



## **ROWAN COUNTY COMMISSION AGENDA**

**January 3, 2023 - 3:00 PM**

**J. Newton Cohen, Sr. Room**

**J. Newton Cohen, Sr. Rowan County Administration Building**

**130 West Innes Street, Salisbury, NC 28144**

**Join from a PC, Mac, iPad, iPhone or Android device:**

**<https://bit.ly/rowanboc3pm>**

**Password: 028144**

**Or join by phone:**

**Dial: (602) 753-0140 (720) 928-9299 (213) 338-8477**

**Webinar ID: 975 6995 5631**

**Password: 028144**

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Call to Order

Invocation - Provided by Chaplain Michael Taylor

Pledge of Allegiance

Consider Additions to the Agenda

Consider Deletions From the Agenda

Consider Approval of the Agenda

Consider Approval of the Minutes

*Board members are asked to voluntarily inform the Board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.*

### **1 Consider Approval of Consent Agenda**

- A. Revisions to Policy 5.6
- B. Contract with First Tryon Advisors
- C. Approve Acceptance of One Church One Child Grant Award from SRCF
- D. Amendment No. 1 - Fifth Asset (DebtBook)
- E. Families First Agreement

- F. Tax Refunds for Approval
- G. Lease Agreement - Rowan County Literacy Council
- H. NC ADM Office of the Courts - MOA
- I. Acceptance of Salisbury Community Foundation Grant to Rowan Public Library
- J. Rowan Transit System ADA Plan
- K. FY 23-24 CSBG for Salisbury-Rowan Community Action Agency Inc
- L. Schedule Public Hearing for January 17, 2023 RE: HLC 03-22
- M. Reclassification Requests from Public Health Director
- N. 4h Salisbury/Rowan Community Foundation Grant
- O. [ROWAN WILD] Request to Apply for Grant Funding:
- P. Bond for Tax Collector
- Q. Schedule Public Hearing for January 17, 2023 RE: Road Name / Address Change
- R. Take Home Vehicle Policy
- S. [ROWAN WILD] Request to Apply for NCSMG Grant Funding:
- T. Chemical Booster Station - Change Order 005
- U. RCHD - 2023 Dental Fee Schedule
- V. RCHD - 2022 Clinical Fee Schedule
- W. RCHD - Debt Set-Off
- X. RCHD - Debt Write-Off
- Y. RCHD - Vital Strategies Grant Awarded
- Z. TBE Work Authorization Sewer Design Work for the Hangar Expansion Project
- AA. Juvenile Crime Prevention RFP
- AB. Juvenile Crime Prevention Resolution
- AC. 2022-12-22 Settlement Agreement

- 2 Public Comment Period
- 3 Public Hearing – FY24 Combined Capital Transportation Grant Application
- 4 Budget Amendments
- 5 Presentation of Fiscal Year 2022 Annual Comprehensive Financial Report
- 6 Public Hearing and Findings of Fact for Installment Financing for West End Plaza
- 7 Agenda Addition - TikTok Ban
- 8 Adjournment

*Individuals with disabilities who need modifications to access the services or public meetings of Rowan County Government may contact the Clerk to the Board of Commissioners three days prior to the meeting by calling (704) 216-8181 or by utilizing the North Carolina relay number at 1-800-735-2962 (English) or 1-888-825-6570*



*(Spanish). For additional communication options, please consult: <https://relaync.com>.*

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Sarah Pack, Clerk to the Board  
**DATE:** 1/3/23  
**SUBJECT:** Consider Approval of the Minutes

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December 5, 2022, Regular Session Minutes

**ATTACHMENTS:**

**Description**

December 5, 2022

**Upload Date**

12/28/2022

**Type**

Cover Memo

Greg Edds, Chairman  
Jim Greene, Vice- Chairman  
Mike Caskey  
Judy Klusman  
Craig Pierce



Aaron Church, County Manager  
Siobhan Allen, Clerk to the Board  
John W. Dees, II, County Attorney

## **Rowan County Board of Commissioners**

130 West Innes Street • Salisbury, NC 28144  
Telephone 704-216-8181 • Fax 704-216-8195

### **MINUTES OF THE MEETING OF THE ROWAN COUNTY BOARD OF COMMISSIONERS**

**December 5, 2022 – 3:00 PM**

**J. NEWTON COHEN, SR. ROOM**

**J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING**

Present: Greg Edds, Chairman  
Jim Greene, Vice-Chairman  
Mike Caskey, Member  
Craig Pierce, Member  
Judy Klusman, Member

County Manager Aaron Church, Clerk to the Board Siobhan Allen, County Attorney Jay Dees, and Finance Director Anna Bumgarner were also present.

Chairman Edds convened the meeting at 3:00 p.m.

Chaplain Michael Taylor provided the Invocation.

Chairman Edds led the Pledge of Allegiance.

Special recognition was given to North Carolina House Elect Representative from District 83 Kevin Crutchfield, newly elected Sheriff Travis Allen, and North Carolina Chief Justice Paul Newby and his wife who were all in attendance.

### **CONSIDER APPROVAL OF THE MINUTES**

Commissioner Pierce motioned to approve the November 21, 2022 minutes. The motion was seconded by Commissioner Greene. The motion passed unanimously (5-0).

### **ADJOURNMENT**

Commissioner Pierce made the motion to adjourn and Commissioner Greene seconded the motion. The motion passed unanimously (5-0).

During the adjournment, The Honorable Chief Justice Paul Newby administered the oath of office newly re-elected commissioners Edds, Greene, and Klusman.

### **RECONVENE**

The Board of Commissioners reconvened at 3:19 p.m.

County Attorney Jay Dees opened the floor for nominations for Board Chairman. Commissioner Klusman nominated Greg Edds for Chairman. Commissioner Pierce moved to close the nominations (5-0). Commissioners Caskey seconded the motion. The motion passed unanimously. Commissioner Caskey nominated Commissioner Greene as Vice-Chair to the Board. Commissioner Klusman seconded the nomination. Commissioner Pierce moved to close the nominations. Chairman Edds seconded the motion. The motion passed unanimously (5-0).

The newly re-elected Commissioners took some time to thank the attendees and introduce their many family members and guests who joined them today.

### **RECESS UNTIL 3:45 p.m.**

Chairman Edds called for a recess at 3:10 p.m.

### **RECONVENE**

Chairman Edds reconvened the meeting at 3:45 p.m.

### **CONSIDER ADDITIONS TO THE AGENDA**

Special recognitions were added as item 2A and a Closed Session was added as item 6A. An additional budget amendment was added to item 5 for the Visitation Station. Commissioner Pierce made the motion to approve the additions to the agenda. The motion was seconded by Commissioner Klusman. The motion passed unanimously (5-0).

### **CONSIDER DELETIONS FROM THE AGENDA**

There were no deletions from the agenda.

### **CONSIDER APPROVAL OF THE AGENDA**

Commissioner Greene moved to approve the agenda as amended. Commissioner Pierce seconded and the vote to approve the agenda passed unanimously (5-0).

### **1. CONSIDER APPROVAL OF CONSENT AGENDA**

Chairman Edds motioned for the approval of the Consent Agenda. The motion was seconded by Commissioner Pierce and passed unanimously (5-0).

- A. Sole-Source Idemia - Detention Center
- B. Scope of Work [Directed Grant for RCCC]
- C. Sole-Source Bibliotheca ITG, LLC
- D. Amendment No. 1 - Strategics Consulting, LLC - Federal Lobbying Services
- E. Approval of Proclamation Presented to Sheriff Auten on November 28, 2022
- F. Amendment No. 1 - McGuireWoods - State Lobbying Services

- G. Schedule Public Hearing for RTS Combined Capital Application
- H. URP 2022 Funding Request
- I. Award Facilities Foam Trailer Bid to Southeastern Specialty Vehicles
- J. Amendment #2 - Federal Engineering
- K. Annual Bond Report
- L. Credit Card Convenience Fees
- M. Tax Refunds for Approval
- N. Satisfaction of Prior Deed of Trust (HOME Grant Program)
- O. Approval to Apply for Emergency Management Performance Grant
- P. Contribution-based Benefit Cap
- Q. Approval of Resolution Presented to Clerk to the Board on November 21, 2022
- R. Ratify the Board's Action to Name the Rowan County Justice Center in Honor of Retiring Sheriff Kevin Auten
- S. Amendment No. 2 - Andrea B. Davis Law Office
- T. Sheriff's Salary

## **2. PUBLIC COMMENT PERIOD**

Chairman Edds opened the Public Comment Period to entertain comments from any citizens wishing to address the Board. Chairman Edds closed the Public Comment Period after no comments were made.

### **2A. SPECIAL RECOGNITION**

Bob Pendergrass, Animal Service Director was acknowledged for his contributions to Animal Services as the director. Mr. Pendergrass began working with Rowan county May 25, 1989 as a park attendant. Commissioner Pierce presented Mr. Pendergrass with a plaque and thanked him his hard work and dedication to the Animal Services for 33 years.

Tax Collector Tonya Parnell was acknowledged for her retirement from the Tax Office. She has served the county for many years and will end her career with the county as the Tax Collector after joining Rowan county in 1989. Mrs. Parnell was presented with a plaque acknowledging her dedication to outstanding service to the county.

The Consent Agenda consisted of the following:

### **3. PUBLIC HEARING FOR ZTA 05-22: Amendments to the SNIA designation process and Land Use Plan Recommendations**

Shane Stewart, Assistant Planning & Development Director explained in detail the process for designating an SNIA and how it is mandated by the State. Chairman Edds stated that they will table this item until the January 17, 2023 6:00 p.m. meeting to allow for public comment. Attorney Jay Dees states that this item could be tabled. They then could open the public hearing and not close the public hearing and table the public hearing open until the next meeting.

Commissioner Pierce made a motion to table Public Hearing ZTA 05-22 until 2<sup>nd</sup> meeting in January 2023. The motion was seconded by Commissioner Klusman. The motion passed unanimously (5-0).

#### **4. PUBLIC HEARING FOR ZTA 04-22**

Aaron Poplin introduced ZTA 04-22 density averaging. This involves combining parcels to create one. Chairman Edds asked if there is something that has brought density averaging about. Mr. Poplin explained further how we have to go by the state minimums in watershed and this is an effort to get ahead to make sure we have something in place. Rowan county has not had a policy in the past regarding density averaging which is why this needs to be done. Commissioner Greene asked a question for clarity and Mr. Poplin was able to explain how two (one undeveloped) properties would be combined to accommodate the built upon area. There was further discussion about how the property can be used.

County Attorney Jay Dees explained to Commissioner Caskey that restricting a property decreases the value of the property but there can a corresponding value with density averaging depending on how it is later developed. There was further discussion among the Board on how density averaging works.

Commissioner Pierce made a motion to table this discussion until the 2<sup>nd</sup> meeting in January 2023. Commissioner Caskey seconded the motion. The motion passed unanimously (5-0).

#### **5. BUDGET AMENDMENTS**

Commissioner Pierce made motion to approve the budget amendments. Commissioner Greene seconded the motion. The motion passed unanimously (5-0).

#### **6. CONSIDER APPROVAL OF BOARD APPOINTMENTS**

Commissioner Pierce made a motion to wave the term limits of South Salisbury Fire Department term limits. Chairman Edds moved the motion and it was seconded by Commissioner Greene. The motion passed unanimously (5-0).

Commissioner Pierce made a motion to wave the term limits for Gary Gaskey and Michael Goodman. The motion was moved by Chairman Edds, and was seconded by Commissioner Klusman. The motion passed unanimously (5-0).

#### **6A. CLOSED SESSION**

The Board entered into Closed Session

At 5:15 p.m. Chairman Edds called for a recess.

#### **RECONVENE**

At 6:00 p.m., Chairman Edds called on the Board to reconvene

## **7. PUBLIC HEARING FOR Z 09-22 : RP SALISBURY PARTNERS**

Shane Stewart, Assistant Planning & Development Director presented an illustration of rezoning requests. There was discussion from the applicant Cason Boofey of the company Rooker. Rooker and a partner company have combined to develop 60 million square feet of Class A industrial office and retail real estate across the southeastern United States. They want to bring new companies, new industries, and new jobs to Rowan county. They have developed hundreds of these projects since 1967. Law firm Nexsen Pruet and developer Austin Watts also were available for questions. There was discussion that construction could begin Summer 2023.

Chairman Edds asked if the developers would be funding the road construct including turning lanes. Mr. Boofey stated yes. Commissioner Pierce asked if they were approved, what type of timeframe are they looking to complete the 1<sup>st</sup> building. Mr. Boofey stated that if approved, they could begin this summer. This project could take 12 to 18 months. Completion would be 4<sup>th</sup> quarter 2024. Commissioner Pierce asked if they would be going ahead to complete the road and sewer work. Mr. Boofey stated yes. There are no current tenants. Mr. Boofey further discussed that they prepare the land in such a way that if they have to stop, there will be no issues with erosion.

Chairman Edds opened the Public Hearing

Marlena Parks said she does not have a problem with the project but has a problem with the road coming off of Webb Road where Loves gas station is located. She wants to know if the truck will be allowed to come out onto Webb Road. Ms. Parks stated that her family farms off of that road and would like there to be a farm equipment sign and speed limit sign added to the road because right now there is no speed limit.

Jake Parks of 1311 Webb Road also spoke regarding the poor visibility of the Webb Road and the speed at which some individuals are driving.

Mr. Stewart explained that there will be a traffic light placed at Lane and Peeler Road.

Commissioner Klusman asked if there has been any discussion from Department of Transportation (DOT) on putting in more roundabouts to combat speeding and trucks having to stop at intersections. Shane stated that it would be “awfully tight” to put a roundabout in that area.

Carl Hanes of 1115 Webb Road stated that the light will be right at his property. He stated that he has concerns about the entrance of the proposed site. It creates a visibility hazard for those coming out of his driveway. Three of the homes have children. He asked the Commissioners to be equally diligent in ensuring the safety of the residents. He commended the Commissioners on doing a great job bringing growth to the county. He also asked to lower the speed limit on Webb Road from 55 to 45 miles per hour in an effort to reduce accidents

Brenda Kizer of 1205 Webb Road has lived there most of her life and would like to know the design of the road because it will be right in front of her house. She hears what sounds like cars racing down the road. When the road is wet, it is slippery and she is concerned that a vehicle may not be able to stop before hitting her home. Ms. Kizer explained further about her concerns of traffic from the potential 300 new employees and Webb Road Flea Market.

Chairman Edds closed the Public Hearing after hearing no more comments.

The developer spoke about not having control over Hurst Drive where there is a large pond. The Road that they are on is roughly 1500 feet from the interchange which qualifies them for a signal sometime in the future.

Chairman Edds stated that the more of these requests they hear, the more concerns about traffic that they hear. He stated that they rely on the Planning Department and the DOT to determine if the roads are adequate and safe based on the traffic that this type of project will bring.

Commissioner Pierce informed the citizens that they will have an opportunity to address DOT about the speed limit and the road placements. He explained the limitations of Commissioners in projects like these and encouraged them to attend the public hearings from the DOT to let their voices be heard. Chairman Edds stated that they have access to a DOT engineer and can ask for them to take a look at the road to address the speed. Commissioner Caskey added that adding a farm equipment sign could be requested.

Chairman Edds made a motion to approve 409-002 409-005 Z09-22 take in consideration of the conditions. Motion seconded by Commissioner Pierce and passed unanimously (5-0).

### **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Pierce moved to adjourn at 7:13 p.m. The motion was seconded by Commissioner Klusman. The motion passed unanimously (5-0).

Respectfully Submitted,

Siobhan Allen BSW, MGH, MCC  
Clerk to the Board



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**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Kelly Natoli, Assistant County Manager/HR Director  
**DATE:** 11-29-22  
**SUBJECT:** Revisions to Policy 5.6

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The Board of Commissioners approved a Career Development Program for Emergency Services that replaces policy 5.6. This request is to revise the Policy Manual.

Please approve the attached revision to policy 5.6.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Revisions to Policy 5.6	11/29/2022	Backup Material

## Proposed:

### 5.6 ~~EMT and Paramedic Certification Increases~~

A. ~~Applicability – this policy applies to:~~

	<del>Yes</del>		<del>Yes</del>		<del>Yes</del>
<del>County Manager, Tax Collector, Tax Assessor, County Attorney, Clerk to the Board</del>		<del>FT/PT EMS Benefited Probationary</del>	<del>✓</del>	<del>Employees of Sheriff's Office</del>	
<del>Directors of Health, Social Services, Elections, and Soil and Water</del>		<del>FT/PT EMS Benefited Non-Probationary</del>	<del>✓</del>	<del>Employees of Register of Deeds Office</del>	
<del>Sheriff and Register of Deeds</del>		<del>PT EMS</del>	<del>✓</del>	<del>Employees of Board of Elections Office</del>	

B. ~~A full time EMT who receives the intermediate EMT certificate will receive a 5% increase. An EMT-I who receives the Paramedic certification will receive a 10% increase or advance to the Paramedic Grade. An EMT who receives the Paramedic certification will receive a 15% increase (5% for EMT-I and 10% for Paramedic).~~

*Approved 11-4-19; revised 01-02-23*

**ROWAN COUNTY**  
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**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jody Farrow-Bennett; Purchasing Director & Anna Bumgarner; Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Contract with First Tryon Advisors

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On October 23, 2019, Rowan County entered into an agreement with First Tryon Advisors to provide Financial Advisory Service Agreement for the installment financing in the amount of \$22,000 plus reimbursables. The Finance Department would like to continue this agreement with Phase 3 for installment financing at West End Plaza for \$30,000 plus reimbursable and Phase 4 for GO Bond financing for Rowan Cabarrus Community Colleges for \$45,000 plus reimbursables. Reimbursables are estimated at \$3,000 for both phases. These additions have put this contract at a price point that requires Board of Commissioners approval.

Attached is the Phase 3 and Phase 4 with First Tryon Advisors.

Recommendation: The Finance and Purchasing Directors recommend that the Board of Commissioners authorize the County Manager to sign a contract with First Tryon Advisors for Phase 3 and Phase 4 in an amount not to exceed \$78,000.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Phase 3	12/1/2022	Cover Memo
Phase 4	12/1/2022	Cover Memo

### WORK ORDER NUMBER 3

**WORK ORDER** to the Agreement dated October 23, 2019, by and between Rowan County (the “Client”) and First Tryon Advisors, LLC (the “Advisor”).

#### SERVICES

With respect to the installment or limited obligation bond financing of the Client’s upcoming improvements to the West End Plaza, purchase of radios and other projects, First Tryon will provide the following services:

- Prepare and maintain a detailed financing calendar for the financing, incorporating any required notices, Board actions, public hearings and other financing milestones identified by the Client or its counsel.
- Produce quantitative schedules outlining sources and uses of funds, debt service requirements, escrow cash flows, and other data required by the Client or its bond counsel in connection with the financing.
- Coordinate activities, meetings and conference calls among the members of the working group.
- Serve as the primary point of contact between the Client and the LGC in the preparation of any related application materials.
- Prepare the Client for, and participate in, any meetings and calls with conduit issuer staff, including, if applicable, preparation of customary materials for any required in-person “pre-application” meeting.
- Assist in procuring any additional professionals or working group participants necessary to complete the financing (e.g., bank, underwriter, verification agent, trustee, etc.).
- Assist the Client’s counsel in its preparation of all legal documents that such counsel deems appropriate for the authorization, execution and memorialization of the transaction.
- Advise the Client regarding current bond market conditions and other developments that would normally be expected to influence interest rates for the financing.
- For installment financing, solicit and evaluate financing proposals, prepare related credit packages, evaluate any submitted proposal and negotiate final terms and conditions with the lender.
- For public sale, provide recommendations for any publicly-offered bonds to achieve terms that are favorable to, and appropriate for, the Client, including date of sale, interest payment dates, amortization, security provisions, credit enhancement and other provisions that may be helpful in meeting the Client’s stated objectives.
- For public sale, develop a detailed rating strategy, including, if appropriate, (1) reviewing and developing any financial policies, (2) preparing comprehensive rating presentation materials, (3) coordinating all logistics for any meetings, visits or other interactions with any rating agency analysts, and (4) preparing the Client thoroughly for any rating agency presentation.
- For public sale, negotiate terms and conditions of the financing, including call provisions, closing requirements and risk allocation provisions, as applicable.
- Prepare and present information regarding the financing process to the Client’s governing board, staff or other stakeholders, as requested.
- Coordinate all closing logistics to help ensure a smooth closing and to reduce demands on the Client’s staff.
- Provide ongoing responses to any related questions and perform other customary tasks that might arise during the course of the financing.

### TERM

The term with respect to the Services to be performed under this Work Order shall end 30 days after the completion of the Services described above, unless terminated earlier in accordance with the Agreement.

### COMPENSATION

In establishing fees, the Advisor considers multiple factors, including the efficiency with which the work was done, the result achieved, the complexity of the matter and any special experience or expertise applied to it, any extraordinary scheduling or preemptive attention devoted to the project, and the degree of professional responsibility or liability undertaken by the firm.

For services to be performed in connection with this Work Order, the Advisor shall be compensated as follows:

- Installment Financing (Bank Sale): \$30,000
- Limited Obligation Bonds (Public Sale) \$60,000

Such fee may vary if (1) the contemplated financing structure or assignment changes materially during the course of the Term or (2) unusual or unforeseen circumstances arise which require a significant increase in the type or scope of First Tryon's responsibilities. First Tryon will consult with the Client if at any time First Tryon believes that circumstances require an adjustment to its fees beyond the estimate set forth above.

*If at any time the Client believes that the Services provided are not consistent with the fees First Tryon has charged, the Client may adjust the fee for such Services to any amount the Client deems appropriate.*

In addition to the compensation outlined above, the Client will reimburse First Tryon for out-of-pocket expenses incurred in connection with the Services. Customary out-of-pocket expenses include, without limitation, costs of travel, meals, lodging, printing/copying, etc. First Tryon will bill the Client for such expenses at cost, with no mark-up.

AGREED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:


#### ROWAN COUNTY, NORTH CAROLINA

By: \_\_\_\_\_

Name: Anna Bumgarner


Title: Finance Director

#### FIRST TRYON ADVISORS, LLC

By:  \_\_\_\_\_

Name: Walter Goldsmith

Title: Managing Director

By:  \_\_\_\_\_

Name: Amy Vitner

Title: Managing Director

#### WORK ORDER NUMBER 4

**WORK ORDER** to the Agreement dated October 23, 2019, by and between Rowan County (the “**Client**”) and First Tryon Advisors, LLC (the “**Advisor**”).

#### SERVICES

With respect to the Client’s upcoming competitively sold General Obligation Bonds, First Tryon will provide the following services:

- Prepare and maintain a detailed financing calendar for the financing, incorporating any required notices, Board actions, public hearings and other financing milestones identified by the Client or its counsel.
- Produce quantitative schedules outlining sources and uses of funds, debt service requirements, escrow cash flows, and other data required by the Client or its bond counsel in connection with the financing.
- Coordinate activities, meetings and conference calls among the members of the working group.
- Serve as the primary point of contact between the Client and the LGC in the preparation of any related application materials.
- Prepare the Client for, and participate in, any meetings and calls with conduit issuer staff, including, if applicable, preparation of customary materials for any required in-person “pre-application” meeting.
- Assist in procuring any additional professionals or working group participants necessary to complete the financing (e.g., underwriter, verification agent, trustee, etc.).
- Assist the Client’s counsel in its preparation of all legal documents that such counsel deems appropriate for the authorization, execution and memorialization of the transaction.
- Advise the Client regarding current bond market conditions and other developments that would normally be expected to influence interest rates for the financing.
- Provide recommendations for any publicly-offered bonds to achieve terms that are favorable to, and appropriate for, the Client, including date of sale, interest payment dates, amortization, security provisions, credit enhancement and other provisions that may be helpful in meeting the Client’s stated objectives.
- Develop a detailed rating strategy, including, if appropriate, (1) reviewing and developing any financial policies, (2) preparing comprehensive rating presentation materials, (3) coordinating all logistics for any meetings, visits or other interactions with any rating agency analysts, and (4) preparing the Client thoroughly for any rating agency presentation.
- Prepare and present information regarding the financing process to the Client’s governing board, staff or other stakeholders, as requested.
- Coordinate all closing logistics to help ensure a smooth closing and to reduce demands on the Client’s staff.
- Provide ongoing responses to any related questions and perform other customary tasks that might arise during the course of the financing.

**TERM**

The term with respect to the Services to be performed under this Work Order shall end 30 days after the completion of the Services described above, unless terminated earlier in accordance with the Agreement.

**COMPENSATION**

In establishing fees, the Advisor considers multiple factors, including the efficiency with which the work was done, the result achieved, the complexity of the matter and any special experience or expertise applied to it, any extraordinary scheduling or preemptive attention devoted to the project, and the degree of professional responsibility or liability undertaken by the firm.

For the Services listed in this Work Order, First Tryon proposes a fee of \$45,000.

Such fee may vary if (1) the contemplated financing structure or assignment changes materially during the course of the Term or (2) unusual or unforeseen circumstances arise which require a significant increase in the type or scope of First Tryon's responsibilities. First Tryon will consult with the Client if at any time First Tryon believes that circumstances require an adjustment to its fees beyond the estimate set forth above.

***If at any time the Client believes that the Services provided are not consistent with the fees First Tryon has charged, the Client may adjust the fee for such Services to any amount the Client deems appropriate.***

In addition to the compensation outlined above, the Client will reimburse First Tryon for out-of-pocket expenses incurred in connection with the Services. Customary out-of-pocket expenses include, without limitation, costs of travel, meals, lodging, printing/copying, etc. First Tryon will bill the Client for such expenses at cost, with no mark-up.

AGREED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:


**ROWAN COUNTY, NORTH CAROLINA**

By: \_\_\_\_\_

Name: Anna Bumgarner

Title: Finance Director

**FIRST TRYON ADVISORS, LLC**

By:  \_\_\_\_\_

Name: Walter Goldsmith

Title: Managing Director

By:  \_\_\_\_\_

Name: Amy Vitner

Title: Managing Director

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ann Kitalong-Will, Director Grants Admin/Govt Rel; Micah Ennis, Director, DSS  
**DATE:** 12/1/22  
**SUBJECT:** Approve Acceptance of One Church One Child Grant Award from SRCF

---

The Rowan County Department of Social Services has been awarded \$8,000 by Salisbury-Rowan Community Foundation. These funds were awarded on 11-29-2022 to support DSS's One Church One Child program.

Recommendation: The Board of Commissioners approve acceptance of the funds.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Award Notice (p. 12)	12/1/2022	Exhibit
Grant Application	12/1/2022	Backup Material



## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<b>Additional attachments can be included here.</b>	
<b>Grant Award Information</b>	
<b>Award Amount:</b>	2022 Salisbury-Rowan Community Foundation Grant Cycle Awarded On 11-29-2022, \$8,000
<b>Post Grant Evaluation Final Report is due by Noon on Friday, August 11, 2023.</b>	
<b>Award Acceptance</b>	
Please sign below indicating your organization's intended acceptance or decline of grant funds. Organizations intending to accept this award must complete this section or grant funds will be forfeited. Your acceptance of this grant includes agreement to all terms and/or conditions. Note: Accepting or declining your grant award is a two-step process. You must complete this section AND select the Accept or Decline button located in the upper-right corner of your dashboard.	
<b>*Do you certify that the executive director accepts this grant and all terms and conditions as stated above?</b>	
<b>Should you need additional information, please contact Tiara Miles, Board &amp; Grants Specialist, at <a href="mailto:tmiles@fftc.org">tmiles@fftc.org</a> or 704.973.4506.</b>	

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

## Applicant View

## Applicant Summary

<b>Organization Status Search</b>	
Please search for your organization's legal name and current status by following these steps: Click on the data entry field that says "Select", and begin typing the organization name in the box that appears. As you type, the list of organizations will narrow, and you can select your organization from the list. Search tip: If your organization's name includes an "and" or "&", try interchanging these if you are having difficulty finding your organization. If your organization is found in the list, please select the name. The current due diligence status will appear - either Due Diligence Complete or Requires Fiscal Sponsor. If your organization does not appear, please select Organization Not Found from the top of the dropdown list. A status of Due Diligence Required will appear. Note: If you have received a grant from the Foundation in the past but do not find your name, due diligence renewal may be required. The Foundation will begin required due diligence processes once an application is fully submitted.	
*Organization legal name / Status:	Rowan County Department of Social Services - [1813 E. Innes Street, Salisbury, NC, 28146] Due Diligence Approval Completed
<b>Organization Information</b>	
Please re-enter the organization's legal name below, and enter the current mailing and contact information.	
*Organization legal name:	Rowan County Department of Social Services (RCDSS)
Organization AKA or DBA name:	Rowan One Church One Child (ROCOC)
*Mailing address:	1813 E Innes St
Mailing address line 2:	
*Mailing city:	Salisbury
*Mailing state:	North Carolina
*Mailing county:	Rowan County
*Mailing zip:	28146
*Organization phone:	704-267-7996
Organization web address:	www.rowancountync.gov/rococ
<b>Application Contact Information</b>	
*Salutation:	Mrs.
*Contact first name:	Donna
*Contact last name:	Beaver
*Contact title:	Rowan One Church One Child Program Coordinator
*Contact telephone number:	704-267-7996
*Contact email address:	donna.beaver@rowancountync.gov
*Is the contact person listed above also the executive director of the organization?	No
*Salutation:	Mrs.
*Executive director first name:	Micah
*Executive director last name:	Ennis
<b>Supplemental Information</b>	

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

\*EIN (please type in the following format: XX-XXXXXXX):

56-6000336

## Organization Overview

Organization Overview	
*Organization mission:	ROCOC partners with RCDSS, churches, foundations, civic organizations, and community members to improve the lives of Rowan County children/teens who are victims of poverty, trauma, neglect, and/or abuse by providing life necessities for families who seek to provide a loving, stable, healthy, and protective home environment for these children/teens. By assisting families with life necessities, ROCOC and our partners hope to keep birth families intact whenever possible, to strengthen relative caregivers, and to decrease the need for parents to seek alternative ways to relieve stress or earn income through illegal activities, placing children at higher risk for trauma.
*Organization core services: (100 word max.)	ROCOC assists families with active cases with the Children's Division of RCDSS and families receiving Work First Family Assistance (WFFA) through RCDSS with beds, car seats, used appliances, clothing and shoes, underwear and socks, personal hygiene items, diapers and wipes, school supplies, and other life necessities as needed. Children, teens, and their caregivers can visit the center monthly to receive clothing, shoes, underwear, socks, personal hygiene items, diapers, wipes, household goods, and school supplies. Larger items are ordered for families and delivered directly to their homes. <b>FAMILIES RECEIVE THESE SERVICES FREE OF CHARGE.</b>
*Please provide the estimated number of volunteers for your organization (specific to your local unit, if applicable).	100

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<b>*Please provide a brief description as to how you engage volunteers to further your mission.</b>	<p>ROCOC Assistance Center volunteers assist families as they come into the center and accept, sort, and put away donations. They personally spread the ROCOC mission throughout the community and refer churches and organizations who are interested in partnering with ROCOC to the ROCOC Program Coordinator.. Each ROCOC partner chooses a coordinator who shares the needs of ROCOC with the church/organization and assists in planning events to benefit ROCOC. Our 15 Advisory Board members also personally spread the word about ROCOC to the community and assist in recruiting new partners. They assist in the planning of 2 yearly community banquets to spread information aboutt he work of ROCOC.</p>
---	---

### Organization Demographic Information

**When submitting demographic information please be sure to fill out all fields. Enter "0" for percentage fields that do not apply to your organization, all fields should total 100%. Please respond to the questions to the best of your ability and "approximates" or estimates are acceptable.**

**Service Population - Use the following percentage fields to describe the overall population your organization serves by race/ethnicity:**

<b>Click here if your organization does not collect this information on your service population:</b>	We don't collect this information on our service population
--	---

**Board of Directors - Use the following percentage fields to describe the race/ethnicity composition of your organization's current Board of Directors:**

<b>*Asian</b>	0
<b>*Black or African American</b>	33
<b>*Hispanic or Latino</b>	0
<b>*Native American/Alaskan</b>	0
<b>*Native Hawaiian or Other Pacific Islander</b>	0
<b>*White, non-Hispanic</b>	67
<b>*Not listed above</b>	0
<b>Click "Calculate" to confirm your Board of Directors percentages total 100.</b>	100.00

**Board of Directors - Use the following percentage fields to describe the gender composition of your organization's current Board of Directors:**

<b>*Female</b>	80
<b>*Male</b>	20
<b>*Non-binary</b>	0
<b>*Click "Calculate" to confirm your Board of Directors percentages total 100.</b>	100.00

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

**\*How does your organization go about building racially and culturally diverse representation within your board? Please explain. (150 word max)**

Early in the COVID pandemic, the Advisory Board was unable to meet. The ROCOC Program Coordinator retired in late 2020. After being named Program Coordinator in January 2021, Donna Beaver began to reassemble the board for virtual meetings. Many members found the virtual meetings difficult and became inactive. The board currently consists of 6 DSS employees and 9 community members. The DSS staff positions remain constant on the board. By June 2022, each community member rotated off, and 9 new community members, all members of partner churches, were elected to serve beginning July 2022. Some submitted letters of application to the board, and some were recommended by previous board members and volunteers. It was important to DSS employees to assemble a diverse group to serve 2 and 3 year terms..The current board is committed to diversity when electing future board members and hopes to include represenatives from the Hispanic community.

**Leadership/Management Team - Use the following percentage fields to describe the race/ethnicity composition of your organization's current Leadership Team (Executive Director, CEO, Department Lead or higher):**

Click here if your organization does not have a leadership/management team:

*Asian	0
*Black or African American	33
*Hispanic or Latino	0
*Native American/Alaskan	0
*Native Hawaiian or Other Pacific Islander	0
*White, non-Hispanic	67
*Not listed above	0
Click "Calculate" to confirm your Leadership Team percentages total 100.	100.00

**Leadership/Management Team - Use the following percentage fields to describe the gender composition of your organization's current leadership team:**

*Female	83
*Male	17
*Non-binary	0
*Click "Calculate" to confirm your Leadership Team gender percentages total 100.	100.00

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<b>*What is the race/ethnicity of your current or acting Executive Director, CEO or President? Select all that apply.</b>	White
<b>*What is the gender of your current or acting Executive Director, CEO or President?</b>	Female
<b>Staff - Use the following percentage fields to describe the race/ethnicity composition of your organization's current staff:</b>	
<b>Click here if your organization does not have staff:</b>	
<b>*Asian</b>	0
<b>*Black or African American</b>	29
<b>*Hispanic or Latino</b>	5
<b>*Native American/Alaskan</b>	0
<b>*Native Hawaiian or Other Pacific Islander</b>	0
<b>*White, non-Hispanic</b>	66
<b>*Not listed above</b>	0
<b>Click "Calculate" to confirm your staff percentages total 100.</b>	100.00
<b>Staff - Use the following percentage fields to describe the gender composition of your organization's current staff:</b>	
<b>*Female</b>	90
<b>*Male</b>	10
<b>*Non-binary</b>	0
<b>*Click "Calculate" to confirm your staff gender percentages total 100.</b>	100.00

### Project Description

<b>*Project/program title: (8 word max.)</b>	Essential Living Items for Safeguarding Rowan's Neglected Children
<b>*Please select the primary investment area that your project will address (if needed, see list of descriptions for assistance):</b>	Human Services
<b>*Brief project summary: (50 word max.)</b>	ROCOC will provide new beds (including twins, fulls, queens, toddler beds, cribs, bassinets, and pack n plays), new car seats and booster seats, and used appliances for families receiving services from RCDSS Children's Services Division and families receiving WFFA.
<b>*What is the geographic service area being served, such as neighborhood, county-wide, etc.?</b>	Rowan County, NC - county-wide

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

**If your program was specifically designed to serve a certain population, please indicate below (Check all that apply):**

<b>*Age group:</b>	Children - Preschool (0 - 4 yrs) Children - Elementary School (5 - 10 yrs) Youth - Middle School (11 - 13 yrs) Youth - High School (14 - 17 yrs) Young Adult/College (18 - 22 yrs) Not Age Specific
<b>*Gender:</b>	Female Male Non-binary Not Gender Specific
<b>*Race/Ethnicity:</b>	Black or African American White Hispanic or Latino Asian Native American/Alaskan Native Hawaiian/Pacific Islander Not Race/Ethnicity Specific
<b>*Other populations:</b>	Members of LGBTQ+ community or allies
<b>If you would like to provide additional information concerning the intended audience/constituents of your project, please do so here:</b>	ROCOC serves children/teens of all ages, races, ethnicities, and cultural backgrounds. We serve children/teens and their families regardless of sexual orientation.
<b>*Detail the project timeline. Include key milestones and dates, where applicable. (150 word max.)</b>	Funds received from the Salisbury Rowan Community Foundation Grant will be used between January 2023 and June 2023 to purchase beds, car seats, and used appliances for families as needs arise.

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County Department of Social Services (RCDSS)

<p><b>*Describe your project expenses in detail. (200 word max.)</b></p>	<p>Currently, a twin bed and mattress can be purchased for \$195. A crib and mattress can be purchased for \$258, A toddler bed and mattress can be purchased for \$100. A car seat/booster seat can be purchased from between \$28-\$80. Used appliances usually range from \$150-\$300. Most items are orded from Amazon or Walmart. ROCOC pays no shipping fees. Used appliances are picked up by families from Hill's Used Appliances in Thomasville or the Habitat Restore in Salisbury.</p> <p>All grant funds will be used to purchase beds, car seats, and used appliancesfor families. The ROCOC Assistance Center currently pays no rent or utilities. Donna Beaver is the only paid staff member on site. Her salary is paid by Rowan County Government.</p>
<p><b>*What makes your organization unique and effective, as compared with other organizations working in your geographic area with similar populations? What is your organization doing to limit duplication or overlapping services? (200 word max.)</b></p>	<p>ROCOC is the only organization in Rowan County with a goal of purchasing life essential items for children and their families receiving services through RCDSS Children's Services and WFFA,who are suffering from poverty, trauma, abuse, and/or neglect. ROCOC is successful at bringing the faith community, as well as other community partners, together with RCDSS to assist families. ROCOC is unique in its approach to helping birth families to remain intact and supporting kinship or family designated caregivers by providing life essentials for families.</p> <p>If in the future, another organization arises offering similar services to families, ROCOC will attempt to partner with the agency.</p>
<p><b>*Do you need licensing, zoning or other regulatory approval to conduct the project?</b></p>	<p>No</p>
<p><b>*Is your organization working in partnership with one or more organizations?</b></p>	<p>Yes</p>



## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

<b>*Please list all community partners and describe their role in the project. (100 word max.)</b>	RCDSS/ROCOC partners with 80 Rowan County churches and 2 Rowan County civic organizations. Partners complete one yearly project to support ROCOC. Some examples of projects include financial donations, drives for diapers/socks/coats/school supplies/etc, volunteering, community meals with proceeds going to ROCOC. Projects can be as small or as large as the church/organization chooses. In the fiscal year of July 2021-June 2022, ROCOC received \$11,946 in financial donations from our partners, plus an abundance of in-kind donations. Please see the attached 23 letters from area partners to confirm their cooperation with ROCOC. Also attached is ROCOC letterhead listing all partners.
<b>*Please attach letters from each partner confirming their participation. Letters must be uploaded as one document.</b>	scan 1.pdf
<b>If necessary, please add clarifying information regarding the attachments.</b>	

### Results Description

<b>*What results are you committed to achieving during the grant period? What metrics will you use to evaluate whether your project is successful? (100 word max.)</b>	\$8000 will purchase approximately 10 twin beds/mattresses, 8 cribs/mattresses, 10 toddler beds/mattresses, 10 car seats, 10 used appliances. Depending on needs of families, more or less money may be spent per item. During the period, \$8000 will be spent on beds (twin, full, queen, toddler, cribs), car seats, and used appliances. RCDSS Social Workers will send referrals to Donna Beaver, Program Coordinator, when needs arise. The DSS Children's Services Foster Care Supervisor will approve the purchase. Expenditures will be entered on the One Church One Child financial ledger and monitored by RCDSS Finances, as well as Rowan County Government Finances.
<b>*How many participants will you serve?</b>	144
<b>*What percentage of participants do you expect to achieve the results (enter a value up to 100% include the percentage sign in your response)?</b>	100

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### *Rowan County Department of Social Services (RCDSS)*

<b>*Explain how you arrived at the numbers above (50 word max.):</b>	Considering the purchases mentioned above, 48 children will be directly affected. Each of these homes should have at least 2 other family members (ie. parents or siblings). $48 \times 3 = 144$ . 100% of the children/teens will receive the needed items.
<b>*Who is leading this initiative and what are their qualifications? What factors in their leadership most predict success? (100 word max.)</b>	Donna Beaver, ROCOC Program Coordinator, will be leading the initiative. Mrs. Beaver has over 18 years of experience working in many areas of RCDSS. During this time, she has worked directly with families and understands the critical needs of children. Since taking the position of Program Coordinator in January 2021, Mrs. Beaver has increased funding and streamlined business practices. Mrs. Beaver has spent a lot of time in the community, keeping connected with partners and building new partnerships. Mrs. Beaver is supported by RCDSS leadership and the ROCOC Advisory Board members.
<b>*What have you achieved in the past three years that contributes to your organization's success? (100 word max.)</b>	Since the beginning of 2019, ROCOC spent over \$150,000 on beds, car seats, used appliances, and other life necessities for children and their families. ROCOC has helped birth parents and relative caregivers provide safe and healthy homes for their children. Meeting health and safety needs of children in their own homes decreases the need for foster care placements and reduces trauma for children.

## Financials and Project Budget

Financials	
<b>*Annual operating budget:</b>	\$46,600.00
<b>*Please attach your organization's annual budget for the current fiscal year, including income and expenses. Please DO NOT attach budgets larger than 5 pages.</b>	Projected Budget July 22- June 23.pdf
<b>*Please attach your organization's annual budget for the previous year, including income and expenses. Please DO NOT attach budgets larger than 5 pages.</b>	Financial Statement 2021-2022.pdf
<b>*Net assets of organization (as reported on 990):</b>	\$78,581.19
<b>*Does your organization conduct an audit?</b>	Yes

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<b>*What is the most recent audit date?</b>	3/31/2022
<b>Project Budget</b>	
Please use the budget template provided below to detail your proposed project expenses. The following are instructions to assist you with submitting your budget: Download and read the Project Budget Instructions before completing a budget template. Once you have read the instructions, download the project budget template. Complete the budget template as instructed. Save the budget template as a PDF, no other file types will be accepted. Review the PDF document, ensuring all cells and information can be read and understood. Upload the completed PDF file to your application.	
Click the link below to review the project budget instructions:	
Click the link below to download a copy of the Project Budget Template: Note: Keep a copy of your proposed budget for your records. It is helpful if you need to resubmit or make changes throughout the grant program.	
<b>*Upload completed project budget</b>	Project Budget Template_Rev 2021 (1).pdf
<b>*Total project budget:</b>	\$10,750.00
<b>*Grant request amount:</b>	\$8,000.00
<b>*If you were to receive partial funding, how would this impact your ability to accomplish your goals? (100 word max.)</b>	RCDSS and ROCOC will be grateful for any funding that the Salisbury Rowan Community Foundation is able to provide. If less than \$8000 is received, the ministry will reach out to other funding sources to meet the needs of families.

### Submittal Page

<b>Certification</b>	
<b>*Do you certify that the executive director and board of directors have approved submittal of this grant request?</b>	Yes
<b>*Do you certify that all information provided is accurate to the best of your knowledge and the project and schedule as presented will be adhered to?</b>	Yes
<b>*Title of representative requesting grant:</b>	ROCOG Program Coordinator
<b>*Signature of representative requesting grant:</b>	Donna Beaver 8/25/2022 9:58:39 AM
To submit your application, return to your dashboard and click the "Final Review and Submit" button located at the upper-right corner. No additions or corrections to the application are allowed once it has been submitted.	

### Award Agreement

<b>The following program/project has been approved for funding:</b>	
<b>*Project/program title: (8 word max.)</b>	Essential Living Items for Safeguarding Rowan's Neglected Children

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<p><b>*Brief project summary: (50 word max.)</b></p>	<p>ROCOC will provide new beds (including twins, fulls, queens, toddler beds, cribs, bassinets, and pack n plays), new car seats and booster seats, and used appliances for families receiving services from RCDSS Children's Services Division and families receiving WFFA.</p>
<p><b>Grant Terms</b> Grant funds are to be used only as stated in the following terms and conditions: This grant is being made for the specific project and / or components of the project outlined in the grant proposal. If any changes to the project are needed, contact Foundation staff to discuss amendments, reallocations, and to obtain approval to proceed prior to implementing any changes or expending any funds. If awarded general operating support, the funds must be used for the operations of the Grantee organization. Payment will be scheduled upon your acceptance of the grant including agreement to all terms and / or conditions. Submittal of this award section signifies your acceptance. The deadline for this section is four weeks after the email notification of award. If this section is not completed within the time allowed, the grant will be forfeited. Grants are one year in duration. To the extent it is required and indicated in Conditions below, the Grantee agrees to submit the online evaluation report describing the project and an explanation of how the funds were spent. Failure to submit a complete evaluation report by the stated deadline may make the organization ineligible to receive a grant from the same program in future years. Based on annual reporting calendars with clients and volunteers, the evaluation report is due 9 months after the grant award date, unless otherwise stated. All grant recipients have one year to complete the grant and if funds are not expended when the report is submitted at 9 months, an additional report may be required. Failure to submit follow up evaluation report(s) by the stated deadline(s) may make the organization ineligible to receive a grant from the same program in future years. If the Grantee does not complete the funded project within one year, the Grantee must submit a written request for an extension. The Foundation will notify the Grantee of the decision regarding the extension. The Foundation reserves the right to conduct an independent evaluation of your project and a verification of grant expenditures. The Grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the Grantee to refund the grant. The Foundation recognizes grant circumstances may change over the life of a grant which will require you to either apply for a grant extension or reallocation. Should your project change in scope, please notify The Foundation as soon as possible with any reallocation requests. Please note, any reallocation request must be approved. Failure to notify The Foundation of reallocation request may result in forfeiting any or all funds. The Foundation is not responsible for any actions of the Grantee, and furthermore, the Grantee agrees to indemnify, defend and hold harmless the Foundation, its agents and employees, and the Trustees/Board from any liability, loss, cost, injury, damage or other expense that may be incurred by the Grantee or claimed by any third person against it as a result of funding of the project or any action or non-action taken in connection with the project, only in the manner and to the extent provided by North Carolina law.</p>	
<p><b>Grant Conditions</b></p>	
<p><b>*Additional award contingencies:</b></p>	<p>N/A</p>
<p><b>If you are required to submit additional information to meet contingencies listed above, please include attachments here. Files must be uploaded in PDF format on 8.5" x 11" paper with a portrait orientation.</b></p>	

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

<b>Additional attachments can be included here.</b>	
<b>Grant Award Information</b>	
<b>Award Amount:</b>	2022 Salisbury-Rowan Community Foundation Grant Cycle Awarded On 11-29-2022, \$8,000
<b>Post Grant Evaluation Final Report is due by Noon on Friday, August 11, 2023.</b>	
<b>Award Acceptance</b>	
Please sign below indicating your organization's intended acceptance or decline of grant funds. Organizations intending to accept this award must complete this section or grant funds will be forfeited. Your acceptance of this grant includes agreement to all terms and/or conditions. Note: Accepting or declining your grant award is a two-step process. You must complete this section AND select the Accept or Decline button located in the upper-right corner of your dashboard.	
<b>*Do you certify that the executive director accepts this grant and all terms and conditions as stated above?</b>	
<b>Should you need additional information, please contact Tiara Miles, Board &amp; Grants Specialist, at <a href="mailto:tmiles@fftc.org">tmiles@fftc.org</a> or 704.973.4506.</b>	

**2022 Salisbury-Rowan Community Foundation Grant Cycle**

*Rowan County Department of Social Services (RCDSS)*

**Shiloh United Methodist Church**

P.O. Box 315

Granite Quarry, North Carolina 28072

Office (704) 279-2112

**August 27, 2022**

**To Whom It May Concern**

Shiloh UMC Church in Granite Quarry, NC partners with Rowan One Church One Child to assist Rowan's abused and neglected Children. ROCOC partners with many other Rowan County churches and organizations.



**Rev Dr. Craig J. Sefa**  
**Pastor**

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## MEMORANDUM

TO: Salisbury-Rowan Community Foundation

FROM: Kiwanis Club of Salisbury, P.O. Box 182, Salisbury, NC 28145

DATE: August 29, 2022

RE: Letter of Partnership with Rowan One Church One Child

The Kiwanis Club of Salisbury partners with Rowan One Church One Child to assist Rowan County's abused and neglected children. It is our privilege to work alongside this much needed service.

Sincerely,

*Nan Zimmerman*

Nan Zimmerman  
Vice President  
Kiwanis Club of Salisbury

# Maranatha Bible Church

2320 Statesville Boulevard, Salisbury, North Carolina 28147 / Telephone (704) 637-1995

Lincoln Roth Senior Pastor

Donna Beaver  
Rowan One Church One Child Program Coordinator  
Placement Coordinator  
Rowan County Department of Social Services  
1813 E Innes St  
Salisbury, NC 28146

Dear Donna,

Maranatha Bible Church has partnered with Rowan One Church One Child in the past and plans to continue partnering with them to assist Rowan County's abused and neglected children through donations. We look forward to continuing to partner in any way our small congregation can help out!

We realize ROCOC partners with many other Rowan County churches and organizations to create the scaffolding needed to support the many needs of the children and foster parents within the system and we have enjoyed being a part of that partnership in the ecumenical community.

Signed,



*Lincoln Roth*  
*Maranatha Bible Church*

dr



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## UNITY PRESBYTERIAN CHURCH

P. O. Box 28

885 woodleaf Barber Road

Woodleaf, North Carolina 27054

704-278-4248

**August 9, 2022**

**Unity Presbyterian Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. Rowan One Church One Child partners with many other Rowan County churches and organizations.**

**Sincerely,**

**Karen Fleming**

*Karen Fleming*  
**Clerk of Session**



Bethel United Methodist Church  
2380 Long Ferry Rd  
Salisbury, NC 28146

Bethel United Methodist partners with Rowan One Church One Child to assist Rowan's abused and neglected children. We are a small church but still make effort to send donations on a quarterly basis. I know that it takes donations and volunteers to this worthy group to make children have a way to get the items they need. ROCOC partners with many other Rowan County churches and organizations.

Signed,  
*Angie Lovingood*  
*Communications for Bethel UMC*

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



CAROLINA  
FAMILY  
CHURCH

August 9, 2022

Rowan One Church One Child  
1312 N. Main St.  
Salisbury, NC 28144

To whom it may concern,

It has been our honor, along with many other churches and organization in the area to partner with Rowan One Church One Child. They provide a much needed service as they assist the abused and neglected children of our community.

In Christ,

Jonathan Allen  
Lead Pastor  
Carolina Family Church

**2022 Salisbury-Rowan Community Foundation Grant Cycle**

*Rowan County Department of Social Services (RCDSS)*



August 10, 2022

To Whom It May Concern:

Cornerstone Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many Rowan County churches and organizations.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Kristen Zapata'.

Kristen Zapata  
Executive Assistant

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## First Presbyterian Church

308 West Fisher Street  
Salisbury, NC 28144-4800  
[www.salisburyfirstpres.org](http://www.salisburyfirstpres.org)  
(704) 636-1321

August 9, 2022

First Presbyterian Church, Salisbury partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC also partners with many other Rowan County churches.

*Rev. Lara Musser Gritter*

Lara Musser Gritter  
Co-Senior Pastor

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



**August 9, 2022**

**Rowan One Church One Child  
Assistance Center  
1312 N. Main Street  
Salisbury, NC 28144**

**This is to confirm that First United Methodist Church of Salisbury, NC partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.**

**If you have any questions or need additional information, please feel free to contact me.**

**Sincerely,**

**Becca Blackmon  
Business Administrator**

**/bb**

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

### **GLORIA DEI LUTHERAN CHURCH**

1908 Statesville Blvd  
Salisbury North Carolina. 28144  
(704) 636-8354  
gloriadei.salisbury@gmail.com

To Whom It May Concern:

Gloria Dei Lutheran Church is one of the many churches partnering with Rowan One Church One Child (ROCOC) to assist Rowan's abused and neglected children. ROCOC has been a mission of ours for more than eight years.

ROCOC partners with many other Rowan County churches and organizations.

Grace and peace be with you

*Carrie D Parker*

Carrie D Parker  
Congregational President



*Maupin Avenue Presbyterian Church*

Associate Reformed  
100 Maupin Avenue  
Salisbury, North Carolina 28144  
Office 704-633-9101



11 August 2022

To Whom It May Concern:

Maupin Avenue Presbyterian Church in Salisbury, NC. partners with Rowan One Church One Child to assist Rowan County's neglected and abused children.

ROCOC partners with many other Rowan County churches and community organizations.

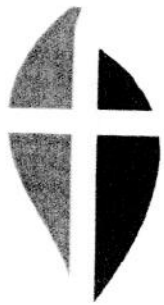
Sincerely,

Susan Triplett, Maupin Ave Church  
Co-ordinator with ROCOC



2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



**milfordhills**

UNITED METHODIST CHURCH

LOVE, SERVE, AND LIVE AS CHRIST.

1630 Statesville Boulevard  
Salisbury, NC 28144  
704-636-0471  
[www.milfordhillsumc.org](http://www.milfordhillsumc.org)

To whom it may concern,

Milford Hills United Methodist Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. We have been partners with ROCOC for many, many years and we are proud of the work they are doing to help the children of our county.

I, as the pastor of the church, and Ed James, our church's representative who serves on their board, are fully behind the ministry of ROCOC.

Sincerely,

Rev. Jim Parsons  
Pastor

Ed James  
Mission Team Member

8-20-2022

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



### ***Mount Zion United Church of Christ***

1415 South Main Street  
P.O. Box 1298  
China Grove, NC 28023

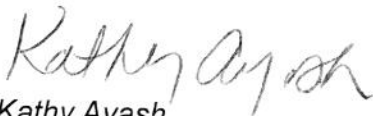
Office: 704.857.1169  
[mountzionucc@windstream.net](mailto:mountzionucc@windstream.net)

August 8, 2022

Salisbury Rowan Community Foundation:

Mount Zion United Church of Christ happily partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Sincerely,



Kathy Ayash  
Administrative Assistant  
Mt. Zion UCC

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## "DIRECTION ON LIFE'S JOURNEY"

DR. DALE ROBERTSON, PASTOR

North Main Baptist Church  
1501 North Main Street  
Salisbury NC 28144-2925  
704-637-2929

August 10, 2022

To Whom It May Concern,

**North Main Baptist Church** is a proud partner with Rowan One Church One Child in assisting Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

In HIS Service,

Dr. Dale Robertson,  
Pastor

*"We will give ourselves continually to prayer,  
and to the ministry of the word." (Acts 6:4)*

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

*Oakdale Baptist Church  
200 Charles Street  
Spencer, NC 28159  
704-633-9412*

August 10, 2022

Oakdale Baptist Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Sincerely,  
Keven Yates  
Secretary/Church Clerk

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

## SALISBURY SEVENTH-DAY ADVENTIST CHURCH

304 Rudolf Rd.  
Salisbury, NC 28146  
(704)-633-1282

To whom it may concern,

August 12, 2022

The Salisbury Seventh-Day Adventist Church continues to partner with the Rowan One Church One Child to assist Rowan's abused and neglected children. We are one of many Rowan County networking partners. As the pastor of Salisbury SDA Church, I have had the opportunity to host the ROCOC partnership banquet for the past several years. I can honestly say that the services that ROCOC brings to Rowan County has made a tremendous impact in the community. I cannot imagine the Rowan without ROCOC.

Yours truly,

Pastor Scottie Deal  
Salisbury SDA Church  
910-280-8953

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

*Rowan County Department of Social Services (RCDSS)*

St. Matthew's Lutheran Church  
9275 Bringle Ferry Road  
Salisbury, NC 28146  
704-633-3770

Rev. Dr. Jarrod Lanning, Pastor

August 9, 2022

St. Matthew's has been in partnership with One Church/One Child for approximately 10 years. Our church has supported their ministry with donations and collections of clothing, etc.

We are honored to be a support of their outstanding efforts in Rowan County.

Elaine Huffman  
Adm. Asst.

**2022 Salisbury-Rowan Community Foundation Grant Cycle**

*Rowan County Department of Social Services (RCDSS)*



**Rose Hill Baptist Church**  
*Serving Christ and the Community*

Rose Hill Missionary Baptist Church  
P.O. Box 94  
Kannapolis, NC 28082

To Whom It May Concern:

Rose Hill Missionary Baptist Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Signed,

A handwritten signature in black ink, which appears to read "Rev. Maurice Y. Jones". The signature is fluid and cursive, with a large, sweeping "M" and "J".

Rev. Maurice Y. Jones  
Pastor

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## Saint James Evangelical Lutheran Church

131 West Main Street • P. O. Box 486

Rockwell, North Carolina 28138

(704) 279-3150

August 10, 2022

St. James Lutheran Church of Rockwell partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Most sincerely,

A handwritten signature in cursive script that reads "Nell Tolley". The signature is fluid and elegant, with a long, sweeping underline.

Nell Tolley  
Administrative Assistant



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## Centenary United Methodist Church

620 Centenary Church Road  
Mt. Ulla, NC 28125

Rev. Joseph (Joe) Collins, D.Min Pastor  
Pastor's Cell 336-972-0168  
[jcollins@wnccumc.net](mailto:jcollins@wnccumc.net)

Church Office 704-663-2298  
[secretary.centenary.ume@outlook.com](mailto:secretary.centenary.ume@outlook.com)

### One Church One Child

Centenary United Methodist Church partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Sincerely,

A handwritten signature in cursive script that reads "Vickye Farlow".

Vickye Farlow  
Secretary Treasurer

**2022 Salisbury-Rowan Community Foundation Grant Cycle**

*Rowan County Department of Social Services (RCDSS)*



*Providence United Methodist Church*

CHURCH ADDRESS:  
6450 Bringle Ferry Road  
Salisbury, N.C. 28146  
(704) 633-5326

PARSONAGE ADDRESS:  
135 Partridge Trail  
Salisbury, N.C. 28146  
(704) 633-5855

August 10, 2022

Rowan One Church One Child Program Coordinator  
Rowan County Department of Social Services  
1813 E Innes Street  
Salisbury, NC 28146

*Providence United Methodist Church* partners with Rowan One Church One Child to assist Rowan's abused and neglected children. ROCOC partners with many other Rowan County churches and organizations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rev. Aldana W. Allen".

Rev. Aldana Allen  
Pastor of Providence United Methodist Church  
Phone: (704) 633-5326

Providence United Methodist Church  
*Growing Together in God's Grace!*

Check us out on the web at: [www.pumc-salisbury.org](http://www.pumc-salisbury.org)

# UNION LUTHERAN CHURCH



Christ Centered ~ Mission Driven ~ Traditionally Grounded ~ Congregationally Focused

August 9, 2022

Donna Beaver, Social Worker III  
Rowan One Church One Child Program Coordinator  
Placement Coordinator  
Rowan County Department of Social Services  
1813 E Innes St  
Salisbury, NC 28146

Dear Rowan One Church One Child,

Union Lutheran Church is proud to partner with Rowan One Church One Child to assist Rowan's abused and neglected children. Over the past several years, our Social Ministry Committee has sponsored through the congregation to collect, purchase, and donate items to help the organization during the year.

We are grateful to be a member of this community organization that partners with many other Rowan County churches and organizations.

Respectfully,

*Genevieve Baker*

Genevieve Baker  
ULC Staff Support



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



*St. Luke's Lutheran  
Church*

11020 N.C. Highway 801  
Mt. Ulla, NC 28125

August 15, 2022

Rowan One Church One Child Program Coordinator  
Attention: Donna Beaver, Social Worker  
Placement Coordinator  
Rowan County Department of Social Services  
1813 E Innes St  
Salisbury, NC 28146

Subject: Partnership with Local Church

Dear Donna,

Please accept this letter as the formal documentation regarding our partnership with the Rowan One Church One Child Program.

Please let us know if you need any additional information.

Thank you,

A handwritten signature in black ink, appearing to read 'Pastor Scott Swix', written over a faint, larger signature.

Reverend Scott Swix  
Pastor of St. Luke's Lutheran Church

SS/csg

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)



## Rowan County Department of Social Services

One Church One Child Ministry

1813 E. Innes Street, Salisbury, NC 28146

Donna Beaver, Coordinator

704-267-7996

[donna.beaver@rowancountync.gov](mailto:donna.beaver@rowancountync.gov)

[www.rowancountync.gov/rococ](http://www.rowancountync.gov/rococ)



Be an original.

Ardis Chapel AME Zion  
Bethel Lutheran  
Bethel UMC  
Bethlehem UMC  
Bethpage UMC  
Carolina Family Church  
Cedar Grove AME Zion  
Centenary UMC  
Central UMC - Spencer  
China Grove Church of God  
Christ Episcopal  
Christ UMC  
Cleveland UMC  
Coburn Memorial UMC  
Concordia Lutheran  
Cornerstone Church  
Dorsett Chapel UCC  
East Corinth Baptist  
Enon Baptist Church  
Faith Temple Triumphant Ministries  
First Baptist - Salisbury  
First Calvary Baptist  
First Presbyterian - Salisbury  
First United Church of Christ  
First UMC - China Grove  
First UMC - Landis  
First UMC - Salisbury  
Freedom United Church of God  
Gethsemane Missionary Baptist  
Gloria Dei Lutheran  
Gold Hill UMC  
Grace UMC  
Haven Lutheran  
Jerusalem Baptist  
Kannapolis Church of God  
Lebanon Lutheran  
Liberty UMC  
Life Church-Salisbury  
Life Impact Church  
Maranatha Bible Church  
Maupin Avenue Presbyterian

Memorial UMC  
Milford Hills UMC  
Mount Tabor UMC  
Mount Zion CME  
Mount Zion Missionary Baptist  
Mount Zion UCC  
Nazareth Community Church  
North Main Baptist Church  
Oak Grove UMC  
Oakdale Baptist  
Providence UMC  
Refreshing Springs Christian Ministry  
Rock Grove UMC  
Rockwell UMC  
Rose Hill Missionary Baptist  
Rowan Christian Assembly  
Salem Lutheran Church  
Salisbury Kiwanis Club  
Salisbury Seventh-day Adventist  
Second Presbyterian  
Shiloh UMC  
Soldiers Memorial AME Zion  
South China Grove UMC  
Southside Church of God  
Southern City AME Zion  
St. Enoch Lutheran  
St. James Lutheran  
St. Luke's Lutheran  
St. Luke's Reformed  
St. Matthew's Lutheran  
St. Paul's Episcopal  
The Arbor UMC  
The Tower of Power United Holy Church  
Thyatira Presbyterian  
Union Lutheran  
United Christian Fellowship Church  
International  
Unity Presbyterian  
Woodleaf Civitan Club  
Woodleaf UMC  
Word of Life Family Worship Center  
Zion UMC

# Member Congregations and Community Organizations

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

### PROJECTED BUDGET JULY 2022-JUNE 2023

#### INCOME

<b>Donations</b>	<b>Received as of July 31, 2022</b>	<b>Anticipated</b>
Church Donations	\$471.19	\$11,000.00
First UCC Grant	\$0	\$2800.00
Salisbury Rowan Community Foundation Grant	\$0	\$8000.00
Robertson Foundation Grant	\$0	\$8000.00
Woodson Foundation Grant	\$0	\$8000.00
Individual Donations	\$100.00	\$7000.00
Organization Donation	\$0	\$700
<b>Total</b>	<b>\$571.19</b>	<b>\$45,500.00</b>

#### EXPENSES

<b>Expenses</b>	<b>Spent as of July 31, 2022</b>	<b>Anticipated</b>
Beds & Mattresses	\$1529.37	\$15,000.00
Used Appliances	\$0	\$2000.00
Car Seats	\$0	\$3000.00
Supplies for Center	\$0	\$300.00
Other – pesticides, cleaning supplies, dressers, strollers, door alarms, lock boxes, clothing, shoes, underwear, socks, diapers, wipes, bedding, fire escape ladders, rent/utilities for families, food/gas cards, heaters	\$1900.71	\$22,000.00
<b>Total</b>	<b>\$3430.08</b>	<b>\$42,300.00</b>

# **2022 Salisbury-Rowan Community Foundation Grant Cycle**

*Rowan County Department of Social Services (RCDSS)*

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

### ROCOC FINANCIAL STATEMENT 2021-2022

#### INCOME

Church Donations	\$11,176.67
First UCC Grant (received Nov 2021)	\$2800
Salisbury Rowan Community Foundation Grant (received Jan 2022)	\$7500
Robertson Foundation (received May 2022)	\$8000
Woodson Foundation (received June 2022)	\$10,000
Individual Donations	\$7547.55
Organization Donations	\$770
<b>TOTAL</b>	<b>\$47,794.22</b>

#### EXPENSES

Beds & Mattresses	\$13,217.63
Used Appliances	\$1639.94
Car Seats	\$2361.68
Supplies for Center	\$316.64
Other – pesticides, cleaning supplies, dressers, strollers, door alarms, lock boxes, clothing, shoes, underwear, socks, diapers, wipes, bedding, fire escape ladders, rent/utilities for families, food/gas cards, heaters	\$11,684.01
<b>TOTAL</b>	<b>\$29,219.90</b>
<b>FUND BALANCE AS OF 6/30/2022</b>	<b>\$78,731.18</b>



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County Department of Social Services (RCDSS)

## Project Budget Template

### Rowan County DSS/Rowan One Church One Child

SECTION ONE: PROJECTED INCOME		
Funding Sources	Amount	Are Funds Requested or Committed?
This Grant Program	\$ 8,000.00	Requested
First UCC Grant	\$ 2,000.00	Requested
Church/Individual Donations	\$ 750.00	Requested
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>Total Income</b>	<b>\$ 10,750.00</b>	
SECTION TWO: PROJECTED EXPENSES		
Expense Item	Amount	Amount from This Grant Program
Beds	\$ 8,250.00	\$ 7,000.00
Used Appliances	\$ 1,000.00	\$ 500.00
Car Seats	\$ 1,500.00	\$ 500.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 10,750.00</b>	<b>\$ 8,000.00</b>

**Note: The total income (B14) must match the total expenses (B26).**

If necessary, please include any clarifying information about the project budget.
Funds will be spent on beds, used appliances, and car seats from January 2023-June 2023. \$2800 was actually requested from First UCC, but only a portion of this money will be spent during January 2023-June 2023.

*Note: The Foundation recognizes circumstances may change over the life of a grant. Therefore, anticipated deviations from any line item of this budget requires a request for reallocation of funds. Please submit reallocation requests in writing to the Foundation for approval prior to spending remaining funds.*

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jody Farrow-Bennett; Purchasing Director & Anna Bumgarner; Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Amendment No. 1 - Fifth Asset (DebtBook)

---

Rowan County received proposals for GASB 87 Software on December 2, 2021. A committee of finance, purchasing, IT and internal auditor staff scored the proposals and Fifth Asset dba Debt Book was selected to provide needed software for tracking leases related to GASB 87 rules. The initial cost was \$22,750. This software is now needed to help with GASB 96 SBITA related to technology agreements. Finance would like to continue use of the software and has gotten the below pricing.

FY23 Year 1 \$24,000  
FY24 Year 2 \$25,000  
FY25 Year 3 \$30,000

The FY23 pricing includes implementation of the new GASB 96 SBITA items into the software.

Attached quote from Debt Book for year 1 and 2 for \$49,000 total. Year 3 will not be discounted and therefore will be \$30,000.

Recommendation: Board of Commissioners authorize County Manager to approve amendment to contract with Fifth Asset dba Debt Book for additional services over 3 years not to exceed \$79,000.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Quote	12/7/2022	Cover Memo
Amendment #1	12/7/2022	Cover Memo



## DebtBook Quote

# Rowan County, NC

130 W Innes St.  
Salisbury, NC 28144

### Mitzi Odell

Accountant  
mitzi.odell@rowancountync.gov  
704-216-8109

### Prepared By:

DebtBook  
Adam Fekini  
Account Manager  
adam.fekini@debtbook.com

### Notice Address:

300 W. Summit Ave STE 110  
Charlotte, NC 28203

## Products & Services

Description	Qty	Annual Fee	Discount	Total
Implementation Charge: Tier 4 <small>This represents the cost of our white glove GASB-96 implementation process for your organization.</small>	1	\$4,000 Year 1	-	\$4,000 Year 1 Cost
Subscription Charge: Tier 4 <small>This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.</small>	1	\$30,000 Year 1	33%	\$20,000 Year 1 Cost
Subscription Charge: Tier 4 <small>This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.</small>	1	\$30,000 Year 2	17%	\$25,000 Year 2 Cost

**Total 2 Year Renewal Cost:**

**\$49,000**

## RENEWAL ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook (“**DebtBook**”) is pleased to provide Rowan County, NC (“**Customer**”) with the Services subject to the terms established in this Order Form, including DebtBook’s Price Quote attached as **Exhibit A** and incorporated herein by this reference (the “**DebtBook Quote**”).

On and after the Effective Date listed below, this Order Form supersedes and replaces the Order Form previously executed and delivered by DebtBook and the Customer (the “**Original Order Form**”). This Order Form may be modified or replaced from time to time by a subsequent Order Form duly executed and delivered by each party in connection with any Renewal Term.

The Services are subject to DebtBook’s General Terms & Conditions, which were provided to Customer in connection with the execution and delivery of the Original Order Form (the “**Terms & Conditions**”), and the Incorporated Documents referenced in the Terms & Conditions. Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Order Form Details	
Effective Date: 2/01/23	Billing Frequency: Annually
Initial Term End Date: 1/31/25	Payment Terms: Net 30
Initial Pricing Tier: Tier 4	See the DebtBook Quote for more details

**Services.** Subject to the terms described in this Order Form, DebtBook will grant Customer access to the Application Services during the Initial Term described above and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and, if requested, the Implementation Services. DebtBook will also provide Customer with the Support Services throughout the Term.

**Fees.** DebtBook will charge Customer (1) a recurring Subscription Fee for Customer’s access to the Onboarding Services, the Application Services, and the Support Services and (2) if applicable, an Implementation Fee for the Implementation Services, in each case as set forth in the DebtBook Quote and this Order Form.

Generally, DebtBook sets Fees using its standard pricing schedule for the Services based on the Customer’s applicable Pricing Tier, which is based on the total number and amount of the Customer’s Application Obligations at the time of determination. DebtBook’s current pricing schedule and Pricing Tiers are set forth in the DebtBook Quote, which will remain in effect with respect to Customer throughout the Initial Term.

The Initial Pricing Tier indicated above is based on Customer’s good faith estimate of its Application Obligations as of the Effective Date. The Subscription Fees to be charged as provided in the DebtBook Quote will not change during the Initial Term, regardless of any change to the actual number or amount of the Customer’s Application Obligations during the Initial Term.

**Implementation Services.** At Customer’s request, DebtBook will provide Implementation Services to Customer for a 12-month period, with each such period beginning, if applicable, on the Effective Date and on each anniversary of the Effective Date thereafter (each, an “**Implementation Period**”). Customer may request Implementation Services at any time during the Term.

If Implementation Services are requested for any Implementation Period, then the Implementation Fee will be based on the aggregate number and amount of the Customer’s Application Obligations at the beginning of such Implementation Period. The Implementation Fee will be due and payable at the later of (1) the beginning of the applicable Implementation Period or (2) the date on which Customer requests Implementation Services for such Implementation Period, and will entitle Customer, in each case, to Implementation Services at the applicable Pricing Tier through the end of the Implementation Period then in effect.

For any Implementation Period, if the total number or amount of Customer’s Application Obligations implemented causes Customer’s applicable Pricing Tier to increase, then DebtBook will charge Customer an additional Implementation Fee such that the total Implementation Fee charged for such Implementation Period equals the Implementation Fee applicable to the increased Pricing Tier as set forth in the DebtBook Quote.

**Billing.** Unless otherwise provided in the Order Form or the Customer Terms, all Fees will be due and payable in advance on the terms indicated above, and each invoice will be emailed to the Customer's billing contact indicated below.

**Renewal Term.** The Agreement is subject to renewal on the terms set forth in the Terms & Conditions. The Pricing Tier applicable for each Renewal Term will be determined based on the aggregate number and amount of the Customer's Application Obligations at the time of renewal.

**Termination.** The Agreement is subject to early termination on the terms set forth in the Terms & Conditions.

**Entire Agreement.** By executing this Order Form, each party agrees to be bound by this Order Form, the Terms & Conditions, the Incorporated Documents, and any Customer Terms.

This Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete "Agreement" between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

**Intellectual Property.** Except for the limited rights and licenses expressly granted to Customer under this Order Form and the Terms & Conditions, nothing in the Agreement grants to Customer or any third party any intellectual property rights or other right, title, or interest in or to the DebtBook IP.

**Important Disclaimers & Limitations.** EXCEPT FOR THE WARRANTIES SET FORTH IN THE TERMS & CONDITIONS, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. IN ADDITION, TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE PARTIES' LIABILITIES UNDER THE AGREEMENT ARE LIMITED AS SET FORTH IN THE TERMS & CONDITIONS.

**Notices.** Any Notice delivered under the Agreement will be delivered to the address below each party's signature below.

**Authority; Execution.** Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

**FIFTH ASSET, INC., D/B/A DEBTBOOK**

**ROWAN COUNTY, NC**

By: \_\_\_\_\_  
Name: Tyler Traudt  
Title: CEO

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Notice Address**

300 W. Summit Avenue, Suite 110  
Charlotte, NC 28203  
Attention: Chief Executive Officer  
tyler.traudt@debtbook.com

**Notice Address**

130 W Innes St.  
Salisbury, NC 28144  
Attention: Mitzi Odell  
mitzi.odell@rowancountync.gov

**Billing Contact**

130 W Innes St.  
Salisbury, NC 28144  
Attention: Mitzi Odell  
mitzi.odell@rowancountync.gov

**Exhibit A**  
**DebtBook Quote**

[See attached.]

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Micah Ennis, Director  
**DATE:** December 8, 2022  
**SUBJECT:** Families First Agreement

---

The Rowan County DSS has held a verbal lease agreement with Families First -- NC, Inc. for several years. Use of our space is our in-kind contribution to the important services the organization provides to children and families. After consultation with Risk Management and County Attorney, a written lease agreement seemed more appropriate. We are seeking board approval of the BOC.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Draft Agreement	12/8/2022	Cover Memo



STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF ROWAN

THIS LEASE AGREEMENT is made this the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between Rowan County, a body politic, hereinafter called Landlord, and Families First-NC, Inc., A North Carolina Non-Profit Corporation with its principal office located at 135 Mocksville Avenue Suite 2, Salisbury, NC 28144, in Rowan County, North Carolina, hereinafter called Tenant:

WITNESSETH:

Families First-NC, Inc., as a Non-Profit corporation registered in North Carolina with current 501(c)(3) tax exempt status, and desires to lease certain real property from Landlord to maintain its programming for family services and storage space needs; and

Subject to the terms and conditions and mutual promises hereinafter set forth, the Landlord hereby demises and lets and the Tenant hereby rents and hires from said Landlord the following described premises located in Salisbury, Rowan County, North Carolina:

That certain current space located in the Rowan County Department of Social Services at 1813 East Innes Street, Salisbury, NC 28146 that includes two (2) conference rooms, two (2) offices and one (1) storage closet, all adjacent to the lobby area, together with parking and access through the customary badge entrances for staff and staff-controlled public entrances for clients.

TO HAVE AND TO HOLD the same and the privileges and appurtenances thereunto in any wise pertaining to the said Tenant and to be used by Tenant for the purpose of operating supervised visitation services in accordance with its non-profit purposes, and for such purposes as are usual and customary in the conduct of such business and for no other purpose or purposes for the Initial Term of FIVE (5) YEARS (plus the fractional portion, if any, of the month during which the lease commences) beginning on the commencement date as hereinafter set forth.

1. Commencement Date and Rental. The lease term hereof shall begin and rent shall commence to accrue on the 1st day of January, 2023.

(a) Minimum Rent. Tenant agrees to pay to Landlord as annual guaranteed minimum rent hereunder the sum of One Dollar (\$1.00) per year, payable on or before the first day of each calendar year.

(b) Late Payments and Interest. If Tenant shall fail to pay, when the same is payable, any charges or payments required to be paid by Tenant hereunder, such unpaid amounts shall bear interest from the due date thereof to the date of payment at the rate of 18% per annum (but no less than \$50.00, to cover Landlord's administrative expenses), and Tenant shall reimburse

Landlord for reasonable attorney's fees, if any, incurred by Landlord by reason of default by Tenant.

2. Option to Extend and Landlord Early Termination Right. Tenant shall have the option to extend the term hereof for one (1) additional term of FIVE (5) YEARS. Provided, however, during the Initial Term or any extension thereof, Landlord may, if such space is needed for Landlord's primary purpose, provide one hundred eighty (180) days written notice to Tenant of Landlord's intent to terminate this Lease, and Tenant shall vacate the property prior to the end of the notice period. Provided, however, Landlord hereby agrees to reimburse Tenant for Qualified Tenant Improvements that were approved by Landlord prior to Tenant's work. Any extension shall be on the following terms and conditions:

- (a) No default is existing or continuing in the performance of any of the terms of this lease.
- (b) The extended term shall be on the same terms, covenants, and conditions as provided in this lease except that there shall be no privilege to extend the term of this lease for any period beyond the expiration of the fourth extended term.
- (c) Tenant hereby agrees to provide Landlord with any and all changes in the scope or purpose of the designated program described above, including changes in its governing board, bylaws or general governance documents.
- (d) Tenant shall maintain updated records of directors, officers, employees and volunteers with Landlord, including relevant contact information for each.

Tenant shall exercise its right to an extension in the following manner.

- (a) Tenant shall notify Landlord in writing of its election to exercise the right to extend the term of this lease for the first or any subsequent extended terms, as the case may be, at least Ninety (90) Days prior to the expiration of the Initial Term or a subsequent extended term.
- (b) On the giving of such notice of election, the lease, subject to the terms of this provision, shall be deemed to be extended and the term thereof extended for a period of one year from the date of expiration of the Initial Term or any extended term during which such notice is given, as the case may be, without the execution of any further lease or instrument.

3. Taxes, Insurance, Repairs and Maintenance, and Utilities.

- A. Taxes. Landlord shall pay all real property taxes and general and special assessments ("real property taxes") levied and assessed against the building,

other improvements, and land of which the premises are a part, including any and all business listing taxes for personal property located on the demised premises.

- B. Insurance. Landlord shall keep in full force and effect a policy of fire and extended coverage insurance covering loss or damage to the Demised Premises in the amount of one hundred percent (100%) of the full replacement value of (i) the Building, exclusive of excavation, footings and foundations, and (ii) the Other Improvements on the Demised Premises, with a commercially reasonable deductible, for which Landlord shall be fully responsible.

Tenant, at its cost, shall maintain public liability and property damage insurance with liability limits of not less than \$500,000 per person and \$1,000,000 per occurrence, and property damage limits of not less than \$100,000 per occurrence, with an aggregate coverage of \$200,000 insuring against all liability of Tenant and its authorized representatives arising out of and in connection with Tenant's use or occupancy of the premises. Further, Tenant shall maintain insurance on its personal property, equipment and inventory located within the Demised Premises adequate for its purposes and without recourse against Landlord for its destruction.

All public liability insurance and property damage insurance shall insure performance by Tenant of the indemnity provisions of paragraph 11. Tenant agrees that, at least every two years, it will review the amount of its public liability and property damage insurance coverage and that it will make appropriate increases in the foregoing required coverage as appropriate to assure reasonable and adequate coverage limits.

If during the term of this Lease the demised premises are used by the Tenant for any purpose or in any manner that causes an increase in the rates of Landlord's all risk and/or public liability insurance, the Tenant will pay the additional premium caused thereby.

All the insurance required of Tenant under this lease shall contain an endorsement requiring thirty days' written notice from the insurance company to both parties and Landlord's lender, if any, before cancellation or change in the coverage, scope or amount of any policy. All such insurance shall name Landlord as an additional insured. A certificate of the policy, together with evidence of payment of premiums, shall be deposited with the Landlord at the commencement of the term, and on renewal of the policy not less than five days before expiration of the term of the policy. If such policy is terminated, Landlord shall have the right to obtain adequate insurance for Tenant and

chargeback Tenant any reasonable insurance premiums incurred.

- C. **Repairs and Maintenance.** During the term of this lease, Landlord shall make all repairs to the interior of the leased premises, said duty to include responsibility for painting, electrical maintenance, plumbing, windows, and lights of the leased premises.

During the term of this Lease and any extensions thereof, it shall be the sole duty of Landlord to make any necessary repairs to the outside walls, roof, HVAC and structural portions of the leased premises except for any such repairs made necessary by the fault, act or negligence of Tenant or its servants, employees, agents, customers or invitees in which case Tenant shall be responsible for said repairs

- D. **Utilities.** Landlord shall provide fuel, water, electricity and utilities and all other services and maintenance for the interior of the demised premises.

4. **Care of Premises.** The Tenant shall take good care of the premises hereby leased or demised, including maintaining the demised premises in a clean and orderly manner. At the end or other expiration of the term of this lease, Tenant shall deliver up said premises in good order and condition, ordinary wear and tear excepted. If Tenant should fail to deliver up said premises in good order and condition, Landlord may have necessary work performed to render the premises in good order and condition, and Tenant agrees to compensate Landlord for such service.

5. **Alterations and Additions.** The Tenant shall not make any alterations, additions or improvements to the premises hereby leased and demised.

6. **Compliance with Laws, Rules and Regulations.** Tenant shall comply with all reasonable rules and regulations of the Landlord with respect to the management and use of said premises. As may be necessary from time to time, Landlord may provide written rules and regulations regarding parking.

7. **Inspection.** The Tenant agrees that the Landlord and its agents or other representative shall have the right to enter upon the premises hereby leased or demised, or any part thereof, at all reasonable hours for the purpose of examining the same.

9. **Continuation of Business.** In the event that Tenant should discontinue its business in the demised premises for more than sixty days, unless said discontinuance is pursuant to Tenant's bona fide program of remodeling or other improvement of the premises for continuing its business therein, then Landlord shall have the option to terminate this Lease Agreement.

10. **Glass Breakage.** It is specifically understood and agreed that Tenant shall be

responsible for all glass breakage except such breakage as may be covered under the fire and extended coverage insurance policy or policies carried by Landlord.

11. Indemnity. Tenant shall hold Landlord harmless from all damages arising out of any damage to any person or property occurring in, on, or about the demised premises, including loading and unloading and sidewalk areas, except that Tenant shall not be liable for damage resulting from Landlord's gross negligence or willful misconduct. A party's obligation under this paragraph shall be limited to the sum that exceeds the amount of insurance proceeds, if any, received by the other party.

13. Waiver of Subrogation. The parties release each other and their respective authorized representatives from any claims for damage to any person or to the premises and the building and other improvements in which the premises are located, and to the fixtures, personal property, Tenant's improvements, and alterations of either Landlord or Tenant in or on the premises and the building and other improvements in which the premises are located that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage.

Each party shall cause each insurance policy obtained by it to provide that the insurance company waives all right of recovery by way of subrogation against either party in connection with any damage covered by any policy. Neither party shall be liable to the other for any damage caused by fire or any of the risks insured against under any insurance policy required by this lease.

15. Destruction by Fire or Casualty. If, during the term, the premises or the building and other improvements in which the premises are located are totally or partially destroyed from any cause, rendering the premises totally or partially inaccessible or unusable, Landlord shall restore the premises or the building and other improvements in which the premises are located to substantially the same condition as they were in immediately before destruction, if the restoration can be made under the existing laws and can be completed within 180 working days after the date of the destruction; provided, however, Landlord shall not be obligated to restore Tenant's fixtures, personal property, or improvements or alterations made by Tenant. Such destruction shall not terminate this lease. During the time required for restoration of all or any portion of the leased premises, Lessee shall not be required to pay rental for the portion of the premises not suitable for occupancy.

If the restoration cannot be made in the time stated above, then within fifteen days after the Landlord notifies Tenant that the restoration cannot be made in the said stated time, Tenant may terminate this lease immediately by giving written notice to Landlord. If Tenant fails to terminate this lease and if restoration is permitted under the existing laws, Landlord, at its election, may either terminate this lease or restore the premises or the building and other improvements in which the premises are located within a reasonable time and this lease shall continue in full force and effect. If the existing laws do not permit the restoration, either party

may terminate this lease immediately by giving notice to the other party.

17. Adequate Parking. Landlord agrees to provide adequate parking on said premises for clients and employees.

18. Signs and Exterior Space. Tenant agrees that no signs or other advertising matter shall be painted or attached to the outside walls of the leased premises or otherwise placed on the outside of the leased premises without the written consent of the Landlord. It is specifically agreed that all outside signs and decorations of every kind and nature must first be approved by Landlord before being placed on the leased premises. Use of space outside of the store building, whether under the canopy or elsewhere, shall only be by and with the written consent of the Landlord. No signs shall be attached or posted to the front windows without prior written consent of Landlord. No vending machines shall be permitted outside the store building without prior written consent of Landlord.

19. Trade Fixtures. It is understood and agreed that Tenant may install such fixtures and appliances as may be necessary for the proper conduct of its business and at the expiration of this lease may remove any and all such removable fixtures with the exception of automatic doors, air conditioning, heating, plumbing, electrical and lighting equipment or fixtures, provided that Tenant shall repair any damage caused by such removal.

20. Quiet Enjoyment. The Landlord hereby agrees that the Tenant, upon paying the rent as hereinbefore stipulated and performing all of the stipulations, agreements, and covenants, shall and may peaceably and quietly have, hold and enjoy said premises during said term, free from the adverse claims of any person, firm or corporation, and the Landlord will pay all taxes and assessments that shall be lawfully levied upon the same except such taxes as those for which the Tenant shall be primarily liable.

21. Default. If Tenant shall continue in default in payment of any rental or other sum of money becoming due hereunder for a period of ten days after the due date therefor; or, if Tenant shall default in the performance of any other covenant of this Lease and does not remedy such default within thirty days after written notice thereof or does not within such thirty day period commence such act or acts as shall be necessary to remedy such default, and complete such act or acts promptly; or, if Tenant shall become insolvent or be adjudicated bankrupt, or file in any court a petition in bankruptcy or other debtor proceedings, or file or have filed against it a petition for the appointment of a receiver or trustee for all or substantially all of the assets of Tenant; or, if Tenant makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement for the benefit of creditors; or, if Tenant shall vacate or abandon the demised premises or any substantial part thereof, or suffer the lease to be taken or encumbered under any legal process and such taking or encumbrance is not dissolved within twenty days; then, in any such event, Landlord shall have the right and option to terminate this Lease and shall have the immediate right of re-entry to remove all persons and property from the demised premises and dispose of or store such property as it sees fit, all without resort to legal process and without

being deemed guilty of trespass.

Landlord may relet the premise or a portion of the premises for any reasonable use, and Landlord shall be entitled to recover from Tenant an amount equal to the amount of all rents reserved under this Lease, less the net rent, if any, collected by the Landlord on reletting the demised premises. Net rent collected on reletting by the Landlord shall be computed by deducting from the gross rent collected all expenses incurred by the Landlord in connection with the reletting of the premises, including broker's commissions and the cost of repairing, renovating or remodeling said premises. In the event of termination upon Tenant's default, the monthly rent to be paid by the Tenant shall (for the purposes of this section) be deemed to be a sum equal to the average total rent for the immediate preceding six months.

22. Remedies Cumulative - Nonwaiver. No remedy herein or otherwise conferred upon or reserved to Landlord or Tenant shall be considered exclusive of any other remedy, but the same shall be distinct, separate and cumulative and shall be in addition to every other remedy given hereunder, or now or hereafter existing at law or in equity or by statute; and every power and remedy given by this Lease to Landlord or Tenant may be exercised from time to time as often as occasion may arise, or as may be deemed expedient. No delay or omission of Landlord or Tenant to exercise any right or power arising from any default on the part of the other shall impair any such right or power, or shall be construed to be a waiver of any such default or an acquiescence thereto.

23. Eminent Domain. If the nature, location or extent of any proposed taking by eminent domain affecting the building is such that the Landlord elects in good faith to demolish all or substantially all of the buildings, then the Landlord may terminate this lease by giving at least six (6) months written notice of termination to the Tenant at any time after such condemnation, and this lease shall terminate on the date specified in such notice. Tenant hereby expressly waives all rights to an award resulting from an eminent domain action affecting the building, except the right to receive compensation or damages for its loss of business and its fixtures or personal property.

24. Subordination. Tenant agrees that this lease shall at all times be subject and subordinate to the lien of any mortgage (which term shall include all security instruments) that may be placed on the demised premises by the Landlord; and Tenant agrees, upon demand, without cost, to execute any instrument as may be required to effectuate such subordination, provided however, as a condition to this subordination provision, the Landlord shall obtain from any such mortgagee an agreement in writing, which shall be delivered to Tenant, providing in substance that, so long as Tenant shall faithfully discharge the obligations on his part to be kept and performed under the terms of this lease, his tenancy shall not be disturbed, nor shall this lease be affected by any default under such mortgage, and in the event of foreclosure or any enforcement of any such mortgage, the rights of Tenant hereunder shall expressly survive, and this lease shall in all respects continue in full force and effect, provided however, that Tenant fully performs all of its obligations hereunder.

25. Confidentiality. Tenant will not divulge, or allow its employees or representatives to divulge, any of the terms or conditions of this lease agreement, other than as may be required pursuant to North Carolina public records laws.

26. Assignment or Sublease. Tenant shall not assign this agreement nor relet the premises or any part thereof.

Tenant shall not occupy or use or permit or suffer to be occupied or used the premises hereby leased or demised for any business or purpose deemed disreputable in any manner, or extra-hazardous on account of fire. Any levy or sale by way of lawful execution or other legal process or any transfer or sale in bankruptcy or insolvency or under compulsory procedure of law shall be deemed an assignment within the meaning and terms of this lease.

27. Notices. Whenever notice shall be given by either party to the other, notice shall be in writing addressed to the address of the party being notified at the address set forth in this agreement or to such other address as a party may from time to time designate by notice to the other party. Notice may be given by hand delivery, express service, electronic means, or by postage paid certified or registered mail with return receipt requested. Notice given by hand delivery, express service or electronic means shall be deemed to have been given upon receipt by the party being notified. Notice given by certified or registered mail shall be deemed to have been given at the time of receipt or rejection or three (3) days after such notice is first unclaimed.

Landlord:     Rowan County  
                  ATTN: County Manager  
                  130 West Innes Street  
                  Salisbury, NC 28144

Tenant:       Families First-NC, Inc.  
                  ATTN: Director  
                  135 Mocksville Avenue Suite 2  
                  Salisbury, NC 28144

28. Estoppel Certificate. Within ten days after request therefor by Landlord or any mortgagee or trustee under a mortgage or deed of trust covering the demised premises, or if, upon any sale, assignment or other transfer of the demised premises by Landlord, an estoppel certificate shall be required from Tenant, Tenant shall deliver in recordable form a statement to any proposed mortgagee or other transferee, or to Landlord, certifying any facts that are then true with respect to this Lease Agreement, including without limitation (if such be the case) that this



Lease Agreement is in full force and effect, that Tenant is in possession, that Tenant has commenced the payment of rent, and that there are no defenses or offsets to the Lease Agreement claimed by Tenant.

29. Waiver. The waiver by Landlord of any covenant or agreement set forth in this Lease shall not be deemed to be a waiver of any subsequent breach or any other covenant or agreement of this Lease. Acceptance of rent by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant (except Tenant's failure to pay the particular rent so accepted), regardless of Landlord's knowledge of such a preceding breach at the time the rent is accepted.

30. Singular and Plural. When required by the context of this lease, the singular shall include the plural.

31. Joint and Several Obligations. If more than one person or entity is Landlord or Tenant, the obligations imposed on that party shall be joint and several.

32. Paragraph Titles. The paragraph titles appearing in this lease are for reference only and shall not be considered a part of this lease or in any way modify, amend or affect the provisions thereof.

33. Complete Agreement and Effect. This written lease contains the complete agreement of the parties with reference to the leasing of the demised premises. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender hereof shall be valid unless in writing and signed and agreed to by both parties. It is understood and agreed that the stipulations, agreements and covenants herein contained are binding upon the parties hereto and their respective heirs, successors and permitted assigns.

34. Applicable Law. This lease is executed pursuant to the law of North Carolina, and all interpretations shall be under and pursuant to the laws of North Carolina.

35. Short Form. Lessor and Lessee agree that, at any time on request of either, a short form of this lease will be executed in form permitting its recording.

36. Partial Invalidity. If any provision of this Lease or the application thereof to any person or circumstance shall be deemed invalid or unenforceable, the remainder of this Lease and its application to other persons or circumstances shall not be affected by such partial invalidity but shall be enforced to the fullest extent permitted by law as though such invalid or unenforceable provision was never a part hereof.

{Signature Page Follows}

IN TESTIMONY WHEREOF, each of the said parties has caused these presents to be duly signed and executed the day and year set forth herein, this contract being executed in duplicate originals, one of which is retained by each of the parties.

LANDLORD: ROWAN COUNTY

By : \_\_\_\_\_  
Its: Chairman/Manager

TENANT:

FAMILIES FIRST-NC, INC.

By: \_\_\_\_\_(Seal)  
Printed Name: \_\_\_\_\_  
Its: \_\_\_\_\_ President/Director

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Casey Robinson, Assistant Tax Collector  
**DATE:** December 9, 2022  
**SUBJECT:** Tax Refunds for Approval

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
NOVEMBER 2022 TAX REFUNDS	12/9/2022	Cover Memo

# NOVEMBER 2022 TAX REFUNDS

TAXPAYER NAME	TAXPAYER NAME 2	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	SITUS	PARID	REFUND
24 HOUR REAL ESTATE TRUST ACCOUNT		1320 MATTHEWS MINT HILL ROAD		MATTHEWS	NC	28105	825 W HORAH ST	009 239	630.57
ALLEN BETTY PARKER		6730 OLD MOCKSVILLE RD		SALISBURY	NC	28144	0 BRINGLE FERRY RD	507 060	7.68
ALLIANCE FINANCE INC		3316 N TRYON ST		CHARLOTTE	NC	28206	522 KIRK ST	123 138	51.77
ASHLEY JERRY LYNN	ASHLEY LUCY THACKER	608 SALISBURY ST		CHINA GROVE	NC	28023	608 SALISBURY ST	101 189	5.38
ATLANTIS TITLE COMPANY INC		5309-B MONROE RD		CHARLOTTE	NC	28205	0 BRINGLE FERRY RD	502 066	135.63
ATLANTIS TITLE COMPANY, INC		5309-B MONROE ROAD		CHARLOTTE	NC	28205	0 OLD CONCORD RD	414 122	184.95
B AND R REALTY		1121 OLD CONCORD RD STE 8		SALISBURY	NC	28146	0 TIMBER RUN DR	066D010	454.06
B AND R REALTY		1121 OLD CONCORD RD STE 8		SALISBURY	NC	28146	0 TIMBER RUN DR	066D010	419.30
B AND R REALTY		1121 OLD CONCORD RD STE 8		SALISBURY	NC	28146	0 TIMBER RUN DR	066D012	454.06
B AND R REALTY		1121 OLD CONCORD RD STE 8		SALISBURY	NC	28146	0 TIMBER RUN DR	066D012	419.30
BAKER DIANA C	BAKER REID M	101 ASHLEY DR		SALISBURY	NC	28147	101 ASHLEY DR	468C001000002	86.66
BALLARD BILL R	BALLARD FRANCES S	1335 KINGS LANDING RD		HAMPSTEAD	NC	28443	0 NC 801 HWY	558 012	289.23
BARTLETT JO-ANNE		6977 OLD MOCKSVILLE RD		SALISBURY	NC	28144	6977 OLD MOCKSVILLE RD	304 100	54.45
BASINGER TONY RANDALL	BASINGER SHEILA WHITTINGTON	3585 MILLER RD		SALISBURY	NC	28147	PERSONAL PROPERTY	985870	10.47
BENTLEY CONSTRUCTION COMPANY INC		PO BOX 1352		CONCORD	NC	28026	590 CRESCENT RD	358 111	548.33
BEVERLY BROADWELL, DDS PLLC		1921 CONCORD LAKE ROAD		KANNAPOLIS	NC	28083	1521 TEETER FARMS DR	214A092	4,785.69
BRADLEY DENNIS LEE	BRADLEY KELLY K	270 RIMER RD		SALISBURY	NC	28146	270 RIMER RD	421C124	3.72
BRADSHAW MARGARET		1195 PARTEE DR		CHINA GROVE	NC	28023	170 PETHEL RD	130 00503	4.25
BROWN CAROLYN CAUBLE	BROWN LISA CAROLE	PO BOX 558		FAITH	NC	28041	1375 ST MATTHEWS CHURCH RD	509 002	29.52
BURNEY TALETHIA		5408 COBURG AV		CHARLOTTE	NC	28215	412 E TORBUSH DR	026 31102	1.56
CAIAZZA PATRICIA		1418 PARKVIEW CIR		SALISBURY	NC	28144	1418 PARKVIEW CIR	002 191	1.17
CHANDLER & GIBSON PLLC		2901 COLTSGATE ROAD STE 200		CHARLOTTE	NC	28211	805 ALTA WAY	154B027	2,376.29
CHARLESTON JOSIAH JR		812 CRANE CREEK RD		SALISBURY	NC	28146	812 CRANE CREEK RD	058 515	12.53
CHASTENAY NORMANN R	CHASTENAY LINDA LOU	111 LYNETTE DR		MT ULLA	NC	28125	111 LYNETTE DR	5638009	4.43
CORELOGIC TAX SERVICES, LLC		3001 HACKBERRY ROAD		IRVING	TX	75063	312 ADAMS ST	026 196	687.65
COYLE MARK		859 IRISH CREEK DR		LANDIS	NC	28088	980 TAMARY WAY	132C059	1.40
CRAIG MARY HAMILTON		3461 OLD MOCKSVILLE RD		SALISBURY	NC	28144	3461 OLD MOCKSVILLE RD	308 057	3.12
DEPENDABLE DEVELOPMENT INC		2649 BREKONRIDGE CENTRE DR		MONROE	NC	28110	710 ACADEMY ST	1548001	372.09
DRURY J GAIL		306 SPYGLASS HILL PL		SALISBURY	NC	28144	306 SPYGLASS HILL PL	326G035	8.87
DRYE SHANNON HESS		1207 DOGWOOD LN		SALISBURY	NC	28146	PERSONAL PROPERTY	101592	3.12
DULIN SALLY JAMES		266 JOE SUMMERS RD		WOODLEAF	NC	27054	266 JOE SUMMERS RD	803A105	76.68
ECKROTE LAMONT R	ECKROTE CINDY	205 N CHERRY ST		ROCKWELL	NC	28138	205 N CHERRY ST	362 277	3.05
ENNIS TERRY M		130 COPPER LEAF LN		SALISBURY	NC	28146	130 COPPER LEAF LN	414A064	13.50
ERNEST A GARNER JR., DMD PLLC		125 W KERR ST		SALISBURY	NC	28144	125 W KERR ST	103218	5,599.05
FARRELL CREATIONS & RESTORATIONS LLC		203 PERFORMANCE RD		MOORESVILLE	NC	28115	203 PERFORMANCE RD	239 067	12.62
FESPERMAN RANDALL LEE	FESPERMAN FAYE	1030 UPPER PALMER RD		SALISBURY	NC	28146	1030 UPPER PALMER RD	634 060	28.15
GARDNER JAMES ANDREW DR	GARDNER CLAUDIA DR	PO BOX 684		MT ULLA	NC	28125	620 MT TABOR CHURCH RD	555 008	13.16
GRAHAM CYNTHIA LYNN		1203 WELLINGTON HILLS CIR		SALISBURY	NC	28147	1203 WELLINGTON HILLS CIR	327B092	6.34
GREEN ARROW INC		15722 SAGEFIELD DR		HUNTERSVILLE	NC	28078	922 FAIRMONT AVE	013 022	1.06
GRIFFITH VICKIE		1385 RED BIRCH PL		KANNAPOLIS	NC	28081	2601 MELCHOR ST	156A23601	1.76
GRYDER JAMES B	GRYDER DAWN H	502 DIAL ST		LANDIS	NC	28088	502 DIAL ST	133A04001	31.34
HARRIS DEBORAH GILL		1124 LAUREL ST		SALISBURY	NC	28144	1124 LAUREL ST	012 240	300.00
HERNANDEZ JORGE ALFREDO		6350 OLD US HWY 70		CLEVELAND	NC	27013	6350 OLD US 70 HWY	263 074	2.38
HITCHCOX WILLIAM J	HITCHCOX BRENDA L	7970 GEORGIA AVE		KANNAPOLIS	NC	28081	7970 GEORGIA AVE	246A148	11.72
HOLLOWAY MERLENA		16820 127TH AVE APT 6C		JAMAICA	NY	11434	1560 HARRISON RD	451 111	43.83
HOWELL KIM B		2420 E US 64 HWY		MOCKSVILLE	NC	27028	414 S MERRITT AVE	021 124	8.50
INGRAM WAYNE ALAN		72 GOODMAN DR		SALISBURY	NC	28147	72 GOODMAN DR	463A054	73.73
JOHNSON VIRGINIA COLE		3699 LICK CREEK CHURCH RD		DENTON	NC	27239	0 BASINGER RD	532 002	78.71
JOHNSON VIRGINIA COLE		3699 LICK CREEK CHURCH RD		DENTON	NC	27239	2725 RICHFIELD RD	532 001	885.67
JONES WESLEY W	JONES MEREDITH C	2220 CORRIHER GRANGE RD		MOORESVILLE	NC	28115	2220 CORRIHER GRANGE RD	212 065	1,060.84
JONES WESLEY W		2220 CORRIHER GRANGE RD		MOORESVILLE	NC	28115	2220 CORRIHER GRANGE RD	177598	8.72
JONES WESLEY WILLIAM		2220 CORRIHER GRANGE RD		MOORESVILLE	NC	28115	PERSONAL PROPERTY	174726	67.75

*Sonya Parnell*  
Tax Collector





**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jody Farrow-Bennett; Purchasing Director & Melissa Oleen; Library Services Director  
**DATE:** 1/3/2023  
**SUBJECT:** Lease Agreement - Rowan County Literacy Council

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Rowan County entered into a lease agreement with Rowan County Literacy Council in 1997.

The lease allows the Rowan Literacy Council's (RLC) use of a room on the 2<sup>nd</sup> floor at Library Headquarters. RLC is a non-profit organization whose administrative office is located inside library headquarters. RLC staff consists of a part time Executive Director, Administrative Assistant, and Program Coordinator. RLC provides instruction to Rowan County residents of all ages, focusing on free and confidential tutoring by trained volunteers. RLC is dedicated to improving the lives of adults, youth, and families by enhancing literacy and life skills. This mission aligns with the vision and mission of the library and having the RLC administrative office located inside library headquarters is beneficial to both.

Not to Exceed One Dollar (\$1.00) per year. Initial term of FIVE (5) YEARS with option of one (1) additional term of FIVE (5) YEARS.

Board of Commissioners to authorize County Manager to sign lease agreement Between the County and Rowan County Literacy Council. Not to Exceed One Dollar (\$1.00) per year.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Agreement	12/12/2022	Cover Memo

STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF ROWAN

THIS LEASE AGREEMENT is made this the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between Rowan County, a body politic, hereinafter called Landlord, and Rowan County Literacy Council, A North Carolina Non-Profit Corporation with its principal office in Salisbury, North Carolina, hereinafter called Tenant:

WITNESSETH:

Rowan County Literacy Council, as a Non-Profit corporation registered in North Carolina with current 501(c)(3) tax exempt status, and desires to lease certain real property from Landlord to maintain its staff offices, literacy programming and related services and storage space needs; and

Subject to the terms and conditions and mutual promises hereinafter set forth, the Landlord hereby demises and lets, and the Tenant hereby rents and hires from said Landlord the following described premises located in Salisbury, Rowan County, North Carolina:

That certain current space known as the Rowan Literacy Office space located on the second floor, together with access through the customary public entrances for staff and clients.

TO HAVE AND TO HOLD the same and the privileges and appurtenances thereunto in any wise pertaining to the said Tenant and to be used by Tenant for the purpose of operating a literacy office in accordance with its non-profit purposes, and for such purposes as are usual and customary in the conduct of such business and for no other purpose or purposes for the term of FIVE (5) YEARS (plus the fractional portion, if any, of the month during which the lease commences) beginning on the commencement date as hereinafter set forth.

1. Commencement Date and Rental. The lease term hereof shall begin, and rent shall commence to accrue on the 1st day of January 2022.

(a) Minimum Rent. Tenant agrees to pay to Landlord as annual guaranteed minimum rent hereunder the sum of One Dollar (\$1.00) per year, payable on or before the first day of each calendar year.

(b) Late Payments and Interest. If Tenant shall fail to pay, when the same is payable, any charges or payments required to be paid by Tenant hereunder, such unpaid amounts shall bear interest from the due date thereof to the date of payment at the rate of 18% per annum (but no less than \$50.00, to cover Landlord's administrative expenses), and Tenant shall reimburse Landlord for reasonable attorney's fees, if any, incurred by Landlord by reason of default by Tenant.

2. Option to Extend and Landlord Early Termination Right. Tenant shall have the option to extend the term hereof for one (1) additional term of FIVE (5) YEARS. Provided, however, during the Initial Term or any extension thereof, Landlord may, if such space is needed for Landlord's primary purpose, provide one hundred eighty (180) days written notice to Tenant of Landlord's intent to terminate this Lease, and Tenant shall vacate the property prior to the end of the notice period. Provided, however, Landlord hereby agrees to reimburse Tenant for Qualified Tenant Improvements that were approved by Landlord prior to Tenant's work. Any extension shall be on the following terms and conditions:

- (a) No default is existing or continuing in the performance of any of the terms of this lease.
- (b) The extended term shall be on the same terms, covenants, and conditions as provided in this lease except that there shall be no privilege to extend the term of this lease for any period beyond the expiration of the fourth extended term.
- (c) Tenant hereby agrees to provide Landlord with any and all changes in the scope or purpose of the designated program described above, including changes in its governing board, bylaws or general governance documents.
- (d) Tenant shall maintain updated records of directors, officers, employees, and volunteers with Landlord, including relevant contact information for each.

Tenant shall exercise its right to an extension in the following manner.

- (a) Tenant shall notify Landlord in writing of its election to exercise the right to extend the term of this lease for the first or any subsequent extended terms, as the case may be, at least Ninety (90) Days prior to the expiration of the Initial Term or a subsequent extended term.
- (b) On the giving of such notice of election, the lease, subject to the terms of this provision, shall be deemed to be extended and the term thereof extended for a period of one year from the date of expiration of the Initial Term or any extended term during which such notice is given, as the case may be, without the execution of any further lease or instrument.

3. Taxes, Insurance, Repairs and Maintenance, and Utilities.

- A. Taxes. Landlord shall pay all real property taxes and general and special assessments ("real property taxes") levied and assessed against the building, other improvements, and land of which the premises are a part, including any and all business listing taxes for personal property located on the demised premises.



- B. Insurance. Landlord shall keep in full force and effect a policy of fire and extended coverage insurance covering loss or damage to the Demised Premises in the amount of one hundred percent (100%) of the full replacement value of (i) the Building, exclusive of excavation, footings and foundations, and (ii) the Other Improvements on the Demised Premises, with a commercially reasonable deductible, for which Landlord shall be fully responsible.

Tenant, at its cost, shall maintain public liability and property damage insurance with liability limits of not less than \$500,000 per person and \$1,000,000 per occurrence, and property damage limits of not less than \$100,000 per occurrence, with an aggregate coverage of \$200,000 insuring against all liability of Tenant and its authorized representatives arising out of and in connection with Tenant's use or occupancy of the premises. Further, Tenant shall maintain insurance on its personal property, equipment and inventory located within the Demised Premises adequate for its purposes and without recourse against Landlord for its destruction.

All public liability insurance and property damage insurance shall insure performance by Tenant of the indemnity provisions of paragraph 11. Tenant agrees that, at least every two years, it will review the amount of its public liability and property damage insurance coverage and that it will make appropriate increases in the foregoing required coverage as appropriate to assure reasonable and adequate coverage limits.

If during the term of this Lease the demised premises are used by the Tenant for any purpose or in any manner that causes an increase in the rates of Landlord's all risk and/or public liability insurance, the Tenant will pay the additional premium caused thereby.

All the insurance required of Tenant under this lease shall contain an endorsement requiring thirty days' written notice from the insurance company to both parties and Landlord's lender, if any, before cancellation or change in the coverage, scope or amount of any policy. All such insurance shall name Landlord as an additional insured. A certificate of the policy, together with evidence of payment of premiums, shall be deposited with the Landlord at the commencement of the term, and on renewal of the policy not less than five days before expiration of the term of the policy. If such policy is terminated, Landlord shall have the right to obtain adequate insurance for Tenant and chargeback Tenant any reasonable insurance premiums incurred.

- C. Repairs and Maintenance. During the term of this lease, Landlord shall

make all repairs to the interior of the leased premises, said duty to include responsibility for painting, electrical maintenance, plumbing, windows, and lights of the leased premises.

During the term of this Lease and any extensions thereof, it shall be the sole duty of Landlord to make any necessary repairs to the outside walls, roof, HVAC and structural portions of the leased premises except for any such repairs made necessary by the fault, act or negligence of Tenant or its servants, employees, agents, customers or invitees in which case Tenant shall be responsible for said repairs

D. Utilities. Landlord shall provide fuel, water, electricity and utilities and all other services and maintenance for the interior of the demised premises.

4. Care of Premises. The Tenant shall take good care of the premises hereby leased or demised, including maintaining the demised premises in a clean and orderly manner. At the end or other expiration of the term of this lease, Tenant shall deliver up said premises in good order and condition, ordinary wear and tear excepted. If Tenant should fail to deliver up said premises in good order and condition, Landlord may have necessary work performed to render the premises in good order and condition, and Tenant agrees to compensate Landlord for such service.

5. Alterations and Additions. Tenant shall undertake at its sole cost and expense Initial Alterations to the demised premises pursuant to plans submitted in advance to and approved by Landlord prior to commencement of Initial Alterations. The Tenant shall not make any further alterations, additions or improvements, including major electrical wiring changes, to the premises hereby leased and demised without first obtaining from the Landlord its written consent, and all alterations, additions or improvements made by the Tenant during the course of its occupancy or the term of this lease shall inure to the benefit of and be the property of the Landlord upon the termination and end of this lease and shall be surrendered with the premises when the same are surrendered by the Tenant to the Landlord. With regard to any alterations, additions or improvements made without Landlord's consent, Landlord shall have the option upon the termination and end of this lease to accept such alterations, additions or improvements or to require Tenant to restore the premises to their condition prior to said alterations, additions or improvements.

6. Compliance with Laws, Rules and Regulations. Tenant shall comply with all reasonable rules and regulations of the Landlord with respect to the management and use of said premises. As may be necessary from time to time, Landlord may provide written rules and regulations regarding parking.

7. Inspection. The Tenant agrees that the Landlord and its agents or other representative shall have the right to enter upon the premises hereby leased or demised, or any part thereof, at

all reasonable hours for the purpose of examining the same.

9. Continuation of Business. In the event that Tenant should discontinue its business in the demised premises for more than sixty days, unless said discontinuance is pursuant to Tenant's bona fide program of remodeling or other improvement of the premises for continuing its business therein, then Landlord shall have the option to terminate this Lease Agreement.

10. Glass Breakage. It is specifically understood and agreed that Tenant shall be responsible for all glass breakage except such breakage as may be covered under the fire and extended coverage insurance policy or policies carried by Landlord.

11. Indemnity. Tenant shall hold Landlord harmless from all damages arising out of any damage to any person or property occurring in, on, or about the demised premises, including loading and unloading and sidewalk areas, except that Tenant shall not be liable for damage resulting from Landlord's gross negligence or willful misconduct. A party's obligation under this paragraph shall be limited to the sum that exceeds the amount of insurance proceeds, if any, received by the other party.

13. Waiver of Subrogation. The parties release each other and their respective authorized representatives from any claims for damage to any person or to the premises and the building and other improvements in which the premises are located, and to the fixtures, personal property, Tenant's improvements, and alterations of either Landlord or Tenant in or on the premises and the building and other improvements in which the premises are located that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage.

Each party shall cause each insurance policy obtained by it to provide that the insurance company waives all right of recovery by way of subrogation against either party in connection with any damage covered by any policy. Neither party shall be liable to the other for any damage caused by fire or any of the risks insured against under any insurance policy required by this lease.

15. Destruction by Fire or Casualty. If, during the term, the premises or the building and other improvements in which the premises are located are totally or partially destroyed from any cause, rendering the premises totally or partially inaccessible or unusable, Landlord shall restore the premises or the building and other improvements in which the premises are located to substantially the same condition as they were in immediately before destruction, if the restoration can be made under the existing laws and can be completed within 180 working days after the date of the destruction; provided, however, Landlord shall not be obligated to restore Tenant's fixtures, personal property, or improvements or alterations made by Tenant. Such destruction shall not terminate this lease. During the time required for restoration of all or any portion of the leased premises, Lessee shall not be required to pay rental for the portion of the premises not suitable for occupancy.

If the restoration cannot be made in the time stated above, then within fifteen days after the Landlord notifies Tenant that the restoration cannot be made in the said stated time, Tenant may terminate this lease immediately by giving written notice to Landlord. If Tenant fails to terminate this lease and if restoration is permitted under the existing laws, Landlord, at its election, may either terminate this lease or restore the premises or the building and other improvements in which the premises are located within a reasonable time and this lease shall continue in full force and effect. If the existing laws do not permit the restoration, either party may terminate this lease immediately by giving notice to the other party.

17. Adequate Parking. Landlord agrees to provide adequate parking on said premises for clients and employees.

18. Signs and Exterior Space. Tenant agrees that no signs or other advertising matter shall be painted or attached to the outside walls of the leased premises or otherwise placed on the outside of the leased premises without the written consent of the Landlord. It is specifically agreed that all outside signs and decorations of every kind and nature must first be approved by Landlord before being placed on the leased premises. Use of space outside of the Rowan literacy office, shall only be by and with the written consent of the Landlord. No signs shall be attached or posted to the front windows without prior written consent of Landlord. No vending machines shall be permitted outside the Rowan literacy office without prior written consent of Landlord.

19. Trade Fixtures. It is understood and agreed that Tenant may install such fixtures and appliances as may be necessary for the proper conduct of its business and at the expiration of this lease may remove any and all such removable fixtures with the exception of automatic doors, air conditioning, heating, plumbing, electrical and lighting equipment or fixtures, provided that Tenant shall repair any damage caused by such removal.

20. Quiet Enjoyment. The Landlord hereby agrees that the Tenant, upon paying the rent as hereinbefore stipulated and performing all of the stipulations, agreements, and covenants, shall and may peaceably and quietly have, hold and enjoy said premises during said term, free from the adverse claims of any person, firm or corporation, and the Landlord will pay all taxes and assessments that shall be lawfully levied upon the same except such taxes as those for which the Tenant shall be primarily liable.

21. Default. If Tenant shall continue in default in payment of any rental or other sum of money becoming due hereunder for a period of ten days after the due date therefor; or, if Tenant shall default in the performance of any other covenant of this Lease and does not remedy such default within thirty days after written notice thereof or does not within such thirty day period commence such act or acts as shall be necessary to remedy such default, and complete such act or acts promptly; or, if Tenant shall become insolvent or be adjudicated bankrupt, or file in any court a petition in bankruptcy or other debtor proceedings, or file or have filed against it a petition for the appointment of a receiver or trustee for all or substantially all of the assets of

Tenant; or, if Tenant makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement for the benefit of creditors; or, if Tenant shall vacate or abandon the demised premises or any substantial part thereof, or suffer the lease to be taken or encumbered under any legal process and such taking or encumbrance is not dissolved within twenty days; then, in any such event, Landlord shall have the right and option to terminate this Lease and shall have the immediate right of re-entry to remove all persons and property from the demised premises and dispose of or store such property as it sees fit, all without resort to legal process and without being deemed guilty of trespass.

Landlord may relet the premise or a portion of the premises for any reasonable use, and Landlord shall be entitled to recover from Tenant an amount equal to the amount of all rents reserved under this Lease, less the net rent, if any, collected by the Landlord on reletting the demised premises. Net rent collected on reletting by the Landlord shall be computed by deducting from the gross rent collected all expenses incurred by the Landlord in connection with the reletting of the premises, including broker's commissions and the cost of repairing, renovating or remodeling said premises. In the event of termination upon Tenant's default, the monthly rent to be paid by the Tenant shall (for the purposes of this section) be deemed to be a sum equal to the average total rent for the immediately preceding six months.

22. Remedies Cumulative - Nonwaiver. No remedy herein or otherwise conferred upon or reserved to Landlord or Tenant shall be considered exclusive of any other remedy, but the same shall be distinct, separate and cumulative and shall be in addition to every other remedy given hereunder, or now or hereafter existing at law or in equity or by statute; and every power and remedy given by this Lease to Landlord or Tenant may be exercised from time to time as often as occasion may arise, or as may be deemed expedient. No delay or omission of Landlord or Tenant to exercise any right or power arising from any default on the part of the other shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence thereto.

23. Eminent Domain. If the nature, location or extent of any proposed taking by eminent domain affecting the building is such that the Landlord elects in good faith to demolish all or substantially all of the buildings, then the Landlord may terminate this lease by giving at least six (6) months written notice of termination to the Tenant at any time after such condemnation, and this lease shall terminate on the date specified in such notice. Tenant hereby expressly waives all rights to an award resulting from an eminent domain action affecting the building, except the right to receive compensation or damages for its loss of business and its fixtures or personal property.

24. Subordination. Tenant agrees that this lease shall at all times be subject and subordinate to the lien of any mortgage (which term shall include all security instruments) that may be placed on the demised premises by the Landlord; and Tenant agrees, upon demand, without cost, to execute any instrument as may be required to effectuate such subordination, provided however, as a condition to this subordination provision, the Landlord shall obtain from

any such mortgagee an agreement in writing, which shall be delivered to Tenant, providing in substance that, so long as Tenant shall faithfully discharge the obligations on his part to be kept and performed under the terms of this lease, his tenancy shall not be disturbed, nor shall this lease be affected by any default under such mortgage, and in the event of foreclosure or any enforcement of any such mortgage, the rights of Tenant hereunder shall expressly survive, and this lease shall in all respects continue in full force and effect, provided however, that Tenant fully performs all of its obligations hereunder.

25. Confidentiality. Tenant will not divulge, or allow its employees or representatives to divulge, any of the terms or conditions of this lease agreement, other than as may be required pursuant to North Carolina public records laws.

26. Assignment or Sublease. Tenant shall not assign this agreement nor relet the premises or any part thereof.

Tenant shall not occupy or use or permit or suffer to be occupied or used the premises hereby leased or demised for any business or purpose deemed disreputable in any manner, or extra-hazardous on account of fire. Any levy or sale by way of lawful execution or other legal process or any transfer or sale in bankruptcy or insolvency or under compulsory procedure of law shall be deemed an assignment within the meaning and terms of this lease.

27. Notices. Whenever notice shall be given by either party to the other, notice shall be in writing addressed to the address of the party being notified at the address set forth in this agreement or to such other address as a party may from time to time designate by notice to the other party. Notice may be given by hand delivery, express service, electronic means, or by postage paid certified or registered mail with return receipt requested. Notice given by hand delivery, express service or electronic means shall be deemed to have been given upon receipt by the party being notified. Notice given by certified or registered mail shall be deemed to have been given at the time of receipt or rejection or three (3) days after such notice is first unclaimed.

Landlord:     Rowan County  
                  ATTN: County Manager  
                  130 West Innes Street  
                  Salisbury, NC 28144

Tenant:       Rowan County Literacy Council  
                  201 West Fisher Street  
                  Salisbury, NC 28144

28. Estoppel Certificate. Within ten days after request therefor by Landlord or any mortgagee or trustee under a mortgage or deed of trust covering the demised premises, or if, upon any sale, assignment or other transfer of the demised premises by Landlord, an estoppel certificate shall be required from Tenant, Tenant shall deliver in recordable form a statement to any proposed mortgagee or other transferee, or to Landlord, certifying any facts that are then true with respect to this Lease Agreement, including without limitation (if such be the case) that this Lease Agreement is in full force and effect, that Tenant is in possession, that Tenant has commenced the payment of rent, and that there are no defenses or offsets to the Lease Agreement claimed by Tenant.

29. Waiver. The waiver by Landlord of any covenant or agreement set forth in this Lease shall not be deemed to be a waiver of any subsequent breach or any other covenant or agreement of this Lease. Acceptance of rent by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant (except Tenant's failure to pay the particular rent so accepted), regardless of Landlord's knowledge of such a preceding breach at the time the rent is accepted.

30. Singular and Plural. When required by the context of this lease, the singular shall include the plural.

31. Joint and Several Obligations. If more than one person or entity is Landlord or Tenant, the obligations imposed on that party shall be joint and several.

32. Paragraph Titles. The paragraph titles appearing in this lease are for reference only and shall not be considered a part of this lease or in any way modify, amend or affect the provisions thereof.

33. Complete Agreement and Effect. This written lease contains the complete agreement of the parties with reference to the leasing of the demised premises. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender hereof shall be valid unless in writing and signed and agreed to by both parties. It is understood and agreed that the stipulations, agreements and covenants herein contained are binding upon the parties hereto and their respective heirs, successors and permitted assigns.

34. Applicable Law. This lease is executed pursuant to the law of North Carolina, and all interpretations shall be under and pursuant to the laws of North Carolina.

35. Short Form. Lessor and Lessee agree that, at any time on request of either, a short form of this lease will be executed in form permitting its recording.

36. Partial Invalidity. If any provision of this Lease or the application thereof to any person or circumstance shall be deemed invalid or unenforceable, the remainder of this Lease and

its application to other persons or circumstances shall not be affected by such partial invalidity but shall be enforced to the fullest extent permitted by law as though such invalid or unenforceable provision was never a part hereof.

{ Signature Page Follows }



IN TESTIMONY WHEREOF, each of the said parties has caused these presents to be duly signed and executed the day and year set forth herein, this contract being executed in duplicate originals, one of which is retained by each of the parties.

LANDLORD: ROWAN COUNTY

By : \_\_\_\_\_  
Its: Chairman/Manager

TENANT:

ROWAN COUNTY LITERACY COUNCIL

By: \_\_\_\_\_ (Seal)  
Printed Name: \_\_\_\_\_  
Its: \_\_\_\_\_ President/Director

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jody Farrow-Bennett; Purchasing Director & Randy Cress; Assistant County Manager  
**DATE:** 1/3/2023  
**SUBJECT:** NC ADM Office of the Courts - MOA

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Rowan County Facilities Management and Information Technology have reviewed the MOA provided by NC Administrative Office of the Courts (NCAOC) for their expansion project for wireless access for state employees located within the County courthouse. Rowan County Purchasing Director has reviewed the RFP and procurement process followed by NCAOC for compliance and together, all County departments feel the MOA offered by NCAOC for the wiring project would be most advantageous to allow for the overall CRAVE project to proceed with minimal disruption for County and State staff.

This project is not to exceed \$8,613.00 Per Court Room, we have two rooms listed on the MOA for a total of \$17,226.00.

Attached is the unsigned memorandum of agreement.

Authorize County Manager to sign the MOA authorizing NCAOC to contract with their awarded wiring vendor to perform cabling needed for the CRAVE project in an amount not to exceed \$8,613.00 Per Court Room for a total of \$17,226.00.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
MOA	12/15/2022	Cover Memo

**NORTH CAROLINA WAKE COUNTY**

**MEMORANDUM OF AGREEMENT  
Courtroom Cabling for Remote Proceedings**

**THIS MEMORANDUM OF AGREEMENT (MOA)** is entered into by and between the **NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS (NCAOC)** and the **COUNTY OF Rowan (County)**, jointly referred to as the Parties and individually as a Party, and is effective as of the date of the last signature below.

**WHEREAS**, Session Law 2021-47 was enacted on June 18, 2021, adding a new section G.S. § 7A-49.6, which significantly expands the courts' authority to hold proceedings by audio and video (AV) transmission;

**WHEREAS**, to facilitate proceedings conducted by AV transmission, the NCAOC issued RFP 02-2021000, resulting in a contract with ePlus Inc. to provide AV equipment installation services;

**WHEREAS**, the NCAOC's contract with ePlus Inc. became effective on May 27, 2021, for a term of one (1) year with options for the NCAOC to extend the contract for two (2) additional one year terms;

**WHEREAS**, the NCAOC intends to pay for AV equipment and equipment installation services for certain identified courtrooms in the County;

**WHEREAS**, pursuant to G.S. §§ 7A-302 and 7A-304(a)(2), the County is required to provide adequate physical facilities for the courts, including cabling in courtrooms necessary to operate the AV equipment;

**WHEREAS**, rather than providing and installing cabling itself, the County seeks to provide funds to the NCAOC for the NCAOC to purchase cabling, as well as cabling installation services from ePlus Inc., for the courtrooms in which AV equipment will be installed; and

**WHEREAS** the Parties intend for this MOA to govern the County's provision of funding to the NCAOC for the NCAOC to purchase cabling, as well as installation services from ePlus Inc.

**NOW, THEREFORE**, in consideration for the promises made each to the other, the Parties agree as follows:

1. After this MOA is fully executed, the NCAOC will authorize ePlus Inc. to install cabling needed for remote proceedings in the following courtroom(s):

Superior and DC-3

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2. Cabling types and paths will be identified and documented as part of the site survey review process. The cabling specifications for the AV equipment are listed in Appendix A to this MOA.
3. The County shall be responsible for paying the NCAOC for the actual cost of the cabling and its installation on a time and materials basis. An estimate of the cost per courtroom is attached hereto and includes the hourly rates for ePlus staff and the price per unit of materials.
4. Upon ePlus Inc.'s completion of the cabling installation in the courtrooms listed in Section 1 of this MOA, the NCAOC shall invoice the County for the cabling and ePlus Inc.'s installation services. The County shall pay the NCAOC's invoice within sixty (60) days of receipt of the invoice.
5. This MOA shall automatically terminate when the NCAOC's contract with ePlus Inc. terminates. Either Party may terminate this MOA, with or without cause, upon ninety (90) days' prior written notice to the other Party. After termination of this MOA, the County must continue to comply with its obligation to pay the NCAOC for cabling, as well as cabling installation services, that have been provided to the County prior to the termination of this MOA. Also, Sections 6, 9, 11, and 12 shall survive the termination of this MOA.
6. The State Auditor shall have access to all persons and records in accordance with G.S. § 147-64.7 and other applicable laws or regulations.
7. Notices, when required to be given in accordance with this MOA, shall be in written form and delivered to the Parties' principal contacts by email, U.S. mail, or personal delivery, addressed as shown below. Any time a Party desires to change its principal contact, a duly authorized representative of that Party shall promptly notify the other Party's principal contact in writing on the Party's letterhead. The initial principal contacts for this MOA are:

NCAOC's Principal Contact	County's Principal Contact
Jared Rundell Endpoint Services Manager Technology Services Division North Carolina Administrative Office of the Courts	Randy Cress CIO/ACM Information Technology
901 Corporate Center Drive Raleigh, NC 27607 E-mail: Jared.D.Rundell@nccourts.org	130 W. Innes Street Salisbury, NC 28144 randy.cress@rowancountync.gov

8. The County shall provide the NCAOC with documentation showing that its board of commissioners has delegated authority to the County's signatory, below, to execute this MOA. For clarity, an existing delegation from the board of commissioners to the County's signatory to execute contracts may be provided if its scope is sufficient to authorize the County's signatory to execute this MOA.
9. This MOA shall be governed by the laws of the State of North Carolina without giving effect to principles of conflicts of law. The place of this MOA, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in tort or contract, relating to its validity, construction, interpretation, and enforcement shall be determined.
10. Modification or amendment of this MOA must be made in writing and signed by authorized representatives of both Parties.
11. This MOA and any rights or obligations within this MOA shall not be further assigned, sublicensed, subcontracted, or otherwise transferred by a Party to another individual, partnership, limited partnership, corporation, or any other entity except with written consent of the other Party.
12. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOA shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOA shall operate only by and between the Parties and shall inure solely to the benefit of the Parties. The provisions of this MOA are intended only to assist the Parties in determining and performing their obligations under this MOA.
13. This MOA may be executed by facsimile or digital signature, and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument. To the extent signed in handwriting and then delivered by means of electronic transmission in portable document format ("PDF"), this MOA shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same force and legal effect as an original signature.

*(Signature page follows.)*

**IN WITNESS WHEREOF**, intending to be bound hereby, this MOA is executed by the undersigned authorized representatives of each Party, effective as of the last date of execution by the Parties hereto. Each individual signing below warrants that he or she is authorized to execute this MOA and bind his or her respective agency to its terms.

**NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Ryan Boyce

NCAOC Deputy Director

**COUNTY OF** \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Appendix A

### NCAOC Courtroom Cabling Technical Specifications and Estimated Pricing Per Courtroom

Technical Specification	Description	Estimated Quantity	Unit Price	Estimated Price
CAT6 SHIELDED PLENUM (BULK)	CAT6 SHIELDED CABLE FOR SPECIALTY VIDEO TX/RX, PLENUM RATED	2000	\$1.09	\$2,180.00
CAT 6 PLENUM (BULK)	CAT 6 CABLE FOR DATA, CONTROL, AND AUDIO CONNECTIONS	1000	\$0.62	\$620.00
SPEAKER WIRE CMP 16/2 (BULK)	16 AWG STRANDED 2-CONDUCTOR PLENUM SPEAKER WIRE	100	\$0.88	\$88.00
22/2 SHIELDED CONTROL/MIC CABL	22 AWG STRANDED 2-CONDUCTOR W/SHIELD/DRAING PLENUM MIC/CONTROL WIRE	750	\$0.70	\$525.00
n/a	LABOR LEAD	20	\$140.00	\$2,800.00
n/a	LABOR TECH	20	\$120.00	\$2,400.00
<b>Estimate per Courtroom:</b>				<b>\$8,613.00</b>

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ann Kitalong-Will, Director, Grants Admin/Gov't Relations; Melissa Oleen, Director, RPL  
**DATE:** 12/19/22  
**SUBJECT:** Acceptance of Salisbury Community Foundation Grant to Rowan Public Library

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The Salisbury Community Foundation has awarded \$3,500 to Rowan Public Library in support of the "Salisbury Post 'Morgue' Preservation Project." This project is a collaboration with the *Salisbury Post* to digitize archival material going back 100+ years and making it available and accessible to the public including historians, students, and genealogists.

**Recommendation:**

The RPL and Grants Administration Directors recommend that the Board vote to accept the funding and approve the County to enter into the Award Agreement with the Salisbury Community Foundation.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Grant Agreement - Salisbury-Rowan Community Foundation	12/19/2022	Exhibit



Award Agreement

Auto Save in 8:44

Congratulations on your grant award from the Salisbury Community Foundation. Details of your grant award are listed below.

The following program/project has been approved for funding:

\*Project/program title: (8 word max.)

Salisbury Post Morgue Preservation Project (SPMPP)



\*Brief project summary: (50 word max.)

Source

Styles | Format | Font | Size

Digitizing the entire Salisbury Post morgue to ensure its preservation and organization while increasing usability and accessibilty by the public, including historians, students, and genealogists. Referred to as a 'morgue' by reporters, this unique archive includes 30+ 4-drawer file cabinets of brochures, clippings, and photographs going back 100+ years.

Words: 49

Grant Terms

Grant funds are to be used only as stated in the following terms and conditions:

- This grant is being made for the specific project and / or components of the project outlined in the grant proposal. If any changes to the project are needed, contact Foundation staff to discuss amendments, reallocations, and to obtain approval to proceed prior to implementing any changes or expending any funds. If awarded general operating support, the funds must be used for the operations of the Grantee organization.
- Payment will be scheduled upon your acceptance of the grant including agreement to all terms and / or conditions. Submittal of this award section signifies your acceptance. The deadline for this section is four weeks after the email notification of award. If this section is not completed within the time allowed, the grant will be forfeited.
- Grants are one year in duration. To the extent it is required and indicated in Conditions below, the Grantee agrees to submit the online evaluation report describing the project and an explanation of how the funds were spent. Failure to submit a complete evaluation report by the stated deadline may make the organization ineligible to receive a grant from the same program in future years. Based on annual reporting calendars with clients and volunteers, the evaluation report is due 9 months after the grant award date, unless otherwise stated. All grant recipients have one year to complete the grant and if funds are not expended when the report is submitted at 9 months, an additional report may be required. Failure to submit follow up evaluation report(s) by the stated deadline(s) may make the organization ineligible to receive a grant from the same program in future years.
- If the Grantee does not complete the funded project within one year, the Grantee must submit a written request for an extension. The Foundation will notify the Grantee of the decision regarding the extension.
- The Foundation reserves the right to conduct an independent evaluation of your project and a verification of grant expenditures. The Grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the Grantee to refund the grant.
- The Foundation recognizes grant circumstances may change over the life of a grant which will require you to either apply for a grant extension or reallocation. Should your project change in scope, please notify The Foundation as soon as possible with any reallocation requests. Please note, any reallocation request must be approved. Failure to notify The Foundation of reallocation request may result in forfeiting any or all funds.

The Foundation is not responsible for any actions of the Grantee, and furthermore, the Grantee agrees to indemnify, defend and hold harmless the Foundation, its agents and employees, and the Trustees/Board from any liability, loss, cost, injury, damage or other expense that may be incurred by the Grantee or claimed by any third person against it as a result of funding of the project or any action or non-action taken in connection with the project, only in the manner and to the extent provided by North Carolina law.

Grant Conditions

\*Additional award contingencies:

Source

▾ Styles ▾ | Format ▾ | Font ▾ | Size ▾

N/A

Words: 1

If you are required to submit additional information to meet contingencies listed above, please include attachments here.

Files must be uploaded in PDF format on 8.5" x 11" paper with a portrait orientation.

Browse

Additional attachments can be included here.

Browse

Grant Award Information

**Award Amount:**  
2022 Salisbury-Rowan Community Foundation Grant Cycle Awarded On 11-29-2022, \$3,500

**Post Grant Evaluation Final Report is due by Noon on Friday, August 11, 2023.**

Award Acceptance

**Please sign below indicating your organization's intended acceptance or decline of grant funds. Organizations intending to accept this award must complete this section or grant funds will be forfeited. Your acceptance of this grant includes agreement to all terms and/or conditions.**

*Note: Accepting or declining your grant award is a two-step process. You must complete this section AND select the Accept or Decline button located in the upper-right corner of your dashboard.*

\*Do you certify that the executive director accepts this grant and all terms and conditions as stated above?

☐ Yes ☐ No

Should you need additional information, please contact Tiara Miles, Board & Grants Specialist, at [tmiles@fftc.org](mailto:tmiles@fftc.org) or 704.973.4506.

Submit

Save

Save & Return to Dashboard

Return To Dashboard

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Valerie Steele, Airport & Transit Director  
**DATE:** 12/20/2022  
**SUBJECT:** Rowan Transit System ADA Plan

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Updated Americans with Disabilities Act (ADA) Plan and Procedures

Approve for implementation.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
RTS ADA Policy	12/20/2022	Exhibit



# Rowan Transit System

Americans with Disabilities Act of 1990 (ADA)

Plan and Procedures - FY23

**ADA Coordinator Contact:**

Kelly Natoli, Assistant County Manager/HR Director

Phone: 704-216-8105  
E-mail: [Kelly.Natoli@rowancountync.gov](mailto:Kelly.Natoli@rowancountync.gov)  
Address: Rowan County  
Administration Building  
130 W Innes Street  
Salisbury, NC 28144

**RTS Director Contact:**

Valerie Steele, Airport & Transit Director

Phone: 704-216-7753  
E-mail: [Valerie.Steele@rowancountync.gov](mailto:Valerie.Steele@rowancountync.gov)  
Address: Mid-Carolina Regional Airport  
3670 Airport Loop  
Salisbury, Nc 28147

# **Section 1: Plan Statement**

## **Purpose**

This Plan is written to establish operating and service guidelines and procedures for the implementation of the requirements of the American with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation regulations for implementing ADA (49 CFR Parts 27, 37 and 38), and applicable state laws and regulations. All services operated by the Rowan Transit System (RTS), which is a Public Transit System operated on a non-fixed route basis and the system complies with ADA requirements with respect to such services.

## **Procedures**

RTS complies with all the legal requirements of Federal and State laws and regulations as they pertain to individuals with disabilities. The transit system provides quality transportation services without discrimination to all persons including individuals with disabilities. Discrimination on the basis of disability against any person by transit system employees will not be condoned or tolerated.

## **Goals**

Service is provided in a manner that meets these goals to:

1. Provide individual, dignified services to all persons including individuals with disabilities.
2. Expedite the safe and efficient boarding, securing, transporting, and alighting of all passengers, regardless of mobility status.
3. Accommodate the wide range of mobility aids within the confines of available vehicles and commercial standard equipment.

## **Applicability**

The plan and procedures apply to all transit system employees, services, facilities and vehicles. It applies equally to all persons needing and/or using the services provided by RTS.

## **Definitions**

*Wheelchair:* A mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

*Disability:* A physical or mental impairment that substantially limits one or more major life activities.

*Mobility Aid/Non-Wheelchair Mobility Device:* A device used by a person with a mobility impairment to assist with mobility but does not meet the requirements of a wheelchair as defined by ADA. These include but are not limited to canes, crutches, walkers and “segways” when used by a person with a mobility related disability.

*Securement Equipment:* Equipment used for securing wheelchairs against uncontrolled movement during transport.

*Securement Station:* Space specifically designed to secure and stabilize wheelchairs on vehicles.

*Service Animal:* An animal individually trained to perform a task(s) for people with disabilities.

## **Recruitment and Employment**

As stated in Rowan County policies, RTS is an Equal Opportunity Employer and fully complies with ADA in its recruitment, hiring and continued employment practices.

## **Facility and Vehicle Accessibility**

RTS administrative facility and vehicles shall meet or exceed the requirements of 49 CFR Parts 27, 37 and 38. Vehicles purchased for non-fixed-route service will only be non-accessible to the extent that the system, when viewed in its entirety, provides the same level of service to disabled persons as non-disabled persons.

## **Vehicle and Route Assignment**

To the extent possible, the assignment of vehicles will be based upon rider needs. However, in the interest of preparedness, standard operating procedures shall be to station accessible vehicles first on runs that operate on a daily basis and have the potential for accessibility needs on a given day, second on runs that have a history of higher accessibility needs and third on all other runs. The transit system will make all reasonable efforts to make an accessible vehicle available whenever requests are made. Trip denials will be tracked by disability to monitor whether trips are disproportionately denied to individuals with disabilities because an accessible vehicle is not available. Should this be found to be the case, inaccessible vehicles will be replaced with accessible vehicles until the system, when viewed in its entirety, is accessible.

## **Wheelchair Accommodation**

Transportation providers are required to carry a wheelchair and its user, as long as the lift can accommodate the size and weight of the wheelchair and its user, and there is space for the wheelchair on the vehicle. If a vehicle lift/ramp and securement area can accommodate a mobility device, RTS will transport the device (and its user).

## **Boarding**

Drivers will provide adequate time for a passenger with a disability to board and/or disembark the vehicle, which includes adjusting the schedule if necessary to accommodate slower passengers and waiting for passengers to be seated before moving the vehicle. It is the responsibility of the driver to determine the safest location for passenger boarding based on conditions and individual needs upon arrival at the pick-up site. The passenger and/or their guest, escort or attendant will maneuver the passenger and mobility aid to the vehicle. Only a properly trained transit system employee can operate the lift, secure the wheelchair on the lift and in the securement station.

## **Priority Seating**

Except for wheelchair securement stations, RTS does not require any passenger to sit in designated seating. However, this does not supersede the transit system's right to require any passenger who has caused a disruption in the safe travel of other passengers and/or driver to be required to sit in a specific area of the vehicle as a condition of transportation.

Priority seating for people with disabilities is designated by permanent signage in each vehicle. In cases where a person with a disability requests use of priority seating that currently occupied by another passenger, the driver will ask that passenger to allow the person with a disability to use of the seat.

## **Driver Assistance**

Drivers will make themselves available for assistance to persons with disabilities and will assist upon request of the passenger. Drivers will leave their seat to assist a passenger with using the vehicle ramp, lift and/or securement systems.

## **Securement**

Securement of the wheelchair class of mobility devices is the responsibility of the driver and drivers will be trained in the proper operation of all securement equipment based on manufacturer specifications. Non-wheelchair aids are the responsibility of the individual passenger; however, it must be secured in a manner that does not interfere with the safe operation of the vehicles and the transport of other passengers.

Seat belts and shoulder harnesses are required for ALL passengers. Drivers should not allow a passenger to ride if they are not secured properly unless the securement system will not accommodate the wheelchair. If the tie-down system is not compatible for the wheelchair the passenger is using, the driver will still make an attempt to safely secure the wheelchair. If the wheelchair cannot be secured because of the wheelchair design, the passenger still has the right to ride the vehicle. Drivers cannot deny a passenger a ride based on the inability to secure the common wheelchair. However, drivers must warn the passengers of the danger of riding in a non-secured wheelchair. Passengers who refuse to allow their wheelchairs to be secured may be denied service. Drivers must secure wheelchairs in the designated securement area only, even if the passenger wants their mobility device to be secured in a non-designated area.

## **Transfer to Fixed Seating**

All passengers using seated mobility devices have an option of transferring to fixed seating once on board the vehicles. Drivers may recommend, but never require, users of seated mobility devices to transfer to fixed seating.

## **Service Animals**

In compliance with 49 CFR Part 37, the transit system allows trained service animals to accompany passengers with disabilities. The driver will not ask for proof of the qualifications of the animal but may ask what tasks the animal has been trained to perform. However, any animal which is not under the passenger's control, or which becomes a threat to other passengers may be restricted from riding.

## **Alighting**

It is the responsibility of the driver to determine that the location for passenger alighting is safe. However, the driver will allow a passenger who uses the lift to disembark at any location, unless the lift cannot be deployed, the lift will be damaged if deployed; or conditions at the stop would present unsafe conditions for all passengers. The driver will only unsecure the wheelchair and operate the lift to return the passenger to the ground level. Only a properly trained transit system employee can operate the lift, secure the wheelchair on the lift and in the securement station.

## **Use of Accessibility Devices by Persons Not Using a Wheelchair**

A person who is not using a wheelchair or other seated mobility aid may use the lift to board or alight the vehicle upon request.



### **Maintenance of Accessible Features**

Accessibility features on vehicles, including lifts and wheelchair securement devices, will be maintained in operative condition. This includes providing preventive maintenance on lifts as recommended by the equipment manufacturers, cycling the lift as part of each pre-trip and post-trip inspection, taking vehicles with inoperative lifts out of service, and repairing inoperative equipment promptly. Drivers are required to report lift failures as soon as possible.

### **Accommodation of Portable Oxygen**

Individuals are allowed to travel with respirators and portable oxygen supplies on board, consistent with applicable U.S. Department of Transportation rules on the transportation of hazardous materials.

### **Staff Training**

All drivers and transit system staff are trained to proficiency in use of accessibility equipment, the operating policies related to each of the service requirements described, and in properly assist and treat individuals with disabilities with sensitivity. RTS ensure that all mechanics who work on transit vehicles are also trained to properly maintain lifts and other accessibility equipment.

### **Rider Information**

All printed informational materials are made available in accessible formats upon request, for example, large print for persons with low vision or audio for blind persons, as well as accessible electronic formats.

### **Complaint Procedure**

All complaints of discrimination on the basis of disability will be promptly and objectively investigated and forwarded to the County's ADA Coordinator. Corrective or disciplinary action will be taken for behavior prohibited by this policy, up to and including termination of employment. Please see Section 3 for additional information and complaint form.

### **Modification**

If a passenger requires modification of any of these procedures to accommodate their disability, they may request such a modification by contacting the Transit Director. Rowan County and RTS will work with the individual to find an accommodation solution.

## **Section 2: ADA Notice to the Public**

The Rowan Transit System (RTS) is in compliance with the Americans with Disabilities Act (ADA). This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Rowan County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities, including:

Employment RTS does not discriminate based on disability in its hiring or employment practices and complies with all Title I regulations.

Effective Communication: RTS will make every effort to provide a reasonable accommodation upon request for appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in employment, programs, services, and activities.

Facilities, Programs, Policies, and Procedures: RTS will make all reasonable modifications to vehicles, facilities, programs, policies, and procedures to ensure that people with disabilities have an equal opportunity to enjoy all programs, services, and activities.

Website Accessibility: RTS is committed to providing access to our website for individuals with disabilities.

### **ADA Plan Elements**

The Rowan Transit System's ADA plan includes the following elements:

1. Notice to the Public
2. Complaint Procedure
3. Comment Form
4. List of transit related ADA Investigations, Complaints and Lawsuits

Rowan Transit System's Notice to the Public is as follows:

## **The Rowan Transit System**

The Rowan Transit System does not discriminate on the basis of disability in its services, programs or activities. If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, preferably 10 days before the activity or event.

A grievance procedure is available to resolve complaints. For the procedures to file a complaint, contact 704-216-8889, (TTY 800-735-2962); email [valerie.steele@rowancountync.gov](mailto:valerie.steele@rowancountync.gov); or visit our administrative office at 2726 Old Concord Road, Salisbury, NC 28146.

For more information, visit our website [www.rowantransit.com](http://www.rowantransit.com)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact 704-216-8889  
*Si se necesita informacion en otro idioma de contacto, 704-216-8889*

Upon request, this notice is available in alternative formats.

Posted in the following locations:

- ☐ Agency website [www.rowantransit.com](http://www.rowantransit.com)
- ☐ Public areas of the agency office
- ☐ Inside vehicles

## **Section 3: Complaints**

Any person who believes himself/herself or any specific class of individuals to be harmed by failure to comply with ADA regulations may, personally or through a representative, file a written complaint with the Complaint Resolution Officer. A complaint must be filed not later than 180 days from the date of the alleged discrimination unless the time for filing is extended by Rowan County. It is best to file the complaint as soon as possible after the alleged discrimination and keep a copy of it. Include as many details as possible (who, what, when, where, and so on).

Once the complaint is received, the Rowan Transit System will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

RTS has the following options for filing the complaint:

Email: Send an email to the ADA Coordinator: [Kelly.Natoli@rowancountync.gov](mailto:Kelly.Natoli@rowancountync.gov)  
Call: Phone the ADA Coordinator at 704-216-8105.  
Mail: Print the ADA Comment Form (English)/(Español), complete and send to  
2726 Old Concord Road Salisbury, NC 28146  
In Person: An ADA Comment Form can be located at 2726 Old Concord Road Salisbury, NC  
28146 and/or requested from an RTS driver.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in Spanish, contact 704-216-8889.  
Si se necesita información en español, llame 704-216-8889



## ADA COMMENT FORM

SECTION 1: TYPE OF COMMENT (choose one)			
Compliment_____	Complaint_____	Suggestion_____	Other_____
NAME:		1.	
ADDRESS:		2.	
PHONE:		3.	
Accessible Format:			
Large Print_____	TDD/Relay_____	Audio Recording_____	Other_____
Date of Occurrence:			
Time of Occurrence:			
Name of Employees Involved:			
Vehicle/Route:			
Location of Incident:			
Mobility Aid (if any):			

If above information is unknown, please provide any descriptive information to help identify the employee:

Description of the Incident or Message:

## FORMULARIO DE COMMENTARIO DE ADA

SECCIÓN 1: TIPO DE COMENTARIO (elija uno)			
<u>Elogio</u>	<u>Queja</u>	<u>Recomendacion</u>	<u>Otro</u>
NOMBRE:		1.	
DIRECCION:		2.	
TELEFONO:		3.	
<u>Formato accesible:</u>			
<u>Letra Grande</u>	<u>TDD/Relevo</u>	<u>Grabación de Audio</u>	<u>Otro:</u>
<u>Fecha del Incidente:</u>			
<u>Hora del Incidente:</u>			
<u>Nombre de Empleados Implicados:</u>			
<u>Vehículo/Ruta:</u>			
<u>Sitio del Incidente:</u>			
<u>Ayuda de Movilidad Utilizado (si hay alguno):</u>			

Si la información arriba es desconocida, favor de proveer otra información descriptiva para ayudar a identificar al empleado:

Descripción del Incidente o Mensaje:

## Section 4: Transit Related ADA Investigations, Complaints and Lawsuits

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Sherry Tillmon  
**DATE:** December 14, 2022  
**SUBJECT:** FY 23-24 CSBG for Salisbury-Rowan Community Action Agency Inc

---

Requesting proposed funding from CSBG funds for Salisbury-Rowan Community Action Agency.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
FY 23-24 CSBG Funding Request for Salisbury-Rowan Community Action Agency Inc	12/21/2022	Cover Memo



# North Carolina Department of Health and Human Services

## Division of Social Services



### Community Services Block Grant Program

**Fiscal Year 2023-24 Application for Funding**

**Project Period July 1, 2023– June 30, 2024**

**Application Due Date: January 13, 2023**

Agency Information			
Agency:		Salisbury-Rowan Community Action Agency, Inc.	
Agency:		Salisbury-Rowan Community Action Agency, Inc.	
Federal I.D.		560840196	
DUNS Number:		P6KMS6HXV228	
Administrative Office Address:		1300 West Bank Street Salisbury, NC 28144-3910	
Mailing Address (include the 4-digit zip code extension):		1300 West Bank Street Salisbury, NC 28144-3910	
Telephone Number:		704-633-6633	
Fax Number:		704-633-5570	
<b>Proposed Funding:</b>	<b>CSBG:</b> <b>\$542,850</b>	<b>Additional Resources:</b> <b>\$510,061,372.00</b>	<b>Agency Total Budget:</b> <b>\$10,604,222.00</b>
<b>Application Period:</b>		<b>Beginning:</b> July 1, 2023	<b>Ending:</b> June 30, 2024
Board Chairperson:		Wendell Fant	
Board Chairperson's Address: (where communications should be sent)		1300 West Bank Street Salisbury, NC 28144-3910	
Board Chairperson's Term of Office (enter beginning and end dates):		Date Initially Seated – July 2017 Current Term Expiration – July 20, 2023	
Executive Director:		Dione Adkins	
Executive Director Email Address:		<a href="mailto:dioneadkins@srcaa.com">dioneadkins@srcaa.com</a>	
Agency Fiscal Officer:		Tanya Branch	
Fiscal Officer Email Address:		<a href="mailto:tanyabbranch@srcaa.com">tanyabbranch@srcaa.com</a>	
CSBG Program Director:		Sherry M. Tillmon	
CSBG Program Director Email Address:		<a href="mailto:tillmons@srcaa.com">tillmons@srcaa.com</a>	
Counties Served with CSBG funds:		Rowan County Cabarrus County	
Agency Operational Fiscal Year:		2023-2024	

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

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

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The Salisbury-Rowan Community Action Agency (SRCAA) 2020 Community-Wide Strategic Planning and Needs Assessment provides information and analysis on issues relating to poverty in the agency's core service areas. As part of the assessment, qualitative data was collected from the low-income community by way of surveys, focus groups and interviews.

Representatives of the Low-income population are seated on the Salisbury-Rowan Community Action Agency, Inc.'s (SRCAA) Board of Directors to ensure broad community participation and involvement. The Head Start Policy Council Advisory is made up of low-income persons who meet once per month to review programs and to address meeting the needs of the low-income community. Members from that Council are represented on the board, and each representative of the low-income community participates in the focus groups, surveys and interviews intended to identify the needs of the communities. Representatives of the low-income community advocate for the needs of the participants at varying levels, and participants themselves are free to express their concerns with staff and the program director. In addition, they are surveyed during workshops facilitated to improve their personal and professional development.

Client satisfaction data is also collected throughout the year to assist the agency with identifying needs and to create strategies for meeting the needs of the low-income community. Understanding the needs of the community and what the report data indicates, helps to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enables the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

The customer and community surveys completed included the opportunity for people completing the survey to indicate identifiable information, so that the agency is clear on who the need belongs to in terms of demographics and characteristics. Results were used in the planning and development of the agency's strategic plan.

- b. Agency Staff:

Staff is encouraged to participate in partnerships and collaborations with community partners and task forces designed to meet the needs of mutually served participants. These partnerships and collaborations offer opportunities for staff to participate in forums to share input and to address causes of poverty, concerns, and resources in low-income communities where staff works. Staff as well as partners serving the same populations were surveyed during the community assessment process. Staff and partner feedback is considered in the revisions of the strategic plan and the management of service delivery at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA) as part of the strategic plan's Collaboration Project, which is aimed at identifying overlap in the service delivery as well as procedures and processes used by various departments

c. Agency's Board Members:

The Board utilizes the strategic planning process to provide direction for the agency and the staff in order to address the needs of the community. The Salisbury-Rowan Community Action Agency, Inc. (SRCAA) utilizes the Six National Goals to guide the process. By integrating ROMA into the development of the plan the Board of Directors were able to:

- Assess poverty needs and conditions within the community.
- Define a clear agency anti-poverty mission for community action and a strategy to address those needs.
- Identify both immediate and longer-term strategies in the context of existing resources and opportunities in the community.
- Identify specific improvements, or results, to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy, within the agency and among "partnering" organizations, to achieve anticipated results.

During the implementation of planning, the Board of Directors decides on whether it is necessary to abandon any programs, discontinue serving a particular population or provide specific services. This provides an opportunity to determine goal achievement, during which time the agency can report and evaluate goal progress and compare progress to benchmarks. The strategic planning process also provides opportunity for the agency to then self-assess to determine what adjustments need to be made to the plan in an effort to stay current on the needs of the community and remain an organization that is cognizant of the needs of the low-income community in order to proactively strategize against and eliminate the causes of poverty.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

- a. Community-based organizations:
- b. Faith-Based Organizations:
- c. Private Sector:
- d. Public Sector:
- e. Educational Sector:

Community Partners, members of the faith-based community, public and private sectors were surveyed to obtain the most up-to-date information on their assessments of conditions and changes in the agency's service areas.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members
- Focus groups- conducted with program participants and front-line agency staff
- Interviews- conducted with community partners

Client satisfaction data was also included. This data was beneficial in identifying what services have been most effective in meeting the needs of the community, as well as identifying if the needs and wants of the customers have changed.

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

Our agency identifies poverty causes by staying abreast of current local, state and national poverty reports, and staying active members of the North Carolina and National Community Action Agency Association. Another method used to identify poverty is assessing the needs of the low-income community as well as the agencies and organizations who serve them. The 2020 Community-wide strategic planning and needs assessment conducted for our agency included feedback from low-income individuals in our service areas, and community organizations serving those individuals about the socio-economic landscape of our counties and state.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members
- Focus groups- conducted with program participants and front-line agency staff
- Interviews- conducted with community partners
- Customer satisfaction surveys

Understanding the needs of the community and what the report data indicated helped to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enabled the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

In an effort to determine the top needs, the top six (6) percentages of needs were identified for each service area under the needs categories listed from information gathered from both data sources, then the top need of each category was prioritized from highest to lowest, with the highest percentage of identified needs being listed first.

The assessment trends and findings indicated the following needs:

- Employment opportunities
- Increased services to support an adequately educated and skilled workforce
- Affordable housing

Factors that are determined to impact poverty or change the current landscape are consistent over the years. However, other socio/environmental factors such as economic downturns, fluctuation in the job market, growth in various industries or simultaneous decline in others, impact communities and the ability of residents to gain, maintain or improve employment options.

Strategies implemented to best meet the needs of low-income persons and address poverty causes include:

- a. Focusing on wages that would move a family above poverty based on family size and identifying job opportunities for families that would most likely result in success for them

- b. Creating a more intensive work search/employment plan that requires job seekers to be accountable to their Family Development Specialist.
  - c. Requiring families to take incremental steps toward achieving self-sufficiency through the attainment of specific job skills; therefore, filling the skills gap for employers who indicated a lack of for their specific job openings.
4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

SRCAA's approach used with families is one of empowerment and strengths. This model called "Family Development," requires the entire network to think of ways to empower families to achieve their own goals and to improve the internal systems of service delivery. The model teaches workers to partner with families and help them set proper goals and activities for themselves so they can become self-sufficient.

In addition, SRCAA staff is credentialed as Global Career Development Facilitators. As Global Career Development Facilitators (GCDF), staff is trained to assist individuals with informed decisions when considering their individual career development through the utilization of best practices, a variety of personality, interest and employment assessment tools, and career development models.

The last few years in North Carolina and in the United States have left many families in the lower socio-economic strata to be faced with more challenges to their economic independence and their present and future security. So, by empowering families and teaching self-advocacy, families have the ability to identify, and reach attainable goals.

Other strategies involve inviting families to participate in volunteer activities and to represent the agency at community forums, as well as other agency events, to tell their story and to be proud to share their accomplishments when asked. Success stories are being published regularly in the agency's electronic newsletter and Family Services' participants who have risen above poverty or achieved several program successes, represent the program at the Annual Board meeting.

SRCAA also provides various educational and professional development sessions/workshops, as well as other training mechanisms to empower low-income families and individuals. The overall goal of SRCAA is to assist low-income individuals to gain a sense of ownership and a stake in their community while strengthening their families. The agency will continue to be an active member of state and national associations that advocate on behalf of low-income families to eradicate poverty.

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

SRCAA staff, program managers and the Executive Director participate on relevant Boards, Committees and planning entities in both Rowan and Cabarrus Counties such as the NC Workforce Development Committee, Goodwill Industries - Business Advisory Council, Equus Workforce Solutions partner meetings, and other sponsored managers meetings which include Department of Social Services', the Salisbury and East Spencer Housing Authority partner meetings, the Project Re-Entry, and Project Safe partners meetings.

SRCAA has solidified several other partnerships and collaborative efforts in both Rowan and Cabarrus County that enable us to leverage both services and funds to increase support provided to the community. These partnerships validate how relationships and collaborations between public-private and nonprofit organizations can address and reduce barriers to poverty for community residents. Our agency will continue to increase our visibility and our impact by forming new partnerships emphasizing on building stronger relationships within the faith-based community, in addition to continuing to host community forums.

The agency continues to have involvement of the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent sounding committee.

Target linkages include employers and occupational training providers under the following industries:

- Healthcare
  - Manufacturing
  - Culinary
  - Hospitality
  - Construction
  - Information Technology
  - Transportation and Logistics
  - Office Occupations
  - Small Business Administration
6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

SRCAA, Inc. collaborates with the local Departments of Social Services programs, specifically the Work First Family Assistance (WFFA) Program in an effort to provide training and employment support to participating families. This partnership allows case managers from both organizations the opportunity to leverage support and resources for families, as well as promote the accountability of the participant. Additional collaborations with our local, Divisions of Workforce Development, Crisis assistance providers, Goodwill Industries, and various faith-based and nonprofit organizations enable SRCAA to serve, refer and minimize the duplication of services. By attending monthly partnership and committee meetings, staff are keenly aware of services provided by other agencies and organizations. By continuing to collaborate with other human service agencies, this helps to close any service gaps in SRCAA's service areas.

SRCAA is closing service gaps internally as well, by making internal collaborations for dual enrollments more intentional. For example: Head Start/ Early Head Start parents who are eligible for CSBG services are enrollees of the program. Likewise, CSBG participant's eligible are enrollees of Head Start/ Early Head Start. Internal staff and external agencies consult and execute

service strategies to ensure the needs of the families are met. In real time, there can effectively be several persons assigned to one family. By investing time in case conferencing, and strategizing, service duplication is eliminated, and the chances that families are less overwhelmed and able to achieve attainable goals in addition to meeting the requirements of multiple organizations are increased.

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

SRCAA continues to participate in community-wide coalition-building and resource development to meet the needs of individuals and families and reduce barriers to family and community growth. At the beginning of the school year, parents sign a partnership agreement that they will be fully involved with their children and set goals for their family. This gives low-income families the capability to make decisions, initiate programs, and obtain resources to encourage stronger families in our area. Parent training is also offered in areas such as: Parenting skills, child and health development, preparation of food, and child abuse and neglect. By offering these services, parents' skills are strengthened, and parents understand the responsibility they have to their children. SRCAA continues to provide support to families as they learn new skills.

Internally, SRCAA is making an Intentional effort to train Family Development Specialists of Head Start in the Parent, Family and Community Engagement Framework. The ultimate goal of the framework is to ensure families understand what school readiness is. One way to improve and enhance the families in Head Start will be to ensure they are enrolled in the Family Self Sufficiency program. Imminently, Family Development Specialist will train families in core competencies of parenting and school readiness.

SRCAA also focuses on the engagement of fathers. Family Services (CSBG) partners with Head Start to improve the way fathers are treated as integral family members in the goal attainment process. SRCAA believes that by improving fathers' ability to be actively and positively involved in the lives of their children, the efforts will strengthen families and further combat the continued causes of poverty, particularly in the number of children facing poverty in our service areas. Services are designed to be a catalyst for moving individuals and families out of poverty by addressing barriers that impact employment, skills training, financial literacy and other social services support needs, that can assist fathers toward becoming economically stable as well as an emotional and financial support to their children.

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

Salisbury Rowan Community Action Agency, Inc. (SRCAA) staff ensures that income eligible participants are enrolled in Food and Nutrition Services through the Department of Social Services. In addition, SRCAA has established partnerships with local food banks, churches, and nonprofit organizations for the purpose of providing participants referrals for emergency food assistance. Referrals are provided to participants to apply with the local Department of Social Services for the Food and Nutrition Services Program. For those families and individuals who are ineligible for Food and Nutrition Service benefits, SRCAA staff will provide emergency food assistance or a referral to eligible food banks.

**Community Services Block Grant Program  
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Planning Process Narrative (continued)**

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

Since 2013, when Workforce Innovation Opportunity Act (WIOA) Adult Services in NC were transferred through contractual agreement from the Division of Workforce Solutions (DWS) to the private contractor Equus as part of the Integrated Service Delivery model being implemented statewide. The contracted provider in both Rowan and Cabarrus (our service area) has become a partner with SRCAA and referral source. Initially, meetings were held, in both counties to forge an existing relationship that is mutually beneficial for both entities which reduces duplication of services in similar populations. Connections with employment and training activities have been instrumental in providing interventions and a direct link to the labor market.

The Salisbury-Rowan Community Action Agency will expend \$62,347 or 75% of the supportive services budget for employment training and education during the 2023-2024 fiscal program year

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

SRCAA, Inc. provides office space for case managers of the Weatherization Assistance /HARRP Program which provides services to Rowan County residents in an effort to save energy and reduce expenses. Community residents in need of these services will continue to be referred to the Weatherization Assistance Program. In addition, referrals will be provided to participants to enroll in the Energy Assistance Program through the Department of Health and Human Services, as well as the crisis assistance programs through Cooperative Christian Ministries, Rowan Helping Ministries, The City of Kannapolis and the Salvation Army.

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

SRCAA is committed to ensuring that the youth receive support through the coordination of services offered by both SRCAA as well as WIOA. In addition to offering General Education Diploma (GED) opportunities, youth participate in employment and professional development workshops offered through the CSBG program. Additionally, the youth and their families are encouraged to apply for the CSBG program to provide further support in obtaining self-sufficiency

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

Family Development Specialist completes a comprehensive assessment with program participants to address the needs of the families. When a non-custodial parent does not provide adequate financial and emotional care of the child/children, the participant is informed of the availability of child support services and provided a referral in both Rowan and Cabarrus County to the Department of Social Services' Child Support Division to enable the participant to file for child



support. In the event that the participant needs assistance with completing the necessary paperwork to file for support or are in need of transportation to the Department of Social Services, the Family Development Specialist will provide the necessary supportive services to ensure access to services.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:
- Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose.
  - Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed.
  - Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
  - Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.

According to the NC Department of Health and Human Services the increase in overdose deaths in recent years is driven by illicit opioids, such as heroin and fentanyl. In 2020, more than 70% of overdose deaths in the state likely involved illicitly manufactured fentanyl, often in combination with other substances. More than 60% of overdose deaths involve multiple substances, and the involvement of stimulants, like cocaine and methamphetamine, is increasing

Between November 2021 – October 2022, Rowan County has experienced 107 Opioid related Emergency Department deaths as compared to 107 in 2021. Cabarrus County has experienced 158 opioid related Emergency Department deaths as compared to 157 in 2021. Those emergencies were documented by the Emergency Medical Services with the month of February and March reporting the highest deaths for the year in Rowan County and the months of April and June the highest deaths in Cabarrus County. ([injuryfreenc.dhhs.gov](https://injuryfreenc.dhhs.gov)).

Due to the overwhelming impact that both service counties are still experiencing, it is the intent of the Salisbury-Rowan Community Action Agency, Inc. to continue assisting in the ongoing fight against opioid misuse, addiction and overdose by educating staff on the signs of misuse, and the identification of treatment centers. Staff will also continue partnering in county initiatives lead by Opioid Task Forces

### **Early Childhood:**

For more than fifty (50) years, the Salisbury-Rowan Community Action Agency, Inc. has operated the Head Start/Early Head Start education program as well as the Child and Adult Food Care Program. As an addition to the program, SRCAA, Inc. has worked to increase partnerships that directly enhance the learning environment for students. One of the partnerships is with the newly emerging technology non-profit organization, AppSeed.

AppSeed provides computer tablets named Seedlings to every Head Start/Early Head Start student enrolled at SRCAA, Inc. Each tablet comes preloaded with educational apps that teach

reading, writing and mathematical skills. Children are also allowed to take the tablets home to allow parental engagement in learning.

SRCAA, Inc. has also developed a community-wide initiative by way of natural outdoor learning environments that meet the nutritional and overall health related needs of children and their families enrolled in SRCAA's Head Start/Early Head Start Program.

The natural outdoor learning environments consist of gardens with edible fruits and vegetables. Head Start students, parents, staff and volunteers all participate in the development and completion of each project.

The natural outdoor learning environments provide children with the following opportunities:

- Equal opportunity and access for children with disabilities to increase physical fitness, and interact with non-disabled peers
- Improved overall nutrition
- Increased physical activity
- Enhanced gross motor skills and cognitive abilities
- Enhanced creativity
- Increased social interactions

#### **NCCARE360:**

The Salisbury-Rowan Community Action Agency, Inc. is an active member of the NCCARE360 database, and provides resource information and referrals to program participants, and any inquiring community member in need of various services. Additionally, staff at SRCAA, Inc. provides information about NCCARE360 to community partners who may be unaware of the data base to help enhance usage and expand the volume of referral resources.

#### **Healthy Opportunities:**

The Salisbury-Rowan Community Action Agency, Inc. is a partnering member of the Healthy Rowan Coalition. Through this coalition SRCAA, Inc. participates with other partnering agencies to address issues of health, quality of life and nutrition within Rowan County. SRCAA, Inc. also makes ongoing referrals for healthcare, mental health and nutrition services to all interested community members and program participants in both Rowan and Cabarrus County.

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

**Agency Strategy for Eliminating Poverty**

**Planning Period:** July 1, 2023 – June 30, 2024

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

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

SRCAA will address the needs of employment skills training and education attainment for low-income individuals and families. The agency will provide supportive services for families or individuals to develop occupational and life skills to increase income so they may rise above the income poverty level.

SRCAA's Family Services will use the Family Development approach to partner with participants and the community to:

- Develop/Sustain a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community.
- Identify specific outcomes to be achieved among low-income people and the community; and Organize and implement program services, and activities, such as advocacy, support and guidance within the agency and among "partnering" organizations, to achieve anticipated results.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

Socio/economic factors such as working below the poverty wage rate, in addition to the need for occupational skills development, impacts communities and the ability of residents to gain, maintain or improve employment options, consequently creating the foundation of poverty.

According to the United States' Census bureau, the estimated population in Rowan County as of April 2020 was 146,875. Of that population, currently 19.1% live in poverty. In Cabarrus County, the estimated population as of April 2020 was 225, 804. Of that population 9.9 % currently live in poverty.

- (A) Explain why the problem exists

In accordance with state law, the Department of Commerce annually ranks the economic health of each of North Carolina's counties based on four factors: average unemployment rate, median household income, percentage growth in population and adjusted property tax base per capita. Rowan county currently sits on Tier 2 of the ranking system. Their upgrade to this tier was current as last year as they were previously at Tier 1 (most distress). Their upgrade demonstrates the county's ability to bounce back from the effects of COVID 19. The primary culprit for Rowan County's regression in the rankings is its unemployment rate. Rowan County as compared to Cabarrus County, who currently sits on the Tier 3 (least distress) residents are able to work from home because they have white collar jobs tied to Charlotte. There's some of that in Rowan County, but the economy is largely still blue collar. As reported in the Salisbury Post, the local tourism industry has been devastated by COVID-19 restrictions, with some hotels going from employing

dozens of workers to just 12. Tourism attractions, too, have been faced with sharply decreased revenue,

When individuals lose their jobs, they also lose security, health insurance, and have a significant negative impact on their mental health. Rowan has a very large service, hospitality, leisure, entertainment, recreation sector that disproportionately has been hit much harder than counties where individuals had more opportunity to stay-at-home for business operations. (rowancountync.gov)

The economy of Cabarrus County, NC employs 105k people. The largest industries in Cabarrus County, NC are Health Care & Social Assistance (13,906 people), Retail Trade (12,985 people), and Manufacturing (9,505 people), and the highest paying industries are Utilities (\$82,017), Finance & Insurance (\$78,168), and Mining, Quarrying, & Oil & Gas Extraction (\$71,875).

Males in North Carolina have an average income that is 1.32 times higher than the average income of females, which is \$49,357. The income inequality in North Carolina (measured using the Gini index) is 0.47, which is lower than the national average.

From 2019 to 2020, employment in Cabarrus County, NC grew at a rate of 2.05%, from 103k employees to 105k employees.

The most common job groups, by number of people living in Cabarrus County, NC, are Management Occupations (11,825 people), Sales & Related Occupations (11,728 people), and Office & Administrative Support Occupations (11,023 people)

The economy of Rowan County, NC employs 63.2k people. The largest industries in Rowan County, NC are Health Care & Social Assistance (10,714 people), Manufacturing (10,103 people), and Retail Trade (7,017 people), and the highest paying industries are Management of Companies & Enterprises (\$90,414), Utilities (\$66,206), and Finance & Insurance (\$56,645).

Males in North Carolina have an average income that is 1.32 times higher than the average income of females, which is \$49,357. The income inequality in North Carolina (measured using the Gini index) is 0.47, which is lower than the national average.

The most common job groups, by number of people living in Rowan County, NC, are Production Occupations (6,957 people), Office & Administrative Support Occupations (6,200 people), and Management Occupations (5,174 people). (Datausa)

### **Challenges since COVID 19: (NC Department of Commerce)**

With the current rates of unemployment in both Rowan County's and Cabarrus County's unemployment, there are some notable differences in the level of occupational skills between participants in each of the service counties, with Cabarrus having a more skilled labor force than Rowan. In addition, Cabarrus has more opportunities for growth and is adjacent to Mecklenburg County, one of the nation's fastest growing municipalities, which increases employment opportunities for residents. Additionally, Mecklenburg County is in excess of 45 miles from Rowan County, and according to the US Census Bureau, more than 4,900 Rowan County residents commute there; however, for those constituents working the lower paying jobs, the cost of commuting alone negatively impacts their personal budgets, therefore hindering the family from moving above the federal poverty level.

The Charlotte Region Report and Labor Market Survey indicated that COVID-19 had a tremendous impact on the region's manufacturing employment. The automotive industry was among the most commonly impacted industries, followed by health care, aerospace and defense. Key findings from the impact of COVID-19 on manufacturing employment found that employers did not lay off significant numbers of staff permanently. However, 11% of employers did lay off 50% or more of production staff temporarily as social distancing regulations and supply chain challenges led to partial shutdowns of production operations.

87% of hospitality employers in North Carolina say hiring has gotten harder since the start of the COVID-19 pandemic. As seen in the labor market data: in 2021, the number of job openings for food service workers reached an all-time high in North Carolina, but restaurant employment remained below pre-pandemic levels as employers struggled to fill open positions.

The number of North Carolina workers primarily employed in the Food Services and Drinking Places sector ("restaurant workers") increased by around 18,000 between 2017 and 2019. Restaurant employment declined sharply during the COVID-19 recession in spring 2020, but then rebounded in late 2020. Despite this partial recovery, as of 2021, the number of restaurant workers in North Carolina was still below its pre-pandemic level. Our state had 504,000 restaurant workers in 2021—around 39,000 fewer than the number we'd expect if restaurant employment had continued to grow at its pre-pandemic pace. Nearly half (47%) the 2021 shortfall in restaurant workers is accounted for by an increase in individuals leaving the restaurant sector to work in a different industry. Around one-third (32%) is explained by an increase in individuals leaving the workforce entirely. The remainder is due to workers staying on the sidelines: fewer employed workers transferring to the restaurant sector (19%) and fewer individuals entering the workforce (3%).

Workers who left the restaurant sector following the COVID-19 recession tended to shift into the same industries where former restaurant workers found employment prior to the recession, such as Administrative and Support Services; General Merchandise Stores; Professional, Scientific, and Technical Services; and Food and Beverage Retailers. While the industries former restaurant workers shifted to remained unchanged after the COVID-19 recession, workers left the restaurant sector at a higher rate than in previous years. For example, 14,000 workers switched from the restaurant industry to General Merchandise Stores between 2019 and 2021, compared to only 10,000 between 2017 and 2019.

Significant strides toward recovery were made, but true economic healing has still not been realized in many communities across North Carolina.

Several rounds of federal aid have helped families navigate tough times and made the recovery from the COVID-19 recession much faster than we saw in the wake of the Great Recession. North Carolina has recovered most of the jobs that were lost in the first few months of the pandemic, while at this point in the Great Recession our state was still losing jobs. These are very different kinds of crises to be sure, but there's no doubt that massive federal assistance in the form of Unemployment Benefits, housing assistance, deferred student loan payments, and more have kept families afloat and hastened the economic recovery.

For all of the progress made in the last year, the project of rebuilding is far from over. The statewide unemployment rate for December (3.7 percent) can make it look like North Carolina has recovered from the shock of COVID-19. Sadly, that's not the full story in many communities across the state. Nearly three-quarters of our counties still have fewer people working than before the pandemic arrived. In many cases, the losses during COVID-19 piled on top of longer-term declines

that date back to before the Great Recession. Almost half of North Carolina's counties have fewer people working than before the economic collapse of 2008, a testament to the fact that we have not made the kinds of investments many, particularly rural, communities need to reverse the flight of jobs to a few urban communities. ([pulse.ncpolicywatch.org](http://pulse.ncpolicywatch.org))

Many more employers reported hiring difficulties during the fall of 2021 than in previous years, with 81 percent of those attempting to hire reporting at least some difficulty. A lack of applicants was the top reason chosen by employers. These findings are not unexpected given the current tightness of the labor market, which has become even tighter since the initial months of the pandemic. A lack of basic employability and an unwillingness to accept offered pay levels were also top issues for those jobseekers who did apply, according to employers. Although low pay is an issue that employers can address, it is less clear whether employability can also be addressed through formal training and education programs. Because employability is more frequently mentioned as an issue for entry-level jobs, it is possible it could be addressed more formally through instruction at the high school level, or through the experience gained by working itself. For this reason, work-based learning programs such as apprenticeships (used by only 16 percent of respondents) remain underutilized tools for employers to consider.

Finally, the pandemic may have accelerated certain trends in the economy, particularly by accelerating retirements and revealing the dependencies of workers on reliable childcare and other family obligations. Because the tight labor market means workers are in higher demand, employers may have to adjust to increasing wages and benefits, being more flexible about scheduling and remote work, as well as being creative about recruitment and retention practices.

Employers who indicated that they tried to hire were then asked if they had difficulty filling at least one position in the past year. 81 percent of All Industry employers reported hiring difficulties, up from 56 percent of employers in 2019. Since this survey was first conducted in 2014, North Carolina's labor market has "tightened," with fewer jobseekers available per job opening. Labor markets were already tight in 2019, and although the first few months of 2020 saw an uptick in jobseekers per opening, labor markets have since become even tighter than before the pandemic.

Employers who reported that they experienced difficulty in hiring were asked to indicate which of the following reasons may have contributed to the hiring difficulty for both entry-level and above entry-level positions. While hiring difficulties are often described as the result of "skills gaps," it has been shown that the lack of technical or soft skills are often not the most frequently mentioned explanations for difficulties. Although these types of skills can be important, particularly for some positions and industries, they are often not the most common explanations, mainly during very tight labor markets when employers are more likely to loosen requirements. For entry-level positions, a lack of basic employability skills (such as work ethic) among jobseekers (53%), and applicants who were unwilling to accept the level of offered pay (51%).

The findings of the 2022 Employer Needs Survey reflect the experiences of the state's businesses during the Fall of 2021, a period of uncertainty nearly two years into an ongoing pandemic. When compared to previous years, this survey showed large increases in the percentage of employers experiencing hiring difficulties. While some of this increase in difficulty may be the result of temporary disruptions due to the pandemic, the state's labor market was already tight in previous years and is expected to remain tight in the future due to demographic and other structural changes. Therefore, managing these conditions may be an ongoing challenge for businesses as well as the larger workforce development system supporting them. For this reason, increasing awareness and utilization of existing resources is key.

(B) Identify the segment of the population and give the number of people experiencing the problem.

According to the United States Census, the population of North Carolina is estimated to be 10,439,388 as of 2020. Rowan County's population estimate was 146,875 in 2020 and Cabarrus County which is more densely populated was 225,804 in 2020. The median income in NC is \$61,972; however, at a much lower rate, Rowan County's current median income is \$56,408 and Cabarrus County's current median income is \$79,672. According to the NC Commerce Labor Statistics, As of October 22, Rowan County's unemployment rate was 3.9 compared to 4.2% last year. Cabarrus County unemployment rate was 3.6% compared to 3.8 last year. For the purposes of this grant whose participants must be income eligible, 19% of Rowan's population is below the poverty level and 9.9% of Cabarrus is below the poverty level.

Recent hiring challenges in the restaurant sector have been driven by a number of factors including demographics, the COVID-19 pandemic, and a tightening labor market:

- Labor force participation in North Carolina has fallen over the past two decades, due primarily to demographic factors (e.g., increased retirements), leading to fewer workers available to fill open positions.
- The COVID-19 pandemic accelerated the longstanding trend of declining labor force participation, particularly for in-person service positions, like restaurant jobs, which are exposed to the risk of viral transmission. In December 2021, the Census Bureau reported 133,000 North Carolinians were out of work because they were sick with COVID-19, caring for someone with coronavirus symptoms, or concerned about getting or spreading the coronavirus.
- These declines in labor supply have combined with a surge in job openings to fuel the tightest labor market on record, with a record low number of jobseekers per job opening. A tight labor market has given workers more opportunities to switch to higher-paying jobs in higher-paying sectors, leaving lower-paying businesses like restaurants at a disadvantage.

While restaurants had a hard time filling open positions during the first two years of the COVID-19 pandemic, more recent evidence suggests hiring conditions have improved since then. Employment in North Carolina's Accommodation and Food Services sector plummeted 44% during the COVID-19 recession, but has been climbing upwards ever since and, by August 2022, had nearly recovered to its pre-pandemic level [Figure 5].<sup>3</sup> Meanwhile, the number of unfilled job openings for Food Preparation and Serving-Related Occupations has fallen substantially after reaching an all-time high in October 2021.<sup>4</sup> Restaurants are likely to see continued improvements in hiring conditions as our economy slows down from the rapid pace of growth seen in 2021 and the number of job openings in North Carolina declines to more a sustainable level.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

According to the US Census, 12.8 of families living in North Carolina are currently at or below the poverty level. Families with children experience poverty at a much higher rate. Women and single mothers experience an increased rate of poverty at 34% in comparison to two parent homes. As reported in the US Census Bureau, women make up 50.5% of Rowan County's population and 60.2% of the county's workforce. In Cabarrus County, women make up 51 % of the county's population and 68% of the workforce.

(b) Age

Families face impoverishment due to the lack of employment opportunities, education and

occupational skills training for the employment opportunities that are available. According to the US Census Bureau, North Carolina's High school graduation rate for persons over 25 was 89%. In Cabarrus County, the graduation rate for this same group was 90.7% and persons with bachelor's Degrees or higher was 34.8% compared to the states 33%. In Rowan County, there was a marked difference. High school graduates over 25 years of age, was only 86.9 % and those with bachelor's degrees or higher was only 19.9%.

According to the US Census, in 2021, the estimated number of those living in poverty in Rowan County is 14.4% of the population. The estimated number of those living in poverty in Cabarrus County is 8 % of the population.

(c) Race/Ethnicity for the agency's service area

With regard to race, 70.1% of North Carolinians are White, 22.3% are Black and 10.2% are of Hispanic or Latino origin. In Rowan County 78.9% are White, 17.1% are Black and 10.1% are of Hispanic origin. In Cabarrus 69.6% are White, 21.2% are Black and 11.7% are of Hispanic origin as stated by the US Census Bureau.

(D) Explain how the persons are adversely affected.

With the current rates of unemployment in both Rowan County's and Cabarrus County's Unemployment, there are some notable differences in the level of occupational skills between participants in each of the service counties, with Cabarrus having a more skilled labor force than Rowan. In addition, Cabarrus has more opportunities for growth and is adjacent to Mecklenburg County, one of the nation's fastest growing municipalities, which increases employment opportunities for residents. Additionally, Mecklenburg County is in excess of 45 miles from Rowan County, and according to the US Census Bureau, more than 4,900 Rowan County residents commute there; however, for those constituents working the lower paying jobs, the cost of commuting alone negatively impacts their personal budgets, therefore hindering the family from moving above the federal poverty level.

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

(E) Resources Available:

a. Agency Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) has the internal capacity to serve its families. Support from our other internal programs Head Start / Early Head Start allows us to assess families' needs beyond what is provided by Community Services Block Grant (CSBG) funding.

Family Development Specialists in both the CSBG Self-Sufficiency Program and Head Start / Early Head Start collaborate to leverage support, services and referrals to help families overcome barriers and achieve goals. In addition to the Self-Sufficiency Program and Head Start/ Early Head Start, English as Second Language (ESL) and Adult Basic Education (ABE)/ General Education Diploma (GED) courses are offered at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA).



By providing the opportunity for families to participate in multiple services and the internal collaborative efforts of SRCAA staff, the potential for success for program participants increases.

b. Community Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) partners with many nonprofit human service agencies, schools, colleges, community development organizations, governmental entities and faith organizations to aid our participants in reaching their goals and to change the way business is conducted in the community on their behalf. Managers and staff in both counties actively build partnerships and work together with those partners to address poverty causes and seek solutions for the eradication of the barriers to economic self-sufficiency for Rowan and Cabarrus County residents.

(F) Resources Needed:

c. Agency Resources:

SRCAA continues to enhance its internal systems. The information technology systems used by our staff provide outcome data; however, there are multiple departments using different systems. Since January 2013, Information technology (IT) was outsourced to improve internal IT communication systems. This advancement allows staff working with families to serve them more efficiently and expediently. Other resources are needed to develop a database system for interface and tracking the work being done with families agency wide. Reporting of outcomes to various funders would be greatly enhanced if these resources became available.

d. Community Resources:

Community resources that decrease the rising numbers of homeless persons and or those in need of affordable housing in Cabarrus and Rowan County is a resource needed. Community service providers have identified the need for increased strategies to address housing and homelessness. Additional community resources, such as the Homeless Task force in both Rowan and Cabarrus County, work to develop a community-wide strategy to end homelessness through affordable housing and other immediate solutions for low-income families to reduce homelessness or transiency. This is important to our participants to continue to be informed of different avenues and strategies to expedite placements in subsidized housing options.

### **Section III: Objective and Strategy**

(G) Objective Statement:

To provide support and comprehensive services to assist seventy (70) new individuals/families and sixty (60) carryover families to increase their skills and income to rise above poverty level by June 30, 2024

Strategies for Objective:

Provide support and comprehensive services to low-income families and individuals to develop occupational skills and increase income so they may rise above the poverty income level.

*Strategies*

- To provide family development and case management services for low-income families so that they can rise above the poverty level.
- To ensure that program participants understand their role in the partnership with SRCAA so they are able to identify, create and attain their goals.
- To continue our partnership with area corporate, private and community partners to eliminate the barriers of poverty that prevent our participants from achieving self-sufficiency
- To collaborate with local offices of the Department of Health and Human Services to address the needs of our participants.
- To collaborate with the Department of Workforce Solutions to keep the community abreast of employment trends and available work.
- To continue providing individual participant counseling, mentoring and referrals to increase participant awareness of community and agency resources.
- To plan and implement goals and set strategies with the families.
- To continue to invite low-income individuals to join advisory boards and committees.
- To increase fund development to close the gap between CSBG funding and participants need.
- To continue to research, participate in national and local conversations about poverty and its eradication, expanding the knowledge base of staff and participants

**OEO Form 210 (continued)**

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

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

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

Need 1: Opportunities for job skills training is needed for low-income individuals to obtain skills necessary to qualify for employment (agency)

Through the agency's partnerships with education providers and employment service agencies, low-income individuals will be provided with the opportunity to increase skills which will increase employment placement.

Need 2: Low-income individuals need increased income in order to maintain basic living expenses and reduce the need for crisis assistance.

Through obtaining employment with a living wage, individuals will increase their income and therefore maintain living expenses.

Need 3: The community needs increased development to improve opportunities for low-income people to obtain standard housing.

The community needs additional programs and/or resources to assist the community with obtaining standard housing

- (I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

The Salisbury- Rowan Community Action Agency, Inc. did not achieve all planned outcome targets within the 80%- 120% variance levels for the 2021-2022 program fiscal year, with the exception of the number of low - income participant families rising above the poverty level which was met at 120%, the number of participant families who are employed and obtain better employment which was met at 120%, the number of jobs with medical benefits obtained was met at 100%, and the number of participant families provided educational supports. which was met at 82%.

Notable job gains occurred in professional and business services, transportation and warehousing, construction, and manufacturing. Employment in retail trade declined over the month. With the current rates of unemployment in both Rowan County's and Cabarrus County's unemployment, there are some notable differences in the level of occupational skills between participants in each of the service counties, with Cabarrus having a more skilled labor force than Rowan. In addition, Cabarrus has more opportunities for growth and is adjacent to Mecklenburg County, one of the nation's fastest growing municipalities, which increases employment opportunities for residents. Additionally, Mecklenburg County is in excess of 45 miles from Rowan County, and according to the US Census Bureau, more than 4,900 Rowan County residents commute there; however, for those constituents working the lower paying jobs, the cost of commuting alone negatively impacts their personal budgets, therefore hindering the family from moving above the federal poverty level

Based on the agency's most recent Community Needs Assessment, the number of participants completing training/education programs continues to be a constant barrier for many of our program participants in both Rowan and Cabarrus County. As reported by the Bureau of Labor statistics, when compared to the nationwide distribution, Charlotte area employment was more highly concentrated in 5 of the 22 occupational groups, including sales and related, business and financial operations, and transportation and material moving. Ten groups had employment shares significantly below their national representation, including healthcare support, educational instruction and library, and healthcare practitioners and technical. The Salisbury - Rowan Community Action Agency, Inc. has implemented a plan of action to support a more holistic approach to serving families and providing continued support, to assist those we serve with achieving self-sufficiency.

The Salisbury-Rowan Community Action Agency, Inc. will continue to take both a proactive and continued active role in ensuring that services are designed and provided to combat the issues of poverty. As previously mentioned, the agency's most recent activities involved the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent sounding committee.

- (J) Please name the ROMA trainer(s) who provided services used in developing this community Action Plan and describe what specific services were provided.

Dione Adkins (NCRI) and Sherry Tillmon (NCRI) provided guidance in the development of the Community Action Plan, which included conducting training for the governing Board of Directors concerning their duties for the implementation of the plan.

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

Section I: Project Identification				
1. Project Name:	Self- Sufficiency Program			
2. Mission Statement:	Salisbury-Rowan Community Action Agency, Inc. provides services for individuals, children and families to enhance their quality of life and promote opportunities for self-sufficiency.			
4. Objective Statement:	To provide support and comprehensive services to assist seventy (70) new individuals/families and sixty (60) carryover families to increase their skills and income to rise above poverty level by June 30, 2024			
5. Project Period:	July 1, 2023 – June 30, 2024			
6. CSBG Funds Requested for this Project:	July 1, 2023	To	June 30, 2024	
7. Total Number Expected to Be Served:	130			
a. Expected Number of New Clients	70			
b. Expected Number of Carryover Clients	60			

**One-Year Work Program  
OEO Form 212 (continued)**

<b>Section II: One-Year CSBG Program Objective and Activities</b>				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Low-income participant families are in need of Community Action services and support	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals	130 low-income families and individuals will be served by Community Action	7a, 7z.1	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families are below the poverty level	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals to rise above the poverty level	10 low-income families and individuals will rise above the poverty level	1b, 3d, 3f, 3g, 3h, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain employment	Provide supportive services, referrals, goal planning assistance and employment guidance to assist participant families with obtaining employment	10 low-income individuals will obtain employment	1c, 1d, 1e, 1f, 1g, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain better employment	Provide supportive services, referrals, goal planning assistance and employment guidance to	5 low-income individuals will obtain better employment	1h, 1h1, 1h2, 1h3	Director of Family Services, Family Development Specialists, Intake Specialist

	assist participants families with obtaining better employment			
Low-income participant families need to obtain employment with medical benefits	Provide supportive services and referrals to assist participants families with obtaining employment with medical benefits	5 low-income individuals will obtain employment with medical benefits	1h3	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain education and employment training	Provide supportive services, referrals and goal planning assistance to assist participant families with completing education/training programs	15 low-income individuals will complete education/training programs	2f, 2g, 2h, 2i, 2j	Director of Family Services, Family Development Specialists, Intake Specialist
Homeless low-income participant families need to obtain standard housing	Provide supportive services, referrals and goal planning assistance to assist participant families with securing standard housing	2 low-income families or individuals will secure standard housing	4b, 4c, 4d	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to emergency/crisis assistance	Provide supportive services, and referrals to provide participant families with emergency assistance	15 low-income individuals and families will be provided with emergency assistance	3a, 3b, 4a, 4e	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need employment supports	Provide supportive services, and referrals to provide participant families with employment supports	20 low-income individuals will be provided with employment supports	4f	Director of Family Services, Family Development Specialists, Intake Specialist

Low-income participant families need educational supports	Provide supportive services, and referrals to provide participant families with educational supports	30 low-income individuals will be provided with educational supports	2z	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need professional and self-development education	Provide 10 professional and self-development sessions / workshops per county for program participant families to enhance employment skills, life skills and personal development	10 workshops sessions per county will be provided to program participant families and individuals	2e, 5a, 5b, 5c, 5d, 5e, 6a1, 6a2, 6a3	Director of Family Services, Family Development Specialists, Intake Specialist



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

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

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

<b>Table 1 Outcome Measures for Project 1 (enter project name)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	<b>130</b>
The number of low-income participant families rising above the poverty level.	<b>10</b>
The number of participant families obtaining employment.	<b>10</b>
The number of participant families who are employed and obtain better employment.	<b>5</b>
The number of jobs with medical benefits obtained.	<b>5</b>
The number of participant families completing education/training programs.	<b>15</b>
The number of participant families securing standard housing.	<b>2</b>
The number of participant families provided emergency assistance.	<b>15</b>
The number of participant families provided employment supports.	<b>20</b>
The number of participant families provided educational supports.	<b>30</b>
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

**Community**

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

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

Number of Families to be Served Per County											
Agency Name: Salisbury-Rowan Community Action Agency, Inc.											
Project Name: Self - Sufficiency Program											
County	Rowan	Cabarrus									Total
Total Planned	65	65									130
Project Name:											
County											Total
Total Planned											

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

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

a. Board of Directors:

The Board of Directors is responsible for the overall performance and evaluation of all agency programs. The Planning and Evaluation Committee is responsible for working with the Executive Director and staff to develop agency programs and services. The committee has direct oversight to review, evaluate, and monitor all programs to ensure compliance. The Board of Directors receives and reviews monthly reports detailing the performance of the agency's programs at each Board meeting.

b. Low-Income Community:

The low-income community has input in the agency's programs through public hearings, participating on community forums, and representation on the agency's Board of Directors.

c. Program Participants:

Program participants have the opportunity to evaluate the program by completing evaluations/surveys, participating in community forums and by serving as volunteers.

d. Others:

Partners participate in Community Round Tables during tri-annual Community Assessments in both Rowan and Cabarrus County. This allows the agency and its partners to identify collaboration opportunities and improve service delivery. It also allows others to express concerns about meeting the needs of our participants during a formalized feedback process.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

**1.0 Purpose** – The procedure for collecting, analyzing and reporting customer satisfaction data to the Board of Directors establishes a system for evaluating the services provided by the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

**2.0 Scope** – The procedure is applicable to all employees of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

**3.0 Procedure**

**3.1 Overview** - Customer satisfaction surveys may provide valuable feedback on the effectiveness of the service delivery of the Salisbury-Rowan Community Action Agency, Inc., and may be used to improve the quality systems with the customer in mind; therefore, SRCAA, Inc. encourages comments and feedback from any individual or family which it serves.

**3.2** The services provided by the Salisbury-Rowan Community Action Agency, Inc. shall be evaluated through the use of customer surveys submitted by the customer in a locked box located in plain view of the customer's entrance or exit of the building.

**3.4** Responses to the customer survey shall be collected and analyzed for a thirty-day period. The Administrative Assistant or designee shall forward the results of customer satisfaction surveys to the appropriate management.

**3.5** If during review of the responses to the customer satisfaction surveys and it is determined that a complaint needs to be addressed, the complaint(s) shall be followed up by the appropriate Program Director.

**3.6** Tabulated results of the Customer Satisfaction Surveys shall be reported monthly to the Board of Directors during regularly scheduled meetings. Surveys shall be maintained for a period of one year.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Director's reviews the agencies administrative policies on an annual basis. These policies include fiscal, personnel and procurement. When necessary, the policies are revised and updated. The Manual and an Employee Handbook has been introduced to all staff. The policies are monitored as part of the self-assessment process.

4. Describe how the Board acts on monitoring, assessment, and evaluation reports.

The Board of Directors reviews all monitoring, assessment and evaluation reports. The board also reviews corrective measures and ensures that policies and procedures are modified based on the reports that are received. The Board also ensures that the results of the assessment are put into an action plan to improve the agency's performance.

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

The Board of Directors along with staff conducts an annual evaluation of the agency's program governance, management systems, fiscal, partnership engagement and program effectiveness. This evaluation is headed by an outside consultant. Upon completion the information is compiled, documented and discussed in order to develop a work plan.

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

The results from the evaluation include a) the need to expand funding beyond federal dollars, b) Increase board and management system collaborations, c) the need to further enhance our service delivery to provide support and assistance to the diverse families of the low-income community, d) increase our partnerships and collaborations to address the identified needs of the community. The information from the Board's self-evaluation will be used to enhance the strategic plan, departmental work plans and staff performance plans.

Planned activities for the next evaluation will measure progress on the following: 1) effective board governance 2) understanding the role of the governing board under Community Action 3) Understanding the role of financial oversight and monitoring by the governing board. The next scheduled board evaluation will be conducted in March 2023.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Aaron Poplin  
**DATE:** 12/22/22  
**SUBJECT:** Schedule Public Hearing for January 17, 2023 RE: HLC 03-22

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The Rowan County Historic Landmarks Commission (HLC) received an application from Jack S. Kepley, Jr. and William K. Kepley to establish the Kesler Newsom Kepley Farmhouse as a Rowan County historic landmark. The Kesler Newsom Kepley Farmhouse is located at 7255 Bringle Ferry Road. further referenced as Rowan County Tax Parcel 643-145. The applicant wishes to designate the exterior of the house along with the 1.57 acres it sits on.

Schedule a public hearing for January 17, 2023

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Staff Report	12/21/2022	Cover Memo
Designation Report	12/21/2022	Cover Memo
GIS Map	12/21/2022	Cover Memo
Letter from SHPO	12/21/2022	Cover Memo



**402 North Main Street Suite 204  
Salisbury, NC 28144**

Phone: 704-216-8588 |

Aaron.Poplin@rowancountync.gov

## MEMORANDUM

TO: Chairman Edds and the Rowan County Board of Commissioners  
FROM: Aaron Poplin, Planner  
DATE: December 22, 2022  
RE: **HLC 03-22**

### **SUGGESTED BOARD OF COMMISSIONERS ACTION**

- ☐ Schedule public hearing for **HLC-03-22** For January 17, 2023

### **REQUEST**

In July of 2022, the Rowan County Historic Landmarks Commission (HLC) received an application from Jack S. Kepley, Jr. and William K. Kepley to establish the Kesler Newsom Kepley Farmhouse as a Rowan County historic landmark. The Kesler Newsom Kepley Farmhouse is located at 7255 Bringle Ferry Road. further referenced as Rowan County Tax Parcel 643-145. The applicant wishes to designate the exterior of the house along with the 1.57 acres it sits on.

### **BACKGROUND**

The Rowan County HLC's mission is to identify and inventory properties within the county having historical, pre-historical, architectural, and cultural significance, and make recommendations to the County Commissioners regarding sites, areas, structures, and objects to be designated as "Historical Landmarks". Since the HLC was established in 2003, the Commission has recommended ten (10) other structures for designation:

The HLC wishes to recognize the Kesler Newsom Kepley Farmhouse because it is locally significant under the category of architecture. The architectural significance of the Kesler Newsom Kepley Farmhouse derives from for being one of the few remaining wood-frame farmhouses from the nineteenth century in rural eastern Rowan County and for being a

well-preserved example of Queen Anne Victorian style in a rural setting. The property is also significant culturally due to it being the home of two well-known and distinguished Rowan County citizens Tobias Kesler and Jack Simpson Kepley Sr.

**STATE HISTORIC  
PRESERVATION OFFICE  
COMMENTS**

On November 8, 2022 Planning Staff received comments from Kristi Brantley, SHPO staff member, regarding local designation application for the Kesler Newsom Kepley Farmhouse. Ms. Brantley stated the report had significant information for a local governing board to determine if the house has local significance. SHPO did not recommend any changes to the report..

**HLC COMMENTS**

Based on these comments the HLC recommends approval of the *Kesler Newsom Kepley Farmhouse* as a Rowan County historic landmark. After reviewing the application, an on-site investigation of the property, and extensive research, the HLC deems the *Kesler Newsom Kepley Farmhouse* to be of special significance in terms of its historical and cultural importance, and to possess integrity of design, setting, workmanship, materials, and character.

On December 13, 2022, the HLC conducted a courtesy hearing to receive comments regarding the Kesler Newsom Kepley Farmhouse designation. No one spoke in opposition to the designation. On a vote of 3-0, the HLC recommended landmark designation for the exterior of Kesler Newsom Kepley Farmhouse.

**PLANNING STAFF COMMENTS**

- Staff supports the designation of the Kesler Newsom Kepley Farmhouse.

# LOCAL DESIGNATION REPORT – ROWAN CO. HISTORIC LANDMARK COMMISSION

## I. General Information

1. The Kesler Newsom Kepley Farmhouse
2. 7255 Bringle Ferry Road
3. Tax parcel # 643-028
4. The estate of Jack Simpson Kepley and wife Grace K Kepley.  
Co-administrators: Jack S. Kepley, Jr. & William K. Kepley
5. 7255 Bringle Ferry Road, Salisbury, NC 28146
6. Appraised (tax) value: House: \$152,001    Land: \$53,000    Total Value: \$205,001

## II. Abstract

1. Summary - This property is one of the few remaining wood-frame farmhouses from the nineteenth century in rural eastern Rowan County. Originally, a two-story Federal style house with a central hall built in 1844<sup>1</sup> (Floor Plan 1), the home has undergone two major expansions/renovations during its 178-year history. From the Civil War era to present day, the house has been the home of four generations of the Kesler/Newsom family and more recently three generations of the Kepley family. Although the property is an excellent example of nineteenth century craftsmanship, the significance of the property is primarily due to the fact that two of these inhabitants were well-known and distinguished Rowan County citizens and both men had a major impact on citizens of the county. The house is located within a very scenic section of Bringle Ferry Road (near the community known as Craven, NC) adjoining park land and forest land. This proposal for designation as a landmark will help preserve and protect it.
2. Proposed Designation - In its current state, the house is an outstanding example of a Queen Anne Victorian wood frame farmhouse. The designation will include the exterior of the house and 1.57 acres of land, which is a small portion of the original 100-acre farm.

## III. Historical Background

1. Property's History - Tobias Kesler (1814-1897), a successful farmer and businessman, acquired his property during the 1860's. According to an oral history, Tobias acquired this property by repossession when the owner failed to repay his loan<sup>2</sup>. The original home on the property was a four-room two-story Federal style house. Both the first and second floors contained two rooms divided by a central hall. Brick chimneys were located on both the east and west elevations and a porch extended the full length of the front facade. The home was expanded and renovated in 1883 and remained in the family until 1973.

Tobias Kesler's daughter, Augusta, married Allen Howell Newsom on March 13, 1877. According to oral accounts, Tobias gave the house to Augusta and Allen as a wedding gift<sup>3</sup>, but there is no record of a transaction within the Register of Deeds that would substantiate this fact. Allen and his wife raised

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<sup>1</sup> Kepley, Jack S., Sr. "The Newsom-Kepley House"

<sup>2</sup> Kepley, Jack, "Tobias Kesler House"

<sup>3</sup> Kepley, Jack S., Sr. "The Newsom-Kepley House"



seven children in the home. It is believed that Allen and Augusta Newsom lived here until 1912 when they moved to Salisbury.

Tobias Newsom, the oldest son of Allen and Augusta Newsom, was probably born in the house on June 21, 1881. He married Zeffie Ingram in 1905 and she subsequently moved in the house with his family. Tobias Newsom, and his family lived in the house until 1923<sup>4</sup>. About five of 14 children of Tobias and Zeffie may have been born here. His occupation was listed as a butcher in the 1900 US Census. Clara Newsom, the youngest daughter (who also may have been born in this home) married Oda Lee Baity. Clara and Oda Lee raised two children during the 43 years that they occupied this home. His occupation was listed as a bookkeeper in the 1920 US Census. Their son, Oren Lee Baity married Sally Edith Shoaf. They inherited the property upon the death of Oda Lee Baity and Clara Newsom Baity and rented the home to tenants until 1973.

Jack Simpson Kepley and wife Grace Kimball Kepley purchased the property in 1973 from Oren and Sally Edith Shoaf Baity<sup>5</sup>, who at that time, did not have a deed to the property. It was still listed as the “Estate of Tobias Kesler”. As the property was passed down four generations, no one had prepared or recorded a deed. The surveyor for the Kepleys had to check with each adjoining property owner to generate a legal description and plat.

2. Original Construction – As previously stated, the original home on the property was a two-story Federal style house with a central hall and two rooms on both the first and second floors. Brick chimneys were located on both the east and west elevations and a porch extended the full length of the front façade (Floor Plan #1). It is believed that the original house (approximately 1,440 square feet or 49.61% of the current home) was constructed in 1844 by an unknown builder.<sup>6</sup>
3. Dates of Alterations- In 1883 the structure underwent a major transformation. This date is based on a 1976 discovery of ink markings from a rubber postal stamp on a wall behind the wallpaper. Clearly visible were the words “Craven, N.C. – Jan 23, 1883”. (attached image: Craven Stamp.jpg) Further research confirmed that Allen Howell Newsom was appointed as the first Postmaster for the Craven, NC Post Office on Oct. 30, 1882. The Craven Post Office was across the road about 100 yards east of this house on property that is now Dan Nicholas Park. The post office was later moved to File’s Store located one half mile east. During the 1883 renovation, the west wall of the house and the chimney on the west wall were removed. The rooms on both floors were extended approximately 8 feet. A two-story ell was added to the right side of the front elevation with an interior chimney built between the two rooms. A one-story ell was added to the left side of the rear elevation that contained a dining room and a kitchen separated by an interior chimney. Upon completion, the house was a total of 2,399 square feet (Floor Plan #2). The 1883 addition is 32.29% of the current home. All the windows were replaced by the current two over two double hung units and Italianate brackets were added to the porch and eaves. Louvered closable shutters at each window and ornamental ventilators were also added as well as a wraparound porch with a polygonal gazebo on the corner. An L-shaped porch was added to the back. The finished renovation changed the appearance of the house from Federal style to Queen Anne.

Two subsequent renovations were completed during the first half of the twentieth century: (1) Electricity and indoor plumbing were added. The east end of the back porch was enclosed for a bathroom. (2) The polygonal gazebo on the corner of the front porch was removed. The bottoms of the turned posts were cut-off at the railing and square brick craftsman styled three-foot pillars were added along with a concrete floor.

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<sup>4</sup> Hood, Davyd Foard, The Architecture of Rowan County

<sup>5</sup> Kepley, Jack S., Sr. “The Newsom-Kepley House”

<sup>6</sup> Kepley, Jack S., Sr. “The Newsom-Kepley House”

In 1975 a major NCDOT project, “The Widening of Bringle Ferry Road,” was announced. Since the land on the north side of Bringle Ferry Road was park land (Dan Nicholas Park), NCDOT’s plans showed acquisition of most of the home’s front yard. The new right-of-way was approximately 5 feet from the front of the house. Therefore, Jack and Grace Kepley decided to move the house approximately 150 feet south and fully renovate it for their primary residence. Their goal of the renovation was to return the appearance of the house to the Queen Anne style of the 1883 renovations (except for the rear elevation). The 1883 back porch was removed and a family room, new bathroom and a basement were added in 1976-1977 (adding 518 square feet, 17.76% of the current home, making the total square footage of the house at 2,917 square feet- Floor Plan #3. (note: the square footage excludes the basement level). These additions were representative of the growing needs of the existing family of the home and built in a style that matched architecturally with the existing façade. The new family room contained three large picture windows on the rear elevation. However, the east elevation was constructed to match the Queen Anne style. Turned porch posts from the back porch that was removed were used on the front porch with turned balustrade railing and Italianate brackets that matched the 1883 porch. The paint colors were researched by scraping clapboards from the 1883 addition. It was determined that the house was yellow with white windows and trim. White aluminum storm windows were added over the restored double hung 2 over 2 sashes. Likewise, the shutters were scraped to determine that their original color was green. The original wood shingles were removed, and a composition architectural grade roofing was selected to closely match the look of wood shingles. The new shingles were installed over plywood sheeting. The copper valleys from the original roof were duplicated to further match the look of the original roof. New chimneys were built on the east side of the house using Old Carolina handmade brick that matched the color of the original brick. The detail of the original chimney crown was duplicated. The interior chimneys were not rebuilt after the house was moved. The weathervane with ruby red glass insert was reinstalled along with new lighting rod system. The Kephleys moved into the house in 1978.

A garage and connecting breezeway was added to the east side of the house in 1985 that was in keeping with the Queen Anne style. The garage being both in the same style as the house and only being attached by the breezeway, keeps the character of the home intact while providing additional storage for the family. After the Kephleys completed the renovation, a member of the Newsom family visited with a photo of the house showing the polygonal gazebo on the northeast corner of the porch<sup>7</sup>. The Kephleys decided not to change the completed porch; therefore, the polygonal gazebo was never reconstructed.

## IV. Assessment

1. The property is significant culturally due to it being the home of two well-known and distinguished Rowan County citizens. This property is also significant architecturally for being one of the few remaining wood-frame farmhouses from the nineteenth century in rural eastern Rowan County and for being a well-preserved example of Queen Anne Victorian style in a rural setting. The additions to the home from its original 1844 footprint along with the relocation of the home approximately 150 feet from its original location have not detracted from the significance of the property as these changes are representative of the growing needs of the families that occupied the home. These changes have stayed in character with the style and setting of the house as originally constructed.

*Historically Significant individual #1* - Tobias Kesler is an important individual to the local community because he was part of a movement to provide employment and affordable housing in Salisbury during a period of great economic depression<sup>8</sup>.

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<sup>7</sup> Hood, Davyd Foard, The Architecture of Rowan County

<sup>8</sup> Whitten, David O., “The Depression of 1893” published on EH.net by the Economic History Association

Tobias was considered a prosperous and successful farmer<sup>9</sup> and businessman. He often loaned money to other farmers and held their mortgages. Starting around 1887, there was a big civic push to provide employment in the city. Salisbury Cotton Mill was founded as the result of a revival meeting that took place in Salisbury in November of 1887. Evangelist R. G. Pearson reminded those gathered that “the great many poor and indigent people we have here ought to and must be helped not by gifts and alms but by a chance to make an honest living.” The solution was to build a cotton mill to employ the people. A group of influential people in Salisbury heeded this plea and shortly after that a committee (headed by Rev. Francis Murdoch) was organized to construct the first cotton mill in Salisbury in 1888<sup>10</sup>. Tobias Kesler is best known as one of the founders of the Kesler Cotton Mill, organized in 1895. Tobias Kesler, along with Rev. Francis Murdoch and other investors, purchased land on what is now Martin Luther King, Jr. Blvd. in Salisbury and built a large brick facility. At the same time, Kesler and his partners operating as the Central Land Company, built twenty-two frame mill houses and a frame store along the northeast side of Park Avenue just west of the mill<sup>11</sup>. This neighborhood today is known as “Kesler Manufacturing Co. Historic District” and is listed on the National Register of Historic Places.

Tobias Kesler was born on September 20, 1814 and married Nancy Roseman on September 13, 1841. At the age of 49, he left Nancy and 5 children at home and enlisted in the Confederate army on June 23, 1864. He served as a private in Company B, 73rd Infantry. His father, Christian Kesler, was born on June 30, 1783 in Frederick, MD and migrated down the Great Wagon Road to Rowan County, where he met his wife, Elizabeth Eller. They likely settled in eastern Rowan County where Elizabeth’s parents were well established as founding members of Union Lutheran Church on Bringle Ferry Road. Tobias Kesler was considered as part of the who’s who of Salisbury in the late 1800s<sup>12</sup>. His name appears in a number of newspaper clippings of the era. The Greensboro Record called him “One of Salisbury’s best known and wealthiest citizens”<sup>13</sup>. The Weekly News of Lenoir, NC referred to him as “a well-to-do man”<sup>14</sup>. A Concord, NC newspaper said that he “was one of the wealthiest men in the county. His fortune is variously estimated but a reasonable figure at which it is placed is \$50,000. He was a stockholder in the Vance and Kesler cotton mills, the latter being named in his honor... In fact there are but few manufacturing enterprises in the town in which Mr. Kesler hasn’t held stock.”<sup>15</sup>

*Historically Significant individual #2* – Jack Simpson Kepley Sr. is an important individual to the local community because of his impact on the youth of Salisbury and Central North Carolina as a volunteer in the Boy Scouts of America.

Jack Simpson Kepley Sr. was born on February 15, 1924 at 1123 South Main Street in Salisbury, NC and died on Saturday, June 25, 2022 at the age of 98. He was the son of the late Walter Robert Kepley, Sr. (employed by Southern Railway) and Mazie Simpson Kepley (employed by Cone Mills). Following graduation from Boyden High School in 1943, he joined the Army, serving as a Staff Sergeant and Platoon Leader during World War II with the 34<sup>th</sup> Infantry, 24<sup>th</sup> Division until 1946. Jack was a charter member of Harold B. Jarrett American Legion Post #342. In 1949, he graduated from Catawba College with a degree in Business Administration. He served as President of Kepley-Crowell Insurance, Inc. until his retirement. He joined Boy Scout Troop 448 on his 13<sup>th</sup> birthday and was continuously registered as a member for 85 years. He served as Scoutmaster from 1952 until 1993, when he was

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<sup>9</sup> Brawley, James S., The Rowan Story 1753-1953: A Narrative History of Rowan County North Carolina

<sup>10</sup> Brawley, James S., The Rowan Story 1753-1953: A Narrative History of Rowan County North Carolina

<sup>11</sup> Manieri, Ray, “The National Register of Historic Places Nomination Form for the Kesler Manufacturing Co. Historic District”,

<sup>12</sup> Karen Lilly-Bowyer, Karen C. “A Man and His House”

<sup>13</sup> The Evening World Newspaper, (Salisbury, NC), July 11, 1896

<sup>14</sup> The Weekly News, (Lenoir, North Carolina), December 4, 1903

<sup>15</sup> The Standard (Concord, North Carolina) June 18, 1896

named Scoutmaster Emeritus. For two years, Jack served as Camp Director of Camp John J. Barnhardt (a Boy Scout summer camp near Salisbury with an annual participation of 1,000+ boys and girls). He served as a staff member and director of several Wood Badge courses (a leadership training program of BSA adults) and held many positions at the council level of the Central NC Council. Jack received numerous scouting awards over the years including the Silver Beaver Award, which is the highest award a Boy Scout Council can bestow. Jack was an active member of the Salisbury Lions Club for many years, serving as the Club President and being selected as the Lion of the Year in 1963 and the Man of the Year in 1994. In 2001, he was recognized by Lions Club International as a Melvin Jones Fellow. He served two terms on the Board of the Rowan County Parks and Recreation Commission and was awarded the Order of the Long Leaf Pine in 2018, given by Governor Roy Cooper to persons who have performed exemplary service to the state of North Carolina<sup>16</sup>. Congressman Ted Budd called him an American hero and a fixture within Rowan County. “Jack will be remembered by many for his honorable service during World War II and his longstanding involvement in the Salisbury community.”<sup>17</sup> Jack often said that he was most proud of the fact that 147 boys worked to achieve the Eagle Scout rank during his tenure in Scouting and more than 1,000 boys and girls have participated in Troop 448 activities. Many of these young people have stayed in the Salisbury area and grown to be doctors, dentists, engineers, builders, teachers, preachers, and community leaders.

2. *Architectural Description*- The home, as previously stated, is a two-story asymmetrical Queen Anne Victorian style wood frame house with a two-story ell projecting on the right side of the front elevation. The exterior of the entire house is clad with pine clapboards painted yellow with a white-water table trim board and drip cap. The outside and inside corner posts are also white and simple in design. The cornice and soffit are also painted white with Italianate brackets. The roof has a 9/12 pitch covered with brown architectural composite shingles with copper valleys. The ridge is adorned with a lightning rod system that includes an antique weathervane. The windows are 2 over 2 double hung sash, all single units except for the front first floor ell, which contains a pair of the same window units. Most of the windows are paired with green movable louvered shutters mounted with antique hardware. A decorative louver vent adorns the gable end of the front ell. A one-story wood porch that wraps around the left side of the house is constructed with white turned posts and a turned balustrade railing with white Italianate brackets. The foundation is constructed with Old Carolina handmade brick that matched the color of the original brick.

The west (side) elevation reveals the one-story ell to the rear of the main part of the house. The ceiling height in this part of the house is 24 inches higher than the front part of the house. A detached two-car garage is visible from the west elevation. The garage, although not built until 1985, resembles the materials and color scheme of the house. The garage is connected to the house by a breezeway that was constructed to match the front porch.

The east (side) elevation contains a two-story gable ell on the right and a one-story gable ell on the left. A one story flat-styled roof connects the two gabled ells. Orange-red brick chimneys are centered in each gable end, and both are capped with a dental style crown.

The north (rear) elevation contains three white picture windows topping three white awning windows on the right side of the upper level. The left side has two white 6 over 6 double hung windows above white panels, suggesting that longer windows were once adorned this façade. Above the two windows is a white decorative louvered ventilator. The lower basement level is constructed with the same orange-red

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<sup>16</sup> The Salisbury Post, “Obituaries” -June 28, 2022

<sup>17</sup> Budd, Ted (Congressman) A note to the Family of Mr. Jack Kepley, Sr. –August 10, 2022

brick and contains two white 1 over 1 awning-type windows. To the left at the basement level is a green roll-up garage door. A green flush panel door is located in the center of the basement level wall.

No outbuildings are included in the designation.

3. Archaeological Significance – Artifacts could possibly be discovered below the surface of the existing grassy front yard. It is believed that remnants of the original foundation, the foundation of the 1883 addition (including the hand dug root cellar), and the original hand-dug well, if located could establish the original location of the house before it was moved. A very old Black Walnut tree and a large Flowering Magnolia tree are in the front yard.
4. Property's Integrity – Although the house was moved from its original site in 1976 (approximately 150 feet north), it remained on the original tract of land. The subsequent renovation was conducted in a manner as to preserve the six aspects of the site's integrity.
  - *Design:* The original wood-framed building structure was preserved. Many of the wood sills were damaged by termites and rot. These were replaced without altering the exterior appearance.
  - *Setting:* The house is located within a very scenic section of Bringle Ferry Road adjoining park land and forest land. Where possible, the existing trees and landscaping elements were protected from damage during the relocation. The original driveway/entrance was preserved. A new brick sidewalk was constructed that reflected the design of the original brick sidewalk. The rear elevation probably detracts from the integrity of the setting. Due to the elevation changes at the rear of the house in the current location, a partial basement was constructed under the rear portion of the house. Efforts were taken to obscure the visibility of this element from the front.
  - *Workmanship:* Craftsmen with experience in historic preservation were employed by the owners.
  - *Materials:* Where possible, all original materials were maintained. The 1883 double hung 2 over 2 windows were scraped, repainted, and rehung in their original locations. New windows were custom made by local craftsmen to match existing windows. The louvered movable exterior shutters were scraped, repainted (their original green color) and rehung with the original hardware. The front door with side and transom lights was scraped and repainted. Although the original sawn cedar shingle roof has been replaced, the brown architectural composite shingles with copper valleys were selected to match the look of the original.
  - *Feeling:* Although the interior of the house is not being designated, elements of the interior of the house reflect the history: One Federal style mantle and 5 Federal style doors remain in the house. Three Queen Anne style mantles and 10 doors remain. Period antique heart pine flooring was used in many of the rooms. Period wallpaper hangs in every room.
  - *Association:* This house is directly connected to both of the significant individuals listed above. Tobias Kesler acquired the property during the 1860's and it remained in his name until 1973. The Kepleys acquired the property in 1973 and lived here until their deaths in 2022.
5. Justification of the Boundaries – The site plan illustrates the extent of the area to be designated. The current community well that serves three families is excluded from the area to be designated.

## V. Supporting Documentation

### 1. Digital Photographs

#### 1. Front Elevation

2. East Elevation
3. West Elevation
4. Rear Elevation
5. Northeast Elevation (garage & breezeway detail)
6. Craven Stamp

## 2. Floor Plans

1. Floor plan circa 1844 - first and second floor
2. Floor plan circa 1883 - first and second floor
3. Floor plan circa 1978 - first and second floor

## 3. Site Plan

1. Site plan

## 4. Maps

1. Tax Map

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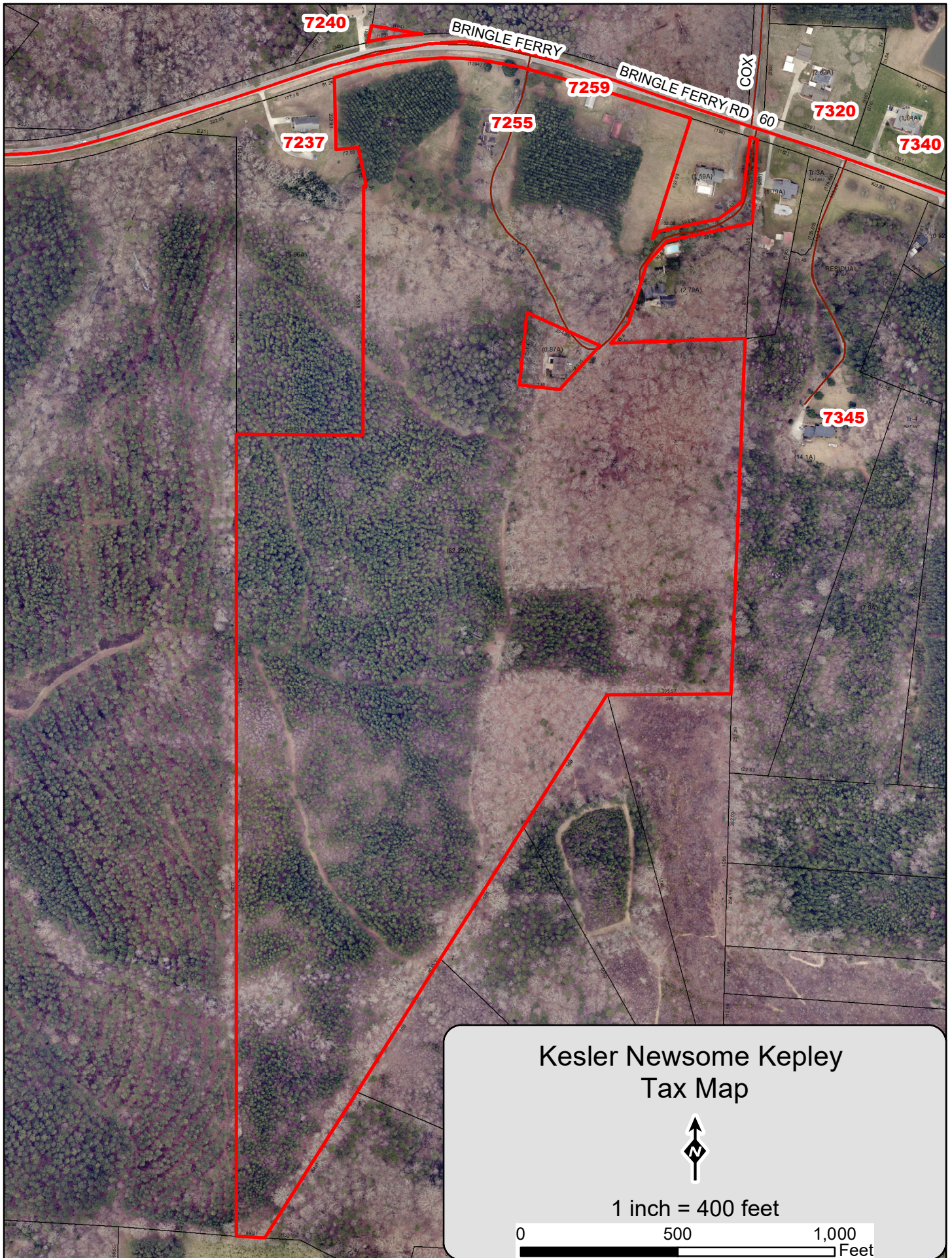
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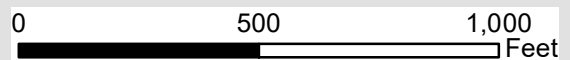




Kesler Newsome Kepley  
Tax Map



1 inch = 400 feet







**North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper  
Secretary D. Reid Wilson

Office of Archives and History  
Deputy Secretary Darin J. Waters, Ph.D.

October 29, 2022

Aaron Poplin, Planner  
Rowan County Historic Landmarks Commission  
402. N. Main St.  
Salisbury, NC 28144

**RE: Proposed Designation of the Kesler Newsom Kepley Farmhouse, 7255 Bringle Ferry Rd.,  
Salisbury, Rowan County.**

Dear Mr. Poplin:

Thank you for the report for the Kesler Newsom Kepley Farmhouse, 7255 Bringle Ferry Rd., Salisbury, Rowan County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

The Kesler Newsom Kepley Farmhouse is of special significance to Rowan County because it is a rare, extant example of wood-frame farmhouses built in the nineteenth century in rural eastern Rowan County and because of its association with the civic-minded Kesler and Newsom families. Archaeological remains likely exist and should be considered in any development of the property.

We commend staff and the commission for submitting a report that satisfies the requirements outlined in the HPO's Guidelines. It is a strong designation report and provides the preservation commission and local governing board sufficient information to determine whether the Kesler Newsom Kepley Farmhouse possesses the requisite special local significance and integrity for local historic landmark designation.

Landmark designation means the community recognizes the property is worthy of preservation because of its special significance and integrity in the local community. Any substantial change in the design, materials, and appearance is subject to the design review procedures of the preservation commission. The owner may receive an annual deferral of fifty percent of the property taxes for as long as the property is designated and retains significance and integrity. (N.C.G.S. 105-278 *et seq.*).

Thank you for giving us the opportunity to comment on the report. Our comments are advisory only and are not binding. Once the governing board has received a recommendation from the Rowan County Historic Landmarks Commission and has proceeded in the same manner as would otherwise be required for an amendment to the zoning ordinance, the governing board may proceed with the designation decision. Once the designation decision has been made, please return the completed designation confirmation form, enclosed.

This letter serves as our comments on the proposed landmark designation of the Kesler Newsom Kepley Farmhouse. Please contact me at 919-814-6575 should you have any questions about our comments.

Sincerely,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping underline that extends to the right.

Kristi Brantley  
Local Preservation Commissions / CLG Coordinator

CC: Commission Chair

Enclosure

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Kelly Natoli, Assistant County Manager/HR Director  
**DATE:** 12-21-22  
**SUBJECT:** Reclassification Requests from Public Health Director

---

Please see the attached request by the Public Health Director, Alyssa Harris, to reclassify Care Management positions with no additional funds requested by the County.

Please approve the attached request.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Reclassification Requests from Public Health Director	12/21/2022	Backup Material

## Rowan County Human Resources

130 West Innes Street, Salisbury, NC 28144  
Phone (704) 216-8100 FAX (704) 216-8110

TO: Board of Commissioners  
FROM: Kelly Natoli, Assistant County Manager/HR Director  
RE: Health Department Reclassification Requests  
DATE: 12-21-22

Rowan County Public Health Care Management staffing is in need of changing the job descriptions for vacancies to read that minimum qualifications include a Bachelor's degree in Social Work or a Bachelor's degree in Nursing.

Staffing is monitored by NC DHHS and Medicaid PHPs to see that positions are filled within 60 days, or a corrective action plan may need to take place for the program. Due to the pandemic and ongoing public health workforce concerns, there is a nursing shortage that exists within North Carolina and specifically within Rowan County.

In order to ensure that services can continue for our citizens, the Public Health Department has received approval from Regional State consultants for CMARC (Care Management for At-Risk Children) and CMHRP (Care Management for High-Risk Pregnancy) to broaden the scope of positions and accept either discipline (social worker and nursing) for our current vacancies and any future CMARC vacancies. This change would allow for us to fill vacancies in a timely manner, therefore relieving any undue stress on the current Care Management staff, which would work a much larger caseload until vacancies are filled.

As a result, the Public Health Director, Alyssa Harris, is requesting to allow for flexibility in hiring for the following positions, similar to how the County alternates in hiring for EMT and Paramedics (each hire depends upon the individual's qualifications):

Social Worker II Care Management Position Numbers (160800, 160801, 160802, 160803, 160804, 160805, 160806, 160809) and one (1) Public Health Nurse II (160711) to be retitled and filled as follows depending upon the individual's qualifications:

1. Social Worker II Care Management (change title to Public Health Care Manager I to remain at grade 17) – will have Social Worker minimum qualifications
2. Public Health Nurse II (change title to Public Health Care Manager II to remain at grade 22 - will have Nursing minimum qualifications

These positions are funded by Medicaid, and no additional County funds are needed for this change.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Amy-Lynn Albertson  
**DATE:** 12/21/2022  
**SUBJECT:** 4h Salisbury/Rowan Community Foundation Grant

---

Rowan County Cooperative Extension 4H Program would like to accept a grant in the amount of \$7000.00 from the Salisbury Rowan Community Foundation.

This will allow students in 50 Kindergarten classrooms to experience the life cycle of a butterfly in their classroom.

**Winged Wonders**

E.O. Wilson, the renowned naturalist, once called butterflies “the flowers of the air.” Beautiful with their brilliant colors, graceful flight, and benign behavior, butterflies enhance our landscapes and gardens. They are also indicators of a healthy environment and a healthy ecosystem. Butterflies play a role in pollination and serve as part of the food chain for other organisms. Butterflies serve as a gateway to understanding the natural world and a visual reminder of the need for conservation of all living things around us.

In this curriculum, youth will observe the wonders of the natural world unfolding in front of them by raising painted lady butterflies from larva through adulthood. Youth will experience the mystery of the butterfly life cycle while engaging in hands-on activities that explore concepts of insect structures and functions, compare insect behaviors and life cycles, and demonstrate the role everyone can play in environmental stewardship.

This program will be implemented in the Rowan-Salisbury School System, as well as private, charter, and home schools in our county. The target audience is Kindergarten classrooms, though homeschool families may include different grade levels. The teachers will be trained on the curriculum and the supplies associated with this program so they can supplement their classroom instruction in a hands-on way. This will allow 4-H to extend their reach into schools/communities in which we do not already have a strong presence and to reach a more diverse population in our county.

Funding will be requested for the following (may be all of this or just the main big items) to create 50 classroom kits:

- butterfly rearing cages
- bound curriculum
- student flashcards printed on waterproof paper (5 sets x 2 kinds of flashcards) per classroom
- larva

- plastic dishes
- sponges
- butterfly food
- safety pins
- water spray bottles
- magnifying lenses
- children's book(s) that follow curriculum

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
SalisburyRowan Foundation Grant	12/21/2022	Cover Memo

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County

## Applicant View

## Applicant Summary

### Organization Status Search

Please search for your organization's legal name and current status by following these steps: Click on the data entry field that says "Select", and begin typing the organization name in the box that appears. As you type, the list of organizations will narrow, and you can select your organization from the list. Search tip: If your organization's name includes an "and" or "&", try interchanging these if you are having difficulty finding your organization. If your organization is found in the list, please select the name. The current due diligence status will appear - either Due Diligence Complete or Requires Fiscal Sponsor. If your organization does not appear, please select Organization Not Found from the top of the dropdown list. A status of Due Diligence Required will appear. Note: If you have received a grant from the Foundation in the past but do not find your name, due diligence renewal may be required. The Foundation will begin required due diligence processes once an application is fully submitted.

*Organization legal name / Status:	Rowan County - [130 West Innes Street, Salisbury, NC, 28144] Due Diligence Approval Completed
------------------------------------	---

### Organization Information

Please re-enter the organization's legal name below, and enter the current mailing and contact information.

*Organization legal name:	Rowan County
Organization AKA or DBA name:	Rowan County 4-H
*Mailing address:	2727 Old Concord Road
Mailing address line 2:	Suite A
*Mailing city:	Salisbury
*Mailing state:	North Carolina
*Mailing county:	Rowan County
*Mailing zip:	28146
*Organization phone:	704-216-8970
Organization web address:	rowan.ces.ncsu.edu

### Application Contact Information

*Salutation:	Mrs.
*Contact first name:	Laura
*Contact last name:	Allen
*Contact title:	Rowan County 4-H Agent
*Contact telephone number:	704-216-8970
*Contact email address:	lahoffne@ncsu.edu
*Is the contact person listed above also the executive director of the organization?	No
*Salutation:	Ms.
*Executive director first name:	Amy-Lynn
*Executive director last name:	Albertson

### Supplemental Information

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County

\*EIN (please type in the following format: XX-XXXXXXX):

56-6000336

## Organization Overview

### Organization Overview

\*Organization mission:

4-H is a youth organization that empowers youths to reach their full potential while working in partnership with caring adults. 4-H provides pathways for youths to view learning as relevant to the world around them and to connect with their communities. 4-H strives to produce transformational experiences for youths by designing and implementing educational programs that blend high content opportunities and high context environments. 4-H focuses on youth development practices which recognize the worth and dignity of every individual, and the belief that the development of life skills enables young people to become caring, coping, competent, and contributing citizen leaders.



## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### *Rowan County*

<b>*Organization core services: (100 word max.)</b>	<p>-Community Based Youth Educational Programs: focusing on current and emerging youth needs, strengthening life skills, encouraging volunteerism, growing youth/adult partnerships and being inclusive of all audiences.</p> <p>-High Quality Delivery Modes: impacting youth through research and best practice based curricula and learning styles that are experiential and engaging.</p> <p>-Personal Growth and Development: promoting lifelong learning in youth, volunteers and professionals resulting in highly-motivated, well-trained visionary and competent individuals.</p> <p>-Partnerships and Resource Development: exemplifying good resource stewardship and strategic thinking and building effective partnerships.</p> <p>-Volunteer Engagement and Development: recruit, retain and support diverse youth and adult volunteers</p>
<b>*Please provide the estimated number of volunteers for your organization (specific to your local unit, if applicable).</b>	43

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

**\*Please provide a brief description as to how you engage volunteers to further your mission.**

Youth-adult partnerships are integral to 4-H and represent one of the core values of our programs. Rowan County is fortunate to currently have 43 adult volunteers who work with 4-H'ers. These adults are registered, background checked and trained adults. We also have additional volunteers through schools and other Extension programs (such as Master Gardeners) who assist youths in learning, even though they are not official 4-H volunteers. I am in frequent contact with my 4-H volunteers and provide at least one annual training for my volunteers. A 4-H volunteer can have many roles. Many of my 4-H volunteers work directly with one of the five 4-H clubs that we currently have in Rowan County. These volunteers are club leaders or club assistants who work directly with youths at least once each month (often more) to focus on specific learning topics, skill development, leadership, citizenship, and/or community service. I also have volunteers who may not help directly with a 4-H club, but assist in other ways: judging 4-H projects/events, helping with program fundraisers, advertising 4-H programs, assisting with office work, teaching workshops, etc. These volunteers are an extension of our program, allowing the 4-H program to thrive and reach more youths than I could physically reach alone as the 4-H Agent. These volunteers provide a positive, fulfilling learning experience for our youths, are experts in their fields of knowledge, and provide opportunities for 4-H'ers to grow and develop life skills so that they can be productive members of society.

### Organization Demographic Information

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

## Rowan County

When submitting demographic information please be sure to fill out all fields. Enter "0" for percentage fields that do not apply to your organization, all fields should total 100%. Please respond to the questions to the best of your ability and "approximates" or estimates are acceptable.

**Service Population - Use the following percentage fields to describe the overall population your organization serves by race/ethnicity:**

Click here if your organization does not collect this information on your service population:

*Asian	.96
*Black or African American	16.24
*Hispanic or Latino	13.1
*Native American/Alaskan	1.37
*Native Hawaiian/Pacific Islander	.2
*White, non-Hispanic	55.33
*Not listed above	12.8
*Click "Calculate" to confirm your population percentages total 100.	100.00

**Board of Directors - Use the following percentage fields to describe the race/ethnicity composition of your organization's current Board of Directors:**

*Asian	0
*Black or African American	33.3
*Hispanic or Latino	0
*Native American/Alaskan	0
*Native Hawaiian or Other Pacific Islander	0
*White, non-Hispanic	66.7
*Not listed above	0
Click "Calculate" to confirm your Board of Directors percentages total 100.	100.00

**Board of Directors - Use the following percentage fields to describe the gender composition of your organization's current Board of Directors:**

*Female	100
*Male	0
*Non-binary	0
*Click "Calculate" to confirm your Board of Directors percentages total 100.	100.00

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

**\*How does your organization go about building racially and culturally diverse representation within your board? Please explain. (150 word max)**

Rowan County 4-H doesn't have a "Board of Directors"; however, there is a Rowan County 4-H Advisory Board. The 4-H Advisory Board members are directly asked to be on the board. This board is small with 3 members on a 3 year rotation. Before a member rotates off, the board helps suggest local community citizens who would be a good fit for the board, and then the 4-H Agent begins asking. We seek to find community members who may or may not have a direct connection to 4-H or Cooperative Extension, but can help assess community needs for youth and be a resource to our board and the 4-H program. We do not discriminate based on gender, race, background, etc. Though these folks may not themselves be diverse in their gender, race, etc, they often work for or represent areas that include diverse audiences (school system, public library, etc).

**Leadership/Management Team - Use the following percentage fields to describe the race/ethnicity composition of your organization's current Leadership Team (Executive Director, CEO, Department Lead or higher):**

**Click here if your organization does not have a leadership/management team:**

<b>*Asian</b>	0
<b>*Black or African American</b>	0
<b>*Hispanic or Latino</b>	0
<b>*Native American/Alaskan</b>	0
<b>*Native Hawaiian or Other Pacific Islander</b>	0
<b>*White, non-Hispanic</b>	100
<b>*Not listed above</b>	0
<b>Click "Calculate" to confirm your Leadership Team percentages total 100.</b>	100.00

**Leadership/Management Team - Use the following percentage fields to describe the gender composition of your organization's current leadership team:**

<b>*Female</b>	100
<b>*Male</b>	0
<b>*Non-binary</b>	0

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<b>*Click "Calculate" to confirm your Leadership Team gender percentages total 100.</b>	100.00
<b>*What is the race/ethnicity of your current or acting Executive Director, CEO or President? Select all that apply.</b>	White
<b>*What is the gender of your current or acting Executive Director, CEO or President?</b>	Female
<b>Staff - Use the following percentage fields to describe the race/ethnicity composition of your organization's current staff:</b>	
<b>Click here if your organization does not have staff:</b>	
<b>*Asian</b>	0
<b>*Black or African American</b>	0
<b>*Hispanic or Latino</b>	0
<b>*Native American/Alaskan</b>	0
<b>*Native Hawaiian or Other Pacific Islander</b>	0
<b>*White, non-Hispanic</b>	100
<b>*Not listed above</b>	0
<b>Click "Calculate" to confirm your staff percentages total 100.</b>	100.00
<b>Staff - Use the following percentage fields to describe the gender composition of your organization's current staff:</b>	
<b>*Female</b>	0
<b>*Male</b>	100
<b>*Non-binary</b>	0
<b>*Click "Calculate" to confirm your staff gender percentages total 100.</b>	100.00

### Project Description

<b>*Project/program title: (8 word max.)</b>	Winged Wonders 4-H Curriculum in the Schools
<b>*Please select the primary investment area that your project will address (if needed, see list of descriptions for assistance):</b>	Youth Development

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<b>*Brief project summary: (50 word max.)</b>	<p>The 4-H Winged Wonders butterfly program would allow for the purchase of butterfly kits and 4-H curriculum to be used in Rowan County classrooms. The study of butterflies provides a rich context for youth exploring concepts of life cycles, structures and functions of living things and ecosystems.</p>
<b>*What is the geographic service area being served, such as neighborhood, county-wide, etc.?</b>	<p>Rowan County 4-H serves Rowan County youths ages 5-18 (as of January 1). We have five 4-H clubs that meet across the county. 4-H programs are offered at the county level and open to all Rowan youths. We also work with public, private, charter and home schools in Rowan County.</p>
<b>If your program was specifically designed to serve a certain population, please indicate below (Check all that apply):</b>	
<b>*Age group:</b>	Children - Elementary School (5 - 10 yrs)
<b>*Gender:</b>	Not Gender Specific
<b>*Race/Ethnicity:</b>	Not Race/Ethnicity Specific
<b>*Other populations:</b>	N/A
<b>If you would like to provide additional information concerning the intended audience/constituents of your project, please do so here:</b>	<p>This program will be implemented in the Rowan-Salisbury School System, as well as private, charter, and home schools in our county. The target audience is Kindergarten classrooms, though homeschool families may include different grade levels. The teachers will be trained on the curriculum and the supplies associated with this program so they can supplement their classroom instruction in a hands-on way. This will allow 4-H to extend their reach into schools/communities in which we do not already have a strong presence and to reach a more diverse population in our county.</p>

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### *Rowan County*

**\*Detail the project timeline. Include key milestones and dates, where applicable. (150 word max.)**

This project will be implemented annually as long as materials are in good condition.

January-February: Program advertised to Kindergarten teachers in the public, private, and charter schools of Rowan County. Registration due.

March: Registered teachers trained to implement program. Teachers pick up all supplies and curriculum.

March-April/May: Program implementation in Kindergarten classrooms. Release of butterflies.

April/May: All borrowed items returned to office.

April/May: Supplies cleaned, organized and stored.

August: Program advertised to homeschool families.

September: Registered homeschool families trained to implement program. Families pick up all supplies and curriculum.

September/October/November: Program implementation with homeschool families. Release of butterflies.

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### *Rowan County*

	<p>October/November: All borrowed items returned to office.</p> <p>October/November: Supplies cleaned, organized and stored.</p>
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## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### *Rowan County*

**\*Describe your project expenses in detail. (200 word max.)**

The butterfly sanctuary is where the life cycle of the butterflies takes place. Larvae will be purchased to begin the life cycle. The plastic dishes and dish scrubbers serve as butterfly feeding stations. The 205 page 4-H curriculum will be professionally printed and spiral bound to increase its longevity for future usage. Flashcards (included with the curriculum) will be professionally printed to increase longevity. The spray bottles, magnifying lenses, and safety pins will help teachers care for their butterflies and provide hands-on opportunities for students. The books budgeted will add a literacy component to this program.

50 kits will be created and used twice annually. The total costs reflects the purchase of 50 of the needed items, unless stated otherwise in the "expense item" column. Larvae expenses are calculated for both Spring and Fall 2023. One extra copy of the 4-H curriculum is included for the 4-H Agent to use while assisting teachers in implementation. Each classroom will receive 2 sets of each of the flashcards.

Materials will be reused each year, except for the larvae. Larvae will be purchased but through other methods (other grants, local donors, etc) during future years of this program.

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<b>*What makes your organization unique and effective, as compared with other organizations working in your geographic area with similar populations? What is your organization doing to limit duplication or overlapping services? (200 word max.)</b>	4-H is unique in the fact that we are leveraging existing standards of learning and overlaying them with an agricultural and environmental lens through projects like this butterfly program. Because 4-H is the youth development component of Cooperative Extension, we are a part of the land-grant university system. Land grant universities, such as NC State University and NC A&T State University, are research-based institutions. The various 4-H curriculums available take university research and translate it in a way that it can be used by teachers in a classroom setting to supplement their curriculum in a hands-on way. 4-H curriculum engages students and enhances instruction while still aligning to the course of study and the standards that teachers must follow. 4-H curriculum can also be used for non-classroom programs and projects through 4-H, as implemented by the 4-H Agent, 4-H volunteers, or 4-H families. 4-H is set apart because of our access and implementation of research-based information from the land-grant universities.
<b>*Do you need licensing, zoning or other regulatory approval to conduct the project?</b>	No
<b>*Is your organization working in partnership with one or more organizations?</b>	No

### Results Description

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<p><b>*What results are you committed to achieving during the grant period? What metrics will you use to evaluate whether your project is successful? (100 word max.)</b></p>	<p>The results that we are committed to achieving through this project include:</p> <ul style="list-style-type: none"> <li>-promoting agricultural literacy in the classroom</li> <li>-enhancement of STEM skills in youth participants (identification/correlation, critical thinking, problem solving, etc.)</li> <li>-increased positive science attitude in youth participants</li> </ul> <p>The 4-H Winged Wonders curriculum includes pre and post tests that can be given to students to help us measure learning and growth. The curriculum also includes active assessments that can help assess student learning and growth during the project as well.</p>
<p><b>*How many participants will you serve?</b></p>	<p>950</p>
<p><b>*What percentage of participants do you expect to achieve the results (enter a value up to 100% include the percentage sign in your response)?</b></p>	<p>85%</p>
<p><b>*Explain how you arrived at the numbers above (50 word max.):</b></p>	<p>This program includes 4-H curriculum created with research-based information and translated for classroom use. The engaging nature of this program allows children to understand and get excited about the standards this curriculum addresses. I anticipate that a majority of students will achieve the results because this program makes learning fun!</p>

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<b>*Who is leading this initiative and what are their qualifications? What factors in their leadership most predict success? (100 word max.)</b>	Laura Allen, Rowan County 4-H Agent, will lead this project. Her role is to lead and manage the entire 4-H program in Rowan County. Laura has a bachelor's degree in Agricultural Education with a minor in Animal Science and a master's degree in Agricultural Education. She had nearly 10 years of experience as an agriculture teacher/FFA advisor in the Rowan-Salisbury School System before joining NC Cooperative Extension in May 2018 as Rowan County's 4-H Agent. She has over 14 years of experience in youth education and curriculum implementation.
<b>*What have you achieved in the past three years that contributes to your organization's success? (100 word max.)</b>	In 2019, I received a grant to purchase incubators and supplies to revamp the 4-H Embryology program in Rowan County for 2nd grade classrooms and homeschool families. In Spring 2022, I offered 3 cycles of Embryology. A total of 34 teachers were trained & implemented this program (it would have been 59 teachers but one cycle was canceled due to Avian Influenza). Within two completed cycles, 833 students were impacted by this program. 4-H Winged Wonders would be organized similarly to 4-H Embryology. The success of the 4-H Embryology program is indicative of the future success of 4-H Winged Wonders!

### Financials and Project Budget

Financials	
<b>*Annual operating budget:</b>	\$10,000.00
<b>*Please attach your organization's annual budget for the current fiscal year, including income and expenses. Please DO NOT attach budgets larger than 5 pages.</b>	Current Rowan County 4-H revenue.expenses.pdf

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

<b>*Please attach your organization's annual budget for the previous year, including income and expenses. Please DO NOT attach budgets larger than 5 pages.</b>	Previous Year Rowan County 4-H revenue.expenses.pdf
<b>*Net assets of organization (as reported on 990):</b>	\$0.00
<b>*Does your organization conduct an audit?</b>	Yes
<b>*What is the most recent audit date?</b>	1/28/2022
<b>Project Budget</b>	
Please use the budget template provided below to detail your proposed project expenses. The following are instructions to assist you with submitting your budget:Download and read the Project Budget Instructions before completing a budget template.Once you have read the instructions, download the project budget template.Complete the budget template as instructed.Save the budget template as a PDF, no other file types will be accepted.Review the PDF document, ensuring all cells and information can be read and understood.Upload the completed PDF file to your application.	
Click the link below to review the project budget instructions:	
Click the link below to download a copy of the Project Budget Template:Note: Keep a copy of your proposed budget for your records. It is helpful if you need to resubmit or make changes throughout the grant program.	
<b>*Upload completed project budget</b>	Rowan County 4-H Final Grant Budget.pdf
<b>*Total project budget:</b>	\$12,366.00
<b>*Grant request amount:</b>	\$12,366.00
<b>Your grant request should not exceed \$10,000, please update your request amount.</b>	
<b>*If you were to receive partial funding, how would this impact your ability to accomplish your goals? (100 word max.)</b>	Partial funding would limit the amount of supplies that I could purchase, which would limit the amount of teachers that could utilize the program annually in their classrooms. This would reduce the overall impact of agricultural literacy, development of STEM skills, and science self-efficacy in students because less students would have this program available to them. It may also mean that there is not enough funding to purchase all of the supplies necessary for teachers to fully implement the program.

### Submittal Page

### Certification

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

### Rowan County

*Do you certify that the executive director and board of directors have approved submittal of this grant request?	Yes
*Do you certify that all information provided is accurate to the best of your knowledge and the project and schedule as presented will be adhered to?	Yes
*Title of representative requesting grant:	4-H Agent
*Signature of representative requesting grant:	Laura Allen 9/1/2022 4:46:02 PM
<b>To submit your application, return to your dashboard and click the "Final Review and Submit" button located at the upper-right corner. No additions or corrections to the application are allowed once it has been submitted.</b>	

### Award Agreement

<b>The following program/project has been approved for funding:</b>	
*Project/program title: (8 word max.)	Winged Wonders 4-H Curriculum in the Schools
*Brief project summary: (50 word max.)	The 4-H Winged Wonders butterfly program would allow for the purchase of butterfly kits and 4-H curriculum to be used in Rowan County classrooms. The study of butterflies provides a rich context for youth exploring concepts of life cycles, structures and functions of living things and ecosystems.

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

## Rowan County

**Grant Terms** Grant funds are to be used only as stated in the following terms and conditions: This grant is being made for the specific project and / or components of the project outlined in the grant proposal. If any changes to the project are needed, contact Foundation staff to discuss amendments, reallocations, and to obtain approval to proceed prior to implementing any changes or expending any funds. If awarded general operating support, the funds must be used for the operations of the Grantee organization. Payment will be scheduled upon your acceptance of the grant including agreement to all terms and / or conditions. Submittal of this award section signifies your acceptance. The deadline for this section is four weeks after the email notification of award. If this section is not completed within the time allowed, the grant will be forfeited. Grants are one year in duration. To the extent it is required and indicated in Conditions below, the Grantee agrees to submit the online evaluation report describing the project and an explanation of how the funds were spent. Failure to submit a complete evaluation report by the stated deadline may make the organization ineligible to receive a grant from the same program in future years. Based on annual reporting calendars with clients and volunteers, the evaluation report is due 9 months after the grant award date, unless otherwise stated. All grant recipients have one year to complete the grant and if funds are not expended when the report is submitted at 9 months, an additional report may be required. Failure to submit follow up evaluation report(s) by the stated deadline(s) may make the organization ineligible to receive a grant from the same program in future years. If the Grantee does not complete the funded project within one year, the Grantee must submit a written request for an extension. The Foundation will notify the Grantee of the decision regarding the extension. The Foundation reserves the right to conduct an independent evaluation of your project and a verification of grant expenditures. The Grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the Grantee to refund the grant. The Foundation recognizes grant circumstances may change over the life of a grant which will require you to either apply for a grant extension or reallocation. Should your project change in scope, please notify The Foundation as soon as possible with any reallocation requests. Please note, any reallocation request must be approved. Failure to notify The Foundation of reallocation request may result in forfeiting any or all funds. The Foundation is not responsible for any actions of the Grantee, and furthermore, the Grantee agrees to indemnify, defend and hold harmless the Foundation, its agents and employees, and the Trustees/Board from any liability, loss, cost, injury, damage or other expense that may be incurred by the Grantee or claimed by any third person against it as a result of funding of the project or any action or non-action taken in connection with the project, only in the manner and to the extent provided by North Carolina law.

### Grant Conditions

*Additional award contingencies:	N/A
If you are required to submit additional information to meet contingencies listed above, please include attachments here. Files must be uploaded in PDF format on 8.5" x 11" paper with a portrait orientation.	
Additional attachments can be included here.	

### Grant Award Information

Award Amount:	2022 Salisbury-Rowan Community Foundation Grant Cycle Awarded On 11-29-2022, \$7,000
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**Post Grant Evaluation Final Report is due by Noon on Friday, August 11, 2023.**

### Award Acceptance

## 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County

Please sign below indicating your organization's intended acceptance or decline of grant funds. Organizations intending to accept this award must complete this section or grant funds will be forfeited. Your acceptance of this grant includes agreement to all terms and/or conditions. Note: Accepting or declining your grant award is a two-step process. You must complete this section AND select the Accept or Decline button located in the upper-right corner of your dashboard.

*Do you certify that the executive director accepts this grant and all terms and conditions as stated above?	Yes
*Title of representative accepting grant:	4-H Agent
*Signature of representative accepting grant award:	Laura Allen 12/5/2022 2:54:43 PM

To officially accept this grant, click "Save and Return" to the Applicant Dashboard and select the "Accept" button located in the upper-right corner.

Should you need additional information, please contact Tiara Miles, Board & Grants Specialist, at [tmiles@fftc.org](mailto:tmiles@fftc.org) or 704.973.4506.

### Program Grant Evaluation Report

Should you need additional information, please contact Tiara Miles, Board & Grants Specialist, at [tmiles@fftc.org](mailto:tmiles@fftc.org) or 704.973.4506.

*Which of the following statements applies to your organization?	
--	--



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County



## Rowan County

### G/L ACCOUNT - MASTER INQUIRY

Org code: 1144955 CE-OTHER PROG REVENUES  
Object code: 449003 4-H GENERAL REVENUE  
Project code:

Type: R  
Status: A  
Budgetary: Y

Fund 1010 GENERAL FUND  
Function 48 ECONOMIC DEVELOPMENT  
Sub Function 4850 COOPERATIVE EXTENSION  
Department 4950 COOPERATIVE EXTENSION  
Division 4955 CE-OTHER PROGRAMS  
Program 0000 NON PROGRAM  
Activity 000 NON ACTIVITY  
Type 4 REVENUES

Full description: 4-H GENERAL REVENUE  
Reference Acct:

Short desc: 4-H GEN RE

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	-5,000.00
02	.00	.00	.00	.00
03	-1,615.00	.00	.00	.00
04	-1,170.00	.00	.00	.00
05	-2,900.00	.00	.00	.00
06	-1,052.00	.00	.00	.00
07	-110.00	.00	.00	.00
08	-1,937.25	.00	.00	.00
09	-3,115.00	.00	.00	.00
10	-1,895.00	.00	.00	.00
11	-8,753.73	.00	.00	.00
12	-3,725.84	.00	.00	.00
13	.00	.00	.00	.00
Tot:	-26,273.82	.00	.00	-5,000.00

	CURRENT YEAR TOTAL AMOUNTS	
Actual (Memo)	-26,273.82	Original Budget
Encumbrances	.00	Budget Tranfr In
Requisitions	.00	Budget Tranfr Out
Total	-26,273.82	Carry Fwd Budget
Available Budget	21,273.82	Carry Fwd Bud Tfr
Percent Used	525.48	Revised Budget
Inceptn to SOY	.00	Inceptn Orig Bud
		Inceptn Revsd Bud
Encumb-Last Yr	.00	DEPARTMENT
Actual-Last Yr	.00	MANAGER
Estim-Actual	-5,000.00	PRESENT
	.00	COMMISSION
		APPROVED

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County



## Rowan County

### G/L ACCOUNT - MASTER INQUIRY

Org code: 1154955 CE-OTHER PROGRAM EXPENSES  
Object code: 583073 4-H GENERAL EXPENSE  
Project code:

Type: E  
Status: A  
Budgetary: Y

Fund 1010 GENERAL FUND  
Function 48 ECONOMIC DEVELOPMENT  
Sub Function 4850 COOPERATIVE EXTENSION  
Department 4950 COOPERATIVE EXTENSION  
Division 4955 CE-OTHER PROGRAMS  
Program 0000 NON PROGRAM  
Activity 000 NON ACTIVITY  
Type 5 EXPENDITURES

Full description: 4-H GENERAL EXPENSE  
Reference Acct:

Short desc: 4-H GEN RE  
Auto-encumber? (Y/N) N

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	4,100.00	5,000.00	15,000.00
02	4,156.44	-4,100.00	15,981.00	15,981.00
03	475.41	.00	.00	.00
04	138.72	.00	.00	.00
05	2,963.31	.00	.00	.00
06	1,246.49	.00	.00	.00
07	61.66	.00	.00	.00
08	825.98	2,429.73	.00	.00
09	878.24	.00	.00	.00
10	2,953.28	-2,429.73	.00	.00
11	16.21	1,700.00	.00	.00
12	1,096.49	.00	.00	.00
13	9,979.14	-1,700.00	.00	.00
Tot:	24,791.37	.00	20,981.00	30,981.00

CURRENT YEAR TOTAL AMOUNTS			
Actual (Memo)	24,791.37	Original Budget	10,000.00
Encumbrances	.00	Budget Tranfr In	20,981.00
Requisitions	.00	Budget Tranfr Out	.00
Total	24,791.37	Carry Fwd Budget	.00
Available Budget	6,189.63	Carry Fwd Bud Tfr	.00
Percent Used	80.02	Revised Budget	30,981.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00	DEPARTMENT	10,000.00
Actual-Last Yr	.00	MANAGER	10,000.00
Estim-Actual	30,981.00	PRESENT	10,000.00
	.00	COMMISSION	.00
		APPROVED	10,000.00

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County



## Rowan County

### G/L ACCOUNT - MASTER INQUIRY

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	-5,000.00
02	.00	.00	.00
03	-550.00	.00	10,000.00
04	-4,350.00	.00	.00
05	-3,430.00	.00	.00
06	210.00	.00	.00
07	-954.00	.00	.00
08	-840.00	.00	.00
09	-100.00	.00	.00
10	-2,946.00	.00	.00
11	-1,956.00	.00	.00
12	-900.00	.00	.00
13	.00	.00	.00
Tot:	-15,816.00	.00	5,000.00

	PRIOR YEARS	TOTAL AMOUNTS	
2021 Actual	-15,816.00	2021 Orig Budget	-5,000.00
2021 Closed @ YE	-15,816.00	2021 Bud Tfr In	.00
2021 Encumbrance	.00	2021 Bud Tfr Out	10,000.00
2021 Memo Bal	-15,816.00	2021 C Fwd Budget	.00
2020 Actual	-13,636.59	2021 Revsd Budget	5,000.00
2019 Actual	-15,543.62		
2018 Actual	-10,378.47	2020 Orig Budget	-5,000.00
2017 Actual	-17,347.41	2020 Revsd Budget	-5,000.00
2016 Actual	-15,636.56	2019 Orig Budget	-5,000.00
2015 Actual	-16,453.39	2019 Revsd Budget	-10,000.00
2014 Actual	-20,660.22		
2013 Actual	-13,674.35	2021	0.00
2012 Actual	.00	2020	0.00
		2019	0.00

FUTURE YEAR AMOUNTS			
PER	2023 BUDGET		BUDGET
00	.00	2023 DEPARTMENT	.00
01	-7,500.00	2023 MANAGER	.00
02	.00	2023 PRESENT	-7,500.00
03	.00	2023 COMMISSION	.00
04	.00	2023 APPROVED	-7,500.00
05	.00	2023 Revised	-7,500.00
06	.00	2024 Estimate	.00
07	.00	2025 Estimate	.00
08	.00	2026 Estimate	.00
09	.00	2027 Estimate	.00
10	.00		
11	.00	2023 Memo Bal	-946.00
12	.00	2023 Encumbrance	.00
13	.00	2023 Requisition	.00
Tot:	-7,500.00		

ACCOUNT NOTES

\*\* END OF REPORT - Generated by Amy-Lynn Albertson \*\*



# 2022 Salisbury-Rowan Community Foundation Grant Cycle

Rowan County



## Rowan County

### G/L ACCOUNT - MASTER INQUIRY

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	5,000.00
02	193.56	.00	20,777.00
03	.00	.00	1,500.00
04	885.46	.00	.00
05	3,555.30	.00	.00
06	570.55	.00	.00
07	950.00	.00	.00
08	122.36	.00	.00
09	37.74	.00	.00
10	364.34	.00	.00
11	201.42	.00	.00
12	231.83	.00	.00
13	.00	.00	.00
Tot:	7,112.56	.00	27,277.00

	PRIOR YEARS		TOTAL AMOUNTS	
2021 Actual	7,112.56	2021 Orig Budget	5,000.00	
2021 Closed @ YE	7,112.56	2021 Bud Tfr In	27,277.00	
2021 Encumbrance	.00	2021 Bud Tfr Out	-5,000.00	
2021 Memo Bal	7,112.56	2021 C Fwd Budget	.00	
2020 Actual	14,499.69	2021 Revsd Budget	27,277.00	
2019 Actual	12,758.98			
2018 Actual	13,280.62	2020 Orig Budget	5,000.00	
2017 Actual	13,321.15	2020 Revsd Budget	22,077.00	
2016 Actual	18,059.20	2019 Orig Budget	5,000.00	
2015 Actual	17,545.86	2019 Revsd Budget	19,293.00	
2014 Actual	17,163.38			
2013 Actual	37,588.35	2021	0.00	
2012 Actual	.00	2020	0.00	
		2019	0.00	

FUTURE YEAR AMOUNTS	
PER	2023 BUDGET
00	.00
01	10,000.00
02	.00
03	.00
04	.00
05	.00
06	.00
07	.00
08	.00
09	.00
10	.00
11	.00
12	.00
13	.00
Tot:	10,000.00

	2023 DEPARTMENT	BUDGET
2023 MANAGER	10,000.00	.00
2023 PRESENT	10,000.00	.00
2023 COMMISSION	.00	.00
2023 APPROVED	10,000.00	.00
2023 Revised	10,000.00	.00
2024 Estimate	.00	.00
2025 Estimate	.00	.00
2026 Estimate	.00	.00
2027 Estimate	.00	.00
2023 Memo Bal	1,813.28	
2023 Encumbrance	2,400.00	
2023 Requisition	.00	

ACCOUNT NOTES

\*\* END OF REPORT - Generated by Amy-Lynn Albertson \*\*

# 2022 Salisbury-Rowan Community Foundation Grant Cycle

## Rowan County

### Project Budget Template

#### Rowan County 4-H

#### SECTION ONE: PROJECTED INCOME

Funding Sources	Amount	Are Funds Requested or Committed?
Salisbury-Rowan Community Foundation Grant	\$ 12,366.00	Requested
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>Total Income</b>	<b>\$ 12,366.00</b>	

#### SECTION TWO: PROJECTED EXPENSES

Expense Item	Amount	Amount from This Grant Program
Carolina Butterfly Sanctuary x 50	\$ 1,375.00	\$ 1,375.00
larvae (50 classrooms x 2 cycles=100 sets)	\$ 1,699.00	\$ 1,699.00
Feeding Stations: 50 dishes & 50 sponges	\$ 91.00	\$ 91.00
Printed & bound 4-H curriculum x 51	\$ 2,601.00	\$ 2,601.00
Flashcards (waterproof paper) 2 setsX100 ea.	\$ 4,600.00	\$ 4,600.00
water bottles, magnifying lenses, safety pins	\$ 750.00	\$ 750.00
3 butterfly related children's books x 50	\$ 1,250.00	\$ 1,250.00
	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 12,366.00</b>	<b>\$ 12,366.00</b>

**Note: The total income (B14) must match the total expenses (B26).**

#### If necessary, please include any clarifying information about the project budget.

Items in cells 18-22 are necessary for program to begin implementation. Curriculum and flashcards will be professionally printed for quality copies that will last. Totals are figured for creating 50 kits. Kit items would be reused annually, except for the larvae. Cells 23 & 24 would have to be teacher provided if not funded. Books added for literacy.

*Note: The Foundation recognizes circumstances may change over the life of a grant. Therefore, anticipated deviations from any line item of this budget requires a request for reallocation of funds. Please submit reallocation requests in writing to the Foundation for approval prior to spending remaining funds.*

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ann Kitalong-Will, Director, Grants Admin/Gov't Relations; Don Bringle, Director, Parks & Rec  
**DATE:** 12/21/22  
**SUBJECT:** [ROWAN WILD] Request to Apply for Grant Funding:

---

Session Law 2021-180, Appropriation Act 2021 provides a nonrecurring legislatively directed grant to Rowan Wild through the NC Science Museums Grant Program of the North Carolina Museum of Natural Sciences in the amount of \$141,079.25. These funds are federal American Rescue Plan Act (ARPA) funds and will be distributed in two payments of \$70,539.63 and \$70,539.62.

**Recommendation:**

Approve Rowan Wild to submit the required documents to apply for the \$141,079.25 nonrecurring legislatively directed grant, through the NC Science Museum's Grant Program.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Award Letter	12/21/2022	Backup Material
Scope of Work	12/22/2022	Exhibit
Proposed Budget	12/22/2022	Exhibit
No Overdue Taxes Statement	12/22/2022	Exhibit
Members of Parks & Recreation Board	12/22/2022	Exhibit
Conflict of Interest Policy	12/22/2022	Exhibit



September 30, 2022

Megan Cline  
Rowan Wild  
130 West Innes Street  
Salisbury, NC 28144  
Megan.cline@rowancountync.gov  
(704) 216-7796

Dear Megan,

Session Law 2021-180, Appropriation Act 2021 provides a nonrecurring legislatively directed grant to Rowan Wild through the NC Science Museums Grant Program of the North Carolina Museum of Natural Sciences in the amount of \$141,079.25. These funds are federal American Rescue Plan Act (ARPA) funds and will be distributed in two payments of \$70,539.63 and \$70,539.62. Second payment can be requested with interim report on expenditure of first payment.

General Statutes § 143C-6-21-23, Use of State funds by non-State entities, requires any agency awarding funds to enter into a contract with the recipient/organization. Before we can prepare a contract for your appropriation, we must have the following information from your organization:

1. A Microsoft Office Word version of the scope of work and a description of the project to be covered by these funds. The language of the scope and description should be brief and coincide with the stated purpose as written in the legislation. The information contained in the Scope of Work should be specific with deliverables and outcomes that provide clear impact within the context of diversity, equity, accessibility, and inclusivity. Further discussion and technical assistance in these regards are available via support from staff of the grant program, Charles Yelton at [charles.yelton@naturalsciences.org](mailto:charles.yelton@naturalsciences.org) or 919-707-8879 or Darrell Stover via below.
2. A Microsoft Office Word version of a high-level, line-item budget for these funds. Please note that expenditures of State funds are now subject to Cost

Principles. For reference, see the Federal Office of Management and Budget (OMB) Circular A-87.

3. A “Conflict of Interest Policy” addressing conflicts of interest that may arise involving your organization’s management, employees, and members of the board of directors. The policy should address situations in which any of these individuals may directly or indirectly benefit, except as employees or members of its governing body, from the disbursing of State funds, and shall include actions to be taken to avoid conflicts of interest and the appearance of impropriety.

4. A completed “No overdue tax debts” certification letter\* (template will be attached to the email) stating that your organization does not have any overdue tax debts, as defined by G.S. 105-243.1, at the federal, State, or local level. Please email a scanned copy of this signed and notarized certification letter.

5. A list of the Board of Directors/Trustees.

6. Letter of tax-exempt status from the Internal Revenue Service.

7. Articles of Incorporation and By-laws.

Please submit the above items by email to [darrell.stover@naturalsciences.org](mailto:darrell.stover@naturalsciences.org).

The projected schedule for the awarding of these funds is as follows:

1. Certification of the State’s annual budget by the Office of the State Budget and Management (OSBM). OSBM is currently finalizing this process for DNCR.

2. Approval from the North Carolina Pandemic Recovery Office (NCPRO), a division of OSBM, of a payment schedule for these funds.

3. Receipt of the above-requested items.

4. Preparation of the grant contract by this agency. The contract incorporates the information requested above. The grant contract will be submitted through DocuSign for execution.

5. An email containing a Request for Payment of Appropriation Form. This form will be submitted through DocuSign for completion and signature.



6. An email to advise you of reporting requirements required by law.

7. The NC Science Museums Grant Program will review and ensure completion of all documents received from you. Upon completion and according to receiving further signatures of approval payment will be authorized.

Please know that we will move through this process as quickly as possible. We understand your desire to receive your grant award and want to work with you in every possible way. If you have questions, I can be contacted by email (see below) or phone (919-707-9963).

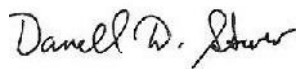
Your materials in response to this letter can be sent via either of the listings below:

Email (preferred): [darrell.stover@naturalsciences.org](mailto:darrell.stover@naturalsciences.org)

Mail/FedEx: Darrell D. Stover  
Head of NC Science Museums Grant Program  
NC Museum of Natural Sciences  
11 West Jones Street  
Raleigh, NC 27601

We look forward to working with you.

Sincerely,



Darrell D. Stover  
Head of NC Science Museums Grant Program

CC: Eric Dorfman, PhD, Director and CEO, NC Museum of Natural Sciences  
Charles Yelton, Director, Regional Network, NC Museum of Natural Sciences



**Rowan Wild at Dan Nicholas Park**  
6800 Bringle Ferry Rd. – Salisbury, NC 28144

Phone: 704-216-7819 – Fax: 704-216-7972

**Scope of Work Description for NC Science Museum Nonrecurring (ARPA) Funding:**  
(2021-180, Appropriation Act 2021)

Upon receipt of ARPA funds, Rowan Wild will utilize these to maintain a live animal collection and enhance their habitats, as well as increasing and updating our inclusivity with signage to offer multiple languages and ADA accessibility throughout Rowan Wild. In addition to our live animal collection, staff will provide educational experiences to the community including programming on site, as well as outreach opportunities to traditionally underserved areas within a 60-mile radius of Rowan Wild, Dan Nicholas Park.



## Rowan Wild at Dan Nicholas Park

6800 Bringle Ferry Rd. – Salisbury, NC 28144

Phone: 704-216-7819 – Fax: 704-216-7972

### **Rowan Wild Proposed Budget NC Science Museum Nonrecurring (ARPA) Funding:**

(2021-180, Appropriation Act 2021)

#### **Total Funding Amount: \$141,079.25**

1. **Part Time Staffing** – **\$49,400.00**

**Educational Staffing** - **\$24,400.00**

Two seasonal part time staff employees for Nature Center educational programming/summer camps at \$12.24/hr X 1998 hrs

**Animal Care Staffing** - **\$25,000.00**

Seasonal animal care part time staff employees at \$13.50/hr X 1852 hrs

**Measurable Goals:** To provide educational programs and summer camps; to provide animal care for native collection

2. **Educational Supplies/Equipment/Advertisement/Training** - **\$15,000.00**

- Education program/summer camp supplies
- Educational programming/summer camp advertisement
- Staff training and development - workshops/seminars/continuing education/certifications/rabies vaccinations

**Measurable Goals:** To equip, enhance and promote educational programming and summer camps; to provide funding for staff training and development

3. **Animal exhibits/habitats/supplies/signage/visitor accessibility** - **\$76,679.25**

- Exhibit/habitat/supplies facilities/signs maintenance and upgrades

**Measurable Goals:** To maintain and make necessary aesthetic and functional improvements to current animal exhibits/habitats/supplies facilities; maintain/upgrade exhibit/habitat signage; improve/maintain visitor accessibility

Greg Edds, Chairman  
Jim Greene, Vice- Chairman  
Mike Caskey  
Judy Klusman  
Craig Pierce



Aaron Church, County Manager  
Sarah Pack, Clerk to the Board  
John W. Dees, II, County Attorney

## Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144  
Telephone 704-216-8180 • Fax 704-216-8195

Date of Certification: \_\_\_\_\_

To: NC Museum of Natural Sciences  
Agency Director and Chief Fiscal Officer  
11 West Jones Street  
Raleigh, NC 27601

### Certification of No Overdue Taxes

We certify that Rowan County—Rowan Wild does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

### Sworn Statement:

Gregory Edds and Aaron Church, being duly sworn, say that we are the Board Chair and County Manager respectively, of Rowan County, of Salisbury in the State of North Carolina; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
County Manager

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

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

(Notary Signature and Seal)

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management: [NCGrants@osbm.nc.gov](mailto:NCGrants@osbm.nc.gov) - (919) 807-4795

1 G.S. 105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

Rowan County, NC  
Parks & Recreation Commission Members

<b>Member Name</b>	<b>Appointed By</b>	<b>Seat Name</b>
<a href="#">Dennis W. Rogers</a>	Board of Commissioners	<a href="#">At Large</a>
<a href="#">James Greene</a>	Board of Commissioners	<a href="#">County Commissioner</a>
<a href="#">James W Beck, Jr.</a>	Board of Commissioners	<a href="#">At Large</a>
<a href="#">Ashley Elizabeth Honbarrier</a>	Board of Commissioners	<a href="#">At Large</a>
<a href="#">Alex Bruce</a>	Board of Commissioners	<a href="#">At Large</a>
<a href="#">Jack Kepley, Jr</a>	Board of Commissioners	<a href="#">At Large</a>
<a href="#">Edmond B. Watts, Jr.</a>	Board of Commissioners	<a href="#">At Large</a>

**ATTACHMENT D**

**Conflict of Interest Policy**

**Conflict of Interest**

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the County shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in or could receive a tangible personal benefit from a firm considered for a contract:

- The employee, officer, agent, or Board member,
- Any member of their immediate family,
- Their partner, or
- An organization that employs, or is about to employ, any of the above.

Rowan County is not able to purchase or contract with members of Rowan County elected boards and/or appointed boards if the board member has a personal interest in the contract in their official capacity.

Any officer, employee or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict involving federal funds shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable federal awarding agency policy.

**Violations**

Any employee that violates this Conflict of Interest policy will be subject the disciplinary action, up to and including termination. Any contractor violating this policy will result in termination of the contract and may not be eligible for future contract awards.

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ROWAN COUNTY PROCUREMENT POLICY  
REVISED NOVEMBER 1, 2021

ATTACHMENT E

Acknowledgment of Procurement Policy

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Kelly Natoli, Assistant County Manager/HR Director  
**DATE:** 12-21-22  
**SUBJECT:** Bond for Tax Collector

---

N.C.Gen Stat § 105-349 requires the Tax Collector to furnish a bond conditioned upon his/her honesty and faithful performance in such amount as the governing body may prescribe.

Respectfully request consideration for the approval of the bonding for Casey Robinson for the appointment of Tax Collector, through Old Republic Surety Company. The bond term would be 01/01/2023 – 06/20/2025, at an expense of \$2,896.00 for the term.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Bond for Tax Collector	12/21/2022	Backup Material



OLD REPUBLIC SURETY COMPANY

(800) 217-1792

PUBLIC OFFICIAL BOND

Bond Number B150013527

KNOW ALL PERSONS BY THESE PRESENTS:

That we, Casey Robinson  
of [REDACTED], State of North Carolina, as Principal, and  
the Old Republic Surety Company organized under the Laws of the State of  
Wisconsin, as Surety, with its Home Office in  
Brookfield in said state, are held and firmly bound unto  
Rowan County

130 W Innes St, Salisbury, NC 28144-4375

as Obligee, in the penal sum of Two Hundred Thousand Dollars (\$ 200,000.00),  
for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, SEALED AND DATED this 20th day of December, 2022

WHEREAS, the above-named Principal has been duly appointed or elected  
Tax Collector of the Rowan County  
State of North Carolina for the definite/indefinite term beginning on the  
January 1, 2023 and ending on the June 20, 2025

NOW, THEREFORE, the condition of the foregoing obligation is such, that if the above bounded Principal  
shall faithfully perform such duties as may be imposed on him by law and shall honestly account for all  
money that may come into his hands in his official capacity during the said term, then his obligation shall  
be void; otherwise to remain in full force and effect; provided, however, that the Surety shall not be liable  
hereunder for any loss of public money deposited by or in behalf of the Principal with any bank when such  
loss is occasioned by the failure of such bank faithfully to account for and pay over such money on legal  
demand; any law, decision, or statute to the contrary notwithstanding.

This bond is further conditioned that the liability of the Surety shall be fully terminated as to future acts of  
the Principal thirty (30) days after the receipt by the Obligee, of the Surety's written notice of cancellation.

Witness: \_\_\_\_\_

By: Casey Robinson Principal

Old Republic Surety Company

Surety

Witness: Michael J. Womble

By: Ellen S. Womble  
Ellen S. Womble Attorney-in-fact





# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

Ellen S. Womble of Raleigh, NC

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$10,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows: Effective Date: 01/01/2023

Bond Number: B150013527 Bond Amount: Two Hundred Thousand Dollars \$ 200,000.00

Principal Name: Casey Robinson

Obligee Name: Rowan County, North Carolina

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that the president, any vice president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 20th day of December, 2022

*Karen J. Haffner*  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

*Alan Pavlic*  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 20th day of December, 2022, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



*Kathryn R. Pearson*  
Notary Public

My Commission Expires: 09/28/2026

(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

0876854



Signed and sealed at the City of Brookfield, WI this 20th day of December, 2022

*Karen J. Haffner*  
Assistant Secretary



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Pamela Ealey, Planning Technician  
**DATE:** 12/21/2022  
**SUBJECT:** Schedule Public Hearing for January 17, 2023 RE: Road Name / Address Change

---

**Road Name Change—SET PUBLIC HEARING**

In accordance with NCGS 153A-239.1, a public hearing should be scheduled for the January 17, 2023, County Commission meeting to consider and receive comment for the following road name requests:

1. Currently Known As: **N/A**

Proposed Name: ***Makers Way***

Location: driveway that connects to SR2128 Walton Road in the 300 block

Property Owners: John & Tiffaney Reiszal, Paul & Delane Reiszal, Steven & Kim Reiszal

Reason for Change: 3 single family dwellings will share this driveway and therefore it must be named.

2. Currently Known As: **N/A**

Proposed Name: ***Jet Ski Trail***

Location: driveway that connects to Marsh Campsite Rd in the 200 block and then connects to SR2168 Goodman Lake Road in the 6600 block

Property Owners: Crane Point, LLC

Reason for Change: change in addressing ordinance requires all campground sites to have an individually numbered address and for all roads to be named.

3. Currently Known As: **N/A**

Proposed Name: ***Hammock Trail***

Location: driveway that connects to Marsh Campsite Rd in the 100 block and then connects to SR2168 Goodman Lake Road in the 6600 block

Property Owners: Crane Point, LLC

Reason for Change: change in addressing ordinance requires all campground sites to have an individually numbered address and for all roads to be named.

Schedule public hearing for road naming requests at the next County Commissioner Meeting on January 17,

2022.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Memo	12/21/2022	Cover Memo
Petition-Walton Rd	12/21/2022	Backup Material
Petition-Crane Point	12/21/2022	Backup Material
GIS-Crane Point	12/21/2022	Backup Material
GIS-Walton Rd	12/21/2022	Backup Material

## MEMORANDUM

**MEMO TO:** Chairman Edds and the Rowan County Board of Commissioners  
**FROM:** Pamela Ealey, Planning Technician  
**RE:** Road Name Changes  
**DATE:** Wednesday, December 21, 2022

### ROAD NAME CHANGE—SET PUBLIC HEARING

In accordance with NCGS 153A-239.1, a public hearing should be scheduled for the January 17, 2023, County Commission meeting to consider and receive comment for the following road name requests:

1. Currently Known As: **N/A**  
Proposed Name: ***Makers Way***  
Location: driveway that connects to SR2128 Walton Road in the 300 block  
Property Owners: John & Tiffaney Reiszal, Paul & Delane Reiszal, Steven & Kim Reiszal  
Reason for Change: 3 single family dwellings will share this driveway and therefore it must be named.
2. Currently Known As: **N/A**  
Proposed Name: ***Jet Ski Trail***  
Location: driveway that connects to Marsh Campsite Rd in the 200 block and then connects to SR2168 Goodman Lake Road in the 6600 block  
Property Owners: Crane Point, LLC  
Reason for Change: change in addressing ordinance requires all campground sites to have an individually numbered address and for all roads to be named.
3. Currently Known As: **N/A**  
Proposed Name: ***Hammock Trail***  
Location: driveway that connects to Marsh Campsite Rd in the 100 block and then connects to SR2168 Goodman Lake Road in the 6600 block  
Property Owners: Crane Point, LLC  
Reason for Change: change in addressing ordinance requires all campground sites to have an individually numbered address and for all roads to be named.

**ROWAN COUNTY  
Planning and Development  
Road Naming Petition  
911 Addressing**



Return this completed petition form to:  
Rowan County Planning and Development  
Pamela Ealey, Planning Technician  
402 N Main Street  
Salisbury, NC 28144  
Phone: 704 216-8603 Fax: 704 216-7986  
Email: [pamela.ealey@rowancountync.gov](mailto:pamela.ealey@rowancountync.gov)

The General Statutes of the State of North Carolina, NCGS 153A-239.1, authorizes the Rowan County Board of Commissioners to name or rename any road within the County not lying within the corporate limits of a municipality. The address program administration (APA), which is comprised of staff from Rowan County's Information Technology Department's Geographic Information Systems (GIS) Division, Planning and Development Department and Emergency Services' Telecommunications Division, are assigned to administer this article.

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2. Is not easily enunciated or pronounced, especially in any emergency.
3. Intends to use specific names of individuals or property owners along the road.
4. Uses directional identifiers (N, S, E, W) and thoroughfare abbreviations (way, alley, etc.) in conjunction with an existing road name for consideration as a proposed road name.
5. Uses special characters, such as hyphens, apostrophes, periods or decimals in road name.

**PLEASE CALL PLANNING OFFICE TO VERIFY YOUR ROAD NAME CHOICE  
PRIOR TO RETURNING PETITION.**

First Choice: REISZEL WAY

Second Choice: REISZEL FARM ROAD

Third Choice: REISZEL FOREST TRAIL

*It is also important to remember that any or all addresses along the road  
may be changed during the naming process*

## ROAD NAME PETITION

We the undersigned present this petition and request that a public hearing be set by the Rowan County Board of Commissioners to consider the following matter indicated by a check mark (✓) and described below:

- ☒ Assignment of a name to an unnamed road.  
☐ Changing the name of road.

Describe the location of road in relation to a major highway or state road: driveway located off SR2128 Walton Road in the 300 block. Current name of the road, if it has no name, write "no name" no name. At no cost to the petitioners, Rowan County will erect a street sign after the road name has been approved by the process outlined below. However, if the petition seeks to change the name of an existing road a street sign fee of \$150 is required prior to the petition being processed.

### Petitioners:

Petitioners are property owners who own property along the road being named. Along with each signature include the mailing address, telephone number, tax map and parcel number. In order for the petition to be processed, a majority of the PROPERTY OWNERS along the road must be in favor of the petition. A majority consists of 50% + 1 of the property owners. Petitions having less than a majority may be returned to the petition leader for additional signatures or may be submitted for board of commissioner approval through the special consideration procedure. **UNANIMOUS** and **MAJORITY** petitions may be approved by the board of commissioners following a public hearing. **SPECIAL CONSIDERATION** petitions will be processed as follows:

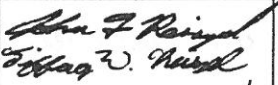
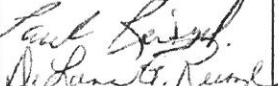
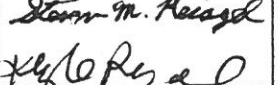
**Less than majority** – All property owners along the road to be named will be notified by the APA of the proposed road name choice and that no additional petitions will be accepted for consideration. Final action on the petition will be taken by the board of commissioners.

**Lack of submittal** – Failure to return a road naming petition within thirty (30) days to the APA shall indicate that property owners along the road are agreeing to use the name proposed by the APA. Final action will be taken by the board of commissioners.

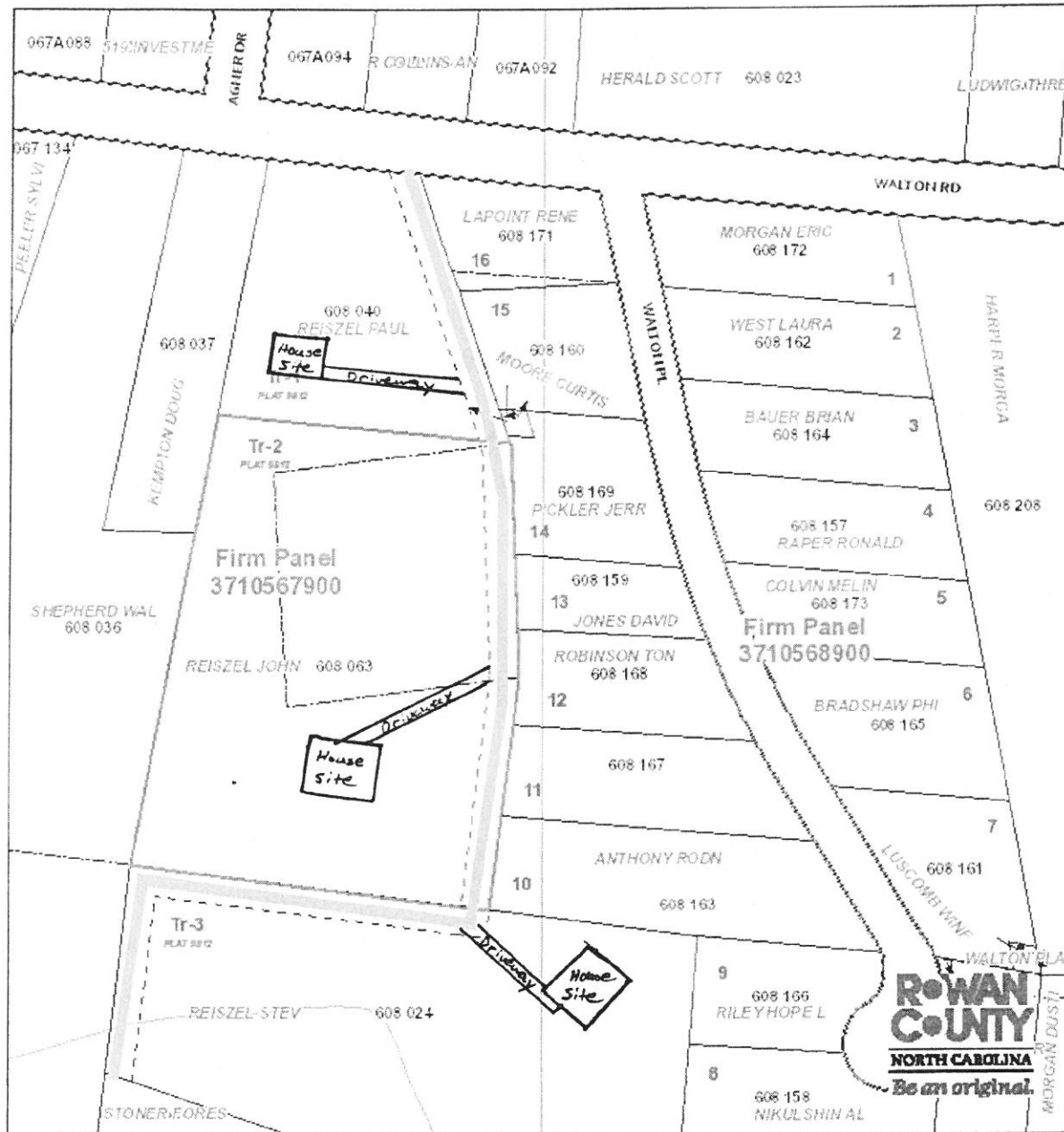
*All property owners will receive notification from the APA of the new road name and potentially their new address number after the board of commissioners' decision.*

### Petition leader:

One of the property owners must be the petition leader, they will be the person the APA will communicate with should there be any questions or clarifications needed, *the petition leader should be the first signature below*. The petition leader must own property along the proposed road. The petition leader should coordinate all of the property owners signatures and submit the completed petition to the Rowan County Planning and Development office.

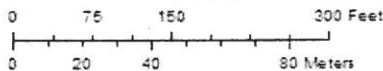
Signature	Printed Name	Mailing Address	Phone Number	Tax Map#-Parcel #
	John/Tiffaney Reiszal	125 DACOTAH STREET LEXINGTON, NC 27292	(336)247-2962	608-063
	Paul/Delane Reiszal	125 DACOTAH STREET LEXINGTON, NC 27292	(336)249-0694	608-040
	Steven/Kayla Reiszal	3691 W. CENTER ST. EXT. LEXINGTON, NC 27295	(336)247-2950	608-024

# Rowan County



October 26, 2022

1:1,800



Rowan County GIS

Rowan County makes no warranty or other assertion as to the accuracy or completeness of the maps for any particular purpose and neither Rowan County nor its agents or employees shall be liable for any claim alleged to have resulted from any use thereof.

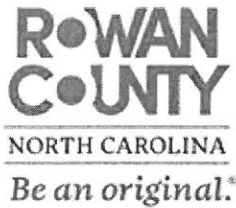


## Ealey, Pamela C

---

**From:** Ealey, Pamela C  
**Sent:** Wednesday, November 30, 2022 11:04 AM  
**To:** Hawks, Earl C.  
**Subject:** FW: Road Naming Petition

Columbus,  
See Allen's note below, are you okay with Makers Way?



Pamela Ealey  
Planning Technician  
Rowan County Planning & Development  
402 N. Main St. | Suite 204 | Salisbury, NC 28144  
(704) 216-8603 (Direct) | (704) 216-8588 (Main)  
[pamela.ealey@rowancountync.gov](mailto:pamela.ealey@rowancountync.gov)

---

**From:** Cress, Allen <Allen.Cress@rowancountync.gov>  
**Sent:** Tuesday, November 22, 2022 4:35 PM  
**To:** Ealey, Pamela C <Pamela.Ealey@rowancountync.gov>; Hawks, Earl C. <Columbus.Hawks@rowancountync.gov>; Rollans, Adrian <Adrian.Rollans@rowancountync.gov>; ITServiceDesk <ITServiceDesk@rowancountync.gov>  
**Cc:** Poplin, Aaron M <Aaron.Poplin@rowancountync.gov>  
**Subject:** RE: Road Naming Petition

Makers Way – yes  
Trinity Way – no  
Old Forest Way – I would rather not because it is subjective, i.e. someone saying, “down by the old forest”

Check with Columbus on the suffixes.

*Allen Cress*  
*Chief*  
*Rowan County Emergency Services*  
*EMS and Fire Divisions*  
*2727 Old Concord Rd*  
*9-1-1 and EM Division*  
*1090 Corporate Center Dr*  
*Salisbury, NC 28146*  
*(W) 704-216-8510*  
*(C) 704-239-5267*

[www.rowancountync.gov](http://www.rowancountync.gov)

***Live simply, love generously, care deeply, speak kindly, leave the rest to God. – Ronald Reagan***

---

**From:** Ealey, Pamela C <[Pamela.Ealey@rowancountync.gov](mailto:Pamela.Ealey@rowancountync.gov)>

**Sent:** Tuesday, November 22, 2022 4:20 PM

**To:** Hawks, Earl C. <[Columbus.Hawks@rowancountync.gov](mailto:Columbus.Hawks@rowancountync.gov)>; Rollans, Adrian

<[Adrian.Rollans@rowancountync.gov](mailto:Adrian.Rollans@rowancountync.gov)>; ITServiceDesk <[ITServiceDesk@rowancountync.gov](mailto:ITServiceDesk@rowancountync.gov)>

**Cc:** Cress, Allen <[Allen.Cress@rowancountync.gov](mailto:Allen.Cress@rowancountync.gov)>; Poplin, Aaron M <[Aaron.Poplin@rowancountync.gov](mailto:Aaron.Poplin@rowancountync.gov)>

**Subject:** Road Naming Petition

The Reiszal family has submitted more names for you to evaluate. Can you please check these: Makers Way, Trinity Way (I think this is no), Old Forest Way, let me know what you think.



**Pamela Ealey**

Planning Technician

Rowan County Planning & Development

402 N. Main St. | Suite 204 | Salisbury, NC 28144

(704) 216-8603 (Direct) | (704) 216-8588 (Main)

[pamela.ealey@rowancountync.gov](mailto:pamela.ealey@rowancountync.gov)

ROWAN COUNTY  
Planning and Development  
Road Naming Petition



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**NEW NAME PROPOSED FOR THE ROAD:**

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3. Intends to use specific names of individuals or property owners along the road.
4. Uses directional identifiers (N, S, E, W) and thoroughfare abbreviations (way, alley, etc.) in conjunction with an existing road name for consideration as a proposed road name.
5. Uses special characters, such as hyphens, apostrophes, periods or decimals in road name.

**PLEASE CALL PLANNING OFFICE TO VERIFY YOUR ROAD NAME CHOICE**

**PRIOR TO RETURNING PETITION.**

First Choice: Jet Ski Trail

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

***It is also important to remember that any or all addresses along the road may be changed during the naming process***



## ROAD NAME PETITION

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- ☒ Assignment of a name to an unnamed road.  
☐ Changing the name of road.

200 block

Describe the location of road in relation to a major highway or state road: drive off of Marsh Campsite Rd which connects to SR2168 Goodman Lake Rd in the 6600 block. Current name of the road, if it has no name, write "no name" No name. At no cost to the petitioners, Rowan County will erect a street sign after the road name has been approved by the process outlined below. However, if the petition seeks to change the name of an existing road a street sign fee of \$150 is required prior to the petition being processed.

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Signature	Printed Name	Mailing Address	Phone Number	Tax Map#-Parcel #
request sent 10/23/22	as	no response		
	12/20/22	submitted for BOC		



ROWAN COUNTY  
Planning and Development  
Road Naming Petition



Return this completed petition form to:  
Rowan County Planning and Development  
Pamela Ealey, Planning Technician  
402 N Main Street  
Salisbury, NC 28144  
Phone: 704 216-8603 Fax: 704 216-7986  
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**PLEASE CALL PLANNING OFFICE TO VERIFY YOUR ROAD NAME CHOICE**

**PRIOR TO RETURNING PETITION.**

First Choice: Hammock Trail  
Second Choice: \_\_\_\_\_  
Third Choice: \_\_\_\_\_

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Signature	Printed Name	Mailing Address	Phone Number	Tax Map#-Parcel #
10/25/22	request sent			
12/21/22	no response			
	Staff Submittal for			
	Boc			



# Crane Point Campground 614-002

Roads to Name:

**Yellow**

**Blue**

Currently Known As:

N/A

N/A

Proposed Name:

***Jet Ski Trail***

***Hammock Trail***

Location:

driveway that connects to Marsh Campsite Rd in the 200 block and then connects to SR2168 Goodman Lake Road in the 6600 block

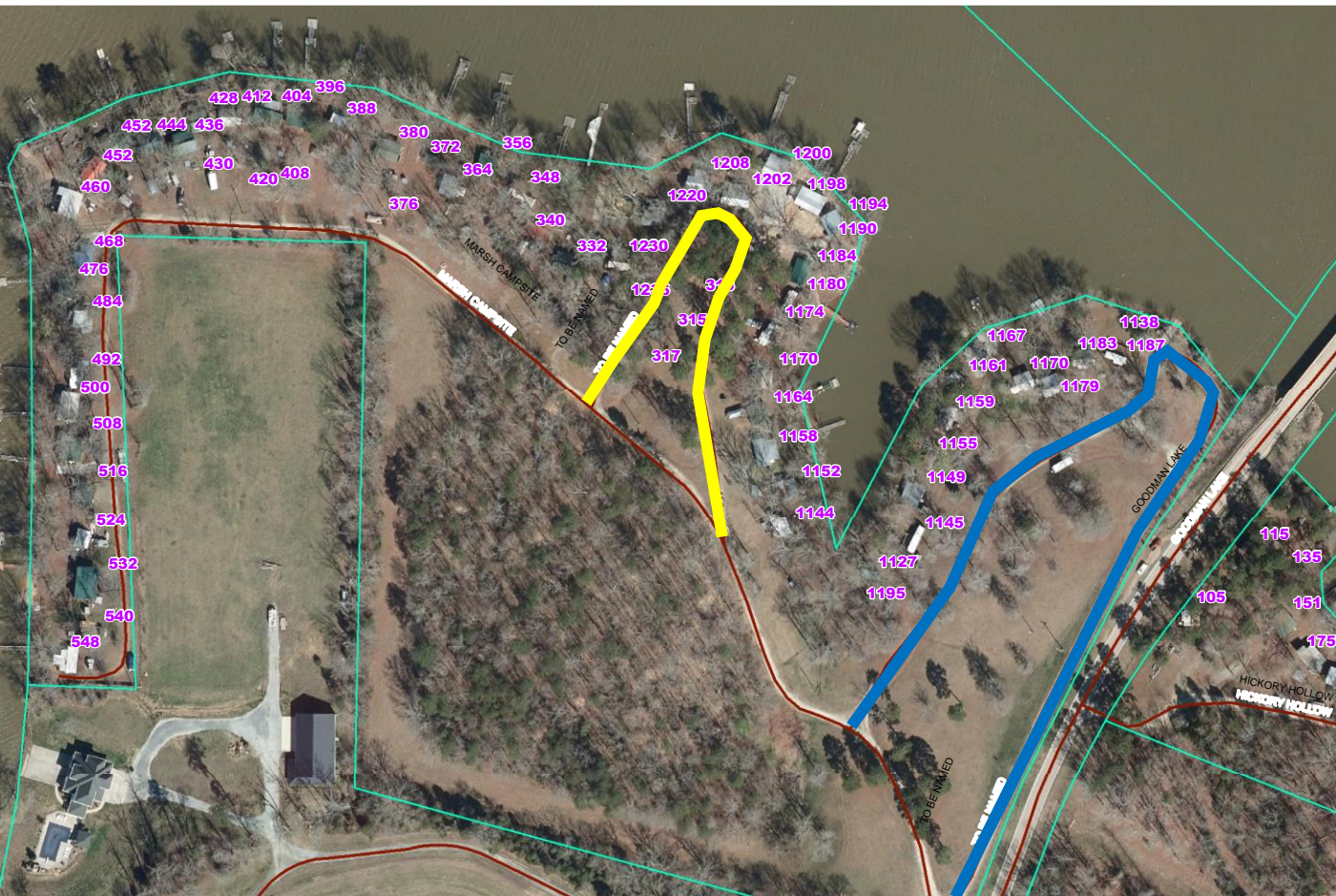
driveway that connects to Marsh Campsite Rd in the 100 block and then connects to SR2168 Goodman Lake Road in the 6600 block

Property Owners:

Crane Point, LLC

Crane Point, LLC

Reason for Change: change in addressing ordinance requires all campground sites to have an individually numbered address and for all roads to be named.





Proposed Name: ***Makers Way***

Property Owners: John & Tiffaney Reiszal, Paul & Delane Reiszal, Steven & Kim Reiszal

Reason for Change: 3 single family dwellings will share this driveway and therefore it must be named.



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Anna Bumgarner, Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Take Home Vehicle Policy

---

IRS regulations require that employees with a take home vehicle be taxed for this fringe benefit. These regulations provide guidance on vehicles that are exempt and guidance on how to handle this taxable fringe benefit. All employees who are provided a take home vehicle will need to complete Attachment A of the policy.

See attached Take Home Vehicle Policy.

Board of Commissioners to approve the Rowan County Take Home Vehicle Policy.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Take Home Vehicle Policy	12/22/2022	Backup Material



NORTH CAROLINA

*Be an original.*

# Take Home Vehicle Policy

January 2023

**Table of Contents**

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A. Process Overview	1
B. Guidelines for Take Home Vehicle Use	1
C. Application for Take Home Vehicle Use	2
D. IRS Regulation for Take Home Vehicle Use	2
E. Taxable Benefit Determination	2
1. Qualification as Taxable Fringe Benefit	2
2. Calculating Taxable Fringe Benefit	3

**Attachment 1 – Application for County Take Home Vehicle Use**

**Rowan County Take-Home Vehicle Policy****A. Process Overview**

The following take-home vehicle procedures are written to support the efficient management of Rowan County's vehicle fleet, and to provide clear standards for appropriate use of the County's take-home vehicles. County accounting policies and procedures related to take-home vehicles are designed to ensure accountability, compliance with Internal Revenue Service (IRS) guidelines, and proper authorization and approval of related transactions. These procedures are subject to changes imposed by the IRS.

Reference	Subject
N.C.G.S. 159-26	Maintenance of Accounting records
IRS Publication 15-B	Commuting Valuation Rule
IRS Bulletin 1.274-5	Substantiation Requirements

**B. Guidelines for Take Home Vehicle Use**

The following guidelines apply specifically to take home vehicle use:

1. The following departments are approved for take home vehicle use: Animal Services, Building Inspections, Planning and Development, Environmental Services, Facilities, Parks and Recreation and other employees who are subject to frequent or emergency response after normal working hours, whose job requirements involve working from the vehicle or whose vehicle is outfitted with equipment for responding to emergency calls. Non-emergency Sheriff and Emergency Services employees will be taxed for fringe benefit if provide a take home vehicle.
2. Personal use of these vehicles is not allowed unless defined as small, minimal use. For the purpose of this policy, daily and call-back commutes to and from the County Authorized Driver's work site, as well as normal meal periods within on-duty hours, are all considered official use. The regular transport of non-employees is prohibited on the daily commute.
3. Any County employee operating a County-owned vehicle shall abide by all provisions of Personnel Policy 9.6 Operation of County Vehicles and Personnel Policy 9.5 Care of Supplies, Equipment and Property, including but not limited to the immediate reporting of any accidents, regardless of severity, to Human Resources.
4. Any County employee operating a County-owned vehicle shall maintain proper licensure to operate the vehicle in accordance with Rowan County Policy 3.2 Minimum Education, Experience, and Required Credentials. If the employee's license is suspended or revoked, the employee shall immediately cease use of the vehicle and notify Human Resources.
5. County take home vehicles should not travel more than 50 miles from the employee's duty station for commuting purposes unless pre-approved by the County Manager.

**C. Application for Take-Home Vehicle Use**

1. County Authorized Drivers must complete and submit an *Application for County Vehicle Take-Home Use* (see Attachment 1) to his/her department head (or the Department head's designee).
2. The department head, or his/her designee, is responsible for reviewing the application before approving it and sending it to the Finance Department.
3. The application requesting take home vehicle use will be reviewed by both the Finance Director and County Manager for approval.

**D. IRS Regulation of Take-Home Vehicles**

1. Personal use of an employer-provided vehicle is defined by the IRS as a taxable non-cash fringe benefit. These regulations apply to employees who drive County vehicles to and from home. Those driving a county vehicle that is not exempt from the take-home rule will be subject to applicable taxes.
2. The County will comply with guidelines from IRS publication 15B to determine the value (if any) of the commuting use of a vehicle provided to an employee during the commute certification benefit year January 1-December 31.
3. Annually, during the budget process, department heads will evaluate the benefit of take-home vehicles. The results of this evaluation should be submitted along with the department's budget request. Included in the annual capital assets inventory, a list including the vehicle number/make/model/location/assigned employee name/number/job duty must be submitted to the Finance department for review and distribution to County management.

**E. Taxable Benefit Determination****1. Qualification as Taxable Fringe Benefit**

In order to qualify as a taxable fringe benefit, per IRS guidelines, the following IRS Publication 15B standards must be met:

- a. The vehicle is provided to the employee for use in the trade or business, and for bona fide non-compensatory reasons, the employee is required to commute in the vehicle.
- b. A written policy establishes the employee is not permitted to use the vehicle for personal purposes other than for commuting, or de minimis personal use (such as a brief personal errand between the place of work and the employee's place of residence).

- c. If the vehicle is an automobile, (any four-wheeled vehicle such as a car, pickup truck, or van), then the employee using it for commuting purposes is not a "control employee". Control employees for government employers are defined as either (1) a government employee whose compensation is equal to or exceeds Federal Government Executive Level V (see OPM website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/EX.pdf> or (2) an elected official.
- d. All use of a qualified non-personal-use vehicle is a working condition benefit to the employee. A qualified non-personal-use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified non-personal-use vehicles general include the following:
  - Clearly marked, through painted insignias or words (police, fire and public safety vehicles)
  - Unmarked vehicles used by law enforcement officers if the use is officially authorized
  - An ambulance or hearse used for its specific purpose
  - Any vehicles designed to carry cargo with a loaded gross weight over 14,000 pounds
  - Delivery trucks with seating for the driver only, or the driver plus a folding jump seat
  - A passenger bus with a capacity of at least 20 passengers, used for its specific purpose
  - School buses
  - Tractors and other special purpose farm vehicles
  - Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flatbed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks

## 2. Calculating Taxable Fringe Benefit

- a. The County values commute usage per IRS regulations at \$3.00 per round trip for commuters and passengers in each vehicle. Regulations also allow that any payment by the employee to the County for such use may be deducted from the taxable benefit for commuting usage charge. All applicable payroll taxes will be withheld on the taxable amount.
- b. Each employee using a take-home vehicle, or riding in one for commuting purposes, will be taxed based on the payroll cycle for the actual number of commuting days. Finance and payroll staff requests this information each payroll cycle...

- c. To calculate and report the taxable benefit amount:
- Multiply the number of certified commuting days during the commute certification period by \$3.00 per day to determine the taxable fringe benefit.
  - The taxable fringe benefit will be taxed for the commute certificate period on the employee's regular biweekly payroll.
  - Any full days taken off by an employee are not considered certified commuting days for computing the taxable fringe benefit.
  - The taxable fringe benefit will be listed on the employee's W-2.

Attachment 1  
Application for County Vehicle Take-Home Use

Employee Name:	
Employee Position:	
Employee Number:	

**Vehicle Information:**

Make/Model:	
Vin Number:	
Year:	
Asset/Unit Number:	
Justification:	

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

Employee Signature	
Department Director Name:	
Department Director Signature:	

☐ Approved☐ Denied

Finance Director Signature:	
County Manager Signature:	



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ann Kitalong-Will, Director, Grants Admin/Gov't Relations; Don Bringle, Director, Parks & Rec  
**DATE:** 12/22/22  
**SUBJECT:** [ROWAN WILD] Request to Apply for NCSMG Grant Funding:

---

Session Law 2016-94, Appropriations Act 2016, SECTION 16.5. G.S. 143B-135.227 allows for a grant award to Rowan Wild through the North Carolina Science Museums Grant Program as administered by the North Carolina Museum of Natural Sciences in the amount of \$75,000.00. The payment of the sum specified is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

**Recommendation:**

It is recommended that the Board of Commissioners approve Rowan Wild staff to apply for the NCMG Program.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
NCSMG Award Letter	12/22/2022	Backup Material
Proposed Budget	12/22/2022	Exhibit



November 17, 2022

Bob Pendergrass  
Rowan Wild  
130 West Innes Street  
Salisbury, NC 28144  
Megan.cline@rowancountync.gov  
(704) 216-7796

Megan Cline,

Session Law 2016-94, Appropriations Act 2016, SECTION 16.5. G.S. 143B-135.227 allows for a grant award to your organization through the North Carolina Science Museums Grant Program as administered by the North Carolina Museum of Natural Sciences in the amount of \$75,000.00. Understand that the payment of the sum specified in this award letter is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

General Statute § 143C-6-21-23, Use of State funds by non-State entities, requires any agency awarding funds to enter into a contract with the recipient/organization. With the final award amount known, please submit a proposed line-item budget and budget narrative to match the award amount. Also submit measurable goals that coincide with the budget. Documentation should be submitted via email. Please be sure each item noted above is a separate attachment.

The process for the awarding of these funds is as follows:

1. Receipt of your complete response of the above-requested item(s).
2. Preparation of the contract by this agency. The contract incorporates information requested during the application process.
3. A second mailing to you containing the contract and Request for Payment of Appropriation Form from the Office of State Budget and Management. Both documents must be properly signed, notarized and returned to our office, along with additional documentation as required by law. This mailing will also advise you of reporting requirements required by law.
4. Review by this office of all documents received from you. At such time as those documents are deemed complete, we will authorize payment of the

appropriation. Award amounts of \$100,000 or less may be paid as a single payment as directed by the Office of State Budget and Management.

Please know that we will move through this process as quickly as possible. We understand your desire to receive your grant award and want to work with you in every possible way. If you have questions, I can be contacted by email (see below) or phone (919-707-9963).

Your materials in response to this letter can be sent via either of the listings below although email is preferred:

Email:            darrell.stover@naturalsciences.org

Mail/FedEx:  
Darrell D. Stover  
Head of NC Science Museums Grant Program  
NC Museum of Natural Sciences  
11 West Jones Street  
Raleigh, NC 27601

We look forward to working with you.

Sincerely,

Darrell D. Stover  
Head of NC Science Museums Grant Program

CC:    Eric Dorfman, PhD, Director, NC Museum of Natural Sciences  
      Charles Yelton, Director, Regional Network, NC Museum of Natural Sciences



**Rowan Wild at Dan Nicholas Park**  
6800 Bringle Ferry Rd. – Salisbury, NC 28144

Phone: 704-216-7819 – Fax: 704-216-7972

## **Rowan Wild Proposed Budget NC Science Museums Grant Program**

**Total Amount Granted: \$75,000.00**

1. **Educational Supplies/Equipment/Advertisement/Training** - \$25,000.00

- Education program/camp supplies
- Educational programming/camp advertisement
- Visitor interactive areas
- Staff training and development - workshops/seminars/continuing education/certifications/rabies vaccinations

**Measurable Goals:** To equip, enhance and promote educational programming and summer camps; to provide funding for staff training and development

2. **Animal exhibits/habitats/supplies/signage/visitor accessibility** - \$50,000

- Exhibit/habitat/supplies facilities/signs maintenance and upgrades

**Measurable Goals:** To maintain and make necessary aesthetic and functional improvements to current animal exhibits/habitats/supplies facilities; maintain/upgrade exhibit/habitat signage; improve/maintain visitor accessibility

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Randy J. Cress, Asst County Mgr / CIO  
**DATE:** December 22, 2022  
**SUBJECT:** Chemical Booster Station - Change Order 005

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Hazen and Sawyer has worked with Contractor, Dellinger Inc. to finalize and submit change order no. 005 at no cost in lieu of liquidated damages to correct drainage issues prior to their final apron work to close out the Chemical Booster Station project for a total of: \$823,698.33 and a new final payment date of 01-31-2023.

Prior contract cost: \$823,698.33  
Change Order 005 cost: \$0.00  
Final contract cost: \$823,698.33

Authorize County Manager Church to sign Change Order No. 005 to close out the Chemical Booster Station project.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Change Order 005	12/22/2022	Exhibit

## Change Order No. 005

Date of Issuance:	December 21, 2022	Effective Date:	December 21, 2022
Owner:	Rowan County, NC	Owner's Contract No.:	21466
Contractor:	Dellinger, Inc.	Contractor's Project No.:	P-1246
Engineer:	Hazen and Sawyer, P.C.	Engineer's Project No.:	32506-001
Project Site:	1375 Long Ferry Rd., Salisbury, NC	Contract Name:	NE Rowan County Chemical Booster Station

The Contract is modified as follows upon execution of this Change Order:

### Description:

Issued for minor changes in the Work without changes in Contract Price in lieu of liquidated damages for the project (per email communication on December 1, 2022). The Change Order will result in a change to Contract Times as noted below.

Route 2-inch PVC sump discharge line from existing Meter Vault sump pump and Injection Manhole new sump pump to common 3-inch PVC drain line. Refer to Sump Pump Discharge Schematic for additional details. Scope of work to include all equipment and accessories for a functional sump pump discharge system, including an Injection Manhole sump pump.

**Attachments:** Sump Pump Discharge Schematic, Email Documentation

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ 742,900.41	Original Contract Times: Substantial Completion: <u>01-03-2022 (180 days from NTP)</u> Ready for Final Payment: <u>02-02-2022 (210 days from NTP)</u>
Previously approved change amount from Change Orders No. <u>0</u> to No. <u>4</u> : \$ 80,797.92	Previously approved days <u>219</u> from Change Orders No. <u>0</u> to No. <u>4</u> .
Contract Price prior to this Change Order:  \$ 823,698.33	Contract Times prior to this Change Order: Substantial Completion Date: <u>08-09-2022 (399 days)</u> Ready for Final Payment Date: <u>09-08-2022 (429 days)</u>
<b>Increase</b> of this Change Order: \$ 0.00	Increase of Days for this Change Order: <u>One-hundred forty-five (145) days</u>
Contract Price incorporating this Change Order:  \$ 823,698.33	Contract Times with all approved Change Orders: Substantial Completion Date: <u>01-01-2023 (544 days)</u> Ready for Final Payment Date: <u>01-31-2023 (574 days)</u>

Recommended:	Authorized:	Received:
By: <b>Sara Gibson, PE</b> <i>Engineer (Authorized Signature)</i>	By: <i>Owner (Authorized Signature)</i>	By: <i>Contractor (Authorized Signature)</i>
Title:	Title:	Title:
Date:	Date:	Date:

**Approved by Funding Agency (if applicable)**

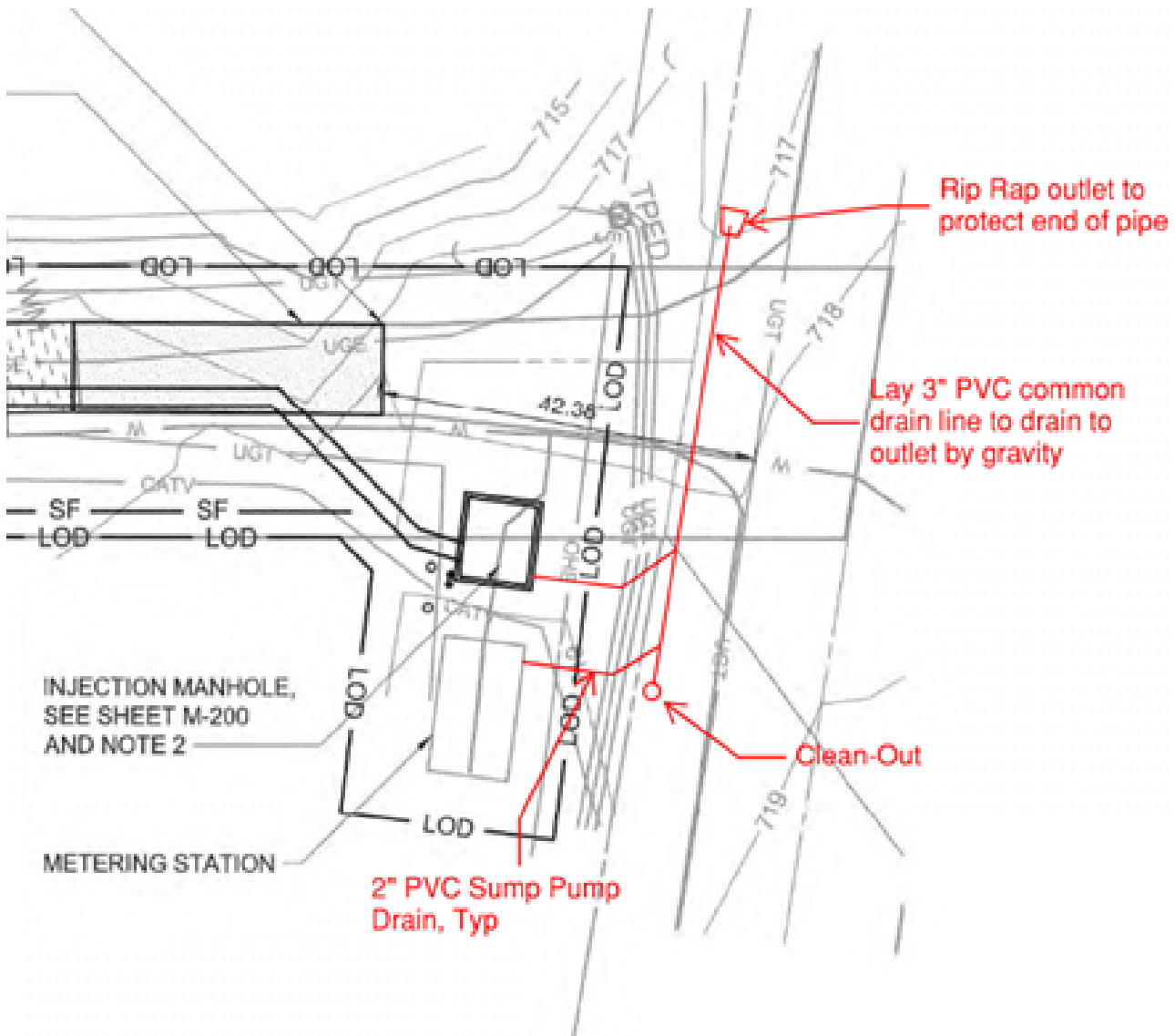
By:	Date:
Title:	

**Rowan County  
Chemical Booster Station  
Summary RFP's, WCD's and Change Orders  
Updated December 21, 2022**

RFP No.	WCD No.	RFC No. / Date	Change Order No.	Description	Cost	Credit	Net	Adjusted Contract Amount	Adjusted S.C. Duration	Adjusted S.C. Date	Adjusted F.C. Duration	Adjusted F.C. Date	Status / Comments
				<b>Original Contract Amount / Durations / Dates</b>				<b>\$742,900.41</b>	<b>219</b>	<b>8/9/2022</b>	<b>219</b>	<b>9/8/2022</b>	
	001	001	001	Wiring for 4-20 mA Functionality for Metering Pumps	\$1,939.48		\$1,939.48	\$744,839.89	0				VOID by FO-001.
001		003	001	Additional Programming for 4-20 mA Functionality	\$2,150.57		\$2,150.57	\$745,050.98					CO 001 Executed
002		002	001	40 kW Generator/Manual Transfer Switch Relocation	\$74,672.53		\$74,672.53	\$819,723.51					CO 001 Executed
			<b>001</b>	<b>Change Order No. 1</b>	<b>\$76,823.10</b>	<b>\$0.00</b>	<b>\$76,823.10</b>	<b>\$819,723.51</b>	<b>219</b>	<b>8/9/2022</b>	<b>219</b>	<b>9/8/2022</b>	<b>Executed</b>
				<b>Total Percentage Change per CO No. 1</b>				<b>10.34%</b>					
003		004B	002	Existing Load Center Rack Improvements	\$2,138.16		\$2,138.16	\$821,861.67					CO 002 Executed.
004		005	002	Temporary Power for Booster Station	\$2,382.01		\$2,382.01	\$824,243.68					CO 002 Executed.
			<b>002</b>	<b>Change Order No. 2</b>	<b>\$4,520.17</b>	<b>\$0.00</b>	<b>\$4,520.17</b>	<b>\$824,243.68</b>	<b>0</b>	<b>8/9/2022</b>	<b>0</b>	<b>9/8/2022</b>	<b>Executed</b>
				<b>Total Percentage Change To Date</b>				<b>10.95%</b>					
		006	003	Added Receptacle to Injection Vault	\$4,213.45		\$4,213.45	<del>\$828,457.13</del>					Removed from CO-003.
		007	003	P-1022 Wire Upsizing Due to Voltage Drop	\$2,148.47		\$2,148.47	<b>\$830,605.60</b>					CO 003 Executed.
			<b>003</b>	<b>Change Order No. 3</b>	<b>\$2,148.47</b>	<b>\$0.00</b>	<b>\$2,148.47</b>	<b>\$826,392.15</b>	<b>0</b>	<b>8/9/2022</b>	<b>0</b>	<b>9/8/2022</b>	<b>Executed</b>
				<b>Total Percentage Change To Date</b>				<b>11.24%</b>					
			004	Credit for Tapping Sleeve and Valve for Fire Hydrant	-\$2,693.82		-\$2,693.82	<b>(\$2,693.71)</b>					CO 004 Executed
			<b>004</b>	<b>Change Order No. 4</b>	<b>-\$2,693.82</b>	<b>\$0.00</b>	<b>-\$2,693.82</b>	<b>\$823,698.33</b>	<b>0</b>	<b>8/9/2022</b>	<b>0</b>	<b>9/8/2022</b>	<b>Executed</b>
				<b>Total Percentage Change To Date</b>				<b>10.88%</b>					
			005	Sump Pump and Drain Routing	\$0.00		\$0.00	<b>\$823,698.33</b>	145		145		
			<b>004</b>	<b>Change Order No. 4</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$823,698.33</b>	<b>0</b>	<b>1/1/2023</b>	<b>0</b>	<b>1/31/2023</b>	
				<b>Total Percentage Change To Date</b>				<b>10.88%</b>					

RFP - Request for proposal  
WCD - Work Change Directive  
RFC - Contractor Proposal  
S.C. - Substantial Completion  
F.C. - Final Completion

## SUMP PUMP DISCHARGE SCHEMATIC





## EMAIL DOCUMENTATION

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**From:** Dean Kite <[deank@dellinger-inc.com](mailto:deank@dellinger-inc.com)>  
**Sent:** Thursday, December 1, 2022 8:49 AM  
**To:** Babson, Aaron D <[ababson@hazenandsawyer.com](mailto:ababson@hazenandsawyer.com)>  
**Subject:** RE: Potential piping solution at Rowan Co

Aaron,

Dellinger is agreeable to the no cost change order work, which includes waiving LDs. Will is meeting with a sub Monday to go over the remaining work. We should be able to get you a finish date by the end of next week.

Dean

---

**From:** Babson, Aaron D <[ababson@hazenandsawyer.com](mailto:ababson@hazenandsawyer.com)>  
**Sent:** Wednesday, November 30, 2022 10:25 AM  
**To:** Dean Kite <[deank@dellinger-inc.com](mailto:deank@dellinger-inc.com)>  
**Subject:** RE: Potential piping solution at Rowan Co

Dean,

Rowan County indicated they will accept a no cost change order with this concept in lieu of LDs to complete and closeout the project.

Aaron

---

**From:** Dean Kite <[deank@dellinger-inc.com](mailto:deank@dellinger-inc.com)>  
**Sent:** Wednesday, November 30, 2022 10:02 AM  
**To:** Babson, Aaron D <[ababson@hazenandsawyer.com](mailto:ababson@hazenandsawyer.com)>  
**Subject:** RE: Potential piping solution at Rowan Co

**Caution!** *External email – think before you click*

Aaron,

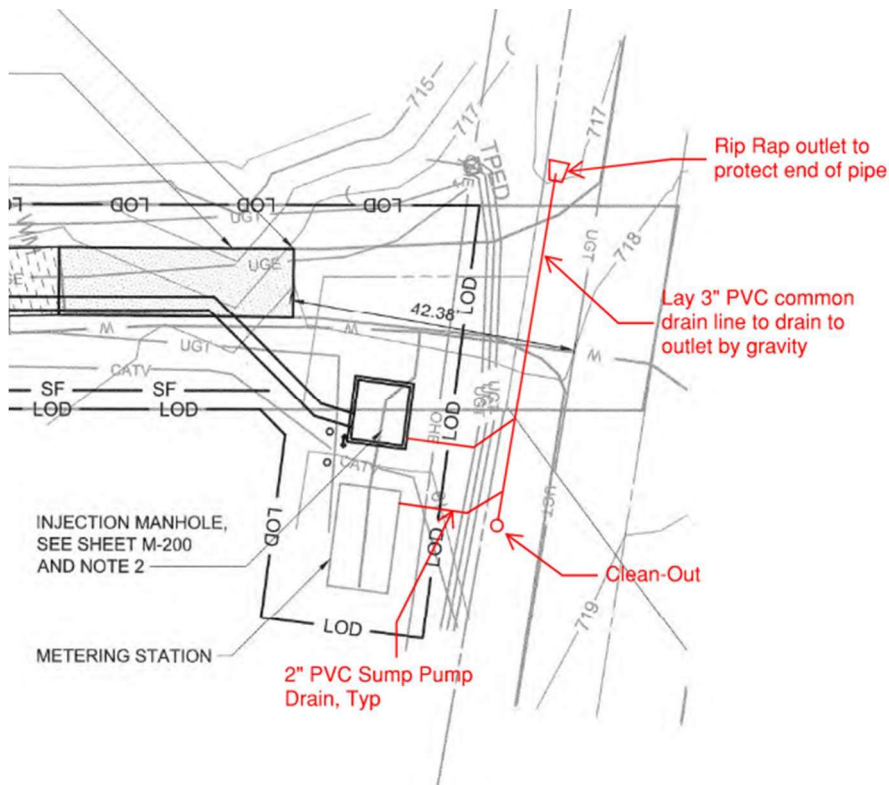
Just to make sure – Rowan County is good with this plan? They were the ones who wanted the 15" RCP.

Dean

**From:** Babson, Aaron D <[ababson@hazenandsawyer.com](mailto:ababson@hazenandsawyer.com)>  
**Sent:** Wednesday, November 30, 2022 9:52 AM  
**To:** Dean Kite <[deank@dellinger-inc.com](mailto:deank@dellinger-inc.com)>  
**Subject:** Potential piping solution at Rowan Co

Dean,

As discussed, please see an alternative concept for discharge piping below.



Best regards,

**Aaron D. Babson, PE**

**Associate Vice President | Hazen and Sawyer**  
620 Green Valley Rd., Suite 101, Greensboro, NC 27408  
336 478-3378 (direct) | 919 971-3256 (cell)  
[ababson@hazenandsawyer.com](mailto:ababson@hazenandsawyer.com) | [hazenandsawyer.com](http://hazenandsawyer.com)

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Alyssa Harris, Public Health Director  
**DATE:** December 22, 2022  
**SUBJECT:** RCHD - 2023 Dental Fee Schedule

---

The Rowan County Health Department Dental Fee Schedule is updated annually. The Rowan County Health Department's Smile Center is proposing a change in its current dental fee schedule by increasing all fees by 5%.

The Rowan County Board of Health approved the fee schedule at the meeting on Tuesday, November 8<sup>th</sup>, 2022. The Rowan County Health Department respectfully requests Board of Commissioner's approval of the updated dental fee schedule.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Dental Fee Schedule 2022-23 Memo	12/22/2022	Cover Memo
Dental Fee Schedule 2022-23	12/22/2022	Backup Material



**Rowan County Health Department**  
**1811 East Innes Street – Salisbury, NC 28146-6030**

## **MEMO**

To: Rowan County Board of Commissioners  
From: Alyssa Harris, Public Health Director  
Samantha Welton, Public Health Dentist/Dental Supervisor  
Date: January 3, 2023  
Re: Rowan County Health Department – 2022-2023 Dental Fee Schedule

### **Situation:**

The Rowan County Health Department Dental Fee Schedule is updated annually. The Rowan County Health Department's Smile Center is proposing a change in its current dental fee schedule by increasing all fees by 5%.

### **Background:**

Each year, the Rowan County Health Department assesses fees associated with services, completes a cost analysis, and proposes a fee schedule to match any changes in costs. When reviewing costs for dental services and materials, increases ranged from 115% - 125%, adjustments to the Smile Center's fee schedule are a proposed 5% increase added to all dental procedures for Medicaid, HealthChoice and private carriers to help offset the increased costs.

### **Assessment:**

The Smile Center will apply a 5% increase to all dental fees on the current fee schedule (see attached dental fee schedule). The current fee schedule reflects the cost of providing the service while maintaining accessibility through our Sliding Scale Fee Policy which is based on family income.

### **Recommendations:**

The Rowan County Board of Health approved the fee schedule at the meeting on Tuesday, November 8<sup>th</sup>, 2022. The Rowan County Health Department respectfully requests Board of Commissioner's approval of the updated dental fee schedule.

Rowan County Health Department  
Dental Fees 2022-23

update Service Code	Service/Procedure	2021-2022 RCHD Fees	2022-2023 5% increase
D0120	Periodic oral evaluation	\$55.13	\$57.88
D0140	Limited oral exam	\$82.69	\$86.82
D0145	Oral Eval for patient under 3 yr	\$77.18	\$81.03
D0150	Comp oral eval-new/estab pat	\$82.69	\$86.82
D0160	Detail/extensive oral eval. B/R	\$99.23	\$104.19
D0170	ReEvaluation, Limited	\$82.69	\$86.82
D0210	Intraoral-complete series (bw)	\$137.81	\$144.70
D0220	Intraoral-periapical-1st film	\$34.18	\$35.89
D0230	Intraoral-periapical-each add'l	\$27.56	\$28.94
D0240	Intraoral-occlusal film	\$45.20	\$47.46
D0270	Bitewing-single film	\$33.08	\$34.73
D0272	Bitewing-two film	\$45.20	\$47.46
D0273	Bitewing-3 film	\$55.13	\$57.88
D0274	Bitewing-four films	\$67.25	\$70.62
D0330	Panoramic film	\$126.79	\$133.13
D1110	Prophylaxis-adult	\$93.71	\$98.40
D1120	Prophylaxis-child	\$63.95	\$67.14
D1206	Topical fluoride varnish	\$60.64	\$63.67
D1208	Fluoride w/o prophylaxis	\$44.10	\$46.31
D1351	Sealant-per tooth	\$49.61	\$52.09
D1510	Space maint-fixed unilateral	\$292.16	\$306.77
D1516	Space maint-fixed bilateral max	\$385.88	\$405.17
D1517	Space Maint-fixed bilateral, mand	\$385.88	\$405.17
D1575	Distal shoe space maint, fixed	\$292.16	\$306.77
D1550	Recementation of space maint	\$82.69	\$86.82
D2140	Amalgam-1 surf Prim/perm	\$125.69	\$131.97
D2150	Amalgam-2 surf Prim/perm	\$145.53	\$152.81
D2160	Amalgam-3 surf Prim/perm	\$191.84	\$201.43
D2161	Amalgam-4 + surf Prim/perm	\$224.91	\$236.16
D2330	Resin-one surf, anterior	\$135.61	\$142.39
D2331	Resin-two surf, anterior	\$162.07	\$170.17
D2332	Resin-three surf, anterior	\$201.76	\$211.85
D2335	Resin-4 + surf, anterior	\$228.22	\$239.63
D2390	Resin composite crown, anterior	\$334.06	\$350.76
D2391	Resin composite 1 s, posterior	\$168.68	\$177.12
D2392	Resin composite 2s, posterior	\$208.37	\$218.79
D2393	Resin composite- 3s, posterior	\$254.68	\$267.41
D2394	Resin composite-4+s, posterior	\$320.83	\$336.87
D2920	Recement crown	\$82.69	\$86.82
D2930	Prefab stain steel crn-primary	\$288.86	\$303.30
D2931	Prefab stain steel crown-perm	\$328.55	\$344.97
D2932	Prefabricated resin crown	\$337.37	\$354.23

D2933	Prefab stl crown w/resin window	\$330.75	\$347.29
D2940	Sedative fillings	\$170.89	\$179.43
D2950	Crown buildup, including any pins	\$228.22	\$239.63
D3110	Pulp cap - direct, (+rest)	\$86.00	\$90.29
D3120	Pulp cap -indirect, (+rest)	\$66.15	\$69.46
D3220	Therapeutic-pulpotomy (exe res)	\$181.91	\$191.01
D3230	Pulpal therapy-anterior, primary	\$214.99	\$225.74
D3240	Pulpal therapy-posterior, primary	\$314.21	\$329.92
D3310	Root canal therapy - anterior	\$595.35	\$625.12
D3320	Root canal therapy - bicuspid	\$859.95	\$902.95
D3330	Root canal therapy - molar	\$926.10	\$972.41
D4341	Perio scale & root pin 4 + per quad	\$231.53	\$243.10
D4342	Perio scale & root pin 1-3 quad	\$171.99	\$180.59
D4355	Full mouth debridement, eval/diag	\$143.33	\$150.49
D7111	Extract, remnts	\$93.71	\$98.40
D7140	Extract, erupted th/exposed rt	\$132.30	\$138.92
D7210	Extractions-surgical/erupt tooth	\$314.21	\$329.92
D7220	Extraction-impacted/soft tis	\$264.60	\$277.83
D7510	Incis&drain abscess-intra soft	\$277.83	\$291.72
D7910	Suture of small wounds t 5cm	\$192.94	\$202.58
D9110	Pallitive treatment	\$82.69	\$86.82
D9230	Analgesia	\$88.20	\$92.61
TopFIVarnish	Topical fluoride varnish	\$55.13	\$57.88
			\$0.00
			\$0.00
			\$0.00
			\$0.00

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Alyssa Harris, Public Health Director  
**DATE:** December 22, 2022  
**SUBJECT:** RCHD - 2022 Clinical Fee Schedule

---

The Rowan County Health Department Personal Health Services Fee Schedule is updated annually. A Medicaid Cost Analysis was done in the past year, and we are able to use the comparisons and feedback in updating the 2022-2023 fee schedule.

The Rowan County Board of Health approved the fee schedule at the meeting on Tuesday, November 8<sup>th</sup>, 2022. The Rowan County Health Department respectfully requests Board of Commissioner's approval of the updated fee schedule.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
RCHD Clinical Fee Schedule 22-23 Memo	12/22/2022	Cover Memo
RCHD Clinical Fee Schedule FY22-23	12/22/2022	Backup Material



**Rowan County Health Department**  
**1811 East Innes Street – Salisbury, NC 28146-6030**

## **MEMO**

To: Rowan County Board of Commissioners  
From: Alyssa Harris, Public Health Director  
Meredith Littell, Nursing Director  
Date: January 3, 2023  
Re: Rowan County Health Department – FY22-23 Clinical Fee Schedule

### **Situation:**

The Rowan County Health Department Personal Health Services Fee Schedule is updated annually. A Medicaid Cost Analysis was done in the past year, and we are able to use the comparisons and feedback in updating the 2022-2023 fee schedule.

### **Background:**

For each service listed, we considered the following: the health department cost of providing a service; the Medicaid reimbursement rate; fees charged by comparable health departments; and the current cost of medications and immunizations. Using the information, we adjusted fees accordingly. During the review process, a few items were deemed outdated therefore removed and newer services were added as applicable.; and a cost settlement report provided by Steve Garner, Medicaid Consultant. During the review process, a few items were deemed outdated therefore removed and newer services were added as applicable.

### **Assessment:**

The current fee schedule reflects the cost of providing the service while maintaining accessibility through our Sliding Scale Fee Policy which is based on family income. The fee schedule also allows the health department to submit fair fees for Medicaid Cost settlement.

### **Recommendations:**

The Rowan County Board of Health approved the fee schedule at the meeting on Tuesday, November 8<sup>th</sup>, 2022. The Rowan County Health Department respectfully requests Board of Commissioner's approval of the updated fee schedule.



<b>CPT Code</b>	<b>Service Description</b>	<b>Approved Fee effective 3/2022</b>	<b>Proposed Fee</b>
<b>New Patient Preventive Visits</b>			
99381	Initial/New preventive < 1 year	\$325.00	
99382	Initial/New preventive 1 - 4 years	\$325.00	
99383	Initial/New preventive 5-11 years	\$350.00	
99384	Initial/New preventive 12 - 17 years	\$340.00	
99385	Initial/New preventive 18 - 39 years	\$325.00	
99386	Initial/New preventive 40 - 64 years	\$326.00	
99387	Initial/New preventive > 65 Years	\$325.00	
<b>Established Patient Preventive Visits</b>			
99391	Established Preventive < 1 year	\$290.00	
99392	Established Preventive 1 - 4 years	\$290.00	
99393	Established Preventive 5 -11 years	\$300.00	
99394	Established Preventive 12 - 17 years	\$290.00	
99395	Established Preventive 18 - 39 years	\$279.00	
99396	Established Preventive 40 - 64 years	\$326.00	
99397	Established Preventive > 65 years	\$300.00	
<b>New Patient Evaluation &amp; Management Visits</b>			
99201	New-Problem Focused	\$125.00	
99202	New-Expanded Focused	\$200.00	
99203	New-Detailed/Low Complexity	\$275.00	
99204	Complexity	\$425.00	
99205	New-Comprehensive/HighComplexity	\$495.00	
00000	No Charge Visit		
<b>Established Patient Evaluation &amp; Management Visits</b>			
99211	Established-Nurse Encounter (no MD required)	\$50.00	
99212	Established-Problem Focused	\$125.00	
99213	Established-Expanded /Low Complexity	\$195.00	
99214	Complexity	\$275.00	
99215	Established-Comprehensive/High Complexity	\$345.00	
T1002	RN service up to 15 minutes	\$75.00	
<b>Tele Health Services (Phone Only)</b>			
<del>99441</del>	<del>Telephone E/M 5-10 Minutes</del>	<del>\$14.45</del>	Remove

99442	Telephone E/M 11-20 Minutes-	\$28.15	Remove
99443	Telephone E/M 21-30 Minutes	\$41.15	Remove
Immunizations			
90471	Admin. Single vaccine	\$20.45	
90472	Admin. Each additional vaccine	\$20.45	
90473	Oral/Nasal Admin only vaccine	\$20.45	
90474	Oral/Nasal Admin with other vaccine	\$20.45	Description updated
90632	Adult Hepatitis A-IM	\$50.00	\$62.00
90651	Gardasil 9-IM	\$240.00	
90633	Hepatitis A-Ped/Adol.-IM	\$35.00	\$28.00
90746	Hepatitis B vaccine-Adult 3 dose	\$65.00	Remove
90739	Hepatitis B vaccine-Adult 2 dose	\$95.00	\$96.00
90744	Hepatitis B vaccine-Pediatric or Adolescent-IM	\$26.00	
90648	HIB-4 dose schedule-IM; (ActHIB, Hiberix)	\$16.00	\$12.00
90713	IPV (Inactivated Polio Virus)-SQ or IM	\$35.00	
90696	Kinrix, only for age 4-6 year booster dose of DTaP and Polio (IPV)	\$58.00	\$50.00
90734	Meningococcal (Menactra)-IM	\$130.00	Remove
90619	Meningococcal (Menquadfi)-IM	NEW	\$132.00
90707	MMR-SQ	\$85.00	\$82.00
90723	Pediarix-IM	\$72.00	\$63.00
90698	Pentacel, do not administer to anyone over 4 years of age-IM	\$90.00	\$95.00
90670	Pneumococcal 13 valent conjugate vaccine ≥; (PVC 13)-IM (Prevnar)	\$210.00	\$213.00
90710	ProQuad - Measles, Mumps, Rubella, Varicella (MMRV)-SQ	\$245.00	\$234.00
90688	Quadrivalent Flu Vaccine 6 months and older-IM	\$20.00	
90675	Rabies pre-exposure vaccine or booster-IM, per dose (3 2 dose schedule)	\$285.00	\$298.00
90680	Rotavirus Vaccine (RotaTeg)-oral, for use ≥ 6 weeks through 7 months	\$90.00	\$85.00
90714	Td-IM (Tenivac)	\$45.00	\$32.00
90715	Tdap-IM	\$50.00	\$37.00
90636	Twinrix (Hepatitis A and Hepatitis B)-IM	\$90.00	\$92.00

90716	Varicella Immunization-SQ	\$145.00	\$141.00
90750	Zoster (Shingles, 2 doses required, Shingrix)-IM	\$150.00	\$160.00
91300-0001A	Administration of Pfizer BioNTech COVID-19 Vaccine-1st Dose	\$65.00	
91300-0002A	Administration of Pfizer BioNTech COVID-19 Vaccine-2nd Dose	\$65.00	
91300-0003A	Administration of Pfizer BioNTech COVID-19 Vaccine-3rd Dose	\$65.00	
91300-0004A	Administration of Pfizer BioNTech COVID-19 Vaccine-Booster Dose	\$65.00	
91305-0051A	Administration of Pfizer BioNTech COVID-19 Vaccine-1st Dose (12 & up)		\$65.00
91305-0052A	Administration of Pfizer BioNTech COVID-19 Vaccine-2nd Dose (12 & up)		\$65.00
91305-0053A	Administration of Pfizer BioNTech COVID-19 Vaccine-3rd Dose (12 & up)		\$65.00
91312-0124A	Administration of Pfizer BioNTech COVID-19 Vaccine-Bivalent Dose (12 & up)		\$65.00
91307-0071A	Administration of Pfizer BioNTech COVID-19 Vaccine-1st Dose (5-11)		\$65.00
91307-0072A	Administration of Pfizer BioNTech COVID-19 Vaccine-2nd Dose (5-11)		\$65.00
91307-0073A	Administration of Pfizer BioNTech COVID-19 Vaccine-3rd Dose (5-11)		\$65.00
91315-0154A	Administration of Pfizer BioNTech COVID-19 Vaccine-Bivalent Dose (5-11)		\$65.00
91308-0081A	Administration of Pfizer BioNTech COVID-19 Vaccine-1st Dose (6m-4)		\$65.00

91308-0082A	Administration of Pfizer BioNTech COVID-19 Vaccine-2nd Dose (6m-4)		\$65.00
91308-0083A	Administration of Pfizer BioNTech COVID-19 Vaccine-3rd Dose (6m-4)		\$65.00
91301-0011A	Administration of Moderna COVID-19 Vaccine-1st Dose (18 & up)	\$65.00	
91301-0012A	Administration of Moderna COVID-19 Vaccine-2nd Dose (18 & up)	\$65.00	
91301-0013A	Administration of Moderna COVID-19 Vaccine-3rd Dose (18 & up)	\$65.00	
91301-0064A	Administration of Moderna COVID-19 Vaccine-Booster Dose	\$65.00	
91301-0011A	Administration of Moderna COVID-19 Vaccine-1st Dose (12-17)		\$65.00
91301-0012A	Administration of Moderna COVID-19 Vaccine-2nd Dose (12-17)		\$65.00
91301-0013A	Administration of Moderna COVID-19 Vaccine-3rd Dose (12-17)		\$65.00
91313-0134A	Administration of Moderna COVID-19 Vaccine-Bivalent Dose (12 & up)		\$65.00
91309-0019A	Administration of Moderna COVID-19 Vaccine-1st Dose (6-11)		\$65.00
91309-0092A	Administration of Moderna COVID-19 Vaccine-2nd Dose (6-11)		\$65.00
91309-0093A	Administration of Moderna COVID-19 Vaccine-3rd Dose (6-11)		\$65.00
91314-0144A	Administration of Moderna COVID-19 Vaccine-Bivalent Dose (6-11)		\$65.00
91311-0111A	Administration of Moderna COVID-19 Vaccine-1st Dose (6m-5)		\$65.00

91311-0112A	Administration of Moderna COVID-19 Vaccine-2nd Dose (6m-5)		\$65.00
91311-0113A	Administration of Moderna COVID-19 Vaccine-3rd Dose (6m-5)		\$65.00
91303-0031A	Administration of Janssen COVID-19 Vaccine-Single Dose	\$65.00	
91303-0034A	Administration of Janssen COVID-19 Vaccine-Booster Dose	\$65.00	
91304-0041A	Administration of Novavax COVID-19 Vaccine-1st Dose		\$65.00
91304-0042A	Administration of Novavax COVID-19 Vaccine-2nd Dose		\$65.00
91304-0044A	Administration of Novavax COVID-19 Vaccine-Booster Dose		\$65.00
G0008 Medicare Code Only	Flu Vaccine Administration	\$20.45	
G0010 Medicare Code Only	Hep B Vaccine Administration	\$20.45	
<b>Office Procedures</b>			
Family Planning			
58300	Insertion of IUD	\$192.00	
58301	Removal of IUD	\$237.00	
J7297	Liletta IUD	\$92.72	\$93.29
J7303	Nuva Ring	\$0.01	\$0.03
S4993	Nortrel	1.61/pk	2.35/pk
S4993 NE	Norethindrone	1.71/pk	1.33/pk
S4933 NG	Norgestimate/Ethinyl Estradiol	0.51/pk	0.86/pk
S5001	Plan B (WILL REMOVE AFTER INVENTORY IS DEPLETED)	\$3.60	\$30.32
S5001	My Way (REPLACES PLAN B)	NEW	\$1.85
<b>Maternal Health</b>			
59425	Antepartum care only; 4-6 visits	\$1,350.00	
59426	Antepartum care only; 7 or more visits	\$2,600.00	
59025	Non-Stress test (fetal)	\$114.00	

59430	Post partum care package	\$275.00	
96161	Maternal Depression Screening	\$15.00	
Child Health			
96110	Developmental testing - limited developmental screening, MCHAT Autism	\$20.00	Description Updated
92587	Evoked otoacoustic emissions (OAE)	\$65.00	
99173	Vision Screening test	\$20.00	
<del>99420</del>	<del>MCHAT Autism screening</del>	<del>\$25.00</del>	Remove
96160	HEADSS screening	\$15.00	
96127	PSC-Depression Screening	\$15.00	Description Updated
99408	CRAFFT alcohol/substance abuse screening up to 30 min	\$62.00	
99409	CRAFFT alcohol/substance abuse screening greater than 30 min.	\$122.00	
D0145	Oral Evaluation for patient under three years of age and counseling with primary care giver	\$60.00	
D1206	Topical Fluoride treatment	\$50.00	
BMI Coding			
<del>Z65.51</del>	<del>&lt;5% (failure to thrive)</del>	<del>N/C</del>	Remove
<del>Z68.52</del>	<del>5 to 85%</del>	<del>N/C</del>	Remove
<del>Z68.53</del>	<del>85 to 95% (overweight)</del>	<del>N/C</del>	Remove
<del>Z68.54</del>	<del>&gt;95% (obese)</del>	<del>N/C</del>	Remove
STD Codes			
54050	Destruction of genital lesion, penis, TCA	\$175.00	
56501	Destruction of genital lesion, vulva, TCA	\$175.00	
57061	Destruction of genital lesion, vagina/vulva, TCA	\$175.00	
TB Codes			
86580	TB skin test	\$24.00	
99080	Health Letter	\$55.00	
<del>71045-26</del>	<del>Chest X ray single view, frontal</del>	<del>billed to health dept</del>	Remove
<del>71046-26</del>	<del>Chest X ray two views, frontal and lateral (5 yrs and under)</del>	<del>billed to health dept</del>	Remove
Medication/Injectables			

96372	Therapeutic, prophylactic, or diagnostic injection, SQ or IM	\$65.00	\$30.00
J1200	Diphenhydramine HCL (Benedryl), Injection-IM, up to 50 mg	\$3.00	
J0171	Epinephrine, injection-SC, IM, 0.1 mg	\$1.00	
J1050	Depoprovera 150 mg/ml	Fee varies based on purchase price	\$35.00
J1050	Methdroxyprogesterone acetate (generic Depoprovera), 150mg	Fee varies based on purchase price	\$10.26
J3301	Kenalog, Injection, per 10mg	\$10.00	
J0696	mg (Rocephin) - STD TREATMENT ONLY	N/C	
J0696	Ceftriaxone sodium injection 1 gm (Rocephin)	\$12.00	\$10.00
J7613	Albuterol, inhalation solution	\$15.00	
<del>J1725</del>	<del>17P Makena</del>	<del>N/C</del>	Remove
J2790	(RhoGAM) Rhophylac, 300 mcg/2 ml), Injection, IM	\$100.00	\$70.00
<del>J0561</del>	<del>Penicillin G Benzathine (Bicillin LA) per 100,000 units, injection - STD TREATMENT ONLY</del>	<del>N/C</del>	Remove
J1885	Ketorolac Tromethamine (Toradol), Injection, per 15 mg	\$3.00	
J8499	Clonidine 0.1 mg	\$0.25	
Miscellaneous			
10060	I & D of abscess (carbuncle, suppurative hidradenitis, cutaneous or subcutaneous abscess, cyst, furuncle or paronychia) simple or single	\$250.00	
10080	I & D of pilonidal cyst, simple	\$124.00	
<del>11750</del>	<del>Excision of nail and nail matrix, partial or complete, (ingrown or deformed) for permanent removal</del>	<del>\$175.00</del>	Remove
<del>11765</del>	<del>Wedge excision of skin of nail fold (for ingrown toenail)</del>	<del>\$125.00</del>	Remove
12002	Simple repair super wound 2.6- 7.5 cm scalp, nk, ax, ext. gen, trk, extrem.	\$127.00	

A4649	(Includes zyllocaine with or without epinephrine, sterile drape and gloves, sutures, irrigation solution and	\$30.00	
S0630	Suture removal	\$10.00	
A6441	Padding bandage, non-elastic, non-woven/non-knitted, width $\geq$ to 3" and < 5", per yard (Jones Wrap)	\$10.00	
56420	Incision and drainage of Bartholin's gland abscess	\$106.00	
69200	Removal of foreign body from external ear canal without anesthesia	\$180.00	\$150.00
69209	Removal of impacted cerumen using irrigation/lavage, unilateral (must attach/use modifier 50 for bilateral procedure)	\$121.00	\$100.00
69210	Removal of impacted cerumen requiring Instrumentation, unilateral (must attach/use modifier 50 for bilateral procedure)	\$121.00	
92552	Pure tone audiometry (threshold); air only; use this code for screening of persons age 21 or older	\$54.00	
92588	Evoked otoacoustic emissions, comprehensive or diagnostic evaluation (comparison of transient and/or distortion product otacoustic emissions at multiple levels and frequencies)	\$80.00	
<del>99173</del>	<del>Vision Screening test; age 21 &amp; older</del>	<del>\$10.00</del>	Remove
94664	Demonstration and/or evaluation of patient utilization of an nebulizer	\$35.00	
94760	Noninvasive pulse oximetry for oxygen saturation	\$10.00	
A4614	Peak expiratory flow rate meter, hand held	\$25.00	
99406	Smoking and Tobacco Use Cessation Counseling Visit, Intermediate, >3 minutes up to 10 minutes	\$24.00	
99407	Smoking and Tobacco Use Cessation Counseling Visit, Intensive, >10 minutes	\$46.00	



96150	<del>Health and Behavior Intervention, individual face to face, 15 minutes per unit, Initial Assessment</del>	\$30.00	Remove
96151	<del>individual face to face, 15 minutes per unit, Re-assessment</del>	\$25.00	Remove
96156	Health Behavior Assessment and Re-Assessment (Replaces 96150 & 96151)	NEW	\$100.00
<del>S9982</del>	<del>Medical Records Copying Fee, per page</del>	<del>\$0.05</del>	Remove
LU021	Completion of form verifying exam (not at time of exam or other billable service)	\$20.00	
S0280	Medical home program, comprehensive care coordination and planning, initial plan	\$65.00	\$75.00
S0281	Medical home program, comprehensive care coordination and planning, maintenance of plan plan	\$175.00	\$225.00
<b>Clinical Laboratory</b>			
Lab Handling			
36415	Collection of Venous Blood by Venipuncture	\$13.00	
36416	Collection of Capillary Blood Specimen	\$12.00	
99000	Lab handling fee	\$15.00	
<b>In House Labs</b>			
80061	Cholesterol, in-house testing (T. Chol, HDL, Triglycerides)	\$45.00	
81002	Urinalysis by dipstick	\$10.00	\$20.00
81025	Urine pregnancy test	\$30.00	
82120	Amines, vaginal fluid	\$10.00	
82270	Hemocult	\$10.00	
82947	Glucose random	\$15.00	
83986	Vaginal pH	\$10.00	
85018	Hgb (fingerstick)	\$9.00	\$15.00
87205	Gram Stain, smear	N/C	\$10.00
87210	Wet Mount/prep	\$20.00	
87804	Influenza, A/B; Rapid test	NEW	\$20.00
87880	Streptococcus, Group A; Rapid test	\$30.00	\$20.00
89060	Fern Test	\$15.00	
87081	GC Culture	N/C	Remove
83037	<del>Hemoglobin A1C</del>	\$21.00	Remove

State Labs			
83655	Blood Lead	N/C	
86703	HIV-1 Antibody and HIV-2 Antibody, single result	N/C	
87265	Bordetella Pertussis Swab	N/C	
87252	Herpes Virus Culture	N/C	
87501	Influenza test	N/C	
87177	Ova and parasites; stool	N/C	
83020	Sickle Cell	N/C	
87045	Stool Culture	N/C	
87593	Monkeypox	N/C	
87635	COVID-19 PCR	N/C	
86592	RPR (screen)	N/C	
86593	Syphilis Test (Quantitative)	N/C	
87081	GC Culture (oral, rectal)	N/C	
87491	Chlamydia NAAT	N/C	
87591	Gonorrhea NAAT	N/C	
86709	Hep A, IgM, antibody	N/C	
86704	Hep B Core, Total antibody	N/C	
86706	Hep B, Surface antibody	N/C	
87340	Hep B, Surface antigen	N/C	
86803	Hep C, Anti-HCV CMIA	N/C	
87521	Hep C, HCV, RNA	N/C	
Natera Labs			
81220	Horizon Screen-Advanced Carrier Screening	NEW	Billed by Natera
81420	Panorama Screen-Chromosomal Abnormalities Screening	NEW	Billed by Natera
Quest Labs			
84460	ALT	Billed by Quest	
83540	Iron	Billed by Quest	
86850	Antibody Screen	Billed by Quest	
84450	AST	Billed by Quest	
80048	Basic Metabolic Panel	Billed by Quest	
84520	BUN	Billed by Quest	

85025	CBC	Billed by Quest	
80053	Comprehensive Metabolic Panel	Billed by Quest	
87081	Culture Screen	Billed by Quest	
80051	Electrolyte panel	Billed by Quest	
82728	Ferritin Level	Billed by Quest	
83001	FSH	Billed by Quest	
87149	Group B Strep	Billed by Quest	
87491	Chlamydia (Gen-Probe)	Billed by Quest	
87591	Gonorrhea (Gen-Probe)	Billed by Quest	
82950	Glucose-1 hour	Billed by Quest	
82951	Glucose-3 hour	Billed by Quest	
87340	Hepatitis B Surface Antigen	Billed by Quest	
86706	Hepatitis B surface antibody (HBsAB)	Billed by Quest	
86803	Hepatitis C antibody	Billed by Quest	
86694	Herpes Simplex, non-specific	Billed by Quest	
86677	H-Pylori (antibody)	Billed by Quest	
83036	Hemoglobin A1C	Billed by Quest	
87624	HPV Typing	Billed by Quest	
83002	LDH	Billed by Quest	
80076	Hepatic Function Panel	Billed by Quest	
80055	OB Panel	Prenatal Use	
88142	Pap Smear	Billed by Quest	
84132	Potassium, serum	Billed by Quest	

84146	Prolactin	Billed by Quest	
<del>82105</del>	<del>Alpha-fetoprotein (AFP); serum (Natera Labs replace)</del>	<del>Pay For Service</del>	Remove
86592	Syphilis Test (Qualitative)	Billed by Quest	
86762	Rubella antibody	Billed by Quest	
84702	HCG, quantitative	Billed by Quest	
84403	Testosterone, total	Billed by Quest	
84479	Thyroid hormone (T3 or T4)	Billed by Quest	
84436	Thyroid (T4)	Billed by Quest	
84443	Thyroid stimulating hormone (TSH)	Billed by Quest	
84478	Triglycerides	Billed by Quest	
84550	Uric acid, Blood	Billed by Quest	
87088	Urine Culture	Billed by Quest	
80307	Urine Drug Screen	Billed by Quest	
84156	24-Hr Urine	Billed by Quest	
82043	Urine, microalbumin	Billed by Quest	
87491	Urine NAAT/Chlamydia	Billed by Quest	
86787	Varicella Zoster Antibody	Billed by Quest	
85730	PTT	Billed by Quest	
86140	C-Reactive Protein	Billed by Quest	
86308	Heterophile Antibodies Screening (screening test for Mononucleosis)	Billed by Quest	
80074	Acute Hepatitis Panel	Billed by Quest	
82306	Vitamin D level	Billed by Quest	
82540	Creatinine	Billed by Quest	

82607	Cyanocobalamin (Vitamin B-12)	Billed by Quest	
83550	Iron binding capacity	Billed by Quest	
84144	Progesterone	Billed by Quest	
84153	Prostate Specific Antigen (PSA), Total	Billed by Quest	
Employee Titers			
<del>86706</del>	<del>Hepatitis B surface antibody (HBsAB)</del>	<del>N/C</del>	Remove
<del>86765</del>	<del>Measles (Ruebola) Antibody (IGG, EIA)</del>	<del>N/C</del>	Remove
<del>86735</del>	<del>Mumps Antibody (IGG, EIA)</del>	<del>N/C</del>	Remove
<del>86382</del>	<del>Rabies Titer</del>	<del>N/C</del>	Remove
<del>86762</del>	<del>Rubella antibody</del>	<del>N/C</del>	Remove
<del>86787</del>	<del>Varicella Zoster Antibody</del>	<del>N/C</del>	Remove

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Alyssa Harris, Public Health Director  
**DATE:** December 22, 2022  
**SUBJECT:** RCHD - Debt Set-Off

---

Rowan County Public Health has completed the preparation of debt set off for FY21 and FY22 (FY22).

The Rowan County Board of Health approved the debt set off at the meeting on Tuesday, November 8th, 2022. Rowan County Public Health respectfully requests that the Board of Commissioners approve the debt set off in the amount of \$22,150.90 for FY21 and \$8,295.10 for FY22.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
RCHD DSO FY21 and FY22	12/22/2022	Backup Material



**Rowan County Health Department**  
**1811 East Innes Street – Salisbury, NC 28146-6030**

**MEMO**

To: Rowan County Board of Commissioners  
CC: Aaron Church, County Manager  
From: Alyssa Harris, Public Health Director  
Karla Aldridge, Financial Services Supervisor  
Date: January 3, 2023  
Re: Rowan County Public Health has completed the preparation of debt set off for Fiscal Year 2021 and 2022

**Situation:**

Rowan County Public Health has completed the preparation of debt set off for FY21 and FY22 (FY22).

**Background:**

Accounts that are 60 days past due and greater than \$50.00 may be submitted through a clearinghouse to the North Carolina Department of Revenue for collection. As authorized by North Carolina General Statutes, Chapter 105A, Rowan County Public Health will utilize the North Carolina Government Debt Set Off Program as an avenue to enhance collections and reduce accounts receivable by applying the past due balance against any income tax refund the patient may be entitled. Specific policies and procedures of the Debt Set Off Program to notify patients of the debt set off and their right of appeal will be followed. Patients will be encouraged to resolve their past due balance before the debt set off is submitted.

**Assessment:**

A list of patients meeting the debt set off criteria has been compiled and was submitted to the North Carolina Government Debt Set Off Program. A total of 31 patients with a combined set off amount of \$8,295.10 was submitted for Fiscal Year 2022. By utilizing the North Carolina Government Debt Set Off Program, we have collected \$17,406.75 owed in FY22. RCPH collected a total amount owed of \$18,529.44 for FY21.

The Rowan County Health Department will continue to encourage clients to resolve past due balances. Any accounts that are 60 days past due and total \$50.00 or greater will be submitted through a clearinghouse to the North Carolina Department of Revenue for collections annually.

**Recommendations:**

The Rowan County Board of Health approved the debt set off at the meeting on Tuesday, November 8th, 2022. Rowan County Public Health respectfully requests that the Board of Commissioners approve the debt set off in the amount of \$22,150.90 for FY21 and \$8,295.10 for FY22.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Alyssa Harris, Public Health Director  
**DATE:** December 22, 2022  
**SUBJECT:** RCHD - Debt Write-Off

---

Rowan County Public Health Department has completed debt write off preparation for FY21 and FY22.

The Rowan County Board of Health approved the debt set off at the meeting on Tuesday, November 8th, 2022. Rowan County Public Health respectfully requests that the Board of Commissioners approve the debt write off of \$10,338.95 for FY21 and \$1,490.59 for FY22 to comply with the Health Department's Fee and Financial Process Policy.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
RCHD DWO FY21 and FY22	12/22/2022	Backup Material





**Rowan County Health Department**  
**1811 East Innes Street – Salisbury, NC 28146-6030**

**MEMO**

To: Rowan County Board of Commissioners  
CC: Aaron Church, County Manager  
From: Alyssa Harris, Public Health Director  
Karla Aldridge, Financial Services Supervisor  
Date: January 3, 2023  
Re: Rowan County Public Health has completed the preparation of debt write off for Fiscal Year 2021 and 2022

**Situation:**

Rowan County Public Health Department has completed debt write off preparation for FY21 and FY22.

**Background:**

In June 1998, Rowan County Board of Health adopted the Rowan County Public Health's Fee & Financial Process Policy. The policy states "When it is determined that the debt is basically uncollectible and no activity has been reported during the preceding 12 months, debt write off may be applied. In the event the debtor contacts the department requesting services after a previous claim has been written off, all new activity will reactivate the former canceled debt."

**Assessment:**

Despite repeated attempts to collect these debts, there has been no activity on the records over the last year. The total amount of debt write off is \$1,490.59 for a total of 55 records. The debt owed per program is as follows:

Primary Care/Adult Health Program - \$981.38  
Family Planning Program - \$346.05  
Maternal Health Program - \$3.00  
Child Health Program - \$157.16  
Immunization Program- \$3.00

The previous years' totals are as follows:

- Fiscal Year 2021 98 records totaling \$10,338.95
- Fiscal year 2020 198 records totaling \$23,799.53
- Fiscal Year 2019 421 records totaling \$15,566.28

**Recommendations:**

The Rowan County Board of Health approved the debt set off at the meeting on Tuesday, November 8th, 2022. Rowan County Public Health respectfully requests that the Board of Commissioners approve the debt write off of \$10,338.95 for FY21 and \$1,490.59 for FY22 to comply with the Health Department's Fee and Financial Process Policy.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Alyssa Harris, Public Health Director  
**DATE:** December 22, 2022  
**SUBJECT:** RCHD - Vital Strategies Grant Awarded

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Following the approval of submitting for additional funding to support ongoing work through the Opioid Settlement, Rowan County Public Health was awarded \$69,995.00 annually for a duration of three years for Option A Strategies 7 and 9.

Rowan County Public Health respectfully requests the Commissioners approve the acceptance of these grant funds, which allow us to advance our mission in public health.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Vital Strategies Award Letter	12/22/2022	Backup Material
SBAR - Vital Strategies	12/22/2022	Backup Material



100 Broadway, 4th Floor  
New York, NY 10005, USA

+1 212 500 5720  
[vitalstrategies.org](http://vitalstrategies.org)

Offices  
New York | Paris | Singapore | Jinan | São Paulo | Addis Ababa | New Delhi

Dear Alyssa Harris,

Vital Strategies is pleased to provide this letter as confirmation that your application to our *Leveraging Opioid Settlement Dollars to Support Harm Reduction Programs in NC Jurisdictions* RFA has been fully reviewed and approved. We thank you for your thoughtful planning and the steps you are taking to build a health-oriented approach to overdose prevention in your county.

Your application has been approved in the amount of \$69,995.00 annually for a duration of three years. After the receipt of signed acknowledgment by an authorized county signatory, the first annual installment will be disbursed to your county via the North Carolina Community Foundation with whom we have contracted for the administration of this grant program.

The Foundation will contact Amy Smith, Rowan County Public Health Educator regarding any additional administrative steps required to receive these funds, with an anticipated disbursement in mid-January. Quarterly reporting requirements will be communicated with disbursement of the first payment once the signed letter has been received and confirmed.

This grant from Vital Strategies is intended to supplement your county's commitment to allocate funds from opioid litigation settlements towards Option A: Strategies 7 (Naloxone Distribution) and 9 (Syringe Service Program), as expressed in your application. By signing this letter and accepting funds, you are reaffirming this commitment to support community-based harm reduction interventions with settlement funds and acknowledging that future disbursements from this grant may be withheld if the commitment is not substantially upheld by your county.

Once again, thank you for your thoughtful proposal and commitment to integrating harm reduction services into your community. Please do not hesitate to contact us with any questions about this letter or any aspect of this grant. We look forward to working with you.

Warmly,

DocuSigned by:

*Daliah Heller*

BA72F11119984EB...

Daliah Heller  
Vice President for Drug Use Initiatives  
Vital Strategies

DocuSigned by:

*Alyssa Harris*

9F777B27BC43423...

Alyssa Harris  
Public Health Director  
Rowan County



**Rowan County Health Department**  
**1811 East Innes Street – Salisbury, NC 28146-6030**

## **MEMO**

**To:** Rowan County Board of Commissioners  
**CC:** Aaron Church, County Manager  
**From:** Alyssa Harris, Public Health Director  
**Subject:** Vital Strategies: Leveraging Opioid Settlement Dollars to Support Harm Reduction Programs in NC Jurisdictions  
**Date:** November 7, 2022

### **Situation:**

Vital Strategies, a public health consulting organization, is accepting applications for “Leveraging Opioid Settlement Dollars to Support Harm Reduction Programs in NC Jurisdictions”. Rowan County Public Health is requesting permission to apply for a \$70,000 a year, three-year grant to fund harm reduction strategies that are supported by the Opioid Settlement. This funding will allow us to utilize funds to support the harm reduction strategy of the Opioid Settlement and use GIS mapping to address both rural and racial equity issues regarding opioid use.

### **Background:**

The lack of care coordination for harm reduction strategies services locally has resulted in Rowan County residents relying on out of the county to receive their needed resources. In conjunction with the opioid epidemic, the use of contaminated syringes contributes to the increase in cases of Hepatitis C and HIV in the community. According to the latest data from the North Carolina Department of Health and Human Services website (2016-2020), the average rate of Chronic Hep C is 162.6 per 100,000; whereas the average rate of HIV is 11.78 per 100,000 for Rowan County. Research has shown that the implementation of a comprehensive harm reduction offers a variety of preventative and medical services including onsite HepC and HIV testing, first aid and wound care, Narcan, referrals for follow-up vaccines, and further treatment for sexually transmitted infections, tuberculosis screening and other needs. Harm Reduction strategies have been shown to significantly impact the transmission of communicable diseases and create a healthier environment for the individual, as well as the community.

### **Assessment:**

Through implementation of a local harm reduction program, Rowan County Public Health will greatly impact not only the health of the individual, but also the overall community, by limiting the accidental transmission from contaminated equipment. Connecting with citizens through a standardized harm reduction program allows for the health department to limit the spread of both Hep C and HIV among this vulnerable population, our community, and provide access to resources and treatment.

### **Recommendation:**

We respectfully ask the Board of Commissioners allow RCPH to apply for \$70,000 a year for the next three years for harm reduction including: Narcan, HepC, and HIV testing materials. This \$70,000 will match the funds spent through the Opioid Settlement Funding that had been earmarked for harm reduction. By allowing RCPH to apply for this funding we will be able to address the opioid epidemic while conserving funds from preexisting funding sources and stretching the Opioid Settlement funds.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jody Farrow-Bennett; Purchasing Director & Valerie Steele; Airport Director  
**DATE:** 1/3/2023  
**SUBJECT:** TBE Work Authorization Sewer Design Work for the Hangar Expansion Project

---

Rowan County has a master agreement with Talbert, Bright & Ellington, Inc. The Rowan County Airport is working with the Engineer to provide engineering and planning services for the design and extension of water and sanitary sewer lines along both Airport Loop Road and Red Acres Road to serve the future public safety hangar and other future development in the area. The project scope also includes the design, environmental documentation, permitting, bidding, and construction administration.

The contract shall not exceed \$212,904.60 without additional approval.

The County received three million dollars in SCIF funding for the hangar expansion project, this request is for the construction administration portion of the project, any remaining balance would have been included in the FY23 budget from local funds.

Attached are the work authorization.

Board of Commissioners to authorize the County Manager to approve the contract with Talbert, Bright & Ellington, Inc. not to exceed \$212,904.60.

Board of Commissioners to authorize the County Manager to approve the contract with Talbert, Bright & Ellington, Inc. not to exceed \$212,904.60.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Work Authorization	12/27/2022	Cover Memo

**MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA  
WORK AUTHORIZATION 23-01  
DATED: December 19, 2022  
PROJECT NO.: TBE NO. 3708-2301**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**DESCRIPTION OF WORK:** This project will include the extension of water and sanitary sewer lines along both Airport Loop Road and Red Acres Road to serve the future public safety hangar and other future development in the area. The existing water and sewer lines terminate slightly north of the angled T-hangar buildings. These lines (or the existing lines on Red Acres Road) will be extended along the road right-of-way north on Airport Loop Road and west on Red Acres Road. The estimated length of the proposed water and sewer lines is roughly 1,900 linear feet for both the water and the sewer line extensions. The attached exhibit shows the approximate locations of the two proposed utilities. The project scope also includes the design and permitting for the utility extensions.

The services included for this project will be design, bidding, and construction administration, in a lump sum format.

The design, bidding, and construction administration services for this project will be funded using County funding.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be on a lump sum basis in accordance with Section V, Paragraph A1 and B will apply; specifically, basic services of the Work Authorization will be a lump sum of **\$212904.60** (including reimbursable expenses and special services).

Agreed as to Scope of Services, Time Schedule, and Budget:

**OWNER:**  
**ROWAN COUNTY**

**ENGINEER:**  
**TALBERT, BRIGHT &  
ELLINGTON, INC.**

\_\_\_\_\_  
BY:

\_\_\_\_\_  
BY:

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
WITNESS:

\_\_\_\_\_  
WITNESS:

**SUMMARY OF FEES**

**WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD**  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA

0

TBE PROJECT NO: 3708-2103

December 19, 2022

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ -
DESIGN PHASE (04)	\$ 5,400.00
BIDDING PHASE (05)	\$ 11,560.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ 35,200.00
SUBTOTAL	\$ 52,160.00
 EXPENSES	
SUBTOTAL	\$ 2,615.00
 SUBCONSULTANTS	
INSPECTION - RESIDENT PROJECT REPRESENTATIVE	\$ 158,129.60
SUBTOTAL	\$ -
SUBTOTAL	\$ 158,129.60
 TOTAL	
	\$ 212,904.60



MANHOUR ESTIMATE

WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA

TBE PROJECT NO: 3708-2103

December 19, 2022

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	SP \$ 175	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	T3 \$ 90	AD5 \$ 140	AD3 \$ 66
Preliminary project review w/Owner & FAA	0	0	0	0	0	0	0	0	0	0	0
Prepare FAA preapplication	0	0	0	0	0	0	0	0	0	0	0
Coordinate with FAA	0	0	0	0	0	0	0	0	0	0	0
Develop project scope/contract/revisions	0	0	0	0	0	0	0	0	0	0	0
Coordinate with subconsultants	0	0	0	0	0	0	0	0	0	0	0
ALP pen and ink change	0	0	0	0	0	0	0	0	0	0	0
Develop preliminary estimate	0	0	0	0	0	0	0	0	0	0	0
MANHOUR TOTAL	0	0	0	0	0	0	0	0	0	0	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	-	\$ -
Project Manager	SPM	\$ 250	-	\$ -
Senior Planner	PM	\$ 220	-	\$ -
Engineer V	SP	\$ 175	-	\$ -
Engineer IV	E4	\$ 150	-	\$ -
Engineer II	E2	\$ 110	-	\$ -
Engineer I	E1	\$ 90	-	\$ -
Technician V	T5	\$ 150	-	\$ -
Technician II	T3	\$ 90	-	\$ -
Admin. Assistant IV	AD5	\$ 140	-	\$ -
Admin. Assistant III	AD3	\$ 66	-	\$ -
	Total	-	-	-
<b>SUBTOTAL</b>				\$ -

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ -	1	\$ -
Postage	LS	\$ -	1	\$ -
Miscellaneous expenses (prints, faxes, copies)	LS	\$ -	1	\$ -
Travel	LS	\$ -	1	\$ -
<b>SUBTOTAL</b>				\$ -

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Ground Surveying	LS	\$ -	1	\$ -
Geotechnical Investigation	LS	\$ -	1	\$ -
<b>SUBTOTAL</b>				\$ -

TOTAL PRELIMINARY AIP ELIGIBLE COST: \$ -

**MANHOOR ESTIMATE**

**WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD**

MID-CAROLINA REGIONAL AIRPORT

SALISBURY, NORTH CAROLINA

TBE PROJECT NO: 3708-2103

December 19, 2022

DESIGN PHASE (04)

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	SP \$ 175	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	T3 \$ 90	AD5 \$ 140	AD3 \$ 66
<b>PLANS</b>											
Cover Sheet	0	0	0	0	0	0	0	0	0	0	0
Construction Sequencing and Phasing Plan (1)	0	0	0	0	0	0	0	0	0	0	0
Grading, Drainage and Utility Plan (1)	0	0	0	0	0	0	0	0	0	0	0
Erosion Control Plan (2)	0	0	0	0	0	0	0	0	0	0	0
Erosion Control Details (2)	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Details (2)	0	0	0	0	0	0	0	0	0	0	0
<b>DESIGN</b>											
Coordination/Meetings with Client, and FAA	0	4	0	0	0	0	0	0	0	0	0
Sequence of construction	0	0	0	0	0	0	0	0	0	0	0
Project administration (scope of work, contract)	0	8	0	8	0	0	0	0	0	0	0
Grading design and coord. review with FAA	0	0	0	0	0	0	0	0	0	0	0
Erosion control design	0	0	0	0	0	0	0	0	0	0	0
City submittals	0	0	0	0	0	0	0	0	0	0	0
SCDHEC submittals	0	0	0	0	0	0	0	0	0	0	0
Specifications	0	0	0	0	0	0	0	0	0	0	0
Quantities	0	0	0	0	0	0	0	0	0	0	0
Quality assurance	0	4	0	0	0	0	0	0	0	0	0
Revisions	0	0	0	0	0	0	0	0	0	0	0
MANHOOR TOTAL	0	16	0	8	0	0	0	0	0	0	0

**MANHOUR ESTIMATE****WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA**

TBE PROJECT NO: 3708-2103

December 19, 2022

DESIGN PHASE (04)

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	-	\$ -
Project Manager	SPM	\$ 250	16	\$ 4,000
Senior Planner	PM	\$ 220	-	\$ -
Engineer V	SP	\$ 175	8	\$ 1,400
Engineer IV	E4	\$ 150	-	\$ -
Engineer II	E2	\$ 110	-	\$ -
Engineer I	E1	\$ 90	-	\$ -
Technician V	T5	\$ 150	-	\$ -
Technician II	T3	\$ 90	-	\$ -
Admin. Assistant IV	AD5	\$ 140	-	\$ -
Admin. Assistant III	AD3	\$ 66	-	\$ -
	Total		24	
<i>SUBTOTAL</i>				\$ 5,400.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ -	1	\$ -
Postage	LS	\$ -	1	\$ -
Miscellaneous expenses (review fees, prints, faxes, copies)	LS	\$ 250	1	\$ 250.00
Travel	LS	\$ 120	1	\$ 120.00
<i>SUBTOTAL</i>				\$ 370.00

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Water design - Chambers Engineering	LS	\$41,607	1	\$ 41,607.00
Sewer design - Chambers Engineering	LS	\$56,866	1	\$ 56,866.35
Survey	LS	\$13,656	1	\$ 13,656.25
<i>SUBTOTAL</i>				\$ 112,129.60

**TOTAL DESIGN AIP ELIGIBLE COST: \$ 117,899.60**

MANHOUR ESTIMATE

WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA

0  
TBE PROJECT NO: 3708-2103

December 19, 2022

BIDDING PHASE (05)

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	SP \$ 175	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	T3 \$ 90	AD5 \$ 140	AD3 \$ 66
Coordinate advertisement	0	2	0	0	0	0	0	0	0	4	0
Distribute bid documents	0	0	0	0	0	0	0	0	0	0	0
Prebid meeting	0	6	0	0	0	0	0	0	0	0	0
Bidder question & answers	0	8	0	0	0	0	0	0	0	0	0
Prepare addenda	0	16	0	0	0	0	0	0	0	0	0
Bid opening, tabulation	0	8	0	0	0	0	0	0	0	0	0
Recommendation of Award	0	4	0	0	0	0	0	0	0	0	0
MANHOUR TOTAL	0	44	0	0	0	0	0	0	0	4	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	0	\$ -
Project Manager	SPM	\$ 250	44	\$ 11,000
Senior Planner	PM	\$ 220	0	\$ -
Engineer V	SP	\$ 175	0	\$ -
Engineer IV	E4	\$ 150	0	\$ -
Engineer II	E2	\$ 110	0	\$ -
Engineer I	E1	\$ 90	0	\$ -
Technician V	T5	\$ 150	0	\$ -
Technician II	T3	\$ 90	0	\$ -
Admin. Assistant IV	AD5	\$ 140	4	\$ 560
Admin. Assistant III	AD3	\$ 66	0	\$ -
	Total		48	
<b>SUBTOTAL</b>				<b>\$ 11,560.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ -	1	\$ -
Postage	LS	\$ -	1	\$ -
Copying	LS	\$ -	1	\$ -
Reproduction	LS	\$ -	1	\$ -
Advertisement	LS	\$ 1,200	1	\$ 1,200.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ 120	1	\$ 120.00
<b>EXPENSE DESCRIPTION</b>				<b>\$ 1,520.00</b>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
-	-	-	-	-
<b>SUBTOTAL</b>				<b>\$ -</b>
<b>TOTAL BIDDING AIP ELIGIBLE COST:</b>				<b>\$ 13,080.00</b>

MANHOUR ESTIMATE

WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA

0

TBE PROJECT NO: 3708-2103

December 19, 2022

CONSTRUCTION ADMINISTRATION PHASE (06)

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	SP \$ 175	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	T3 \$ 90	AD5 \$ 140	AD3 \$ 66
Grant administrative services	0	0	0	0	0	0	0	0	0	0	0
Coordinate award of contract	0	4	0	0	0	0	0	0	0	0	0
Coordinate/conduct preconstruction	0	8	0	0	0	0	0	0	0	0	0
Preconstruction minutes	0	2	0	0	0	0	0	0	0	0	0
Coordinate/review project schedule	0	12	0	0	0	0	0	0	0	0	0
Coordinate submittals	0	16	0	0	6	0	0	0	0	0	0
Construction visits	0	24	0	0	0	0	0	0	0	0	0
Construction observation reports	0	6	0	0	0	0	0	0	0	0	0
Calls/Coordination with RPR and Contractor	0	16	0	0	0	0	0	0	0	0	0
Review/coordinate field changes	0	8	0	0	4	0	0	0	0	0	0
Construction correspondence	0	6	0	0	0	0	0	0	0	0	0
Review test results	0	4	0	0	8	0	0	0	0	0	0
Process requests for partial payment	0	16	0	0	0	0	0	0	0	0	0
Final inspection and punch list	0	8	0	0	0	0	0	0	0	0	0
Develop record drawings	0	0	0	0	0	0	0	0	0	0	0
Final report	0	0	0	0	0	0	0	0	0	0	0
MANHOUR TOTAL	0	130	0	0	18	0	0	0	0	0	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	0	\$ -
Project Manager	SPM	\$ 250	130	\$ 32,500
Senior Planner	PM	\$ 220	0	\$ -
Engineer V	SP	\$ 175	0	\$ -
Engineer IV	E4	\$ 150	18	\$ 2,700
Engineer II	E2	\$ 110	0	\$ -
Engineer I	E1	\$ 90	0	\$ -
Technician V	T5	\$ 150	0	\$ -
Technician II	T3	\$ 90	0	\$ -
Admin. Assistant IV	AD5	\$ 140	0	\$ -
Admin. Assistant III	AD3	\$ 66	0	\$ -
	Total		148	
<b>SUBTOTAL</b>				<b>\$ 35,200.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ -	1	\$ -
Postage	LS	\$ -	1	\$ -
Copying	LS	\$ -	1	\$ -
Reproduction-Rel. for Const.	LS	\$ -	1	\$ -
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 250	1	\$ 250.00
Travel	LS	\$ 475	1	\$ 475.00
<b>SUBTOTAL</b>				<b>\$ 725.00</b>

MANHOUR ESTIMATE

WATER AND SEWER EXTENSIONS ON AIRPORT LOOP ROAD AND RED ACRES ROAD  
MID-CAROLINA REGIONAL AIRPORT  
SALISBURY, NORTH CAROLINA

0

TBE PROJECT NO: 3708-2103

December 19, 2022

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Additional Quality Acceptance Testing	LS	\$36,800	1	\$ 36,800.00
Additional As-Built Survey	LS	\$9,200	1	\$ 9,200.00
<i>SUBTOTAL</i>				<i>\$ 46,000.00</i>
TOTAL CONSTRUCTION ADMIN. COST:				<b>\$ 81,925.00</b>

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Siobhan Allen Assistant to County Manager/Management Analyst  
**DATE:** 1/3/23  
**SUBJECT:** Juvenile Crime Prevention RFP

---

Request for proposals for Juvenile Crime Prevention Council programs for FY 2023-2024

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Juvenile Crime Prevention Council RFP	12/28/2022	Cover Memo

# Rowan County Juvenile Crime Prevention Council Request for Proposals

**\$413,591**

**Anticipated Annual Allocation**

**30%**

**Required Local Match Rate**

**January 3, 2023**

**Date Advertised**

The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the NC Dept. of Public Safety Juvenile Justice and Delinquency Prevention in the amount stated above to fund the program types specified below. Such programs will serve delinquent and at-risk youth for the state fiscal year 2023-2024 beginning on, or after, July 1, 2023. The use of these funds in this county require a local match in the amount specified above. The county can approve programs for 1 or 2 year funding awards, dependent on county approval and programs meeting all requirements.

**Based on identified needed programs and possible gaps in the service continuum, the following checked program types will be considered for funding:**

<input checked="" type="checkbox"/> Mentoring Services (preferably one-on-one)	<input checked="" type="checkbox"/> Restitution/Community Service	<input checked="" type="checkbox"/> Services Addressing Problem Sexual Behavior
<input checked="" type="checkbox"/> Parent/Family Skill Building (preferably Strengthening Families or other EBP models)	<input checked="" type="checkbox"/> Teen Court – including Sentencing and Responsive Circles	<input checked="" type="checkbox"/> Group Home
<input checked="" type="checkbox"/> Interpersonal Skill Building (preferably for chronic and serious offenders)	<input checked="" type="checkbox"/> Psychological Assessments	<input checked="" type="checkbox"/> Temporary Shelter Care
<input checked="" type="checkbox"/> Vocational Skills	<input checked="" type="checkbox"/> Family Counseling	<input checked="" type="checkbox"/> Runaway Shelter Care
<input checked="" type="checkbox"/> Experiential Skills	<input checked="" type="checkbox"/> Home Based Family Counseling	<input checked="" type="checkbox"/> Specialized Foster Care
<input checked="" type="checkbox"/> Tutoring/Academic Enhancement (with academic advocacy)	<input checked="" type="checkbox"/> Individual/Group/Mixed Counseling	<input checked="" type="checkbox"/> Temporary Foster Care
<input checked="" type="checkbox"/> Mediation/Conflict Resolution – including Truancy Mediation, Victim-Youth and Family Group Conferencing, Responsive Circles	<input checked="" type="checkbox"/> Substance Abuse Counseling	<input checked="" type="checkbox"/> Juvenile Structured Day (A MCO endorsed Day Treatment program)

**Proposed program services should target the following risk factors for delinquency or repeat delinquency:**

\*Serious School Behaviors, \*Runaway Behaviors, \*Substance Use, \*Youth association with others involved in delinquent/criminal activity, \*Youth association with gang members, \*Adverse Childhood Experiences, \*Human Trafficking, \*Reduction in Juvenile Recidivism, \*Vocational Development, \*Parent Enhancement Skills

**Proposed services should address the following concerns as reported in the Youth Assessment Screening Instrument (YAS) for adjudicated youth:**

Peer Domain: Juveniles who associate with other delinquent youth who are gang members or who associate with gang members.

Individual Domain: Substance abuse or use, youth with mental health needs, and youth who sexually victimize others, and vocational services.

Family Domain: Parental support and/or parental enhancement skills needed for juvenile court referred youth, and family criminality.

School Domain: Youth involved with Rowan County Juvenile Justice system who have increased risk of school behavior issues.

**Applicants are being sought that are able to address items below:**

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individuals from gang participation.
5. Awareness of and sensitivity to Racial Ethnic Disparity that exists in the County.
6. Programs are encouraged to provide effective programming that includes restorative justice practices.
7. Program/agency utilizing trauma focus modalities



**Only local public agencies, 501c3 non-profit corporations and local housing authorities will be considered for funding.**

In order to apply for FY 2023-2024 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at: <https://cp.ncdjjdp.org/CP>

Additional self-help videos on the NC ALLIES webpage are available by clicking on the HELP tab.

Private non-profits are also required to submit, by uploading in NC ALLIES, the following:

1) No Over Due Tax form, 2) DPS Conflict of Interest Statement,  
3) Agency Conflict of Interest Policy, and 4) Proof of 501(c)(3) status. (#1 & #2 are available at the above link.)

**Siobhan Allen**

JCPC Chairperson / or Designee

**(704) 216-8193**

Telephone #

Deadline for  
Application is:

Friday, February 3, 2023

by 5:00 P.M.

Mail or deliver  
applications to:

Rowan County Manager's Office

130 W. Innes Street, Suite 210

Salisbury, NC 28144

Number of original copies to submit: 2

Telephone: 704-216-8199

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Siobhan Allen Assistant to County Manager/Management Analyst  
**DATE:** 1/3/23  
**SUBJECT:** Juvenile Crime Prevention Resolution

---

The Juvenile Crime Prevention Council Area Consultant is asking for support from counties in an effort to increase salaries.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Juvenile Crime Prevention Resolution	12/28/2022	Cover Memo

**ROWAN COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUPPORTING A STEP PAY PLAN AND COMPRESSION RELIEF FOR  
DIVISION OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION STAFF**

**WHEREAS**, the Division of Juvenile Justice and Delinquency Prevention provides community supervision, case management and direct supervision of both juveniles in confinement and in the community; and

**WHEREAS**, the Division of Juvenile Justice and Delinquency Prevention provides short term secure confinement in Juvenile Detention Centers and long term commitment services in the State's Youth Development Centers; and

**WHEREAS**, the Division of Juvenile Justice and Delinquency Prevention provides community supervision and case management services for youth in the community within the Court Services section; and

**WHEREAS**, the overarching mission of the Division of Juvenile Justice and Delinquency Prevention and the local Juvenile Crime Prevention Council is to provide services and programming to ensure the protection of the community and rehabilitation of youth offenders; and

**WHEREAS**, Rowan County youth are ordered to attend Cabarrus Youth Development Center and Court Services in the city of Salisbury, the staff of both Cabarrus Youth Development Center and District 19 Court Services section along with other staff in the State of North Carolina have been passed over for pay increases that would recognize and reward the experienced staff, and make compensation more competitive as well as ensure qualified staff recruitment and retention; and

**WHEREAS**, more than half of Division of Juvenile Justice and Delinquency Prevention vacancies are facility positions and more than one-third of the vacancies are in juvenile court services; and

**WHEREAS**, salaries for entry-level, direct care, frontline staff start at \$35,400 which puts Division of Juvenile Justice and Delinquency Prevention at a competitive disadvantage for recruitment and retention of staff among other state and local agencies and the private sector; and

**WHEREAS**, compression salary increases for Division of Juvenile Justice and Delinquency Prevention facility staff were removed from the state's budget prior to final approval; and

**WHEREAS**, similar salary adjustments or increases WERE approved for Department of Public Safety staff in adult facilities and adult probation;

**NOW, THEREFORE BE IT RESOLVED**, that Rowan County Commissioners support instituting salary compression relief and a step pay plan to address recruitment and retention within the Division of Juvenile Justice and Delinquency Prevention in Rowan County and across the State of North Carolina to make positions competitive to assist in recruitment efforts and to ensure qualified staff are compensated adequately for years of experience for the purposes of retention.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chairman, Rowan County Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of County Commissioners

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Aaron Church, County Manager  
**DATE:** 1/3/23  
**SUBJECT:** 2022-12-22 Settlement Agreement

---

Attached is a settlement agreement. This agreement pays Dawn Fox \$60,000 for the water damage due to flushing on our water line. The county will pay \$45,000 and the city is paying \$15,000.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Settlement Agreement	12/28/2022	Cover Memo

## **SETTLEMENT AGREEMENT AND RELEASE**

This SETTLEMENT AGREEMENT AND RELEASE (the “Agreement”) is entered into by and between DAWN R. FOX, ROWAN COUNTY, NORTH CAROLINA and the CITY OF SALISBURY, NORTH CAROLINA, and is effective as of the last date herein below signed.

DAWN R. FOX, ROWAN COUNTY, and the CITY OF SALISBURY are referred to individually as a “Party” or jointly as the “Parties.”

### **RECITALS**

WHEREAS, DAWN R. FOX filed a Verified Complaint styled *Dawn R. Fox, Plaintiff v. Rowan County and Salisbury-Rowan Utilities, a division of City of Salisbury*; 20-CVS-749 in Rowan County Superior Court (the “Civil Action”), in which she asserted claims for inverse condemnation, trespass, breach of contract, negligence, private nuisance, and alleged violation of the North Carolina Constitution associated with the discharge of certain water onto her property;

WHEREAS, DAWN R. FOX, ROWAN COUNTY, and the CITY OF SALISBURY wish to resolve all disputes between them, specifically including the Civil Action, on the terms provided for in this Agreement; and

WHEREAS, as evidenced by their signatures hereto, DAWN R. FOX, ROWAN COUNTY, and the CITY OF SALISBURY warrant and represent to each other that they have been fully informed and have full knowledge of the terms, conditions, and effects of this Agreement.

To avoid the time, expense, and uncertainty of litigation, the Parties enter into this Agreement to fully settle all claims, causes of action, and disputes the Parties have arising out of or relating to the Civil Action or the assertions and allegations therein.

In consideration of the mutual promises herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Terms of Settlement.**

A. ROWAN COUNTY and the CITY OF SALISBURY shall pay to DAWN R. FOX the combined sum of Sixty Thousand Dollars and Zero Cents (\$60,000.00). Such sum may be payable to DAWN R. FOX via separate checks respectively from ROWAN COUNTY and the CITY OF SALISBURY, which, in combination, shall comprise the sum of Sixty Thousand Dollars and Zero Cents (\$60,000.00).

B. This sum of Sixty Thousand Dollars and Zero Cents (\$60,000.00). to be paid to DAWN R. FOX shall be allocated as follows: \$0.25 per square foot for actual surveyed square footage contained within the easement area discussed in subparagraph 1.D. below. The remainder of the Sixty Thousand Dollars and Zero Cents (\$60,000.00) not allocated to the purchase of the easement area shall constitute payment for past damages to, and loss of use of, the real property owned by DAWN R. FOX.

C. ROWAN COUNTY shall cause to be paid the water tap fee (whatever that amount may be) on behalf of DAWN R. FOX, or otherwise reimburse DAWN R. FOX for the cost of such water tap fee.

D. DAWN R. FOX shall convey to ROWAN COUNTY a 25-foot wide easement running from her property line along Long Ferry Road to the creek located in the rear of her property (the exact metes and bounds of such easement to be specified following a survey to determine the path of an underground water line transporting water discharged from the water line discharge pump/release valve located alongside Long Ferry Road to the creek in the rear of DAWN R. FOX's land to be installed on/under this 25-foot wide easement), such easement allowing ROWAN COUNTY necessary access to construct/install a water line and to thereafter operate such water line in order to discharge water expelled by a release valve located alongside Long Ferry Road to a creek located in the rear of DAWN R. FOX'S property, and to conduct necessary maintenance and upkeep of the underground water line.

E. It is agreed and stipulated that the water being discharged from the water line discharge pump/release valve located alongside Long Ferry Road, such water to be transported to the creek in the rear of DAWN R. FOX's land by way of the water line to be installed on/under this 25-foot wide easement discussed in Paragraph 1.D., above is being discharged by ROWAN COUNTY, and not by DAWN R. FOX, and that DAWN R. FOX otherwise has no dominion or control over such water discharge.

F. The language of the easement referenced in Paragraph 1.D. above shall make it clear that the water being transported/transferred through the water line is public water being discharged by ROWAN COUNTY, and that DAWN R. FOX has no ownership interest in, nor any control over, such public water, to include its discharge.

G. ROWAN COUNTY shall cause to be installed, at its expense and pursuant to its design and planning, a water line transporting water expelled by a release valve located alongside Long Ferry Road to a creek located in the rear of DAWN R. FOX'S property, such water line running underground along the 25-foot easement conveyed by DAWN R. FOX to ROWAN COUNTY described in Paragraph 1.C. above.

H. ROWAN COUNTY shall provide DAWN R. FOX with at least forty-eight (48) hours' notice before coming onto DAWN R. FOX's land to inspect, maintain or repair the underground water line, unless emergency/exigent conditions make such advance notice impossible or impractical.

I. DAWN R. FOX (and any and all future owners, heirs, assigns, etc. of DAWN R. FOX'S land) agrees to indemnify ROWAN COUNTY (including any successor owner of ROWAN COUNTY'S water system) for any damage to, or repair costs for, the underground waterline caused by, or resulting from, DAWN R. FOX, her animals, or any third party DAWN R. FOX allows over the 25-foot wide easement are, with the same responsibility and obligation passing along to and any and all future owners, heirs, assigns, etc. of DAWN R. FOX'S land.

J. The Parties acknowledge that the CITY OF SALISBURY, through its enterprise utility known as Salisbury-Rowan Utilities, presently contracts with ROWAN COUNTY to operate ROWAN COUNTY'S water system. For purposes of this Agreement, ROWAN COUNTY shall include any contractor(s), contract operator(s), and successor owner(s) of ROWAN COUNTY'S water system. The Parties acknowledge,



however, that nothing in this Agreement shall require the CITY OF SALISBURY to perform the obligations of ROWAN COUNTY under this Agreement.

**2. No Admission of Liability.** The Parties agree that this settlement is the result of a compromise of disputed claims, and that no consideration or concession provided by any Party should be construed as an admission of liability or any obligation owing on the part of that Party.

**3. Dismissal of Civil Action.** The Parties agree that the Civil Action is fully resolved on the terms provided for in this Agreement. DAWN R. FOX further agrees she will not re-file or otherwise cause to be reinstated the Civil Act, which has been voluntarily dismissed without prejudice, nor will she file any other lawsuit or pursue any other litigation relating to or arising from the discharge of water from a waterline on her property.

**4. Costs and Attorneys' Fees.** The Parties shall each bear their own costs and attorneys' fees in connection with this matter, with the mediator's fee(s) split evenly between the Parties.

**5. Binding Effect.** This Agreement shall inure to the benefit of and shall bind the heirs, predecessors, successors, assigns, agents, and representatives of the Parties hereto.

**6. Severability.** If any provision of this Agreement is declared void or unenforceable, the remaining provisions shall survive and continue in full force and effect.

7. **Choice of Law.** This Agreement shall be interpreted, applied, and enforced in accordance with and under the laws of the State of North Carolina, and any dispute or alleged breach of this Agreement shall be filed in the Superior Court of Rowan County.

8. **Representation.** Each Party has consulted with, or had the opportunity to consult with, an attorney of their choice regarding this Agreement prior to its execution. Each has been afforded a full opportunity to read, review, and consider this Agreement. Each has had the opportunity to and has negotiated the Agreement terms.

9. **Complete Agreement.** This Agreement contains the complete understanding of the Parties, and no other promises or covenants now exist other than as set forth herein. There can be no oral modifications to this Agreement, and any amendment must be in writing and signed by the Parties.

10. **Counterparts; Signatures.** This Agreement may be executed in any number of counterparts and by each of the undersigned on separate counterparts, and each such counterpart shall be deemed to be an original, but all such counterparts put together shall constitute but one and the same Agreement. Delivery of this Agreement by Portable Document Format (“pdf”) or other similar format shall be an acceptable form of delivery and shall be deemed to be an original. Either Party may provide a facsimile or electronic signature of its execution of this Agreement and the other Party shall accept the same as an original. Each person signing the Agreement represents hereby that they have the authority to execute the Agreement for the Party for whom they sign.

11. **Acknowledgment.** The Parties acknowledge they have read this Agreement and fully understand it and execute the same voluntarily and of their own free will and, by executing this Agreement, signify their assent to and willingness to be bound by the Agreement terms.

IN WITNESS WHEREOF, the Parties voluntarily execute this Agreement effective as of the last date below written.



Date: 12-22-2022

DAWN R. FOX

ROWAN COUNTY

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF SALISBURY

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Valerie Steele, Director of Airport/Transit; Ann Kitalong-Will, Dir. Grants Admin/Govt Rel.  
**DATE:** 12/19/22  
**SUBJECT:** Public Hearing – FY24 Combined Capital Transportation Grant Application

---

The North Carolina Public Transportation Division is now accepting Transportation Program applications for fiscal year 2024. The BOC is the only official applicant for these funds and in that capacity Rowan County is required to hold a Public Hearing.

**Combined Capital (Federal Section 5311, 5311 Appalachian, 5307, 5339)** application will secure 90% grant support for Vehicles utilized in the rural and urban areas. In conjunction with submitting these budgets Rowan County must also execute agreements on multiple Federal and State certifications and assurances.

1. Eleven (11) vehicles qualify for replacement in FY 2024. DOT Useful Life Mileage is over 100,000 miles.
2. No guarantee the request for new vehicles will be approved by NCDOT.
3. Continue supply shortage. In previous years, vehicles would be delivered in the spring. Upon the receipt of replacement vehicles, the old vehicles must be removed from RTS service (surplus) and can then be sold at a County auction or through GOVDEALS.com with all proceeds to be spent on transit operations.

**Requesting \$1,062,875**

**\$956,587 (90% grant) & \$106,288 (10% County Match)**

**BOC ACTION STEP:**

**Conduct Public Hearing on the FY 2024 Combined Capital Transportation Grant application.**  
**(BOC Clerk asked to provide an official record of the public hearing to be included in the application)**

**Approve Rowan Transit System to apply for the FY 2024 Combined Capital Grant.**

**ATTACHMENTS:**

**Description**

Memo to Board of Commissioners  
Presentation - Transit FY24 Grant  
RTS List of Qualifying Vehicles  
FY24 Local Share Certificate

**Upload Date**

12/19/2022  
12/19/2022  
12/19/2022  
12/19/2022

**Type**

Cover Memo  
Presentation  
Backup Material  
Exhibit



2726 Old Concord Road  
Salisbury, NC 28146  
704-216-8888

**TO: Rowan County Board of Commissioners**  
**FROM: Valerie Steele, Airport and Transit Director**  
**DATE: 12/15/22**  
**SUBJECT: Public Hearing – FY24 Combined Capital Transportation Grant Application**

The North Carolina Public Transportation Division is now accepting Transportation Program applications for fiscal year 2024. The BOC is the only official applicant for these funds and in that capacity Rowan County is required to hold a Public Hearing.

**Combined Capital (Federal Section 5311, 5311 Appalachian, 5307, 5339)** application will secure 90% grant support for Vehicles utilized in the rural and urban areas. In conjunction with submitting these budgets Rowan County must also execute agreements on multiple Federal and State certifications and assurances.

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**Requesting \$1,062,875**  
**\$956,587 (90% grant) & \$106,288 (10% County Match)**

The purpose of the public hearing is to allow residents of the community the opportunity to comment on Rowan County transportation needs and grant applications. This step requests the Board of Commissioners to publish a public notice in the newspaper that gives the date, time, and place for a public hearing. It is a requirement that the Public Hearing Notice provide a minimum of seven (7) calendar days notice and a maximum of fourteen (14) calendar days notice between the time the notice is published and the actual public hearing date.

**BOC ACTION STEP:**

**Conduct Public Hearing on the FY 2024 Combined Capital Transportation Grant application.**  
**(BOC Clerk asked to provide an official record of the public hearing to be included in the application)**

**Approve Rowan Transit System to apply for the FY 2024 Combined Capital Grant.**



# ROWAN TRANSIT SYSTEM

*Be an original.*

**FY24 Transit Public Hearing- Combined Capital Application**  
**Board of Commissioners Meeting**  
**January 3, 2023 3:00pm**

## PURPOSE

- ▶ The North Carolina Public Transportation Division is accepting Transportation Program applications for FY24. The BOC is the only official applicant for these funds.
- ▶ This public hearing is to allow residents an opportunity to comment on transportation needs and the Rowan Transit System grant application





## FY24 COMBINED CAPITAL

- ▶ RTS held a Public Hearing for transportation grant applications on September 6th which included original request for Combined Capital funding.
  - ▶ FY22 vehicle order cancelled by manufacturer.
  - ▶ Those vehicles now eligible to be included in the replacement order.

## FY24 COMBINED CAPITAL

- ▶ Funding to replace eleven (11) vehicles.
- ▶ All raised roof vans equipped with lifts.

- ▶ Current fleet is twenty-six (26) vehicles
- ▶ Sixteen (16) exceeded their useful life
- ▶ Only seven (7) under the 100,000 mile threshold

## FY24 COMBINED CAPITAL

**Requesting:**

**\$1,062,875**

**\$850,300** (90% Federal)

**\$106,287** (10% State)\*

**\$106,288** (County Match)

Grant agreements are brought back in front of the BOC for official acceptance, certification funding is available and the approval for signature by the County Manger.

\*Applicants have been advised to be prepared for 20% local share match in the event the State cannot participate: **\$212,575**

## ACTION ITEM #1

# Conduct a Public Hearing on FY24 Combined Capital Applications for the Updated Amount.

- ▶ BOC Clerk asked to please provide an official record of the public hearing minutes required to be included with the application.

## ACTION ITEM #2

Approve Rowan Transit (RTS) to complete and submit the application for the amounts presented.

Eligible for replacement in FY24

26416	Rowan County	2016	CHAMPION	1FDEE3FL4GDC27345 ✓	20 LTV	8/2	3/8/2016	0	119327	NC-18-X037	1000000423
26416	Rowan County	2016	CHAMPION	1FDEE3FL6GDC27346 ✓	20 LTV	8/2	3/23/2016	0	123800	NC-18-X037	1000000423
26416	Rowan County	2015	CHAMPION	1FDEE3FS2FDA23746 ✓		16	1/16/2015	0	142128	NC-18-5311	1000000423
26416	Rowan County	2016	E-350	1FDEE3FS4GDC49112 ✓	20 LTV	10	3/8/2016	0	137706	NC-18-X037	1000000423
26416	Rowan County	2016	E-350	1FDEE3FS4GDC50292 ✓	20 LTV	10	3/8/2016	0	145419	NC-18-X037	1000000423
26416	Rowan County	2018	CHAMPION	1FDEE3FS6JDC20749 ✓	20 LTV	8/2	5/11/2018	0	118046	NC-18-X037	1000000423
26416	Rowan County	2017	TRANSIT	1FTBW3XM1HKA50262 ✓	20 LTV	10	2/6/2017	0	153131	NC-18-X037	1000000423
26416	Rowan County	2017	TRANSIT	1FTBW3XM3HKA50263 ✓	20 LTV	10	2/6/2017	0	170232	NC-18-X037	1000000423
26416	Rowan County	2018	CHAMPION	1FTBW3XM5JKA52943 ✓	20 LTV	8/2	5/9/2018	0	117702	NC-18-X037	1000000423
26416	Rowan County	2017	TRANSIT	1FTBW3XM6HKA37104 ✓	CONVAN	12	1/26/2017	0	168979		1000000423
26416	Rowan County	2017	TRANSIT	1FTBW3XM8HKA50260 ✓	20 LTV	10	2/6/2017	0	129179	NC-18-X037	1000000423

## FY 2024 LOCAL SHARE CERTIFICATION FOR FUNDING

### Rowan County

#### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share**</u>
5311 Administrative	\$ <u>262,815</u>	\$ <u>39,423</u> (15%)
5310 Operating (No State Match)	\$ <u>375,000</u>	\$ <u>187,500</u> (50%)
Combined Capital	\$ <u>1,062,875</u>	\$ <u>106,288</u> (10%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

TOTAL	\$ <u>1,700,690</u>	\$ <u>333,211</u>
	Total Funding Requests	Total Local Share

**\*\*NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.**

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Apply to Grant</u>	<u>Amount</u>
<u>County General Fund</u>	<u>5311 Administrative</u>	\$ <u>39,423</u>
<u>County General Fund</u>	<u>Capital (Vehicles)</u>	\$ <u>106,288</u>
<u>Contract Revenue</u>	<u>5310-Operating</u>	\$ <u>187,500</u>
TOTAL		\$ <u>333,211</u>

**\*\* Fare box revenue is not an applicable source for local share funding**

I, the undersigned representing Rowan County do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2024 Community Transportation Program and 5307 Governors Apportionment will be available as of July 1, 2023, which has a period of performance of July 1, 2023 – June 30, 2024.

\_\_\_\_\_  
Signature of Authorized Official

Aaron Church, County Manager  
Type Name and Title of Authorized Official

\_\_\_\_\_  
Date

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Anna Bumgarner, Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Budget Amendments

---

Please see attached Budget Amendments.

Approve attached Budget Amendments.

**ATTACHMENTS:**

**Description**

budget amendments

**Upload Date**

12/22/2022

**Type**

Budget Amendment



# ROWAN COUNTY

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COMMISSIONERS

FROM: FINANCE

EXPLANATION IN DETAIL: To adjust HCCBG budget to agree with HCCBG Rowan County Funding Plan.

Prepared by:

**Lisa Bevis**

Date:

12/06/22

**BUDGET INFORMATION:**

Reviewed: \_\_\_\_\_

ACCOUNT TITLE	R/E	ACCOUNT #	INCREASE	DECREASE
Fund Balance Unrestricted	R	1145550-495000	7,243	
HCCBG Transportation	R	1144529-431080	36,820	
HCCBG In-Home Services	R	33018-5315-431078-000	34,520	
HCCBG Sr. Center Ops	R	1145550-431079	18,126	
TLC Adult Day Care	R	1145550-431074		18,454
TLC Adult Day Health	R	1145550-431075		38,485
HCCBG Congregate Meals	R	1145550-431076		15,000
In-Home Aide Contract	E	33018- 000-584004-000	38,356	
R&M Vehicles	E	1154529-543020	46,025	
Adult Day Care Contract	E	1155550-584008		59,611
DEPARTMENT HEAD		COUNTY MANAGER	ACCOUNTING USE ONLY	
Approved: <input checked="" type="checkbox"/>		Approved: _____	Budget Revision # <u>06-198</u>	
Disapproved: <input type="checkbox"/>		Disapproved: _____	Date Posted: _____	
Amended: _____		Amended: _____	Group Number: _____	
Date: <u>Dec 8, 2022</u>		Date: _____	Posted by: _____	
Signature: <u>Anna R. Bumgarner</u>		Signature: _____	Approved by: _____	



### Home and Community Care Block Grant for Older Adults

County Rowan

July 1, 2022 through June 30, 2023

### County Funding Plan

### County Services Summary

Services	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
RH-Congregate Nutrition	\$ -	\$ -	\$ 284,639	\$ 284,639	\$ 31,627	\$ 316,266	\$ 24,000	\$ 340,266	26,047	\$ 12.1422	400	30,000
RH-Senior Center Operation	\$ -	\$ -	\$ 117,126	\$ 117,126	\$ 13,014	\$ 130,140	\$ -	\$ 130,140	-	\$ -		-
RMOW-Home Delivered Meals	\$ -	\$ 65,393	\$ -	\$ 65,393	\$ 7,266	\$ 72,659	\$ 64,000	\$ 136,659	4,628	\$ 15.7010	13	81,783
RTrnst-Transp (General)	\$ 185,800	\$ -	\$ -	\$ 185,800	\$ 20,644	\$ 206,444	\$ -	\$ 206,444	11,028	\$ 18.7203	275	14,500
RTrnst-Transp (Medical)	\$ 46,442	\$ -	\$ -	\$ 46,442	\$ 5,160	\$ 51,602	\$ -	\$ 51,602	2,000	\$ 25.8010	275	2,000
TLC-Adult Day Care	\$ -	\$ 20,378	\$ -	\$ 20,378	\$ 2,264	\$ 22,642	\$ -	\$ 22,642	479	\$ 47.2750	6	480
TLC-Adult Day Health	\$ -	\$ 30,567	\$ -	\$ 30,567	\$ 3,396	\$ 33,963	\$ -	\$ 33,963	611	\$ 55.5768	12	612
DSS-In-Home Aide-Level I - HM	\$ -	\$ 1,130	\$ -	\$ 1,130	\$ 126	\$ 1,256		\$ 1,256	47	\$ 26.7234	2	47
DSS-In-Home Aide-Level II - PC	\$ -	\$ 203,190	\$ -	\$ 203,190	\$ 22,577	\$ 225,767		\$ 225,767	7815	\$ 28.8889	52	7,815
DSS-In-Home Aide-Level III - PC	\$ -	\$ 42,000	\$ -	\$ 42,000	\$ 4,667	\$ 46,667		\$ 46,667	1500	\$ 31.1113	6	1,500
				\$ -	\$ -	\$ -		\$ -				
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Total	\$ 232,242	\$ 362,658	\$ 401,765	\$ 996,665	\$ 110,741	\$ 1,107,406	\$ 88,000	\$ 1,195,406	54,154		1041	138,737

Signature, Chairman, Board of Commissioners

Date \_\_\_\_\_



ROWAN COUNTY  
SENIOR SERVICES BUDGET  
For Fiscal Year 2023

As of December 05, 2022

As of December 05, 2022		ROWAN COUNTY			RUFY HOLMES			Expense	Revenue	
		Transportation	In-Home Aide	Adult Day Care		Total	Comments	Gross	Required Match (10%)	Budget
HCCBG AND USDA GRANTS:										
REVENUES - COUNTY AND RUFY HOLMES:										
1145550-431074	TLC - Adult Day Care	-	-	-	-	-	Salaries	-	-	-
1145550-431075	TLC - Adult Day Health	-	-	-	-	-		-	-	-
1145550-431076	HCCBG - CONGREGATE MEALS	-	-	-	284,639	284,639		316,266	31,627	284,639
1145315-431078	HCCBG - IN-HOME SERVICES	-	246,320	-	-	246,320		273,689	27,369	246,320
1145550-431079	HCCBG - SENIOR CENTER OPS	-	-	-	117,126	117,126	Salaries	130,140	13,014	117,126
1144529-431080	HCCBG - TRANSPORTATION	232,242	-	-	-	232,242		258,047	25,805	232,242
1145550-431081	USDA GRANT	-	-	-	25,000	25,000				
1145315-464050	ADULT DAY CARE DONATIONS	-	-	-	-	-		978,141	97,814	880,327
1145315-464051	IN-HOME AIDE DONATIONS	-	-	-	-	-				
1144529-464018	TRANSPORTATION DONATIONS	-	-	-	-	-				
Total Revenues		232,242	246,320	-	426,765	905,327				
Total of County Revenues					478,562					
County Appropriation - required match is:		53,174			163,063					
Total County Revenues and Appropriation					641,625					
EXPENDITURES - COUNTY OPERATIONS:										
1155550-510005-	SALARIES AND BENEFITS	Note: The RTS accountant's salary and benefits and the small operating costs listed to the right are not included on the HCCBG Funding Plan.				74,034.00				
1155550-520030						-				
1155550-550007	COST PER COPY PROGRAM					-				
1155550-558000	TRAVEL					800				
1155550-559000	TRAINING					600				
1155550-561005	SUPPLIES - OFFICE					1,000				
1155550-584008	ADULT DAY CARE CONTRACT					-	=rev./ .9			
1155315-584014	IN-HOME AIDE CONTRACT					273,689	=rev./ .9			
1154529-xxx	TRANSPORTATION CONTRACT	(Over-match provided by the County.)				290,303	=rev./ .8			
1155550-590061	MGMT INFO SYSTEMS MAIN					1,200				
Subtotal - Rowan County						641,625				
EXPENDITURES - PAID TO RUFY HOLMES:										
1155550-585008	GRANT - HCCBG	(HCCBG and USDA revenues passed through to Ruffy Holmes)				426,765				
1155550-585010	GRANT MATCH	(HCCBG to Ruffy Homes - based on \$401,765 in HCCBG revenue - required match is \$44,641.)				44,641				
		(Over-match provided by County. This number does not change.)				156,596				
1155550-591044	RH'S APPROPRIATION	(Appropriation is \$83,530 which includes rent of \$13,530.)				83,530				
Subtotal - Ruffy Holmes						711,532				
Total Expenditures						1,353,157				







# BA-06-198 - BOC 01-03

Final Audit Report

2022-12-08

Created:	2022-12-06
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXCILGLI9jHyzTxNcRGuv1FcNc4OwFrxe

## "BA-06-198 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-06 - 9:35:07 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-06 - 9:36:03 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-08 - 6:26:17 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-08 - 6:26:17 PM GMT



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## **Sharpless, Teresa F.**

---

**From:** Aldridge, Karla L  
**Sent:** Monday, December 12, 2022 1:43 PM  
**To:** Sharpless, Teresa F.  
**Subject:** RE: Secure Fence / Files at Facilities

Maternal Health 1155255  
Family Planning 1155230

*Kind Regards,  
Karla*

**Karla Aldridge**  
Financial Services Supervisor  
Rowan County Public Health  
1811 E. Innes St., Salisbury, NC 28146  
Office: (704) 216-8829 | Fax: (704) 216-7991  
Cell: (704) 245-4700  
Email address: [Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)

**ROWAN COUNTY**  
**PUBLIC HEALTH**  
Prevent. Promote. Protect.

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**From:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Sent:** Monday, December 12, 2022 1:32 PM  
**To:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Cc:** Hinson, Lindsey K <[Lindsey.Hinson@rowancountync.gov](mailto:Lindsey.Hinson@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Can you give me the org code for those accounts please?

**From:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Sent:** Monday, December 12, 2022 12:15 PM  
**To:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Cc:** Hinson, Lindsey K <[Lindsey.Hinson@rowancountync.gov](mailto:Lindsey.Hinson@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Good Morning,

Please take from Maternal Health other small equipment \$1150 and Family Planning other small equipment \$1150.  
Please let me know if you need anything else.

*Kind Regards,  
Karla*



**Karla Aldridge**  
Financial Services Supervisor  
Rowan County Public Health  
1811 E. Innes St., Salisbury, NC 28146  
Office: (704) 216-8829 | Fax: (704) 216-7991  
Cell: (704) 245-4700  
Email address: [Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)



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**From:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Sent:** Friday, December 9, 2022 4:24 PM  
**To:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Thanks Karla! Can you please send me the account number(s) you would like the \$2300 taken from? Once I get that from you I will start on the BA.

Thanks so much!

Teresa

**From:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Sent:** Thursday, December 8, 2022 10:11 AM  
**To:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Thank you! I was able to find \$2300. I don't think we have the full amount of the quote.

*Kind Regards,*  
*Karla*

**Karla Aldridge**  
Financial Services Supervisor  
Rowan County Public Health  
1811 E. Innes St., Salisbury, NC 28146  
Office: (704) 216-8829 | Fax: (704) 216-7991  
Cell: (704) 245-4700  
Email address: [Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)



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**From:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Sent:** Thursday, December 8, 2022 8:43 AM  
**To:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Sure, here it is: F/A 576030

**From:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Sent:** Thursday, December 8, 2022 8:42 AM  
**To:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

What C/A account should be used? Will you please give me the object number?

*Kind Regards,  
Karla*

**Karla Aldridge**  
Financial Services Supervisor  
Rowan County Public Health  
1811 E. Innes St., Salisbury, NC 28146  
Office: (704) 216-8829 | Fax: (704) 216-7991  
Cell: (704) 245-4700  
Email address: [Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)



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**From:** Sharpless, Teresa F. <[Teresa.Sharpless@rowancountync.gov](mailto:Teresa.Sharpless@rowancountync.gov)>  
**Sent:** Thursday, December 8, 2022 8:24 AM  
**To:** Aldridge, Karla L <[Karla.Aldridge@rowancountync.gov](mailto:Karla.Aldridge@rowancountync.gov)>  
**Subject:** FW: Secure Fence / Files at Facilities

Hi Karla,  
Please see the email chain below. Will you look into it and let me know if there are funds available? It looks like it is going to be a fixed asset so we may need to do a BA.

Thanks  
Teresa



**Teresa Sharpless | Accountant II**  
Rowan County Finance Department  
130 West Innes Street, Salisbury, NC 28144  
[p] 704.216.8173  
[www.rowancountync.gov](http://www.rowancountync.gov)



**From:** Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>  
**Sent:** Thursday, December 8, 2022 8:13 AM  
**To:** Sharpless, Teresa F. <Teresa.Sharpless@rowancountync.gov>  
**Subject:** FW: Secure Fence / Files at Facilities

Can you see if you think HD has any funds that might be used to cover this expense? Or reach out to Karla and see if she has any thoughts.



Anna Bumgarner | Finance Director  
Rowan County Finance  
130 W. Innes Street, Salisbury, NC 28144  
[p] 704-216-8174 [c] 980-330-0157 [f] 704-216-8166  
[www.rowancountync.gov/675/Purchasing](http://www.rowancountync.gov/675/Purchasing)  
<https://www.rowancountync.gov/260/Finance>

**From:** Downs, William A <William.Downs@rowancountync.gov>  
**Sent:** Wednesday, December 7, 2022 4:47 PM  
**To:** Church, Aaron <Aaron.Church@rowancountync.gov>  
**Cc:** Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>; Bringle, Don E <Don.Bringle@rowancountync.gov>  
**Subject:** FW: Secure Fence / Files at Facilities

Aaron –

I know we have talked about the files that are exposed at facilities several times. The one fence has been installed to help the inventory control issue. The remaining fence is to secure the exposed files that are a direct HIPAA violation. In previous conversations with Alyssa Harris, she advised the Health Department would cover the cost using COVID Funding. Recently, she advised Don Bringle that this was not an option as these funds could not be used for this type of expense.

The total cost for the fence project is \$4,125.00. We have the bid that was priced with the other fence project. Anna advised she could more than likely cover that cost with your approval.

Please advised if you approve so we can address the issue ASAP.

This would complete both of my original recommendations for these fences to be installed.

Thank you!



William "Andy" Downs, CFE, CFS, CFCI, CFI, CFC  
Senior Internal Auditor  
130 West Innes Street, Salisbury, NC 28144  
Office - 704-216-8161  
Cell – 980-565-9774



**From:** Bumgarner, Anna R <[Anna.Bumgarner@rowancountync.gov](mailto:Anna.Bumgarner@rowancountync.gov)>  
**Sent:** Wednesday, December 7, 2022 12:37 PM  
**To:** Downs, William A <[William.Downs@rowancountync.gov](mailto:William.Downs@rowancountync.gov)>  
**Subject:** RE: Secure Fence / Files at Facilities

Ok just let me know. Will Don handle the contract once we know to move forward?



Anna Bumgarner | Finance Director  
Rowan County Finance  
130 W. Innes Street, Salisbury, NC 28144  
[p] 704-216-8174 [c] 980-330-0157 [f] 704-216-8166  
[www.rowancountync.gov/675/Purchasing](http://www.rowancountync.gov/675/Purchasing)  
[https://www.rowancountync.gov/260/Finance](http://www.rowancountync.gov/260/Finance)

**From:** Downs, William A <[William.Downs@rowancountync.gov](mailto:William.Downs@rowancountync.gov)>  
**Sent:** Wednesday, December 7, 2022 12:35 PM  
**To:** Bumgarner, Anna R <[Anna.Bumgarner@rowancountync.gov](mailto:Anna.Bumgarner@rowancountync.gov)>  
**Subject:** Secure Fence / Files at Facilities

Hi Anna –

The actual quote for the fence around the files is \$4,125.00.

I'll talk to Aaron and see if he will approve.

Thanks!



William "Andy" Downs, CFE, CFS, CFCI, CFI, CFCS  
Senior Internal Auditor  
130 West Innes Street, Salisbury, NC 28144  
Office - 704-216-8161  
Cell – 980-565-9774







# BA-06-287 - BOC 01-03

Final Audit Report

2022-12-12

Created:	2022-12-12
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAADQPQBuln23rMARXutMJAttAR6fFscK6w

## "BA-06-287 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-12 - 8:01:35 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-12 - 8:02:40 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-12 - 8:49:29 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-12 - 8:49:29 PM GMT



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**ROWAN COUNTY**

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Joni Hobbs

**EXPLANATION IN DETAIL:**

To cover cost of removing the existing flagpole at Cleveland Library.

Date: Joni Hobbs  
12/13/2022

**BUDGET INFORMATION:**

Prepared by:

[illegible]

Anna F. Bumgarner

Dec 14, 2022



# INVOICE

All 4 One Flagpoles LLC

## BILL TO

Rowan County

## INVOICE #

121

## INVOICE DATE

12/08/2022

\*\*\*\*\*

## DESCRIPTION

## AMOUNT

Flagpole removal

3,500.00

Demolition of concrete pad

Remove all concrete

Fill dirt as needed

Sow grass seed

Straw cover

Subtotal

3,500.00

NC Taxes 6.08%

214.30

**TOTAL**

**\$3,744.30 USD**

## TERMS & CONDITIONS

30% down required

Remainder due when job is complete.

Contact Brandon Felts at All 4 One Flagpoles  
336-262-7070

Thanks

*Thank you*







# BA-06-351 - BOC 01-03

Final Audit Report

2022-12-14

Created:	2022-12-14
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6Cq6aR-yA57AAGbAupEoMCGaqQtM2lgG

## "BA-06-351 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-14 - 2:04:18 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-14 - 2:05:01 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-14 - 2:14:57 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-14 - 2:14:57 PM GMT



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## MENTAL REQUEST FOR BUDGET ACTION

**To budget IGT payments for the Medicaid PHP direct payments.**

Reviewed:

[illegible]

DEPARTMENT HEAD		COUNTY MANAGER	ACCOUNTING USE ONLY
Approved: <u>✓</u>	Approved: _____	Budget Revision # <u>06-446</u>	
Disapproved: _____	Disapproved: _____	Date Posted: _____	
Amended: _____	Amended: _____	Group Number: _____	
Date: <u>12/15/2022</u>	Date: _____	Posted by: _____	
Signature: <u>[Signature]</u>	Signature: _____	Approved by: _____	

Dec 16, 2022



Alyssa Harris, MPH  
Public Health Director

Main Telephone: (704) 216-8777  
FAX: (704) 216-7991



Rowan County Health Department  
1811 East Innes Street - Salisbury, NC 28146-6030

December 7, 2022

Memo

From: Alyssa Harris, Public Health Director

To: Finance Department/Purchasing Department

The requested BA is to budget for the Direct Payments from the Medicaid Prepaid Health Plans for FY23.

Kind Regards,

A handwritten signature in black ink, appearing to read "Alyssa Harris".

Alyssa Harris, Public Health Director



# Account Inquiry [Rowan County]

K

Back
 Search
 Browse
 Output
 Print
 Display
 PDF
 Save
 Excel
 Word
 Email
 Schedule
 Attach
 Detail
 Months
 Seg Find
 Totals

## Account

Fund	1010	GEN FD	Acct	1010-51-5123-5100-5120-5265-000-5-593019-	
Org	1155265	AH EXPND	Acct name	IGT - MEDICAID DIRECT PAYMENT	
Object	593019	IGT-MEDICA	Type	Expense	Status Active
Project			Rollup		
			Sub-Rollup		
<input type="checkbox"/> MultiYr Fund					

Account Notes

[4 YEAR COMPARISON](#)
[GAAP W/CARRY FORWARD](#)
[HISTORY](#)
[4 YEAR GRAPH](#)
[HISTORY GRAPH](#)

Yr/Per 2023/06	Fiscal Year 2023		Fiscal Year 2022		Fiscal Year 2021		Fiscal Year 2024	
Original Budget	.00		.00		.00		.00	
Transfers In	.00		40,000.00		.00		.00	
Transfers Out	.00		.00		.00		.00	
Revised Budget	.00		40,000.00		.00		.00	
Actual (Memo)	1,694.63		41,940.38		.00		.00	
Encumbrances	.00		.00		.00		.00	
Requisitions	.00						.00	
Available	-1,694.63		-1,940.38		.00		.00	
Percent used	.00		104.85		.00		.00	

increase  
\$44,000



# Account Inquiry [Rowan County]

K

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[Totals](#)

Account

Fund	1010	GEN FD	Acct	1010-51-5100-5100-5110-0000-000-4-431140-	
Org	1145110	HD ADM REV	Acct name	AUBP	
Object	431140	AUBP	Type	Revenue	Status Active
Project			Rollup		
			Sub-Rollup		
			<input type="checkbox"/> MultiYr Fund		

[Account Notes](#)

[4 YEAR COMPARISON](#)
[HISTORY](#)
[4 YEAR GRAPH](#)
[HISTORY GRAPH](#)

Yr/Per 2023/06	Fiscal Year 2023		Fiscal Year 2022		Fiscal Year 2021		Fiscal Year 2024	
Original Budget	.00		.00		.00		.00	
Transfers In	.00		.00		.00		.00	
Transfers Out	.00		.00		.00		.00	
Revised Budget	.00		.00		.00		.00	
Actual (Memo)	.00		-176,018.09		.00		.00	
Encumbrances	.00		.00		.00		.00	
Requisitions	.00						.00	
Available	.00		176,018.09		.00		.00	
Percent used	.00		.00		.00		.00	

increase  
\$44,000



Direct Payment/AUBP By Quarter			
Received From:	FY	Amount	Non-federal Share/IGT payment
AmeriHealth Q1	FY22	12,038.00	3,107.00
Healthy Blue Q1	FY22	1,222.00	223.00
Carolina Complete Q1	FY22	6,959.00	1,626.00
United Health Care Q1	FY22	10,802.00	2,428.00
Wellcare Q1	FY22	13,746.00	3,575.00
Healthy Blue Q1	FY22	13,592.30	3,231.51
Healthy Blue Q1	FY22	(1,222.00)	(223.00)
AmeriHealth Q2	FY22	13,735.82	3,148.28
Healthy Blue Q2	FY22	4,704.00	1,146.00
Carolina Complete Q2	FY22	7,860.00	1,887.00
United Health Care Q2	FY22	9,964.00	1,951.00
Wellcare Q2	FY22	7,894.77	1,849.00
AmeriHealth Q3	FY22	7,685.55	1,821.79
Healthy Blue Q3	FY22	5,369.80	1,197.33
Carolina Complete Q3	FY22	7,134.76	1,722.23
United Health Care Q3	FY22	8,758.21	1,997.20
Wellcare Q3	FY22	8,833.37	2,043.78
AmeriHealth Q4	FY22	17,180.48	3,818.34
Healthy Blue Q4	FY22	9,555.92	2,019.37
Carolina Complete Q4	FY22	7,542.89	1,704.69
United Health Care Q4	FY22	9,061.23	1,701.19
WellCare Q4	FY22	7,236.08	1,660.20
Year Total		189,654.18	43,634.91

IGT payment







# BA-06-446 - BOC 01-03

Final Audit Report

2022-12-16

Created:	2022-12-15
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9QD_-kkwnuiXpNvQpYz3-8XCobddiyB

## "BA-06-446 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-15 - 9:08:18 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-15 - 9:09:00 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-16 - 1:43:20 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-16 - 1:43:20 PM GMT



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# ROWAN COUNTY

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

**EXPLANATION IN DETAIL:**

The following expenditures and/or revenues are revised based on Funding Authorizations received from the State. Funding Authorizations reflect the actual amount we receive and may increase or decrease the original budget estimate.

Prepared by: Kelly Johnson  
Date: 12/14/2022

**BUDGET INFORMATION:**

[illegible]

Anna F. Bumgarner

Dec 19, 2022





## DIVISION OF SOCIAL SERVICES

FUNDING SOURCE: CRISIS INTERVENTION PAYMENT

EFFECTIVE DATE: 07/01/2022

AUTHORIZATION NUMBER: 2

### ALLOCATION PERIOD

FROM JUNE 2022 THRU MAY 2023 SERVICE MONTHS

FROM JULY 2022 THRU JUNE 2023 PAYMENT MONTHS

Co. No.	COUNTY	Initial Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	88,598.00	88,598.00	526,384.00	0.00	614,982.00	614,982.00
02	ALEXANDER	15,139.00	15,139.00	89,943.00	0.00	105,082.00	105,082.00
03	ALLEGHANY	6,416.00	6,416.00	38,120.00	0.00	44,536.00	44,536.00
04	ANSON	20,426.00	20,426.00	121,357.00	0.00	141,783.00	141,783.00
05	ASHE	14,118.00	14,118.00	83,881.00	0.00	97,999.00	97,999.00
06	AVERY	7,773.00	7,773.00	46,183.00	0.00	53,956.00	53,956.00
07	BEAUFORT	32,078.00	32,078.00	190,586.00	0.00	222,664.00	222,664.00
08	BERTIE	16,062.00	16,062.00	95,430.00	0.00	111,492.00	111,492.00
09	BLADEN	27,000.00	27,000.00	160,416.00	0.00	187,416.00	187,416.00
10	BRUNSWICK	57,342.00	57,342.00	340,684.00	0.00	398,026.00	398,026.00
11	BUNCOMBE	126,469.00	126,469.00	751,383.00	0.00	877,852.00	877,852.00
12	BURKE	51,845.00	51,845.00	308,025.00	0.00	359,870.00	359,870.00
13	CABARRUS	71,142.00	71,142.00	422,673.00	0.00	493,815.00	493,815.00
14	CALDWELL	42,870.00	42,870.00	254,703.00	0.00	297,573.00	297,573.00
15	CAMDEN	2,924.00	2,924.00	17,371.00	0.00	20,295.00	20,295.00
16	CARTERET	24,602.00	24,602.00	146,167.00	0.00	170,769.00	170,769.00
17	CASWELL	13,694.00	13,694.00	81,362.00	0.00	95,056.00	95,056.00
18	CATAWBA	71,548.00	71,548.00	425,085.00	0.00	496,633.00	496,633.00
19	CHATHAM	22,279.00	22,279.00	132,362.00	0.00	154,641.00	154,641.00
20	CHEROKEE	15,937.00	15,937.00	94,684.00	0.00	110,621.00	110,621.00
21	CHOWAN	9,565.00	9,565.00	56,825.00	0.00	66,390.00	66,390.00
22	CLAY	6,246.00	6,246.00	37,112.00	0.00	43,358.00	43,358.00
23	CLEVELAND	65,994.00	65,994.00	392,085.00	0.00	458,079.00	458,079.00
24	COLUMBUS	41,442.00	41,442.00	246,215.00	0.00	287,657.00	287,657.00
25	CRAVEN	46,909.00	46,909.00	278,700.00	0.00	325,609.00	325,609.00
26	CUMBERLAND	232,916.00	232,916.00	1,383,810.00	0.00	1,616,726.00	1,616,726.00
27	CURRITUCK	8,294.00	8,294.00	49,278.00	0.00	57,572.00	57,572.00
28	DARE	11,127.00	11,127.00	66,109.00	0.00	77,236.00	77,236.00
29	DAVIDSON	80,843.00	80,843.00	480,308.00	0.00	561,151.00	561,151.00
30	DAVIE	15,209.00	15,209.00	90,358.00	0.00	105,567.00	105,567.00
31	DUPLIN	33,800.00	33,800.00	200,814.00	0.00	234,614.00	234,614.00
32	DURHAM	138,456.00	138,456.00	822,602.00	0.00	961,058.00	961,058.00
33	EDGECOMBE	48,997.00	48,997.00	291,105.00	0.00	340,102.00	340,102.00
34	FORSYTH	188,086.00	188,086.00	1,117,466.00	0.00	1,305,552.00	1,305,552.00
35	FRANKLIN	31,096.00	31,096.00	184,747.00	0.00	215,843.00	215,843.00
36	GASTON	113,942.00	113,942.00	676,959.00	0.00	790,901.00	790,901.00
37	GATES	5,699.00	5,699.00	33,861.00	0.00	39,560.00	39,560.00
38	GRAHAM	5,008.00	5,008.00	29,756.00	0.00	34,764.00	34,764.00
39	GRANVILLE	29,373.00	29,373.00	174,510.00	0.00	203,883.00	203,883.00
40	GREENE	14,290.00	14,290.00	84,900.00	0.00	99,190.00	99,190.00
41	GUILFORD	285,885.00	285,885.00	1,698,517.00	0.00	1,984,402.00	1,984,402.00
42	HALIFAX	48,927.00	48,927.00	290,688.00	0.00	339,615.00	339,615.00
43	HARNETT	66,552.00	66,552.00	395,403.00	0.00	461,955.00	461,955.00
44	HAYWOOD	30,991.00	30,991.00	184,127.00	0.00	215,118.00	215,118.00
45	HENDERSON	42,334.00	42,334.00	251,518.00	0.00	293,852.00	293,852.00
46	HERTFORD	18,814.00	18,814.00	111,778.00	0.00	130,592.00	130,592.00
47	HOKE	31,346.00	31,346.00	186,236.00	0.00	217,582.00	217,582.00



## CRISIS INTERVENTION PAYMENT (CIP) cont.

AUTHORIZATION NUMBER: 2

	COUNTY	Initial Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
48	HYDE	3,247.00	3,247.00	19,294.00	0.00	22,541.00	22,541.00
49	IREDELL	56,336.00	56,336.00	334,705.00	0.00	391,041.00	391,041.00
50	JACKSON	20,032.00	20,032.00	119,017.00	0.00	139,049.00	139,049.00
51	JOHNSTON	88,830.00	88,830.00	527,759.00	0.00	616,589.00	616,589.00
52	JONES	6,622.00	6,622.00	39,343.00	0.00	45,965.00	45,965.00
53	LEE	32,916.00	32,916.00	195,563.00	0.00	228,479.00	228,479.00
54	LENOIR	41,639.00	41,639.00	247,390.00	0.00	289,029.00	289,029.00
55	LINCOLN	36,404.00	36,404.00	216,284.00	0.00	252,688.00	252,688.00
56	MACON	16,124.00	16,124.00	95,796.00	0.00	111,920.00	111,920.00
57	MADISON	11,045.00	11,045.00	65,619.00	0.00	76,664.00	76,664.00
58	MARTIN	17,099.00	17,099.00	101,590.00	0.00	118,689.00	118,689.00
59	MCDOWELL	27,036.00	27,036.00	160,629.00	0.00	187,665.00	187,665.00
60	MECKLENBURG	460,899.00	460,899.00	2,738,296.00	0.00	3,199,195.00	3,199,195.00
61	MITCHELL	7,894.00	7,894.00	46,898.00	0.00	54,792.00	54,792.00
62	MONTGOMERY	14,444.00	14,444.00	85,813.00	0.00	100,257.00	100,257.00
63	MOORE	34,840.00	34,840.00	206,993.00	0.00	241,833.00	241,833.00
64	NASH	55,134.00	55,134.00	327,565.00	0.00	382,699.00	382,699.00
65	NEW HANOVER	92,174.00	92,174.00	547,628.00	0.00	639,802.00	639,802.00
66	NORTHAMPTON	16,798.00	16,798.00	99,803.00	0.00	116,601.00	116,601.00
67	ONSLOW	75,854.00	75,854.00	450,667.00	0.00	526,521.00	526,521.00
68	ORANGE	46,056.00	46,056.00	273,628.00	0.00	319,684.00	319,684.00
69	PAMLICO	6,357.00	6,357.00	37,771.00	0.00	44,128.00	44,128.00
70	PASQUOTANK	23,066.00	23,066.00	137,041.00	0.00	160,107.00	160,107.00
71	PENDER	26,670.00	26,670.00	158,453.00	0.00	185,123.00	185,123.00
72	PERQUIMANS	7,480.00	7,480.00	44,441.00	0.00	51,921.00	51,921.00
73	PERSON	21,716.00	21,716.00	129,022.00	0.00	150,738.00	150,738.00
74	PITT	113,686.00	113,686.00	675,436.00	0.00	789,122.00	789,122.00
75	POLK	8,220.00	8,220.00	48,839.00	0.00	57,059.00	57,059.00
76	RANDOLPH	72,990.00	72,990.00	433,650.00	0.00	506,640.00	506,640.00
77	RICHMOND	41,526.00	41,526.00	246,716.00	0.00	288,242.00	288,242.00
78	ROBESON	131,485.00	131,485.00	781,185.00	0.00	912,670.00	912,670.00
79	ROCKINGHAM	51,425.00	51,425.00	305,530.00	0.00	356,955.00	356,955.00
80	ROWAN	72,947.00	72,947.00	433,394.00	0.00	506,341.00	506,341.00
81	RUTHERFORD	44,708.00	44,708.00	265,621.00	0.00	310,329.00	310,329.00
82	SAMPSON	44,821.00	44,821.00	266,290.00	0.00	311,111.00	311,111.00
83	SCOTLAND	35,413.00	35,413.00	210,398.00	0.00	245,811.00	245,811.00
84	STANLY	31,403.00	31,403.00	186,576.00	0.00	217,979.00	217,979.00
85	STOKES	20,055.00	20,055.00	119,150.00	0.00	139,205.00	139,205.00
86	SURRY	40,710.00	40,710.00	241,870.00	0.00	282,580.00	282,580.00
87	SWAIN	7,101.00	7,101.00	42,187.00	0.00	49,288.00	49,288.00
88	TRANSYLVANIA	14,224.00	14,224.00	84,509.00	0.00	98,733.00	98,733.00
89	TYRRELL	2,631.00	2,631.00	15,629.00	0.00	18,260.00	18,260.00
90	UNION	62,459.00	62,459.00	371,087.00	0.00	433,546.00	433,546.00
91	VANCE	40,446.00	40,446.00	240,299.00	0.00	280,745.00	280,745.00
92	WAKE	294,296.00	294,296.00	1,748,486.00	0.00	2,042,782.00	2,042,782.00
93	WARREN	15,743.00	15,743.00	93,534.00	0.00	109,277.00	109,277.00
94	WASHINGTON	10,505.00	10,505.00	62,411.00	0.00	72,916.00	72,916.00
95	WATAUGA	19,532.00	19,532.00	116,047.00	0.00	135,579.00	135,579.00
96	WAYNE	73,080.00	73,080.00	434,185.00	0.00	507,265.00	507,265.00
97	WILKES	37,545.00	37,545.00	223,065.00	0.00	260,610.00	260,610.00
98	WILSON	59,922.00	59,922.00	356,013.00	0.00	415,935.00	415,935.00
99	YADKIN	15,778.00	15,778.00	93,742.00	0.00	109,520.00	109,520.00
100	YANCEY	10,234.00	10,234.00	60,802.00	0.00	71,036.00	71,036.00
	Total	5,000,000.00	5,000,000.00	29,706,245.00	0.00	34,706,245.00	34,706,245.00



**FUNDING SOURCE:** Federal Low Income Home Energy Assistance Funds

**CFDA Number:** 93.568

**CFDA Name:** Low-Income Home Energy Assistance

**Award Name:** Low-Income Home Energy Assistance

**Award Number:** G20B1NCLIEA & G21B1NCLIEA

**Award Date:** FFY 2022 & 2023

**Federal Agency:** DHHS/ACF

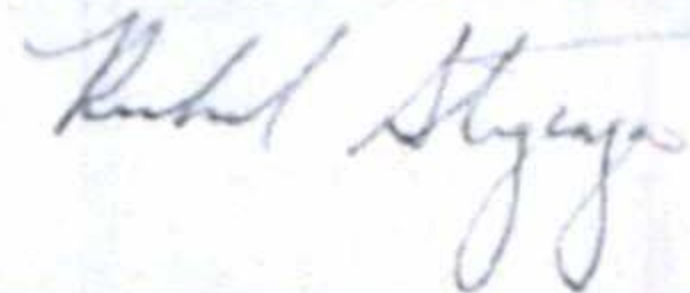
**GRANT INFORMATION:** This represents 100% federal dollars.

**XS411 Heading:** CRISIS

**Tracked on XS411:** Federal Share 100%

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

**AUTHORIZED SIGNATURE**



**DATE:**

**August 12, 2022**



Budget Transfers and Amendments [Rowan County]

Budget Amendment Detail Lines

Fund	GEN FD	Acct	1070-6-1-5155-0000-5017-5425-000-5-000-010
Org	00410	Acct name	CRISIS INTERVENTION PMNTS
Object	55500	Type	EXPENSE
Project		Proj ID	
		Sub-Project	

Account Notes

4 Year Comparison

Yr Beg 2020 06	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Original Budget	478,016.00	573,997.00	613,769.00		
Transfers In	00	00	00		
Transfers Out	00	-298,979.00	-195,853.00		
Revised Budget	478,016.00	275,018.00	417,916.00		
Actual / Memo	281,952.58	274,890.72	267,228.74		
Encumbrances	00	00	00		
Requisitions	00				
Available	246,063.42	127.28	150,692.26		
Percent Used	49.52	99.95	63.94		

Display detail information for current account





COV-0000

Budget Transfers and Amendments [Rowan County]

Budget Amendment Detail Lines

Account Name: GEN FID

Fund: 000

Org: 00000

Project: 00000

CRISIS REV

CRISIS INT

Type: 0000

Revised

Status: 0000

Account Notes



Sub-Fund

Account Notes

#### 4 Year Comparison

Yr 2020-21	Fiscal Year 2022	Fiscal Year 2022	Fiscal Year 2022	Fiscal Year 2022
Original Budget	-478,016.00	-378,564.00	-618,769.00	
Transfers In	00	00	00	00
Transfers Out	00	108,546.00	195,853.00	00
Revised Budget	-478,016.00	-270,018.00	-417,916.00	00
Actual Memo	-162,797.14	-274,890.72	-267,228.74	00
Encumbrances	00	00	00	00
Request On	00			00
Available	-316,218.86	-127.28	-150,692.26	00
Percent Used	34.06	99.95	63.94	00

Display detail information for current account







# BA-06-491 - BOC 01-03

Final Audit Report

2022-12-20

Created:	2022-12-19
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArJO7_Mwu13ROO4hj5ECDR5yRG5ukhGmR

## "BA-06-491 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-19 - 3:18:24 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-19 - 3:19:04 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-20 - 0:22:24 AM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-20 - 0:22:24 AM GMT



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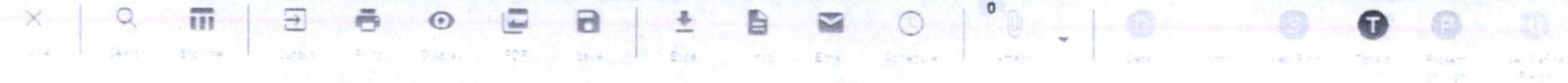




FUND	ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	ANNUALIZED	OVER/UNDER
	1154124	562020	562020 MOTOR FUELS & LUBRICANT 1154124 WEST END PLAZA EXPENDI	3,400.00	3,400.00	600.01	48.17	2,799.99	840.01	1,959.98
	1154134	562020	562020 MOTOR FUELS & LUBRICANT 1154134 FACILITIES MANAGEMENT	135,000.00	135,000.00	16,661.22	2,614.65	118,338.78	23,325.71	95,013.07
	1154210	562020	562020 MOTOR FUELS & LUBRICANT 1154210 TELECOMMUNICATIONS EXP	10,500.00	10,500.00	1,131.16	169.98	9,368.84	1,583.62	7,785.22
	1154250	562020	562020 MOTOR FUELS & LUBRICANT 1154250 INSPECTIONS EXPENDITUR	42,000.00	42,000.00	12,833.37	1,845.21	29,166.63	17,966.72	11,199.91
	1154331	562020	562020 MOTOR FUELS & LUBRICANT 1154331 HAZMAT TEAM EXPENDITUR	2,100.00	2,100.00	0.00	0.00	2,100.00	-	2,100.00
	1154332	562020	562020 MOTOR FUELS & LUBRICANT 1154332 FIRE DIVISION EXPENDIT	15,000.00	15,000.00	0.00	0.00	15,000.00	-	15,000.00
	1154371	562020	562020 MOTOR FUELS & LUBRICANT 1154371 EMS DIVISION EXPENDITU	298,500.00	298,500.00	110,916.30	20,759.35	187,583.70	155,282.82	32,300.88
	1154410	562020	562020 MOTOR FUELS & LUBRICANT 1154410 SHERIFF ADMIN EXPENDIT	1,050,000.00	1,050,000.00	219,676.94	39,021.34	830,323.06	307,547.72	522,775.34
	1154412	562020	562020 MOTOR FUELS & LUBRICANT 1154412 ALCOA GRANT EXPENSES	7,500.00	7,500.00	0.00	0.00	7,500.00	-	7,500.00
	1154529	562020	562020 MOTOR FUELS & LUBRICANT 1154529 RTS - OPERATION EXPENS	293,096.00	410,355.00	62,069.77	9,629.53	348,285.23	86,897.68	261,387.55
	1154830	562020	562020 MOTOR FUELS & LUBRICANT 1154830 PLANNING	9,450.00	9,450.00	1,330.10	135.14	8,119.90	1,862.14	6,257.76
	1154950	562020	562020 MOTOR FUELS & LUBRICANT 1154950 COOPERATIVE EXT EXPENS	1,500.00	1,500.00	426.37	74.23	1,073.63	596.92	476.71
	1155185	562020	562020 MOTOR FUELS & LUBRICANT 1155185 ENVIRONMENTAL HLTH EXP	15,000.00	15,000.00	4,782.41	855.40	10,217.59	6,695.37	3,522.22
	1155215	562020	562020 MOTOR FUELS & LUBRICANT 1155215 CHILD CARE 4 COORD EXP	5,000.00	23,289.00	0.00	0.00	23,289.00	-	23,289.00
	1155228	562020	562020 MOTOR FUELS & LUBRICANT 1155228 DENTAL CLINIC EXPENDIT	500.00	500.00	0.00	0.00	500.00	-	500.00
	1155310	562020	562020 MOTOR FUELS & LUBRICANT 1155310 DSS ADMIN EXPENSES	18,000.00	18,000.00	2,603.70	466.02	15,396.30	3,645.18	11,751.12
	1156110	562020	562020 MOTOR FUELS & LUBRICANT 1156110 LIBRARY EXPENDITURES	16,500.00	16,500.00	1,854.66	452.52	14,645.34	2,596.52	12,048.82
	1156230	562020	562020 MOTOR FUELS & LUBRICANT 1156230 PARKS ADMIN EXPENDITUR	63,000.00	63,000.00	12,658.38	290.84	50,341.62	17,721.73	32,619.89
	1156237	562020	562020 MOTOR FUELS & LUBRICANT 1156237 ELLIS PARK EXPENDITURE	5,250.00	5,250.00	1,263.04	194.43	3,986.96	1,768.26	2,218.70
	1156238	562020	562020 MOTOR FUELS & LUBRICANT 1156238 SLOAN PARK EXPENDITURE	12,000.00	12,000.00	1,380.09	194.21	10,619.91	1,932.13	8,687.78
	1156240	562020	562020 MOTOR FUELS & LUBRICANT 1156240 WOODLEAF PARK EXPENDIT	1,500.00	1,500.00	0.00	0.00	1,500.00	-	1,500.00
	1156410	562020	562020 MOTOR FUELS & LUBRICANT 1156410 ANIMAL SERVICES EXPEND	1,350.00	1,350.00	300.40	100.19	1,049.60	420.56	629.04
	1156420	562020	562020 MOTOR FUELS & LUBRICANT 1156420 ANIMAL ENFORCEMENT EXP	69,000.00	69,000.00	13,607.25	2,361.66	55,392.75	19,050.15	36,342.60
	1156440	562020	562020 MOTOR FUELS & LUBRICANT 1156440 NATURE CENTER EXPENDIT	3,300.00	3,300.00	776.97	111.54	2,523.03	1,087.76	1,435.27
1010			1010 GENERAL FUND	2,078,446.00	2,213,994.00	464,872.14	79,324.41	1,749,121.86	650,821.00	1,098,300.86



## Account Inquiry [Rowan County]



Account Inquiry [Rowan County]

Account

Fund 1010 GEN FD Acct 1010-41-4134-4134-0000-3000-000-5-573000-7030  
 Org 1154134 FACMGT EXP Acct name C/A - BLDG  
 Object 573000 C/A-BLDG Type Expense Status Active  
 Project 7030 ARPA REVENUE REPLAC Rollup Sub-Rollup

Account Notes

4 Year Comparison

GAAP w/ Carry Forward

History

4 Year Graph

History Graph

Yr Per 2023/06	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	.00	.00	.00	.00
Transfers In	250,000.00	.00	.00	.00
Transfers Out	-80,433.00	.00	.00	.00
Revised Budget	169,567.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	88,600.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	80,967.00	.00	.00	.00
Percent used	52.25	.00	.00	.00

decrease 46,750







# BA-06-621 - BOC 01-03

Final Audit Report

2022-12-22

Created:	2022-12-21
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAplkz1qHVvpbaO4Iyo0YPU4UqRSh3pMg

## "BA-06-621 - BOC 01-03" History

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-  Agreement completed.  
2022-12-22 - 1:32:04 AM GMT



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## Sharpless, Teresa F.

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**From:** Bevis, Lisa F  
**Sent:** Wednesday, December 21, 2022 1:22 PM  
**To:** Sharpless, Teresa F.; Bumgarner, Anna R  
**Cc:** Boyd, Leslie H  
**Subject:** FW: 4-H money coming in; please update me as received  
**Attachments:** 2022 Award Invoice Youth Data.xlsx

Teresa,  
Cooperative Extension 4-H accounts, revenue and expense, will need a BA recognizing the award money that is coming to the county and then going out to each of the winners. This is above and beyond their current budget. We anticipate receiving the funds at any time.  
Please let Leslie or I know if you have any questions.  
Thanks.  
Lisa

4-H Revenue 1144955-449003  
4-H Expense 1154955-583073

**From:** Laura Allen <lahoffne@ncsu.edu>  
**Sent:** Wednesday, December 21, 2022 1:12 PM  
**To:** Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>; Boyd, Leslie H <Leslie.Boyd@rowancountync.gov>  
**Subject:** Re: 4-H money coming in; please update me as received

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious emails by clicking the "Report Phish" button.

Attached is the document from NC 4-H showing how much each child in each county is receiving, which will be in one lump sum in the money sent to the county. It is alphabetized by county.

Thanks!  
Laura

Laura H. Allen  
Extension Agent,  
4-H Youth Development  
Rowan County Center  
NC Cooperative Extension  
2727-A Old Concord Road  
Salisbury, NC 28146  
Phone: 704-216-8970  
Fax: 704-216-8995  
[laura\\_allen@ncsu.edu](mailto:laura_allen@ncsu.edu)  
[rowan.ces.ncsu.edu](http://rowan.ces.ncsu.edu)

On Wed, Dec 21, 2022 at 11:23 AM Bevis, Lisa F <[Lisa.Bevis@rowancountync.gov](mailto:Lisa.Bevis@rowancountync.gov)> wrote:

Hi Laura,



ID	COUNTY	STATE AWARD	RECORD CATEGORY	CATEGORY	LAST NAME	FIRST NAME	Complete N AWARD	ACCOUNT Award Program Area
	Rowan	1 Gold State Presentation	Arts & Communications	14-18	Croyle	Nathan	Nathan Croy \$50.00	663532 State Presentation
	Rowan	1 Gold District Presentation	Environmental Science	08-10	Deal	Guy	Guy Deal \$0.00	663534 District Presentation
	Rowan	1 Gold State Presentation	Environmental Science	08-10	Deal	Guy	Guy Deal \$0.00	663534 State Presentation
	Rowan	2 Silver State Presentation	Family & Consumer Scien	14-18	Stirrup	Olivia	Olivia Stirrup \$75.00	663534 State Presentation
	Rowan	1 Gold District Presentation	Pork Char Grill	11-13	Halpin	Carson	Carson Halp \$50.00	663537 District Presentation
	Rowan	1 Gold State Presentation	Pork Char Grill	11-13	Halpin	Carson	Carson Halp \$75.00	663537 State Presentation
	Rowan	1 Gold District Presentation	Agricultural Safety and He	08-10	Tucker	John	John Tucker \$150	667833 District Presentation
	Rowan	1 Gold State Presentation	Agricultural Safety and He	08-10	Tucker	John	John Tucker \$200.00	667833 State Presentation
	Rowan	1 Gold District Presentation	Small & Companion Anim:	14-18	Gabosch	Mason	Mason Gabr \$50.00	668696 District Presentation
	Rowan	1 Gold District Presentation	Poultry Production/Prepar:	11-13	Croyle	David	David Croyle \$0.00	District Presentation

50.000 +  
 75.000 +  
 50.000 +  
 75.000 +  
 150.000 +  
 200.000 +  
 50.000 +  
 650.000 \*



# BA-06-648 - BOC 01-03

Final Audit Report

2022-12-22

Created:	2022-12-22
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA87kkZchuCPo-fSycSpFDvCI_gVdDe3eo

## "BA-06-648 - BOC 01-03" History



Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)

2022-12-22 - 3:45:59 PM GMT- IP address: 24.123.188.14



Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature

2022-12-22 - 3:47:13 PM GMT



Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)

Signature Date: 2022-12-22 - 6:59:32 PM GMT - Time Source: server- IP address: 24.123.188.14



Agreement completed.

2022-12-22 - 6:59:32 PM GMT



Adobe Acrobat Sign







**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ann Kitalong-Will, Director, Grants Admin/Gov't Relations  
**DATE:** August 9, 2022  
**SUBJECT:** Accept Grant Funding for Division of Soil & Water for StreamFlow Rehabilitation Program (StRAP)

The Rowan Soil and Water Conservation has had up to \$313,972 in grant funding approved by the NC Department of Agriculture and Consumer Services Division of Soil and Water, for "StreamFlow Rehabilitation Program (StRAP)" under the Watershed Restoration Project. The funding agreement is effective from June 1, 2022, to December 31, 2024, with the option to extend if grantor and grantee mutually agree. The purpose of the project is to assist in protecting and restoring the integrity of drainage infrastructure through routine maintenance to existing streams and drainage ways.

Authorize the County Manager to accept funding up to \$313,972 in funding by signing the Contract #22-080-4125 "StreamFlow Rehabilitation Project."





Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

July 19, 2022

Chris Sloop  
Rowan County Government  
2727C Old Concord Road  
Salisbury, NC 28146

**NOTIFICATION OF FUNDING OFFER**

Dear Chris Sloop,

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services - Division of Soil & Water Conservation, I am pleased to inform you that \$313,972.00 for your project, StreamFlow Rehabilitation Program (StRAP), was approved.

The original contract packet must be completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed, dated, and witnessed. Since this is a witness contract, there are two (2) options to complete the contract. It is acceptable to have everyone sign the contract electronically or submit two (2) original signed contracts. Depending on the method you choose, please return as shown below:

Electronic Signed Contract:  
Heather Reichert  
Administrative Specialist  
Heather.reichert@ncagr.gov

Original signatures mail:  
Heather Reichert, Administrative Specialist  
N.C. Department of Agriculture & Consumer Services, Division Name  
1614 Mail Service Center  
Raleigh, NC 27699-1614

By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions and specific reporting requirements. All authorized representative signatures must be in **blue or black** ink. Please use the Contract Check Off List to ensure all attachments are included and are in the correct order for each contract packet. **Failure to complete and return the contract packets within 60 days of this letter or the deadline of any written extension provided will result in funding cancellation for the project.**

One fully-executed, an original contract will be returned to you for your records. If you have any questions about your contract or any of the forms contained in your offer packet, please call Heather Reichert at 919-707-3768, or feel free to send an email to heather.reichert@ncagr.gov.

I would like to take this opportunity to thank you for participating in the StreamFlow Rehabilitation Program (StRAP).

Sincerely,

N. David Smith  
Chief Deputy Commissioner

Enclosures  
cc: Heather Bruce, Grants Manager





# **NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

Steven W. Troxler, Commissioner

## **Contract Check Off List for Grantee (Government State Funds)**

**INSTRUCTIONS:** Check the "Yes" boxes in the left column for the document titles that are being returned with the two signed, dated and witnessed copies of the contract, with signatures in blue ink. Be sure to include all the other documents specified in your contract package. If "No" has been checked off for you, that document is not required for this grant program or project.

**GRANTEE ORGANIZATION NAME:** Rowan County Government

**PROJECT TITLE/NAME:** Streamflow Rehab Assistance Program

**CONTRACT #:** 22-080-4125

GO Entities Only Check One Box				Document Title	Department Use – Documents Attached or On File			Grants and Contracts- Documents Attached or On File				
X	Yes		No	Contractual "Check Off List for Grantee		Yes		No		Yes		No
X	Yes		No	Contract Cover (To be signed, dated & witnessed)		Yes		No		Yes		No
X	Yes		No	Attachment A – General Terms and Conditions – Government/University		Yes		No		Yes		No
X	Yes		No	Attachment B – Scope of Work (includes Timeline and Line Item Budget)		Yes		No		Yes		No
X	Yes		No	Attachment C – Certifications and Assurances Section		Yes		No		Yes		No
X	Yes		No	Attachment D – NC OpenBook Supplemental Information		Yes		No		Yes		No
X	Yes		No	Attachment E – Signature Card		Yes		No		Yes		No
	Yes	X	No	Attachment F – StreamFlow Assistance 50% Progress Report***		Yes	X	No		Yes		No
	Yes	X	No	Attachment G – Streamflow Rehabilitation Assistance Program (SRAP) Quarterly Progress Report***		Yes	X	No		Yes		No
	Yes	X	No	Attachment H- Request for Payment form***		Yes	X	No		Yes		No
				** NC Substitute W-9 and VEP forms are already on file and won't be required to be collected with contract.								



**STATE OF NORTH CAROLINA  
COUNTY OF WAKE**



**Departmental Use Only**

**CENTER: 2740**  
**ACCOUNT: 536431**  
**AMOUNT: \$313,972**  
**TIME PERIOD: June 1, 2022-**  
**Dec. 31, 2024**

**North Carolina Department of Agriculture and Consumer Services  
Division of Soil & Water Conservation**

**Streamflow Rehabilitation Assistance Program– Government**

**CONTRACT # 22-080-4125**

This Contract is hereby entered into by and between the **North Carolina Department of Agriculture and Consumer Services, Division of Soil & Water** (the "Agency") and Rowan County Government, ("Grantee"), and referred to collectively as the "Parties." The Grantee's federal tax identification number is 56-6000336 and is physically located in Rowan County and is further located at 2727C Old Concord Road Salisbury, NC 28146.

The purpose of this Contract is to assist in protecting and restoring the integrity of drainage infrastructure through routine maintenance to existing streams and drainage ways. The Grantee's project title is Streamflow Rehabilitation Assistance Program. This Contract is funded by State appropriations provided through Session Law 2021-180, Senate Bill 105 Section 5.9(a)(1). Funds awarded under this Contract must be used for the purposes for which they are intended and provided in Session Law 2021-180, Senate Bill 180 Section 5.9(k)-(o).

The Grantee's fiscal year ends June 30.

**Contract Documents:**

This Contract consists of the Grant Contract and its attachments, all of which are identified by name as follows:

1. This Contract
2. General Terms and Conditions (Attachment A)
3. Scope of Work providing details on the stream debris removal and watershed structure projects and timelines (Attachment C)
4. NC Openbook Supplemental Information (Attachment D)
5. Signature Card (Attachment E)
6. Streamflow Rehabilitation Assistance Program (StRAP) Quarterly Progress Report (Attachment F)
7. Streamflow Assistance 50% Progress Report (Attachment G)
8. Request for payment form (Attachment H)

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



### **I. Precedence Among Contract Documents:**

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

### **II. Effective Period:**

This Contract shall be effective on **June 1, 2022**, and shall terminate on **December 31, 2024**, with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions as described in Attachment A.

### **III. Grantee's Duties:**

- The Grantee has 60 days to return the original contract from the offer letter. If more than 60 days is needed, a written explanation providing a detailed explanation for the extension need is required. The letter will also need to include a date that the contract will be signed and returned. The letter will be subject to approval. Failure to return the contract within 60 days or a written explanation will result in funding cancellation for the project.
- The Grantee shall provide the planned repairs to the named stream/drainage channels and watershed projects listed in Attachment B, Scope of Work. The Grantee shall be responsible for obtaining necessary landowner authorization for site access and all permits needed to complete the planned work.
- Grantee will need to have *Fifty percent (50%) of award funds committed* (i.e., encumbered) with vendors by **February 28, 2023**. If by February 28, 2023, this condition hasn't been met, the grantee's remaining unencumbered funds are subject to reversion and reallocation by the Commission.

### **IV. Agency's Duties:**

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed **\$313,972.00**. The funds are provided from State appropriations allocated through Session Law 2021-180, Senate Bill 105 Section 5.9(a)(1). By **February 28, 2023**, fifty percent (50%) of the award amount **\$156,986.00** should be encumbered by contracts.

☒ a. There are no matching requirements from the Grantee.

☐ b. There are no matching requirements from the Grantee; however, the Grantee has committed the following match to this project:

	In Kind	\$
	Cash	\$

☐ c. The Grantee's matching requirement is \_\_\_\_\_, which consists of:

	In Kind	\$
	Cash	\$

The total Contract amount with matching funds is \$ \$313,972.00



#### **V. Conflict of Interest Policy:**

The Agency has determined that the Grantee is a government agency and is not subject to N.C.G.S. § 143C-6-23(b). Therefore, the Grantee is not required to file a Conflict-of-Interest Policy with the Agency prior to disbursement of funds.

#### **VI. Statement of No Overdue Tax Debts:**

The Agency has determined that Grantee is a government agency and is not subject to N.C.G.S. § 143C-6-23(c). Therefore, the Grantee is not required to file a Statement of No Overdue Tax Debts with the Agency prior to disbursement of funds.

#### **VII. Reversion of Unexpended Funds:**

Any unexpended grant funds shall revert to the Agency upon termination of this Contract.

#### **VIII. Reporting Requirements:**

- State Reporting Requirements [N.C.G.S. 143C-6-23]:
  - The Agency has determined that the Grantee is a governmental entity and is not subject to the State reporting requirements mandated by N.C.G.S. § 143C-6-23. Therefore, the Grantee does not have to file annual electronic reports with the NC Office of State Budget & Management.
- Agency Reporting Requirements:
  - The Grantee shall submit quarterly progress reports, with each report due on or before the last day of January, April, July, and October, continuing until the project is complete and final project report is approved.
  - First report will be due on or before the last day of October 2022.
  - The quarterly report will be submitted using the form shown as **Attachment F- Streamflow Rehabilitation Assistance Program (StRAP) Progress Report**. This report will be used for the quarterly and final report. Each report shall include a narrative summary of the work completed each quarter and for the project to date and a summary of cash and in-kind expenditures for the quarter and total project.
  - The quarterly progress report is required even if no activity has occurred for the quarter and no reimbursement is requested for the quarter.
  - Grantee shall submit a **Streamflow Assistance 50% Progress Report (Attachment G)** by **end of business hours on February 28, 2023**. The report will provide detailed information on the contracts that have been approved and executed for the project. This report requires the grantee to show 50% of contract funds being encumbered by contracts. The report needs to be submitted to the Agency contract administrator via email. The report is also subject to the review and approval of the Soil & Water Commission.
  - Grantee shall submit a Final Financial report and Final Invoice no later than 60 days after the expiration or termination of this Contract.
  - Grantee will provide award letters for any subgrant.
  - Failure to submit timely and accurate reports will delay action on submitted invoices. Repeated reporting issues can also result in further discussion with the Soil & Water Commission to determine continued participation in the program.

#### **IX. Payment Provisions:**

All Request for Payment forms should be received no more than monthly. Payment requests will be submitted using **Attachment H- StreamFlow Rehabilitation Assistance Program Project Invoice Form**, along with an appropriate certified invoice showing expenditures and matching funds, if applicable, for the current period and cumulatively for the entire project. Upon approval by the Agency payment shall be



made within 30 days. All payments are subject to the availability of funds and verification that the Grantee is current on all reporting requirements.

For sites for which this contract is supplementing USDA Emergency Watershed Protection Program (EWPP) funding, completed work must also satisfy EWPP requirements prior to payment being authorized.

A portion of the funds awarded to the Grantee may be used to reimburse actual documented engineering, technical assistance, and administrative expenses for the project, excluding any salary, benefits, and operating expenses that would normally have been paid by the Grantee. Reimbursement of engineering, technical assistance, and administrative expenses shall be limited to 15% of total reimbursed expenditures.

The Grantee shall expend funds in accordance with G.S. 143C-6-23 (f1)(f2)(j). The Grantee shall account for any income earned, which may result from any funds awarded under this Contract, on the Agency "Program Project Invoice" form. Eligible uses of income earned are:

- Expanding the project or program.
- Continuing the project or program after grant ends; or
- Supporting other projects or programs that further the broad objectives of the grant program.

This contract can be terminated prior to the original end date once the Grantee completes their final report. If this Contract is terminated prior to the original end date, the Grantee may submit a final Request for Payment form. All unexpended funds shall be returned by the Grantee to the Agency within 60 days of the Contract termination date with a complete final financial report, accompanied by a final invoice. The Agency shall have no obligation to honor requests for payment based on expenditure reports submitted later than 60 days after termination or expiration of the Contract period.

Reimbursement requests shall be completed on a "Request for Reimbursement" form furnished to the Grantee by the Agency. All reimbursement forms must include support documentation, including but not limited to copies of invoices, individual time sheets and travel logs that have been signed by the employee and supervisor, salary registers or payrolls that include fringe benefits, hourly rates of pay, and signature of the Grantee's responsible financial person, cancelled checks and lease agreements.

Eligible expenditures for payment must be within the effective period noted in the Contract. Reimbursement may not be considered prior to the submission and final execution of the Contract.

All travel reimbursement shall be made in accordance with the current State rates, at the time of the expenditure, and shall be made in accordance with the "State Budget Manual" <https://www.osbm.nc.gov/budget/budget-manual>

All matching funds, including in-kind and cash, must be spent concurrently with funds provided by the Contract. Both types of matching funds expended shall be accounted for on the monthly certified invoices.

**Indirect costs are not allowable expenditures under this Contract.**

## **X. Fraud, Waste and Abuse**

Grantee, including its employees, contractors, agents, interns, or any subrecipients, shall report suspected fraud, waste and abuse activities related to any state employee, vendor or sub recipient of state funds or state resources.

There are three methods for reporting suspected fraud, waste or abuse (FWA). Grantee can report suspected FWA directly to the Agency's Audit Services Division, to any member of the Agency's management team or through the FWA reporting website below.

N.C.G.S. 143-748 permits Audit Services to treat all information as confidential. However, if an individual wishes to remain anonymous, reports can be submitted through the FWA reporting website: <https://www.ncagr.gov/internalaudit/ReportForm.htm>



Under no circumstances should an individual attempt to personally conduct investigations or interviews /interrogations related to any suspected FWA act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

It is the Agency's policy that employees/contractors/sub recipients/interns will not suffer retaliation or harassment for reporting in good faith any FWA concerns. The Agency encourages openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be unsubstantiated.

#### **XI. Contract Administrators:**

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

##### **For the Agency:**

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
<b>Heather Reichert</b> <b>1614 Mail Service Center</b> <b>Raleigh, NC 27699-1614</b> Telephone: 919-707-3768 Email: <a href="mailto:heather.reichert@ncagr.gov">heather.reichert@ncagr.gov</a> Grants & Contracts General Email: <a href="mailto:agr.grants@ncagr.gov">agr.grants@ncagr.gov</a>	Heather Reichert Division of Soil & Water Conservation 216 West Jones Street Raleigh, NC 27603

##### **For the Grantee:**

Grantee Contract Administrator- Mailing Address	Grantee Principal Investigator or Key Personnel
Ann Kitalong-Will Director, Grants Admin/Gov't Relations 130 W. Innes Street Salisbury, NC 28144 P: 980-565-5159 E: <a href="mailto:ann.kitalong-will@rowancountync.gov">ann.kitalong-will@rowancountync.gov</a>	<b>Chris Sloop</b> <b>Rowan County Government</b> <b>2727C Old Concord Road</b> <b>Salisbury, NC 28146</b> <b>704-216-8999</b> <b><a href="mailto:chris.sloop@rowancountync.gov">chris.sloop@rowancountync.gov</a></b>

#### **XII. Supplementation of Expenditure of Public Funds:**

The Grantee assures that funds received pursuant to this Contract shall be used only to supplement, not to supplant, the total amount of federal, State, and local public funds that the Grantee otherwise expends for activities involved with specialty services and related programs. Funds received under this Contract shall be used to provide additional public funding for such services. The funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.



**XIII. Disbursements:**

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

- Will implement or already have implemented adequate internal controls over disbursements.
- Pre-audit all invoices presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
- Legality of disbursement
- Assure adequate control of signature stamps/plates.
- Assure adequate control of negotiable instruments; and
- Have procedures in place to ensure that account balance is solvent and to reconcile the account monthly.

**XI. Outsourcing:**

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

**XIV. N.C.G.S. § 133-32 and Executive Order 24:**

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State employee of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement or Contract, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employee of your organization.

(This space is internally left blank)

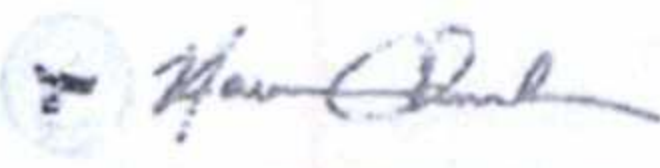


**XV. Signature Warranty:**

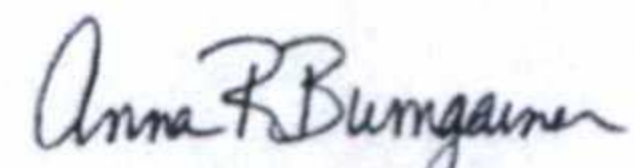
The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

IN WITNESS WHEREOF, the Grantee and the Agency execute this Contract as an electronic original, each party will be provided a fully executed copy via electronic mail. It is required that each party retain a fully executed copy of this contract.

**Grantee:** Rowan County

 Signature of Authorized Representative	<u>09/07/2022</u> Date
Aaron Church	County Manager
Printed Name	Title

**Witness:**

 Signature	<u>09/04/2022</u> Date
Anna Bumgarner	Director of Finance
Printed Name	Title



**North Carolina Department of Agriculture and Consumer Services**

<u>Signature of Authorized Representative</u>	<u>Date</u>
N. David Smith, Chief Deputy Commissioner	



## PUBLIC SECTOR CONTRACTS (Including Local Governments)

## General Terms and Conditions

## DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein:

- (1) "Agency" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subagency of government. For other purposes in this Contract, "Agency" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and subgrantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or subgrantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or subgrantee during the performance of the grant.
- (10) "Grantee" has the meaning in G.S. 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in N.C.G.S. 143C-1-1(d)(18): Any of the following that is not a State agency: an individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in N.C.G.S. 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal



## PUBLIC SECTOR CONTRACTS (Including Local Governments)

financial assistance received by the State and transferred or disbursed to non-State entities. Both federal and State funds maintain their identity as they are subgranted to other organizations. Pursuant to N.C.G.S. 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.

(17) "Subgrantee" has the meaning in G.S. 143C-6-23(a)(3): a non-State entity that receives a grant of State funds from a grantee or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.

(18) "Unit of Local Government" has the meaning in G.S. 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

### Relationships of the Parties

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

**Subcontracting:** The Grantee shall not subcontract any of the work contemplated under this Contract without prior written approval from the Agency. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the Contract documents are to be considered approved upon award of the Contract. The Agency shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Grantee shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.

**Subgrantees:** The Grantee has the responsibility to ensure that all subgrantees, if any, provide all information necessary to permit the Grantee to comply with the standards set forth in this Contract.

**Assignment:** No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Contract obligations.

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

### Indemnity

**Indemnification:** The Grantee agrees to indemnify and hold harmless the Agency, including any of its Divisions, and any of its officers, agents and employees, from liability of any kind, and from any claims of third parties arising out of any act or omission of the Contractor in connection with the performance of this Contract to the extent permitted by law.

### Default and Termination

**Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days notice to the other party, or as otherwise provided by law.

**Termination for Cause:** If, through any cause, the Grantee shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by giving written notice to the Grantee and specifying the effective date thereof.

In that event, all finished or unfinished deliverable items prepared by the Grantee under this Contract



## PUBLIC SECTOR CONTRACTS (Including Local Governments)

shall, at the option of the Agency, become its property and the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of the Grantee's breach of this agreement, and the Agency may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined. The filing of a petition for bankruptcy by the Grantee shall be an act of default under this Contract.

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

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

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

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

### Intellectual Property Rights

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

### Compliance with Applicable Laws

**Compliance with Laws:** The Grantee shall comply with all laws, ordinances, codes, rules, regulations,

and licensing requirements that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Grantee shall take affirmative action in complying with all federal and State statutes and all applicable requirements concerning fair employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability. For additional information see Title VI of the Civil Rights Act of 1964 (42 U.S.C., 2000d, 2000e-16), Title XI of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), and section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794).

**Executive Order 24:** In accordance with Executive Order 24, issued by Governor Perdue, and N.C.G.S. § 133-32, a vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, vendor, or grantee), is prohibited from making gifts or giving favors to any employee of the Agency of Agriculture and Consumer Services. This prohibition covers those vendors, contractors, and/or grantees who:

- (a) have a Contract with a governmental Agency; or
- (b) have performed under such a Contract within the past year; or
- (c) anticipate bidding on such a Contract in the future.

For additional information regarding the specific requirements and exemptions, vendors, contractors, and/or grantees are encouraged to review Executive Order 24 and N.C.G.S. § 133-32.

### Confidentiality

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

### Oversight

**Access to Persons and Records:** The State Auditor and the using agency's internal auditors shall have



## PUBLIC SECTOR CONTRACTS (Including Local Governments)

access to persons and records as a result of all Contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the Contract to verify accounts and data affecting fees or performance).

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

### Miscellaneous

**Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters whether sounding in Contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

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

**Time of the Essence:** Time is of the essence in the performance of this Contract.

**Care of Property:** The Grantee agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the

Agency for loss of, or damage to, such property. At the termination of this Contract, the Grantee shall contact the Agency for instructions as to the disposition of such property and shall comply with these instructions.

**Amendment:** This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

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

**Travel Expenses:** Reimbursement to the Grantee for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates shall be used. International travel shall not be reimbursed under this Contract.

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

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

**Indirect Costs Policy:** The Agency has adopted a "Zero" policy that indirect costs are unallowable expenditures in all State funded grant applications and/or grant guidance, informational or directional documents.

**Allowable Uses of State Funds:** Expenditures of State funds by any grantee shall be in accordance with the Cost Principles outlined in the Office of Management and Budget (OMB) CFR Title 2, Part 200 Uniform Administrative Requirements, as applicable. If the grant funding includes federal sources, the grantee shall ensure adherence to the cost principles established by the Federal Office of Management and Budget. [09 NCAC 03M.020]



Streamflow Rehabilitation Assistance Program Scope of Work v.1			
Applicant Name:	Rowan County		
Payee Name	Rowan County	Payee Tax ID	56-6000336

**STREAM DEBRIS REMOVAL Revised Scope of Work** (Insert Additional Lines as Needed)

	Stream/Drainage Channel Name	Linear Feet of Channel Proposed for Repair	Description of Damage	Planned Repair and Removal from Floodplain	Number of Known Beaver Dams	Estimated Cost to Repair
A	Third Creek-Knox Farm1	3700	Woody debris removal	Removal and pile on same parcel outside floodplain	0	\$ 92,500.00
B	Sills Creek-RayHorton 1	7400	Woody debris removal	Removal and pile on same parcel outside floodplain	0	\$ 185,000.00
C	Sills Creek-Chris Hoffner2	1458.88	Woody Debris Removal	Removal and pile on same parcel outside floodplain	0	\$ 36,472.00
<b>TOTALS:</b>		12558.88			0	\$ 313,972.00


Project Timeline		
	Time Period	Milestones
A	July - Sept 2022	Receive contract, finalize contract, and put out for bids.
B	Oct - Dec 2022	Begin work on debris removal if winning bid can begin work.
C	Jan - Mar 2023	Debris removal
D	Apr - June 2023	Debris removal
E	July - Sept 2023	Debris removal
F	Oct - Dec 2023	Debris removal
G	Jan - Mar 2024	Expect debris removal to be complete and payment requested
H	Apr - June 2024	
I	July - Sept 2024	
J	Oct-Dec 2024	



**CERTIFICATIONS REGARDING LOBBYING, NONPROCUREMENT, DEBARMENT, SUSPENSION AND DRUG-FREE WORKPLACE**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 2 CFR, Subtitle B, Chapter IV, Part 417, "Nonprocurement Debarment and Suspension," Part 418, "New Restrictions on Lobbying," and Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)," and 2 CFR Part 180. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Agriculture & Consumer Services determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by authority: 31 U.S.C. 1352 and U.S.C. 301 and implemented at 2 CFR Part 180, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 2 CFR Section 418.110, the applicant certifies that to the best of their knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**2. NONPROCUREMENT DEBARMENT AND SUSPENSION**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180 and 2CFR Part 417, for prospective participants in primary covered transactions, as defined at 2 CFR 180.435 and Subpart C, 417.332, the applicant certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2. (a) (b) of this certification.
- d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default.
- e) Agree to include a term or condition in lower tier covered transactions requiring lower tier participants to comply with subpart C of the OMB guidance in 2 CFR part 180, as supplemented by subpart C of Part 417.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this certification.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subparts B, and C, for grantees:

The applicant certifies that it will:

- a) Make a good faith effort, on a continuing basis, to maintain a drug-free workplace. You must agree to do so as a condition for receiving any award covered by this part.
- b) Publish a drug-free workplace statement and establish a drug-free awareness program for your employees (see Sections 182.205 through 182.220); and
- c) Take actions concerning employees who are convicted of violating drug statutes in the workplace (see Section 182.225), including notification to any Federal agency on whose award the convicted employee was working and within 30 days take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- d) You must identify all known workplaces under your Federal awards (see Section 182.230).

The grantee must provide the location site(s) for the performance of work done in connection with the specific grant.

Place(s) of Performance (Street address, city, county, state, zip code)

GPS: 35° 43' 45.62" N 80° 44' 44.93" W

Knox Road, Cleveland, NC 27013

GPS: 35° 40' 09.35" N 80° 39' 11.06" W

Lentz Road, Mt. Ulla, NC 28125

GPS: 35° 39' 54.91" N 80° 39' 17.85" W

Lentz Road, Mt. Ulla, NC 28125

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182:

- A. As a condition of the grant, I certify that I will comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 421, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug Free Workplace Act of 1988 (Pub.L100-690, Title V, Subtitle D; 41 U.S.C. 701-707).



- B. I agree to notify the agency as required by 2 CFR 182.300(b) of any conviction for a criminal drug offense within ten days.

Notice shall include the identification number(s) of each affected grant.

**As the duly authorized representative of the Grantee, I hereby certify and state to the best of my knowledge and belief, that the Grantee will comply with the above certifications.**

ROWAN COUNTY

Grantee Organization Name

 ROWAN COUNTY

09/07/2022

Signature of Authorized Representative

Date

AARON CHURCH

COUNTY MANAGER

Printed Name of Authorized Representative

Title



## NC OpenBook Supplemental Information

**Instructions:** Complete the information below and return it to the Contract Administrator identified in your original contract. This information must be submitted as part of your contract. If you have questions, please contact the Contract Administrator or the Alternate Contact as reflected in your contract.

**GRANTEE INFORMATION:**

Grantee Name: County of Rowan

County of Residence: Rowan

District Number (MUST BE FILLED IN): 8

Tax Id Number: 56-6000336

UEI Number\*\*: GCB7UCV96NW6

I have started the UEI process but not received a UEI number.

\*Due to the SAM.gov migration from DU& Bradstreet, obtaining a UEI number has created unforeseen issues with the SAM.gov website search engines and portals. Due to the massive backlog in validation ticket issues, we are not requiring the UEI numbers at this time; however, if you have started the process, please let us know OR if you UEI number please provide it.

Fiscal Year End: 06/30  
(MM/DD) Format

Grantee's Website: www.rowancountync.gov

**PROJECT INFORMATION:**

**Brief Description and Background/History of your Organization:** Be sure to include the number of years in existence, number of employees, mission and goals of your organization. MAX CHARACTERS: 250

Rowan County was est. in 1753; appx ~1300 employees. Rowan Soil & Water Dist. Mission: To provide Rowa citizens with technical assistance and financial resources to carry out scientifically sound, sustainable practices that conserve soil & water.

Current project timeline: Begin date 08/2022

End Date 03/2024

**Expected outcomes and specific deliverables:** Expected outcome is intended result of your grant program. The specific deliverables are the accomplishments that will be achieved with the grant. *EXAMPLE: Funding for the Farmers Produce Box program will allow an additional 150 boxes to be created this year. This will allow approximately 37 additional families to receive these the boxes 4 times a week to help resolve their food insecurity.* MAX CHARACTERS: 300

Removal of debris from streams in Rowan County to mitigate flooding. Debris will be snagged from streams and removed from the 100 year floodplain for disposal at the landowners' discretion.

**Project Location Benefit Information:** (Location(s) in which funding will be spent and/or food commodities will be received.)

☒ Single County☐ Regional\*\*☐ Mountains☐ Piedmont☐ Inner Coastal Plain☐ Tidewater☐ Statewide

\*\*If your answer is Regional, list all Counties that are receiving benefit:





### CONTRACT & FINANCIAL DOCUMENTS

**INSTRUCTIONS:** Please read and fill in the required information to the right of each field where applicable. Signatures must match the Contract signatures. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents. If more than two people will sign for the organization, this form may be duplicated.

#### SECTION I.

Date:	8/31/2022
Legal Applicant Organization/Agency Name:	COUNTY OF ROWAN
Federal Tax Identification Number:	56-6000336

#### SECTION II.

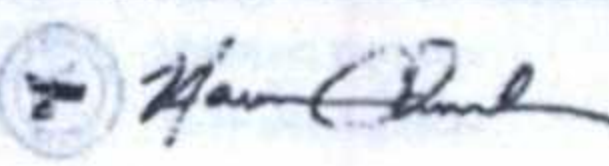
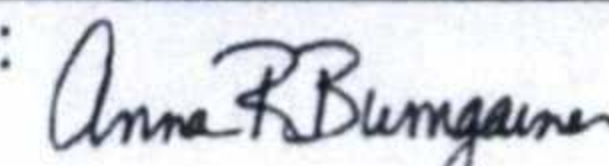
**Certification:**

By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.

#### NON-GOVERNMENTAL ORGANIZATIONS ONLY (Must match Contract signature)

<b>Board Chair, Executive Director, etc.</b>	<b>Financial Representative, Treasurer, etc.</b>
Print Name & Title:	Print Name & Title:
Signature:	Signature:

#### GOVERNMENTAL ENTITIES (Must match Contract signature)

<b>Authorized Governmental Official</b>	<b>Chief Fiscal Officer</b>
Print Name & Title: AARON CHURCH, COUNTY MANAGER	Print Name & Title: ANNA BUMGARNER, DIRECTOR OF FINANCE
Signature:  <small>ROWAN COUNTY</small>	Signature: 



**Streamflow Rehabilitation Assistance Program Project Invoice Form (ver. 1, 4/2022)** Attachment H

Please fill in Parts 1-7 and send, along with necessary backup, to:

Heather.Reichert@ncagr.gov

NOG NOT on SFL ☐

Payee Organization Name

1 Project Name:

**Streamflow Rehab  
Project**

Contract Number

Contract Expiration Date

Request No.:

Date:

Invoice #

Payment

Authorization

Tax ID #

PO Line

Payment Amount

**Contract Amount:**

Amount contract Funds Remaining:

\$0.00

2

Activity	a	b	c	d
	Contract Budget	Previously Spent from contract Budget	Total spent this invoice period from contract Budget	Total spent to date from contract Budget
STRAP Contracts				\$ -
<b>Amount Requested this Invoice</b>				\$ -

3

<b>ALL MATCHING FUNDS:</b>		e	f	g	h
Activity		Budgeted Match	Previously Reported Matching Funds	Total matching funds this invoice period:	Total matching funds to date:
Cash					\$ -
In-Kind					\$ -
Total		\$ -	\$ -	\$ -	\$ -

4

<b>Progress on Stream Segments:</b>				
Segment Description (Please refer to Scope of Work) Please add rows as needed	Feet Planned for Treatment	Feet of Stream Completed this Invoice	Total Feet of Stream Completed	Beaver Dams Removed
<b>Totals</b>	0	0	0	0

5

<b>Progress on PL-566 Watershed Structure Improvement:</b>			
Planned Improvement (Please refer to Scope of Work) Please add rows as needed	Description of Completed Action		
<b>Totals</b>	0	0	0

6

<b>Administration/Technical Assistance</b> (Not to exceed 15% of total expended contract funds, not including matching funds)	Admin allowed (15% max):	Admin Previously Invoiced :	Total Admin this Invoice	Total Admin Invoiced to Date
	\$ -			\$ -
Detailed Admin Expenses Claimed this Invoice (Must be related to implementation, Salary/Benefits for existing salaried staff not eligible, without prior written approval, Must attach supporting documentation) Please add rows as needed	Salary/Benefits	Equipment	Supplies	Total
				\$ -
				\$ -

7

Submitted by:	
Title	
Signature:	
E-mail Address:	
Telephone Number:	

**DSWC Project Inspection Certification**

I certify that I have inspected the work completed and reported on the progress report and recommend approval of payment for this invoice.

Signature of DSWC or NRCS certifying official

Date

Please direct questions about this form to Heather Reichert, at (919)707-3768 or Heather.Reichert@ncagr.gov.



# BA-06-649 BOC 01-03

Final Audit Report

2022-12-22

Created:	2022-12-21
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALxFUVW6cZGEJIB_V3Daq6AFTu1rFzw-1

## "BA-06-649 BOC 01-03" History



Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)

2022-12-21 - 9:39:52 PM GMT- IP address: 24.123.188.14



Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature

2022-12-21 - 9:41:06 PM GMT



Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)

Signature Date: 2022-12-22 - 1:44:24 AM GMT - Time Source: server- IP address: 24.123.188.14



Agreement completed.

2022-12-22 - 1:44:24 AM GMT



Adobe Acrobat Sign



**ROWAN COUNTY**

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

**EXPLANATION IN DETAIL:** This amendment is to budget Low Income Water Assistance direct payments. No county funds are required.

Prepared by: Kelly Johnson  
Date: 12/21/2022

**BUDGET INFORMATION:**

[illegible]

Anna F. Bumgarner

Dec 22, 2022





# **DIVISION OF SOCIAL SERVICES**

**FUNDING SOURCE: LIHWAP ARPA**

**EFFECTIVE DATE: 7/1/2022**

**AUTHORIZATION NUMBER: 2**

## **ALLOCATION PERIOD**

**FROM JUNE 2022 THRU MAY 2023 SERVICE MONTHS**

**FROM JULY 2022 THRU JUNE 2023 PAYMENT MONTHS**

Co. No.	COUNTY	Federal
01	ALAMANCE	0
02	ALEXANDER	0
03	ALLEGHANY	0
04	ANSON	0
05	ASHE	1,618
06	AVERY	0
07	BEAUFORT	0
08	BERTIE	0
09	BLADEN	0
10	BRUNSWICK	0
11	BUNCOMBE	0
12	BURKE	0
13	CABARRUS	0
14	CALDWELL	0
15	CAMDEN	0
16	CARTERET	0
17	CASWELL	0
18	CATAWBA	(50,000)
19	CHATHAM	0
20	CHEROKEE	0
21	CHOWAN	0
22	CLAY	(5,000)
23	CLEVELAND	(20,000)
24	COLUMBUS	0
25	CRAVEN	0
26	CUMBERLAND	0
27	CURRITUCK	0
28	DARE	0
29	DAVIDSON	0
30	DAVIE	0
31	DUPLIN	0
32	DURHAM	0
33	EDGECOMBE	4,475
34	FORSYTH	0
35	FRANKLIN	0
36	GASTON	32,545
37	GATES	0
38	GRAHAM	1,722
39	GRANVILLE	0
40	GREENE	0
41	GUILFORD	0
42	HALIFAX	0
43	HARNETT	0
44	HAYWOOD	0
45	HENDERSON	0
46	HERTFORD	21,395
47	HOKE	0
48	HYDE	0



49	IREDELL	0
50	JACKSON	0
51	JOHNSTON	0
52	JONES	1,618
53	LEE	0
54	LENOIR	0
55	LINCOLN	0
56	MACON	0
57	MADISON	0
58	MARTIN	0
59	MCDOWELL	(50,000)
60	MECKLENBURG	30,490
61	MITCHELL	0
62	MONTGOMERY	(20,000)
63	MOORE	0
64	NASH	0
65	NEW HANOVER	14,345
66	NORTHAMPTON	0
67	ONSLOW	0
68	ORANGE	35,000
69	PAMLICO	0
70	PASQUOTANK	(15,000)
71	PENDER	0
72	PERQUIMANS	1,705
73	PERSON	(5,000)
74	PITT	19,280
75	POLK	0
76	RANDOLPH	0
77	RICHMOND	0
78	ROBESON	0
79	ROCKINGHAM	0
80	ROWAN	14,100
81	RUTHERFORD	0
82	SAMPSON	(10,000)
83	SCOTLAND	0
84	STANLY	0
85	STOKES	0
86	SURRY	0
87	SWAIN	0
88	TRANSYLVANIA	0
89	TYRRELL	0
90	UNION	0
91	VANCE	0
92	WAKE	0
93	WARREN	3,772
94	WASHINGTON	2,935
95	WATAUGA	0
96	WAYNE	0
97	WILKES	0
98	WILSON	0
99	YADKIN	0
100	YANCEY	(10,000)
	Total	0.00







# BA-06-653 - BOC 01-03

Final Audit Report

2022-12-22

Created:	2022-12-22
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAACOTbyKHenE1oc3xn-wkw_U5PRWhQ3sQk

## "BA-06-653 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-22 - 3:11:29 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-22 - 3:12:02 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-22 - 7:00:52 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-22 - 7:00:52 PM GMT



Adobe Acrobat Sign







**ROWAN COUNTY**

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: ROWAN COUNTY BOARD OF COMMISSIONERS

FROM: FINANCE

EXPLANATION IN DETAIL:

Reverse System Year End Entry 823

**BUDGET INFORMATION:**

ACCOUNT TITLE		ACCOUNT #	INCREASE	DECREASE
Appropriated Fund Bal. - Unrestricted	R	1143390-495000		864,892.97
Other Professional Services	E	1155110-533000		0.01
C/A - Road Animal Shelter	E	1154112-575045		151,936.75
C/A - Bldg	E	1154135-573000		421,000.01
C/A Furn&Equip	E	1156110-575090		59,200.00
C/A Furn&Equip	E	1154134-575090		32,679.94
Consulting Services	E	1154112-532017		41,616.59
Woodleaf Community Park	E	1154112-583114		2,888.02
Contracted Services	E	1154134-533001		2,876.00
R&M Building	E	1154134-543005		13,895.00
C/A - Bldg	E	1154134-573000		1.00
F/A - Furn & Equip	E	1154134-576030		1,515.50
C/A Furn&Equip	E	1154135-575090		14,097.05
F/A - Furn & Equip	E	1154135-576030		1,815.00
Consulting Services	E	1154160-532017		67,480.00
Consulting Services	E	1154805-532017		28,123.00
F/A - Furn & Equip	E	1156230-576030		3,769.00
Debt Issuance Cost	E	1159100-590063		22,000.00
C/A Furn&Equip	E	1154420-575090		0.10
State Govnt Grant Revenue	R	1144955-434000		10,000.00
Grant Expenditures	E	1154955-585000		10,000.00
DEPARTMENT HEAD		COUNTY MANAGER	ACCOUNTING USE ONLY	
Approved: _____		Approved: _____	Budget Revision # <u>03-587</u>	
Disapproved: _____		Disapproved: _____	Date Posted: _____	
Amended: _____		Amended: _____	Group Number: _____	
Date: _____		Date: _____	Posted by: _____	
Signature: _____		Signature: _____	Approved by: _____	

10K  
874,892.97

10 K

5/6

12/21/22  
Teresa,  
This revenue should  
agree in budget with  
the expense account  
both should be 10,000 in the  
MUNIS budget. (in your fax?  
left now Revenue is 0-  
and expense is 10,000.  
this is a grant  
Shants. (over)



Link	YEAR	PER	JOURNAL LINE	SOURCE	DRG	OBJECT	PROJECT	ACCOUNT	COMMENT	DR/CR	AMOUNT
<a href="#">View</a>	2023	1	823	1 BUA	1154112	532017		1010-41-4100-4112-0000-0000-000-5-532017-	ENCUMBRANCE CARRY FORWARD 2023	D	41,616.59 ✓
<a href="#">View</a>	2023	1	823	2 BUA	1154112	575045		1010-41-4100-4112-0000-0000-000-5-575045-	ENCUMBRANCE CARRY FORWARD 2023	D	151,936.75 ✓
<a href="#">View</a>	2023	1	823	3 BUA	1154112	583114		1010-41-4100-4112-0000-0000-000-5-583114-	ENCUMBRANCE CARRY FORWARD 2023	D	2,888.02 ✓
<a href="#">View</a>	2023	1	823	4 BUA	1154134	533001		1010-41-4134-4134-0000-0000-000-5-533001-	ENCUMBRANCE CARRY FORWARD 2023	D	2,876.00 ✓
<a href="#">View</a>	2023	1	823	5 BUA	1154134	543005		1010-41-4134-4134-0000-0000-000-5-543005-	ENCUMBRANCE CARRY FORWARD 2023	D	15,895.00 ✓
<a href="#">View</a>	2023	1	823	6 BUA	1154134	573000		1010-41-4134-4134-0000-0000-000-5-573000-	ENCUMBRANCE CARRY FORWARD 2023	D	1.00 ✓
<a href="#">View</a>	2023	1	823	7 BUA	1154134	575090		1010-41-4134-4134-0000-0000-000-5-575090-	ENCUMBRANCE CARRY FORWARD 2023	D	32,679.94 ✓
<a href="#">View</a>	2023	1	823	8 BUA	1154134	576030		1010-41-4134-4134-0000-0000-000-5-576030-	ENCUMBRANCE CARRY FORWARD 2023	D	1,515.50 ✓
<a href="#">View</a>	2023	1	823	9 BUA	1154135	573000		1010-41-4135-4135-0000-0000-000-5-573000-	ENCUMBRANCE CARRY FORWARD 2023	D	421,000.01 ✓
<a href="#">View</a>	2023	1	823	10 BUA	1154135	575090		1010-41-4135-4135-0000-0000-000-5-575090-	ENCUMBRANCE CARRY FORWARD 2023	D	14,097.05 ✓
<a href="#">View</a>	2023	1	823	11 BUA	1154135	576030		1010-41-4135-4135-0000-0000-000-5-576030-	ENCUMBRANCE CARRY FORWARD 2023	D	1,815.00 ✓
<a href="#">View</a>	2023	1	823	12 BUA	1154160	532017		1010-41-4160-4160-0000-0000-000-5-532017-	ENCUMBRANCE CARRY FORWARD 2023	D	67,480.00 ✓
<a href="#">View</a>	2023	1	823	13 BUA	1154420	575090		1010-42-4245-4400-4420-0000-000-5-575090-	ENCUMBRANCE CARRY FORWARD 2023	D	0.10 ✓
<a href="#">View</a>	2023	1	823	14 BUA	1154805	532017		1010-48-4800-4805-0000-0000-000-5-532017-	ENCUMBRANCE CARRY FORWARD 2023	D	28,123.00 ✓
<a href="#">View</a>	2023	1	823	15 BUA	1154955	585000		1010-48-4850-4950-4955-0000-000-5-585000-	ENCUMBRANCE CARRY FORWARD 2023	D	10,000.00 ✓
<a href="#">View</a>	2023	1	823	16 BUA	1155110	533000		1010-53-5100-5100-5110-0000-000-5-533000-	ENCUMBRANCE CARRY FORWARD 2023	D	0.01 ✓
<a href="#">View</a>	2023	1	823	17 BUA	1156110	575090		1010-61-6100-6100-6110-0000-000-5-575090-	ENCUMBRANCE CARRY FORWARD 2023	D	59,200.00 ✓
<a href="#">View</a>	2023	1	823	18 BUA	1156230	576030		1010-61-6120-6200-6230-0000-000-5-576030-	ENCUMBRANCE CARRY FORWARD 2023	D	3,769.00 ✓
<a href="#">View</a>	2023	1	823	19 BUA	1159100	590063		1010-91-9100-9100-0000-0000-000-5-590063-	ENCUMBRANCE CARRY FORWARD 2023	D	22,000.00 ✓
<a href="#">View</a>	2023	1	823	20 BUA	2254215	575000		2020-42-4200-4300-4215-0000-000-5-575000-	ENCUMBRANCE CARRY FORWARD 2023	D	75,876.75 ✓
<a href="#">View</a>	2023	1	823	21 BUA	5156010	590003		5010-60-6000-6000-6010-0000-000-5-590003-	ENCUMBRANCE CARRY FORWARD 2023	D	2,553.61 ✓
<a href="#">View</a>	2023	1	823	22 BUA	6154720	534005		6010-47-4700-4700-4720-0000-000-5-534005-	ENCUMBRANCE CARRY FORWARD 2023	D	7,875.00 ✓
<a href="#">View</a>	2023	1	823	23 BUA	6154720	574011		6010-47-4700-4700-4720-0000-000-5-574011-	ENCUMBRANCE CARRY FORWARD 2023	D	166,874.32 ✓
<a href="#">View</a>	2023	1	823	24 BUA	6354550	533064		6030-45-4500-4540-4550-0000-000-5-533064-	ENCUMBRANCE CARRY FORWARD 2023	D	213,282.69 ✓
<a href="#">View</a>	2023	1	823	25 BUA	6354550	574069		6030-45-4500-4540-4550-0000-000-5-574069-	ENCUMBRANCE CARRY FORWARD 2023	D	287.70 ✓
<a href="#">View</a>	2023	1	823	26 BUA	6354560	532017		6030-45-4500-4540-4560-0000-000-5-532017-	ENCUMBRANCE CARRY FORWARD 2023	D	8,001.00 ✓
<a href="#">View</a>	2023	1	823	27 BUA	6354560	573011		6030-45-4500-4540-4560-0000-000-5-573011-	ENCUMBRANCE CARRY FORWARD 2023	D	1,198,914.69 ✓
<a href="#">View</a>	2023	1	823	28 BUA	6557510	532010		6050-75-7510-7500-7510-0000-000-5-532010-	ENCUMBRANCE CARRY FORWARD 2023	D	13,000.96 ✓
<a href="#">View</a>	2023	1	823	29 BUA	6557510	533001		6050-75-7510-7500-7510-0000-000-5-533001-	ENCUMBRANCE CARRY FORWARD 2023	D	47,522.50 ✓
<a href="#">View</a>	2023	1	823	30 BUA	6557510	573025		6050-75-7510-7500-7510-0000-000-5-573025-	ENCUMBRANCE CARRY FORWARD 2023	D	564,840.65 ✓
<a href="#">View</a>	2023	1	823	31 BUA	6557510	590021		6050-75-7510-7500-7510-0000-000-5-590021-	ENCUMBRANCE CARRY FORWARD 2023	D	95,000.00 ✓
<a href="#">View</a>	2023	1	823	32 BUA	7354119	574000		7030-41-4100-4112-4119-0000-000-5-574000-	ENCUMBRANCE CARRY FORWARD 2023	D	100,000.00 ✓
<a href="#">View</a>	2023	1	823	33 BUA	11	306000		1010-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	874,892.97 ✓
<a href="#">View</a>	2023	1	823	34 BUA	22	306000		2020-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	75,876.75 ✓
<a href="#">View</a>	2023	1	823	35 BUA	51	306000		5010-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	2,553.61 ✓
<a href="#">View</a>	2023	1	823	36 BUA	61	306000		6010-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	174,749.32 ✓
<a href="#">View</a>	2023	1	823	37 BUA	63	306000		6030-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	1,420,486.08 ✓
<a href="#">View</a>	2023	1	823	38 BUA	65	306000		6050-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	720,364.11 ✓
<a href="#">View</a>	2023	1	823	39 BUA	73	306000		7030-00-0000-0000-0000-0000-000-0-306000-	ENCUMBRANCE CARRY FORWARD 2023	C	100,000.00 ✓
<a href="#">View</a>	2023	1	823	40 BUA	11	396000		1010-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	874,892.97 ✓
<a href="#">View</a>	2023	1	823	41 BUA	22	396000		2020-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	75,876.75 ✓
<a href="#">View</a>	2023	1	823	42 BUA	51	396000		5010-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	2,553.61 ✓
<a href="#">View</a>	2023	1	823	43 BUA	61	396000		6010-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	174,749.32 ✓
<a href="#">View</a>	2023	1	823	44 BUA	63	396000		6030-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	1,420,486.08 ✓
<a href="#">View</a>	2023	1	823	45 BUA	65	396000		6050-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	720,364.11 ✓
<a href="#">View</a>	2023	1	823	46 BUA	73	396000		7030-00-0000-0000-0000-0000-000-0-396000-	ENCUMBRANCE CARRY FORWARD 2023	D	100,000.00 ✓



**Sharpless, Teresa F.**

---

**From:** Vestal, Michael B  
**Sent:** Thursday, September 22, 2022 10:46 AM  
**To:** Sharpless, Teresa F.  
**Subject:** RE: Support Case Confirmation 9660872 CRM:056214959035

Below is Rob from Tyler's response after the call yesterday.

Robert McKinney Michael Vestal

Michael,

Thank you for taking the time to connect with me.

To recap, we saw that when you did your Fiscal Year-End Close, Munis took the amount from your open contracts and created a Reclassify Journal to move those amounts over to your Reserved for Encumbrances account. When you Opened your new fiscal year, those amounts were moved back to your Fund balance, which is why the amount in your new year is more than your prior year. The system is working as designed.

As for the budget that rolled forward, you had the setting checked in your General Ledger Settings to create a carryforward BUA for encumbrances. This is created regardless of the settings you have selected in any other Settings programs.

I will set this case to Waiting for Customer to Close. Please let me know if you have any additional questions!

Respectfully,

Rob McKinney  
Software Support Specialist  
Tyler Technologies  
800-772-2260 ext. 6143

---

**From:** Sharpless, Teresa F. <Teresa.Sharpless@rowancountync.gov>  
**Sent:** Thursday, September 22, 2022 10:42 AM  
**To:** Vestal, Michael B <Michael.Vestal@rowancountync.gov>  
**Subject:** RE: Support Case Confirmation 9660872 CRM:056214959035

Hi Mike,

Can you send me the latest update on this case? I am going to use it as backup for the BA we are working on to fix it. Thanks!

Teresa

---

**From:** Vestal, Michael B <Michael.Vestal@rowancountync.gov>  
**Sent:** Saturday, September 17, 2022 11:28 AM  
**To:** Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>; Sharpless, Teresa F.



<Teresa.Sharpless@rowancountync.gov>; Odell, Mitzi C <Mitzi.Odell@rowancountync.gov>; Peter Molleur  
<petermolleur@yahoo.com>

**Subject:** FW: Support Case Confirmation 9660872 CRM:056214959035

Hi all,

I have created the support case with Tyler and will update you all as I get updates.

Thanks,  
Mike

**From:** DynamicsCRM2 <DynamicsCRM2@tylertech.com>

**Sent:** Saturday, September 17, 2022 11:24 AM

**To:** Vestal, Michael B <Michael.Vestal@rowancountync.gov>

**Subject:** Support Case Confirmation 9660872 CRM:056214959035

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious emails by clicking the "Report Phish" button.

---

This is to confirm we have received your request for assistance. Your case will be assigned to the first available support analyst.

Description of the Issue: FY Close balance sheet

You may update, view additional information or check the status about case 9660872 through our support website.

Thank you for using our web support customer portal.







# BA-06-701 - BOC 01-03

Final Audit Report

2022-12-22

Created:	2022-12-22
By:	Teresa Sharpless (teresa.sharpless@rowancountync.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5eRoZYGUp3QfVQq49xpTUCighH-KXONo

## "BA-06-701 - BOC 01-03" History

-  Document created by Teresa Sharpless (teresa.sharpless@rowancountync.gov)  
2022-12-22 - 7:31:51 PM GMT- IP address: 24.123.188.14
-  Document emailed to Anna Bumgarner (anna.bumgarner@rowancountync.gov) for signature  
2022-12-22 - 7:33:17 PM GMT
-  Document e-signed by Anna Bumgarner (anna.bumgarner@rowancountync.gov)  
Signature Date: 2022-12-22 - 8:47:56 PM GMT - Time Source: server- IP address: 24.123.188.14
-  Agreement completed.  
2022-12-22 - 8:47:56 PM GMT



Adobe Acrobat Sign



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Anna Bumgarner, Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Presentation of Fiscal Year 2022 Annual Comprehensive Financial Report

---

Martin Starnes & Associates, CPAs, P.A. has completed its annual audit of Rowan County. A representative from Martin Starnes will provide a presentation of FY2022 Annual Comprehensive Financial Report (ACFR) for fiscal year ending June 30, 2022.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
FY22 ACFR Presentation	12/22/2022	Backup Material





# Rowan County

2022 Audit Financial Statements

**ROWAN  
COUNTY**  
NORTH CAROLINA  
*Be an original.*

MARTIN ♦ STARNES  
& ASSOCIATES, CPAs, P.A.

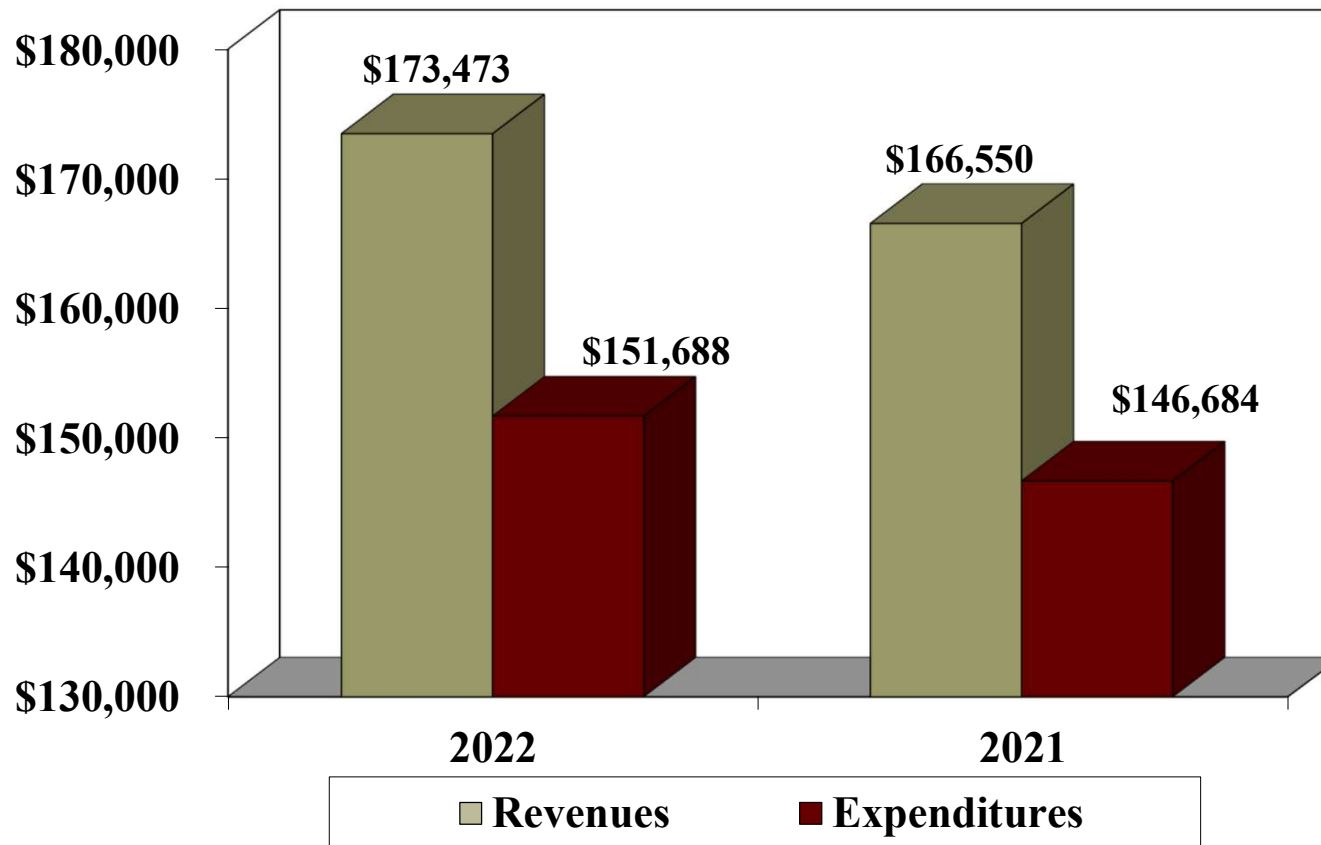
A close-up photograph of a person wearing a white button-down shirt. Their right hand is pointing with the index finger towards a smartphone held in their left hand. The background is blurred.

# Audit Highlights

- ❑ **UNMODIFIED (CLEAN) OPINION**
- ❑ **COOPERATIVE STAFF**



## GENERAL FUND SUMMARY (IN THOUSANDS)



# FUND BALANCE

- Serves as a measure of the County's financial resources available.
  - $(\text{Assets} + \text{Deferred outflows}) - (\text{Liabilities} + \text{Deferred inflows}) = \text{Fund Balance/Net Position}$

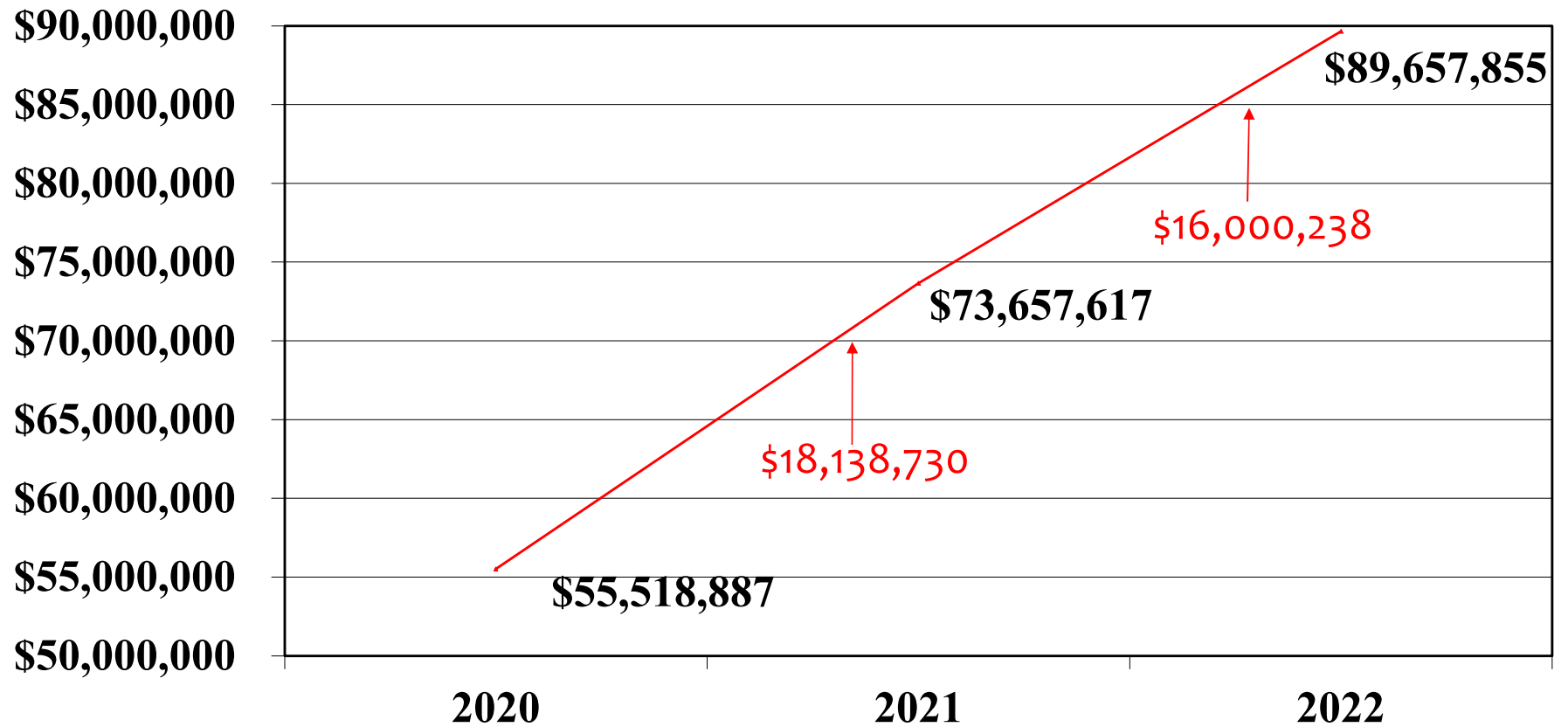
## 5 Classifications:

- **Nonspendable** - not in cash form
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Board) level-do not expire, require Board action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints





## TOTAL FUND BALANCE – GENERAL FUND



# FUND BALANCE

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

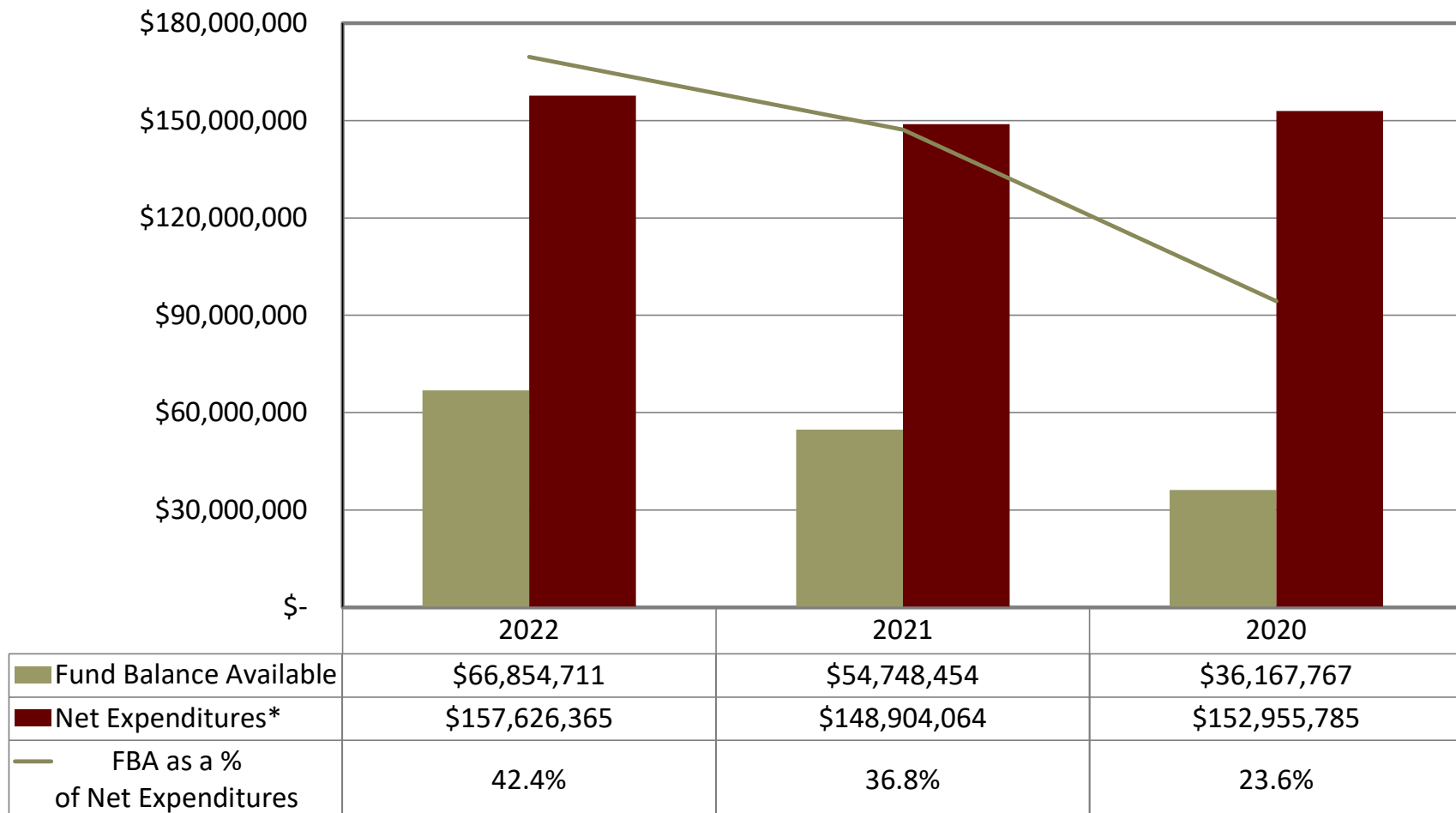
Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.





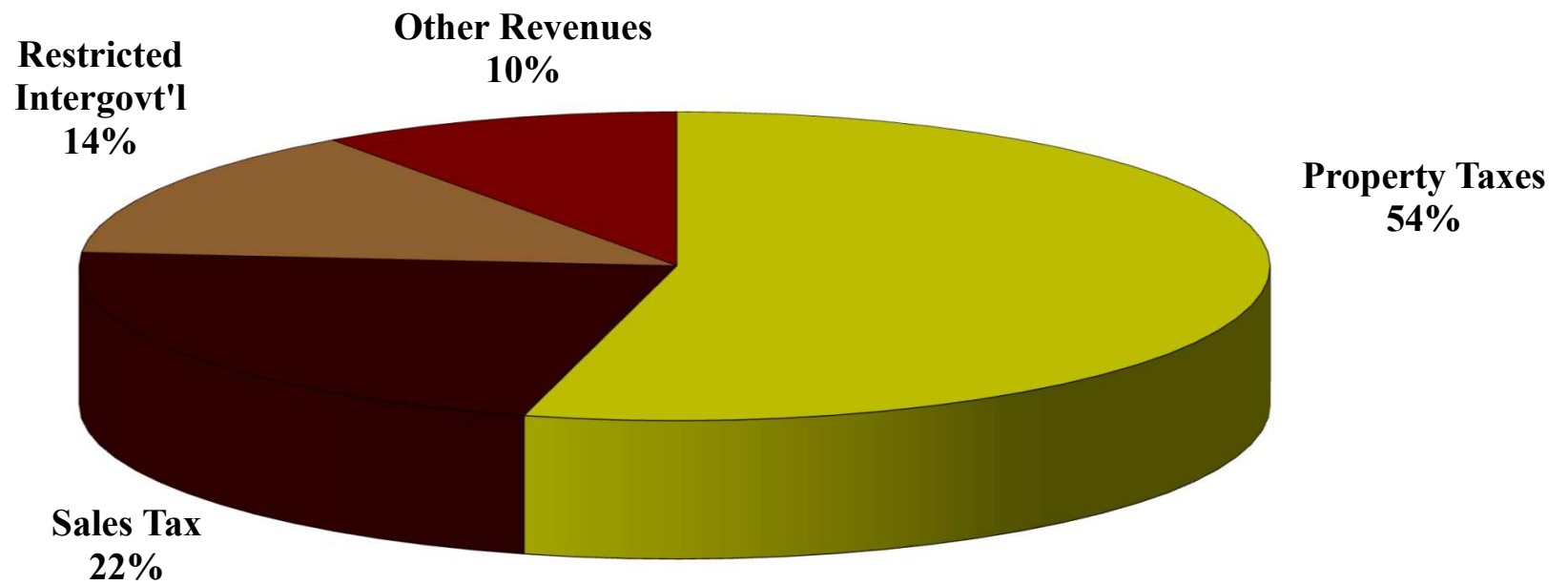
# FUND BALANCE-GENERAL FUND



\*Net expenditures = Total expenditures + Transfers out – Debt proceeds

MARTIN STARNES  
& ASSOCIATES, CPAs, P.A.

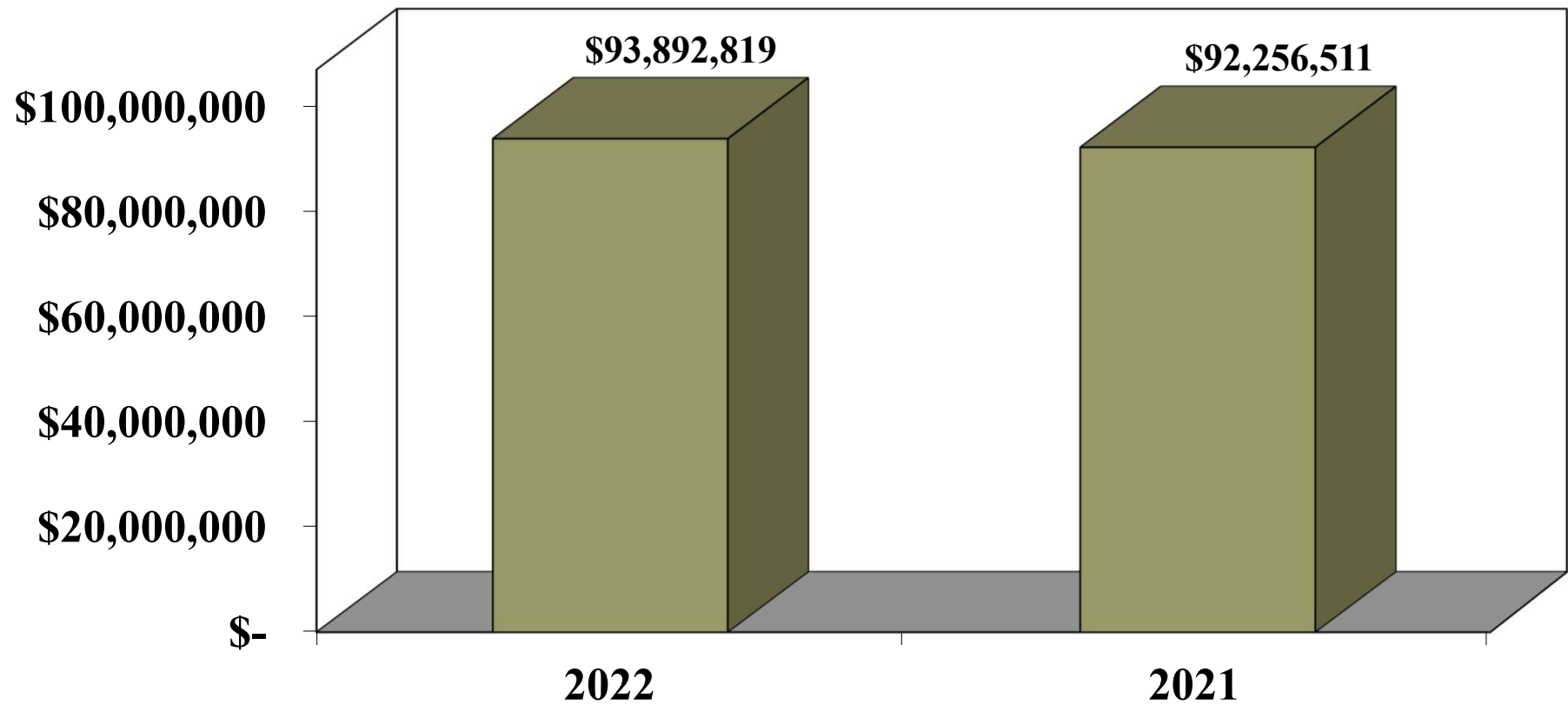
## TOP 3 REVENUES: GENERAL FUND



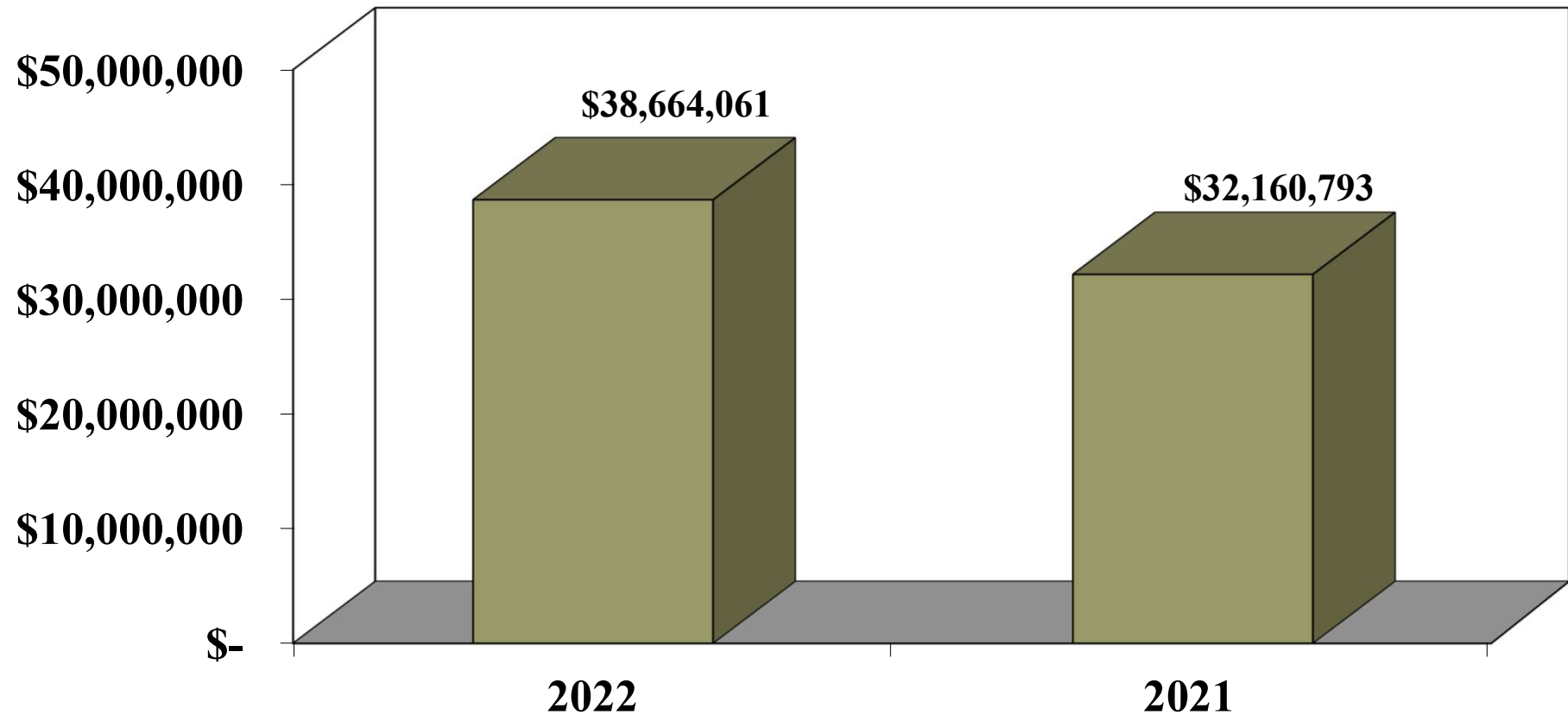
**Total Revenues \$ 173,473,299**



# PROPERTY TAXES

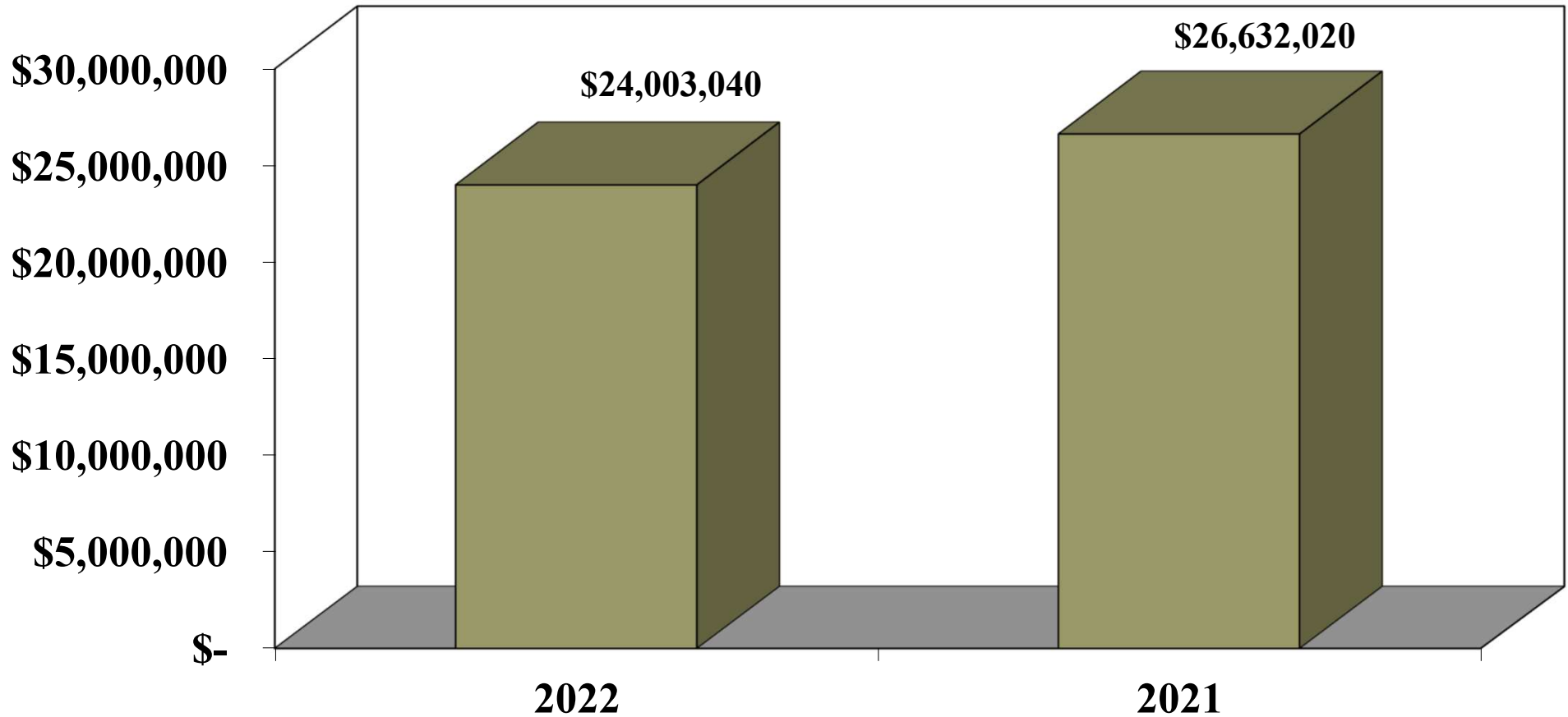


## LOCAL OPTION SALES TAX

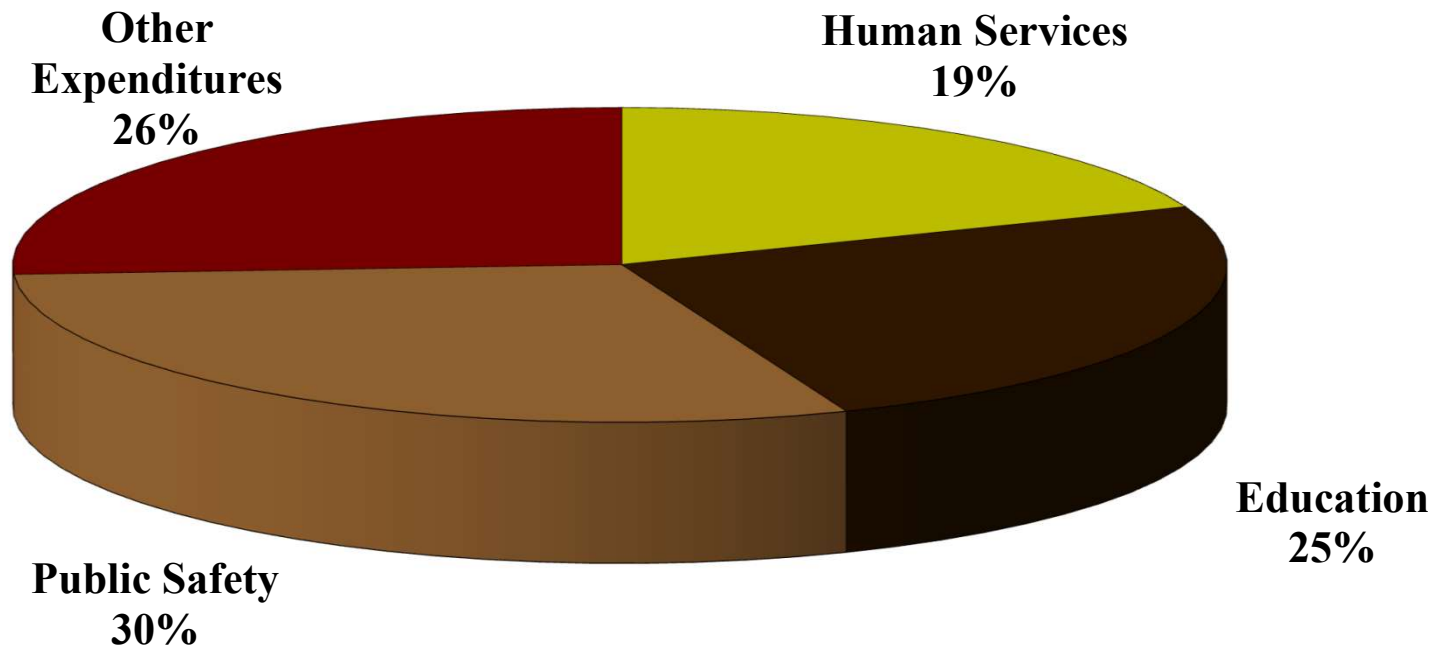




## RESTRICTED INTERGOVERNMENTAL



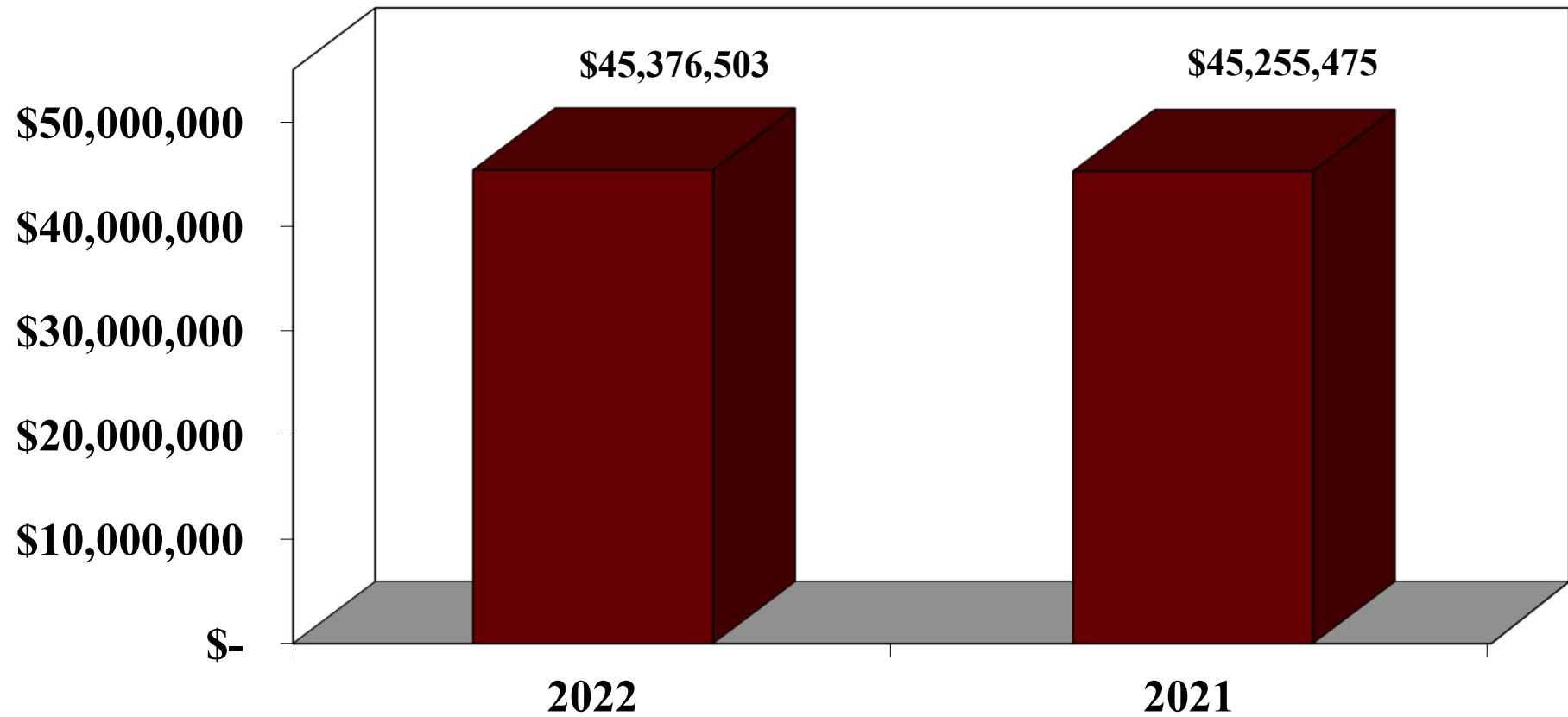
## TOP 3 EXPENDITURES: GENERAL FUND



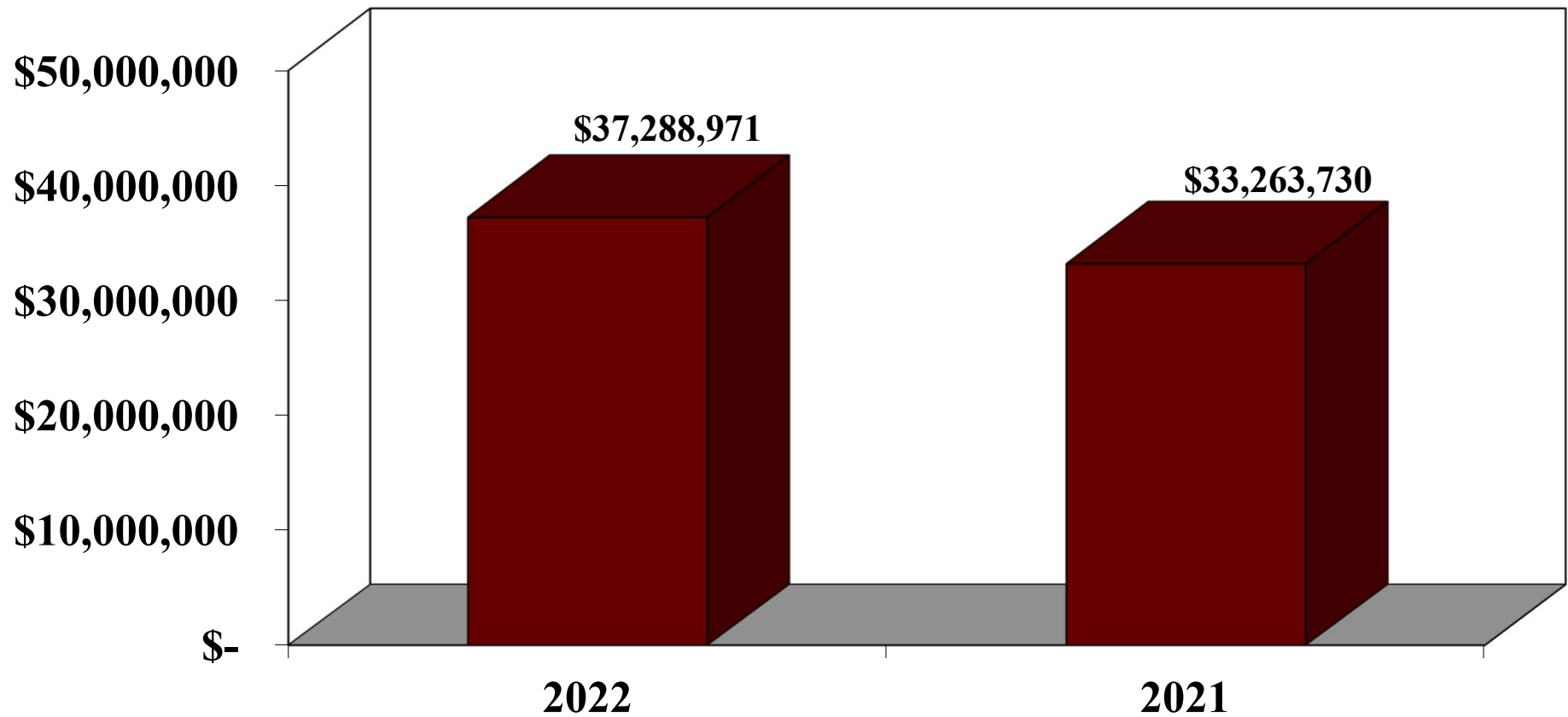
**Total Expenditures \$ 151,688,221**



## EDUCATION

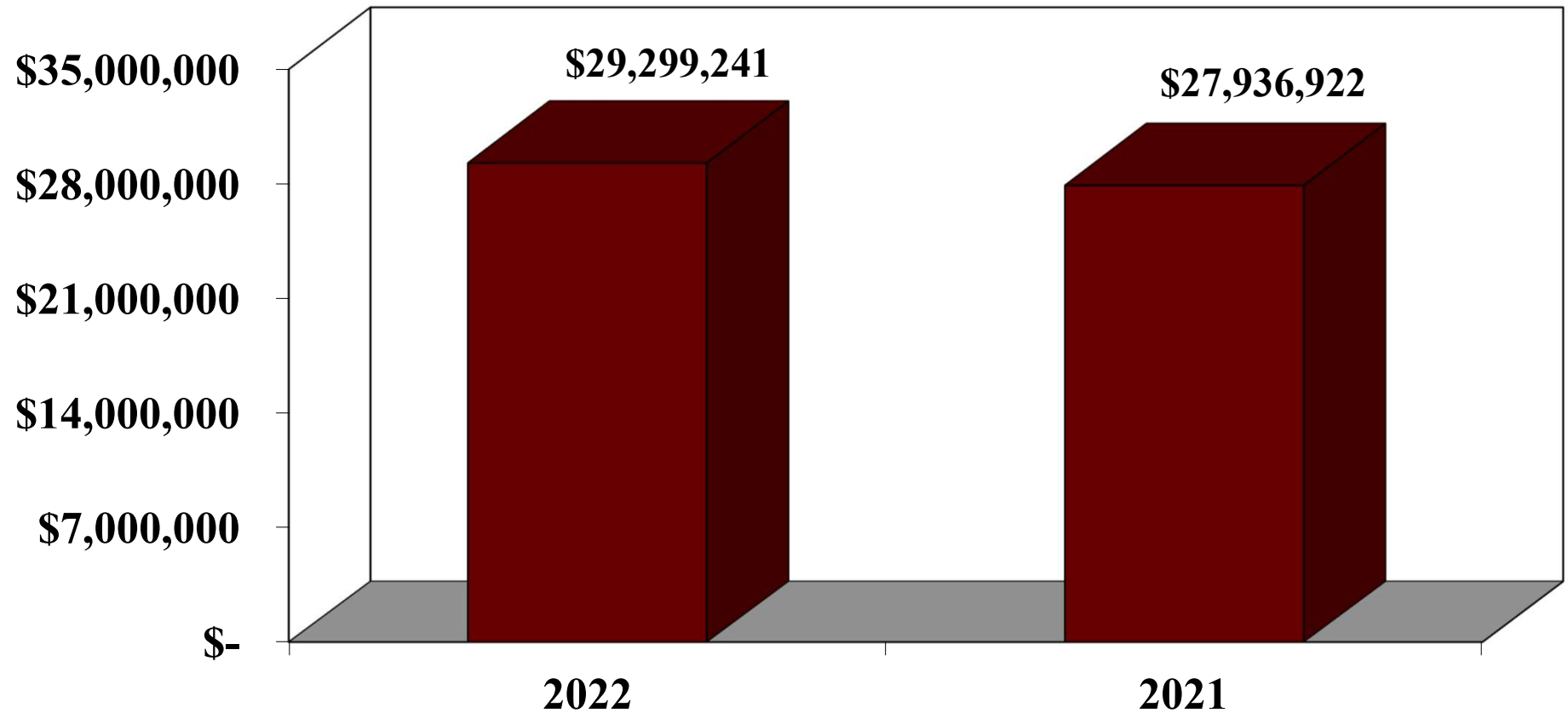


# PUBLIC SAFETY

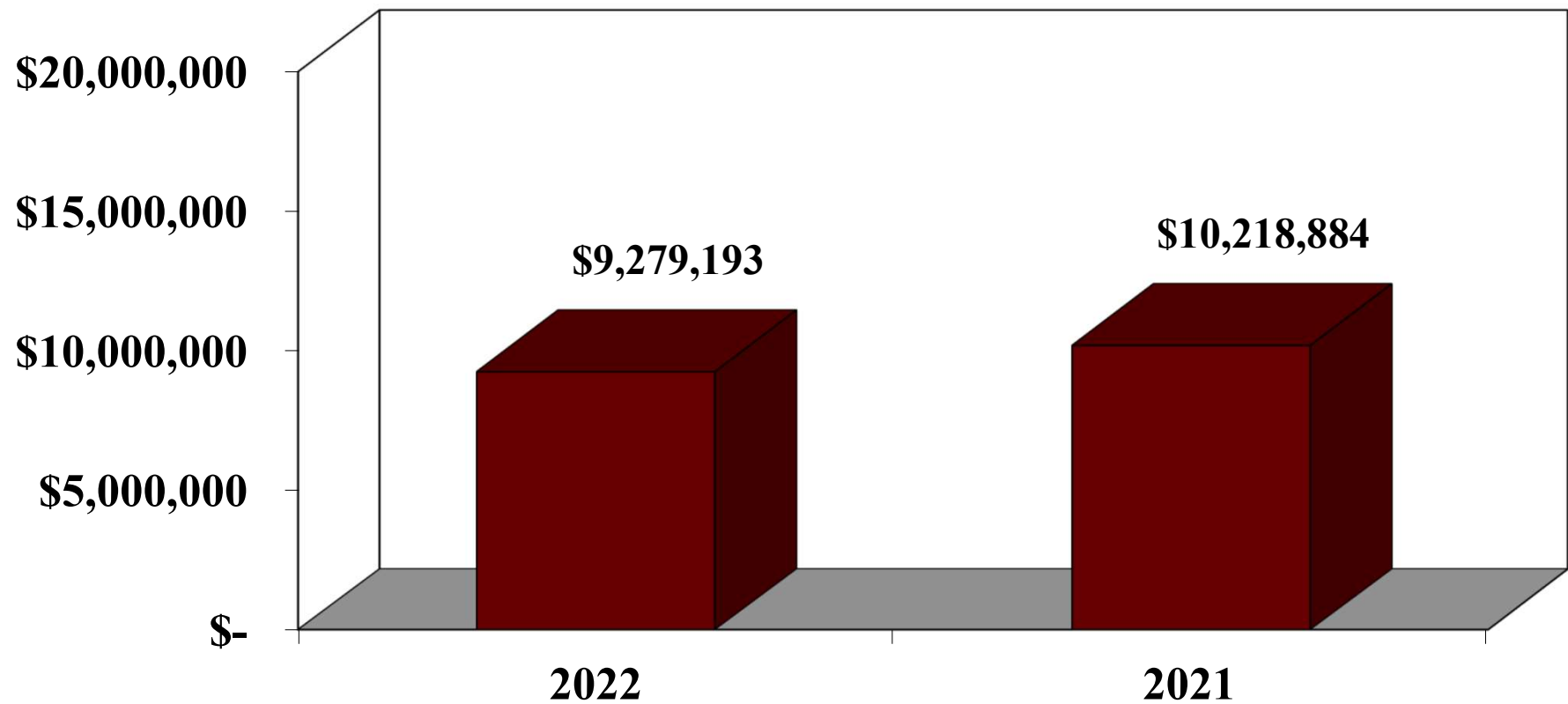




# HUMAN SERVICES



## DEBT SERVICE





## MAJOR ENTERPRISE FUNDS

<b>Airport Fund</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
<b>Unrestricted Net Position</b>	\$ 2,912,065	\$ 1,778,434
<b>Cash Flow From Operations</b>	\$ (345,944)	\$ (132,072)
<b>Net Income (GAAP)</b>	\$ 1,370,934	\$ (312,272)
<b>Quick Ratio</b>	6.0	6.6

# MAJOR ENTERPRISE FUNDS

<b>Landfill Fund</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
<b>Unrestricted Net Position</b>	\$13,027,392	\$ 11,647,741
<b>Cash Flow From Operations</b>	\$ 3,490,202	\$ 3,090,350
<b>Net Income (GAAP)</b>	\$ 1,269,667	\$ 2,440,153
<b>Quick Ratio</b>	35.7	48.2



# PERFORMANCE INDICATORS

- Positive Performance Indicators
  - No “red flags”
  - GF available fund balance %
  - Enterprise fund quick ratios
  - Stable property tax valuation & collection %





# Questions?

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MARTIN ♦ STARNES  
& ASSOCIATES, CPAs, P.A.



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Anna Bumgarner, Finance Director  
**DATE:** 1/3/2023  
**SUBJECT:** Public Hearing and Findings of Fact for Installment Financing for West End Plaza

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Hold public hearing for installment financing for West End Plaza.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Findings Resolution for WEP	12/28/2022	Cover Memo

BOARD OF COMMISSIONERS  
OF  
ROWAN COUNTY, NORTH CAROLINA

Excerpt of Minutes  
of Meeting of  
January 3, 2023

Present:       Chairman \_\_\_\_\_ presiding, and Commissioners \_\_\_\_\_

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Absent: \_\_\_\_\_

\* \* \* \* \*

Commissioner \_\_\_\_\_ introduced the following resolution, the title of which was  
read:

RESOLUTION AUTHORIZING THE FILING OF AN  
APPLICATION FOR APPROVAL OF AN INSTALLMENT  
FINANCING CONTRACT AUTHORIZED BY NORTH  
CAROLINA GENERAL STATUTES §160A-20 AND MAKING  
CERTAIN FINDINGS REQUIRED BY NORTH CAROLINA  
GENERAL STATUTES §159-151

WHEREAS, the Board of Commissioners (the “Board of Commissioners”) of Rowan County, North Carolina (the “County”) desires to pursue the financing of the renovation and equipping of the West End Plaza Mall into meeting space and offices (the “Project”) pursuant to an installment financing contract, as permitted under N.C.G.S. §160A-20; and

WHEREAS, it is anticipated that the portion of the cost of the Project that will be financed together with the payment of issuance expenses in connection with the financing will not exceed \$30,100,000; and

WHEREAS, the installment financing contract for the financing of the Project pursuant to N.C.G.S. §160A-20 must be approved by the North Carolina Local Government Commission (the “LGC”) and will only be approved if the findings of N.C.G.S. §159-151(b) have been made; and

WHEREAS, the County has today held a public hearing regarding financing of the Project through the execution and delivery of the Agreement, as evidenced by the Certificate and Summary of Public Hearing attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County,  
as follows:



1. After consideration, the Board of Commissioners has determined that the most advantageous manner of financing the Project is by an installment financing contract pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended. In support thereof, the Board hereby makes the following findings of fact:

- (a) Pursuant to Section 160A-20, the County is authorized to finance the Project by entering into an installment financing contract and a deed of trust that creates a security interest in some or all of the property financed to secure repayment of such financing.
- (b) The proposed financing is necessary or expedient because it will provide needed improvements for the County.
- (c) The proposed financing is preferable to a bond issue for the same purpose because of low fixed costs and favorable interest rates offered through installment contract financing compared to a bond issue.
- (d) The cost of the proposed undertaking exceeds the amount of funds that can be prudently raised from currently available appropriations, unappropriated fund balances, and non-voted general obligation bonds that could be issued by the County in the fiscal year pursuant to Article V, Section 4, of the North Carolina Constitution.
- (e) The sums proposed to be provided under the financings are adequate and not excessive for the stated purpose of financing the Project.
- (f) The County's debt management procedures and policies are good and have been carried out in strict compliance with law and will henceforth be so carried out.
- (g) There will be no increase in taxes necessary to meet the sums to fall due under the proposed financings.
- (h) The County is not in default in any of its debt service obligations.

2. The attorney for the County will render an opinion that the proposed financing is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

3. Each of the County Manager, the Finance Officer, and other appropriate officers of the County is hereby authorized and directed to proceed with the financing of the Project and the filing of an application with the LGC for its approval of such financing as described above for the financing of the Project in an amount not to exceed \$30,100,000, and the actions of any of the Chairman, the County Manager, the Finance Officer, and other officers of the County in connection therewith are hereby approved and confirmed.

4. All other acts of the Board of Commissioners and the officers of the County, which are in conformity with the purposes and intent of this resolution and in furtherance of the financing of the Project, are hereby ratified, approved and confirmed.

5. This resolution shall take effect immediately.

Commissioner \_\_\_\_\_ moved the passage of the foregoing resolution and  
Commissioner \_\_\_\_\_ seconded the motion, and the resolution was passed by the  
following vote:

Ayes: Commissioners \_\_\_\_\_

Nays: Commissioners \_\_\_\_\_

Not voting: Commissioners \_\_\_\_\_

\* \* \* \* \*

I, Sarah Pack, Clerk for the Board of Commissioners of County of Rowan, North Carolina,  
DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the  
proceedings of the Board of Commissioners for the County at a regular meeting duly called and  
held on January 3, 2023, as it relates in any way to the resolutions hereinabove referenced and that  
such proceedings are recorded in the minutes of the Board. Pursuant to G.S. § 143-318.12, a  
current copy of a schedule of regular meetings of the Board of Commissioners for the County is  
on file in my office.

WITNESS my hand and the official seal of the County this \_\_\_\_ day of January, 2023.

\_\_\_\_\_  
Sarah Pack, Clerk  
Board of Commissioners  
County of Rowan, North Carolina

[SEAL]



## **CERTIFICATE AND SUMMARY OF PUBLIC HEARING**

The undersigned Clerk to the Board of Commissioners for Rowan County, North Carolina hereby certifies:

1. Attached hereto as Exhibit A is an Affidavit of Publication with respect to notice of a public hearing (the “Hearing”) held on January 3, 2023, with respect to the financing of renovation and equipping of the West End Plaza Mall owned by the County into meeting space and offices pursuant to N.C.G.S. § 160A-20.

2. The presiding officer of the Hearing was Chairman Greg Edds.

3. The following is a list of the names and addresses of all persons who spoke at the Hearing:

4. The following is a summary of the oral comments made at the Hearing:

WITNESS my hand and the official seal of the County this 17<sup>th</sup> day of July, 2017.

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Sarah Pack, Clerk  
Board of Commissioners  
Rowan County, North Carolina

(SEAL)

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**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Sarah Pack, Clerk to the Board  
**DATE:** 1/3/23  
**SUBJECT:** Agenda Addition - TikTok Ban

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Item 6a was added during the meeting.

**ATTACHMENTS:**

**Description**

TikTok Ban

**Upload Date**

1/5/2023

**Type**

Cover Memo



**From:** Randy J. Cress, Assistant County Manager / CIO

**Date:** January 1, 2023

**Title:** Policy for ban of TikTok and other products from County owned devices and network.

**Overview:**

TikTok is a video-sharing mobile application with more than 94 million users in the United States in 2022 and is owned by a Chinese company, ByteDance Ltd., which has a subsidiary that is partially owned by the Chinese Communist Party.

TikTok can harvest large amounts of data from devices it is installed on including when, where, and how the user conducts Internet activity and on June 30, 2022, TikTok admitted in a letter to nine United States Senators that China-based employees can access U.S. data, even though that data is stored in the United States. Additionally, under China's 2017 National Intelligence Law, all Chinese businesses are required to assist China in intelligence work, including data sharing.

There are also several Chinese companies that produce Telecommunications and Audio/Video equipment, and the use of these products may enable the manufacturer or vendor to:

- Collect sensitive citizen, financial or other business data.
- Enable Business Email Compromise and act as a vector for Ransomware Deployment.
- Conduct effective Cyber-espionage against government entities.
- Conduct surveillance and tracking of individual users.
- Use algorithmic modifications to conduct disinformation or misinformation campaigns.

The Federal Communications Commission (FCC) maintains a list of communications equipment and services known as the Covered List that are deemed to pose an unacceptable risk to the national security of the United States or the security and safety of United States persons. Use of these products would disqualify the County use of federal grant funding in many cases.

On Thursday, December 29, 2022, the President signed into law, H.R. 2617, the "Consolidated Appropriations Act, 2023," containing Division R cited as "No TikTok on Government Devices Act" that bans the use of TikTok on federal government devices with an exception for law enforcement use.

**Recommendation:**

Hardware, software and services from the following vendors will not be used in or connected to any Rowan County Network or installed on any County issued device including but not limited to desktop computers, laptops, tablets, and mobile phones.

- (a) Huawei Technologies Company
- (b) ZTE Corporation
- (c) Hytera Communications Corporation

- (d) Hangzhou Hikvision Digital Technology Company
- (e) Dahua Technology Company
- (f) AO Kaspersky Lab
- (g) Tencent Holdings, including but not limited to:
  - a. Tencent QQ
  - b. QQ Wallet
  - c. WeChat
- (h) Alibaba products, including but not limited to:
  - a. AliPay
- (i) ByteDance Limited Products, including but not limited to:
  - a. TikTok

**Exceptions:**

Following federal guidance, use of software applications will be allowable for official law enforcement use using dedicated County owned devices not co-mingled with County network accounts.

**Authorization Request to the Board of Commissioners:**

Allow the County Manager to enforce the recommended actions through Policy for the effective ban on specific products and services with Chinese Communist Party and Russian Federation ties to best preserve the safety, security, and privacy of the Citizens of Rowan County.