

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

1. CALL TO ORDER - CHAIRMAN

2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN

3. DISCUSSION ITEMS - NO ACTION

3.1. Market Study Presentation Pg. 3

3.2. Innovation and Technology - Innovation Report Pg. 16

3.3. Infrastructure and Asset Management - Governmental Center Skylight Project Update Pg. 18

4. DISCUSSION ITEMS FOR ACTION

4.1. BOC - Appointments to Boards and Committees Pg. 19

4.2. County Manager - Business Incubator Grant Opportunity Pg. 23

4.3. County Manager - Presentation of the Proposed FY 21 Cabarrus County Budget and Scheduling of a Public Hearing Pg. 75

4.4. County Manager - Stormwater Easement Request at Odell Elementary School Pg. 77

4.5. DHS - FY21 HCCBG Funding Plan Pg. 84

4.6. DHS - Transportation 5310 Elderly and Handicapped Grant - Public Hearing 6:30 p.m. Pg. 153

4.7. Finance - Health Insurance Fund Balance Amendment Pg. 162

4.8. Finance - Juvenile Crime Prevention Council (JCPC) FY 21 Allocation of Funds Pg. 165

4.9. Finance - Update of Approved Banking Institutions and Investment Officers Pg. 168

4.10. Finance - Update of Capital Project Fund Budgets and Related Project Ordinances Pg. 172

4.11. Planning and Development - Community Development Blue Cross and Blue Shield Healthy Homes Initiative Grant Program Pg. 200

4.12. Planning and Development - Community Development Grant Required Plans and Programs Pg. 204

4.13. Register of Deeds - Refund of Excise Tax Pg. 221

5. APPROVAL OF REGULAR MEETING AGENDA

5.1. BOC - Approval of Regular Meeting Agenda Pg. 226

6. CLOSED SESSION

7. ADJOURN

In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Market Study Presentation

BRIEF SUMMARY:

The Employers Association (TEA) completed a review of local area compensation ranges compared to our Department of Human Services including Transportation, Infrastructure and Asset Management (IAM)/Solid Waste and the administration position job family which falls under multiple departments. The consultant will present her findings and recommendations.

REQUESTED ACTION:

No action required.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Ashley Allen, HR Generalist

Lundee Covington, HR Director

Presented by:

Becky Drozd , HR Advisor, Compensation for The Employers Association

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Presentation

Cabarrus County Government Compensation Study for Selected Positions – Market Pricing & Analysis 2020



Presented by Becky Drozd, TEA

Introductions | The Employers Association

- Business association
- Started in 1958
- Over 930 member companies – all sizes & wide variety of industries: manufacturing, construction, distribution, health care, retail, services, non-profits, government, etc.
- Part of the Employers Associations of America (EAA): one of more than 40 sister associations around the nation

Agenda

- Methodology of Market Study
- Recommendations & Cost Implications
- Next Steps

Market Pricing Methodology (1 of 2)

- Study was conducted for 54 selected jobs representing 294 employees in 9 departments
- 4 recognized statistically sound salary survey sources were used:
 - **Cabarrus County Sponsored Salary Study** – Customized salary survey of selected positions produced by TEA showcasing results from 23 participating County, City and Town governments in NC
 - **The Employers Association** – NC Wage and Salary Survey provides local and regional data for more than 400 jobs; includes government & NfP positions
 - **Economic Research Institute (ERI)** – National salary source with local, regional, and national data breakouts for over 2,500 jobs
 - **CompAnalyst** – National salary source representing 700,000 participating organizations and 10 million employees including government & NfP

Market Pricing Methodology (2 of 2)

- Selected positions were matched to surveys based on demonstrated transferable skills
- Salary data represents Charlotte Metro Region and All Industries
- 100% of the selected positions were matched to survey sources
- Median (50th percentile) data points used
- Market Average is a single market data point that gives equal weight to survey sources

Cabarrus County Sponsored Survey Participants

- Buncombe County
- Cabarrus County
- Catawba County
- City of Charlotte
- City of Concord
- City of Salisbury
- County of Davie
- Cumberland County
- Durham County
- Gaston County
- Guilford County
- Iredell County
- New Hanover County
- Randolph County
- Rowan County
- Union County
- Wake County
- Wilson County
- York County

Recommendations (1 of 3)

Fiscal Year 2021 – Effective July 1, 2020

- Salary Structure
 - Adjust Salary Structure by 1.0%
 - No additional cost; built into COLA

Recommendations (2 of 3)

- Grade Assignments
 - Provide one-time market adjustment increase to incumbents below the range minimum
 - 14 employees
 - Cost: \$4,434.60
 - Based on market average and internal equity, adjust grade assignment for 3 applicable jobs
 - Provide one-time market adjustment 3% increase to incumbents above minimum of the new grade
 - 4 employees
 - Cost: \$6,822.19
 - **Total cost of \$11,256.79**

Recommendations (3 of 3)

- All Employees
 - Provide recommended Market Adjustments to effected employees
 - Provide merit increase up to 4.0% to all employees as budgeted
 - Provide 1% COLA to all employees as budgeted

Future - Recommendations

Fiscal Year 2021

- Conduct compression study to assess range placement
- Benchmark each year 'Hot Jobs' and jobs with high turnover

Fiscal Year 2022

- Resume studies to benchmark selected jobs/departments every 3 years – rotating 1/3 each year

Questions?

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www.employersassoc.com



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CABARRUS COUNTY



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AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Innovation and Technology - Innovation Report

BRIEF SUMMARY:

Presentation of innovation and technology services put into place by IT in collaboration with other departments and community stakeholders in alignment with the County's five strategic priorities.

1. Transparent and Accountable Government
2. Healthy and safe Community
3. A Thriving Economy
4. Culture and Recreation
5. Sustainable Growth and Development

REQUESTED ACTION:

Receive report.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Debbie Brannan, Area Manager of Innovation and Technology

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Infrastructure and Asset Management - Governmental Center Skylight Project Update

BRIEF SUMMARY:

Staff will provide an update on the Cabarrus County Governmental Center Skylight and Roof Replacement project.

REQUESTED ACTION:

Receive input.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Michael Miller, Infrastructure and Asset Management Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

BOC - Appointments to Boards and Committees

BRIEF SUMMARY:

The following appointments to Boards and Committees are recommended for June:

Appointments - Adult Care Home Community Advisory Committee

Ann Holland's term on the Adult Care Home Community Advisory Committee ended May 31st. Ms. Holland would like to serve another term and is recommended for reappointment by the Regional Ombudsman.

Representative recommendation is Ann Holland.

Appointments - Board of Equalization and Review

Helen McInnis and Keith Troutman currently serve as members and William Ferriss currently serves as an alternate member of the Cabarrus County Board of Equalization and Review. Each have terms expiring June 30, 2020. Mr. Troutman has served on this Board since his initial term in 2011. An exception to the length of service provision of the Appointment Policy will be needed for his approval. Ms. McInnis also serves on the Adult Care Home Community Advisory Committee and the Home and Community Care Block Grant Committee. An exception to the service on multiple boards provision of the Appointment Policy will be needed for her.

Representative recommendations are Helen McInnis, Keith Troutman and William Ferriss.

Appointments - Centralina Workforce Development Board

The terms of appointment for Centralina Workforce Development Board private sector representatives Tracie Hampton and Milton Chicas end June 30, 2020. Both are willing to

serve another term. A letter of recommendation in that regard is included in the agenda. An exception to the length of service and residency provisions of the Appointment Policy will be needed for Ms. Hampton and Mr. Chicas.

Representative recommendations are Tracie Hampton and Milton Chicas.

Appointments - Concord Downtown Development Corporation

The Concord Downtown Development Corporation (CDDC) requests a Board or Staff member to represent the County at their board meetings. This is a one-year term that ends June 30th. Jonathan Marshall has been serving in that capacity for the past three years. He is willing to serve another term. He also serves on the Water and Sewer Authority of Cabarrus County and resides in Mecklenburg County. An exception to the service on multiple boards and residency provisions of the Appointment Policy will be needed for him if reappointed.

Appointments - Mental Health Advisory Board

Justin Brines' term on the Mental Health Advisory Board as the Emergency Medical Services representative ends June 30, 2020. Mr. Brines is interested in serving another term.

Representative recommendation is Justin Brines.

Appointments - Public Health Authority of Cabarrus County

Dr. Lara Pons' term on the Public Health Authority of Cabarrus County as the NorthEast Medical Staff representative ends June 30, 2020. Dr. Pons would like to serve another term. A letter of recommendation in support of her reappointment is included in the agenda.

Representative recommendation is Dr. Lara Pons.

Appointments - Region F Aging Advisory Committee

The terms for Region F Aging Advisory Committee members Tom Kurzel and Jean Chandler expire on June 30, 2020.

Tom Kurzel serves as a delegate and Jean Chandler serves as an alternate. Both have expressed a desire to serve another term. Ms. Chandler has served on this committee since 2013. An exception to the length of service provision of the Appointment Policy will be needed for her.

The Home and Community Care Block Grant Advisory Committee recommends reappointing Tom Kurzel as delegate and Jean Chandler as alternate to the Region F Aging Advisory Committee. A letter of recommendation in that regard is attached.

Representative recommendations are Tom Kurzel and Jean Chandler.

Appointments and Removals - Cabarrus County Tourism Authority

The Cabarrus County Tourism Authority has 4 seats that need to be appointed for the term

commencing July 1, 2020 and ending on June 30, 2023. The nominating group and their nominees are as follows:

- Cabarrus County - Seat #1 Mike Downs
- Cabarrus Regional Chamber of Commerce - Seat #3 Patricia Horton*
- Cabarrus County Tourism Authority - Seat #2 Greg Walter^
- Cabarrus County Tourism Authority - Seat #10 Steve Steinbacher*

*Reappointment

^An exception the residency provision of the Appointment Policy will be needed.

Representative recommendations are Mike Downs, Patricia Horton, Greg Walter and Steve Steinbacher.

Appointments and Removals - Transportation Advisory Board

The terms on the Transportation Advisory Board for members Charles Hendrix, Diane Gridley and James Polk end June 30, 2020. Mr. Hendrix and Mr. Polk are willing to serve another term. Ms. Gridley has recently retired and is no longer eligible to fill the Human Services DSS position. Mr. Polk also serves on the Home and Community Care Block Grant Committee. An exception to the service on multiple boards provision of the Appointment Policy will be needed for him. In addition, Mr. Hendrix and Mr. Polk have served on this board since 2014. An exception to the length of service provision of the Appointment Policy will be needed for them.

An application has been received from Amy Nance. Ms. Nance is eligible to fill the Human Services DSS position recently vacated by Ms. Gridley.

Representative recommendations are Amy Nance, Charles Hendrix and James Polk.

Appointments - Water and Sewer Authority of Cabarrus County

Robert Ritchie's term on the Water and Sewer Authority of Cabarrus County ends June 30, 2020. Mr. Ritchie would like to be considered for reappointment to serve another term. He has served on this board since 2011. If reappointed, an exception to the length of service provision of the Appointment Policy will be needed for him.

REQUESTED ACTION:

Provide information.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Business Incubator Grant Opportunity

BRIEF SUMMARY:

The County is invited to apply as a co-applicant with the EDC (Economic Development Corporation), the cities of Concord and Kannapolis, and RCCC (Rowan-Cabarrus Community College) for a federal EDC grant to fund a business incubator in downtown Concord. The grant requires a 20% match divided between all applicants, resulting in up to \$10,000 cash or in-kind from the County to meet the federal match requirement. Staff are seeking consent to meet the match and assist the EDC in applying for the grant.

REQUESTED ACTION:

Motion to approve the match and to apply for the grant.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Elizabeth Landrum, Management Analyst

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

▯ NOFO

NOTICE OF FUNDING OPPORTUNITY
Public Works and Economic Adjustment Assistance Programs

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA or the Agency), U.S. Department of Commerce (DOC).
- **Federal Funding Opportunity Title:** FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO).
- **Announcement Type and Date:** FY20 PWEAA NOFO publishing EDA's application submission requirements and review procedures for applications received under EDA's (i) Public Works and Economic Development Facilities (Public Works) and (ii) Economic Adjustment Assistance (EAA) programs, authorized under the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*). **Effective date: 5/7/2020**
- **Funding Opportunity Number:** PWEAA2020
- **Catalog of Federal Domestic Assistance (CFDA) Numbers:** 11.300, Investments for Public Works and Economic Development Facilities and 11.307, Economic Adjustment Assistance.
- **Dates:** There are no submission deadlines. Applications will be accepted on an ongoing basis until the publication of a new PWEAA NOFO, cancellation of this PWEAA NOFO, or all available funds have been expended. EDA intends to review applications within 60 days of receipt. Please see Section E of this NOFO for complete information on EDA's review process.
- **Funding Opportunity Description:** EDA provides strategic investments on a competitive merit basis to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States. Under this NOFO, EDA solicits applications from applicants in order to provide investments that support construction, non-construction, planning, technical assistance, and revolving loan fund projects under EDA's Public Works program and EAA program (which includes Assistance to Coal Communities). Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities, including those negatively impacted by changes to the coal economy.
- **Eligible applicants:** EDA is not authorized to provide grants or cooperative agreements under its Public Works or EAA programs to individuals or for-profit entities. Requests from such entities will not be considered for funding. Pursuant to Section 3(4) of PWEDA (42 U.S.C. § 3122(4)(a)) and 13 C.F.R. § 300.3 (Eligible Recipient), eligible applicants for EDA financial assistance under the Public Works and EAA programs include a(n): (i) District Organization of an EDA-designated Economic Development District; (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or

infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

FULL ANNOUNCEMENT TEXT

FY 2020 Public Works and Economic Adjustment Assistance Programs

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A. Program Description

1. Overview

This Notice of Funding Availability (NOFO) announcement sets out EDA's application submission and review procedures for two of its Economic Development Assistance Programs authorized under the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA): (i) Public Works and Economic Development Facilities (Public Works) and (ii) Economic Adjustment Assistance (EAA). EDA publishes separate NOFO announcements for other funding opportunities, including: Regional Innovation Strategies, Planning and Local Technical Assistance, University Center, Research and National Technical Assistance, and Disaster Recovery.

EDA's Public Works and EAA programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support the DOC Strategic Plan (2018-2022) by, among other things, advancing innovation, enhancing the manufacturing and export capacities of regions, providing workforce development opportunities, and growing ecosystems that attract foreign direct investment. Through these programs, EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities.

2. EDA Investment Priorities

All projects considered for EDA funding under this NOFO must be consistent with at least one of EDA's Investment Priorities. EDA's Investment Priorities can be found at <https://www.eda.gov/about/investment-priorities.htm>. EDA's website will be updated on January 15, April 15, June 15, or September 15 of each year if there are any revisions to these Investment Priorities.

3. EDA Program Information

This section provides detailed information on the two programs to which this NOFO applies. Additional information about EDA's programs, including information about the eligibility of specific kinds of projects, is available through EDA staff.

EDA staff provides technical assistance to prospective applicants to assist in application development and submission. Applicants are ***strongly encouraged*** to contact the EDA representative listed for their applicable State in Section G of this NOFO before submitting an application to EDA to clarify technical matters involving their project, its alignment with EDA's mission and Investment Priorities, and all other relevant publicly available information relating to general technical matters.

Except for a "Strategy Grant," as described below, each project funded under Public Works and EAA must be consistent with the region's current Comprehensive Economic Development Strategy (CEDS) or equivalent EDA-accepted regional economic development strategy that meets EDA's CEDS or strategy requirements. Applicants must clearly detail how the project will support the economic development needs and objectives outlined in the CEDS or equivalent EDA-accepted regional economic development strategy. Applicants should

identify the CEDS or equivalent EDA-accepted regional economic development strategy and provide a copy of this planning document, either by attaching the document to the application or including the web link for the document. In addition, applicants should indicate if other Federal funds have been secured for, or have been requested to support, any portion of the project for which an EDA investment is proposed. Applicants should describe how the EDA investment will complement, leverage, or otherwise align with other public and private investments to implement the project. Where other Federal funding may be involved in the project, the applicant should provide the Federal program name and contact information with their application in order to facilitate interagency coordination and avoid duplication of resources.

Under this NOFO, applicants may also seek funding in the form of a “Strategy Grant” to develop, update, or refine a CEDS that alleviates long-term economic deterioration or a sudden and severe economic dislocation, as described in EDA’s regulations at 13 C.F.R. § 307.3.

Additional information and a summary of EDA’s CEDS and strategy requirements may be obtained through the appropriate EDA representative listed in Section G of this NOFO.

a) Public Works¹

Through the Public Works program, EDA provides catalytic investments to help distressed communities build, design, or engineer critical infrastructure and facilities that will help implement regional development strategies and advance bottom-up economic development goals to promote regional prosperity. The Public Works program provides resources to meet the construction and/or infrastructure design needs of communities to enable them to become more economically competitive. Prior examples of investments EDA has supported through the Public Works program include projects supporting water and sewer system improvements, industrial parks, high-tech shipping and logistics facilities, workforce training facilities, business incubators and accelerators, brownfield redevelopment, technology-based facilities, wet labs, multi-tenant manufacturing facilities, science and research parks, and telecommunications infrastructure and development facilities.

As noted above, investments made through the Public Works program must be aligned with a current CEDS or equivalent EDA-accepted regional economic development strategy and clearly lead to the creation or retention of long-term high-quality jobs. For example, under this program, EDA may provide funding to a consortium of eligible recipients to support the construction of a technology center that provides laboratory, office, and manufacturing space that leads to the creation of advanced manufacturing jobs. As another example, EDA may provide funding to a county government to support regional job creation in targeted cluster industries and expand those industries’ ability to export goods.

b) Economic Adjustment Assistance (EAA)²

Through the EAA program, EDA provides investments that support a wide range of construction and non-construction activities (including infrastructure, design and engineering,

¹ CFDA No. 11.300. The regulations implementing the Public Works program may be found at 13 C.F.R part 305.

² CFDA No. 11.307. The regulations implementing the EAA program may be found at 13 C.F.R. part 307. Please note that Section 307.3 of EDA’s regulations describe the differences between an EAA implementation grant and an EAA Strategy Grant. See also 42 U.S.C. § 3149(b)(2) (EAA planning project is not required to be carried out in an area with a CEDS or be consistent with an existing CEDS).

technical assistance, economic recovery strategies, and capitalization or re-capitalization of Revolving Loan Funds (RLF)) in regions experiencing severe economic dislocations that may occur suddenly or over time. EDA utilizes EAA investments to provide resources that help communities experiencing or anticipating economic dislocations to plan and implement specific solutions to leverage their existing regional economic advantages to support economic development and job creation. Like Public Works investments, EAA investments are designed to help communities catalyze public-private partnerships to foster collaboration, attract investment, create jobs, and foster economic resiliency and prosperity. For example, EDA might provide funding to a university or community college to create and launch an economic diversification strategy to promote and enhance the growth of emerging industries in a region facing job losses due to declines in regionally important industries. As another example, EDA might provide funding to a city to support the construction of a publicly-owned multi-tenant business and industrial facility to house early-stage businesses.

Nuclear Closure Communities (NCCs)

EDA provides assistance to nuclear closure communities (NCCs) under EAA. Closures of nuclear power plants (NPPs) throughout the United States have had a significant impact on the economic foundations of surrounding communities through sudden job losses and a reduction to the local tax base. To address this, EDA assists regions that have been impacted, or can reasonably demonstrate that they will be impacted, by NPP closure(s).

To be eligible for NCC funding, a project must meet the NCC Special Need eligibility criterion in Section C.3.b.k. NCC funds may be used to make awards for any activity eligible for award under EAA, described immediately above in Section A.3.b, including but not limited to early-stage strategic planning activities, public works (construction) investments, and economic diversification initiatives.

Assistance to Coal Communities (ACC)

EDA designates a portion of its EAA funding to support communities and regions that have been negatively impacted by changes in the coal economy.³ To be eligible for ACC funding, a project must meet the ACC Special Need eligibility criterion in Section C.3.b.j.

To support these projects, EDA prioritizes ACC implementation projects and activities that:

- Will produce multiple economic and workforce development outcomes, such as promoting regional economic growth and diversification, new job creation, and re-employment opportunities for displaced coal economy workers; and
- Are specifically identified under local and regional economic development plans that have been collaboratively produced by diverse local and regional stakeholders.

³ “Coal economy” is a term that reflects the complete supply chain of coal-reliant industries. This includes, but is not limited to: coal mining, coal-fired power plants, along with related transportation, logistics, and supply chain manufacturing. This NOFO represents the fifth consecutive fiscal year in which EDA has made grant funds available specifically to assist communities and regions negatively impacted by economic contractions in the coal economy. During earlier competitive funding cycles, EDA made these funds available through the POWER+ Initiative. Through this NOFO, EDA makes these funds available solely through ACC grants; although, other Federal agencies may still have POWER grants that are open for application.

Under this NOFO, EDA will also support ACC planning through Strategy Grants that develop, update, or refine a CEDS or an equivalent regional economic development strategy document.

ACC projects should respond to one or more of the following funding principles, as appropriate:

- *Collaborative Partnerships:* Competitive applications will successfully demonstrate that the applicant is engaged in collaborative relationships with a variety of local and regional stakeholders (public, private, for-profit, and non-profit) whose combined contributions will be invested to support the development and implementation of the proposed project.
- *Economic and Workforce Development Integration:* Competitive applications will clearly demonstrate how the project is designed to simultaneously address the workforce needs of local and regional businesses and the re-employment needs of local and regional workers who have been displaced by changes in the coal economy.
- *High Quality Jobs and Worker Advancement:* Numerous communities, regions, and states across the country have historically relied upon the coal industry to provide good, reliable jobs and economic prosperity. Contractions in the coal economy and the resulting loss of these jobs are particularly harmful to workers in the various sectors of the coal economy. Competitive applications will include those that propose to implement or otherwise incorporate workforce development strategies that prioritize:
 - The creation and growth potential of family-supporting jobs and careers;
 - Workforce development activities that offer workers “career pathways” upon re-employment – the provision of additional educational and skills attainment opportunities directly linked to employee career advancement and better paying jobs within the targeted industry; and
 - The provision of job training courses that equip workers with industry-recognized credentials that enhance their economic mobility and advancement.⁴
- *Multi-Jurisdictional Project Impact:* Among other factors, applications that strive to produce economic diversification and job creation on a multi-jurisdictional basis will be prioritized for selection and funding. “Multi-Jurisdictional” is a term that can include, but is not limited to:
 - Multiple communities within a county;
 - Multiple counties within a region;
 - Multiple regions within a State; and

⁴ EDA recognizes that the quality of jobs created in emerging industries is often evolving, and such industries typically do not yet have mature career pathways or skill standards. Applicants focused on emerging industries where these circumstances prevail should explain how their proposed strategies will create the conditions for increasing job quality and better defined pathways for worker advancement over the longer term (which may extend beyond the time frame of eligible funding).

- Multiple regions in two or more States.

ACC projects can include but are not limited to:

- Supporting the creation of new businesses and jobs in a variety of industry sectors, including, but not limited to advanced manufacturing, agriculture, energy, information technology (IT), health care, telecommunications, tourism and recreation, transportation, and cultural and natural assets.
- Implementing local and regional job creation and growth and economic diversification strategies targeted towards affected workers and businesses.
- Strengthening or developing existing or emerging industry clusters.⁵
- Developing business incubator programs.
- Enhancing access to and use of broadband services to support job growth through business creation and expansion.
- The generation of economic development diversification strategies in accordance with CEDS criteria.⁶
- Facilitating access to private capital investment and providing related capacity building and technical assistance to maximize the effective utilization of capital investment for business development and job creation.
- Facilitating and promoting market access for goods and services created and manufactured by businesses in the impacted community/region.

Applicants are strongly encouraged to contact the appropriate Regional Office ACC program point of contact (POC) listed in Section G of this NOFO for specific guidance pertaining to the eligible use of program funds.

Note: EDA's EAA program supports a wide range of technical, planning, and public works and infrastructure projects in regions that are experiencing adverse economic changes that may occur suddenly or over time, including communities experiencing economic distress as the result of contractions in the local/regional coal economy. For more information regarding the full scope of EAA along with EDA's other programs, as well as recent examples of awarded projects, applicants are encouraged to visit www.eda.gov.

4. Statutory Authorities for EDA's Programs

The statutory authorities for EDA's Public Works and EAA programs are Sections 201 (42 U.S.C. § 3141) and 209 (42 U.S.C. § 3149) of PWEDA, respectively.

Applicant eligibility and program requirements are set forth in EDA's regulations (codified at 13 C.F.R. chapter III), and all applicants must address these requirements. Specific program requirements for the Public Works program are set out at 13 C.F.R. part 305 and for

⁵ Industry clusters are networks of interconnected firms and supporting institutions in a common geographic region. Clusters also are generally defined by and benefit from shared labor pools, infrastructure, and markets.

⁶ See 13 C.F.R. § 303.7.

the EAA program at 13 C.F.R. part 307. For EDA’s Public Works and EAA programs, this announcement supersedes the EDAP NOFO announcement dated July 2, 2018. EDA’s regulations are accessible at the U.S. Government Publishing Office website at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>.⁷ Under “Browse” select “Title 13 – Business Credit and Assistance,” click “Go,” and follow the link to parts “300-399.”

B. Federal Award Information

1. What Funding Is Available Under This Announcement?

For FY 2020, EDA was appropriated \$118.5 million for the Public Works program, \$37 million for the EAA program, an additional \$30 million in EAA funds for ACC, and \$15 million for NCC pursuant to the Consolidated Appropriations Act, 2020 (P.L. 116-93) (Division B—Commerce, Justice, Science, and Related Agencies Appropriations Act, 2020) and its accompanying joint explanatory statement.

The funding periods and amounts referenced in this PWEAA NOFO are subject to the availability of funds at the time of award as well as DOC and EDA priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs. Publication of this announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

The average award amounts set out below are provided only for your information and may prove useful for planning purposes. EDA anticipates making similar awards, subject to the availability of funding. Actual amounts awarded may be higher or lower depending on the nature of the proposed project and the availability of funds. Applications for funding of activities related to existing awards may compete with applications for new awards.

The average size of a Public Works investment has been approximately \$1.4 million and investments generally range from \$600,000 to \$3,000,000. Historically, EDA has awarded funds for between 80 and 150 Public Works projects a year.

The average size of an EAA investment has been approximately \$650,000 and investments generally range from \$150,000 to \$1,000,000. Historically, EDA has awarded funds for between 70 and 140 EAA projects a year.

In FY 2020, EDA will continue to support assistance to coal communities through the ACC program and expects to award grants generally ranging from \$500,000 to \$2,000,000 for implementation projects and from \$100,000 to \$350,000 for planning activities.

In FY 2020, EDA will support nuclear closure communities and expects to award grants generally ranging from \$500,000 to \$2,000,000 for implementation projects and from \$100,000 to \$350,000 for planning activities.

DOC or EDA may cancel or withdraw this NOFO at any time.

⁷ In the event of discrepancies between the instructions and information provided in this NOFO and EDA’s regulations, EDA regulations will control.

2. What Type of Funding Instrument Will Be Used to Make Awards and How Long Will a Project's Period of Performance Be?

Funding Instrument: Subject to the availability of funds, EDA may award grants or cooperative agreements to eligible applicants to help support economic development project-based activities. EDA will award a cooperative agreement on a case-by-case basis if substantial agency involvement is required. For a cooperative agreement, the nature of EDA's "substantial involvement" (to be included in the terms and conditions of the award) will generally be collaboration between EDA and the recipient on the scope of work. Other possible examples of EDA's "substantial involvement" pursuant to a cooperative agreement may include, but are not limited to: (i) authority to halt immediately an activity if detailed performance specifications are not met; (ii) stipulation that the recipient must meet or adhere to specific procedural requirements before subsequent stages of a project may continue; (iii) involvement in the recipient's selection of key personnel; and (iv) operational involvement during the project to ensure compliance with statutory requirements.

Period of Performance: The period of performance for a given project will depend on the type of project, scope of work, and the EDA program under which the grant or cooperative agreement for the project is awarded. For example, the period of performance for a construction investment under EDA's Public Works program may last for three years, while a strategy investment under the EAA program may allow for one to three years for completion of the scope of work, depending on its complexity or urgency. EDA will work closely with recipients to accommodate their projected timelines within reason and allowances of regulations and grant policies. EDA expects that all projects will proceed efficiently and expeditiously, and EDA encourages applicants to clearly document how quickly they will be able to start and complete the proposed project scope of work. All construction projects are expected to be completed within five years from the date of award.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for investment assistance under this PWEAA NOFO include a(n):

- a. District Organization;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.⁸

Under its Public Works and EAA programs, EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities, and such requests will not be considered for funding.

⁸ See Section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3.

2. Cost Sharing or Matching

Cost sharing is an essential element of any EDA project, and the availability and committed nature of matching funds is a competitiveness factor in evaluating applications against each other. Generally, the amount of an EDA award may not exceed 50 percent of the total cost of the project. Projects may receive an additional amount that may not exceed up to 30 percent of the total project cost, based on the relative needs of the region⁹ in which the project will be located, as determined by EDA.

In general, EDA's maximum investment rate (percent of the total project cost) is determined by the average per capita income or unemployment rate of the region in which the project is located, as outlined in Table 1 below:¹⁰

TABLE 1

Projects located in regions in which:	Maximum allowable investment rates (percentage of total project cost)
(A) The 24-month unemployment rate is at least 225% of the national average; or	80
(B) The per capita income is not more than 50% of the national average.	80
(C) The 24-month unemployment rate is at least 200% of the national average; or	70
(D) The per capita income is not more than 60% of the national average.	70
(E) The 24-month unemployment rate is at least 175% of the national average; or	60
(F) The per capita income is not more than 65% of the national average.	60
(G) The 24-month unemployment rate is at least 1 percentage point greater than the national average; or	50
(H) The per capita income is not more than 80% of the national average.	50

For projects subject to a Special Need, as outlined in Section C.3 below, EDA will determine the maximum allowable investment rate, not to exceed 80 percent of the total project cost, based on the actual or threatened overall economic situation of the region in which the project is located.

In addition, the Assistant Secretary for Economic Development has discretion to establish a maximum EDA investment rate of up to 100 percent of the total project cost for

⁹ See 13 C.F.R. § 300.3 for definition of "region."

¹⁰ See Section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1).

projects: (i) of a State (or political subdivision of a State) that the Assistant Secretary for Economic Development determines has exhausted its effective taxing and borrowing capacity or (ii) of a non-profit organization that the Assistant Secretary for Economic Development determines has exhausted its effective borrowing capacity.¹¹ Additionally, EDA's regulations provide discretion to establish a maximum EDA investment rate of up to 100 percent for projects of Indian Tribes.¹²

Potential applicants should contact the EDA representative listed for their State in Section G of this PWEAA NOFO to obtain additional information regarding these EDA investment rate determinations.

The applicant must document that the matching share will: (i) be committed to the project for the period of performance, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.¹³ In order to meet these requirements, applicants should submit for each source of the matching share a commitment letter or equivalent document signed by an authorized representative of the organization providing the matching funds.

Additional documentation may be requested by EDA in order to substantiate the availability of the matching funds. For example, if bonds are contemplated as match, counsel opinion of the applicant's bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant's intended bond issue, are required. Please contact the appropriate EDA representative listed in Section G of this PWEAA NOFO with questions regarding EDA's matching share requirements.

Documented in-kind contributions may provide the required non-Federal Share of the total project cost, but they must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. Examples of in-kind contributions can include space, equipment, services, or forgiveness or assumptions of debt.¹⁴ Funds from other Federal financial assistance awards may be considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute.¹⁵ To allow EDA to verify the value of in-kind matching share, the applicant should document the value of in-kind contributions in a matching share commitment letter and/or the budget narrative and also provide supporting documentation as appropriate.

Applicants are *strongly encouraged* to work with the appropriate EDA representative listed in Section G of this PWEAA NOFO to determine how in-kind contributions may be utilized to satisfy the matching share requirement for their application.

3. Economic Distress Criteria

In order to be eligible for funding under this PWEAA NOFO, an applicant must propose a project that meets EDA's distress criteria. Applicants must self-define the appropriate region geographically. The geographic area comprising a region need not be contiguous or defined by

¹¹ See Sections 204(c)(1) and (2) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(5).

¹² See 13 C.F.R. § 301.4(b)(5).

¹³ See 13 C.F.R. § 301.5.

¹⁴ See Section 204(b) of PWEDA (42 U.S.C. § 3144) and the definition of "In-Kind Contribution" at 13 C.F.R. § 300.3.

¹⁵ See the definition of "Local Share or Matching Share" at 13 C.F.R. § 300.3. See also 2 C.F.R. § 200.306.

political boundaries but should constitute a cohesive area capable of undertaking self-sustained economic development. Applicants must provide third-party data that clearly indicate that the relevant region is subject to one (or more) of the following economic distress criteria: (i) an unemployment rate that is, for the most recent 24-month period for which data are available, at least one percentage point greater than the national average unemployment rate; (ii) per capita income that is, for the most recent period for which data are available, 80 percent or less of the national average per capita income; or (iii) a “Special Need,” as determined by EDA.¹⁶

EDA will review and evaluate documentation submitted by the applicant to determine eligibility. EDA will reject any documentation of eligibility that the agency determines is inaccurate or incomplete, which may cause the application to be rejected. **EDA reserves the right to request additional documentation or information from the applicant to make an eligibility determination.** The proposed project must meet EDA’s distress criteria as of the date EDA receives a complete application. However, if an award has not been made within six months of that date, EDA will then re-evaluate the project to determine continued eligibility for investment assistance. If the project no longer meets EDA’s distress criteria, the project will no longer be considered.

For construction projects (including design and engineering) the project must be located within an eligible region. For non-construction projects, the investment’s scope of work must primarily benefit an eligible region and stakeholders from that eligible area must be directly engaged. EDA suggests that applicants work closely with the EDA representative listed for their State as they define an eligible project in their region.

A proposed project may meet the regional eligibility criteria in one of the following three ways:

1. The proposed project will be located in a region that meets EDA’s economic distress criteria;
2. The proposed project is located in an Economic Development District (EDD) that is located in a region that does not meet EDA’s economic distress criteria, and EDA determines the proposed project will be of substantial direct benefit to a geographic area within the EDD that meets EDA’s economic distress criteria; or
3. The proposed project will be located in a geographic area of poverty or high unemployment that meets EDA’s economic distress criteria, but which is located in a region that overall does not meet EDA’s distress criteria.

Below are further details on economic distress criteria. See also 13 C.F.R. § 301.3(a).

a) Unemployment Rate & Per Capita Income

For economic distress levels based upon per capita income requirements, EDA will base its determination upon the most recent American Community Survey (ACS) published by the U.S. Census Bureau. For economic distress levels based upon the unemployment rate, EDA will base its determination upon the most recent data published by the Bureau of Labor Statistics (BLS), within the U.S. Department of Labor. For eligibility based upon either per capita income

¹⁶ See Section 301(a)(3) of PWEDA (42 U.S.C. § 3161(a)(3)) and 13 C.F.R. § 301.3.

requirements or the unemployment rate, when the ACS or BLS data, as applicable, are not the most recent Federal data available, EDA will base its decision upon the most recent Federal data from other sources (including data available from the Census Bureau and the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, or any other Federal source determined by EDA to be appropriate). If no Federal data are available, an applicant must submit to EDA the most recent data available from the State. The required State data must be for the region where the project will be located, the geographic area where substantial direct project benefits will occur, or the geographic area of poverty or high unemployment, as applicable.¹⁷

b) “Special Need” Criteria

For the purposes of determining eligibility based on a “Special Need”, an applicant must provide current and appropriate economic and demographic statistics for the applicable region to support the identified Special Need. EDA will base its Special Need eligibility determination on whether the proposed project meets the specific requirements outlined below or, in cases where specific thresholds are not identified, on whether the data and information provided by the applicant presents a compelling case that the region meets the Special Need criteria, as defined by EDA.

A project may be eligible pursuant to a Special Need if the project is located in a region that meets one or more of the criteria described below:¹⁸

- a. Closure or restructuring of industries or the loss of a major employer essential to the regional economy as defined by:
 - i. a public announcement of an impending closure or restructuring of a firm expected to occur within four (4) years of review of an application submission; or
 - ii. an actual closure or restructuring of a firm within the 24 months prior to submission of an application, resulting in sudden job losses; AND
 - iii. such threatened or actual closure results in sudden job losses meeting the following dislocation criteria:
 1. For regions with a population of at least 100,000, the threatened or actual dislocation is 500 jobs, or one percent of the civilian labor force (CLF), whichever is less.
 2. For regions with a population up to 100,000, the threatened or actual dislocation is 200 jobs, or one percent of the CLF, whichever is less.
- b. Substantial out-migration or population loss.
- c. Underemployment, meaning employment of workers at less than full-time or at less skilled tasks than their training or abilities permit.
- d. Military base closures or realignments, defense contractor reductions-in-force, or Department of Energy defense-related funding reductions.

¹⁷ See Section 301 of PWEDA (42 U.S.C. § 3161) and 13 C.F.R § 301.3.

¹⁸ The following criteria are published in accordance with 13 C.F.R. § 301.3(a)(1)(iii) and define what may constitute a “Special Need” (as defined in 13 C.F.R. § 300.3) sufficient to make a project eligible for Public Works or EAA investment assistance, as described in Section C.3 of this announcement.

- i. A military base closure refers to a military base that was closed or is scheduled for closure, realignment, or growth pursuant to the base closure and realignment process or other Department of Defense (DOD) process. Unless further extended by the Assistant Secretary for Economic Development, the region is eligible from the date of DOD's recommendation for closure, realignment, or growth until five years after the actual date of closing of the installation or five years after the announced realignment or growth actually occurs.
 - ii. A defense contractor reduction-in-force refers to a defense contractor(s) experiencing defense contract cancellations or reductions resulting from official DOD announcements that have aggregate value of at least \$10 million per year. Actual dislocations must have occurred within one year of the date an application is submitted to EDA for and threatened dislocations must be anticipated to occur within two years of submittal of an application to EDA. Defense contracts that expire in the normal course of business will not be considered to meet this criterion.
 - iii. A Department of Energy defense-related funding reduction refers to a Department of Energy facility that has experienced or will experience a reduction of employment resulting from its defense mission change. The region is eligible from the date of the Department of Energy announcement of reductions until five years after the actual date of reduced operations at the installation.
- e. Natural or other major disasters or emergencies. A region that has received one of the following disaster declarations is eligible:
- i. A Presidentially declared disaster (declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121 *et seq.*)); or
 - ii. A Federally declared disaster (pursuant to the Magnuson-Stevens Fishery Conservation and Management Act, as amended (16 U.S.C. § 1861a(a)); the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. § 1961); or the Small Business Act, as amended (Pub. L. No. 85-536, 15 U.S.C. § 631 *et seq.*, 72 Stat. 384 (1958)).
- Applicants must demonstrate a clear nexus between the needs created by the declared disaster and the proposed project.
- f. Extraordinary depletion of natural resources or other impact attributable to a new or revised Federal regulation or policy that will have a significant impact on a community's ability to prevent an extraordinary depletion of natural resources. For example, in the case of a Federal fishing regulation designed to promote and sustain a community and its fishery in the long-term, EDA could quickly help a coastal community respond to any short-term economic dislocations.
 - g. Communities undergoing transition of their economic base as a result of changing trade patterns.
 - h. A project located in a persistent poverty county is eligible. For purposes of determining Special Need, the term "persistent poverty county" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.

- i. The project i) is located in or ii) is proximate to and intended to directly and substantially benefit a designated “Qualified Opportunity Zone.” A current list of Qualified Opportunity Zones designated by the U.S. Department of the Treasury can be found at <https://www.cdfifund.gov/pages/Opportunity-Zones.aspx>.
- j. For ACC applications only, communities or regions that have been impacted,¹⁹ or can reasonably demonstrate that they will be impacted, by coal mining or coal power plant employment loss, or employment loss in the supply chain industries²⁰ of either. Applications seeking ACC funding must provide appropriate third party economic and demographic statistics for the applicable community or region in order to document the extent to which contractions in the coal economy have negatively impacted the community or region.²¹ Applicants are encouraged to cite federal data resources that may include, but are not limited to: (i) U.S. Department of Commerce (Bureau of Economic Analysis, <http://www.bea.gov/>; U.S. Census Bureau, American Community Survey (ACS), <https://www.census.gov/programs-surveys/acs/>); (ii) U.S. Department of Labor (Bureau of Labor Statistics (BLS), <http://www.bls.gov/>); (iii) U.S. Department of Energy (Energy Information Administration (EIA), <https://www.eia.gov/>); (iv) U.S. Department of Labor (Mine Safety Health Administration, <https://arlweb.msha.gov/OpenGovernmentData/OGIMSHA.asp>; Bureau of Indian Affairs (BIA)- American Indian Population and Labor Force Reports, <http://www.bia.gov/WhatWeDo/Knowledge/Reports/index.htm>).
- k. For NCC applicants only, regions that have been impacted, or can reasonably demonstrate that they will be impacted, by NPP closure(s). Applicants must demonstrate the manner and extent to which a region has been impacted or will be impacted by NPP closure(s). Geographic proximity to an NPP closure is by itself insufficient to demonstrate eligibility for NCC funds.
 - i. Applicants seeking NCC funding in regions that have been impacted by NPP closure(s) must provide appropriate third-party economic and/or demographic data for the applicable region to document the extent to which NPP closure(s) have negatively impacted the region. Such applicants are encouraged to cite federal data resources that may include, but are not limited to: (i) U.S. Department of Commerce (Bureau of Economic Analysis, <http://www.bea.gov/>; U.S. Census Bureau, American Community Survey (ACS), <https://www.census.gov/programs-surveys/acs/>); (ii) U.S. Department of Labor (Bureau of Labor Statistics (BLS), <http://www.bls.gov/>); (iii) U.S. Department of Energy (Energy

¹⁹ In general, EDA will consider applications for projects in communities and regions where the primary coal economy contraction “event” (e.g., closure of a coal mine or a coal-fired power plant, closure of various coal economy supply chain businesses, etc.) took place within 1-15 years prior to the application submission date.

²⁰ Examples of supply chain industries include, but are not necessarily limited to, manufacturers of mining equipment and parts for coal-fired power plants and transportation companies that carry coal. Note, this timeframe is a range during which projects will generally be eligible; applicants may propose projects outside this timeframe, but should take special care to demonstrate that the primary coal economy contraction “event” continues to tangibly impact the community.

²¹ Examples of the types of acceptable data that applicants can use to demonstrate the negative impacts of local and/or regional coal industry contractions include (and are not limited to) economic indicators, labor market analyses, official announcements made by local and regional industries and firms, demographic, and industry data.

Information Administration (EIA), <https://www.eia.gov/>); (iv) U.S. Department of Labor (Mine Safety Health Administration, <https://arlweb.msha.gov/OpenGovernmentData/OGIMSHA.asp>); (v) Bureau of Indian Affairs (BIA)-American Indian Population and Labor Force Reports, <http://www.bia.gov/WhatWeDo/Knowledge/Reports/index.htm>); (vi) StatsAmerica, <http://www.statsamerica.org>; and (vii) US Nuclear Regulatory Commission, <http://www.nrc.gov>. If federal data is not available, applicants may consider demonstrating the negative impacts of nuclear power plant closure(s) using data including but not limited to local/regional economic indicators, labor market analyses, official announcements made by local and regional industries and firms, and demographic and industry data.

- ii. Applicants seeking NCC funding in regions that will be impacted in the future by NPP closure(s) must provide documentation demonstrating that the region will be negatively impacted in the future by NPP closure(s). Such documentation may, but is not required to, take the form of an announcement of future NPP closure and should be substantiated to the extent possible by third-party data sources as listed in above in Section C.3.b.k.i.
1. Other Special Need. The area is experiencing other special or extraordinary economic adjustment needs, as determined by the Assistant Secretary for Economic Development.

In addition to the above, all applications for funding based on Special Need must demonstrate how the project will address the economic development needs of the region resulting from that Special Need.

D. Application Submission Information

An applicant **must submit a complete application**, as detailed in Section D.2.a of this PWEAA NOFO, to be considered for funding. EDA intends to review an application within 60 days of EDA's receipt of the **complete application**. EDA may seek additional information or documentation from the applicant to clarify information presented in the application. Please see Section E of this PWEAA NOFO for more information on EDA's review and selection process.

EDA strongly encourages applicants to consult with the EDA representative for their State to discuss whether their project is in alignment with EDA's Investment Priorities, eligibility requirements, cost-sharing requirements, property standards, or other requirements outlined in this PWEAA NOFO. This consultation is limited to clarification of technical matters involving their proposed project, project alignment with EDA's mission and Investment Priorities, and all other relevant and publicly available information relating to general technical matters.

1. Address to Request an Application

An applicant may obtain the appropriate application electronically at Grants.gov. Applicants may search for this funding opportunity on Grants.gov using Funding Opportunity Number "PWEAA2020". All components of the appropriate application may be accessed and

downloaded (in a screen-fillable format) at <https://www.grants.gov/web/grants/search-grants.html>.

Applicants are advised that they **must complete the registration process prior to submitting an application through Grants.gov**; please note, however, registration is not required for an applicant to access, view, or download the application. Even though an applicant may be able to view and download an application, if the applicant has not correctly completed the Grants.gov registration process, the applicant will not be able to submit the application electronically for EDA's review. Alternatively, an applicant eligible for assistance under this announcement may request a paper application by contacting the EDA representative listed for their State under Section G of this PWEAA NOFO.

2. Content and Form of the Application

EDA has developed a suite of forms designed to address all types of assistance the agency provides. In addition, Federal grant assistance forms from the Standard Form (SF) 424 family and certain Department of Commerce Forms (CD) forms are required as part of a complete application. The tables in Section D.2.a below describe all the forms and other documentation required for a complete application for each type of assistance EDA will provide under this NOFO and may serve as a checklist for applicants in preparing their submissions.

All relevant forms must be signed electronically by the applicant's Authorized Organizational Representative (AOR); please see Section I of this PWEAA NOFO for information on AOR requirements. The preferred electronic file format for attachments is Adobe portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Microsoft Excel formats. EDA will not accept paper, facsimile, or email transmissions of applications. Please refer to important information on submitting your application provided in Section D.4 of this PWEAA NOFO.

All documentation and data submitted should be current and applicable as of the date submitted. Applicants are encouraged to contact the EDA representative for their State for technical assistance before submitting an application under this PWEAA NOFO. EDA staff members are available to provide applicants with technical assistance regarding application requirements. Additionally, EDA may reach out to the applicant to clarify application materials received.

a) What is Required for a Complete Application?

The following table provides a complete list of documents required for a complete application based on the type of EDA assistance: construction, design and engineering (without a construction component), non-construction, and RLF.

Applications for **construction assistance** (including applications for design and engineering with construction activities) must include:

- 1. One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.

2. **One Form SF-424C** (Budget Information—Construction Programs) per project.
3. **One Budget Narrative** that clearly identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18, line g, and SF-424C (“Total Project Costs”). This includes describing any other Federal funds that have been secured or requested to support the project (see Section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant’s Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented. *Please note: In lieu of a separate Budget Narrative, this information may be included in the Preliminary Engineering Report as required by Section C of the ED-900C.
4. **One Form SF-424D** (Assurances—Construction Programs) from each co-applicant, as applicable.
5. **One Form ED-900** (General Application for EDA Programs). Applicants seeking ACC funding should note this information as a part of their response to Section B.1 of the form.
6. **One Form ED-900A** (Additional EDA Assurances for Construction or Non-Construction Investments) from each co-applicant, as applicable.
7. **One Form ED-900B** (Beneficiary Information Form) from each beneficiary of the proposed project, as applicable.
8. **One Form ED-900C** (EDA Application Supplement for Construction Programs) and accompanying supporting documentation, e.g., Preliminary Engineering Report. Form ED-900C requires, among other things, a description of real property acquisition, which should include any past or proposed use of eminent domain.
9. **One Form ED-900E** (Calculation of Estimated Relocation and Land Acquisition Expenses).
10. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (Section B.10.d of the form).
11. **One Environmental Narrative** that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA’s website at: http://www.eda.gov/files/012_Environmental_Narrative_Template.zip.

- 12. One Applicant's Certification Clause** (see Appendix A to the environmental narrative noted above) completed separately and signed by each co-applicant, as applicable.
- 13. One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
- 14. One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, if applicable.
- 15. Map of project site.**

Applications for **design and engineering assistance only** (without a construction component) must include:

- 1. One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
- 2. One Form SF-424C** (Budget Information—Construction Programs).
- 3. One Budget Narrative** that clearly identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching Non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18, line g, and SF-424C ("Total Project Costs"). This includes describing any other Federal funds that have been secured or requested to support the project (see Section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant's Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.
- 4. One Form SF-424D** (Assurances—Construction Programs) from each co-applicant, as applicable.
- 5. One Form ED-900** (General Application for EDA Programs). Applicants seeking ACC funding should note this information as a part of their response to Section B.1 of the form.
- 6. One Form ED-900A** (Additional EDA Assurances for Construction or Non—Construction Investments) from each co-applicant, as applicable.
- 7. One Form ED-900D** (Requirements for Design and Engineering Assistance).
- 8. Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar

document, as applicable. This should be attached to Form ED-900 (Section B.10.d of the form).

9. **An Environmental Narrative** that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA's website at: http://www.eda.gov/files/012_Environmental_Narrative_Template.zip.
10. **One Applicant's Certification Clause** (see Appendix A to the Environmental Narrative noted above) completed separately and signed by each co-applicant, as applicable.
11. **One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
12. **One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, as applicable.

Applications for **non-construction assistance** must include:

1. **One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
2. **One Form SF-424A** (Budget Information—Non-Construction Programs).
3. **One Budget Narrative** that clearly identifies and justifies how funds in each line item of the budget (Form SF-424A) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching Non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18, line g, and SF-424A ("Totals"). This includes describing any other Federal funds that have been secured or requested to support the project (see Section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant's Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.
4. **One Form SF-424B** (Assurances—Non-Construction Programs) from each co-applicant, as applicable, unless as part of the registration process for SAM each co-applicant has already completed the assurances for non-construction programs. In that case, each co-applicant must inform EDA that this was completed in SAM.
5. **One Form ED-900** (General Application for EDA Programs). Applicants seeking ACC funding should note this information as a part of their response to Section B.1 of the form.

6. **One Form ED-900A** (Additional EDA Assurances for Construction or Non—Construction Investments) from each co-applicant, as applicable.
7. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (Section B.10.d of the form).
8. **One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
9. **One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, as applicable.

Applications for **RLF assistance** must include:

1. **One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
2. **One Form SF-424A** (Budget Information—Non-Construction Programs).
3. **One Budget Narrative** that clearly identifies and justifies how funds in each line item of the budget (Form SF-424A) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching Non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18, line g, and SF-424A (“Totals”). This includes describing any other Federal funds that have been secured or requested to support the project (see Section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant’s Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.
4. **One Form SF-424B** (Assurances—Non-Construction Programs) from each co-applicant, as applicable, unless as part of the registration process for SAM each co-applicant has already completed the assurances for non-construction programs. In that case, each co-applicant must inform EDA that this was completed in SAM.
5. **One Form ED-900** (General Application for EDA Programs).
6. **One Form ED-900A** (Additional EDA Assurances for Construction or Non—Construction Investments) from each co-applicant, as applicable.
7. **One Form ED-900F** (Supplement for Revolving Loan Fund Applications).
8. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar

document, as applicable. This should be attached to Form ED-900 (Section B.10.d of the form).

- 9. One Draft RLF plan** that addresses all components required by EDA's regulation at 13 C.F.R. § 307.9.
- 10. One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
- 11. One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, as applicable.

In addition, **an application to support a business incubator**, technology, or other type of incubator or accelerator, regardless of the type of assistance being requested (i.e., construction or non-construction) must also include:

- a. A feasibility study establishing the market demand for the specific start-up companies proposed for incubation (technology, general business, bio-tech, manufacturing, etc.) and the presence of necessary resources and community support;
- b. Documentation with detailed demonstration that the applicant has the financial capacity to operate the facility (if applicable) and reach a positive cash flow within a reasonable period of time, which EDA generally expects to be three years; *and*
- c. A management plan for operation that, *at a minimum*, includes a/an:
 - i. *Tenant/client selection policy* that includes a description of the types of businesses sought and any established selection criteria;
 - ii. *Tenant lease or license agreement* (if applicable) that enumerates the shared services to be provided; delineates the business assistance policy, including the provision of management, technical, and training assistance, and the graduation policy; and establishes periodic access to the tenant's business records to permit assessment of the financial and operational viability of the tenant's business;
 - iii. *Business assistance policy* that outlines the various types of assistance that the will be provided to start-up firms, including how support will be provided to tenants/clients with access to capital needed to grow their businesses successfully;
 - iv. *Staffing plan* that details the talent and resources that will be dedicated to supporting the startup companies accepted;
 - v. *Tenant graduation policy* that is documented as a provision of the tenant lease or license agreement (if applicable) with clear requirements for tenant graduation from the facility or services; and
 - vi. *Performance plan* that includes how the entity will track the success of tenants/clients, specifically identifying what performance measurement data are proposed to be collected from tenants/clients and for what period of time during and after the service period the data will be collected. This should also include members of any oversight or policy board that will be responsible for setting performance

goals, selecting or approving selections of staff, establishing and reviewing policy, and monitoring performance.

Any applicant that proposes a project to support a business incubator, technology, or other type of incubator or accelerator is ***strongly encouraged*** to contact the EDA representative listed for their applicable State in Section G of this PWEAA NOFO to clarify technical matters involving their proposed project.

b) Environmental and Historic Preservation Requirements

All applicants for EDA construction assistance (including design and engineering assistance) are required to provide adequate environmental information. Each application will be reviewed by EDA for compliance with the National Environmental Policy Act (NEPA) of 1969, as amended. During the NEPA review process, applicants may be instructed to contact the designated State and/or Tribal Historic Preservation Officer (SHPO/THPO), provide approvals from other governmental agencies, or provide more detailed environmental information. EDA, after compliance with requirements for consultation with Federally-recognized Indian Tribes, may require applicants to participate in Tribal consultation, as necessary. The implementing regulations of NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public. For further guidance and information, please contact the appropriate Regional Environmental Officer listed in Section G of this PWEAA NOFO. Applicants will be notified of any changes to these requirements via Grants.gov.

c) Copy of Negotiated Indirect Cost Rate Agreement (if applicable)

As noted in EDA's Standard Terms and Conditions for Construction Projects (Construction ST&Cs), indirect costs are generally not applicable to construction awards.

If indirect costs are included in the budget for a non-construction project, the applicant must include documentation to support the indirect cost rate it is using. For most applicants, this will entail the submission of a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA). The maximum dollar amount of allocable indirect costs for which EDA will reimburse a recipient shall be the lesser of the (1) line-item amount for the Federal Share of indirect costs contained in the EDA approved budget for the award, or (2) Federal Share of the total allocable indirect costs of the award based on either (a) the indirect cost rate approved by EDA (or applicable cognizant Federal agency), provided that the cost rate is current at the time the costs were incurred and provided that the rate is approved on or before the award end date, or (b) other acceptable documentation as indicated below.

If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within 90 days from the award start date. See 2 C.F.R. part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal shall be submitted to EDA's Office of Regional Affairs (or applicable cognizant Federal agency). If the applicant chooses to pursue this option, it should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to EDA or the applicant's cognizant Federal agency for approval.

If the applicant (1) does not have a current NICRA and (2) has never received a negotiated indirect cost rate, the applicant may alternatively elect to charge a *de minimis* rate of 10% of modified total direct costs subject to the exceptions of 2 C.F.R. § 200.414(f). The applicant should include a statement in its Budget Narrative that it does not have a NICRA; it has never received a negotiated indirect cost rate; and it is electing to charge the *de minimis* rate.

Note if the applicant is a State or local unit of government (or a Tribe) that receives less than \$35,000,000 in direct Federal funding per year it may submit any of the following:

- i. A Certificate of Indirect Costs from DOI or EDA;
- ii. Acknowledgment received from EDA and Certificate of Indirect Costs;
- iii. Cost Allocation Plan approved by a Federal agency; or
- iv. NICRA.

3. Unique Entity Identifier and System for Award Management (SAM)

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, to the extent applicable,²² applicants are required to: (i) be registered in the SAM before submitting their application; (ii) provide a valid unique entity identifier in their application; and (iii) continue to maintain an active SAM registration with current information at all times during which they have an active Federal award or an application or plan under consideration by a Federal awarding agency. EDA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements, and if an applicant has not fully complied with the requirements by the time EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Recipients will be subject to reporting requirements, as identified in OMB guidance published at 2 C.F.R. parts 25 and 170. The guidance set out at 2 C.F.R. parts 25 and 170 can be found at the U.S. Government Publishing Office website at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>. Under “Browse” select “Title 2 – Grants and Agreements,” then click “Go” and follow the link to parts “2-199.” Note that SAM now encompasses the Central Contractor Registration (CCR) and that the unique entity identifier is commonly referred to as the Data Universal Numbering System (DUNS) Number. The recipient must keep its SAM registration current.

4. Submission Dates and Times

There are no application deadlines under this PWEAA NOFO. EDA plans to accept applications on a rolling basis subject to the availability of funds or until the NOFO is amended in relevant part or a new PWEAA NOFO is published. EDA may cancel or withdraw this NOFO at any time.

²² Individuals who apply for or receive agency awards or direct subawards are exempt from the requirements of the unique entity identifier and SAM. See 2 C.F.R. § 25.110(b). However, individuals are not eligible to receive awards under EDA’s Public Works and EAA programs.

a) How to Submit an Application?

i. Electronic Submission

EDA accepts electronic submissions of applications through Grants.gov. EDA will not accept paper, facsimile, or email transmissions of applications except as provided below.

Once an application is submitted, it undergoes a validation process through Grants.gov during which the application may be accepted or rejected by the system. Please be advised that the validation process may take 24 to 48 hours to complete. Applications that contain errors will be rejected by Grants.gov and will not be forwarded to EDA for review. The applicant must correct any errors before Grants.gov will accept and validate the application.

Please see Section I of this PWEAA NOFO for more detailed instructions and information on the requirements for submitting applications electronically via Grants.gov.

ii. Alternatives to Electronic Submission.

If an applicant is unable to submit an application electronically for reasons beyond the control of the applicant, EDA, in its sole discretion, may **pre-approve in writing** submission via an alternate method (e.g., email).

5. Intergovernmental Review

Applications submitted under this PWEAA NOFO are subject to the requirements of Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs,” if a State has adopted a process under EO 12372 to review and coordinate proposed Federal financial assistance and direct Federal development (commonly referred to as the “single point of contact review process”). All applicants must give States and local governments a reasonable opportunity to review and comment on the proposed Project, including review and comment from area-wide planning organizations in metropolitan areas.²³ To find out more about a State’s process under EO 12372, applicants may contact their State’s Single Point of Contact (SPOC). Names and addresses of some States’ SPOCs are listed on OMB’s website at <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>. Question 19 of Form SF-424 allows applicants to demonstrate compliance with EO 12372.

An applicant seeking funding under the Public Works program or for a construction project or RLF grant under the EAA program that is not a State, Indian Tribe, or general purpose local governmental authority must afford the appropriate general purpose local governmental authority in the project region a minimum of 15 days to review and comment on the proposed project and provide with its application a statement of its efforts to seek comments and either (i) a copy of the comments received and a statement of any actions to address those comments or (ii) a statement that no comments were received.

6. Funding Restrictions

In general, EDA does not reimburse pre-award project costs. Applicants that are in need of such reimbursement should work closely with the EDA representative for their State to

²³ As provided for in 15 C.F.R. part 13.

determine if their pre-award costs may be considered for reimbursement. In order for contracted pre-award costs to be eligible for reimbursement, the applicant must competitively procure services pursuant to the Federal government's procurement procedures. All pre-award costs are incurred at an applicant's own risk and will be considered for reimbursement, in EDA's sole discretion, only if an applicant receives an award and such costs are approved by EDA in writing. Under no circumstances will EDA or DOC be held responsible for application preparation expenditures, which are distinguished from pre-award project costs.

7. Other Submission Requirements

After EDA reviews your application, EDA may contact the applicant to request any necessary additional documentation to clarify or substantiate submitted application materials, depending on the type of project proposed. Examples of additional documentation may include, but are not limited to, title verification, documentation of the value of in-kind contributions, evidence all funding is available and committed to the project, or documentation required for environmental or legal compliance. This additional documentation will be required to ensure that the proposed project complies with all applicable rules and regulations prior to EDA's issuance of an award. EDA will provide applicants a reasonable amount of time to provide any additional documentation. Failure to provide complete and accurate supporting documentation in a timely manner *when requested by EDA* may result in the denial of an application.

EDA may make changes or additions to this PWEAA NOFO. All changes will be communicated through Grants.gov.

E. Application Review Information

Throughout the review and selection process, EDA reserves the right to seek clarification in writing from applicants whose applications are being reviewed. This may include reaching out to applicants and proposing they seek funding under a different EDA program or other Federal financial assistance program under which they may be more competitively assessed. EDA may additionally ask applicants to clarify application materials, objectives, and work plans, or modify budgets or other specifics necessary to comply with Federal requirements. Before applications are reviewed as described below, EDA will conduct an initial screening to verify that all required forms are complete and all required documentation is included. Applications that do not contain all elements listed in Section D.2.a of this PWEAA NOFO will not be reviewed.

1. Review and Selection Process

a) Investment Review Committee (IRC)

Each Regional Office will convene periodic IRCs as necessary depending on the volume of applications, that consist of at least four EDA staff members (except in the case of an IRC to review ACC applications, which need only consist of three EDA staff members) to review each complete application. Before the IRC reviews an application EDA will conduct an administrative review to determine that the application is complete.

All IRC members will review each complete application before the IRC discussion and evaluation. The IRC will make a group evaluation of the merits of each application based on the extent to which the application meets the program-specific award and application requirements

provided in 13 C.F.R. part 305 for Public Works investments and 13 C.F.R. part 307 for EAA investments.

For construction and non-construction projects (including NCC and ACC projects), except Strategy Grant proposals, the IRC will use the following criteria in its review, with each criterion receiving equal weight:

- i. The project's sustainability/durability, including the extent to which the project demonstrates support from regional stakeholders (private, public, and non-profit entities, etc.);
- ii. The applicant's organizational capacity, including its financial and management capacity;
- iii. The project's alignment with the regional CEDS or equivalent EDA-accepted economic development strategy, including the extent to which the project is aligned with and integrated into other public or private investments currently ongoing or planned for the community and region;
- iv. The project's demonstrated alignment with EDA's current Investment Priorities;
- v. The project's demonstrated ability to foster creation and/or retention of high-quality jobs and promote private investment in the regional economy;
- vi. The extent to which the project will enable the community/region to become more economically diversified and prosperous; and
- vii. The project's feasibility, which may include the availability and committed nature of proposed matching funds.

In addition to the above criteria, for ACC projects only, the IRC also will equally weigh:

- viii. The integration and/or alignment of the impacted region's workforce development needs and priorities with the economic development strategy referenced in the application;
- ix. The extent to which the project objectives are designed to create jobs that pay family-supporting wages, create career pathways for workers, and are linked to industry-recognized credentials for high-demand positions; and
- x. The geographic impact and resulting economic benefit of the proposed scope of work.

Note: Throughout the application review and selection process, ACC, EAA, NCC, and Public Works projects will be evaluated independently. While separate, these evaluations may occur concurrently. As stated above, each ACC project evaluation will be conducted based on both EAA and ACC evaluation criteria.

Based on its consideration of the above factors, the IRC will prepare a priority order of funding recommendations for the Regional Director. EDA's final decision on whether to fund a project is dependent upon the ability of the applicant to provide sufficient documentation of the project's compliance with applicable rules and regulations.

EDA intends to provide applicants written notification of the outcome of the IRC within 60 days of EDA's receipt of the **complete application and any additional materials and information required for the review.**

b) Due Diligence

If the IRC recommends an application, the applicant still may have to complete certain due diligence requirements before EDA can make an award. After an applicant has been notified that its application has been recommended by the IRC, EDA may request that the applicant submit additional documents and information to allow EDA to fully evaluate compliance with applicable rules and regulations.

For example, in the case of construction projects, such additional due diligence may include:

- i. Title verification;
- ii. Proof of project ownership;
- iii. Documentation of matching funds; and
- iv. Documentation required for environmental or legal compliance. This may include, but is not limited to: 404 Clean Water Act permits from the U.S. Army Corps of Engineers and accompanying environmental documentation (environmental assessment or environmental impact statement), Phase I and Phase II environmental assessments, State environmental assessment documentation (for compliance with State environmental statutes such as the Massachusetts Environmental Policy Act (MEPA) or the California Environmental Quality Act (CEQA)), archeological and biological surveys, and proof of coordination with resource agencies.

If the applicant provides the requested information and supporting documentation in a timely fashion and EDA determines the project is fully compliant with applicable rules and regulations, the application will be forwarded to the Regional Director for a final decision and award approval. Applicants that do not provide the additional information and supporting documentation in a timely fashion or who are deemed not to be in compliance with applicable rules and regulations will receive notification their application has been denied.

c) Grants Officer's Decision

Applications recommended by the IRC and deemed fully compliant with applicable rules and regulations will be forwarded to the Regional Director, who is the designated Grants Officer under this PWEAA NOFO. Each Regional Director has been delegated the final authority regarding funding of applications and may select a project for funding that differs from the IRC's recommendations based on any of the following selection factors:

1. The relative economic distress of the region;
2. For Public Works projects, the extent to which the selection of the application, alone or in the context of other applications, supports EDA's compliance with appropriations law requirements and report language guidance;
3. The likelihood a given project will start quickly, realistically achieve project goals, and catalyze additional resources;
4. The extent to which the application meets the overall objectives of Section 2 of PWEDA (42 U.S.C. § 3121);
5. For ACC projects, the extent to which the project proposes an implementation activity that supports economic diversification, job creation, capital investment, and workforce development and re-employment opportunities;

6. The applicant's performance under previous Federal financial assistance awards, including whether the grantee submitted required performance reports and data;
7. The availability of program funding; and
8. The extent to which the project supports EDA's goals of geographic balance in distribution of program funds, project types, organizational type (to include smaller and rural organizations) and the overall portfolio.

The Regional Director's final decision must be consistent with EDA's and DOC's published policies. Any time a Regional Director makes a selection that differs from the IRC's recommendation, the Regional Director will document the rationale for the decision in writing.

2. Federal Awardee Performance and Integrity System (FAPIS) Review

EDA, prior to making a Federal award with a total amount of Federal Share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS). See 41 U.S.C. § 2313.

Each applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

F. Federal Award Administration Information

1. Federal Award Notification

If an application is selected for funding and the applicant successfully and timely completes all due diligence requirements, the expectation is that the EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document and includes Specific Award Conditions and, as applicable, the DOC Financial Assistance Standard Terms and Conditions (DOC ST&Cs), the EDA Revolving Loan Fund Financial Assistance Award Standard Terms and Conditions (RLF ST&Cs), or the EDA Construction ST&Cs, as described in Section F.2.b, below.

By signing Form CD-450, the applicant agrees to comply with all award provisions. EDA will provide Form CD-450 via the award package to the applicant's authorized representative. The applicant's authorized representative must sign and return the Form CD-450 without modification within 30 calendar days of the date of EDA's signature on the form.

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

EDA will notify unsuccessful applicants in writing to the applicant's authorized representative. EDA will retain unsuccessful applications in accordance with EDA's record retention schedule.

2. Administrative and National Policy Requirements

a) Uniform Administrative Requirements, Cost Principles and Audit Requirements

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200. See a copy of these regulations at: <https://www.gpo.gov/fdsys/pkg/CFR-2016-title2-vol1/pdf/CFR-2016-title2-vol1-part200.pdf>. Please note that the Uniform Guidance superseded DOC's Uniform Administrative Requirements, which were found at 15 C.F.R. parts 14 and 24.

b) DOC Financial Assistance Standard Terms and Conditions

For all projects except construction awards, DOC will apply the DOC ST&Cs applicable on the date of the award. The DOC ST&Cs may be accessed at the following website: http://www.osec.doc.gov/oam/grants_management/policy/default.htm.

For RLF awards, in addition to the DOC ST&Cs, EDA will apply the EDA RLF ST&Cs. The RLF ST&Cs may be accessed at <https://www.eda.gov/tools/grantee-forms/> under the header "Standard Terms and Conditions for RLF and Construction Projects".

For construction awards, EDA will apply the Construction ST&Cs. The Construction ST&Cs may be accessed at <https://www.eda.gov/tools/grantee-forms/> under the header "Standard Terms and Conditions for RLF and Construction Projects".

c) DOC Pre-Award Notification Requirements

DOC will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements effective December 26, 2014, 79 Fed. Reg. 78,390. The Pre-Award Notice may be accessed at the Government Printing Office (GPO) website at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

3. Reporting

- a. All recipients are required to submit financial, performance, and impact reports in accordance with the terms and conditions of the grant award, generally no less than semi-annually. All project progress and financial reports must be submitted to the applicable EDA program officer in an electronic format to be determined at the time of award.
- b. The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards²⁴ and executive compensation under Federal assistance

²⁴ A first-tier subaward means an award provided by the recipient to a subrecipient for the subrecipient to carry out as part of a Federal award.

awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over \$25,000. Please see the OMB guidance published at 2 C.F.R. part 170 (2015), which can be accessed at <http://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part170.pdf>.

- c. EDA may require additional data on activities, outputs, and actual impact of the funded investment, pursuant to the Government Performance and Results Act (GPRA), as well as specified under the specific terms and conditions of the EDA grant award. For example, recipients may be expected to continuously track their engagement activities within the scope of work, other beneficiaries, and project-related stakeholders. They may also be expected to collect data on the outputs and impacts of their activities, such as, for example, the number of beneficiary strategic plans developed, the number of new business partnerships formed, or new capabilities acquired using surveys of beneficiaries or clients if necessary. EDA will specify the data collection techniques and reporting mechanisms to be used.

G. Federal Awarding Agency Contacts

For questions concerning this PWEAA NOFO, or more information about EDA programs, you may contact the appropriate EDA representative listed below. An EDA contact for each State is provided for PW and non-ACC EAA projects. An EDA contact for each EDA Regional Office is provided for ACC projects and environmental inquiries. Updated contact information can be found on EDA's website at <https://www.eda.gov/contact/>.

Atlanta Regional Office

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Environmental Officer
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Environmental Officer
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512-381-8169

Oklahoma, North Texas and ACC
Jessica Falk
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512-381-8168

Chicago Regional Office

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Kyle Darton
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Environmental Officer and ACC

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Denver Regional Office

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North Dakota, South Dakota, Western Iowa

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Environmental Officer

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Philadelphia Regional Office

Linda Cruz-Carnall, Regional Director
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H. Other Information

1. Right to Use Information

DOC reserves the right to use information contained in applications submitted under this opportunity, as well as all reports and performance data submitted by recipients to undertake an evaluation of its programs, either through its staff or by hiring a third party. The applicant acknowledges and understands information and data contained in applications for financial assistance, as well as information and data contained in financial, performance, and other reports submitted by applicants, may be used by the DOC in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed and evaluated by DOC employees, other Federal employees, Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate confidentiality and nondisclosure agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner and by cooperating with DOC and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a DOC Federal financial assistance award.

2. Freedom of Information Act Disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and DOC's implementing regulations at 15 C.F.R. part 4 set forth the rules and procedures to make requested material, information, and records publicly available. Unless prohibited by law and to the extent permitted

under FOIA, contents of applications submitted by applicants may be released in response to FOIA requests. In the event that an application contains information or data that the applicant deems to be confidential commercial information, that information should be identified, bracketed, and marked as “Privileged, Confidential, Commercial or Financial Information.” Based on these markings, the confidentiality of the contents of those pages will be protected to the extent permitted by law.

3. Notice of Government-Wide Procurement Restriction

The general rule for Federal financial assistance is that contractors that develop draft specifications, requirements, statements of work, invitations for bids or requests for proposals are prohibited from competing for the final procurement. For instance, a professional engineer or architect who prepared the Preliminary Engineering Report for an EDA application would be excluded from bidding on the same work under the award. Under 2 C.F.R. § 200.319 and 200.317, only State recipients are expressly exempt from this prohibition. Local governments and Indian Tribes may also take advantage of the exemption in two narrow circumstances: (i) if they are required (by statute, for example) to follow the State’s procurement rules in full and without exception; or (ii) if they are required to follow a specific State procurement rule that creates an explicit conflict with the prohibition in 2 C.F.R. § 200.319(a) (i.e., there is a statute that requires or permits the local government or Indian Tribe to award the final procurement to the same contractor that developed the draft specifications). Absent one of these two scenarios, the local government or Indian Tribe must comply with the prohibition. Applicants are encouraged to contact the EDA representative listed for their applicable State in Section G of this PWEAA NOFO with any questions regarding application of this regulation.

4. Past Performance and Non-Compliance with Award Provisions

Unsatisfactory performance under prior Federal awards may result in an application not being considered for funding. Failure to comply with any or all of the provisions of an award may have a negative impact on future funding by the DOC (or any of its operating units) may be considered grounds for any or all of the following actions: (1) establishing an account receivable; (2) withholding payments to the recipient under any DOC award(s); (3) changing the method of payment from advance to reimbursement only; (4) imposing other specific award conditions; (5) suspending any active DOC award(s); and (6) terminating any active DOC award(s).

5. Restrictions Governing Making Grants to Corporations Convicted of Federal Felony and Federal Criminal Tax Violations, Unpaid Federal Tax Assessments, and Delinquent Federal Tax Returns

In accordance with current Federal appropriations law, execution by an applicant of the Certification Regarding Federal Felony and Federal Criminal Tax Convictions, Unpaid Federal Tax Assessments and Delinquent Federal Tax Returns (see Attachment 1) will be required in a format requested by EDA before any award will be made under this PWEAA NOFO.

Specifically, if an applicant is a corporation as defined in the Certification, it is required to sign and return the Attachment 1, Part I Certification. In addition, all applicants applying for financial assistance awards in excess of \$5 million are required to sign the Attachment 1, Part II

certification. The applicant will be required to submit these certifications, signed by its AOR, after being contacted by EDA that the IRC has recommended its application as described in Section E.1 of this PWEAA NOFO.

6. EDA's Non-Relocation Policy

Should an application be selected for award, the recipient will be required to adhere to a specific award condition relating to EDA's non-relocation policy as follows:

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or material noncompliance, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a "primary beneficiary" if: (i) the employer is specifically named in the application as benefitting from the project, and the applicant estimates that the employer will create or save 100 or more permanent jobs as a result of the investment assistance (if the jobs in question were originally located in a smaller community, EDA may extend this policy to the relocation of 50 or more jobs); or (ii) the employer is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA's final disbursement of funds.

7. Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in the Uniform Guidance (see 2 C.F.R. part 200, Subpart F, "Audit Requirements"). The Uniform Guidance requires any non-Federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends Federal awards of \$750,000 or more in the recipient's fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the OMB Uniform Guidance.

8. Implementing the Americans with Disabilities Act (ADA)

The U.S. Department of Justice has issued revised regulations implementing Title II of the ADA (28 C.F.R. Part 35; 75 Fed. Reg. 56,164 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,285 (Mar. 11, 2011)) and Title III of the ADA (28 C.F.R. Part 36; 75 Fed. Reg. 56,236 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,286 (Mar. 11, 2011)).

I. Instructions for Application Submission via Grants.gov

Register early and submit early. In order to submit an application through Grants.gov, an applicant must register for a Grants.gov user ID and password. Note that this process can take between three to five business days or as long as four weeks if all steps are not completed correctly. To avoid delays, EDA strongly recommends that applicants start this process as soon as possible before applying. Information about the Grants.gov registration process for organizations can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Please note that organizations already registered with Grants.gov do not need to re-register; however, all registered organizations must keep their registration for SAM, which includes the CCR database, up-to-date through sam.gov or their applications will not be accepted by Grants.gov.

Authorized Organizational Representative (AOR) requirement. Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one AOR for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected by the Grants.gov system and cannot be considered by EDA. Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes.

The most up-to-date instructions for application submission via Grants.gov can be found at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. In order to begin, complete, and submit your application:

- Navigate to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>;
- Click "Get Application Package";
- In "Funding Opportunity Number" field, enter "PWEAA2020";
- Click "Search";
- Under the "Actions" column, click the "Apply" link that corresponds with this opportunity;
- Enter your email address (if you would like to receive updates from Grants.gov regarding this grant opportunity) or check the box that indicates you do not wish to provide it, then click "Submit";
- Choose to apply using Workspace by clicking "Login to Apply Now";
- Follow the instructions provided on the Grants.gov website and on each webpage to complete and submit your application;
- For detailed step-by-step guidance on how to create a workspace, an application, and submit a workspace package, see the Grants.gov Online User Guide. Navigate to www.grants.gov and select "Apply for a Grant with Workspace" located in the banner or see <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Applicants%2FGrantApplications.htm>.

Field limitations and special characters. Please be advised that [Grants.gov](https://www.grants.gov) provides the following notice with respect to form field limitations and special characters:

Are there restrictions on file names for any attachment I include with my application?

Please limit file names to 50 characters and do not use special characters (example: &, -, *, %/, #) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attach documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected.

What kind of information can be entered into form fields within my application?

Grants.gov applications offer fields to enter a set amount of data. When the limit is reached for a certain field, you will no longer be able to enter data into that field. For every form, there are different limitations to the data that you are allowed to enter (this varies between agency and form). Refer to the agency instructions available for download with the application for more detail.

Do not use special characters (example: &, -, *, %/, #) within the application form fields including periods (.), blank spaces and accent marks; an underscore may be used. Please note that if these guidelines are not followed, your application may be rejected.

In EDA's experience, use of apostrophes (') in file names and fillable fields of required forms has resulted in application submission issues. Accordingly, please periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment to the application. The applicant should check the 'Attachments' box under 'Optional Documents for Submission' in the application, and clearly indicate in the form field that the information is included as an electronic file.

Verify That Your Submission Was Successful. Applicants should save and print written proof of an electronic submission made at Grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. Since email communication can be unreliable, applicants must proactively check on the status of their application if they do not receive email notifications within a day of submission.

An applicant should expect to receive two initial emails from Grants.gov: the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. Applicants should be aware that it may take up to two business days after Grants.gov receives an application for applicants to receive email notification of an error. Applicants will receive a third email once EDA has retrieved their application.

EDA requests applicants refrain from submitting multiple copies of the same application. Applicants should save and print both the confirmation screen provided on the Grants.gov website after the applicant has submitted an application and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating the application was received and subsequently validated, but does not receive an email from Grants.gov indicating that EDA has retrieved the application within 72 hours of that email, the applicant may contact the appropriate EDA representative listed in Section G of this announcement to inquire if EDA is in receipt of the applicant's submission.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at Grants.gov. To see the date and time your application was received, log on to Grants.gov and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by Grants.gov, and an agency tracking number assigned. If your application has a status of "Received," it is awaiting validation by Grants.gov and has not yet been received by EDA. Once validation is complete, the status will change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," an application has not been received successfully. For more detailed information on why an application may be rejected, please see "Encountering Error Messages" at <https://www.grants.gov/applicants/encountering-error-messages.html> and "Frequently Asked Questions by Applicants" at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

Grants.gov systems issues. If you experience a Grants.gov systems issue (i.e., a technical problem or glitch with the Grants.gov website) that you believe threatens your ability to complete a submission before a deadline, please (i) print any error message received; (ii) call the Grants.gov Contact Center at (800) 518-4726 for immediate assistance; and (iii) contact EDA using the contact information in Section G. of this PWEAA NOFO. Applicants should obtain a case number regarding their communications with Grants.gov. Please note that problems with an applicant's computer system or equipment are **not** considered systems issues. Similarly, an applicant's failure to, e.g., (i) complete the required registration, (ii) ensure that a registered AOR submits the application, or (iii) notice receipt of an email message from Grants.gov are **not** considered systems issues. A Grants.gov systems issue is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely. In the event of a confirmed systems issue, EDA reserves the right to accept an application in an alternate format.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <http://www.grants.gov/web/grants/support.html>. The following link lists "Frequently Asked Questions by Applicants": <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>. If you do not find an answer to your question there, contact Grants.gov by email at support@grants.gov or telephone at (800) 518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week, except on Federal holidays.

Attachment 1. Certifications Regarding Federal Felony and Federal Criminal Tax Convictions, Unpaid Federal Tax Assessments and Delinquent Federal Tax Returns

As discussed in Part I and Part II below, current Federal appropriations law contains certain funding prohibitions and certification requirements applicable to financial assistance awards issued with appropriated funds. Based on these requirements, DOC requires the following certifications from prospective financial assistance award recipients (also referred to below as applicants):

PART I-Certifications from Corporations

None of the appropriated funds made available by relevant appropriations Acts may be used to issue a financial assistance to any corporation that:

- (a) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; and/or
- (b) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

For purposes of the below certification, a corporation is defined as an entity that has filed articles of incorporation in one of the fifty States, the District of Columbia, or the various territories of the United States or associated independent republics including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, and the U.S. Virgin Islands. (Note that this includes both for-profit and non-profit organizations.)

The below certification is required for all new financial assistance awards and for all amendments to existing financial assistance awards, that are made to corporations (as defined above) and that are funded with appropriated funds made available to the Department of Commerce pursuant to relevant appropriations Acts. This certification is further required to the extent that other appropriation Acts contain the same or substantively similar prohibitions against the issuance of financial assistance awards to certain corporations.

Instructions: All recipients that are corporations (as defined above) must complete paragraphs (1) and (2) below, which must be signed below by an authorized representative of the corporation. Recipients that are not corporations are not required to complete this representation.

(1) _____ [insert name of corporation] certifies that it is ☐ is not ☐ (check one) a corporation that was convicted of a felony criminal violation under a Federal law within the 24 months preceding the signature date of this Representation.

(2) _____ [insert name of corporation] certifies that it is ☐ is not ☐ (check one) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

By: _____
[Typed name and title of the signing individual]
[Typed phone number of the signing individual]
[Typed email address of the signing individual]

Date: _____

PART II-Certifications for Awards Over \$5 Million

For financial assistance awards in excess of \$5 million, the Department of Commerce is required to obtain written certification from all recipients that:

- (a) To the best of its knowledge and belief, the recipient has filed all Federal tax returns required during the three years preceding the certification;
- (b) The recipient has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and/or
- (c) The recipient has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

The below certification is required from all recipients receiving financial assistance awards in excess of \$5 million and funded with applicable appropriations. This certification is further required to the extent that other appropriation acts contain the same or substantively similar prohibitions against the issuance of financial assistance to certain recipients of financial assistance awards in excess of \$5 million.

Instructions: All applicants receiving financial assistance awards in excess of \$5 million and funded with applicable appropriations must complete paragraphs (1), (2) and (3) below, which must be signed below by an authorized representative of the applicant.

(1) _____ [insert name of applicant] certifies that it has ☐ has not ☐ (check one) filed all Federal tax returns required during the three years preceding this certification;

(2) _____ [insert name of applicant] certifies that it has ☐ has not ☐ (check one) been convicted of a criminal offense under the Internal Revenue Code of 1986, as amended; and/or

(3) _____ [insert name of applicant] certifies that it has ☐ has not ☐ (check one) been notified, more than 90 days prior to this certification, of any Federal tax assessment for which liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

By: _____
[Typed name and title of the signing individual]
[Typed phone number of the signing individual]
[Typed email address of the signing individual]

Date: _____

**Addendum to the FY 2020 Public Works and Economic Adjustment Assistance
Notice of Funding Opportunity (FY20 PWEAA NOFO)
for the Economic Development Administration’s (EDA)’s Coronavirus Aid, Relief, and Economic
Security Act (CARES Act) Recovery Assistance**

EDA’s CARES Act Recovery Assistance is an agency effort to assist communities impacted by the coronavirus pandemic.¹ The pandemic has caused, and will continue to cause, economic injury to U.S. regions and communities in devastating and unprecedented ways.

EDA’s CARES Act Recovery Assistance is designed to provide a wide-range of financial assistance to communities and regions as they respond to, and recover from, the impacts of the coronavirus pandemic. Under this announcement, EDA solicits applications under the authority of its Economic Adjustment Assistance (EAA) program, which is intended to be flexible and responsive to the economic development needs and priorities of local and regional stakeholders.

Through the EAA program, EDA provides investments that support a wide range of non-construction and construction activities, including Revolving Loan Funds, in regions experiencing severe economic dislocations, such as those brought about by the coronavirus pandemic. As part of CARES Act Recovery Assistance, EDA will also fund projects that qualify for EAA funding but are similar to the kinds of projects funded under other EDA programs, such as Public Works, Research and National Technical Assistance, Planning, Local Technical Assistance, University Centers, and Build to Scale (formerly Regional Innovation Strategies (RIS)).² In addition to projects with a regional focus, EDA anticipates making awards for projects of national scope as part of this funding opportunity.

In general, except as discussed below, EDA’s CARES Act Recovery Assistance serves as an addendum to and follows the same rules as the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO) (link below). For more information, please see EDA’s website at <https://www.eda.gov/programs/eda-programs/> or contact the EDA representative for your region who can be found at <https://www.eda.gov/contact/>.

Funding Availability

The CARES Act (P.L. 116-136) provided EDA with \$1,500,000,000, to remain available until September 30, 2022, to “prevent, prepare for, and respond to coronavirus, ... including for necessary expenses for responding to economic injury as a result of coronavirus.” EDA intends to make these funds available through the EAA program using the existing procedures specified in the FY20 PWEAA NOFO (link below).³ Under the EDA’s CARES Act Recovery Assistance addendum, EDA expects on a case-by-case basis to receive applications that exceed the historical averages described in section B.1 of the FY20 PWEAA NOFO.

¹ Section 23005 of the CARES Act, Pub. L. 116-136 (March 27, 2020), defines “coronavirus” as “SARS-CoV-2 or another coronavirus with pandemic potential.”

² Only applicants who are eligible to receive funding under the Economic Adjustment Assistance program are eligible to receive grants under EDA’s CARES Act Recovery Assistance. EDA will work to ensure that its funding is not duplicative of other Federal assistance through grant conditions and certifications by applicants as well as recipients of RLF loans.

³ To expedite funding to affected communities and regions, EDA may invite existing or past grantees, such as Economic Development Districts currently in receipt of Partnership Planning awards, operators of existing EDA-funded Revolving Loan Funds, and EDA-funded University Centers, to apply using specific procedures. EDA will independently contact such grantees with instructions.

EDA has allocated \$1,467,000,000⁴ in supplemental program funds among its offices as follows:

Atlanta Regional Office – \$248,000,000
Austin Regional Office – \$236,000,000
Chicago Regional Office – \$225,000,000
Denver Regional Office – \$193,000,000
Philadelphia Regional Office – \$259,000,000
Seattle Regional Office – \$266,000,000
Headquarters – \$40,000,000

Note: When appropriate, EDA may exercise its discretion to adjust the allocations to its offices based on its experience in administering the supplemental appropriations to ensure funds are used to maximum effect, or to adjust to unforeseen changes in recovery efforts.

Eligible Applicants

Eligible applicants under the EAA program include a(n):

- a. District Organization;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

EAA Program and Application Requirements for EDA’s CARES Act Recovery Assistance

The following EAA program requirements are specific to EDA’s CARES Act Recovery Assistance. This is an addendum to the FY20 PWEAA NOFO (link below), and unless otherwise stated below, the requirements of the FY20 PWEAA NOFO apply. Please see the FY20 PWEAA NOFO for information on other EAA program requirements, award information, and the content and form of application submissions.

CARES Act Recovery Assistance Projects

Successful applications will enable affected communities to respond to the impacts of the coronavirus pandemic by supporting affected businesses and communities, including by providing technical assistance to retain existing and hire new employees; by providing a range of skills-training and workforce development projects to help employees compete for high-quality jobs; and by developing and implementing strategies to diversify regional economies to create jobs in new or existing industries. EAA investments are designed to help communities catalyze public-private partnerships to foster collaboration, attract investment, create jobs, and foster economic resiliency and prosperity. Examples of projects that may be funded through CARES Act Recovery Assistance include economic recovery planning and preparing technical strategies to address economic dislocations caused by the coronavirus pandemic,

⁴ Congress authorized up to \$30,000,000 to cover EDA’s administrative and oversight activities related to these awards and a transfer of \$3,000,000 to the Department of Commerce’s Office of the Inspector General for related investigations and audits.

preparing or updating resiliency plans to respond to future pandemics, implementing entrepreneurial support programs to diversify economies, and constructing public works and facilities that will support economic recovery, including the deployment of broadband for purposes including supporting telehealth and remote learning for job skills.

Economic Distress Criteria and Special Need; Pandemic Response Requirement

Section C.3. of the FY20 PWEAA NOFO (starting on pg. 13) sets out the economic distress criteria for the EAA program, including “Special Need” criteria. EDA has determined that economic injury from the coronavirus pandemic constitutes a “Special Need,” and eligibility may be established on that basis without reference to the other economic distress criteria specified in the FY20 PWEAA NOFO. This determination of nationwide eligibility for these funds is consistent with the President’s March 13, 2020 [*Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease \(COVID-19\) Outbreak*](#) that established a national emergency for all states, tribes, territories, local governments, and the District of Columbia (<https://www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration>).

To be eligible for funding under EDA’s CARES Act Recovery Assistance, applicants must explain clearly in their application how the proposed project would “prevent, prepare for, and respond to coronavirus” or respond to “economic injury as a result of coronavirus.” This explanation is required to assist reviewers in understanding how a proposed project aligns with the goals of EDA’s CARES Act Recovery Assistance. For example, if Smith County has experienced significant small business closures as a result of the pandemic, Smith County must demonstrate how the project addresses small business recovery and resilience priorities and objectives established under a Comprehensive Economic Development Strategy (CEDS) or other strategy acceptable to EDA (see below for information on strategy requirements). Projects that consider economic recovery in general must address the direct consequences of the coronavirus pandemic itself and how the project will contribute the community’s recovery and resiliency. **The extent to which a proposed project responds to needs caused by the coronavirus pandemic is one factor that EDA will consider when evaluating applications for funding.**

Cost Sharing or Matching

Section C.2. of the FY20 PWEAA NOFO (starting on pg. 11) sets out the cost sharing requirements for EDA projects. For EDA’s CARES Act Recovery Assistance, given the extent of the economic impact and in accordance with the agency’s statutory authority under Section 703 of the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3233), EDA generally expects to fund at least 80%, and up to 100%, of eligible project costs. In determining whether to fund a project’s Federal share above 80%, EDA’s Grants Officers in the applicable Regional Office will consider on a case-by-case basis whether the circumstances of the proposed project warrant a Federal share in excess of 80%, including whether the applicant has exhausted its effective taxing or borrowing capacity, the extent of the impact of the coronavirus pandemic on the region, or whether the region meets other thresholds for elevated need based on the relative economic distress of the region. Additionally, EDA may establish a maximum investment rate of up to 100% for projects of Indian Tribes. Any portion of the costs for the EDA scope of work funded below 100% must be borne by the recipient or provided to the recipient by a third party as a contribution for the purposes of and subject to the terms of the award.

The applicant is responsible for demonstrating to EDA that a grant rate above 80% is justified by providing statistics and other appropriate information on the nature and level of economic distress in the

region, including information regarding other recovery-related needs facing the region and the level of resources available to address those needs.

Comprehensive Economic Development Strategy (CEDS) Requirements

Except for a “Strategy Grant” to develop, update, or refine a CEDS, each project must be consistent with the region’s current CEDS or equivalent EDA-accepted regional economic development strategy that meets EDA’s CEDS or strategy requirements. Please see Section A.3. of the FY20 PWEAA NOFO (starting on pg. 5) for more information on CEDS requirements. In addition, in accordance with 13 CFR § 303.7(c)(1), in certain circumstances EDA may accept a non-EDA-funded CEDS that does not contain all the elements EDA requires of a CEDS.⁵

Application Information, Review and Selection Process, and Link to FY20 PWEAA NOFO

Applications are accepted on a rolling basis. Unless otherwise directed by EDA, all applicants for CARES Act Recovery Assistance must follow instructions included within the FY20 PWEAA NOFO, which can be found on:

<https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695>. As necessary, each EDA Regional Office will periodically convene investment review committees (IRCs) that consist of at least three EDA staff members. After EDA determines an application is complete, it will be reviewed by the IRC, which will make a recommendation to the Grants Officer regarding funding.⁶

Along with other controlling law, EDA’s CARES Act Recovery Assistance awards will be governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements as set forth in 2 C.F.R. part 200. For additional information, please contact the EDA representative for your region who can be found at <https://www.eda.gov/contact/>. Applicants should note that the Office of Management and Budget (OMB) has provided flexibility with respect to System of Award Management (SAM) registration at the time of application; however, at the time of award, the requirements of 2 C.F.R. § 200.205, *Federal awarding agency review of risk posed by applicants*, will continue to apply, including the requirement for SAM registration. In addition, current registrants in SAM with active registrations that expire before May 16, 2020 will be afforded an automatic one-time extension of 60 days.

Instructions for Applicants:

- Download the FY20 PWEAA Notice of Funding Opportunity (NOFO) and application package from <https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695>.
- In Form ED-900, section B.3.b., include a description of the economic impacts in the region from the coronavirus pandemic and describe how the proposed project scope of work will respond to those impacts and support pandemic recovery and resilience efforts. Applicants may also provide a separate narrative statement, not to exceed one page in length, of the economic impacts in the region from the coronavirus pandemic and how the proposed project scope of work responds to those impacts.
- Additionally, in Form ED-900, section B.6, explain how the proposed project would meet EDA’s Recovery and Resilience investment priority, which all CARES Act Recovery Assistance projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA’s other investment priorities.

⁵ In doing so, EDA shall consider the circumstances surrounding the application for Investment Assistance, including emergencies or natural disasters and the fulfillment of the requirements of section 302 of PWEDA.

⁶ See 13 C.F.R. § 302.2 (“When non-statutory EDA administrative or procedural conditions for Investment Assistance awards under PWEDA cannot be met by an Eligible Applicant as the result of a disaster, EDA may waive such conditions.”).

Consultation with Regional Office

As with all EDA funding opportunities, prospective applicants are strongly encouraged to contact their applicable EDA Regional Office representatives to discuss their needs and project plans to help further refine the scope and intended outcomes of proposed projects. Prospective applicants can find current contact information for EDA Regional Office staff at <https://www.eda.gov/contact/>.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Presentation of the Proposed FY 21 Cabarrus County Budget and Scheduling of a Public Hearing

BRIEF SUMMARY:

The Cabarrus County Manager will present the proposed FY 21 Cabarrus County budget to the Board of Commissioners on Monday, June 1, 2020. A copy of the proposed budget will be filed in the office of the Clerk to the Board on that same evening and will be available for public inspection at the Cabarrus County Governmental Center during regular business hours. The FY 21 proposed budget will also be posted on the County website at <https://www.cabarruscounty.us/resources/current-budget>. Budget workshop meetings will be held in the Multipurpose Room at the Governmental Center at 65 Church Street S in Concord on June 2 and June 4 at 4:00 p.m. A public hearing on the proposed budget is required and citizens are encouraged to attend and to present written or oral comments. Adoption of the budget is scheduled for June 15, 2020.

REQUESTED ACTION:

Receive budget.

Motion to suspend the Rules of Procedure.

Schedule a public hearing on the proposed FY 21 Cabarrus County budget for Monday June 15, 2020 at 6:30 p.m. or as soon thereafter as persons may be heard.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Stormwater Easement Request at Odell Elementary School

BRIEF SUMMARY:

The property to the south of the new Odell Elementary School is being developed for a subdivision. The developer has requested a small stormwater easement (.095 acre) so that they can pipe the stormwater coming off that portion of the school site into the larger stormwater system in the new development. They have requested that this easement be granted at no cost since it is addressing an issue created by the school construction. The Cabarrus Board of Education is also considering this request and their recommendation will be passed along once it is received.

REQUESTED ACTION:

Motion to approve the easement agreement between Cabarrus County and Erjola 550; and authorize the County Manager to execute the easement on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Easement document
- ▣ Easement map

Drawn by and Return to:
Alexander Ricks PLLC (MJH)
1420 E. 7th Street, Suite 100
Charlotte, NC 28204

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

PIN # 46814991920000
Grant of Permanent Easement

The undersigned Grantor, **CABARRUS COUNTY**, a political subdivision of the State of North Carolina, in consideration of payment by the Grantee (as hereinafter defined) of the sum of One Dollar, (\$1.00), the receipt and sufficiency of which is hereby acknowledged, being the owner of that certain real property containing approximately 26.04 acres located at the intersection of Odell School Road and Highway 73, and having a Tax Parcel # of 46814991920000 (hereinafter, the "Grantor Property"), does hereby grant, bargain, sell and release unto the **ERJOLA 550 KINDERKAMACK, LLC**, a North Carolina limited liability company, its successors, assigns and licensees ("Grantee"), for the benefit of certain real property owned by Grantee in the vicinity of the Grantor Property, the following right, privilege, and easements in and to the Easement Area (as defined herein): (1) to enter and re-enter the Easement Area at any time and to install, dig, build, erect, maintain, repair, rebuild, operate, and patrol one or more utilities, over ground or underground, including but not limited to storm water infrastructure, underground pipes, other utility lines, and any and all related fixtures or appurtenances (collectively, the "Improvements"), (2) the right to clear the Easement Area and keep it clear of brushes, trees, buildings, obstructions, and fire hazards, and (3) the right to remove trees, if any, located within the Easement Area, which interfere with the use of the Easement Area. The premises to be affected hereby being more particularly described as follows:

The "Easement Area" being those certain portion(s) of real property described and shown as the "[REDACTED]" on the map attached hereto as Exhibit A (the "Easement Exhibit").

The Grantor, by the execution of this instrument acknowledges the plans for the above referenced project as it affects the Grantor Property have been fully explained to it and/or its authorized representative(s), and does hereby release the Grantee, its successors, and assigns from any and all claims for damages resulting from the construction of said project or from the past, present or future use of said premises herein conveyed for any purpose for which the said Grantee is authorized by law to subject the same.

Together with any and all rights normally incident thereto, and particularly the right of ingress and egress over the Easement Area from time to time as necessary for construction, reconstruction, and/or maintenance.

To have and to hold the same unto the Grantee, its successors and assigns forever.

This agreement shall not be interpreted to impose any duty on the Grantee, its successors and assigns to install any utilities by any particular date or within any particular time frame.

This property right may be assigned by the Grantee, or its successors. Without limiting the foregoing, Grantee may, at any time and in its sole discretion, dedicate and/or assign this Easement to the City of Concord for public use and maintenance. Grantor agrees to execute and deliver any additional documents which the City of Concord may reasonably require in connection with such dedication and acceptance of the Easement.

The Grantor shall have the right to use the above-described Easement Area for purposes not inconsistent with Grantees' full enjoyment of the rights hereby granted, provided that the Grantor shall not erect or construct any building or other structure within the Easement Area; maintain or permit any underground or over ground system of piping, poles or wiring within such Easement Area; other than those utility uses specifically for Grantor, shall not make any use of the facilities installed, buried, erected, or constructed within the Easement Area; and shall not drill or operate any well or septic system within the Easement Area, without the express written permission of the Grantee.

The Easement conveyed herein is appurtenant to and runs with the land of the Grantor Property.

[Signature Commence on Following Page]

IN WITNESS WHEREOF these presents have been duly executed under seal by the Grantor on this the _____ day of _____, 2020.

GRANTOR:

CABARRUS COUNTY

By: _____
Name: _____
Title: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, acknowledging to me that s/he signed the foregoing document in the capacity indicated above: _____.

Witness my hand and official seal this _____ day of _____.

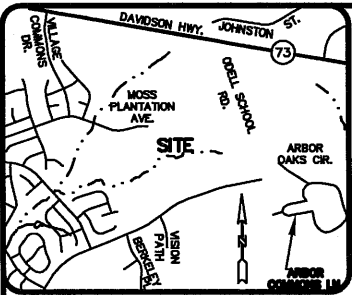
Official Signature of Notary

Notary's printed or typed name

My commission expires: _____

Exhibit A

[see attached]



VICINITY MAP
NOT TO SCALE

LEGEND

- EXISTING CORNER AS DESCRIBED
- SIP (SET #5 REBAR W/CAP)
- ⊗ NPS (NO POINT SET)

- BOUNDARY LINE (AS SURVEYED)
- BOUNDARY LINE (BY DEED OR PLAT)
- TIE LINE

NOTES:

1. TRAVERSE ADJUSTED BY LEAST SQUARES ADJUSTMENT METHOD. AVERAGE RAW ERROR OF CLOSURE IS 1:11,537.
2. AREA COMPUTED BY COORDINATE COMPUTATIONS.
3. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
4. SUBJECT PROPERTIES LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS PER F.I.R.M. MAP NUMBER 3710468100K, EFFECTIVE DATE NOVEMBER 16, 2018.
5. BASIS OF NC GRID ~ NAD 83(2011), EPOCH 2010.00 WAS DERIVED FROM NCGS NETWORK RTK ON APRIL 13 & 16, 2018. THIS WAS A CLASS A SURVEY (POSITIONAL TOLERANCE < 0.10'), GEIOD MODEL GEIOD12B AND UNIT OF MEASUREMENT IS U.S. SURVEY FEET.
6. PROJECT POINT OF LOCALIZATION IS TRAVERSE NAIL #33, N= 618,109.72', E= 1,484,465.26', ELEV= 688.06', C.G.F.= 0.999849721.
7. THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

REFERENCES:

1. ALL DEEDS AND MAPS SHOWN HEREON.
2. CABARRUS COUNTY ON-LINE G.I.S. TAX MAP.
3. UNRECORDED MAP TITLED "BOUNDARY SURVEY OF McCORD PROPERTIES" BY CESI, DATED MAY 4, 2018, PROJECT NUMBER 180154.



BASIS OF BEARING
N.C. GRID ~ NAD 83(2011)
EPOCH 2010.00

PROPOSED EASEMENT
0.095 ACRES

CABARRUS COUNTY
P.I.N. 4681-49-9192
DB. 11409, PG. 163

EIP #5
REBAR (40.13')

#5 REBAR W/CAP
N: 618,544.74'
E: 1,484,988.97'
C.G.F.: 0.999849721
N.C. GRID ~ NAD 83(2011)

ERJOLA 550 KINDERKAMACK, L.L.C.
P.I.N. 4681-48-7303
DB. 9479, PG. 195

EIP 1/2
ROD BENT

EIP 1 1/2" PIPE

TRAVERSE NAIL
N: 618,109.72'
E: 1,484,465.26'
Z: 688.06' (NAVD 1988)
C.G.F.: 0.999849721
N.C. GRID ~ NAD 83(2011)

EIP 3/4
IRON
ROD BENT

PLAT CERTIFICATION

I, DAVID L. HAYWOOD, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTIONS RECORDED IN REFERENCES AS SHOWN HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION AS SHOWN HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:11,537; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600); AND THAT:

- ☒ D. THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PLOTS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 20TH DAY OF MAY, 2020 A.D.

PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4822

EASEMENT SURVEY

PROPERTY OF: **CABARRUS COUNTY**
NO. 3 TOWNSHIP, CABARRUS CO., NC
DEED RECORDED IN DB. 11409, PG. 163

FOR CLIENT: **CHARLOTTE REAL ESTATE DEVELOPMENT**

SCALE: 1 IN. = 60 FT. DATE: MAY 20TH, 2020

CESI

CIVIL - GEOTECHNICAL - SURVEYING
N.C. FIRM LICENSE NO. C-0263
45 SPRING STREET SW CONCORD (704) 786-5404
CONCORD, NC 28025 FAX (704) 786-7454
ACAD FILE: .DWG

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

DHS - FY21 HCCBG Funding Plan

BRIEF SUMMARY:

The FY21 Home and Community Care Block Grant (HCCBG) funding plan is attached for review and approval by the Board of Commissioners. The plan has been prepared, reviewed, and approved by the HCCBG Advisory Committee. The Department of Human Services serves as the lead agency for the Home and Community Care Block Grant. The lead agency's primary role is to organize the committee, develop the funding plan for the grant and seek approval from the Board of Commissioners for the funding plan.

The Home and Community Care Block Grant serves citizens ages 60 and older and promotes health and well-being services for qualified recipients. The grant is administered by the N.C. Division of Aging and Adult Services (DAAS). The grant provides local flexibility in that the advisory committee and the Board of Commissioners can set priorities for services the grant will fund.

REQUESTED ACTION:

Motion to approve the FY21 HCCBG funding plan as submitted by the HCCBG Advisory Committee.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Anthony Hodges, Lead Agency Representative

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ FY21 HCCBG Funding Plan

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County: July 1, 2020 through June 30, 2021

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families

Cabarrus DHS

(Name of Agency/Office with lead responsibility)

Authorized Signature

Date

(Type name and title of signatory agent)

Home and Community Care Block Grant for Older Adults

County **Cabarrus**

County Funding Plan

July 1, 2020 through June 30, 2021

County Services Summary

	A				B	C	D	E	F	G	H	I
Services	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
DHS-Adult Day Care	\$ -	\$ 20,613	\$ -	\$ 20,613	\$ 2,290	\$ 22,903	\$ -	\$ 22,903	667	\$ 34.3468	5	669
DHS-Adult Day Health	\$ -	\$ 138,764	\$ -	\$ 138,764	\$ 15,418	\$ 154,182	\$ -	\$ 154,182	3,748	\$ 41.1352	27	3,750
DHS-Congregate Nutrition	\$ -	\$ -	\$ 107,168	\$ 107,168	\$ 11,908	\$ 119,076	\$ 33,705	\$ 152,781	11,284	\$ 10.5529	300	44,940
DHS-In-Home Aide-Level II - PC	\$ -	\$ 64,210	\$ -	\$ 64,210	\$ 7,134	\$ 71,344	\$ -	\$ 71,344	3,926	\$ 18.1728	12	3,930
DHS-In-Home Aide-Level III - PC	\$ -	\$ 128,035	\$ -	\$ 128,035	\$ 14,226	\$ 142,261	\$ -	\$ 142,261	6,896	\$ 20.6284	25	6,900
DHS-Transportation (General)	\$ 91,221	\$ -	\$ -	\$ 91,221	\$ 10,136	\$ 101,357	\$ -	\$ 101,357	5,679	\$ 17.8479	4500	93,620
DHS-Transportation (Medical)	\$ 99,848	\$ -	\$ -	\$ 99,848	\$ 11,094	\$ 110,942	\$ -	\$ 110,942	6,216	\$ 17.8478	3900	6,216
DOC-Housing & Home Imprvmt	\$ -	\$ -	\$ 51,439	\$ 51,439	\$ 5,715	\$ 57,154	\$ -	\$ 57,154	-	\$ -	-	-
ALP-Senior Cntr Operation	\$ -	\$ -	\$ 89,522	\$ 89,522	\$ 9,947	\$ 99,469	\$ -	\$ 99,469	-	\$ -	-	-
MOW-HDM- NSIP only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,250	\$ 41,250	-	\$ 6.3636	500	55,000
MOW-Home Delivered Meals	\$ -	\$ 92,427	\$ -	\$ 92,427	\$ 10,270	\$ 102,697	\$ 56,250	\$ 158,947	17,014	\$ 6.0360	100	75,000
Total	\$ 191,069	\$ 444,049	\$ 248,129	\$ 883,247	\$ 98,138	\$ 981,385	\$ 131,205	\$ 1,112,590	55,430		9,369	290,025

Signature, Chairman, Board of Commissioners

Date

State Fiscal Year: SFY 2020-2021

Provider Name: Cabarrus County DHS

Address Line 1: 1303 S. Cannon Blvd

Address Line 2: Kannapolis, NC 28083

County: CABARRUS

Area Agency on Aging: Centralina Council of Governments

Please Select Services to Be Delivered	Federal/State	Local Match
Adult Day Care	\$ 20,613	\$ 2,291
Adult Day Health	\$ 138,764	\$ 15,419
Congregate Nutrition	\$ 107,168	\$ 11,908
In-Home Aide-Level II - Personal Care	\$ 64,210	\$ 7,135
In-Home Aide-Level III - Personal Care	\$ 128,035	\$ 14,227
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

REQUIRES INPUT TO POPULATE WORKBOOK-->
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REQUIRES INPUT TO POPULATE WORKBOOK-->

<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
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<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form

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Comparison of Fed/State Funding and Rates vs. Prior Year						
Service	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
Adult Day Care			\$ 20,613	34.3468	\$ 20,613	\$ 34.3468
Adult Day Health			\$ 138,764	41.1352	\$ 138,764	\$ 41.1352
Congregate Nutrition			\$ 107,168	10.5529	\$ 107,168	\$ 10.5529
In-Home Aide-Level II - Personal Care			\$ 64,210	18.1728	\$ 64,210	\$ 18.1728
In-Home Aide-Level III - Personal Care			\$ 128,035	20.6284	\$ 128,035	\$ 20.6284
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

AGENCY NAME: Cabarrus County DHS
State Fiscal Year: SFY 2020-2021

State Fiscal Year: SFY 2020-2021Page 89

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Cabarrus County DHS
County: CABARRUS
Budget Period: July 2020 through June 2021

		Service Adult Day Care 030	Service Adult Day Health 155	Service Congregate Nutrition 180	Service In-Home Aide-Level II - Personal Care 042	Service In-Home Aide-Level III - Personal Care 045
I. Projected Revenues	Grand Total					
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 458,790	\$ 20,613	\$ 138,764	\$ 107,168	\$ 64,210	\$ 128,035
Required Minimum Match - Cash						
1) County General Fund	\$ 50,976	\$ 2,290	\$ 15,418	\$ 11,908	\$ 7,134	\$ 14,226
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - Cash	\$ 50,976	\$ 2,290	\$ 15,418	\$ 11,908	\$ 7,134	\$ 14,226
Required Minimum Match - In-Kind						
1)	\$ -					
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 50,976	\$ 2,290	\$ 15,418	\$ 11,908	\$ 7,134	\$ 14,226
C. Subtotal, Fed/State/Required Match Revenues	\$ 509,766	\$ 22,903	\$ 154,182	\$ 119,076	\$ 71,344	\$ 142,261
D. NSIP Cash Subsidy/Commodity Valuation	\$ 33,705	\$ -	\$ -	\$ 33,705	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -					
Local Cash, Non-Match						
1) County General Fund	\$ 331,173			\$ 331,173		
2)	\$ -					
3)	\$ -					
4)	\$ -					
F. Subtotal, Local Cash, Non-Match	\$ 331,173	\$ -	\$ -	\$ 331,173	\$ -	\$ -
Other Revenues, Non-Match						
1) Donations	\$ 4,100	\$ 25	\$ 25	\$ 4,000	\$ 25	\$ 25
2)	\$ -					
3)	\$ -					
G. Subtotal, Other Revenues, Non-Match	\$ 4,100	\$ 25	\$ 25	\$ 4,000	\$ 25	\$ 25
Local In-Kind Resources (Includes Volunteer Resources)						
1)	\$ -					
2)	\$ -					
3)	\$ -					
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ 20,200	\$ 50	\$ 50	\$ 20,000	\$ 50	\$ 50
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 898,944	\$ 22,978	\$ 154,257	\$ 507,954	\$ 71,419	\$ 142,336

Division of Aging and Adult Services
Service Cost Computation Worksheet

II. Line Item Expenses

Staff Salary From Labor Distribution Schedule

- 1) Full-time Staff (do not include Title V workers)
2) Part-time staff (do not include Title V workers)

A. Subtotal, Staff Salary

Grand Total	Admin. Cost	Service Adult Day Care 030	Service Adult Day Health 155	Service Congregate Nutrition 180	Service In-Home Aide-Level II - Personal Care 042	Service In-Home Aide-Level III - Personal Care 045
\$ 105,277	\$ -	\$ 2,077	\$ 13,909	\$ 70,065	\$ 6,437	\$ 12,789
\$ 157,626	\$ -	\$ -	\$ -	\$ 157,626	\$ -	\$ -
\$ 262,903	\$ -	\$ 2,077	\$ 13,909	\$ 227,691	\$ 6,437	\$ 12,789

Fringe Benefits								
1) FICA @ 7.65 %	\$ 20,112	\$ -	\$ 159	\$ 1,064	\$ 17,418	\$ 492	\$ 978	
2) Health Insurance	\$ 17,955		\$ 353	\$ 2,364	\$ 11,970	\$ 1,095	\$ 2,173	
3) Retirement	\$ 23,661		\$ 187	\$ 1,252	\$ 20,492	\$ 579	\$ 1,151	
4) Unemployment Insurance	\$ -							
5) Worker's Compensation	\$ 7,360		\$ 58	\$ 389	\$ 6,375	\$ 180	\$ 358	
6) Other	\$ -							
B. Subtotal, Fringe Benefits	\$ 69,088	\$ -	\$ 757	\$ 5,069	\$ 56,255	\$ 2,346	\$ 4,660	
Local In-Kind Resources Non-Match								
1)	\$ -							
2)	\$ -							
3)	\$ -							
C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
D. OAA Title V Worker Wages, Fringe Benefits and Costs		\$ -						
Travel								
1) Per Diem	\$ -							
2) Mileage Reimbursement	\$ -							
3) Other Travel Cost	\$ -							
E. Subtotal, Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
General Operating Expenses								
1) Service Contracts	\$ 388,725		\$ 22,682	\$ 151,798		\$ 71,558	\$ 142,687	
2) Caterer	\$ 185,000				\$ 185,000			
3) Host Agency Expenses	\$ 32,000				\$ 32,000			
4) Program Supplies	\$ 6,500				\$ 6,500			
5) Tools and Minor Equipment	\$ 3,000				\$ 3,000			
6) Purchased Services	\$ 500				\$ 500			
7) Training	\$ 1,000				\$ 1,000			
8)	\$ -							
F. Subtotal, General Operating Expenses	\$ 616,725	\$ -	\$ 22,682	\$ 151,798	\$ 228,000	\$ 71,558	\$ 142,687	
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E		\$ -						

H. Total Proj. Expenses Prior to Admin. Distribution	\$ 948,716	\$ -	\$ 25,516	\$ 170,776	\$ 511,946	\$ 80,341	\$ 160,136
I. Distribution of Administrative Cost	\$ 49,772		\$ 2,538	\$ 16,519	\$ 3,992	\$ 8,922	\$ 17,800
J. Total Proj. Expenses After Admin. Distribution	\$ 898,944		\$ 22,978	\$ 154,257	\$ 507,954	\$ 71,419	\$ 142,336

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
 - Title V (equals line I.E less II.D)
 - Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total	Service Adult Day Care 030	Service Adult Day Health 155	Service Congregate Nutrition 180	Service Home Aide-Level II - Personal Care Aide-Level III - Personal Care Aide-Level IV 042	Service Home Aide-Level II - Personal Care Aide-Level III - Personal Care Aide-Level IV 045
\$ 898,944	\$ 22,978	\$ 154,257	\$ 507,954	\$ 71,419	\$ 142,336
	669	3,750	44,940	3,930	6,900
\$ 34.3468	\$ 41.1352	\$ 11.3029	\$ 18.1728	\$ 20.6284	
\$ 898,944	\$ 22,978	\$ 154,257	\$ 507,954	\$ 71,419	\$ 142,336
\$ 33,705	\$ -	\$ -	\$ 33,705	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 865,239	\$ 22,978	\$ 154,257	\$ 474,249	\$ 71,419	\$ 142,336
	669	3,750	44,940	3,930	6,900
\$ 34.3468	\$ 41.1352	\$ 10.5529	\$ 18.1728	\$ 20.6284	
	667	3,748	11,284	3,926	6,896
	1	1	1,895	3	2
	1	1	31,761	1	1
	669	3,750	44,940	3,930	6,900

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Title

Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

DAAS-732A	DAAS-732
Block Grant Funding	Line I.A Col. A
Required Local Match-Cash & In-Kind	Line I.B Col. B
Net Service Cost	Line I.C Col. C
NSIP Subsidy	Line I.D Col. D
Total Funding	L. I.C+I.D Col. E
Projected HCCBG Reimbursed Units	Line III.C Col. F

Home and Community Care Block Grant for Older Adults

Cabarrus County DHS
1303 S. Cannon Blvd
Kannapolis, NC 28083

County Funding Plan

Provider Services Summary

DAAS-732

County:

CABARRUS

Budget Period:

July 2020 through June 2021

Revision #:

Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Adult Day Care		X	\$ -	\$ 20,613	\$ -	\$ 20,613	\$ 2,290	\$ 22,903	\$ -	\$ 22,903	667	\$ 34.3468	5	669
Adult Day Health		X	\$ -	\$ 138,764	\$ -	\$ 138,764	\$ 15,418	\$ 154,182	\$ -	\$ 154,182	3,748	\$ 41.1352	27	3,750
Congregate Nutrition	X		\$ -	\$ -	\$ 107,168	\$ 107,168	\$ 11,908	\$ 119,076	\$ 33,705	\$ 152,781	11,284	\$ 10.5529	300	44,940
In-Home Aide-Level II - Personal Care		X	\$ -	\$ 64,210	\$ -	\$ 64,210	\$ 7,134	\$ 71,344	\$ -	\$ 71,344	3,926	\$ 18.1728	12	3,930
In-Home Aide-Level III - Personal Care		X	\$ -	\$ 128,035	\$ -	\$ 128,035	\$ 14,226	\$ 142,261	\$ -	\$ 142,261	6,896	\$ 20.6284	25	6,900
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 351,622	\$ 107,168	\$ 458,790	\$ 50,976	\$ 509,766	\$ 33,705	\$ 543,471	26,521		369	60,189

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate

ADC ADHC

Daily Care \$33.07 \$ 40.00

Administrative

Proj. Reimbursement Rate \$33.07 \$ 40.00

Administrative % 0.00% 0.00%

Certification of required minimum local match availability.
Required local match will be expended simultaneously
with Block Grant Funding.

Authorized Signature, Title
Community Service Provider

Date

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

**Home and Community Care Block Grant for Older Adults
Outreach Methodology**

July 2020 through June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Cabarrus County DHS

County: CABARRUS

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Cabarrus County Department of Human Services' goal is to increase participation in services and programs by low income elderly and elderly with limited English proficiency in the community. DHS provides assistance to all individuals living within the county's boundaries who request services, regardless of location within the county. The type and extent of services receive are based on clients' needs and availability of funding. Outreach by the agency has been accomplished by brochures, community forums, word of mouth, and contacts with community partners. Outreach is ongoing. Requests from clients who meet the need for HCCBG services will continue to be accepted. If services are full, new clients will be added as existing clients leave the program or experience a decrease of units needed or additional funds are secured. As a agency with multiple funding sources, assessments will be made with each case t be sure the most appropriate funding is used to best meet the needs of the clients and that the Older Americans Act funds are for the target population groups.

July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Cabarrus County DHS agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Cabarrus County DHS

Name of Agency Administrator: _____

Signature: _____

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your privacy.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
14. You have the right to be fully informed about other services provided by this agency.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Adult Day Care	OK	-
Adult Day Health	OK	-
Congregate Nutrition	OK	-
In-Home Aide-Level II - Personal Care	OK	-
In-Home Aide-Level III - Personal Care	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
--	------	---

Exhibit 14A: List of Subcontractors

Region F - FY 2021

County: Cabarrus

Provider Name:

Cabarrus DHS

Provider Code:F012

List each subcontractor in the chart below. A subcontractor is defined as an entity that has been contracted to do a job within the scope of the service provider's grant award. The subcontractor is accountable for the same requirements as the service provider, depending on the terms of the subcontract. Subcontractors must adhere to service standard requirements by the Division of Aging and Adult Services. Do not list vendors who provide services through a 'purchase of service'. These are services which do not follow prescribed service standards and are goods or services sold equally to all consumers.

Subcontractor Name	Type Agency <i>Non-Profit</i> <i>For-Profit</i> <i>Government</i>	Subcontracted Service Name	Subcontractor Contact Name, Address & Phone Number	Scope of the Subcontract (Briefly describe any service requirements that will be delegated to the subcontractor, e.g. eligibility determination, service authorization, assessments/reassessments, preparation and delivery of meals, provision of a ride and driver/requirements, tasks on an In-Home Aide plan of care, aide competency testing, aide supervision,etc.)
Greater Home Health Services	For-Profit	In-Home Aide Services II & III	MiJe Nwangwu 206 N. Cannon Blvd Kannapolis, NC 28083 704-956-2478	Provision of In-Home Aide Services Level II & III
ResCare Homecare	For-Profit	In-Home Aide Services II & III	Dana Ramsey 320 Copperfield Blvd Concord, NC 28025 704-793-4220	Provision of In-Home Aide Services Level II & III
Interim Homecare	For-Profit	In-Home Aide Services II & III	Julie Conrad 250 Branchview Dr. Concord, NC 28025 704-788-3483	Provision of In-Home Aide Services Level II & III
Coltrane L.I.F.E. Center	Non-Profit	Adult Day Care Adult Day Health	Susan Caudle 321 Corban Ave., SW Concord, NC 28025 704-788-1215	Provision of Adult Day Care and Adult Day Health Services
Bateman Community Living	For-Profit	Congregate Nutrition	Bob Santana 300 S Tryon St. Ste 400 Charlotte, NC 28202 704-424-1071	Preparation and delivery of meals to Congregate Nutrition sites

Attest Statement: Providers utilizing subcontractors must provide assurance that both for profit and non-profit subcontractors are compliant with state and federal regulations. These assurances are the subcontractor: A) has not been suspended or debarred (G.S. §143C-6-23; 09NCAC03M), B) has not been barred from doing business at the federal level, C) is able to produce a notarized "State Grant Certification of No Overdue Tax Debts", D) has obtained all licenses, permits, bonds and insurance necessary for carrying out HCCBG Services. In addition, Non-Profit Subcontractors are registered as a charitable (501c3) organization with the federal government.

Provider Signature:

Title:

Date:

State Fiscal Year: SFY 2020-2021

Provider Name: Cabarrus County Transportation

Address Line 1: 1303 South Cannon blvd

Address Line 2: <-----REQUIRES INPUT TO POPULATE WORKBOOK

County: CABARRUS
Area Agency on Aging: Centralina Council of Governments

Please Select Services to Be Delivered	Federal/State	Local Match	
Transportation (General)	\$ 91,221	\$ 10,136	<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
Transportation (Medical)	\$ 99,848	\$ 11,095	<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	

--	--

Comparison of Fed/State Funding and Rates vs. Prior Year						
Service	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
Transportation (General)			\$ 91,221	17.8479	\$ 91,221	\$ 17.8479
Transportation (Medical)			\$ 99,848	17.8478	\$ 99,848	\$ 17.8478
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

AGENCY NAME: Cabarrus County Transportation

Fiscal Period: July 2020 through June 2021

State Fiscal Year: SFY 2020-2021

[illegible]

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Cabarrus County Transportation
County: CABARRUS
Budget Period: July 2020 through June 2021

		Service	Service	Service	Service	Service
		Transportation (General)	Transportation (Medical)	0	0	0
		250	033	#N/A	#N/A	#N/A
I. Projected Revenues	Grand Total					
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 191,069	\$ 91,221	\$ 99,848	\$ -	\$ -	\$ -
Required Minimum Match - Cash						
1) County Funds	\$ 21,230	\$ 10,136	\$ 11,094			
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - Cash	\$ 21,230	\$ 10,136	\$ 11,094	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind						
1)	\$ -					
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 21,230	\$ 10,136	\$ 11,094	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 212,299	\$ 101,357	\$ 110,942	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -					
Local Cash, Non-Match						
1)	\$ -	\$ -	\$ -			
2)	\$ -	\$ -	\$ -			
3)	\$ -	\$ -	\$ -			
4)	\$ -	\$ -	\$ -			
F. Subtotal, Local Cash, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match						
1) State/Federal Grants	\$ 585,560	\$ 585,560				
2) Program Fees	\$ 33,000	\$ 33,000				
3) Medicaid Reimbursement	\$ 950,000	\$ 950,000				
G. Subtotal, Other Revenues, Non-Match	\$ 1,568,560	\$ 1,568,560	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)						
1)	\$ -					
2)	\$ -					
3)	\$ -					
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ 1,000	\$ 1,000				
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 1,781,859	\$ 1,670,917	\$ 110,942	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

II. Line Item Expenses

Staff Salary From Labor Distribution Schedule

1) Full-time Staff (do not include Title V workers)

2) Part-time staff (do not include Title V workers)

A. Subtotal, Staff Salary

Fringe Benefits

1) FICA @ 7.65 %

2) Health Insurance

3) Retirement

4) Unemployment Insurance

5) Worker's Compensation

6) Other

B. Subtotal, Fringe Benefits

Local In-Kind Resources Non-Match

1)

2)

3)

C. Subtotal, Local In-Kind Resources Non-Match

D. OAA Title V Worker Wages, Fringe Benefits and Costs

Travel

1) Per Diem

2) Mileage Reimbursement

3) Other Travel Cost

E. Subtotal, Travel

General Operating Expenses

1) Printing/binding/Advertising

2) Uniforms

3) Fuel/Maintenance

4) Building Rental/ Gas and Power

5) Cell Phones

6) Cog/MIS fees

7) Purchased Services

8) Taxi Service

F. Subtotal, General Operating Expenses

G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E

H. Total Proj. Expenses Prior to Admin. Distribution

I. Distribution of Administrative Cost

J. Total Proj. Expenses After Admin. Distribution

Grand Total	Admin. Cost	Service		Service		Service		Service		Service	
		Transportation (General) 250		Transportation (Medical) 033		0 #N/A		0 #N/A		0 #N/A	
\$ 1,059,609	\$ 372,045	\$ 378,159		\$ 309,405		\$ -		\$ -		\$ -	
\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	
\$ 1,059,609	\$ 372,045	\$ 378,159		\$ 309,405		\$ -		\$ -		\$ -	
\$ 81,060	\$ 28,461	\$ 28,929		\$ 23,669		\$ -		\$ -		\$ -	
\$ 231,420	\$ 79,800	\$ 83,391		\$ 68,229							
\$ 88,683	\$ 33,177	\$ 30,528		\$ 24,978							
\$ -											
\$ 37,407	\$ 9,660	\$ 15,260		\$ 12,487							
\$ -											
\$ 438,570	\$ 151,098	\$ 158,108		\$ 129,363		\$ -		\$ -		\$ -	
\$ -											
\$ -											
\$ -											
\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	
\$ -											
\$ 4,086	\$ 4,086										
\$ -											
\$ -											
\$ 4,086	\$ 4,086	\$ -		\$ -		\$ -		\$ -		\$ -	
\$ 4,500		\$ 2,250		\$ 2,250							
\$ 3,000		\$ 1,500		\$ 1,500							
\$ 400,496		\$ 200,248		\$ 200,248							
\$ 33,338		\$ 16,669		\$ 16,669							
\$ 2,160		\$ 1,080		\$ 1,080							
\$ 176		\$ 88		\$ 88							
\$ 10,000		\$ 5,000		\$ 5,000							
\$ 140,000		\$ 70,000		\$ 70,000							
\$ 593,670	\$ -	\$ 296,835		\$ 296,835		\$ -		\$ -		\$ -	
\$ -											
\$ 2,095,935	\$ 527,229	\$ 833,102		\$ 735,603		\$ -		\$ -		\$ -	
\$ (213,153)		\$ (837,815)		\$ 624,661		\$ -		\$ -		\$ -	
\$ 1,781,859		\$ 1,670,917		\$ 110,942		\$ -		\$ -		\$ -	

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
Title V (equals line I.E less II.D)
Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total		Service Transportation (General) 250	Service Transportation (Medical) 033	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
\$ 1,781,859		\$ 1,670,917	\$ 110,942	\$ -	\$ -	\$ -
		93,620	6,216			
		\$ 17.8479	\$ 17.8478	\$ -	\$ -	\$ -
\$ 1,781,859		\$ 1,670,917	\$ 110,942	\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,781,859		\$ 1,670,917	\$ 110,942	\$ -	\$ -	\$ -
		93,620	6,216	-	-	-
		\$ 17.8479	\$ 17.8478	\$ -	\$ -	\$ -
		5,679	6,216	-	-	-
		56	-	-	-	-
		87,885	-	-	-	-
		93,620	6,216	-	-	-

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Title

Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

DAAS-732A	DAAS-732
Block Grant Funding	Line I.A Col. A
Required Local Match-Cash & In-Kind	Line I.B Col. B
Net Service Cost	Line I.C Col. C
NSIP Subsidy	Line I.D Col. D
Total Funding	L. I.C+I.D Col. E
Projected HCCBG Reimbursed Units	Line III.C Col. F
Total Reimbursement Rate	Line III.B.5 Col. G
Projected Total Service Units	Line III.F Col. I

Cabarrus County Transportation
1303 South Cannon blvd
0

Provider Services Summary

Date:

**Home and Community Care Block Grant for Older Adults
Outreach Methodology**

July 2020 through June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Cabarrus County Transportation

County: CABARRUS

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Cabarrus County Transportations goal is to coordinate with the Adult and Aging department to provide meal site and medical transportation to the senior population within Cabarrus County. This joint effort is based on need through both referall and inquiries. Cabarrus County Transportation will also participate in several outreach programs to inform the senior population on the transportation services available to them. In addition, Cabarrus County Transportation drivers are trained in passanger sensitivity, CPR, Blood Borne Pathogens, First Aid and defensive driving. Our drivers are also trained on signs of elderly abuse and the process in which to report it.

July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Cabarrus County Transportation agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Cabarrus County Transportation

Name of Agency Administrator: Robert Bushey

Signature: _____

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your personal information.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and appropriate professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
14. You have the right to be fully informed about other services provided by this agency.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Transportation (General)	OK	-
Transportation (Medical)	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
--	------	---

State Fiscal Year: SFY 2020-2021

Provider Name: Active Living and Parks

Address Line 1: P O Box 707

Address Line 2: Concord NC 28026-0707

County: Cabarrus

Area Agency on Aging: Centralina Council of Governments

Please Select Services to Be Delivered	Federal/State	Local Match	
Senior Center Operation	\$ 89,522	\$ 9,947	<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	

--	--

Comparison of Fed/State Funding and Rates vs. Prior Year						
Service	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
Senior Center Operation	\$ 89,522		\$ 89,522	0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

AGENCY NAME: Active Living and Parks

Fiscal Period:	July 2020	through	June 2021
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State Fiscal Year: SFY 2020-2021[illegible]

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Active Living and Parks
County: Cabarrus
Budget Period: July 2020 through June 2021

		Service	Service	Service	Service	Service
		Senior Center Operation	0	0	0	0
		170	#N/A	#N/A	#N/A	#N/A
I. Projected Revenues	Grand Total					
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 89,522	\$ 89,522	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash						
1)	\$ -					
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind						
1)	\$ 9,947	\$ 9,947				
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - In-Kind	\$ 9,947	\$ 9,947	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 9,947	\$ 9,947	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -					
Local Cash, Non-Match						
1)	\$ -					
2)	\$ -					
3)	\$ -					
4)	\$ -					
F. Subtotal, Local Cash, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match						
1)	\$ -					
2)	\$ -					
3)	\$ -					
G. Subtotal, Other Revenues, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)						
1)	\$ -					
2)	\$ -					
3)	\$ -					
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ -					
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service Senior Center Operation 170	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
II. Line Item Expenses							
Staff Salary From Labor Distribution Schedule							
1) Full-time Staff (do not include Title V workers)	\$ 14,304	\$ -	\$ 14,304	\$ -	\$ -	\$ -	\$ -
2) Part-time staff (do not include Title V workers)	\$ 28,060	\$ -	\$ 28,060	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 42,364	\$ -	\$ 42,364	\$ -	\$ -	\$ -	\$ -
Fringe Benefits							
1) FICA @ 7.65 %	\$ 3,241	\$ -	\$ 3,241	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ 4,364		\$ 4,364				
3) Retirement	\$ 1,894		\$ 1,894				
4) Unemployment Insurance	\$ 1,893		\$ 1,893				
5) Worker's Compensation	\$ 463		\$ 463				
6) Other	\$ -						
B. Subtotal, Fringe Benefits	\$ 11,855	\$ -	\$ 11,855	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources Non-Match							
1)	\$ -						
2)	\$ -						
3)	\$ -						
C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -						
Travel							
1) Per Diem	\$ -						
2) Mileage Reimbursement	\$ -						
3) Other Travel Cost	\$ -						
E. Subtotal, Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Operating Expenses							
1)	\$ 45,250		\$ 45,250				
2)	\$ -						
3)	\$ -						
4)	\$ -						
5)	\$ -						
6)	\$ -						
7)	\$ -						
8)	\$ -						
F. Subtotal, General Operating Expenses	\$ 45,250	\$ -	\$ 45,250	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -						

H. Total Proj. Expenses Prior to Admin. Distribution	\$ 99,469	\$ -	\$ 99,469	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ (0)	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -	\$ -

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
 - Title V (equals line I.E less II.D)
 - Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total	Service Senior Center Operation 170	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 99,469	\$ 99,469	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Title

Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

DAAS-732A	DAAS-732
Block Grant Funding	Line I.A Col. A
Required Local Match-Cash & In-Kind	Line I.B Col. B
Net Service Cost	Line I.C Col. C
NSIP Subsidy	Line I.D Col. D
Total Funding	L. I.C+I.D Col. E
Projected HCCBG Reimbursed Units	Line III.C Col. F

Home and Community Care Block Grant for Older Adults

Active Living and Parks
 P O Box 707
 Concord NC 28026-0707

**County Funding Plan
 Provider Services Summary**

DAAS-732
 County: Cabarrus
 Budget Period: July 2020 through June 2021
 Revision #: Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Senior Center Operation	X		\$ -	\$ -	\$ 89,522	\$ 89,522	\$ 9,947	\$ 99,469	\$ -	\$ 99,469	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ -	\$ 89,522	\$ 89,522	\$ 9,947	\$ 99,469	\$ -	\$ 99,469	-		-	-

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.
 Required local match will be expended simultaneously
 with Block Grant Funding.

Authorized Signature, Title
 Community Service Provider

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

**Home and Community Care Block Grant for Older Adults
Outreach Methodology**

July 2020 through June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Active Living and Parks

County: Cabarrus

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Approximately 5000 copies of the printed news magazine are distributed three times per year and is also available on the Cabarrus County Website.

Referrals are provided to the Human Services Department and received from various local providers

Newcomers packet is being developed to provide overview of programs to persons new to the area

Brochures are distributed throughout the community that promote programs provided by our agency

Programs are promoted through local churches and through speaking presentations to older adults and local civic groups

Programs are provided to a variety of satellite locations (churches, recreation centers, YMCAs, etc.) throughout the county, including rural and low-income areas.

July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Active Living and Parks agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

Londa Strong, Director

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Active Living and Parks

Name of Agency Administrator: Londa Strong, Director

Signature: _____

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your personal information.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and appropriate professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
14. You have the right to be fully informed about other services provided by this agency.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Senior Center Operation	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
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State Fiscal Year: SFY 2020-2021

Provider Name: Cabarrus County Planning and Development

Address Line 1: P.O. Box 707

Address Line 2: Concord, NC 28026

County: Cabarrus

Area Agency on Aging: Centralina Council of Governments

Please Select Services to Be Delivered	Federal/State	Local Match	
Housing & Home Improvement	\$ 51,439	\$ 5,716	<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	

--	--

Comparison of Fed/State Funding and Rates vs. Prior Year						
Service	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
Housing & Home Improvement	\$ 51,439		\$ 51,439	0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

AGENCY NAME: Cabarrus County Planning and Development

Fiscal Period: July 2020 through June 2021

State Fiscal Year: SFY 2020-2021[illegible]

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Cabarrus County Planning and Development
County: Cabarrus
Budget Period: July 2020 through June 2021

		Service	Service	Service	Service	Service
		Housing & Home Improvement	0	0	0	0
		140	#N/A	#N/A	#N/A	#N/A
I. Projected Revenues	Grand Total					
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 51,439	\$ 51,439	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash						
1) General Fund cash match	\$ 5,715	\$ 5,715				
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - Cash	\$ 5,715	\$ 5,715	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind						
1)	\$ -					
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 5,715	\$ 5,715	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 57,154	\$ 57,154	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -					
Local Cash, Non-Match						
1) General Fund cash match	\$ -					
2)	\$ -					
3)	\$ -					
4)	\$ -					
F. Subtotal, Local Cash, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match						
1) Consumer Contributions	\$ 150	\$ 150				
2)	\$ -					
3)	\$ -					
G. Subtotal, Other Revenues, Non-Match	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)						
1)	\$ -					
2)	\$ -					
3)	\$ -					
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ -					
J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)	\$ 57,304	\$ 57,304	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service Housing & Home Improvement 140	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
II. Line Item Expenses							
Staff Salary From Labor Distribution Schedule							
1) Full-time Staff (do not include Title V workers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2) Part-time staff (do not include Title V workers)	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Fringe Benefits							
1) FICA @ 7.65 %	\$ 918	\$ -	\$ 918	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ -						
3) Retirement	\$ -						
4) Unemployment Insurance	\$ -						
5) Worker's Compensation	\$ -						
6) Other	\$ -						
B. Subtotal, Fringe Benefits	\$ 918	\$ -	\$ 918	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources Non-Match							
1)	\$ -						
2)	\$ -						
3)	\$ -						
C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs							
Travel							
1) Per Diem	\$ -						
2) Mileage Reimbursement	\$ -						
3) Other Travel Cost	\$ -						
E. Subtotal, Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Operating Expenses							
1) Appliance Repair and Replacement	\$ 22,648		\$ 22,648				
2) Home Repairs	\$ 12,000		\$ 12,000				
3) Modification/Accessibility	\$ 10,356		\$ 10,356				
4) Security	\$ 150		\$ 150				
5)	\$ -						
6)	\$ -						
7)	\$ -						
8)	\$ -						
F. Subtotal, General Operating Expenses	\$ 45,154	\$ -	\$ 45,154	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E							
	\$ -						
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 58,072	\$ -	\$ 58,072	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ 768		\$ 768	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 57,304		\$ 57,304	\$ -	\$ -	\$ -	\$ -

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
Title V (equals line I.E less II.D)
Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total	Service Housing & Home Improvement 140	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
\$ 57,304	\$ 57,304	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 57,304	\$ 57,304	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 57,304	\$ 57,304	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Title

Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

DAAS-732A	DAAS-732
Block Grant Funding	Line I.A Col. A
Required Local Match-Cash & In-Kind	Line I.B Col. B
Net Service Cost	Line I.C Col. C
NSIP Subsidy	Line I.D Col. D
Total Funding	L. I.C+I.D Col. E
Projected HCCBG Reimbursed Units	Line III.C Col. F
Total Reimbursement Rate	Line III.B.5 Col. G
Projected Total Service Units	Line III.F Col. I

Cabarrus County Planning and Development
P.O. Box 707
Concord, NC 28026

Provider Services Summary

Cabarrus

July 2020	through	June 2021
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Date:

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate			
	ADC	ADHC	
Daily Care	\$33.07	\$ 40.00	Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.
Administrative			
Proj. Reimbursement Rate	\$33.07	\$ 40.00	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Authorized Signature, Title _____ Date _____ Community Service Provider
Administrative %	0.00%	0.00%	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Signature, County Finance Officer _____ Date _____			<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Signature, Chairman, Board of Commissioners _____ Date _____

**Home and Community Care Block Grant for Older Adults
Outreach Methodology**

July 2020 through June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Cabarrus County Planning and Development

County: Cabarrus

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Planning and Development Department's goal is to coordinate and provide Housing and Home Improvement services in conjunction with the Department of Human Services that is funded by the Home and Community Care Block Grant. Coordination of this function will produce a service product that is both accountable and accessible by the full scope of clients for which the HCCBG funds were designated. It is our intent to meet the needs of that specialized population. The Planning and Development Department will coordinate with the Department of Human Services and other service providers to ensure that the population is served. All eligible clients will be provided access to service. The Planning and Development Department will follow all program guidelines for service provision and client treatment. Homes will be modified or repaired for eligible clients. Improvements include, but are not limited to, handicap accessibility improvements, door widenings, minor repairs of roofs, plumbing, and hvac as well as other safety improvements. Any improvements will be made in compliance with all program regulations. The Planning and Development Department will take referrals from the Department of Human Services and other service providers of the target population. Outreach is achieved through other service programs, word of mouth, Channel 22, the county website, nutrition sites and other special programs designed to address the target population.

July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Cabarrus County Planning and Development agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Cabarrus County Planning and Development

Name of Agency Administrator: _____

Signature: _____

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient in the program.
 2. You have the right to appropriate and professional care relating to your needs.
 3. You have the right to be fully informed in advance about the care to be provided by the program.
 4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
 5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
 6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
 7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
 8. You have the right to expect the preservation of your privacy and respect for your property.
 9. You have the right to receive a timely response to your request for service.
 10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
 11. You have the right to be informed of agency policies, changes, and costs for services.
 12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
 13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
 14. You have the right to be fully informed about other services provided by this agency.
-

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Housing & Home Improvement	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
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Conflict of Interest Policy and Disclosure Form

It is in the best interest of Cabarrus Meals on Wheels to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the Cabarrus Meals on Wheels identify situations that present potential conflicts of interest and to provide Cabarrus Meals on Wheels with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Cabarrus Meals on Wheels' operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with [Cabarrus Meals on Wheels] for goods or services.
 - b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Cabarrus Meals on Wheels and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Cabarrus Meals on Wheels.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party

State Fiscal Year:

Provider Name:

Address Line 1:

Address Line 2:

County:

Area Agency on Aging:

Please Select Services to Be Delivered	Federal/State	Local Match	
Home Delivered Meals NSIP Reimbursement		\$ -	
Home Delivered Meals	\$ 92,427	\$ 10,270	<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->		\$ -	

Comparison of Fed/State Funding and Rates vs. Prior Year						
Service	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
Home Delivered Meals NSIP Reimbursement				6.3636	\$ -	\$ 6.3636
Home Delivered Meals	\$ 92,427	\$ 4.8627	\$ 92,427	6.0360	\$ -	\$ 1.1733
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

AGENCY NAME: Cabarrus Meals on Wheels

Fiscal Period: July 2020 through June 2021

State Fiscal Year: SFY 2020-2021[illegible]

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Cabarrus Meals on Wheels
County: Cabarrus
Budget Period: July 2020 through June 2021

		Service Home Delivered Meals NSIP Reimbursement 021	Service Home Delivered Meals 020	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
I. Projected Revenues	Grand Total						
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 92,427	\$ -	\$ 92,427	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash							
1) donations fundraisers	\$ 10,270		\$ 10,270				
2)	\$ -						
3)	\$ -						
Total Required Minimum Match - Cash	\$ 10,270	\$ -	\$ 10,270	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind							
1)	\$ -						
2)	\$ -						
3)	\$ -						
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 10,270	\$ -	\$ 10,270	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 102,697	\$ -	\$ 102,697	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ 97,500	\$ 41,250	\$ 56,250	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -						
Local Cash, Non-Match							
1)	\$ -						
2)	\$ -						
3)	\$ -						
4)	\$ -						
F. Subtotal, Local Cash, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match							
1) operating revenue	\$ 700,000	\$ 350,000	\$ 350,000				
2)	\$ -						
3)	\$ -						
G. Subtotal, Other Revenues, Non-Match	\$ 700,000	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)							
1)	\$ -						
2)	\$ -						
3)	\$ -						
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ -						
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 900,197	\$ 391,250	\$ 508,947	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service Home Delivered Meals NSIP Reimbursement 021	Service Home Delivered Meals 020	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
II. Line Item Expenses								
Staff Salary From Labor Distribution Schedule								
1) Full-time Staff (do not include Title V workers)	\$ 256,000	\$ 93,000	\$ 81,500	\$ 81,500	\$ -	\$ -	\$ -	\$ -
2) Part-time staff (do not include Title V workers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 256,000	\$ 93,000	\$ 81,500	\$ 81,500	\$ -	\$ -	\$ -	\$ -
Fringe Benefits								
1) FICA @ 7.65 %	\$ 19,584	\$ 7,115	\$ 6,235	\$ 6,235	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ -							
3) Retirement	\$ -							
4) Unemployment Insurance	\$ -							
5) Worker's Compensation	\$ -							
6) Other	\$ -							
B. Subtotal, Fringe Benefits	\$ 19,584	\$ 7,115	\$ 6,235	\$ 6,235	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources Non-Match								
1)	\$ -							
2)	\$ -							
3)	\$ -							
C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -							
Travel								
1) Per Diem	\$ -							
2) Mileage Reimbursement	\$ 6,500		\$ 3,000	\$ 3,500				
3) Other Travel Cost	\$ -							
E. Subtotal, Travel	\$ 6,500	\$ -	\$ 3,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -
General Operating Expenses								
1) utilities/phone	\$ 24,612		\$ 12,306	\$ 12,306				
2) mortgage	\$ 84,000		\$ 42,000	\$ 42,000				
3) printing/advertising	\$ 12,000		\$ 6,000	\$ 6,000				
4) audit	\$ 15,000		\$ 7,500	\$ 7,500				
5) food/ trays	\$ 310,000		\$ 155,000	\$ 155,000				
6) other staff	\$ 50,000		\$ 25,000	\$ 25,000				
7) maintenance	\$ 7,000		\$ 3,500	\$ 3,500				
8) insurance	\$ 18,000		\$ 9,000	\$ 9,000				
F. Subtotal, General Operating Expenses	\$ 520,612	\$ -	\$ 260,306	\$ 260,306	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -							
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 802,696	\$ 100,115	\$ 351,041	\$ 351,541	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ (197,616)		\$ (40,209)	\$ (157,406)	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 900,197		\$ 391,250	\$ 508,947	\$ -	\$ -	\$ -	\$ -

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
Title V (equals line I.E **less** II.D)
Non Match In-Kind (equals line I.H **less** II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total	Service Home Delivered Meals NSIP Reimburs		Service Home Delivered Meals		Service 0		Service 0		Service 0		Service 0	
	021		020		#N/A		#N/A		#N/A		#N/A	
\$ 900,197	\$ 391,250		\$ 508,947		\$ -		\$ -		\$ -		\$ -	
	55,000		75,000									
	\$ 7.1136		\$ 6.7860		\$ -		\$ -		\$ -		\$ -	
\$ 900,197	\$ 391,250		\$ 508,947		\$ -		\$ -		\$ -		\$ -	
\$ 97,500	\$ 41,250		\$ 56,250		\$ -		\$ -		\$ -		\$ -	
\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
\$ 802,697	\$ 350,000		\$ 452,697		\$ -		\$ -		\$ -		\$ -	
	55,000		75,000									
	\$ 6.3636		\$ 6.0360		\$ -		\$ -		\$ -		\$ -	
	-		17,014		-		-		-		-	
	-		-		-		-		-		-	
	55,000		57,986		-		-		-		-	
	55,000		75,000		-		-		-		-	

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Title

Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

Block Grant Funding
Required Local Match-Cash & In-Kind
Net Service Cost
NSIP Subsidy
Total Funding
Projected HCCBG Reimbursed Units
Total Reimbursement Rate
Projected Total Service Units

DAAS-732A	DAAS-732
Line I.A	Col. A
Line I.B	Col. B
Line I.C	Col. C
Line I.D	Col. D
L, I.C+I.D	Col. E
Line III.C	Col. F
Line III.B.5	Col. G
Line III.F	Col. I

Home and Community Care Block Grant for Older Adults

Cabarrus Meals on Wheels
 1701 S Main Street
 Kannapolis NC 28081

**County Funding Plan
 Provider Services Summary**

DAAS-732
 County: Cabarrus
 Budget Period: July 2020 through June 2021
 Revision #: Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Home Delivered Meals NSIP Reimbursement	X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,250	\$ 41,250	-	\$ 6.3636	500	55,000
Home Delivered Meals	X		\$ -	\$ 92,427	\$ -	\$ 92,427	\$ 10,270	\$ 102,697	\$ 56,250	\$ 158,947	17,014	\$ 6.0360	100	75,000
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 92,427	\$ -	\$ 92,427	\$ 10,270	\$ 102,697	\$ 97,500	\$ 200,197	17,014		600	130,000

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.
 Required local match will be expended simultaneously
 with Block Grant Funding.

Authorized Signature, Title
 Community Service Provider

Signature, County Finance Officer Date Signature, Chairman, Board of Commissioners Date

**Home and Community Care Block Grant for Older Adults
Outreach Methodology**

July 2020 through June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Cabarrus Meals on Wheels

County: Cabarrus

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Cabarrus Meals on Wheels serves all who need a meal regardless of income. Meals are delivered throughout Cabarrus county each Monday - Friday by volunteers. We do outreach at various events throughout the year to reach individuals who may be in need of service. We partner with Atrium Health, doctor's offices, churches, and other agencies to receive referrals for our service. We partner with our local Veteran's Administration to serve our local Veterans in need of a nutritious meal.

July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Cabarrus Meals on Wheels agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10.

Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:

- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
- b. The subcontractor has not been barred from doing business at the federal level.
- c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
- e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).

12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.

13.

Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Cabarrus Meals on Wheels

Name of Agency Administrator: Kimberly Strong

Signature: _____

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your privacy.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
14. You have the right to be fully informed about other services provided by this agency.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Home Delivered Meals NSIP Reimbursement	OK	-
Home Delivered Meals	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
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providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Cabarrus Meals on Wheels.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of Cabarrus Meals on Wheels or a major donor to Cabarrus Meals on Wheels or anyone else who is in a position of control over Cabarrus Meals on Wheels who has a personal interest that is in conflict with the interests of Cabarrus Meals on Wheels.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Cabarrus Meals on Wheels is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Cabarrus Meals on Wheels has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of Cabarrus Meals on Wheels, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Cabarrus Meals on Wheels' participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

- 4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Cabarrus Meals on Wheels. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of Cabarrus Meals on Wheels for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
- 5. **Review of policy.**
 - a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 - b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might

provide goods or services to Cabarrus Meals on Wheels. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

Basic Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Cabarrus Meals on Wheels and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Cabarrus Meals on Wheels.

Signature: _____

Date: _____

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

DHS - Transportation 5310 Elderly and Handicapped Grant - Public Hearing 6:30 p.m.

BRIEF SUMMARY:

The City of Concord, North Carolina is the designated recipient of the Federal 5310 Elderly and Handicapped Grant by the City of Concord. The total Grant amount requested is \$377,128. These funds will be used for transportation of the elderly and handicapped individuals within the urban boundaries of Cabarrus County. There is a 50% match of \$188,564. The match will be made up of \$144,012 from the HCCBG (Home Care Community Block Grant) \$87,395 from the ROAP (Rural Operating Assistance Program) and \$42,843 from the County General Fund.

REQUESTED ACTION:

Hold a Public Hearing.

Motion to accept the Grant.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Robert Bushey, Transportation Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Call for projects
- ▣ Application

The City of Concord announces the availability of federal funding for certain purposes related to human services transportation. The City of Concord is soliciting project proposals for funding under the federal Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program.

An estimated **\$377,128** in grant funding is available under this program for transit projects in the Concord Urbanized Area. Funding will be allocated using a competitive selection process described in the City of Concord's 5310 Program Management Plan, which is available online at the City's website at concordnc.gov.

This notice will satisfy the City of Concord's Program of Projects Public Notification.

Eligible applicants for funding consist of:

Local government agencies

Social services agencies

Private and public transportation operators

Non-profit organizations

*Please note that awardees will be receiving Federal Transit Administration funds and are therefore required to adhere to all federal rules and regulations as a subrecipient of the City of Concord. The City of Concord strongly encourages applicants to read the entire 5310 Program Management Plan.

The deadline for grant applications is May 20, 2020.
For more information, please see Community News at
www.concordnc.gov.

For more information or to request a copy of the grant application, please contact Stephanie Fudurich at (704) 920-5229 or via e-mail at fudurichs@concordnc.gov.

Section 5310 Funding Program Application

Please complete Parts I – III of the 5310 Funding Program Application. Return the completed application to CK Rider Transit as noted in the Application Process Section.

Part I – Funding Request

Applicant Information

Organization Name: Cabarrus County Transportation

Contact Person: Robert Bushey

Address: 1303 South Cannon Blvd

City, State, Zip: Kannapolis, NC 28083

Telephone: 704-920-2932 Fax: 704-262-7039

Email: rwbushey@cabarruscounty.us

Website: Cabarruscounty.us/government/departments/transportation

Project Information

Title: Elderly and Handicapped Transportation

Brief Description: Cabarrus County Transportation provides approximately 30,000 trips a year for seniors and handicapped individuals. There is a gap in funding to cover these trips.

Project Type: Traditional ☒ Other ☐

Service days/hours (if applicable): Monday-Friday 7:00AM- 5:00PM

Estimated Cost per One-Way Trip (if applicable): \$18.00

Estimated Daily Riders per Weekday/Weekend (if applicable): 67

Part II – Project Narrative

Please complete the Project Narrative questions below for your application. These questions closely align with the Project Selection Criteria included in the 5310 Program Management Plan and 5310 Application Package.

Expanded Project Description

Please use this space to expand on your project description beyond the brief description provided in Part I of the application.

Project Needs

How is the proposed project consistent with eligible 5310 program activities and objectives of the 5310 funding program?

Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Cabarrus-Rowan Urbanized Area?

What need(s) does the project address in the Local Coordinated Plan? Please provide the page number(s) in the Local Coordinated Plan your project corresponds with.

Does the project provide a service or investment that otherwise would not be available? If so, please explain.

Project Planning and Implementation

Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders?

Describe the project timeline and project lifespan?

Please note how you plan to market your proposed project? If an existing service, note how your service is currently marketed?

When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.

Project Budget

Draft Program Management Plan

In addition to filling out the Proposed Project Budget, note any plans for continued investment and/or maintenance for the proposed project after the 5310 funds are spent.

Program Effectiveness and Evaluation

How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project? Include in your description any measurable indicators you propose to use.

Organizational Preparedness

Describe the staffing plan for this project. Who would be the primary staff person responsible for managing the grant? What other staff would be involved? Describe any relevant past experience these staff have in working on the type of project proposed.

Please note any experience your organization has with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.

Describe any training, maintenance, inspections and/or service monitoring you plan to do focused on managing risk and providing safe services?

Part III – Proposed Project Budget

Project Funding

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20% + from non-federal transportation funds. Some potential capital match exceptions are noted in the FTA guidance and the CK Rider Area Transit 5310 Program Management Plan.

Total Project Budget	\$ 377,128	
Capital Federal Share	\$	%
Capital Local Match	\$	%
Operating Federal Share	\$ 188,564	50 %
Operating Local Match	\$ 188,564	50 %

Local Match Fund Source: \$144,012 HCCBG Grant, \$87,395 ROAP Grant, \$42,843 County

Note: The applicant must demonstrate a commitment to provide local funds and provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.



CABARRUS COUNTY

Department of Human Services

Section 5310 Funding Program Project Narrative

Expanded Project Description:

Currently Cabarrus County Transportation utilizes the Home and Community Care Block Grant (HCCBG) to fund senior trips and the Elderly & Handicapped portion of the State ROAP Grant to fund senior and handicapped trips. The total funding received for these two grants falls short of the demand currently provided by Cabarrus County Transportation. Cabarrus County will use the 5310 funding to help fill the gap in service demand.

Project needs:

This project will enhance transportation for our elderly and handicapped citizens by providing additional funding for trips to medical services, meal sites, and employment. The 5310 Grant Funding will help to fill the gap in funding. The need for elderly transportation is addressed in the Cabarrus County Locally Coordinated Transportation Plan on page 17 and 18.

Project Planning and Coordination:

Cabarrus County Transportation will coordinate with the Cabarrus County Department of Adult and Aging to provide services for their clients to medical and nutrition appointments. Trips will also be provided for EH ROAP clients to medical appointments as well as employment. Cabarrus County Transportation will also work with the CKrider bus system to connect clients to the bus hub if they desire. Cabarrus County Transportation currently markets Senior Transportation through public meetings, our website, as well as public outreach efforts. Cabarrus County Transportation would begin this project immediately upon receiving the funding. This project is already in place, it is just underfunded, so no new process would need to be implemented in order to begin service.

Project Budget:

Once the 5310 funds are expended, Cabarrus County Transportation will continue to apply for the 5310 funding program in order to continue services. As the program continues to grow, Cabarrus County may apply for additional 5310 capital funds to purchase vehicles.

Program Effectiveness and Evaluation:

Cabarrus County Transportation will monitor program effectiveness utilizing our RouteMatch software. With this software we can track and report on the number of trips provided, purpose of the trips, and on time percentage. Cabarrus County Transportation will also conduct monthly client surveys to monitor customer satisfaction.



CABARRUS COUNTY

Department of Human Services

Organizational Preparedness:

The Cabarrus County Transportation Manager will be the primary staff person responsible for oversight of the 5310 program. The Transportation Manager has 29 years of transportation experience including 12 years of public transportation experience. The Transportation Manager has also managed the North Carolina State 5310 grant program in 2011. In addition, the Transportation Manager has primary oversight for the departments 5311 grant, Rural Operation Assistance Program (ROAP) Grant, and the Home and Community Care Block Grant (HCCBG) on an annual basis. Under North Carolina DOT guidelines, Cabarrus County Transportation provides training for all drivers in first aid, CPR, Bloodborne Pathogens, wheel chair securement, Pass training and defensive driving. Cabarrus County Transportation also has a fleet management plan as required by the NCDOT system safety plan. All maintenance work is logged into the NCDOT asset works database as well as our fleet books.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Health Insurance Fund Balance Amendment

BRIEF SUMMARY:

The Finance Department annually reviews revenue and expenditures for the Health Insurance Fund based on actual activity and anticipated activity for the remainder of the fiscal year. Based on this analysis, a budget amendment is needed. This budget amendment appropriates funds balance and adjust revenues and expenditures as needed.

REQUESTED ACTION:

Motion to approve the Health Insurance Fund budget amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

▢ Health Insurance Fund Budget Amendment

Budget Revision/Amendment Request

Date: 6/15/2020

Amount: 1,673,989.00

Dept. Head: Susan Fearington - prepared by Jenni Foxx

Department: Finance

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Purpose: This budget amendment is to appropriate fund balance for the Health Insurance fund due to an increase in anticipated and outstanding medical claims for fiscal year 2020. Other expenditures are being adjusted for H S A admin fees and Administration fees.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
610	6	61061917-6901	Fund Balance Appropriated	-	1,673,989.00		1,673,989.00
610	9	61091917-9645	Self Insured Hospital Claims	8,845,357.00	1,605,287.00		10,450,644.00
610	9	61091917-9485	Administration Fees	1,121,003.00	33,000.00		1,154,003.00
610	9	61091917-948501	Admin - H S A Origination Fee	550,000.00	35,702.00		585,702.00
				-			0.00
				-			0.00
				-			0.00

Budget Officer

☐ Approved
☐ Denied

Signature

Date

County Manager

☐ Approved
☐ Denied

Signature

Date

Board of Commissioners

☐ Approved
☐ Denied

Signature

Date

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Juvenile Crime Prevention Council (JCPC) FY 21 Allocation of Funds

BRIEF SUMMARY:

As part of the the Cabarrus County Annual Budget process, an amount is approved for the Juvenile Crime Prevention Council (JCPC) program. The County receives JCPC funding and then passes the funds on to the JCPC approved sub-recipients. The total amount of funds to be received from the North Carolina Department of Public Safety for FY 21 is \$459,927. During the FY 21 preliminary budget process \$15,500 was placed in the Sheriff's Department budget for JCPC Administration and \$444,427 was placed in an unallocated line item awaiting the final allocation by the Cabarrus County JCPC Board. The final allocation has now been made and is being reported to the Board of Commissioners. The budget adjustment will be included in the final changes to the FY 21 budget.

REQUESTED ACTION:

Motion to approve the FY 21 JCPC Funding Plan.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Funding Plan

Cabarrus County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$459,927 Local Match: \$ \$227,108 Rate: 30%

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

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER State/Federal	OTHER Funds	Total	% Non-DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind				
1	JCPC Administration	\$15,500						\$15,500	
2	Boys & Girls Club of Cabarrus County (Targeted Outreach)	\$25,000			\$7,500			\$32,500	23%
3	Conflict Resolution Center, Inc. (Juvenile Community Service and Restitution)	\$68,339			\$28,190			\$96,529	29%
4	Conflict Resolution Center, Inc. (Teen Court)	\$38,000			\$68,107			\$106,107	64%
5	Transforming Youth Movement, Inc. (Fostering Solutions Crisis Bed)	\$41,752			\$15,075			\$56,827	27%
6	Transforming Youth Movement, Inc. (Mentoring)	\$58,948			\$30,000			\$88,948	34%
7	Transforming Youth Movement, Inc. (Get Hired-Youth Employability)	\$37,000		\$2,000	\$14,200			\$53,200	30%
8	Rowan Youth Services Bureau, Inc. (Sex Offender Evaluations/Treatment)	\$15,171			\$5,502			\$20,673	27%
9	Aspire Youth & Family, Inc. (Kids At Work!)	\$41,599			\$12,485			\$54,084	23%
10	Firm Foundation Youth & Family Outreach (Teens Together)	\$10,213			\$6,249			\$16,462	38%
11	Youth Development Initiatives (YDI Family Life Skills Academy)	\$57,934			\$18,900			\$76,834	25%
12	Youth Development Initiatives (Afterschool Academy)	\$50,471			\$18,900			\$69,371	27%
13									
14									
15									
16									
17									
18									
TOTALS:		\$459,927		\$2,000	\$225,108			\$687,035	33%

The above plan was derived through a planning process by the Cabarrus County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2020-2021

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type ☒ Initial plan ☐ update ☐ final

---DPS Use Only---

Reviewed by _____
(Area Consultant) Date _____

Reviewed by _____
(Program Assistant) Date _____

Verified by _____
(Designated State Office Staff) Date _____

Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)
or County Finance Officer

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Update of Approved Banking Institutions and Investment Officers

BRIEF SUMMARY:

We are looking to add to our list of authorized financial institutions.

UBS Company is a multi-national banking and investment company with a 150 years of experience. The firm is renowned as a leader in wealth management around the world.

The company has provided the necessary documents as required by our investment policy, which includes their first quarter financial statements, FINRA Broker Check, and credit ratings.

An updated Banking Institution list is provided which includes the proposed addition of UBS. An updated list of Authorized Investment Officers is also attached for your approval.

REQUESTED ACTION:

Motion to approve the updated Banking Institution list and Authorized Investment Officers list.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Banking Institution List
- ▣ Authorized Investment Officers

Cabarrus County
Approved Banking Institutions

<u>Bank</u>	Official	
	<u>Depositories (1)</u>	<u>Investments (2)</u>
Sun Trust	X	
Fifth Third	X	
BB&T	X	X
Regions Bank	X	X
First Bank	X	
North Carolina Cash Management Trust	X	X
Multi-Bank Securities		X
Raymond James		X
UBS		X

(1) Designated as official depositories per **G.S.159-31**

(2) Approved for investing purposes per **G.S.159-30**

Updated May 13, 2020

For approval by BOC on June 15, 2020

Authorized Investment Officers

Attachment A

Finance DirectorSusan B. Fearrington
Accounting SupervisorKatrina Myers-Arnold

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Update of Capital Project Fund Budgets and Related Project Ordinances

BRIEF SUMMARY:

Each year the multi-year fund budgets and project ordinances are evaluated and updated.

Based on the Finance Department's evaluation:

Budget amendments and project ordinance updates are included with this agenda for the Construction and Renovation Fund (Fund 343), the School Construction Fund (Fund 364), the LOBS 2017 Fund (Fund 369), the LOBS 2018 Fund (Fund 370), the Capital Reserve Fund (Fund 450), the Small Projects Fund (Fund 460), the Sheriff's Fund (Fund 461), and the Aging Fund (Fund 532).

REQUESTED ACTION:

Motion to approve the Multi-year Budget Amendment(s) and revised Project Ordinance(s).

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Multi-year Budget Amendment
- ▣ Capital Reserve Budget Amendment
- ▣ Fd 343 Const and Reno Proj Ord
- ▣ Fd 364 School Const Proj Ord
- ▣ Fd 369 LOBS 2017 Proj Ord
- ▣ Fd 370 LOBS 2018 Proj Ord
- ▣ Fd 450 Capital Reserve Proj Ord
- ▣ Fd 460 Small Projects Proj Ord
- ▣ Fd 461 Sheriff Proj Ord
- ▣ Fd 532 Aging Proj Ord

Budget Revision/Amendment Request							
Date:	6/15/2020				Amount:	\$ 1,244,055.88	
Dept. Head:	Susan Fearington (prepared by Sarah Chesley)				Department:	Finance, Multi Year Fund Adjustments	
<input type="checkbox"/> Internal Transfer Within Department		<input type="checkbox"/> Transfer Between Departments/Funds			<input checked="" type="checkbox"/> Supplemental Request		
The purpose of this budget amendment is to close completed projects and make adjustment in Multi Year Funds.							
Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	2730-6921-MONIT	Cont'b from CRF MONIT	566,110.96		566,110.96	-
343	9	2730-9860-MONIT	Equipment & Furniture MONIT	566,110.96		566,110.96	-
			<i>Close the Monitors for EMS Project</i>				
343	6	8240-6921	Cont'b from CRF Midland Library	90,786.00		0.23	90,785.77
343	9	8240-9860	Equipment & Furniture Midland Library	40,786.00		0.23	40,785.77
343	6	0000-6921-AVAIL	Cont'b from CRF AVAIL	25,217.86	0.23		25,218.09
343	9	0000-9830-AVAIL	Other Improvements AVAIL	59,796.83	0.23		59,797.06
			<i>Move .23 from Mid Library completed proj to AVAIL</i>				
343	6	8240-6921	Cont'b from CRF Library	90,785.77		40,785.77	50,000.00
343	9	8240-9860	Equipment & Furniture Library	40,785.77		40,785.77	0.00
			<i>Close the Library Project</i>				
343	6	2740-6614	Rental Fees - Tower Lease	945,978.31	110,235.65		1,056,213.96
343	9	2740-9331	Minor Office Equipment	2,124,391.97	110,235.65		2,234,627.62
			<i>Increase the Rental Fee for Tower Lease</i>				
364	6	7503-6921-RENO	Cont'b from CRF RCCC HVAC	184,021.00		184,021.00	-
364	9	7503-9821-RENO	Building & Renovation	184,021.00		184,021.00	-
			<i>Close the RCCC HVAC Project</i>				

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
369	6	0000-6701	Interest on Investments	1,080,507.76	2,826.22		1,083,333.98
369	9	0000-9704	Cont'b to General Fund	537.50	2,826.22		3,363.72
			<i>Adjust Interest on Investments 369 Fund</i>				
370	6	0000-6701	Interest on Investments	220,851.40	943.60		221,795.00
370	9	0000-9704	Cont'b to General Fund	0.00	943.60		943.60
			<i>Adjust Interest on Investments 370 Fund</i>				
460	6	0000-6023	Deferred Tax Collections	2,383,520.02	232,007.98		2,615,528.00
460	6	0000-6024	Deferred Tax Interest	408,741.99	28,822.01		437,564.00
460	6	0000-6701	Interest on Investments	96,417.00	25,102.00		121,519.00
460	9	0000-9830	Other Improvements	1,135,589.45	285,931.99		1,421,521.44
			<i>Increase Revenue for Deferred Tax and Interest</i>				
460	6	1510-6701	Interest on Investments	34,121.82	8.18		34,130.00
460	9	1510-9860	Equipment & Furniture	152,890.80	8.18		152,898.98
			<i>Increase Revenue for Interest BOE</i>				
460	6	1610-6701	Interest on Investments	59,351.21	4,898.79		64,250.00
460	6	1610-6501-0258	Register of Deeds Fees	1,790,668.96	46,965.04		1,837,634.00
460	9	1610-9407	Automation & Enhancement	1,927,524.75	51,863.83		1,979,388.58
			<i>Increase Revenue for Interest ROD</i>				
460	6	3270-6606-DRILL	Drill Program Fees	14,248.14	1,328.45		15,576.59
460	9	3270-9419-DRILL	Drill Repairs and Maintenance	14,248.14	1,328.45		15,576.59
			<i>Increase Revenue for Drill Program Fees</i>				

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
461	6	6701	Interest on Investments- Federal Forf.	7,395.00	400.00		7,795.00
461	6	6701-TREAS	Interest on Investments -Treasury Funds	11,844.00	1,046.00		12,890.00
461	9	2111-9836	Forfeiture Sharing	182,954.30	400.00		183,354.30
461	9	2111-9836-TREAS	Forfeiture Sharing Treasury	199,074.56	1,046.00		200,120.56
			Increase Revenue for Interest-Fed Forf				
461	6	2112-6306	NC Substance Control Revenue	428,658.00	16,115.00		444,773.00
461	6	2112-6701	Interest on Investments	56,716.00	1,778.00		58,494.00
461	9	2112-9838	NC Substance Control Expenditure	655,577.15	17,893.00		673,470.15
			Increase for new revenue and Interest				
461	6	2114-6694	Firing Range Revenue	32,012.00	1,130.00		33,142.00
461	6	2114-6701	Interest on Investments	581.00	123.00		704.00
461	9	2114-9572	Range Maintenance	32,593.00	1,253.00		33,846.00
			Increase for new revenue and Interest				
532	6	0000-6805	Contribution and Donation	195,118.00	984.00		196,102.00
532	6	0000-6701	Interest on Investments	19,165.00	2,916.00		22,081.00
532	9	0000-9358	Special Projects	214,283.00	3,900.00		218,183.00
			Increase for new revenue and Interest				
Budget Officer			County Manager		Board of Commissioners		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		<input type="checkbox"/> Denied		
_____			_____		_____		
Signature			Signature		Signature		
_____			_____		_____		
Date			Date		Date		

Budget Revision/Amendment Request

Date: **6.15.20**

Amount: \$ 3,153,596.07

Dept. Head: Susan Fearrington, (prepared by Sarah Chesley)

Department: Finance, 450 Capital Reserve Fund

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒

Supplemental Request

Purpose: This Budget Amendment removes completed multi-year projects from the Capital Reserve Fund and adjusts revenue for interest on investments.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
450	9	7220-9708	Cont'b to CPF - Carver Renovations - 364	62,567,762.44		1,518,240.86	61,049,521.58
450	9	7220-9708	Cont'b to CPF - RCC CBTC Campus Renov - 364	61,049,521.58		184,075.00	60,865,446.58
450	9	7220-9708	Cont'b to CPF - Patriot's Elem Mobile Units - 364	60,865,446.58		122,099.98	60,743,346.60
450	9	7220-9708	Cont'b to CPF - Cox Mill Elementary Sewer - 364	60,743,346.60		23,536.74	60,719,809.86
450	9	7220-9708	Cont'b to CPF - Sheriff Detention Ctr Equip - 343	60,719,809.86		14,000.00	60,705,809.86
450	9	7220-9708	Cont'b to CPF - Veteran's Renovations - 343	60,705,809.86		92,674.00	60,613,135.86
450	9	7220-9708	Cont'b to CPF - FLP Barn Restrooms - 343	60,613,135.86		126,405.13	60,486,730.73
450	9	7220-9708	Cont'b to CPF - EMS Heart Monitors - 343	60,486,730.73		566,111.00	59,920,619.73
450	9	7220-9708	Cont'b to CPF - Gov't Ctr Bathroom ADA - 343	59,920,619.73		151,468.36	59,769,151.37
450	9	7220-9708	Cont'b to CPF - Gov't Ctr Chiller Replacement - 343	59,769,151.37		211,000.00	59,558,151.37
450	9	7220-9708	Cont'b to CPF - Midland Library Furniture - 343	59,558,151.37		40,786.00	59,517,365.37
450	6	7220-6902	Contribution From GF - various projects - 343	57,001,965.50		3,050,397.07	53,951,568.43
450	6	7220-6701	Interest on Investments	835,142.00	103,199.00		938,341.00
450	9	7220-9821	Building & Renovation	7,072,081.27	103,199.00		7,175,280.27
							0.00

Budget Officer

☐ Approved
☐ Denied

Signature

Date

County Manager

☐ Approved
☐ Denied

Signature

Date

Board of Commissioners

☐ Approved
☐ Denied

Signature

Date

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental – Tower Lease	1,056,214
Sale of Fixed Assets	1,012,442
Contributions and Donations	148,036
General Fund Contribution	4,809,243
Lease Proceeds (Robert Wallace Park)	3,666,394
Capital Projects Fund Contribution	4,319,370
Capital Reserve Fund Contribution	25,327,221
Special Revenue Contribution	41,438

TOTAL REVENUES	\$40,730,358
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- D. The following appropriations are made as listed.

Government Management Furniture & Fixtures	26,300
Finance Equipment & Furniture	33,591
Enterprise Physical Security	300,000
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
County Operation Center	4,768,787
Multiple building Fall Protection Measures	251,207
Jail Camera Upgrade	172,607
Training & Firing Range Renovation	1,750,000
Sheriff Radio Communications Tower	160,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters – Consultants	170,000
EMS Co-location – Concord Fire #11	482,761
Emergency Communications Equip & Ethernet Backhaul	2,929,606
JM Robinson High School Wetlands Mitigation	100,000
NE Area Park – Other Improvements	589,024
NE Area Park - Land	1,000,000
Robert Wallace Park	8,147,965
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	97,275
Frank Liske Park – Lower Lot Restrooms	728,506

Frank Liske Park – Water Line Replacement	360,000
Camp Spencer – Vending machine Bldg and overlook	425,000
Library – Concord Office Reno	31,890
Arena – Lighting Control System Replacement	175,000
Arena – Building & Storage Replacement	161,000
Arena – Equipment & Furniture	41,437
Contribution to County Capital Projects Fund	17,096,740
Unassigned	59,797

TOTAL EXPENDITURES	\$40,730,358
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GRAND TOTAL – REVENUES	\$40,730,358
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GRAND TOTAL – EXPENDITURES	\$40,730,358
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Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.

9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th Day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY SCHOOL CONSTRUCTION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the projects are listed in section D. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
 - a. It is estimated that the following revenues will be available to complete capital projects as listed.

General Fund Contribution	\$8,115,115
Capital Reserve Contribution	6,053,512
Capital Projects Fund Contribution	4,096,555

TOTAL REVENUES	\$18,265,182
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- C. The following appropriations are made as listed.

CCS Security Cameras	\$822,699
CCS FMD Capital Outlay Projects	878,074
CCS Non-FMD Capital Outlay Projects	53,359
Mt. Pleasant Elementary School Electrical Services CCS	568,700
Mt. Pleasant Elementary Roof Repair	1,046,408
Site Evaluations-Multiple Schools	42,000
20 Mobile Units/Other Improvements-Multiple Schools	2,400,000
10 Yellow Buses-Multiple Schools	880,000
CCS Activity Buses	300,000
J.N. Fries Middle School Other Improvements	300,000
A.L. Brown HS Other Improvements	421,653
A.L. Brown HS Gymnasium	200,000
RCCC – South Campus Fire Alarm Replacement	112,000
RCCC – HVAC Replacement	100,000
CBTC A/C Units Replacement Phase II	230,000
Contribution to Capital Projects Fund	9,531,582
Contribution to Capital Reserve Fund	378,707

TOTAL EXPENDITURES	\$18,265,182
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GRAND TOTAL – REVENUES	\$18,265,182
GRAND TOTAL – EXPENDITURES	\$18,265,182

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily

permissible public purposes.

B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:

1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues

received or claimed.

- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY LIMITED OBLIGATION BONDS 2017 PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction of a Parking Deck. Details of the project are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

It is estimated that the following revenues will be available to complete capital projects as listed.

Debt Proceeds	\$79,194,879
General Fund Contribution	2,650,083
Capital Projects Fund	7,679,803
Capital Reserve Contribution	9,291,915
Interest Income	1,083,370

TOTAL REVENUES	\$99,900,050
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- C. The following appropriations are made as listed.

Financing Costs	\$741,338
Parking Deck Downtown Concord	13,044,004
Performance Learning Center	3,811,312
West Cabarrus High School	77,945,078
Contribution to General Fund	3,400
Contribution to Capital Reserve Fund	331,709
Contribution to Capital Projects Fund	4,023,209

TOTAL EXPENDITURES	\$99,900,050
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GRAND TOTAL – REVENUES	\$99,900,050
GRAND TOTAL – EXPENDITURES	\$99,900,050

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:

1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.
12. The Manager, Finance Director, or designee may create debt financing amendments from estimated projections upon approval by the Board of Commissioners of the debt financing and adjust as needed upon closing.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.

- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th Day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

**CABARRUS COUNTY
LIMITED OBLIGATION BONDS 2018 PROJECT
BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the project are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

It is estimated that the following revenues will be available to complete capital projects as listed.

General Fund Contribution	\$ 901,000
Interest Income	221,795
Capital Project Fund Contribution	668,032
Debt Proceeds	54,680,000
Capital Reserve Contribution	7,691,194

TOTAL REVENUES	\$64,162,021
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- C. The following appropriations are made as listed.

Legal Fees	\$ 416,293
HVAC Replacement – Mt. Pleasant High-CCS	3,691,183
Mobile Units – CCS	2,095,676
HVAC Replacement – JN Fries Middle-CCS	3,597,029
Hickory Ridge Elementary-CCS	35,344,548
RCCC – Advanced Technology Center	16,766,390
Land – RCCC	1,721,000
Contribution to General Fund	944
Contribution to Capital Projects Fund	528,958

TOTAL EXPENDITURES	\$64,162,021
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GRAND TOTAL – REVENUES	\$64,162,021
GRAND TOTAL – EXPENDITURES	\$64,162,021

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the

execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.

B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:

1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th Day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY CAPITAL RESERVE CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 938,341
Contributions from General Fund	53,951,568
Contributions from Capital Projects Fund	9,553,830
Contributions from CVB	1,932,937
Contributions from other Governments	3,000,000

TOTAL REVENUES	\$69,376,676
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- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Mt. Pleasant Elementary School – Electrical Svc	568,700
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
RCC CBTC A/C Unit Replacement Phase II	330,000
RCCC South Campus Fire Alarm Replacement	112,000
CCS Site Study- Multiple Schools	42,000
J.N. Fries Upfit to Traditional Middle School (FY18)	300,000
AL Brown High School Paving	500,000
CCS 20 Mobile Units-Multiple Schools BC20	2,600,000
CCS Security Cameras	415,246
CCS CCS buses for WCHS & HRES	880,000
New Middle School	240,000
Available for School Construction Projects	65,513
CCS Performance Learning Center	590,709
West Cabarrus High School	7,649,942
Hickory Ridge Elementary School	5,217,804
RCCC Advanced Technology Center (ATC)	2,473,390
School Contingencies	251,094
Operations Center Building Improvements	850,000
Enterprise Physical Security	300,000
Training & Firing Range Renovations	1,750,000
Public Safety Training Center	75,000
Carolina Thread Trail	59,329
FLP – Lower Lot Restroom	530,595
County Website Development	283,750
Courthouse Expansion	12,519,000
EMS Relocation to Concord Fire #10	375,000

Door Access & Security Camera Network-Sheriff	70,000
ITS – Fiber Infrastructure Improvements	120,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters-Consultant	170,000
Concord Literacy Office	50,000
Operations Center	500,000
Governmental Center Skylight/Roof Repairs	1,611,894
Available for the Construction & Renovation Projects	7,380
Downtown Parking Deck	910,000
Warehouse	141,264
Rob Wallace Park	3,091,047
Arena – Storage Building Replacement	161,000
CVB/Park Projects from Occupancy Tax	1,932,937
Turf fields Capital Projects Fund	500,000
Other County Capital Projects	7,175,280
TOTAL EXPENDITURES	\$69,376,676

GRAND TOTAL – REVENUES	\$69,376,676
GRAND TOTAL – EXPENDITURES	\$69,376,676

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY SMALL PROJECTS CAPITAL PROJECT ORDINANCE

BE IT ORDAINED, by the Board of County Commissioners of the County of Cabarrus, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating general fund revenues and federal and state grants funds received specifically for use by the appropriate Cabarrus County Department who has received the funds.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the guidelines as set forth by the federal and state government, Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed:

Board of Elections Department	
Interest on Investments	\$ 34,130
Contribution from General Fund	61,484
Contribution from Capital Reserve	150,000
	<hr/>
	\$ 245,614
Register of Deeds Department:	
Register of Deeds Fees	\$1,837,634
Interest on Investments	64,250
Contribution from General Fund	77,505
	<hr/>
	\$1,979,389
Soil and Water Department:	
Deferred Tax Collections	\$187,558
Interest on Investments	1,693
Contributions and Private Donations	2,898
Contribution from General fund	86,146
EEP Contract	16,900
ADFP Grant	60,146
Drill Program Fees	15,577
Suther Farm Project	780,000
Hill Farm Project	116,516
Stewardship Fund	36,421
	<hr/>
	\$1,303,855
245Educational Farming	
Educational Farming (Lomax)	\$ 107,000
Local Agricultural Preservation Projects:	
Contribution from General Fund	\$13,801
Deferred Farm Tax Collections	2,658,637
Deferred Farm Tax Interest	437,564
Interest on Investments	121,519
	<hr/>
	\$3,231,521
TOTAL REVENUES	\$6,867,379

D. The following appropriations are made as listed:

Board of Elections Department:	
Board of Elections Equipment and Furniture	\$ 245,614
Register of Deeds Department:	
Register of Deeds Automation & Preservation	\$ 1,979,389
Soil and Water Department:	
Other Improvement Projects	\$278,295
EEP Contract	16,900
ADFP Conservation Easement	60,146
Drill Repair & Maintenance	15,477
Suther Farm Project	780,000
Hill Farm Project	116,516
Stewardship	36,421
	<hr/>
	\$1,303,855
Educational Farming	
Educational Farming (Lomax)	\$ 107,000
Local Agricultural Preservation Projects:	
Other Improvement Projects	\$3,231,521
TOTAL EXPENDITURES	\$6,867,379
 GRAND TOTAL – REVENUES	 \$6,867,379
GRAND TOTAL – EXPENDITURES	\$6,867,379

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 1. The County Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.

6. The County Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to County construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriation to such agencies where G.S. 153 A-248(b), 259. 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129 (a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Projects Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project Ordinance associated with the project is closed.

Adopted this 15th day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY SHERIFF'S DEPARTMENT SPECIAL REVENUE PROJECT ORDINANCE

BE IT ORDAINED, by the Board of County Commissioners of the County of Cabarrus, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following special revenue project ordinance is hereby adopted:

Section 1. The special revenue project authorized is for the purpose of collecting and appropriating federal and state funds received specifically for the Cabarrus County Sheriff's Department.

Section 2. The officers of this unit are hereby directed to proceed with this project within the terms of the guidelines as set forth by the federal and state government, Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

Section 3. The following budgeted amounts are appropriated for the projects:

Federal Forfeiture Funds:	
Federal Forfeiture Sharing Justice Funds	\$ 183,354
Federal Forfeiture Sharing Treasury Funds	200,121
Contribution to General Fund-Fed Forf	107,687
NC Substance Control:	
NC Substance Control Expenses	673,470
Firing Range:	
Firing Range Maintenance/Repair	33,846
TOTAL EXPENDITURES	\$1,198,478

Section 4. The following revenues are anticipated to be available to complete this project:

Federal Forfeiture Funds:	
Federal Forfeiture Sharing Justice Funds	\$ 97,931
Federal Forfeiture Sharing Treasury Funds	257,611
Contribution from General Fund-Fed Forf	114,935
Interest on Investments–Federal Forfeiture	20,685
NC Substance Control:	
NC Substance Control Funds	444,773
Interest on Investments-NC Substance Control	58,494
Contribution from General Fund	170,203
Firing Range:	
Firing Range Funds	33,142
Interest on Investments	704
TOTAL REVENUES	\$1,198,478

Section 5. The Finance Officer is hereby directed to maintain within the Special Revenue Fund sufficient detailed accounting records.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement to the General Fund should be made in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 8. Copies of this special revenue project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Section 9. At the completion of the project, all unrestricted excess funds are transferred to the General Fund and the Special Revenue Project Ordinance is closed.

Section 10. The County Manager is hereby authorized to transfer revenues and appropriation within an ordinance as contained herein under the following conditions:

- a. The Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
- b. The Manager may transfer amounts up to \$100,000 between functions of the same ordinance.
- c. The Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
- d. Upon notification of funding increases or decreases to existing grants or revenues or the award of grants or revenues, the Manager or Finance Officer may adjust budgets to match, including grants that require a County match for which funds are available.
- e. The Manager may enter into and execute change orders or amendments to County construction contracts in amounts up to \$90,000 when the project ordinance contains sufficient appropriated but unencumbered funds.

Adopted this 15th day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY DEPARTMENT OF AGING SPECIAL REVENUE PROJECT ORDINANCE

BE IT ORDAINED, by the Board of County Commissioners of the County of Cabarrus, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following special revenue project ordinance is hereby adopted:

Section 1. The special revenue project authorized is for the purpose of collecting and appropriating contributions and private donations received specifically for the Cabarrus County Department of Aging System.

Section 2. The officers of this unit are hereby directed to proceed with this project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

Section 3. The following budgeted amounts are appropriated for the projects:

Special Projects	\$ 218,183
------------------	------------

Section 4. The following revenues are anticipated to be available to complete this project:

Contributions and Private Donations	\$ 196,102
Interest on Investments	22,081

Section 5. The Finance Officer is hereby directed to maintain within the Special Revenue Fund sufficient detailed accounting records.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement to the General Fund should be made in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 8. Copies of this special revenue project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Section 9. At the completion of the project, all unrestricted excess funds are transferred to the General Fund and the Special Revenue Project Ordinance is closed.

Section 10. The County Manager is hereby authorized to transfer revenues and appropriation within an ordinance as contained herein under the following conditions:

- a. The Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
- b. The Manager may transfer amounts up to \$100,000 between functions of the same ordinance.
- c. The Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.

- d. The Manager may enter into and execute change orders or amendments to County construction contracts in amounts up to \$90,000 when the project ordinance contains sufficient appropriated but unencumbered funds.

Adopted this 15th day of June, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Planning and Development - Community Development Blue Cross and Blue Shield Healthy Homes Initiative Grant Program

BRIEF SUMMARY:

The North Carolina Community Action Association has worked with Blue Cross and Blue Shield to provide an excellent grant opportunity to weatherization providers throughout the state of North Carolina. The Healthy Homes Initiative (HHI) is a companion program to the Weatherization Program that is designed to fill in gaps that exist in the service guidelines of the Weatherization program. The Weatherization program is based on energy efficiency and sometimes needs assistance from other programs to allow the client to either obtain service or meet other urgent needs. The HHI program provides up to \$2,500 of funding per household to make improvements or repairs such as replacement of carpet with hard surface flooring, interior pest control, interior ventilation issues, carbon monoxide & smoke detectors, handicap accessibility/ fall prevention, duct cleaning and filter change out, plus one-year replacement supply. The program has no local match requirement and is available to any client whose income is less than 200% of poverty. Cabarrus County is being offered \$22,082 for this grant period. The program also provides 7% of the funding for administrative activity. This will allow Cabarrus County to serve approximately 10-12 households.

REQUESTED ACTION:

Approve staff to accept the Blue Cross and Blue Shield Healthy Homes Initiative funding and enter into the necessary contracts with legal counsel approval.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kelly Sifford, AICP

Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Letter of Intent



4428 Louisburg Road
Suite 101
Raleigh, NC 27616

Phone: 919.790.5757
Fax: 919.790.5767

www.nccaa.net

May 19, 2020

Ms. Kelly Sifford
Planning & Development Director
Cabarrus County Planning and Development Services

Delivered by email: kfsifford@cabarruscounty.us

RE: Intent to Participate in Blue Cross Blue Shield Healthy Home Initiative Program

Dear Kelly:

We are excited to inform you that NCCAA received an additional \$1 Million investment from Blue Cross and Blue Shield of North Carolina (Blue Cross NC) to expand the Healthy Home Initiative Program to 38 additional rural North Carolina Counties. The original investment by Blue Cross NC was received in 2018 and covered 56 rural counties.

Your agency serves families who live in this expanded territory and is invited to participate in the program. This funding can be used to provide home improvements to families with income at or below 200% of the federal poverty guideline. Eligible projects must improve the safety or air quality of the home. The program reimburses up to \$2,500 in improvements per home.

Participating agencies receive reimbursement for all costs related to the project including staff time. In addition, agencies receive a 7% administrative fee. Blue Cross NC allows participating service providers the flexibility to determine what specific type of projects are completed if they improve safety or air quality of the home. The broad categories of projects are:

Air Purification	Carpet replacement	CO2 – Smoke Detectors
Duct Cleaning	Fall Prevention	Filter Change Out
Handicap Accessibility	Home Cleaning	Interior Debris Removal
Interior Pest Control	Lead Abandonment	Moisture/Mold Abatement
Home Safety		

Participating service providers are encouraged to leverage Healthy Home Initiative Funding with other program dollars when possible, but projects can be stand-alone. Eligible families must only be income qualified to participate. There is no prioritization of recipients unless funds are being leveraged with program dollars which have prioritization.

A Member of the Community Action Partnership

Officers | Dr. Landon Mason, Sr., President | Patsy P. Davis, First Vice-President | Tina Ray, Second Vice-President
Natasha Elliott, Treasurer | Ericka Whitaker, Secretary | E. Marie Watson, SEACAA Representative
Bryan Duncan, SEACAA Representative | Patricia Beier, Eastern Chair | Ruby Bryant, Central Chair
Fred Bazemore, Western Chair | Darren Waugh, Far West Chair | Nick Wharton, COED Chair
Sharon C. Goodson, Executive Director

Based on 2010 Census Data, **Cabarrus County Planning and Development Services** is eligible to receive up to **\$22,082** in funding to be used in the following eligible county: **Cabarrus**. If interested, please provide the information below and return to me. If you are not interested in participating, please let me know, and I will make your funding available to other agencies that serve families in this county.

Once I receive your intent to participate, I will prepare a Memo of Understanding (MOU) for your review and signature. Please determine the amount of funding you feel your agency will be able to use by June 30, 2021. Hopefully, this will be 100% of your eligible amount. I understand this may be a best-guess, due to the delays from COVID19. The amount you estimate will be included as the funding allocation in the MOU. You can request additional funding if your estimate is less than your eligible amount. Additional allocations will be made as funds are available. Further, if after starting your program, you see that you will not be able to use the funding allocated, I will work with you to reallocate the funds to other agencies. We can adjust the period of performance if all participating agencies have funds remaining at June 2021. Our goal is to spend this investment by Blue Cross NC and show the great needs of NC families. NCCAA feels that showing Blue Cross NC the great work accomplished with their \$1 Million investment will encourage additional investments in the future.

I have also attached the current procedure manual for the program for your review and the first quarter 2020 report prepared for Blue Cross NC. (Please note that the coverage map in the procedure manual will be updated for the expanded territory once NCCAA determines agencies that plan to participate.) NCCAA has a custom designed a web-based data system that service providers will use to record project details and request reimbursements. Program reimbursements are made by ACH transfer. Agencies are reimbursed bi-weekly. NCCAA calls all clients who receive assistance as a part of our quality assurance processes, and agencies are required to provide high quality before-and-after photos of completed projects.

NCCAA will provide all training for your staff, and all peripherals. I will schedule a time to meet with your team either in person or electronically when you are ready to begin. Please contact me with any questions you may have. Our main office telephone lines are being answered remotely, but I can answer calls made to 919-790-5704. My email address is joel.groce@nccaa.net

Sincerely,



Joel K. Groce, NCCAA

Agency Name: **Cabarrus County Planning and Development Services**

Amount of Funding Requested for performance period ended June 30, 2021: \$ _____

Agency person to serve as Program Manager: _____

Contact information: Email _____ Telephone _____

Authorized Signature _____ Date _____

Printed Name _____

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Planning and Development - Community Development Grant Required Plans and Programs

BRIEF SUMMARY:

Cabarrus County participates in a HOME Partnership program under the Cabarrus/Iredell/Rowan HOME Consortium and at times participates in CDBG programs that support various housing and economic development activities in Cabarrus County. These programs require a series of plans and programs that address various issues such as Fair Housing, Section 3, Anti-Displacement, Section 504, Citizen Participation, Procurement and Equal Opportunities and more. Attached are the required plans and programs for the next adoption period which will extend our plan coverage until June 2023.

REQUESTED ACTION:

Motion to adopt the Community Development Plans and Programs as presented.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kelly Sifford, AICP

Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Antidisplacement
- ▣ Citizen Participation
- ▣ Code of Conduct
- ▣ Equal Opportunity
- ▣ Fair Housing Resolution
- ▣ Fair Housing Plan
- ▣ Procurement Policy
- ▣ Section 3 Local Economic Benefit

CABARRUS COUNTY
RESIDENTIAL ANTIDISPLACEMENT AND
RELOCATION ASSISTANCE PLAN
UNDER SECTION 104(d) OF THE HOUSING AND
COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

HOME/CDBG programs
June 15, 2020- June 15, 2023

The County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public and submit to the appropriate governing agency with the following information in writing:

1. A description of the proposed activity;
2. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units.
5. The source of funding and a time schedule for the provision of the replacement units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

The County will provide relocation assistance, as described in 24 CFR 570.606(b)(2), to each low/moderate-income household displaced by the demolition or housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, we will take the following steps to minimize the displacement of persons from their homes:

1. *No housing unit will be demolished that, after inspection, has been found to be in such structural condition that it can be repaired for \$25.00 per square foot up to a maximum of \$25,000 per structure.*
2. No housing unit will converted to a use other than as low/moderate-income housing using CDBG or HOME funds.

Adopted this 15th day of June, 2020.

Date

By: _____
Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Clerk

CITIZEN PARTICIPATION PLAN CABARRUS COUNTY

This plan describes how Cabarrus County will involve citizens in the planning, implementation, and assessment of the HOME and CDBG Programs. The HOME and CDBG Programs provide funds to local governments through a HOME consortium and through the state of North Carolina. The funds must be used for projects which benefit low-and-moderate-income persons. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also requires that citizens be given an opportunity to serve in key advisory roles to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the HOME and CDBG programs, including application, program implementation, amendments, closeout, assessment of performance and design of changes in the Plan. There will be two (2) general mechanisms for their involvement: (1) public hearings and ad hoc community meetings; and (2) individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrator or the consultant who is administering the program.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the program administrator or Board of Commissioners. They will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions, and other program modifications. All such changes will be discussed and their comments considered prior to action being taken. These meetings will be held on an as-needed basis. If program amendments require a governing board approval, a public hearing will be held on the amendment. Citizens may also be involved in implementation of projects requiring citizen participation.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty (30) to sixty (60) days prior to the start of planning for the next program year. The Board of Commissioners will be asked to provide time for citizen commentary for the Grantee Performance Report and to review that report prior to its submission.

As part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Complaints should be submitted in writing to :

Community Development Coordinator
Planning and Development Department
P.O. Box 707, Concord, NC 28026

A response will be given within ten (10) calendar days. If the response is unsatisfactory and the citizen is still dissatisfied, he/she should write to:

City of Concord Planning and Development Department
HOME Compliance Officer
P.O. Box 308, Concord, NC 28026

for HOME program concerns to request an investigation of the problem. CDBG programs will be directed to the state offices. Program staff will also be available during normal business hours to respond to citizen inquiries.

The Citizen Participation Plan will be subject to annual review and proposed revisions by the Board of Commissioners to occur in the period between the performance hearing and the first public hearing on the subsequent year's application.

Technical assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Board of Commissioners in response to their request. Assistance could be provided in the form of local expert presentations, information handouts, research of a specific issue, or other short-term efforts.

Public Information: A public information effort will be undertaken to promote citizen participation. These efforts will include:

- Public Notice of all public hearings will be published in the newspaper at least ten (10) days before the hearing. These notices will indicate the date, time, location and topic to be considered. The notices will also be made available on the county website and on Channel 22.
- Orientation information will be provided at the first public hearing. The Program Administrator will make a presentation at the televised public meeting covering the total HOME and/or CDBG funds available; the range of eligible activities; the planning process and the schedule of meetings and hearings; the role of the citizens in the program; and a summary of other program requirements such as environmental, fair housing and contracting procedures.
- A public file containing program documentation will be available for review at the Cabarrus County Government Center, 65 Church Street S., Concord, NC 28026 during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and Annual Performance Reports. Other program documents are also available for citizen review or request consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality.

- In the case of public hearings where a significant number of non-English speaking residents are expected to participate, a bilingual interpreter will be provided. All required documents will be available in Spanish.

- In the case of hearing impaired, a person will be provided to sign.

Adopted this 15th day of June, 2020.

By: _____
Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board

COMMUNITY DEVELOPMENT CODE OF CONDUCT
For the Period of June 15, 2020-June 15, 2023

HATCH ACT

No employee or agent of the County may perform any function during work hours that is considered political activity. This includes: soliciting votes, transporting voters, distributing campaign materials, working or developing campaign materials, etc.

NON DISCRIMINATION

No person shall, on the grounds of race, color, national origin, handicap, or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with Community Development funds.

ENGAGEMENT IN PROCUREMENT

No employee, officer, or agent of the County shall participate in the selection or award of a contract supported by federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- a) The employee, officer, or agent;
- b) Any member of his/her immediate family;
- c) His or her partner; or
- d) An organization which employs or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

CONFLICT OF INTEREST

No employee or agent shall influence or attempt to influence the outcome of any case or matter in which he has a direct interest either personally or in the person of any relative by blood or marriage. Employees or agents so involved shall abstain from dealing with such matters; they may provide information at the request of the County, but shall not attempt to influence the decision of the County.

Adopted this 15th day of June, 2020.

Date

By: _____
Stephen M. Morris, Chairman
Board of Commissioners

Attest:

Clerk to the Board

Cabarrus County

**Equal Employment and Procurement Plan
For the Period of June 15, 2020- June 15, 2023**

The County of Cabarrus maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the County prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and Affirmative Action measures is hereby assigned to the Chairman and/or other persons designated by the Chief Elected Official to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Chief Elected Official.

The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this 15th day of June, 2020.

Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board

CABARRUS COUNTY

FAIR HOUSING RESOLUTION
For the Period of June 15, 2020-June 15, 2023

WHEREAS, The County of Cabarrus seeks to protect the health, safety, and welfare of its residents; and

WHEREAS, citizens seek safe, sanitary and habitable dwellings in all areas of the County; and

WHEREAS, the County finds the denial of equal housing opportunities because of religion, race, creed, color, sex, national origin, handicap, or age legally wrong and socially unjust; and

WHEREAS, the denial of equal housing opportunities in housing accommodations is detrimental to public welfare and public order; and

WHEREAS, the County finds the practice of discrimination against any citizen in housing a denial of his equal rights and equal opportunity to seek better living conditions and to develop community pride;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the County of Cabarrus, North Carolina, that:

Section I. The Board of Commissioners of the County of Cabarrus has declared it an official policy of the County government that there shall not be allowed discrimination in the terms and conditions for buying or renting housing in the County of Cabarrus.

Section II. All business groups and individual citizens of the County of Cabarrus are urged to respect and implement this policy.

Section III. The Planning and Development Director or their designate, is the official authorized to (1) receive and document complaints regarding housing discrimination in Cabarrus County; and (2) refer such complaints to the North Carolina Human Relations Commission for investigation, conciliation and resolution.

ADOPTED, this 15th day of June, 2020.

By: _____
Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board

**Recipient's Plan to Further Fair Housing
For June 15, 2020-June 15, 2023**

Grantee: Cabarrus County

**Recipient's Address: P. O. Box 707, Concord,
NC 28026**

Contact Person: Kelly Sifford

Contact Phone #:704-920-2142

Contact Email:kfsifford@cabarruscounty.us TDD #:704-920-3000

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time_____

Past Activities X

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

In the recently completed Analysis of Impediments to Fair Housing, the consultants found that the primary barriers to housing choice in Cabarrus County are generally economic and educational in nature. More specifically, the issues appear to include dealing with the general public's understanding of Fair Housing rights, the home buying process, the number of affordable accessible units available and access to affordable loan packages and loan modifications promoting housing choice.

- **Availability of Affordable Units-** Cabarrus County has experienced tremendous growth in the past five years. Production of housing units has not kept pace with population growth. The lack of units has caused less vacant units and less affordable units in the community as a whole resulting in less housing choice. Client service based non-profits report an insufficient number of accessible units as well as units that provide supportive and/or transitional services.
- **Fair Housing Awareness.** Cabarrus County has had some fair housing complaints in the past few years reported directly to the Human Relations Council. It is possible that some fair housing violations go unreported due to a lack of understanding or knowledge of the rights of protected persons and families. Awareness in the private sector, as well as with the average individual, is a crucial step in addressing this particular barrier. Cabarrus County works with the local municipalities and nonprofits to provide fair housing information to citizens and businesses.
- **Knowledge of the Home buying process and associated costs.** Many families or individuals wishing to move into homeownership are not informed about the process of purchasing a home. This lack of knowledge may make them vulnerable to unscrupulous realtors, predatory lenders and poor loans which can

limit housing choice through cost. Additionally, people new to homeownership may not understand the cost of home maintenance and budgeting for those and other associated costs (insurance, taxes, etc).

- **Transportation.** Changes in housing growth patterns in recent years have lead to more suburban housing options in Cabarrus County. However, transportation from these areas to employment and services may be a limiting factor for some families in accessing these housing choices. Economic or physical factors may limit the ownership of a vehicle, which may in turn limit access from these housing options to employment and services.

III. Will the above activities apply to the total municipality or county?

Yes X No

If no, provide an explanation.
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)

Grantee: Cabarrus County

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
Creation and adoption of the recently completed Fair Housing Plan and the Analysis of Impediments to Fair Housing.	June-Sept 2020	2020	\$5500	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and newspaper advertisement.	Oct- Dec 2020	2020	\$350	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and placement of pamphlets in government offices, libraries, and Department of Human Services.	Jan-March 2021	2021	\$40	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and newspaper advertisement publishing fair housing law and TDD number for complaints. Joint fair housing event in conjunction with other local jurisdictions.	April-June 2021	2021	\$300	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and provide Fair Housing information and offering technical assistance to nonprofit agencies and the Department of Human Services in Cabarrus County who serve potentially protected groups such as programs that provide homebuyer assistance and rental assistance. Mail fliers and make phone calls to raise awareness.	July-Sept 2021	2021	\$50	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and local cable television advertisement regarding Fair Housing in English and Spanish.	Oct-Dec 2021	2021	\$0	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and newspaper advertisement publishing fair housing law and TDD number for complaints.	Jan-March 2022	2022	\$250	

Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and placement of pamphlets in government offices, libraries, and Department of Human Services. Fair Housing event with other local jurisdictions.	April-June 2022	2022	\$340	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and local cable television advertisement regarding Fair Housing in English and Spanish.	July-Sept 2022	2022	\$0	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and provide Fair Housing information and offering technical assistance to nonprofit agencies and the Department of Human Services in Cabarrus County who serve potentially protected groups such as programs that provide homebuyer assistance and rental assistance. Mail fliers and make phone calls to raise awareness.	Oct-Dec 2022	2022	\$50	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and update Fair Housing pamphlets at government offices, libraries and the Cabarrus County Department of Human Services.	Jan-March 2023	2023	\$40	
Cabarrus County Website Advertisement for Fair Housing (English and Spanish) and provide information to the local realtors' association regarding Fair Housing. Joint Fair Housing event with other local jurisdictions.	April-June 2023	2023	\$350	

V. **Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under Cabarrus County grants. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)**

1) Any person or persons wishing to file a complaint of housing discrimination in the county may do so by **informing the Cabarrus County Planning and Development Director** of the facts and circumstance of the alleged discriminatory acts or practice.

2) Upon receiving a housing discrimination complaint, the **Cabarrus County Planning and Development Director** shall acknowledge the complaint within **10 days in writing** and inform the North Carolina Human Relations Commission about the complaint.

3) The **Cabarrus County Planning and Development Director** shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the County.

4) The **Cabarrus County Planning and Development Director** shall **publicize** in the local newspaper, with the TDD# 704-920-3000, who is the local agency to contact with housing discrimination complaints.

Approved By:

Stephen M. Morris

**Chairman, Cabarrus County
Board of Commissioners**

Signature

Date

CABARRUS COUNTY
PROCUREMENT POLICY
HOME and/or CDBG Programs

For the Period of June 15, 2020-June 15, 2023

In the procurement of supplies, equipment, or services in the CABARRUS COUNTY HOME and/or CDBG programs the following shall apply:

- 1) Small Purchase Procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement for services, supplies, or other property, costing in the aggregate not more than \$3,000. Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method.
- 2) In Competitive Sealed Bids (formal advertising), sealed bids shall be publicly solicited and a firm, fixed price contract shall be awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price.
- 3) In Competitive Negotiations, proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with Federal Circular A-102. The general administrative contract was awarded using this method.

On all procurements efforts shall be made to solicit bids from qualified small and minority business firms.

In all cases, procurement under this Policy must conform to the requirements set forth in 24 CFR 85.36.

An adequate record of procurements must be maintained to insure that these policies and the requirements of 24 CFR 85.36 have been followed in their entirety.

ADOPTED THIS THE 15th DAY OF JUNE, 2020 BY THE CABARRUS COUNTY BOARD OF COMMISSIONERS.

By: _____
Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board

**Local Economic Benefit for Low- and Very Low-Income Persons Plan
For the Period of
June 15, 2020- June 15, 2023**

To ensure that, to the greatest extent possible, contracts for work are awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the County of Cabarrus has developed and hereby adopts the following Plan:

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

This Section 3 covered project area for the purposes of this grant program shall include the County of Cabarrus and portions of the immediately adjacent area.

When in need of a service, the County will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the NC state offices, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The County will include this Section 3 clause in all contracts executed under HOME and CDBG programs. Where deemed necessary, listings from any agency noted above shall be included as well as sources of subcontractors and suppliers.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Cabarrus County Employment Security Commission shall be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise in our local newspaper an advertisement, prominently located as a display advertisement, the pertinent information regarding the project including all Section 3 required information.

Adopted this 15th day of June, 2020.

Stephen M. Morris, Chairman
Cabarrus County Board of Commissioners

Attest:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Register of Deeds - Refund of Excise Tax

BRIEF SUMMARY:

The Dudley Law Firm recorded a general warranty deed in Cabarrus County on April 15, 2020 in Book 14117 at Page 214 and paid excise tax of \$310. Subsequently, said law firm recorded an affidavit of error in Book 14158 at Page 294, that the correct excise tax amount was \$190. Said firm is now requesting a refund of over-payment of excise tax in the sum of \$120.

REQUESTED ACTION:

Motion to, in compliance with NCGS 105-228.37, authorize a refund to the Dudley Law Firm in the amount of \$120.00.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Wayne Nixon, Register of Deeds

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Affadavit and Deed

FILED	May 05, 2020
AT	01:04:00 PM
BOOK	14158
START PAGE	0294
END PAGE	0294
INSTRUMENT #	13339
EXCISE TAX	\$0.00

AFFIDAVIT OF CORRECTION OF TYPOGRAPHICAL OR OTHER MINOR ERROR
[N.C.G.S. 47-36.1]

Prepared by and return to:
L. Ragan Dudley, Attorney at Law,
The Dudley Law Firm
116 Morlake Drive #103 Mooresville, NC 2117

Each undersigned affiant, jointly and severally, being first duly sworn, hereby swears or affirms that the instrument referenced below contained error described below.

Document Name: North Carolina General Warranty Deed
Date of Recording: April 15, 2020
Recording Information: Book 14117, Page 214, Cabarrus County Register of Deeds
Original Parties: Grantor: Kimberly R. Hubbard f/k/a Kimberly R. Furr and husband Timothy W. Hubbard
And Garry M. Furr, JR, unmarried
Grantee: Multi-Tech, LLC, a North Carolina Limited Liability Company

Affiant makes this Affidavit pursuant to N.C.G.S. 47-36.1 to give notice of the following error contained therein:

The excise tax on the deed is incorrect

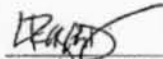
The following is the correct information that should have appeared in the original instrument:

Excise tax amount is \$190.00

___ If checked, a copy of the original instrument (in part or in whole) is attached.

Affiant is knowledgeable of the agreement and the intention of the parties in this regard. Affiant is the (check one)

- ☒ Drafter of original instrument being corrected
☐ Closing attorney for transaction involving instrument being corrected
☐ Attorney for grantor/mortgagor named above in instrument being corrected
☐ Owner of the property described in instrument being corrected
☐ Other (Explain: _____)



Signature of Affiant
Print or Type Name: L. Ragan Dudley

State of NC County of IREDELL

Signed and sworn to (or affirmed) before me, this the 4th day
Of May, 2020.

My Commission Expires:

6-21-20


Notary Public

Debbie Kelly
NOTARY PUBLIC
Iredell County
North Carolina
My Commission Expires 06/21/2020

FILED	Apr 15, 2020
AT	12:34:00 PM
BOOK	14117
START PAGE	0214
END PAGE	0216
INSTRUMENT #	11226
EXCISE TAX	\$310.00

REVENUE STAMPS/EXCISE TAX: \$310.00

Parcel Identifier No. 5614-92-1249-0000 and 5614-92-1377-0000 Cabarrus County

Mail after recording to: The Dudley Law Firm
116 Morlake Drive #103, Mooresville, NC 28117

This instrument was prepared by: L. RAGAN DUDLEY, ATTORNEY AT LAW
THE DUDLEY LAW FIRM

NORTH CAROLINA GENERAL WARRANTY DEED

This DEED made this 15th day of April, 2020, by and between

GRANTOR(S)

Kymberly R. Hubbard F/K/A
Kymberly R. Furr and husband,
Timothy W. Hubbard

MAILING ADDRESS:

5520 Randolph Road
Kannapolis, NC 28081

And

Garry M. Furr, Jr., unmarried

MAILING ADDRESS:

9625 Old Concord Road
China Grove, NC 28023

GRANTEE(S)

Multi-Tech LLC, a North Carolina
Limited Liability Company

MAILING ADDRESS:

134 Cherokee Drive
Mooresville, NC 28117

PROPERTY ADDRESS:

529 N. Rose Avenue
Kannapolis, NC 28083

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Cabarrus County, North Carolina, and more particularly described as follows:

See attached Exhibit "A".

All or a portion of this property herein conveyed ____ includes or does not X include the primary residence of the Grantor.

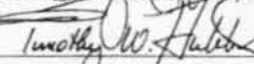
TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

AND THE GRANTOR covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

Easements, rights of way and restrictions of record, if any.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.


KIMBERLY R. HUBBARD aka KIMBERLY R. FURR


TIMOTHY W. HUBBARD


GARRY M. FURR, JR.

STATE OF NORTH CAROLINA

COUNTY OF IREDELL

I, a Notary Public of the State and County aforesaid, do hereby certify that Kymberly R. Hubbard fka Kymberly R. Furr and Timothy W. Hubbard personally came before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 15th day of April, 2020.

Debbie Kelly
NOTARY PUBLIC
Iredell County
North Carolina
My Commission Expires 06/21/2020


Notary Public: DEBBIE KELLY

My Commission Expires: 06/21/20

STATE OF NORTH CAROLINA

COUNTY OF IREDELL

I, a Notary Public of the State and County aforesaid, do hereby certify that Garry M. Furr, Jr. personally came before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 15th day of April, 2020.

Debbie Kelly
NOTARY PUBLIC
Iredell County
North Carolina
My Commission Expires 06/21/2020


Notary Public: DEBBIE KELLY

My Commission Expires: 06/21/20

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**June 1, 2020
4:00 PM**

AGENDA CATEGORY:

Approval of Regular Meeting Agenda

SUBJECT:

BOC - Approval of Regular Meeting Agenda

BRIEF SUMMARY:

The proposed agenda for the June 15, 2020 regular meeting is attached.

REQUESTED ACTION:

Motion to approve the agenda for the June 15, 2020 regular meeting; including the public hearings.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▢ Proposed June 15, 2020 Regular Meeting Agenda

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**June 15, 2020
6:30 PM**

MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

CALL TO ORDER BY THE CHAIRMAN

PRESENTATION OF COLORS

INVOCATION

A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

B. APPROVAL OF THE AGENDA

C. RECOGNITIONS AND PRESENTATIONS

1. EMS - Recognition of EMS Personnel for Research Poster Competition
2. Human Resources - Recognition of Stanley Parnell on His Retirement from the Cabarrus County Department of Human Services, Transportation Division

D. INFORMAL PUBLIC COMMENTS

E. OLD BUSINESS

F. CONSENT AGENDA

(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)

1. Appointments - Adult Care Home Community Advisory Committee
2. Appointments - Board of Equalization and Review
3. Appointments - Centralina Workforce Development Board

4. Appointments - Concord Downtown Development Corporation
5. Appointments - Mental Health Advisory Board
6. Appointments - Public Health Authority of Cabarrus County
7. Appointments - Region F Aging Advisory Committee
8. Appointments - Water and Sewer Authority of Cabarrus County
9. Appointments and Removals - Cabarrus County Tourism Authority
10. Appointments and Removals - Transportation Advisory Board
11. County Manager - Business Incubator Grant Opportunity
12. County Manager - Stormwater Easement Request at Odell Elementary School
13. DHS - FY21 HCCBG Funding Plan
14. Finance - Health Insurance Fund Balance Amendment
15. Finance - Juvenile Crime Prevention Council (JCPC) FY 21 Allocation of Funds
16. Finance - Update of Approved Banking Institutions and Investment Officers
17. Finance - Update of Capital Project Fund Budgets and Related Project Ordinances
18. Planning and Development - Community Development Blue Cross and Blue Shield Healthy Homes Initiative Grant Program
19. Planning and Development - Community Development Grant Required Plans and Programs
20. Register of Deeds - Refund of Excise Tax
21. Sheriff's Office - Award of Service Weapon to Deputy Jason Thomas Upon His Retirement
22. Tax Administration - Refund and Release Reports – May 2020

G. NEW BUSINESS

1. County Manager - Adoption of the FY 21 Cabarrus County Budget - Public Hearing 6:30 p.m.
2. County Manager - FY 21 Economic Development Allocation - Public Hearing 6:30 p.m.
3. DHS - Transportation 5310 Elderly and Handicapped Grant - Public Hearing 6:30 p.m.

H. REPORTS

1. BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
2. BOC - Request for Applications for County Boards/Committees
3. County Manager - Monthly Building Activity Reports
4. County Manager - Monthly New Development Report
5. EDC - May 2020 Monthly Summary Report
6. Finance - Monthly Financial Update

I. GENERAL COMMENTS BY BOARD MEMBERS

J. WATER AND SEWER DISTRICT OF CABARRUS COUNTY

K. CLOSED SESSION

L. ADJOURN

Scheduled Meetings

July 6	Work Session	4:00 p.m.	Multipurpose Room
July 15	Cabarrus Summit	6:00 p.m.	Cabarrus Arena
July 21	Regular Meeting	6:30 p.m.	BOC Meeting Room
August 3	Work Session	4:00 p.m.	Multipurpose Room
August 17	Regular Meeting	6:30 p.m.	BOC Meeting Room

Mission: Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

Vision: Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

**Cabarrus County Television Broadcast Schedule
Cabarrus County Board of Commissioners' Meetings**

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

Sunday - Saturday	1:00 P.M.
Sunday - Tuesday	6:30 P.M.
Thursday & Friday	6:30 P.M.

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.