

NORTH CAROLINA

WAYNE COUNTY

The Wayne County Board of Commissioners met on Tuesday, April 19, 2022, at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: Joe Daughtery, Chairman; George Wayne Aycock, Jr., Vice-Chairman; Barbara Aycock; Chris Gurley; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: Bevan Foster

Briefing Session

During the scheduled briefing and prior to the regularly scheduled meeting, the Board of Commissioners held an advertised briefing session to discuss the items of business on the agenda.

The briefing began at 8:00 a.m. with County Manager Craig Honeycutt reviewing the agenda.

Finance Director Allison Speight reviewed the Budget Amendments and answered questions from the board.

County Manager Craig Honeycutt reviewed the subdivision plat under the Consent Agenda.

Recess the Board of Commissioners Meeting

At 8:19 a.m., Chairman Joe Daughtery recessed the meeting of the Wayne County Board of Commissioners.

Wayne County Board of Equalization and Review

At 8:30 a.m., Chairman Joe C. Daughtery reconvened the meeting of the Wayne County Board of Equalization and Review.

Tax Administrator Alan Lumpkin explained that some property owners had appealed and that his office was working on the appeals.

No one presented themselves for comments.

At 8:34 a.m., Chairman Joe C. Daughtery adjourned the meeting of the Wayne County Board of Equalization and Review.

Recess the Board of Commissioners Meeting

At 8:34 a.m., Chairman Joe Daughtery recessed the meeting of the Wayne County Board of Commissioners.

Call to Order

Chairman Joe C. Daughtery called the meeting of the Wayne County Board of Commissioners to order.

Invocation

Commissioner Antonio Williams gave the invocation.

Pledge of Allegiance

Commissioner Freeman Hardison, Jr. led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

Approval of Minutes

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the minutes of the regularly scheduled meeting of the Board of Commissioners on April 5, 2022.

Discussion/Adjustment of Agenda

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved and authorized the agenda.

Motion to Approve National Volunteer Appreciation Week Proclamation

United Way of Wayne County Executive Director Sherry Archibald recognized volunteers from Wayne County and read the National Volunteer Appreciation Week Proclamation, attached hereto as Attachment A.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the National Volunteer Appreciation Week Proclamation.

Presentation of Service Plaque to former Wayne County Planning Board Chairman Chris Cox

Vice-Chairman George Wayne Aycock, Jr. presented the service plaque to Chris Cox for his 17 years of service on the Planning Board, eight of which he served as Chairman.

Motion to Approve the Juvenile Crime Prevention Council (JCPC) Funding Plan

JCPC Chairman Dustin Pittman presented the JCPC's purpose for juvenile needs in the community and discussed unsettling trends with juveniles.

Commissioner Freeman Hardison, Jr. asked for a copy of his presentation and stated there was a significant problem with Mental Health in Wayne County.

Commissioner Antonio Williams stated mental health and drug abuse issues were hot topics and he said there was not enough for the youth to do; nothing to look forward to and change their attitudes. He discussed school dances and a program called 24 Hours of Peace.

Commissioner Barbara Aycock asked if the juveniles in the JCPC program were interviewed, and if so, were they asked why they chose the direction they did.

Vice-Chairman George Wayne Aycock, Jr. said the numbers presented by Mr. Pittman were scary and youth do not have the direction needed at home.

Commissioner Chris Gurley stated he did not believe the general public understood how big the gang problem was in Wayne County. He said gangs are infiltrating athletic events and dances, and are attempting to recruit nine and ten-year-olds.

Following the discussion of ideas on how to prevent youth from becoming involved with gangs, Chairman Joe C. Daughtery instructed Mr. Pittman to create a program, and he would push the Board to get a grant writer to try to find funding to help the program.

Mr. Pittman presented the Funding Report, attached hereto as Attachment B.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the JCPC Funding Plan.

9:35 A.M. Public Hearing

County Manager Craig Honeycutt reviewed the proposed sale of 210 Dixie Trail in Goldsboro, North Carolina, to Project Berry, attached hereto as Attachment C.

As no one presented to speak, the Public Hearing was closed at 9:38 a.m.

Upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously approved the sale of 210 Dixie Trail in Goldsboro, North Carolina, to Project Berry, contingent on the County Attorneys' approval, and the appropriate budget amendment.

Motion to Approve the Community College Month Proclamation

Wayne Community College President Dr. Patricia Pfeiffer read the Community College Month Proclamation, attached hereto as Attachment D.

Upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously approved the Community College Month Proclamation.

Update on Street Assessment Preliminary Numbers for Lane Tree Village and Eagle Ridge Subdivision

Staff Attorney Andrew Neal presented the final numbers for the proposed street assessments for Lane Tree Village and Eagle Ridge Subdivision, attached hereto as Attachment E.

Mr. Neal explained the statutory authority, as well as the Wayne County policy on street assessments. County Manager Craig Honeycutt thanked Mr. Neal, Planning Director Berry Gray, and Office Manager Kayla Whitley for their efforts on the assessment.

Commissioner Freeman Hardison, Jr. asked if the property owners had any other recourse and Mr. Neal explained the options the County has explored, but reminded him the County would not have any part in the additional options.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously rejected the street assessment petitions for Eagle Ridge Subdivision and Lane Tree Village.

Motion to Approve the Proposed Ordinance Regulating Shooting Ranges within the Planning Jurisdiction of Wayne County

Staff Attorney Andrew Neal presented the proposed ordinance, attached hereto as Attachment F.

Commissioner Antonio Williams stated he voted against the proposed ordinance at the last meeting because of violence in the community, not against a safe place to practice shooting.

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved the Ordinance Regulating Shooting Ranges within the Planning Jurisdiction of Wayne County.

Consent Agenda

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved and authorized the following items under the consent agenda:

1. Budget Amendments
 - a. Sheriff's Office - #407
 - b. Services on Aging - #410
 - c. NC Court Pilot Program Grant - #417
 - d. Register of Deeds - #427

2. Motion to Approve the Spring Forest Subdivision Phase Four Final Plat, as recommended by the Wayne County Planning Board, attached hereto as Attachment G.
3. Motion to Approve the Community Child Fatality Prevention Team's Annual report, attached hereto as Attachment H.
4. Motion to Approve CivicClerk as the Agenda Software Program, including Boards and Commissions module, and moving Municode to an Annual Service Fee, attached hereto as Attachment I.
5. Motion to Establish a Public Hearing on Tuesday, May 3, 2022, at 9:15 a.m., in the Commissioners Meeting Room of the Wayne County Courthouse Atrium, 224 E. Walnut Street, Goldsboro, North Carolina, to receive public comments on a proposal to ratify two agreements with the Wayne County Development Alliance and the City of Goldsboro, attached hereto as Attachment J.

Motion to Approve the following policies regarding the use of the American Rescue Plan act (ARPA funds to the County of Wayne: Subaward Policy and Conflict of Interest Policy

Staff Attorney Andrew Neal reviewed the final two policies that must be used to spend the ARPA funds as mandated by the federal government and answered questions from the Board.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the Policies Governing the Use of the American Rescue Plan Act (ARPA) funds to the County of Wayne: Subaward Policy and Conflict of Interest Policy, attached hereto as Attachment K.

Motion to Approve the ARPA Funds Request for Option #1 as shown in the Wayne Executive Jetport Improvements Request

County Manager Craig Honeycutt reviewed the request for the Wayne Executive Jetport, attached hereto as Attachment L.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the ARPA Funds Request for Option #1 for the Wayne Executive Jetport Improvements and the appropriate budget amendment.

Motion to Approve Work Authorization #2 Funding Application needed for State ARPA funds for the Wayne Executive Jetport

County Manager Craig Honeycutt explained the work authorization and funding application, attached hereto as Attachment M.

Upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously approved Work Authorization #2 Funding Application for State ARPA funds for the Wayne Executive Jetport and appropriate budget amendment.

Motion to Adopt the Resolution for State Funding Application for the Wayne Executive Jetport

County Manager Craig Honeycutt explained the resolution for the state funding application, attached hereto as Attachment N.

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved to adopt the resolution for the State Funding application for the Wayne Executive Jetport.

Motion to Approve the Wayne County 911 Department Recommended Salary Adjustments

County Manager Craig Honeycutt presented the recommended salary adjustments for the 911 Department as submitted by Human Resources Director Ginger Moore, attached hereto as Attachment O.

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved the Wayne County 911 Department Recommended Salary adjustments.

Motion to Approve the Wayne County Animal Services Department Recommended Salary Adjustments

County Manager Craig Honeycutt presented the recommended salary adjustments as submitted by Human Resources Director Ginger Moore, attached hereto as Attachment P.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the Wayne County Animal Services Department Recommended Salary adjustments.

County Manager's Report

County Manager Craig Honeycutt reviewed the Goals and Objectives set by the Board in January of 2022. He said he is proud of the staff, as everything on the list has been addressed, though not all have been completed.

- The Northern Library is being looked at.
- Sewer – working with WithersRavenel and CDM Smith, as well as DEHNR for grants.
- Broadband – three grants have been submitted.
- Full-time Grant Writer – a position has been advertised but applicants to date have not been as strong as needed.
- Pay Grade studies – two more departments were addressed during today's meeting.
- Quarterly meetings with municipalities – the next one is scheduled for June 7, 2022.
- Study to improve operations – N.C. State has a program to teach managers/department heads.
- Merging DSS/HD into DHHS – initial discussions have occurred.
- Create a working group with the Board of Education – this has begun.
- Storage area for Facilities – just completed.
- Summer Youth Employment – working on the program and a coordinator has been hired.
- Digital Library in District 2 – No work done on this.
- Storm Water Plan – still in early stages of discussion.

Mr. Honeycutt announced Ashley Smith with Soil & Water had resigned, and stated Assistant County Manager Chip Crumpler and Planning Director Berry Gray were not at the meeting due to meeting with the Golden Leaf Foundation in Jacksonville on a Prosperity Zone Grant.

Board of Commissioners Committee Reports

Commissioner Antonio Williams said the day's meeting was very good and issued a call of action for volunteers, especially with our youth. He recognized City Councilwoman Brandi Matthews in the audience.

Commissioner Barbara Aycock congratulated the Pikeville Police Chief on his retirement. She stated she would be attending the WISE women's event with the Chamber of Commerce. Mrs. Aycock noted it was Linemen Appreciation Week and asked everyone to appreciate the work they do. She thanked Councilwoman Brandi Matthews for attending the meeting and for her volunteer work and stated we need more volunteers. She also thanked Commissioner Antonio Williams for the idea of the summer youth program.

Commissioner Freeman Hardison, Jr. welcomed Ms. Yvonnia Moore and Councilwoman Brandi Matthews to the meeting. He thanked everyone for the prayers during his recent medical issue. Mr. Hardison, referring to Mr. Dustin Pittman's report, stated mental health issues were not being addressed and said there is a growing concern.

Commissioner Chris Gurley commented on Mr. Dustin Pittman's report and said COVID-19 played a part in the increase in juvenile crime numbers. He encouraged everyone to contact their U.S. Congressman and Senator regarding legislation limiting the types of agricultural animals/fish being allowed to cross state lines, making it a federal offense.

Vice-Chairman George Wayne Aycock, Jr. said he attended the "We Dig It" Ag Day at Odom Farms and announced an event at the Wayne County Fairgrounds on May 6 and 7, 2022. He also thanked Animal Control Director Graham Price and 911 Director Chris Barnes for attending the meeting.

Chairman Joe C. Daughtery thanked Councilwoman Brandi Matthews for being in attendance. He said the information from JCPC Chairman Dustin Pittman was very grim. He said the Board needed to find money to redirect the kids, as the situation was critical and the Board would be committed to finding solutions. Chairman Daughtery said budget time is here and he found it amazing what is heard when the department heads are present, particularly about their day-to-day operations. He said he has enjoyed it and hopes to find solutions to some of the issues. He stated the Federal government gave Wayne County a pot of money but added there is a lot of red tape to maneuver and a lot of hoops to jump through. He said one year was spent on getting through the regulations and he commended the Board for waiting to determine all of the regulations and policies before spending any of the funding. He thanked Staff Attorney Andrew Neal for his work on the policies.

Recess the Board of Commissioners Meeting

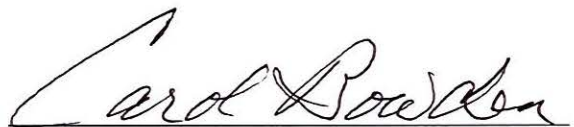
At 11:00 a.m., Chairman Joe Daughtery recessed the meeting of the Wayne County Board of Commissioners.

Reconvene the Board of Commissioners Meeting

At 11:56 a.m., Chairman Joe C. Daughtery reconvened the meeting of the Wayne County Board of Commissioners.

Adjournment

At 1:46 p.m., Chairman Joe C. Daughtery adjourned the meeting of the Wayne County Board of Commissioners.



Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners

NORTH CAROLINA

WAYNE COUNTY

NATIONAL VOLUNTEER APPRECIATION WEEK PROCLAMATION

WHEREAS, a sense of caring and a desire to share have motivated many men and women to volunteer their time and services to the needs of others in the Wayne County community; and

WHEREAS, volunteers help the sick, the needy, the disabled, and enrich our lives through the arts, recreation and cultural activities; and

WHEREAS, Wayne County has many dedicated volunteers who give their time and expertise on boards and committees that benefit our citizens; and

WHEREAS, volunteer action is a powerful force for the solution of problems and volunteers are increasingly recognized as an important partner with governmental agencies.

WHEREAS, volunteers have become an essential part of any prosperous community and volunteer services help expand programs and stretch our tax dollars.

WHEREAS, Governor Roy Cooper and the Volunteer NC recognizes volunteers across the state for their contributions to each 100 counties.

NOW, THEREFORE BE IT RESOLVED that the Wayne County Board of Commissioners does hereby proclaim the week of April 17-22, 2022 as

NATIONAL VOLUNTEER APPRECIATION WEEK IN WAYNE COUNTY

and urges all citizens to recognize and thank our volunteers across this country and within Wayne County as we acknowledge the importance of our volunteers and take the time to officially thank them for all they do.

Adopted this the 19th day of April, 2022.



Joe C. Daughtery, Chairman
Wayne County Board of Commissioners

Attest:



Carol Bowden
Clerk to the Board



Wayne County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$419,454 Local Match: \$ \$106,492 Rate: 20%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER State/Federal	OTHER Funds	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind				
1	Wayne County Structured Day	\$192,500			\$48,100			\$240,600	20%
2	Restorative Justice for Wayne Juveniles - Teen Court, Restitution, Mediation	\$155,000		\$20,732	\$23,552			\$199,284	22%
3	Wayne Transition/ReEntry - Family Counseling	\$42,467		\$8,493				\$50,960	17%
4	Wayne Building Peace in Schools - Skills Program	\$27,500			\$5,615			\$33,115	17%
5	JCPC Administration	\$1,987						\$1,987	
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$419,454		\$29,225	\$77,267			\$525,946	20%

The above plan was derived through a planning process by the Wayne County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 22-23

Discretionary _____

Amount of funds reverted back to DPS _____

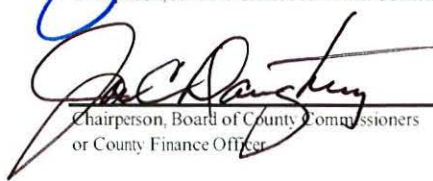
Discretionary Funds added _____

check type ☐ initial plan ☐ update ☐ final

-----DPS Use Only-----

Reviewed by _____	Area Consultant	Date _____
Reviewed by _____	Program Assistant	Date _____
Verified by _____	Designated State Office Staff	Date _____

 4-19-22
 Chairperson, Juvenile Crime Prevention Council (Date)

 4-19-22
 Chairperson, Board of County Commissioners or County Finance Officer (Date)



NOTICE OF PUBLIC HEARING
NORTH CAROLINA
WAYNE COUNTY

Notice is hereby given the Wayne County Board of Commissioners will hold a public hearing on Tuesday, April 19, 2022 at 9:15 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut St., Goldsboro, NC to receive Public Comments on considering the sale of 210 Dixie Trail in Goldsboro, North Carolina, to Project Barry, and to determine the conditions of the sale.

Written or oral comments may be made to the following:

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners
P.O. Box 227
Goldsboro, NC 27533-0227
919-731-1445
Carol.bowden@waynegov.com

This the 6th day of April, 2022.

Carol Bowden
Wayne County Clerk to the Board

To be published in the local newspaper on April 8, 2022.



THE GOOD LIFE. GROWN HERE.

NORTH CAROLINA

WAYNE COUNTY

COMMUNITY COLLEGE MONTH PROCLAMATION

WHEREAS, the United States of America is home to more than one thousand two-year, associate degree-granting institutions that serve nearly 12 million students; and

WHEREAS, community colleges are a uniquely American educational model designed to guarantee access to affordable, high-quality higher education for all people; and

WHEREAS, community colleges guarantee fair admissions for all students, attracting the most demographically and socioeconomically diverse students, and

WHEREAS, without community colleges, many American students would not be able to access higher education; and

WHEREAS, North Carolina's "Great 58" community colleges provide opportunities for more than 500,000 students annually; and

WHEREAS, Wayne County's own Wayne Community College, which regularly proves itself to be "the best of the 58," improves the lives of students with education and training, helps businesses and industries stay current and grow, offers community members cultural experiences, and serves as a vital center of the community, all efforts designed to meet the diverse needs of the people it serves; and

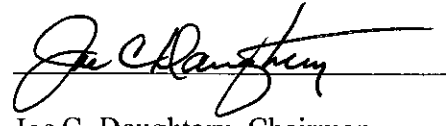
WHEREAS, for every dollar that students invested in their education at Wayne Community College, they received a return of \$5.30 in higher future earnings;

WHEREAS, Wayne Community College not only contributes to the personal growth, health, and success of Wayne County's residents, it also added \$114.2 million in income to the county's economy in fiscal year 2019-20; and

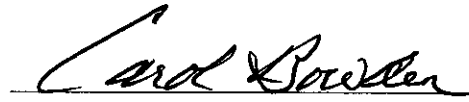
WHEREAS, the Congress, by Senate Joint Resolution 158, created National Community College Month to recognize the institutions' significant contributions to the strength, vitality, and prosperity of our nation.

NOW, THEREFORE, BE IT RESOLVED that the Wayne County Board of Commissioners does hereby declare the month of April 2022 as Community College Month in Wayne County, North Carolina.

Adopted this the 19th day of April, 2022.


Joe C. Daughtery, Chairman

Attest:


Carol Bowden, Clerk to the Board



LANE TREE SUBDIVISION PETITION

(UPDATED APRIL 11, 2022)

PIN	Property Address	Legal Description	Petition Status
2692705352	127 ADLER LN	LT 356 LANE TREE VILL #15825-299	No
2692704477	129 ADLER LN	LT 357 LANE TREE VILL #15825-299	Yes
2692707523	130 ADLER LN	LT 355 LANE TREE VILL #15825-299	Yes
2692703687	131 ADLER LN	LT 358 LANE TREE VILL #15ST 2 CARDS	No
2692706699	132 ADLER LN	LT 354 LANE TREE VILL #15	Yes
2692704811	133 ADLER LN	LT 359 LANE TREE VILL #15ST 2 CARDS	Yes
2692706891	134 ADLER LN	LT 353 LANE TREE VILL #15	Yes
2692704925	135 ADLER LN	LT 360 LANE TREE VILL #15ST 3 CRDS	Yes
2692707914	136 ADLER LN	LT 352 LANE TREE VILL #15	No
2692714048	137 ADLER LN	LT 361 LANE TREE VILL #15	No
2692717046	138 ADLER LN	LT 351 LANE TREE VILL #15	Yes
2692717178	140 ADLER LN	LT 350 LANE TREE VILL #15965-775	Yes
2692717299	200 ADLER LN	LT 253 LANE TREE VILL #9	No
2692718328	202 ADLER LN	LT 252 LANE TREE VILL #9 1585-869	Yes
2692718477	204 ADLER LN	LT 251 LANE TREE VILL #9	No
2692719527	206 ADLER LN	LT 250 LANE TREE VILL #9	No
2692719793	300 ADLER LN	LT 249 LANE TREE VILL #9	Yes
2692810843	302 ADLER LN	LT 248 LANE TREE VILL #9	No
2692728062	303 ADLER LN	LT 211 LANE TREE VILL #9	Yes
2692810991	304 ADLER LN	LT 247 LANE TREE VILL #9 965-775	No
2692729111	305 ADLER LN	LT 212 LANE TREE VILL #9 965-775	Yes
2692821031	306 ADLER LN	LT 246 LANE TREE VILL #9	Yes
2692729250	307 ADLER LN	LT 213 LANE TREE VILL #9	No
2692821089	308 ADLER LN	LT 245 LANE TREE VILL #9	No
2692729390	309 ADLER LN	LT 214 LANE TREE VILL #9 ST 4 CRDS	Yes
2692822128	310 ADLER LN	LT 244 LANE TREE VILL #9	Yes
2692820338	311 ADLER LN	LT 215 LANE TREE VILL #9	Yes
2692822277	312 ADLER LN	LT 243 LANE TREE VILL #9	No
2692820487	313 ADLER LN	LT 216 LANE TREE VILL #9 04CVD1285	No
2692823327	314 ADLER LN	LT 242 LANE TREE VILL #9	Yes
2692821526	315 ADLER LN	LT 217 LANE TREE VILL #9	Yes
2692824503	400 ADLER LN	LT 241 LANE TREE VILL #9	Yes
2692822858	401 ADLER LN	LT 232 LANE TREE VILL #9	Yes
2692824635	402 ADLER LN	LT 240 LANE TREE VILL #9	No
2692832047	403 ADLER LN	LT 233 LANE TREE VILL #9	Yes
2692824755	404 ADLER LN	LT 239 LANE TREE VILL #9	Yes
2692824876	406 ADLER LN	LT 238 LANE TREE VILL #9	Yes
2692832261	407 ADLER LN	LT 235 LANE TREE VILL #121639-488	Yes
2692824997	408 ADLER LN	LT 237 LANE TREE #9	Yes
2692835029	410 ADLER LN	LT 236 LANE TREE VILL #121639-488	Yes
2692835263	412 ADLER LN	LT 308 LANE TREE VILL #12ST 2 CARDS	No
2692836348	414 ADLER LN	LT 307 LANE TREE VILL #12	No
2692838438	500 ADLER LN	LT 306 LANE TREE VILL #12	Yes
2692839574	502 ADLER LN	LT 305 LANE TREE VILL #12	Yes
2692836612	503 ADLER LN	LT 302 LANE TREE VILL #12	Yes
2692837637	505 ADLER LN	LT 303 LANE TREE VILL #12	No
2692931507	600 ADLER LN	LT 304 LANE TREE VILL #12	Yes
2692932524	602 ADLER LN	LT 335 LANE TREE VILL #13	No
2692932821	603 ADLER LN	LT 310 LANE TREE VILL #13	Yes
2692933419	604 ADLER LN	LT 334 LANE TREE VILL #13	Yes

2692933725	605 ADLER LN	LT 311 LANE TREE VILL #13	Yes
2692934424	606 ADLER LN	LT 333 LANE TREE VILL #13	No
2692934721	607 ADLER LN	LT 312 LANE TREE VILL #13	No
2692935420	608 ADLER LN	LT 332 LANE TREE VILL #13	Yes
2692935635	609 ADLER LN	LT 313 LANE TREE VILL #13	No
2692936334	610 ADLER LN	LT 331 LANE TREE VILL #13	Yes
2692936611	611 ADLER LN	LT 314 LANE TREE VILL #13	Yes
2692937267	612 ADLER LN	LT 330 LANE TREE VILL #13	No
2692937564	613 ADLER LN	LT 315 LANE TREE VILL #13	No
2692939039	614 ADLER LN	LT 329 LANE TREE VILL #13	Yes
2692939418	615 ADLER LN	LT 316 LANE TREE VILL #13	Yes
3602020836	616 ADLER LN	LT 328 LANE TREE VILL #13	Yes
3602030421	617 ADLER LN	LT 317 LANE TREE VILL #13	No
3602021745	618 ADLER LN	LT 327 LANE TREE VILL #13	Yes
3602031323	619 ADLER LN	LT 318 LANE TREE VILL #13	Yes
3602022696	620 ADLER LN	LT 326 LANE TREE VILL #13	No
3602032234	621 ADLER LN	LT 319 LANE TREE VILL #13	No
3602024670	622 ADLER LN	LT 325 LANE TREE VILL #13	No
3602033088	623 ADLER LN	LT 320 LANE TREE VILL #13	Yes
3602026524	624 ADLER LN	LT 324 LANE TREE VILL #13	No
3602025923	625 ADLER LN	LT 321 LANE TREE VILL #13	Yes
3602027580	626 ADLER LN	LT 323 LANE TREE VILL #13	No
3602027843	627 ADLER LN	LT 322 LANE TREE VILL #13	No
2692823475	ADLER LN	ADLER LN	Yes
2692719645	ADLER LN	ADLER LN	Yes
2692841911	101 ASHWORTH DR	LT 385 LANE TREE VILL #16	Yes
2692840693	102 ASHWORTH DR	LT 383 LANE TREE VILL #16	No
2692842825	103 ASHWORTH DR	LT 386 LANE TREE VILL #16	Yes
2692842507	104 ASHWORTH DR	LT 382 LANE TREE VILL #16	No
2692843820	105 ASHWORTH DR	LT 387 LANE TREE VILL #16	Yes
2692843521	106 ASHWORTH DR	LT 381 LANE TREE VILL #16	Yes
2692844742	107 ASHWORTH DR	LT 388 LANE TREE VILL #16	No
2692844445	108 ASHWORTH DR	LT 380 LANE TREE VILL #16	Yes
2692846615	109 ASHWORTH DR	LT 389 LANE TREE VILL #16	Yes
2692845379	110 ASHWORTH DR	LT 379 LANE TREE VILL #16	Yes
2692847303	200 ASHWORTH DR	LT 378 LANE TREE VILL #16	No
2692849185	202 ASHWORTH DR	PTLT377 LANE TREE VILL#16ST 5 CARDS	Yes
2692849654	203 ASHWORTH DR	LT 375 LANE TREE VILL #16	No
2692940329	204 ASHWORTH DR	PT LT 376 LANE TREE #16	Yes
2692940889	205 ASHWORTH DR	LT#417 LANE TREE VILL 17A	Yes
2692942459	206 ASHWORTH DR	LT#440 LANE TREE VILL 17A	Yes
2692945635	300 ASHWORTH DR	LT#439 LANE TREE VILL 17AST 3 CARDS	No
2692942979	301 ASHWORTH DR	LT#418 LANE TREE VILL 17A	Yes
2692946773	302 ASHWORTH DR	LT#438 LANE TREE VILL 17A	No
2692954058	303 ASHWORTH DR	LT#419 LANE TREE VILL 17A	No
2692948721	304 ASHWORTH DR	LT#437 LANE TREE VILL 17A	No
2692956137	305 ASHWORTH DR	LT#420 LANE TREE VILL 17A	No
2692949653	306 ASHWORTH DR	LT#436 LANE TREE VILL 17A	Yes
2692958155	307 ASHWORTH DR	LT#421 LANE TREE VILL 17A	Yes
3602041524	308 ASHWORTH DR	LT#435 LANE TREE VILL 17A	Yes
3602050013	309 ASHWORTH DR	LT#422 LANE TREE VILL 17A	Yes

3602042487	310 ASHWORTH DR	LT#434 LANE TREE VILL 17A1206-385	No
3602041955	311 ASHWORTH DR	LT#423 LANE TREE VILL 17A	Yes
3602044358	312 ASHWORTH DR	LT#433 LANE TREE VILL 17A1813-122	Yes
3602042887	313 ASHWORTH DR	LT#424 LANE TREE VILL 17A	No
3602046300	314 ASHWORTH DR	LT#432 LANE TREE VILL 17A	Yes
3602044738	315 ASHWORTH DR	LT#425 LANE TREE VILL 17A	Yes
3602047294	316 ASHWORTH DR	LT#431 LANE TREE VILL 17A1923-397	No
3602046720	317 ASHWORTH DR	LT#426 LANE TREE VILL 17A1923-397/ST2CDS	No
2692837207	102 CALLAWAY CT	LT 309 LANE TREE VILL #12ST 2 CARDS	Yes
2692839359	103 CALLAWAY CT	LT 336 LANE TREE VILL #14	Yes
2692838118	104 CALLAWAY CT	LT 349 LANE TREE VILL #14	Yes
2692930356	105 CALLAWAY CT	LT 337 LANE TREE VILL #14	Yes
2692839143	106 CALLAWAY CT	LT 348 LANE TREE VILL #14	No
2692931352	107 CALLAWAY CT	LT 338 LANE TREE VILL #14	Yes
2692930069	108 CALLAWAY CT	LT 347 LANE TREE VILL #14	Yes
2692932268	109 CALLAWAY CT	LT 339 LANE TREE VILL #14	Yes
2692931074	110 CALLAWAY CT	LT 346 LANE TREE VILL #14	No
2692933264	111 CALLAWAY CT	LT 340 LANE TREE VILL #14	No
2692923909	112 CALLAWAY CT	LT 345 LANE TREE VILL #14	Yes
2692935128	113 CALLAWAY CT	LT 341 LANE TREE VILL #14	Yes
2692924954	114 CALLAWAY CT	LT 344 LANE TREE VILL #14	Yes
2692936099	115 CALLAWAY CT	LT 342 LANE TREE VILL #14	No
2692926878	116 CALLAWAY CT	LT 343 LANE TREE VILL #14	Yes
2692833375	100 CLAY BROOKE DR	LT 254 LANE TREE VILL #10	Yes
2692835513	101 CLAY BROOKE DR	LT 301 LANE TREE VILL #10	Yes
2692832411	102 CLAY BROOKE DR	LT 255 LANE TREE VILL #10	No
2692834600	103 CLAY BROOKE DR	LT 300 LANE TREE VILL #10	Yes
2692830491	104 CLAY BROOKE DR	LT 256 LANE TREE VILL #10	No
2692833616	105 CLAY BROOKE DR	LT 299 LANE TREE VILL #10	Yes
2692739452	106 CLAY BROOKE DR	LT 257 LANE TREE VILL #10	Yes
2692831699	107 CLAY BROOKE DR	LT 298 LANE TREE VILL #10	Yes
2692738417	108 CLAY BROOKE DR	LT 258 LANE TREE VILL #10	Yes
2692830772	109 CLAY BROOKE DR	LT 297 LANE TREE VILL #10	Yes
2692737508	110 CLAY BROOKE DR	LT 259 LANE TREE VILL #11	No
2692739739	111 CLAY BROOKE DR	LT 296 LANE TREE VILL #11	No
2692736781	112 CLAY BROOKE DR	LT 260 LANE TREE VILL #11	Yes
2692738990	113 CLAY BROOKE DR	LT 295 LANE TREE VILL #11	No
2692736811	114 CLAY BROOKE DR	LT 261 LANE TREE VILL #11	No
2692748052	115 CLAY BROOKE DR	LT 294 LANE TREE VILL #11	No
2692735960	116 CLAY BROOKE DR	LT 262 LANE TREE VILL #11	Yes
2692748112	117 CLAY BROOKE DR	LT 293 LANE TREE VILL #11	Yes
2692745000	118 CLAY BROOKE DR	LT 263 LANE TREE VILL #11	Yes
2692747289	119 CLAY BROOKE DR	LT 292 LANE TREE VILL #11	Yes
2692744143	120 CLAY BROOKE DR	LT 264 LANE TREE VILL #11	Yes
2692744228	122 CLAY BROOKE DR	LT 265 LANE TREE VILL #11	Yes
2692745411	124 CLAY BROOKE DR	LT 266 LANE TREE VILL #11/SURV	Yes
2692745583	200 CLAY BROOKE DR	LT 267 LANE TREE VILL #11	Yes
2692748560	201 CLAY BROOKE DR	LT 269 LANE TREE VILL #11	No
2692746645	202 CLAY BROOKE DR	LT 268 LANE TREE VILL #11	No
2692749678	203 CLAY BROOKE DR	LT 384 LANE TREE VILL #16	No
2692746880	204 CLAY BROOKE DR	LT 362 LANE TREE VILL #16	No

2692747951	206 CLAY BROOKE DR	LT 363 LANE TREE VILL #16	No
2692758004	300 CLAY BROOKE DR	LT 364 LANE TREE VILL #16	No
2692627986	302 CLAY BROOKE DR	LT 365 LANE TREE VILL #16	No
2692852073	303 CLAY BROOKE DR	LT 393 LANE TREE VILL #16	No
2692850244	304 CLAY BROOKE DR	LT 366 LANE TREE VILL #16	No
2692852301	306 CLAY BROOKE DR	LT 367 LANE TREE VILL #16	Yes
2692853361	308 CLAY BROOKE DR	LT 368 LANE TREE VILL #16	No
2692843996	309 CLAY BROOKE DR	LT 392 LANE TREE VILL #16	No
2692855227	310 CLAY BROOKE DR	LT 369 LANE TREE VILL #16	No
2692845912	311 CLAY BROOKE DR	LT 391 LANE TREE VILL #16	Yes
2692856179	312 CLAY BROOKE DR	LT 370 LANE TREE VILL #16	No
2692845891	313 CLAY BROOKE DR	LT 390 LANE TREE VILL #16	Yes
2692858034	314 CLAY BROOKE DR	LT 371 LANE TREE VILL #16	Yes
2692848779	316 CLAY BROOKE DR	LT 373 LANE TREE VILL #16	No
2692848611	318 CLAY BROOKE DR	LT 374 LANE TREE VILL #16	No
3602140274	100 CLIFFWELL DR	LT 403 LANE TREE VILL #18	Yes
3602140008	102 CLIFFWELL DR	LT 404 LANE TREE VILL #18	Yes
3602039942	104 CLIFFWELL DR	LT 405 LANE TREE VILL #18	No
3602036937	105 CLIFFWELL DR	LT 402 LANE TREE VILL #18	Yes
3602039627	106 CLIFFWELL DR	LT 406 LANE TREE VILL #18	No
3602037269	108 CLIFFWELL DR	LT 407 LANE TREE VILL #18	No
3602035469	110 CLIFFWELL DR	LT 408 LANE TREE VILL #18	Yes
3602034948	111 CLIFFWELL DR	LT 401 LANE TREE VILL #18	No
3602032660	112 CLIFFWELL DR	LT 409 LANE TREE VILL #18	No
3602031619	114 CLIFFWELL DR	LT 410 + 409B LANE TREE VILL #18	No
3602043007	115 CLIFFWELL DR	LT 400 LANE TREE VILL #18	No
2692939766	116 CLIFFWELL DR	LT 411 LANE TREE VILL #18	Yes
3602041155	117 CLIFFWELL DR	LT 399 LANE TREE VILL #18	No
2692938814	118 CLIFFWELL DR	LT 412 LANE TREE VILL #18	Yes
3602040202	119 CLIFFWELL DR	LT 398 LANE TREE VILL #18	Yes
2692936838	120 CLIFFWELL DR	LT 413 LANE TREE VILL #18	No
2692948254	121 CLIFFWELL DR	LT 397 LANE TREE VILL #18	No
2692934957	122 CLIFFWELL DR	LT 414 LANE TREE VILL #18	Yes
2692947369	123 CLIFFWELL DR	LT 396 LANE TREE VILL #18	Yes
2692943196	124 CLIFFWELL DR	LT 415 LANE TREE VILL #18	Yes
2692946570	125 CLIFFWELL DR	LT 395 LANE TREE VILL #18	Yes
2692943350	126 CLIFFWELL DR	LT 416 LANE TREE VILL #18	No
2692710974	102 FAIRFIELD DR	LT 201 LANE TREE VILL #7	Yes
2692721230	103 FAIRFIELD DR	LT 186 LANE TREE VILL +	No
2692711973	104 FAIRFIELD DR	LT 200 LANE TREE VILL #7	No
2692722147	105 FAIRFIELD DR	LT 187 LANE TREE VILL #7	Yes
2692712869	106 FAIRFIELD DR	LT 199 LANE TREE VILL #7	Yes
2692723142	107 FAIRFIELD DR	LT 188 LANE TREE VILL #7	Yes
2692713844	108 FAIRFIELD DR	LT 198 LANE TREE VILL #7	Yes
2692724045	109 FAIRFIELD DR	LT 189 LANE TREE VILL #7	Yes
2692714728	110 FAIRFIELD DR	LT 197 LANE TREE VILL #7	No
2692715949	111 FAIRFIELD DR	LT 190 LANE TREE VILL #7	No
2692715713	112 FAIRFIELD DR	LT 196 LANE TREE VILL #7	No
2692716934	113 FAIRFIELD DR	LT 191 LANE TREE VILL #7	No
2692716608	114 FAIRFIELD DR	LT 195 LANE TREE VILL #7	Yes
2692717920	115 FAIRFIELD DR	LT 192 LANE TREE VILL #7	No

2692717603	116 FAIRFIELD DR	LT 194 LANE TREE VILL #7	No
2692718815	117 FAIRFIELD DR	LT 193 LANE TREE VILL #7	No
2692838752	100 HOUNDS RUN DR	LT 282 LANE TREE VILL #12	Yes
2692930870	101 HOUNDS RUN DR	LT 281 LANE TREE VILL #12	No
2692837841	102 HOUNDS RUN DR	LT 283 LANE TREE VILL #12INAC	No
2692839971	103 HOUNDS RUN DR	LT 280 LANE TREE VILL #12	Yes
2692836826	104 HOUNDS RUN DR	LT 284 LANE TREE VILL #12	Yes
2692848080	105 HOUNDS RUN DR	LT 279 LANE TREE VILL #12	No
2692835920	106 HOUNDS RUN DR	LT 285 LANE TREE VILL #12	Yes
2692847075	107 HOUNDS RUN DR	LT 278 LANE TREE VILL #12	Yes
2692834925	108 HOUNDS RUN DR	LT 286 LANE TREE VILL #12	Yes
2692846170	109 HOUNDS RUN DR	LT 277 LANE TREE VILL #12	Yes
2692845185	111 HOUNDS RUN DR	LT 276 LANE TREE VILL #12	No
2692831989	112 HOUNDS RUN DR	LT 287 LANE TREE VILL #12	No
2692832985	112 HOUNDS RUN DR	LT 288 LANE TREE VILL #12	No
2692844280	113 HOUNDS RUN DR	LT 275 LANE TREE VILL #12	Yes
2692841100	114 HOUNDS RUN DR	LT 289 LANE TREE VILL #12	No
2692843285	115 HOUNDS RUN DR	LT 274 LANE TREE VILL #12	No
2692840115	116 HOUNDS RUN DR	LT 290 LANE TREE VILL #12	Yes
2692842380	117 HOUNDS RUN DR	LT 273 LANE TREE VILL #12	No
2692749213	118 HOUNDS RUN DR	LT 291 LANE TREE VILL #12SURV	Yes
2692841375	119 HOUNDS RUN DR	LT 272 LANE TREE VILL #12	No
2692840471	121 HOUNDS RUN DR	LT 271 LANE TREE VILL #12	Yes
2692749476	123 HOUNDS RUN DR	LT 270 LANE TREE VILL #12	Yes
2692733107	102 LANE RIDGE DR	LT 134 LANE TREE VILL #3	Yes
2692734442	103 LANE RIDGE DR	LT 124 LANE TREE VILL #3	Yes
2692733181	104 LANE RIDGE DR	LT 133 LANE TREE VILL #3	No
2692735328	105 LANE RIDGE DR	LT 125 LANE TREE VILL #3	No
2692734075	106 LANE RIDGE DR	LT 132 LANE TREE VILL #3	No
2692736300	107 LANE RIDGE DR	LT 126 LANE TREE VILL #3	Yes
2692735050	200 LANE RIDGE DR	LT 131 LANE TREE VILL #3	No
2692737240	201 LANE RIDGE DR	LT 127 LANE TREE VILL #3	Yes
2692726934	202 LANE RIDGE DR	LT 130 LANE TREE VILL #3	Yes
2692738154	203 LANE RIDGE DR	LT 128 LANE TREE VILL #3	No
2692727829	204 LANE RIDGE DR	LT 129 LANE TREE VILL #3	No
2692738088	205 LANE RIDGE DR	LT 228 LANE TREE VILL #9 965-775	No
2692727894	206 LANE RIDGE DR	LT 221 LANE TREE VILL #9 965-775	Yes
2692739073	207 LANE RIDGE DR	LT 229 LANE TREE VILL #9	Yes
2692728870	208 LANE RIDGE DR	LT 220 LANE TREE VIL #9 +1588-257	Yes
2692820948	209 LANE RIDGE DR	LT 230 LANE TREE VILL #9	Yes
2692729754	210 LANE RIDGE DR	PT219 LANE TREE VILL #9 +	Yes
2692821933	211 LANE RIDGE DR	LT 231 LANE TREE VILL #9	Yes
2692821677	214 LANE RIDGE DR	LT 218 LANE TREE VILL #9	Yes
2692629701	102 LANE TREE DR	LT 149 LANE TREE VILL #5	Yes
2692721515	103 LANE TREE DR	LT 162 LANE TREE VILL #5	No
2692628651	104 LANE TREE DR	LT 150 LANE TREE VILL #5	Yes
2692720476	105 LANE TREE DR	LT 161 LANE TREE VILL #5	Yes
2692628512	106 LANE TREE DR	LT 151 LANE TREE VILL #5	No
2692720327	107 LANE TREE DR	LT 160 LANE TREE VILL #5	Yes
2692627473	108 LANE TREE DR	LT 152 LANE TREE VILL #5	No
2692629289	109 LANE TREE DR	LT 159 LANE TREE VILL #5	No

2692627324	110 LANE TREE DR	LT 153 LANE TREE VILL #5	No
2692629128	111 LANE TREE DR	PT 158 LANE TREE VILL #5	Yes
2692626274	112 LANE TREE DR	LT 154 LANE TREE VILL #5	No
2692626008	200 LANE TREE DR	LT 155 LANE TREE VILL #5	No
2692628091	201 LANE TREE DR	LT 157 LANE TREE VILL #5	No
2692615884	202 LANE TREE DR	LT 156 LANE TREE VILL #5	Yes
2692618858	203 LANE TREE DR	LT 163 LANE TREE VILL #6	Yes
2692617600	204 LANE TREE DR	LT 185 LANE TREE VILL #6	No
2692619726	205 LANE TREE DR	LT 164 LANE TREE VILL #6	No
2692617349	206 LANE TREE DR	LT 184 LANE TREE VILL #6	No
2692619670	207 LANE TREE DR	LT 165 LANE TREE VILL #6	No
2692617196	208 LANE TREE DR	LT 183 LANE TREE VILL #6	Yes
2692710405	209 LANE TREE DR	LT 166 LANE TREE VILL #6	No
2692608939	210 LANE TREE DR	LT 182 LANE TREE VILL #6	Yes
2692710342	211 LANE TREE DR	LT 167 LANE TREE VILL #6	No
2692608857	212 LANE TREE DR	LT 181 LANE TREE VILL #6 2040-835	No
2692710159	213 LANE TREE DR	LT 168 LANE TREE VILL #6	Yes
2692608783	214 LANE TREE DR	LT 180 LANE TREE VILL #6 ST 2 CRDS	Yes
2692710095	215 LANE TREE DR	LT 169 LANE TREE VILL #6	No
2692609519	216 LANE TREE DR	LT 179 LANE TREE VILL #6 ST 2 CARDS	No
2692701910	217 LANE TREE DR	LT 170 LANE TREE VILL #6	Yes
2692609466	218 LANE TREE DR	LT 178 LANE TREE VILL #6 ST 2 CARDS	No
2692701737	219 LANE TREE DR	LT 171 LANE TREE VILL #6	No
2692701655	221 LANE TREE DR	LT 172 LANE TREE VILL #6	Yes
2692701584	223 LANE TREE DR	LT 173 LANE TREE VILL #6	No
2692700313	300 LANE TREE DR	LT 177 LANE TREE VILL #6	No
2692702470	301 LANE TREE DR	LT 174 LANE TREE VILL #6	Yes
2692701210	302 LANE TREE DR	LT 176 LANE TREE VILL #6	No
2692703285	303 LANE TREE DR	LT 175 LANE TREE VILL #6	Yes
2692636348	100 MCDUFFIE PL	PT 14 LANE TREE VILLAGE#1	Yes
2692638426	102 MCDUFFIE PL	LT 13 LANE TREE VILLAGE +1472-294	No
2692635538	103 MCDUFFIE PL	LT 9 LANE TREE VILLAGE #1	No
2692638547	104 MCDUFFIE PL	LT 12 LANE TREE VILLAGE#1	No
2692636625	105 MCDUFFIE PL	LT 10 LANE TREE VILLAGE#1MARRIED	Yes
2692637635	106 MCDUFFIE PL	LT 11 LANE TREE VILLAGE#1	No
2692716425	100 MCWOOD PL	LT 202 LANE TREE VILL #8	Yes
2692715202	101 MCWOOD PL	LT 210 LANE TREE VILL #8	Yes
2692715429	102 MCWOOD PL	LT 203 LANE TREE VILL #8	No
2692714206	103 MCWOOD PL	LT 209 LANE TREE VILL #8	Yes
2692714534	104 MCWOOD PL	LT 204 LANE TREE VILL #8	No
2692712370	105 MCWOOD PL	LT 208 LANE TREE VILL #8	No
2692713634	106 MCWOOD PL	LT 205 LANE TREE VILL #8	Yes
2692711480	107 MCWOOD PL	LT 207 LANE TREE VILL #8 1685-200	No
2692711579	108 MCWOOD PL	LT 206 LANE TREE VILL #8	No
2692627986	302 NORTH POINTE DR	LT 18 LANE TREE VILLAGE#1	No
2692636047	303 NORTH POINTE DR	LT 1 LANE TREE VILLAGE #1	Yes
2692730111	400 NORTH POINTE DR	LT 17 LANE TREE VILLAGE#1	No
2692638235	401 NORTH POINTE DR	LT 16 LANE TREE VILLAGE#1	No
2692731293	402 NORTH POINTE DR	LT 123 LANE TREE VILL #2	No
2692639357	403 NORTH POINTE DR	LT 112 LANE TREE VILL #2	No
2692730470	405 NORTH POINTE DR	LT 113 LANE TREE VILL #2	Yes

2692733436	500 NORTH POINTE DR	LT 122 LANE TREE VILL #2	No
2692731448	501 NORTH POINTE DR	LT 114 LANE TREE VILL #2	Yes
2692734529	502 NORTH POINTE DR	LT 121 LANE TREE VILL #2	Yes
2692730599	503 NORTH POINTE DR	LT 115 LANE TREE VILL #2	Yes
2692734609	504 NORTH POINTE DR	LT 120 LANE TREE VILL #2	Yes
2692730669	505 NORTH POINTE DR	LT 116 LANE TREE VILL #2	Yes
2692733851	506 NORTH POINTE DR	LT 119 LANE TREE VILL #2	No
2692730822	507 NORTH POINTE DR	LT 117 LANE TREE VILL #2	Yes
2692731996	508 NORTH POINTE DR	LT 118 LANE TREE VILL #2	Yes
2692635152	102 RED OAK DR	LT 2 LANE TREE VILLAGE #1	No
2692637332	103 RED OAK DR	LT 15 LANE TREE VILLAGE#1	No
2692634178	104 RED OAK DR	LT 3 LANE TREE VILLAGE #1	Yes
2692633294	106 RED OAK DR	LT 4 LANE TREE VILLAGE #1	No
2692634530	107 RED OAK DR	LT 8 LANE TREE VILLAGE #1	Yes
2692633209	108 RED OAK DR	LT 5 LANE TREE VILLAGE #1	Yes
2692632523	109 RED OAK DR	LT 7 LANE TREE VILLAGE #1	No
2692631369	110 RED OAK DR	LT 6 LANE TREE VILLAGE #1	Yes
2692629819	102 SABLE DR	LT 148 LANE TREE VILL #4	No
2692731015	103 SABLE DR	LT 135 LANE TREE VILL #4	Yes
2692720709	104 SABLE DR	PT 147 LANE TREE VILLAGE	No
2692722908	105 SABLE DR	LT 136 LANE TREE VILL #4	No
2692721772	200 SABLE DR	LT 146 LANE TREE VILL #4	No
2692722983	201 SABLE DR	LT 137 LANE TREE VILL #4	Yes
2692722666	202 SABLE DR	LT 145 LANE TREE VILL #4	No
2692723878	203 SABLE DR	LT 138 LANE TREE VILL #4	No
2692723640	204 SABLE DR	LT 144 LANE TREE VILL #4	Yes
2692724853	205 SABLE DR	LT 139 LANE TREE VILL #4	Yes
2692724535	206 SABLE DR	LT 143 LANE TREE VILL #4	Yes
2692725746	207 SABLE DR	LT 140 LANE TREE VILL #4	No
2692725419	208 SABLE DR	LT 142 LANE TREE VILL #4	No
2692726732	209 SABLE DR	LT 141 LANE TREE VILL #4	Yes
2692725494	210 SABLE DR	LT 227 LANE TREE VILL #9	No
2692727605	211 SABLE DR	LT 222 LANE TREE VILL #9 965-775	Yes
2692726385	212 SABLE DR	LT 226 LANE TREE VILL #9	No
2692727671	213 SABLE DR	LT 223 LANE TREE VILL #9 ST 5 CRDS	No
2692728326	214 SABLE DR	LT 225 LANE TREE VILL #9	No
2692728583	215 SABLE DR	LT 224 LANE TREE VILL #9	No

**TOTAL NUMBER OF PROPERTIES REQUIRED FOR SUCCESSFUL
PETITION: 262**

**TOTAL NUMBER OF PROPERTIES ON PETITION AS OF APRIL
11, 2022: 180**

EAGLE RIDGE SUBDIVISION PETITION

(UPDATED APRIL 11, 2022)

Parcel Property Address	Parcel Number	Legal Description	Petition Status
101 EAGLE RIDGE DR	2597520035	LT 6 EAGLE RIDGE	No
103 EAGLE RIDGE DR	2597419897	LT 7 EAGLE RIDGE	No
105 EAGLE RIDGE DR	2597419715	LT 8 EAGLE RIDGE	No
106 EAGLE RIDGE DR	2597512405	LT 21 EAGLE RIDGE	Yes
107 EAGLE RIDGE DR	2597418641	LT 9 EAGLE RIDGE	Yes
108 EAGLE RIDGE DR	2597513345	LT 20 EAGLE RIDGE	Yes
109 EAGLE RIDGE DR	2597417484	LT 10 EAGLE RIDGE	No
110 EAGLE RIDGE DR	2597514257	LT 19 EAGLE RIDGE	Yes
111 EAGLE RIDGE DR	2597418269	LT 11 EAGLE RIDGE	Yes
112 EAGLE RIDGE DR	2597515129	LT 18 EAGLE RIDGE	No
113 EAGLE RIDGE DR	2597419169	LT 12 EAGLE RIDGE	Yes
114 EAGLE RIDGE DR	2597516019	LT 17 EAGLE RIDGE	No
115 EAGLE RIDGE DR	2597510140	LT 13 EAGLE RIDGE	Yes
117 EAGLE RIDGE DR	2597511031	LT 14 EAGLE RIDGE	Yes
119 EAGLE RIDGE DR	2597502902	LT 15 EAGLE RIDGE	No
121 EAGLE RIDGE DR	2597502883	LT 16 EAGLE RIDGE	Yes
100 SUNRISE DR	2597512990	LT 35 EAGLE RIDGE	Yes
101 SUNRISE DR	2597512621	LT 22 EAGLE RIDGE	No
102 SUNRISE DR	2597514940	LT 34 EAGLE RIDGE	Yes
103 SUNRISE DR	2597514537	LT 23 EAGLE RIDGE	No
104 SUNRISE DR	2597515991	LT 33 EAGLE RIDGE	Yes
105 SUNRISE DR	2597516503	LT 24 EAGLE RIDGE	Yes
106 SUNRISE DR	2597527050	LT 32 EAGLE RIDGE	No
107 SUNRISE DR	2597517545	LT 25 EAGLE RIDGE	Yes
108 SUNRISE DR	2597518993	LT 31 EAGLE RIDGE	Yes
109 SUNRISE DR	2597518309	LT 26 EAGLE RIDGE	Yes
110 SUNRISE DR	2597519881	LT 30 EAGLE RIDGE	No
111 SUNRISE DR	2597518380	LT 27 EAGLE RIDGE	Yes
112 SUNRISE DR	2597610760	LT 29 EAGLE RIDGE	No
114 SUNRISE DR	2597611641	LT 28 EAGLE RIDGE	No
PECAN RD	2597613246	PECAN RD REAR	Yes
627 PECAN RD	2597522231	LT 5 EAGLE RIDGE	Yes

**TOTAL NUMBER OF PROPERTIES REQUIRED FOR SUCCESSFUL
PETITION: 24**

**TOTAL NUMBER OF PROPERTIES ON PETITION AS OF APRIL
11, 2022: 19**

Chapter 18 • BUSINESSES

ARTICLE VIII • SHOOTING RANGES

Sec. 18-203. Purpose

This Ordinance is intended to regulate the establishment and operation of outdoor shooting range facilities. Such recreational and training complexes, due to their potential noise impacts and safety concerns, merit careful review to minimize adverse effects on adjoining properties. This Ordinance does not otherwise apply to the general discharge of firearms or the use of bows and arrows in accordance with all other applicable laws or regulations

Sec. 18-204. Intent

It is the intent of this Ordinance to accomplish the following:

- A. Permitting and compliance. New shooting range facilities shall only be established and operated in accordance with a valid permit issued by Wayne County.
- B. Shot containment. Each shooting range facility shall be designed to contain the bullets, shot, or arrows on the range facility.

Sec. 18-205. Authority

This Ordinance is adopted under the authority of North Carolina General Statute (N.C.G.S.) 153A-121.

Sec. 18-206. Definitions

As used in this Ordinance, the following terms shall have the respective meanings ascribed to them:

Archery: The art, sport, or skill of shooting with a bow and arrow.

Firearm: A weapon, including pistols, rifles, and shotguns, capable of firing a projectile using an explosive charge as a propellant.

Firing line: A line parallel to a target from which firearms or arrows are discharged.

Person: Any individual, corporation, association, club, firm, or partnership.

Shooting range: An area designed and improved to encompass shooting stations or firing lines, target areas, berms and baffles, and other related components.

Shooting range facility: A public or private facility, including individual shooting ranges, safety fans or shotfall zones, structures, parking areas, and other associated improvements, designed for the purpose of providing a place for the discharge of various types of firearms or the practice of archery. Does not include incidental target practice areas on private property.

Shooting station: A fixed point from which firearms or arrows are discharged.

Structure: A walled and roofed building that is principally above ground; a manufactured or mobile home; a storage tank for gases or liquids; or any other permanent, manmade facilities.

Sec. 18-207. Applicability

This Ordinance is applicable to all future shooting ranges in unincorporated Wayne County outside of any municipal planning jurisdiction or extraterritorial jurisdiction (ETJ).

Sec. 18-208. Development Requirements

A. **Security.** Adequate fencing, warning signs, or other safety measures shall be provided and maintained around all impact areas. Warning signs meeting National Rifle Association (NRA) guidelines for shooting ranges shall be posted at one hundred-foot intervals along the entire perimeter of the shooting range facility.

B. **Range Orientation.** Ranges shall be designed so that the direction of fire shall be away from any public right(s) of way or dedicated access easements within one half (½) mile from any part of the range.

C. **Design.** Shooting ranges including backstops shall be designed and constructed to contain all of the bullets, shot, or arrows or any other debris on the range facility and shall be designed in accordance with the recommendations from the current edition of the NRA Range Source Book or other accredited range design publication. The design

of the range shall be certified by the National Rifle Association following construction and before the range is used.

Sec. 18-209. Operational Requirements

A. Hours of operation. Shooting ranges shall be allowed to operate between sunrise and sunset, except that the hours may be extended after sunset for purposes of subdued lighting certification of law enforcement officers, or may be extended for other purposes only when a permit allowing such activity is issued in advance by the Sheriff's Office. On Sundays, shooting shall not commence before 12:30 p.m., unless a permit allowing such activity is issued in advance by the Sheriff's Office.

B. Liability insurance. The permittee shall be required to carry a minimum of five hundred thousand dollars (\$500,000.00) of liability insurance. Such insurance shall name Wayne County as an additional insured party and shall save and hold Wayne County, its elected and appointed officials, and employees acting within the scope of their duties harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, arising in favor of a person or group's members or employees or third parties on account of any property damage arising out of the acts or omissions of the permittee, his/her group, club, or its agents or representatives. The County shall be notified of any policy changes or lapses in coverage.

Sec. 18-210. Procedure for Securing Approval for New Ranges

A. Permit application. An application for a *development* permit to establish and operate a shooting range facility shall be submitted by the legal property owner(s) or owner's agent to the Wayne County Planning Department. Such permit shall be secured prior to issuance of any other permit issued by Wayne County.

B. Fees. The application shall be accompanied by an application fee of three hundred dollars (\$300.00).

C. Required information. The applicant shall provide sufficient information as required by these provisions in order to properly evaluate the permit application. Certification that the range is

designed and constructed to NRA standards shall be provided with the application.

D. Site plan. A site plan for the entire range facility which shows the following applicable information drawn to an appropriate scale by a registered land surveyor, engineer or landscape architect, shall accompany the permit application.

1. Property lines for any parcel upon which the range facility is to be located, north arrow, plan scale, date, and ownership information for the site;
2. Complete layout of each range, including, shooting stations or firing lines, target areas, shotfall zones or safety fans, backstops, berms, and baffles;
3. Any other appropriate information related to the specific type of range(s) being proposed.

E. Action. Within thirty (30) working days *from the time the application is submitted*, the *Planning Director* shall take one (1) of the following actions:

1. Reject the application as incomplete; or
2. Approve the issuance of the permit; or
3. Deny the permit request

In any case, the written findings to support the action taken shall be provided to the applicant.

F. Permit transferability. A permit issued pursuant to this Ordinance may not be transferred to another operator without the written approval and consent of the Wayne County Planning Department.

G. Changes or expansions. If any shooting range facility is intended to be substantially changed or expanded to include types of ranges, operations, or activities not covered by an approved permit or otherwise cause nonconformance with this Ordinance, a new permit for the entire facility shall be secured in accordance with all of the provisions of this Ordinance.

Sec. 18-211. Compliance of Existing Ranges

Abandonment and discontinuance. When an existing shooting range is discontinued without the intent to reinstate the range use, the property owner shall notify the County of such intent.

Sec. 18-212. Variances

A variance may be granted by the Board of Adjustment from the terms and requirements of this article when a written application demonstrates of the following:

- A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings;
- B. That literal interpretation of the provisions of this article would deprive the applicant of rights commonly enjoyed by other property owners under the terms of this article;
- C. That hardship is not the result of the applicant's own action;
- D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this article, he can secure not reasonable use of his property;
- E. That, if the applicant complies with the provisions of the article, he can secure no reasonable use of his property; and
- F. That granting of the variance will be in harmony with the general purpose of this article, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

Conditions imposed on variances. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguard to ensure that the substantial justice has been done and that the public safety and welfare has been assured. Such conditions may be imposed by the board regarding the location, character and other features of the proposed shooting range as may be deemed by the board to protect property values and general welfare of the neighborhood. Nonconformance with such conditions and safeguards, when under part of the terms under which the variance is

granted, shall be deemed a violation of this article. In addition to the grounds for granting the variance specified by state law, the board may grant variance when it finds that the granting of the requested variance will not cause significant hazard, annoyance or inconvenience to the owners or occupants of nearby property, will not impose any significant cost burden upon the county.

Sec. 18-213. Enforcement, Remedies, and Penalties

A. Enforcement and remedies. The Wayne County Sheriff's Office shall be responsible for the enforcement of this Ordinance . Any violation or attempted violation of this Ordinance or of any condition or requirements adopted pursuant to these provisions may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate suspended or revoked.

B. Civil penalties. Any person who violates any of the provisions of this Ordinance shall be subjected to civil penalty of one hundred dollars (\$100.00) per violation. No penalty shall be assessed until the person alleged to be in violation has been notified of the violation. Each day of a continuing violation shall constitute a separate violation.

MEMORANDUM

To: Wayne County Board of Commissioners

From: Berry Gray, Planning Director

Date: February 9, 2022

Re: Final Subdivision Plat Approval

Item: Spring Forest Phase Four, Final
Owner/Developer: Wayne County Development Group LLC
Surveyor/Engineer: Thomas Engineering, PA
New Hope Township, Dollard Town Road (SR 1727)
Lots 100 – 125 (26 lots)

Discussion: Spring Forest Phase Four consists of 26 lots on 12.31 acres. This phase includes the extension of Spring Forest Drive and Plainfield Drive. The subdivision is located off Dollard Town Road (SR 1727), ¼ of a mile east of its intersection with Lake Wackena Road (SR 1728). The property is within the Outer Horizontal Height District with the average lot size at 16,684 sf. Building lots will utilize public water and onsite septic. The property is shown within the Urban Transition area on the Wayne County Growth Strategies Map. Improvements are complete and a NCDOT Built to Standards letter has been submitted to the County. Until the streets are accepted onto the State's secondary road system, the developer has signed a statement regarding the maintenance of the streets and right of ways.

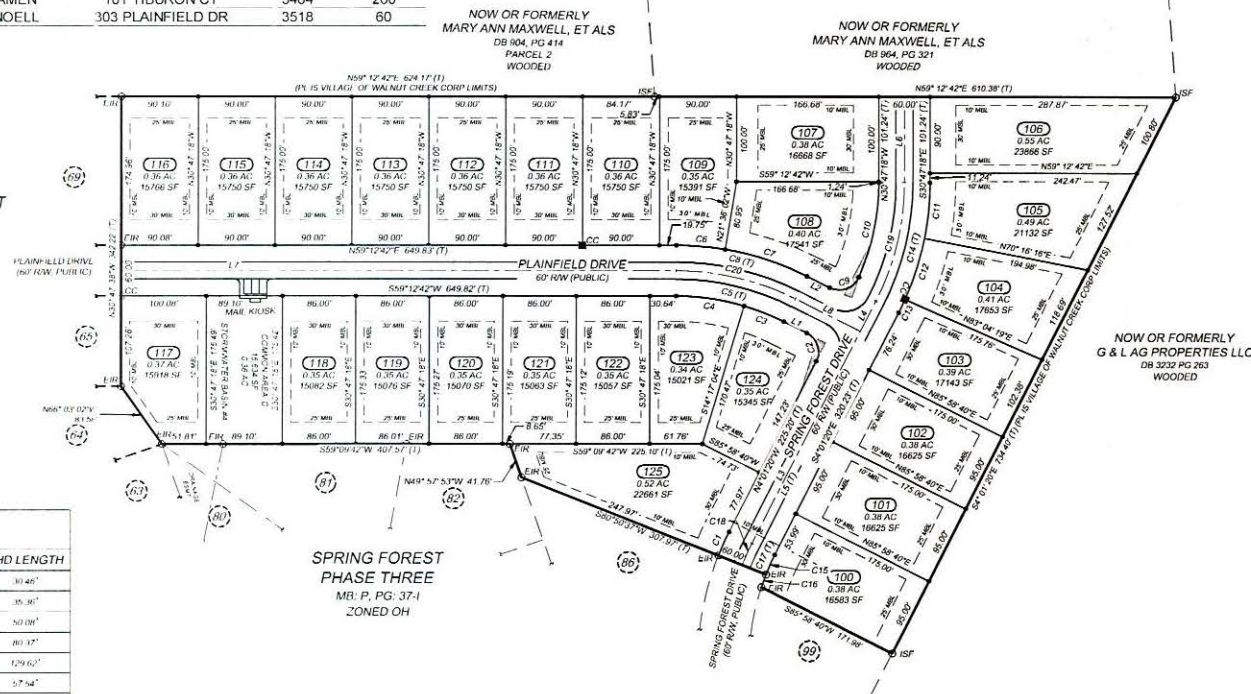
The property is located within the following service areas:

- Schools – Spring Creek HS, Spring Creek Middle, Spring Creek Elementary
- Water – East Wayne Sanitary District
- Fire – Elroy Fire Department
- EMS – Station 11
- Transportation – MPO
- Water Supply Watershed – No
- Voluntary Agriculture District – No
- Wetlands – No
- Board of Commissioners District – 6

Recommendation: The Wayne County Planning Board recommends approval of the final plat.

Lot #	PIN	Owner Name	Property Address	Deed Book	Deed Page
99	3536179946	ADAMS HOMES AEC LLC	310 SPRING FOREST DR	3625	564
86	3536176995	ADAMS HOMES AEC LLC	309 SPRING FOREST DR	3625	564
82	3536175901	ADAMS HOMES AEC LLC	111 ISLEWORTH CT	3625	564
81	3536173844	ADAMS HOMES AEC LLC	112 ISLEWORTH CT	3625	564
80	3536173723	ADAMS HOMES AEC LLC	110 ISLEWORTH CT	3625	564
63	3536171649	BRANCH GEORGE	105 TIBURON CT	3484	749
64	3536170765	LIND JOCELYN T	103 TIBURON CT	3490	109
65	3536078993	VANOVER DAMEN	101 TIBURON CT	3464	260
69	3536089012	ANDERSON NOELL	303 PLAINFIELD DR	3518	60

SPRING FOREST
PHASE TWO
MB. O, PG. 90-D
ZONED OH

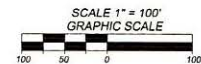


CURVE DATA

CURVE #	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
C1	30.87	340.00	N89°35'22"W	30.46'
C2	39.27	250.00	N49°01'20"W	35.36'
C3	50.15	280.00	S80°50'40"W	50.08'
C4	80.65	280.00	S67°29'40"W	80.17'
C5 (T)	130.60	280.00	S72°35'41"W	129.62'
C6	57.63	340.00	N64°06'34"E	57.54'
C7	101.22	340.00	N77°25'33"E	100.64'
C8 (T)	158.84	340.00	N72°35'44"E	157.40'
C9	40.30	250.00	N36°47'31"E	36.09'
C10	114.54	280.00	N69°06'25"W	113.74'
C11	65.42	340.00	S25°15'33"E	65.52'
C12	75.96	340.00	S13°15'12"E	75.80'
C13	17.24	340.00	S5°48'29"E	17.24'
C14 (T)	158.83	340.00	S17°24'19"E	157.30'
C15	24.97	280.00	S67°30'29"E	24.90'
C16	16.07	280.00	S10°48'00"E	16.07'
C17 (T)	40.98	280.00	S8°12'54"E	40.94'
C18	27.76	310.00	N65°35'22"W	27.17'
C19	144.62	310.00	N17°24'19"W	143.51'
C20	144.62	310.00	N27°35'41"E	143.51'

LINE DATA

LINE #	LENGTH	DIRECTION
L1	30.21	S85°58'40"W
L2	30.21	N85°58'40"E
L3	280.20	N4°01'20"W
L4	40.03	N4°01'20"W
L5 (T)	300.23	S44°01'20"E
L6	101.24	N30°47'16"W
L7	649.75	N59°12'42"E
L8	85.22	N85°58'40"E



NOTE: THIS SCALE APPLIES FOR
18" X 24" SHEETS ONLY.

OWNER
WAYNE COUNTY DEVELOPMENT GROUP, LLC
754 RAMSEY ROAD, SUITE F
JACKSONVILLE, NORTH CAROLINA 28548

CONSULTING ENGINEER/SURVEYOR
THOMAS ENGINEERING, PA
P.O. BOX 1309 - 1316-B COMMERCE DRIVE
NEW BERN, NORTH CAROLINA 28563
OFFICE: (252) 637-2727 FAX: (252) 636-2448

THOMAS ENGINEERING, PA est 1983
civil engineering • land development • project management

P. O. Box 1309, New Bern, NC 28563
www.ThomasEngineeringPA.com
Office: 252.637.2727 Fax: 252.636.2448

CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS
WAYNE COUNTY NORTH CAROLINA

THIS INSTRUMENT WAS FILED FOR REGISTRATION AND RECORDATION THIS
DAY 08, 20, A.D. AT (AM/PM)
AND IT IS CORRECT AND PLAT CORRECT
P. 360

REGISTER OF DEEDS
ASSIST. REGISTER OF DEEDS

TYPICAL SYMBOLS

○ E.P.	EXISTING IRON PIPE	HYD	FIRE HYDRANT
○ F.P.	EXISTING IRON PIPE	WM	WATER METER
● S.P.	SETLINE IRON PIPE	WV	WATER VALVE
▲ S.M.A.	SEWER MANHOLE	SMH	SEWER MANHOLE
▲ S.F.F.	SEWER VALVE	SC	SEWER CLEAN-OUT
▲ S.P.K.	SEWER VALVE	SV	SEWER VALVE
▲ S.P.K.	SEWER VALVE	AD	AREA DRAIN
■ E.C.M.	EXISTING CONCRETE MONUMENT	CH	CATCH BASIN
■ E.C.M.	EXISTING CONCRETE MONUMENT	GVCM	GAS VALVE MARKER
■ E.C.M.	EXISTING CONCRETE MONUMENT	P	UTILITY POLE
■ E.C.M.	EXISTING CONCRETE MONUMENT	PE	UTILITY PEDESTAL
■ E.C.M.	EXISTING CONCRETE MONUMENT	OHU	OVERHEAD UTILITIES
■ E.C.M.	EXISTING CONCRETE MONUMENT	TOR	TO BE REMOVED
■ E.C.M.	EXISTING CONCRETE MONUMENT	SQ.FT	SQUARE FEET
■ E.C.M.	EXISTING CONCRETE MONUMENT	AC	ACRES
■ E.C.M.	EXISTING CONCRETE MONUMENT	1#	1#
■ E.C.M.	EXISTING CONCRETE MONUMENT	CP	CURVE TABLE
■ E.C.M.	EXISTING CONCRETE MONUMENT	10' X 70' SIGHT TRIANGLE	10' X 70' SIGHT TRIANGLE
■ E.C.M.	EXISTING CONCRETE MONUMENT	PROPERTY BOUNDARY LINE	PROPERTY BOUNDARY LINE
■ E.C.M.	EXISTING CONCRETE MONUMENT	PANEL LINE	PANEL LINE

CERTIFICATE OF SURVEY & ACCURACY

I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME FROM DESCRIPTION FOUND IN DEED BOOK 3353, PAGES 178-179, WAYNE COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN PLAT CABBINET. O. SLIDES 40E. THAT THE RATIO OF PRECISION AS CALCULATED IS 1:15000. THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS DAY OF 20.

PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-2703

PRELIMINARY PLAT
Not for Recordation, Conveyances
or Sales

FINAL PLAT

SPRING FOREST
PHASE FOUR

NEW HOPE TOWNSHIP	WAYNE COUNTY	NORTH CAROLINA
OWNER	WAYNE COUNTY DEVELOPMENT GROUP, LLC 754 RAMSEY ROAD, SUITE F JACKSONVILLE, NORTH CAROLINA 28548	
SCALE: 1" = 100'	DATE: 01/12/2022	
PROJECT #: 2016_021	SHEET: 2 of 2	



WAYNE COUNTY HEALTH DEPARTMENT
301 NORTH HERMAN STREET, BOX CC
GOLDSBORO, NC 27530
Phone (919) 731-1000 Fax (919) 731-1232
Director: Brenda K. Weis, MSPH, PhD



MEMORANDUM

TO: Wayne County Commissioners
FROM: County Child Fatality Prevention Team (CCFPT)
Brenda K. Weis, MSPH, PhD, Health Director

SUBJECT: Local CCFPT Annual Report

DATE: April 19, 2022

The North Carolina Statute, Article 14, 7B-1406 and the CFPT Agreement Addenda with local health departments requires Local Child Fatality Prevention Teams to advocate for system improvements and needed resources where gaps and deficiencies may exist and submit a report annually to their local county commissioners and boards of health.

The purpose of the local CFPTs are to:

- identify deficiencies in the delivery of services to children and families by public agencies;
- make and carry out recommendations for changes that will prevent future child deaths; and
- promote understanding of the causes of child deaths.

Attached is the Wayne County CCFPT Annual Report for your review for calendar year 2021. Please feel free to contact me at 919-705-1302 if you have any questions.

Attachment

The mission of the Wayne County Health Department, through our responsive and professional staff, is to preserve, promote and protect the health of our community by preventing disease, protecting the environment and promoting healthy living.

2021 Local Child Fatality Prevention Team Activity Summary

Welcome

To help the Children and Youth Branch/NC Division of Public Health better meet the needs of the Local Child Fatality Prevention Teams (CFPTs), CFPTs are required to complete an annual report on team activities. This is an opportunity for each team to share their work and activities with other local CFPTs and colleagues.

Please complete this online report for **2021 activities** by **April 1, 2022 by COB**. This information will help share your wonderful accomplishments and help us improve our training for local teams.

This project is facilitated by the Chair of the local CFPT with assistance from the Team membership and the Review Coordinator.

Note: The annual reports for the local **County Commissioners and Boards of Health** will be completed separately. Please do not upload them to the 2021 Activity Summary. These reports will be due to the State CFPT office **by June 30, 2022**. An email link reminder will be sent to you.

Please forward any questions or requests for information to Judy Bowers, Administrative Associate II, at 919.607.6236 or **Judy.Bowers@dhhs.nc.gov**.

1. Which county does your team represent? Please select your county from the dropdown menu. *

Wayne



2. How many CFPT meetings were conducted in 2021? *

3

☐ Providing training on prematurity and perinatal issues

☒ Other - Write in (required)

Paper & Stamps

*

Next

17%

Accomplishments & Training

 This question is required

Characters used: 132 (minimum 5).
Words used: 21 (minimum 4).
Characters used: 132 out of 750.

[illegible]

How frequently would you like to receive data? *

- ☐ Quarterly
- ☐ Biannually
- ☒ Annually
- ☐ Special requests/as needed

What format would you like to receive data in?

- ☐ Word document-text only
- ☐ Word document-charts and text
- ☒ Excel file-row or original data
- ☐ Other - Write In (Required)

How would you use the data you have requested? *

Share with teams

Back

Next

17%

2021 Local Child Fatality Prevention Team Activity Summary

Local CPFT Team Types

11. Is your local team a blended team between child fatality prevention and community child protection? *

☒ Yes

☐ No

12. Sub-committees are generally used by large population counties. Does your team have a sub-committee? *

☐ Yes

☒ No

Back

Next

33%

2021 Local Child Fatality Prevention Team Activity Summary

Contact Information

13. Please indicate whether your local CFPT has one Team Chairs, or two Co-chairs

*

One Team Chair ▼

Please enter your Team Chairperson's information here. *

First and Last Name *

Brenda Weis

Title *

Health Director

Department You Work For *

☒ Public Health (DPH, local health department, etc)☐ Social Services (DSS, local social services agency, etc)☐ Other

Email Address *

brenda.weis@waynegov.com

Phone Number (XXX) XXX-XXXX *

19197311000

Please enter your phone number in the following format 123-456-7890

Cell Phone or Back-up Cell Phone Number (XXX) XXX-XXXX

919-222-8522

Work Street Address *

301 N. Herman St. Box CC

City *

Goldsboro

Note: You will not be required to answer this question for 2021 data, but next year, your team will be expected to report the 2022 numbers.

Number of written actions

Number of completed actions

17. When do you typically complete your quarterly reviews? If you do not have an exact date, please choose the best estimate for when you meet.

You can choose to list the date (example: January 15), or by the day of the quarter that you typically meet (example: Third Monday of the quarter).

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Back

Next

50%

MEMORANDUM

TO: Wayne County Board of Commissioners

FROM: Carol Bowden, Clerk to the Board

DATE: March 31, 2022

SUBJECT: Agenda Software

In an effort to satisfy the request of the Board to transition to an electronic voting process, accompanied by an electronic agenda system, I researched software programs used by clerks across the state. With PIO Joel Gillie's help, we reviewed three separate programs; eSCRIBE, Agenda.net, and CivicClerk.

CivicClerk is part of the CivicPlus programs we currently use for our website and other services. Additionally, CivicPlus acquired Municode, which is the service we use for codification of our ordinances. CivicClerk offered a more conducive program that not only fit the needs of our Board, but would allow an unlimited number of users, making this product available to all departments for their agenda management needs; e.g., DSS, Health Dept., Planning Board.

In our research, we discovered Municode would be transitioning to an annual fee over the next two years. By making this transition early, we would recognize a 50% cost reduction in any additional services contracted, such as CivicClerk. We also were able to negotiate a lower annual increase in the programs, adding additional savings.

It is our recommendation to the Board to approve the Municode annual service, CivicClerk Agenda Management, and CivicClerk Boards and Commissions program. The latter would streamline the more than forty boards and commissions Kayla and I are responsible for maintaining and allow an easier process for community members to apply and participate.

Some of the CivicClerk properties include electronic voting, unlimited users, departments would send agenda materials directly to the program, integration with our minutes format, a web-based system that allows the Board to access and maneuver from their iPads, and the ability to print copies for those who prefer that option.

The implementation would take 14-17 weeks, and with a start now, we would go live with the new program in July or August.

NORTH CAROLINA

WAYNE COUNTY

Pursuant to NC General Statute 158-7.1(c) notice is hereby given to all interested parties that the Wayne County Board of Commissioners will hold a public hearing on a proposal to ratify two agreements with the Wayne County Development Alliance and the City of Goldsboro.

These agreements were approved at the Wayne County Board of Commissioners meeting on June 6, 2017.

1. An agreement regarding the development of an Industrial Park, dated June 6, 2017, between the City of Goldsboro, Wayne County, and the Wayne County Development Alliance.

- a. Location - 400 Patetown Road, Goldsboro, NC
- b. City of Goldsboro agrees to design and install the necessary water and sewer lines and appurtenances to service the property at its costs, minus any grants that may be obtained for this purpose.
- c. City agrees not to annex the property. In exchange for that agreement, the County agrees to share equally with the City the general County ad valorem taxes on the real property collected.
- d. The total project estimated cost is \$931,000, which "is subject to change per market fluctuation and possible future design changes". These totals do not include incidentals or contingencies. The County funds will come out of the General Fund and grants.
- e. New industries and businesses in the property will provide jobs for the citizens of the City of Goldsboro and the County of Wayne.

2. An agreement regarding the construction of a Shell Industrial building in Park East Industrial Park, dated June 6, 2017, between the City of Goldsboro, Wayne County and the Wayne County Development Alliance.

- a. Location - Park East Industrial Park - Lot #8, Goldsboro, NC
- b. The City agrees to reimburse the County \$425,000 of the cost of the building, \$125,000 of this contribution is recognized as fulfilling the City of Goldsboro's commitment to contribute to an economic development project with the Wayne County Development Alliance during the current Impact Wayne Campaign.

- c. The city agrees that any annexation into the City limits will not be effective until seven years after the ownership of the shell building has been transferred to a private party.
- d. The County's source of funding for the project will be appropriated from the General Fund.

The public hearing will be held on Tuesday, May 3, 2022, at 9:15 a.m. in the Board of Commissioners meeting room in the Courthouse Annex on Court House Square in Goldsboro, NC.

Written or oral comments may be made to:

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners
P.O. Box 227
Goldsboro, NC 27533-0227
919-731-1445
Carol.bowden@waynegov.com

Carol Bowden
Clerk to the Wayne County
Board of Commissioners

WAYNE COUNTY, NORTH CAROLINA

AN AGREEMENT REGARDING THE DEVELOPMENT OF AN INDUSTRIAL PARK,
WAYNE COUNTY, NORTH CAROLINA

THIS AGREEMENT entered into this 6th day of June, 2017, by and between the County of Wayne, North Carolina, hereinafter called "County", the City of Goldsboro, North Carolina, hereinafter called "City" and the Wayne County Development Alliance, Inc., hereinafter called "WCDA",

WITNESSETH:

WHEREAS, County, City and WCDA wish to finance and develop an industrial park on property commonly referred to as the Bryan Property; and

WHEREAS, new industries will provide jobs for citizens of Wayne County who live both inside and outside of the City of Goldsboro; and

WHEREAS, the County has negotiated an options agreement with the property owners; and

WHEREAS, NCGS 160A-461 et. seq. authorizes two or more local government units to enter into contracts or agreements with each other in order to execute any undertaking; and

WHEREAS, County and City helped create and financially support the WCDA as a non-profit organization engaged in economic development activities;

NOW THEREFORE, it is hereby agreed by and between County, City and WCDA as follows:

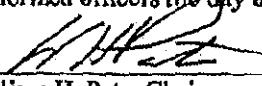
1. The parties agree that the County will enter into an Option Agreement for a five-year period with the owners of the Bryan Property for the property described in Attachment #1. Said agreement will allow the County to draw down and purchase at a pre-approved price any portion of said property at any time during the term of the Option Agreement for the purpose of developing an industrial park and selling or leasing land for industrial enterprises.
2. Prior to the expiration of the Option Agreement, the County will purchase all remaining portions of the property where the option had not been executed.
3. In addition to the property described above, the City of Goldsboro agrees that the terms of this agreement shall become applicable and effective to any contiguous property under option or purchase by Wayne County.
4. The City agrees to design and install the necessary water and sewer lines and appurtenances to service the property at its cost, minus any grants that may be obtained for this purpose.

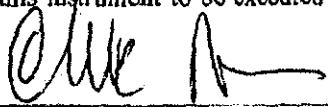
5. The City agrees to consider on a case by case basis certain incentives.
6. The City agrees not to annex the property. In exchange for that agreement, the County agrees to share equally with the City the general County ad valorem taxes on the real and personal property collected from said property. These shared taxes do not include any fire district taxes, street assessments, or street lighting assessments, or other future assessments for specific purposes.
7. If a company voluntarily chooses to annex its property into the City, then the sharing of the ad valorem taxes on that specific annexed property will be null and void as of the date of annexation. In addition, the City agrees that it would offer the annexed company the same incentive policy as that offered by the County.
8. The expenses for components of the park development shall be borne as follows:
 - a) Land Expense County
 - b) Interior roads, curb, gutter, and drainage County
 - c) Exterior Road improvements required by NCDOT County
 - d) Water and Sewer Expense City
 - e) Other utilities will be provided by those utility companies, or deducted from the proceeds of the land sale profits.
9. The County, City and WCDA agree to assist each other in the application for and administration of any grants, direct state and federal appropriations, or other sources of funding that might reduce the development costs of the park.
10. The proceeds from any and all land sales to industrial prospects shall be distributed as follows:
 - a) The County's finance director shall be responsible for recording the costs of land acquisition and all improvement expenses to develop the park. This shall include tracking the source of the funds expended by either the City or County. The steps for distribution will be:
 - 1) Upon the sale of a lot to an industrial prospect, the County shall be reimbursed the cost of the land it paid the property owner under the Option Agreement.
 - 2) The County and City shall split any remaining profits from the land sale on a prorata basis that each entities' expenses represent of the total cost of development not including the purchase of the park land. In determining those expenses, both the County and City shall include the following costs:
 - a) Engineering, surveying, and other required professional services directly related to installation of the infrastructure.
 - b) Advertising and legal costs for bidding.
 - c) Construction expenses.
 - d) Inspection expenses.
 - 3) The parties recognize that if the park is developed in phases, the proration of expenses may change as more expenses are added by one or both parties.
 - 4) The intent of this profit sharing is to reimburse the costs of development to the greatest extent possible. However, the parties acknowledge that reduction in land pricing may be used as an incentive to attract an industrial prospect, so there may not be sufficient profits from the park to offset all the costs of development. All parties are represented on the WCDA, and therefore will have input into those incentive decisions.
 - 5) In the event that profits from land sales are sufficient to pay the County's and City's prorated shares of development expenses, any additional profits shall be remitted to the WCDA for the development of future economic development product such as industrial park land or a shell building.
11. By executing this agreement, each party to this agreement hereby certifies that it is, and will remain in compliance with the E Verify program operated by the United States Department of Homeland Security and other federal agencies, as required by North Carolina General Statutes regarding contracts and agreements.

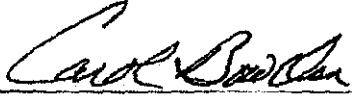
12. By executing this agreement, each party to this agreement hereby certifies that as of the date of this agreement, it is not listed on the Final Iran Divestment List created by the NC State Treasurer pursuant to NCGS 143-6A-4.
13. This agreement shall apply to any contiguous property purchased by the County for Industrial Park or Industrial Development purposes.
14. This interlocal agreement is authorized under NCGS 160A-460 through -466, and must be approved by written resolution of all governing bodies. It shall be governed and interpreted under the laws of the State of North Carolina. It may only be amended by mutual agreement of the parties, with said amendment being approved by further resolutions of all governing bodies.

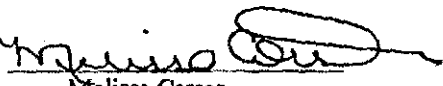
This agreement represents the entire agreement of the parties, and no party may rely on any other considerations or understandings not set out in this agreement. All signatories to this agreement attest that they are fully authorized by their respective entities to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.


William H. Pate, Chairman
Wayne County, NC Board of Commissioners

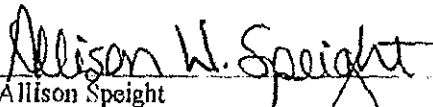

Chuck Allen, Mayor
City of Goldsboro, NC

ATTEST: 
Carol Bowden
County Clerk to the Board

ATTEST: 
Melissa Corser
City Clerk

CERTIFICATION:

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


Allison Speight
Wayne County Finance Director

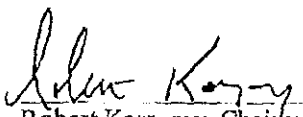
Date: 6-12-17

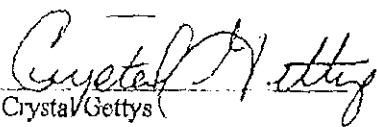
CERTIFICATION:

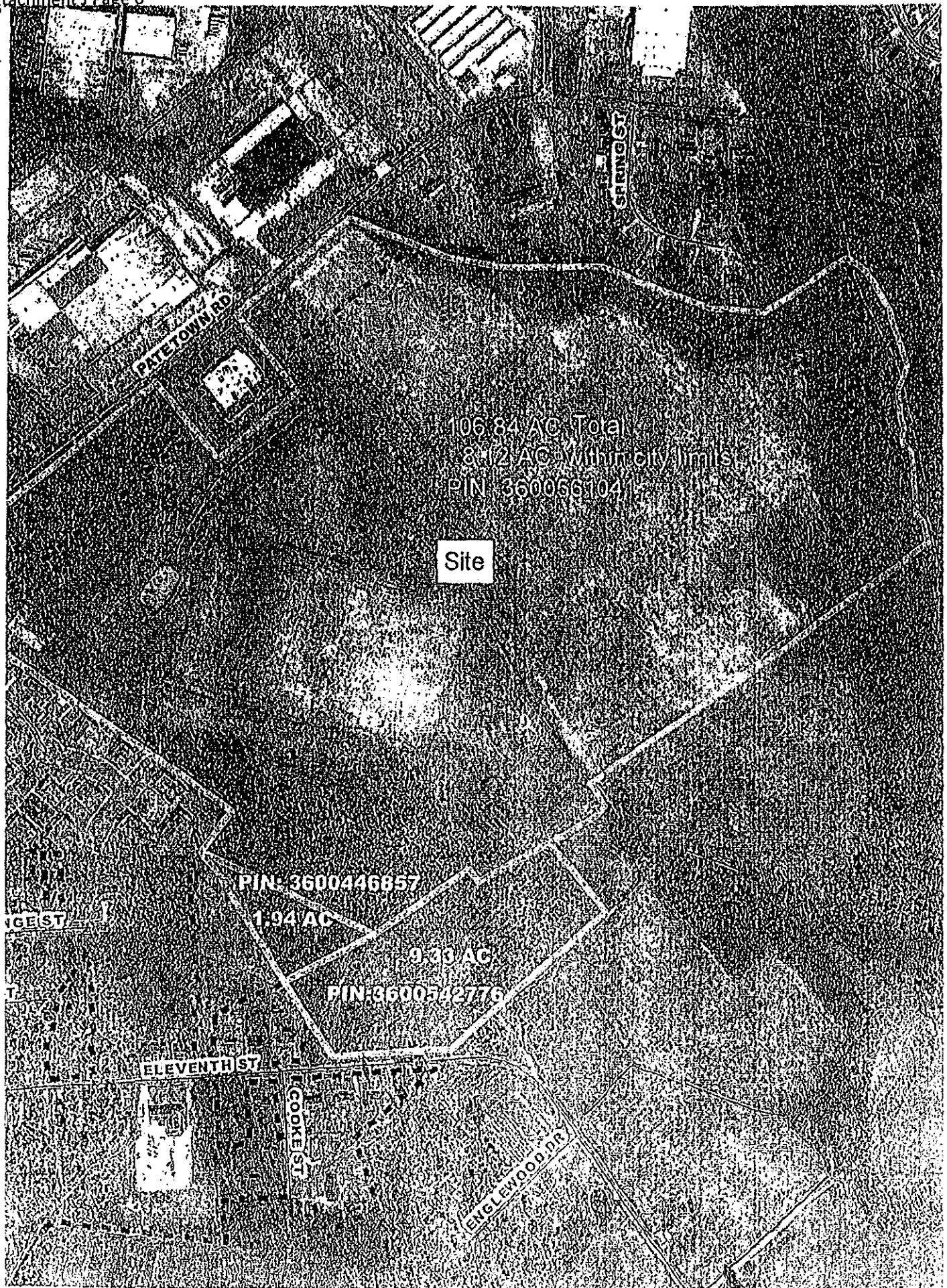
This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Kaye Scott
City of Goldsboro Finance Director

Date: 6-13-17


Robert Kornegay, Chairman
Wayne County Development Alliance, Inc.

ATTEST: 
Crystal Gettys
President



WAYNE COUNTY, NORTH CAROLINA

AN AGREEMENT REGARDING THE CONSTRUCTION OF A SHELL INDUSTRIAL
BUILDING IN PARK EAST INDUSTRIAL PARK, WAYNE COUNTY, NORTH CAROLINA

THIS AGREEMENT entered into this 6th day of June, 2017, by and between the County of Wayne, North Carolina, hereinafter called "County", the City of Goldsboro, North Carolina, hereinafter called "City" and the Wayne County Development Alliance, Inc., hereinafter called "WCDA",

WITNESSETH:

WHEREAS, County, City and WCDA wish to finance and construct a shell industrial building for the purpose of recruiting industry to Wayne County; and

WHEREAS, new industries will provide jobs for citizens of Wayne County who live both inside and outside of the City of Goldsboro; and

WHEREAS, NCGS 160A-461 et. seq. authorizes two or more local government units to enter into contracts or agreements with each other in order to execute any undertaking; and

WHEREAS, County and City helped create and financially support the WCDA as a non-profit organization engaged in economic development activities;

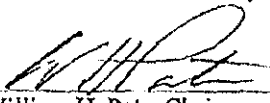
NOW THEREFORE, it is hereby agreed by and between County, City and WCDA as follows:

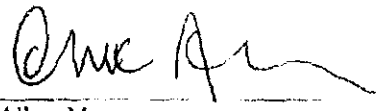
1. The parties agree to have the County construct a 50,000-60,000 square feet shell industrial building on Lot #8 of the Park East Industrial Park, at an estimated cost of \$1,700,000. The design criteria shall be those established by the WCDA.
2. The County will own the facility, and the WCDA will market it. Any profits from the sale or lease of the building and property will be used by WCDA for product development such as another shell industrial building. Any profits from the sale or lease of the building and property will be adjusted proportionately to the value of the property and funds paid by each party. The City reserves the right to determine how its share of the profits will be used.
3. County agrees to pay six hundred fifty thousand dollars (\$650,000) that it has reserved for economic development, which is the proceeds from the sale of a building to Mount Olive Pickle Company.
4. WCDA agrees to pay four hundred forty-two thousand dollars (\$442,000) from its sale of four acres of land in the Park East Industrial Park.

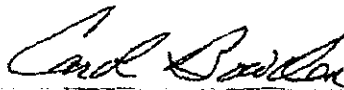
5. WCDA agrees to pay fifty thousand dollars (\$50,000) from Impact Wayne funds toward this project.
6. County agrees to pay the remainder five hundred fifty-eight thousand dollars (\$558,000).
7. City agrees to reimburse County four hundred twenty-five thousand dollars (\$425,000) of the cost of this building, in three equal payments of \$141,666.66 beginning on the tenth day of the twenty-fifth month after the building has been accepted by the County, and continuing every 12 months thereafter until fully paid. One hundred twenty-five thousand dollars (\$125,000) of this contribution is recognized as fulfilling the City's commitment to contribute to an economic development project with WCDA during the current Impact Wayne Campaign.
8. The parties acknowledge that the WCDA already has agreed to pay for the site improvements, estimated at one hundred eighty thousand dollars (\$180,000), and hereby commits in this document to that work.
9. The City agrees that any annexation into the city limits will not be effective until seven years after ownership of the shell building has been transferred to a private concern.
10. The County commits that property will not be conveyed or leased to a private party unless the private party signs an agreement with City that it is requesting annexation as of seven years after obtaining title to Lot #8 or leasing Lot #8. The Deed or lease will have restrictions requiring that the property must be annexed seven years after the conveyance or lease of the property.
11. By executing this agreement, each party to this agreement hereby certifies that it is, and will remain in compliance with the E Verify program operated by the United States Department of Homeland Security and other federal agencies, as required by North Carolina General Statutes regarding contracts and agreements.
12. By executing this agreement, each party to this agreement hereby certifies that as of the date of this agreement, it is not listed on the Final Iran Divestment List created by the NC State Treasurer pursuant to NCGS 143-6A-4.
13. This agreement cannot be terminated until the building has been erected, conveyed to a third party for private use, all payments have been made as set forth herein, and the seven-year waiting period for annexation has expired.
14. This interlocal agreement is authorized under NCGS 160A-460 through -466, and must be approved by written resolution of all governing bodies. It shall be governed and interpreted under the laws of the State of North Carolina. It may only be amended by mutual agreement of the parties, with said amendment being approved by further resolutions of all governing bodies.

This agreement represents the entire agreement of the parties, and no party may rely on any other considerations or understandings not set out in this agreement. All signatories to this agreement attest that they are fully authorized by their respective entities to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.


William H. Pate, Chairman
Wayne County Board of Commissioners

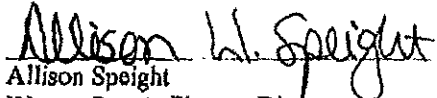

Chuck Allen, Mayor
City of Goldsboro

ATTEST: 
Carol Bowden
Clerk to the Wayne County Board
Of Commissioners

ATTEST: 
Melissa Corser
City Clerk

CERTIFICATION:

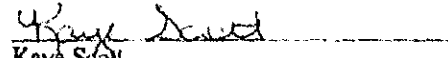
This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Allison Speight
Wayne County Finance Director

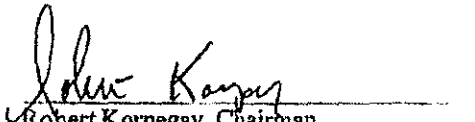
Date: 11-12-17

CERTIFICATION:

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


Kaye Scott
City of Goldsboro Finance Director

Date: 12-13-17


Robert Kornegay, Chairman
Wayne County Development Alliance, Inc.

ATTEST: 
Crysta Gettys
President

WAYNE COUNTY SUBAWARD AND MONITORING POLICY FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT RECOVERY FUNDS

I. POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance, specifically Subpart D, defines requirements of pass-through entities initiating subaward agreements with the American Rescue Plan Act of 2021 (ARPA). Wayne County (hereinafter COUNTY) shall adhere to all applicable subaward and monitoring requirements governing the use of ARPA funds. This policy establishes procedures for classifying, making an award to, and monitoring a sub-recipient consistent with ARPA grant award terms and all applicable federal regulations in 2 CFR 200.

Responsibility for following these guidelines lies with the Wayne County Finance Department, who is charged with the administration and financial oversight of the expenditure of ARPA funds.

II. DEFINITIONS

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

Contract: for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award. For additional information on subrecipient and contractor determinations, see § 200.331. See also the definition of *subaward* in this section.

Contractor: an entity that receives a contract as defined in this section.

Pass-through Entity: a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program. Such entities may include other local government entities, non-profits, and private companies. (THE COUNTY IS THE PASS-THROUGH ENTITY IF IT AWARDS A SUBAWARD TO A SUBRECIPIENT.)

Recipient: an entity, usually but not limited to non-Federal entities that receives a Federal award directly from a Federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Subaward: an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

III. SUBRECIPIENT CLASSIFICATION

The County must make a case-by-case determination whether an agreement with another government entity or private entity, that is not a beneficiary, casts the party receiving the funds in the role of a subrecipient or contractor. See. 2 CFR 200.331.

A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

1. Determines who is eligible to receive what Federal assistance;
2. Has its performance measured in relation to whether objectives of a Federal program were met;
3. Has responsibility for programmatic decision-making;
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Normally operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

The County will use the above criteria to determine if an agreement involving the expenditure of ARPA is a contract or subaward. The Finance Department will document the determination on the attached form entitled "Subrecipient or Contractor Classification Checklist" which may be amended from time to time by the County.

If the agreement involves a contractor relationship (including a contract for services), the County must follow its UG Procurement Policy when entering into a contract. If the agreement involves a subrecipient relationship, the County must proceed to Sections IV. through VII. below.

IV. ASSESSMENT OF RISK

Before engaging in a subaward, the County must evaluate a subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine whether to award the subaward and the appropriate subrecipient monitoring.

The Finance Department will conduct the risk assessment, which will include consideration of the following factors:

1. The subrecipient's prior experience with the same or similar subawards;
2. The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with 2 CFR 200 Subpart F and the extent to which the same or similar subaward has been audited as a major program;
3. Whether the subrecipient has new personnel or new or substantially changed systems; and
4. The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency). 2 CFR 200.332(b).

The results of the risk assessment must be documented on the attached form entitled "Subrecipient Risk Assessment" and will be used to dictate the types and degree of subrecipient monitoring. The form may be revised as needed by the County. The County will assign an overall risk level to the subrecipient indicating the following:

Low Risk	Moderate Risk	High Risk
There is a low risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements.	There is moderate risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements.	There is high risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements.

If a proposed subrecipient is deemed high risk, the County Manager must provide written justification to proceed with the subaward. The justification must be approved by either the County Attorney or County Staff Attorney.

V. SUBRECIPIENT MONITORING

The County will develop and implement a subrecipient monitoring plan for the particular subaward based on the findings of the Subrecipient Assessment of Risk. According to 2 CFR 200.332(d), the monitoring plan must involve:

1. Reviewing financial and performance reports required by the pass-through entity.
2. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

3. Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 CFR [200.521](#).
4. The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (*e.g.*, has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section 2 CFR 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

The County's monitoring plan will vary based on the overall subrecipient risk assessment as low risk, medium risk, or high risk, detailed as follows:

Subrecipient Deemed Low Risk	Subrecipient Deemed Medium Risk	Subrecipient Deemed High Risk
• Payment validations (monthly) • Report reviews (quarterly) • Desk reviews (at least once per year and more frequently if requested by County or subrecipient) • Onsite reviews (upon request of County or subrecipient) • Audit review (yearly)	• More detailed financial reporting • Payment validations (monthly) • Report reviews (bi-monthly) • Desk reviews (within 6 months of project start and every six months thereafter) • Onsite reviews (within 12 months of project start and annually thereafter, or more frequently as requested by County or subrecipient) • Audit review (yearly) • Procedures engagement (if subrecipient not subject to Single Audit Act; yearly)	• More detailed financial reporting • Compliance training (one-time) • Prior approvals for certain expenditures • Payment validations (monthly) • Report reviews (monthly) • Desk reviews (within 3 months of project start and at least quarterly thereafter) • Onsite reviews (within 6 months of project start and bi-annually thereafter, or more frequently as requested by County or subrecipient) • Audit review (yearly) • Procedures engagement (if subrecipient not subject to Single Audit Act; yearly)

Payment validation: All subrecipient documentation for project expenditures must be reviewed by the County for compliance with subaward requirements. Any non-compliant expenditures will be denied and the subrecipient will be provided a reasonable description of the reason for denial and an opportunity to cure the deficiency. For a subrecipient on a reimbursement-based payment structure, the validation will occur before a reimbursement payment is approved. For a subrecipient that received an up-front payment, any funds found to have been expended in violation of the subaward requirements must be repaid to the County.

Report review: A subrecipient must submit quarterly financial and performance reports, based on the schedule set forth in the subaward. The nature and scope of the reports will depend on the project and be spelled out in the subaward. The reports will be reviewed by the Finance Department. Any deficiencies or other performance concerns will be addressed with the subrecipient in a timely manner and could trigger additional monitoring requirements or other interventions, as specified in the subaward.

Desk review: The County will conduct a meeting to review the subrecipient's award administration capacity and financial management. The meeting may be held virtually or in person. Topics covered will depend on project scope and subrecipient risk assessment and may include governance, budgeting, accounting, internal controls, conflict of interest, personnel, procurement, inventory, and record keeping. The County will produce a report which summarizes the results and any corrective actions if deemed necessary. The report will be shared in a timely manner with the subrecipient.

Onsite review: The County will conduct an on-site meeting at the subrecipient's location to review the subrecipient's project performance and compliance. Topics covered will depend on project scope and subrecipient risk assessment and may include project procurement, data systems, activity and performance tracking, project reporting, inventory, and software systems. The County will produce a report which summarizes the results and any corrective actions deemed necessary. The report will be shared in a timely manner with the subrecipient.

Audit review: The County must verify that every subrecipient is audited as required by 2 CFR 200 Subpart F (Single Audit) when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR 200.501. The County must obtain a copy of the subrecipient's Single Audit from the Federal Audit Clearinghouse (FAC). Within six months of the acceptance of the audit report by the FAC, the County will issue a management decision for any audit findings related to the subaward. The decision will clearly state whether or not the audit finding is sustained, the reasons for the decision, and the expected auditee action to repay disallowed costs, make financial adjustments, or take other action. (The decision will include reference numbers the auditor assigned to each finding.) The decision will provide a timetable for responsive actions by the subrecipient. Prior to issuing the management decision, the County may request additional information or documentation from the auditee, including a request for auditor assurance related to the documentation, as a way of mitigating disallowed costs.

Procedures engagement: Applicable only to subrecipients who are not subject to the Single Audit Act. An auditor will perform specific procedures and report on findings. The scope must be limited to the following compliance requirements: activities allowed or unallowed:

allowable costs/cost principles; eligibility; and reporting. The review will be arranged and paid for by the County. The County will verify completion of the procedures engagement. Within six months of the acceptance of the procedures engagement report, the County will issue a management decision for any findings related to the subaward. The decision will provide a timetable for responsive actions by the subrecipient. Prior to issuing the management decision, the County may request additional information or documentation from the subrecipient, including a request for auditor assurance related to the documentation, as a way of mitigating disallowed costs.

The specific monitoring plan for each subrecipient, including the type and frequency of reviews, will be detailed in the subaward agreement. For all requirements beyond those listed under the Low-Risk category above, the County will notify the subrecipient of the following in the subaward:

1. The nature of the additional requirements;
2. The reason why the additional requirements are being imposed;
3. The nature of the action needed to remove the additional requirement, if applicable;
4. The time allowed for completing the actions if applicable; and
5. The method for requesting reconsideration of the additional requirements imposed.

To implement the monitoring plan, the Finance Director or her designee must perform periodic reviews and document findings in the attached form entitled "Subrecipient Monitoring Form" which may be revised by the County as dictated by future projects.

VI. SUBRECIPIENT INTERVENTIONS

The County may adjust specific subaward conditions as needed, in accordance with 2 CFR 200.208 and 2 CFR 200.339. If the County determines that the subrecipient is not in compliance with the subaward, the County may institute an intervention. The degree of the subrecipient's performance or compliance deficiency will determine the degree of intervention. All possible interventions must be indicated in the subaward agreement.

The County must provide written notice to the subrecipient of any intervention within thirty days of the completion of a report review, desk review, onsite review, audit review, or procedures engagement review or as soon as possible after the County otherwise learns of a subaward compliance or performance deficiency.

Pursuant to 2 CFR 200.208, the written notice must notify the subrecipient of the following related to the intervention:

1. The nature of the additional requirements;
2. The reason why the additional requirements are being imposed;
3. The nature of the action needed to remove the additional requirement, if applicable;
4. The time allowed for completing the actions if applicable; and
5. The method for requesting reconsideration of the additional requirements imposed.

The following interventions may be imposed on a subrecipient, based on the level of the compliance or performance deficiency:

Level 1 Interventions. These interventions may be required for minor compliance or performance issues.

1. Subrecipient addresses specific internal control, documentation, financial management, compliance, or performance issues within a specified time period.
2. More frequent or more thorough reporting by the subrecipient.
3. More frequent monitoring by the County.
4. Required subrecipient technical assistance or training.

Level 2 Interventions. These interventions may be required, in addition to Level 1 interventions, for more serious compliance or performance issues.

1. Restrictions on funding payment requests by subrecipient
2. Disallowing payments to subrecipient
3. Requiring repayment for disallowed cost items
4. Imposing probationary status on subrecipient

Level 3 Interventions. These interventions may be required, in addition to Level 1 and 2 interventions, for significant and/or persistent compliance or performance issues.

1. Temporary or indefinite funding suspension to subrecipient.
2. Nonrenewal of funding to subrecipient in subsequent year.
3. Terminate funding to subrecipient in the current year.
4. Initiate legal action against subrecipient.

VII. SUBAWARD AGREEMENT & EXECUTION

The subaward agreement will be drafted either by the County Attorney of County Staff Attorney. Contract terms and conditions may vary based on several factors, including subrecipient risk assessment findings, as documented in the Subrecipient Assessment of Risk. After review and approval by County legal staff, the County Manager may fully execute the subaward agreement, subject to any required budget amendments by the County's governing board, and preaudit requirements.

Effective this the 19th day of April, 2022.



Joe C. Daughtery, Chairman
Wayne County Board of Commissioners

ATTEST:



Carol Bowden, Clerk to the Board



Subrecipient or Contractor Classification Checklist

If Wayne County wishes to contract with another government entity or a private entity and use ARPA funds to pay for that contract, the County must determine if the relationship with the outside entity is a contractor or subrecipient. To make this determination the County must review the project proposal, budget classification, and other related proposal documents, as well as engage in discussions with key personnel about the nature of the proposed agreement. The determination of whether a proposed agreement involves a contractor or subrecipient relationship must be recorded on this form and maintained in the project file for the duration of the records retention period for ARPA records.

Instructions: Complete Sections one through three. The section with the greatest number of marked characteristics indicates the likely type of relationship. The substance of the relationship should be given greater consideration than the form of agreement between the County and outside entity. In borderline cases, the County may either provide a written justification for its determination in Section three or, if appropriate, restructure the agreement to more clearly define it as either a contractor or subrecipient relationship.

Name of Outside Entity: _____

Section 1 -- Brief Description of Nature of Proposed Agreement:

Section 1 -- Subrecipient. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:

- ☐ May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ Has its performance measured in relation to whether objectives of a Federal program were met? *The recipient will rely upon the subrecipient's data to submit its own performance data to Treasury.*
- ☐ Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☐ In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statutes, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide crime- or criminal-justice-related services (and, in the case of crime victims, compensation) to individual members of the public, such as victims of crime, or at-risk youth.*
- ☐ The subrecipient will not earn a profit under the agreement.
- ☐ The subrecipient is required to contribute cash or in-kind match in support of the subaward.

Section 2 -- Contractor. A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. *Entities that include these characteristics are not subject to compliance requirements of the Federal program because of the agreement, though similar requirements may apply for other reasons.* A contractor relationship may have one or more of the following characteristics:

- ☐ Provides goods and services within normal business operations.
- ☐ Provides similar goods or services to many different purchasers.
- ☐ Normally operates in a competitive environment.
- ☐ Provides goods or services that are ancillary to the operation of the Federal program.
Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging.
- ☐ The entity may earn a profit under the contract.

FINAL DETERMINATION:

- ☐ Subrecipient
- ☐ Contractor

Section 3 – Justification. In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.

Explanation of Justification Determination:

Signature: _____ Date: _____

Print Name and
Title: _____

Subrecipient Risk Assessment

Subrecipient Information:

Subrecipient Name	
Subrecipient Unique Entity Identifier:	
Brief Description of Subaward Project and Role of Subrecipient:	
Name and Title of Subrecipient Personnel Providing Information for this Risk Assessment	

Choose an item.	Is the entity prohibited from receiving Federal funds due to suspension or debarment per the Excluded Parties List located in the System for Award Management (SAM)? (https://sam.gov/content/home)
Choose an item.	Is the entity in good standing with Wayne County? Discuss with appropriate staff.
Choose an item.	Has Data Collection Form on Federal Audit Clearinghouse (FAC) been reviewed? (https://facweb.census.gov/uploadpdf.aspx)
If yes,	List Findings:

Risk Category	Rating Label	Comments
General Assessments		
1. Is the proposed subrecipient entity's (hereinafter "entity") facility, equipment, supplies, and staffing adequate for the needs of the award?	Choose an item.	
2. Has the entity adopted and implemented all required Uniform Guidance policies and procedures?	Choose an item.	
3. Has the entity adopted and implemented records retention, conflict of interest, and nondiscrimination policies, consistent with the ARPA award terms?	Choose an item.	
4. Is the entity properly licensed or certified by a recognized source (i.e., the Internal Revenue Service non-profit determination letter, bonded and insured if performing construction-related activities, etc.)?	Choose an item.	
5. Does the entity have a Code of Ethics policy which is provided to all associated employees?	Choose an item.	
6. Has the entity's management demonstrated a commitment to compliance with the subaward terms and all applicable laws and regulations?	Choose an item.	

Financial Management, Systems, & Personnel		
7. Does the entity have a financial management system that provides records that can identify the sources and application of funds for subaward funded activities?	Choose an item.	
8. Does the entity's financial management system provide for the control and accountability of project funds, property, and other assets?	Choose an item.	
9. What is the current staffing level of the entity?	Choose an item.	
10. Has there been any change in the entity's key staffing positions in the last 2 years?	Choose an item.	
11. What is the entity's staff's experience in performing stated activities in the proposed subaward?	Choose an item.	
12. Does the entity have a formal, written personnel policy that addresses: (a) Pay rates & benefits (b) Time & attendance (c) Leave (d) Discrimination (e) Nepotism (f) Conflict of Interest?	Choose an item.	
13. Does the entity have sufficient internal controls related to the subaward funds?	Choose an item.	
14. Does the entity have sufficient cash flow to carry out the subaward terms?	Choose an item.	
Experience with Other Federal Grants		
15. Has the entity previously done work for the federal government?	Choose an item.	If low or moderate (yes), list the last three agencies and award periods.
(a) If low or moderate (yes), what is the entity's past performance on meeting federal program outcomes and managing federal funds in compliance with federal regulations?	Choose an item.	
16. Is the entity experienced in managing federal funds of the scope of this proposed subaward?	Choose an item.	
17. Identify any monitoring interventions the entity is currently subject to related to other federal grant awards.	Choose an item.	
18. Does the entity maintain an inventory of federal government property that, at a minimum, identifies purchase date, cost, vendor, description, serial number, location, and ultimate disposition data?	Choose an item.	
Audits		
19. Does the entity have a designated federal cognizant audit agency?	Choose an item.	If low (yes), provide name of audit agency.

20. Has the entity completed a Single Audit in the past five years?	Choose an item.	If low or moderate (yes), provide a copy of the most recent audit and do not complete the rest of the Audit Section.
(a) If high (no) to 20., does the entity have annual financial statements that have been reviewed or audited by an independent audit firm?	Choose an item.	If yes, please provide a copy of the statements for the most current fiscal year. If no, please explain.
Indirect Rate Information		
21. Does the entity have a negotiated federal indirect/F&A rate? (Note: This question does not impacted weight of risk assessment)	Choose an item.	If yes, what is the rate? If no, indicate that de minimis 10% indirect rate will apply
Overall Risk Assessment		
22. Based on the overall assessment, does the reviewer anticipate any implementation problems with the proposed subaward?	Choose an item.	
23. What percentage of the entity's overall annual budget will this subaward comprise?	Choose an item.	
24. Considering all factors above, assess overall level of risk	Choose an item.	

Document any additional findings, mitigating factors, and recommendations here.

Assessment Completed By: _____ Date of Assessment: _____

Subrecipient Monitoring Form

This report reflects Wayne County's substantive assessment of the subrecipient's project implementation and subaward compliance. Wayne County's project manager assigned to the subaward or finance officer must complete this report for each payment validation, report review, desk review, site review, and audit or procedures engagement review during the subaward term (and, as appropriate, after the expiration or termination of the subaward). Upon completion, and following review by the finance officer, the original will be filed in the subaward file. Any required subrecipient corrective actions will be detailed in writing and provided to the subrecipient within thirty days of the completion of this report.

I. Subaward Overview (complete this section for all reviews)

STAFF INFORMATION

Reviewed conducted by:		Date:
Type (programmatic, financial, or both)		Date:
Review confirmed by:		Date:

SUBRECIPIENT INFORMATION

Subrecipient Name:	
Subrecipient Program Personnel (who participated in the review):	
Subrecipient Contact Phone Number:	
Subrecipient Fiscal/Audit Personnel (who participated in the review):	
Subrecipient Fiscal Contact Phone Number:	

GRANT REVIEW INFORMATION

Grant	Project #	Award \$	POP Begin	POP End	Review Period	
					Beginning Date	Ending Date

TYPE OF MONITORING

	Type of Monitoring	Date Completed	Comments
☐	Payment Validation (Complete this column, but not the rest of the form.)		
☐	Report Review (Complete this column, but not the rest of the form.)		

☐	Audit or Procedures Engagement Review (Complete this column, but not the rest of the form.)		
☐	Desk Review (If desk review, complete the rest of the form.)		
☐	Onsite Review (If onsite review, complete the rest of the form.)		

II. Desk and Onsite Reviews (complete this section for desk and onsite reviews only)

PRE-MEETING NOTES

List any issues, concerns, or other specialty items for follow-up during review.

- 1.
- 2.

SUMMARY OF PROGRESS

Subrecipient must submit a written summary of the major workplan milestones during the review period at least one week prior to the review. The summary must address 1) number of clients served as compared with projections; 2) staffing; 3) activities undertaken; and 4) significant accomplishments. A copy of that summary will be appended to this written review report.

MONITORING OVERVIEW

PROGRAM IMPLEMENTATION

Indicate milestones met this quarter and identify milestones as scheduled to occur in the following quarter.

ACTIVITIES/PRODUCTS

Identify any reports or products that were submitted during the quarter, and identify those due the following quarter.

CORRECTIVE ACTIONS FROM PRIOR REVIEWS

Indicate actions taken in response to prior review issues.

ASSESSMENT OF QUALITY OF IMPLEMENTATION

Is the project being implemented on schedule? Are the activities impacting the goals and objectives as outlined in approved application?

ISSUES/PROBLEMS

Discuss significant new issues/problems with respect to projected milestones, audits, staffing, client flow, departures from approved goals, late reports, etc.

MONITORING SPECIFICS (Complete all fields that are applicable to the subaward.)

Activity Goals	☐ N/A	Yes	No	N/A
Scope of Service, Number of People to be Served, and any Special Terms stated within the Subaward Agreement.				
1. Has there been a change in the activity goals, scope of service, number of people to be served or other special terms as indicated in the Agreement between the Subrecipient and the Recipient?	☐	☐	☐	☐
(a) If yes, was the Recipient informed of the change?	☐	☐	☐	☐
2. Did the activity conform to any additional or special terms as reflected in the Subaward Agreement?	☐	☐	☐	☐
3. Is the subrecipient providing the full scope of services as stated in the application and Subaward Agreement?	☐	☐	☐	☐
4. Are the actual accomplishments at the time of this review the same as the planned accomplishments? Is the activity achieving the expected quantifiable levels of performance (number of persons served, achieving goals set for clients, etc.) reaching the intended client group?	☐	☐	☐	☐
5. Is the overall activity performance schedule being met in a timely manner (i.e. goal for number of clients served, expenditure of funds in timely manner, reporting requirements)?	☐	☐	☐	☐
6. Did the activity operate within the approved budget as detailed in the Subaward Agreement? (i.e., budgetary line items both accurate and realistic for activity expenses; source and use of match funds accurate)	☐	☐	☐	☐
7. Did the activity funding source change?	☐	☐	☐	☐
8. Was there a change in make-up or responsibility of staff for the activity?	☐	☐	☐	☐
9. Were invoices for reimbursement payments submitted with support documentation?	☐	☐	☐	☐
10. Were reports outlined in the Subaward Agreement submitted on time?	☐	☐	☐	☐
General Comments				

General Compliance	Yes	No	N/A
Request a copy of all applicable policies and procedures required by the ARPA award terms and Uniform Guidance.			
11. Does the subrecipient have written policies and procedures to adequately administer the ARPA subaward?	☐	☐	☐
12. Does the subrecipient have a written conflict of interest policy for their employees?	☐	☐	☐
13. Are there sufficient internal controls in place to protect against waste, fraud and abuse of Federal funds (segregation of duties, etc.)?	☐	☐	☐
14. If program income will be generated by the subrecipient, have provisions been made to ensure that it is used in accordance with ARPA and Uniform Guidance requirements?	☐	☐	☐
What procedures does the subrecipient use to identify and account for federal property purchased with subaward funds?			
Does the subrecipient have adequate safeguards for preventing loss, damage, or theft of property held (inventory control, etc.)?			
Describe any technical assistance/training provided to subrecipient during the project period.			
General Comments			

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Employee Reimbursement	☐ N/A	Yes	No	N/A
Request a copy of the employee reimbursement policy, and/or have the subrecipient describe the procedure for approving and documenting expenses that are reimbursed.				
15. Are detailed receipts (i.e., receipts that do not merely show a total, but the detail of what was purchased) provided for reimbursement?				
16. Are reimbursements reviewed and approved by a supervisor or project manager prior to being submitted to the Fiscal Officer/Accounting Staff for payment?				
17. Does the subrecipient have a Reimbursement Policy?				
Examine two or more reimbursements that were paid out of the grant being monitored.				
18. Were the detailed receipts provided to support the amounts requested?				
19. Were the expenses in compliance with grant requirements/guidelines and UG?				
20. If reimbursed for training or conference expenses, was a certificate of attendance or completion, or agenda and brochure provided to support request for reimbursement?				
General Comments				

Equipment	☐ N/A	Yes	No	N/A
What is the purchasing procedure for equipment purchased with grant funds? Attach copies of relevant policies and of any purchasing documentation during the review period.				
How is equipment inventoried, insured, and managed? Attach copies of relevant policies and current inventory information.				
What is the procedure for transferring equipment purchased with grant funds to another entity? Attach copies of relevant policies and documentation for any transfers during review period.				
Request an inventory list, physical locate selected items, and examine items to ensure compliance.				
1. Were all transactions conducted in a manner providing full and open competition, and quotations obtained from an adequate number of sources?				
2. Has all equipment indicated as purchased actually been purchased?				
3. Was equipment purchased in accordance with required procurement rules/policies?				
4. Were additions and deletions to the equipment budget made and approved prior to the purchase/procurement dates?				
5. Does a detailed expenditure list indicate any equipment purchased that is not accounted for in the subaward budget?				
6. Is equipment purchased with subaward funds in prior years still in inventory and still being used for subaward purposes?				
7. Has the inventory been updated, and did it account for all items transferred to other entities?				
8. For equipment that was transferred, aside from normal office equipment, was the transferee properly trained on the equipment, and is there a record of that training?				

9. For equipment transferred to other entities; have they added it to their inventory records and is it maintained/used for intended purposes?			
General Comments			

Financial Management	☐ N/A	Yes	No	N/A
What is the Accounting System for each grant program?				
1. Is there a separate accounting for all financial transactions for the subaward?				
2. Is a process in place to prevent co-mingling of funds?				
3. Does the accounting system prevent obligation or expenditure of funds outside the subaward's period of availability?				
4. Are accounting records supported by source documentation?				
5. Were any illegal transfers or unusual activities noted during a review of the subrecipient's fund activity reports?				
6. Does the system provide for prompt and timely recording and reporting of all financial transactions?				
7. Is proper Fiscal record retention being followed (through Dec. 31, 2031)?				
What is the process for approval and payment of expenditures and posting to the General Ledger?				
8. Are subaward costs identified as eligible prior to encumbering funds and placing an order?				
9. Were the applicable State/Federal suspension and debarment listings consulted prior to doing business with a vendor and/or contractor?				
10. Are all invoices reviewed by the project director for eligibility and marked 'okay to pay' prior to being submitted to the fiscal office or accounting staff for payment?				
11. Are disbursements fully support by invoices, requisitions, purchase orders, or similar documents?				
12. Are cancelled checks or warrants available for review?				
13. Were all subaward funds that were received disabused within the allowable timeframe?				
What is the reconciliation process, and how are errors or adjustments handled?				
14. Does the subrecipient perform routine reconciliations of its records against the General Ledger? By whom and how often?				
15. Does the subrecipient have sufficient internal controls related to reconciliations?				
16. Were actions taken to promptly correct any errors and/or resolve issues?				
General Comments				

Other Direct Costs	☐ N/A	Yes	No	N/A
How are rent, utilities, and other items allocated for the program?				
1. Are rent payments documented by a copy of the lease agreement, and canceled checks or receipts?				
2. Are receipts, bills, and invoices properly maintained?				
3. Is the actual rate and method being charged to the grant consistent with the rate and method approved in the budget?				

4. Are costs shared with other programs or funding sources? If yes, how are costs allocated?			
General Comments			

Personnel/Direct Labor	☐ N/A	Yes	No	N/A
Describe the payroll process and who is paid by the subaward.				
1. Are personnel files maintained for each employee that include current job descriptions, performance and evaluations, and changes in pay rates?				
2. Are time sheets, activity reports, or payroll files available for review? These documents should clearly show the effort toward the subaward charged.				
3. Are individual employee time sheets and attendance records:				
• Prepared and signed by each employee for each pay period?				
• Reviewed and signed by each employee's supervisor?				
• Reconciled to the payroll master ledger?				
4. Are all authorized staff positions filled for the approved budget?				
5. Are staff salaries consistent with the approved budget?				
6. Are fringe benefits the same as what is listed in the approved budget?				
General Comments				

Reporting Requirements	☐ N/A	Yes	No	N/A
Subrecipients are required to report on progress toward implementing plans described in their application/proposal.				
1. Progress reports must be submitted based on approved work plan. Have all of the reports been submitted for this reporting period?				
2. Are there any outstanding data elements that must be tracked and reported by the subrecipient? If so, detail the plan for the subrecipient to comply with this requirement.				
Comments				

Supplies & Materials	☐ N/A	Yes	No	N/A
Explain the process of allocating supply costs to the subaward.				
1. Are purchases of supplies approved and well documented by quotes, invoices, or receipts?				
2. Are expenditures for supplies consistent with the approved budget?				
3. Is there a substantial supply inventory remaining at the project termination date?				
4. Were all transactions conducted in a manner providing full and open competition, and quotations obtained from an adequate number of sources?				
General Comments				

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Travel/Vehicle Mileage	☐ N/A	Yes	No	N/A
Request a copy of the subrecipient's travel policy or have them describe the procedure for approving and documenting travel expenses.				
1. Is employee travel approved in advance by a supervisor or project manager?				
2. Are travel expenditures documented with expenses reports and/or detailed receipts (i.e., receipts do not merely show total but detail of what was purchased)?				
3. Are travel expenditures appropriately supported within subaward guidelines and in the approved budget?				
4. Are mileage reimbursements supported by a mileage log or similar documentation?				
General Comments				

Single Audit Review	☐ N/A	Yes	No	N/A
Obtain a copy of the subrecipient's most recent audit from FAC. Attach it to this review form.				
1. Was the Major Programs' Compliance Opinion in the Summary of Auditor's Results in the Schedule of Findings qualified?				
2. Were there any findings and/or questioned costs for federal awards in the Schedule of Findings? Were any other operational issues such as the handling of assets, lack of policies and procedures, contract non-compliance, etc., which would impact Federal dollars received?				
3. Were past audit findings and/or questioned costs for federal awards satisfactorily resolved?				
4. Was any control issue identified which would impact the processing of Federal grant dollars (i.e., control weaknesses)?				
General Comments <i>(If yes response to questions 1, 2, and/or 4, then comment on the issues noted from the audit and how this was addressed during the onsite review).</i>				

RECOMMENDED CHANGES AND/OR NEW MONITORING INTERVENTIONS

Please document any recommendations for financial, programmatic, or other changes. Indicate if further monitoring interventions are warranted.

WAYNE COUNTY CONFLICT OF INTEREST POLICY FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT RECOVERY FUNDS

I. POLICY OVERVIEW

The purpose of this Conflict of Interest Policy ("Policy") is to establish conflict of interest standards that (1) apply when Wayne County ("Unit") enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c). This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. DEFINITIONS

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

- a. *"COI Point of Contact"* means the individual identified in Section III(a) of this Policy.
- b. *"Contract"* means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.
- c. *"Contractor"* means an entity or individual that receives a Contract.
- d. *"Covered Individual"* means a Public Officer, employee, or agent of the Unit.
- e. *"Covered Nonprofit Organization"* means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or the Unit.
- f. *"Direct Benefit"* means, with respect to an Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.

- g. *"Federal Financial Assistance"* means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- h. *"Governing Board"* means the Wayne County Board of Commissioners.
- i. *"Immediate Family Member"* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- j. *"Involved in Making or Administering"* means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.
- k. *"Pass-Through Entity"* means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.
- l. *"Public Officer"* means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.
- m. *"Recipient"* means an entity, usually but not limited to non-Federal entities, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
- n. *"Related Party"* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

- o. “*Subaward*” means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- p. “*Subcontract*” means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- q. “*Subcontractor*” means an entity that receives a Subcontract.
- r. “*Subrecipient*” means an entity, usually but not limited to non-Federal entities, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- s. “*Unit*” has the meaning specified in Section I hereof.

III. COI Point of Contact.

Appointment of COI Point of Contact. The Finance Director shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that the County Manager is unable to serve in such capacity, the Assistant Finance Director shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III(a) shall be known as the “*COI Point of Contact*”.

Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

IV. Conflict of Interest Standards in Contracts and Subawards

North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the following North Carolina General Statutes:

- a. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.
- b. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.
- c. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization, such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.
- d. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

Federal Standards.

- a. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.
 1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.
 2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1).

but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

b. Identification and Management of Conflicts of Interest.

1. Duty to Disclose and Disclosure Forms

- a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.
- b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.
- c. If the value of a proposed Contract or Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

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

3. Management Prior to Award of Contract or Subaward

- a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to the County Manager and to each member of the

Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:

- i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or
 - ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in writing document a justification supporting such rejection.
- b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

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

5. Management After Award of Contract or Subaward.

- a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4), the Governing Board may reject the finding of the COI

Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:

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

V. Oversight of Subrecipient's Conflict of Interest Standards

Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.

Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.

Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI(b) does not exceed \$50 in a calendar year:

1. honorariums for participating in meetings;
2. advertising items or souvenirs of nominal value; or
3. meals furnished at banquets.

Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. Violations of Policy

Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.

Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.

Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; or (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

Effective this the 19th day of April, 2022.


Joe C. Daughtery, Chairman
Wayne County Board of Commissioners

ATTEST:

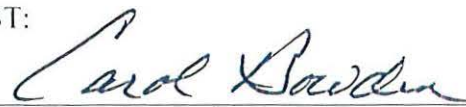

Carol Bowden, Clerk to the Board



EXHIBIT A

Examples

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

EXHIBIT B

COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

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

Instructions for Completion

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

Definitions.

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

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

5

Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.

Any identified
interest in Step 5 is
a potential
"apparent" conflict
of interest.

Public Officials

Employees

Agents

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

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

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

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

Sign Name:

Print Name:

Name of Employer

Job Title:

Date of Completion:

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

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

Instructions for Completion

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

Definitions.

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

Step			
1	Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.	<u>Name of Contract:</u> <u>Name of Counterparty</u> <u>Subject of Subaward:</u> 	
2	Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.	<u>Public Officials</u>	<u>Employees</u>
			<u>Agents</u>
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds \$[100,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]	<u>Public Officials</u>	<u>Employees</u>
			<u>Agents</u>
	Any identified interest in Step 3 is a potential "real" conflict of interest.		
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds \$[100,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]	<u>Public Officials – Related Party</u>	<u>Employees – Related Party</u>
			<u>Agents – Related Party</u>
	Any identified interest in Step 4 is a potential "real" conflict of interest.		

5

Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.

Any identified
interest in Step 5 is
a potential
“apparent” conflict
of interest.

Public Officials

Employees

Agents

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

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

The [] (“Unit”) has adopted a Conflict of Interest Policy (“Policy”) that governs the Unit’s expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates [] as the COI Point of Contact.

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

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

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name:

Print Name:

Name of Employer

Job Title:

Date of Completion:

* * * * *

Wayne County ARPA Funding Request

Wayne Executive Jetport Stormwater & Sewer Improvements

Project Cost Estimate Summary

Stormwater & Sewer Improvements (Option 1*)

Stream Improvements Project Estimate:	\$900,000
Stormwater Ditch Maintenance Manual:	\$9,000
Sewer Pump Station State Funding Application Assistance:	\$10,000

Total Estimated Project Cost: \$919,000

* Option 1 includes improvements to the existing stream on jetport property as shown on exhibit 1.

Stormwater & Sewer Improvements (Option 2)**

Stream Improvements Project Estimate:	\$1,770,000
Stormwater Ditch Maintenance Manual:	\$9,000
Sewer Pump Station State Funding Application Assistance:	\$10,000

Total Estimated Project Cost: \$1,789,000

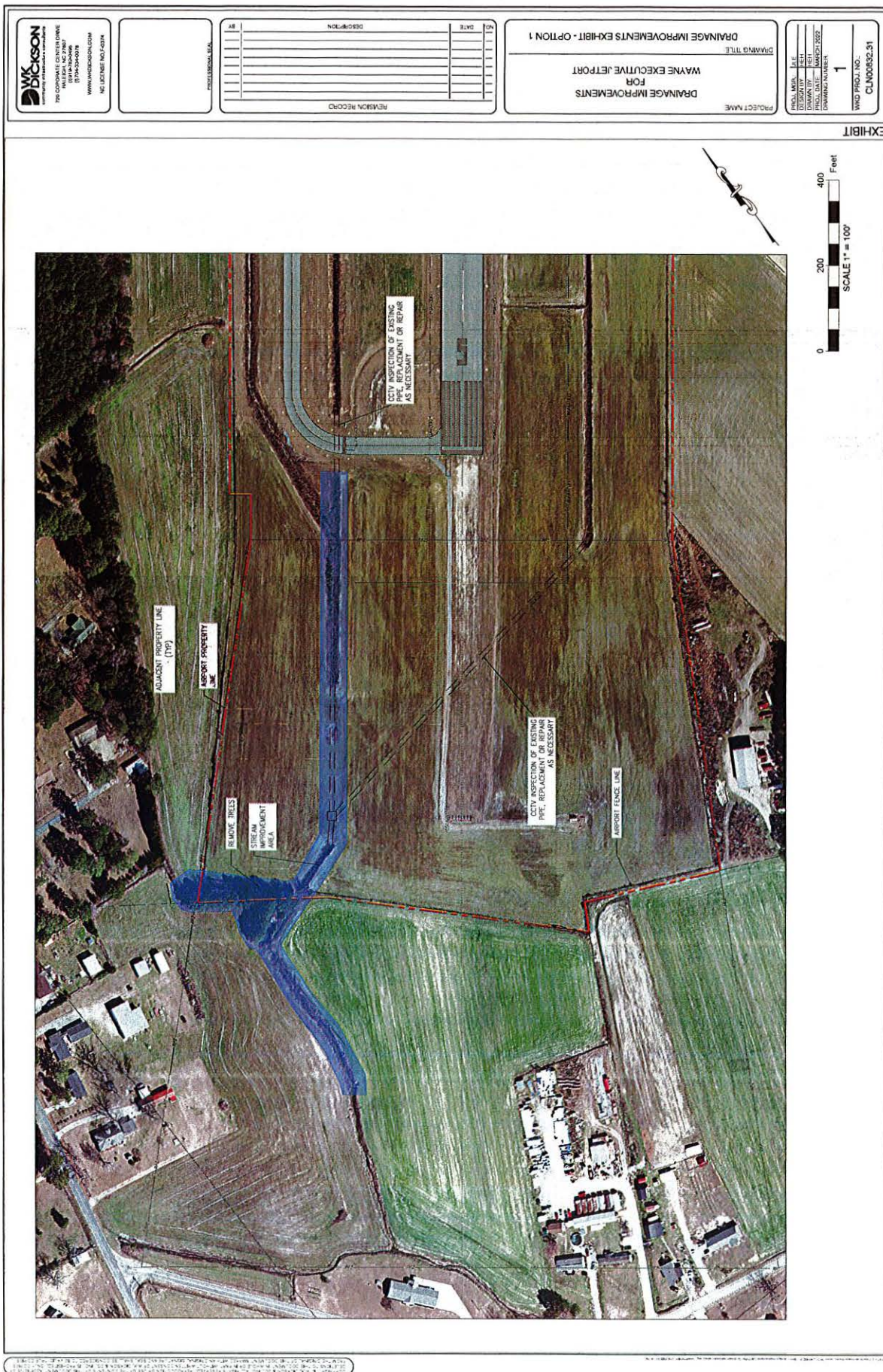
** Option 2 includes filling in existing stream on jetport property and installation of a new stormwater piping system as shown on exhibit 2.

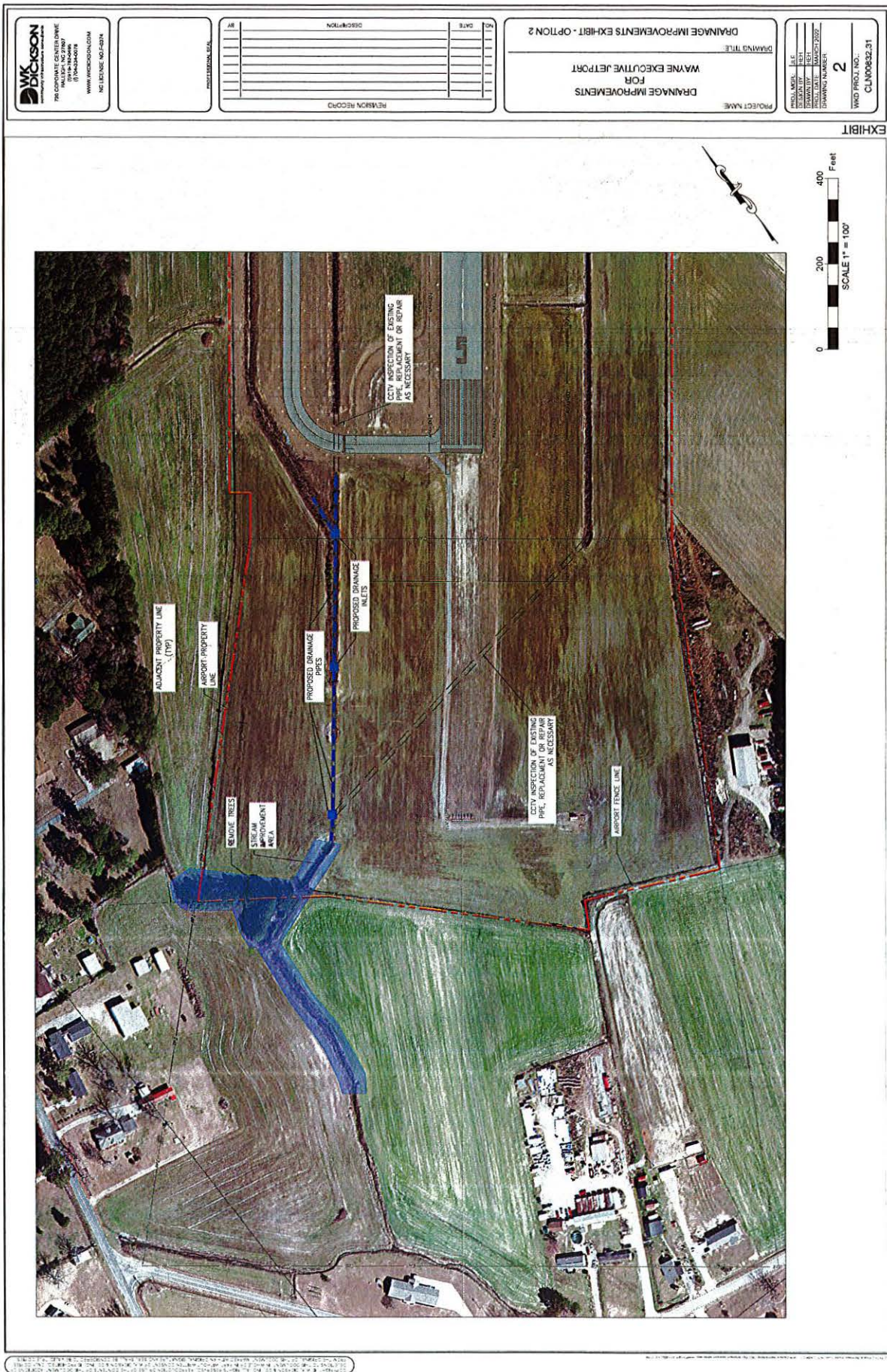
**Wayne Executive Jetport Stormwater Improvements
Preliminary Project Estimate (Option 1)**

	Item	Quantity	Unit	Unit Costs	Total
Bank Stabilization, Pipe upgrade, Tree Clearing (Option 1)					
	Mobilization	1	LS	\$73,500.00	\$73,500.00
	Contractor's QC Plan	1	LS	\$24,487.50	\$24,487.50
	Clearing and Grubbing	1,600	SY	\$5.00	\$8,000.00
	Remove Ex. Pond	1,200	SY	\$10.00	\$12,000.00
	Remove Storm Structure	1	EA	\$1,500.00	\$1,500.00
	Remove Pipe (Approx. 24/30" Diameter)	700	LF	\$30.00	\$21,000.00
	Remove Headwall/Endwall	2	EA	\$1,500.00	\$3,000.00
	CCTV Storm Drain Inspection	1,400	LF	\$7.00	\$9,800.00
	Filling in Ex. Pond Assumed 5' Depth	2,000	CY	\$30.00	\$60,000.00
	Prop. Catch Basin	1	EA	\$8,000.00	\$8,000.00
	Prop. Concrete Drainage Headwall	2	EA	\$5,000.00	\$10,000.00
	Prop. 30" Assumed Diameter Reinforced Concrete Pipe, Class III	300	LF	\$200.00	\$60,000.00
	Prop. 36" Assumed Diameter Reinforced Concrete Pipe, Class III	400	LF	\$225.00	\$90,000.00
	Stream Channel Grading/Stabilization Improvement	1,200	LF	\$60.00	\$72,000.00
	Construction Entrance	1	EA	\$2,500.00	\$2,500.00
	Temporary Stream Crossing	1	EA	\$5,000.00	\$5,000.00
	Inlet Protection	1	EA	\$800.00	\$800.00
	Check Dam	6	EA	\$400.00	\$2,400.00
	Concrete Washout	1	EA	\$1,000.00	\$1,000.00
	Pond Dewatering/Stream ByPass Pumping	1	LS	\$15,000.00	\$15,000.00
	Standard Temporary Silt Fence/Wattle	1,000	LF	\$5.00	\$5,000.00
	Riparian Seed Mix and Mulching	4,500	SY	\$12.50	\$56,250.00
	Permanent Seeding, Fertilizing, and Mulching	11,000	SY	\$2.50	\$27,500.00
	PLS-Sealed As-Builts Survey	1	LS	\$7,000.00	\$7,000.00
	Site Staking and Project Surveying	1	LS	\$12,000.00	\$12,000.00
Construction Subtotal					\$587,738
Contingency (15%)					\$88,200
Construction Administration, RPR, QA Testing					\$136,904
Construction Total					\$812,842
Design, Permitting, Bidding					\$86,387
Total Project Cost					\$900,000

Wayne Executive Jetport Stormwater Improvements
Preliminary Project Estimate (Option 2)

Item	Quantity	Unit	Unit Costs	Total
Piping in Channel, Tree Clearing (Option 2)				
Mobilization	1	LS	\$99,000.00	\$99,000.00
Contractor's QC Plan	1	LS	\$32,992.50	\$32,992.50
Clearing and Grubbing	1,600	SY	\$5.00	\$8,000.00
Remove Ex. Pond	1,200	SY	\$10.00	\$12,000.00
Remove Storm Structure	1	EA	\$1,500.00	\$1,500.00
Remove Pipe (Approx. 24/30" Diameter)	700	LF	\$30.00	\$21,000.00
Remove Headwall/Endwall	2	EA	\$1,500.00	\$3,000.00
CCTV Storm Drain Inspection	1,400	LF	\$7.00	\$9,800.00
Filling in Ex. Pond Assumed 5' Depth	2,000	CY	\$30.00	\$60,000.00
Filling in Ex. Drainage Ditch/Backfill Storm Drain Pipe	1,800	CY	\$30.00	\$54,000.00
Prop. Catch Basin	4	EA	\$8,000.00	\$32,000.00
Prop. Concrete Drainage Headwall	2	EA	\$5,000.00	\$10,000.00
Prop. 30" Assumed Diameter Reinforced Concrete Pipe, Class III	400	LF	\$200.00	\$80,000.00
Prop. 36" Assumed Diameter Reinforced Concrete Pipe, Class III	900	LF	\$225.00	\$202,500.00
Stream Channel Grading/Stabilization Improvement	700	LF	\$60.00	\$42,000.00
Construction Entrance	1	EA	\$2,500.00	\$2,500.00
Temporary Stream Crossing	1	EA	\$5,000.00	\$5,000.00
Inlet Protection	3	EA	\$800.00	\$2,400.00
Check Dam	6	EA	\$400.00	\$2,400.00
Concrete Washout	1	EA	\$1,000.00	\$1,000.00
Pond Dewatering/Stream ByPass Pumping	1	LS	\$15,000.00	\$15,000.00
Standard Temporary Silt Fence/Wattle	1,000	LF	\$5.00	\$5,000.00
Riparian Seed Mix and Mulching	2,700	SY	\$12.50	\$33,750.00
Permanent Seeding, Fertilizing, and Mulching	14,000	SY	\$2.50	\$35,000.00
PLS-Sealed As-Builts Survey	1	LS	\$7,000.00	\$7,000.00
Site Staking and Project Surveying	1	LS	\$15,000.00	\$15,000.00
Construction Subtotal				\$791,843
Contingency (15%)				\$118,800
Mitigation Cost for Filling in Existing Ditch				\$600,000
Construction Administration, RPR, QA Testing				\$153,888
Construction Total				\$1,664,531
Design, Permitting, Bidding				\$96,592
Total Project Cost				\$1,770,000





**Work Authorization #2
Wayne Executive Jetport (GWW)
Wayne County, North Carolina
Funding Application Preparation
(Pump Station Rehabilitation/Replacement)
April 7, 2022**

**CONTRACT FOR PROFESSIONAL SERVICES
Dated April 21, 2021**

PROJECT PURPOSE AND PRESENT CONDITIONS

2021 brought significant legislation that will impact infrastructure spending over the next several years, including funding for water utilities across the country.

The first such legislation was the American Rescue Plan Act (ARPA) that is providing unprecedented non-competitive grants to all states, counties, and municipalities to be used for a wide range of eligible purposes through the Coronavirus Local Fiscal Recovery Fund. Water, wastewater, stormwater, and broadband were infrastructure groups specifically deemed as eligible uses under ARPA. When the US Treasury released their final ARPA guidance in December, it expanded eligible water, wastewater, and stormwater infrastructure beyond the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) eligible uses. These expanded uses are particularly relevant to stormwater in that general stormwater infrastructure projects with or without a water quality component are now eligible - culvert repair, resizing, removal, replacement of storm sewers and additional stormwater infrastructure. The state of North Carolina also received ARPA funding and has finalized its plan for water infrastructure funding that will be managed by the NC Department of Environmental Quality – Division of Water Infrastructure (DWI). This plan has allocated approximately \$800M in water investments to be distributed through a competitive priority ranked application process, with \$54.1M being allotted for non-distressed, not at-risk water and wastewater utilities for projects and \$80M in planning grants.

The second piece of significant legislation was the Infrastructure Investment and Jobs Act (IIJA), which has allocated additional infrastructure funding that generally will be provided through existing programs over the next 5 years. The State Revolving Loan programs are slated to receive \$11.9B during this time for both the DWSRF and the CWSRF. On top of those funds, the Federal Emergency Management Agency (FEMA) expects to receive an additional \$700M annually for the next 5 years for their new infrastructure pre-disaster mitigation program, Building Resilient Infrastructure and Communities (BRIC).



PROJECT DESCRIPTION

As the sewer provider for the Wayne Executive Jetport, Wayne County (OWNER), the OWNER is eligible to apply for ARPA grant funding in the Spring 2022 DWI application round. Through this project, W.K. Dickson & Co., Inc. (ENGINEER) will prepare and submit those funding applications for the OWNER. The OWNER has identified these applications as the initial funding effort to be completed by the ENGINEER. If additional applications are identified for the OWNER based on IIJA funds, these will be undertaken through a separate contract.

Basic Services

The ENGINEER will provide the Basic Services listed below and in accordance with Section I of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. SCOPE OF WORK

The ENGINEER initially met with the OWNER to review their priority projects and discuss which project is best suited for the Spring 2022 DWI application round. One project was determined to be suitable for the ARPA funds available. The ENGINEER will prepare the following one (1) application for funding for rehabilitation/replacement of the Wayne Executive Jetport Pump Station and associated gravity sewer upstream.

2. TIME OF PERFORMANCE

The ENGINEER will complete the applications and submit them to DWI by the May 2, 2022 application deadline.

3. SCHEDULE OF DELIVERABLES

The following deliverables shall be prepared:

1. One (1) digital copy of each funding application to the County.
2. One (1) digital and one (1) hard copy of each funding application to DWI.

4. BASIS OF COMPENSATION

- A. Basic Services. The OWNER shall pay the ENGINEER for services set forth in Attachment A, Scope of Services, on an hourly plus expenses basis as detailed in the attached rate schedule.

The total fees for Basic Services shall not exceed the sum of **ten thousand dollars (\$10,000.00)**.

The ENGINEER will bill the OWNER on the last day of each month for the fees and expenses incurred during that month.



- B. Additional Services. The OWNER shall pay the ENGINEER for additional services which are not specifically called for in Attachment A, Scope of Services, in accordance with the ENGINEER's standard rates.
- C. Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring ENGINEER to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees, as applicable. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment.

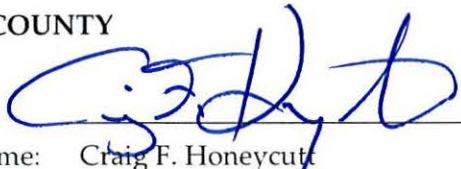
E-VERIFY

The Contractor and any of its subcontractors must comply with the requirements of the North Carolina General Statutes, if applicable, which require certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

All other provisions of the Contract for Professional Services dated April 21, 2021 shall remain in full force and effect and unmodified other than as noted herein.

Requested By:

WAYNE COUNTY

By: Typed Name: Craig F. HoneycuttTitle: County ManagerDate: 4/19/22**Accepted By:**

W.K. DICKSON & CO., INC.

By: _____

Typed Name: Scott SigmonTitle: Vice President

Date: _____



W.K. DICKSON & CO., INC.

2022 RATE SCHEDULE

LABOR

2022

Principal	\$250.00/hr.
Senior Consultant	\$230.00/hr.
Senior Project Manager	\$220.00/hr.
Senior Engineering Manager	\$220.00/hr.
Project Manager	\$192.00/hr.
Engineering Manager	\$192.00/hr.
Senior Project Engineer	\$170.00/hr.
Project Engineer	\$160.00/hr.
Senior Scientist	\$150.00/hr.
Scientist	\$137.00/hr.
Senior Planner	\$182.00/hr.
Planner	\$139.00/hr.
Senior Engineering Designer	\$145.00/hr.
Engineering Designer	\$132.00/hr.
Senior GIS Analyst	\$155.00/hr.
GIS Analyst	\$118.00/hr.
GIS Technician	\$112.00/hr.
Senior Construction Observer	\$133.00/hr.
Construction Observer	\$112.00/hr.
Project Administrator	\$82.00/hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2022. WK Dickson reserves the right to revise to reflect inflationary increases.



RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of wastewater collection system, and
- WHEREAS, The Wayne County has need for and intends to construct a wastewater collection system project described as rehabilitation or replacement of the Wayne Executive Jetport Pump Station and upstream gravity sewer, and
- WHEREAS, The Wayne County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Wayne County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Craig Honeycutt, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the April 19, 2022 at Wayne County, North Carolina.


(Signature of Chief Executive Officer)

Chairman
(Title)



CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the 19TH day of April, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 19TH day of April, 2022.



(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)

Memorandum

To: Wayne County Board of Commissioners
From: Craig Honeycutt, County Manager
Date: 4/11/2022
Re: Salary Survey Update – 04/19/2022 Meeting

Regular salary equity studies is a best practice for employers to address salary equity and fair compensation. The Human Resources Office was tasked with identifying and surveying surrounding counties as well as counties closest in size and tax base to compare the salaries of the Wayne County 911 department to it's respective market.

Wayne County requested salary data from eleven counties and experienced a 90% response rate. Missing was supplemented by the 2021 UNC School of Government salary data.

Findings:

- Wayne County average actual salaries were usually at the bottom of the rankings of all respondents.
- Because Wayne County salaries were reducing the the market overall rates, we removed them from the calculations to give a more accurate reflection of the true market in which the County is competing.
- In addition, many employees are being paid barely above the minimum of their range, which creates pay compression.
- All telecommunicator positions require 20% increase to move to the "mid-range" of the market. This increase recommendation includes adjustments for experience and time in service (if applicable)

- All supervisor positions require 15% increase to move to the “mid-range” of the market. This also includes adjustments for experience and time in service (if applicable)

Total cost for this fiscal year is \$31,681. No budget amendment necessary this fiscal year due to lapsed salaries.

Total cost for next fiscal year is \$156,126.00.

Memorandum

To: Wayne County Board of Commissioners
From: Craig Honeycutt, County Manager
Date: 4/11/2022
Re: Salary Survey Update – 04/19/2022 Meeting

Regular salary equity studies is a best practice for employers to address salary equity and fair compensation. The Human Resources Office was tasked with identifying and surveying surrounding counties as well as counties closest in size and tax base to compare the salaries of the Wayne County Animal Services department to its respective market.

Wayne County requested salary data from eleven counties and experienced a 90% response rate. Missing was supplemented by the 2021 UNC School of Government salary data.

Findings:

- Wayne County average actual salaries were usually at the bottom of the rankings of all respondents.
- Because Wayne County salaries were reducing the the market overall rates, we removed them from the calculations to give a more accurate reflection of the true market in which the County is competing.
- In addition, employees are being paid barely above the minimum of their range, which creates pay compression. Two supervisory positions were 40% and 60% below the mid range of the market and require equity adjustments to bring proper distance between supervisor and employee.
- All Animal Control positions require 20% salary increase to move to the "mid-range" of the market. This increase recommendation includes

adjustments for experience and time in service (if applicable) for non-supervisory positions.

Total cost for this fiscal year is \$11,466.00. No budget amendment necessary this fiscal year due to lapsed salaries.

Total cost for next fiscal year is \$68,791.00 and includes fringes.

Journal Proof Report



Journal Number: 215 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1265304-519000	Professional Services		N		\$2200.00
BUA	1265304-519700	Prof Services-Background Check		N	\$2200.00	
			Journal 2022/10/215	Total	\$2200.00	\$2200.00

Journal Proof Report



Journal Number: 216 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315164-519500	Prof Services-Lab Services		N		\$4995.00
BUA	1315164-523800	Drugs & Related Supplies		N	\$4995.00	
			Journal 2022/10/216	Total	\$4995.00	\$4995.00

Journal Proof Report



Journal Number: 217 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315180-531100	Travel-Meals & Lodging		N		\$500.00
BUA	1315180-539500	Training		N		\$500.00
BUA	1315180-535300	Repairs & Maint-Vehicles		N	\$1000.00	
Journal 2022/10/217				Total	\$1000.00	\$1000.00

Journal Proof Report



Journal Number: 218 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315153-526100	Office Supplies-NonCaptl FF&E		N		\$30.00
BUA	1315153-532500	Postage		N	\$30.00	
BUA	1315161-525100	Vehicle Supplies-Fuel/Diesel		N		\$150.00
BUA	1315161-532500	Postage		N	\$150.00	
BUA	1315167-523100	Program Supplies		N		\$325.00
BUA	1315167-532500	Postage		N	\$325.00	
BUA	1315180-523100	Program Supplies		N		\$250.00
BUA	1315180-532500	Postage		N	\$250.00	
			Journal 2022/10/218	Total	\$755.00	\$755.00

Journal Proof Report



Journal Number: 219 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	6676160-595120	Purchase of Inventory-Resale		N	\$4950.00	
BUA	6676160-595101	Purchase of Inventory-Rental		N		\$4950.00
			Journal 2022/10/219	Total	\$4950.00	\$4950.00

Journal Proof Report



Journal Number: 220 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	6247420-544000	Service & Maintenance Contract		N		\$3600.00
BUA	6247420-519700	Prof Services-Background Check		N	\$600.00	
BUA	6247420-521200	Uniforms		N	\$3000.00	
			Journal 2022/10/220	Total	\$3600.00	\$3600.00

Journal Proof Report



Journal Number: 221 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104260-535100	Repairs & Maint-Buildings		N		\$4900.00
BUA	1104370-535100	Repairs & Maint-Buildings		N	\$4900.00	
			Journal 2022/10/221	Total	\$4900.00	\$4900.00

Journal Proof Report



Journal Number: 222 Year: 2022 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315180-535200	Repairs & Maint-Equipment		N		\$4995.00
BUA	1315180-535300	Repairs & Maint-Vehicles		N	\$4995.00	
			Journal 2022/10/222	Total	\$4995.00	\$4995.00