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**AGENDA**  
**CUMBERLAND COUNTY BOARD OF COMMISSIONERS**  
**REGULAR AGENDA SESSION**  
**JUDGE E. MAURICE BRASWELL**  
**CUMBERLAND COUNTY COURTHOUSE - ROOM 118**  
**JUNE 11, 2020**  
**1:00 PM**

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1. APPROVAL OF AGENDA
2. APPROVAL OF MINUTES
  - A. Approval of May 14, 2020 Agenda Session Regular Meeting Minutes
3. PRESENTATIONS
  - A. Stedman Area Land Use Plan
  - B. Design of Robins Meadow Hurricane Matthew CDBG-DR Project and Agreement for Bidding and Construction Services
  - C. Update by North Carolina Office of Recovery and Resiliency on Hurricane Matthew and Florence Funding
4. CONSIDERATION OF AGENDA ITEMS
  - A. Resolution Approving and Authorizing the Submission of a Neighborhood Revitalization Strategy Area Plan for Shaw Heights
  - B. Amendments to the 2019 Annual Action Plan and Request to Hold a Public Hearing Scheduled for June 15, 2020
  - C. FY21 Community Transportation Bid Proposals
  - D. Submission of an Emergency Watershed Protection (EWP) Program Grant Application
5. MONTHLY REPORTS
  - A. Community Development Block Grant - Disaster Recovery (CDBG-DR) Update
  - B. Financial Report
  - C. Project Updates
  - D. Health Insurance Update
6. OTHER ITEMS
7. CLOSED SESSION: If Needed

**ADJOURN**

**AGENDA SESSION MEETINGS:**

**July- No Meeting**  
**August 13, 2020 (Thursday) 1:00 P.M.**



**CUMBERLAND**  
★**COUNTY**★  
NORTH CAROLINA

**PLANNING AND INSPECTIONS DEPARTMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: RAWLS HOWARD, PLANNING & INSPECTIONS DIRECTOR**

**DATE: 6/11/2020**

**SUBJECT: STEDMAN AREA LAND USE PLAN**

**Requested by: TRACY JACKSON, ASSISTANT COUNTY MANAGER**

**Presenter(s): TREY SMITH, COMPREHENSIVE PLANNING MANAGER**

**BACKGROUND**

As part of the Joint Planning Board's ongoing efforts to develop detailed land use plans for the entire County and the member municipalities, the Staff along with residents in the area, have developed a land use plan for the Stedman area of Cumberland County. The Joint Planning Board approved the proposed plan with a unanimous vote on December 17, 2019, and the Town of Stedman approved the proposed plan with a unanimous vote on February 13, 2020. A public hearing will be held at the August 17, 2020 Board of Commissioners meeting.

**RECOMMENDATION / PROPOSED ACTION**

No action needed.

**ATTACHMENTS:**

Description	Type
Plan document	Backup Material



# STEDMAN AREA LAND USE PLAN

2019

DRAFT

# Acknowledgements

## CUMBERLAND COUNTY COMMISSIONERS

W. Marshall Faircloth, Chair

Glenn Adams, Vice Chair

Michael C. Boose

Dr. Jeannette M. Council

Charles Evans

Jimmy Keefe

Larry L. Lancaster

## CUMBERLAND COUNTY JOINT PLANNING BOARD

Diane Wheatley, Chair

Carl Manning, Vice Chair

Jami McLaughlin

Thomas Lloyd

Dr. Vikki Andrews

Lori Epler

Stan Crumpler

Patricia Hall

Mark Williams

Jordan Stewart

## STEDMAN TOWN BOARD

Mayor Martin Jones

Commissioner Jeremy George

Commissioner Peggy Raymes

Commissioner Jordan Stewart

Commissioner Wayne Mosley

Commissioner Paul Pirro

# Acknowledgements

## STEDMAN AREA CITIZEN'S COMMITTEE

Donald Autry	Justin Freeman
Ray Bullard	Kevin Carroll
Richard Freeman	Jess Hall
Mark Horne	David Mabley
Robert Dubbe	Todd Mabley
Ivana Washington	Harvey Cain
Jay Johnson	

## CUMBERLAND COUNTY STAFF

### ADMINISTRATIVE STAFF

Rawls Howard, Planning & Inspections Director  
Joel Strickland, Interim Planning & Inspections Director  
Laverne Howard, Administrative Coordinator

### COMPREHENSIVE PLANNING \*

Rufus (Trey) Smith, III, Planning Manager  
Jennifer Oppenlander, Senior Planner  
Aaron Barnes, Planner  
Jaimie Walters, Planner

An area plan such as this one requires the knowledge and expertise of the entire planning department staff. The Cumberland County Planning Department, made up of the aforementioned sections as well as Addressing/ Street Naming, Current Planning, Graphic Services and Transportation, have all contributed to this plan.

\* Section responsible for this plan

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## PURPOSE

The Stedman Area Plan seeks to guide the future development of the area while also addressing the health, safety, and overall quality of life for its residents. With major improvements to and the widening of Highway 24 completed in recent years, the area now has better access to Fayetteville and other parts of the county west of the Cape Fear River.

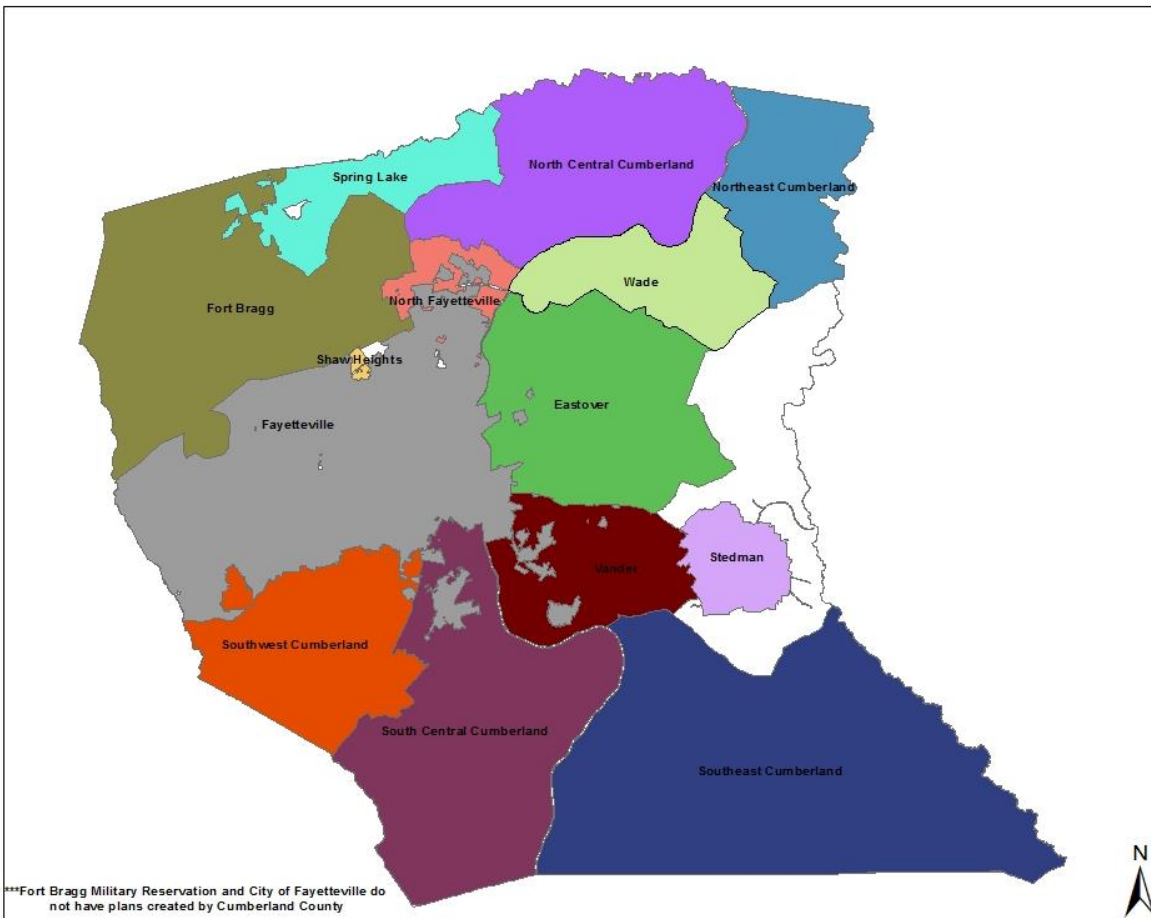
## THREE KEY PURPOSES OF THE LAND USE PLAN

- Provide guidance for rezoning, planning and capital investment decisions and set policy directives for officials, staff and other parties concerned with future development
- Assist in producing desirable land use patterns, uses and densities.
- Ensure future development adds to the overall quality and uniqueness of the community and builds upon the existing foundation that defines Stedman and its surrounding area.



# COMPREHENSIVE PLANNING

The interlocal agreement between the County Planning Department and the municipalities it serves states that “The Joint Planning Board will make, or cause to be made under its supervision, the basic studies necessary to maintain a continuing long-range comprehensive program.” The Comprehensive Planning Section has been tasked with achieving the goal of completing and updating detailed land use plans for each area of the County. These plans are used by Planning Staff and Governing Boards when making land use decisions.



## Cumberland County Adopted Area Land Use Plans

The Map to the left shows all area land use plans currently adopted by the County and towns within each plan boundary. It is the goal of the Comprehensive Planning Section to create area land use plans for the entire County and to update these plans when needed.

## STEDMAN PLAN AREA OVERVIEW

The Stedman area is generally located in the eastern portion of Cumberland County along North Carolina Highway 24, approximately 5 miles east of I-95.

The Town of Stedman, originally named Blockersville, was settled around 1888, incorporated in 1913 and renamed in honor of Nathan A. Stedman who was the treasurer of the Cape Fear and Yadkin Valley Railroad.

The Stedman area consists of approximately 20,000 acres (31 square miles) and is defined as the entire area of the Stedman town limits and a distance extending approximately two miles outside the town limits of Stedman. The area extends north to Maxwell, Wade-Stedman, Oak Grove Church and Bainbridge roads; west to Shelton Beard Road, areas in the vicinity of Rob Road, Aurora Street and Carl Freeman Road;

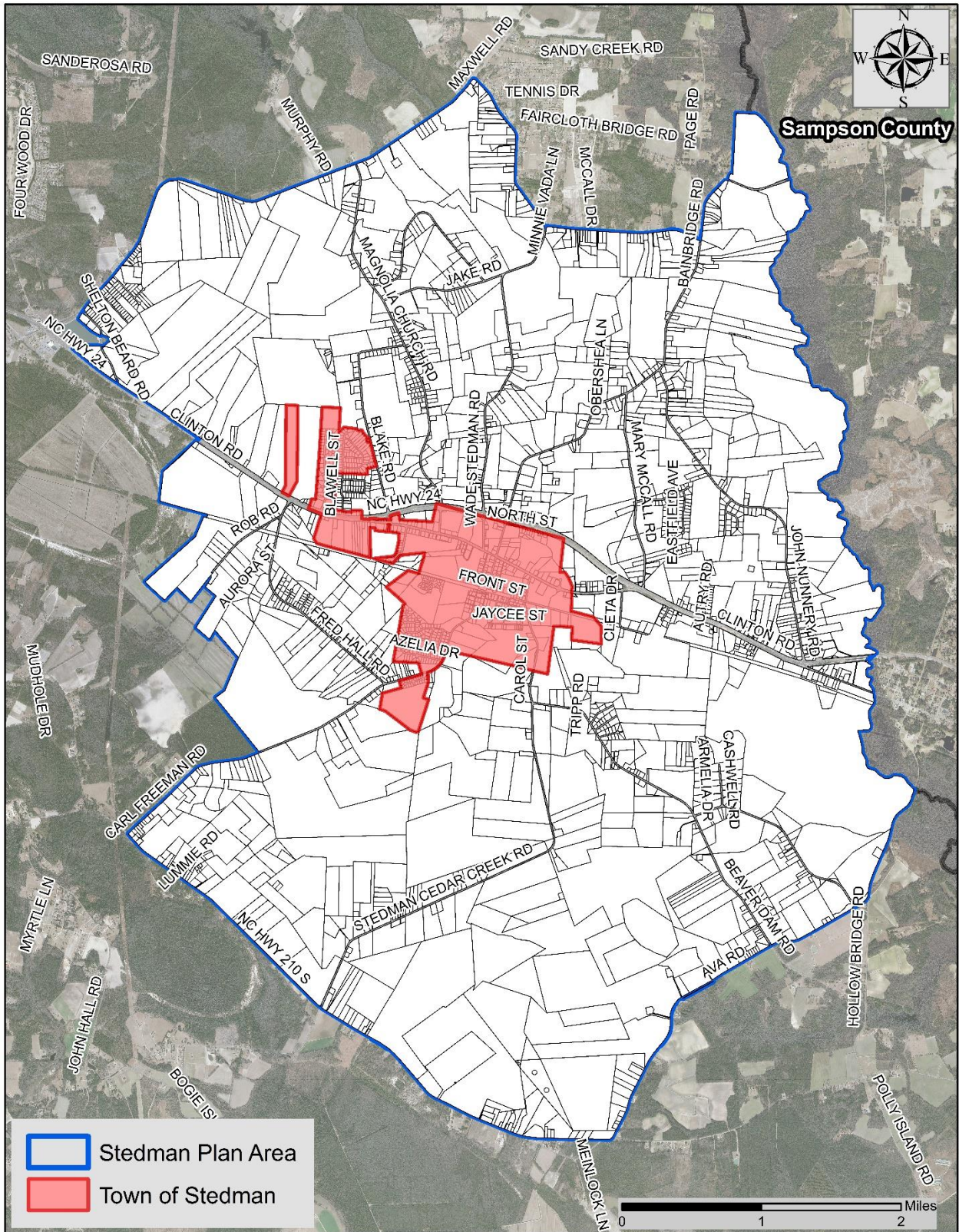
south to N.C. Highway 210 and Ava Road and east to the South River, which forms the border between Cumberland and Sampson counties.

The area outside of the town limits is predominately rural in character, consisting of farming and single-family residential development with a very small amount of commercial uses just outside of the town. Inside the town limits residential uses are mixed with commercial and office and institutional uses. Most existing commercial development occurs along Clinton Road within the Town of Stedman.

**NOTE: This detailed plan replaces the original Stedman Area Land Use Plan (adopted April 1999) and supplements the Cumberland County 2030 Growth Vision Plan (adopted in April 2009).**



# Stedman Area Land Use Plan Boundary



# PLANNING PROCESS



## PLANNING PROCESS

The Stedman Area Land Use Plan was formulated by obtaining citizen input, researching and analyzing census data and existing conditions as well as reviewing existing plans that affect the area. The gathering of this background information is crucial to the development of a land use plan because it helps to set the tone of the future land use discussion. This information helps measure the type and pace of growth that has occurred in the plan area over a certain period.

After background information was gathered, the planning staff engaged community members through committee meetings and surveys. Public involvement is vital in order to ensure a complete and accurate depiction of the concerns and needs of the community.

## PUBLIC PARTICIPATION

The public participation portion of the planning process began **February 28<sup>th</sup>, 2019** with an “Informational Meeting” held at the Stedman Community Building.

Prior to the meeting 1,719 notices were mailed to property owners of record within the plan area, and approximately 52 citizens attended. Planning staff gave a presentation outlining the planning process and a survey was given in order to obtain feedback from the community. Five members of the Cumberland County Planning staff were in attendance in order to answer questions and address any concerns.

The Stedman Area Citizen’s Committee was formed from volunteers that attended the informational session. Stedman Area Citizen’s Committee meetings were held, with attendance ranging from a low of 2 to a high of 9 individuals, at the Stedman Town Hall on the following dates:

**March 21<sup>st</sup>, 2019**

**April 11<sup>th</sup>, 2019**

**May 23<sup>rd</sup>, 2019**

**August 8<sup>th</sup>, 2019**

A rough draft of the Stedman Plan was presented to the Stedman Area Citizen’s Committee at the **September 19<sup>th</sup>, 2019** meeting. Comments were received by Planning Staff and incorporated into the draft.





## SURVEY

At the information meeting, a 10-question survey was conducted. The same survey was also available to citizens prior to the meeting online via Survey Monkey. The full survey with results can be found in the Appendix of this document. The following is a sample of questions asked.

1. Overall, how would you rate the quality of life in the Stedman Area?
2. Are you satisfied with the services offered in the Stedman area?
3. How would you describe the rate of growth in the Stedman area?
4. What type of development do you want to see in the Stedman area?
5. How would you like to see the Stedman area develop over the next 10 to 20 years?

A total of 54 people completed the survey. The following is a brief summary of the most popular responses received:

**Question # 1:** 50% of respondents rated the quality of life in the Stedman study area as “good” with approximately 45% choosing “excellent”. The remaining 5% indicated an “average” quality of life.

**Question #2:** About 70% of respondents indicated that they were satisfied with the services offered in the Stedman area.

**Question #3:** A majority of respondents believe that the rate of growth in the Stedman area is “just right.”

**Question #4:** Most respondents indicated they would like to see small scale commercial and rural residential type development in the study area.

**Question #5:** This was an open-ended question that encouraged respondents to share what they hope to see in the Stedman area in the future. Some suggestions include more rural development, family friendly entertainment, more recreational areas for families, family restaurants and fast food restaurants of good quality, allowing the sale of alcohol within town limits and affordable housing.



## SWOT ANALYSIS

The SWOT (Strengths, Weaknesses, Opportunities, Threats) method was originally created for business and industry but is equally useful in the work of community planning and development.

A SWOT analysis provides a general idea of what is needed/wanted in the community in a simple, yet effective format. The following is a summary of input gathered at the Stedman Area Citizen’s Committee meeting on March 21<sup>st</sup>, 2019. These results reiterate some of the issues and concerns expressed in the Stedman Area Survey.



**Schools**  
 Small-town atmosphere  
**Proximity to larger communities with more amenities; i.e. entertainment and sports venues**  
 HWY 24  
**Churches (number and variety)**  
 Utilities within town limits  
**Strong parks and recreation**  
 Fire protection  
**Health facilities**

**STRENGTHS**

**Design of HWY 24**  
 Local roads too narrow  
**Poor water drainage**  
 Lack of utilities outside of town limits  
**Lack of restaurants**  
 Lack of residential rentals; multi-family housing

**WEAKNESSES**

**Managed growth**  
 New Hwy 24 commercial development  
**Sale of alcohol within town limits to encourage restaurants/retail to locate within the town**

**OPPORTUNITIES**

**Increase in population could lead to increase in crime, increase demand for services**  
 No growth  
**Loss of small-town atmosphere**  
 Resistance to new ideas, growth and raising taxes  
**Mis-managed growth**

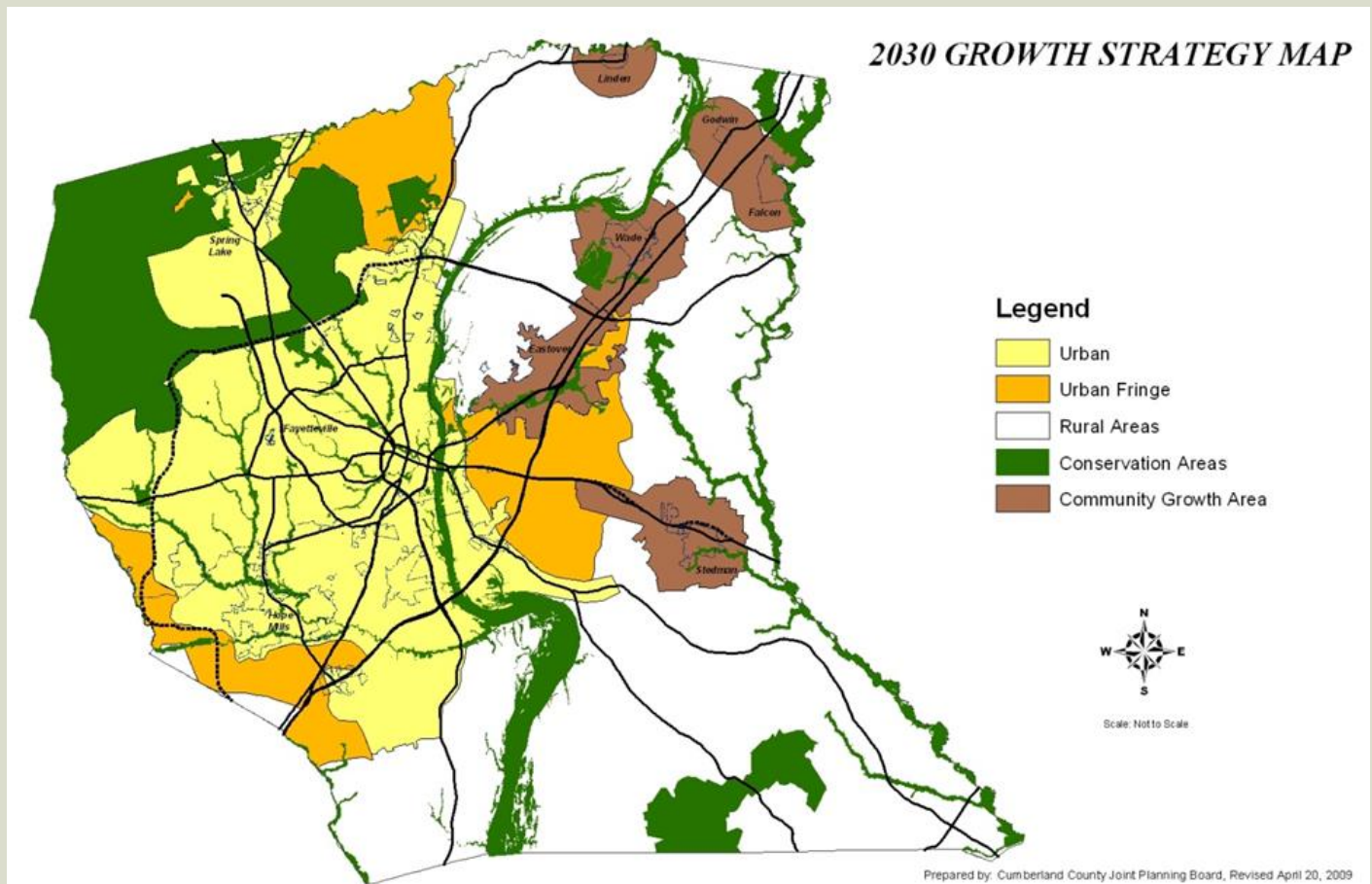
**THREATS**

## REVIEW OF EXISTING PLANS

An important step in the planning process is to assess existing plans that affect the study area. This allows planning staff to review previous planning efforts in the area to determine whether past goals were met and are still relevant. The following is a summarization of previous plans that exist for the Stedman Plan Area.

### 2030 PLAN

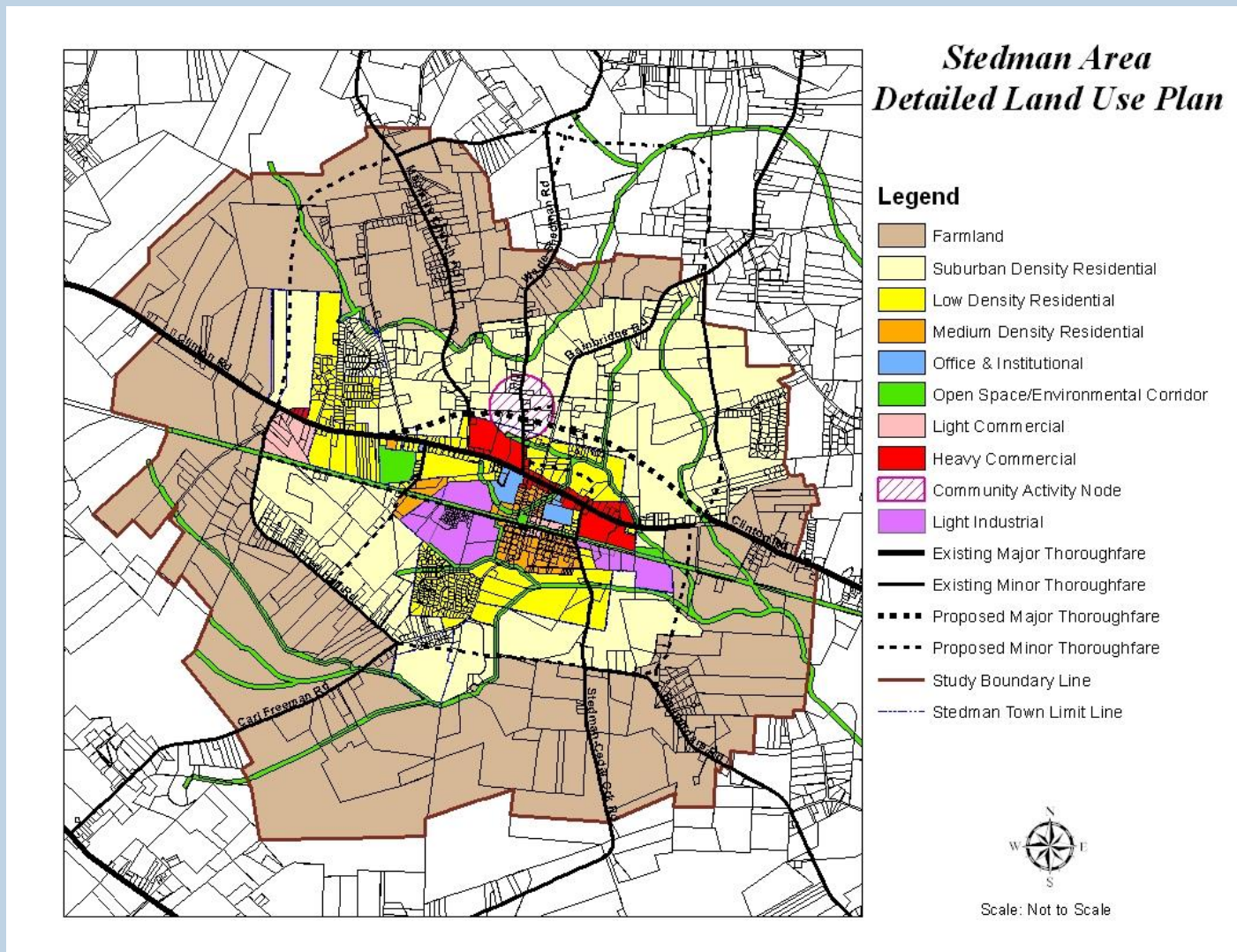
The Cumberland County 2030 Vision Plan adopted in 2009 identifies the Stedman area as a mix of Community Growth (mostly inside Stedman Town Limits) and Rural Areas. These areas are defined in the plan as follows: **Community Growth Areas** provide for the development and redevelopment of smaller, freestanding communities in Cumberland County. These communities normally provide for a full range of urban services through a combination of municipal and county services. **Rural Areas** provide for agriculture, forestry, and other allied activities traditionally found in a rural setting. Very low-density residential development with on-site waste disposal (i.e. septic systems) may be appropriate in Rural Areas. The adopted 2030 Vision Plan Land Use Map is shown below for further reference.



## STEDMAN STUDY AREA DETAILED LAND USE PLAN

The Stedman Study Area Detailed Land Use Plan was adopted by the Cumberland County Board of Commissioners on March 15<sup>th</sup>, 1999 and the Town of Stedman on April 1<sup>st</sup>, 1999. As the most recently adopted detailed plan for the area, it is currently used by the County and the Town of Stedman as guidance when making land use decisions.

The plan calls for most areas outside of the town limits to be farmland and suburban residential, with a small portion of medium density residential just outside of town on Front Street. The plan also calls for some light commercial on the south side of NC HWY 24 along with an activity node at the intersection of NC HWY 24 and Wade Stedman Road. Inside of the town, commercial uses are called for mostly along Front Street and along either side of NC HWY 24. Light industrial is called for along both sides of the western portion of Front Street. Low density residential is called for in multiple areas of town with medium density residential called for close to town center on Front Street. The adopted Stedman Area Detailed Land Use Map is shown for further reference.



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# EXISTING CONDITIONS



## EXISTING CONDITIONS

Researching and analyzing the existing conditions of the study area is a vital piece in the land use plan process. Without it there is no way to create a plan that will benefit the citizens of the study area. Comprehensive Planning staff utilized data from the Census Bureau, County Tax Records, County Land Use Records as well as input from other agencies (NCDOT, FAMPO, etc.) and the Town of Stedman.



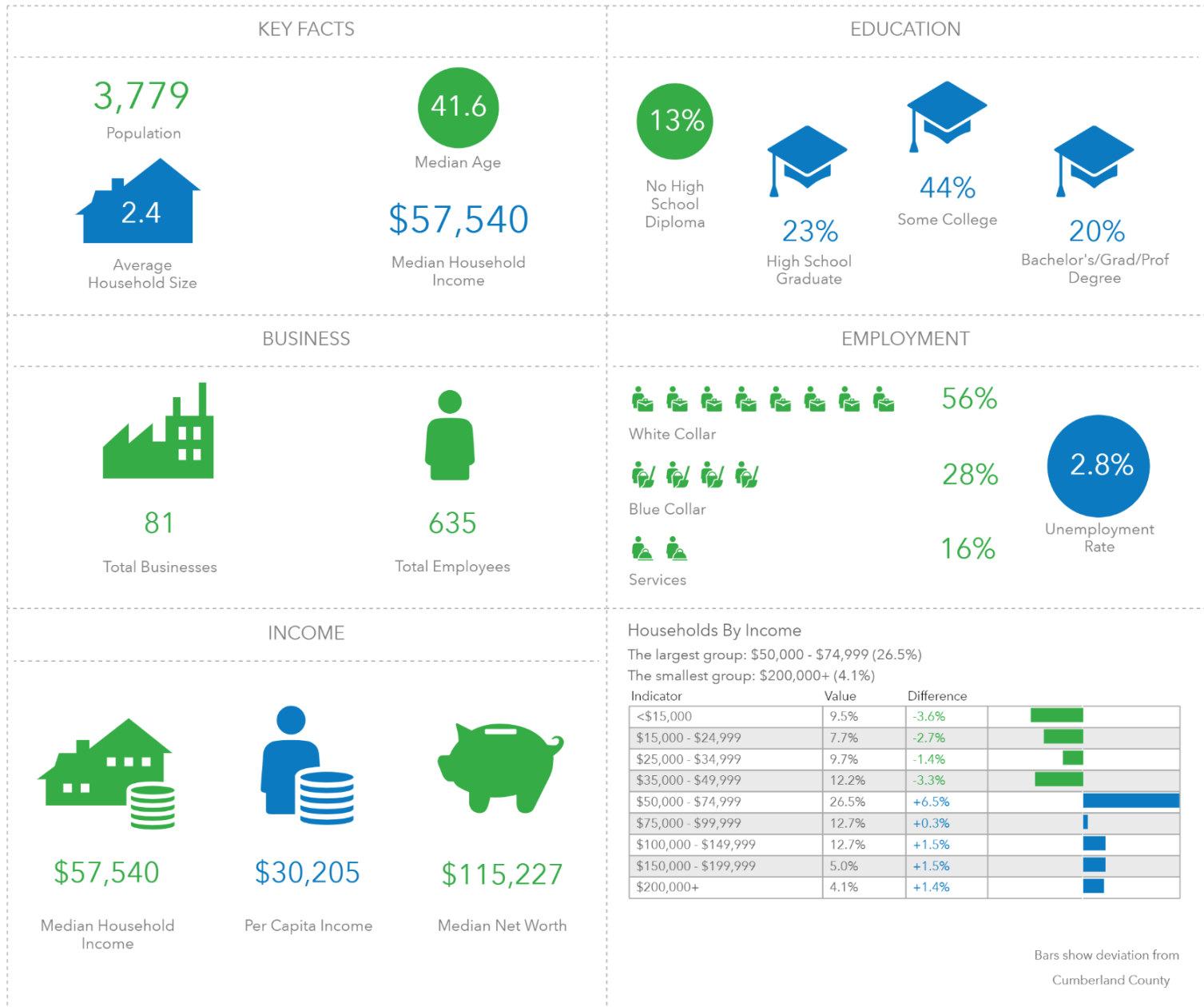
# EXISTING CONDITIONS

## DEMOGRAPHICS

For the purpose of this plan the planning staff used ESRI's Business Analyst to obtain demographic data. Business Analyst provides location-based intelligence for planning, site selection, and customer segmentation. This section is intended to provide an overview of demographic data for the Town of Stedman and the Stedman Area as defined by this plan. By

studying this data, we are able to learn more about the make-up of the plan area and make better decisions concerning the long-range planning of the plan area. Further, we are able to make specific goals and objectives based on the data that address potential issues and opportunities.

### Stedman Plan Area Demographics



## EXISTING CONDITIONS

### POPULATION

In terms of demographics, population is often the first statistic considered, and is important in evaluating future investment and possible tax revenue by local governments. According to the latest data, Stedman's population has not changed significantly since the 2010 Census where the population was 1,028. Considering the population grew by about 50 percent between 2000 and 2010, population growth has slowed considerably within the town. The study area's population is approximately 3,379. Therefore, Stedman's population makes up about a third of the overall study area's population.

### MEDIAN HOUSEHOLD INCOME (MHI)

Median household income, or MHI, is the middle of a list of the ranked incomes for a given area. Using the median instead of average tends to give a more accurate depiction of income due to possible extremes that can skew the data. The latest data shows that the median household income for the Town of Stedman is about \$2,000 more than the study area. Specific to the town of Stedman, the MHI has increased significantly over the past 9 years from \$42,105 in 2010 to \$57,540 currently. Although a variety of factors may have contributed to this increase, possibly the single greatest factor in this increase is the country recovering from what has been termed as the Great Recession. In comparison to Cumberland County's MHI, which currently sits at about \$45,000, Stedman and the plan area's MHI's are notably higher.

### MEDIAN AGE

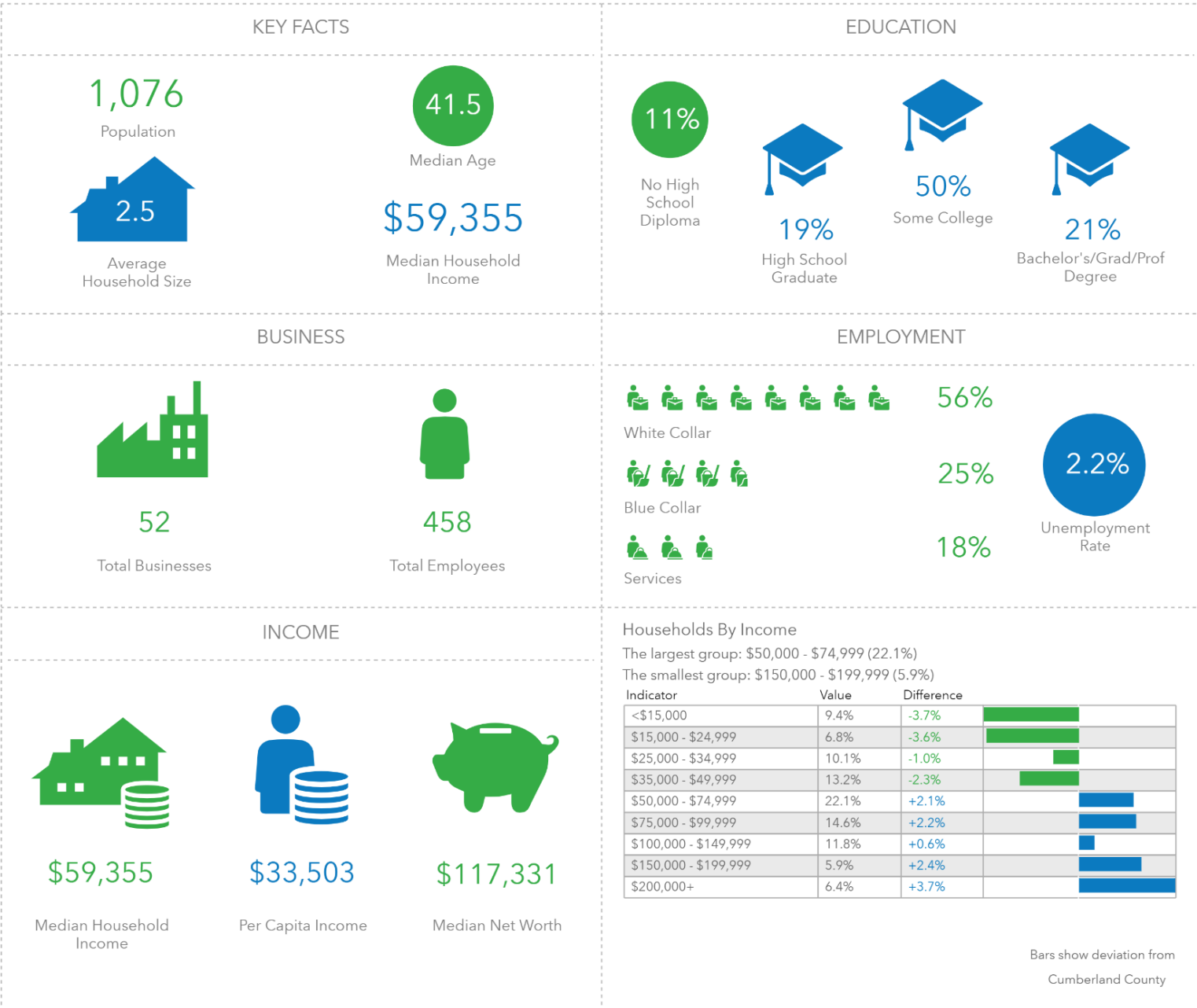
The median age of a community contributes to factors such as: the amount of commercial development, the type of housing most prevalent, or the number of schools in an area. With a median age of 42 years old, an individual living in the Town of Stedman or the plan area is roughly 10 years older than the average Cumberland County resident. Generally, it is believed that this is due to two main factors: proximity to Ft Bragg and the desire of individuals in their 20 or 30s to live in a more urban/suburban environment.





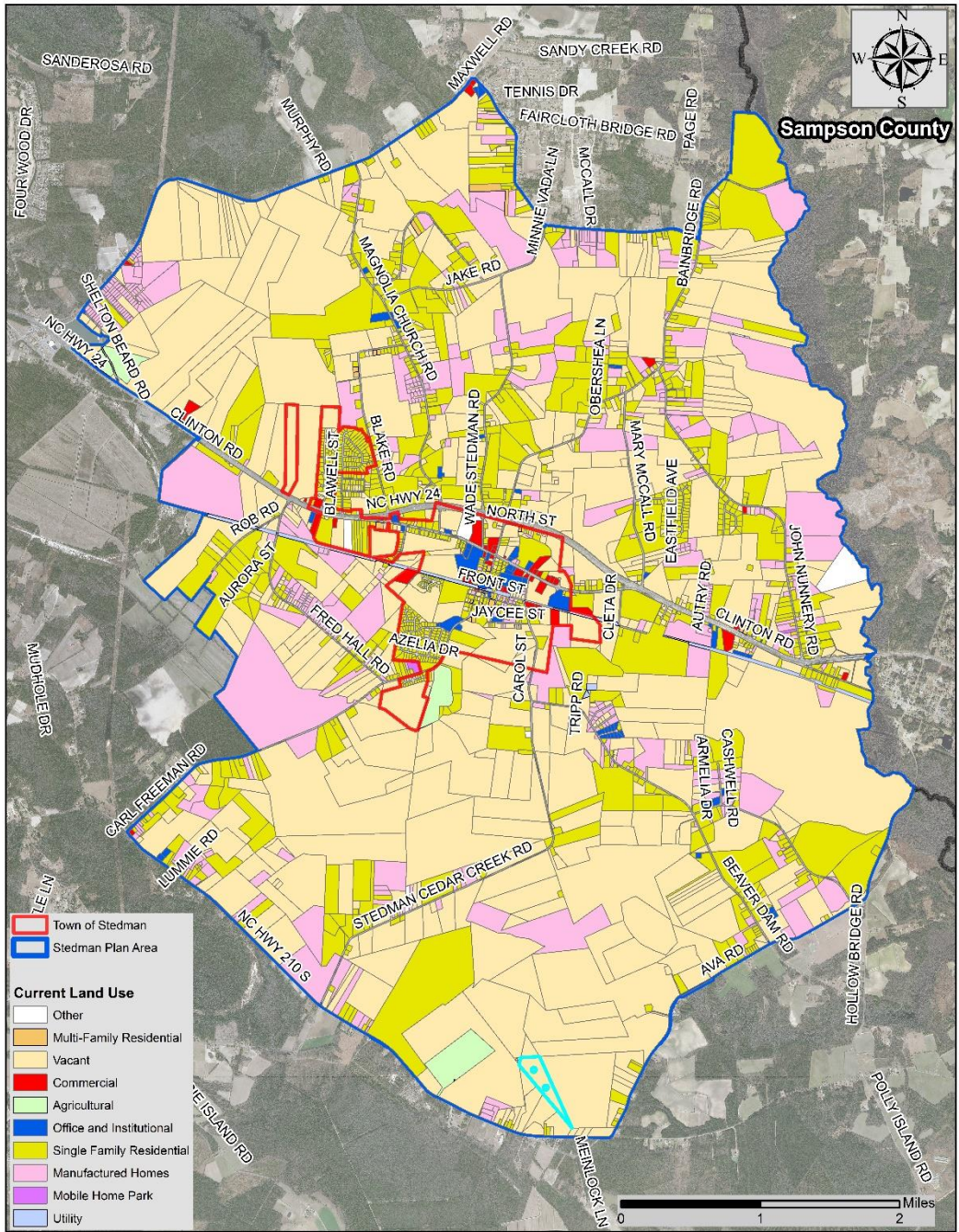
# EXISTING CONDITIONS

## Town of Stedman Demographics





### Stedman Area Current Land Use



### CURRENT LAND USE

In order to determine what an area's future land use might be, it is imperative to first identify the area's existing land use. This information, based on Cumberland County tax records, gives a baseline to where current uses are located and can also provide a development pattern for the area. Currently, land use is reevaluated on a County level every 8 years with changes being recorded regularly based on permit data.

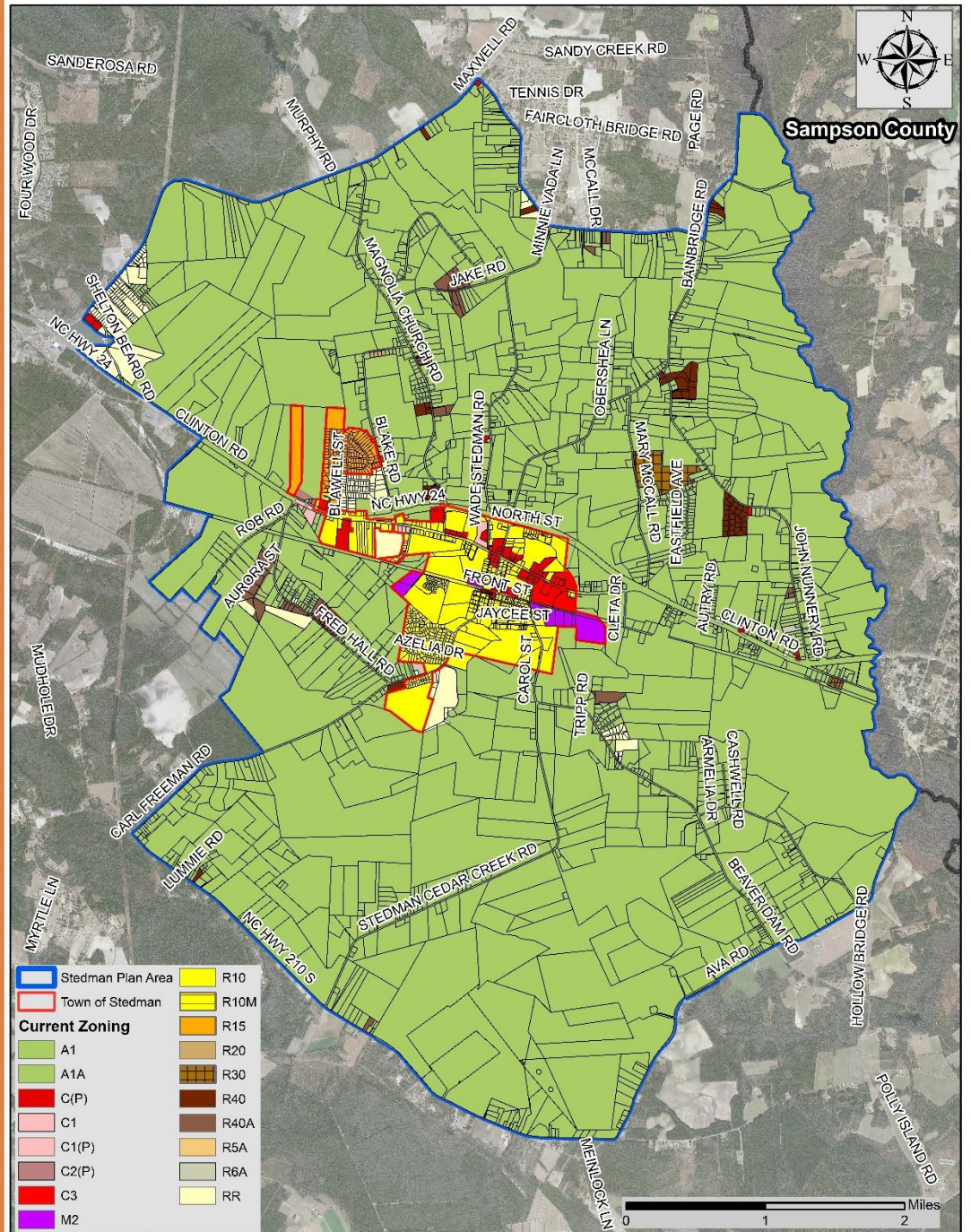
**NOTE:** A parcel is identified as one use, in some instances, only a portion of the parcel may be used for that purpose.

## Stedman Area Zoning

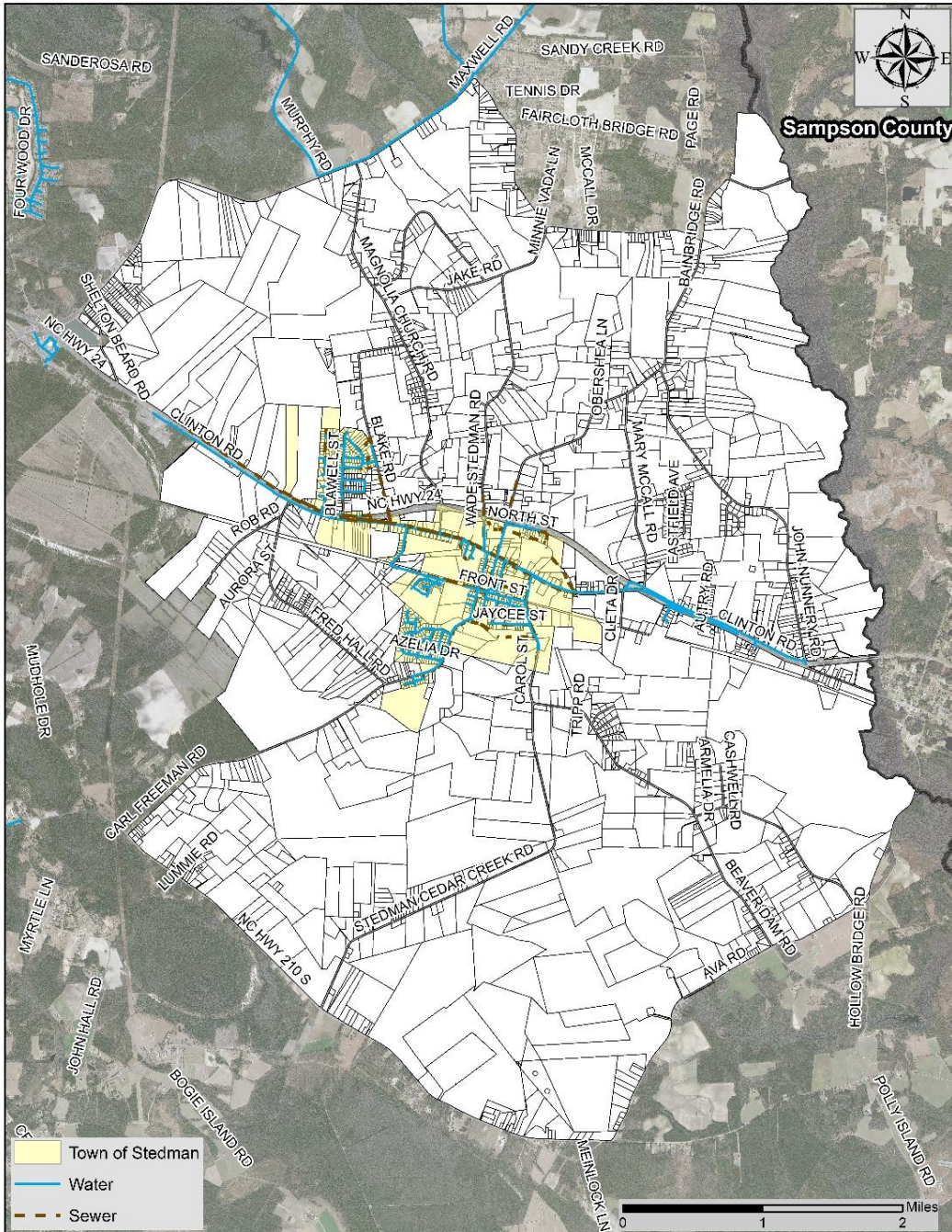
### ZONING

A vast majority of the study area outside of the town limits is currently zoned A1 Agricultural.

Parcels within the town limits are mostly zoned R10 Residential with some M2 Heavy Industrial, C(P) Planned Commercial and C3 Heavy Commercial. A complete description of current zoning districts can be found in the appendix of this document.



## Stedman Area Water and Sewer



## UTILITIES

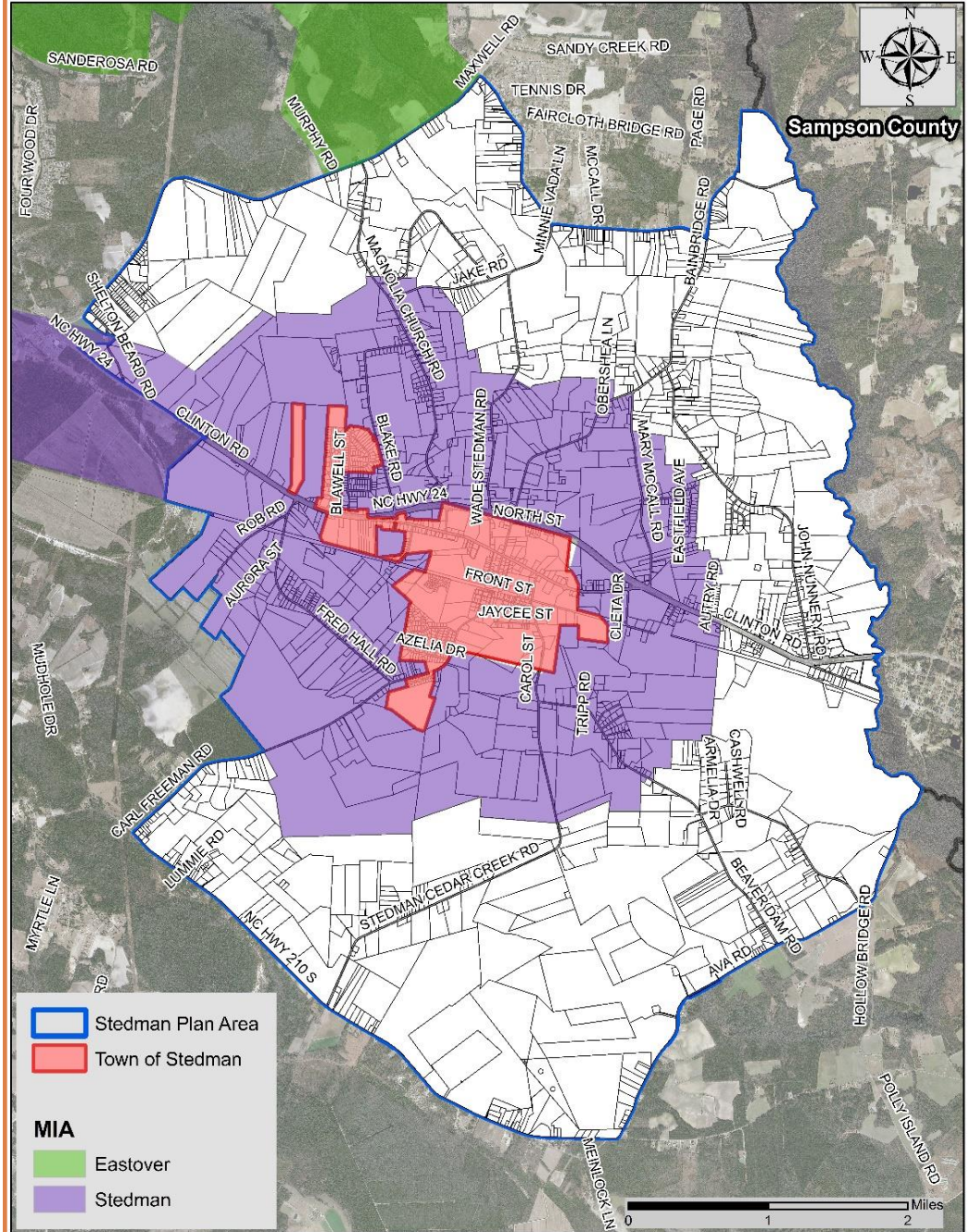
Water and sewer are provided within the town limits through the Town of Stedman's municipal water system. Water was installed in 1978 with sewer installed in 2001. The town provided water to the Town of Autryville from 1984 until 2015. Most of the study area outside of the Town of Stedman is served by individual well and septic systems.

Other utility providers in the area include Progress Energy (owned by Duke Energy) and South River EMC (electricity), as well as CenturyLink and Spectrum (cable/internet).

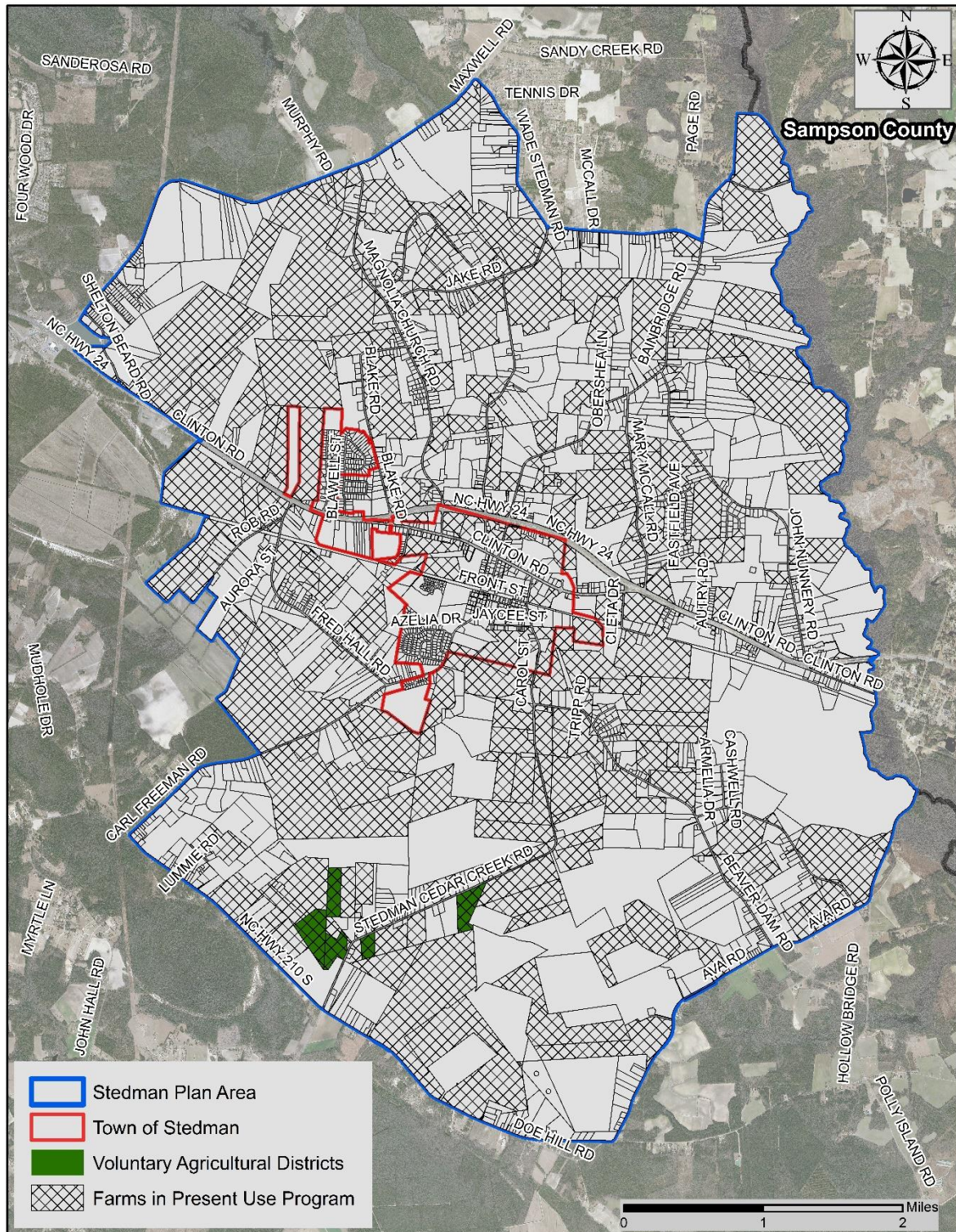
MIA

The Stedman Area Land Use Plan Study Area is impacted only by the Municipal Influence Area (MIA) from the Town of Stedman. A significant portion of the study area outside of the Town limits is not included in any MIA. An MIA provides a platform for municipalities to plan and program the extension of public services and facilities by applying the specific municipality’s development standards within their respective MIA. This assists municipalities in addressing future annexation and growth plans, while making future annexations into the municipality more efficient and cost effective.

Stedman Area MIA



## Stedman Area Farms and Agriculture



## EXISTING CONDITIONS



### PRESENT- USE VALUE TAXATION PROGRAM

The Present-Use Value Taxation Program was established by the North Carolina General Assembly in 1974 and gives county tax offices the ability to value qualifying properties by the present-use value rather than market value. The present-use value is based on the ability of the land to produce income in its current use as agricultural land, horticultural land, or forestland. Wildlife conservation land was added to the Present-Use Value program in 2010. Currently, the Stedman study area has approximately 9,500 acres of land in the Present-Use Value Taxation program, which accounts for about 48% of the total plan area.



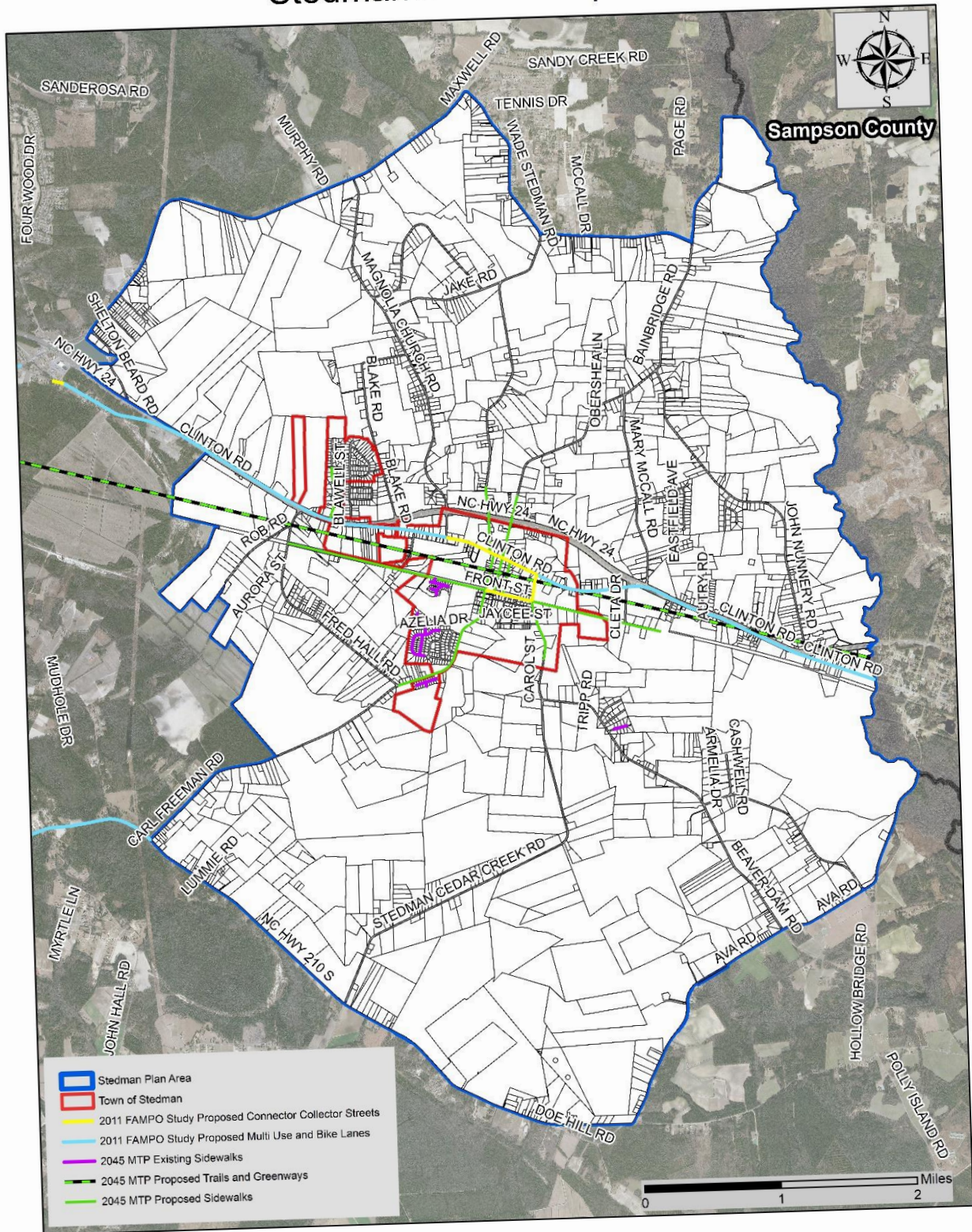
### VOLUNTARY AGRICULTURAL DISTRICT

The Voluntary Agricultural District Program encourages the preservation and protection of farmland from non-farm development. In Chapter 106, Article 61 of the North Carolina General Statutes, the North Carolina General Assembly authorized counties to undertake a series of programs to encourage the protection and preservation of farmland. Cumberland County requires at least 5 acres of horticultural land, 10 acres of agricultural land, or 20 acres of forest land in addition to being in the Present Use Value Taxation Program. Currently, the Stedman study area has approximately 110 acres of land in Voluntary Agricultural Districts or VADs, which only accounts for about 1% of land within the study area that is also included in the Present-Use Value Taxation Program.





# Stedman Area Transportation



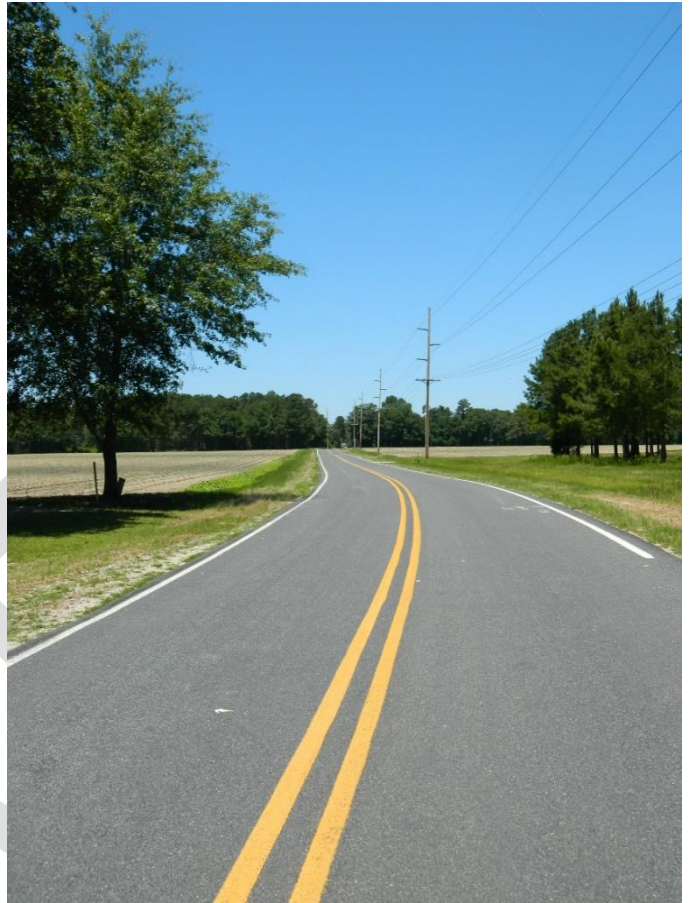
## EXISTING CONDITIONS

### TRANSPORTATION

The Stedman Area Land Use Plan Study Area falls within the Mid-Carolina Council of Governments (MCCOG) boundary but has an agreement with the Fayetteville Area Metropolitan Organization (FAMPO) for certain planning activities. These agencies are responsible for developing and coordinating plans that will provide the safest and most efficient transportation while protecting and enhancing the environment. FAMPO and MCCOG work closely with the North Carolina Department of Transportation (NCDOT) to address transportation needs in the area. The following are future plans for the area, visually depicted on the map shown on page 26.

NC Highway 24 is the most recently completed NCDOT project in the study area. Due to the highway being a “restricted access highway” NCDOT has indicated that no new driveway permits or road connections will be approved. Due to this constraint, any new commercial development will have to occur where there is already access to NC HWY 24 via a smaller state road.

The proposed trail running east from Fayetteville through Stedman to the Sampson County line was originally proposed in 2010. This project, shown in the transportation map on page 29, involved local government partnering with Rails to Trails, a nonprofit that works with communities to preserve unused rail corridors, and working with NCDOT to secure funding. Due to a low score in NCDOT’s annual prioritization of state-wide transportation project proposals, the plan was not funded and, subsequently, not resubmitted the following year.



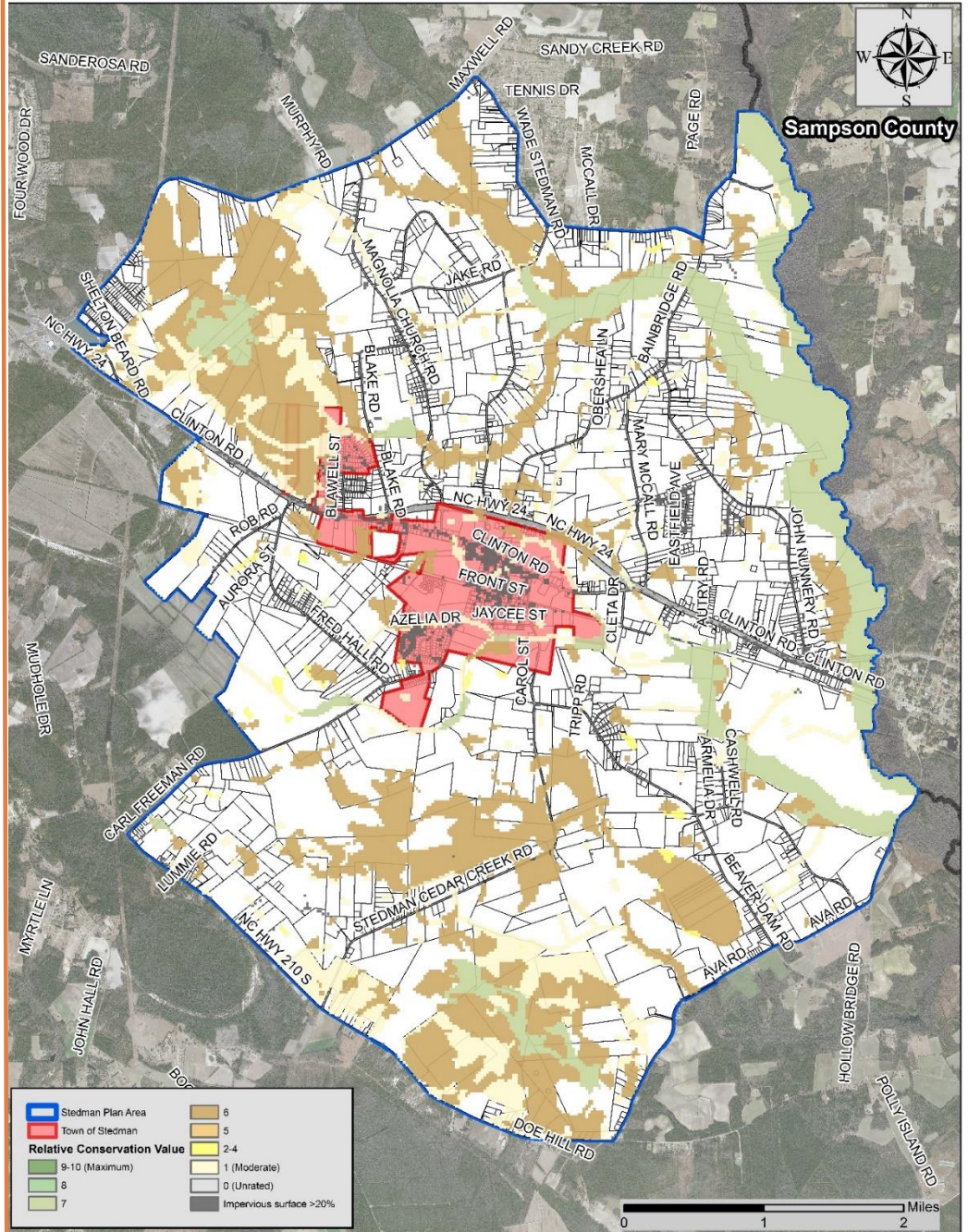


CONSERVATION VALUE

The conservation of land is vital to sustain natural heritage areas, core wildlife habitats, aquatic resources, wetlands, and watersheds. Although many regional land trusts exist that conserve hundreds of acres of land annually, land use planning also plays a significant role in land conservation. A common method used in planning to protect vulnerable environmental areas is designating them as “open space”. These areas typically include land in flood plains, forests, and land already being used for recreation or park space.

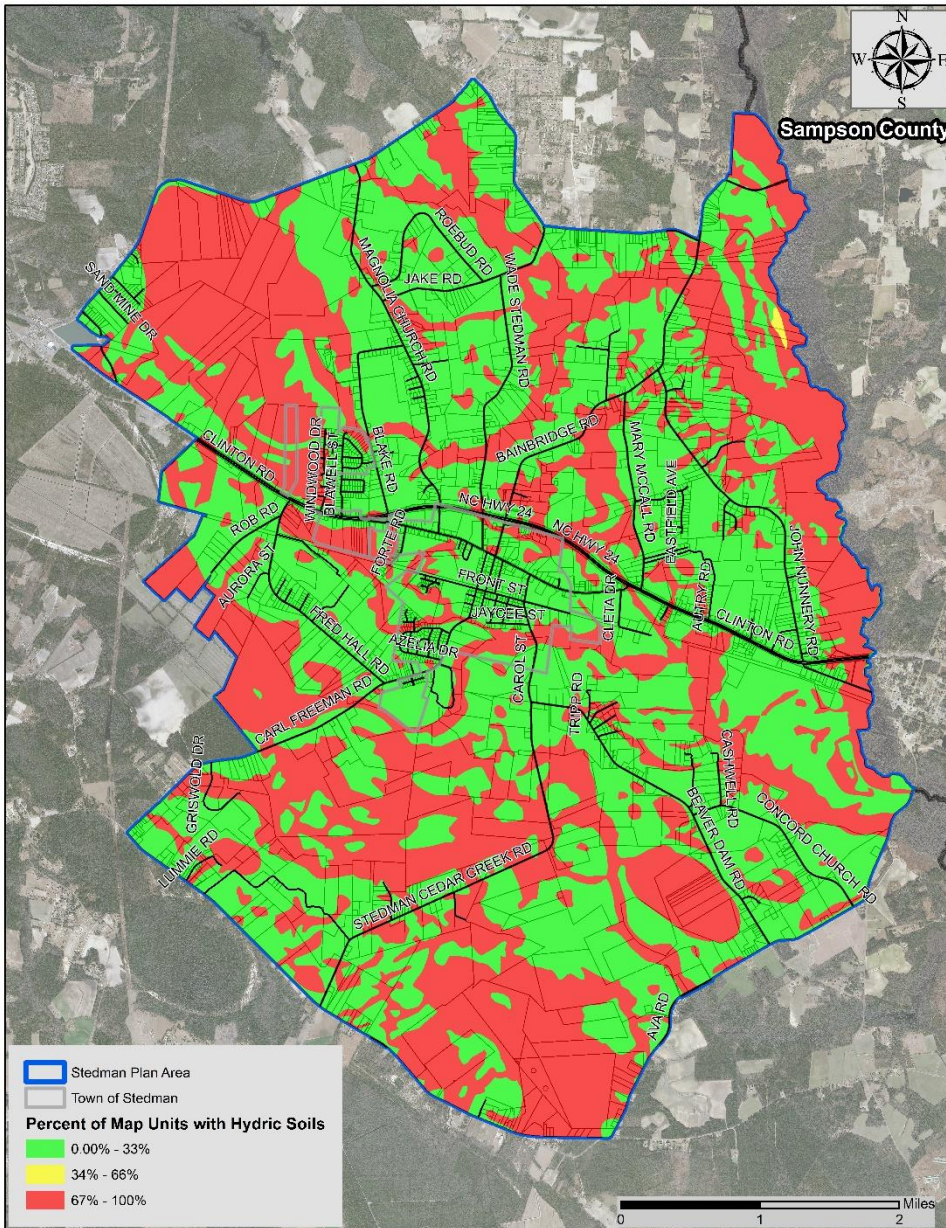
This map depicts the “relative conservation value” of land in the study area on a scale from 1-10. The relative conservation values are based on the biodiversity of aquatic and terrestrial species, large scale landscapes, and land important to ecosystem processes. Due to the presence of the South River, the highest conservation values are mainly located on the Cumberland and Sampson County border. Generally, the areas shown with relatively high conservation values will be limited to certain land uses and less likely to support higher density development.

Stedman Area Conservation



Data downloaded from: North Carolina Natural Heritage Program. 2018. Geographic Information System (GIS) data. NCDNCR, Raleigh, NC. Available at [www.ncnhp.org](http://www.ncnhp.org). (Accessed: May 2019).

### Stedman Area Hydric Soils



### HYDRIC SOILS

The USDA defines hydric soils as “soils that formed under conditions for saturation, flooding or ponding long enough during the growing season to develop anaerobic conditions in the upper part”. The presence of hydric soils can severely limit the type and intensity of development in a given area.

It is imperative to know where these soils are for future land use planning and understanding how hydric soils may have or currently are affecting current development. Furthermore, this information also benefits current and potential landowners who are interested in buying and/or selling land.

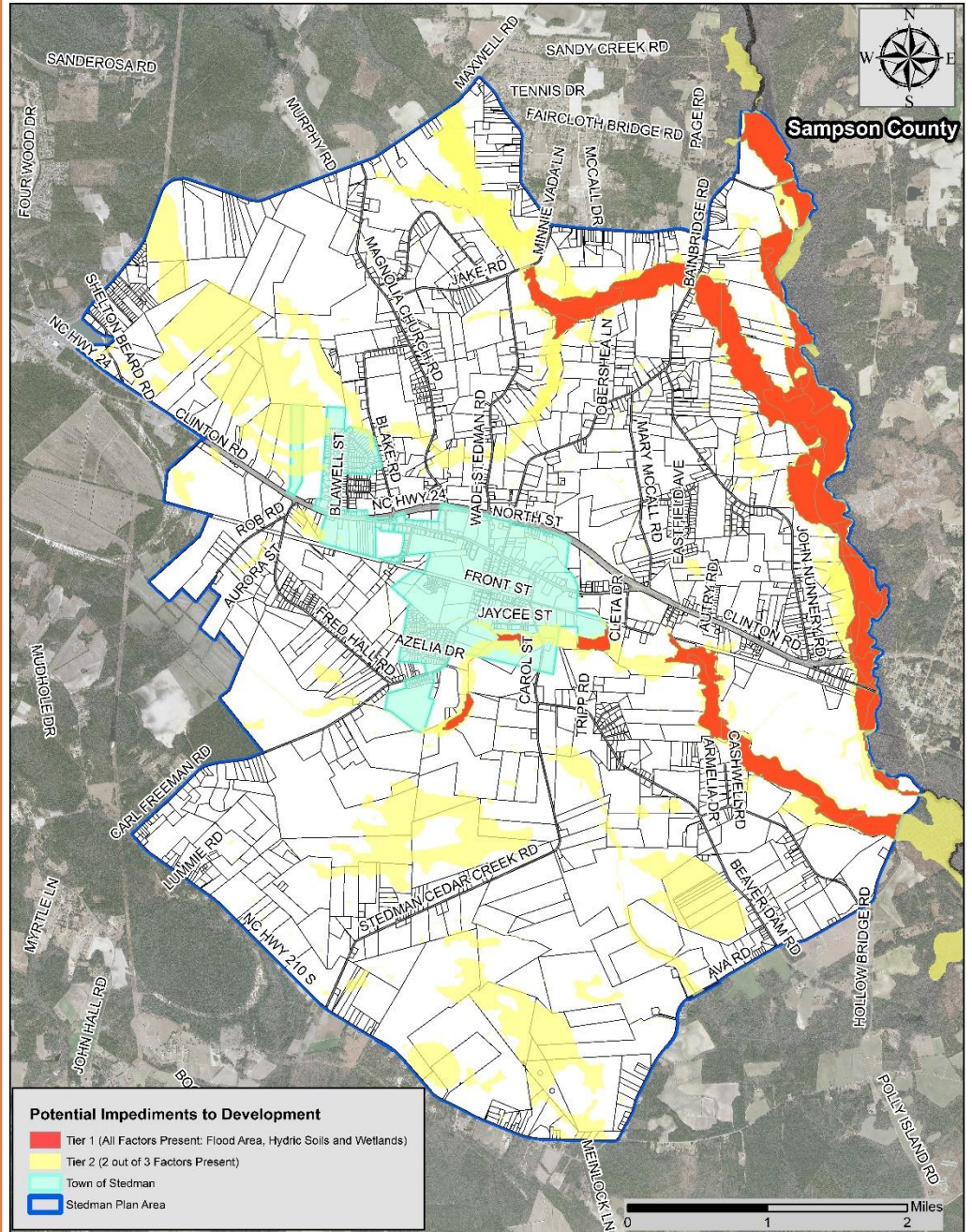
This map indicates the percentage of soils in defined areas that are hydric. Map units are composed of one or more map unit components or soil types, each of which is rated as hydric soil or not hydric.

**NOTE:** It is important to note that restrictive soil features can only be accurately determined by a soil and site evaluation performed by a certified soil scientist.

### AREAS WITH POTENTIAL IMPEDIMENTS TO DEVELOPMENT

This map depicts areas with potential impediments to development. For the purpose of this map, factors that were used to indicate potential impediments were special flood hazard areas, wetlands and soils considered to be 67%-100% hydric. The areas shown as “Tier 1” have all these factors in common, meaning that all three factors were present. Areas shown as “Tier 2” have only two of three potential impediments to development factors present. This is to say that all areas indicated as “Tier 2” had either a combination of special flood hazard areas and wetlands, wetlands and hydric soils, or hydric soils and special flood hazard areas.

### Areas with Potential Impediments to Development



EXISTING CONDITIONS



## RETAIL MARKET AND INDUSTRY

Most existing commercial uses in the plan area are located within the town limits of Stedman along Clinton Road, and to a lesser extent, Front Street. The future land use map calls for additional commercial to be located along Clinton Road and at intersections of existing roads along HWY 24 in proximity to existing infrastructure.

The ESRI Retail Market Report, shown on pages 32 and 33, is a summary of the existing retail market specifically for the Town of Stedman. The report includes Supply, Demand, Retail Gap as well as Leakage and Surplus. Supply (retail sales) estimates sales to consumers by establishments. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments.

The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand with ranges from +100 (Total Leakage) to -100 (Total Surplus). A positive value represents “leakage” of retail opportunity and a negative value represents a surplus of retail sales. The Retail Gap represents the difference between Retail Potential and Retail Sales.

Highlights of the report show considerable demand in the area for retail establishments in the following categories: Building Material, Lawn & Garden, Clothing & Shoes, Electronics, Sporting Goods, Office Supplies as well as Food and Beverage.







retail\_market

Stedman town, NC (3764840)  
Geography: Place

Summary Demographics						
2019 Population						1,077
2019 Households						426
2019 Median Disposable Income						\$41,222
2019 Per Capita Income						\$28,466
2017 Industry Summary	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$16,309,451	\$17,170,717	-\$861,266	-2.6	11
Total Retail Trade	44-45	\$14,831,708	\$16,694,217	-\$1,862,509	-5.9	9
Total Food & Drink	722	\$1,477,743	\$476,500	\$1,001,243	51.2	2
2017 Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$3,356,235	\$1,545,915	\$1,810,320	36.9	2
Automobile Dealers	4411	\$2,775,747	\$612,463	\$2,163,284	63.8	1
Other Motor Vehicle Dealers	4412	\$272,390	\$0	\$272,390	100.0	0
Auto Parts, Accessories & Tire Stores	4413	\$308,098	\$933,452	-\$625,354	-50.4	1
Furniture & Home Furnishings Stores	442	\$541,125	\$1,797,538	-\$1,256,413	-53.7	1
Furniture Stores	4421	\$327,078	\$1,797,538	-\$1,470,460	-69.2	1
Home Furnishings Stores	4422	\$214,047	\$0	\$214,047	100.0	0
Electronics & Appliance Stores	443	\$399,909	\$0	\$399,909	100.0	0
Bldg Materials, Garden Equip. & Supply Stores	444	\$1,130,758	\$0	\$1,130,758	100.0	0
Bldg Material & Supplies Dealers	4441	\$1,064,218	\$0	\$1,064,218	100.0	0
Lawn & Garden Equip & Supply Stores	4442	\$66,540	\$0	\$66,540	100.0	0
Food & Beverage Stores	445	\$2,509,634	\$5,501,548	-\$2,991,914	-37.3	1
Grocery Stores	4451	\$2,339,780	\$5,501,548	-\$3,161,768	-40.3	1
Specialty Food Stores	4452	\$91,268	\$0	\$91,268	100.0	0
Beer, Wine & Liquor Stores	4453	\$78,586	\$0	\$78,586	100.0	0
Health & Personal Care Stores	446,4461	\$953,479	\$4,087,801	-\$3,134,322	-62.2	1
Gasoline Stations	447,4471	\$1,660,233	\$1,324,400	\$335,833	11.3	1
Clothing & Clothing Accessories Stores	448	\$645,025	\$0	\$645,025	100.0	0
Clothing Stores	4481	\$429,500	\$0	\$429,500	100.0	0
Shoe Stores	4482	\$107,562	\$0	\$107,562	100.0	0
Jewelry, Luggage & Leather Goods Stores	4483	\$107,963	\$0	\$107,963	100.0	0
Sporting Goods, Hobby, Book & Music Stores	451	\$366,402	\$0	\$366,402	100.0	0
Sporting Goods/Hobby/Musical Instr Stores	4511	\$313,102	\$0	\$313,102	100.0	0
Book, Periodical & Music Stores	4512	\$53,300	\$0	\$53,300	100.0	0
General Merchandise Stores	452	\$2,364,829	\$2,082,227	\$282,602	6.4	1
Department Stores Excluding Leased Depts.	4521	\$1,688,847	\$0	\$1,688,847	100.0	0
Other General Merchandise Stores	4529	\$675,982	\$2,082,227	-\$1,406,245	-51.0	1
Miscellaneous Store Retailers	453	\$658,397	\$354,788	\$303,609	30.0	2
Florists	4531	\$19,558	\$72,105	-\$52,547	-57.3	1
Office Supplies, Stationery & Gift Stores	4532	\$127,746	\$0	\$127,746	100.0	0
Used Merchandise Stores	4533	\$67,664	\$282,683	-\$215,019	-61.4	1
Other Miscellaneous Store Retailers	4539	\$443,429	\$0	\$443,429	100.0	0
Nonstore Retailers	454	\$245,682	\$0	\$245,682	100.0	0
Electronic Shopping & Mail-Order Houses	4541	\$172,526	\$0	\$172,526	100.0	0
Vending Machine Operators	4542	\$13,636	\$0	\$13,636	100.0	0
Direct Selling Establishments	4543	\$59,520	\$0	\$59,520	100.0	0
Food Services & Drinking Places	722	\$1,477,743	\$476,500	\$1,001,243	51.2	2
Special Food Services	7223	\$13,621	\$0	\$13,621	100.0	0
Drinking Places - Alcoholic Beverages	7224	\$93,100	\$0	\$93,100	100.0	0
Restaurants/Other Eating Places	7225	\$1,371,022	\$476,500	\$894,522	48.4	2

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement. <http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

Source: Esri and Infogroup. Esri 2019 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2019 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

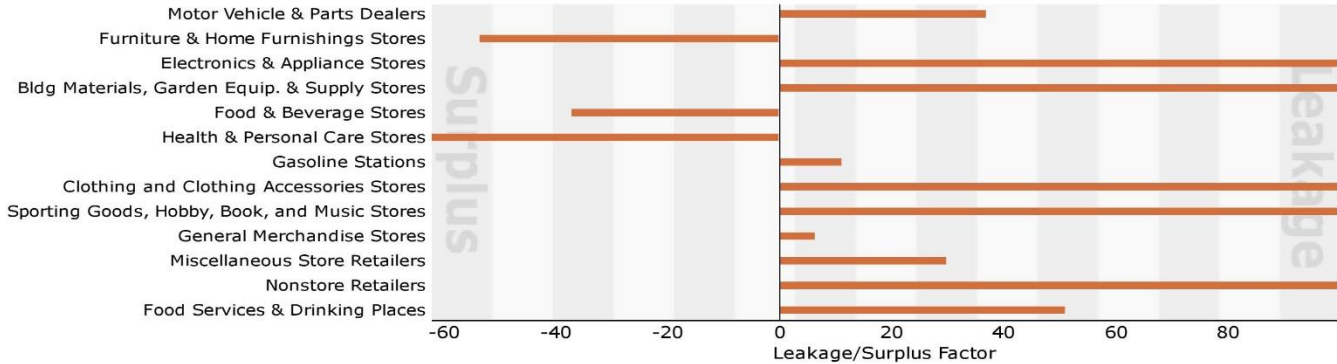
September 05, 2019



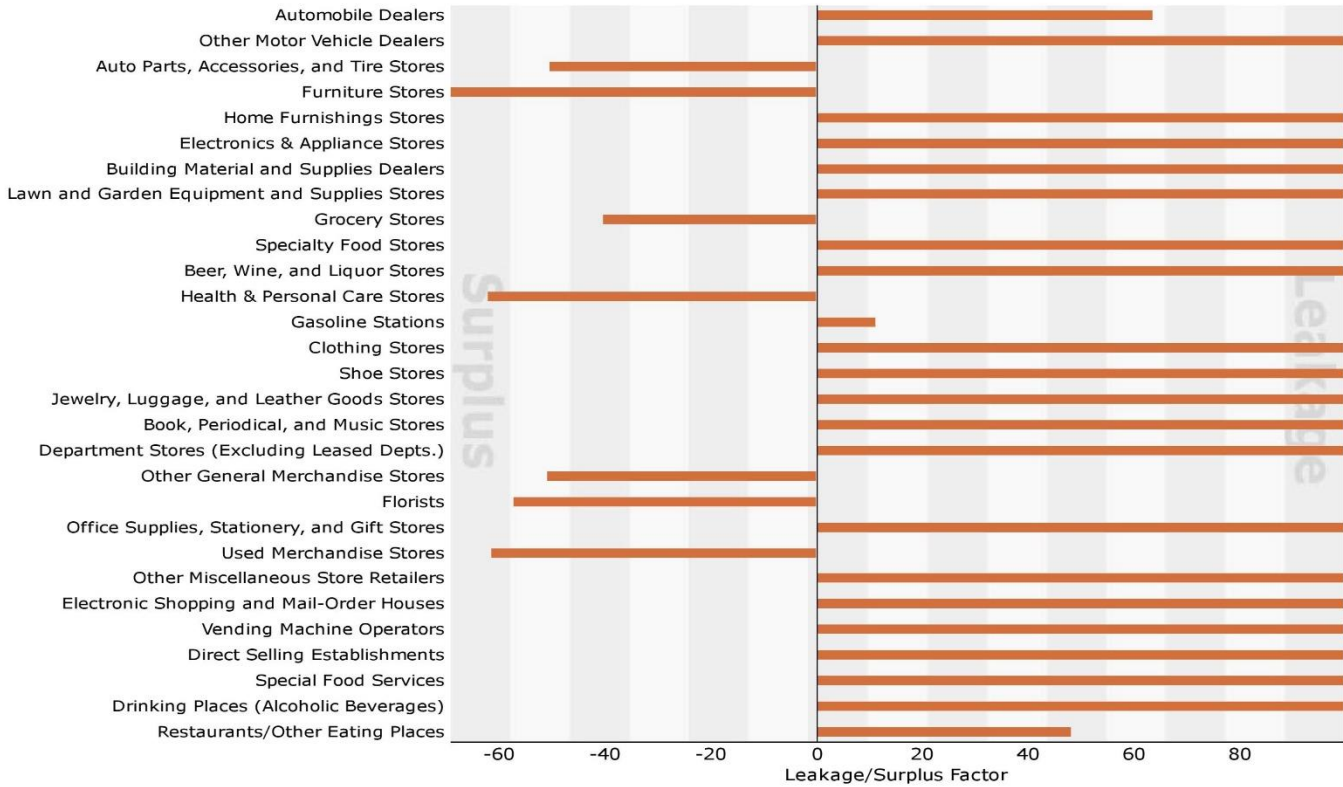
retail\_market

Stedman town, NC (3764840)  
 Geography: Place

2017 Leakage/Surplus Factor by Industry Subsector



2017 Leakage/Surplus Factor by Industry Group



Source: Esri and Infogroup. Esri 2019 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2019 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

September 05, 2019

DRAFT

# CLASSIFICATIONS AND FUTURE LAND USE MAP

A useful land use map should reflect a combination of land uses that enhance the community, preserves the existing natural environment and community atmosphere, promotes walkability and separates land uses that are not compatible. The Stedman Area Future Land Use Map takes into consideration sound land use planning principles and includes input received from the Stedman Citizen's Committee. The Plan also acknowledges that it was developed in the absence of any future water and sewer extension plans that would have significance in the placement of certain land uses. **Whenever there are changes in infrastructure, the plan should be re- evaluated and modified if necessary.**

Other factors considered when determining future land use are existing utilities, current and future demographics, existing land uses, current zoning, future transportation projects, soil suitability and a multitude of other less influential components. The land use classifications within the town limits of Stedman include: Mixed Use, High Density Residential, Medium Density Residential, Commercial and Industrial. The classifications used outside of the town limits of Stedman include, Agricultural, Rural Density Residential, Suburban Density Residential, Office & Institutional, Commercial and Open Space.

## COUNTY CLASSIFICATIONS



### OPEN SPACE

The Open Space land use classification represents land used for recreation, natural resource protection and buffer areas. The main zoning district associated with the open space land use designation is CD Conservancy District. The CD is designed to preserve and protect identifiable natural resources from urban encroachment and the intent of this district is to provide open area uses for such resource areas.

The main intent and goal for the Open Space classification in the Stedman Area Land Use Plan is to preserve environmentally sensitive areas and natural resources including wetlands and floodplain areas. All areas within the Special Flood Hazard Area (100- year flood area) in the Stedman Area are designated as Open Space in order to protect residents and environmentally sensitive areas. It is also the goal of this plan to see the areas classified as Open Space, where applicable, enjoyed as useable open space by citizens and visitors to the area.

This picture shows farmland in the study area involved in various agricultural programs. It is the goal of the agricultural classification to support farming and forestry operations.



### AGRICULTURAL

The Agricultural land use classification represents land use for farming and forestry operations as well as residential uses that maintain the rural character of the area. The zoning districts associated with this classification include Agricultural Districts A1 and A1A as well as Residential Districts R40 and R40A. The CD Conservancy District is also an acceptable zoning district for this classification.

The main goal of this classification is to promote the preservation of farmland and to preserve the rural character of the area. All the zoning districts that are associated with the Agricultural land use classification would allow for the growth and protection of farmland from encroaching higher- intensity uses while still allowing for small- scale rural type residential development to occur.



FUTURE LAND USE



RURAL RESIDENTIAL

The Rural Residential land use classification represents land used for a mix of agricultural and residential while preserving the rural character of the area. The zoning districts associated with the Rural Residential classification are the Residential Districts R40, R40A, R30, and R30A. The Agricultural Districts A1 and A1A as well as the CD Conservancy District are also acceptable zoning districts for this classification.

This classification is designed for residential uses that are supported by individual septic and well systems and maintains the rural character of the area by allowing densities of no more than one unit per 30,000 square feet, or approximately 0.69 acres. Density Developments and planning techniques that preserve rural character and appearance are highly recommended.



SUBURBAN RESIDENTIAL

The Suburban Density Residential land use classification represents land that will be used for residential purposes of a denser nature than that of the Rural Density Residential classification. The zoning districts associated with the Suburban Density Residential include the Residential Districts R30, R30A, R20, R20A, and RR. The CD Conservancy District and Residential Districts R40 and R40A are also acceptable zoning districts for this classification.

The intent of this classification is to allow for a denser, neighborhood type residential developments with no more than one unit per 20,000 square feet, or approximately 0.46 acres. Septic systems may be utilized based on soil type, lot size, and distance from public sewer.



The rendering to the left, is an example of a desired rural residential development. This example shows a development that not only has ample road frontage, but also allows for large swaths of usable open space including meadows and trails. This development's design also reflects a rural character complete with woodland buffers and variable lot and road layout.



## COMMERCIAL

The Commercial land use classification for areas located outside of the Town of Stedman will have associated zoning districts from the Cumberland County Zoning Ordinance. These zoning districts include C1(P) Planned Local Business District, C2(P) Planned Service and Retail District and C(P) Planned Commercial District. The CD Conservancy District and O&I(P) Planned Office and Institutional District are also acceptable zoning districts for this classification.

This classification allows for an array of commercial uses within the County portion of the study area. This allows the County Commissioners, the Planning Board, and Planning Staff to make the best recommendation and decision regarding rezoning cases in these areas. Other factors must be considered when recommending and eventually approving or denying a rezoning request. In most situations, public water and sewer is required.



## OFFICE & INSTITUTIONAL

The Office and Institutional land use classification allows for general office and institutional uses that may serve as a buffer between commercial and residential uses. The associated zoning district is O&I(P) Planned Office and Institutional District. C1(P) Planned Local Business District and CD Conservancy District may also be acceptable zoning districts for this classification.



Examples of desirable commercial development, shown above and below, show developments which allow for walkability and ease of access to multiple stores. These examples, especially the one below, also illustrate the importance of greenery and landscaping for commercial developments.



# TOWN OF STEDMAN CLASSIFICATIONS



## MEDIUM DENSITY RESIDENTIAL

The Medium Density Residential land use classification is located exclusively within the Town of Stedman, and therefore reflect zoning districts found in the Town of Stedman's Zoning Ordinance. The zoning districts associated with the Medium Density Residential classification are Residential Districts R15 and R10. Residential District R15 allows for single family dwellings with a lot area of 15,000 square feet or above, and Residential District R10 allows for single family dwellings on 10,000 square feet or above. This classification requires public sewer and water.

The intent of the Medium Density Residential classification is to allow for residential uses cognizant of the density that already exists within the Town of Stedman. In the Town of Stedman's Zoning Ordinance there is opportunity to not only include residential uses within the residential districts associated with this classification, but also for recreation facilities, schools, parks and other community facilities to be located within this classification.



## HIGH DENSITY RESIDENTIAL

The High Density Residential land use classification is also exclusively within the Town of Stedman for this plan. The zoning districts associated with this classification are Residential Districts R6 and R5A. Residential Districts R10 and R10M may also be appropriate if compatible with neighborhood surrounding uses. Residential District R6, in the Stedman Zoning Ordinance, allows for multi-family dwelling units with a maximum density of 8 units per net acre. Residential Zoning District R5A allows for multi-family dwelling units with a maximum density of 13 ½ units per net acre. As with the Medium Density Residential classification, the associated zoning districts would also allow for recreation facilities, schools, parks and other community facilities to be located within this classification. This classification also requires public sewer and water.

The picture on the right is an illustration of townhomes that could be located in The Town of Stedman. Townhomes such as these are compatible uses within the High- Density Residential Land Use Classification.







**COMMERCIAL**

The Commercial land use classification located within the Town of Stedman has associated zoning districts from the Town of Stedman Zoning Ordinance. These associated zoning districts include C1 Local Business District, C(P) Planned Commercial District and C3 Heavy Commercial District.

This classification allows for an array of commercial uses within the Stedman town limits. This allows the Town Board, Planning Board, and Planning Staff to make the best recommendation and decision regarding rezoning cases in these areas. Many factors must be considered in a rezoning case other than whether the request is in line with the land use plan. In most situations, public water and sewer is required.



**INDUSTRIAL**

The Industrial land use classification is located within the Town of Stedman. The Town of Stedman zoning districts associated with this classification is the M2 Heavy Industrial District, C(P) Planned Commercial District and C3 Heavy Commercial District. This district is designed primarily for basic manufacturing and processing industries, all of which may normally create a high degree of nuisance. For this reason, this district is not compatible with residential or commercial and service type uses. The intent of the Industrial classification is to classify areas with large lots, that have access to public water and sewer and that are not in areas predominately characterized by residential, office and intuitional, or light commercial uses. Public water and sewer are required for this classification.



The picture on the left is an example of desired commercial development within the Town of Stedman. This example shows a commercial development that provides walkability and a variety of goods and services conveniently located in one area for citizens to access.

## FUTURE LAND USE



### MIXED USE

The Mixed Use classification is located in the Town of Stedman and therefore has associated zoning districts from the Town of Stedman Zoning Ordinance. The associated zoning districts include the C1 Local Business District and the R10, R10M, R6 and R5A Residential districts.

It is intended that the Mixed Use land use classification, which is mostly located in the center of the Town of Stedman, will facilitate a main street, small town atmosphere. This classification allows for the location of neighborhood shopping needs and services, office and institutional uses and high density residential in the heart of town and aims to promote walkability.



The two pictures to the left are visual examples of what the Mixed Use classification intends. The top picture depicts a single building which provides for mixed-use vertically with a store front, commercial use on the bottom and a residential or office use on the top. A recommendation to allow such mixed use buildings in the Town of Stedman ordinance can be found on page 59, Recommendation 3.1.



The bottom rendering shows a mixture of uses within the immediate area, depicting light commercial and high-density residential uses within close proximity to one another. Both examples show the ease of access and walkability that the Mixed Use classification provides.

# Location Criteria

When reviewing rezoning requests the following location criteria for each zoning classification should be considered to assist in determining consistency with this plan.

## Residential Districts R30, R30A R40 & R40A

- Individual well and septic
- Must have access to a public or approved private street

## Residential Districts R20, R20A & RR

- Septic system allowed based on soil type, lot size, and distance from public sewer
- Required to connect to public water if within 300 ft of existing water line
- Must have access to a public or approved private street

## Residential Districts R15, R10, and R10M

- Public water and sewer required
- Must have access to a public or approved private street
- Desirable to be located within 3 miles of a recreation area or facility

## Residential Districts R6 and R5A

- Public water and sewer required
- Must have access to a public or approved private street
- Desired to be within two miles of a public recreation area or facility
- Should not be developed in areas with hydric soils

## Office & Institutional District O&I(P)

- Public water and sewer is preferred
- Direct access to a collector street is preferred
- If not developed in an office park, should serve as a transition between commercial and residential uses
- Must be located on a sufficient site that provides adequate area for buffering, screening, and landscaping

## Commercial Districts C1, C1(P), C2(P)

- Public water and sewer is required unless documentation is provided that septic is adequate
- Direct access to a collector street is preferred
- Should serve as a transition between heavy commercial, office & institutional, or residential development
- May be located in a rural area at the intersection of two collector streets

## Commercial Districts C3, C(P)

- Public water and sewer is required
- Direct access to a collector street is preferred
- Should not be in a predominately residential area
- May be co-located with light industrial/ manufacturing uses
- Must be located on a sufficient site that provides adequate area for buffering, screening, and landscaping

## Industrial District M2

- Public water and sewer is required
- Should have direct access to an arterial street
- Should not be in a predominately residential, office & institutional, or light commercial area
- Must be located on large tracts that provide adequate area for buffering, screening, and landscaping
- Must be located outside of the Special Flood Hazard Area (100- year flood)

## LAND USE-TO- ZONING CROSSWALK TABLE (COUNTY)

Cumberland County Land Use Map Classifications	Residential						Office	Commercial		
	CD	A1/A1A	R40/R40A	R30/R30A	R20/R20A	RR	O&I(P)	C1(P)	C2(P)	C(P)
Open Space										
Agriculture										
Rural Density Residential										
Suburban Density Residential										
Office & Institutional										
Commercial										
		Rezoning is likely appropriate								
		Rezoning <u>may</u> be appropriate, but only if compatible with the neighborhood and surrounding uses. Conditional Zoning may be advisable.								

The Land Use-to-Zoning crosswalk table above suggests appropriate zoning districts for each Future Land Use Classification. This table is intended to assist and simplify the process of determining whether a rezoning request is consistent with the land use plan.

**NOTE:** County zoning districts omitted from the above Crosswalk Table are not considered consistent with this plan.

### PLAN CONSISTENCY

The Future Land Use Map is based on the policies and assumptions contained in the Stedman Area Land Use Plan. The Future Land Use Map shows the general land use recommended and includes a range of potentially appropriate land uses and intensities within each land use classification.

While the Future Land Use Map will influence future zoning, it does not alter current zoning or affect the right of property owners to use the land for its purpose as zoned at the time of this Plan’s adoption. The Future Land Use Map will not be referenced as part of the review of development plans, including site plans and subdivisions.

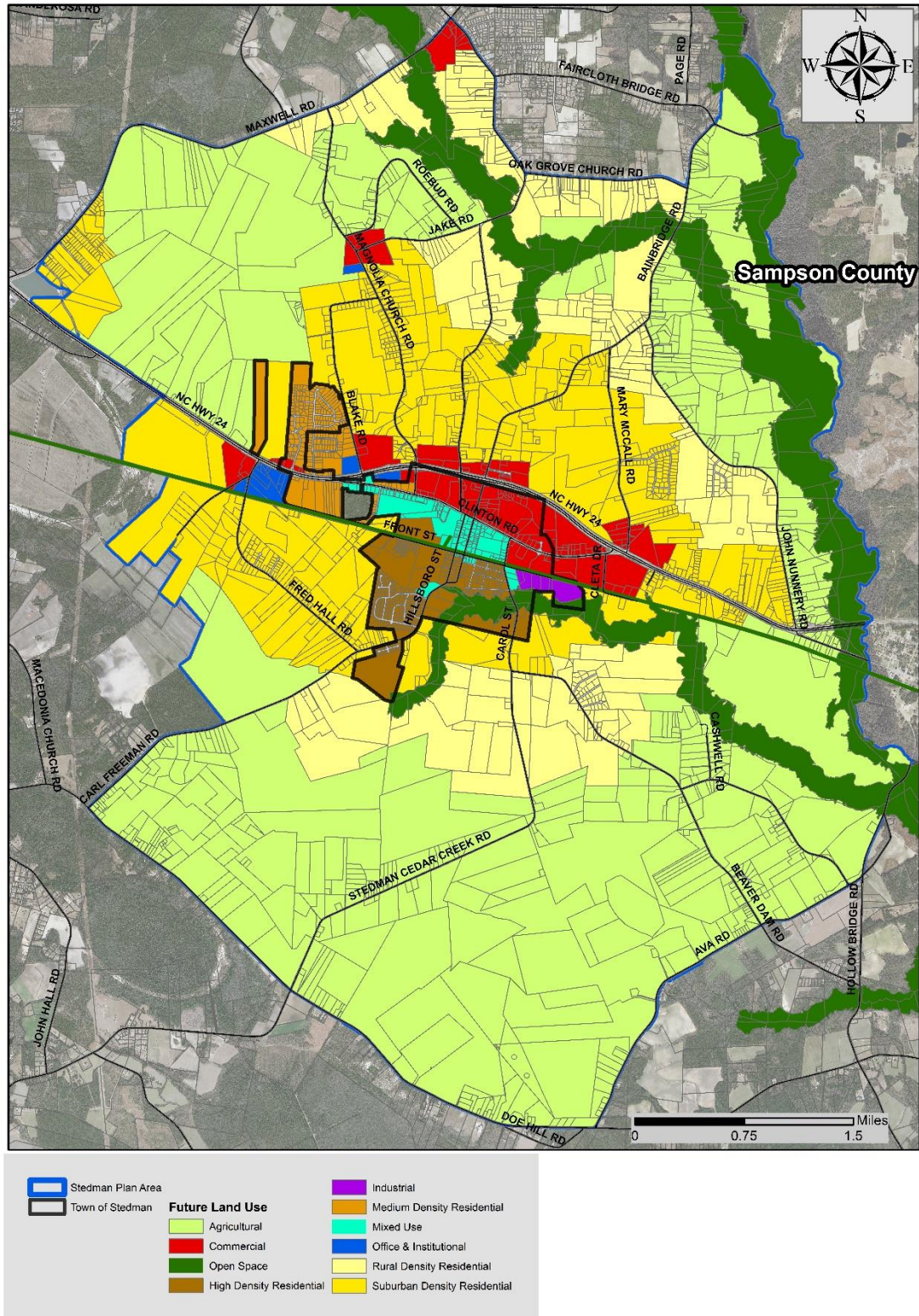
The designation of an area with a particular land use classification does not mean that the most intense zoning district described in the land use classifications is automatically recommended. A range of densities and intensities applies within each category. The use of different zoning districts within each category should reinforce this range and be based on topography, soils, hydrology, adequate streets, infrastructure capacity, availability of community facilities, community character, protection of common open space, and prevailing density and lot size in the surrounding area.

The Future Land Use Map provides the general recommended future use for each designated area. However, other types of uses may be compatible with the designated use and deemed to be consistent with the Land Use Plan.

The future land use classifications should not be interpreted to support nor preclude developments without consideration of the policies and intent of the Land Use Plan.

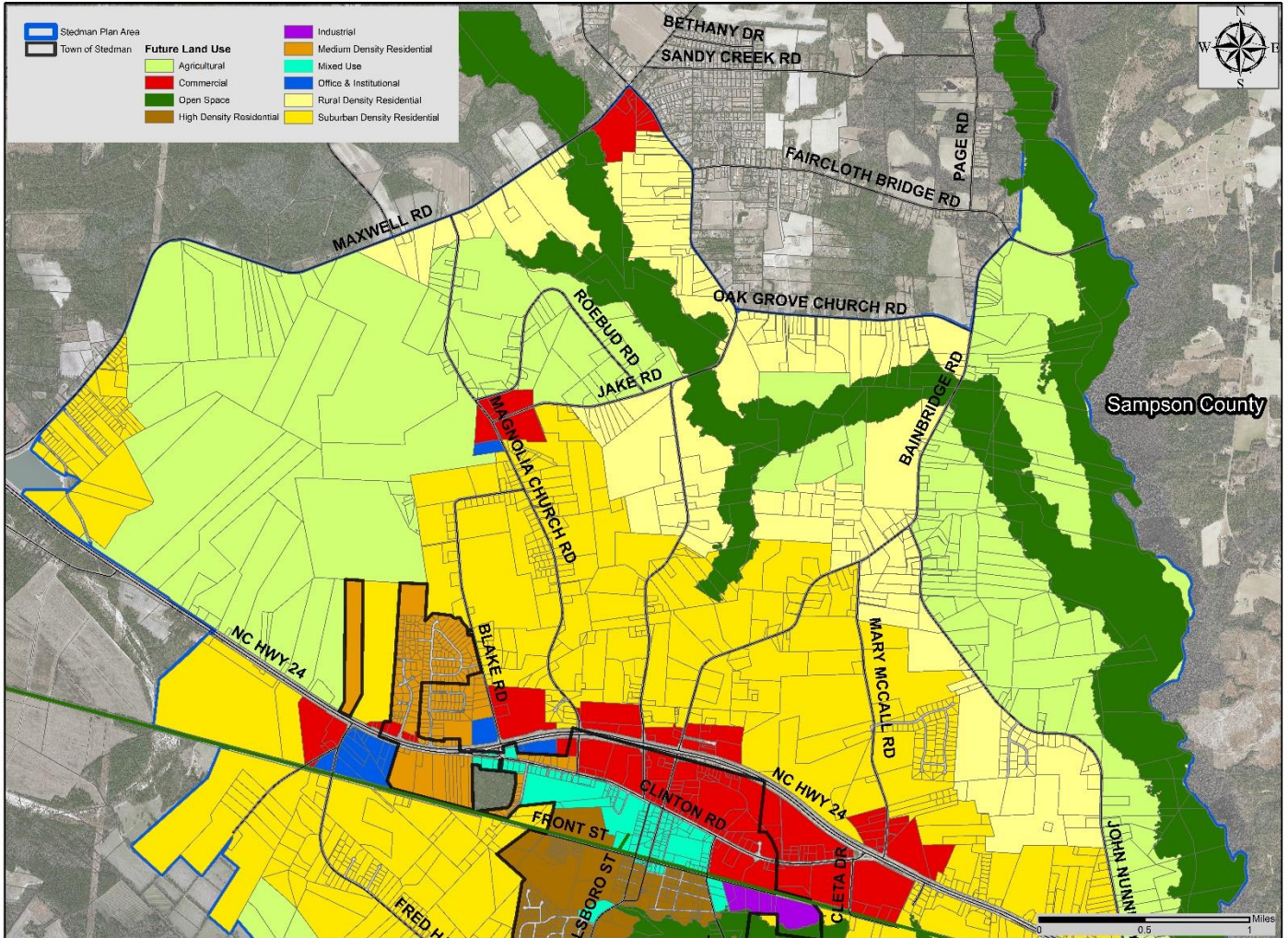
# FUTURE LAND USE FUTURE LAND USE MAP

## Stedman Area Future Land Use



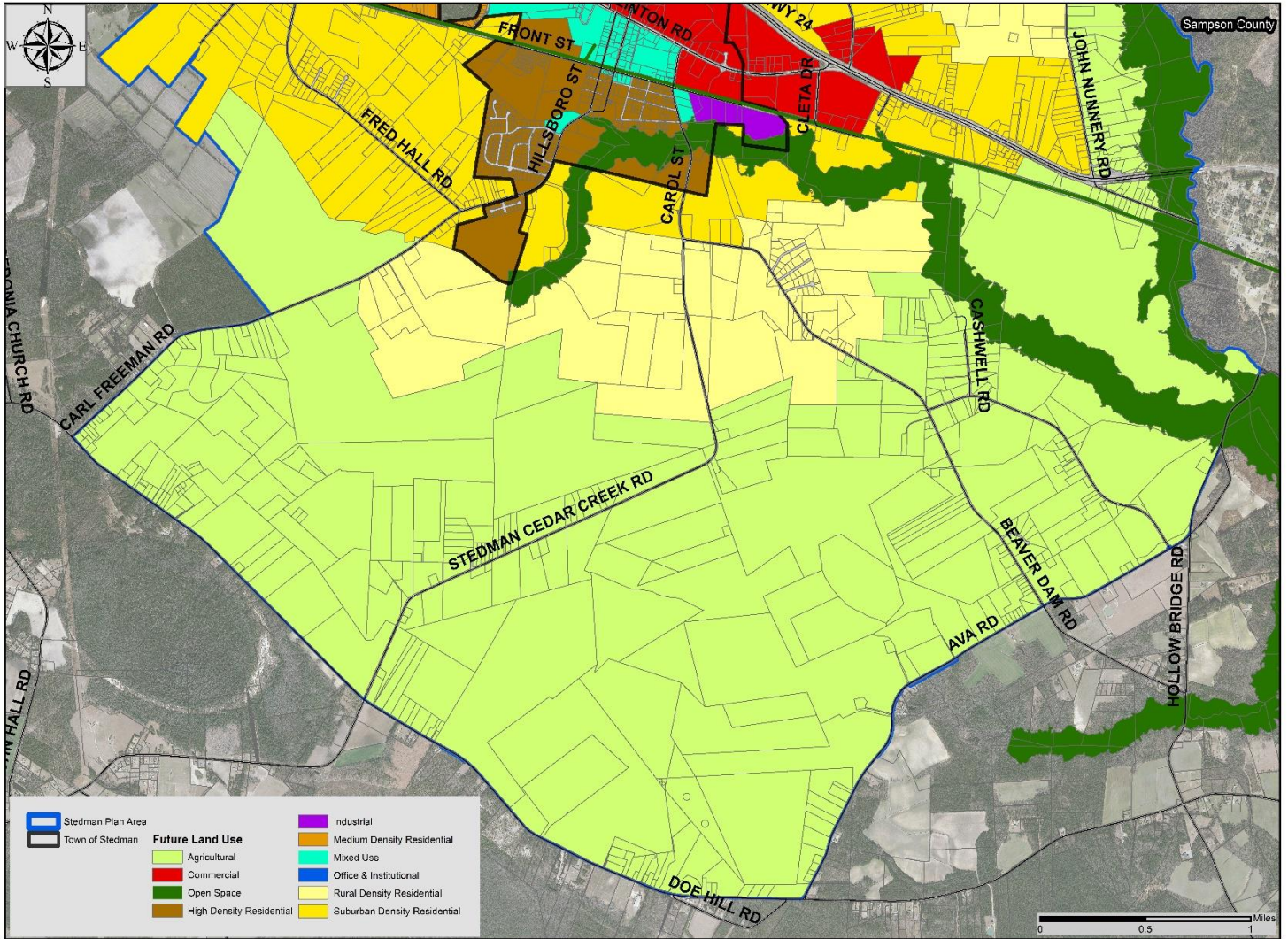
# FUTURE LAND USE MAP (NORTH)

Stedman Area Future Land Use



# FUTURE LAND USE MAP (SOUTH)

Stedman Area Future Land Use





# LAND USE-TO- ZONING CROSSWALK TABLE (TOWN OF STEDMAN)

Town of Stedman Land Use Map Classifications	Residential					Commercial			Industrial
	R15	R10	R10M	R6	R5A	C1	C(P)	C3	M2
Open Space									
Medium Density Residential									
High Density Residential									
Mixed Use									
Commercial									
Industrial									

Rezoning is likely appropriate.
   
 Rezoning may be appropriate, but only if compatible with the neighborhood and surrounding uses. Conditional Use restrictions may be advisable.

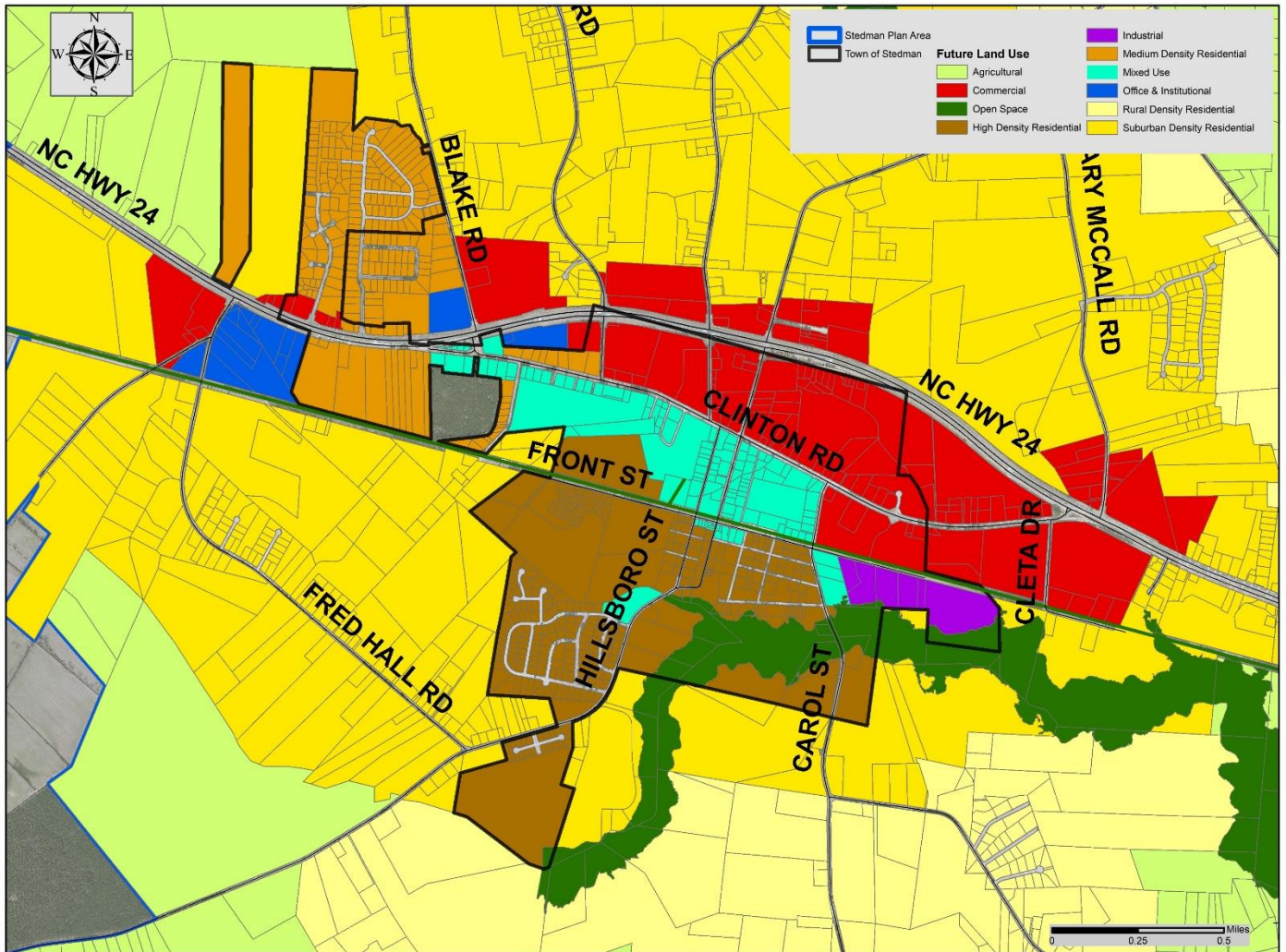
The Land Use-to-Zoning crosswalk table referenced above suggests appropriate zoning districts for each Future Land Use Classification. This table is intended to simplify the process of determining whether a rezoning request is consistent with the adopted land use plan for the area.

**NOTE:** Town of Stedman zoning districts omitted from the above Crosswalk Table are not considered consistent with this plan.



# TOWN OF STEDMAN FUTURE LAND USE MAP

Town of Stedman Future Land Use



## RECENT LEGISLATION

Legislation adopted by the N.C. General Assembly in 2017 emphasizes the importance of Comprehensive Plans or “Land Use Plans” in making zoning decisions. The new legislation requires that a statement amending the plan is required when a governing body makes a zoning decision that is not consistent with the most recently adopted comprehensive plan. The General Statute referenced is shown below:

### § 153A-341. Purposes in view.

- (a) Zoning regulations shall be made in accordance with a comprehensive plan.
- (b) Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:
  - (1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
  - (2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
  - (3) A statement approving the zoning amendment and containing at least all of the following:
    - a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
    - b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
    - c. Why the action was reasonable and in the public interest.
- (c) Prior to consideration by the governing board of the proposed zoning amendment, the planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

# RECOMMENDATIONS



## RECOMMENDATIONS

Some of the following recommendations apply to the entire area, while others are specific to the Town of Stedman. There are four main sections of recommendations: Land Use, Transportation, Public Services and Open Space and Conservation. The following recommendations are based on the data collected by staff as well as public input. These recommendations should be used as a guide when making land use and policy decisions and are designed to move the area in a direction of growth that the citizens of the area envision.



## LAND USE

**RECOMMENDATION 1: Protect rural character, working agriculture, and water quality****1.1: Discourage rezonings to higher density residential districts in Agriculture and Rural Residential Areas**

Zoning in the Agricultural and Rural Residential areas is predominantly A1. Allowing rezonings to high density districts or approving large-scale Planned Unit Developments (PUDs) could have a negative impact on agriculture, rural character and negatively impact water quality.

**1.2: Modify zoning and development standards to encourage low density development and discourage inappropriate density in rural areas. Discouraging large-scale development in these areas and encouraging well-designed residential that fits into the landscape should be a priority.**

Implementation Strategies:

- Create a Compatibility Design section of the Cumberland County Zoning Ordinance that specifies context-sensitive development options in the Agricultural and Rural Residential areas in the Future Land Use Plan.

**1.3: Protect working agricultural operations through site design**

The design details of new developments have the ability to mitigate the visual and environmental impacts that can occur when rural homesteads and farms are replaced with subdivisions. Respecting existing agricultural operations through site design can reduce conflicts in the future between new residents and existing and future farmers.

Implementation Strategies:

- Consider requiring or incentivizing working farmland buffers for subdivisions with lots smaller than 30,000 square feet in or adjacent to agricultural areas, especially those enrolled in the Present Use Value (PUV) program or Voluntary Agricultural Districts (VAD)

**1.4: Support agri-tourism that is harmonious with and does not adversely affect surrounding areas****1.5: Develop community gardens throughout the plan area**



**RECOMMENDATION 2:** Facilitate quality, attractive, well designed commercial development with supporting infrastructure that will help to create a sense of place, supports the needs of the community and enhances economic opportunity for area residents

**\*\*2.1:** Create a Highway Overlay District that specifies design criteria for new commercial development along Clinton Road specifying building orientation, placement of parking, a “build-to” line that factors in highway expansion, architecture standards, lateral access, landscaping, and screening requirements. Minimizing the amount of parking between new commercial buildings and the main road, and the use of high-quality materials and transparent facades in order to promote a “Main Street” atmosphere along Clinton Road.

**\*\*2.2:** Increase standards for commercial development to improve appearance of all new commercial development in order to provide a sense of place

**\*\*2.3:** Encourage mixed use developments that prioritize uses that are complementary and the site design, landscaping, parking, services areas, access and circulation provide a workable and visually pleasing environment.

**\*\*2.4:** Allow vertical and horizontal mixed uses in areas that have sufficient infrastructure to accommodate it without it impacting negatively on the surrounding development.

**\*\*2.5:** Utilize office, institutional, low intensity commercial and high-density residential development as a transition between intense commercial development and residential areas.

**2.6:** Encourage connectivity and walkability by requiring sidewalks and connecting adjoining parking lots on all new commercial development.

**\*\* Town of Stedman- specific recommendation.**



## LAND USE

### \*\*RECOMMENDATION 3: Update the Town of Stedman's Zoning Ordinance

#### 3.1: Create new zoning classifications to allow for a larger amount of land uses

These new classifications would also enable the Town Commissioners to inspect site plans where they are now only approved at the staff level. These proposed zoning districts to be included are CD Conservancy District, O&I(P) Planned Office and Institutional District, C1(P) Planned Local Business District, C2(P) Planned Service and Retail District, and M1(P) Planned Light Industrial District. It is also recommended that all future rezoning requests involving commercial or industrial be to a Planned District so that the Town Commissioners will be able to inspect site plans before any construction takes place. A mixed use zoning district should also be created for the Town that allows for the development of vertical mixed use buildings and that meets the other needs and criteria specific to the Town of Stedman.

#### 3.2: The C1, C3 and M2 Zoning Districts should become dormant districts

The addition of Planned Districts for commercial and industrial land uses would allow for this to happen. Parcels of land that already have the dormant districts would still be held to the old standards while disallowing any new requests to those districts.

#### 3.3 Include a Use Matrix to make for a more stream-lined, user friendly document

#### 3.4: Removal of "Conditional Uses", "Conditional Use Permit" and addition of "Conditional Zoning" and "Special Use Permit"

This would streamline the process for staff, citizens and the Town. Uses currently considered "Conditional Uses" could be addressed as only available via "Conditional Zoning" or "Special Use Permit" in the above recommended Use Matrix. Extra criteria for certain uses could be laid out in the ordinance in an "Individual Uses" section. Conditional zoning cases would be heard by the Town Board of Commissioners while Special Use Permits would be heard by the Town Board of Adjustment.

\*\* Town of Stedman- specific recommendation.



RECOMMENDATION 4: The Complete Streets policy should be followed when considering new or the enhancement of existing development (as per NCDOT) to ensure the same rights and safe access for all users of streets, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

#### 4.1: Encourage development that promotes walkability

Implementation Strategies:

- Promote infill and the location of complementary business close to one another

#### 4.2: Create a Complete Street Design for old Highway 24

#### \*\*4.3: Implement bike/shared lanes along Clinton Rd

#### \*\*4.4: Secure funding/grants for sidewalks along Hillsborough to Clinton Rd

Implementation Strategies:

- Continue to seek funding from NCDOT

RECOMMENDATION 5: Support possible future Rails to Trails project

5.1: Collaborate with other local governments on details and timelines to support future Rails to Trails project

\*\* Town of Stedman- specific recommendation.





## PUBLIC SERVICES

### RECOMMENDATION 6: Encourage new development & redevelopment in areas well served by water and sewer infrastructure and/or town services

6.1: Encourage developers near Stedman utilities to work with Town to extend water and sewer lines

6.2: Encourage annexation and utility connections in and near town limits of Stedman

### RECOMMENDATION 7: Maintain and improve the efficiency of public services

#### \*\*7.1: Plan for efficient water and sewer service to areas close to town limits

Implementation Strategies:

- Regularly revise fee structure, connection and reimbursement policies to assure adequate levels of utility service and maintenance of assets.
- Continue to pursue public/private cost shares and developer agreements for reimbursement of infrastructure investments that serve additional development.

#### 7.2: Work with local fire and police department on grants and matches for funding and training

Implementation Strategies:

- Add 1-2 new officers to Police Department to reduce reliance on County Sheriff's Department
  - Utilize Office of Community Policing Services (COPS) – COPS Hiring Programs (CHP) & Community Policing Development Microgrants Program

**\*\* Town of Stedman- specific recommendation.**



- Obtain grants for area fire departments to ensure adequate response and training
  - Examples of grants available include FEMA Staffing for Adequate Fire & Emergency Response (SAFER) Grants, US HUD – State Community Development Block Grant Program, USDA – Community Facilities Loans and Grants Program, Fire Engineering/Firefighters Support Foundation (Free training programs)

## RECOMMENDATION 8: Create and Implement a stormwater ordinance

### \*\*8.1: Research and apply for grants to help with creation and implementation of stormwater system and ordinance

#### Implementation Strategies:

- Examples of available grants include: 205(j) WQ Management Planning Grant (via DEQ and MCCOG), EPA Clean Water State Revolving Fund Program, USDA Rural Development Water and Environmental Programs
- Work with a private firm to create and implement ordinance

### \*\*8.2: Increase coordination with County and State officials to ensure regulations are enforced

\*\*Town of Stedman- specific recommendation.



## OPEN SPACE AND CONSERVATION

### RECOMMENDATION 9: Make open space and conservation a priority

9.1: Allow for CD Conservancy Zoning District to be acceptable within all future land use classifications (As noted in Recommendation 3.1, a CD Zoning District should be created for the Town of Stedman)

9.2: Prioritize high value wetlands and biodiverse areas

Implementation Strategies:

- Consider acquisition of areas considered to be high in conservation value to be conserved, and where feasible, used for open space and recreational activities

**\*\*9.3: Complete and formally adopt a Stedman Greenway Plan or amend the Town of Stedman Subdivision ordinance Section 3.13.2 in order to remove reference of said plan**

A Stedman Greenway Plan is referenced in Section 3.13.2 of the Town of Stedman Subdivision Ordinance. However, there is no official record of adoption of this map or “Plan” by the Town of Stedman and/or the Planning & Inspections Department.

### RECOMMENDATION 10: Create a network of connected useable open space

10.1: Support collaborations between organizations to make connections between trails, parks, and other useable open space within the area

Implementation Strategies:

- Continue relationship between school and Town of Stedman that allows for shared recreational facilities
- Create linkages between trails; create greenways by acquiring land or working in collaboration with landowners
- Foster relationships between landowners and land trusts to promote the conservation of ecologically important and/or hard to develop parcels

**\*\* Town of Stedman- specific recommendation**

## OPEN SPACE AND CONSERVATION



10.2 Use 100-Year Floodplain areas, classified as Open Space, to connect other open space areas and create trails

### RECOMMENDATION 11: Encourage useable open space in residential developments

11.1: Useable open space in residential developments can include trails, meadows and fields, community gardens and small- scale farming operations



## PLAN IMPLEMENTATION

Ideally, after adoption of a Land Use Plan by a governing board, the plan is not placed on a shelf and archived, but regularly consulted and referred to in making formal and informal decisions. Considerable thought went into this plan from the Stedman Area Land Use Plan Committee, elected and appointed officials, town staff and Cumberland County planning staff. Implementation means taking advantage of the analysis that was performed and the strategic thinking of those who combined data with the community's desires and values. Of course, no plan is perfect, and every plan should be supplemented and updated with more recent information when available and adjusted to suit changing circumstances. Overall, consistent efforts to bring forward the recommendations in the plan as well as the Future Land Use Map should pay off in helping to achieve the areas vision for its future.



DRAFT

# APPENDIX

## COUNTY ZONING ORDINANCE

### Excerpt, Article III: Zoning Districts

#### **SECTION 302. CONSERVANCY DISTRICT.**

CD Conservancy District. This district is designed to preserve and protect identifiable natural resources from urban encroachment. The general intent of the district is to provide open area uses for such resource areas that will continue to provide limited development potential while preserving existing conditions to the extent feasible. Areas to be zoned in this district shall be identifiable as swamp, marsh, flood land, poor or very severe soils areas or managed and unmanaged woodland on USGS (Geological Survey) maps, soil maps prepared by the USDA (Department of Agriculture) Soil Conservation Service or other appropriate sources and on file in the County Planning and Inspections Department.

#### **SECTION 303. AGRICULTURAL DISTRICTS.**

A. AI Agricultural District. This district is designed to promote and protect agricultural lands, including woodland, within the County. The general intent of the district is to permit all agricultural uses to exist free from most private urban development except for large lot, single-family development. Some public and/or semi-public uses as well as a limited list of convenient commercial uses are permitted to ensure essential services for the residents.

B. AIA Agricultural District. This district is primarily designed to allow for residential use of single-family residential dwellings and/or Class A manufactured homes on lots with an area of one acre or greater and is to be located within predominantly agricultural areas. The district is not intended to encourage large scale developments and shall not be considered for tracts of land greater than ten acres.

#### **SECTION 304. RESIDENTIAL DISTRICTS.**

Residential districts are composed of certain existing residential areas of the County and certain areas where similar residential development should be encouraged to occur. The regulations for these districts are designed to stabilize and protect the essential characteristics of each district by promoting and encouraging a suitable environment for family life and prohibiting certain incompatible activities of a commercial or industrial nature. To these ends, development is limited to dwellings that provide homes for the residents plus certain additional such uses as schools, parks, recreation facilities and certain other public facilities. This system of classification optimizes orderly development by providing a variety of living environments based on different levels of permitted population density, facilitating the adequate provision of transportation and other public services.

*{Amd. 04-18-11}*

A. R40 Residential District. A district designed primarily for single-family dwelling units with a lot area of 40,000 square feet or above.

B. R40A Residential District. A district designed primarily for single-family dwelling units including the use of manufactured homes on individual lots with a lot area of 40,000 square feet or above.

C. R30 Residential District. A district designed primarily for single-family dwelling units with a lot area of 30,000 square feet or above.

D. R30A Residential District. A district designed primarily for single-family dwelling units and Class A manufactured homes with a lot area of 30,000 square feet or above.

E. R20 Residential District. A district designed primarily for single-family units with a lot area of 20,000 square feet or above.

*/Amd. 2-21-06)*

F. R20A Residential District. A district designed primarily for single-family units and Class A manufactured homes with a lot area of 20,000 square feet or above.

*/Amd. 2-21-06}*

G. RR Rural Residential District. A district for traditional rural use with lots of 20,000 square feet or above. The principal use of the land is for suburban density residential, including manufactured housing units, and agricultural purposes. These districts are intended to ensure that residential development not having access to public water supplies and dependent upon septic tanks for sewage disposal will occur at a sufficiently low density to provide for a healthful environment.

*(Amd. 01-19-10, Amd. 04-18-11}*

H. R15 Residential District. A district designed primarily for single-family dwelling units with a lot area of 15,000 square feet or above.

I. R7.5 Residential District. A district designed primarily for single-family dwellings on lots with a lot area of 7,500 square feet or above.

*/Amd. 11-20-06}*

J. R6 Residential District. A district designed for a mix of single- and multi-family dwellings.



K. R6A Residential District. A district designed for a mix of single- and multi-family dwellings including the use of manufactured homes on individual lots and in manufactured home parks.

L. R5A Residential District. A district designed primarily for multi-family dwelling units with a maximum density of 13Y, dwelling units per net acre.  
(Amd. 02-19-08)

M. R5 Residential District. A district designed primarily for multi-family dwelling units with a maximum density of 29 units per acre, dependent upon the type of development.  
(Amd. 02-19-08)

#### **SECTION 305. PLANNED PROFESSIONAL DISTRICT.**

O&I(P) Planned Office and Institutional District. This district is designed primarily for agencies and offices rendering services in the professions, finance, real estate and brokerage, as well as both public and private institutional functions, public assembly, religious and certain cultural and recreational activities and group housing. The uses in this district classification may be characterized generally as having no retail or wholesale trade, except as incidental uses. The district is often situated between business and residential areas and may also consist of a mix of limited business and residential uses. The regulations are designed for maintaining more compatibility with nearby residential districts than a commercial district would provide. To promote the essential design features with the O&I(P) district, plan approval is a requirement. (Amd. 04-18-11)

#### **SECTION 306. PLANNED COMMERCIAL DISTRICTS.**

A. Cl(P) Planned Local Business District. This district is designed to cater to the ordinary shopping needs of the immediate neighborhood with emphasis on convenience goods. This district is customarily located adjacent to an arterial street and generally surrounded by residential areas. To promote the essential design features with the Cl(P) district, plan approval is a requirement.

B. C2(P) Planned Service and Retail District. This district is designed to allow for the non-residential development of land with service and retail uses not typically considered intrusive to neighboring residential properties or in areas generally requiring a greater degree of restrictions regarding the commercial use of properties.  
(Amd. 02-19-08)

C(P) Planned Commercial District. This district is designed to assure the grouping of buildings on a parcel of land so as to constitute a harmonious, efficient and convenient retail shopping area. Site plans assure traffic safety and the harmonious and beneficial relations between the commercial area and contiguous land. To promote the essential design features with the C(P) district, plan approval is a requirement.

*{Amd. 02-19-08}*

### **SECTION 307. PLANNED INDUSTRIAL DISTRICTS.**

A. MI(P) Planned Light Industrial District. This district is designed for a wide variety of light industrial operations involving manufacturing, processing and fabrication of materials, operations involving wholesaling and bulk storage, other non-retail uses and certain public assembly and recreational uses. The general intent of the district is to prohibit residential, retail and heavy industrial uses of the land. By their nature, the uses permitted in this district are generally not compatible with residential or shopping center uses. To promote the essential design features with the MI(P) district, site plan approval is a requirement.

*(Amd. 02-19-08)*

B. M(P) Planned Industrial District. This district is designed primarily for basic manufacturing and processing industries, all of which normally create a high degree of nuisance and are not generally compatible with surrounding or abutting residential or commercial areas. The general intent of this district is to permit uses confined to service, wholesaling, manufacturing, fabrication and processing activities that can be carried on in an unobtrusive manner characterized by low concentration and limited external effects with suitable open spaces, landscaping, parking and service areas. This district is customarily located on larger tracts of land with good highway and rail access buffered from residential districts by other more compatible uses. Commercial activities are not permitted except those having only limited contact with the general public and those not involving the sale of merchandise at retail except for items produced on the premises or for the purpose of serving employees, guests and other persons who are within the district with an industrial activity. To promote the essential design features within the M(P) district, site plan approval is a requirement.

*(Amd. 02-19-08, Amd. 09-16-08)*

# TOWN OF STEDMAN ZONING ORDINANCE

## Excerpt, ARTICLE II. GENERAL ZONING DISTRICT CLASSIFICATION; SECTION 2.1 STATEMENT OF INTENT, PURPOSE AND ZONE CHARACTERISITICS

### 2.11 RESIDENTIAL DISTRICTS

Residential districts are composed of certain existing residential areas of the Town and certain areas where similar residential development appears likely to occur. The regulations for these districts are designed to stabilize and protect the essential characteristics of each district by promoting and encouraging a suitable environment for family life and prohibiting certain activities of a commercial or industrial nature. To these ends, development is limited to dwellings which provide homes for the residents plus certain additional uses as schools, parks, recreation facilities and certain other public facilities. This system of classification is utilized to optimize orderly development by providing a variety of living environments based on different levels of permitted population density, facilitating the adequate provision of transportation and other public facilities. *(Amd. 11/03/05)*

#### **R15 Residential district**

A district designed primarily for single family dwelling units with a lot area of 15,000 square feet or above. *(Amd. 11/03/05)*

#### **R10 Residential district**

A district designed primarily for single family dwellings on medium sized lots with a lot area of 10,000 square feet or above. *(Amd. 11/03/05)*

#### **R10M Residential district**

A district designed for a mix of single family and multi-family dwellings including the use of mobile homes on medium sized individual lots having a lot area of 10,000 square feet or above. *(Amd. 11/03/05)*

#### **R6 Residential district**

This district is designed primarily for multi-family dwelling units with a maximum density of 8 units per net acre. *(Amd. 11/03/05)*

#### **R5A Residential district**

This district is designed primarily for multi-family dwelling units with a maximum density of 13½ units per net acre. *(Amd. 11/03/05)*

### **2.11.B Separation for family care homes.**

No family care home may be located within a one-half mile radius of an approved or existing family care home or approved or existing residential habilitation support facility.

**2.11.1.** No group home may be located within a one-half mile radius of an approved or existing family care home or approved or existing residential habilitation support facility. *(Amd. 11/07/02)*

### **2.12. C1 Local business district.**

This district is designed to cater to the ordinary shopping needs of the immediate neighborhood with emphasis on convenience goods. This district is customarily located adjacent to an arterial street and generally surrounded by residential areas.

### **2.13. C(P) Planned commercial district.**

The intent of this district is to assure the grouping of buildings on a parcel of land as to constitute a harmonious, efficient and convenient retail shopping area. To promote the essential design features within this district, plan approval is required. Any site plan shall assure traffic safety and the harmonious and beneficial relations between the commercial area and contiguous land.

### **2.14. C3 Heavy commercial district.**

This district is designed primarily for a wide variety of retail and wholesale business, commercial and contract services, commercial recreation and amusement, public assembly and office uses. Since this district has such a wide selection of uses, it will not be expanded without consideration as to its effects on surrounding lands and is limited to those areas of mixed commercial activity which lie adjacent (to) or at the intersection of major arterials and those areas which exhibit a highly mixed composition of commercial land uses.

### **2.15. M2 Heavy industrial district.**

This district is designed primarily for basic manufacturing and processing industries, all of which normally create a high degree of nuisance and are not generally compatible with residential, or commercial and service uses. The general intent is to encourage the continued use of certain lands in the Town for heavy industrial purpose. The district is customarily located on larger tracts of land with good highway and rail access buffered from residential districts by other more compatible uses. Commercial activities are not permitted except those having only limited contact with the general public and those not involving the sale of merchandise at retail except for items produced on the premises or for the purpose of serving employees, guests and other persons who are within the district with an industrial activity.

# The Stedman Area Land Use Plan Survey and Results

\*\* Results shown in RED

## Stedman Area Land Use Plan

1. Do you own or rent property in the Stedman area?

- Own (49)     Rent (0)     Both (4)

2. Where do you live in the Stedman area?

- Inside town limits (16)     Outside of town limits (31)     Do not live in the area (5)

3. How long have you lived in the Stedman area?

- Less than a year (0)     1-5 years (4)     6-10 years (2)     More than 10 years (41)  
 I do not currently live in the area (6)

4. Where do you get news about the Stedman area?

- Municipal website (5)     Email (7)     Newspaper (21)     Social Media (26)  
 Other (please specify): (21)

5. Overall, how would you rate the quality of life in the Stedman area?

- Excellent (23)     Good (26)     Average (3)     Poor (0)

6. Are you satisfied with the services offered in the Stedman area?

- Yes (36)     No (12)

7. Which term best describes the rate of growth in the Stedman area?

- Too quickly (7)     Just right (28)     Too slowly (16)

Continued on back →

8. What type of development do you want to see in the Stedman area? (choose all that apply)

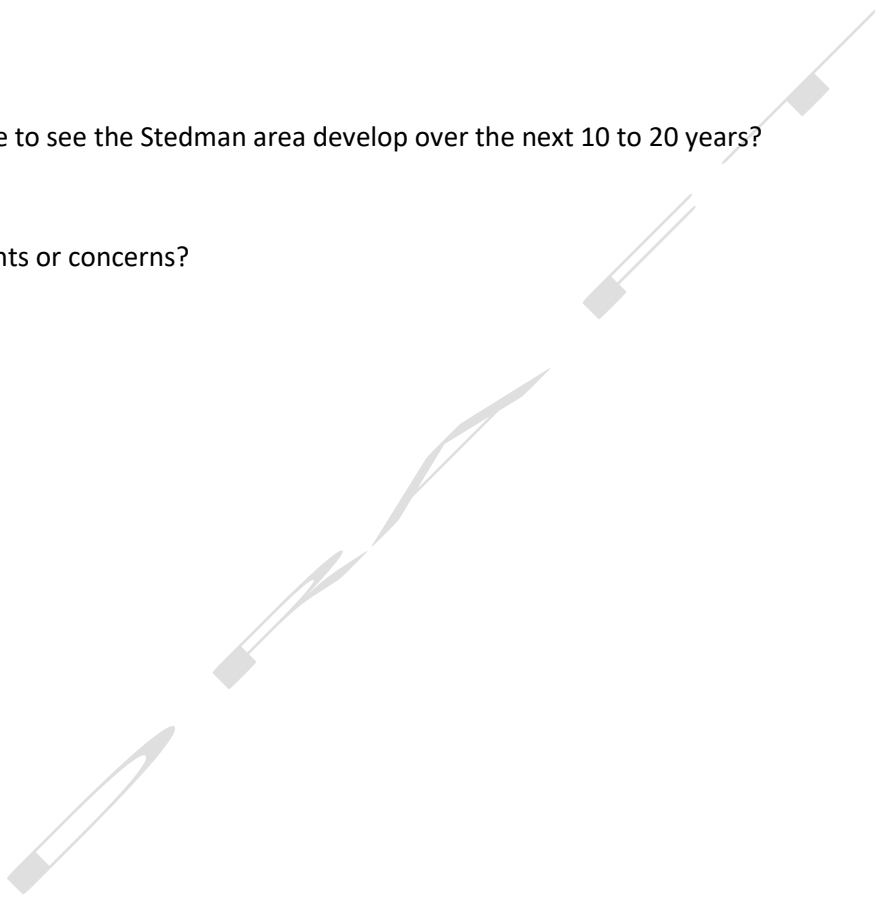
- Large scale commercial (5)
- Small scale commercial (31)
- Rural type residential (14)
- Urban type residential (9)
- Industrial (4)
- Other (please specify): (5)

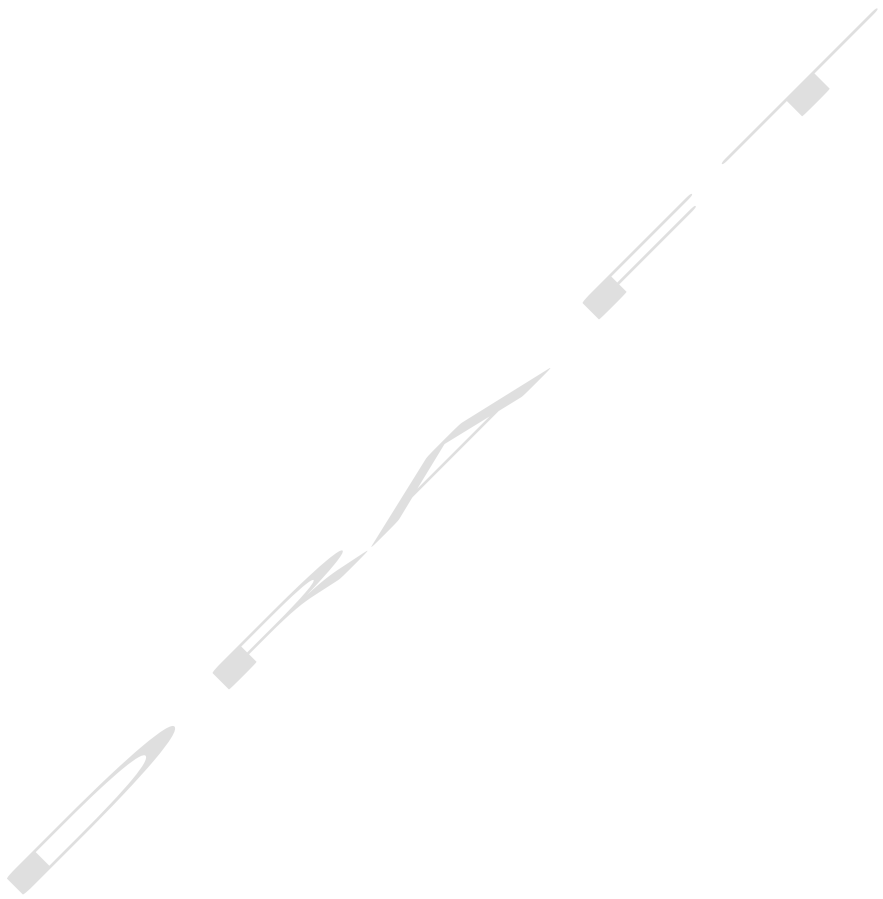
9. Where do you feel commercial type development should be concentrated?

- Inside of Stedman town limits only (10)
- As close to Stedman as possible (33)
- Other (please specify): (6)

10. How would you like to see the Stedman area develop over the next 10 to 20 years?

11. Additional comments or concerns?





**RESOLUTION OF RECCOMENDATION**  
**STEDMAN AREA LAND USE PLAN**  
**CUMBERLAND COUNTY JOINT PLANNING BOARD**

**WHEREAS**, the Cumberland County Joint Planning Board is empowered to recommend plans for the County of Cumberland in accordance with G.S. 153A-321 of the North Carolina General Statues; and

**WHEREAS**, the Planning Staff has prepared a specific document entitled the Stedman Area Land Use Plan designed to provide the County of Cumberland a statement of desirable objectives to guide future growth and development within the Stedman Study Area; and

**WHEREAS**, the Stedman Area Citizens Planning Committee consisting of citizens within the Study Area boundary developed and endorses the Stedman Area Land Use Plan; and

**WHEREAS**, the Plan is subject to future re-evaluation or changes by existing and future Planning Boards, and the Cumberland County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED** that the Cumberland County Joint Planning Board hereby recommends adoption of the Stedman Area Land Use Plan

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY: \_\_\_\_\_

Diane Wheatley, Chairman

CUMBERLAND COUNTY JOINT PLANNING BOARD

ATTEST: \_\_\_\_\_

Rawls Howard, Planning Director



**RESOLUTION OF ADOPTION**  
**STEDMAN AREA LAND USE PLAN**  
**COUNTY OF CUMBERLAND**

**WHEREAS**, the Cumberland County Joint Planning Board is empowered to recommend plans for the County of Cumberland in accordance with G.S. 153A-321 of the North Carolina General Statutes; and

**WHEREAS**, the Planning Staff has prepared a specific document entitled the Stedman Area Land Use Plan designed to provide the County of Cumberland a statement of desirable objectives to guide future growth, change, and development within the Stedman Study Area; and

**WHEREAS**, the Stedman Area Citizens Planning Committee consisting of citizens within the Study Area boundary developed and endorses the Stedman Area Land Use Plan; and

**WHEREAS**, the Plan is subject to future re-evaluation or changes by existing and future Planning Boards, and the Cumberland County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED** that the Cumberland County Board of Commissioners hereby adopts the Stedman Area Land Use Plan

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BY: \_\_\_\_\_

W. Marshall Faircloth

BOARD OF COUNTY COMMISSIONERS

ATTEST: \_\_\_\_\_

Candice White, Clerk to the Board

# RESOLUTION OF ADOPTION

## STEDMAN AREA LAND USE PLAN

### TOWN OF STEDMAN

**WHEREAS**, the Cumberland County Joint Planning Board is empowered to recommend plans for the County of Cumberland in accordance with G.S. 153A-321 of the North Carolina General Statutes; and

**WHEREAS**, the Planning Staff has prepared a specific document entitled the Stedman Area Land Use Plan designed to provide the County of Cumberland a statement of desirable objectives to guide future growth, change, and development within the Stedman Study Area; and

**WHEREAS**, the Stedman Area Citizens Planning Committee consisting of citizens within the Study Area boundary developed and endorses the Stedman Area Land Use Plan; and

**WHEREAS**, the Plan is subject to future re-evaluation or changes by existing and future Planning Boards, and the Cumberland County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED** that the Stedman Board of Commissioners hereby adopts the Stedman Area Land Use Plan

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BY: \_\_\_\_\_

Martin L. Jones, Mayor

STEDMAN BOARD OF COMMISSIONERS

ATTEST: \_\_\_\_\_

Christy Horne, Town Clerk



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**COMMUNITY DEVELOPMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: 6/1/2020**

**SUBJECT: DESIGN OF ROBINS MEADOW HURRICANE MATTHEW CDBG-DR PROJECT AND AGREEMENT FOR BIDDING AND CONSTRUCTION SERVICES**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): COMMUNITY DEVELOPMENT STAFF & THE WOOTEN COMPANY**

**BACKGROUND**

On October 1, 2019, a professional services agreement was approved between Cumberland County and The Wooten Company for an amount not to exceed \$111,700 for the firm to provide architectural and engineering services for the new construction of the Robin's Meadow Permanent Supportive Housing project. Community Development Block Grant – Disaster Recovery (CDBG-DR) funds were used to secure services with The Wooten Company. The original proposal submitted by The Wooten Company included options for an additional cost of \$31,000 to provide bidding and construction administration services at which time, Cumberland County Community Development (CCCD) did not include these additional services in the original agreement because these services were expected to be provided by another consultant.

Since that time, CCCD had to unexpectedly terminate the contract with the other consultant who was to provide the bidding and construction administration services. CCCD seeks to contract with The Wooten Company, for the bidding and construction administration services with an amount not to exceed \$31,000. CDBG-DR funds for the services are currently available.

Copies of the proposed professional services agreement will be distributed at the agenda session.

**RECOMMENDATION / PROPOSED ACTION**

The Community Development Director recommends that the item be placed on the June 15, 2019 Board of Commissioners agenda as a consent item:

- Approve contracting with The Wooten Company in the amount not to exceed \$31,000 subject to legal review and approval of the professional services agreement .



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**ASSISTANT COUNTY MANAGER - ENVIRONMENTAL/ COMMUNITY SAFETY**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: TRACY JACKSON, ASSISTANT COUNTY MANAGER FOR ENVIRONMENTAL AND COMMUNITY SAFETY**

**DATE: 6/5/2020**

**SUBJECT: UPDATE BY NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY ON HURRICANE MATTHEW AND FLORENCE FUNDING**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): LAURA HOGSHEAD, NCORR CHIEF OPERATING OFFICER**

**BACKGROUND**

At the Board's last Agenda Session Meeting on May 14, 2020, it was suggested to ask a representative from the North Carolina Office of Recovery and Resiliency (NCORR) provide an update on Hurricane Matthew and Florence funding. Laura Hogshead, Chief Operating Officer was contacted and has agreed to provide a presentation to the Board of Commissioners on this subject.

**RECOMMENDATION / PROPOSED ACTION**

If there is consensus, move the requested deobligation of CDBG-DR funds (see attached letter) as a Consent Agenda Item to the full Board of Commissioners at the June 15, 2020 Board of Commissioners' Meeting.

**ATTACHMENTS:**

Description	Type
NCORR CDBG-DR Deobligation Letter	Backup Material



# North Carolina Department of Public Safety

## Office of Recovery and Resiliency

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director  
Laura H. Hogshead, Chief Operating Officer

Mr. Tracy Jackson, Assistant County Manager  
Cumberland County  
117 Dick Street  
Fayetteville, NC 28301

April 17, 2020

Mr. Jackson,

The North Carolina Department of Public Safety, Office of Recovery and Resiliency (NCORR) has recently enacted a new subrecipient agreement with Cumberland County that reflects the transition of the county’s Community Development Block Grant – Disaster Recovery (CDBG-DR) funded housing recovery program from the county to NCORR. The new subrecipient agreement also makes clear that the county will continue to administer the infrastructure recovery program. The purpose of this memorandum is to clearly explain the change in budgets from the previous subrecipient agreement to the new subrecipient agreement.

### Previous Subrecipient Agreement Budget

In October 2017, the State of North Carolina awarded up to \$34,945,328 of CDBG-DR grant funds to support Cumberland County’s recovery from Hurricane Matthew. Of this amount, a total of \$23,260,000 was allocated to the county through a subrecipient agreement executed on December 1, 2017. This budget included the cost of the homeowner recovery program, infrastructure, multi-family rental, supportive housing, the economic development, and the administrative and overhead costs of the county to run the entire CDBG-DR recovery program for the county. The only cost not covered by this budget was the administrative and program management costs of the State of North Carolina. The following table outlines the total agreement, amounts budgeted, and the amount remaining to be budgeted.

Funding Category	2019 SRA Allocation
<b>Total Subrecipient Agreement</b>	<b>\$23,260,000</b>
Budgets Established with the County	
Infrastructure/Community Recovery	\$3,800,000
Multi-Family Rental	\$4,900,000
Supportive Housing	\$2,500,000
Housing Recovery	\$8,660,000
Administration	\$400,000
Planning Costs	\$1,000,000
Economic Development	\$2,000,000
<b>Total Budgeted Costs of the SRA</b>	<b>\$23,260,000</b>

Mailing Address:  
Post Office Box 110465  
Durham, NC 27709



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

Telephone: 984.833.5350  
[www.ncdps.gov](http://www.ncdps.gov)  
[www.rebuildnc.gov](http://www.rebuildnc.gov)



# North Carolina Department of Public Safety

## Office of Recovery and Resiliency

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director  
Laura H. Hogshead, Chief Operating Officer

### Transition to the New Subrecipient Agreement

As the Homeowner Recovery Program transitioned to NCORR, NCORR has assumed the full budgetary responsibilities for Cumberland County’s housing recovery. Cumberland County is a most impacted and distressed community, as determined by the US Department of Housing and Urban Development (HUD), meaning that the State of North Carolina must spend 80% of the Matthew CDBG-DR grant in Cumberland County and five other counties. **NCORR is committed to fully serving every eligible Hurricane Matthew homeowner who applied to our program, regardless of the original budget of the previous subrecipient agreement.** Under the new subrecipient agreement, the funds will still be spent in Cumberland County to support the housing recovery, but from the NCORR-managed Homeowner Recovery Program.

### The New Subrecipient Agreement Budget

Executed on December 17, 2019, the new subrecipient agreement fully funds the following: the original budgetary commitment for the Community Recovery Infrastructure program in the county; activity delivery costs for the county to manage the infrastructure program; and an amount to cover residual county program management costs from the previous subrecipient agreement.

Funding Category	2019 SRA Allocation
Infrastructure Program	\$2,500,000
Infrastructure Program Activity Delivery Costs	\$125,000
<b>Subtotal – Infrastructure Program</b>	<b>\$2,625,000</b>
Housing Recovery Program Transition Costs	\$100,000
<b>Total – Subrecipient Agreement</b>	<b>\$2,725,000</b>

### Change of Budgets from the 2017 Agreement to the 2019 Agreement

In an effort to be clear regarding the budgetary changes from the previous agreement to the current agreement, please see the following summary.

1. The budget for the Homeowner Program (currently known as the Homeowner Recovery Program) was moved from the Cumberland County agreement to NCORR’s state-centric program.
2. The Multi-Family Rental budget was moved to NCORR and reallocated to the NC Housing Finance Agency, who have awarded a \$12,417,203 project in Fayetteville -- of which \$9.8 million is CDBG-DR funds.
3. The Infrastructure/Community Recovery budget of \$3,800,000 was transferred to the City of Fayetteville under a separate subrecipient agreement for the Community Resource Center project.

Mailing Address:  
Post Office Box 110465  
Durham, NC 27709



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

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[www.rebuildnc.gov](http://www.rebuildnc.gov)



# North Carolina Department of Public Safety

## Office of Recovery and Resiliency

Roy Cooper, Governor  
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Laura H. Hogshead, Chief Operating Officer

4. The Economic Development program remains unchanged, as this program and associated budget is administered by the NC Department of Commerce and was not part of the subrecipient agreement with Cumberland County.
5. The Administration Budget was also moved to the NCORR program as Administration is typically reserved for the CDBG-DR grantee to carry out overall grant management functions. In return, NCORR budgeted an additional 5% for program management of the county's Infrastructure Program (\$125,000) and \$100,000 in activity delivery budget to cover any residual county costs from the original subrecipient agreement.
6. The Planning Budget was moved to NCORR as HUD only permits the use of planning funds by the grantee for grant-wide planning activities, such as the development of Action Plans. Project specific designs and plans should be budgeted as soft-costs within your infrastructure project budget.
7. The Supportive Housing Program Budget was left intact as part of the new agreement with the county, but the purpose is now described as part of the Infrastructure Program. Specifically, this budget is for the Robins Meadow project. As mention before, NCORR added a \$125,000 activity delivery amount to support the county's program management costs and \$100,000 of additional funds to cover residual costs the previous subrecipient agreement.

NCORR is grateful to Cumberland County for the working partnership we have formed and looks forward to the county's continued recovery from Hurricane Matthew. As NCORR proceeds with the statewide Homeowner Recovery Program, we are more than happy to provide the county with regular updates regarding applicants, awards, and construction progress. With this information, county leadership and your citizens can best understand the continued housing recovery in Cumberland County. If you have any questions about our agreement, budgets, or NCORR's recovery programs, please do not hesitate to reach out.

Sincerely,

Laura Hogshead, Chief Operating Officer  
NC Office of Recovery and Resiliency

Mailing Address:  
Post Office Box 110465  
Durham, NC 27709



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

Telephone: 984.833.5350  
[www.ncdps.gov](http://www.ncdps.gov)  
[www.rebuildnc.gov](http://www.rebuildnc.gov)





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**COMMUNITY DEVELOPMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: 6/1/2020**

**SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE SUBMISSION OF A NEIGHBORHOOD REVITALIZATION STRATEGY AREA PLAN FOR SHAW HEIGHTS**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**BACKGROUND**

On May 4, 2020, the Board of Commissioners approved the Neighborhood Revitalization Strategy Area Plan for Shaw Heights neighborhood along with the 2020 – 2024 Consolidated Plan, 2020 Annual Action Plan, and Analysis of Impediments to Fair Housing Choice. These plans will be reviewed by the U.S. Department of Housing and Urban Development.

Part of the process in the submission of the NRSA plan, requires the Participating Jurisdiction to sign a Resolution adopted by the Board of Commissioners.

**RECOMMENDATION / PROPOSED ACTION**

The Community Development Director recommend that the proposed action be placed on the June 15, 2020 Board of Commissioners consent agenda:

Approve and Adopt the Resolution Approving and Authorizing the Submission of a Neighborhood Revitalization Strategy Area Plan for Shaw Heights

**ATTACHMENTS:**

**Description**

Resolution for the NRSA Plan

Summarization of the NRSA Plan

**Type**

Backup Material

Backup Material

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS  
RESOLUTION APPROVING AND AUTHORIZING THE  
SUBMISSION OF A NEIGHBORHOOD REVITALIZATION  
STRATEGY AREA (NRSA) PLAN FOR SHAW HEIGHTS**

**WHEREAS**, Cumberland County is a Federal Entitlement under the U.S. Department of Housing and Urban Development (HUD) program known as the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, under the CDBG Program Guidelines found in 24 CFR 91.215 (e) (2) and CPD Notice 16-16, a Federal Entitlement may designate an area that meets the HUD criteria as a Neighborhood Revitalization Area (NRSA); and

**WHEREAS**, the Cumberland County Community Development Department undertook a study of the Shaw Heights Neighborhood and determined that it met the criteria for designation as a NRSA; and

**WHEREAS**, the Community Development Department prepared a NRSA Plan for the revitalization of Shaw Heights and held a virtual public hearing on the NRSA Plan on May 4, 2020; and

**WHEREAS**, there were no objections nor opposition to the NRSA Plan as presented.

**NOW, THEREFORE, BE IT RESOLVED**, that We, the Cumberland County Board of Commissioners approve and adopt the NRSA Plan for the Shaw Heights Neighborhood, and authorize the Cumberland County Community Development Department to file the said NRSA Plan with the U.S. Department of HUD, as part of the FY 2020-2024 Five Year Consolidated Plan for Cumberland County.

This Resolution adopted by the Board of Commissioners of Cumberland County \_\_\_\_\_, 2020 in a duly noticed Regular Meeting.

Cumberland County Board of Commissioners  
By:

\_\_\_\_\_  
W. Marshall Faircloth, Chairman

Attest:

\_\_\_\_\_  
Candice H. White, Clerk to the Board

## **SUMMARIZATION OF THE NEIGHBORHOOD REVITALIZATION STRATEGY AREA PLAN**

Below is a summarization of the description and goals of the Neighborhood Revitalization Strategy Area (NRSA) Plan for the Shaw Heights neighborhood

### **NEIGHBORHOD DESCRIPTION**

Cumberland County has selected and designated Shaw Heights as its Neighborhood Revitalization Strategy Area (NRSA). Shaw Heights was chosen by Cumberland County for designation as an NRSA based on its need for revitalization and the following factors:

- It is a contiguous neighborhood that is bordered on its east by Murchison Road, on its north by Fort Bragg, on its west by lakes, and on its south by forested land, lakes, and the City boundary.
- The neighborhood is completely surrounded by the City of Fayetteville, but is administered by the County, which creates an "island."
- Though there is quality housing stock in the form of single-family homes, the majority of housing units in the neighborhood are mobile homes. Mobile homes are located in parks that lack infrastructure and require substantial investment.
- The area is primarily residential with 69.33% of the parcels considered residential in land use.
- Shaw Heights has a high concentration of LMI households. The upper quartile is 52.93% low- and moderate-income, and the aggregated Shaw Heights block groups have a low- and moderate-income percentage of 56.48%.
- There are vacant developable sites that are available for new development, and 25.24% of parcels are considered vacant.
- The residents of Shaw Heights are in favor of and will support the NRSA strategies.
- The City of Fayetteville is planning major investments for the Murchison Road Corridor, which is a nearby neighborhood, and is open to partnering with Cumberland County to encourage development in Shaw Heights.
- Shaw Heights is connected directly to Fort Bragg by Murchison Road.

### **NRSA GOALS**

The implementation plan involves the pursuit of the following short and long-term goals:

#### **1. SHORT TERM GOALS**

- Remove substandard structures and properties which impede economic growth and residential stability.
- Utilize homeownership programs to expand homeownership opportunities in the Shaw Heights NRSA through construction of new affordable housing to qualified low- and moderate-income buyers.
- Promote mixed income housing developments in the NRSA to help stabilize the area.

- Assemble sites for additional housing development.
- Select sites for the development of infrastructure for new affordable housing development, including paved roads, sewers and septic tanks.
- Promote homeownership in the Shaw Heights NRSA through housing counseling programs and partnerships with Kingdom CDC.
- Continue to rehabilitate owner occupied housing in the Shaw Heights Neighborhood.
- Rehabilitate renter occupied housing in the NRSA.
- Increase the presence of the County's code enforcement program in the Shaw Heights NRSA.
- Increase the police patrols and community policing in the Shaw Heights NRSA.
- Apply for a Section 108 Loan Guarantee to develop the Shaw Heights NRSA.
- Partner with the Housing Authority to encourage the development of public housing and increased participation in the Section 8 Housing Choice Voucher Program in Shaw Heights.
- Develop partnerships for financial literacy programs in the neighborhood.

## 2. LONG TERM GOALS

- Continue acquisition/relocation/clearance activities in the Shaw Heights NRSA to develop attractive and marketable development sites.
- Revitalize vacant and underutilized land in a manner that provides tax base stabilization, including potential commercial or industrial development.
- Ensure the continued preservation of the existing housing stock in the Shaw Heights NRSA through a comprehensive rehabilitation program including incentives for homeowners to improve their property.
- Reconstruct streets, sidewalks, curbs, and infrastructure in the Shaw Heights NRSA.
- Provide information and refer Shaw Heights NRSA residents to employment training programs such as NCWorks for job placement opportunities through the trades or other skills.
- Market Shaw Heights to members of the military and civilians who work at Fort Bragg based on its proximity and affordability to the base.
- Decrease the school drop-out rate for men and women in the Shaw Heights NRSA.
- Assist 18-35 year olds to obtain their high school equivalency diploma or GED.
- Develop infrastructure to create dense, multi-family affordable housing

using a Section 108 Loan.

- Recruit banks, pharmacies, and a grocery store to the Shaw Heights NRSA.
- Continue to promote and market the County's housing rehabilitation programs in the Shaw Heights NRSA.
- Create a revolving loan program targeted toward the Shaw Heights NRSA.
- Promote home occupations and develop small business enterprises in the Shaw Heights NRSA.
- Develop a "loan pool" with the local banks with bank funds to match Federal and State funds.
- Continue to work with Kingdom CDC and other CHDOs to undertake larger development projects.



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**COMMUNITY DEVELOPMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: 6/1/2020**

**SUBJECT: AMENDMENTS TO THE 2019 ANNUAL ACTION PLAN AND REQUEST TO HOLD A PUBLIC HEARING SCHEDULED FOR JUNE 15, 2020**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**BACKGROUND**

The 2019 Annual Action Plan (for the period July 1, 2019 – June 30, 2020) was approved by the U.S. Department of Housing and Urban Development (HUD) in August 2019. The 2019 Annual Action Plan allocated the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds and other competitive funding awarded in accordance to the 2015-2020 Consolidated Plan.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES ACT), Public Law 116-136, was signed, providing \$5 billion for CDBG to rapidly respond to the coronavirus disease 2019 (COVID-19) and the economic and housing impacts caused by COVID-19. Due to this crisis, the U.S. Department of Housing and Urban Development (HUD) announced the allocations of CARES Act funding for CDBG grantees. Cumberland County will receive \$509,194 of the supplemental CDBG funding (CDBG-CV). In addition, the CARES Act allows CDBG grantees flexibility to amend its plans to be able to use CDBG-CV funds for the Program Year 2019.

It is recommended by HUD that grantees amend their most recent annual action plan under the new provisions by adding the CDBG-CV allocation in their plans as an available resource for the year. Grantees are required to identify the proposed use of the funds and how the funds will be used to prevent, prepare for, and respond to coronavirus.

Therefore, Cumberland County Community Development is proposing to amend the 2019 Annual Action Plan to include the CDBG-CV funds in the amount of \$509,194 to be used for an economic development project – Small Business Resiliency Program and administrative costs. HUD has suspended the 15% cap for public services to allow grantees to expand on this activity in order to meet the needs related to COVID-19.

The Citizen Participation Plan is being amended to include changes made to the public review and comment period and distribution sites. As part of the citizen participation process, public review and comment period is required. The public review and comment period will be from June 5, 2020 through June 15, 2020. The proposed amendments will be made available for public review and comment on the County’s Community Development website and throughout other locations to include the County’s Community Development office.

**RECOMMENDATION / PROPOSED ACTION**

Staff recommends the Board of Commissioners forward this item to the June 15, 2020 meeting and hold a public hearing to allow for public comment.

**ATTACHMENTS:**

Description	Type
Amendments to the 2019 Annual Action Plan & Citizen Participation Plan	Backup Material



**DRAFT SUBSTANTIAL AMENDMENT TO THE PROGRAM YEAR 2019 ANNUAL ACTION PLAN  
AND CITIZEN PARTICIPATION PLAN**

The following is a summary and draft language for the amended 2019 Annual Action Plan and Citizen Participation Plan

**Background**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES ACT), Public Law 116-136, was signed, providing \$5 billion for CDBG to rapidly respond to the coronavirus disease 2019 (COVID-19) and the economic and housing impacts caused by this unprecedented crisis.

The County of Cumberland will receive \$509,194 in Community Development Block Grant – Coronavirus (CDBG–CV) funding. The Consolidated and Annual Action Plans describe the housing and community development needs, as well as activities to address those needs as defined and funded by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Consolidated Plan and Annual Action Plan brings together, in one (1) consolidated submission, the planning and application aspects of the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

The County’s Citizen Participation Plan describes the efforts Cumberland County will use to encourage residents to participate in preparing the plans. It also outlines the process for public review and comment when a substantial amendment to the plans are proposed. The following changes constitute a substantial amendment and require public notice as described in the County’s citizen participation plan:

- A change in allocation priorities or a transfer of funds between programs, the amount of which is greater than 25% of the total funds in the dispersing program;
- When a previously proposed program will be deleted or if a new program is added to the Consolidated Plan or the Annual Action Plan; and
- To change the purpose, scope, location, or beneficiaries of an activity.

**Proposed Amendments to the Annual Action Plan**

The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond the spread of infectious diseases such as the COVID-19. The proposed activities must meet the three National Objectives as required by CDBG regulations:

- Benefit low-and-moderate income person;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent need.

Funds will be used to prevent, prepare for or respond to coronavirus (COVID 19) through activities consistent with action plan goals including provision of economic opportunities and program administration. Therefore, County Community Development staff is recommending allocating the funds as follows:

<b>CDBG-CV</b>	<b>Allocation</b>
<b>FY-19-20 CDBG-CV</b>	<b>\$509,194</b>
Administration (10%)	\$50,919
Economic Development - Small Business Resiliency Program	\$458,275
<b>Total CDBG-CV Allocations</b>	<b>\$509,194</b>

The 15% public services cap has been waived for the 2019 program year and additional CDBG-CV funds for activities that prevent, prepare, and respond to COVID-19. The 15% public services cap is also waived for the upcoming 2020 program year for coronavirus efforts. The economic development program will be amended to allow for grants to eligible small business negatively impacted by the COVID-19 pandemic.

An update will be made to the planning and administrative activities directly related to the CDBG and CDBG-CV grants. Also, an amendment will be made to the amount that can be used for urgent need activities to the maximum allowed to maintain the 70% low to moderate income (LMI) benefit requirement.

### **Proposed Amendment to the Citizen Participation Plan**

The County's Community Development Department is also proposing the following revisions to the Citizen Participation Plan in response to declared disasters or emergency events:

- Update the types of declared disasters or emergency events to include infectious diseases, such as the recent coronavirus 19 (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- Remove the requirement to hold in-person public hearings in order to comply with national and local social gathering requirements;
- Includes virtual hearings as an allowed method for citizen participation;
- Allow the County to provide no less than five (5) days for public comments on substantial amendment(s) to plans;
- Outline possible actions, including reprogramming of funding and types of possible activities that may be undertaken in response to declared disasters and emergency events;
- Include other provisions relative to citizen participation and waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and future declared disasters or emergency events;
- Include provisions relative to the North Carolina General Statutes for holding public hearings; and
- Perform minor edits and formatting that do not change current citizen participation policies.

### **Public Review and Comment**

Pursuant to HUD regulations, the County's Citizen Participation Plan, and current HUD waivers for grant programs and consolidated plan requirements to prevent the spread of COVID19, the County's Community Development Department has the amended plans available for public review and comment from June 5, 2020 through June 15, 2020 with a virtual hearing scheduled on June 15, 2020 at 6:45 p.m. Public comments and allocation recommendations will be included in the Substantial Amendments that is submitted to HUD. The original and revised plans can be found at the County's Community Development website at:

[http://www.co.cumberland.nc.us/departments/community-development-group/community\\_development/plans-reports](http://www.co.cumberland.nc.us/departments/community-development-group/community_development/plans-reports)



## PLANNING AND INSPECTIONS DEPARTMENT

### MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020 AGENDA SESSION

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: JOEL STRICKLAND, FAMPO EXECUTIVE DIRECTOR**

**DATE: 6/11/2020**

**SUBJECT: FY21 COMMUNITY TRANSPORTATION BID PROPOSALS**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): JOEL STRICKLAND, FAMPO EXECUTIVE DIRECTOR**

#### **BACKGROUND**

An evaluation committee consisting of five members of the Transportation Advisory Board (TAB), met Thursday, May 28, 2020 to review Cumberland County Community Transportation program provider proposals, of which two were received. The Transportation Advisory Board then met on Thursday, June 4, 2020 to review and approve the recommendations from the evaluation committee for the following proposals:

- Section 5310 Transportation (5310)
- Employment Transportation (EMPL)
- Rural General Public Transportation (RGP)
- Area Agency on Aging Medical Transportation (AAA Medical)
- Area Agency on Aging General Transportation (AAA Gen)
- Elderly and Disabled Medical Transportation (EDTAP)

The proposals were rated on proposal response, qualifications and experience, references, Disadvantaged Business Enterprise (DBE) efforts, and value for cost.

After review, B&W Transportation was recommended for the following contracts:

- 5310 - \$24.00 per unit (split contract)
- EMPL - \$24.00 per unit
- RGP - \$24.00 per unit (split contract)

- AAA Gen - \$16.75 per unit
- AAA Medical - \$24.00 per unit (split contract)

After review, FAMIKS Transportation was recommended for the following contracts:

- AAA Medical - \$25.50 per unit (split contract)
- EDTAP - \$25.50 per unit
- RGP - \$25.50 per unit (split contract)
- 5310 - \$25.50 per unit (split contract)

These two companies were the only transportation providers that submitted proposals. Each was rated by the evaluation committee using the requirements such as qualifications and experience, references, Disadvantaged Business Enterprise (DBE) efforts, and value for cost.

These two companies are the same providers used for the last several years, and the Community Transportation Program has received excellent service from both.

**RECOMMENDATION / PROPOSED ACTION**

Staff recommends this item be forwarded as a Consent Agenda Item to the full Board of Commissioners at their June 15, 2020 Regular Meeting.

**ATTACHMENTS:**

Description	Type
FY21 RFP for Transportation Providers	Backup Material

**REQUEST FOR PROPOSAL**  
**FOR THE**  
**CUMBERLAND COUNTY**  
**COMMUNITY TRANSPORTATION PROGRAM**

*Fiscal Year July 1, 2020 – June 30, 2021*

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## NOTICE TO TRANSPORTATION PROVIDERS

### REQUEST FOR PROPOSALS FOR PROVISION OF THE CUMBERLAND COUNTY COMMUNITY TRANSPORTATION PROGRAM

The Cumberland County Community Transportation Program is seeking proposals for the operation of its transportation services which are funded with state and federal funds.

The system currently utilizes contractor supplied vehicles and drivers to provide curb to curb service in Cumberland County. In some cases, clients may require door to door service. The Cumberland County Community Transportation Program desires to sign a one year fixed unit cost contract, for each of the five contracts, with services to begin July 1, 2020 and end June 30, 2021.

The deadline for submittal of proposals is **12:00 p.m. on March 5, 2020**. Proposals delivered after that date and time will not be considered. Service and Cost proposal packages should be submitted in separate, sealed envelopes labeled "Service Proposal for The Community Transportation Program" and "Cost Proposal for The Community Transportation Program" and sent to: The Community Transportation Program Attn: Ifetayo Farrakhan, Transportation Program Coordinator, 130 Gillespie Street, Fayetteville, NC 28301.

All proposers must certify they are not on the federal or state list of ineligible Contractors. The Controller General's federal list of ineligible Contractors is located at the web site [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/). The state's list of debarred organizations can be found on the State's Purchase and Contract web site [www.doa.state.nc.us/pandc/](http://www.doa.state.nc.us/pandc/).

Only DBE's listed in the DOT certified directory are counted toward DOT's goal in contracts that contain federal funds. Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals and compete for subcontracting work and will not be discriminated against on the basis of race, color, religion, sex, national origin, or disability. DBE Contractors must be certified and registered on the NCDOT Directory: [www.ebs.nc.gov/VendorDirectory/default.html](http://www.ebs.nc.gov/VendorDirectory/default.html).

The successful Contractor(s) shall be required to comply with all applicable local, state and federal laws and regulations including Equal Employment Opportunity. Request for proposal packages are available by contacting Ifetayo Farrakhan at (910) 678-7624 or visiting <https://ccmunis.co.cumberland.nc.us/mss> .

A pre-proposal conference will be held on **February 20, 2020 at 10:00 a.m.** at the Historic County Courthouse, Room 107C, located at 130 Gillespie Street, Fayetteville, North Carolina. Proposers are not required to attend, however it is highly recommended. This conference is intended to provide Proposers with the opportunity to ask questions and/or receive clarification of any requirement in the RFP.

Cumberland County is seeking proposals for the following:

- Elderly and Disabled Medical Transportation (State)
- Rural General Public Transportation (State)
- Employment Transportation (State)
- \*Elderly and Disabled Non-Medical Transportation (Federal/State)
- Area Agency on Aging Medical Transportation (State)
- Area Agency on Aging General Transportation (State)

\*Half of the Elderly and Disabled Non-Medical Transportation (5310) funds will be used within the Elderly and Disabled Medical Transportation (EDTAP) contract. The other half will be used within the Area Agency on Aging Medical Transportation (AAA Med) contract.

Insurance, Drug and Alcohol Testing, Americans with Disabilities Act adherence, and required training will be mandatory aspects of fulfilling this contract. Other Federal, State, and Local laws and requirements may apply.

The Community Transportation Program is funded in part by the County of Cumberland. Cumberland County and the Community Transportation Program retain the right to reject any or all proposals, to withdraw this solicitation at any time, to waive minor technicalities and informalities and to make an award deemed in its own best interest. Cumberland County is an equal opportunity employer.



## **I. INTRODUCTION**

The Cumberland County Community Transportation Program is seeking interested, qualified contractors to provide transportation services in Cumberland County, North Carolina. Services are currently provided by private contractors under contract to Cumberland County, using contractor provided vehicles. Cumberland County will contract with successful Proposers to operate this service. The Cumberland County Community Transportation Program desires to sign a one year fixed unit cost contract for each of the five (5) contracts. The county reserves the right to extend contracts for an additional 12 months or possibly for two twelve month increments if it serves to be in the best interest of the county.

The selected contractor(s) will provide management, dispatch, and operation of the transportation service. Maintenance of the aforementioned vehicles will be the responsibility of the contractor. Service includes subscription trips as well as those of a demand-response nature (1 day notice). The contractor will take requests for service from agency representatives. Riders include the physically and mentally disabled, the elderly and the general public. The selected contractor will be responsible for meeting all state, federal, and local requirements as specified in the RFP including, but not limited to, employee development and training, drug and alcohol testing, complying with scheduled vehicle maintenance, insurance coverage, safety, on-time performance, reporting, and billing, as well as any appropriate licensing and other legal requirements. Contractors are required to report on a monthly basis to the Community Transportation Program, all services performed under this contract to include, dates, times, units, client names, destinations, and costs.

Definitions as used herein;

- a. The term "THE COUNTY" or the "County" is used interchangeably and refers to the purchaser, Cumberland County or Cumberland County Community Transportation.
- b. The term "request for proposal" (RFP) means a solicitation of a formal sealed proposal.
- c. The terms "proposal and offer" means the process and services offered by the Proposer in response to this RFP.
- d. The term "Proposer" is the contractor responding to this RFP.
- e. The term "Contractor" refers to the Proposer selected by the Cumberland County Community Transportation Program to perform service under this contract.
- f. The term "NCDOT" is the North Carolina Department of Transportation, which administers the ROAP (EDTAP, EMPL, RGP), and 5310 grant funding through the Public Transportation Division (PTD).
- g. The term "contract" means the legally-binding agreement between Cumberland County and the successful contractor(s) to perform the services described in this RFP.
- h. The term "unit" describes a measurement tool used to determine reimbursement. Units of service are defined as each and every time a passenger boards a vehicle at a location and alights at another location.
- i. The term "Community Transportation Program" refers to the collective entity that provides the management and administration for the funding and payment of all agencies that are sub-allotted funding each year for transportation purposes.
- j. The term "Transportation Advisory Board" refers to the board made up of various individuals with experience in the human services and transportation fields in Cumberland County and is appointed by the County Commissioners. This organization serves the Community Transportation Program in an advisory capacity.
- k. The term "FTA" is the Federal Transit Administration, which is part of the US DOT and administers the federal (5310) grant funds through NCDOT/ Public Transportation Division.

## II. EXISTING SERVICE

The Cumberland County Community Transportation Program provides curb to curb service (in some cases door to door) for clients within Cumberland County via contractual providers.

Trips provided by the contractor shall be billed on a per client unit basis. Requests for service are faxed or emailed to the contractor by the agencies one day in advance, by 3:00 pm, prior to the date of requested service. Coordination and dispatch of the vehicles to pick up the clients is the responsibility of the contractor.

The Community Transportation Program administrative staff consists of the Transportation Program Coordinator and two Office Assistants. The Transportation Program Coordinator oversees all aspects of the Community Transportation Program, including its operation and administration. All Community Transportation Program correspondence and any questions or concerns should be directed to the Transportation Program Coordinator.

### **Contracts:**

**Elderly and Disabled Medical Transportation (EDTAP):** Transportation to medical appointments and pharmacy trips provided to clients who are 60+ years of age or disabled with doctor's verification. Clients live throughout Cumberland County.

**Rural General Public Transportation (RGP):** Transportation provided to residents who live in the rural areas of our County. Provides access to medical, shopping, education, and employment. (See map Attachment E – clients will reside in areas outside of the urban area boundary)

**Urban Employment Transportation (EMPL):** Transportation to school and work provided to residents who live inside or outside the urban areas of our County. (See map Attachment E – clients will reside in areas inside the urban area boundary)

**Elderly and Disabled Non-Medical Transportation (5310):** Non-medical transportation provided to clients who are 60+ years of age or disabled with doctor's verification. Clients live throughout Cumberland County.

**Area Agency on Aging Medical (AAA Med):** Transportation to medical appointments and pharmacy trips provided to clients who are 60+ years of age. Clients live throughout Cumberland County.

**Area Agency on Aging General (AAA Gen):** Transportation to nutrition sites provided to clients who are 60+ years of age. Clients live throughout Cumberland County.

**Please note: 5310 funds are federal and state funds and have additional federal requirements. Please see "Federal and State Requirements and Special Conditions" Attachment.**

### **III. SCOPE OF WORK**

#### Contract Term

The term of any agreement arising from this RFP shall be for one year, commencing on the date transportation services are first rendered. Projected start date is July 1, 2020 and end date is June 30, 2021.

#### Service Hours

EDTAP, AAA Med, AAA Gen: Services will normally be provided Monday through Friday between the hours of 8:00 am to 5:00 pm (with the exception of dialysis trips).

5310, RGP and EMPL: Services will normally be provided Monday through Friday between the hours of 5:00 am to 8:00 p.m.

Special concessions shall be made by the contractor when dialysis clients are transported to dialysis treatments and will make the necessary arrangements to see that those clients arrive at their appointment on time regardless of the normal service hours. Transportation services shall not end until all client trips have been completed.

Transportation will be provided on all holidays, except on Christmas and New Year's Day. Dialysis clients normally scheduled on Christmas and New Year's Day will require transportation on Saturday or Sunday for those weeks (to make up for the holiday).

#### Wait Time/No-Shows/Cancellations

The transport company will wait ten (10) minutes for the client to show. After that time, the client will be counted as a no-show. The transport company driver shall wait fifteen (15) minutes for a client to pick up a prescription after a doctor's appointment. After that time, any further wait time shall be negotiation by client and the transport company driver.

In cases of cancellation, the Community Transportation Program requires transportation requests to be canceled at least one (1) hour prior to pickup. Any trip attempted but on which the client does not travel is coded as a "no-show". A record of no shows and cancellations shall be kept by the contractor. In the event of a no-show, the contractor will not be compensated. However, the Community Transportation Program will enforce its no-show policy with the clients to the fullest extent possible. No-shows shall be reported by the contractor to the Community Transportation Program immediately. Cancellations shall be reported to the Community Transportation Program by the end of the week.

#### On-Time Performance

The Community Transportation Program requires a sixty (60) minute window on scheduled pickups (ninety (90) minute for Fort Bragg trips). Clients will be notified to always be ready one hour prior to appointment time (or one and one half hours for Fort Bragg). The Community Transportation Program policy states that there is a required ten (10) minute minimum wait time after arriving at a location to pick up a passenger. Contractor should not have clients on the vehicle for any period longer than the specified time frame. The contractor will provide a minimum of 95 percent (95%) on-time trips.

#### Service Area

All trips will be within Cumberland County which includes approximately 661 square miles.

#### Reservations

Agencies will authorize all trips and supply the contractor with reservation information. The contractor is not required to determine eligibility or receive service requests from individuals. In general, the contractor can expect to be notified no less than one day in advance of any reservations for demand-response trips and changes to subscription trips.

### Fares

EDTAP, AAA Med, and AAA Gen: No fares or donations will be collected from passengers. The contractor and its employees are prohibited from soliciting or accepting any tips or gifts of any kind.

5310, EMPL, and RGP: Fares will be collected from passengers. The driver and passenger will be required to sign a log, in order to verify that the fares had been paid, prior to receiving service. This log will be submitted to the Transportation Program Coordinator, along with the invoice, in order to receive payment. Fares will be approximately ten percent of the per unit trip cost. The contractor and its employees are prohibited from soliciting or accepting any tips or gifts of any kind.

### Attendants

The contractor will not supply attendants, but must allow a passenger an escort, if requested. The escort must board and exit at the same location as the eligible client. Neither the escort, agency, nor the Community Transportation Program will be charged for the escort.

### Personnel

The contractor shall be solely responsible for the provision and satisfactory work performance of all employees as described by this Request for Proposal. The contractor shall be solely responsible for payment of all employee and/or subcontractor wages and benefits. Without any additional expense to the Community Transportation Program or Cumberland County, the contractor shall comply with the requirements of employee liability, Worker's Compensation, employment insurance, Social Security, Department of Transportation Drug & Alcohol Testing and Program Management regulations, OSHA regulations, EPA laws and regulations, in addition to any and all other applicable laws. The Cumberland County Community Transportation Program shall have the right to demand removal from the project, for reasonable cause, any personnel furnished by the contractor. The contractor shall not, without prior written notice to the Community Transportation Program remove, or re-assign the key management personnel identified in its proposal (e.g., Project Manager) at any time prior to or after execution of the contract. The contractor shall obtain the Community Transportation Program's written consent prior to entering any subcontract affecting the service.

### Office Staff

The contractor shall supply a sufficient number of employees to staff the office at all required times and perform all necessary tasks associated with the service. The contractor will be responsible for training these employees and making sure that all program policies and procedures are understood and followed. The contractor will staff the office with at least one person trained to perform radio dispatching functions and monitor telephones while vehicles are on the road providing service. This condition may be satisfied if the Owner/Director has mobile cellular phone technology at his/her disposal and can be contacted at ANY time during office hours without necessarily being within an office. An office space with a permanent fax machine must be available to accept new transportation requests from agencies at all times during normal business operating times.

### Drivers

The contractor shall supply a sufficient number of properly qualified personnel to operate the equipment and to provide the services required. Each of the contractor's employees shall, at all times while on duty in the performance of the services required herein, be neatly and cleanly dressed and maintain a courteous and cooperative attitude in their contact with the public. All drivers shall have an identification badge in plain view so that clients can easily recognize them. Drivers will not be permitted to smoke or use smokeless tobacco inside the vehicles at any time.

All drivers must be properly licensed in the State of North Carolina, have three years driving experience, and be at least 21 years of age. All drivers must have a good driving record for the preceding three years. A written driving record from the State Motor Vehicles Division must be submitted to the Community Transportation Program Coordinator annually for each driver.

Additionally, all of the contractor's employees who may operate vehicles of 15 or more passengers must possess a Commercial Driver's License with a Passenger endorsement.

All drivers must receive the following training through programs approved by the Community Transportation Program and show proof of successful completion to the Community Transportation Program Coordinator within thirty days of completion.

- First Aid Training and CPR
- Drug & Alcohol Training
- OSHA Bloodborne Pathogens Training
- ADA Equipment and Safety Training
- ADA Sensitivity Training
- Defensive Driving Training

All costs associated with employee training will be the responsibility of the contractor. The contractor is responsible for ensuring that each driver is properly acquainted with the requirements of the program and his/her responsibilities as a driver. The Community Transportation Program requires that all training be completed prior to providing service. Annual refresher training is required for all drivers. Copies of Red Cross certification must be submitted annually to the Community Transportation Program Coordinator. Random drug and alcohol testing in accordance with Department of Transportation Drug & Alcohol requirements found in 49 CFR Part 655 and Part 40 is also required.

Drivers will be required to maintain vehicle logs for each day of service documenting the pick up and drop off of passengers. Logs will include rider names, scheduled and actual pick-up times, addresses, number of units per trip, no-shows, and other pertinent information.

All drivers and safety sensitive employees are required to submit to drug and alcohol testing at the contractor's expense. Up to eighty-five percent (85%) of testing costs may be reimbursed to the contractor if proper documentation and invoices are submitted in a timely manner. Drug/Alcohol reimbursement invoices should be submitted monthly. If the grants or appropriation of funds to provide drug and alcohol testing reimbursement are exhausted, the contractor must continue to follow drug testing procedures.

#### Vehicles

Vehicles are the responsibility of the contractor. All aspects of maintenance, repair, fuel costs, lease or note payment, cleaning, insurance, state inspections, etc. are the responsibility of the contractor. The contractor, for the purposes of supplying transportation services for the Community Transportation Program, must own or lease its own vehicles. All vehicles must be clearly marked (minimum of three inch lettering) on the side of each vehicle with the contractor's name and phone number as to allow passengers to identify the vehicles.

At minimum, the contractor is required to have six vehicles available for use of any program. At least four of those vehicles must have a wheelchair lift or be handicapped accessible (these vehicles must be ADA compliant (*see ADA accessibility attachment*)). The contractor must have at their immediate disposal two backup vehicles. Cumberland County & the Community Transportation Program reserve the right to inspect vehicles during announced or unannounced times. The Contractor shall submit copies of vehicle registration, inspections, and a current insurance policy to the Community Transportation Program Coordinator annually.

#### Licensing

The contractor shall keep all vehicles fully licensed and inspected as required by the State of North Carolina and applicable local government agencies. Vehicles are not eligible for free license plates. The contractor must comply with all state and local vehicle registration, permitting and regulatory requirements.

### Safety/Inspections

The contractor/employees shall perform daily pre-trip and post-trip safety inspections all vehicles. Vehicles failing the daily inspection will not be used in service until the reason for failure is corrected. The Community Transportation Program reserves the right to insure that vehicles are being maintained properly and are in safe operating condition. For passenger comfort, the heating and air-conditioning units of all vehicles must be kept in proper working order at all times. The Community Transportation Program may inspect vehicles at any reasonable time and may bar a vehicle from service until problem(s) are corrected.

Additional safety requirements can be found in the System Safety Program Plan.

### Maintenance

Vehicle maintenance shall be the responsibility of the contractor. The contractor shall comply with all scheduled maintenance so that all vehicles used for this program are at a minimum in accordance with the manufacturer's specifications and/or in accordance with the State's vehicle maintenance standards. Where duplicate recommendations exist, the contractor shall be required to maintain vehicles in accordance with the stricter standards. It shall be the contractor's responsibility to keep vehicles clean inside and out. All vehicle exteriors shall be washed weekly and interiors cleaned on a daily basis. All service records will be kept for all vehicles for a minimum of 5 years and will be made available to the Community Transportation Program on request.

### Damage

All physical damage to vehicles shall be repaired within 5 days of occurrence in a high quality manner, regardless of cause. All damage must be reported to the Transportation Program Coordinator in writing within 48 hours of the incident causing the damage.

### Insurance

The contractor will provide Bodily Injury, Property Damage, Comprehensive and Collision Insurance for vehicles used to provide services under this Contract in the amounts specified below through an insurer acceptable to the Cumberland County Risk Manager, licensed to do business in North Carolina and will name Cumberland County as an additional insured. Contractor will be required to carry insurance (and furnish proof thereof) to the following minimum limits:

The minimum levels of financial responsibility are as prescribed for motor carriers of passengers pursuant to the provisions of 49 U.S.C. 10927(a)(1), which is \$5,000,000 for vehicles with a seating capacity of 16 passengers or more and \$1,500,000 for vehicles with a seating capacity of 15 passengers or less."

49 U.S.C. 10927(a)(1) is the Interstate Commerce Commission (ICC) regulation enforced by the Federal Motor Carrier Safety Administration (FMCSA), which has been recoded. The new code is 49 CFR 387.25, but it only applies to "for-hire motor carriers transporting passengers in interstate or foreign commerce."

The NC Utilities Commission regulates "for-hire" motor carriers that provide intrastate passenger service to the general public. The State of North Carolina has associated with the FMCSA regulation for interstate providers and adopted the same requirements for intrastate providers. Based on G.S. 62-268 "Security for the Protection of Public; Liability Insurance," the North Carolina Utilities Commission may require any greater amount of insurance as may be necessary for the protection of the public. The rules and regulations of the North Carolina Utilities Commission carry the same weight as law.

THEREFORE, the NC Utilities Commission and the Division of Motor Vehicles require that intrastate "for-hire" motor carriers that provide general public service must maintain the following minimum levels of financial responsibility:

\$1,500,000 for vehicles with a seating capacity of 15 passengers or less, and \$5,000,000 for vehicles with a seating capacity of 16 passengers or more.

#### Hold Harmless

The contractor agrees to protect, defend, indemnify and hold Cumberland County and the Community Transportation Program, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or cause of action of every kind and character in connection with or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent. Each policy of insurance shall contain the following clause: "It is agreed that these policies shall not be canceled nor the coverage reduced until thirty (30) days after the Community Transportation Program has received written notice of such cancellations or reduction."

The contractor will provide the Community Transportation Program, Cumberland County and the Transportation Program Coordinator proof of insurability to the prescribed limits as part of the proposal package and disclose deductibles and self-insured retainers. The contractor shall also identify its insurance agent(s) and underwriting company(s). This documentation must be in a form approved by State Insurance Commission.

#### Emergency Situations

In cases of accident, injury or traffic violation, the police or other appropriate authorities should be contacted. The driver should always be sent for drug and alcohol testing immediately where injuries are a result of an accident or incident. Contractor must always contact the Community Transportation Program Coordinator within 24 hours of such an event. A standard written accident report must be completed and turned in to the Transportation Program Coordinator within 48 hours. Included with this report shall also be a copy of the police report if applicable. In cases of emergency always dial 911 and seek medical assistance.

#### Billing

The contractor shall submit a detailed invoice to include a list of clients and units transported, as well as all supporting paperwork to the Transportation Program Coordinator on a monthly basis. Monthly invoices should be submitted by the 5th of each month following provision of service, directed to the Transportation Program Coordinator. Contingent upon preliminary verification of the invoice, the Transportation Program Coordinator will submit the invoice for payment within 15 days from the date the Transportation Program Coordinator receives the paperwork. Checks will be issued according to the Cumberland County Finance Department's check issuance schedule. The Community Transportation Program or Cumberland County Finance Department may, at any time, conduct an audit of any and/or all records kept by the contractor for this service. Any overpayment uncovered in such an audit may be charged against the contractor future invoices. The Community Transportation Program may withhold payment for services which failed to meet service specifications or are otherwise questionable.

#### Records and Reports

The contractor will be responsible for properly maintaining separate records and summaries for this service as deemed necessary by Cumberland County and the Community Transportation Program. The following are the types of information which the Community Transportation Program requires the contractor to keep.

Trip by Trip Records submitted monthly



- Date and time of service
- Name of client and number of units
- No-shows and cancellations

#### Proposal Cost

Proposers shall submit a proposal based on cost per unit. Proposers are required to submit a Cost Proposal (see attached form) under separate cover.

#### Confidentiality of Client Information

Any and all information regarding a client of the Community Transportation Program is strictly confidential. Information shall not be released to any party in any form without the authorization of the individual, the agency and/or the Community Transportation Program.

#### Safety

The contractor will ensure the safety of passengers by any and all means necessary, including but not limited to: driver training, retraining, and monitoring; use of seat belts; vehicle maintenance; maintaining order in and around vehicles; providing safety and emergency procedures; etc. All vehicles shall be equipped with fire extinguishers, web cutters, triangles, blood-borne pathogens kits, and first aid kits which shall be furnished by the contractor. Drivers must have the capabilities of using all safety equipment.

#### Drug and Alcohol Testing

In accordance with Federal Transit Administration (FTA) regulation 49 CFR Part 40 and 49 CFR Part 655, the Cumberland County Community Transportation Program has adopted a drug and alcohol policy applicable to transportation service, which policy is incorporated herein by reference. Contractor agrees to adhere to all aspects of the drug and alcohol testing program. Furthermore, contractor agrees to abide by any and all revisions to 49 CFR Part 40 and 49 CFR Part 655 as they are issued by FTA. Changes to 49 CFR Part 40 and 49 CFR Part 655 shall not effect the continuing validity or enforceability of the contract nor shall changes require contract modification.

All driver drug and alcohol testing will be completed through a testing site approved by the Community Transportation Program Coordinator. US Healthworks is the current approved site. The Community Transportation Program Coordinator will randomly select drivers annually to complete the DOT approved drug and alcohol testing. Testing is to be strictly applied to all safety sensitive employees of the Contractor for pre-employment, random, reasonable suspicion, post-accident, and return-to-duty testing. This program takes effect immediately upon the execution of the contract.

#### Records

Cumberland County, the Community Transportation Program, the NCDOT and USDOT, or their designee(s) may at any time perform audits of the financial books, records, and accounts of the contractor. The contractor agrees to preserve, and to cause any subcontractor to preserve and make available, for a period of five years after the completion of a contract, any and all financial, operations, administrative, and maintenance records pertaining to this contract.

#### Meetings

The Community Transportation Program plans to hold Transportation Advisory Board meetings on a quarterly basis for the purpose of discussing service issues and proposed solutions and to maintain open and frequent communications. Occasionally, additional meetings may be required. The meetings are open to the public. Contractors are encouraged to attend.

#### Termination Conditions

Contracts may be terminated by either party upon thirty days prior written notice. In the event of termination prior to the normal expiration date of any contract, Cumberland County shall compensate the contractor for transportation provided to through and including midnight of the day of termination.

#### IV. SUBMISSION OF RFP

Questions, changes, and clarifications: To facilitate the clarification of requirements, Proposers are requested to submit questions in writing, no later than 1 business day prior to the pre-proposal conference to:

Ifetayo Farrakhan, Transportation Program Coordinator  
130 Gillespie Street  
Fayetteville, NC 28301

Ifetayo Farrakhan is the Cumberland County Community Transportation Program Coordinator, and is the proper contact for questions regarding this procurement. The Community Transportation Program shall not be responsible in any manner for verbal answers or instructions regarding this RFP. All requests shall be addressed in writing by mail or by email to Ifetayo Farrakhan at [ifarrakhan@co.cumberland.nc.us](mailto:ifarrakhan@co.cumberland.nc.us) prior to close of business on **February 13, 2020**. All questions and clarification will be addressed at the Pre-Proposal Conference on **February 20, 2020**. No questions or requests for exemptions shall be considered after the Pre-Proposal Conference on **February 20, 2020**. All changes and/or clarifications to the RFP will be issued in an Addendum within three days after the Pre-Proposal Conference.

Selection process: An Evaluation Committee will review and analyze each response. Each proposal will be rated using a scale from 1-5, with 5 being excellent for each of the following criteria:

<b>CRITERIA</b>	<b>WEIGHT</b>
-- Proposal response	25%
-- Qualifications and Experience	25%
-- References	10%
-- Disadvantaged Business Enterprise (DBE) efforts	10%
-- Value for cost	30%

Interviews and/or negotiations may be conducted with each or any of the Proposers selected. Cost shall be considered, but will not be the sole determining factor. The Evaluation Committee may require that the Proposer's staff attend any oral interviews. The Evaluation Committee may also require that some vehicles be present for inspection.

After any requested interviews have been conducted, the Evaluation Committee shall make its recommendation to the Transportation Advisory Board. If the Transportation Advisory Board concurs with the recommendation to the Proposer(s), which, in its opinion, has made the best proposal, it shall recommend for award the contract to that Proposer(s) to the County Manager or the County Board of Commissioners.

#### Projected Schedule

<b>RFP release</b>	<b>February 5, 2020</b>
<b>Pre-proposal Conference</b>	<b>February 20, 2020</b>
<b>Proposals due</b>	<b>March 5, 2020</b>
<b>Evaluation Committee review</b>	<b>March 10, 2020</b>
<b>Award</b>	<b>April 20, 2020</b>
<b>Start-up date</b>	<b>July 1, 2020</b>

## Conditions for Responding

1. Scope: The following terms and conditions shall prevail unless otherwise modified by the Community Transportation Program within this proposal document. The Community Transportation Program reserves the right to reject any proposal which takes exception to these terms and conditions.
2. Completing proposal: All information must be legible. Any and all corrections and/or erasures must be initialed. The proposal cover letter must be signed by an authorized Proposer and all required information must be provided. A neatly typed document of reasonable length and using the forms provided is preferred. Expenses incurred in developing and submitting a proposal are borne entirely by the Proposer.
3. Confidentiality of proposal information: Each proposal and supporting documents must be submitted in a **sealed** envelope to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting proposal documents become public information after contract award and are available for inspection by the general public.
4. Accuracy of proposal: Each proposal is publicly opened and the Proposer's name is made part of the public record. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the Proposer will complete the contract. In case of numerical discrepancy, unit costs shall prevail.
5. Submission of proposal: Proposals are to be sealed and submitted to the following address prior to the date and time indicated in the RFP packet:

Ifetayo Farrakhan, Transportation Program Coordinator  
130 Gillespie Street  
Fayetteville, NC 28301

Service and Cost proposal packages should be submitted in separate, sealed envelopes labeled "Service Proposal for The Community Transportation Program" and "Cost Proposal for The Community Transportation Program". If the contractor is submitting more than one proposal, all cost proposals may go in one envelope.

Please submit one original and five copies of the Service Proposal. Only one original Cost Proposal should be submitted for each contract for which is being proposed.

Proposals will be **rejected** if they do not include all items as requested in the submittal checklist on page 26.

## **General Terms and Conditions**

### **1. Assignment**

The contract derived from this RFP shall not be sublet except with the written consent of THE COUNTY. No such consent shall be construed as making THE COUNTY a party to such subcontract, or subject THE COUNTY to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Contractor of his liability and obligation under this contract, and all transactions with THE COUNTY must be through the Contractor.

### **2. Changes**

THE COUNTY reserves the right to postpone the proposal due date for its own convenience and to reject any or all proposals, to withdraw this solicitation at any time, to waive minor technicalities and informalities and to make an award deemed in its own best interest. Proposals may be awarded without further discussion or notification of the Proposers.

Changes to the RFP will be made by addendum.

Change orders, once a contract is issued, must be approved by THE COUNTY in writing.

### **3. Changed Conditions of Performance (Including Litigation)**

The Proposer agrees to notify THE COUNTY immediately of any change in law, conditions, or any other event that may significantly affect the Proposer's ability to perform the project in accordance with the terms of the Contract. In addition, the Proposer agrees to notify THE COUNTY immediately of any decision pertaining to the Proposer's conduct of litigation that may affect THE COUNTY interests in the Project. Before the Proposer may name THE COUNTY as a party to litigation for any reason, in any forum, the Proposer agrees to inform THE COUNTY.

### **4. Nonperformance**

Failure to Perform – If the contractor is unable or fails to deliver a significant amount of the service as specified in the scope of work (as determined by THE COUNTY), the COUNTY shall pay the contractor the cost of transportation provided through and including midnight of the day of termination.

### **5. Conditional Proposals**

Conditional proposals, or those which take exceptions to the specifications, may be considered non-responsive and will be rejected.

### **6. Contract Documents**

This Request for Proposals, including, General Terms and Conditions and the Technical Specifications with notes or changes made thereon before signing, along with the Contractor's proposal, are the documents forming the Contract. The Contractor shall only be authorized to begin incurring costs on the project upon receipt of a properly executed "Notice to Proceed" from THE COUNTY.

**7. Contractual Obligation of the Bidder/Proposer**

Each proposal shall be submitted with the understanding that the acceptance in writing by THE COUNTY of the offer to supply services described therein shall constitute a contract between the Proposer and the purchaser, which shall bind the Proposer on his or her part to furnish and deliver at the proposed price in accordance with the conditions of said accepted proposal and specifications.

**8. Errors and Omissions**

The Proposer will not be allowed to take advantage of any errors or omissions in the specification. Full instructions to correct errors or omissions will be given to the Proposer, should errors or omissions be called to the attention of THE COUNTY.

**9. Exclusionary or Discriminatory Specifications**

THE COUNTY is prohibited by Federal and state law from using exclusionary or discriminatory specifications for work. If the Proposer believes that the specifications included in this solicitation are exclusionary or discriminatory, it should avail itself of the Protest Procedure described elsewhere in this document.

**10. Financial Assistance Grant**

The service described in this Request for Proposals are to be purchased, in part, with the assistance of monies from the North Carolina Department of Transportation and/or the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT). The successful Proposer and all subcontractors will be required to comply with all terms and conditions prescribed for third party contracts in a grant contract between the North Carolina Department of Transportation, the Federal Transit Administration, and THE COUNTY.

**11. Governing Law**

Each and every provision of this Request for Proposal and the resulting contract agreement shall be construed in accordance with and governed by North Carolina law. The parties acknowledge that this contract is executed in Cumberland County, North Carolina and that the contract is to be performed in Cumberland County, North Carolina. Each party hereby consents to the local court's sole jurisdiction over any dispute that may arise as a result of the execution or performance of this agreement, and each party hereby waives any and all objections to venue in the local county.

**12. Protest Procedures**

(1) Any party aggrieved by a solicitation or award of a contract may protest to the Cumberland County Manager, in writing, within seven days after such aggrieved party knew or should have known of the facts giving rise thereto.

(2) Such protest shall include the detailed facts leading up to the protest.

(3) In the event that the County Manager is unable to settle and resolve any protest relating to the solicitation or contract award he will forward the matter to the full Board of Commissioners in the written format as received from the aggrieved party.

(4) After reviewing the written complaint and hearing comments from the aggrieved party, the Board of Commissioners will make their decision known, in writing, within 60 days of the meeting date. Such decision shall respond, in detail, to each substantive issue raised in the protest.

(5) A pending protest shall halt the procurement until the controversy is resolved, unless, in the opinion of the Commissioners, the award of the contract without delay is necessary to protect the substantial interests of THE COUNTY.

(6) The written decision of the Commissioners shall be final, binding, and conclusive on the parties.

(7) Protests should be transmitted to:

Amy Cannon  
County Manager  
117 Dick Street  
Fayetteville, NC 28301

(8) Protests will only be entertained by the Federal Transit Administration if the aggrieved party is alleging that THE COUNTY does not have, or is failing to follow, written protest procedures.

(9) Pursuit of a protest beyond the decision of the Commissioners must take place in the appropriate State or Federal court holding jurisdiction.

### **13. Termination of Contract**

This contract may be terminated by either party upon thirty (30) days prior written notice. In the event of termination prior to the normal expiration date of this Agreement, the COUNTY shall pay the contractor the cost of transportation provided to clients through and including midnight of the day of termination.

### **14. Attorney's Fees**

Should the Contractor default pursuant to any of the provisions of this Agreement, the Contractor and its surety shall pay to THE COUNTY such reasonable attorney's fees as THE COUNTY may expend as a result thereof and all costs, expenses, and filing fees incidental thereto.

### **15. Single Proposal Response**

If only one proposal is received in response to this RFP, the proposal will not be opened and re-advertisement with a new schedule will be posted.

### **16. Proposal Withdrawal**

Proposals cannot be withdrawn once submitted to Ifetayo Farrakhan.

## **FEDERAL AND STATE REQUIREMENTS AND SPECIAL CONDITIONS**

for  
OPERATIONS and MANAGEMENT CONTRACTS

(SEE ATTACHED FEDERAL AND STATE REQUIREMENTS AND SPECIAL CONDITIONS)

**ATTACHMENT A**

**CERTIFICATION REGARDING LOBBYING**

**(To be submitted with all bids or offers exceeding \$100,000; must be executed prior to Award)**

The undersigned \_\_\_\_\_ certifies, to the best of his or her knowledge and belief, that:  
(Contractor)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
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 is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transactions imposed by 31, U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Section A 3801 *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractors Authorized Official

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, in the State of \_\_\_\_\_;  
and the County of \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_

**ATTACHMENT B**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY and VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTION**

***(To be submitted with all bids or offers exceeding \$25,000.)***

- (1) The prospective lower tier participant (Bidder/Contractor) certifies, by submission of this bid or proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) The prospective Bidder/Contractor also certifies by submission of this bid or proposal that all subcontractors and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) Where the prospective lower tier participant (Bidder/Contractor) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid or proposal.

The lower tier participant (Bidder/Contractor), \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_



**ATTACHMENT C**

**CERTIFICATE OF COMPLIANCE  
WITH BUY AMERICA ROLLING STOCK REQUIREMENTS**

*(To be submitted with all bids/proposals of \$150,000 or more. A bid, which does not include this certification or the certification under Attachment D, will not be eligible for award.)*

The bidder hereby certifies that it will comply with the requirements of 49 U.S.C. Section 5323(j), and the regulations in 49 CFR Part 661.11.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_

**ATTACHMENT D**

**CERTIFICATE OF NON-COMPLIANCE  
WITH BUY AMERICA ROLLING STOCK REQUIREMENTS**

*(To be submitted with all bids/proposals of \$150,000 or more. A bid, which does not include this certification or the certification under Attachment C, will not be eligible for award.)*

The bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. Section 5323(j), but may qualify for an exception to the requirement consistent with 49 U.S.C. Section 5323(j)(2)(C), and regulations in 49 CFR 661.7.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_

**ATTACHMENT E**

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE WITH N.C. E-VERIFY STATUTES**  
*(Must be completed and submitted for all bids/quotes requiring service)*

I, \_\_\_\_\_ (hereinafter the "Affiant"), duly authorized by and on behalf of \_\_\_\_\_ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

- 1. I am the \_\_\_\_\_ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
- 2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.
- 3.  Employer employs 25 or more employees, and is in compliance with the provisions of N.C. General Statute §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification for a period of at least one year.  
  
 Employer employs fewer than 25 Employees and is therefore not subject to the provisions of N.C. General Statute §64-26.
- 4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. General Statute §64-26.
- 5. Employer shall keep the State of North Carolina informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina Statutes.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name and Title

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

(SEAL)

My Appointment Expires \_\_\_\_\_

**ATTACHMENT F**

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION**

In accordance to N.C.G.S. 147-86.59, any contractor attempting to contract with the State of North Carolina, North Carolina local governments, or any other political subdivision of the State of North Carolina shall certify at the time of the bid or renewal that the assignee or contractor is not identified on a list created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.*\* requires that each contractor, prior to contracting with the State certifies, and the undersigned on behalf of the contractor does hereby certify, to the following:

1. that the Contractor is not identified on the Final Divestment List of entities that the NC State Treasurer has determined engages in investment activities in Iran.
2. that the Contractor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the contractor to make this certification.

The agency shall include the certification in the procurement record.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx> and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at *Meryl.Murtagh@nctreasurer.com* or (919) 814-3852.

\* Note: Enacted by Session Law 2015-118 as G.S.143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.

\_\_\_\_\_  
Contractor Signature Date

\_\_\_\_\_  
Printed Name Title

State of \_\_\_\_\_

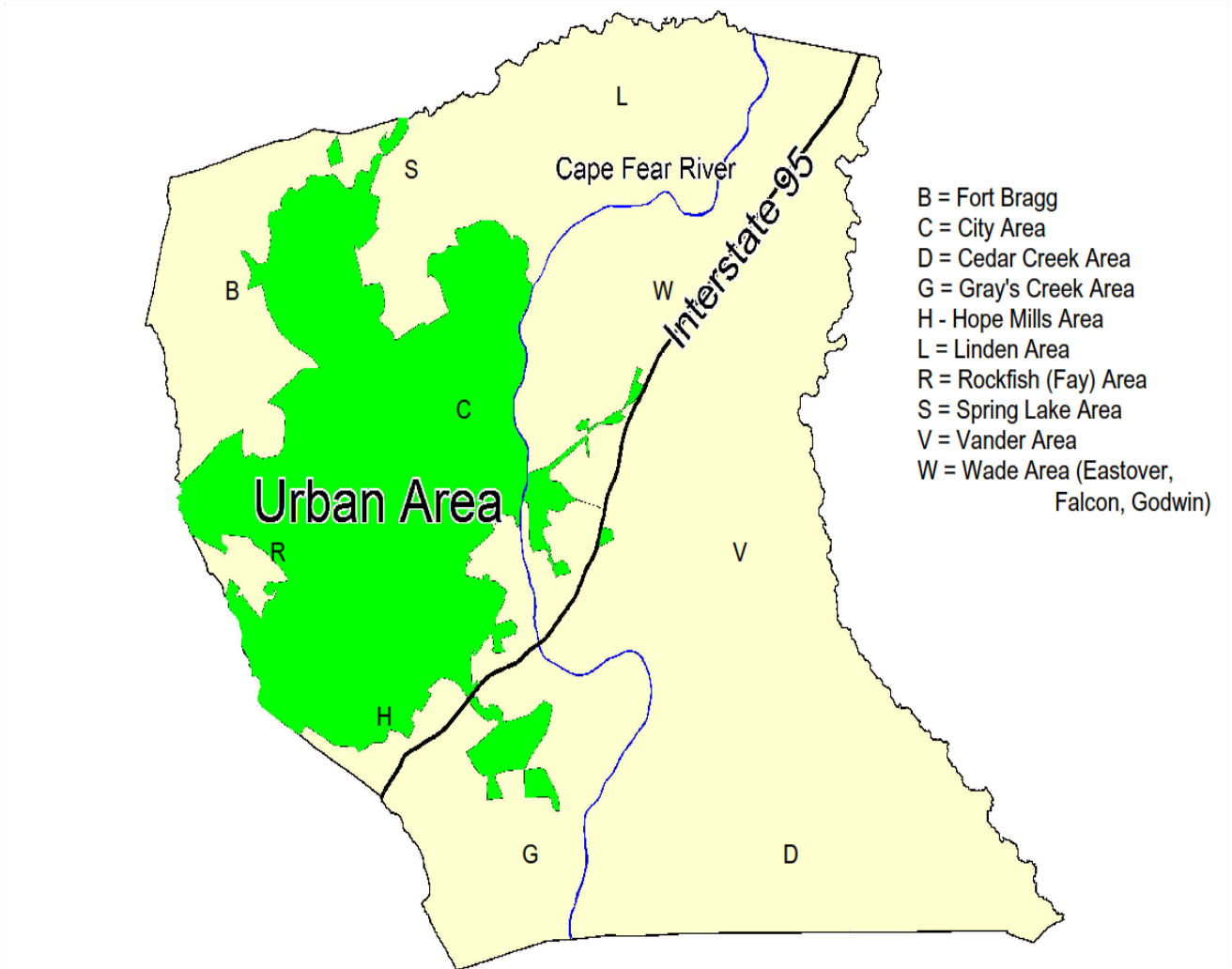
County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_

ATTACHMENT G



## V. SUBMITTAL PACKAGE

The following forms must be completed and submitted for a Proposer to be considered a candidate for the contracts described in the RFP. If space provided is insufficient for response, attach additional sheets to the forms, clearly referencing such sheets back to specific points addressed in the forms. Proposers should turn in the envelope separate from submittal package.

### Submittal Checklist

Prior to submitting a proposal, the Proposer should use the following checklist to ensure completeness of the submission package. This form need not be submitted with the proposal.

- One (1) signed Cost Proposal Worksheet in sealed envelope (one per proposal contract)
- One (1) original and five (5) copies of the completed submittal forms package made up of the following documents:
  - Cover letter including a brief description of organization and intention to provide services for the program
  - Information and Qualification Proposal Worksheets
  - Manager's resumes
  - Written driving record from the State Motor Vehicles Division for all drivers
  - Copies of Red Cross certifications, if applicable
  - Articles of Incorporation, if applicable and all business licenses
  - Disadvantaged Business Enterprise (DBE) certification, if applicable
  - Statement of insurability or current insurance policy that shows the minimum insurance threshold listed within this RFP
  - Business References
  - Attachment A
  - Attachment B
  - Attachment C or D (**Only one shall be submitted to be eligible for award**)
  - Attachment E
  - Attachment F

## Information and Qualification Proposal Worksheets

(Electronic copies are available upon request.)

### 1. General Information and Qualifications

A. Identification of Proposer

Name of Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

B. Name and Title of Individual to Contact for Further Information:

\_\_\_\_\_

C. Legal Status of Organization: (Check one)

For-profit corporation or joint venture corporation

For-profit partnership or sole proprietorship

Non-profit corporation

Public agency

Other (identify) \_\_\_\_\_

D. Description of Organization

Provide a brief description of the major business functions, history, and organizational structure (please provide copy of organizational chart) of the Proposer Organization. Attach and label as "Description of Proposer Organization."

E. Credit References

Attach names, addresses, phone numbers and relation to Proposer of at least three credit references including Proposer's bank. Label the attachment "Credit References."

F. Has Proposer, or any officer or partner of Proposer, failed to complete a contract?

Yes \_\_\_ No\_\_\_

If yes, give details on separate sheet labeled "Failure to Complete Contract."

G. Proposed subcontractors and consultants

Attach company name, contact, address, phone, and anticipated role of any proposed subcontractor and/or consultant; also include three references for each proposed subcontractor and consultant. Label these attachments "Proposed Subcontractors and Consultants."





Average number of miles operated per weekday: \_\_\_\_\_

Days of operation: \_\_\_\_\_

Average number of vehicles operated per weekday: \_\_\_\_\_

Types of vehicles operated: \_\_\_\_\_

Types of users (ex. general public, disabled, etc.): \_\_\_\_\_

Please use additional sheets to provide any further information about this reference. Label "Additional information: Service Reference # \_\_\_".

**2. Maintenance Program**

Describe how the program Proposer will follow for maintenance, inspection and cleaning of vehicles.

**3. Driver Standards**

Please describe Proposer's current hiring standards and training and safety programs for drivers. Additionally, please describe your current drug and alcohol policy and testing procedures (Note: Testing must comply with those of the Community Transportation Program upon execution of contract).

**4. Service Description**

Please provide a detailed description of how Proposer plans to provide this service. The description should demonstrate understanding of the program as detailed in this RFP. Additionally, any minimum requirements which Proposer proposed to exceed should be described. The description should include, but by no means be limited to, Proposer's plan for scheduling and dispatch, administration, management and support, use of radios or cell phones, etc.

**5. Implementation and Management Plan**

Describe Proposer's strategy and timeline for implementing transportation services. Describe the management structure for this contract. Emphasis should be on a timely, thorough implementation plan and the assurance of service quantity, quality, and efficiency.

**6. Safety Policy and Emergency Procedures**

In this section, the Proposer should state the company policy on safety and also describe procedures for handling emergency situations.

The Proposer, \_\_\_\_\_, hereby certifies and affirms to the truthfulness and accuracy of the information provided in the above Information and Qualification Proposal Worksheets Form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Name and Title of Proposer

# ***EDTAP Proposal***

## **PROPOSED AMOUNT**

This sheet is to be filled out completely and submitted in a separate sealed envelope.

### **COST PER UNIT**

\_\_\_\_\_

The undersigned certifies that he/she is authorized by Proposer to make the preceding proposal and bind Proposer accordingly.

Proposer \_\_\_\_\_

Person completing Proposal \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***RGP Proposal***

## **PROPOSED AMOUNT**

This sheet is to be filled out completely and submitted in a separate sealed envelope.

### **COST PER UNIT**

\_\_\_\_\_

The undersigned certifies that he/she is authorized by Proposer to make the preceding proposal and bind Proposer accordingly.

Proposer \_\_\_\_\_

Person completing Proposal \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***EMPL Proposal***

## **PROPOSED AMOUNT**

This sheet is to be filled out completely and submitted in a separate sealed envelope.

### **COST PER UNIT**

\_\_\_\_\_

The undersigned certifies that he/she is authorized by Proposer to make the preceding proposal and bind Proposer accordingly.

Proposer \_\_\_\_\_

Person completing Proposal \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***AAA Medical Proposal***

## **PROPOSED AMOUNT**

This sheet is to be filled out completely and submitted in a separate sealed envelope.

### **COST PER UNIT**

\_\_\_\_\_

The undersigned certifies that he/she is authorized by Proposer to make the preceding proposal and bind Proposer accordingly.

Proposer \_\_\_\_\_

Person completing Proposal \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***AAA General Proposal***

## **PROPOSED AMOUNT**

This sheet is to be filled out completely and submitted in a separate sealed envelope.

### **COST PER UNIT**

\_\_\_\_\_

The undersigned certifies that he/she is authorized by Proposer to make the preceding proposal and bind Proposer accordingly.

Proposer \_\_\_\_\_

Person completing Proposal \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**SOIL AND WATER**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: DONNA FOSTER, SOIL AND WATER CONSERVATION**

**DATE: 6/1/2020**

**SUBJECT: SUBMISSION OF AN EMERGENCY WATERSHED PROTECTION (EWP) PROGRAM GRANT APPLICATION**

**Requested by: AMY CANNON, COUNTY MANAGER**

**Presenter(s): TRACY JACKSON, ASST. COUNTY MANAGER FOR ENVIRONMENTAL AND COMMUNITY SAFETY**

**BACKGROUND**

The purpose of this application is for the United States Department of Agriculture, Natural Resources Conservation Service (NRCS) to provide technical and financial assistance to Cumberland County which will serve as the sponsor for Emergency Watershed Protection (EWP) Program Event #5038 (Hurricane Florence) for implementation of recovery measures, that, if left undone, pose a risk to life and/or property. The measures will consist of hazardous debris removal and streambank stabilization associated with identified projects included with this memo. A qualified consultant will be obtained to administer and manage the projects on behalf of the County.

Below is a table showing the proposed sources of funding and project costs (estimated to be a total of \$1,461,689 in federal and state funding):

	Federal Funds for Construction	Federal Funds for Technical Assistance and Administration	NC USDA-SWC Funds
Round 1 EWP	\$748,583	\$120,000	\$289,528
Round 2 EWP	114,600	22,920	45,840

Non EWP			120,219
<b>Total</b>	<b>\$863,183</b>	<b>\$142,920</b>	<b>\$455,586</b>

The Soil and Water Conservation Board has expressed interest in pursuing these grant funds and is expected to approve the projects at its June 12, 2020 Board Meeting.

Attached to this memo is a list of proposed projects with estimated costs, and the application for the funding. State funding is expected to cover the applicant match.

**RECOMMENDATION / PROPOSED ACTION**

Staff requests that the Application submission for Round 1 and Round 2 of the Emergency Watershed Protection (EWP) Program be moved forward as a Consent Agenda Item for the Board of Commissioners' regular meeting on June 15, 2020.

**ATTACHMENTS:**

Description	Type
Applications for EWP Round 1&2	Backup Material



**CUMBERLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT  
PROPOSED EMERGENCY WATERSHED PROTECTION (EWP) PROJECTS  
UNDER EWP ROUND 1 AND EWP ROUND 2**

June 11, 2020

The following locations will be submitted for consideration as part of the request for funding to remove hazardous debris and/or stabilize streambanks:

Round 1:

032: Autry: 1321 Clinton Road: \$75,000.00 (NC PE Sealed Design Required)  
066: BarcelonaDrBransonCr: \$34,500.00 (NC PE Sealed Design Required)  
073: FleaHillDrWadeSite: \$69,000.00 (NC PE Sealed Design Required)  
076: MorgantonRdHybartsBrBransonCr: \$99,475.00 (NC PE Sealed Design Required)  
033: Cedar Creek: \$138,240.00 (Hazardous Debris Removal)  
034: McBrideRdandUnnamedFearTrib: \$3,000.00 (Hazardous Debris Removal)  
035: RamseySt-CarverCreek: \$20,000.00 (Hazardous Debris Removal)  
036: SlocombRdandUnnamedFearTrib: \$20,000.00 (Hazardous Debris Removal)  
037: Vass Road-Unnamed Trib to Little River: \$55,000.00 (Hazardous Debris Removal)  
038: W Manchester-Little River: \$4,000.00 (Hazardous Debris Removal)  
067: BaywoodRdReeceCr: \$11,500.00 (Hazardous Debris Removal)  
068: BuckCrMagnoliaRd: \$5,750.00 (Hazardous Debris Removal)  
069: CanadyPondRdUnnamedTrib: \$6,900.00 (Hazardous Debris Removal)  
070: CedarCrRdLocksCr: \$81,000.00 (Hazardous Debris Removal)  
071: CouncilRdColdCampCr: \$11,500.00 (Hazardous Debris Removal)  
072: CoventryRdBuckheadCr: \$47,150.00 (Hazardous Debris Removal)  
074: GalatiaChurchRdStuartCr: \$11,500.00 (Hazardous Debris Removal)  
075: HW53McKinnonRd: \$17,250.00 (Hazardous Debris Removal)  
077: PetersCr: \$142,600.00 (Hazardous Debris Removal)  
078: Rt295UnderwoodRdGumLogCanal: \$135,546.00 (Hazardous Debris Removal)  
079: SpencerRdBeaverDamCr: \$9,200.00 (Hazardous Debris Removal)

Round 2:

173: ButlerNurseryRdGraysCr \$17,250.00 (Hazardous Debris Removal)  
174: CallieRdDitch \$33,350.00 (Hazardous Debris Removal)  
175: CedarCrRdHarrisonCr \$33,350.00 (Hazardous Debris Removal)  
176: GillisHillRdLitRockfishCr \$33,350.00 (Hazardous Debris Removal)  
177: HW210BeaverDamCrTrib \$6,900.00 (Hazardous Debris Removal)  
179: SlocombRdTrib \$4,600.00 (Hazardous Debris Removal)  
356: SlocombRd2 \$12,000.00 (Hazardous Debris Removal)  
357: SuggsTurnbullCr \$12,000.00 (Hazardous Debris Removal)

## Application for Federal Assistance SF-424

## \* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

## \* 2. Type of Application:

- New  
 Continuation  
 Revision

## \* If Revision, select appropriate letter(s):

## \* Other (Specify):

## \* 3. Date Received:

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

## \* a. Legal Name:

## \* b. Employer/Taxpayer Identification Number (EIN/TIN):

## \* c. Organizational DUNS:

## d. Address:

## \* Street1:

## Street2:

## \* City:

## County/Parish:

## \* State:

## Province:

## \* Country:

## \* Zip / Postal Code:

## e. Organizational Unit:

## Department Name:

## Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

## Prefix:

## \* First Name:

## Middle Name:

## \* Last Name:

## Suffix:

## Title:

## Organizational Affiliation:

## \* Telephone Number:

## Fax Number:

## \* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

USDA - Natural Resources Conservation Service

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

NA

\* Title:

Emergency Watershed Protection Program grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Cumberland County EWP sites Round 1 Due to Hurricane Florence

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	868,583.25
* b. Applicant	249,527.75
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,118,111.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

County of Cumberland

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

56-6000291

\* c. Organizational DUNS:

0885716900000

**d. Address:**

\* Street1:

117 Dick Street

Street2:

\* City:

Fayetteville

County/Parish:

\* State:

NC: North Carolina

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

28301-5749

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Mr.

\* First Name:

Mitchell

Middle Name:

B

\* Last Name:

Miller

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

910-484-8479 ext. 3

Fax Number:

N/A

\* Email:

mitchell.miller@nc.nacdnet.net

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

USDA - Natural Resources Conservation Service

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

NA


\* Title:  
Emergency Watershed Protection Program grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Cumberland County EWP Sites Round 1 <sup>1</sup> Due to Hurricane Florence  
*2* 

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="137,520.00"/>
* b. Applicant	<input type="text" value="38,200.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="175,720.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

---

## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all 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.

County of Cumberland

Cumberland EWP Round 2

Organization Name

PR/Award Number or Project Name

William T. Jackson - Assistant County Manager

Name and Title of Authorized Representative

Signature

Date



## ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-1 33, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

*SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	*TITLE <input type="text"/>
*APPLICANT ORGANIZATION <input type="text" value="County of Cumberland"/>	*DATE SUBMITTED <input type="text" value="Completed on submission to Grants.gov"/>



**CUMBERLAND**  
★**COUNTY**★  
NORTH CAROLINA

**COMMUNITY DEVELOPMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: DEE TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: 6/1/2020**

**SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) UPDATE**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): COMMUNITY DEVELOPMENT STAFF**

**BACKGROUND**

Cumberland County, in partnership with the North Carolina Office of Recovery & Resiliency (NORR), is implementing a Community Recovery Infrastructure activity funded through the Community Development Block Grant Disaster Recovery Program. The attached report is an update on the status of the activity (Robin's Meadow Permanent Supportive Housing) undertaken by Cumberland County. In addition, the report includes an update on activities funded through DRA 17 and HMGP.

**RECOMMENDATION / PROPOSED ACTION**

No action is needed. This item is provided for informational purposes only.

**ATTACHMENTS:**

Description	Type
Cumberland County Disaster Recovery Programs Update	Backup Material

**CUMBERLAND COUNTY DISASTER RECOVERY PROGRAMS UPDATE**  
**FOR THE JUNE 11, 2020**  
**BOARD OF COMMISSIONER'S AGENDA SESSION**

Status as of May 30, 2020:

Milestones/Activities:

- NCORR executed SRA with County December 17, 2019;
- Robins Meadow Permanent Supportive Housing Project/Community Recovery Infrastructure – received project specific award letter January 23, 2020;
- Robins Meadow Permanent Supportive Housing Project/Community Recovery Infrastructure - A/E Services – The Wooten Co. working with staff on the design development phase;
- DRA-17 & HMGP Projects – County completed acquisition 10 properties; Notice to Proceed is dated for May 4, 2020 for the demolition of the properties. Several properties have been demolished.

Current Staffing:

- State POC: John Ebbighausen – Director of Disaster Recovery Programs, NC Office of Recovery & Resiliency (NCORR); Mary Glasscock; Infrastructure Manager (NCORR)
  
- Cumberland County:
  - Sylvia McLean, P.T. Community Development (CD) Consultant



**CUMBERLAND**  
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NORTH CAROLINA

**FINANCE OFFICE**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: VICKI EVANS, FINANCE DIRECTOR**

**DATE: 6/1/2020**

**SUBJECT: FINANCIAL REPORT**

**Requested by: AMY CANNON, COUNTY MANAGER**

**Presenter(s): NA**

**BACKGROUND**

The financial report is included which shows results of the general fund for fiscal year 2020, April year-to-date. Additional detail has been provided on a separate page explaining any percentages that may appear inconsistent with year-to-date budget expectations.

**RECOMMENDATION / PROPOSED ACTION**

For information/discussion purposes only.

**ATTACHMENTS:**

Description	Type
Monthly Financial Report FY2020 APR YTD	Backup Material

**County of Cumberland  
General Fund Revenues**

REVENUES	FY18-19 AUDITED	FY19-20 ADOPTED BUDGET	FY19-20 REVISED BUDGET	YTD ACTUAL AS OF April 30, 2020	PERCENT OF BUDGET TO DATE	*
Ad Valorem Taxes						
Current Year	\$ 165,634,524	\$ 165,517,000	\$ 165,517,000	\$ 165,077,063	99.7%	(1)
Prior Years	1,252,112	1,186,000	1,186,000	742,169	62.6%	
Motor Vehicles	19,996,530	19,937,832	19,937,832	15,249,119	76.5%	(2)
Penalties and Interest	699,244	742,000	742,000	582,733	78.5%	
Other	1,057,248	993,000	993,000	837,922	84.4%	
Total Ad Valorem Taxes	<u>188,639,658</u>	<u>188,375,832</u>	<u>188,375,832</u>	<u>182,489,005</u>	<u>96.9%</u>	
Other Taxes						
Sales	45,124,463	43,327,484	43,327,484	26,992,495	62.3%	(3)
Real Estate Transfer	1,351,286	700,000	700,000	1,416,353	202.3%	
Other	990,033	929,726	929,726	409,247	44.0%	
Total Other Taxes	<u>47,465,781</u>	<u>44,957,210</u>	<u>44,957,210</u>	<u>28,818,095</u>	<u>64.1%</u>	
Unrestricted & Restricted Intergovernmental Revenues	59,774,565	62,157,523	64,993,647	41,628,757	64.1%	(4)
Charges for Services	14,213,771	13,255,898	13,710,334	10,127,389	73.9%	(5)
Other Sources (includes Transfers In)	3,880,475	2,668,738	2,810,085	2,752,641	98.0%	
Lease Land CFVMC	3,871,987	3,871,986	3,871,986	4,012,056	103.6%	(6)
Total Other	<u>7,752,461</u>	<u>6,540,724</u>	<u>6,682,071</u>	<u>6,764,697</u>	<u>101.2%</u>	
<b>Total Revenue</b>	<b><u>\$ 317,846,236</u></b>	<b><u>\$ 315,287,187</u></b>	<b><u>\$ 318,719,094</u></b>	<b><u>\$ 269,827,944</u></b>	<b><u>84.7%</u></b>	
Fund Balance Appropriation		8,667,646	24,761,804	-	0.0%	
<b>Total Funding Sources</b>	<b><u>\$ 317,846,236</u></b>	<b><u>\$ 323,954,833</u></b>	<b><u>\$ 343,480,898</u></b>	<b><u>\$ 269,827,944</u></b>	<b><u>78.6%</u></b>	

**County of Cumberland  
General Fund Expenditures**

DEPARTMENTS	FY18-19	FY19-20	FY19-20	YTD ACTUAL	PERCENT OF	**
	AUDITED	ADOPTED BUDGET	REVISED BUDGET	AS OF April 30, 2020	BUDGET TO DATE	
Governing Body	\$ 610,121	\$ 662,458	\$ 662,458	\$ 506,687	76.5%	
Administration	1,448,887	1,837,782	1,837,782	1,295,721	70.5%	
Public Affairs/Education	455,570	847,376	863,546	493,688	57.2%	(1)
Human Resources	893,308	1,169,176	1,169,176	830,818	71.1%	
Print, Mail, and Design	719,586	775,255	775,255	564,677	72.8%	
Court Facilities	121,286	203,470	211,970	104,168	49.1%	(2)
Facilities Maintenance	808,708	1,102,362	1,164,801	767,223	65.9%	
Landscaping & Grounds	622,743	724,187	724,187	526,524	72.7%	
Carpentry	152,063	230,045	246,490	158,923	64.5%	
Facilities Management	1,172,046	1,435,808	1,538,244	956,115	62.2%	
Public Buildings Janitorial	680,038	857,847	884,319	628,070	71.0%	
Central Maintenance	881,695	706,587	773,015	452,999	58.6%	
Information Services	4,455,373	4,812,492	7,057,366	3,757,265	53.2%	(3)
Board of Elections	1,618,420	2,022,011	2,022,011	1,102,485	54.5%	(4)
Finance	1,175,657	1,412,532	1,412,532	1,002,995	71.0%	
Legal	705,449	873,883	873,883	494,464	56.6%	(5)
Register of Deeds	2,095,487	2,462,240	3,137,006	1,850,465	59.0%	
Tax	5,550,502	5,913,536	5,941,085	4,197,620	70.7%	
General Government Other	3,295,143	4,126,674	4,782,896	2,263,358	47.3%	(6)
Sheriff	48,326,988	54,114,179	55,231,605	38,176,181	69.1%	
Emergency Services	3,337,827	3,806,111	4,339,202	2,767,602	63.8%	
Criminal Justice Pretrial	491,622	587,684	587,684	452,322	77.0%	
Youth Diversion	22,768	37,027	37,027	19,921	53.8%	(7)
Animal Control	3,101,494	3,462,878	3,739,759	2,571,595	68.8%	
Public Safety Other (Medical Examiners, NC Detention Subsidy)	1,070,647	1,554,236	1,554,236	754,895	48.6%	(8)
Health	22,490,684	23,325,572	24,055,483	16,664,222	69.3%	
Mental Health	5,290,783	5,468,948	5,630,923	5,205,816	92.5%	
Social Services	56,140,773	62,535,270	63,596,865	43,596,485	68.6%	
Veteran Services	369,584	454,308	454,308	337,072	74.2%	
Child Support	4,805,597	5,412,018	5,412,018	3,845,000	71.0%	
Spring Lake Resource Administration	30,226	34,542	34,542	20,477	59.3%	

**County of Cumberland  
General Fund Expenditures**

DEPARTMENTS	FY18-19	FY19-20	FY19-20	YTD ACTUAL	PERCENT OF	**
	AUDITED	ADOPTED BUDGET	REVISED BUDGET	AS OF April 30, 2020	BUDGET TO DATE	
Library	10,215,040	10,739,461	10,952,196	7,974,254	72.8%	
Stadium Maintenance	93,284	10,000	10,000	1,399	14.0%	(9)
Culture Recreation Other (Some of the Community Funding)	260,569	260,569	260,569	247,535	95.0%	
Planning	2,910,536	3,315,834	3,341,686	2,072,704	62.0%	
Engineering	1,113,724	699,048	1,081,606	842,871	77.9%	
Cooperative Extension	602,184	773,148	773,148	412,589	53.4%	(10)
Location Services	176,925	211,911	211,911	143,854	67.9%	
Soil Conservation	194,174	145,291	608,174	115,665	19.0%	(11)
Public Utilities	83,287	88,106	88,106	67,499	76.6%	
Economic Physical Development Other	20,000	20,000	20,000	20,000	100.0%	
Industrial Park	9,020	1,427	3,415	1,354	39.6%	(12)
Economic Incentive	429,724	521,677	549,457	374,626	68.2%	
Water and Sewer	-	250,000	250,000	-	0.0%	(13)
Education	93,502,807	94,047,126	94,047,126	77,600,810	82.5%	
Other Uses:						
Transfers Out	34,241,477	19,902,741	30,531,830	589,078	1.9%	(14)
<b>TOTAL</b>	<b>\$ 316,793,829</b>	<b>\$ 323,954,833</b>	<b>\$ 343,480,898</b>	<b>\$ 226,830,091</b>	<b>66.0%</b>	

Expenditures by Category	FY17-18	FY19-20	FY19-20	AS OF	PERCENT OF	
	UNAUDITED	ADOPTED BUDGET	REVISED BUDGET	April 30, 2020	BUDGET TO DATE	
Personnel Expenditures	\$ 128,499,408	\$ 145,632,904	\$ 146,402,310	\$ 101,395,562	69.3%	
Operating Expenditures	151,804,878	156,762,673	163,808,335	123,294,002	75.3%	
Capital Outlay	2,248,067	1,656,515	2,738,423	1,551,449	56.7%	
Transfers To Other Funds	34,241,477	19,902,741	30,531,830	589,078	1.9%	(14)
<b>TOTAL</b>	<b>\$ 316,793,829</b>	<b>\$ 323,954,833</b>	<b>\$ 343,480,898</b>	<b>\$ 226,830,091</b>	<b>66.0%</b>	



**COUNTY OF CUMBERLAND**

**Fiscal Year 2020 - April Year-to-Date Actuals (Report Run Date: May 20, 2020)**

**Additional Detail**

**General Fund Revenues**

\*

(1)	<b>Current Year Ad Valorem 99.7%</b> - The bulk of revenues are typically recorded between November - January. Comparatively, FY2019 April YTD actuals were at 100.5% of budget.
(2)	<b>Motor Vehicles 76.5%</b> - YTD Actual reflects 9 months of collections. Comparatively, FY2019 April YTD actuals were at 79.6% of budget.
(3)	<b>Sales Tax 62.3%</b> - YTD Actual reflects 7 month of collections (July 2019 - January 2020 sales). Comparatively, FY2019 April YTD actuals were at 59.5% of budget.
(4)	<b>Unrestricted/Restricted Intergovernmental 64.1%</b> - There is typically a one to two month lag in receipt of this funding which is directly impacted by expenditures (reimbursement based).
(5)	<b>Charges for services 73.9%</b> - Board of Education has not yet paid for third quarter security. Solid Waste indirect cost has not yet been applied.
(6)	<b>Lease Land CFVMC 103.6%</b> - Paid in full.

**General Fund Expenditures**

\*\*

(1)	<b>Public Information 57.2%</b> - Personnel costs are low caused by two positions being vacant through November 2019 and another remaining vacancy.
(2)	<b>Court Facilities 49.1%</b> - Requests that have been held will be processed toward the end of the fiscal year, as the budget allows.
(3)	<b>Information Services 53.2%</b> - Personnel costs are low as a result of five vacancies within the department.
(4)	<b>Board of Elections 54.5%</b> - Capital outlay in the amount of \$294,305 has not yet been purchased.
(5)	<b>Legal - 56.6%</b> - Personnel costs are low as a result of multiple vacancies within the department.
(6)	<b>General Government Other 47.3%</b> - The percentage of expenditures is in line with past fiscal year trends.
(7)	<b>Youth Diversion 53.8%</b> - Operating costs are lower as new staff transition into the position.
(8)	<b>Public Safety Other 48.6%</b> - Outside agency invoices are typically paid quarterly. The third quarter is usually paid in May.
(9)	<b>Stadium Maintenance 14.0%</b> - Swampdogs last submitted a telephone reimbursement request for the month of August 2019. Additional costs are not expected.
(10)	<b>Cooperative Extension 53.4%</b> - Personnel costs are low caused by vacancies within the department.
(11)	<b>Soil Conservation 19.0%</b> - Approximately \$452K in NC Disaster Recovery Act 2018 funds remain unexpended.
(12)	<b>Industrial Park 39.6%</b> - Expenditures include grounds utilities costs through May. Funds budgeted for surveying have not been utilized.
(13)	<b>Water and Sewer 0%</b> - There has not been an expenditure need to date this fiscal year.
(14)	<b>Transfers Out 1.9%</b> - Transfers are generally recorded toward the end of the fiscal year.



**CUMBERLAND**  
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**ENGINEERING AND INFRASTRUCTURE DEPARTMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: ALLAN J. RIDDLE, PE, ASSISTANT COUNTY ENGINEER**

**DATE: 6/2/2020**

**SUBJECT: PROJECT UPDATES**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): TRACY JACKSON, ASSISTANT COUNTY MANAGER**

**BACKGROUND**

Please find attached the monthly project update report for your review.

**RECOMMENDATION / PROPOSED ACTION**

This is for information purposes only as there is no action required for this item.

**ATTACHMENTS:**

Description	Type
Monthly Project Update 6-20	Backup Material

**MONTHLY PROGRESS REPORT**

<b>Project Location</b>	<b>Contract Amount</b>	<b>Project Status</b>	<b>Contract Start Date</b>	<b>Contract Duration</b>
Detention Center Roof Replacement	\$1,238,351.00	The contractor is installing the roof drains and metal cap flashing on the completed roof areas. The membrane placement and solatube installation is completed. The contractor will complete punch list items identified by the engineer and manufacturer's representative prior to installing lightning protection.	11/18/2019	120 days
Department of Social Services Chiller and Cooling Tower Replacement Project	\$741,215.00	The installation of the cooling tower is complete. The contractor is waiting on the chiller at this time. The contractor has installed valves that would allow a temporary chiller to be utilized in the future if there is a need.	4/4/2020	120 days
Judge E. Maurice Braswell Courthouse Generator	\$2,828,700.00	The contractor has poured the concrete pads for the generators and fuel tank. The fire pump is now tied into PWC on the service side from the transformer. The contractor is currently installing conduits in the Courthouse from the mechanical yard to the mechanical rooms. The contractor is preparing to place equipment on the new ATS and generators.	10/23/2019	179 days
LEC Elevator Modernization Project	\$1,362,557.00	The contractor started work on April 6th performing electrical rough-in for the electrical upgrades for the fire alarm panel and the elevator equipment rooms, followed by the installation of HVAC, lighting, and elevator improvements. The contractor has completed installation of the fire alarm conduit, wire and devices on the 1st floor and is 75% complete on the 2nd Floor.	4/6/2020	179 days
Department of Social Services Carpet	\$348,000.00	The contractor has completed the carpet installation on the 3rd Floor. The contractor is installing carpet on the 4th Floor.	3/30/2020	120 days
Department of Social Services Elevator Modernization Project	\$133,530.00	The engineer completed the design for code compliant and increased HVAC needs for the elevator machine rooms. The elevator machine room components were bid on 5/1/2020. The contract amount is \$95,000 with Haire Plumbing and Mechanical. The County Attorney has received the proposed Sourcewell agreement for review from Thyssen Krupp for elevator replacement components.	Not Started	60 days
Crown Coliseum Cooling Tower Replacement	\$596,000.00	The contract is pending Purchasing and Legal approval at this time.	Not Started	93 days
Detention Center Grinder Pump	\$232,400.00	The contractor is ordering materials and developing a project schedule.	Not Started	160 days
Hope Mills Library Boiler Replacement	\$120,266.00	Project is 95% complete with only minor items remaining to address.	5/4/2020	179 days
Crown Coliseum Parking Lot Improvement Project	\$653,976.60	The contract is pending County Attorney approval (4/16/2020). Upon approval, a purchase order will be requested and provided to the contractor.	Not Started	120 days
Crown Coliseum ADA Bathroom and Ticket Booth Renovations	\$541,217.00	The pre-bid was hosted on 4/21/2020 and the bid date was 5/1/2020. The proposed contract is for \$484,987 to M&E Contracting, Inc. The project was approved by the BOC on 5/14/2020. The contract is pending Purchasing and Legal approval at this time.	Not Started	180 days



**CUMBERLAND**  
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NORTH CAROLINA

**RISK MANAGEMENT**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: JULIE A. CRAWFORD, BENEFITS COORDINATOR**

**DATE: 5/29/2020**

**SUBJECT: HEALTH INSURANCE UPDATE**

**Requested by: AMY H. CANNON, COUNTY MANAGER**

**Presenter(s): N/A**

**BACKGROUND**

As of July 1, 2019, retirees who are 65 and older became covered by a County funded fully insured plan through AmWINS. All other covered members remained insured by the County's self-funded plan through BCBS. The information provided below and within the graphs has been updated to include the monthly premium amount paid to fund the fully insured plan and the actual monthly claims amounts for all other covered members. Combining these amounts for FY20 and beyond is necessary to ensure a complete picture when comparing the claims results to prior years.

Total health insurance claims plus the fully insured premium amount for FY20 are down 5.10% for the month of April as compared to the same month in FY19. To provide some perspective, below is the ten-month average for the past five fiscal years. This average represents the average monthly year-to-date claims for each fiscal year and includes the fully insured premium for FY20. Additionally, graphs are provided in the attachment to aid in the analysis.

Year to date claims and premium payment through April	\$15,827,344
Less year to date stop loss credits	(\$748,882)
Net year to date claims and premium payment through April	\$15,078,462

**Average monthly claims and fully insured premium (before stop loss) per fiscal year April:**

FY16 \$1,783,324  
FY17 \$1,473,137  
FY18 \$1,490,701  
FY19 \$1,807,663  
FY20 \$1,582,734

**RECOMMENDATION / PROPOSED ACTION**

For information only – no action needed

**ATTACHMENTS:**

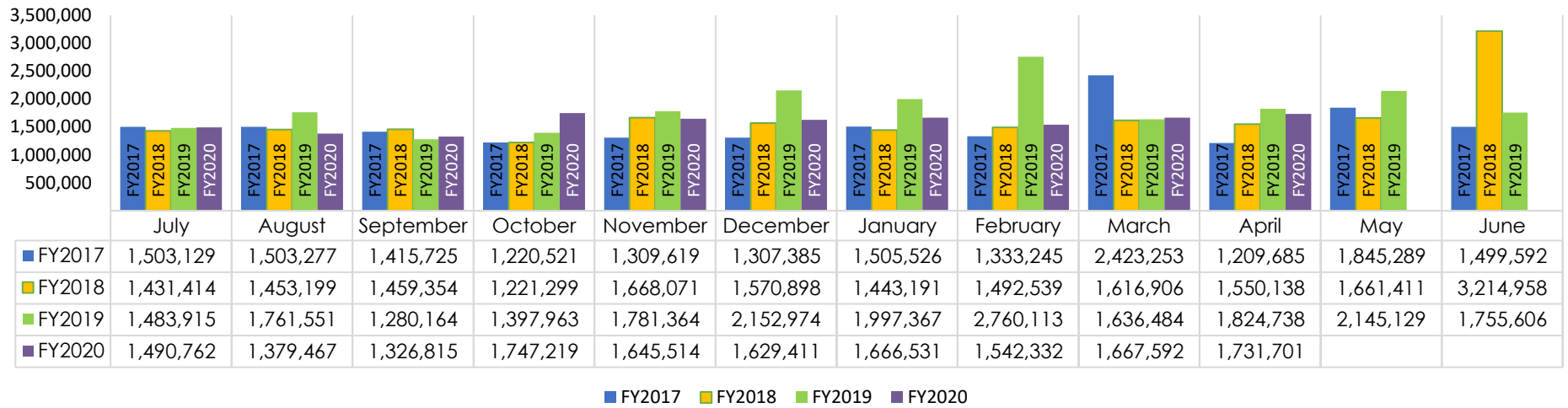
Description

HEALTH INSURANCE GRAPHS

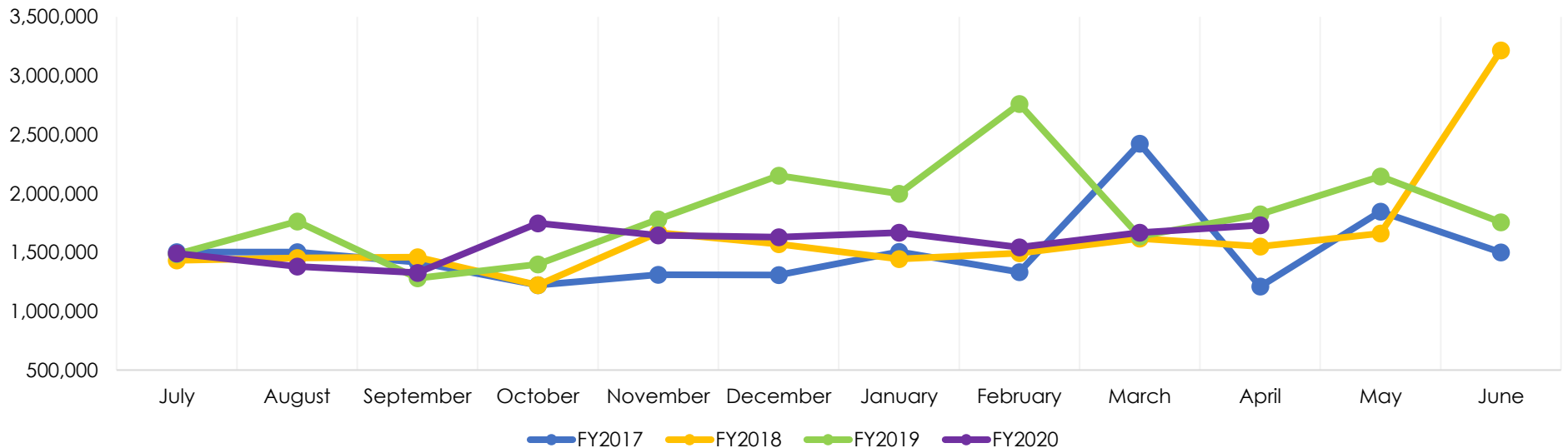
Type

Backup Material

## Monthly Insurance Claims FY17-FY19 Claims & Fully Insured Premium FY20



## Monthly Insurance Claims FY17 - FY19 Claims & Fully Insured Premium FY20





**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**OFFICE OF THE COUNTY MANAGER**

**MEMORANDUM FOR THE AGENDA OF THE JUNE 11, 2020**  
**AGENDA SESSION**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM:**

**DATE:**

**SUBJECT: MEETINGS**

**Requested by:**

**Presenter(s):**

**BACKGROUND**

July- No Meeting  
August 13, 2020 (Thursday) 1:00 P.M.