meeting	261	180							1
x	Team Room	0	0							0
		0	0							
		0	0							
		0	0							
		0	0							
		0	0							
	Total Support SF:	261	180							
	Total (Support & Staff) current:	1,085	748	8						
	Total (Support & Staff) 20 year:	1,537	1,060	12						
General Notes										
Meeting and team room can possible combine										

Program Option 1 - More Collaboration

Adoption, Fostering and LINKS

Department Name: Adoption/Foster/LINKS
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

			240	180	120	81	64	32	
	145%	100%	TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals						
Supervisor - Tyshea Sutton		120	1		1				
Supervisor - Monique Moore		120	1		1				
Office Assistant - Pamela Henry-Smith (Security Officer)		64	1				1		
Placement/Adoptions SW - Shayla Branch		64	1				1		
Placement/LINKS SW - Larissa Deloach		64	1				1		
Placement SW - Annie Murphy		64	1				1		
Foster Care/Placement SW - Brian Wylie		64	1				1		
Foster Care/Placement SW - Vacant		64	1				1		
Processing Assistant - Shannon Mitchell (para-legal)		64	1				1		
Foster Care/Placement SW - Alexandra Boone		64	1				1		
Foster Care/Placement SW - Jennifer Beeson		64	1				1		
Foster Care/Placement SW - Lacesia Hansley		64	1				1		
Foster Care/Placement SW - Linda James		64	1				1		
Foster Care/Placement SW - Crystal Wooten		64	1				1		
Foster Care/Placement SW - Demetric Underdue		64	1				1		
Attorney - see FNs sheet									
Current Staff			15						
Total Employees Current	1,554	1,072	15	0	0	2	0	13	0
EOY 2040	905	624	8			2		6	
Total Employee Growth	905	624	8	0	0	2	0	6	0
Total Employees Projected	2,459	1,696	23	0	0	4	0	19	0
Support Space									
Shared									
Dedicated									
x Collaborative Space	0	0						0	80
x Visitation Rooms	0	0						0	120
x Storage	52.2	36						1	36
	0	0							
	0	0							
	0	0							
Total Support SF:	52.2	36							
Total (Support & Staff) current:	1,607	1,108	15						
Total (Support & Staff) 20 year:	2,511	1,732	23						
General Notes									
Aimee to be adjacent to Pamela (not a requirement)									
Request Shannon Mitchell to be near Agency Attorney									
Storage Items: MAPP/Licensing/Adoption									

Program Option 1 - More Collaboration

Counseling Services

Department Name: **Counseling Services**
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Social Work**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Therapist - Jennifer Walker		120	1			1				
QA/Q1 (Social Work) - Vacant		81	1				1			
Current Staff			2							
Total Employees Current	291	201	2	0	0	1	1	0	0	0
EOY 2040	174	120	1			1				
Total Employee Growth	174	120	1	0	0	1	0	0	0	0
Total Employees Projected	465	321	3	0	0	2	1	0	0	0
Support Space										
Shared										
Dedicated										
X Visitation Rooms	174	120							1	120
X Interview room	116	80							1	80
	0	0								
	0	0								
	0	0								
	0	0								
Total Support SF:	290	200								
Total (Support & Staff) current:	581	401	2							
Total (Support & Staff) 20 year:	755	521	3							
General Notes										
Flexible office for outside programs - ancillary programs (x2?)										
Near lobby, easy to access - does not need to be secured										
Covered outdoor community area for visitation										
Visitation rooms should have flexible furniture for sleeping (living room style, one apartment style - kitchen, bathroom, living, washer/dryer) should be comfortable for 6-8 people										
Two way mirror for observation, visual & sound										
Age appropriate visitation rooms										

Program Option 1 - More Collaboration

Environmental Health and Vector Control

Department Name: Environmental Health and Vector Control
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Vence Dodge		180	1		1					
Admin - Regina Spaulding		64	1					1		
Staff - Ben Kane, Supervisor		120	1			1				
Staff - Lexi Perillo		32	1						1	
Staff - Clay Creswell		32	1						1	
Staff - Denzel Lewis		32	1						1	
Touch down space			1						1	
Current Staff			7							
Total Employees Current	713	492	7	0	1	1	0	1	4	0
EOY 2040	186	128	2		0			2		
Total Employee Growth	186	128	2	0	0	0	0	2	0	0
Total Employees Projected	899	620	9	0	1	1	0	3	4	0
Shared Dedicated	Support Space								Room Count	Size of Room
	x	Equipment Storage (open shelving)	174	120					1	120
	x	File Room	174	120					1	120
	x	Plan Review Room	116	80					1	80
	x	Trucks and Vehicals	0	0						
			0	0						
		Total Support SF:	464	320						
		Total (Support & Staff) current:	1,177	812	7					
		Total (Support & Staff) 20 year:	1,363	940	9					
General Notes										
Need access to exterior because of dirty boots and frequent in/out										
20 county cars for health, 20 county cars for SS (space for 50-60 fleet cars)										
Equipment to be stored includes: Food thermometers, Plans and files, Water testing equip., and chemicals										

Program Option 1 - More Collaboration

Health Promotion

Department Name: Health Promotion
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32				
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space				Secondary Circulation	Assignable	Totals							
RN - Jessica Chewning					120	1			1				
RN - Lisa Kennedy					120	1			1				
Health Educator - Kerrie Timmerman					120	1			1				
Health Educator - Monique Traqvise					120	1			1				
Intern					32	1					1		
Intern					32	1					1		
Current Staff						6							
Total Employees Current				789	544	6	0	0	4	0	0	2	0
EOY 2040				117	81	1			0	1	0		
Total Employee Growth				117	81	1	0	0	0	1	0	0	0
Total Employees Projected				906	625	7	0	0	4	1	0	2	0
Shared	Dedicated	Support Space										Room Count	Size of Room
		x	Training room*	0	0							1	0
	x	Work Room w/ storage	522	360							1	360	
	x	Demonstration Kitchen?	0	0							0	400	
	x	Media Room*	0	0							1	0	
			0	0									
Total Support SF:				522	360								
Total (Support & Staff) current:				1,311	904	6							
Total (Support & Staff) 20 year:				1,428	985	7							
General Notes													
Health Ed. Training room should have offices around the perimeter													
Storage for work room includes: posters, boards, and handouts													
Training room for classes should have storage for equipment and furniture													
Demonstration kitchen should have public access (?)													
Recording Videos or Audio for PSA													
*SF is included on the Support Spaces Sheet/tab													

Program Option 1 - More Collaboration

Care Coordination

Department Name: Care Coordination
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
RN - Brenda Allen		64	1					1		
RN - Lakeata Martin		64	1					1		
Social Worker - Salina Dixon		64	1					1		
Intern		32	1						1	
Intern		32	1						1	
Current Staff			5							
Total Employees Current	371	256	5	0	0	0	0	3	2	0
EOY 2040	278	192	3					3		
Total Employee Growth	278	192	3	0	0	0	0	3	0	0
Total Employees Projected	650	448	8	0	0	0	0	6	2	0
Shared	Support Space								Room Count	Size of Room
x	Media Room	0	0						0	200
x	Interview room w/ press	0	0						0	120
		0	0							
		0	0							
		0	0							
		0	0							
		0	0							
	Total Support SF:	0	0							
	Total (Support & Staff) current:	371	256	5						
	Total (Support & Staff) 20 year:	650	448	8						
General Notes										
RNs see patients in Clinic and WIC										
Social Worker also serves clinic										

Program Option 1 - More Collaboration

Dental Clinic

Department Name: **Dental**
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Receptionist - Julie Zingone		180	1		1					
Dentist - Dr. Shaya		81	1				1			
Dental Assistant - Sherry Burns		32	1						1	
Dental Assistant - Megan Slaughenhoup		32	1						1	
Dental Hygienist - Jennifer Messer		64	1					1		
Billing - Fran Riggs		81	1				1			
Intern		32	1						1	
Intern		32	1						1	
Current Staff			8							
Total Employees Current	774	534	8	0	1	0	2	1	4	0
EOY 2040	93	64	2						2	
Total Employee Growth	93	64	2	0	0	0	0	0	2	0
Total Employees Projected	867	598	10	0	1	0	2	1	6	0
Support Space										
Shared										
Dedicated										
x Operator	1087.5	750							5	150
x Operator - Growth	435	300							2	150
x Lab	290	200							1	200
x Pano/x-ray	145	100							1	100
x Dirty/clean	145	100							1	100
x Finance Office	0	0							0	180
x Waiting/Lobby	435	300							1	300
x Break Room w/ Kitchen	435	300							1	300
x Supply Storage	87	60							1	60
x Staff Restroom	104.4	72							2	36
	0	0								
Total Support SF:	3163.9	2182								
Total (Support & Staff) current:	3,938	2,716	8							
Total (Support & Staff) 20 year:	4,031	2,780	10							
General Notes										

Program Option 1 - More Collaboration

Medical Clinic

Department Name: **Medical Clinic**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of Nursing - Shirley Steele		180	1		1					
Supervisor - Nursing - Cindy		120	1			1				
Eileen Harris (near Lab)		120	1			1				
Womens Health		0	0							
FNP - Ashley Batts		81	1				1			
CHA - Rosa Anderson		32	1						1	
RN - Sarah Oswald		64	1					1		
RN - Elizabeth Bledsoe		64	1					1		
Family Health		0	0							
FNP - Joan Taylor		81	1				1			
CHA - Felicia Pickett		32	1						1	
RN - Kaitlyn Ludlum		64	1					1		
RN - Casey LaFleur		81	1				1			
CD/TB - Diego Amorochio		81	1				1			
Immunization - Kim Trotman		81	1				1			
Billing		0	0							
Staff - Brandi Lanier		81	1				1			
Staff - Liz Gasca		81	1				1			
Staff - Lisa Sarvis		81	1				1			
Eligibility		0	0							
Staff - Maggie Perez**		64	1					1		
Staff - Raven Coombs**		64	1					1		
LPN - English Robbins		64	1					1		
LPs - Vacant		64	1					1		
Intern		32	1						1	
Intern		32	1						1	
Clinic Front Desk - Skarleth Ochoa		64	1					1		
Clinic Front Desk - Sandi Garcia		64	1					1		
Clinic Front Desk - Randi Pyne		64	1					1		
Current Staff			25							
Total Employees Current	2,662	1,836	25	0	1	2	8	10	4	0
EOY 2040	606	418	6				2	4		
Total Employee Growth	606	418	6	0	0	0	2	4	0	0
Total Employees Projected	3,268	2,254	31	0	1	2	10	14	4	0

Program Option 1 - More Collaboration

Medical Clinic (continued)

Shared	Dedicated	Support Space							Room Count	Size of Room
	x	Clinic - Exam Rooms	1160	800					8	100
	x	Clinic - Material intake/Interview	145	100					1	100
	x	Clinic - Ultrasound Room	145	100					1	100
	x	Clinic - Epi Room	145	100					1	100
	x	Clinic - Clinic Room	145	100					1	100
	x	Clinic - Workup Rooms	290	200					2	100
	x	Clinic - Workup Rooms - Growth	290	200					2	100
	x	Clinic - Pharmacy	174	120					1	120
	x	Clinic - Lab	290	200					1	200
	x	Clinic - Meeting room/morning Huddle	217.5	150					1	150
	x	Clinic - Medical Records (with desks)	580	400					2	200

Program Option 1 - More Collaboration

Women, Infants and Children

Department Name: Women, Infants and Children
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor		120	1			1				
Nutritionist		81	1				1			
Nutritionist		81	1				1			
Processing Assistant		81	1				1			
Processing Assistant		81	1				1			
Processing Assistant		81	1				1			
Intern		32	1						1	
Intern		0	0						0	
Current Staff			7							
Total Employees Current	808	557	7	0	0	1	5	0	1	0
EOY 2040	513	354	5				2	3		
Total Employee Growth	513	354	5	0	0	0	2	3	0	0
Total Employees Projected	1,321	911	12	0	0	1	7	3	1	0
Shared	Support Space									
Dedicated										
x	Lobby (Pregnant Patients)	0	0							0
x	Storage	174	120							1
x	Mothers Room	116	80							1
x	Triage Space	145	100							1
		0	0							
		0	0							
	Total Support SF:	435	300							
	Total (Support & Staff) current:	1,243	857	7						
	Total (Support & Staff) 20 year:	1,756	1,211	12						
General Notes										
Storage items: Breast pumps, brochures, etc										
Triage space with table scale for infants, and other instruments										
Demo Kitchen access would be a plus										

Program Option 1 - More Collaboration

Administrative Staff

Department Name: Admin Staff
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

			240		180		120		81		64		32								
			TYPE 1 12x20 OFFICE 240 SF		TYPE 2 12x15 OFFICE 180 SF		TYPE 3 10x12 OFFICE 120 SF		TYPE 4 8x10 WKST 81 SF		TYPE 5 8x8 WKST 64 SF		TYPE 6 4x8 WKST 32 SF								
Personnel Space			Secondary Circulation		Assignable		Totals														
Admin Staff																					
Director of Health and Human Services - Carolyn M			240		1		1														
Executive Admin - Marti			120		1				1												
Mail/File Room - Michelle Johnson			64		1						1										
Assistant Health Director -			120		1				1												
Future HR -			81		1						1										
Current Staff					5																
Total Employees Current			906		625		5		1		0		2		1		1		0		
EOY 2040 - Admin			174		120		1				1										
EOY 2040 - Finance			0		0		0														
Total Employee Growth			174		120		0		0		0		1		0		0		0		
Total Employees Projected			1,080		745		5		1		0		3		1		1		0		
Shared Dedicated	Support Space													Room Count		Size of Room					
	Interview Room			145		100										1		100			
	Storage Room			217.5		150										1		150			
				0		0															
				0		0															
				0		0															
				0		0															
				0		0															
	Total Support SF:			362.5		250															
	Total (Support & Staff) current:			1,269		875		5													
Total (Support & Staff) 20 year:			1,269		875		5														
General Notes																					
Storage items: personal records																					

Program Option 1 - More Collaboration

Finance Staff

Department Name: Finance
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

			240	180	120	81	64	32			
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space	Secondary Circulation	Assignable	Totals								
Finance - Donna (Near Carolyn)		120	1			1					
Finance - Savannah (Near Carolyn)		120	1			1					
Finance - Account Rec. - Chasity		81	1				1				
Finance - Account Rec. - Jessica		81	1				1				
		0	0								
Current Staff			4								
Total Employees Current	583	402	4	0	0	2	2	0	0	0	
EOY 2040	348	240	2			2					
Total Employee Growth	348	240	2	0	0	2	0	0	0	0	
Total Employees Projected	931	642	6	0	0	4	2	0	0	0	
Shared Dedicated	Support Space									Room Count	Size of Room
	x	Filing Room	174	120						1	120
	x	Small Conference (shared w/ admin)	174	120						1	120
			0	0							
			0	0							
			0	0							
			0	0							
			0	0							
		Total Support SF:	348	240							
Total (Support & Staff) current:		931	642	4							
Total (Support & Staff) 20 year:		1,279	882	6							
General Notes											

Program Option 1 - More Collaboration

Janitorial Staff

Department Name: Janitorial
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32				
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space				Secondary Circulation	Assignable	Totals							
Maintenance - Jimmy Bowden					32	1						1	
Janitor - Martin					32	1						1	
					0	0							
					0	0							
					0	0							
					0	0							
					0	0							
Current Staff						2							
Total Employees Current				93	64	2	0	0	0	0	0	2	0
EOY 2040				93	64	2						2	
Total Employee Growth				93	64	2	0	0	0	0	0	2	0
Total Employees Projected				186	128	4	0	0	0	0	0	4	0
Shared	Dedicated	Support Space										Room Count	Size of Room
		x	Closets in each floor if applicable		0	0						0	64
	x	Storage		0	0						0	64	
				0	0								
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Program Option 2 - More Growth

Summary

	CURRENT STAFF			PROJECTED 2040 STAFF			
	145%	100%			145%	100%	
	Secondary Circulation Usable	(standard only - no circ space) Assignable	2019 Staff #	with support spaces and respective circulation	Secondary Circulation Usable	(standard only - no circ space) Assignable	2040 Staff #
Income Maintenance	1,061	732	7	2,366	1,699	1,172	13
Medicaid Adult	1,517	1,046	13	2,598	2,098	1,447	19
Medicaid Family and Child	1,702	1,174	15	2,632	2,284	1,575	21
Support Services	1,206	832	10	1,897	1,744	1,203	15
Child Support	737	508	6	1,420	1,089	751	9
Food and Nutrition Services	1,628	1,123	13	2,578	2,266	1,563	19
Child Protective Services	2,132	1,470	18	4,739	3,492	2,408	34
Adult Protective Services	824	568	8	1,746	1,369	944	13
Adoption/Foster/LINKS	1,554	1,072	15	3,474	3,190	2,200	30
Counseling Services	291	201	2	929	465	321	3
Environmental Health and Vector Control	713	492	7	1,624	1,160	800	10
Health Promotion	789	544	6	1,428	906	625	7
Care Coordination	371	256	5	650	650	448	8
Dental	774	534	8	4,031	867	598	10
Medical Clinic	2,662	1,836	25	7,546	3,268	2,254	31
Women, Infants and Children	808	557	7	1,756	1,321	911	12
Admin Staff	906	625	5	1,269	1,080	745	5
Finance	583	402	4	1,279	931	642	6
Janitorial	93	64	2	186	186	128	4
Support Space	26,912	18,560		26912	26912	18560	
			176				256
Department & Shared Spaces	47,264	32,596		71,059	56,978	39,295	

Program Option 2 - More Growth

Support and Service Spaces

		145%	100%	Notes		
Shared	Dedicated	Support Space			Room Count	Size of Room
		Welcome/Lobby Space				
x		Main Vestibule	145	100		100
x		Secondary Vestibule	0	0		0
x		Main Lobby	1740	1200		1200
x		Secondary Lobby	580	400	1 to dental, 1 to child support	200
x		Reception/Security	0	0	included in main lobby	0
		Meeting				
x		Training Room(s)	6525	4500	1 doubles as courtroom	1500
x		Chair Storage	783	540		180
x		A/V Room	174	120		120
x		Extra Large Conference / 32 P	0	0		700
x		Large Conference / 16 P	1740	1200		400
x		Medium Conference / 12 P	1160	800		200
		Medium Conference / Media Room	290	200		200
x		Break Room Conference	0	0		160
x		Court Room + Accessory Spaces	0	0		2400
		Restrooms				
x		Mens - Guest	493	340		170
x		Mens - Staff	725	500		250
x		Womens - Guest	493	340		170
x		Womens - Staff	725	500		250
		Family Restroom	290	200		100
		Family Restroom Shower	87	60		60
		File/Storage/Mail				
x		Mail Room	435	300		300
x		Janitor	348	240		60
x		Supply Storage	870	600	supplies, computer, shirts, misc.	600
x		Receiving Area	290	200		200
			0	0		
		Misc.				
x		Mothers' Room - Staff	145	100		100
x		Mothers' Room - Guest	145	100		100
x		Wellness/Fitness Room	580	400		400
x		Fitness Room Toilets and Showers - Mens	435	300		300
x		Fitness Room Toilets and Showers - Womens	435	300		300
x		Workrooms	0	0		200
x		Break Room	2320	1600		800
		Building Core/Architectural				
		MDF/ Server Room	232	160	first floor	160
		IDF Room (Switch Closet)	174	120	second floor	120
		First Floor Electrical Room	290	200		200
		Second Floor Electrical Room	203	140		140
		First Floor Mechanical Room	870	600		600
		2nd Floor Mechanical Room	580	400		400
		Fire Pump Room	203	140	first floor	140
		Exit Stairs	1450	1000	shows four actually 2 on both floors	250
		Elevator	870	600	shows six actually 3 on both floors	100
		Elevator Equipment Room	87	60	second floor	60
			0	0		
		Total:	26,912	18,560		

General Notes

Break room, break room conference and outdoor space all adjacent

Program Option 2 - More Growth

Income Maintenance

Department Name: **Income Maintenance**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of DSS - Wes Stewart (near IM + SW)		180	1		1					
IM Administrator - Patricia Walker		120	1			1				
IM Compliance/Training Supervisor - Jeff Coco		120	1			1				
IM Front Desk - Sinia Guity		64	1					1		
IM Front Desk - Tonja Pac		64	1					1		
IM Front Desk - Vacant		64	1					1		
Assistant DSS Director -		120	1			1				
		0	0							
		0	0							
Current Staff			7							
Total Employees Current	1,061	732	7	0	1	3	0	3	0	0
EOY 2040	638	440	6			1		5		
Total Employee Growth	638	440	6	0	0	1	0	5	0	0
Total Employees Projected	1,699	1,172	13	0	1	4	0	8	0	0
Support Space										
Shared										
Dedicated										
x Interview rooms	348	240							3	80
x File Cabinet (pamphlets and logs)	21.75	15							1	15
x Space for Copier	36.25	25							1	25
X Compliance/Training Storage	281	180							1	180
	0	0								
	0	0								
Total Support SF:	667	460								
Total (Support & Staff) current:	1,728	1,192	7							
Total (Support & Staff) 20 year:	2,366	1,632	13							
General Notes										
Adults need to be seen towards the front because of mobility - Children and families behind										
Growing because of elderly population										
Jeff Coco and QAQ1 trainer may need to be centrally located with a small training room (direct reports to the director)										

Program Option 2 - More Growth

Adult Medicaid

Department Name: **Medicaid Adult**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

			240	180	120	81	64	32	
	145%	100%	TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals						
Supervisor - Sherry Horrell		120	1		1				
Supervisor - Angelo Garcia		120	1		1				
Intake - Celia Pigford		81	1			1			
Intake - Vanessa Turner		81	1			1			
Intake - Rena Banks		81	1			1			
Intake - Leah Benefield		81	1			1			
Intake - Jackie Grant		81	1			1			
Intake - Renatha Brown		81	1			1			
Recert - Beverly Hall		64	1				1		
Recert - Susan Perry		64	1				1		
Recert - Kimberly Justaford		64	1				1		
Recert - Lashanda Lee		64	1				1		
Recert - Lesley Moore		64	1				1		
Current Staff			13						
Total Employees Current	1,517	1,046	13	0	0	2	6	5	0
EOY 2040	581	401	6				1	5	
Total Employee Growth	581	401	6	0	0	0	1	5	0
Total Employees Projected	2,098	1,447	19	0	0	2	7	10	0
Support Space									
Shared									
Dedicated									
x Interview rooms	348	240							3
? File cabinet (paper notices)	43.5	30							2
x Storage for Medication	0	0							0
x Record Storage	108.75	75							5
	0	0							
	0	0							
Total Support SF:	500.25	345							
Total (Support & Staff) current:	2,017	1,391	13						
Total (Support & Staff) 20 year:	2,598	1,792	19						
General Notes									
Adults need to be seen towards the front because of mobility - Children and families behind									
Growing because of elderly population									

Program Option 2 - More Growth

Family and Child Medicaid

Department Name: **Medicaid Family and Child**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Kellie Anderson		120	1			1				
Supervisor - Cynthia Blackburn		120	1			1				
Intake - Dalene Avery		81	1				1			
Intake - Vacant		81	1				1			
Intake - Cynthia Behal		81	1				1			
Intake - Felicia McIntyre		81	1				1			
Intake - Melony Malone		81	1				1			
Intake - Lugenia Beatty		81	1				1			
Recert - Susana Lana		64	1					1		
Recert - Donnelle Romero		64	1					1		
Recert - Brenda Treto		64	1					1		
Recert - Stephanie Lewis		64	1					1		
Recert - Serita Murphy		64	1					1		
Recert - Geraldine DeLeon		64	1					1		
Recert - Tamita Tate		64	1					1		
Current Staff			15							
Total Employees Current	1,702	1,174	15	0	0	2	6	7	0	0
EOY 2040	581	401	6		0		1	5		
Total Employee Growth	581	401	6	0	0	0	1	5	0	0
Total Employees Projected	2,284	1,575	21	0	0	2	7	12	0	0
Shared Dedicated	Support Space								Room Count	Size of Room
x	Interview rooms	348	240						3	80
		0	0							
		0	0							
		0	0							
		0	0							
		0	0							
	Total Support SF:	348	240							
	Total (Support & Staff) current:	2,050	1,414	15						
	Total (Support & Staff) 20 year:	2,632	1,815	21						
General Notes										
Adults need to be seen towards the front because of mobility - Children and families behind										
Growing because of elderly population										

Program Option 2 - More Growth

Support Services

Department Name: **Support Services**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Tonya Hooks		120	1			1				
Work First - Kimberly Heath		81	1				1			
Work First - Raquel Wells		81	1				1			
Child Care - Stephanie Loria		81	1				1			
Child Care - Shakema Bowden		81	1				1			
Transportation - Kristin Dombroski		81	1				1			
Transportation - Monica Beatty		81	1				1			
Transportation - Vacant		81	1				1			
LIEAP/LIP - Vacant		81	1							
QA/Q1 (IM)		64	1					1		
Current Staff			10							
Total Employees Current	1,206	832	10	0	0	1	8	1	0	0
EOY 2040	538	371	5				3	2		
Total Employee Growth	538	371	5	0	0	0	3	2	0	0
Total Employees Projected	1,744	1,203	15	0	0	1	11	3	0	0
Support Space										
Shared										
Dedicated										
x Interview Office	116	80							1	80
x Storage	36.25	25							1	25
	0	0								
	0	0								
	0	0								
	0	0								
Total Support SF:	152.25	105								
Total (Support & Staff) current:	1,359	937	10							
Total (Support & Staff) 20 year:	1,897	1,308	15							
General Notes										
QA/Q1 position adjacent to Pat (nice but not necessary. 2 QA/Q1 trainers ideal - located centrally with a small training room attached)										

Program Option 2 - More Growth

Child Support

Department Name: Child Support
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Stephanie Summerlin		120	1			1				
Agent - Theresa Kosterman (Lead Worker)		81	1				1			
Agent - Monica Murray		81	1				1			
Agent - Norma Gasca		81	1				1			
Admin/Reception - Gail James		81	1				1			
Visitor - Regional Employee from Raleigh (near sink)		64	1					1		
Current Staff			6							
Total Employees Current	737	508	6	0	0	1	4	1	0	0
EOY 2040	352	243	3				3			
Total Employee Growth	352	243	3	0	0	0	3	0	0	0
Total Employees Projected	1,089	751	9	0	0	1	7	1	0	0
Shared	Support Space									
Dedicated										
x	26 lateral files needed	113.1	78						26	3
x	Small break out room	0	0						0	80
x	Small Conference	217.5	150						1	150
		0	0							
		0	0							
		0	0							
	Total Support SF:	330.6	228							
	Total (Support & Staff) current:	1,067	736	6						
	Total (Support & Staff) 20 year:	1,420	979	9						
General Notes										
Stricter security needs (need to show ID to keep log)										
Locked door from lobby area										
Stand alone lobby, near main entrance										
Regional employee from Raleigh visit once a month, they do not need filing space - need access to sink/restroom										
Filing needs: original documents are needed for court cases - cannot be shared, they need to remain within the suite										
Cabinets = 26 (original stays at courthouse, two copies kept on site)										

Program Option 2 - More Growth

Food and Nutrition Services

Department Name: Food and Nutrition Services
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Nicole Buckindail		120	1			1				
Intake - Crissy Sanchez (Lead Worker)		81	1				1			
Intake - Giovanna Ramos		81	1				1			
Intake - Ana Aguilar		81	1				1			
Intake - Mazell Holmes		81	1				1			
Intake - April Branch		81	1				1			
Recert - Shanon Evans		64	1					1		
Recert - Theresa Days		64	1					1		
Recert - Richelle Wren		64	1					1		
Recert - Stacy Gardiner		64	1					1		
Investigator - Tammy Hatcher		81	1				1			
Investigator - Vacant		81	1				1			
Attorney - Tonya Lacewell Turner		180	1		1					
Current Staff			13							
Total Employees Current	1,628	1,123	13	0	1	1	7	4	0	0
EOY 2040 (FNs)	638	440	6			1		5		
EOY 2040 (Integrity)	0	0	0							
Total Employee Growth	638	440	6	0	0	1	0	5	0	0
Total Employees Projected	2,266	1,563	19	0	1	2	7	9	0	0
Shared	Support Space									
Dedicated										
x	Private break out space	0	0							0 180
x	Interview rooms	290	200							2 100
x	Small temp storage for Integrity group	21.75	15							5 3
		0	0							
		0	0							
	Total Support SF:	311.75	215							
	Total (Support & Staff) current:	1,940	1,338	13						
	Total (Support & Staff) 20 year:	2,578	1,778	19						
General Notes										
Intake employees are customer facing, need space for meetings in their office, with strollers										
Informal interview room mostly used by the researchers who are in workstations										
Investigators room for 4 people huddle										
Investigators: need to be closer to front of the space, and can be seperated from the rest of the group - 'Integrity'										
Mostly electronic filing, small temp storage needs										

Program Option 2 - More Growth

Child Protective Services

Department Name: Child Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

			240		180		120		81		64		32	
			145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF			
Personnel Space			Secondary Circulation	Assignable	Totals									
Social Work Program Manager - Aimee Watson-Green				180	1		1							
Intake/In-Home Supervisor - Dorothy Beatty				120	1			1						
Supervisor - Janet Martinez				120	1			1						
Supervisor - Samantha Nixon				120	1			1						
In-Home SW - Kisha Lanier				64	1					1				
In-Home SW - Latasha Canady				64	1					1				
In-Home SW - LaCretia Keith				64	1					1				
In-Take SW - Erica Gainey				81	1				1					
In-Take SW - Aleisha Gurganios				81	1				1					
CPS Assessor SW - Alicia Carr-Watkins				64	1					1				
CPS Assessor SW - Sabrina Schaffer				64	1					1				
CPS Assessor SW - Tommy Williams				64	1					1				
CPS Assessor SW - Michelle Parker				64	1					1				
CPS Assessor SW - Shunnika Gamble				64	1					1				
CPS Assessor SW - Rachel Love				64	1					1				
CPS Assessor SW - Keisha Hooks				64	1					1				
CPS Assessor SW - Austin Pearce				64	1					1				
CPS Assessor SW - Beeseemah McKinney				64	1					1				
Current Staff					18									
Total Employees Current			2,132	1,470	18	0	1	3	2	12	0	0		
EOY 2040 (In-Take/In-Home)			595	410	5			1	2	2				
EOY 2040 (Front End)			766	528	11			2			9			
Total Employee Growth			1,360	938	16	0	0	3	2	2	9	0		
Total Employees Projected			3,492	2,408	34	0	1	6	4	14	9	0		
Shared Dedicated	Support Space											Room Count	Size of Room	
	x	(In-Take/In-Home) Team room	261	180								1	180	
	x	(CPS Front End) Team rooms	232	160								2	80	
	x	Visitation Rooms	580	400								2	200	
	x	Storage (clothes, car seats, pamphlets)	174	120								1	120	
			0	0										
			0	0										
	Total Support SF:	1247	860											
Total (Support & Staff) current:		3,379	2,330	18										
Total (Support & Staff) 20 year:		4,739	3,268	23										
General Notes														
Not heavy foot traffic - no public access to staff office														
1 Visitation room to be set up as an apartment														
In-Take group does not have a direct connect to any other department														
Staff entrance near back														
Need a shared meeting space for family + team meetings														
Storage items include: kids clothes, car seats, pamphlets, baby pools, hazmat suits, booties, etc														

Program Option 2 - More Growth

Adult Protective Services

Department Name: Adult Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Dionne Smith			120	1			1					
APS SW - Eunice Bannerman			64	1					1			
Guardianship/APS SW - Diana Rivera			64	1					1			
Rep Payee/Intake SW - Alecia Williamson			64	1					1			
AHS/SA SW - Alison Meders			64	1					1			
APS SW - Shelia Hayes			64	1					1			
APS SW - Kiesha Simpson			64	1					1			
Lead Wk/Guardianship SW - Vacant			64	1					1			
Current Staff				8								
Total Employees Current		824	568	8	0	0	1	0	7	0	0	
EOY 2040		545	376	5			1		4			
Total Employee Growth		545	376	5	0	0	1	0	4	0	0	
Total Employees Projected		1,369	944	13	0	0	2	0	11	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x Meeting	261	180								1 180	
x	Team Room	116	80								1 80	
		0	0									
		0	0									
		0	0									
		0	0									
		0	0									
	Total Support SF:	377	260									
Total (Support & Staff) current:		1,201	828	8								
Total (Support & Staff) 20 year:		1,746	1,204	13								
General Notes												
Meeting and team room can possible combine												

Program Option 2 - More Growth

Adoption, Fostering and LINKS

Department Name: **Adoption/Foster/LINKS**
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Social Work**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32				
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space				Secondary Circulation	Assignable	Totals							
Supervisor - Tyshea Sutton					120	1			1				
Supervisor - Monique Moore					120	1			1				
Office Assistant - Pamela Henry-Smith (Security Officer)					64	1				1			
Placement/Adoptions SW - Shayla Branch					64	1				1			
Placement/LINKS SW - Larissa Deloach					64	1				1			
Placement SW - Annie Murphy					64	1				1			
Foster Care/Placement SW - Brian Wylie					64	1				1			
Foster Care/Placement SW - Vacant					64	1				1			
Processing Assistant - Shannon Mitchell (para-legal)					64	1				1			
Foster Care/Placement SW - Alexandra Boone					64	1				1			
Foster Care/Placement SW - Jennifer Beeson					64	1				1			
Foster Care/Placement SW - Lacesia Hansley					64	1				1			
Foster Care/Placement SW - Linda James					64	1				1			
Foster Care/Placement SW - Crystal Wooten					64	1				1			
Foster Care/Placement SW - Demetric Underdue					64	1				1			
Attorney - see FNs sheet													
Current Staff						15							
Total Employees Current				1,554	1,072	15	0	0	2	0	13	0	0
EOY 2040				1,636	1,128	15			3		12		
Total Employee Growth				1,636	1,128	15	0	0	3	0	12	0	0
Total Employees Projected				3,190	2,200	30	0	0	5	0	25	0	0
Shared Dedicated	Support Space										Room Count	Size of Room	
	x	Collaborative Space	232	160							2	80	
	x	Visitation Rooms	0	0							0	120	
	x	Storage	52.2	36							1	36	
			0	0									
			0	0									
			0	0									
			0	0									
		Total Support SF:	284.2	196									
		Total (Support & Staff) current:	1,839	1,268	15								
		Total (Support & Staff) 20 year:	3,474	2,396	30								
General Notes													
Aimee to be adjacent to Pamela (not a requirement)													
Request Shannon Mitchell to be near Agency Attorney													
Storage Items: MAPP/Licensing/Adoption													

Program Option 2 - More Growth

Counseling Services

Department Name: **Counseling Services**
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Social Work**

Department Forecast & Workspace Requirements
 2/28/2020

			240	180	120	81	64	32				
			TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space			Secondary Circulation	Assignable	Totals							
Therapist - Jennifer Walker				120	1			1				
QA/Q1 (Social Work) - Vacant				81	1			1				
Current Staff					2							
Total Employees Current			291	201	2	0	0	1	1	0	0	0
EOY 2040			174	120	1			1				
Total Employee Growth			174	120	1	0	0	1	0	0	0	0
Total Employees Projected			465	321	3	0	0	2	1	0	0	0
Shared Dedicated	Support Space										Room Count	Size of Room
x	Visitation Rooms	348	240								2	120
x	Interview room	116	80								1	80
		0	0									
		0	0									
		0	0									
		0	0									
	Total Support SF:	464	320									
Total (Support & Staff) current:		755	521	2								
Total (Support & Staff) 20 year:		929	641	3								
General Notes												
Flexible office for outside programs - ancillary programs (x2?)												
Near lobby, easy to access - does not need to be secured												
Covered outdoor community area for visitation												
Visitations rooms should have flexible furniture for sleeping (living room style, one apartment style - kitchen, bathroom, living, washer/dryer) should be comfortable for 6-8 people												
Two way mirror for observation, visual & sound												
Age appropriate visitation rooms												

Program Option 2 - More Growth

Environmental Health and Vector Control

Department Name: Environmental Health and Vector Control
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor - Vance Dodge		180	1		1					
Admin - Regina Spaulding		64	1					1		
Staff - Ben Kane, Supervisor		120	1			1				
Staff - Lexi Perillo		32	1						1	
Staff - Clay Creswell		32	1						1	
Staff - Denzel Lewis		32	1						1	
Touch down space			1						1	
Current Staff			7							
Total Employees Current	713	492	7	0	1	1	0	1	4	0
EOY 2040	447	308	3		1			2		
Total Employee Growth	447	308	3	0	1	0	0	2	0	0
Total Employees Projected	1,160	800	10	0	2	1	0	3	4	0
Shared Dedicated	Support Space									
									Room Count	Size of Room
x	Equipment Storage (open shelving)	174	120						1	120
x	File Room	174	120						1	120
x	Plan Review Room	116	80						1	80
x	Trucks and Vehicals	0	0							
		0	0							
	Total Support SF:	464	320							
	Total (Support & Staff) current:	1,177	812	7						
	Total (Support & Staff) 20 year:	1,624	1,120	10						
General Notes										
Need access to exterior because of dirty boots and frequent in/out										
20 county cars for health, 20 county cars for SS (space for 50-60 fleet cars)										
Equipment to be stored includes: Food thermometers, Plans and files, Water testing equip., and chemicals										

Program Option 2 - More Growth

Health Promotion

Department Name: Health Promotion
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
RN - Jessica Chewing		120	1			1				
RN - Lisa Kennedy		120	1			1				
Health Educator - Kerrie Timmerman		120	1			1				
Health Educator - Monique Traqvise		120	1			1				
Intern		32	1						1	
Intern		32	1						1	
Current Staff			6							
Total Employees Current	789	544	6	0	0	4	0	0	2	0
EOY 2040	117	81	1			0	1	0		
Total Employee Growth	117	81	1	0	0	0	1	0	0	0
Total Employees Projected	906	625	7	0	0	4	1	0	2	0
Shared	Support Space									
Dedicated										
x	Training room*	0	0						1	0
x	Work Room w/ storage	522	360						1	360
x	Demonstration Kitchen?	0	0						0	400
x	Media Room*	0	0						1	0
		0	0							
	Total Support SF:	522	360							
	Total (Support & Staff) current:	1,311	904	6						
	Total (Support & Staff) 20 year:	1,428	985	7						
General Notes										
Health Ed. Training room should have offices around the perimeter										
Storage for work room includes: posters, boards, and handouts										
Training room for classes should have storage for equipment and furniture										
Demonstration kitchen should have public access (?)										
Recording Videos or Audio for PSA										
*SF is included on the Support Spaces Sheet/tab										

Program Option 2 - More Growth

Care Coordination

Department Name: Care Coordination
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
RN - Brenda Allen			64	1					1			
RN - Lakeata Martin			64	1					1			
Social Worker - Salina Dixon			64	1					1			
Intern			32	1						1		
Intern			32	1						1		
Current Staff				5								
Total Employees Current		371	256	5	0	0	0	0	3	2	0	
EOY 2040		278	192	3					3			
Total Employee Growth		278	192	3	0	0	0	0	3	0	0	
Total Employees Projected		650	448	8	0	0	0	0	6	2	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x Media Room	0	0							0	200	
x	Interview room w/ press	0	0							0	120	
		0	0									
		0	0									
		0	0									
		0	0									
		0	0									
	Total Support SF:	0	0									
Total (Support & Staff) current:		371	256	5								
Total (Support & Staff) 20 year:		650	448	8								
General Notes												
RNs see patients in Clinic and WIC												
Social Worker also serves clinic												

Program Option 2 - More Growth

Dental Clinic

Department Name: **Dental**
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Receptionist - Julie Zingone		180	1		1					
Dentist - Dr. Shaya		81	1				1			
Dental Assistant - Sherry Burns		32	1						1	
Dental Assistant - Megan Slaughenhoup		32	1						1	
Dental Hygienist - Jennifer Messer		64	1					1		
Billing - Fran Riggs		81	1				1			
Intern		32	1						1	
Intern		32	1						1	
Current Staff			8							
Total Employees Current	774	534	8	0	1	0	2	1	4	0
EOY 2040	93	64	2						2	
Total Employee Growth	93	64	2	0	0	0	0	0	2	0
Total Employees Projected	867	598	10	0	1	0	2	1	6	0
Support Space										
Shared										
Dedicated										
x Operator	1087.5	750							5	150
x Operator - Growth	435	300							2	150
x Lab	290	200							1	200
x Pano/x-ray	145	100							1	100
x Dirty/clean	145	100							1	100
x Finance Office	0	0							0	180
x Waiting/Lobby	435	300							1	300
x Break Room w/ Kitchen	435	300							1	300
x Supply Storage	87	60							1	60
x Staff Restroom	104.4	72							2	36
	0	0								
Total Support SF:	3163.9	2182								
Total (Support & Staff) current:	3,938	2,716	8							
Total (Support & Staff) 20 year:	4,031	2,780	10							
General Notes										

Program Option 2 - More Growth

Medical Clinic

Department Name: **Medical Clinic**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of Nursing - Shirley Steele		180	1		1					
Supervisor - Nursing - Cindy		120	1			1				
Eileen Harris (near Lab)		120	1			1				
Womens Health		0	0							
FNP - Ashley Batts		81	1				1			
CHA - Rosa Anderson		32	1						1	
RN - Sarah Oswald		64	1					1		
RN - Elizabeth Bledsoe		64	1					1		
Family Health		0	0							
FNP - Joan Taylor		81	1				1			
CHA - Felicia Pickett		32	1						1	
RN - Kaitlyn Ludlum		64	1					1		
RN - Casey LaFleur		81	1				1			
CD/TB - Diego Amorcho		81	1				1			
Immunization - Kim Trotman		81	1				1			
Billing		0	0							
Staff - Brandi Lanier		81	1				1			
Staff - Liz Gasca		81	1				1			
Staff - Lisa Sarvis		81	1				1			
Eligibility		0	0							
Staff - Maggie Perez**		64	1					1		
Staff - Raven Coombs**		64	1					1		
LPN - English Robbins		64	1					1		
LPs - Vacant		64	1					1		
Intern		32	1						1	
Intern		32	1						1	
Clinic Front Desk - Skarleth Ochoa		64	1					1		
Clinic Front Desk - Sandi Garcia		64	1					1		
Clinic Front Desk - Randi Pyne		64	1					1		
Current Staff			25							
Total Employees Current	2,662	1,836	25	0	1	2	8	10	4	0
EOY 2040	606	418	6				2	4		
Total Employee Growth	606	418	6	0	0	0	2	4	0	0
Total Employees Projected	3,268	2,254	31	0	1	2	10	14	4	0

Program Option 2 - More Growth

Medical Clinic (continued)

Shared	Dedicated	Support Space						Room Count	Size of Room
x		Clinic - Exam Rooms	1160	800				8	100
x		Clinic - Material intake/Interview	145	100				1	100
x		Clinic - Ultrasound Room	145	100				1	100
x		Clinic - Epi Room	145	100				1	100
x		Clinic - Clinic Room	145	100				1	100
x		Clinic - Workup Rooms	290	200				2	100
x		Clinic - Workup Rooms - Growth	290	200				2	100
x		Clinic - Pharmacy	174	120				1	120
x		Clinic - Lab	290	200				1	200
x		Clinic - Meeting room/morning Huddle	217.5	150				1	150
x		Clinic - Medical Records (with desks)	580	400				2	200
x		Billing - Files (keep for 2 years)	290	200				1	200
x		Eligibility - Check In/Out space**	290	200				1	200
x		Clinic - front desk work area	116	80				1	80
		Total Support SF:	4277.5	2950					
		Total (Support & Staff) current:	6,940	4,786	25				
		Total (Support & Staff) 20 year:	7,546	5,204	31				
General Notes									
Epi Room to have reverse ISO/exam, sink pass through to CD nurse. Epi room will service contagious illness and/or prisoners. Should be adjacent to communicable disease nurse office									
Clinic Room: immunizations x2 (general purpose room - Workstation or office space)									
Workup Rooms: 1 for each side (4 for growth)									
Pharmacy: secured space, counter, sink & fridge, stools, lockable door. Pharmasists come for reviews 1/week									
Lab: bigger then current, separate bathrooms (2) with pass through, lab manager adjacent office, clean/dirty - more separate, sinks x2, full height fridge x2, eye wash sation									
Shirleys office to be near clinic									
**Depends on the design of the space. It can be done at front desk as long as set up is private									

Program Option 2 - More Growth

Women, Infants and Children

Department Name: Women, Infants and Children
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Supervisor		120	1			1				
Nutritionist		81	1				1			
Nutritionist		81	1				1			
Processing Assistant		81	1				1			
Processing Assistant		81	1				1			
Processing Assistant		81	1				1			
Intern		32	1						1	
Intern		0	0						0	
Current Staff			7							
Total Employees Current	808	557	7	0	0	1	5	0	1	0
EOY 2040	513	354	5				2	3		
Total Employee Growth	513	354	5	0	0	0	2	3	0	0
Total Employees Projected	1,321	911	12	0	0	1	7	3	1	0
Shared	Support Space									
Dedicated										
x	Lobby (Pregnant Patients)	0	0						0	180
x	Storage	174	120						1	120
x	Mothers Room	116	80						1	80
x	Triage Space	145	100						1	100
		0	0							
		0	0							
	Total Support SF:	435	300							
	Total (Support & Staff) current:	1,243	857	7						
	Total (Support & Staff) 20 year:	1,756	1,211	12						
General Notes										
Storage items: Breast pumps, brochures, etc										
Triage space with table scale for infants, and other instruments										
Demo Kitchen access would be a plus										

Program Option 2 - More Growth

Administrative Staff

Department Name: Admin Staff
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Admin Staff										
Director of Health and Human Services - Carolyn M		240	1	1						
Executive Admin - Marti		120	1			1				
Mail/File Room - Michelle Johnson		64	1					1		
Assistant Health Director -		120	1			1				
Future HR -		81	1				1			
Current Staff			5							
Total Employees Current	906	625	5	1	0	2	1	1	0	0
EOY 2040 - Admin	174	120	1			1				
EOY 2040 - Finance	0	0	0							
Total Employee Growth	174	120	0	0	0	1	0	0	0	0
Total Employees Projected	1,080	745	5	1	0	3	1	1	0	0
Shared	Support Space									
Dedicated										
	Interview Room	145	100							1
	Storage Room	217.5	150							1
		0	0							
		0	0							
		0	0							
		0	0							
	Total Support SF:	362.5	250							
	Total (Support & Staff) current:	1,269	875	5						
	Total (Support & Staff) 20 year:	1,269	875	5						
General Notes										
Storage items: personal records										

Program Option 2 - More Growth

Finance Staff

Department Name: Finance
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

			240	180	120	81	64	32			
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space	Secondary Circulation	Assignable	Totals								
Finance - Donna (Near Carolyn)		120	1			1					
Finance - Savannah (Near Carolyn)		120	1			1					
Finance - Account Rec. - Chasity		81	1				1				
Finance - Account Rec. - Jessica		81	1				1				
		0	0								
Current Staff			4								
Total Employees Current	583	402	4	0	0	2	2	0	0	0	
EOY 2040	348	240	2			2					
Total Employee Growth	348	240	2	0	0	2	0	0	0	0	
Total Employees Projected	931	642	6	0	0	4	2	0	0	0	
Shared Dedicated	Support Space									Room Count	Size of Room
	x	Filing Room	174	120						1	120
	x	Small Conference (shared w/ admin)	174	120						1	120
			0	0							
			0	0							
			0	0							
			0	0							
			0	0							
		Total Support SF:	348	240							
Total (Support & Staff) current:		931	642	4							
Total (Support & Staff) 20 year:		1,279	882	6							
General Notes											

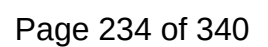
Program Option 2 - More Growth

Janitorial Staff

Department Name: Janitorial
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32			
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF			
Personnel Space				Secondary Circulation	Assignable	Totals						
Maintenance - Jimmy Bowden					32	1						1
Janitor - Martin					32	1						1
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Summary

The initial concern of the building was how tall it would need to be. A three-story scenario was briefly explored but the site didn't require a more compact footprint and the perception was that two stories would be more amenable to communication.

The sketches provided by the County differentiate between publicly accessible departments and more secure ones with guided access. This naturally bifurcates both levels but is especially important for the first floor clinics. This bisecting of the plan coincides with the desire to place the public entry, lobby and waiting centrally.

Most frequently utilized clinics for the public are located closest to the main entrance with both child support and dental having entries directly off the main lobby space with improved security measures.

Finance and administration are coupled and located close to the public entrance. Staff have a separate building entrance and amenities that are adjacent to the administrative bays.

Public toilets and other support spaces are both off the main public lobby and within the secured clinics.

On the second floor, most social services are publicly accessible off the main lobby. Protective services are secured and have secure access to staff and fleet parking away from the public building core.

Training rooms are preferable on the ground level so they are more accessible after hours. The size of these spaces require a higher ceiling for sight lines, lighting and HVAC. The plan avoids stacking anything over the training rooms so the entire first floor isn't unnecessarily high.

Efficiency is gained by making workspace as contiguous as possible. By avoiding hard walls between departments, it encourages more collaboration, avoids

redundant circulation and creates more flexibility with department staffing and space needs.

The amount of open workspace is mitigated by using the enclosed workspaces to divide those open areas into smaller "neighborhoods."

Initial site plan studies developed parking adjacencies. The design team first tried placing the building closest to the existing facilities to the north of the site. The team was also asked to study a building more frontal to progress drive, back from the street.

Ultimately, the NC DEQ took no further position on some of the surveyed wetlands surveyed other than they are, "...Isolated, Fed Non-Jurisdictional wetland w/ NO significant nexus..."

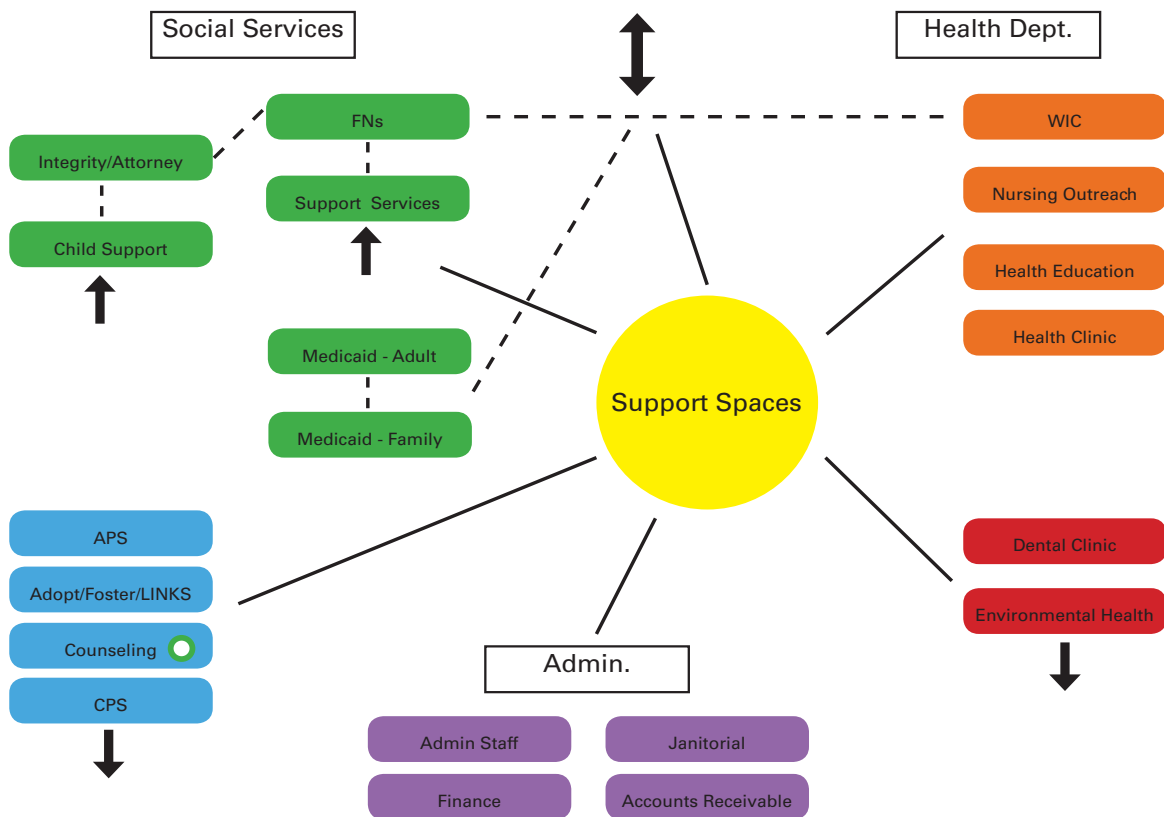
The final site plan has the main public entrance across from Industrial Drive, creating a full movement intersection. The parking connects to the existing facilities to the north. The site design creates a clear flow for visitor parking and drop-off. Visitor parking is provided in front of the building. Staff and fleet parking are separated and more remote. Some staff parking to the north can be used as overflow parking.

A series of outdoor spaces are provided for different program functions. Client visitation and observation areas are privately screened behind the building. The county-wide multipurpose spaces have breakout areas. Staff are provided outdoor amenities as well. Future growth is reserved on either side of the proposed building footprint.

The goal of the master plan is to prove the viability of the program on the selected site along progress drive, establish realistic adjacencies and overall planning strategy, and serve as a visual integration of the vision and program priorities for full architectural development as part of a future project.

Adjacency Diagram

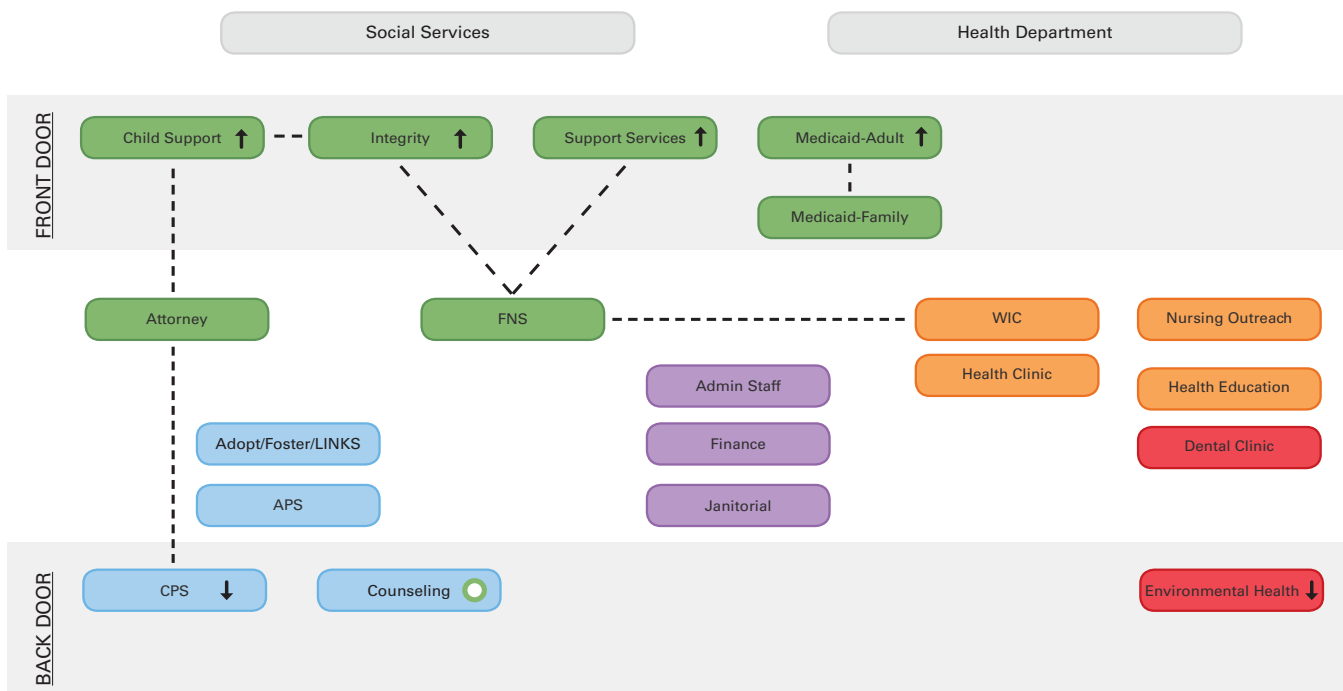
Based on Department Meetings



Adjacency Diagram

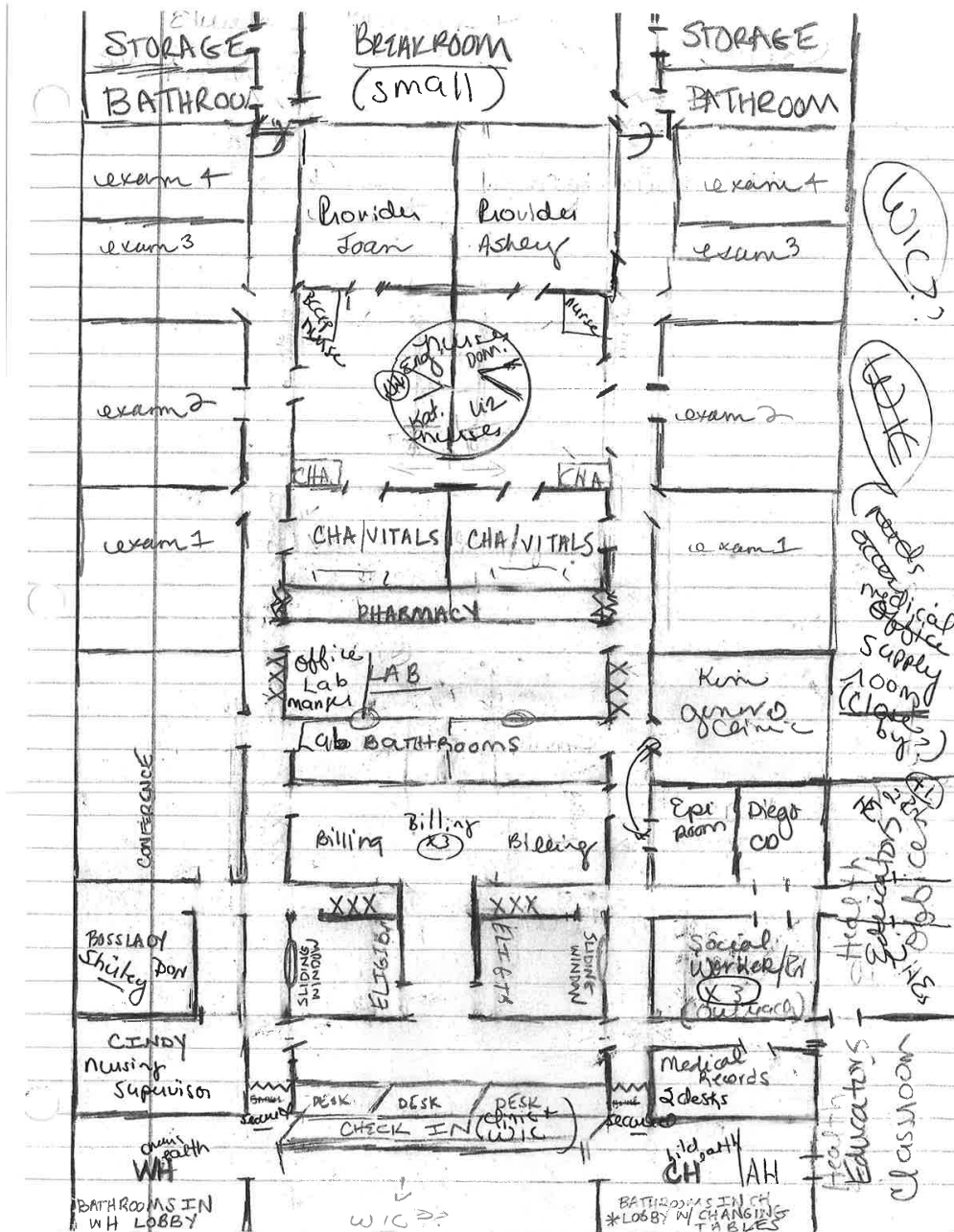
Based on Client Feedback

PENDER COUNTY HHS ADJACENCIES



Clinic Layout Sketch

Provided by Public Health in January, 2020



Provided by Client in April, 2020



SECOND FLOOR

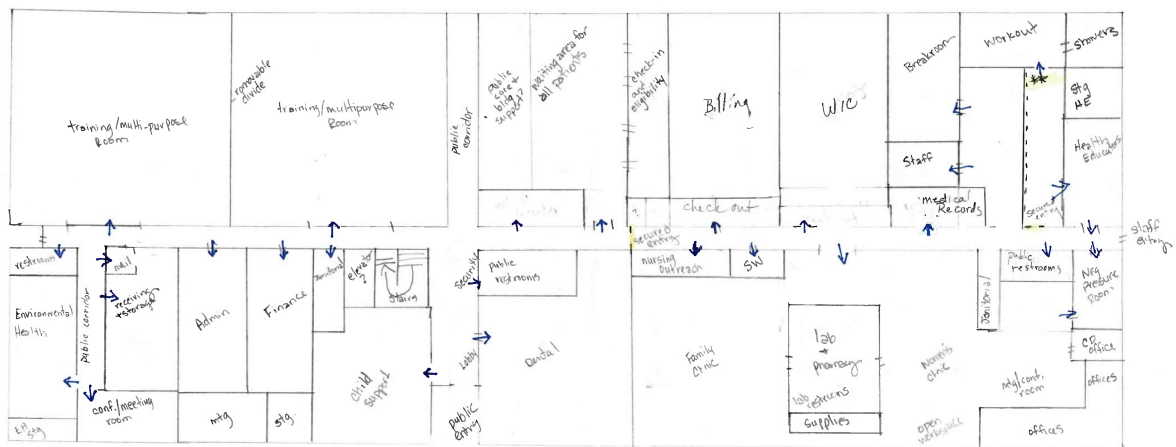


FIRST FLOOR

Provided by Client in July, 2021

Recd

Fender Co. HHS -
1st Floor



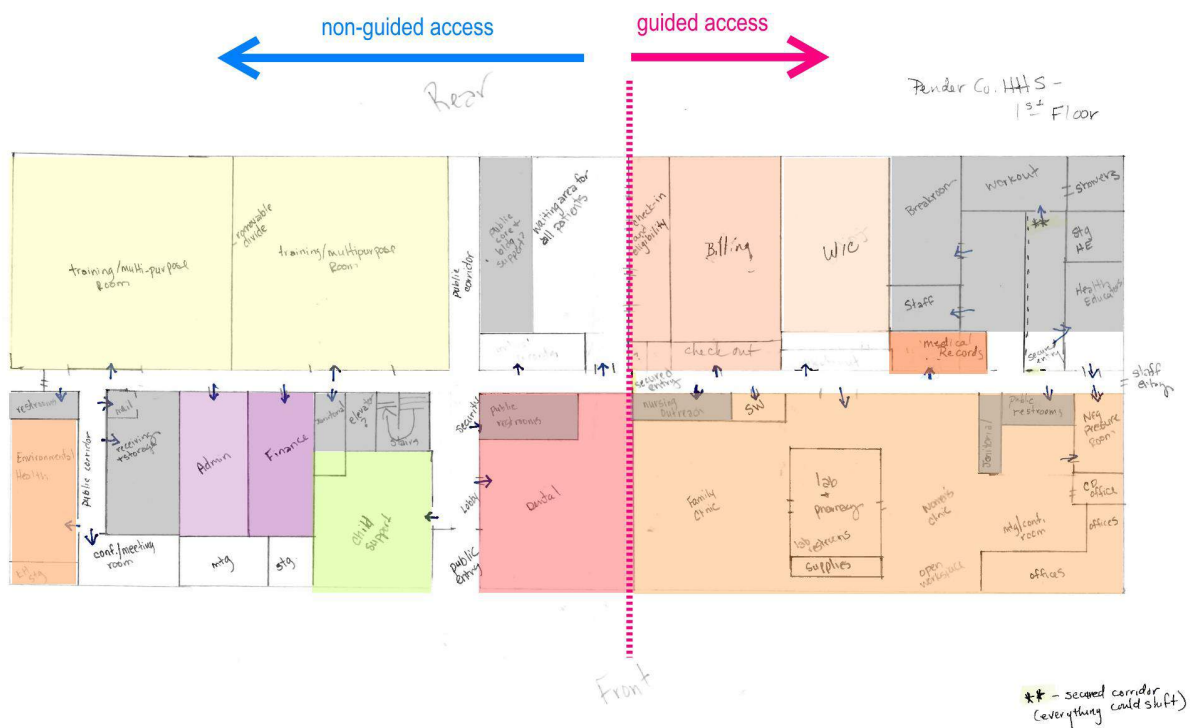
Front

- ** - secured corridor (everything could shift)

Interpreted and Discussed in July, 2021

Interpreted and Discussed in July, 2021

07/12/2021

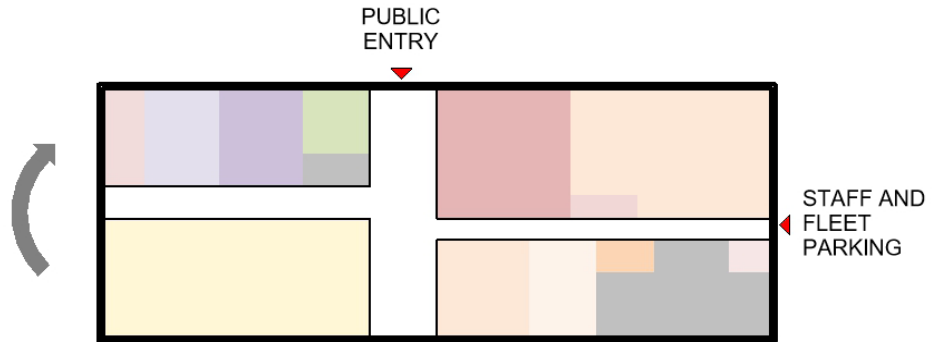


Transformation Diagrams

Adapting Client Plan Sketch to Program and Site

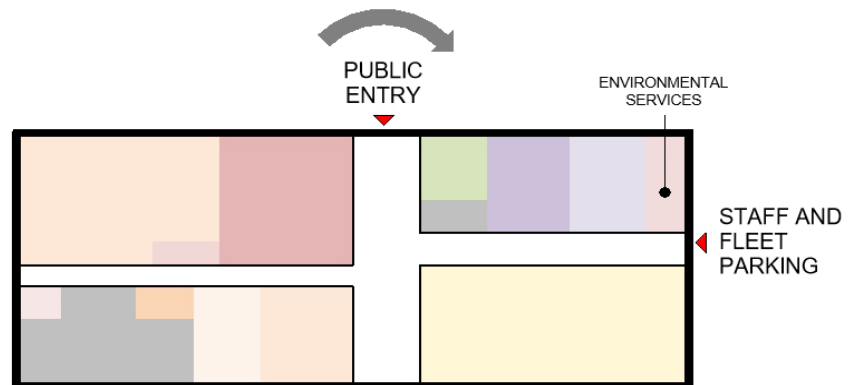
1

FLIP PLAN SO PUBLIC ENTRY IS FROM NORTH



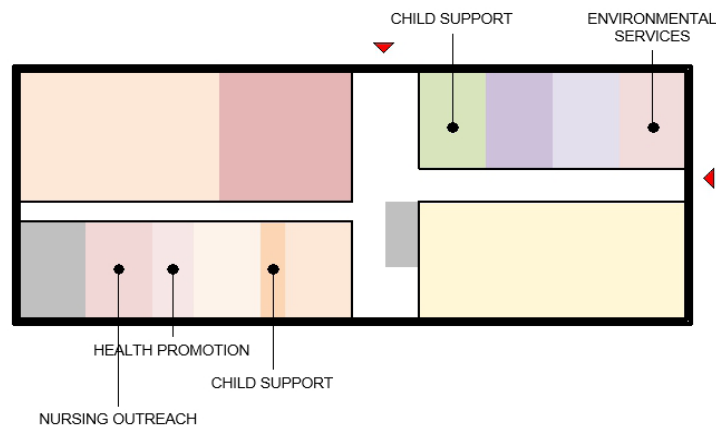
2

FLIP PLAN SO ENVIRONMENTAL HEALTH IS CLOSE TO FLEET PARKING

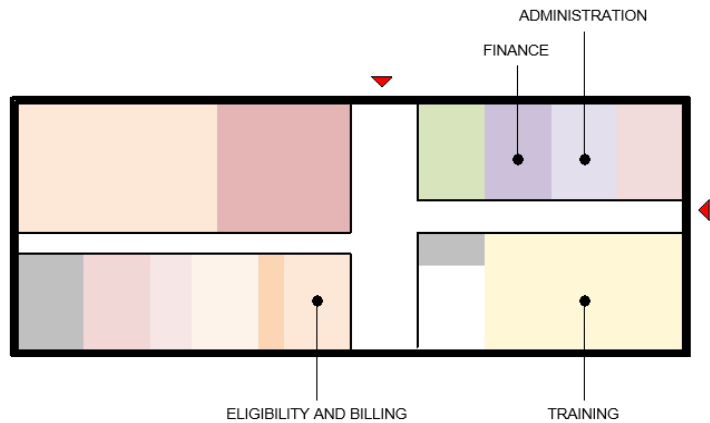


3

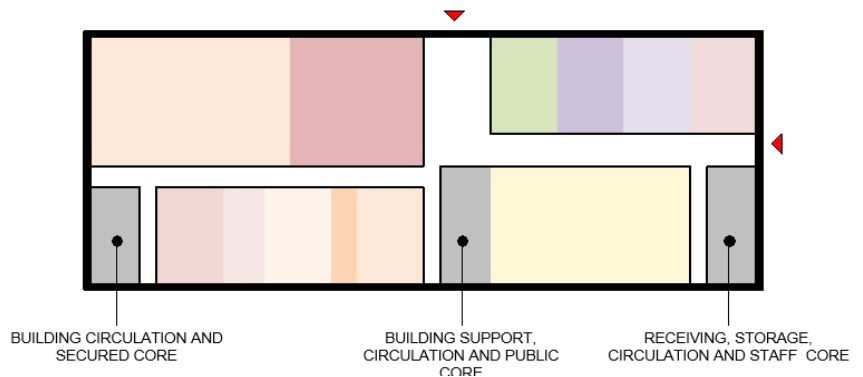
CORRECT UNDERSIZED DEPARTMENTS



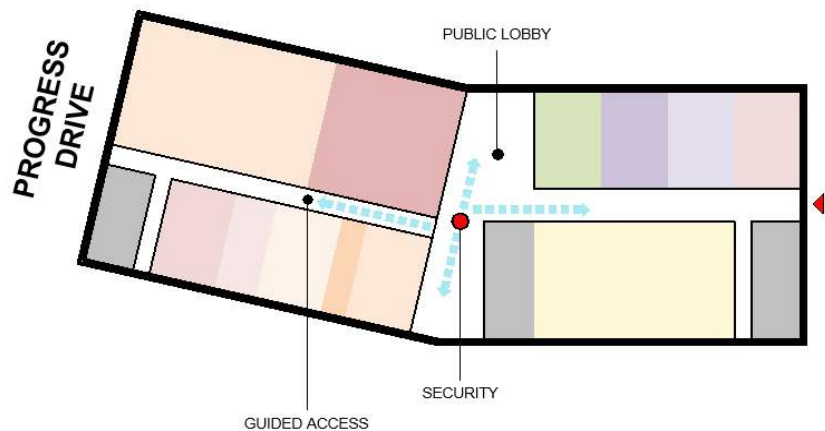
4 CORRECT OVERSIZED DEPARTMENTS



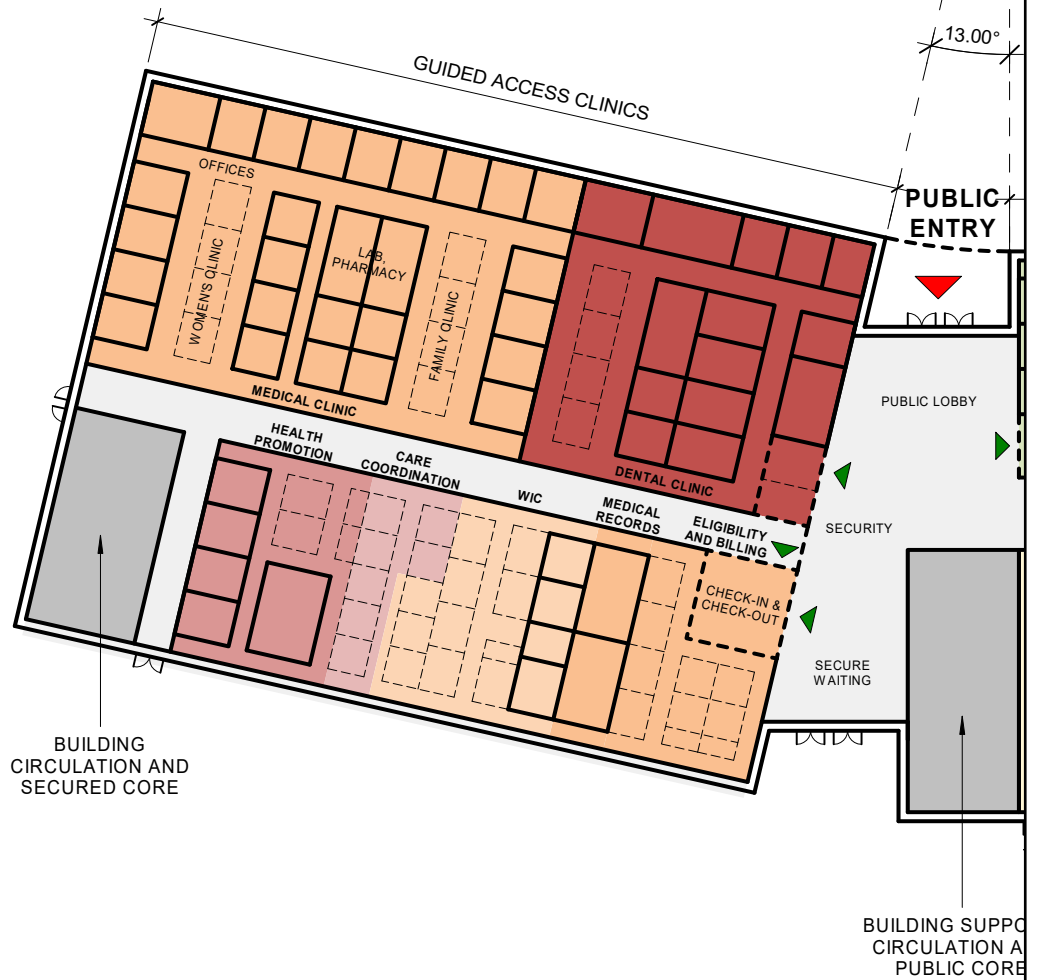
5 RIGHT-SIZE SUPPORT PROGRAM

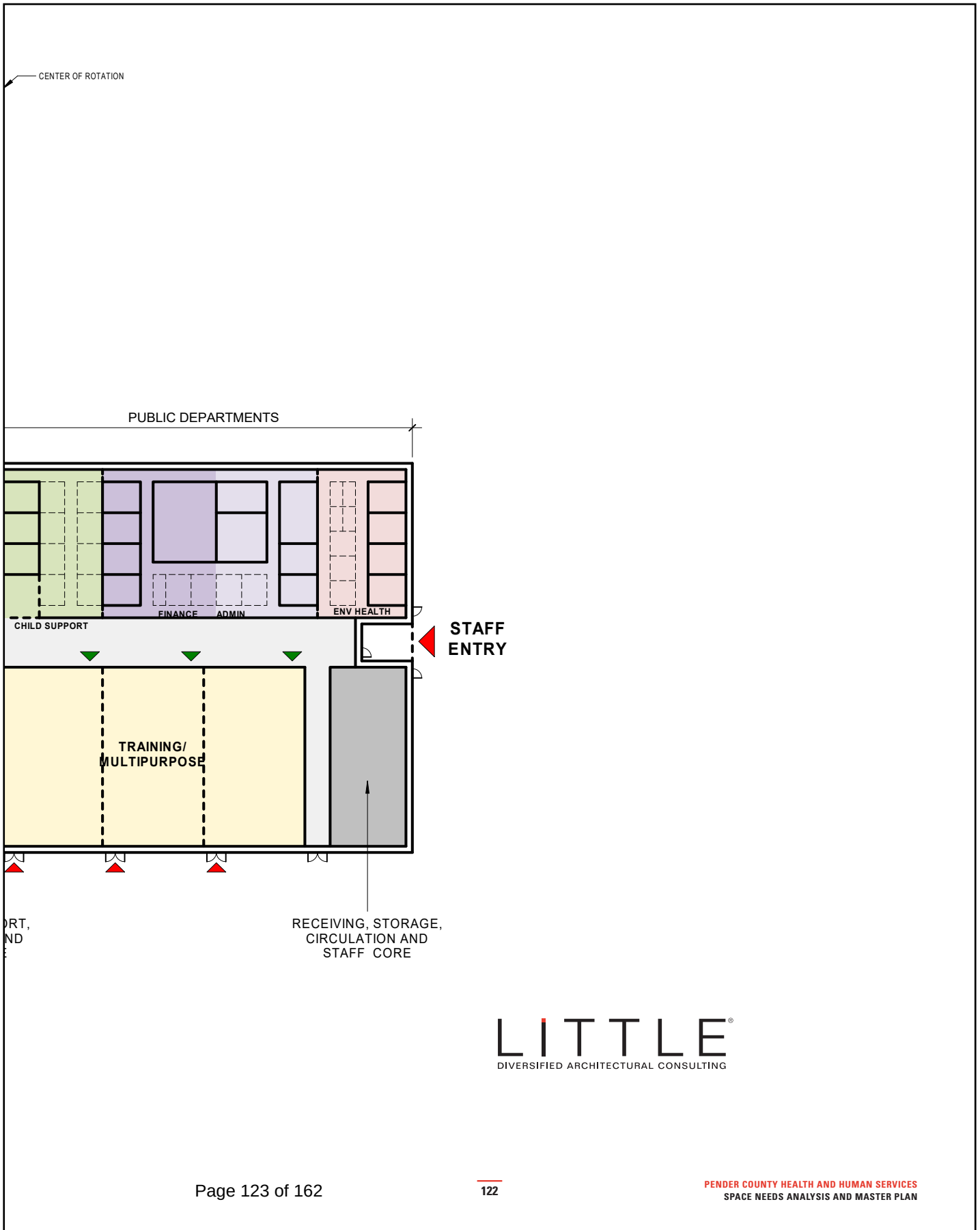


6 RE-CREATE SECURE WAITING AND ADAPT PLAN TO THE SITE



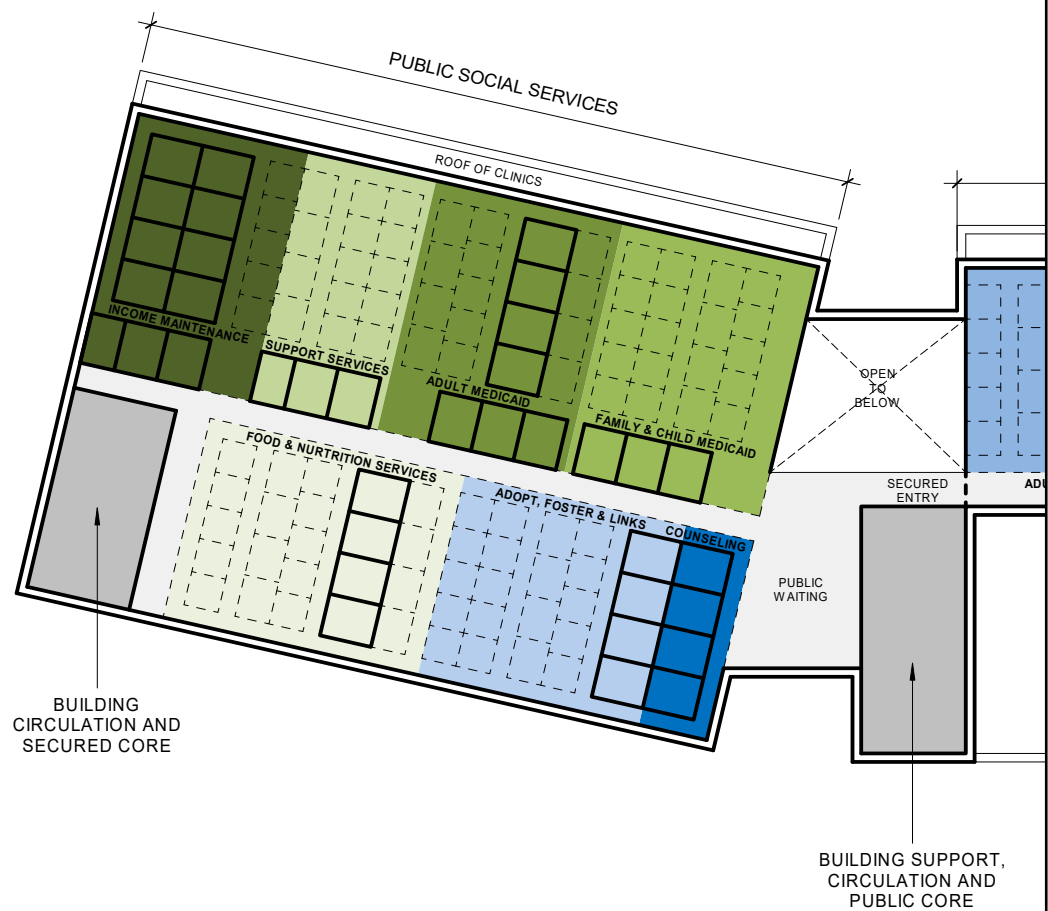
First Floor Plan





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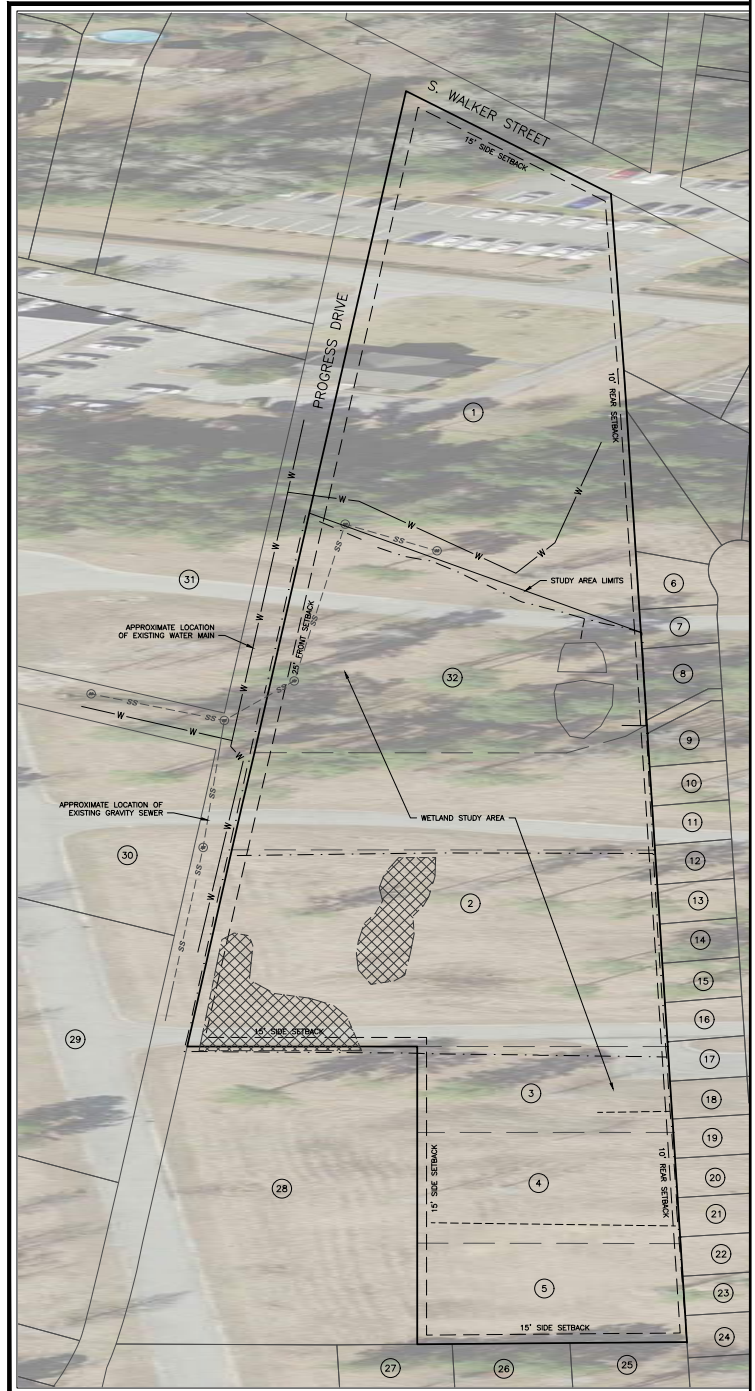
Second Floor Plan





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DIVERSIFIED ARCHITECTURAL CONSULTING

Provided by SEPI in February, 2020





SITE DATA	
ACREAGE OF STUDY AREA (AC)	17±
ZONING	O & I
BLDG SF	?
SETBACKS	
FRONT:	25'
SIDE:	15'
BACK:	10'
BUILDING HEIGHT	
MAX ALLOWED (FT)	35'
PROPOSED (FT)	?
SOIL:	GR - GRANTHAM LOAM
THE SUBJECT PROPERTY IS WITHIN THE LIMITS OF FLOOD ZONE "X" AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAPS 370322800, EFFECTIVE FEBRUARY 16, 2007, AND 370322900, EFFECTIVE FEBRUARY 16, 2007	

LEGEND

---	NON-JURISDICTIONAL DITCH (NO OHWM)
- - - - -	POTENTIAL WATERS OF THE US
	MARGINAL AREAS

PROPERTY OWNER DATA				
LOT NO.	OWNER (NOW OR FORMERLY)	PARCEL PIN	DEED BOOK / PAGE	ZONING
1	PENDER COUNTY	3229-60-0024-0000	756/783	O & I
2	PENDER COUNTY	3228-59-9798-0000	1496/346	O & I
3	PENDER COUNTY	3228-69-1512-0000	756/729	O & I
4	PENDER COUNTY	3228-69-0395-0000	756/729	O & I
5	PENDER COUNTY	3228-69-1138-0000	756/729	O & I
6	PENDER CREEKSIDE LLC	3229-60-3386-0000	3885/001	O & I
7	PENDER CREEKSIDE LLC	3229-60-3299-0000	3885/001	O & I
8	OVERCASH, COREY	3229-60-3291-0000	4668/2174	O & I
9	PENDER CREEKSIDE LLC	3229-60-4110-0000	3885/001	O & I
10	GREGORY, ALEXANDRE M	3229-60-0013-0000	4670/1972	O & I
11	PENDER CREEKSIDE LLC	3229-60-4056-0000	3885/001	O & I
12	PENDER CREEKSIDE LLC	3229-60-4020-0000	3885/001	O & I
13	PENDER CREEKSIDE LLC	3228-69-4023-0000	3885/001	O & I
14	RUTHERFORD, JACOB J	3228-69-4737-0000	4670/0174	O & I
15	PENDER CREEKSIDE LLC	3228-69-4730-0000	3885/001	O & I
16	CARTER, DONNA E	3228-69-4044-0000	4671/0745	O & I
17	TASKER, MELISSA	3228-69-4547-0000	4683/83	O & I
18	NEWTON, DARIUS THOMAS	3228-69-4541-0000	WB/188406	O & I
19	PENDER CREEKSIDE LLC	3228-69-4455-0000	3885/001	O & I
20	PENDER CREEKSIDE LLC	3228-69-4358-0000	3885/001	O & I
21	WHITEHEAD, SHANE RONALD	3228-69-4262-0000	4686/789	O & I
22	AMERICAN HOME SMITH INC LLC	3228-69-4261-0000	4687/2481	O & I
23	PENDER CREEKSIDE LLC	3229-60-4169-0000	3885/001	O & I
24	PENDER CREEKSIDE LLC	3228-69-3172-0000	3885/001	O & I
25	COURTNEY, ALICE CARR	3228-68-3038-0000	910/328	O & I
26	PENDER CREEKSIDE LLC	3228-68-1827-0000	3885/001	O & I
27	CRISAFULLI, FRANK	3228-58-9947-0000	3433/010	O & I
28	SEVEN OAKS OF PENDER LLC	3228-59-7307-0000	1537/220	O & I
29	VESLAGAJ, ZELJKO	3228-59-1657-0000	3543/229	I-1
30	HIGG PROPERTIES LLC	3229-50-2032-0000	4391/148	I-1
31	AMERICAN SKIN FOOD GROUP LLC	3229-50-2033-0000	2754/089	I-1
32	PENDER COUNTY	3229-60-0564-0000	0756/415	O & I



SEPI
SEPI ENGINEERING & CONSTRUCTION, INC.
RALEIGH | WILMINGTON | CHARLOTTE
BETHLEHEM | CHARLESTON
5030 NEW CENTRE DR. | SUITE B
WILMINGTON, NC 28403
PHONE | 910.523.5715
sepiinc.com

811
BEFORE YOU DIG
Know what's below.
before you dig.
THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN BY AN APPROXIMATION ONLY AND ARE NOT TO BE RELIED UPON. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCURRED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND IDENTIFY ALL EXISTING UTILITIES.
NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OR PERSONS ENGAGED IN THE WORK, OF ANY HEAVY STRUCTURES, OR OF ANY OTHER PERSONS.

PROFESSIONAL SEAL
24419
ENGINEER
MARK T. ARCHER
N.C.
PROFESSIONAL SEAL
C-2197
ENGINEER
P. C. CROOK
N.C.

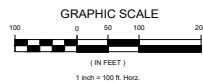
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SEPI ENGINEERING & CONSTRUCTION, INC.

**PENDER COUNTY
HEALTH AND
HUMAN SERVICES
BUILDING**
803 S. WALKER STREET
BURGAW, NC 28425

PREPARED FOR:
LITTLE DIVERSIFIED
ARCHITECTURAL CONSULTING
410 BLACKWELL STREET
SUITE 10
DURHAM, NC 27701

**PRELIMINARY
NOT FOR CONSTRUCTION**

PROJECT:		DATE:	
REVISIONS:			
PROJ. NO.:	MTA		
DRAWN BY:	JES		
CHECKED BY:	MTA		
EXISTING CONDITIONS			
C1			



**U.S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT**

Action Id. SAW-2020-01223 County: Pender U.S.G.S. Quad: NC- Burgaw

NOTIFICATION OF JURISDICTIONAL DETERMINATION

Requestor: Pender County Health and Human Services
Carolyn Moser
Address: 805 South Walker Avenue
Burgaw, North Carolina 28425
Telephone Number: 910.259.1200
E-mail: cmo@pendercountync.gov

Size (acres) 17.75
Nearest Waterway Burgaw Creek
USGS HUC 03030007

Nearest Town Burgaw
River Basin Cape Fear
Coordinates Latitude: 34.54250
Longitude: -77.91769

Location description: The project area is located south of South Walker Street and east of South Dickerson Street in Burgaw, Pender County, North Carolina.

Indicate Which of the Following Apply:

A. Preliminary Determination

- ☐ There appear to be **waters, including wetlands** on the above described project area/property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). The **waters, including wetlands** have been delineated, and the delineation has been verified by the Corps to be sufficiently accurate and reliable. The approximate boundaries of these waters are shown on the enclosed delineation map dated DATE. Therefore this preliminary jurisdiction determination may be used in the permit evaluation process, including determining compensatory mitigation. For purposes of computation of impacts, compensatory mitigation requirements, and other resource protection measures, a permit decision made on the basis of a preliminary JD will treat all waters and wetlands that would be affected in any way by the permitted activity on the site as if they are jurisdictional waters of the U.S. This preliminary determination is not an appealable action under the Regulatory Program Administrative Appeal Process (Reference 33 CFR Part 331). However, you may request an approved JD, which is an appealable action, by contacting the Corps district for further instruction.
- ☐ There appear to be **waters, including wetlands** on the above described project area/property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). However, since the **waters, including wetlands** have not been properly delineated, this preliminary jurisdiction determination may not be used in the permit evaluation process. Without a verified wetland delineation, this preliminary determination is merely an effective presumption of CWA/RHA jurisdiction over all of the **waters, including wetlands** at the project area, which is not sufficiently accurate and reliable to support an enforceable permit decision. We recommend that you have the **waters, including wetlands** on your project area/property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.

B. Approved Determination

- ☐ There are Navigable Waters of the United States within the above described project area/property subject to the permit requirements of Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403) and Section 404 of the Clean Water Act (CWA)(33 USC § 1344). Unless there is a change in law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☒ There are **waters, including wetlands** on the above described project area/property subject to the permit requirements of Section 404 of the Clean Water Act (CWA) (33 USC § 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☐ We recommend you have the **waters, including wetlands** on your project area/property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.
- ☒ The **waters, including wetlands** on your project area/property have been delineated and the delineation has been verified by the Corps. The approximate boundaries of these waters are shown on the enclosed delineation map dated 12/15/2020.

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- ☐ The **waters, including wetlands** have been delineated and surveyed and are accurately depicted on the plat signed by the Corps Regulatory Official identified below on **DATE**. Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☐ There are no waters of the U.S., to include wetlands, present on the above described project area/property which are subject to the permit requirements of Section 404 of the Clean Water Act (33 USC 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☒ The property is located in one of the 20 Coastal Counties subject to regulation under the Coastal Area Management Act (CAMA). You should contact the Division of Coastal Management in **Wilmington, NC, at (910) 796-7215** to determine their requirements.

Placement of dredged or fill material within waters of the US, including wetlands, without a Department of the Army permit may constitute a violation of Section 301 of the Clean Water Act (33 USC § 1311). Placement of dredged or fill material, construction or placement of structures, or work within navigable waters of the United States without a Department of the Army permit may constitute a violation of Sections 9 and/or 10 of the Rivers and Harbors Act (33 USC § 401 and/or 403). If you have any questions regarding this determination and/or the Corps regulatory program, please contact **Emily Greer at 910.251.4567 or emily.c.greer@usace.army.mil**.

C. Basis For Determination: Basis For Determination: See the approved jurisdictional determination form dated 01/05/2020.

D. Remarks: None.

E. Attention USDA Program Participants

This delineation/determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the particular site identified in this request. The delineation/determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

F. Appeals Information (This information applies only to approved jurisdictional determinations as indicated in B. above)

This correspondence constitutes an approved jurisdictional determination for the above described site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the following address:

US Army Corps of Engineers
South Atlantic Division
Attn: Phillip Shannin, Review Officer
60 Forsyth Street SW, Room 10M15
Atlanta, Georgia 30303-8801

In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received at the above address by **03/05/2020**.

****It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.****

Corps Regulatory Official: **5325300** **GREER.EMILY.C.138** Digitally signed by
GREER.EMILY.C.1385325300
Date: 2021.01.05 16:22:48 -05'00'

Date of JD: **01/05/2020** Expiration Date of JD: **01/03/2025**

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The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete the Customer Satisfaction Survey located at http://corpsmapu.usace.army.mil/cm_apex/f?p=136:4:0

Copy furnished:

Agent: **Sepi, Inc.**
David Moose
E-mail: **DMoose@sepiinc.com**

**NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND
REQUEST FOR APPEAL**

Applicant: Pender County Health and Human Services, Carolyn Moser		File Number: SAW-2020-01223	Date: 01/05/2020
Attached is:		See Section below	
☐	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A	
☐	PROFFERED PERMIT (Standard Permit or Letter of permission)	B	
☐	PERMIT DENIAL	C	
☒	APPROVED JURISDICTIONAL DETERMINATION	D	
☐	PRELIMINARY JURISDICTIONAL DETERMINATION	E	

SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at or <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx> or the Corps regulations at 33 CFR Part 33I.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C: PERMIT DENIAL: You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

D: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the district engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: PRELIMINARY JURISDICTIONAL DETERMINATION: You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also, you may provide new information for further consideration by the Corps to reevaluate the JD.

SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision and/or the appeal process you may contact:

**District Engineer, Wilmington Regulatory Division
Attn: Emily Greer
Wilmington Regulatory Office
U.S. Army Corps of Engineers
69 Darlington Avenue
Wilmington, North Carolina 28403**

If you only have questions regarding the appeal process you may also contact:

**Mr. Phillip Shannin, Administrative Appeal Review Officer
CESAD-PDO
U.S. Army Corps of Engineers, South Atlantic Division
60 Forsyth Street, Room 10M15
Atlanta, Georgia 30303-8801
Phone: (404) 562-5137**

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15-day notice of any site investigation, and will have the opportunity to participate in all site investigations.

Signature of appellant or agent.	Date:	Telephone number:
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For appeals on Initial Proffered Permits send this form to:

District Engineer, Wilmington Regulatory Division, Attn: Emily Greer, 69 Darlington Avenue, Wilmington, North Carolina 28403

For Permit denials, Proffered Permits and Approved Jurisdictional Determinations send this form to:

**Division Engineer, Commander, U.S. Army Engineer Division, South Atlantic, Attn: Mr. Phillip Shannin, Administrative Appeal Officer, CESAD-PDO, 60 Forsyth Street, Room 10M15, Atlanta, Georgia 30303-8801
Phone: (404) 562-5137**



U.S. ARMY CORPS OF ENGINEERS
REGULATORY PROGRAM
APPROVED JURISDICTIONAL DETERMINATION FORM (INTERIM)
NAVIGABLE WATERS PROTECTION RULE

I. ADMINISTRATIVE INFORMATION

Completion Date of Approved Jurisdictional Determination (AJD): 05-JAN-2021

ORM Number: SAW-2020-01223

Associated JDs: NA

Review Area Location¹:

State/Territory: NC City: Burgaw County/Parish/Borough: Pender County

Center Coordinates of Review Area: Latitude 34.5425 Longitude -77.9176

II. FINDINGS

A. Summary: Check all that apply. At least one box from the following list **MUST** be selected. Complete the corresponding sections/tables and summarize data sources.

- ☐ The review area is comprised entirely of dry land (i.e., there are no waters or water features, including wetlands, of any kind in the entire review area). Rationale: N/A or describe rationale.
- ☐ There are "navigable waters of the United States" within Rivers and Harbors Act jurisdiction within the review area (complete table in section II.B).
- ☒ There are "waters of the United States" within Clean Water Act jurisdiction within the review area (complete appropriate tables in section II.C).
- ☒ There are waters or water features excluded from Clean Water Act jurisdiction within the review area (complete table in section II.D).

B. Rivers and Harbors Act of 1899 Section 10 (§ 10)²

§ 10 Name	§ 10 Size	§ 10 Criteria	Rationale for § 10 Determination
N/A	N/A	N/A	N/A

C. Clean Water Act Section 404

Territorial Seas and Traditional Navigable Waters ((a)(1) waters)³

(a)(1) Name	(a)(1) Size	(a)(1) Criteria	Rationale for (a)(1) Determination
N/A	N/A	N/A	N/A

Tributaries ((a)(2) waters):

(a)(2) Name	(a)(2) Size	(a)(2) Criteria	Rationale for (a)(2) Determination
Tributary 3	397 feet	(a)(2) Intermittent tributary contributes surface water flow directly or indirectly to an (a)(1) water in a typical year	Mapped soils are Grantham loam which is an all hydric soil. Tributary flow path: Tributary 3 to Tributary 4. See Tributary 4 discussion for offsite flow path to TNW. Tributary 3 was observed to have intermittent flow during multiple site visits during wetter than normal and normal conditions in June and November 2020, respectively. The feature was excavated in hydric soils and has an observable OHWM through its onsite reach. These data in conjunction with the below typical year data support the determination that Tributary 3 contributes intermittent surface flow to an a(1) water

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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			during a typical year.
Tributary 4	951 feet	(a)(2) Intermittent tributary contributes surface water flow directly or indirectly to an (a)(1) water in a typical year	Mapped soils are Grantham loam, an all hydric soil. Tributary 4 was observed to have intermittent flow during multiple site visits under wetter than normal and normal conditions in June and November 2020, respectively. The tributary also exhibits an OHWM within the onsite reach. Tributary 4 appears to flow north from the site, pass under a culvert to a ditch, then into Little Burgaw Creek. Little Burgaw Creek flows into Burgaw Creek, then into the Northeast Cape Fear River, which is a TNW as determined by the Wilmington District and is approximately 5 miles from the site. These data in conjunction with typical year data referenced below support a determination that Tributary 4 contributes intermittent surface flow to an a(1) water in a typical year.

Lakes and ponds, and impoundments of jurisdictional waters ((a)(3) waters):

(a)(3) Name	(a)(3) Size	(a)(3) Criteria	Rationale for (a)(3) Determination
N/A	N/A	N/A	N/A

Adjacent wetlands ((a)(4) waters):

(a)(4) Name	(a)(4) Size	(a)(4) Criteria	Rationale for (a)(4) Determination
Tributary 1	410 feet	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.
Tributary 2	45.03 feet	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.
Wetland WB	0.53 acres	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.

D. Excluded Waters or Features

Excluded waters ((b)(1) – (b)(12))⁴:

Exclusion Name	Exclusion Size	Exclusion ⁵	Rationale for Exclusion Determination
Adjacent Wetland WA	0.63 acres	(b)(1) Non-adjacent wetland	The wetland does not: 1. abut a water identified in 33 CFR 328.3 (a)(1), (2), or (3); nor 2. appear to be inundated by flooding from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) in a typical year. The wetland is not: 3. physically separated from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) only by a natural berm, bank, dune, or similar natural feature; nor 4. physically separated from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) only by an artificial dike, barrier, or similar artificial structure that allows for a direct hydrologic surface connection between the

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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NAVIGABLE WATERS PROTECTION RULE

			wetland and the (a)(1), (2), or (3) water in a typical year; therefore, the wetland is not adjacent. ²
Ditch 1	200 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Ditch 2	312 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Ditch 3	911 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Pond	0.19 acres	(b)(8) Artificial lake/pond constructed or excavated in upland	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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		or a non-jurisdictional water, so long as the artificial lake or pond is not an impoundment of a jurisdictional water that meets (c)(6)	present, the man-made feature: 1. is not an impoundment of jurisdictional waters; and 2. does not contribute flow directly or indirectly to an (a)(1) water in a typical year; therefore, the pond is excluded from NWPR jurisdiction.
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III. SUPPORTING INFORMATION

A. **Select/enter all resources** that were used to aid in this determination and attach data/maps to this document and/or references/citations in the administrative record, as appropriate.

☒ Information submitted by, or on behalf of, the applicant/consultant: *Pender Count Health and Human Services Jurisdictional Determination Request dated 13 July 2020, revised 17 December 2020.*

This information is sufficient for purposes of this AJD.

Rationale: *N/A or describe rationale for insufficiency (including partial insufficiency).*

Data sheets prepared by the Corps: *Title(s) and/or date(s).*

☒ Photographs: *Site photos dated 15 December 2020*

☒ Corps Site visit(s) conducted on: *Date(s). 3 November 2020*

Previous Jurisdictional Determinations (AJDs or PJDs): *ORM Number(s) and date(s).*

☒ Antecedent Precipitation Tool: *provide detailed discussion in Section III.B*

☒ USDA NRCS Soil Survey: *NRCS Web Soil Survey*

☒ USFWS NWI maps: *USFWS Web Soil Survey*

☒ USGS topographic maps: *Burgaw, NC*

Other data sources used to aid in this determination:

Data Source (select)	Name and/or date and other relevant information
USGS Sources	N/A.
USDA Sources	N/A.
NOAA Sources	N/A.
USACE Sources	SAW Regulatory GIS Viewer, Current
State/Local/Tribal Sources	N/A.
Other Sources	LiDAR, Current

B. **Typical year assessment(s):**

Point-in-time data for the below dates and the selected geographic area (site) were determined to be appropriate for this analysis based on the ability to compare current and past site conditions using observational and quantitative data under normal conditions. Furthermore, it was determined that these data provide enough information captured in various climatic conditions over an appropriate scope of time in order to support all determinations made above.

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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ARD for June 29, 2020, (Consultant's site visit) reflect wetter than normal conditions specifically occurring in May and June. The 30th/70th percentile for April 30-June 29 ranges from 2.4-6.2" with an observed 9.7" of rainfall occurring in May. Conversely, ARD for November 3, 2020, (Corps site visit) reflect normal conditions at the site. The 30th/70th percentile for September 4-November 3 ranges from 2.5-9.6" with an observed 8.7" of rainfall occurring in October.

C. Additional comments to support AJD: NA.

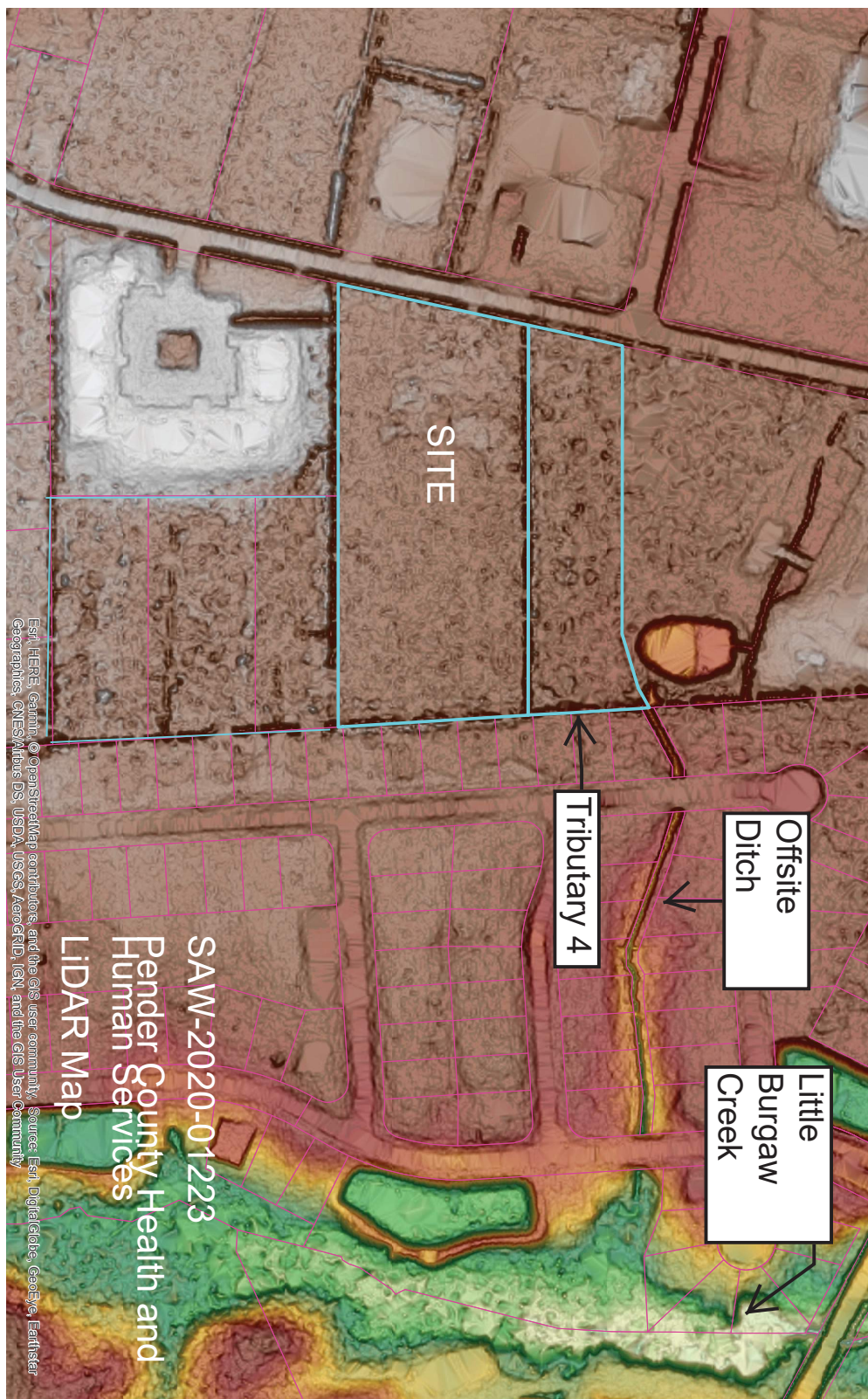
¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

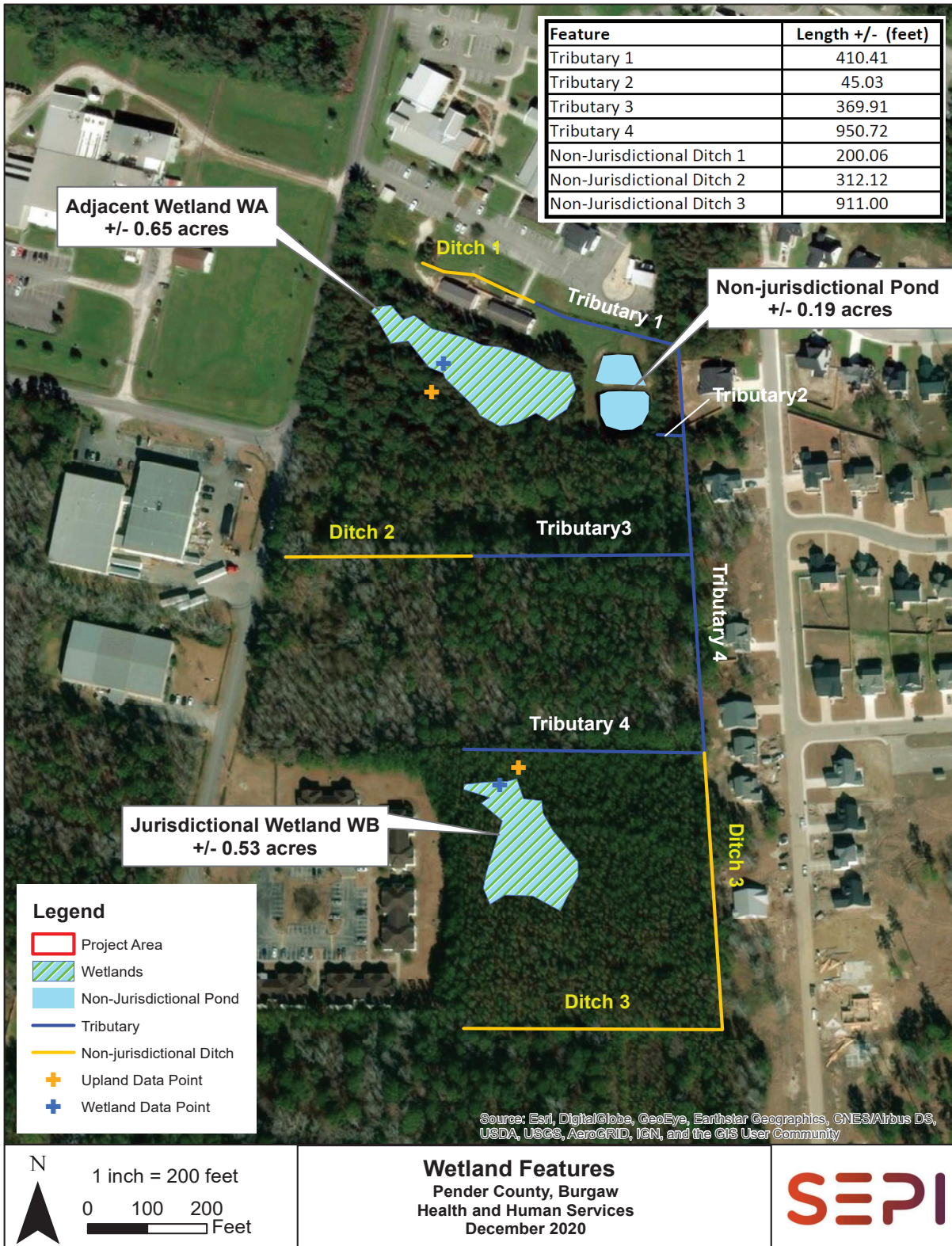
⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

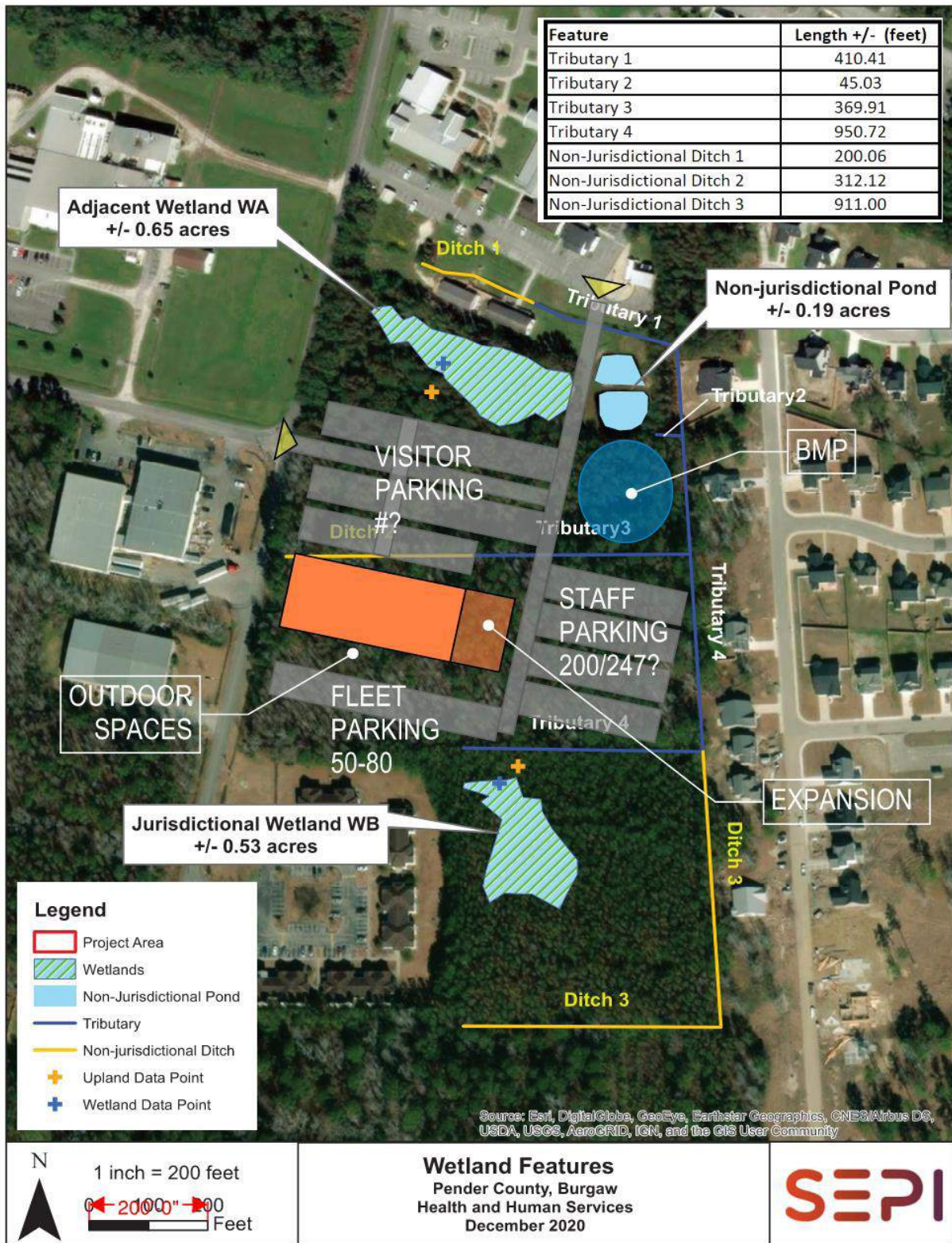
⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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SAW-2020-01223
Pender County Health and
Human Services
LIDAR Map





From: Mark Arcuri <MArcuri@sepiinc.com>
Sent: Wednesday, April 28, 2021 2:41 PM
To: Julie McLaurin
Cc: Joel Dabrowski
Subject: FW: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Filed by Newforma

This email originated from outside of our organization, so don't click links or open attachments from any unknown sources.
Julie, below is the latest. NCDEQ still has not responded. And we (SEPI) are pretty sure they won't. Reason is staff (including Holley) has not been given the framework and guidance for how to make these determinations considering new rules and how those rules mesh with USACE, etc.. The only time they'll respond is once we submit the permit application for the project (PCN application). So, it is time to draw the site plan and turn in the permit application. I need to get approval from the County to move forward with the site plan. I will request that today and cc you. Do you have any questions in the meantime?

Assuming County says OK, I am available to talk with you guys all of your proposed timeslots.

Thank you!



MARK ARCURI PE
Wilmington Site/Civil Department Manager
5030 New Centre Drive, Suite B, Wilmington, NC 28403
direct: 910.660.0505 | cell: 910.228.0424 | sepiinc.com

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From: Jason Hall <jhall@sepiinc.com>
Sent: Monday, April 19, 2021 6:19 PM
To: Snider, Holley <holley.snider@ncdenr.gov>
Cc: cmoser@pendercountync.gov; wstewart@pendercountync.gov; cmcewen@pendercountync.gov; Mark Arcuri <MArcuri@sepiinc.com>; David Moose <DMoose@sepiinc.com>; Emily.C.Greer@usace.army.mil
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Hi Holly,

I'm checking to confirm you received my previous email requesting confirmation regarding the status of Wetland WA? Please confirm Wetland WA is **Exempt from 15A NCAC 02h.1301 regulations and State General Permit Number IWGP100000. Therefore, this project is within compliance and no permit is needed for the discharge of fill material (e.g. fill, earth, construction debris, soil etc.).**

Thank you,



Jason



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From: Jason Hall

Sent: Thursday, April 01, 2021 4:32 PM

To: 'Snider, Holley' <holley.snider@ncdenr.gov>

Cc: 'cmoser@pendercountync.gov' <cmoser@pendercountync.gov>; 'wstewart@pendercountync.gov' <wstewart@pendercountync.gov>; 'cmcewen@pendercountync.gov' <cmcewen@pendercountync.gov>; Mark Arcuri <MArcuri@sepi.com>; David Moose <DMoose@sepi.com>; 'Emily.C.Greer@usace.army.mil' <Emily.C.Greer@usace.army.mil>

Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Thank you Holly. We have had this issue pop up on a few of our projects and were also directed to Sue Homewood for further clarification of the rules. Per our findings, Wetland A is an **Isolated, Fed Non-Jurisdictional wetland w/ NO significant nexus**. Therefore, **per 15A NCAC 02h.1301** it is our understanding that this wetland is not subject to the Clean Water Act and no permit is needed for impacts. Please confirm that Wetland WA is **Exempt from 15A NCAC 02h.1301 regulations and State General Permit Number IWGP100000. Therefore, this project is within compliance and no permit is needed for the discharge of fill material (e.g. fill, earth, construction debris, soil etc.).** We are currently transitioning into permitting and design phases to best fit within jurisdictional determinations. Your information is very important in continuing infrastructure expansion of Pender County Human and Health Services Department.

From: Snider, Holley [<mailto:holley.snider@ncdenr.gov>]
Sent: Friday, March 12, 2021 8:55 AM
To: David Moose <DMoose@sepiinc.com>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

DWR concurs with the findings that the wetland WA is an isolated pine flat with no significant nexus. Have a great weekend 😊

Holley Snider><(((e>><(((e>
Environmental Specialist II
Division of Water Resources
North Carolina Department of Environmental Quality
Phone: (910) 796-7304



127 Cardinal Drive Ext.
Wilmington, NC 28405

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From: David Moose <DMoose@sepiinc.com>
Sent: Friday, March 12, 2021 8:19 AM
To: Snider, Holley <holley.snider@ncdenr.gov>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

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Per our discussion last week we agreed that Wetland WA was an isolated pine flat with no significant nexus and therefore any impact to wetland WA would not need a permit or PCN. Correct? Pender county is hoping to have this soon.

Thank you

DAVID MOOSE
Environmental Specialist

SEPI, Inc.
5030 New Centre Drive, Suite B, Wilmington, NC 28403
main: 910.523.5715 | **direct:** 910.550.3252 | **cell:** 919.223.0905 | www.sepiinc.com

From: Snider, Holley [<mailto:holley.snider@ncdenr.gov>]
Sent: Monday, February 15, 2021 11:40 AM
To: David Moose <DMoose@sepiinc.com>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Good Morning David, ,

Per our phone conversation, in order to document that the wetlands are isolated and eligible for permitting in accordance with 15A NCAC 02H .1300 et seq., please provide an analysis/documentation that the wetlands proposed to be impacted do not have a connection to surface waters (significant nexus) in accordance with definitions and procedures previously used by the US Army Corps of Engineers (see Clean Water Act Jurisdiction Following the U.S. Supreme Court's Decision in *Rapanos v United States* & *Carabell v. United States*.) Please provide this along with the wetland assessment information and AJD for review to the DWR. Feel free to call or email me if you have any questions or I may be of assistance to you in any way.

Sincerely,

Holley Snider><(((9>><(((9>

Environmental Specialist II
Division of Water Resources
North Carolina Department of Environmental Quality
Phone: (910) 796-7304



127 Cardinal Drive Ext.
Wilmington, NC 28405

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Master Site Plan

Provided by SEPI in September 2021







FISCAL POLICIES GOVERNING FEDERAL AND STATE PARTICIPATION IN COST OF SPACE FOR COUNTY DEPARTMENT OF SOCIAL SERVICES FACILITIES



A HANDBOOK FOR COUNTY MANAGEMENT

NORTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
July 1, 2008

FISCAL POLICIES GOVERNING FEDERAL AND STATE PARTICIPATION IN COST OF
SPACE FOR COUNTY DEPARTMENT OF SOCIAL SERVICES FACILITIES

I. GENERAL

It is the responsibility of each county (or contract provider) to secure and maintain the adequate housing to efficiently meet particular needs of its Department of Social Services (or other provider agency) in the administration of the social services programs. Toward that end, costs incurred in providing such space will generally be allowable and eligible for state and federal financial participation.

Claims may be made for cost incurred in:

1. **paying rent and attendant service and maintenance costs** in privately owned buildings
2. **providing service and maintenance for buildings owned by the county** (or provider agency).
3. **making repairs or alterations to buildings owned by the county** (or provider agency)
4. **providing adequate and necessary parking areas for facilities owned by the county** (or provider agency)

Such reporting must be for actual costs incurred in providing a benefit to the social services programs, and must be reasonable and necessary for proper and efficient administration of those programs. In addition, such reporting must be net of all applicable credits, and may not be included as a cost of other federally funded programs in either the current or a prior period.

The Division of Social Services does not currently engage in the approval of cost-of-space agreements, nor does it require claimants to secure three letters of comparable rent. Nevertheless, counties are reminded of the federal requirement that the total cost of space, whether in a privately or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. Effective July 1, 1984 the State's method of implementing this requirement is as follows: (a) for publicly owned buildings, reimbursement is limited to no more than the actual cost; (b) for rented or leased space, either competitive procurement is required *or* justification for a sole source is required.

1. Rent and/or Service and Maintenance in Leased/Rented Buildings (from private owners or other public agencies)

A copy of the signed lease agreement executed in accordance with N.C. General Statute 159 must be kept on file. Unless specifically authorized to do so by the County Board of Commissioners, DSS directors may not sign leases for facilities.

Costs are allowable if documented *and* if the following procurement procedures are followed:

If the expenditure of funds during the lease period (or for one year, whichever is longer) exceeds \$90,000, *formal bidding* procedures must be followed (advertising, receiving of sealed bids, etc.). A new lease or a renewal would both require formal bidding if the lease/rental cost exceeds \$90,000.

If the amount of the rental/lease is from \$30,000 to \$90,000, an informal bidding process is required (quotations from vendors on price and availability may be solicited by phone, letter or similar methods).

2. Service and Maintenance Costs in County Owned Buildings (or Provider Agency Owned Buildings)

Financial participation is available for service and maintenance costs that are necessary to maintain space suitable for continuous occupancy by the local department. **Examples might include the costs associated with utilities, insurance, security, janitorial service, elevator service, painting, decorating, upkeep of grounds, normal maintenance repairs, and depreciation.** A county may claim FFP for DSS occupied space only; no claim may be made for the cost of idle, excess, or unoccupied space, except with prior written approval of the grantor federal agency. In addition, **actual expenditures for interest incurred for the financing of buildings is allowable for buildings newly occupied on or after October 1, 1980.**

Reporting for service and maintenance may be on the basis of actual current expenditures, or they may be on the basis of a "fixed" amount which is derived from the actual certified (audited) expenditures of the previous fiscal year.

When reportings are based on the *fixed amount* method, the necessity of adjusting reportings to actual cost is avoided because the county is, in effect, reporting actual costs one year in arrears.

Financial participation is available in the cost of maintenance, repairs, and alterations of space occupied by county departments of social services and provider agencies. Such costs must be necessary for the maintenance of proper facilities used for the administration of the social services programs. **Routine maintenance repairs may be reported in full at the time expenditures are made, but major renovations and/or alterations must be reported on the basis of depreciation or use allowance.**

1. Principles

The following principles will govern financial participation in the costs of maintenance repairs and alterations:

a. **Expenditures should be necessary and beneficial** to the successful operation of the county or provider agency program.

b. **Where space is shared with other agencies, the cost** of repairs or alterations benefiting all agencies **must be allocated** on the basis of a reasonable pro rata share; that is, **on the basis of the amount of space occupied by the county or provider agency in relation to the total building space.** Where repairs and alterations benefit only one agency, these costs (whether direct expense or depreciation) will be charged to that agency. The county DSS should retain documentation to support their method of prorating shared building expenses.

c. **The county DSS must retain documentation of depreciation schedules, which must be based on the straight line method.** The county must retain documentation of the original cost of the building and the cost of any renovations to the building.

The "standard useful life" of a masonry and steel building is assumed to be 45 years or IRS guidelines. The county DSS must document their method of determining the useful life of a building if the "standard useful life" is not used. **Also the standard useful life of mobile homes is ten years.**

2. Distinction between Maintenance Repairs and Major Renovations/Alterations

The distinction between maintenance repairs and (major) renovations and alterations usually depends on whether the expenditure is for routine "up-keep" of the building or for extensive repairs or alterations involving substantial structural changes or replacements.

a. Maintenance Repairs

Repairs of this type are generally minor in nature and do not involve structural changes or alterations in buildings. **Examples of minor maintenance repairs include patching of a roof, painting and decorating, repairing plaster, repairing doors and locks, minor or routine repairs to elevators, plumbing, or electrical equipment, and repair of equipment parts.** Maintenance repair items should not be capitalized and depreciated. These items should be reported as expenses for the month in which they are paid.

b. Major Renovations and Alterations

These repairs usually involve substantial alterations and/or structural changes in buildings. **Examples of major renovations and alterations include the following: replacement of a whole roof, construction of fixed or permanent partitions, the cost and installation of heating, plumbing, air conditioning, and electrical systems.** All items classified as major renovations or alterations should be capitalized and depreciated over the anticipated life of the item or the remaining life of the building.

1. The costs of providing parking facilities necessary for the efficient administration of the social services program will be subject to Federal financial participation.

2. The provision of parking facilities for the use of the staff of a county department of social services, and for persons who may need to visit the offices on official business, is an important means of facilitating the administration of the public assistance programs. Since home investigations of applicants and recipients of public assistance are generally necessary in the determination of eligibility, it is usual that such investigations are made by field workers using a car. In view of the location of many county social services departments (in business districts where streets in the vicinity of the offices are congested) and of the widespread practice of metering street space in urban localities, it becomes increasingly important for field workers as well as other agency staff to have ready access to convenient parking space. For the same reasons, some provision for off-street parking is frequently necessary for the public that may need to visit the social services office on official business.

3. Financial participation is available in the cost of providing parking facilities under the policies applicable to all other joint administrative costs. Participation in such expenses would include the costs of providing parking facilities which are of benefit to both the staff of the social services and contract provider agencies, and to persons who may need to visit the office of the social services department on official business. ***Parking facilities (for the purpose of financial participation) include the rental, construction, or purchase of garages and parking lots, excluding the cost of land. For purchase and construction of a parking facility, the amount claimed must be limited to annual depreciation or use allowance that is calculated using an actual cost basis.*** However, if expenditures for parking facilities are incurred in connection with the purchase or construction of office space, they will be considered as costs of occupancy of the building for purposes of Federal financial participation under the principles governing the costs of office space.

4. If garage or parking lot space is to be used jointly by one or more other agencies, the cost must be allocated on the basis of the extent of use by each agency or the proportion of the total space allotted for use by the department of social services.

Fees for street parking or fees paid for individual parking space are not considered administrative expense and therefore are not covered for participation.

The occupancy of a building under a rental-purchase or a lease with option to purchase agreement is allowable only with prior approval of the federal grantor agency. The county would need to submit their plan to the Division for review and forwarding to the federal office for approval. No financial participation is available for these agreements prior to the receipt of written approval from the federal grantor.

Also under rental-purchase or a lease with option to purchase agreement, reimbursement is limited to the amount allowable if the building had been purchased outright.

II. ACQUISITION METHODS – COUNTY OWNED BUILDINGS

1. DIRECT PURCHASE

The county purchases the building using capital reserve funds or fund balance. The total purchase price (exclusive of the cost of land) is capitalized and reported through the use of a 45-year depreciation schedule. Standard useful life of a masonry and steel building is considered to 45 years. Your architect and the Local Government Commission can assist in determining the depreciation schedule.

2. BONDED INDEBTEDNESS PURCHASE

With approval of the North Carolina Local government Commission and after a successful bond referendum for this purpose, the county issues bonds sufficient to purchase the building. The total purchase price (excluding the cost of land) is capitalized and reported for participation using a 45-year depreciation schedule. In addition, actual expenditures for interest incurred for the financing of a building newly occupied after October 1 1980, is allowable as a current expense.

3. INSTALLMENT PURCHASE (Most Common)

Purchase contracts for five years or more and \$500,000 or more are allowable only with the approval of the North Carolina Local Government Commission to assure compliance with G.S. 160A-20. The county negotiates a financing contract with a financial agency and buys a building. Depreciation and interest paid are allowable.

4. LEASE PURCHASE

The occupancy of a building under a rental-purchase or a lease with option to purchase agreement is allowable only with prior approval of the federal grantor agency. The county would need to submit its plan to the Division for review and forwarding to the federal office for approval. No financial participation is allowable for these agreements prior to the receipt of written approval from the federal grantor.

III. INCLUSION IN INDIRECT COST PLANS

Counties now have the options of including all or a part of their cost of space in a county-wide central supporting services cost allocation plan. Cost of space normally is made up of such costs as utilities, security and janitorial services, building maintenance costs and depreciation (or use allowances), and such costs as are usually incidental to rental and lease agreements. The cost of any one of these items **can be directly charged to the appropriate "user" departments, or it can be incorporated into a central supporting service "cost pool"** and allocated on some equitable basis (such as net usable square feet), also to the appropriate "user" departments. Regardless of the option selected, counties must comply with the applicable regulations governing cost of space:

1. Costs may not be claimed for buildings that have been or would be considered to be fully depreciated.

2. No part of the cost of land may be claimed.

3. No claim may be made for any portion of the cost of buildings or equipment previously donated or otherwise borne directly or indirectly by the federal government.

If a private organization donates a building to the county without restrictions, an annual use allocation (not to exceed 2%) may be claimed on the portion of the building occupied by the DSS. The use allowance must be based on the fair market value of the donated structure.

4. No claim may be made for the cost of idle, excess, or unoccupied space, except with the prior written approval of the grantor federal agency.

III. DETERMINATION OF COST RECOVERY

DSS operates by using a cost allocation method. The percentage of reimbursement is based on services provided by staff with each program reimbursing at its own unique participation rate. This will vary from month to month depending on services provided in a particular month. The participation rate also varies among counties because of spending in excess of allocations and the amounts expended on county only programs. Federal participation varies by program from a maximum of 100% of the TANF administration cost (Capped allocation) to a minimum of 0% for county only programs when allocations have been spent

Example illustrating the estimated Federal/State participation of a newly constructed building based on an average of 61.65% which could be modified based on the availability of Federal/State funds. Depreciation limit is 2.22% per the IRS Table of Class Lives and Recovery Periods.

Construction and Financing Cost	\$3,000,000
Depreciation (45 year life) $\$3,000,000 \times 2.22\%$	\$ 66,600
Federal/State Participation each year $\$66,600 \times 61.65\%$	\$ 41,059
Federal/State Participation 45 years $\times \$41,059$	\$1,847,655

TOTAL COST	\$3,000,000
FEDERAL/STATE PARTICIPATION	<u>\$1,847,655</u>
COUNTY COST	\$1,152,345

ADDITIONAL GUIDANCE AT A GLANCE

1. Depreciation begins when building is occupied using the cost at that point for basis for depreciation. As additional costs are incurred, the county may add these costs to the depreciation schedule and recalculate the monthly amount based on the new costs and the remaining life of the building.
2. DSS may only claim the portion of the monthly depreciation that relates to the space they occupy. Example: Building is 24,000 square feet and DSS occupies 12,000 square feet. DSS may only claim 50% of the depreciation costs for the month they occupy this percentage. A monthly depreciation charge must not exceed the cost of similar rental space in the area.
3. Interest payments may be claimed when paid to the extent that they apply to the portion of the building that the DSS occupies (as above).
4. Architect's fees may be included in the cost of the building.
5. No part of the cost of land may be claimed.
6. No claim may be made for the cost of idle, excess, or unoccupied space, except with the written approval of the federal grantor agency.
7. Counties have the option to include all of their cost of space in a county-wide central supporting services cost allocation plan (Indirect Cost Plan prepared by Maximus)
8. Formal bidding procedures must be followed (advertising, receiving of sealed bids, etc.).
9. Local Government Commission can assist with financing and bidding issues.
10. Plans must be submitted to the North Carolina Division of Social Services (County Operation Liaisons, COL) for approval before bids are obtained and construction begins.

CHAPTER 67 – SOCIAL SERVICES - PROCEDURES

SUBCHAPTER 67A – GENERAL ADMINISTRATION

SECTION .0100 - ADMINISTRATION

10A NCAC 67A .0103 STANDARDS FOR OFFICE SPACE AND FACILITIES

The purpose of this Rule is to establish standards for office space, equipment and facilities for county departments of social services including agency suboffices and special centers that will adequately and effectively meet program, staff and client needs. These requirements are supplementary to, and do not replace, Federal Confidentiality of Information requirements and any provisions in State, county or municipal building codes.

- (1) Identification of Office. All social services offices shall be appropriately marked and identifiable in the community as a social services agency:
 - (a) Each office shall be identified by an outside sign clearly visible from the road or street.
 - (b) If the office is housed within a public building occupied by other agencies or units of government, the agency shall be listed on a standard building directory in a manner similar and equal to that accorded every other agency.
- (2) Requirements for Physical Plant.
 - (a) Buildings housing social services agencies shall be certified by competent authority to be of sound and substantial construction and in compliance with state and local fire and building codes.
 - (b) All buildings for which site clearance began before June 3, 1977, shall meet the equal access provisions specified in Section 504 of the Rehabilitation Act of 1973 as amended.
- (3) Requirements for Space. Adequate office space shall be provided for each employee. The following guidelines show the acceptable minimum range of space which will vary due to position function, special equipment and furniture needs, fixed existing conditions or the availability of separate private interviewing rooms. The staff category descriptions and recommended minimum square footages of space range are shown below:

(a) Staff Who Interview Clients In Their Offices	80
(b) Supervisors	80
(c) Management	96
(d) Staff Members Not Required to Conduct Interviews In Their Offices	56
(e) Separate Private Interviewing Rooms	Adequate for Function
- (4) Requirements for Privacy:
 - (a) Private offices shall be required for the county director and each supervisor.
 - (b) Private offices or interviewing room shall be available to all staff who interview clients.
- (5) Requirements for Waiting Room and Reception Area. The principal location of each county department of social services shall be arranged to provide a waiting room of sufficient size to accommodate the people availing themselves of its use each day. A separate area is required for the receptionist.
- (6) Requirement for Conference Room. A conference or staff training room with seating capacity adequate to accommodate the average number of people usually in attendance shall be provided for use in meetings and training sessions.
- (7) Requirement for Storage Space and Confidentiality of Records. Sufficient space shall be provided for conveniently locating files and records, supplies, and forms:
 - (a) Files and supplies shall be accessible and convenient to staff responsible for their maintenance, use and protection.
 - (b) Files and records shall be adequately protected from fire, other damage and theft.
 - (c) Access to confidential information shall be limited to authorized personnel only.
 - (d) Space shall be available for storing janitorial and maintenance supplies and equipment used in maintaining the building and grounds.
- (8) Requirement to Provide Office Space for Persons Who Periodically Visit the Agency on DSS Related Business. Office space shall be provided to persons who periodically visit the agency on DSS related business.

- (9) Requirement for Equipment. Furnishings and equipment shall be provided to enable staff to adequately perform its duties.

History Note: Authority G.S. 108A-80; 143B-153; 45 C.F.R. 205.170(a)(b);
Eff. April 1, 1978;
Amended Eff. May 1, 1990; May 1, 1988.

10A NCAC 67A .0105 ADMINISTRATION AND AGENCY COMPLIANCE

(a) Federal and state participation in the cost of administration may not be claimed when agencies are not in compliance with the standards set forth in 10A NCAC 67A .0103 or when the county fails to submit an acceptable plan for compliance within 90 days of notification of non-compliance.

(b) The regional director or his designated representative shall evaluate each county department of social services periodically, but not less than every three years, to determine compliance with the established standards, using form DSS-1414 for each location. The evaluation shall be triggered by information known to the Regional Office, such as changes in program regulations or staffing patterns which would affect compliance, or complaints concerning compliance issues. A county department of social services shall be deemed to be in compliance until the Regional Director determines, after evaluation, that the agency is not in compliance.

(c) At the conclusion of an evaluation, the principal reviewer shall meet with the director of the county department to discuss the findings. Following this exit conference, the principal reviewer shall prepare a written report and transmit the report to the Regional Director. If the findings of the review indicate the county department is in compliance, the Regional Director will, within 30 days of the date of the evaluation, forward a copy of the administrative review report to the agency director, the local social services board chairman, the chairman of the local board of county commissioners and the county manager under a transmittal letter indicating the agency's compliance. If the county department is not in compliance, the following steps shall be taken within 30 days of the date of the evaluation:

- (1) The regional director shall send a copy of the evaluation report to the county director, the local social services board chairman, the chairman of the local board of county commissioners and the county manager:
 - (A) citing the specific findings of non-compliance and what is required to come into compliance;
 - (B) notifying the agency that it has 90 days from the receipt of the report to come into compliance in these areas or to develop and submit to the division a corrective action plan. The division is responsible for providing consultation and technical assistance regarding the areas of non-compliance to the local agency upon request; and
 - (C) notifying the agency that all federal and state administrative funds will be withheld should the county fail to comply or submit an acceptable plan for compliance within 90 days of notification of non-compliance.
- (2) By the end of the 90 day notice period, the county department shall achieve compliance or submit a corrective action plan to the division. If the corrective action plan contains provision for construction of new facilities, construction plans, which will require the approval of the division director, must be submitted prior to construction.
- (3) In the event that the county department submits a corrective action plan to the division within the 90 day notice period, the Regional Director shall review the corrective action plan to ensure that it addresses each specific finding of non-compliance, and that the implementation of the corrective action plan can be expected to bring the agency into compliance. If construction plans are submitted as part of corrective action, the Regional Director will obtain the approval of the division director.
- (4) Within 30 days after receipt of the plan, the Regional Director shall either approve the plan as submitted or indicate how the county department can amend the corrective action plan in order to obtain approval. After a corrective action plan has been approved, the Regional Director shall monitor the agency's progress towards compliance during the corrective action phase, and inform the agency, the local social services board chairman, the chairman of the local board of county commissioners and the county manager of its findings in writing. If the findings indicate that the agency is not making sufficient progress towards compliance in accordance with its corrective action plan, the Regional Director shall so notify the agency, the local social services board chairman and the chairman of the local board of county commissioners in writing that the agency has an additional 60 days from receipt of the notice to achieve compliance. If the agency does not achieve compliance or make sufficient progress towards compliance in accordance with its corrective action plan within the additional 60 day

period, withholding shall commence in accordance with the procedures set forth in Paragraph (c) (5) of this Rule.

- (5) In the event that the county department of social services fails to submit a corrective action plan within the 90-day notice period, the division director shall, within 30 days of the above referenced notification of county authorities, recommend to the secretary the withholding of all federal and state administrative funds. If the secretary concurs with the division director's recommendation, the secretary will, within 30 days of the division director's recommendation, notify the agency director, the local social services board chairman, the chairman of the local board of county commissioners and the county manager of the decision to withhold funds. The withholding of these funds shall be retroactive to the date of the original transmittal letter signed by the Regional Director notifying the agency of non-compliance and shall continue until the requirement for a compliance plan is met. If the county department appeals the decision under the procedures outlined in Paragraph (d) of this Rule, the action to withhold funds will be deferred until the conclusion of the hearing and any subsequent appeals.

(d) A county department of social services which is not in compliance and has been notified by the secretary of the decision to withhold funds, may appeal. If an appeal is desired, the county is required under G.S. 150B-23(a), as amended by Chapter 878 of the 1987 North Carolina Session Laws, to file hearing requests for Department of Human Resources matters with the Office of Administrative Hearings.

History Note: Authority G.S. 143B-153; 150B-23(a); 45 C.F.R. 205-170(b);
Eff. April 1, 1978;
ARRC Objection March 17, 1988;
Amended Eff. March 1, 1990; August 1, 1988.

Pender County Health Department

...Building a healthier tomorrow...

*Carolyn Moser, BSN, MPA
Health and Human Services Director*

HHS Facility Next Phase-Considerations February 7, 2022

A preliminary design has been completed for a new Health and Human Services Facility to be located behind the current health department with a main access on Progress Drive. The next phase is a recommendation to proceed with Requests for Proposal for a Design-Build project.

Design-Build Pros-

- ✓ Faster timeline for completion: Avoid the bid process
- ✓ Greatest opportunity of succeeded in achieving goals in schedule and construction speed
- ✓ Project costs are shifted to the early design phase
- ✓ Helps avoid conflicts between owners, architects and contractors
- ✓ Better work when designers and builders can collaborate and work together
- ✓ Better fit for a complex project that would go smoother with collaboration
- ✓ Priority is cost and quality of deliverables

Design- Build Cons-

- ✓ Forgo the bidding process and chance to select a contractor based on price
- ✓ Committed to a single provider
- ✓ Less time for creativity and innovation

Design-Bid-Build Pros-

- ✓ Competitive bid process
- ✓ Design and construction roles are independent
- ✓ Architects will likely provide the highest quality and most objective set of drawings
- ✓ Responsibility and liability are clear-cut

Design-Bid-Build Cons-

- ✓ Designers and builders have no contractual obligation to each other
- ✓ The owner assumes the risk associated with the design document completeness
- ✓ Contractors bid on what is stated in the document, so variations or mistakes in the scope can cause problems, more change orders
- ✓ Accountability comes into question; schedules get delayed; costly change orders
- ✓ Extended timeline for completion; a delay in any phase pushes the entire project back
- ✓ Better fit for simple projects

803 S. Walker St., Burgaw, NC 28425 (910) 259-1230 Fax (910) 259-1258

Dental Center (910) 259-1503 Environmental Health (910) 259-1233 WIC (910) 259-1290

Pender County Health Department

...Building a healthier tomorrow...

*Carolyn Moser, BSN, MPA
Health and Human Services Director*

HHS Facility Next Phase-Considerations (cont) February 7, 2022

Reasons to Proceed

- Relieves space needs and older building up-keep for the county
- Relieves space needs for DSS; 105 staff occupy a building designed for 60, not counting clients. No longer have the need to rent DSS space for Child Support offices
- Relieves space needs for the Health Department
- Health Department has an escrow account with at least \$4 million dollars in Medicaid revenues accumulated through the years to apply toward facility costs
- Social Services receives reimbursement from state and federal funding for up to 60% in annual depreciation costs
- Property is owned by the county; water, sewer, infrastructure is in place
- On-going expenses toward the upkeep of the DSS building increase each year. A recent plumbing repair cost \$80,000. The current building is over 60 years old.
- Preliminary design accounts for 20-year growth and increased technological applications, thus decreasing the original design by 20,000 square feet
- Space has been included to accommodate 400 people for county events and use
- Training space can be utilized as a “court room” allowing staff less time away from work, increasing efficiencies



Pender County Award and Approval of Contractor to Complete EWP Phase 2 - Clearing and Snagging

TO: Board of County Commissioners
FROM: Daniel Adams
DATE: February 7, 2022
SUBJECT: Award and Approval of Contractors to Complete EWP Phase 2 -
Clearing and Snagging

SUMMARY:

The Emergency Watershed Protection (EWP) Program is a United States Department of Agriculture (USDA) grant funded program designed to provide assistance to communities recovering from natural disasters. Pender County received over \$2 million through this grant, supplemented by the North Carolina Department of Agriculture, to remove debris and sediment from rivers and creeks throughout the county. There is also funding for bank stabilization work where heavy erosion occurred during Hurricane Florence. Due to the size of Pender County's project, the award was separated into two phases. This item is for the clearing and snagging portion of Phase 2 only.

Staff published a Request for Proposals on December 8, 2021, seeking contractors to perform clearing and snagging work at 23 sites across the county. The deadline for contractors to submit a bid was January 14, 2022.

Staff received eight proposals that were reviewed and scored by a selection committee. The selection committee evaluated each proposal based on the criteria outlined in the RFP, including lowest apparent bid, qualifications/experience, and additional factors. Additional factors included completeness of requested bid schedule, understanding of the proposed scope and the EWP program, and a timeline and schedule forecasting progress and completion of the proposed work.

Based on the current grant timeline and construction environment, staff is requesting that contracts be awarded to two bidders for this project so that we have a primary and secondary contractor in place to execute this project. If we run into delays with this project, such as bad weather, a Covid outbreak among the crew, lack of materials/supply chain issues, or equipment failures, then we will have a back-up contractor in place who is familiar with the scope and can quickly mobilize to complete the project.

Based on the results of the selection committee's scoring, staff is recommending contracts and purchase orders be awarded to Hall's Tree Service of Lumber Bridge, NC as our primary contractor and Carolina Cleaning and Restoration of Greenville, NC as our secondary contractor. This project is fully funded through state and federal grant money. The budget account for this project is 60-404500-6468.

ACTION REQUESTED:

To consider awarding a contract to Hall's Tree Service and a purchase order for \$254,124.00; and a contract to Carolina Cleaning and Restoration and a Purchase Order for \$290,830.80.

ATTACHMENTS:

1. Bid Scorecard
2. Preliminary Bid Tabulation
3. Hall's Tree Service Proposal
4. Carolina Cleaning and Restoration Proposal
5. Budget Ordinance Amendment

Bid Scorecard for EWP Round 2 - Clearing and Snagging				
Company	Lowest Apparent Bid (80 pts)	Qualifications/Experience (15 pts)	Additional Factors (5 pts)	Total Score
Coastal Carolina Industrial Recycling	80	7	0	87
Hall's Tree Service	74	15	4	93
Carolina Cleaning and Restoration	69	15	4	88
Zulu Marine Services, Inc.	17	5	2	24
J&J Environmental	71	13	3	87
Land Mechanic Designs	19	5	5	29
Enterprises G, Inc.	74	10	3	87
Grillot Construction	35	15	5	55

Comments:

Date:

1/19/2022

RECORD OF BID QUALIFICATION

Bid Opening for
RFP #211208-217 for Stream Clearing and Snagging Services
Pender County USDA/NRCS EWP Contract
NR204532XXXXC035
January 14, 2022
3:00PM

	Cost of Task Order No. 1(\$)	Timeline Submitted	Bid Bond Submitted	Required Attachments A -G Submitted (1)
Bidder				
1. Coastal Carolina Industrial Recycling	\$ 204,970. ⁰⁰			✓
2. Halls Tree Service	\$ 254,124. ⁰⁰		✓	✓
3. Carolina Cleaning + Restoration	\$ 290,830. ⁸⁰		✓	✓
4. Zulu Marine Services Inc.	\$ 705,900. ⁰⁰		✓	✓
5. J+J Environmental	\$ 278,334. ⁰⁰		✓	✓
6. Land Mechanic Designs	\$ 691,175. ⁵⁰	✓	✓	✓
7. Enterprises G, Inc	\$ 249,713. ⁰⁰		✓	✓
8. Grillot Construction	\$ 564,815. ⁰⁰	✓	✓	✓

Note: (1)- Indicate all Attachments Omitted from Submittal

Completed by:

Daniel Adams 1/14/2022

**Pender County North Carolina
Request for Proposals (RFP)
Emergency Watershed Protection-
Stream Clearing & Snagging Services
EWP Contract No. NR204532XXXXC035
County RFP # 211208-217
December 8, 2021**



Proposal Timeline:

Date Issued: Wednesday, December 8, 2021

Deadline for Submittal of Questions: Thursday, December 30, 2021

Response to Questions: Wednesday, January 5, 2022

Deadline for Submittal of Proposals: Friday, January 14, 2022, at 3:00PM

Sole Point of Contact for Communications Regarding this RFP:

Daniel Adams - Floodplain Administrator

Phone: 910-259-0231 | Fax: 910-259-1295 | Email: dadams@pendercountync.gov

Pender County, North Carolina
RFP #211208-217 for Clearing & Snagging Services
Page 1 of 60

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AMENDED BUSINESS CORPORATION ANNUAL REPORT

1/6/2022

NAME OF BUSINESS CORPORATION: Hall's Tree Service, Incorporated

SECRETARY OF STATE ID NUMBER: 0552393

STATE OF FORMATION: NC

REPORT FOR THE FISCAL YEAR END: _____

AMENDING DOC ID # _____



Filing Office Use Only

☒ Changes

SECTION A: REGISTERED AGENT'S INFORMATION

1. NAME OF REGISTERED AGENT: Jerry Hall

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____

SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY 4. REGISTERED AGENT OFFICE MAILING ADDRESS

977 Ellis Rd

977 Ellis Rd

Lumber Bridge, NC 28357-9705 Hoke

Lumber Bridge, NC 28357-9705

SECTION B: PRINCIPAL OFFICE INFORMATION

1. DESCRIPTION OF NATURE OF BUSINESS: Hall's Tree Service

2. PRINCIPAL OFFICE PHONE NUMBER: (910) 364-6652

3. PRINCIPAL OFFICE EMAIL: _____

4. PRINCIPAL OFFICE STREET ADDRESS

5. PRINCIPAL OFFICE MAILING ADDRESS

977 Ellis Rd

977 Ellis Rd

Lumber Bridge, NC 28357-9705

Lumber Bridge, NC 28357-9705 Hoke

6. Select one of the following if applicable. (Optional see instructions)

☐

The company is a veteran-owned small business

☐

The company is a service-disabled veteran-owned small business

SECTION C: OFFICERS (Enter additional officers in Section E.)

NAME: Jerry Hall

NAME: Jacquelyn Renea Hall

NAME: _____

TITLE: President

TITLE: Secretary

TITLE: _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

977 Ellis Road

977 Ellis Road

Lumber Bridge, NC 28357 Robeson

Lumber Bridge, NC 28357 Robeson

SECTION D: CERTIFICATION OF ANNUAL REPORT. Section D must be completed in its entirety by a person/business entity.

SIGNATURE

Form must be signed by an officer listed under Section C of this form.

DATE

Print or Type Name of Officer

Print or Type Title of Officer

SUBMIT THIS ANNUAL REPORT WITH THE REQUIRED FILING FEE OF \$10.00

MAIL TO: Secretary of State, Business Registration Division, Post Office Box 29525, Raleigh, NC 27626-0525

ATTACHMENT A: PROPOSAL FORM

ATTACHMENT A: PROPOSAL FORM

Completed, signed, and notarized form shall be submitted with the proposal. Please attach a copy of your registration with the North Carolina Secretary of State.

A. OFFEROR INFORMATION:

Firm/Company Name (legal name): Halls Tree Service Inc

Mailing Address: 977 Ellis Rd Lumber Bridge NC
28357

Payment Address (if different from mailing address): _____

Firm Telephone Number: 910-364-6652

Federal Employer Identification Number (FEIN): 56-2196591

Social Security Number (only if FEIN is NOT provided): _____

Representative Name/Title: Jerry Hall (owner) Jackie Hall (owner)

Representative Telephone Number: 910-494-7921 910-364-6652

Representative Email Address: hallstreeserviceinc@gmail.com

B. AUTHORIZATION TO TRANSACT BUSINESS IN NORTH CAROLINA

By signature of this form, I certify that the firm identified above in Item A is legally authorized to transact business in the State of North Carolina. A copy of the Certification of Existence or registration is attached to this form.

North Carolina Secretary of State Identification Number (SOSID): 0552393

- OR -

Firm/company is not required to have/maintain registration because: _____

ATTACHMENT A: PROPOSAL FORM

C. PAYMENT TERMS

☐ Net 30

☒ Other (Specify): 2 weeks from time of invoiced

If payment terms are not specified above, then the terms shall be Net 30 Days.

D. ADDENDA

Offeror hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this RFP:

Addendum No. 1 Dated: 1/5/22

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

E. EXCEPTIONS

Indicate if exceptions are requested by acknowledging the appropriate statement below, as applicable:

☒ Offeror understands and agrees to all terms, conditions, requirements, and specifications stated herein.

☐ Offeror takes exception to terms, conditions, requirements, or specifications stated herein Offeror must itemize all exceptions below (attach additional pages if necessary):

The following exceptions are noted (attach additional sheets if necessary): _____

NOTE: Exceptions taken from the stated terms and/or specifications may be cause for proposals to be deemed "non-responsive".

ATTACHMENT A: PROPOSAL FORM

F. COOPERATIVE PURCHASING

Offeror will extend term, conditions, and prices to other jurisdictions.

☐ Yes

☒ No

G. PROPOSAL CHECKLIST

This checklist is provided to assist offerors in submitting proposals. The proposal should include the following information in the quantities specified in Section 2.B Proposal Submission Requirements.

- ☐ Proposals developed according to the outline specified in Section 2.C Proposal Format Requirements and according to the instructions in Section 2.B Proposal Submission Requirements and elsewhere in this RFP.
- ☐ Attachment A: Proposal Form
- ☐ Attachment B: References Form
- ☐ Attachment C: Bid Schedule
- ☐ Attachment D: Offeror's Certification Form
- ☐ Attachment E: Certification Regarding Lobbying
- ☐ Attachment F: Completed W-9 Form
- ☐ Other: FS 25-Bid, Payment, and Performance Bond Form

H. CONFLICT OF INTEREST

The offeror certifies that their proposal has not been arrived at collusively or otherwise in violation of federal, state, or local laws. Any purchase order, check requisition or contract from which any agent, officer, or employee of the County or any relative thereof, will realize a financial gain, directly or indirectly, shall be void, except that before the execution of a purchase order, check requisition or contract, the County shall have the authority to waive compliance with this section when it finds such action to be in the best interest of the County.

I. AUTHORIZATION

In accordance with the terms, conditions and specifications of this RFP, the undersigned agrees to furnish the items and/or services requested. The undersigned acknowledges that the proposal is valid for a period of 180 days from the due date and certifies he/she has

ATTACHMENT A: PROPOSAL FORM

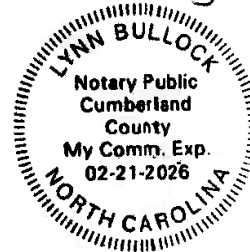
read, understands, and agrees to all terms, conditions, and requirements of this RFP and is authorized to contract on behalf of firm named below.

Firm Name: Halls Tree Service Inc.
Print Name: Jerry Hall
Title: President
Signature: [Signature]
Date: 1/7/22

Subscribed and sworn to before me this 7th day of January, 2022

Notary Public: Lynn Bullock

My Commission expires: 2-21-2026



ATTACHMENT B: References

ATTACHMENT B: REFERENCES

Completed form shall be submitted with the proposal. Provide at least three references.
References must be for similar services provided and must have been completed within the past 10 years.

Offeror Name: Hall's Tree Service Inc.

Reference 1:

Name of Entity or Business: Pender Soil and Water Conservation District

Street Address: 805 S. Walker St.

City, State and Zip Code: Burgaw NC 28425

Contact Name and Title: Jason Turner and Priscilla Pierce

Phone Number: 910-259-9123 x3 910-259-1202

Email Address: Jason.Turner@nc-nachnet.net / ppierce@pendercountync.gov

Contract Dates: We have had several the latest Amended Nov 2020

Contract Amount: \$79,450 Again contract out of several creeks we did with Pender.

Description of Services Provided: Snagged and cleared fallen debris from waterway.

Reference 2:

Name of Entity or Business: New Hanover County

Street Address: 230 Government Center Dr.

City, State and Zip Code: Wilmington NC 28403

Contact Name and Title: Tim Lowe

Phone Number: 910-798-7117

Email Address: Howe@nhc.gov.com

Contract Dates: Several contracts and Change order /addons last dated 12/02/2020

Contract Amount: \$226,187.00

Description of Services Provided: Removal of debris and Sediment from streams and open Channels

ATTACHMENT B: References

Reference 3:

Name of Entity or Business: Bladen County Soil and Water

Street Address: 450 Smith Circle

City, State and Zip Code: Elizabethtown NC 28337

Contact Name and Title: Dean Morris SWCD

Phone Number: 910-247-3457

Email Address: dean.morris@nc.nacdnet.net

Contract Dates: Several last dated 4/5/2021

Contract Amount: \$87,496.99

Description of Services Provided: Removal of downed trees, broken tops, woody debris that impede.

NOTE: Do not include or attach additional pages.

ATTACHMENT C: BID SCHEDULE

Pender County, North Carolina
RFP #211208-217 for Clearing & Snagging Services
Page 38 of 60

ATTACHMENT B: References

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Halls Tree Service Inc.

Task 1-Scope of Work: Clearing & Snagging

(Page 1 of 3)

DSR No.	DSR Name	Location	Waterway	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
485	Currie 1	Malpass Corner Road	Long Creek	400	400		\$
						3.60	2,880. ⁰⁰
486	Currie 2	Malpass Corner Road	Big Branch	0	200		\$
						3.60	720. ⁰⁰
487	Currie 3	NC HWY 210	Deer Valley Branch	400	400		\$
						3.60	2,880. ⁰⁰
488	Currie 4	Borough Road	Deer Valley Branch	400	400		\$
						3.60	2,880. ⁰⁰
490	Hampstead 1	Tall Ships Lane	Unnamed Tributary	400	400		\$
						3.60	2,880. ⁰⁰
491.1	Atkinson 1	US HWY 421 / NC HWY 11	Dry Branch	400	400		\$
						3.60	2,880. ⁰⁰
491.2	Atkinson 2	Shiloh Road	White Oak Creek	300	300		\$
						3.60	2,160. ⁰⁰
491.3	Atkinson 3	NC HWY 53	Colvins Creek	400	400		\$
						3.60	2,880. ⁰⁰
491.4	Atkinson 4	Slocum Trail	Big Branch	400	400		\$
						3.60	2,880. ⁰⁰

ATTACHMENT C: Bid Schedule

ATTACHMENT C: BID SCHEDULE

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Hall's tree Service Inc

Task 1-Scope of Work: Stream Clearing & Snagging

(Page 2 of 4)

DSR No.	DSR Name	Location	Waterway	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
491.5	Atkinson 5	Rivenbark Road	Moore's Creek	0	300	3.60	\$ 1,080. ⁰⁰
491.6	Atkinson 6	NC HWY 11	Bear Den Branch	0	300	3.60	\$ 1,080. ⁰⁰
492.1	Black River 1	Hunts Bluff Boat Ramp	Black River	0	3,150	3.60	\$ 11,340. ⁰⁰
492.2	Black River 2	Estate Road	Black River	0	2,000	3.60	\$ 7,200. ⁰⁰
493.1	Burgaw 1	NC HWY 50	Holly Shelter Creek	0	1,000	3.60	\$ 3,600. ⁰⁰
493.2	Burgaw 2	Old Maple Hill Road	Holly Shelter Creek	300	0	3.60	\$ 1,080. ⁰⁰
493.3	Burgaw 3	Shaw HWY	Holly Shelter Creek	18,140	0	3.60	\$ 65,304. ⁰⁰
493.4	Burgaw 4	US HWY 117	Burgaw Creek	0	10,900	3.60	\$ 39,240. ⁰⁰

ATTACHMENT C: BID SCHEDULE

Pender County, North Carolina
RFP #211208-217 for Clearing & Snagging Services
Page 40 of 60

ATTACHMENT C: Bid Schedule

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Halls Tree Service Inc.

Task 1-Scope of Work: Stream Clearing & Snagging

(Page 3 of 4)

DSR No.	DSR Name	Location	Creek	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
493.5	Burgaw 5	Stag Park Road	Burgaw Creek	500	0	3.60	\$ 1800.00
493.6	Burgaw 6	Stag Park Road	Burgaw Creek	0	11,900	3.60	\$ 42840.00
494.1	NE Cape Fear 1	Croomsbridge Road	NE Cape Fear River	14,000	0	3.60	\$ 50400.00
494.2	NE Cape Fear 2	Pinkney Road	NE Cape Fear River	0	500	3.60	\$ 1800.00
494.3	NE Cape Fear 3	Whitestocking Road	NE Cape Fear River	0	600	3.60	\$ 2160.00
494.4	NE Cape Fear 4	Shaw HWY	NE Cape Fear River	0	600	3.60	\$ 2160.00
					GRAND TOTAL (\$)		\$ 254,124.00

ATTACHMENT D: OFFEROR'S CERTIFICATION FORM

ATTACHMENT D: OFFEROR'S CERTIFICATION FORM

A completed, signed, and notarized form shall be submitted with the proposal.

To Whom It May Concern:

I have carefully examined the Request for Proposal (RFP) and any other documents accompanying or made a part of this RFP.

I hereby propose to perform the services as specified in the Scope of Work of this RFP at the rates described on the completed Attachment C: Bid Schedule for Task 1 and 2.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm, and that the firm is ready, willing, and able to perform if awarded a contract by Pender County.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer employee or agent of the County of Pender or any other offeror is interested in said proposal; and that the undersigned executed this Offeror's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

It is distinctly understood that Pender County reserves the right to reject any or all proposals.

Name of Firm: Hall's Tree Service Inc

Federal Employer Identification Number (FEIN): 56-2196591

Mailing Address: 977 Ellis Rd

City, State, Zip Code: Lumber Bridge NC 28357

Phone: 910 494-7921 Email: Jerryhall977@gmail.com & hallstreeserviceinc@gmail.com

Name and Title: Jerry Hall

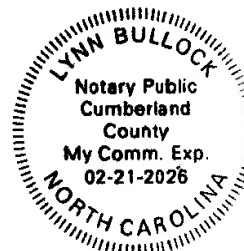
Authorized Signature: [Signature]

Date: 01-07-2022

Subscribed and sworn to before me this 7th day of JANUARY, 2022

Notary Public: Lynn Bullock

My Commission expires: 02-21-2026



ATTACHMENT E: CERTIFICATION REGARDING LOBBYING

ATTACHMENT E: CERTIFICATION REGARDING LOBBYING

A completed and signed form shall be submitted with each proposal offer exceeding \$100,000.

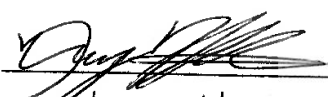
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. 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 an 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.
2. 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 Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

The Contractor, Jerry Hall, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: 

Name and Title of Contractor's Authorized Official: Jerry Hall President

Date: 01-07-2012

ATTACHMENT F: PENDER COUNTY VENDOR FORM AND W9

ATTACHMENT F: W-9

Submit Completed W-9 on next page

Form W-9
 (Rev. November 2017)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification
 ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
 Halls Tree Service Inc.

2 Business name/disregarded entity name, if different from above
 Halls Tree Service Inc

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☒ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
 Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
 977 Ellis Rd

6 City, state, and ZIP code
 Lumber Bridge NC 28357

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
 Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
 _____ - _____ - _____
 or
 Employer identification number
 56 - 21 965911

Part II Certification
 Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
 Signature of U.S. person ▶ _____
 Date ▶ 1/7/2022

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.
 • Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)
 • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.



NOTICE OF RFP CHANGES/MODIFICATIONS-ADDENDUM NO. 1

Emergency Watershed Protection-Stream Clearing & Snagging Services RFP# 211208-217

Pender County, NC
Planning and Community Development
805 South Walker Street
Burgaw, NC 28425
Phone: 910-259-1202
01/05/2021

To: All Respondents Replying to Request for Proposal (RFP) No. 211208-217
RFP Name: Emergency Watershed Protection-Stream Clearing & Snagging Services
RFP Original Date: 12/08/2021
From: Daniel Adams, Pender County Floodplain Administrator
Subject: Issuance of Addendum No. 1-Changes/Modifications As Noted Below
Issuance Date of Addendum No. 1: 01/05/2022

The following changes or modifications shown below are announced per issuance of this Addendum.

Changes/Modifications to RFP:

1. At this time, staff does not anticipate any off site debris disposal.
2. Section 3: Scope of Work, Item 6: Environmental Requirements – Heavy equipment is allowed to operate within the stream as long as it floats on the water (e.g. barges, floating excavators, etc.) and does not disturb bottom sediments, or create turbidity levels above 10 NTUs. The CFR must still be notified prior to use of heavy equipment at any site.

The work must also not cause, create, or result in an act of dredging or filling as defined by Section 404 of the Clean Water Act and regulated by the US Army Corps of Engineers. The contractor must comply with all State/Federal regulations governing work within navigable waters regulated by the US Army Corps of Engineers.

Bond Number: BB01186

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Hall's Tree Service Inc
977 Ellis Rd Hobucken, NC 28537

SURETY:

(Name, legal status and principal place of business)

Hudson Insurance Company
100 William Street, 5th Floor New York, NY 10038
8884005505

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Pender County

Burgaw

NC 28425

BOND AMOUNT:

NOT TO EXCEED Thirteen Thousand

(\$13,000.00) Dollars

PROJECT:

(Name, location or address, and Project number, if any)

Emergency Watershed Project

Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10th day of January 2022

Hall's Tree Service Inc

(Principal)

(Seal)

(Witness)

(Title)

Hudson Insurance Company

(Signature)

David Gonsalves

Attorney In Fact

(Title)

(Witness)

Nick Brady



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its text and consultation with an attorney are encouraged before its completion, execution or acceptance.



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint
David Gonsalves

of the State of North Carolina

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of

Thirteen Thousand (\$13,000.00) Dollars

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 16th day of November, 2017 at New York, New York.

(Corporate seal)



Attest...
Dina Daskalakis
Corporate Secretary

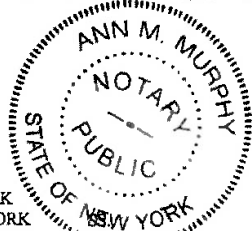
HUDSON INSURANCE COMPANY

By...
Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

On the 16th day of November, 2017 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2021

STATE OF NEW YORK
COUNTY OF NEW YORK

CERTIFICATION

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 10th day of January, 2022.

(Corporate seal)



By...
Dina Daskalakis, Corporate Secretary



Title Page

Carolina Cleaning and Restoration, LLC
105 Turner Run Drive
Greenville, NC 27858
carolinacleaningandrestoration@yahoo.com

Georgia Bell, Owner/Member Manager
(252) 714-3936

Ryan Bell, Owner/Member
(252) 944-8440

HUB Certified
WBENC Certified
NCDOT Prime Contractor #120289
NCLBGC # 82325 – Unlimited Building

RFP
Emergency Watershed Protection -
Stream Clearing & Snagging Services

Due: January 14, 2022 at 3:00 PM

ATTACHMENT A: PROPOSAL FORM

ATTACHMENT A: PROPOSAL FORM

Completed, signed, and notarized form shall be submitted with the proposal. Please attach a copy of your registration with the North Carolina Secretary of State.

A. OFFEROR INFORMATION:

Firm/Company Name (legal name): Carolina Cleaning and Restoration, LLC

Mailing Address: 105 Turner Run Drive, Greenville, NC 27858

Payment Address (if different from mailing address): 105 Turner Run Drive, Greenville, NC 27858

Firm Telephone Number: 252-714-3936

Federal Employer Identification Number (FEIN): 83-1917292

Social Security Number (only if FEIN is NOT provided): _____

Representative Name/Title: Georgia Bell, Member Manager

Representative Telephone Number: 252-714-3936

Representative Email Address: carolinacleaningandrestoration@yahoo.com

B. AUTHORIZATION TO TRANSACT BUSINESS IN NORTH CAROLINA

By signature of this form, I certify that the firm identified above in Item A is legally authorized to transact business in the State of North Carolina. A copy of the Certification of Existence or registration is attached to this form.

North Carolina Secretary of State Identification Number (SOSID): 1750362

- OR -

Firm/company is not required to have/maintain registration because: _____

ATTACHMENT A: PROPOSAL FORM

C. PAYMENT TERMS

☒ Net 30

☐ Other (Specify): _____

If payment terms are not specified above, then the terms shall be Net 30 Days.

D. ADDENDA

Offeror hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this RFP:

Addendum No. 1 Dated: 1/5/2021

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

E. EXCEPTIONS

Indicate if exceptions are requested by acknowledging the appropriate statement below, as applicable:

☒ Offeror understands and agrees to all terms, conditions, requirements, and specifications stated herein.

☐ Offeror takes exception to terms, conditions, requirements, or specifications stated herein Offeror must itemize all exceptions below (attach additional pages if necessary):

The following exceptions are noted (attach additional sheets if necessary): _____

NOTE: Exceptions taken from the stated terms and/or specifications may be cause for proposals to be deemed "non-responsive".

ATTACHMENT A: PROPOSAL FORM

F. COOPERATIVE PURCHASING

Offeror will extend term, conditions, and prices to other jurisdictions.

- ☐ Yes
☒ No

G. PROPOSAL CHECKLIST

This checklist is provided to assist offerors in submitting proposals. The proposal should include the following information in the quantities specified in Section 2.B Proposal Submission Requirements.

- ☒ Proposals developed according to the outline specified in Section 2.C Proposal Format Requirements and according to the instructions in Section 2.B Proposal Submission Requirements and elsewhere in this RFP.
- ☒ Attachment A: Proposal Form
- ☒ Attachment B: References Form
- ☒ Attachment C: Bid Schedule
- ☒ Attachment D: Offeror's Certification Form
- ☒ Attachment E: Certification Regarding Lobbying
- ☒ Attachment F: Completed W-9 Form
- ☒ Other: FS 25-Bid, Payment, and Performance Bond Form

H. CONFLICT OF INTEREST

The offeror certifies that their proposal has not been arrived at collusively or otherwise in violation of federal, state, or local laws. Any purchase order, check requisition or contract from which any agent, officer, or employee of the County or any relative thereof, will realize a financial gain, directly or indirectly, shall be void, except that before the execution of a purchase order, check requisition or contract, the County shall have the authority to waive compliance with this section when it finds such action to be in the best interest of the County.

I. AUTHORIZATION

In accordance with the terms, conditions and specifications of this RFP, the undersigned agrees to furnish the items and/or services requested. The undersigned acknowledges that the proposal is valid for a period of 180 days from the due date and certifies he/she has

ATTACHMENT A: PROPOSAL FORM

read, understands, and agrees to all terms, conditions, and requirements of this RFP and is authorized to contract on behalf of firm named below.

Firm Name: Carolina Cleaning and Restoration, LLC

Print Name: Georgia Bell

Title: Member Manager

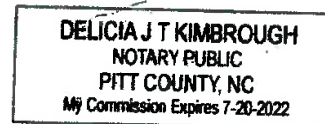
Signature: Georgia Bell

Date: 1/13/22

Subscribed and sworn to before me this 13th day of January, 2018. 2022 01/13/2022

Notary Public: Delicia J Kimbrough

My Commission expires: 07/20/2022



ATTACHMENT B: References

ATTACHMENT B: REFERENCES

*Completed form shall be submitted with the proposal. Provide at least three references.
References must be for similar services provided and must have been completed within the past 10 years.*

Offeror Name: Carolina Cleaning and Restoration, LLC

Reference 1:

Name of Entity or Business: City of New Bern

Street Address: 1004 S Glenburnie Road

City, State and Zip Code: New Bern, NC 28562

Contact Name and Title: Luke Baker, Engineer

Phone Number: 919-582-7288

Email Address: lbaker@daa.com

Contract Dates: April 2021 - June 2021

Contract Amount: \$345,680

Description of Services Provided: Brices and Wilson Creek - stream debris removal

Reference 2:

Name of Entity or Business: New Hanover County

Street Address: 230 Government Drive

City, State and Zip Code: Wilmington, NC 28403

Contact Name and Title: Tony de Lima, Engineer

Phone Number: 910-798-7117

Email Address: adelima@nhcgov.com

Contract Dates: July 2021 - Nov 2021

Contract Amount: \$604,741.44

Description of Services Provided: stream debris removal

ATTACHMENT B: References

Reference 3:

Name of Entity or Business: NC Dept of Natural and Cultural Resources

Street Address: Division of Parks and Recreation

City, State and Zip Code: _____

Contact Name and Title: Dwayne Parker

Phone Number: 919-707-9329 984-302-0582 Adrian 919-707-9329
719-422-0815

Email Address: dwayne.parker@ncparks.gov

Contract Dates: Aug - Oct 2020

Contract Amount: 154,608.96

Description of Services Provided: stream debris removal

NOTE: Do not include or attach additional pages.

ATTACHMENT C: BID SCHEDULE

Pender County, North Carolina
RFP #211208-217 for Clearing & Snagging Services
Page 38 of 60

ATTACHMENT B: References

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Carolina Cleaning and Restoration, LLC

Task 1-Scope of Work: Clearing & Snagging

(Page 1 of 3)

DSR No.	DSR Name	Location	Waterway	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
485	Currie 1	Malpass Corner Road	Long Creek	400	400	\$4.12	\$ 3296.00
486	Currie 2	Malpass Corner Road	Big Branch	0	200	\$4.12	\$ 824.00
487	Currie 3	NCHWY 210	Deer Valley Branch	400	400	\$4.12	\$ 3296.00
488	Currie 4	Borough Road	Deer Valley Branch	400	400	\$4.12	\$ 3296.00
490	Hampstead 1	Tall Ships Lane	Unnamed Tributary	400	400	\$4.12	\$ 3296.00
491.1	Atkinson 1	US HWY 421 / NC HWY 11	Dry Branch	400	400	\$4.12	\$ 3296.00
491.2	Atkinson 2	Shiloh Road	White Oak Creek	300	300	\$4.12	\$ 2472.00
491.3	Atkinson 3	NC HWY 53	Colvins Creek	400	400	\$4.12	\$ 3296.00
491.4	Atkinson 4	Slocum Trail	Big Branch	400	400	\$4.12	\$ 3296.00

ATTACHMENT C: Bid Schedule

ATTACHMENT C: BID SCHEDULE

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Carolina Cleaning and Restoration, LLC

Task 1-Scope of Work: Stream Clearing & Snagging

(Page 2 of 4)

DSR No.	DSR Name	Location	Waterway	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
491.5	Atkinson 5	Rivenbark Road	Moore's Creek	0	300	\$4.12	\$ 1236.00
491.6	Atkinson 6	NC HWY 11	Bear Den Branch	0	300	\$4.12	\$ 1236.00
492.1	Black River 1	Hunts Bluff Boat Ramp	Black River	0	3,150	\$4.12	\$ 12,978.00
492.2	Black River 2	Estate Road	Black River	0	2,000	\$4.12	\$ 8240.00
493.1	Burgaw 1	NC HWY 50	Holly Shelter Creek	0	1,000	\$4.12	\$ 4120.00
493.2	Burgaw 2	Old Maple Hill Road	Holly Shelter Creek	300	0	\$4.12	\$ 1236.00
493.3	Burgaw 3	Shaw HWY	Holly Shelter Creek	18,140	0	\$4.12	\$ 74735.80
493.4	Burgaw 4	US HWY 117	Burgaw Creek	0	10,900	\$4.12	\$ 44908.00

ATTACHMENT C: BID SCHEDULE

Pender County, North Carolina
RFP #211208-217 for Clearing & Snagging Services
Page 40 of 60

ATTACHMENT C: Bid Schedule

ATTACHMENT C: BID SCHEDULE

Complete Bid Schedule for each task and submit with the proposal.

Contractor/Bidder Name: Carolina Cleaning and Restoration, LLC

Task 1-Scope of Work: Stream Clearing & Snagging

(Page 3 of 4)

DSR No.	DSR Name	Location	Creek	Upstream Qty (LF)	Downstream Qty (LF)	Unit Rate (\$)	Total Cost (\$)
493.5	Burgaw 5	Stag Park Road	Burgaw Creek	500	0	\$4.12	\$ 2060.00
493.6	Burgaw 6	Stag Park Road	Burgaw Creek	0	11,900	\$4.12	\$ 49028.00
494.1	NE Cape Fear 1	Croomsbridge Road	NE Cape Fear River	14,000	0	\$4.12	\$ 57680.00
494.2	NE Cape Fear 2	Pinkney Road	NE Cape Fear River	0	500	\$4.12	\$ 2060.00
494.3	NE Cape Fear 3	Whitestocking Road	NE Cape Fear River	0	600	\$4.12	\$ 2472.00
494.4	NE Cape Fear 4	Shaw HWY	NE Cape Fear River	0	600	\$4.12	\$ 2472.00
					GRAND TOTAL (\$)		\$ 290,830.80

ATTACHMENT D: OFFEROR'S CERTIFICATION FORM

ATTACHMENT D: OFFEROR'S CERTIFICATION FORM

A completed, signed, and notarized form shall be submitted with the proposal.

To Whom It May Concern:

I have carefully examined the Request for Proposal (RFP) and any other documents accompanying or made a part of this RFP.

I hereby propose to perform the services as specified in the Scope of Work of this RFP at the rates described on the completed Attachment C: Bid Schedule for Task 1 and 2.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm, and that the firm is ready, willing, and able to perform if awarded a contract by Pender County.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer employee or agent of the County of Pender or any other offeror is interested in said proposal; and that the undersigned executed this Offeror's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

It is distinctly understood that Pender County reserves the right to reject any or all proposals.

Name of Firm: Carolina Cleaning and Restoration, LLC

Federal Employer Identification Number (FEIN): 83-1917292

Mailing Address: 105 Turner Run Drive

City, State, Zip Code: Greenville, NC 27858

Phone: 252-714-3936

Email: carolinacleaningandrestoration@yahoo.com

Name and Title: Georgia Bell Member Manager

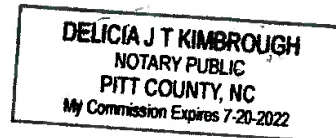
Authorized Signature: Georgia Bell

Date: 1/13/22

Subscribed and sworn to before me this 13th day of January, 2018.

Notary Public: Delicia J Kimbrough

My Commission expires: 07/20/2022



ATTACHMENT E: CERTIFICATION REGARDING LOBBYING

ATTACHMENT E: CERTIFICATION REGARDING LOBBYING

A completed and signed form shall be submitted with each proposal offer exceeding \$100,000.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. 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 an 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.

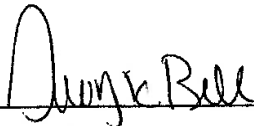
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

The Contractor, Carolina Cleaning and Restoration, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: _____



Name and Title of Contractor's Authorized Official: George Bell, Member Manager

Date: 11/3/22

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Carolina Cleaning and Restoration, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=Partnership) ► S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 105 Turner Run Drive	Requester's name and address (optional)
	6 City, state, and ZIP code Greenville, NC 27858	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
83	1917292

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Mojica Bull

Date ► 11/3/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Conforms with The American Institute of Architects,
A.I.A. Document A310 (2010 Edition)

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Carolina Cleaning and Restoration LLC
105 Turner Run Dr
Greenville, NC 27858

SURETY:

(Name, legal status and principal place
of business)

Old Republic Surety Company
445 S. Moorland Road Ste 200
Brookfield, WI 53005

OWNER:

(Name, legal status and address)
Pender County

BOND AMOUNT:

5%

PROJECT:

(Name, location or address, and Project number, if any)
clearing and snagging

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 14th day of January

Ryan Bell
(Witness)

Margaret Walker
(Witness)

Donna Bell
(Principal)

Member Manager
(Title)

Meredith McMillen
(Surety)

Attorney-in-Fact, Meredith McMillen
(Title)

(Seal)

(Seal)

ORSC 21328 (5/11)



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

KERRY GERMANOSKI, MYESHA CARMON, LISA MURRAY, FRANKIE HILL, TIAH BOLER, MEREDITH MCMILLEN, MARIANA WALKER, OF RALEIGH, NC

its true and lawful Attorney(s)-in-Fact, with full power and authority, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, ~~other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits or black lung bonds).~~ as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification there of authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 13TH day of APRIL, 2021.

Karen J. Staffner

Assistant Secretary



Alan Paylic

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 13TH day of APRIL, 2021, personally came before me, Alan Paylic, and *Karen J. Staffner*, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My commission expires: 9/28/2022

(Expiration of notary commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

87-6082

Signed and sealed at the City of Brookfield, WI this 14th day of January, 2022



Karen J. Staffner

Assistant Secretary

MCGRIFF INSURANCE SERVICES INC

BUDGET ORDINANCE AMENDMENT TITLE: Emergency Watershed Protection

Introduced by: Randell Woodruff, County Manager

Date: 2020-06-01

Item #: _____

Fund: 60

Department: PCD-PCSWC

Division: _____

**PENDER COUNTY, NORTH CAROLINA**

FY 2019-2020

Budget Amendment # _____

Date Approved: _____

Appropriations

REVENUES		EXPENDITURES	
Increase: ☒	Decrease: ☐	Increase: ☐	Decrease: ☐
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
ROUND 1 EWP FLORENCE 60-348059-64	\$547,933.50	ADMINISTRATIVE COSTS 60-463001-6468	\$209,126.25
ROUND 2 EWP FLORENCE 60-348059-64	\$1,001,334.00	CONTRACTED SERVICES 60-404500-6468	\$1,786,855.00
NC SWC WATERSHED RECOVERY PROGR	\$516,422.00	CONTINGENCY 60-499400-6468	\$69,708.25
Total: \$2,065,689.50		Total: \$2,065,689.50	
Reason and Justification for Request:			
Dept Mgr. Approval: Date: Finance Officer Approval: Date: Budget Officer Approval: Date:			
Board Approval (When Applicable) Item # Date of Minutes			
Email to Finance		Revision 8.5 (1/13/15)	Print Department - Copy

of 44



Pender County
Bid offer on parcel number 2274-57-
5844-0000

TO: Board of County Commissioners
FROM: Tera Cline
DATE: February 7, 2022
SUBJECT: Approval to accept bid offer on parcel number 2274-57-5844-0000

SUMMARY:

The county has declared surplus property located at 403 Saddle Ridge Road (2274-57-5844-0000) with a minimum bid amount of \$28,358.53 as assessed by the tax office. Joel Reyes is interested in purchasing the property for the price of \$28,358.53.

ACTION REQUESTED:

Accept off of \$28,358.53 on parcel ID 2274-57-5844-0000 (403 Saddle Ridge Road)

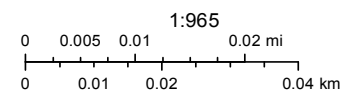


PIN: 2274-57-5844-0000
 Owner: PENDER CNTY
 PO BOX 4
 BURGAW, NC 28425
 Deed Ref: 4635/2876
 Property
 Address: 403 SADDLE RIDGE RD
 Description: L 24 PB 22/68 SADDLE RIDGE

Sale Price: \$8,500
 Sale Date: LAST_SALE_DATE
 Plat: 00220068
 Account No: 973973
 Township: GRADY
 Subdivision: SADDLE RIDGE
 Tax Codes: G01 F25 R40

Acres: 1.4
 Land Value: \$26,200
 Building Value: \$0
 Total value: \$26,200
 Deferred Value: \$0
 Exempt Amount: 26200
 PCL Class: EX-1
 Heated Sq Feet:

Pender County



1 inch = 80 feet

January 26, 2022





Pender County Approval of an Appointment to the Pender County Library Board

TO: Board of County Commissioners
FROM: Tera Cline
DATE: February 7, 2022
SUBJECT: Approval of an Appointment to the Pender County Library Board

SUMMARY:

The County Clerk advertises vacancies on boards, commissions, committees, tasks forces, etc. The County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply of their own free will.

Rochelle Whiteside, is applying for appointment to the Pender County Library Board. Ms. Whiteside if appointed would represent District 5. Her application is attached for the Board's review. If approved, this appointment will be for 3 years and expire January 31, 2024.

ACTION REQUESTED:

To consider approving an appointment to the Library Board

PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees



Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION									
Last Name Whiteside			First Rochelle			M.I.		Date 06/07/1951	
Physical Address 315 W Bridgers Street						Apartment/Unit #			
City Burgaw			State NC			ZIP 28425			
Mailing Address (if different from above)									
City			State			ZIP			
Home Phone			Work Phone			E-mail Address 1			
Fax Number						E-mail Address 2			
Board Interest(s) As an advocate for Public Education, I value the Public Library as a source for community health and positive growth. I would be interested in working on helping the community to understand the services our library has to offer and in planning programs.									
How long have you been a resident of Pender County? I have been a resident of Pender County for most of 70 years.									
EDUCATION									
High School Burgaw High School			Location Burgaw, NC						
From	1965	To	1969	Did you graduate?	YES ☒	NO ☐			
College Virginia Intermont College			Location Bristol, Virginia						
From	1969	To	1971	Did you graduate?	YES ☒	NO ☐	Degree Associates in Fine Arts		
Other UNC Chapel Hill			Location Chapel Hill, NC						
From	1971	To	1973	Did you graduate?	YES ☒	NO ☐	Degree BA in Arts & Education		
EMPLOYMENT HISTORY									
Current Employment		Retired Public School Teacher					Job Title		
Responsibilities		To advocate for education through involvement in community projects and programs.							
Previous Employment		Pender County Schools					Job Title Visual & Performing Arts Teacher		
Previous Employment							Job Title		
Previous Employment							Job Title		
COMMUNITY INVOLVEMENT									
Please list current and past membership in civic or other organizations and offices held: * Pender Spring Festival (Founder & Committee 1978-2022...) * Pender Arts Council (Vice President, President, Board Member 1978-2022...) * Citizens Of Pender (Vice President 1991-1992) * Pender County Arts Educators Committee (Public Relations 2011-2013) * Committee To Create Early College Program * Pender Ghost Walk Committee (2017-2020) * Pender Partnership For Education Board (2019-2021) * Pender County Board of Education (2016-2018) * Taught students from every district of Pender County Schools for 28 years									

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?			
YES ☐	NO ☐	If yes, explain (including length of service). I served on the Pender County Board of Education, District 1,(Includes Burgaw, St. Helena and Rocky Point) to fill a vacancy, from 2016-2018.	
State reasons why you feel qualified for this appointment(s): Lucky enough to be raised in a family which placed a high value on education and which was immersed in the cultural arts, I could not escape developing a high regard for institutions of learning. It is no surprise that I would choose a career in education. Through that 28 year career, I have developed skills in public relations and creative problem solving. I feel that the experience I have gained, from working with students from every district in our county, is a valuable tool in developing relationships and relating to the needs of those various communities. If I was chosen to serve on the Pender County Library Advisory Board, I would hope to bring, to the table, skills and knowledge from the experience I have gathered from working on the many county-wide cultural arts programs and projects, in which I have been fortunate enough to be involved. I believe I would provide knowledge and tactical skills in program planning and public relations. If I was chosen to serve in this capacity, I would be honored and excited to work to meet the challenge!			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge (optional)	
CONFLICTS OF INTEREST			
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?			
YES ☐	NO ☐	If yes, explain.	
Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?			
YES ☐	NO ☐	If yes, list family member name(s) and position/board or committee(s).	
Please add any additional information you would like to share supporting your interest and qualifications for this appointment. As a personal note: My father served on the Library Board for much of my childhood. I vividly remember his enthusiasm about the services which our library offered to our citizens. I also recall his excitement, regarding the potential profits which advancing technological developments would offer to our community. From him, I inherited that same enthusiasm and excitement and would treasure the opportunity to pass it on!			
DISCLAIMER AND SIGNATURE			
NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.			
Signature		Date	
Rochelle Whiteside		01/06/2022	



Pender County Approval of an Appointment to the Pender County Planning Board

TO: Board of County Commissioners
FROM: Tera Cline
DATE: February 7, 2022
SUBJECT: Approval of an Appointment to the Pender County Planning Board

SUMMARY:

The County Clerk advertises vacancies on boards, commissions, committees, tasks forces, etc. The County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply of their own free will.

Margaret Mosca is applying for appointment to the Pender County Planning Board. Ms. Mosca would fill the At-Large vacancy currently on the board.. Her application is attached for the Board's review. If approved, this appointment will be for 3 years and expire January 31, 2025.

ACTION REQUESTED:

Approval of an Appointment to the Pender County Planning Board

PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees



Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION									
Last Name Mosca			First Margaret			M.I. N		Date 01/03/2022	
Physical Address 1267 Royal Tern Dr						Apartment/Unit #			
City Hampstead			State NC			ZIP 28443			
Mailing Address (if different from above)									
City			State			ZIP			
Home Phone 910-777-3378			Work Phone			E-mail Address 1 mmoscaeit@aol.com			
Fax Number						E-mail Address 2 mags@aimgreenllc.com			
Board Interest(s) Planning Board									
How long have you been a resident of Pender County? since 06/2017									
EDUCATION									
High School Irvington High School			Location Irvington, NY						
From	1985	To	1989	Did you graduate?	YES ☒	NO ☐			
College Manhattan College			Location Bronx, NY						
From	1992	To	1995	Did you graduate?	YES ☒	NO ☐	Degree BSME		
Other			Location						
From		To		Did you graduate?	YES ☐	NO ☐	Degree		
EMPLOYMENT HISTORY									
Current Employment		please see resume attached					Job Title		
Responsibilities									
Previous Employment							Job Title		
Previous Employment							Job Title		
Previous Employment							Job Title		
COMMUNITY INVOLVEMENT									
Please list current and past membership in civic or other organizations and offices held: Yorktown Heights NY Conservation Board 2002									

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?			
YES ☐	NO ☒	If yes, explain (including length of service).	
State reasons why you feel qualified for this appointment(s): After completing a Bachelor of Science Degree in Mechanical Engineering, I began working as a Construction Manager for NYC, and eventually moved on to work for both private and public entities in varying roles such as Construction Manager, Project Engineer and Site Superintendent, eventually earning my Contractor License in NC and SC and Construction Manager Certificate in SC. I have managed projects in their entirety through all phases - inception, design review, approval process, permitting, construction and closeout. I believe that the combination of my education and work experience can be of value in helping to navigate the exponential growth that Pender County (and all surrounding counties) is experiencing.			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge (optional)	
CONFLICTS OF INTEREST			
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?			
YES ☐	NO ☒	If yes, explain.	
Are you or any member of your family employed by Pender County, or currently serving on any Boards/Committee/Commission appointed by or affiliated with Pender County?			
YES ☐	NO ☐	If yes, list family member name(s) and position/board or committee(s).	
Please add any additional information you would like to share supporting your interest and qualifications for this appointment.			
DISCLAIMER AND SIGNATURE			
NOTE: This information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.			
Signature M. Mosca		Date 01/03/2022	

Margaret N. Mosca, EIT

1267 Royal Tern Dr. Hampstead, NC 28443 • (910) 777-3378 • mags@aimgreenllc.com

ENGINEER/CONSTRUCTIONMANAGER/NCLICENSED CONTRACTOR

Construction manager engineer with a 22-year record of success overseeing all phases of multimillion dollar construction, infrastructure and historic preservation projects for government and private sector clients; four year record of success in development and maintenance of NYS DEC Petroleum Bulk Storage Compliance Program. Experience includes managing crews of up to 100 in building construction, demolition, asbestos abatement, and capital improvement and maintenance projects; training of personnel in the maintenance of the NYSDEC PBS Compliance Program.

Key Skills

- | | | |
|---------------------------------------|--------------------------------------|------------------------------------|
| — Construction/Demolition Projects | — Site Safety/OSHA Compliance | — Budgeting & Cost Controls |
| — Infrastructure Improvement Projects | — QA/QC/Field Engineering | — Bidding/Estimating/Proposals |
| — Asbestos Removal Projects | — Change Order Management | — Subcontractor/Crew Supervision |
| — Schedule Production/Updates | — Maintain Record Set Drawings | — Project Documentation |
| — Permit Acquisition | — Closeout Documentation | — Meeting Minutes, RFIs |
| — Coordination Meetings | — Shop Dwg/Submittal Review | — Pay Requisition Approvals |
| — Procure gov't energy rebates | — Create scope, specs, contract docs | — Evaluate proposals |
| — Code compliance | — Site inspections | — Construction Updates |
| — Contract negotiation/administration | — Presentations to public/owner | — Interact/Address public concerns |
| — Cost analysis | | — Coordination of daily work crews |

NC Licensed, HUB Certified Woman Owned, General Contractor (Qualifier) #81931

SC Licensed, HUB Certified Woman Owned, General Contractor (Qualifier) #G122371

SC Construction Manager Certification

EIT Certification NYS

OSHA 30 hour course

HILTI Firestop Systems Certification

NYS A/B Operator Certificate

Projects included public schools; County owned buildings: Auto Center, Airport, Transit (Bus) Facility, Emergency Response Center (911), Jail, Courthouse

Employer Summary/Project Highlights

AIM GREEN, LLC (Hampstead, NC) Owner/Operator 02/2018- present

Owns and operates all facets of a NC HUB Certified, Licensed Contracting Company. Responsible for preparing estimates, bidding, and subcontracting. Prepares all paperwork from preconstruction to closeout including creating site specific safety plans, safety manuals, RFPs, pay requisitions, change order proposals, schedules, estimates, as-builts, O&M Manuals and submittals. Develops company policies and health and safety programs. Coordinates with bonding companies, contractors, designers, and owners to insure successful projects. Provides construction management services including, but not limited to, site visits, quality assurance and contract compliance inspections and inspection reports, scheduling, submittal preparation, change order negotiation, budget management and oversight, meeting facilitation and minutes.

AIM GREEN CONSTRUCTION SERVICES, LLC (Wappingers Falls, NY) Owner/Operator 05/09 – present

Owns and operates all facets of a NYS WBE Certified, NC HUB Certified construction services company, specializing in preparing all municipal/public works project related paperwork from preconstruction to closeout including creating safety manuals, RFPs, pay requisitions, change order proposals, schedules, estimates, as-builts, O&M Manuals and submittals. Develops company policies and health and safety programs. Coordinate with bonding companies, contractors, designers, and owners to insure successful projects.

ONslow COUNTY SCHOOLS (Jacksonville, NC) Capital Projects Administrator 01/19 – 03/20

Acted as Owner's Representative for all aspects of construction, of a new public school building – The Regional Skills Training Center. The Center included commercial kitchen facilities, an auto body repair center with paint booth, auto mechanic facilities, welding facilities, classrooms and offices. Duties included, but were not limited to, budget oversight, negotiation of change orders, site inspections, facilitating meetings and producing meeting minutes, quality assurance and contract compliance inspections.

BRUNSWICK COUNTY PUBLIC UTILITIES – (Supply, NC) - Project Coordinator 10/17 – 01/19

Coordinated work involved in managing capital improvement projects for the County's water and wastewater system. Assist with the planning and capital management of utility system projects from design through construction inclusive of coordination with design consultants, coordination with NCDOT and regulatory agencies, permitting, oversight of bidding, and construction administration. Managed, coordinated and supervised the work of inspectors, utilities staff, contractors, subcontractors and other construction personnel involved in the construction and repair of utilities infrastructure. Assisted with the implementation of safety procedures, standard operating procedures, coordination of training analysis of wholesale customer metering systems, implementation of new programs and special projects as needed.

DUTCHESS COUNTY DEPT. OF PUBLIC WORKS (Poughkeepsie, NY) – Mechanical Engineer 06/11 – 10/17

Provided technical expertise in the field of mechanical engineering and construction management for the Facilities Division of the Department of Public Works. Responsibilities included design development and the preparation of construction documents for all disciplines (HVAC, Petroleum tanks, fencing), including formulation of scope, specifications, drawings, projected budget and schedule, and acting as Project Manager over selected projects, including FTA funded (County Mass Transit System) and FAA funded (County Airport Projects) Projects. Worked with county departments to meet user needs and to resolve heating, ventilating and air conditioning problems for any and all of the 23 County occupied buildings. Technical supervision was exercised over building maintenance staff. Provided support for all capital improvement and maintenance projects (not limited to mechanical projects) county wide including contract compliance and quality assurance inspections. Performed energy efficiency studies and formulated five year Capital Improvement Plan for energy efficiency upgrade and all other maintenance projects. Developed and Oversaw NYC DEC Compliant Program of all 17 County owned Petroleum Bulk Storage sites, including training of personnel in maintenance and compliance procedures.

ANDRON CONSTRUCTION CORP. (Goldens Bridge, NY) — Project Mngr/Engineer/Super 04/06 to 06/10

Provided field management and field engineering including design and submittal review of all phases of construction and closeout of a new 60,000 square foot public school building. Duties included, but were not limited to, budget oversight, negotiation of change orders, site inspections, facilitating meetings and producing meeting minutes, quality assurance and contract compliance inspections and inspection reports. New building included regulation sized swimming pool, gymnasium and elevator. Project included abatement, demolition and removal of existing building; installation of new undergrounds; installation of new sports field with lawn sprinkler system; construction of a fifty foot high retaining wall (\$45,000,000).

VOLMAR CONSTRUCTION (Brooklyn, NY) – Project Superintendent 03/02 to 09/03

Field supervised complete gut and reconstruction of twenty six duplex units of military housing located at West Point Military Academy. Duties included, but were not limited to, scheduling and oversight of crews, ordering materials, coordinating deliveries and oversight of contract compliance and quality assurance. Two phase project included installation of new undergrounds; installation of new water, electrical and HVAC systems to each unit; complete landscaping and roadway reconstruction (\$10,000,000).

NYC SCHOOL CONSTRUCTION AUTHORITY (Queens, NY) — Project Officer, 07/98 to 03/02

Provided field supervision of all aspects of construction, demolition and renovation of public school buildings, including but not limited to, budget oversight, negotiation of change orders, facilitating meetings and producing meeting minutes. Projects included erection of modular addition to an existing occupied school building with tie ins of water, electrical, plumbing and HVAC systems to existing building (\$26,000,000); renovation of a historic building and the dismantling, repairing and reconstruction of its cupola and repointing of its façade

(\$16,000,000); erection of a new 50,000 square foot brick school building on piles, including undergrounds/infrastructures with a roof top playground and elevator (\$30,000,000).

Computer/Software Skills

-ProLog -Expedition -MS Project Manager (Scheduling Software) -SureTrack (Scheduling Software)
- Primavera Scheduling Software -IDEAS (CAD) -AutoCad R14 -Canvas -MS Excel -MS Word -Adobe
-Power Point -web based applications

Fluent in use of computers, copiers, fax machines, printers, telephone systems

Education & Certifications

MANHATTAN COLLEGE (BRONX, NY) — BS in Mechanical Engineering, 1996
Yorktown, NY Conservation Board 2002