

Public Service Announcement

In order to maintain the safety of County residents, the Watauga County Board of Commissioners Meeting scheduled for 5:30 P.M. on Tuesday, September 15, 2020, will be conducted electronically. The Board Packet, including the agenda, is available on the County's website at: http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

The public may access this meeting by

Calling: +1 929 205 6099 and entering the following:

Meeting ID: 896 7235 3405

Password: 12345

OR

Clicking the following link:

<https://us02web.zoom.us/j/89672353405?pwd=Z3cxd0ZOQlIxNUNpRzIEMm44TEpldz09>

The County is making every effort to ensure that the public is able to, not only listen to the meeting, but also to participate in the public comments portion. You may submit public comment by email to: public.comments@watgov.org or by mail to:

Clerk to the Board of Commissioners
814 West King Street, Suite 205
Boone, NC 28607

Public comments received by 5:00 P.M. on Monday, September 14, 2020, will be available to view by the time of the meeting (September 15, 2020, at 5:30 P.M.) on the County's website at: http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

A recording of this meeting will be available by 5:00 P.M. on Wednesday, September 16, 2020, on the County's website at:

http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

**TENTATIVE AGENDA & MEETING NOTICE
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, SEPTEMBER 15, 2020
5:30 P.M.**

**ELECTRONIC MEETING ORIGINATING FROM THE
WATAUGA COUNTY ADMINISTRATION BUILDING
COMMISSIONERS' CONFERENCE ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
5:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: September 1, 2020, Regular Meeting September 1, 2020, Closed Session		1
	3	APPROVAL OF THE SEPTEMBER 15, 2020, AGENDA		11
5:35	4	TOWN OF BOONE CONDITIONAL DISTRICT ZONING MAP AMENDMENT REQUEST FOR A WATAUGA MEDICAL CENTER PROJECT	MR. JIM DEAL	13
5:40	5	CORONAVIRUS (COVID-19) COMMUNITY UPDATE	MS. JENNIFER GREENE	21
5:45	6	PLANNING & INSPECTIONS MATTERS	MR. JOE FURMAN	
		A. Middle Fork Greenway Section 4 Requests to Transfer Property and Award Contract to Build the Natural Surface Segment		23
		B. Request to Schedule Public Hearing for Community Development Block Grant Coronavirus (CDBG-CV) Program Grant Application Process		35
5:50	7	TAX MATTERS	MR. LARRY WARREN	
		A. Monthly Collections Report		113
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5:55	8	BUDGET AMENDMENTS	MS. MISTY WATSON	143
6:00	9	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Proposed Resolution for Appalachian State University Tower Lease Renewal		147
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6:15	12	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3)		161
6:30	13	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

September 1, 2020, Regular Meeting

September 1, 2020, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 1, 2020**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, September 1, 2020, at 8:30 A.M. remotely with the meeting originating in the Commissioners' Conference Room located in the Watauga County Administration Building, Boone, North Carolina.

Chairman Welch called the remote electronic meeting to order at 8:31 A.M. All votes were taken by roll call. The following were present:

PRESENT VIA ELECTRONIC MEANS:

John Welch, Chairman
 Billy Kennedy, Vice-Chairman
 Larry Turnbow, Commissioner
 Charlie Wallin, Commissioner
 Perry Yates, Commissioner
 Anthony di Santi, County Attorney
 Deron Geouque, County Manager
 Anita J. Fogle, Clerk to the Board

Commissioner Yates opened with a prayer and Vice-Chairman Kennedy led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Welch called for additions and/or corrections to the August 18, 2020, regular meeting and closed session minutes.

Commissioner Wallin requested to make the following correction to indicate that Commissioner Wallin gave the invocation:

“Commissioner ~~Yates~~ **Wallin** opened with a prayer and Commissioner Turnbow led the Pledge of Allegiance.”

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to approve the August 18, 2020, regular meeting minutes as amended.

VOTE: Aye-5
 Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to approve the August 18, 2020, closed session minutes as presented.

VOTE: Aye-5
 Nay-0

APPROVAL OF AGENDA

Chairman Welch called for additions and/or corrections to the September 1, 2020, agenda.

County Manager Geouque requested to add a proposed Town of Boone Conditional District Zoning Map Amendment request for a Watauga Medical Center project.

Commissioner Turnbow, seconded by Commissioner Wallin, moved to approve the September 1, 2020, agenda as amended.

VOTE: Aye-5
Nay-0

CORONAVIRUS (COVID-19) COMMUNITY UPDATE

Ms. Jennifer Greene, AppHealthCare Director, provided an update on the Coronavirus (COVID-19). The report was for information only and, therefore, no action was required.

UPDATE ON NEW RIVER CONSERVANCY PROJECTS IN WATAUGA COUNTY

Mr. George Santucci, New River Conservancy President, presented updates on the following projects in Watauga County: the South Fork New River Restoration project that runs along Brookshire Park; the Middle Fork New River Restoration project along Section 1B of the Greenway; a stormwater planning project on Winklers Creek; and a daylighting project for Boone Creek through the Peacock Parking Lot on Appalachian State University campus. The presentation was for information only and, therefore, no action was required.

PROPOSED ACCEPTANCE OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT ALLOCATION FOR PROJECT ON AGING

Ms. Angie Boitnotte, Project on Aging Director, stated that Watauga County was eligible to receive \$94,057 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the North Carolina Division of Aging and Adult Services. The funds must be used to respond to the Coronavirus emergency by providing Older Americans Act activities related to the response. No county match was required and funds must be expended by September 30, 2021. Ms. Boitnotte proposed the funds be allocated as follows:

Service	Unit-Based Allocation	Non-Unit Allocation	Totals
In-Home Aide Level I	\$7,500	\$5,000	\$12,500
In-Home Aide Level II	\$7,500		\$7,500
Congregate Meals	\$19,000	\$1,000	\$20,000
Home Delivered Meals	\$41,072	\$3,000	\$44,072
Senior Center		\$9,985	\$9,985
TOTALS	\$75,072	\$18,985	\$94,057

Vice-Chairman Kennedy, seconded by Commissioner Wallin, moved to authorize the plan to expend the allocation of CARES funds as presented.

VOTE: Aye-5
Nay-0

PROPOSED RENEWAL OF COMMUNICATIONS MAINTENANCE CONTRACTS WITH MOBILE COMMUNICATIONS AMERICA

Mr. Will Holt, Emergency Services Director, presented proposed renewals for three maintenance contracts totaling \$37,866 with Mobile Communications America (formerly Wireless Communications). The first contract was for console infrastructure equipment, the second for fixed infrastructure equipment, and the third for mobile radios (including those used by the Sheriff's Office). Adequate funds were budgeted to cover the expense.

Commissioner Turnbow, seconded by Commissioner Yates, moved to approve the three contracts with Mobile Communications America as presented by Mr. Holt.

VOTE: Aye-5
Nay-0

PROPOSED ENGINEERING SERVICES FOR SANITATION SCALE AND TRANSFER STATION AREA IMPROVEMENTS

County Manager Geouque, on behalf of Mr. Rex Buck, Operations Services Director, presented proposed agreements with McGill Associates, P.A., to address the on-going traffic flow, maneuverability and accessibility challenges at the County's Transfer Station Facility. The cost was \$159,800 for all of the services required. Adequate funds were budgeted to cover the expense.

Commissioner Yates shared the following concerns: citizens can only dump at no cost on Saturdays (of which Commissioner Yates suggested changing back to Monday through Saturday) and portions of this project may have to be redone when future projects are scheduled. Vice-Chairman Kennedy suggested perhaps adding one additional day to the schedule for no cost dumping. Chairman Welch and Commissioner Wallin agreed that adding a weekday (along with the current Saturday hours of 8:00 A.M. to 4:00 P.M.) for dumping could be a solution. Chairman Welch stated that great points had been made; however, the agreements for consideration were budgeted items that have needed to be addressed for a long time.

County Manager Geouque stated that, when constructed, the new scale house would be a smaller building with scales on both sides (one for weighing in and one for weighing out) which would help to alleviate wait times on Saturdays as well as the general flow of traffic.

After discussion, Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to accept the proposals from McGill, Associates, P.A. in the amount \$159,800 for design improvements at the landfill facility.

VOTE: Aye-4(Welch, Kennedy, Turnbow, Wallin)
Nay-1(Yates)

RAINBOW TRAIL BOARD OF ADJUSTMENT APPEAL UPDATE

County Attorney di Santi shared the following timeline regarding the Rainbow Trail Board of Adjustment Appeal:

November 2013	Appalachian Materials leased property on Rainbow Trail to Radford Quarries, Inc. to operate an asphalt plant
June 15, 2015	A High Impact Land Use (HILU) Ordinance permit application was submitted for the project
June 22, 2015	Mr. Joe Furman denied the application due to finding the permit deficient on a number of items and not meeting the requirements of the HILU Ordinance including the proposed location being within 1,500 feet of an educational facility (the Margaret Gragg Education Center)
July 17, 2015	Appalachian Materials appealed to the Watauga County Board of Adjustment
October 14-16, 2015	After a three-day hearing, the Board of Adjustment (BOA) affirmed Mr. Furman's decision and found the application deficient on numerous items and due to the location being within 1,500 feet of the Margaret Gragg Education Center. Appalachian Materials timely appealed the BOA decision to the Superior Court of Watauga County.
September 8, 2017	Superior Court Judge Horne affirmed the Board of Adjustment's decision by ruling that the location of the proposed asphalt plant was within 1,500 of an education facility.
November 6, 2018	The case was appealed to the North Carolina Court of Appeals which reversed the Superior Court decision and ruled that the Margaret Gragg Education Center was not an education facility as defined by the HILU and remanded the case to the North Carolina Superior Court for proceedings was consistent with its decision.
December 11, 2018	Watauga County petitioned the Supreme Court for discretionary review of the discussion of the Court of Appeals
March 27, 2019	The Supreme Court denied the petition for discretionary review so the ruling of the Court of Appeals decision stood which remanded the case to the Superior Court of Watauga county for proceedings consistent with the Court of Appeals decision.

After March 2020	After over one year of waiting for Appalachian Materials to schedule a hearing before Superior Court of Watauga County regarding the remand from the Court of Appeals, Watauga County filed a Motion to Dismiss for failure to prosecute the claim which was heard in the Superior Court July 1, 2020.
June 29, 2020 Session	In response to the Motion to Dismiss, Appalachian Materials filed a Motion requesting the Superior Court to issue an Order to the Board of Adjustment and Ordinance Administrator (OA) to issue the HILU permit to construct and operate the asphalt plant. This was heard before Judge Gavenus who denied the County's Motion to Dismiss and has the request to order the Board of Adjustment and Ordinance Administrator to issue the HILU permit under consideration.
	The next action depends on the ruling of the court regarding the issuance of the permit which is expected any time. Either the County will be ordered to issue the permit or, as the County argued, the case will be remanded to the BOA and OA pursuant to the Court of Appeals decision for proceedings that were consistent with its ruling. The BOA and OA cannot consider the fact that the Margaret E. Gragg Education Center is within 1,500 of the site. The County will argue that there has not been sufficient information submitted to the Ordinance Administrator or Board of Adjustment to qualify for the issuance of the permit and that the BOA and OA can require the additional information to be submitted by the applicant.
	A ruling was expected very soon from Judge Gavenus.

[Clerk's Note: County Attorney di Santi was updated by his law partner, Ms. Chelsea Garrett during the meeting regarding action taken by Judge Gavenus on this issue and action was taken by the Board at the end of this meeting, after closed session.]

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Town of Boone Conditional District Zoning Map Amendment Request for A Watauga Medical Center Project

County Manager Geouque stated that a request had been received (since the agenda was prepared) for the County to submit a Conditional District Zoning Map Amendment for a Watauga Medical Center project to the Town of Boone. Mr. Geouque had requested the Board add it to the agenda to make the Board members and public aware of the request. Mr. Geouque recommended the Board table consideration until the next meeting to allow time to review the request in more detail.

Vice-Chairman Kennedy, who sits on the Medical Center Board, clarified that future construction at the Medical Center would be in phases and this request was part of Phase I which would address issues at their Central Energy Plant.

Chairman Welch tabled further discussion and consideration until the September 15, 2020, meeting.

B. Proposed Forest Service Lease Agreement for Space in the East Annex

County Manager Geouque stated that the North Carolina Forest Service had requested to use office space in the Cooperative Extension Building. Their current office building, located on County-leased property, had experienced mold issues which required the Forest Service to search for a new location. The Forest Service requested to lease the available office space at the Cooperative Extension Building for a term of two (2) years beginning October 1, 2020 and ending September 30, 2022.

Property owned by the County may be leased or rented for such terms and upon such conditions as the Board may determine, for up to ten (10) years. Property may be rented or leased only pursuant to a resolution of the Board authorizing the execution of the lease or rental agreement adopted at a regular Board meeting upon a 10 day public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the Board's intent to authorize the lease or rental at its next regular meeting.

County Manager Geouque stated that the resolution had been adopted and the 10-day public notice given; therefore, the PO-28 form and lease were presented for consideration of approval.

Vice-Chairman Kennedy, seconded by Commissioner Wallin, moved to approve the lease and completion of PO-28 Lease proposal form.

VOTE: Aye-5
Nay-0

B. Transfer of Mabel Elementary School to the Watauga County Board of Education

County Manager Geouque stated that approximately ten (10) years ago, the Watauga County School Board transferred Mabel Elementary School to Watauga County as part of the Qualified School Construction Bond. The Bond was in the amount of \$1,290,274 and required the School System to transfer the property since the County would be responsible for the Bond. The Bond obligations have now been met and the property may be transferred back to the School System. County Manager Geouque presented a Warranty Deed as prepared by the County Attorney.

Commissioner Turnbow, seconded by Commissioner Yates, moved to approve the Warranty Deed transferring Mabel Elementary School to the Watauga County Board of Education.

VOTE: Aye-5
Nay-0

C. Boards and Commissions

County Manager Geouque share the below:

Valle Crucis Historic Preservation Commission

The Valle Crucis Historic Preservation Commission terms of Ms. Susan Mast and Ms. Heidi Tester expire in September. Specific requirements, as mentioned in Mr. Furman's memo, must be met to

serve on the Commission. Ms. Mast and Ms. Tester meet those requirements and are both willing to continue to serve if reappointed. The terms are for three (3) years. This is a first reading.

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to waive the second reading and reappoint both Ms. Susan Mast and Ms. Heidi Tester to three-year terms on the Valle Crucis Historic Preservation Commission.

VOTE: Aye-5
Nay-0

D. Announcements

County Manager Geouque announced that the Trustees of Caldwell Community College & Technical Institute has invited the Board of Commissioners to a meeting on Wednesday, September 23, 2020, at 6:00 P.M. at the Watauga Student Services Center located at the Watauga Campus on Hwy 105 Bypass, Boone, NC, in Room 112.

Concerns were mentioned in regards to the meeting being in-person and not virtual during the ongoing pandemic. County Manager Geouque stated that he would get more information from Dr. Poarch as to how safety measures will be met.

PUBLIC COMMENT

Chairman Welch stated that no written comments were received.

CLOSED SESSION

At 9:58 A.M., Commissioner Wallin, seconded by Commissioner Yates, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Land Acquisition, per G. S. 143-318.11(a)(5)(i). The following lawsuits were included in discussion during closed session: The Rainbow Trail Board of Adjustment Appeal.

VOTE: Aye-5
Nay-0

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to resume the open meeting at 10:39 A.M.

VOTE: Aye-5
Nay-0

AMEND THE AGENDA

Commissioner Wallin, seconded by Commissioner Yates, moved to amend the agenda to add action after closed session to consider new information regarding the Rainbow Trail Board of Adjustment appeal.

VOTE: Aye-5
Nay-0

ACTION AFTER CLOSED SESSION

County Attorney di Santi stated that while giving his earlier report his law partner, Ms. Chelsea Garratt, informed him to say that she had received a memo from Judge Gavenus giving direction for a ruling to be entered affirming the December Court of Appeals Order to issue a permit for construction and operation of an asphalt plant at the Rainbow Trail site. To the applicant, Appalachian Materials, Inc.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to direct the County Attorney to file an appeal to Judge Gavenus' decision to the North Carolina Court of Appeals.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Wallin, seconded by Commissioner Yates, moved to adjourn the meeting at 10:43 A.M.

VOTE: Aye-5
Nay-0

John Welch, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 3:

APPROVAL OF THE SEPTEMBER 15, 2020, AGENDA

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AGENDA ITEM 4:

**TOWN OF BOONE CONDITIONAL DISTRICT ZONING MAP AMENDMENT REQUEST
FOR A WATAUGA MEDICAL CENTER PROJECT**

MANAGER’S COMMENTS:

The Board tabled a decision regarding the request for the County to submit a Conditional District Zoning Map Amendment for a Watauga Medical Center project to the Town of Boone. A map is provided to more clearly denote the route of the greenway. Mr. Jim Deal will present on behalf of Appalachian Regional Healthcare System.

Vice-Chairman Kennedy, who sits on the Medical Center Board, clarified that future construction at the Medical Center would be in phases and this request was part of Phase I, which would address issues at the Central Energy Plant.

Board action is required to approve the submission of the amendment request.

Please return to:
 Town of Boone
 Planning and Inspections
 680 West King Street, Suite C
 Boone, NC 28607

**TOWN OF BOONE
 CONDITIONAL DISTRICT ZONING MAP AMENDMENT ORDER**

Case Number: PL03979-061620

Property Owner(s): Watauga County; Watauga Medical Center, Inc.; and Appalachian Regional Healthcare System, Inc.

Parties to be Indexed: Watauga County; Watauga Medical Center, Inc.; and Appalachian Regional Healthcare System, Inc.

Property Location: 336 Deerfield Road and three adjacent lots on Deerfield Road

Watauga County PIN(s): 2910-71-6688-000; 2910-71-7264-000; 2910-70-6917-000; and a portion of 2910-70-7453-000

Vesting: 5 years

Request: Watauga Medical Center, Inc. requested a Conditional District Zoning Map Amendment to rezone the Watauga Medical Center campus from O/I Office Institutional/B3 General Business to Conditional District O/I Office Institutional with a phased site specific development plan for Use 11.26 Hospital with a 5-year vesting period.

Approval: On August 18, 2020 the Boone Town Council approved Conditional District O/I Office Institutional for a phased site specific development for Use 11.26 Hospital with a 5 year vesting period. The following conditions were placed on the approval with the agreement of the applicant:

1. Where there is a conflict between the application information and the plans (dated July 20, 2020) the plans shall control. Insignificant deviations may be permitted to comply with the requirements of the UDO.
2. Any commitments and representations concerning the proposed project made by the applicant or its representatives at the public hearing shall also become a condition of the permit, and a basis for a stop-work order and/or permit revocation if violated.
3. The applicant shall submit the necessary applications, plans, details and specifications which meet the requirements of the Town Code, UDO, Building Code and any other applicable plans for review and approval necessary to issue Zoning and Building Permits.
4. 5-Year Vesting is granted for the project.
5. Applicant agrees as a condition of approval of its conditional district application that it will, at its expense, design and construct a greenway along the length of the subject property that adjoins Deerfield Road, ending at a northerly terminus at the intersection of Deerfield Road and State Farm Road, and further agrees as follows:

- A. The greenway shall consist of: a 10-foot asphalt-paved multi-modal path, retaining walls as necessary, a minimum of five (5) foot separation between the asphalt path and the pavement of Deerfield Road, and areas for Town-installed signage per (i) below (collectively, "greenway"). The greenway shall be subject to approval by the Land Use Administrator and designed and constructed according to Town standards.
 - i. The applicant shall grant to the Town easements for 3' x 5' areas selected by the Town for installation of Town signs. The number and placement of such signs shall be determined by the Town in its sole discretion, giving reasonable regard for elements of applicant's development.
- B. The applicant shall grant to the Town an easement for such of the greenway as is not located in the Town's right of way. (By way of clarification, this would be an easement area up to 18-foot wide where a sign easement was located and where none of the greenway was located in the Town's right of way (if such areas exist).) The easement shall be non-exclusive to the extent that applicant shall retain the right to use the easement area in ways that are not inconsistent with its use as a greenway, such uses to include undergrounded utilities, landscaping, and signage.
- C. By way of further clarification, this greenway shall replace sidewalk in that section along Deerfield Road where sidewalk already exists, except insofar as sidewalk connectors may need to be retained to serve pedestrian crossings at traffic signals.
- D. The improvements located in the greenway (including retaining walls as well as the paved path) shall be dedicated to the Town for public use subject to the 12-month warranty and other requirements of Town Code sections 96.045 – 96.047, and the Town shall accept maintenance of said improvements. The Town will only be responsible for maintenance in the easement area.

Case PL03979-061620
Page 6 of 6

Ordered effective the ____th day of _____, 2020.

Mayor Rennie Brantz

Attest

Nicole Harmon, Town Clerk

NORTH CAROLINA
WATAUGA COUNTY

I, _____, a Notary Public of Watauga County, North Carolina, certify that Nicole Harmon, Town Clerk for the Town of Boone, personally appeared before me and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____ 2020.

(Official Stamp or Seal)
Notary Public

Printed Name of Notary Public

My Commission Expires: _____

Case PL03979-061620
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Consent to:
WATAUGA COUNTY

By: Deron Geouque
Title: County Manager

Date

NORTH CAROLINA
WATAUGA COUNTY

I certify that Deron Geouque personally came before me this day and acknowledged that s/he is the County Manager of Watauga County, and that by authority duly given and as the act of such entity, s/he signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and Notarial stamp or seal this _____ day of _____, 2020.

(Official Stamp or Seal)

Notary Public

Printed Name of Notary Public

My Commission Expires: _____

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Consent to:
WATAUGA MEDICAL CENTER, INC.

Charles Mantooth

By: Charles Mantooth
Title: President

7.28.2020

Date

NORTH CAROLINA
WATAUGA COUNTY

I certify that Charles Mantooth personally came before me this day and acknowledged that s/he is the President of Watauga Medical Center, Inc., a North Carolina corporation, and that by authority duly given and as the act of such entity, s/he signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and Notarial stamp or seal this 28th day of August, 2020.

Jolynn M. Mahoney

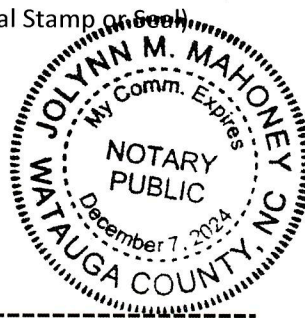
Notary Public

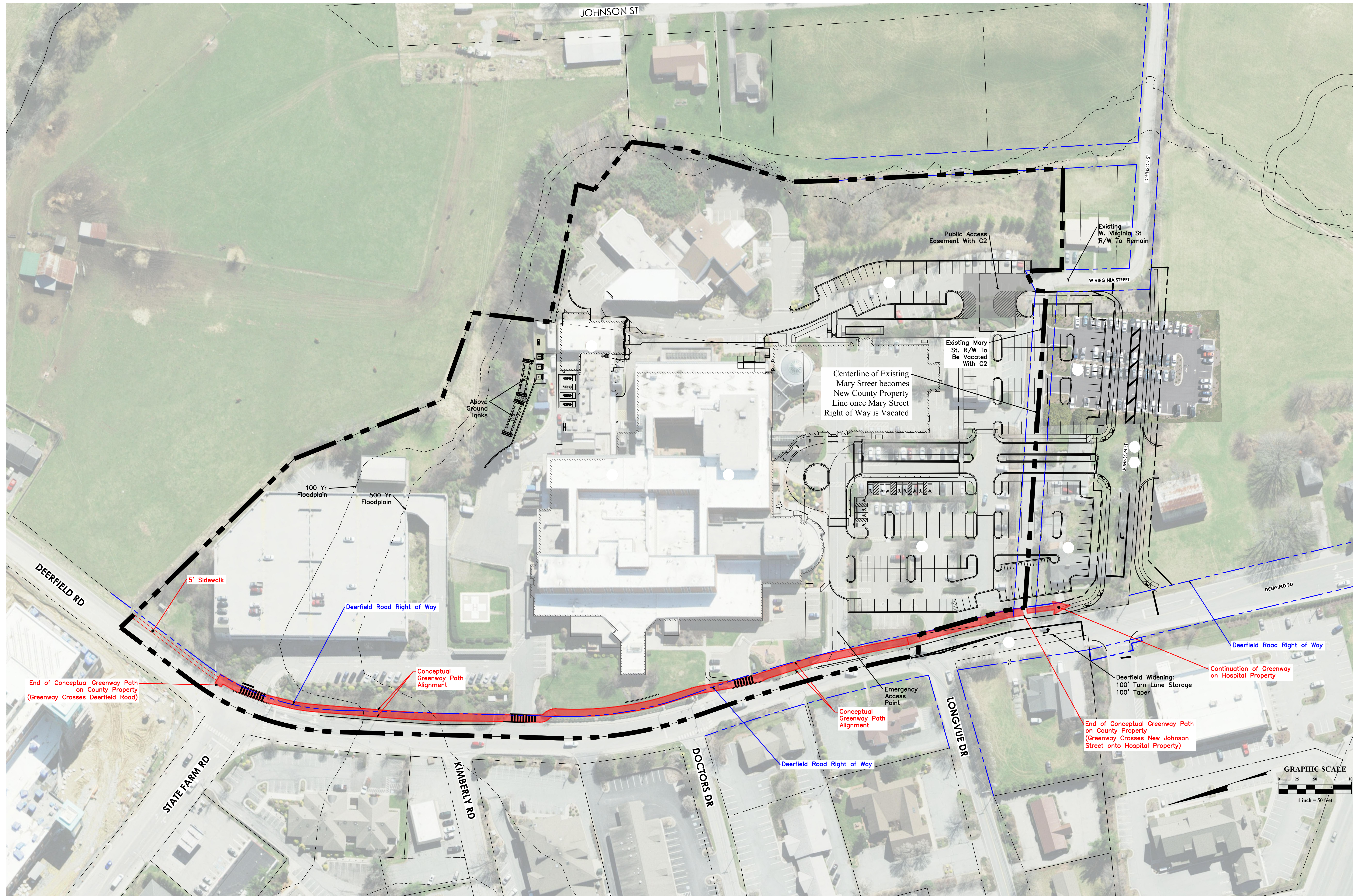
(Official Stamp or Seal)

Jolynn M. Mahoney

Printed Name of Notary Public

My Commission Expires: Dec. 7, 2024





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AGENDA ITEM 5:

CORONAVIRUS (COVID-19) COMMUNITY UPDATE

MANAGER'S COMMENTS:

Ms. Jennifer Greene, AppHealthCare Director, will provide an update on the Coronavirus (COVID-19).

The report is for information only; therefore, no action is required.

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AGENDA ITEM 6:**PLANNING & INSPECTIONS MATTERS*****A. Middle Fork Greenway Section 4 Requests to Transfer Property and Award Contract to Build the Natural Surface Segment*****MANAGER'S COMMENTS:**

The design for Section 4 of the Middle Fork Greenway (Niley Cook Road-to-Tweetsie Railroad) has been changed due to permitting issues. The NC Division of Energy, Mining and Land Resources (NCDEMLR) will not approve the design. Blue Ridge Conservancy (BRC) purchased additional land on the west side of the Middle Fork (accessed from US Hwy 321 S) and changed a portion of Section 4 to a natural surface trail. The land acquisition and design change provides for a more visible trailhead, increased parking, and eliminates the boardwalk and retaining walls. A map of the new design is attached.

Mr. Furman will request two actions from the Board. The first action is to accept the newly purchased tract of land and direct the County Attorney to prepare the deed. The second action is to accept Ms. Patoprsty's recommendation to award a contract to Terra Tek for the construction of the project. Terra Tek is local with a presence in Watauga and Avery Counties and has done work previously at Rocky Knob Bike Park. The County was satisfied with Terra Tek's work. Lastly, both quotes received were based upon 2800' of trail with Terra Tek having a lower per unit cost for trail construction.

Board action is required to accept the property and direct the County Attorney to prepare a deed and award a contract to Terra Tek in the amount of \$39,300.

Memorandum

Date: September 9, 2020
 To: County Manager; Board of Commissioners
 From: Joe Furman
 RE: Middle Fork Greenway

The design for Section 4 of the Middle Fork Greenway (Niley Cook Road-to-Tweetsie Railroad) has been changed due to permitting issues that cannot be overcome. The current design includes a boardwalk and some retaining walls that are very close to the waters' edge. After a year of back-and-forth, it is clear the NC Division of Energy, Mining and Land Resources (NCDEMLR) will not approve the design. Accordingly, Blue Ridge Conservancy (BRC) purchased additional land on the west side of the Middle Fork (accessed from US Hwy 321 S) and changed a portion of Section 4 to a natural surface trail. The additional land provides a site for a very visible trailhead, and eliminates the need for the boardwalk by using two bridges instead. The natural surface trail eliminates the need for retaining walls. One bonus of these changes is that the new trailhead is more visible and provides many more parking spaces than the originally planned one on Niley Cook Road (Goldmine Branch Park). A map of the new design is attached.

Two actions by the Commissioners are requested to enable the redesign.

1. As has been the case with all previous purchases by BRC for the greenway, BRC wishes to transfer the tract to the County. This is necessary because the grant recipient for Section 4 is the County, not BRC. The grants are disbursed on a reimbursement basis, so the County must make the expenditures. The land will be a donation to the County as matching funds. Accordingly, the Commissioners are requested to accept the tract, and to direct the County Attorney to prepare the deed.
2. Wendy Patoprsty requested quotes from two trail builders for the natural surface segment. There is a limited number of such contractors. The County needs to award the contract because of the reasons stated in #1. Wendy requests, and I concur, that the Commissioners award the contract to Terra Tek for the reasons stated in her attached memo. Both quotes were based upon 2800' of trail; that length may increase, and increase the cost. The base bid for Terra Tek is \$39,300; Benchmark Trails' base bid is \$37,600. Terra Tek is local and has satisfactorily completed local projects.

Attachments:

Redesigned Section 4 map
 Deed to BRC for additional land
 Wendy Patoprsty memorandum
 Terra Tek quote
 Benchmark Trails quote



✓ RETURN TO:
CLEMENT LAW OFFICE

Excise Tax \$ 240.00

Recording Time, Book and Page

Tax Lot No. _____ A Portion of Parcel Identifier No. **2819848694000**
Verified by **Watauga** County on the **20th** day of **July**, **2020**
Mail after recording to: **Blue Ridge Conservancy, a N.C. Non-Profit Corpotion,**
of: Post Office Box 568, Boone, North Carolina 28607

This instrument was prepared by: **Eggers, Eggers, Eggers, and Eggers, PLLC,**
Attorneys at Law, 815 West King Street, P. O. Box 248, Boone, N. C. 28607
Brief description for the Index: **A 1.781 acre tract, lying and being in Blowing**
Rock Township, located on Highway #321, Watauga County, North Carolina

WITHOUT A TITLE SEARCH PREPARED BY THIS OFFICE

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED, made this **20th** day of **July, 2020**, by and between :

GRANTORS

**Ardease Critcher Greene,
Executrix of the Estate of
Truman Amos Critcher;
Ardease Critcher Greene
and husband, Joe F. Greene;
Joseph Greene Critcher and
wife, Berniece Critcher**

**c/o Ardease Critcher Greene
672 Wilson Ridge Road
Boone, North Carolina 28607**

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GRANTEES

**Blue Ridge Conservancy, a
North Carolina Non-Profit
Corporation**

**Post Office Box 568
Boone, North Carolina 28607**

Please enter in appropriate block for each party, name, address, and if, appropriate, character of entity, e.g. corporation or partnership

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 Grantors, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, have and by these presents do grant, bargain, sell and convey unto the Grantees in fee simple, that certain lot or parcel of land situated in the Township of **Blowing Rock**, County of **Watauga**, State of **North Carolina**, and more particularly described as follows:

Being that 1.781 acre tract, lying and being in Blowing Rock Township, Watauga County, North Carolina, and being that 1.781 acre tract as shown on plat and survey entitled "SURVEY FOR TRUMAN CRITCHER HEIRS 1.781 ACRES TO BE CONVEYED TO BLUE RIDGE CONSERVANCY", dated April 27, 2018 and updated February 14, 2020, by New River Surveyors, Russell C. Shaw, PLS No. L-2899, and being job no. 18033, 20003. Said plat and survey being recorded in the office of the Register of Deeds for Watauga County, North Carolina in Plat Book 27 at Page 395. Reference to said plat being hereby made for a more complete description of said property.

The above described property is conveyed subject to any and all matters as shown on plat referred to above.

The above described property is conveyed subject to the following provision: Buyer's use of the property shall be restricted from blocking view of commercial signage presently on the Sellers' (Grantors') adjacent property from vehicular view along U.S. Highway 321.

The above described property is further conveyed subject to the following:

- 1. Utility Easement to Blue Ridge Electric Membership Corporation, filed for record on June 6, 2018, and recorded in Book of Records 1976, Page 277, Watauga County Registry.**
- 2. Guying Rights Easement to Blue Ridge Electric Membership Corporation, filed for record on January 20, 2010, and recorded in Book of Records 1493, Page 579, Watauga County Registry.**

The property hereinabove described is a portion of property was acquired by Grantors by inheritance from Truman Amos Critcher, deceased, see Estate File No. 19-E-223, and for further back reference see deed recorded in Book of Records 2099 at Page 612, Watauga County Registry.

A map showing the above described property is recorded in Plat Book 27 at Page 395, Watauga County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantees in fee simple.

And the Grantors covenant with the Grantees, that Grantors are seized of in the premises in fee simple, and have the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantors will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. All warranties herein are subject to the following exceptions: All street, road and utility rights of way as referred to or set out above, together with the restriction as set out above.

The above described property DOES NOT include the primary residence of the Grantors herein.

THIS SPACE IS BLANK.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals, the day and year first above written.

Ardease Critcher Greene (SEAL)
**Ardease Critcher Greene, Executrix
of the Estate of Truman Amos Critcher**

STATE OF NORTH CAROLINA

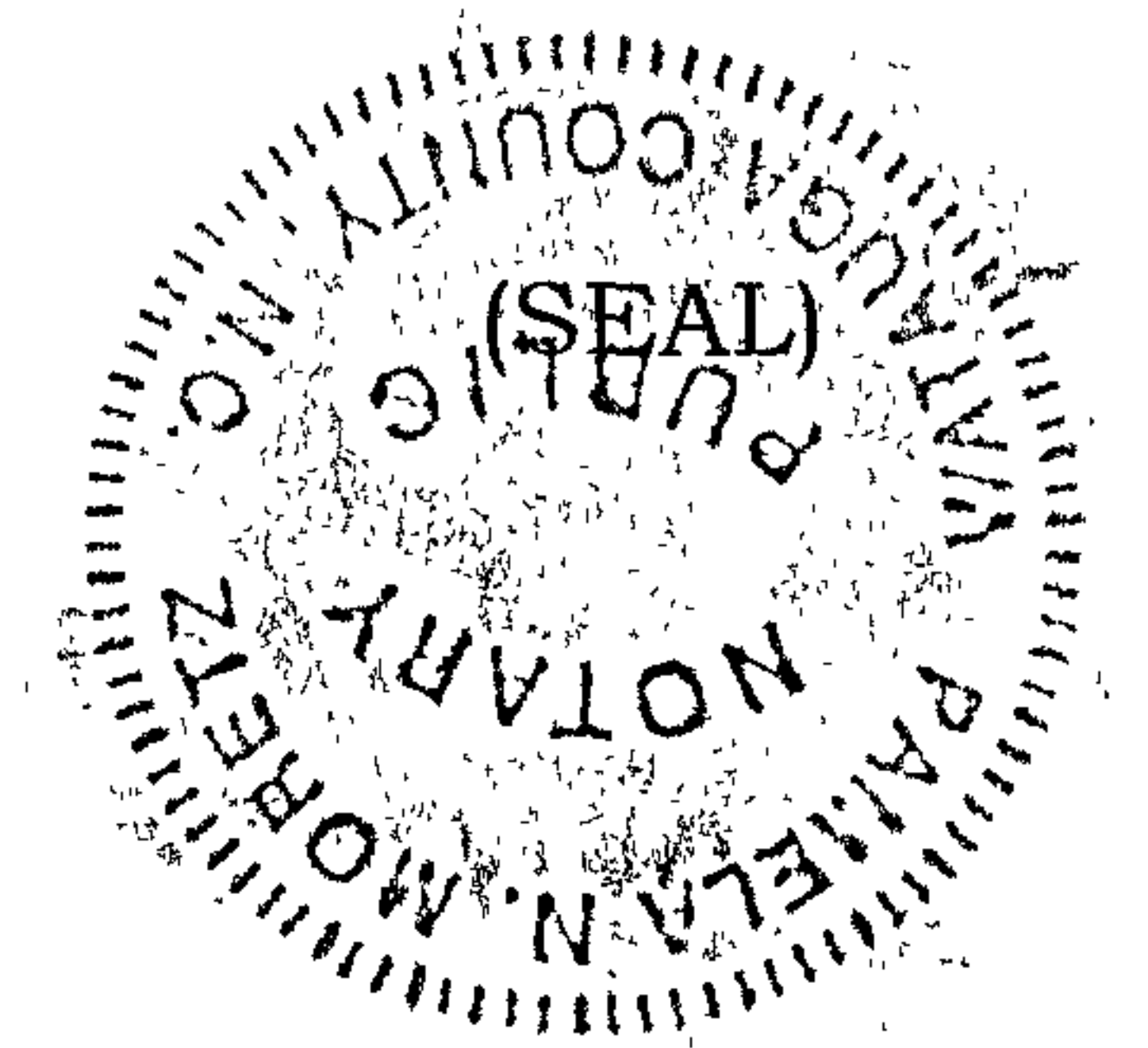
COUNTY OF WATAUGA

I, *Pamela N. Moretz*, Notary Public, do hereby certify **Ardease Critcher Greene, Executrix of the Estate of Truman Amos Critcher** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and notarial seal, this 22ND day of July, 2020.

Pamela N. Moretz
Notary Public

My commission expires 10-4-2023



IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals, the day and year first above written.

Ardease Critcher Greene (SEAL)
Ardease Critcher Greene

Joe F. Greene (SEAL)
Joe F. Greene

STATE OF NORTH CAROLINA

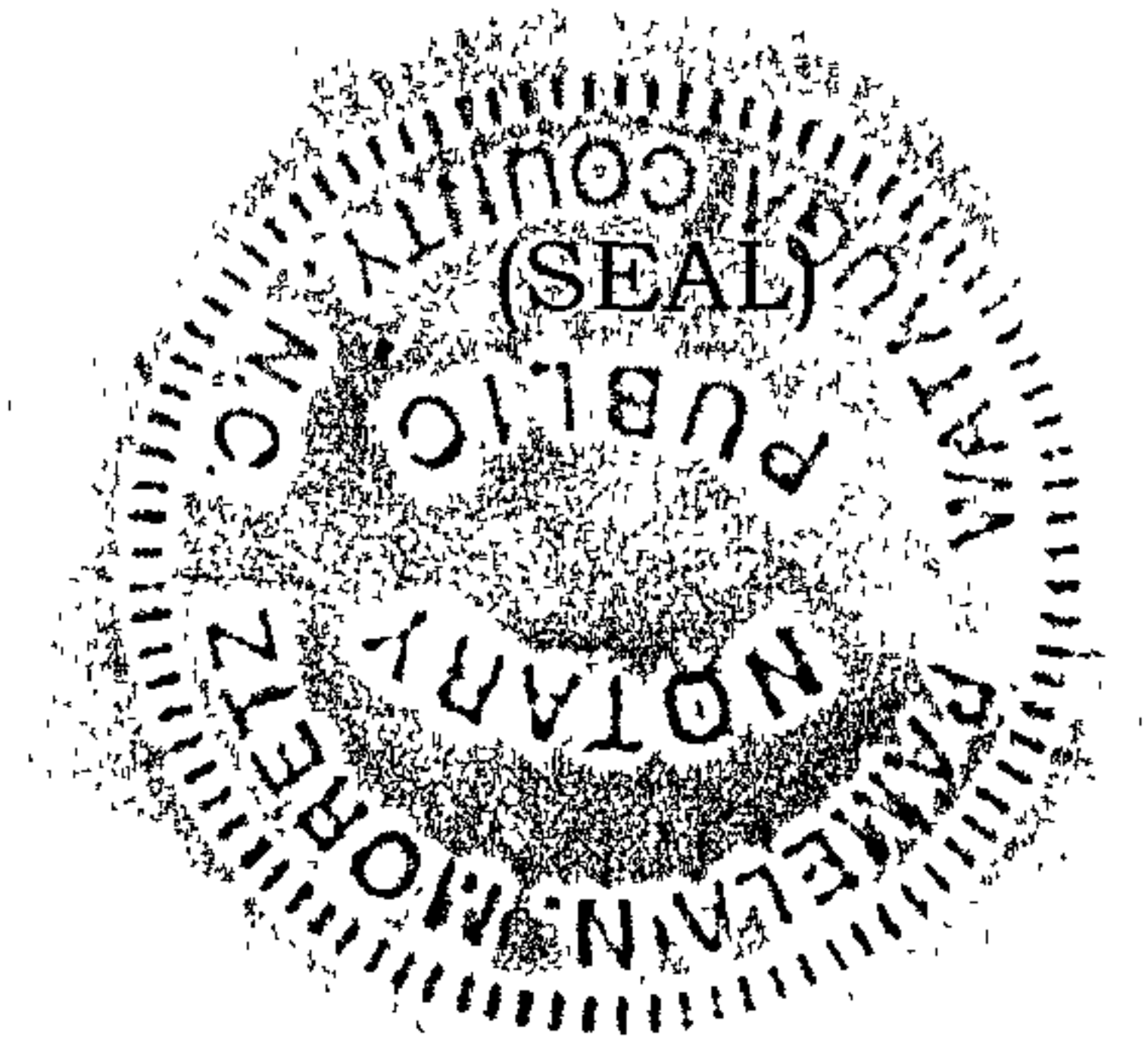
COUNTY OF WATAUGA

I, Pamela N. Moretz, Notary Public, do hereby certify **Ardease Critcher Greene and husband, Joe F. Greene** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and notarial seal, this 22ND day of July, 2020.

Pamela N. Moretz
Notary Public

My commission expires 10-4-2023



IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals, the day and year first above written.

[Signature] (SEAL)
Joseph Greene Critcher

[Signature] (SEAL)
Berniece Critcher

STATE OF NORTH CAROLINA

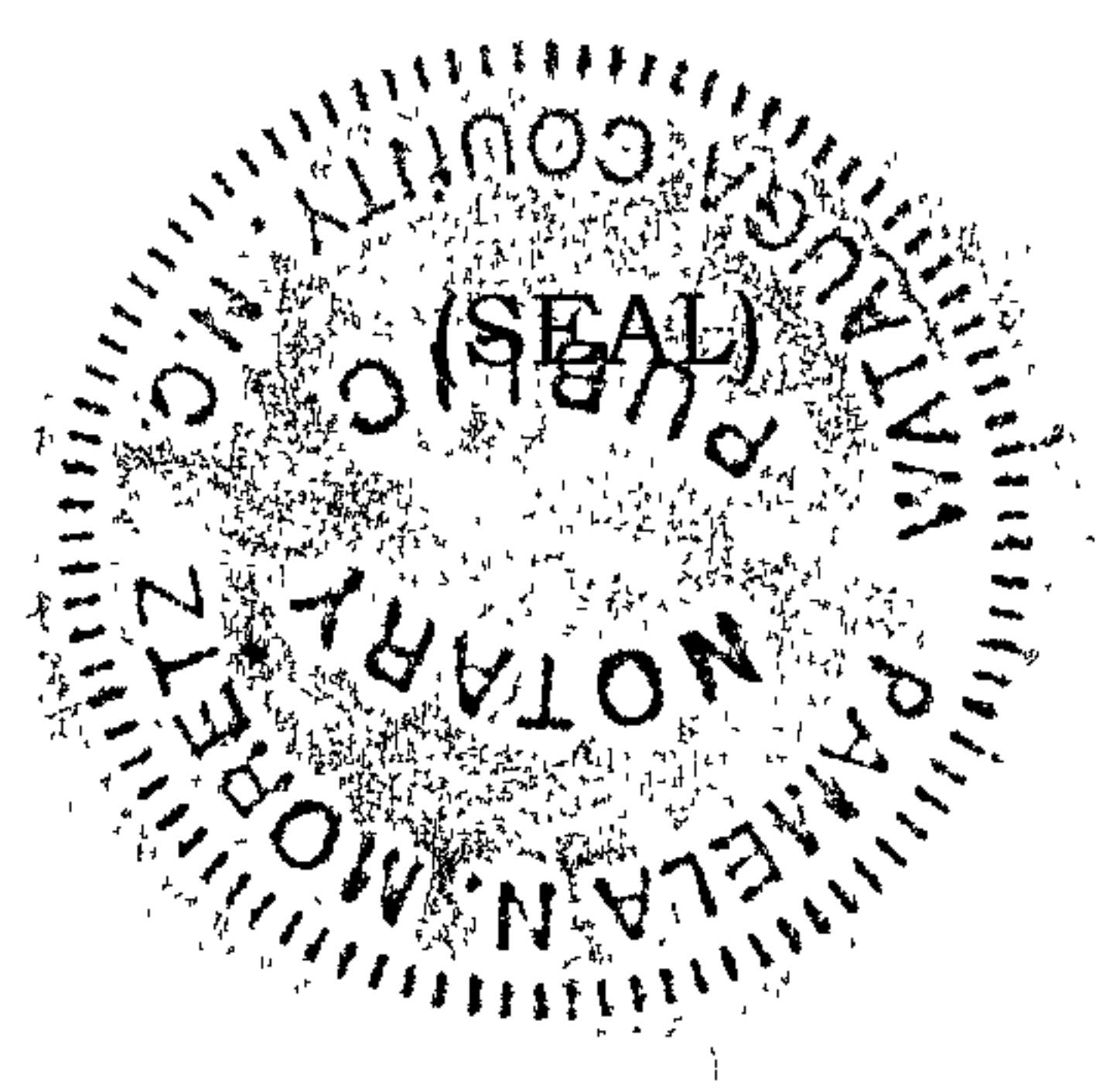
COUNTY OF Watauga

I, Pamela N. Moretz, Notary Public, do hereby certify **Joseph Greene Critcher and wife, Berniece Critcher**, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and notarial seal, this 22nd day of July, **2020**.

[Signature]
Notary Public

My commission expires 10-4-2023



MEMO

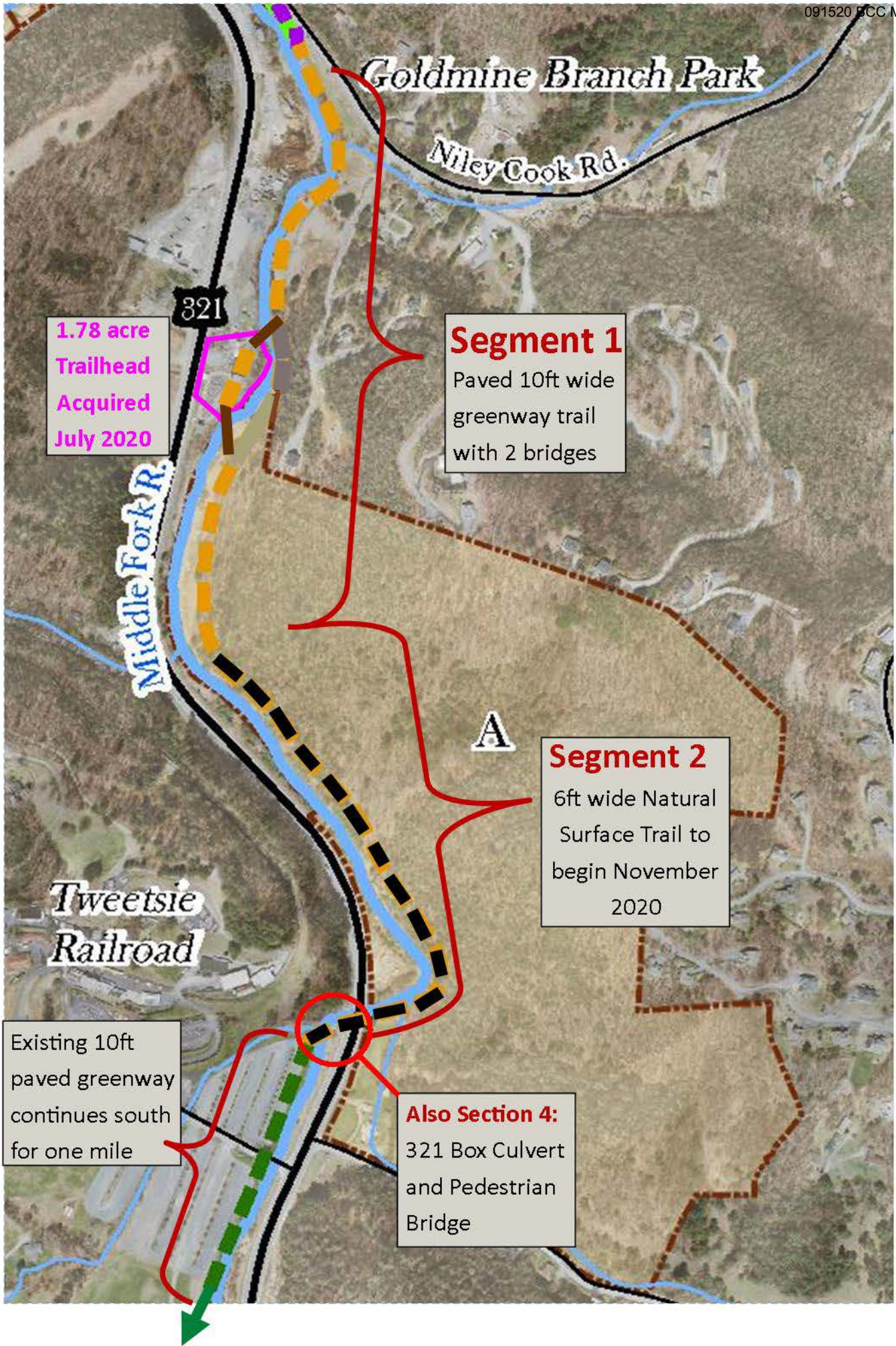
Date: September 2, 2020

Re: Middle Fork Greenway Trail Builder Estimates

To: Watauga County Commissioners

From: Wendy Patoprsty, Middle Fork Greenway/Blue Ridge Conservancy

Due to topography, permitting, and cost, a portion of the Middle Fork Greenway will be developed as a natural surface trail in Section 4. We had a couple of highly recommended trail builders visit the site to provide cost estimates for trail construction. Both estimates came in very close range of one another. After much consideration, we chose Terra Tek, because they are located in Linville versus South Carolina, and have worked on Rocky Knob, Beech Mountain, Fonta Flora, among many other local and regional trail projects.



Terra Tek Trails LLC

Mike Thomas

PO Box 531

Linville, NC 28646

Tel: 336-601-8822



Middle Fork Greenway Proposal

7/29/2020

Blue Ridge Conservancy

Description:

This is a proposal for approximately 2,800-3,000 linear feet of natural surface, 6-7FT wide Greenway located near the new gas station on 321. Work includes final trail design, corridor clearing and brushing, low-impact mechanized construction of the trail, compaction, hand finishing, bridges, naturalization, and hazard tree removal. When complete, it should appear as if the greenway has been there all along- blended into the woods with little signs of construction, and the backslope and fill slopes all covered with natural debris like leaves to help it naturalize quicker. Proactively removing hazard trees (i.e. dead Hemlocks) allows a safer user experience and greatly reduces maintenance for years to come.

We will aim to achieve ADA standards for this trail, maintaining manageable trail grades and cross-slope grades to allow use by ALL potential users. This proposal is only for natural surface, not including any import material such as crushed stone. Stone and gravel can be added at any time post-construction when access is possible via bridges. In construction of the Greenway we would use a small 5FT wide mini excavator in order to keep the impact as low as possible and would only be operating it on the built trail, leaving the surrounding woods untouched.

Bridges can be built to a specified width from BRC- we recommend around 8FT wide. They will be built to USFS standards using treated, rough-sawn 3x10s as stringers with treated rough-sawn 2x8 Pine for decking. Rough-sawn lumber has more texture as well as a very slight (~1/4") variance in thickness, which provides for traction on the bridge. All bridges would be built strong to hold equipment shall the need arise.

Price per foot: \$9.50/FT**Bridges: 1.) 20FTx8FT - \$6,500****2.) 16FTx8FT - \$6,200**

CB

Benchmark Trails, Inc
 1506 E. North St
 Greenville, SC 29607 US
 deno@benchmarktrails.com

Estimate

ADDRESS

Wendy Patoprsty
 Blue Ridge Conservancy
 Middle Fork Greenway

ESTIMATE # 1005

DATE 06/30/2020

EXPIRATION DATE 07/30/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trail Construction	Option 1: Full Turnkey construction 6' wide natural surface trail	2,800	10.00	28,000.00
	Trail Construction	Option 2: Rough-in trail construction only: 2880 @7/lf= \$19,600.00			
	Trail Layout & Flagging	Layout and flagging 2400 feet	4	600.00	2,400.00
	Boardwalk & Bridge Construction	Construct 16'x8' wide curbed bridge	16	225.00	3,600.00
	Boardwalk & Bridge Construction	Construct 16'x8' wide curbed bridge	16	225.00	3,600.00

TOTAL **\$37,600.00**

Accepted By



Accepted Date

7/14/20

AGENDA ITEM 6:**PLANNING & INSPECTIONS MATTERS*****B. Request to Schedule Public Hearing for Community Development Block Grant Coronavirus (CDBG-CV) Program Grant Application Process*****MANAGER'S COMMENTS:**

The NC Department of Commerce announced the Community Development Block Grant Corona Virus Program (CDBG-CV). The grant is on a first-come-first-serve basis and the County is eligible for up to \$900,000. Mr. Furman has been soliciting potential projects with several agencies/organizations. The application process requires two public hearings with one early in the process and a second one after a project and budget are identified.

Mr. Furman requests the Commissioners to schedule a hearing for October 6th. The CDBG program requires adoption of a Citizen Participation Plan applicable specifically to the CDBG program; because the County's hearings are currently being conducted electronically, Commerce staff is requiring that the Plan, including provisions for electronic hearings, be adopted prior to the first hearing. The plan is requested to be adopted at the September 15th meeting, if the public hearing is scheduled. The recommended plan is attached.

Board action is required to schedule the public hearing for October 6, 2020 and adopt the recommended plan.

Memorandum

Date: September 9, 2020
To: County Manager; Board of Commissioners
From: Joe Furman
RE: Grant possibility

I received an announcement from the NC Department of Commerce of the Community Development Block Grant Corona Virus Program (CDBG-CV); the notice and guidelines are attached. The County may apply for up to \$900,000; funds will be awarded on a first-come-first-serve basis. I have been and will continue discussing potential projects with several agencies/organizations. The application process requires that two public hearings be conducted – one early in the process, and a second one later after a project and budget have been identified. Since time is of the essence, I request the Commissioners to schedule a hearing for October 6th so that one will be out of the way in case they decide to apply. The CDBG program requires adoption of a Citizen Participation Plan applicable specifically to the CDBG program; because the County's hearings are currently being conducted electronically, Commerce staff is requiring that the Plan, including provisions for electronic hearings, be adopted prior to the first hearing. I request adoption of that plan at the September 15th meeting, if the public hearing is scheduled. The recommended Plan is attached.

CITIZEN PARTICIPATION PLAN

This plan describes how the Watauga County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the County. The County 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 program modifications. All such changes will be discussed with the County and their comments considered prior to acting. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held, specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a 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. Comments should be submitted in writing to Joe Furman, Planning & Inspections Director. He will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Chair of the Board of Commissioners. He or She shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen

Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Watauga County. 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 County in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

Watauga County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least five (5) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the County Planning & Inspections Department during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Planning & Inspections Department consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.
5. Public hearing accommodations and accessibility

Virtual Hearings - During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks that may result from holding an in-person public hearings, Watauga County may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all “attendees.” Therefore, members of the public must be entitled to participate and address the Board of Commissioners during any telephonic or video-conference hearing.
- The Board of Commissioners will post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- The Board of Commissioners will provide the public with access to a recording of any telephonic or videoconference meeting.
- Watauga County will document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

ADOPTED, this the _____ day of _____, 20____.

John Welch, Chairman

Watauga County

Anita Fogle, Clerk to the Board

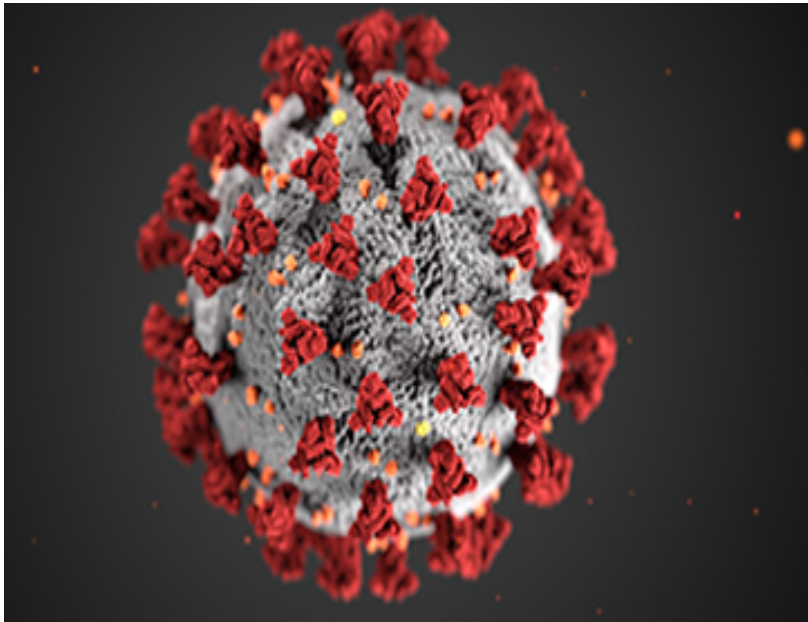
Watauga County

NORTH CAROLINA

DEPARTMENT OF COMMERCE

2020

North Carolina Community Development Block Grant Coronavirus (CDBG-CV) Program



Rural Economic Development Division/State CDBG Program

Mailing Address:

4346 Mail Service Center
Raleigh, NC 27699-4346

Street Address:

301 N. Wilmington Street
Raleigh, NC 27699

(919) 814-4600 (voice)

(919) 715-0096 (fax)

(800) 735-2962 (TDD)

www.nccommerce.com

North Carolina CDBG Coronavirus Program

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PROGRAM GUIDELINES

INTRODUCTION

NC Commerce's Rural Economic Development Division (REDD) will administer the **Community Development Block Grant Coronavirus (CDBG-CV)** funds awarded to the State by the U. S. Department of Housing and Urban Development (HUD) to support North Carolina's COVID-19 response efforts. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. Initially, REDD makes available approximately \$27.5 million through awarding grants to non-entitlement communities (i.e., incorporated municipalities under 50,000 and counties under 200,000 in population).

The **North Carolina CDBG-CV** Program is designed to help a non-entitlement municipality or county to prepare, prevent, or respond to the health and economic impacts of COVID-19. The activities must be most critical to their locality and primarily for their low- and moderate-income residents. Beginning September 1, 2020, REDD will award CDBG-CV funds on a first-come, first-served basis with a focus on local needs identified by the community in collaboration with state and local health officials. Applicants may view current COVID-19 metrics on the North Carolina Department of Health and Human Services website at <https://covid19.ncdhhs.gov/> .

AREAS OF FOCUS FOR CORONAVIRUS RESPONSE

As noted by Governor Roy Cooper, "efforts to support families, small business, and economic recovery remain critical" during the COVID-19 pandemic. In support of these public health and economic recovery goals, **North Carolina CDBG-CV** Program projects must incorporate at least one of the following as an area of focus:

- **Support families and communities through telehealth support and other public services.**
- **Protect the most vulnerable and high-risk populations.**
- **Assist small businesses with economic recovery.**
- **Address testing, tracing, and trends.**

FUNDING PRIORITIES BY ELIGIBLE ACTIVITY

The State has established the following funding priorities by eligible activity:

- **Public Service:** The priority in this category is subsistence payments to prevent evictions and utility disconnections. Food distribution, testing and diagnosis, and employment training for health care workers on the frontlines are also prioritized.
- **Public Facilities:** The priority in this category is broadband services and enhancing internet access that supports increased connectivity to schools, jobs, and healthcare. This category also includes building rehabilitation or improvements to support activities such as repurposing buildings into patient treatment centers.
- **Economic Development:** The priority in this category is to provide financial assistance to businesses with 100 or fewer employees, including microenterprises with five or fewer employees. The focus is to support businesses that manufacture medical supplies, and to help small businesses impacted by COVID-19 create and retain jobs.

NATIONAL OBJECTIVES

Like CDBG, **CDBG-CV** projects must meet a national objective. The three national objectives are: (1) benefiting low-and-moderate income (LMI) persons; (2) preventing or eliminating slums or blight; and (3) meeting other community development needs that are deemed to be urgent because of existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet the need. All **NC CDBG-CV** project activities will meet the urgent need national objective; however, grantees must serve at least 51% low-to-moderate income persons for activities for public services and public facilities and 70% low-to-moderate income persons for special economic development activities.

National Objectives Definitions

1. Benefit to LMI persons: Benefit to LMI persons may be either **direct** or **area-wide** benefit.

- Direct benefits are those activities that serve certain persons (e.g., housing assistance).
- Area-wide benefits are those activities that benefit communities and are not participant specific (e.g., neighborhood facilities).

Please note that applicants must ensure that both area-wide benefit at least 51% low-and-moderate-income (LMI) persons, and direct activities benefit 100% low-and-moderate-income (LMI) persons. If proposing economic development activities, 70% of beneficiaries must be LMI. Additionally, applicants must ensure that NC CDBG-CV Program projects do not benefit moderate-income persons to the exclusion of low-income persons.

2. Low- and Moderate-Income (LMI) Households Defined:

Low-and-moderate-income households in metropolitan areas are defined as those with incomes equal to or less than eighty percent (80%) of the median family income of the metropolitan area. For families residing in non-metropolitan areas, low-and-moderate income is defined as eighty percent (80%) or less of the median income of the county. "2019 or the most current Income Limits," published by the Department of Housing and Urban Development (HUD), defines income limits for low-and-moderate-income families per family size for non-metropolitan and metropolitan areas of the state. The document is available on the HUD Exchange website using this link <https://www.huduser.gov/portal/datasets/il.html> or can be obtained from the Rural Economic Development Division (REDD).

DUPLICATION OF BENEFITS REQUIREMENTS

Federal law requires REDD to conduct a duplication of benefits review for each CDBG-CV eligible activity. A duplication of benefits occurs when assistance is provided to a person or entity (i.e., beneficiary) to address losses and that person or entity (i.e., beneficiary) receives assistance for the same costs and/or losses from other funding sources. The funding sources not only includes CARES Act sources, but also other federal, state, philanthropic, and local government sources. For a list of other likely Federal sources and guidance, see <https://www.hudexchange.info/resource/6097/cdbg-coronavirus-response-grantee-resources-related-to-preventing-duplication-of-benefits/>.

REDD will recapture all funds associated with a duplication of benefits. To alleviate issues, applicants must develop and maintain adequate procedures to prevent a duplication of benefits. Procedures must include persons/entities receiving CDBG-CV funds must repay duplicative assistance and a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received by acting reasonably. A copy of the duplication of benefits procedures must accompany the CDBG-CV application.

PROJECTS WITH MULTIPLE ACTIVITIES

Applicants may complete projects that include multiple activities in the **NC CDBG-CV Program** except administration, each activity funded must meet a national objective. There are instances when activities can qualify under more than one national objective category. When this happens applicants must select only one.

Important to Note: *Proposed activities that fail to meet a national objective and/or program requirement may result in the REDD eliminating the activity from the project and disqualifying the project for funding.*

THRESHOLD REQUIREMENTS

Threshold requirements address the minimum expectations pertaining to the application process, submission requirements, and minimum program requirements. The Rural Economic Development Division (REDD) will not consider any **NC CDBG-CV Program** applications for competition if one or more of the following requirements are not met:

Application will be deemed ineligible for the following reasons:

- Application is physically received by the REDD before the program opens;
- Applicant is not an eligible non-entitlement local government;
- Applicant did not submit two complete original applications bound as instructed;
- The Application Summary form in each application was not completed and signed by the chief elected official or another documented authorized certifying officer;
- All required attachments were not included in the application;
- All or some identified eligible activities in the application did not address a national objective;
- Applicant's **NC CDBG-CV** funding request exceeds the maximum grant amount of \$900,000 and/or the maximum activity grant amount;
- Previous CDBG grants were not administered in compliance with applicable regulations, and all monitoring and audit findings on closed or open grants were not resolved; and
- Applicant or identified sub-recipient appears on the Federal or State Suspension of Funds list.

Important Note: *The NC CDBG-CV Program is an urgent needs program; therefore, a waiver is not required by the NC Department of Commerce if current funding request exceeds \$1,250,000 in applications for local governments in any of the CDBG categories and demonstration programs.*

ELIGIBLE RECIPIENTS

All municipalities are eligible to receive State CDBG funds except for entitlement communities. Entitlement communities receive funds directly from HUD. North Carolina's 24 entitlement municipalities are: **Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, New Bern, Raleigh, Rocky Mount, Salisbury, Wilmington, and Winston-Salem.**

In addition, all counties are eligible to receive State CDBG funds except **Mecklenburg County, Wake County, Union, and Cumberland County**, which have been designated by HUD as urban entitlement counties. As entitlement counties, neither the counties nor their municipalities are eligible for Small Cities funding, except for the towns of **Holly Springs** and **Linden**.

ELIGIBLE APPLICANTS

Eligible applicants are local governments that (1) meet specific funding and threshold criteria, (2) meet a specific level of readiness to proceed, and (3) are acknowledged by REDD in writing as eligible to apply.

These minimum performance requirements measure an applicant's capacity to adequately implement and administer the **CDBG-CV** program. REDD will review progress on CDBG programs currently underway in the locality and will consider all unresolved audit and monitoring findings on active CDBG grants in determining capacity.

Eligible local governments may submit applications to undertake eligible activities within their jurisdictions. The jurisdiction may be the corporate limits of the municipality, its extraterritorial jurisdiction (ETJ) or areas outside of the extraterritorial jurisdiction, depending on project activities. Each applicant is required to certify that it possesses legal authority to carry out the proposed activities. Unless contradictory evidence is submitted to REDD, the Division will accept the applicant's certification of legal authority.

AWARD AMOUNTS

The maximum grant amount is \$900,000 per grantee with some restrictions for specific activities. There is no minimum grant amount. Applicants should consider feasibility as it relates to the overall cost of any project. Pre-award, planning, and administration is limited to 10% of the awarded grant total.

GRANT PERIOD (Life Cycle)

The grant period for **NC CDBG-CV Program projects** is 30 months.

MATCHING FUNDS REQUIREMENT

The **NC CDBG-CV Program** does not have a matching fund requirement.

ALLOWABLE PROJECT ACTIVITIES

Activities must be based on need or needs substantiated by the local government applicant. Applicants must demonstrate coordination with State and/or local health authorities before undertaking any activity to support state or local pandemic response. Applicants may use **Community Development Block Grant Coronavirus (CDBG-CV)** funds for public services, public facilities, and special economic development activities. The charts below outline the specific activities and requirements.

Public Service Activities

Grantees may provide a new or increased level of a public service. All activities must result in achievement objective, typically by providing services to an LMI clientele or to LMI persons residing in a qualified area.

Public Service	Description
Subsistence Payments	Provide up to six months emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Utility payments to prevent service disconnection and rent/mortgage payments to prevent eviction. Local governments are encouraged to partner with a non-profit service provider such as United Way or one approved by the NC DHHS.

Employment Training	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
Testing and Diagnosis	Provide testing, diagnosis, or other services at a fixed or mobile location.
Equipment, Supplies, and Materials	Provide equipment, supplies, and materials necessary to carry-out a public service.
Food Distribution	<u>Meal Delivery</u> : Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities. <u>Food Bank/Pantry Services</u> : Provide support to food banks and food pantries.
Health Services	Increase the capacity and availability of targeted health services for infectious disease response within existing health care facilities.
Mental Health Services	Increase the capacity and availability of targeted mental health services for individuals and families impacted by Coronavirus.
Broadband and Communications Support	Provide broadband services inclusive of internet access and hardware/software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.
Services for Special Needs Populations such as seniors, youth age 13-19, and disabled/handicapped	Provide services for special needs populations that prevent, respond to, or prepare for COVID-19. Applicants must contact the CDBG-CV Manager for approval prior to submitting the application.

Examples of Ineligible Public Service Activities

Examples of ineligible public service activities include revolving loan funds, loans, purchase of local government vehicles (e.g., police cars, fire trucks), and salaries including overtime payments for local government employees.

Public Facilities

A public facility is defined as a place open to the general public that provides services that are traditionally provided by the government or owned and operated by a nonprofit.

Public Facility Activity	Description
Acquisition, Construction, Reconstruction, or installation of public works, facilities, and site or other improvements	Health Facilities may be created/supported by: <ul style="list-style-type: none"> • Constructing a testing and diagnosis, or treatment facility. • Rehabilitate a community facility to establish an infectious disease treatment clinic. • Acquiring and rehabilitating, or constructing, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of building and improvements (including interim assistance)	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic

	<p>Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.</p> <p>Make interim improvements to private properties to enable an individual patient or frontline health care workers to remain quarantined on a temporary basis.</p>
Broadband and Communications Support	Provide broadband services inclusive of infrastructure development, internet access, wiring, and hardware and software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers. All activities must be completed in 30 months or less.

Special Economic Development Assistance

A local government must propose a project in conjunction with one or more existing, private for-profit small businesses that undertakes specific **CDBG-CV** eligible activities that result in the creation of permanent, full-time jobs within the community. A job is considered full-time if the employee works at least 1,600 hours per year. Additionally, employers who offer qualifying health insurance for all full-time positions at the establishment and pay at least 50% of employee premiums are preferred. All businesses must be current with state and local taxes.

For purposes of this grant program, an existing business is one that has been in operation (and employing at least one full-time employee) at least two years and that has 100 or fewer employees prior to March 10, 2020.

CDBG-CV funding will not be made available to projects that assist companies who transfer jobs within the state unless the company is expanding into the new area by adding a branch, affiliate, or subsidiary while maintaining employment levels in the old area. **NOTE: Jobs that are transferred from other facilities will not be counted toward the job creation commitment.**

Proposed projects are subject to **CDBG-CV** cost per job limits and the limit for this project is \$85,000 per full-time equivalent job or less. For example, a \$850,000 grant must result in the creation of at least 10 new jobs [$\$850,000 \text{ grant total} / \$85,000 \text{ per job} = 10 \text{ jobs created}$]. At least 70% of the jobs must go to LMI persons. In other words, out of 10 jobs, 7 must go to LMI persons.

Required Link Between an Eligible Activity and Job Creation/Retention

An eligible activity or activities under this grant category must directly link to the creation or retention of jobs for LMI persons. Applicants must explain how the proposed funded activity will create and/or retain the number of proposed jobs. The following are examples of activities that may be allowed, depending on how the overall project is structured.

Justification for Job Retention

Project eligibility may be based on the retention of jobs if the applicant and the company can provide clear and objective evidence that the jobs would be lost without CDBG assistance. Severity of need, such as threat of closure, may be evidenced by documentation such as notices from state or local health authorities, public announcements, and letters to employees, or relevant financial records. This documentation must be included in application package. In addition, the company must survey all current employees to verify that at least 70% are LMI persons. A current employee list and a summary of survey results must be included with the application.

Economic Development Activity	Description
Small Business Assistance	<p>Provide grants to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.</p> <p>Avoid job loss cause by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-to-moderate income persons.</p> <p>Provide financial assistance to for-profit businesses to acquire property, build, expand, or rehabilitate a building, lease space to operate, or purchase equipment, or provide operating capital.</p> <p>Retrofit workspaces for for-profit businesses to promote social distancing.</p>
Microenterprise Assistance <i>is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.</i>	Provide technical assistance and grants to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Examples of Ineligible Special Economic Development Activities

Examples of ineligible special economic development activities include revolving loan funds, loans, debt restructuring, job training that cannot be linked to a specific job at a specific firm. Additionally, ineligible activities at 24 CFR 570.207 and .209 CDBG funding will not be available to projects that propose to assist companies that are in bankruptcy.

HUD regulations specifically prohibit the following:

1. General promotion of a community as a whole (as opposed to specific areas and programs);
2. Assistance to professional sports teams including automobile racing teams;
3. Assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele, where the recreational benefit to be derived by users or members clearly outweighs the employment or other benefits to LMI persons;
4. Acquisition of land where no specific proposed use has been identified;
5. Assistance to a for-profit business while that business or any other business owned by the same person(s) or entity is the subject of unresolved findings of noncompliance relating to previous CDBG assistance provided by the recipient;
6. Projects that do not create/retain jobs for low-and-moderate income persons; and
7. Transfer of jobs from one labor market area (LMA) to another that results in a significant loss of employment in the LMA with the job loss.

PRE-AWARD AND ADMINISTRATION COSTS

Pre-award, planning, and administration is limited to 10% of the awarded grant total. REDD will allow reimbursement of pre-award costs incurred prior to the effective date of the grant award that are essential to negotiations in anticipation of receiving the grant award. Of the 10% administration of the awarded grant amount, up to \$3,500 can be used for planning. The pre-award costs are also subject to following proper procurement regulations at 2 CFR 200. For eligible pre-award and administration costs, see OMB Circular 2 CFR 200.458.

LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

The local government's roles and responsibilities are outlined in 24 CFR Part 570.501. As the applicant, the local government is responsible to ensure the following:

- ✓ **Management and Oversight:** The elected officials are legally, financially, contractually, and programmatically responsible for the CDBG project. The local government is responsible to the State of North Carolina and the Federal government even if they have a contract administrator or sub-recipient relationship.
- ✓ **Financial Management:** The local government must ensure proper accounting of funds to avoid disallowed costs. This includes accurate identification of project costs and cash balances and proper internal controls.
- ✓ **Statement of Assurances and Certifications:** The local government elected officials and administrators should read and understand these documents and the implementation obligations.
- ✓ **Grant Agreement (24 CFR Part 570.501 and .502):** If awarded, the local government will receive a grant agreement and funding approval from the State. These documents are contractually binding and cannot be changed without State approval.

USE OF AN EXPERIENCED CDBG ADMINISTRATOR

The local government applicant must have the capacity to administer the proposed project with either its own CDBG-experienced staff or the assistance of an experienced CDBG administrator (e.g., CDBG-experienced consultant, Council of Government, non-profit). "Experienced" to administer proposed project for this application is defined as, someone who has administered more than one CDBG project. All applicants must have also met the basic performance requirements for prior CDBG grants.

PROGRAM AMENDMENTS, BUDGET AMENDMENTS AND BUDGET REVISIONS

In an Advisory Notice called "Application Amendment" dated January 25, 2010 and posted on the North Carolina Commerce website, State CDBG outlined the application amendment process. Additionally, in September 2010, REDD released **Bulletin 10-3** which replaces Bulletin 96-2 which defines what constitutes a change from the approved application and requires prior approval by REDD. The Bulletin also outlines the procedural requirements for submitting an amendment. When making any change to the approved application, grantees should contact the REDD Grants Management Representative (GMR) assigned to the grant to discuss the proposed changes. The GMR will assist the grantee with the program amendment, budget amendment, and/or budget revision process.

When changing activities or scope of the project, the environmental review record must be updated per 24 CFR 58. After revisions, the environmental review must be submitted to the REDD Compliance Specialist.

EVALUATION CRITERIA

The **NC CDBG-CV Program** is a first-come, first-served program. Even though the program is non-competitive, all projects must pass the threshold review to be considered for funding. See threshold criteria section of the guidelines for details. Applicants will be rated according to the following criteria:

1. Activity is taking place in an eligible area with elevated COVID-19 outbreaks and activities are supported by state and local health officials
2. Program Purpose, Project Design, and Performance Measure & Evaluation
3. Project Feasibility, Sustainability, and Readiness
4. Project Need and Benefit
5. Financial Design, Budget, Leverage, and Cost Effectiveness
6. Capacity, Experience, and Organizational Structure

Program Purpose, Project Design, and Performance Measure & Evaluation

This area of rating focuses on the overall project design. The reviewer(s) will examine how the proposed project addresses the program intent, incorporates the areas of focus, uses partnerships, and establishes performance measures for current and future assessments. This area will also review the local commitment.

Performance Measure and Evaluation: The applicant must identify how they will measure the **NC CDBG-CV Program** project performance. The goals must be specific, measurable, action-oriented, attainable, realistic, focused and time-bound. Be specific by using a quantifiable number. The - Accomplishments and Beneficiaries form per activity will also be reviewed for this area of rating.

Project Feasibility, Sustainability, and Readiness

This area of rating focuses on the project feasibility, sustainability, and readiness to proceed. Included in the review are the financial design, evidence of non-CDBG funds, project timing to carry out the proposed activities, quality of the units, site suitability for the proposed activity, surrounding and on-site amenities for the target beneficiaries, and level of site readiness and control.

Applicants must be able to document the long-term viability of any public facility and the ability to link services if the type of facility requires specific services for their clientele. Applicants must provide documentation to support housing activities related to sales or leasing activity.

The most competitive projects will establish partnerships with local government, community groups, non-profits, and other agencies for funding and administration that goes beyond CDBG funding. Local funds, no matter how small, give an indication of the local government's commitment to the project. Concerted efforts to elicit funds to leverage funding with other sources other than CDBG will be looked upon favorably, since one of the ultimate goals of this project is for communities to search for as many avenues of funding necessary to maximize revitalization opportunities of the target neighborhood(S).

Examples of evaluation parameters for applicant and activity listed below:

- Can the project be implemented and completed within a reasonable amount of time?
- Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?
- Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?
- Is the proposed budget for the CDBG-CV funded activity separate from other activities undertaken by the applicant?

Project Need, Market Demand, and Benefit

This area of rating will assess the project need, the documented demand, the proposed treatment to meet the need, and the benefit to the identified target group. All project activities must meet a national objective to be eligible for CDBG funds. There are three national objectives in the CDBG program. The two national objectives most applicable to the **NC CDBG-CV Program** are (1) benefit to low-and-moderate income (LMI) persons and (2) urgent need. Benefit to LMI persons may be either direct (actual people served) or area wide. The elimination of slum and blighting conditions may be undertaken on an area or spot basis.

Examples of evaluation parameters for applicant and activity listed below:

1. Does the activity address an established need?
2. Is the proposed activity eligible (24 CFR 570.201) under the CDBG program?
3. Does the proposed activity meet one of the three broad National Objectives?
 - ✓ Principally benefit low-and-moderate-income persons;
 - ✓ Prevents or eliminates slum and blight; or
 - ✓ Addresses an urgent need or problem in the community.
4. Has the applicant provided enough explanation concerning their ability to adequately and accurately document the benefit to low and moderate-income persons?

Capacity, Experience, and Organization Structure

Capacity: The applicant must describe in the application the community's capacity and organizational structure that will be responsible for the grant's administration and the development and operation of the **NC CDBG-CV Program** project. For example, describe who will coordinate the various components. Describe who will be responsible for the oversight and assurance that all financing is firmly committed, and matching funds spent, that contracts are properly secured, that benefit is measured, etc.

In addition, the applicant must describe the following:

1. Who will be responsible for administering the grant,
2. Describe who will be responsible for the oversight and assurance that environmental reviews are conducted accurately and according to the **U.S. Department of HUD's Office of Environment and Energy Laws, Regulations, and Executive Orders for HUD Environmental Compliance**, financial systems set-up, reports filed with the local board and REDD, etc.
3. Submit an organizational chart that outlines the team members responsible for the implementation of the project.
4. Create a bullet list of the team members/providers and what activities/duties for which they are responsible.
5. Also, describe the capacity and experience of each project team member for their component of the project.
6. Attach resumes of project team members in an appendix or indicate that you have already done so in the pre-application.
7. Include information on the type(s) of organizations involved, document if these are non-profit, private, government, cooperative, or partnership.

The applicant may designate a different coordinator of each of the components of the project or may designate the same person to coordinate all components. It is of utmost importance to have a coordinator and administrator in leadership and management, a successful project needs an experienced competent team. Team members could include local government staff, Housing Authorities, day care providers, public service providers, Community Development Corporations (CDCs), and other non-profit agencies.

Examples of evaluation parameters for applicant and activity listed below:

1. Does the applicant have historical experience undertaking the proposed activity? What were the results?
2. Does the applicant have experience with CDBG or other Federal programs? Has the applicant had a Single Audit (2 CFR 200) completed within the last two years?
3. Do the applicant and prospective staff understand the additional requirements associated with Federal funding?
4. Does the applicant have qualified staff in place for all components and necessary functions associated with the proposed activity? Is there adequate staff time available?
5. Does the applicant possess adequate administrative structures, management systems, and policies & procedures?
6. Does the applicant possess adequate financial stability? Will the applicant be primarily dependent upon CDBG funding?

CITIZEN PARTICIPATION PLANS AND VIRTUAL PUBLIC HEARINGS

During the period when national, state, and/or local health authorities recommend social distancing and limiting public gatherings for public health reasons, in-person public hearings are not possible. Local governments may amend the Citizen Participation Plan to meet public hearing requirements with virtual public hearings. *A copy of the amended Citizen Participation Plan must be submitted with the CDBG-CV application.* Additionally, the virtual hearings must provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses. Grantees must record and retain documentation of all virtual hearings, outreach efforts, and public comments.

PUBLIC HEARINGS

To meet the minimum requirements for citizen participation during the application phase, the applicant must hold **two public hearings** to obtain citizens' comments prior to its submission to REDD. Two public hearings are required to be held by the unit of local government during the application process and prior to the submission of the application. Both hearings must be advertised as described in the applicant's Citizen Participation Plan. The timing of the hearing notices must follow CDBG-CV regulatory requirements, including publication not less than 5 days before the date of the hearing.

The first public hearing should be held at the beginning of the application process. The notice should provide enough information about the project(s) to allow citizens to be able to provide input. The first public hearing is required at least once every twelve months (or prior to submission of an application) to discuss and receive feedback on housing, community and economic development needs.

The second notice of public hearing to obtain citizens' views must also contain a description of the proposed activities to be carried out, including the amount of the funding request and total cost of the activities. *Please note special economic development projects must also include the name of beneficiary company(ies), the number of jobs to be created and/or retained, and the percentage of total cost of the project that will be financed with CDBG funds the dollar amount of CDBG funds for the project(s).* The second public hearing must be conducted by the governing board of the applicant. **The second public hearing should be held after the application is drafted but prior to its submission to REDD.**

A publisher's affidavit of the notices and minutes of the hearings signed by the local government clerk must be submitted to REDD as a part of the application and/or Funding Approval, if awarded.

COMPLIANCE REQUIREMENTS

The local government is responsible for conformity with all Federal and State regulations governing the CDBG program. **NC CDBG-CV Program** applicants must comply with federal regulations and certify that, if funded, they will comply with all applicable laws and requirements in the **NC CDBG-CV Program** grant. Please refer to the Federal Certifications and State CDBG Regulations in the application for specific details. If you have questions about the documentation needed, please contact the **NC CDBG-CV Program** Grants Management Representative (GMR) for assistance.

Per the Housing and Community Development Act of 1974, as amended, the CDBG program has certain federal and state requirements that must be met. Local government project administrators should be familiar with the Act, along with rules published in the Federal Register of November 9, 1992 under 24 CFR Part 570. NC Administrative Code requirements of 4 NCAC Subchapter 19L (NC Community Development Block Grant Program) must also be met.

It is important that applicants understand the commitment they will be undertaking with a CDBG grant. This description of requirements and responsibilities of grantees should be read carefully. Please contact REDD Staff with any questions regarding federal program regulations. The following list is intended to provide local government and business CDBG program participants with a brief list of basic federal and state administrative requirements for compliance areas that must be addressed.

1. Conflict of Interest

Per 24 CFR Part 570.489 (h), the following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: 1) employees or agents of the recipient who exercise any function or responsibility for the CDBG project, and 2) officials of the recipient including members of the governing body. The applicant will be asked to determine if a potential conflict exists. Questions regarding this item are in the program application. Please note that sub-recipients must comply with these regulations as well. Consult with REDD Staff regarding conflict of interest questions or North Carolina Community Development Block Grant Program Regulations (4NCAC 19L.Section.0914).

2. Citizen Participation *(Important Note: Please see Citizen Participation and Virtual Hearings above.)*

Applicants must certify in the application that they are following a written citizen participation plan that provides for access to information and participation in all stages of the project. This includes proper advertising of public hearings, and timely access to meetings, information, and records related to the project. In addition to a minimum of two public hearings before submitting a final application, a third hearing is required prior to the formal close out of a grant after completion of all project activities.

Applicants must certify in their application that they are following a detailed citizen participation plan which provides for and encourages citizen participation at all stages of the project, from initial design and application through implementation and closeout.

This plan must provide for reasonable and timely access to meetings, information, and records; provide technical assistance to groups representative of low and moderate-income persons that request assistance; provide for public hearings at all stages of the community development program; provide timely written answers to written complaints; and provide for the needs of non-English speaking persons.

To meet the minimum requirements for citizen participation during the application phase, applicant must hold a public hearing to obtain citizens' comments at the beginning of the application process, and another hearing after the application is drafted but, prior to its submission to REDD. Public hearing notices must be advertised as described in the grantee's approved Citizen Participation Plan. **The notice must be published at least 5 days before the date of the hearing.**

The notice of public hearing to obtain citizens' views after the application has been prepared, but prior to its submission to REDD, must also contain a description of the proposed project(s), including proposed project location, activities to be carried out, and total costs of activities. The governing board of the applicant must conduct the public hearings.

Note: Local governments must also provide citizens, especially residents of proposed project areas or ones whose homes will be included, an adequate opportunity to participate in the planning and development of CDBG applications beyond the public hearing requirements described above.

Examples of actions applicants may take to ensure adequate citizen participation in the application stage includes, meeting with community groups and leaders prior to public hearings, holding informational meetings for those citizens whose homes will be affected by the project and distributing notices of meetings and public hearings directly to them. Applicants may also choose to distribute public hearing notices to local community action agencies, legal services offices, and other public and private organizations.

Please note that the applicant certifies in the application Certification Form that it is following the requirements described in the first paragraph of this section for ensuring citizen participation, and that it will adopt a detailed written Citizen Participation Plan that includes these requirements if, the project receives the grant award. Applicants should refer to 4 NCAC 19L Section .1002(c) and (d) for information regarding the development and implementation of this plan.

If awarded, the grantee must have documentation on file of compliance with citizen participation requirements in the application process, 4 NCAC 19L.1002(b): publisher's affidavits of notices for and minutes signed by the town or county clerk of the two required public hearings.

3. Program Income

Program income resulting from the CDBG-CV project may be retained at the local level with written approval the written plan from REDD. For example, program income will result from loan repayments or the sale of assets purchased with CDBG-CV funds. Prior to expenditure of program income, the applicant must have a plan for reuse of program income approved by REDD.

4. Administration of Project

If awarded, the grantee must meet minimal levels of supervision in implementing the project as follows:

- (a) Administrators of the project will give written status reports to the elected board at a minimum quarterly.
- (b) At least two persons from the local government will review invoices and requests for payment to ensure accuracy and to ensure costs are allowable.
- (c) The local government manager reviews and signs off on all project reports.
- (d) All project files will be maintained at the local government offices and made available to citizens during regular business hours.

5. Audits/Compliance

CDBG-CV grantees expending \$25,000 or more in a fiscal year are **required** to have funds audited for the **CDBG-CV** program. **CDBG-CV** funds can be used to pay for the **CDBG-CV** portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the **CDBG-CV** application to pay for the **CDBG-CV** portion of the audit and claim the local administrative funds as local commitment.

6. Costs Associated with Preparation of the CDBG-CV Application

Applicants that receive REDD funding approval for project(s) may charge the cost of application preparation to a current program if, procurement procedures consistent with 24 CFR 85.36 are followed. No more than \$3,500 may be charged to the **CDBG-CV** program for the preparation of the application.

7. Procurement

The grantee must have a written Procurement Policy that meets the requirements specified in **2 CFR, Part 200.317-200.326 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. The procurement procedures must reflect applicable State and local laws, should promote free and open competition, and describe efforts to encourage minority and female owned businesses to submit bids/proposals. Grantees must contract for the procurement of goods, services, and construction projects including design services. **CDBG-CV** grantees must enter procurement solicitation for any contract over \$25,000 in the Statewide Interactive Purchasing System (IPS) as well as provide the information to the REDD Compliance Office. All notices must be posted in IPS at least three days before the procurement process begins. Only the local government must set-up in IPS to post solicitation documents electronically. The process takes 15 minutes. The local government should contact N C Department of Administration at (919) 807-2425 or www.ips.state.nc.us for information. The use of IPS will be added to the program compliance monitoring process. Grantees must also ensure compliance with 24 CFR 85.36 Procurement Process in addition to the IPS requirement.

8. Equal Opportunity

Applicants are required to ensure that **CDBG-CV** aided projects comply with equal opportunity and nondiscrimination laws and that people in protected categories are not excluded from project participation.

Applicants are required to take into consideration equal opportunity and non-discrimination laws in designing **CDBG-CV** programs to ensure that people in protected categories are not excluded from participation, denied the benefit of, or subjected to discrimination under any program or activity funded in whole or in part with **CDBG-CV** funds. The recipient of **CDBG-CV** funds must describe the actions it will take annually for each year the grant is open in the areas of enforcement, education and in the removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance and complaint tracking.

9. Fair Housing

Recipients of **CDBG-CV** funds will be required to comply with fair housing and non-discrimination laws and regulations. Applicants should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. will be required to submit a Fair Housing Plan for the municipality and/or county. Applicants with 10,000 persons or more will be required to complete an

Analysis of Impediments to Fair Housing Choice Study. For each year that a **CDBG-CV** project is active, a recipient must describe the actions it will Applicants take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. For guidance for developing a Fair Housing Plan, grantees will refer to REDD Bulletin 10-25 (or any subsequent replacement versions) and the Implementation Notebook.

10. Language Access Plan (LAP)

As recipients of federal financial assistance, grantees have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that recipients take responsible steps to ensure meaningful access by LEP persons. Applicants will be required to submit a Language Access Plan using the approved recommended template from REDD. The plan will be submitted for municipality and or county using the thresholds established by REDD. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.

11. Local Economic Benefit (Section 3)

Section 3 of the Housing and Urban Development Act of 1968, as amended, contains requirements governing programs providing direct financial assistance to public recipients and related contractors (or subcontractors).

For each year that a **CDBG-CV** project is active, a recipient must describe a strategy whereby opportunities in employment and procurement arising out of a **CDBG-CV** assisted project are identified and made available to low income residents within the **CDBG-CV** assisted area to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts of at least \$100,000 per contract, and (3) education of low-income residents within the **CDBG-CV** assisted area about the components and opportunities of the program. **Once applicants are awarded funds, recipients will be required to submit a Section 3 Plan using the approved REDD template. In addition, applicants will be required to coordinate additional activities as it relates to Section 3 with the REDD Compliance Section.**

12. Environmental Review

Recipients of **CDBG-CV** funds are required to comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and the NC State Environmental Policy Act and complete an Environmental Review Record (ERR). Do not submit the Environmental Review Record (ERR) with the application. Please follow procedures outlined in REDD's Environmental Technical Assistance Handbook. Copies of the ERR can be secured from REDD. 24 CFR Part 58 (Environmental Regulations) require certain notices to be prepared and published by the local government applicant. This procedure is described in 24 CFR 58.40-47 and requires certain time periods to be allowed for public comment. REDD must receive evidence of the publication of these notices as well as a Request for Release of Funds and Environmental Certification. Upon REDD determination that the public comment periods have elapsed, REDD will issue a letter approving the release of funds. No CDBG funds for non-administrative activities will be released prior to the date of issuance of the letter approving the release of funds. Compliance Staff should be contacted concerning questions with the environmental review process.

13. Floodplain

Recipients must provide REDD with a certification on official letterhead (Local Government entity/municipality) signed by the CEO stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance prior to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.

14. Section 504 of the Rehabilitation Act of 1973

The local government applicant must complete a Self-Evaluation plan and Transition Plan (if required) as required by Section 504 to ensure that it does not discriminate by reason of a person's disability.

Recipients of **CDBG-CV** funds are required to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and the HUD implementing regulations at 24 CFR, Parts 8 and 9. The requirements of Section 504 apply to any recipient of federal **CDBG-CV** funds for any program or activity carried out directly or through another recipient, successor, assignee, or transferee.

The Grant Agreement will require recipients to complete the Section 504 Survey and Transition Plan, covering policies, practices and physical accessibility and notify affected persons that it does not discriminate on the basis of handicap. (The latter notification action is a requirement if the recipient has 15 or more employees.) This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a **CDBG-CV** assisted project.

15. Residential Anti-Displacement and Relocation Assistance Plan

A plan for residential anti-displacement and relocation must be documented or submitted with the application. All occupied and vacant occupiable low and moderate-income dwelling units demolished or converted to a use other than as low/moderate income housing must be replaced within three years of the commencement of the demolition or rehabilitation related to the conversion.

Once **CDBG-CV** funds are awarded, recipients must have a plan to minimize residential displacement and to provide relocation assistance to displaced residents in a timely manner. Compliance with the plan must be documented, including the information made public and the means used to make it public.

The plan must include a description of the activity, a location map, a time schedule, dwelling data on target and replacement homes, funding sources, a schedule for replacement or relocation and the basis for concluding that replacement dwellings will remain low-moderate income for at least 10 years. A guide form for developing the plan should be obtained from REDD once an award is received.

NOTE: Due to potential changes regarding compliance with Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Section 104 (d) of the Housing and Community Development Act, potential projects involving acquisition, relocation, and demolition will be reviewed closely by REDD.

When or if it is unclear as to whether the "contiguous lots" criterion is applicable, REDD will request a determination from HUD officials. Grantees are responsible for initiating the request with REDD and should allow 45 days for a reply.

16. Americans with Disabilities Act (ADA)

State and local governments are required to comply with the provisions of Title I of the Americans with Disabilities Act (ADA) which protects qualified individuals with disabilities from discrimination in all state and local government programs and activities including employment.

Governments with 25 or more employees were subject to the law after July 26, 1992, and governments with 15 or more employees after July 26, 1994. If a government is not covered by Title I of the Act, Section 504 of the Rehabilitation Act of 1973 applies. All governments receiving federal financial assistance will continue to be covered by Section 504. REDD will continue to monitor for only Section 504 compliance until otherwise required by HUD.

17. Lead-Based Paint Hazards

Projects involving rehabilitation of residential structures require compliance with the federal Lead-Based Paint Hazard Reduction Act of 1992 and the "Lead-Based Paint Hazard Reduction Guidelines" issued November 1, 1993 by REDD. While residential structures are not likely to be involved with most **CDBG-CV** projects, local government grantees are advised to determine state and county health requirements if there is any rehabilitation or demolition of structures that are likely to have lead-based paint present.

18. Reporting

Provide an update on the status of project activities, jobs created, and financial expenditures. REDD will expect participants to share their success stories with REDD. REDD requests copies of all published press articles, TV coverage, scheduled ribbon cuttings, and other events and milestones. Periodic photographs should document project stages, training, events and successes.

An Annual Performance Report (APR) is due at the close of each calendar year and an annual financial audit of the CDBG program is due at the close of each fiscal year in which at least \$25,000 in CDBG funds were received. The audit may be performed in conjunction with the regular independent audit of the recipient and will contain an examination of all financial aspects of the CDBG program as well as a review of the procedures and documentation supporting the recipient's compliance with applicable statutes and regulations. A Final Performance Report and audit will be required prior to grant closeout.

19. Monitoring

REDD will monitor the project through mechanisms, including review of quarterly and annual reports received from the grant recipient, through phone/email/letter correspondence, through receipt of all published press articles about the project as provided to REDD by the local government, and through on-site monitoring visits.

REDD staff will notify the grantee at least 30 days before on-site monitoring visits and the monitoring forms are located on the website. Complete the monitoring forms per the approved application activities and have the prepared forms ready for the monitoring visit. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

20. Financial Management Requirements

REDD will monitor the grantee to determine compliance with the financial management requirements. The review will determine if records are maintained in compliance with 2 CFR, Part 200-UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, and other State of North Carolina requirements. This monitoring is performed through desktop audit and at each on-site visit. Typically, ledgers, invoices, canceled checks, bank statements

and requisitions are reviewed to see that the grantee has an adequate system of financial management. REDD staff may also make specific requests to review information or documentation relating to financial management of a grant.

21. SAM.gov Registration

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandates specific reporting requirements for recipients of federal funds. Grants Administration is required by FFATA to submit information to the Office of Management and Budget (OMB) through an electronic Sub Award Reporting System (FSRS) on all grant awards greater than \$25,000 which are awarded on or after October 1, 2010.

In July 2012, the General Services Administration (GSA) combined the Central Contractor Registration (CCR/Fed Reg), Online Representations & Certifications Application (ORCA) and the Excluded Parties List System (EPLS) into one main contractor database. This database was named System for Award Management or better known as the SAM registration.

Since REDD is required to report information as a part of FFATA for grants awarded after October 1, 2010, the SAM.gov registration will be required prior to submission of a **CDBG-CV** application. Once obtained, the SAM.gov registration must be updated or renewed at least once a year. Rural Economic Development staff will monitor for compliance with this requirement.

22. Use of NC Licensed Professionals

While not mandatory, REDD strongly recommends the use of North Carolina licensed professionals on all projects. This includes housing inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. However, it is important to note that bids and dwellings that are \$30,000 and greater can ONLY BE ACCEPTED BY A LICENSED GENERAL CONTRACTOR, licensed by the State of North Carolina per Article 1 of Chapter 87 of the General Statute.

23. Other Requirements and Attachments

Recipients will also be required to comply with any subsequent requirements issued by HUD and/or Rural Economic Development Division. Consult the Required Attachments section in the application. Please note that if key items are not submitted with the application, it will be returned to the local government.

APPLICATION PROCESS AND SUBMISSION REQUIREMENTS

REDD will accept applications on a first-come, first-served basis beginning Tuesday, September 1, 2020. Applications may be hand-delivered, mailed through the U. S. Post Office, or delivered by private and overnight delivery companies such as UPS, Fed Ex, etc. The **NC CDBG-CV** Program Manager is available should you have questions.

Deliberate Misrepresentation of Information (commonly called fraud)

Applications will be reviewed based on the information and numbers given by the applicant whose chief elected official has certified the correctness of the contents. ***Any determination that deliberates misrepresentation (or fraud) has occurred will result in the disqualification of the applicant and/or the rescission of a grant at any point from the award to closeout.***

Applicants must submit two (2) complete originals of the application. Both applications must have the original signature of the chief elected official on the Application Summary Form and any other documents that require official signatures.

<p>If using the U. S. Postal Service, mail to: Valerie D. Moore, Section Chief Rural Economic Development Division/ State CDBG Program NC Department of Commerce 4346 Mail Service Center Raleigh, N.C. 27699-4346</p>	<p>If using overnight or in-person delivery, deliver to: NC Department of Commerce Rural Economic Development Division/ State CDBG Program 301 N. Wilmington Street, 4th Floor Raleigh, N.C. 27699-4346</p>
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PROGRAM CONTACT

For technical assistance please contact the **NC CDBG-CV** Program Manager:

Valerie D. Moore, CDBG Section Chief

E-mail: valerie.moore@nccommerce.com

Telephone: (919) 814-4673 (Office) (919) 414-7864 (Mobile) Fax: (919) 715-0096

SAMPLE Citizen Participation Template

CITIZEN PARTICIPATION PLAN

This plan describes how the Unit of Local Government (ULG) Name will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Type of ULG. The Type of ULG 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 program modifications. All such changes will be discussed with the Type of ULG and their comments considered prior to acting. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held, specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a 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. Comments should be submitted in writing to Name of ULG Representative. He or She will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to The ULG Chief Elected Official. He or She shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year’s application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Unit of Local Government (ULG) Name. 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 Type of ULG in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

The Unit of Local Government (ULG) Name will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the ULG Office during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the ULG Office consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the _____ day of _____, 20 ____.

ULG Chief Elected Official

ULG authorized signor

Town/City/County _____

Town/City/County _____

SAMPLE RESOLUTION

RESOLUTION FOR THE TOWN/CITY/COUNTY OF _____ APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE _____ PROJECT

WHEREAS, the _____’s Board of Aldermen/Commissioners/Council has previously indicated its desire to assist in community development efforts for housing within the Town/City/County; and,

WHEREAS, the Board/Commissioners/Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit (_____); and,

WHEREAS, the Board/Commissioners/Council wishes the (Town/City/County) to pursue a formal application for Community Development Block Grant funding to benefit (_____); and will invest monies in the amount of [[insert] % cash match amount] into the project as committed to in the application.

WHEREAS, the Board/Commissioners/Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the (Town/City/County’s) Board of Aldermen/Commissioners/Council that the (Town/City/County of) is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit (_____).

Adopted this the __ day of _____, 20__ in _____, North Carolina.

Mayor/Chairman

ATTEST:

Clerk to the Board

APPLICATION

NC CDBG Coronavirus (CDBG-CV) APPLICATION CHECKLIST

Use the following checklist as the table of contents for the **CDBG-CV** application. Make sure all the required items are included. If any one of the required items is not included, the application will not meet threshold nor be approved for funding.

A. Application Submission Requirements and Process Adherence

- Applicant must be an eligible non-entitlement general unit of local government.
- Applicants must submit **two (2) complete originals** of the application.
- Applications must be submitted to REDD in a **three-ring binder** organized with tabs.
- Application Summary Form and all forms requiring official signatures must appear in both applications, complete, and have the original signature of the chief elected official or another documented authorized certifying officer.
- Applications may not be submitted to REDD before **Tuesday, September 1, 2020**.
- The proposed project may address the **Urgent Need National Objective; however, at least 51% low-to moderate persons must benefit for public services and public facilities and 70% low-to-moderate income persons must benefit from special economic development projects.**
- The **NC CDBG-CV** funding request must not exceed **\$900,000**.
- Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.
- Applicant must clearly select one or more of the **NC CDBG-CV** activity categories.

Note: *The NC CDBG-CV Program is an urgent needs program; therefore, a waiver is not required by the NC Department of Commerce if current funding request exceeds \$1,250,000 in applications for local governments in any of the CDBG categories and demonstration programs.*

B. Required Attachments for NC CDBG-CV Projects

ITEM	TAB LOCATION
DOCUMENTATION OF SYSTEM FOR AWARD MANAGEMENT - SAM.GOV REGISTRATION <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL UPDATE (Please submit/attach a printout of the SAM.gov Registration Information)	
PROJECT DESCRIPTION	
SOURCES AND USES OF FUNDS	
PROJECT BUDGET	
NC CDBG-CV BENEFIT: LOW & MODERATE INCOME	
COMMUNITY DEVELOPMENT PLAN	
CONFLICT OF INTEREST FORM-CHECKLIST	
FEDERAL REQUIREMENTS: <input type="checkbox"/> A. FEDERAL CERTIFICATIONS <input type="checkbox"/> B. DISCLOSURE REPORT FOR APPLICANTS REQUESTING \$200,000 OR MORE. (NOTE: Not required for applicants requesting less than \$200,000 in CDBG funds and not using other Federal assistance.)	
DISCLOSURE REPORT	
STATE CDBG PROGRAM REQUIREMENTS: <input type="checkbox"/> A. REGULATIONS SIGNED AND DATED BY AUTHORIZED OFFICIAL <input type="checkbox"/> B. DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL	
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS	
FLOOD PLAIN CERTIFICATION: Submit a letter or statement on the local government's letterhead stating the relationship of the site to designated flood zones. Recipients must provide REDD a certification signed by the Chief Elected Official stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance <i>prior</i> to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.	
IMPLEMENTATION SCHEDULE FORM (2 originals – one per application)	
HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM (Form is also on www.nccommerce.com .)	
THREE REQUIRED MAPS: <input type="checkbox"/> Location Map must show the applicant's jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families. <input type="checkbox"/> Project Map must include the location of all project activities. It must also show all units bordering the project area whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on one map to indicate the relationship of public infrastructure to units to be constructed. The map must be to scale and include a legend.	

<ul style="list-style-type: none"> <input type="checkbox"/> Low-Moderate Income Map must illustrate the distribution/concentration of low-moderate income persons in the jurisdiction. 	
<p>LETTERS OF COMMITMENT, CONDITIONAL COMMITMENT, AND EVIDENCE OF FUNDING APPLICATION from all other (i.e., non-CDBG) sources of funds and/or resources.</p>	
<p>CAPACITY, EXPERIENCE, AND ORGANIZATIONAL STRUCTURE</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of Names and Duties for the Local Government Staff for the Proposed Project and Other Essential Players <input type="checkbox"/> Resume for each identified person associated with the proposed project <input type="checkbox"/> Organizational Chart Identifying the Reporting Relationship and/or Interaction Among Key Players for the Proposed Project <input type="checkbox"/> Chart of Previous CDBG or other federal or state experience relevant to the proposed project. List project name, CDBG funding amount, program category, and brief description. 	
<p>RESOLUTION TO SUBMIT CDBG-CV APPLICATION AND EVIDENCE OF THE FIRST OF TWO REQUIRED PUBLIC HEARINGS. Provide copies of the Board/Council Resolution to Apply, posted Public Hearing Notices, Certified Meeting Minutes for both Public Hearings, and evidence outreach efforts to inform the public of each public hearing. The outreach efforts must be conducted as noted in the Citizen Participation Plan.</p>	
<p>APPRAISALS are required for all CDBG-CV land acquisition activity only.</p>	
<p>PHOTOGRAPHS TO DOCUMENT EXISTING CONDITIONS</p>	
<p>DUPLICATION OF BENEFITS POLICY AND PROCEDURES</p>	
<p>PLAN TO MINIMIZE RESIDENTIAL DISPLACEMENT AND TO PROVIDE RELOCATION ASSISTANCE TO DISPLACED CITIZENS IN A TIMELY MANNER</p>	
<p>ALL SPECIAL ECONOMIC DEVELOPMENT PROJECTS MUST PROVIDE THE FOLLOWING BELOW:</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Employee Profile (<i>Complete one per business included in the project.</i>) <input type="checkbox"/> Current NCUI 101 (<i>Required for expansion/retentions projects. For form, see https://des.nc.gov/need-help/forms-and-documents</i>) <input type="checkbox"/> Articles of Organization/Incorporation or related-business incorporation documents. <input type="checkbox"/> Legally Binding Commitment (<i>Complete one per business included in the project.</i>) <input type="checkbox"/> Private Company Commitment Form (<i>Complete one per business included in the project.</i>) <input type="checkbox"/> Limited Waiver of Confidentiality (<i>Complete one per business included in the project.</i>) <input type="checkbox"/> Performance Indicators Form (<i>Complete for the entire project.</i>) 	
<p>ALL PROJECTS WITH NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION REGARDLESS OF FUNDING STREAM MUST PROVIDE THE FOLLOWING BELOW:</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> 10-Year Minimum Operating Pro forma <input type="checkbox"/> Cost Estimates <input type="checkbox"/> Site and Architectural Plans and Renderings: Attach one copy each of site and architectural plans for the proposed project. Identify any unit features designed to serve populations with special housing needs (e.g., persons with disabilities, the elderly, large families, etc.) 	

APPLICATION SUMMARY - NC CDBG CORONAVIRUS (CDBG-CV) PROGRAM

1. Applicant's name			2. Date	
a. Mailing Address			<input type="checkbox"/> Original dated: ____/____/____ <input type="checkbox"/> Amendment dated: ____/____/____	
b. City and Zip Code				
c. County				
d. Contact Person				
e. Telephone Number				
f. Fax Number				
g. e-mail address				
h. DUNS Number				
3. Preparer's Name			c. Telephone Number	
a. Firm's Name				
b. Mailing Address				
c. City and Zip Code			f. Fax Number	
d. e-mail address				
4. Developer's Name			c. Telephone Number	
a. Mailing Address				
b. City and Zip Code			a. Fax Number	
5. Development Name				
a. Street Address				
b. City and Zip Code				
c. Ownership Entity				
6. Program Category	7. Project Number	8. Project Name	9. CDBG-CV Funds Requested	
CV	1		\$	
10. Certification by the Chief Elected Official				
a) I certify that to the best of my knowledge and belief: <ol style="list-style-type: none"> 1. Data in this application is true and correct, 2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities, 3. This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
a. Typed Name of Chief Elected Official ➤				
b. Typed Title ➤				
c. Signature ➤				
d. Typed Date ➤				
Date Received:		For REDD Use Only		Application Number:

NC CDBG-CV PROGRAM CATEGORY SELECTION FORM

AREAS OF FOCUS: *Check applicable area(s) of focus.*

- Support families and communities through telehealth support and public services.*
- Protect the most vulnerable and high-risk populations.*
- Assist small businesses with economic recovery.*
- Address testing, tracing, and trends.*

PUBLIC SERVICES: *Check applicable activities.*

Public Service	Description
<input type="checkbox"/> Subsistence Payments	Provide up to three months emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Utility payments to prevent service disconnection and rent/mortgage payments to prevent eviction. Local governments may partner with a non-profit service provider such as United Way.
<input type="checkbox"/> Employment Training	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
<input type="checkbox"/> Testing and Diagnosis	Provide testing, diagnosis, or other services at a fixed or mobile location.
<input type="checkbox"/> Equipment, Supplies, and Materials	Provide equipment, supplies, and materials necessary to carry-out a public service.
<input type="checkbox"/> Food Distribution	<u>Meal Delivery:</u> Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities. <u>Food Bank/Pantry Services:</u> Provide support to food banks and food pantries.
<input type="checkbox"/> Health Services	Increase the capacity and availability of targeted health services for infectious disease response within existing health care facilities.
<input type="checkbox"/> Mental Health Services	Increase the capacity and availability of targeted mental health services for individuals and families impacted by Coronavirus.
<input type="checkbox"/> Broadband and Communications Support	Provide broadband services inclusive of internet access and hardware/software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.
<input type="checkbox"/> Services for Special Needs Populations such as seniors, youth age 13-19, and disabled/handicapped	Provide services for special needs populations that prevent, respond to, or prepare for COVID-19. Applicants must contact the CDBG-CV Manager for approval prior to submitting the application.
<input type="checkbox"/> Other (Please describe in the description box to the right.)	

PUBLIC FACILITIES AND IMPROVEMENTS: *Check applicable activities.*

Note: Public Facilities are required to be owned by the local unit of government. However, Non-profits may also own and operate the building if the building is open to the general public. Also, the local government will need to have lien on the property and Legally Binding Commitment which includes the applicable contract provisions.

Public Facility Activity	Description
<input type="checkbox"/> Acquisition, <input type="checkbox"/> Construction, <input type="checkbox"/> Reconstruction, or <input type="checkbox"/> Installation of public works, facilities, and site or other improvements	Health Facilities may be created/supported by: <ul style="list-style-type: none"> • Constructing a testing and diagnosis, or treatment facility. • Rehabilitate a community facility to establish an infectious disease treatment clinic. • Acquiring and rehabilitating, or constructing, a group living facility that may be used to centralize patients undergoing treatment.
<input type="checkbox"/> Rehabilitation of building and improvements (including interim assistance)	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery. Make interim improvements to private properties to enable an individual patient or frontline health care workers to remain quarantined on a temporary basis.
<input type="checkbox"/> Broadband and Communications Support	Provide broadband services inclusive of infrastructure development, internet access, wiring, and hardware and software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.

SPECIAL ECONOMIC DEVELOPMENT ASSISTANCE: Check applicable activities.

Proposed projects are subject to **CDBG-CV** cost per job limits and the limit for this project is \$85,000 per full-time job or less. For example, a \$850,000 grant must result in the creation of at least 10 new jobs [\$850,000 grant total/\$85,000 per job = 10 jobs created]. At least 70% of the jobs must go to LMI persons. In other words, out of 10 jobs, 7 must go to LMI persons.

Economic Development Activity	Description
<input type="checkbox"/> Small Business and Microenterprise Assistance	Provide grants to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease. Avoid job loss cause by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-to-moderate income persons. Provide financial assistance to for-profit businesses to acquire property, build, expand, or rehabilitate a building, lease space to operate, or purchase equipment, or provide operating capital.

	Retrofit workspaces for for-profit businesses to promote social distancing.
<input type="checkbox"/> Microenterprise Assistance is defined as a commercial enterprise that has <u>five or fewer employees</u> , one or more of whom owns the enterprise.	Provide technical assistance and grants to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

PROJECT DESCRIPTION- NC CDBG-CV

The project description must contain the following information and should answer the following questions. Limit total responses to 4 pages.

Project Title:

Project Overview:

The applicant must provide a summary of the proposed project.

1. Provide a description of the proposed activity or activities and explain how each addresses the health and/or economic impact of COVID-19 in your community. Specifically state how the activity prevents, responds to, prepares for the Coronavirus.
2. What is the proposed scope of this project?
3. What area(s) of focus for the **CDBG-CV Program** are most applicable to the proposed project?
4. How will this be done?

Partners:

1. Who are the project partners and explain the significance of the project partners and how their involvement will bolster the success of the project? Partnerships are strongly encouraged.
2. What will be the level of effort and cost of these services? Include local match and in-kind services in the description. A match is not required under this program but, it will be favorably considered during the evaluation process. **NOTE: Be sure the costs that are discussed here align with the proposed budget submitted with this application.**

Expected Results and Outcomes:

1. What are project objectives and desired outcomes? Be specific, action-focused, achievable within grant period, realistic, and time-bound.
2. How does the project spur economic and community development growth?
3. Attach the Accomplishment and Beneficiaries form for each **NC CDBG-CV** activity except planning and administration.

Project Administration and Capacity:

1. What is the applicant’s administrative capacity to manage the grant financially and to comply with CDBG-CV program requirements?

2. What is the relationship between the applicant and other participants, other local governments, public and private sector organizations? Are they committed to the project? (Include letters of support, as applicable).
3. Who will oversee and coordinate the project and how will parties be selected to carry out funded work?
4. List the key players for the local government and partners to carry out the project. Include an organizational chart, a description of duties for each player's, and a resume.

Businesses:

1. Explain the disruption experienced due to the Coronavirus.
2. Provide evidence of viability before the COVID-19 pandemic.
3. Provide at least one-year business operations and at least one-year tax returns.
4. Provide evidence that federal and state taxes are current or a payment plan.
5. Provide evidence that the business has 100 or fewer employees. State the total number of employees prior to disruption and the number of full-time jobs to be created and/or retained.
6. Provide process to have the benefitting employee self-certify current income. Please note all employees must certify low-to-moderate income status as an individual, not household. The amount must appear in the certification.

5. SOURCES AND USES OF FUNDS CHART

Sources	CDBG-CV	Local Gov't	Other Source 1	Other Source 2	Total
Uses					
1. Acquisition					
2. Administration					
3. Architectural Barriers					
4. Clearance Activities					
5. Code Enforcement					
6. Disposition					
7. Fire Protection					
8. Flood & Drainage					
9. Historic Preservation					
10. Machinery & Equipment					
11. Neighborhood Facility(ies)					
12. Other Activities					
13. Other Public Facilities					
14. Parking Facilities					
15. Parks & Playgrounds					
16. Pedestrian Improvements					
17. Planning					
18. Public Services					
19. Public Utilities					
20. Rehabilitation-Private					
21. Rehabilitation-Public					
22. Relocation Assistance					
23. Sr. Handicapped Centers					
24. Sewer Improvements					
25. Solid Waste Facility(ies)					
26. Street Improvements					
27. Water Improvements					
28. Working Capital					
Total Uses					

PROJECT BUDGET – NC CDBG-Coronavirus (CDBG-CV)

091520 BCC Meeting

1. CDBG-CV Grant Amount Requested		\$	
2. Other Funds (List here.)		\$	
3. Total Project Resources		\$	
4. Activity	5. CDBG Costs	6. Other Costs	7. Total Project Costs (Columns 5 + 6 = Column 7)
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
1. Senior and handicapped centers			
2. Parks, playgrounds and recreation facilities			
3. Neighborhood facilities			
4. Solid waste disposal facilities			
5. Fire protection and equipment			
6. Parking facilities			
7. Public utilities other than water and sewer			
8. [Reserved]			
9. Street improvements			
10. Flood and drainage improvements			
11. Pedestrian improvements			
12. Other public facilities			
13. Public sewer improvements			
14. Public water improvements			
d. Clearance activities (i.e., reconstruction and temporary relocation expenses.) Clearance items should appear on line d.			
e. Public services			
f. Relocation assistance			
g. Construction, rehabilitation, and preservation activities			
1. Construction or rehabilitation of commercial and industrial buildings			
2. Rehabilitation of privately-owned dwellings (all rehabilitation of privately-owned dwellings activities should be included on this line item)			
3. Rehabilitation of publicly owned dwellings			
4. Code enforcement			
5. Historic preservation			
h. Development financing			
1. Working capital			
2. Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
SUBTOTAL	\$	\$	\$
k. Planning (Included in 10% Cap minus Administration not to exceed \$3,500)			
l. Administration (10% cap of total Grant Amount Awarded)			
TOTAL	\$	\$	\$

NC CDBG CORONAVIRUS: LOW AND MODERATE INCOME Complete this form for all NC CDBG-CV activities.							Name of Applicant:			
1. Activity	Total No. of Persons Benefiting 2.	No. of Low-Income Persons Benefiting 3.	% of Low-Income Persons Benefiting 4.	No. of Moderate-Income Persons Benefiting 5.	% of Moderate-Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderate Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate-Income Persons 10.	
a. Acquisition										
b. Disposition										
c. Public facilities and improvements										
(1) Senior and handicapped centers										
(2) Parks, playgrounds and recreation facilities										
(3) Neighborhood facilities										
(4) Solid waste disposal facilities										
(5) Fire protection and equipment										
(6) Parking facilities										
(7) Public utilities other than water and sewer										
(8) [Reserved]										
(9) Street improvements										
(10) Flood and drainage improvements										
(11) Pedestrian improvements										
(12) Other public facilities										
(13) Public sewer improvements										
(14) Public water improvements										
d. Clearance activities										

NC CDBG-CV Benefit: Low and Moderate-Income Page 2						Name of Applicant:			
1. Activity	Total No. of Persons Benefiting 2.	No. of Low-Income Persons Benefiting 3.	% of Low-Income Persons Benefiting 4.	No. of Moderate-Income Persons Benefiting 5.	% of Moderate-Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderate Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate-Income Persons 10.
e. Public services									
f. Relocation assistance									
g. Construction, rehabilitation and preservation activities									
(1) Construction or rehabilitation of commercial & industrial buildings									
(2) Rehabilitation of privately-owned dwellings									
(3) Rehabilitation of publicly owned dwellings									
(4) Code enforcement									
(5) Historic preservation									
h. Development financing									
(1) Working capital									
(2) Machinery and equipment									
i. Removal of architectural barriers									
j. Other activities									
k. TOTAL						\$	\$	\$	\$
PROJECT INDIVIDUAL BENEFIT $\frac{\text{Column 10, Row k ()}}{\text{Column 7, Row k ()}} \times 100 =$									

CORONAVIRUS (COVID-19) COMMUNITY DEVELOPMENT PLAN

The applicant must provide a narrative statement describing its community development and housing needs including the needs of low-and-moderate-income households in quantifiable terms as well as short and long-term activities to be undertaken to address these needs. Cite references used for statistical evidence. REDD will use this information to determine if the proposed project addresses community needs.

[The Community Development Plan must not exceed the three pages.]

1. What are the housing/community development needs in your jurisdiction?
2. What are the housing/ community development needs of low-and-moderate-income persons in your jurisdiction?
3. What are the water and wastewater needs of low-and-moderate-income persons in your jurisdiction?
4. What are other community needs of low-and-moderate- income persons in your jurisdiction (streets, drainage, non-basic needs, etc.)?
5. What activities does your community plan to undertake to address the need(s) identified in questions 1-4 above?
 - a. Why were these need(s) selected for this project instead of other identified needs?
 - b. If funded, what will be the impact of the project?
6. Explanation of how does this project relates to other activities (current and future) in the jurisdiction, including the development of industrial and/or commercial sites, installation of water and sewer lines and facilities, force main lines, streets, etc.?

DUPLICATION OF BENEFITS PLAN (Applies to all NC CDBG-CV Activities)

A copy of the duplication of benefits procedures must accompany the CDBG-CV application. Applicants must develop and maintain adequate procedures to prevent a duplication of benefits. Procedures must include persons/entities receiving CDBG-CV funds must repay duplicative assistance and a method to assess whether CDBG-CV funds will duplicate financial assistant that is already received or likely to be received by acting reasonably.

CONFLICT OF INTEREST CHECKLIST

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions. For any “yes” response, refer to Bulletin 10-8 for next steps.

1. Does any person involved with this potential **CDBG-CV** project have family or business ties with any of the local government elected officials or local government staff?
 Yes **No**, if yes, please describe.
2. Has any person involved with this potential **CDBG-CV** project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission?
 Yes **No**, if yes, please describe.
3. Does any person involved with this potential **CDBG-CV** project have an ownership interest in an entity that is directly affected by activities proposed in the application?
 Yes **No**, if yes, please describe.
4. Will any person involved with this potential **CDBG-CV** project derive any income or commission as a direct result of action taken by the local government elected board or its staff?
 Yes **No**, if yes, please describe.

FEDERAL REQUIREMENTS AND CERTIFICATIONS

The applicant hereby assures and certifies that:

- a) It will comply with all applicable federal and state laws, regulations, rules and Executive Orders.
- b) It possesses legal authority to apply for the grant, and to execute the proposed program.
- c) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the identified as the official representative of the applicant to act about the application and to provide such additional information as may be required.
- d) It is following a detailed, written citizen participation plan which will provide opportunities for citizen participation, hearings, and access to information with respect to its community development program that are comparable to those required of grantees under Section 104(a) of the Act and in accordance with Rule .1002 of the North Carolina Community Development Block Grant Administrative Rules.
- e) Its chief elected official or other officer of the applicant if assistance is approved by Rural Economic Development Division:
 - 1) Consents to assume the status of the “responsible Federal Official” as that term is used in Section 102 of the National Environmental Policy Act (NEPA), Section 104(f) of Title 1 of the Housing and Community Development Act of 1974, as amended, and other provisions of Federal law, as specified in 24 CFR 58.5 which further the purposes of NEPA.
 - 2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
 - 3) Consents to review and comment on all Environmental Impact Statements prepared for Federal projects which may have an impact on the applicant’s/recipient’s community development program.
 - 4) Consents to perform all coordination functions required under 24 CFR Part 58 and 40 CFR Parts 1500-1508.
- f) The **NC CDBG-CV Program** has been developed to give maximum feasible priority to activities which will benefit low and moderate-income families or aid in the prevention or elimination of slums and blight. The requirement for this certification will not preclude Commerce from approving an application where the applicant certifies, and Commerce determines, that all or part of the **NC CDBG-CV Program** activities are designed to meet other community development needs having urgency as specifically explained in the application in accordance with Section .0800 of 4 NCAC 19L of the North Carolina Administrative Code.
- g) Its program will be conducted and administered in conformity with Public Law 88-352 and Public Law 90-284, and that it will affirmatively further fair housing.
- h) It will comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program.
- i) It will give Commerce, HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant.

- j) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- k) It will follow a residential anti-displacement and relocation assistance plan that is in accordance with the provisions of Section 104(d) and all other provisions of the Act.
- l) It will not attempt to recover any capital costs of public improvements assisted in whole or part under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged to assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- m) It has or will develop a plan that identifies community development and housing needs, including the needs of low and moderate-income persons, and the activities to be undertaken to meet such needs.
- n) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.
- o) When issuing statements, press releases, request for proposals, bid solicitation and other documents describing the above-mentioned program such as the environmental review, public hearings, fair housing notices, etc., it shall clearly state:
 - 1) The percentage of the total cost of the project which will be financed with **CDBG-CV** money, and 2) the dollar amount of **CDBG-CV** funds for the project.
- p)
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

- q) It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act).
- r) All project areas are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All properties assisted in the project will be covered for flood insurance prior to beginning construction, and all public facilities will be constructed to comply with applicable floodplain regulations.

CERTIFICATION OF ABILITY

The Town/City/County of _____ hereby certifies its ability to meet Federal Performance and Procurement Requirements with Certification as further expanded in the preceding attachments.

**Name of Chief Elected
Official**

Title

Signature

Date

Disclosure Report Instructions

Who should complete the report:

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds \$200,000 are required to make certain disclosures. State **CDBG-CV** funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urban Development. Therefore, all applicants of more than \$200,000 in State **CDBG-CV** funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a sub grant should complete the report if more than \$200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than \$200,000 in CDBG assistance but, intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed \$200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State **CDBG-CV** funds may submit a copy of that disclosure report to the Rural Economic Development Division rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of \$250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of \$50,000 or 10 percent of such interest.

Detailed Instructions:

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.
2. Indicate whether the report is an initial report or an update report.
3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.
4. Enter the project name and indicate the location as detailed and specific as possible. In the case of update reports, give the **CDBG-CV** grant number.
5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided per the funding approval and anticipated program income.
6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available.

Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under “6. Other Government Assistance” on the Attachments page of the report.

7. Indicate whether there are persons with a reportable financial interest in the project. “Person” means an individual, corporation or business, unit of general local government or other governmental entity or agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of \$50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the “Other Government Assistance” disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.
9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.

DISCLOSURE REPORT

- 1. Applicant/Recipient Name, Address, and Phone:
- 2. **Check One:** Initial Report Update Report
- 3. **Social Security Number or Employer ID Number:** _____

4. **Project Name and Location:**

5. **Total Amount requested/received** (including anticipated program income):
 \$ _____

6. **Other government assistance.** (Check One):
- _____ No other government assistance is, or is expected to be, provided for this project
- _____ All other government assistance provided for this project is listed on the table below/attached page(s).

(Note: Disclosures must be complete and accurate but, need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, (check here):

_____ Assistance is disclosed in Sources and Uses Attachments

<u>Agency Name and Address</u>	<u>Program and Type of Assistance</u>	<u>Amount Requested/Received</u>

7. **Interested Parties.** (Check One):
- _____ No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than \$50,000 or 10 percent of the assistance (whichever is lower; being a party to a contract procured under Federal procurement regulations at 2 CFR Part 200 does not, by itself, constitute a reportable financial interest).
- _____ All parties with a reportable financial interest are listed on table below/attached page(s).

<u>Name and Address</u>	<u>Type of Participation</u>	<u>Interest (\$ and %)</u>

8. All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):

- CDBG-CV PROJECT BUDGET**
- CDBG-CV LOCAL COMMITMENT FORM**
- Other Attachment(s). Describe: _____

9. **Certification:**

I hereby certify that all information in this report and its attachments is true and complete.

Signature

Date

STATE CDBG-CV PROGRAM REGULATIONS

Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher’s affidavits of notices and minutes signed by the town or county clerk of the two required public hearings.

Project Administration

The grantee is responsible for CDBG-CV oversight. If funded, the grantee will supervise the implementation of the project as follows:

- ✓ The local government manager reviews and signs off on all project reports.
- ✓ The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.
- ✓ At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.
- ✓ Maintain all project files at the local government offices and make them available to citizens during regular business hours.

Audits/Compliance

CDBG-CV grantees expending \$25,000 or more in a fiscal year are required to have funds audited for the CDBG-CV program. CDBG-CV funds can be used to pay for the CDBG-CV portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG-CV and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the CDBG-CV application to pay for the CDBG-CV portion of the audit and claim the local administrative funds as local commitment.

Program Income

Local governments must develop and submit a plan for reuse of program income to REDD approval.

Legally Binding Commitment (LBC)

The local government will develop and execute a LBC with the non-profit or for-profit developer/business subject to REDD requirements.

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG-CV Program Standards and, if funded, will adhere to all standards applicable to the funded project.

Name of Chief Elected Official _____

Title _____

Signature _____

Date _____

DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The Town/City/County of _____ hereby assures and certifies that there are no open, unresolved or pending Civil Rights Lawsuits against the participating local governments in this NC CDBG Coronavirus Program (***NC CDBG-CV***).

Name of Chief Elected Official _____
Title _____
Signature _____
Date _____

Instructions for Debarment Certifications

1. By signing and submitting this form, the prospective participant is providing the certification set out on the “Certification Regarding Debarment, Suspension and Other Responsibility Matters” in accordance with these instructions.
2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. Definitions and Further Guidance - The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the *Federal Register*, Vol. 70, No. 168, pages 51863 –51880.
5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Consequences for Use of Ineligible Sub grantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited on page 67. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for “Government wide Debarment and Suspension (Non-procurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the Rural Economic Development Division determines to award the covered transaction, grant, or cooperative agreement. As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee	Grant Number and Project Name
Printed Name and Title of Authorized Representative	
Signature	Date

SAMPLE: Implementation Schedule

ACTIVITIES IMPLEMENTATION SCHEDULE -SAMPLE	Name of Applicant:
---	---------------------------

Month 1 begins as of the date of REDD Director’s signature on the Grant Agreement and Funding Approval.

List activities to be implemented and put a “X” in the columns for the beginning and ending months and connect with a straight line. Activities should correspond to those on the Budget.

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1. Grant Agreement/ Funding Approval	X														
2. Environmental Review	X	X													
3. Clearing conditions	X	—	X												
4. Public Water				X	—	—	—	—	—	—	—	X			
5. Public Sewer				X	—	—	—	—	—	—	—	—	X		
6.															
7.															
8. Closeout of Grant															X

ACTIVITIES IMPLEMENTATION SCHEDULE	Name of Applicant:
---	---------------------------

Month 1 begins as of the date of REDD Director's signature on the Grant Agreement and Funding Approval.

List CDBG-CV and non-CDBG-CV activities to be implemented for both C-1 and L-1 and put an "X" in the columns for the beginning and ending months and connect with a straight line. CDBG-CV Activities should correspond to those on the Budget and other packet forms. Add other activities as needed in the order they occur in the planning and development of the distribution plan.

Activities	Months																												
	1	2	3	4	5	6	7	8	9	10	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3	
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
1. Grant Agreement/ Funding Approval																													
2. Environmental Review																													
3. Clearing conditions																													
4.																													
5.																													
6.																													
7.																													
8.																													
9.																													
10.																													
11.																													
12.																													
13.																													
14. Closeout of Grant																													

NC GRANTS MANAGEMENT SYSTEM ACTIVITY NUMBERS AND CODES

Activity Name	Activity Number	Activity Code*
1. Administration	1060	13
2. Acquisition	1002	1
3. Architectural Barriers	1054	11
4. Clearance Activities	1034	2
5. Code Enforcement	1046	16
6. Disposition	1004	1
7. Fire Protection	1014	6
8. Flood and Drainage	1024	4C
9. Historic Preservation	1048	16
10. Machinery/Equipment	1052	16
11. Neighborhood Facilities	1010	3
12. Other Activities	1056	16
13. Other Public Facilities	1028	6
14. Parking Facilities	1016	6
15. Parks/Playgrounds	1008	6
16. Pedestrian Improvements	1026	6
17. Planning	1058	12
18. Public Services	1036	7
19. Public Utilities	1018	7
20. Rehabilitation, Commercial	1040	9B
21. Rehabilitation, Private	1042	9A
22. Rehabilitation, Public	1044	10
23. Relocation Assistance	1038	8
24. Senior/Handicapped Centers	1006	3
25. Sewer Improvements	1030	4B
26. Solid Waste Facilities	1012	4B
27. Street Improvements	1022	6
28. Water and Sewer	1020	4A, 4B
29. Water Improvements	1032	4A
30. Working Capital	1050	7
Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation would all be classified under Rehabilitation.		

* Please note that these are not HUD IDIS codes.

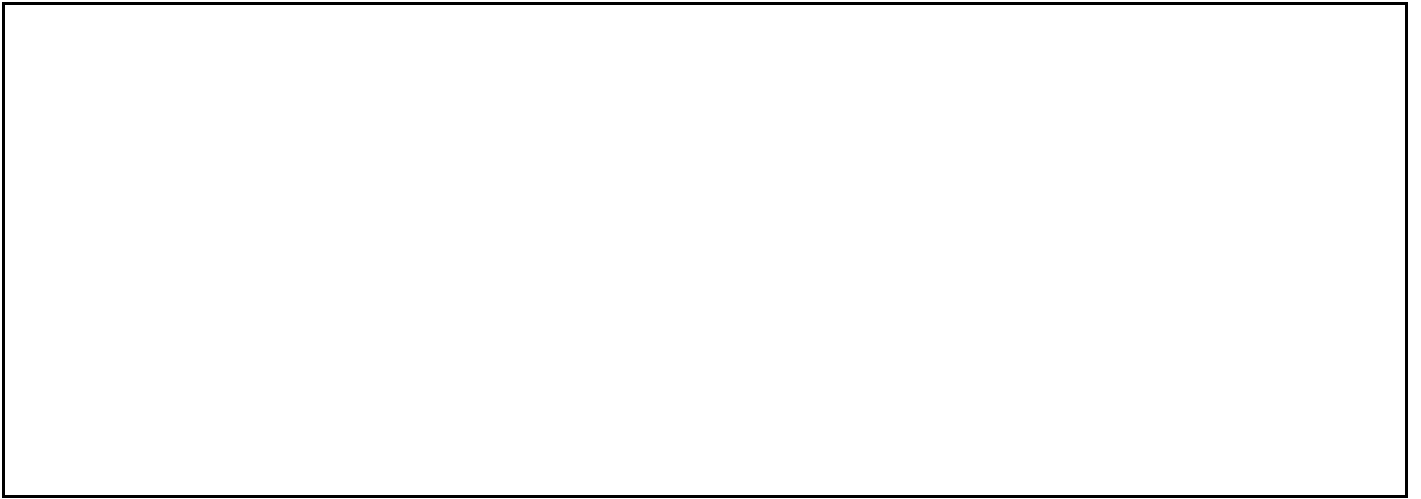
ACTIVITY PERFORMANCE MEASURES

Applicant:		Budgeted \$:	
Project Name:		Check (X) C-1:	Check (X) L-1:
Activity Name:		Activity Code:	
Amount of money leveraged for the activity, if applicable (<i>Funds other than CDBG-CV fund as part of activity.</i>)			\$
Housing Program Indicators		Proposed (<i>For Entire Grant</i>)	
Housing Activities			
Single Units -Rental			
Total number of rental units acquired			
Total number of rental units cleared			
Total number of rental units disposed			
Total number of rental households relocated			
Total number of rental units rehabilitated			
Number of units brought from substandard to standard condition (NC Rehab Standards)			
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)			
Number of units occupied by elderly (62 years of age or above)			
Single Units - Owner			
Total number of owner units acquired			
Total number of owner units cleared			
Total number of owner units disposed			
Total number of owner households relocated			
Total number of owner-occupied units rehabilitated			
Number of units brought from substandard to standard condition (NC Rehab Standards)			
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)			
Number of units occupied by elderly (62 years of age or above)			
Multi-Units Rental			
Total number of rental units acquired			
Total number of rental units cleared			
Total number of rental units disposed			
Total number of rental households relocated			
Total number of rental units rehabilitated			
Number of units brought from substandard to standard condition (NC Rehab Standards)			
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)			

Number of units occupied by elderly (62 years of age or above)	
Development of Single-Family Housing	
Total number of owner units created	
Number of affordable units created	
Development of Multi-Unit Rental Housing	
Total number of rental units created	
Total number of rental units rehabilitated	
Number of affordable units created	
Number of units Section 504 accessible (includes adaptable units)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units created through conversion of nonresidential building to residential	
Number of units meeting IBC (International Building Code)	
of IBC, number of units meeting Energy Star	
Number of units occupied by elderly (62 years of age or above)	
Number of units subsidized with project-based rental assistance (fed., state, or local)	
Number of years' affordability guaranteed	
Number of units designated for persons with HIV/AIDS	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Number of units of permanent housing for homeless persons	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Homeownership Indicators	Proposed (For Entire Grant)
Number of units occupied by first-time homebuyers	
Total number of units assisted through home buyer financial assistance	
Number of first-time home buyers assisted financially	
Number of first-time home buyers receiving housing counseling	
Number of minority first-time home buyers receiving housing counseling	
Number served receiving down-payment assistance and/or assistance with closing costs	
Number of subsidized mortgages provided	

Economic Development Program Indicators		Proposed (For Entire Grant)
Number of facades/business building rehab		
Number of jobs to be created part-time		
Number of jobs to be created full-time		
Number of jobs to be retained part-time		
Number of jobs to be retained full-time		
Number of jobs created with employer sponsored health care		
Number of jobs retained with employer sponsored health care		
Prior employment status before taking job created (<i>full-time employed, part-time employed or unemployed</i>)	Status:	
	Full or Part-time:	
Jobs (By EDA Job Category Definitions)		Proposed (For Entire Grant)
Official and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (skilled)		
Operatives (semi-skilled)		
Laborers (unskilled)		
Service Workers		
		Proposed (For Entire Grant)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)		
Number of new businesses assisted		
Number of existing businesses assisted		
Number of business expansions		
Number of business relocations		
Business DUNS #		<i>If more than 2 DUNS Numbers, add in Comments Section.</i>
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)		
Non-Economic Development Public Facility Program Indicators		Proposed (For Entire Grant)
Number of persons assisted		
Number of persons assisted with new access to a public facility		
Number of persons assisted with improved access to a public facility		
Number of persons assisted where public facility quality was improved		
Non-Economic Development Public Infrastructure Program Indicators		Proposed (For Entire Grant)

Water	
Number of persons assisted	
Number of persons assisted with new access to public water	
Number of persons assisted with improved access to public water	
Number of persons assisted where public water quality was improved	
Sewer	
Number of persons assisted	
Number of persons assisted with new access to public sewer	
Number of persons assisted with improved access to public sewer	
Number of persons assisted where public sewer quality was improved	
Streets	
Number of persons assisted	
Number of persons assisted with new access to public streets	
Number of persons assisted with improved access to public streets	
Number of persons assisted where public street quality was improved	
Drainage	
Number of persons assisted	
Number of persons assisted with new access to public drainage	
Number of persons assisted with improved access to public drainage	
Number of persons assisted where public drainage quality was improved	
Sidewalks	
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Other Public Infrastructure	List:
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Public Service Program Indicators	
Number of persons assisted	
Number of persons with new access to service	
Number of persons with improved access to service	
Number of persons where service quality was improved	
Brownfield Projects	
Number of square acres of brownfields remediated	
Comments	



ADDITIONAL FORMS FOR SPECIAL ECONOMIC DEVELOPMENT PROJECTS

All special economic development projects must complete the following forms:

- Employee Profile *(Complete one per business included in the project.)*
- Legally Binding Commitment *(Complete one per business included in the project.)*
- Private Company Commitment Form *(Complete one per business included in the project.)*
- Limited Waiver of Confidentiality *(Complete one per business included in the project.)*
- Performance Indicators Form *(Complete for the entire project.)*

JOB CATEGORY DEFINITIONS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies and individual departments or special phases of a firm’s operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges or through equivalent on the job training. This includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes advertising agenda and sales workers, insurance agents and brokers, real estate agents and brokers, sales workers, demonstrators and retail sales workers and salesclerks, grocery clerks and cashiers and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high-level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and kindred workers.
7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking) plasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer’s furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, pliers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drives, weavers (textile), welders and flame metals workers and kindred workers.
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent

judgment. This includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations and kindred workers.

9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses and kindred workers.

Definitions are provided by the Economic Development Administration

LEGALLY BINDING COMMITMENT- CREATING JOBS

STATE OF NORTH CAROLINA

(LOCAL GOVERNMENT APPLICANT)

(COMPANY)

JOB CREATION AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into as of the ____ day of _____, by and between _____, a corporation authorized to transact business within the State of North Carolina (hereinafter referred to as the "Corporation") and _____, North Carolina (hereinafter referred to as the "Applicant"). This Agreement will not become effective until all conditions placed upon the Applicant's funding approval are satisfied and funds are released by the Department of Commerce (hereinafter "DOC") pursuant to a Community Development Block Grant (hereinafter "CDBG-CV") with the Applicant.

WITNESSETH

WHEREAS, the Applicant anticipates receiving a CDBG-CV for Program Year _____ from the DOC in the amount of \$_____ for the project entitled _____, this grant will be used primarily to benefit low to moderate-income persons by financing activities under the Small Business and Entrepreneurial Assistance Grant project (the "Project") to be undertaken by the Applicant and the Corporation.

NOW, THEREFORE, in consideration of the promised and the mutual covenants and promises set forth herein, the Corporation and the Applicant hereby agree as follows:

I. AGREED ACTIONS

A. The Corporation shall execute its responsibilities as identified in the Corporation's narrative exhibits and the employment profiles contained in the Applicant's CDBG-CV application to DOC. Those exhibits and commitments are incorporated herein by reference, as if set out in full. The Corporation agrees to create the jobs and complete the Project hiring's in a timely manner. The Corporation currently has continuing operations in the County that employ _____ people and the Corporation commits to employ _____ additional people by _____ (date).

The Corporation can request DOC verify the creation of the additional jobs stated above prior to _____, (date) and release the Corporation from further job creation documentation. In addition, the Corporation commits to employ persons whose household income is within low to moderate-income limits in seventy percent (70%) of all jobs stated above at the Corporation's Facility. The Corporation agrees that if it fails to create and maintain _____ new jobs prior to _____ (date) or verified by DOC, it will reimburse the Applicant for \$_____ (total grant amount received by the Corporation, divided by the number of new jobs to be created), for each job not created.

The Corporation also agrees that if at the end of the grant agreement the number of prior low to moderate-income people employed at the Facility falls below fifty one percent (51%) of the total employment at the Facility, the entire grant amount will be due and payable to DOC by the Applicant. The Applicant's liability under this Agreement shall not exceed the dollar amount of the grant made by the Department of Commerce. If unforeseen calamity, an Act of God, or financial disaster is the cause of action under this section of the Agreement, the Corporation and the Applicant may appeal to DOC for an extraordinary modification of this responsibility. Such modification shall be at the discretion of the Secretary of the Department of Commerce. The requirement that persons of low to moderate income must hold a minimum of fifty-one percent (51%) of all jobs created cannot be waived.

B. Each party shall keep and maintain books, records, and other documents relating directly to the receipt and disbursement of grant funds and fulfillment of this Agreement.

C. Each party agrees that any duly authorized representative of the Applicant, DOC, the United States Department of Housing and Urban Development, and the Comptroller General of the United States shall, at all reasonable times, have access to and the right to inspect, copy, audit, and examine all of the books, records, and other documents relating to the grant and the fulfillment of the Agreement for a period of five (5) years following the completion of all close-out procedures respecting the CDBG-CV funds, and the final settlement and conclusion of all issues arising out of the CDBG-CV funds.

D. Notwithstanding anything herein to the contrary, the parties hereto acknowledge the due execution of the CDBG-CV Grant Agreement between the Applicant and DOC and agree that any conflict between the provisions, requirements, duties, or obligations of this Agreement and the CDBG-CV Grant Agreement shall be resolved in favor of the CDBG-CV Grant Agreement.

II. ENFORCEMENT

A. If at the end of the approved project period the Corporation has failed to create the full number of job positions and low to moderate-income job positions presented in Agreed Actions Section I of this Agreement, or to incur the full level of private investment committed to in its grant application, as provided above, then the Corporation will pay to the Applicant an amount calculated in the manner set out in Section I-A of this Agreement.

B. This Agreement constitutes a legally enforceable contract and shall be governed and construed in accordance with the laws of the State of North Carolina.

III. PUBLIC RECORDS LAW

The Corporation acknowledges that it has read and understands North Carolina’s laws regarding the treatment of public records and confidential information, and their application to small business and entrepreneurial assistance projects, including without limitation, those provisions set forth in Exhibit A.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed under Seal as of the date first above written.

_____ (Applicant)

_____ (Corporation)

_____ (SEAL)
Chairman

_____ (SEAL)
President

_____ (SEAL)
Clerk

_____ (SEAL)
Secretary

_____ (Date)

_____ (Date)

**Provisions of North Carolina General Statutes Addressing Public Records,
Confidential Information and Economic Development Projects**

§ 132-1. "Public records" defined.

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

§ 132-1.1. State tax information

(b) **State and Local Tax Information.** – Tax information may not be disclosed except as provided in G.S. 105-259. As used in this subsection, "tax information" has the same meaning as in G.S. 105-259. Local tax records that contain information about a taxpayer's income or receipts may not be disclosed except as provided in G.S. 153A-148.1 and G.S. 160A-208.1.

§ 132-1.2. Confidential information.

Nothing in this Chapter shall be construed to require or authorize a public agency or its subdivision to disclose any information that:

- (1) Meets all of the following conditions:
 - a. Constitutes a "trade secret" as defined in G.S. 66-152(3).
 - b. Is the property of a private "person" as defined in G.S. 66-152(2).
 - c. Is disclosed or furnished to the public agency in connection with the owner's performance of a public contract or in connection with a bid, application, proposal, industrial development project, or in compliance with laws, regulations, rules, or ordinances of the United States, the State, or political subdivisions of the State.
 - d. Is designated or indicated as "confidential" or as a "trade secret" at the time of its initial disclosure to the public agency.

§ 66-152. Definitions. (Trade Secrets Protection Act)

As used in this Article, unless the context requires otherwise:

- (2) "Person" means an individual, corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership, association, joint venture, or any other legal or commercial entity.
- (3) "Trade secret" means business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:
 - a. Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
 - b. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or owned independently by more than one person, or licensed to other persons. (1981, c. 890, s. 1.)

§ 132-1.11. Economic development incentives.

(a) **Assumptions and Methodologies.** – Subject to the provisions of this Chapter regarding confidential information and the withholding of public records relating to the proposed expansion or location of specific business or industrial projects when the release of those records would frustrate the purpose for which they were created, whenever a public agency or its subdivision performs a cost-benefit analysis or similar assessment with respect to economic development incentives offered to a specific business or industrial project, the agency or its subdivision must describe in detail the assumptions and methodologies used in completing the analysis or assessment. This description is a public record and is subject to all provisions of this Chapter and other law regarding public records.

(b) **Disclosure of Public Records Requirements.** – Whenever an agency or its subdivision first proposes, negotiates, or accepts an application for economic development incentives with respect to a specific industrial or business project, the agency or subdivision must disclose that any information obtained by the agency or subdivision is subject to laws regarding disclosure of public records. In addition, the agency or subdivision must fully and accurately describe the instances in which confidential information may be withheld from disclosure, the types of information that qualify as confidential information, and the methods for ensuring that confidential information is not disclosed. (2005-429, s. 1.2.)

§ 132-6. Inspection and examination of records.

(a) Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. As used herein, "custodian" does not mean an agency that holds the public records of other agencies solely for purposes of storage or safekeeping or solely to provide data processing.

(b) No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.

(c) No request to inspect, examine, or obtain copies of public records shall be denied on the grounds that confidential information is commingled with the requested nonconfidential information. If it is necessary to separate confidential from nonconfidential information in order to permit the inspection, examination, or copying of the public records, the public agency shall bear the cost of such separation on the following schedule:

(d) Notwithstanding the provisions of subsections (a) and (b) of this section, public records relating to the proposed expansion or location of specific business or industrial projects may be withheld so long as their inspection, examination or copying would frustrate the purpose for which such public records were created; provided, however, that nothing herein shall be construed to permit the withholding of public records relating to general economic development policies or activities.

Once the State, a local government, or the specific business has announced a commitment by the business to expand or locate a specific project in this State or a final decision not to do so and the business has communicated that commitment or decision to the State or local government agency involved with the project, the provisions of this subsection allowing public records to be withheld by the agency no longer apply.

Once the provisions of this subsection no longer apply, the agency shall disclose as soon as practicable, and within 25 business days, public records requested for the announced project that are not otherwise made confidential by law.

An announcement that a business or industrial project has committed to expand or locate in the State shall not require disclosure of local government records relating to the project if the business has not selected a specific location within the State for the project. Once a specific location for the project has been determined, local government records must be disclosed, upon request, in accordance with the provisions of this section. For purposes of this section, "local government records" include records maintained by the State that relate to a local government's efforts to attract the project.

§ 132-9. Access to records.

(b) In an action to compel disclosure of public records which have been withheld pursuant to the provisions of G.S. 132-6 concerning public records relating to the proposed expansion or location of particular businesses and industrial projects, the burden shall be on the custodian withholding the records to show that disclosure would frustrate the purpose of attracting that particular business or industrial project.

PRIVATE COMPANY COMMITMENT FORM

I, _____, an official representative of _____ (“Company”), do hereby certify that, if the application for the above referenced funds are approved, the Company will fulfill the following commitments:

- ❖ No other facilities will be abandoned nor will any other persons be displaced as a result of this project.
- ❖ All positions created by this project will be newly created positions and the jobs will not be “pirated” from another facility owned or operated by the Company.
- ❖ The Company will undertake and carry out the project in accordance with this application for **CDBG-CV** assistance. The information pertaining to the Company is accurate.
- ❖ The Company will retain _____ jobs and will create an additional _____ new jobs within the two-year project period. Of the _____ jobs created, at least 70% will be filled by low and moderate-income persons.
- ❖ The Company agrees to either screen all applications and hires for the required employee statistical information and the required documentation or to allow the Division of Employment Security to perform these functions on their behalf.
- ❖ The Company will either provide the Grantee with a quarterly status report (including the NCUI-101 report form) with sufficient detail for the Grantee to determine the number of hires and the low and moderate income status of each or will allow the Grantee or its representative to complete an on-site review of hiring information to develop a quarterly record of hiring status. This obligation will end at project close out unless the Community Investment reviews available information and grants the company permission to stop collecting the required data at an earlier date.

Company Representative

Date

LIMITED WAIVER OF CONFIDENTIALITY

UNEMPLOYMENT, TAX AND WAGE RECORDS

Name of Taxpayer: _____

Address: _____

Phone: _____

Federal Tax Identification Number: _____

NC Unemployment Insurance Account Number: _____

I hereby waive the right to confidentiality, as found in N.C.G.S. 96-4(t), for the limited purpose of authorizing disclosure of certain information contained in the above company's quarterly unemployment insurance tax records filed with the Division of Employment Security (the "DES") to the North Carolina Department of Commerce and program administrators (collectively, the "Department") for the limited purpose of administering a Job Development Investment Grant, a One North Carolina Grant, an Industrial Revenue Bond, the Site Infrastructure Development Fund, a Community Development Block Grant, or other program administered by the Department from which the above-referenced company has sought assistance.

DES is hereby authorized to disclose information contained in the above company's quarterly unemployment insurance tax records to the Department for this purpose.

Unemployment insurance tax information provided in the aggregate to DES and disclosed to the Department, and the company's aggregated tax and wage information provided to or otherwise in the possession of the Department, may be treated as public information. This waiver is not intended to release the Department from any obligation it may have under North Carolina law to maintain the confidentiality of any and all information which could reveal or permit someone to ascertain the identity of any individual employee or that employee's line item unemployment insurance tax or other tax or wage information.

Chief Financial Officer or Other Authorized Company Official

Print Name: _____

Title: _____

Date: _____

DOC Form, rev. 8.12

PERFORMANCE MEASURES INDICATORS FORMS

Applicant:			
Project Name:			
Activity Name:		Budgeted \$:	
Activity Number:		Activity Code:	
<i>Amount of money leveraged for the activity, if applicable (Funds other than CDBG-CV fund as part of activity.)</i>		\$	
ECONOMIC DEVELOPMENT PROGRAM INDICATORS		Proposed (For Entire Grant)	
Number of facades/business building rehab			
Number of jobs to be created part-time			
Number of jobs to be created full-time			
Number of jobs to be retained part-time			
Number of jobs to be retained full-time			
Number of jobs created with employer sponsored health care			
Number of jobs retained with employer sponsored health care			
Prior employment status before taking job created (full-time employed, part-time employed or unemployed)		Status:	
		Full or Part-time:	
JOBS (BY EDA JOB CATEGORY DEFINITIONS)		Proposed (For Entire Grant)	
Official and Managers			
Professional			
Technicians			
Sales			
Office and Clerical			
Craft Workers (skilled)			
Operatives (semi-skilled)			
Laborers (unskilled)			
Service Workers			
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)			
Number of new businesses assisted			
Number of existing businesses assisted			
Number of business expansions			
Number of business relocations			
Business DUNS #			
<i>If more than 2 DUNS Numbers, add in Comments Section.</i>			
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)			
BROWNFIELD PROJECTS		Proposed (For Entire Grant)	
Number of square acres of Brownfields remediated			
Comments			



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AGENDA ITEM 7:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.

Monthly Collections Report

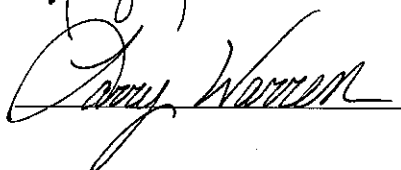
Watauga County

Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report August 2020

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
<u>General County</u>					
Taxes 2020	5,242,661.31	14.57%	5,294,655.08	14.69%	2.83%
Prior Year Taxes	33,404.13		117,186.21		
Solid Waste User Fees	343,096.53	12.97%	353,883.57	13.08%	2.78%
Green Box Fees	54.26	NA	140.78	NA	NA
Total County Funds	\$5,619,216.23		\$5,765,865.64		
<u>Fire Districts</u>					
Foscoe Fire	83,914.47	17.94%	86,128.55	18.14%	2.55%
Boone Fire	118,179.20	13.36%	119,382.81	13.42%	2.98%
Fall Creek Service Dist.	1,170.94	12.48%	1,440.36	14.15%	5.92%
Beaver Dam Fire	12,814.24	12.65%	14,976.64	12.86%	3.02%
Stewart Simmons Fire	34,720.92	13.91%	35,308.47	13.95%	2.34%
Zionville Fire	14,686.11	12.53%	14,907.53	12.53%	2.69%
Cove Creek Fire	32,778.79	13.78%	34,683.38	13.94%	3.54%
Shawneehaw Fire	14,899.88	15.11%	15,463.24	15.50%	2.70%
Meat Camp Fire	25,278.86	12.33%	27,272.35	12.42%	2.95%
Deep Gap Fire	21,193.57	11.56%	21,681.02	11.68%	2.46%
Todd Fire	12,247.69	20.03%	12,446.22	20.20%	3.81%
Blowing Rock Fire	85,600.50	17.46%	87,510.38	17.62%	3.27%
M.C. Creston Fire	685.69	10.52%	713.50	10.52%	1.93%
Foscoe Service District	9,216.07	12.28%	9,313.46	12.30%	2.66%
Beech Mtn. Service Dist.	19.00	1.16%	19.00	1.16%	0.00%
Cove Creek Service Dist.	0.00	0.00%	0.00	0.00%	0.00%
Shawneehaw Service Dist	350.02	5.35%	376.46	5.35%	2.42%
	\$466,585.01		\$480,183.01		
<u>Towns</u>					
Boone	800,080.47	13.46%	812,440.51	13.55%	3.07%
Municipal Services	23,094.29	17.35%	23,262.44	17.35%	5.90%
Boone MV Fee	NA	NA	NA	NA	NA
Blowing Rock	NA	NA	NA	NA	NA
Seven Devils	NA	NA	NA	NA	NA
Beech Mountain	NA	NA	NA	NA	NA
Total Town Taxes	\$823,174.76		\$835,702.95		
Total Amount Collected	\$6,908,976.00		\$7,081,751.60		

 Tax Collections Director

 Tax Administrator

AGENDA ITEM 7:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Warren will present the Refunds and Releases Reports. Board action is required to accept the Refunds and Releases Reports.

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1788975 ADAMS, MARY HARTLEY 416 ADAMS ROAD VILAS, NC 28692-9204	RE 2020	32247	08/31/2020			365,800	F07	182.90
	1992-20-6588-000			F07			G01	1,474.17
	TAX RELEASES				7452			
	OWNER RECEIVES BOTH FARM USE AND SENIOR EXEMPTION							1,657.07
1773765 AJACKS, INC 3200 CRYSTAL OAKS LN 820 MOREHEAD CITY, NC 28557	RE 2020	30174	08/31/2020			18,200	F06	9.10
	1985-22-9891-000			F06			G01	73.35
	TAX RELEASES				7386			
	SQUARE FOOTAGE DIFFERENCE							82.45
1812724 ALLEN, CASEY 125 RIVERSIDE DR BANNER ELK, NC 28604	PP 2020	1221	08/31/2020			0	F01	5.00
	3368			F01			G01	40.30
	TAX RELEASES				7353		SWF	80.00
	TAGGED CL13371						F01L G01L	.50 4.03
								129.83
1560171 ANDREWS, PAULANNE L ANDREWS, GLENN D JR 130 BIRCHWOOD DR BOONE, NC 28607	RE 2020	17830	08/31/2020			0	F02	7.92
	2920-34-5925-000			F02			G01	53.20
	TAX RELEASES				7346			
	PROPERTY SHOULD HAVE BEEN DEACTIVATED							61.12
1786063 AUTREY, DAVID MICHAEL AUTREY, WILMA RIANNA 317 RED WOLF BLOWING ROCK, NC 28605	RE 2020	44161	08/31/2020			0	F12	201.30
	1897-53-2319-000			F12			G01	1,622.48
	TAX RELEASES				7398		SWF	80.00
	PROPERTY SHOULD HAVE BEEN DEACTIVATED							1,903.78
1786065 AUTREY, DAVID MICHAEL AUTREY, WILMA RIANNA 120 ORCHARD LN BLOWING ROCK, NC 28605	RE 2020	44159	08/31/2020			0	F12	42.20
	1897-53-1427-000			F12			G01	340.13
	TAX RELEASES				7399			
	PROPERTY SHOULD HAVE BEEN DEACTIVATED							382.33
1734683 BABCOCK, JOSEPH R 800 SKYMONT DR HOLLY SPRINGS, NC 27540	RE 2020	32351	08/31/2020			0	F07	208.35
	1961-68-6777-000			F07			G01	1,679.30
	TAX RELEASES				7416		SWF	80.00
	PARCEL MERGED INTO NEW PARCEL NUMBER							1,967.65
1786453 BABCOCK, JOSEPH R BABCOCK, ROMAYNE A 800 SKYMONT DR HOLLY SPRINGS, NC 27540-9677	RE 2020	32349	08/31/2020			0	F07	14.60
	1961-68-5859-000			F07			G01	117.68
	TAX RELEASES				7418			
	PARCEL MERGED INTO NEW PARCEL NUMBER							132.28

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1786453 BABCOCK, JOSEPH R BABCOCK, ROMAYNE A 800 SKYMONT DR HOLLY SPRINGS, NC 27540-9677	RE 2020 1961-79-1394-000 TAX RELEASES PARCEL MERGED INTO NEW PARCEL NUMBER	32354	08/31/2020	F07	7417	0 F07 G01 SWF	91.70 739.10 80.00 <hr/> 910.80
1517959 BAIN, TERRY BAIN, PATRICIA PO BOX 9699 HICKORY, NC 28603	RE 2020 2818-18-8806-000 TAX RELEASES INCORRECT ACREAGE AMOUNT	44174	08/31/2020	F12	7335	33,800 F12 G01	16.90 136.21 <hr/> 153.11
1008390 BARNES, ESTON 4426 HOWARDS CREEK RD BOONE, NC 28607-7534	RE 2020 2902-15-8888-000 TAX RELEASES exemption did not calculate correctly	37116	08/31/2020	F09	7355	35,800 F09 G01	17.90 144.27 <hr/> 162.17
1511578 BARRETT, LOUISE C. 292 HOMESPUN HILLS RD BOONE, NC 28607-8919	RE 2020 2900-45-5699-000 TAX RELEASES senior exemption did not calculate corre	18030	08/31/2020	F02	7356	59,750 F02 G01	35.85 240.79 <hr/> 276.64
1618107 BAUMHOVER, JOSEPH PAUL 208 HENDERSON GAP RD # 2 BLOWING ROCK, NC 28605	RE 2020 2901-53-0394-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	18060	08/31/2020	F02	7464	0 F02 G01	48.00 322.40 <hr/> 370.40
1645405 BAUMHOVER, ROGER J 1221 JEFFERSON AVE SAINT PAUL, MN 55105	RE 2020 2901-52-1922-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	18062	08/31/2020	F02	7493	0 F02 G01	47.22 317.16 <hr/> 364.38
1745578 BEALER, EDWIN L 2016 AMENITY PARK DR MOUNT PLEASANT, SC 29466	RE 2020 2858-34-5132-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	28413	08/31/2020	F05	7492	0 F05 G01	79.73 378.01 <hr/> 457.74
1538242 BENTLEY, ROSIE P.O. BOX 3474 BOONE, NC 28607-0774	RE 2020 2819-14-6728-000 REFUND RELEASE MUNIS BILLED A DEACTIVATED PARCEL	18141	08/19/2020	F02	7438	0 F02 G01	14.76 99.14 <hr/> 113.90
1362839 BETTY'S DRAPERY AND DESIGN WORKROOM 3207 NC HIGHWAY 105 SOUTH BOONE, NC 286077310	PP 2020 362839999 TAX RELEASES BUSINESS CLOSED 2019	1451	08/31/2020	F02	7350	0 G01 F02	34.66 5.16 <hr/> 39.82

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1793980 BFH LAND, LLC 311 FLANNERY FORK RD BLOWING ROCK, NC 28605	RE 2019 2808-79-7427-000 TAX RELEASES PROPERTY IS REMAINING IN PRESENT USE	1000148	08/31/2020	F12	7496	0 F12 G01	88.15 622.34 <hr/> 710.49
1793980 BFH LAND, LLC 311 FLANNERY FORK RD BLOWING ROCK, NC 28605	RE 2019 2808-79-7427-000 TAX RELEASES PROPERTY IS REMAINING IN PRESENT USE	1000149	08/31/2020	F12	7497	0 F12 G01	88.15 622.34 <hr/> 710.49
1793980 BFH LAND, LLC 311 FLANNERY FORK RD BLOWING ROCK, NC 28605	RE 2019 2808-79-7427-000 TAX RELEASES PROPERTY IS REMAINING IN PRESENT USE	1000150	08/31/2020	F12	7498	0 F12 G01	88.15 551.82 <hr/> 639.97
1599590 BOONE SELF STORAGE LLC 886 LAUREL FORK RD VILAS, NC 28692	PP 2020 599590999 TAX RELEASES AMENDED RETURN DISPOSED SOME EQUIP	1466	08/31/2020	F02	7430	390 G01 F02	1.57 .23 <hr/> 1.80
1724841 BOWEN, CURTIS EDWARD 2516 SINGLETARY CHURCH RD LUMBERTON, NC 28358	RE 2020 1878-59-6528-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	7150	08/31/2020	C04	7469	0 G01	62.06
1724841 BOWEN, CURTIS EDWARD 2516 SINGLETARY CHURCH RD LUMBERTON, NC 28358	RE 2020 1878-59-7500-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	7151	08/31/2020	C04	7470	0 G01 SWF	721.77 80.00 <hr/> 801.77
1767895 BRAWER, BARRY 270 ALGONQUIN DR BOONE, NC 28607	RE 2020 1994-75-2974-000 TAX RELEASES DUPLICATE BILL PROPERTY WAS SOLD	30330	08/31/2020	F06	7357	0 F06 G01 SWF	143.40 1,155.80 80.00 <hr/> 1,379.20
1523810 BROWN, ALVIN BLAKE BROWN, ANN FULP 217 DANIEL DR BOONE, NC 28607	RE 2020 2920-97-6690-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	18530	08/31/2020	F02	7361	0 F02 G01 SWF	27.42 184.17 80.00 <hr/> 291.59
1251602 BROWN, DAVID L AND LINDA 24 BAHAMA DR WRIGHTSVILLE BEACH, NC 28480	RE 2020 2807-66-9090-000 TAX RELEASES RELEASED AND REBILLED TO NEW OWNER	4718	08/31/2020	C03	7410	0 G01	336.91

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1777230 CABIBBO, ALFREDO + CABIBBO, PATRICIA 150 TUSCANY RDG SUGAR GROVE, NC 28679	RE 2020	18710	08/31/2020			0 F02	30.36
	2900-40-1289-000			F02		G01	203.92
	TAX RELEASES 7474 PARCEL SHOULD HAVE BEEN DEACTIVATED						234.28
1777230 CABIBBO, ALFREDO + CABIBBO, PATRICIA 150 TUSCANY RDG SUGAR GROVE, NC 28679	RE 2020	18712	08/31/2020			0 F02	8.16
	2900-40-1406-000			F02		G01	54.81
	TAX RELEASES 7472 PARCEL SHOULD HAVE BEEN DEACTIVATED						62.97
1777230 CABIBBO, ALFREDO + CABIBBO, PATRICIA 150 TUSCANY RDG SUGAR GROVE, NC 28679	RE 2020	18713	08/31/2020			0 F02	9.66
	2900-40-2421-000			F02		G01	64.88
	TAX RELEASES 7475 PARCEL SHOULD HAVE BEEN DEACTIVATED						74.54
1777230 CABIBBO, ALFREDO + CABIBBO, PATRICIA 150 TUSCANY RDG SUGAR GROVE, NC 28679	RE 2020	18716	08/31/2020			0 F02	10.56
	2900-40-5441-000			F02		G01	70.93
	TAX RELEASES 7473 PARCEL SHOULD HAVE BEEN DEACTIVATED						81.49
1511643 CANTER, DENNIS LARRY 9468 US HWY 421 N ZIONVILLE, NC 28698	RE 2020	30429	08/31/2020			76,450 F06	38.23
	1993-04-6333-000			F06		G01	308.09
	TAX RELEASES 7358 senior exemption did not calculate in						346.32
1768504 CAREFREE COVE COMMUNITY ASSOCIATION, INC PO BOX 292 BOONE, NC 28607	RE 2020	30442	08/19/2020			0 F06	34.30
	1997-90-6484-000			F06		G01	276.46
	REFUND RELEASE 7436 COMMON AREA-EXEMPT						310.76
1768504 CAREFREE COVE COMMUNITY ASSOCIATION, INC PO BOX 292 BOONE, NC 28607	RE 2020	30444	08/19/2020			0 F06	19.00
	2907-00-2157-000			F06		G01	153.14
	REFUND RELEASE 7435 COMMON AREA-EXEMPT						172.14
1762689 CHABON, STEPHEN CHABON, SUZANNE 82 MANSFIELD CIRCLE GREENSBORO, NC 27455	PP 2020	1254	08/31/2020			0 F01	1.06
	1911			F01		G01	8.50
	TAX RELEASES 7424 moved boat out of county 2019						9.56
1749011 CHESTNUT RIDGE AT BLOWING ROCK, LLC 336 DEERFIELD RD BOONE, NC 28607	RE 2020	4864	08/31/2020			0 G01	1,055.86
	2818-53-2072-002			C03			
	TAX RELEASES 7471 RELEASE AND REBILL TO LIBERTY HEALTHCARE						

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1520723 COFFMAN, SANDRA 4493 LAUREL CREEK RD BANNER ELK, NC 28604-	RE 2020 1960-49-4759-000 TAX RELEASES	35994	08/31/2020	F08	7354	33,700	F08 G01	16.85 135.81 152.66
1721928 COMBS, DANIEL LAWRENCE 1561 SILVERSTONE RD ZIONVILLE, NC 28698	RE 2020 1983-96-7041-000 REFUND RELEASE MUNIS BILLED A DEACTIVATED PARCEL-SPLIT	30500	08/19/2020	F06	7439	0	F06 G01 SWF	64.05 516.24 80.00 660.29
1626637 COOK, ARLENE HOLLARS 106 DOVE ACRES VILAS, NC 28692	RE 2020 1990-22-1296-000 TAX RELEASES	13789	08/31/2020	F01	7364	25,000	F01 G01	12.50 100.75 113.25
1559028 COOK, BRUCE 573 SLEEPY VALLEY DR BOONE, NC 28607	RE 2020 2920-75-0194-000 TAX RELEASES	19236	08/31/2020	F02	7367	0	F02 G01 SWF	68.58 460.63 80.00 609.21
1794383 COOK, EDITH M, HEIRS C/O BAREFOOT, DIANE COOK 152 DEAN LN ZIONVILLE, NC 28698-9018	RE 2020 1993-07-7993-000 TAX RELEASES	30524	08/31/2020	F06	7373	0	F06 G01	30.40 245.02 275.42
1724857 COOK, FRANKLIN D (LIFE ESTATE) 836 JORDAN V COOK RD BOONE, NC 28607	RE 2020 2819-48-2124-000 TAX RELEASES	19263	08/31/2020	F02	7362	90,650	F02 G01	54.39 365.32 419.71
1034636 COOK, LESTER 1762 SILVERSTONE RD. ZIONVILLE, NC 28698-9364	RE 2020 1993-07-2462-000 TAX RELEASES	30533	08/31/2020	F06	7365	77,650	F06 G01	38.83 312.93 351.76
1581099 COOK, ROGER DUANE COOK, LORI PUNCH 1194 ADAMS CIRCLE CONOVER, NC 28613	RE 2020 2932-35-8137-000 TAX RELEASES	37607	08/31/2020	F09	7408	0	F09 G01	18.90 152.33 171.23
1809886 COOK, WILMA V, LIFE ESTATE 1512 SILVERSTONE RD ZIONVILLE, NC 28698-9362	RE 2020 1993-05-0774-000 TAX RELEASES	30534	08/31/2020	F06	7366	55,650	F06 G01	27.83 224.27 252.10

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1035625 CORNELL, JERRY E AND BARBARA J 715 LAUREL FORK RD VILAS, NC 28692-9172	RE 2020	19343	08/31/2020			0	F02	29.40
				F02			G01	197.47
	TAX RELEASES				7378			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							226.87
1734669 CRITCHLEY, BRIAN 4557 REYNOLDS PKWY BOONE, NC 28607	RE 2020	28858	08/31/2020			0	F05	609.79
				F05			G01	2,891.12
	TAX RELEASES				7369		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							3,580.91
1802247 CRITCHLEY, BRIAN O'ROURKE, SUSANNE M. 4557 REYNOLDS PKWY BOONE, NC 28607	RE 2020	28860	08/31/2020			0	F05	95.63
				F05			G01	453.38
	TAX RELEASES				7370			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							549.01
1248608 DANCY, BILL AND VIRGINIA 136 MITCHELL FIELDS RD ZIONVILLE, NC 28698-9065	RE 2020	30571	08/31/2020			95,850	F06	47.93
				F06			G01	386.28
	TAX RELEASES				7380			
	senior exemption didnt calculate correct							434.21
1228865 DANNER, NANCY Y BOX 605 VALLE CRUCIS, NC 28691-0605	RE 2020	32963	08/31/2020			0	F07	68.65
				F07			G01	553.32
	TAX RELEASES				7385			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							621.97
1044098 DOLLAR, DAVID B AND JEAN 1643 MEAT CAMP RD BOONE, NC 28607-7260	RE 2020	37767	08/31/2020			0	F09	61.45
				F09			G01	495.29
	TAX RELEASES				7404		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							636.74
1612455 DOVE 7, INC DBA DOVE CARPET & UPHOLSTREY PO BOX 3364 BOONE, NC 28607	PP 2020	271	08/31/2020			14,720	G01	59.32
				C02			C02	60.35
	TAX RELEASES				7403			
	listed amount twice							119.67
1760844 DUDLEY, CHARLES SIMMONS, APRIL 2724 EVERETT LN TALLAHASSEE, FL 32308	RE 2020	37798	08/31/2020			0	F09	77.75
				F09			G01	626.67
	TAX RELEASES				7461		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							784.42

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1760844 DUDLEY, CHARLES SIMMONS, APRIL 2724 EVERETT LN TALLAHASSEE, FL 32308	RE 2020	37800	08/31/2020			0	F09	13.75
							G01	110.83
	TAX RELEASES				7462			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							124.58
1754892 EARP, BRUCE JAMES 108 LUTHER LN VILAS, NC 28692	RE 2019	20312	08/31/2020			21,400	FS1	6.23
							G01	50.17
	REFUND RELEASE				7394			
	exemption amount not calculated correctl							56.40
1348002 EARP, RALPH 1781 BAIRDS CREEK RD VILAS, NC 28692-9801	RE 2020	33099	08/31/2020			0	F07	75.45
							G01	608.13
	TAX RELEASES				7402		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							763.58
1625141 ECHOTA EAST RIDGE LLC 151 MR BISH BLVD BOONE, NC 28607-7842	RE 2020	14100	08/31/2020			0	F01	760.10
							G01	6,126.41
	TAX RELEASES				7347		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							6,966.51
1579233 EVANS, MARK E EVANS, JOY MATTHEWS 3624 BERMUDA DR NE CONOVER, NC 28613-9428	RE 2020	28963	08/31/2020			0	F05	95.63
							G01	453.38
	TAX RELEASES				7490			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							549.01
1611449 FEE, MARK J FEE, MICHELLE 8225 NW 40TH CT POMPANO BEACH, FL 33065	RE 2020	37864	08/31/2020			0	F09	73.40
							G01	591.60
	TAX RELEASES				7460		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							745.00
1593485 FOLEY, TYLER AND MARY AMANDA 5063 MEAT CAMP RD TODD, NC 28684	RE 2020	37885	08/20/2020			0	F09	72.55
							G01	584.75
	REFUND RELEASE				7442		SWF	80.00
	MUNIS BILLED DEACTIVATED PARCEL							737.30
1253186 FOX, DON E AND MARTHA SUE 164 FOXS HIDEAWAY LANE BANNER ELK, NC 28604	RE 2020	36143	08/19/2020			0	F08	82.90
							G01	668.17
	REFUND RELEASE				7440		SWF	80.00
	MUNIS BILLED A DEACTIVATED PARCEL							831.07

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1057827 GLENN, CHARLIE 405 WILEY HARMON RD BANNER ELK, NC 28604	RE 2020 1941-85-1915-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	26275	08/31/2020	F03	7359	0	F03 G01 SWF	29.95 241.40 80.00 <hr/> 351.35
1504200 GOFF, JAMES R AND CONNIE C 334 OLD HAMPTON RD BOONE, NC 28607-7415	RE 2020 2911-93-0573-000 TAX RELEASES PARCEL WAS MERGED INTO A NEW PARCEL	20433	08/31/2020	F02	7377	0	F02 G01	.78 5.24 <hr/> 6.02
1059377 GRAGG, FRED AND WIFE 1025 33RD ST SW HICKORY, NC 28602	RE 2020 2901-04-3710-000 TAX RELEASES RELEASE AND REBILL TO TIM JOHNSON	20502	08/31/2020	F02	7454	0	F02 G01 SWF	108.24 727.01 80.00 <hr/> 915.25
1059377 GRAGG, FRED AND WIFE 1025 33RD ST SW HICKORY, NC 28602	RE 2020 2901-04-5808-000 TAX RELEASES RELEASE AND REBILL TO TIM JOHNSON	20503	08/31/2020	F02	7455	0	F02 G01	25.92 174.10 <hr/> 200.02
1800085 GRANDFATHER FARMS DEVELOPMENT PROPERTY OWNERS' ASSOCIATION, INC. 100 GRANDFATHER FARM RD BANNER ELK, NC 28604	RE 2020 1878-13-1013-000 REFUND RELEASE PROPERTY IS COMMON AREA-EXEMPT	14579	08/19/2020	F01	7432	0	F01 G01	9.00 72.54 <hr/> 81.54
1063296 GREENE, ANGELINA M 795 GREENWAY RD BOONE, NC 28607-4816	RE 2020 2910-31-4566-000 REFUND RELEASE senior exemption didnt calculate on bill	1486	08/31/2020	C02	7348	68,500	C02 G01	280.85 276.06 <hr/> 556.91
1503760 GREENE, DOUGLAS W PO BOX 100 BOONE, NC 28607-0100	RE 2020 2901-90-3584-000 TAX RELEASES Senior Exemption did not calculate corre	1496	08/31/2020	C02	7363	122,050	C02 G01	500.41 491.86 <hr/> 992.27
1812723 GREENWOOD, CHRIS 605 OAKS DR #810 PAMPANO, FL 33069	PP 2020 3367 TAX RELEASES TAGGED IN FL	1300	08/31/2020	F01	7427	0	F01 G01 SWF F01L G01L	5.00 40.30 80.00 .50 4.03 <hr/> 129.83

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1812916 GROSS, LASLO TRUSTEE 102 RIPPLEWATER LN CARY, NC 27518	RE 2020 2924-94-6246-000 TAX RELEASES WRONG OWNER BILLED RELEASED AND REBILLED	43771	08/31/2020	F11	7411	0 F11 G01	152.60 878.54 <hr/> 1,031.14
1812916 GROSS, LASLO TRUSTEE 102 RIPPLEWATER LN CARY, NC 27518	RE 2020 2924-94-6246-000 TAX RELEASES WRONG OWNER BILLED Reversal of release	43771	08/31/2020	F11	7412	0 F11 G01	-152.60 -878.54 <hr/> -1,031.14
1514891 GRUBB, STANLEY N GRUBB, TERESA M 741 WADE MORETZ RD DEEP GAP, NC 28618	RE 2020 2942-24-6518-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	41645	08/31/2020	F10	7476	0 F10 G01	28.75 231.73 <hr/> 260.48
1514891 GRUBB, STANLEY N GRUBB, TERESA M 741 WADE MORETZ RD DEEP GAP, NC 28618	RE 2020 2942-25-1007-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	41646	08/31/2020	F10	7477	0 F10 G01 SWF	99.05 798.34 80.00 <hr/> 977.39
1590502 HAIGLER, GERALD D 3667 HARTLAND RD MORGANTON, NC 28655	PP 2020 590502999 TAX RELEASES sold in 2019.	3491	08/31/2020	F12	7422	0 SWF G01 F12 G01L F12L	80.00 12.49 1.55 1.25 .16 <hr/> 95.45
1428432 HANER, RALPH 18932 EAST US HWY 264 BATH, NC 27808	PP 2020 72164200 TAX RELEASES SOLD VEHICLE IN 2019 W/ESTATE	1302	08/31/2020	F01	7480	0 G01 F01 G01L F01L	2.02 .25 .20 .03 <hr/> 2.50
1753973 HANKINS, SARAH MARGARET 171 BEAR TRL BOONE, NC 28607	RE 2020 2901-90-2784-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	1626	08/31/2020	C02	7406	0 G01 F02	253.49 37.74 <hr/> 291.23

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1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2015	17460	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	49.45
	REFUND RELEASE INCORRECT SQUARE FOOTAGE				7334		57.35
1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2016	17483	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	49.45
	REFUND RELEASE INCORRECT SQUARE FOOTAGE				7333		57.35
1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2017	17620	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	55.77
	REFUND RELEASE INCORRECT SQUARE FOOTAGE				7332		63.67
1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2018	17723	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	55.77
	REFUND RELEASE INCORRECT SQUARE FOOTAGE				7331		63.67
1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2019	17933	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	63.67
	REFUND RELEASE INCORRECT SQUARE FOOTAGE				7330		71.57
1592248 HANSEN, SANDRA P .SANDRA HANSEN REVOCABLE TRUST 1107 DEWITT BARNETT RD BANNER ELK, NC 28604	RE 2020	48336	08/31/2020			15,800	7.90
	1980-56-1663-000			FS1		G01	63.67
	TAX RELEASES INCORRECT SQUARE FOOTAGE				7329		71.57
1559013 HICKS, TIMMY ALLEN LIFE ESTATE HICKS, JUSTIN ALLEN 134 HONEY LANE ROAD BANNER ELK, NC 28604	RE 2020	27157	08/31/2020			0	31.75
	1952-01-7550-000			F04		G01	255.91
	TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED				7414	SWF	80.00
1621861 HOOVER, ELEANOR L 612 BELLE MEADE BLVD NASHVILLE, TN 37205	RE 2020	29206	08/31/2020			0	212.50
	2848-96-7305-000			F05		G01	1,007.50
	TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED				7481		1,220.00

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1540220 HOWARD, LOUISE C 6400 RAVEN HILL DR HICKORY, NC 28602-7485	RE 2020	38378	08/31/2020			0	F09	84.35
	2932-36-8376-000			F09			G01	679.86
	TAX RELEASES				7458			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							764.21
1562319 INFO SYSTEMS, INC 256 CREST DRIVE BOONE, NC 28607	PP 2020	435	08/31/2020			0	G01	20.15
	562319999			C02			C02	20.50
	TAX RELEASES				7413		G01L	2.02
	closed business 2019						C02L	2.05
								44.72
1323195 ISAACS, THOMAS R ISAACS, MARIANNA E 2858 OLD US HWY 421 VILAS, NC 28692	PP 2020	2569	08/31/2020			1,600	G01	6.45
	323195999			F07			F07	.80
	TAX RELEASES				7388			
	SOLD MOBILE HOME IN 2019							7.25
1812045 KASA DELIVERY LLC C/O RYAN LLC 424 CHURCH ST STE 1500 NASHVILLE, TN 37219	PP 2020	460	08/31/2020			0	C02L	.87
	3327			C02			G01L	.85
	TAX RELEASES				7401			
	LISTED ON TIME							1.72
1512312 KAUCHE, REINHARD 236 CLOUDRISE LN BANNER ELK, NC 28604	RE 2020	15235	08/19/2020			0	SWF	80.00
	1980-80-5622-000			F01				
	REFUND RELEASE				7434			
	DOUBLE BILLED SWF; SEE BILL NO. 15234							
1754351 KINGFISH VENTURES LLC 1425 BASCOMB DR RALEIGH, NC 27614	PP 2020	1122	08/31/2020			0	G01	39.49
	1860			C04			G01L	3.95
	TAX RELEASES				7376			
	sold property in 2019							43.44
1603866 KRONENFELD, KURT W CANHAM, ROBERT C 3909 HAZEL LANE GREENSBORO, NC 27408-9166	RE 2020	15328	08/31/2020			0	F01	21.55
	1899-14-7304-000			F01			G01	173.69
	TAX RELEASES				7456			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							195.24
1603866 KRONENFELD, KURT W CANHAM, ROBERT C 3909 HAZEL LANE GREENSBORO, NC 27408-9166	RE 2020	15329	08/31/2020			0	F01	229.40
	1899-14-7428-000			F01			G01	1,848.96
	TAX RELEASES				7457		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							2,158.36

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1785405 LEATHER LOTUS INC P.O. BOX 49 BOONE, NC 28607	RE 2020	38641	08/31/2020			0	F09	144.15
		2902-04-8727-000		F09			G01	1,161.85
	TAX RELEASES				7374			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							1,306.00
1785405 LEATHER LOTUS INC P.O. BOX 49 BOONE, NC 28607	RE 2020	38642	08/31/2020			0	F09	7.00
		2902-14-3771-000		F09			G01	56.42
	TAX RELEASES				7375			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							63.42
1754454 LORIN A BAUMHOVER LIVING TRUST 1200 PINNACLE DR BOONE, NC 28607	RE 2020	22296	08/31/2020			0	F02	567.06
		2901-53-3689-000		F02			G01	3,808.75
	TAX RELEASES				7463		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							4,455.81
1743538 LOWRIE, LYNN JEANETTE PO BOX 2378 BOONE, NC 28607	RE 2020	15517	08/31/2020			0	F01	275.65
		1888-28-7780-000		F01			G01	2,221.74
	TAX RELEASES				7485		SWF	160.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							2,657.39
1578481 M-PRINTS INC P O BOX 506 BOONE, NC 28607	PP 2020	3717	08/31/2020			51,630	C02	211.68
		578481999		MS1			G01	208.07
	TAX RELEASES				7453		MS1	108.42
	sent in an amended return							528.17
1766561 MACLEOD, ERIC MACLEOD, KAREN 489 S BEACH RD HOBE SOUND, FL 33455	RE 2020	29365	08/31/2020			0	F05	832.75
		2848-96-8701-000		F05			G01	3,948.19
	TAX RELEASES				7482		SWF	80.00
	PARCEL SHOULD HAVE BEEN DEACTIVATED							4,860.94
1811211 MALD, LLC 216 WHISPERING PINES RD BOONE, NC 28607	RE 2020	34099	08/31/2020			156,100	F07	78.05
		1981-58-8095-000		F07			G01	629.08
	TAX RELEASES				7389			
	VALUE CHANGE PROPERTY IN FLOOD PLAIN							707.13
1762125 MCCRAW, LETHA SMITH HUFF, VICKI SMITH, ET.AL. 3707 TATTERSHALL DR GREENSBORO, NC 27410	RE 2020	43757	08/31/2020			0	F11	96.18
		2933-48-7549-000		F11			G01	553.72
	TAX RELEASES				7351			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							649.90

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1761965 MEINHARDT, CARL W MEINHARDT, SHARON BAXTER 598 VALLE MEADOWS TRL SUGAR GROVE, NC 28679	RE 2020 1971-04-5588-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	34303	08/31/2020	F07	7488	0 F07 G01 SWF	147.35 1,187.64 80.00 <hr/> 1,414.99
1761965 MEINHARDT, CARL W MEINHARDT, SHARON BAXTER 598 VALLE MEADOWS TRL SUGAR GROVE, NC 28679	RE 2020 1971-04-5740-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	34305	08/31/2020	F07	7489	0 F07 G01	22.70 182.96 <hr/> 205.66
1110840 MILLER, JOHN Q JR 318 WATAUGA DR BOONE, NC 28607-3865	PP 2020 29323300 TAX RELEASES Husband passed away -Wife sold boat in 2019	534	08/31/2020	C02	7352	0 G01 C02 G01L C02L	3.47 3.53 .35 .35 <hr/> 7.70
1528876 MILLER, ROGER LEE MILLER, KAREN B PO BOX 2241 BOONE, NC 28607	RE 2019 2903-22-2324-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	37807	08/31/2020	F09	7382	0 F09 G01	6.00 48.36 <hr/> 54.36
1528876 MILLER, ROGER LEE MILLER, KAREN B PO BOX 2241 BOONE, NC 28607	RE 2020 2903-22-2324-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	39039	08/31/2020	F09	7381	0 F09 G01	6.00 48.36 <hr/> 54.36
1561828 MITCHELL, NICHOLAS W JR MITCHELL, CAROLINE C 117 WESTHAVEN CIR WINSTON SALEM, NC 27104-1854	RE 2020 1899-25-2267-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	15814	08/31/2020	F01	7499	0 F01 G01 SWF	134.95 1,087.70 80.00 <hr/> 1,302.65
1561828 MITCHELL, NICHOLAS W JR MITCHELL, CAROLINE C 117 WESTHAVEN CIR WINSTON SALEM, NC 27104-1854	RE 2020 1899-25-2376-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	15815	08/31/2020	F01	7500	0 F01 G01	14.40 116.06 <hr/> 130.46
1761899 MOUNT VERNON BAPTIST CHURCH, INC 3505 BAMBOO RD BOONE, NC 28607	RE 2020 2930-00-1925-000 TAX RELEASES PROPERTY IS EXEMPT	23017	08/31/2020	F02	7349	0 F02 G01	1,045.62 7,023.08 <hr/> 8,068.70

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1734774 NC DEPARTMENT OF TRANSPORTATION 1546 MAIL SERVICE CENTER RALEIGH, NC 27699-1500	RE 2020 1990-01-7349-000 REFUND RELEASE NC DEPT OF TRANSPORTATION PROPERTY IS EXEMPT	15960	08/20/2020	F01	7450	0 F01 G01 SWF	48.60 391.72 80.00 <hr/> 520.32
1760545 NORMAN, DONALD W. 3475 PLEASANT RIDGE ROAD STATE ROAD, NC 28676	PP 2020 1658 TAX RELEASES moved to wilkes county in 2019- Wilkes County to discover	3292	08/31/2020	F10	7431	0 F10 G01	.15 1.21 <hr/> 1.36
1607724 OCHOA, LEOPOLDO A PRESAS OCHOA, BELEN 1452 MERCADO AVE MIAMI, FL 33146	RE 2020 1940-49-6283-000 REFUND RELEASE MUNIS BILLED DEACTIVATED PARCEL	11249	08/18/2020	C05	7426	0 G01 SWF	1,052.64 80.00 <hr/> 1,132.64
1607724 OCHOA, LEOPOLDO A PRESAS OCHOA, BELEN 1452 MERCADO AVE MIAMI, FL 33146	RE 2020 1940-49-8210-000 REFUND RELEASE MUNIS BILLED DEACTIVATED PARCEL	11250	08/18/2020	C05	7425	0 G01	30.23
1785095 PAULETTE, RICHARD PAULETTE, JANET 299 ROARING RD DEEP GAP, NC 28618	RE 2020 2858-69-4026-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	29775	08/31/2020	F05	7409	0 F05 G01 SWF	188.28 892.65 80.00 <hr/> 1,160.93
1126689 PHILLIPS, BILL H AND MARTHA 1324 SILVERSTONE RD ZIONVILLE, NC 28698-9360	RE 2020 1983-94-3853-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	31508	08/31/2020	F06	7468	0 F06 G01	27.00 217.62 <hr/> 244.62
1126689 PHILLIPS, BILL H AND MARTHA 1324 SILVERSTONE RD ZIONVILLE, NC 28698-9360	RE 2020 1983-95-4260-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	31509	08/31/2020	F06	7467	0 F06 G01 SWF	47.55 383.25 80.00 <hr/> 510.80
1126689 PHILLIPS, BILL H AND MARTHA 1324 SILVERSTONE RD ZIONVILLE, NC 28698-9360	RE 2020 1983-95-5095-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	31510	08/31/2020	F06	7466	0 F06 G01	18.45 148.71 <hr/> 167.16

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1728107 PHILLIPS, BILLY H 1324 SILVERSTONE RD ZIONVILLE, NC 28698	RE 2020	31511	08/31/2020			0	F06	26.35
	1983-95-8180-000			F06			G01	212.38
	TAX RELEASES				7465			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							238.73
1784853 PIERSON, KIMBERLY, G 1372 NC HWY 194 N BOONE, NC 28607	RE 2020	39506	08/31/2020			0	F09	30.15
	2913-98-2539-001			F09			G01	243.01
	TAX RELEASES				7384		SWF	80.00
	RELEASE AND REBILLED TO 2913983702001							353.16
1260298 PITNEY BOWES GLOBAL FINANCIAL 5310 CYPRESS CENTER DR STE 110 MSC TAX01 TAMPA, FL 33609	PP 2020	624	08/31/2020			0	F01	2.23
	260298999			C02			C02	66.50
	TAX RELEASES				7487		MS1	10.42
	BILLED INCORRECTLY						F12	1.29
							F02	3.02
							G01	170.43
							F10	.29
							F08	.02
							254.20	
1127935 PITNEY-BOWES INC 5310 CYPRESS CENTER DR STE 110 MSC-TAX01 TAMPA, FL 33609	PP 2020	625	08/31/2020			0	F06	.35
	127935999			C02			F12	.75
	TAX RELEASES				7486		F02	1.23
	BILLED INCORRECTLY						C02	30.75
							MS1	8.51
							F07	.01
							G01	76.85
							F01	.70
							F10	.08
							FS1	.26
							119.49	
1747892 PITTS, NANCY BEATRICE (LIFE ESTATE) C/O THOMAS OSCAR PITTS 156 AUTUMN RIDGE RD BOONE, NC 28607	RE 2020	23503	08/31/2020			0	F02	51.24
	1990-81-9063-000			F02			G01	344.16
	TAX RELEASES				7437		SWF	80.00
	old parcel/new parcel created 2019							475.40
1753866 POTTER, LARRY D 6466 OLD HWY 421 S DEEP GAP, NC 28618	RE 2019	1000119	08/31/2020			0	F10	119.60
	2951-16-2415-000			F10			G01	963.98
	TAX RELEASES				7372		SWF	80.00
	PROPERTY SOLD RELEASE AND REBILL TO NEW OWNER							1,163.58

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1753866 POTTER, LARRY D 6466 OLD HWY 421 S DEEP GAP, NC 28618	RE 2020	42561	08/31/2020			0	F10	119.60
		2951-16-2415-000		F10			G01	963.98
	TAX RELEASES				7371			
	PARCEL SOLD RELEASE AND REBILL TO NEW OWNER							1,083.58
1622510 PRC FAMILY LTD PTNRP 132 CLARK CIRCLE BOONE, NC 28607	RE 2020	16274	08/31/2020			0	F01	6.30
		1889-64-4065-000		F01			G01	50.78
	TAX RELEASES				7459			
	PARCEL SHOULD HAVE BEEN DEACTIVATED							57.08
1756149 PRESNELL, BETTY 1030 RUSH BRANCH RD SUGAR GROVE, NC 28679	RE 2020	27726	08/31/2020			0	F04	44.45
		1962-15-0407-000		F04			G01	358.27
	TAX RELEASES				7400		SWF	80.00
	PROPERTY HAD AN ACREAGE CORRECTION BILLED UNDER 1962150589000							482.72
1582240 RAMIREZ, VICTOR MANUEL MONROY 186 HAMPTON TRAILER CIRCLE BOONE, NC 28607	PP 2020	1832	08/31/2020			0	F02	1.61
		3365		F02			G01	10.80
	TAX RELEASES				7451		SWF	80.00
	BILLED UNDER DAVID PEREZ						F02L	.16
							G01L	1.08
								93.65
1651098 RIDGE CARE INC DBA DEERFIELD RIDGE 853 OLD WINSTON RD STE 118 KERNERSVILLE, NC 27284	PP 2020	1844	08/31/2020			10,061	G01	40.55
		651098999		F02			C02	41.25
	TAX RELEASES				7405			
	listed after billing cycle							81.80
1559521 ROBERTSON, JULIA HOLDER ROBERTSON, ROGER DALE 207 RED WOLF BLOWING ROCK, NC 28605-9174	RE 2020	47022	08/20/2020			0	F12	312.30
		1897-53-9139-000		F12			G01	2,517.14
	REFUND RELEASE				7448		SWF	80.00
	MUNIS BILLED A DEACTIVATED PARCEL							2,909.44
1559521 ROBERTSON, JULIA HOLDER ROBERTSON, ROGER DALE 207 RED WOLF BLOWING ROCK, NC 28605-9174	RE 2020	47023	08/20/2020			0	F12	42.55
		1897-53-9169-000		F12			G01	342.95
	REFUND RELEASE				7449			
	MUNIS BILLED A DEACTIVATED PARCEL							385.50

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1812716 ROGERS, JIM ROGERS, EMMA 159 FOLLY LANE NEWLAND, NC 28657	PP 2020 3361 TAX RELEASES OWNER REMOVED MH FROM PROPERTY IT CALDWELL COUNTY	2657	08/31/2020	F07 F07	7395	0 F07 G01 SWF F07L G01L	3.00 24.18 80.00 .30 2.42 <hr/> 109.90
1531347 RUPARD CONSTRUCTION CO INC 1078 UPPER CRAB ORCHARD RD BANNER ELK, NC 286048346	PP 2020 531347999 TAX RELEASES BUSINESS CLOSED	2769	08/31/2020	F08	7423	0 G01 F08	51.75 6.42 <hr/> 58.17
1584100 SANDEE ASHBY REVOCABLE TRUST 91 -2003 KAIOLI ST APT 4801 EWA BEACH, HI 96706-6133	PP 2020 550 TAX RELEASES sold home in 2018-	1064	08/31/2020	C03	7441	0 G01 G01L	6.05 .61 <hr/> 6.66
1801040 SCHAEFER, FREDERICK B. JR. HEROLD, ROBERT A. 9005 SW 86TH ST MIAMI, FL 33173	RE 2020 2807-97-4364-000 TAX RELEASES RELEASE AND REBILL TO NEW OWNER	6524	08/31/2020	C03	7491	0 G01	78.99
1768764 SCHULTZ, MARK ALLYN SCHULTZ, KATHARINE BROOKS 5033 HUNTWOOD MANOR DR FAIRFAX, VA 22030	RE 2020 2848-88-3619-000 TAX RELEASES sold property 2019-parcel deactivated system still billed previous owner	29834	08/31/2020	F05 F05	7429	0 F05 G01	132.86 629.89 <hr/> 762.75
1586645 SELTZER, LAURA 521 SW 64TH TERRACE HOLLYWOOD, FL 33023	PP 2020 541 TAX RELEASES owner deceased-daughter sold property in 2018	1201	08/31/2020	C05	7390	0 G01	7.90
1765526 SHULTZ, CHARLES W SHULTZ, AYSIA C 206 HARDENBROOK CT CARY, NC 27519	RE 2020 1887-75-7604-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	47243	08/31/2020	F12 F12	7478	0 F12 G01	50.00 403.00 <hr/> 453.00

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1634103 SILVA, PEDRO 138 MONTEAGLE DR BOONE, NC 28607	PP 2020 634103999 TAX RELEASES sold mh 6/25/2019	1890	08/31/2020	F02	7415	0 SWF G01 F02 G01L F02L	80.00 14.51 2.16 1.45 .22 <hr/> 98.34
1311372 SLUDER, WESLEY ALVIN AND LOIS 105 TATER HILL RD ZIONVILLE, NC 28698	RE 2020 1983-94-0866-000 TAX RELEASES PARCEL MERGED AND BILLED UNDER 1983941891000	31743	08/31/2020	F06	7387	0 F06 G01 SWF	9.32 75.12 80.00 <hr/> 164.44
1567634 SOTTILE, PAULINE J REGNER, MARY S PO BOX 448 ISLE OF PALMS, SC 29451	RE 2020 1878-86-5315-000 TAX RELEASES PROPERTY WAS MERGED AND BILLED UNDER 1878865482000	16865	08/31/2020	F01	7396	0 F01 G01	8.55 68.91 <hr/> 77.46
1567634 SOTTILE, PAULINE J REGNER, MARY S PO BOX 448 ISLE OF PALMS, SC 29451	RE 2020 1878-86-7555-000 TAX RELEASES PROPERTY WAS MERGED AND BILLED UNDER 1878865482000	16867	08/31/2020	F01	7397	0 F01 G01	1.80 14.51 <hr/> 16.31
1767122 SPRING COMMUNCIATIONS HOLDINGS INC PO BOX 743068 DALLAS, TX 75374	PP 2020 2091 TAX RELEASES LISTED UNDER NEW NAME PRIME COMM.	739	08/31/2020	C02	7383	0 C02 G01	48.63 47.80 <hr/> 96.43
1750624 STOWE, BARRY MICHAEL 2021 CONISTON PL CHARLOTTE, NC 28207	RE 2020 2848-78-9699-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	29958	08/31/2020	F05	7421	0 F05 G01 SWF	572.99 2,716.62 80.00 <hr/> 3,369.61
1799408 SYNOVIA SOLUTIONS LLC 1611 N INTERSTATE 35E STE 428 CARROLLTON, TX 75006-8616	PP 2020 3109 TAX RELEASES account closed no equipment in watauga	767	08/31/2020	C02	7483	0 C02 G01 C02L G01L	11.48 11.28 1.15 1.13 <hr/> 25.04
1734590 THE FRANK A. AND KATHLEEN C. AGATE LIVIN 210 THE PONDS RD BANNER ELK, NC 28604-8688	RE 2020 1888-07-9120-000 TAX RELEASES RELEASED AND REBILLED TO NEW OWNER	17088	08/31/2020	F01	7419	0 F01 G01	6.75 54.41 <hr/> 61.16

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1728344 TOWN OF BEECH MOUNTAIN 304 BEECH MOUNTAIN PKWY BEECH MOUNTAIN, NC 28604	RE 2020 1950-18-1333-000 TAX RELEASES PROPERTY IS EXEMPT	12392	08/31/2020	C05	7340	0 G01	14.51
1799615 TOWN OF BEECH MOUNTAIN. 403 BEECH MOUNTAIN PKWY BEECH MOUNTAIN, NC 28604	RE 2020 1941-21-8328-000 TAX RELEASES PROPERTY IS EXEMPT	12396	08/31/2020	C05	7341	0 G01	1,273.88
1799615 TOWN OF BEECH MOUNTAIN. 403 BEECH MOUNTAIN PKWY BEECH MOUNTAIN, NC 28604	RE 2020 1941-21-9584-000 TAX RELEASES PROPERTY IS EXEMPT	12397	08/31/2020	C05	7342	0 G01	6.05
1799615 TOWN OF BEECH MOUNTAIN. 403 BEECH MOUNTAIN PKWY BEECH MOUNTAIN, NC 28604	RE 2020 1950-12-2948-000 TAX RELEASES PROPERTY IS EXEMPT	12398	08/31/2020	C05	7343	0 G01	56.42
1600591 TOWN OF BOONE 567 WEST KING ST PO BOX 192 BOONE, NC 28607-0192	RE 2020 2910-16-9677-000 TAX RELEASES PROPERTY IS EXEMPT	3795	08/31/2020	C02	7339	0 C02 G01	433.78 426.37 <hr/> 860.15
1812217 TOWN OF SEVEN DEVILS 157 SEVEN DEVILS RD SEVEN DEVILS, NC 28604	RE 2020 1878-69-6158-000 TAX RELEASES PROPERTY IS EXEMPT	7495	08/31/2020	C04	7338	0 G01	96.32
1800303 TOWN OF SEVEN DEVILS. 1356 SEVEN DEVILS RD SEVEN DEVILS, NC 28604	RE 2020 1878-33-8610-000 TAX RELEASES PROPERTY IS EXEMPT	7836	08/31/2020	C04	7336	0 G01	6,363.77
1807509 TOWN OF SEVEN DEVILS.. 1356 SEVEN DEVILS RD SEVEN DEVILS, NC 28604	RE 2020 1878-69-0269-000 TAX RELEASES PROPERTY IS EXEMPT	7837	08/31/2020	C04	7337	0 G01	100.35
1516182 TREE MARC, INC. PO BOX 1447 BOONE, NC 28607	PP 2020 516182999 TAX RELEASES Business closed	799	08/31/2020	C02	7479	0 G01 C02 G01L C02L	81.24 82.66 8.12 8.27 <hr/> 180.29

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE JUR	REF NO	VALUE CHARGE	AMOUNT
1731466 TRUELOVE, TIMOTHY L 108 W BLUEBERRY LN BANNER ELK, NC 28604	RE 2020	12418	08/31/2020		0 G01	1,467.73
	1950-27-7425-000		C05		SWF	80.00
	TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED			7379		1,547.73
1750627 VIASAT INC PO BOX 198109 NASHVILLE, TN 37219	PP 2019	514	08/31/2020		0 G01	4.76
	1293		F05		F12	.04
	TAX RELEASES			7344	F10	.19
	NO EQUIPMENT IN WATAUGA COUNTY				F02	.04
					F11	.01
					F07	.04
					F05	.45
					F01	.01
					5.54	
1750627 VIASAT INC PO BOX 198109 NASHVILLE, TN 37219	PP 2020	2204	08/31/2020		0 G01	4.76
	1293		F05		F12	.04
	TAX RELEASES			7345	F10	.19
	NO EQUIPMENT IN WATAUGA COUNTY				F02	.04
					F11	.01
					F07	.04
					F05	.45
					F01	.01
					5.54	
1788960 WALKER, DOUGLAS 104 SCENIC RIVER WAY TAYLORS, SC 29687	PP 2020	1955	08/31/2020		0 F02	.36
	2852		F02		G01	2.42
	TAX RELEASES			7494	F02L	.04
	sold in 2019				G01L	.24
					3.06	
1615351 WATAUGA WOOD PRODUCTS PO BOX 1449 JEFFERSON, NC 28640	PP 2019	3551	08/31/2020		0 G01	726.53
	615351999		F09		F09	90.14
	TAX RELEASES			7443		
	sold 2018					816.67
1615351 WATAUGA WOOD PRODUCTS PO BOX 1449 JEFFERSON, NC 28640	PP 2020	3093	08/31/2020		0 G01	723.30
	615351999		F09		F09	89.74
	TAX RELEASES			7444	G01L	72.33
	sold 2020				F09L	8.97
						894.34

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1513420 WATTERS, WENDELL & LYNDA T. 2404 WENTWORTH ST. RALEIGH, NC 27612-4761	PP 2020 224090700 TAX RELEASES sold property in 2019	3095	08/31/2020	F09	7420	0	G01 F09 G01L F09L	1.21 .15 .12 .02 <hr/> 1.50
1752724 WEBBER, DAVID BENJAMIN WEBBER, KAREN ANN BAILEY 2901 RIDGELAKE DR METAIRIE, LA 70002	RE 2020 2848-99-9455-000 TAX RELEASES PARCEL SHOULD HAVE BEEN DEACTIVATED	30087	08/31/2020	F05	7407	0	F05 G01	95.63 453.38 <hr/> 549.01
1609619 WESTERMAN, JAMES WILLIAM WESTERMAN, JENNIFER HUGHES 1946 POPLAR GROVE RD S BOONE, NC 28607	RE 2020 1990-71-7172-000 TAX RELEASES PROPERTY MERGED AND BILLED UNDER 1990717262000	25745	08/31/2020	F02	7391	0	F02 G01	41.28 277.26 <hr/> 318.54
1609619 WESTERMAN, JAMES WILLIAM WESTERMAN, JENNIFER HUGHES 1946 POPLAR GROVE RD S BOONE, NC 28607	RE 2020 1990-71-7353-000 TAX RELEASES PROPERTY MERGED AND BILLED UNDER 1990717262000	25747	08/31/2020	F02	7392	0	F02 G01 SWF	194.22 1,304.51 80.00 <hr/> 1,578.73
1613613 WHATISWHATIS ARTS ADAM WELLS 231 EAGLE RIDGE DR VILAS, NC 28692	PP 2020 613613999 REFUND RELEASE NO LONGER IN BUSINESS	2714	08/31/2020	F07	7368	0	G01 F07 G01L F07L	6.00 .75 .60 .08 <hr/> 7.43
1505298 WHITE, THELMA IRENE 785 CLARENCE NEWTON RD BLOWING ROCK, NC 28605-9649	RE 2020 1887-25-9863-000 TAX RELEASES CONSERVATION EASEMENT	47859	08/31/2020	F12	7328	30,500	F12 G01	15.25 122.92 <hr/> 138.17
1810389 WILMARTH, STEVEN T, TRUSTEE WILMARTH, VICTORIA L, TRUSTEE 3757 PROVINCE DR MELBOURNE, FL 32934	RE 2020 1869-87-4322-000 REFUND RELEASE PARCEL MERGED; SHOULD HAVE BEEN DEACTIVATED	36994	08/20/2020	F08	7445	0	F08 G01	36.60 295.00 <hr/> 331.60
1810389 WILMARTH, STEVEN T, TRUSTEE WILMARTH, VICTORIA L, TRUSTEE 3757 PROVINCE DR MELBOURNE, FL 32934	RE 2020 1869-87-5617-000 REFUND RELEASE PARCEL MERGED; SHOULD HAVE BEEN DEACTIVATED	36995	08/20/2020	F08	7447	0	F08 G01	28.45 229.31 <hr/> 257.76

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1810389 WILMARTH, STEVEN T, TRUSTEE WILMARTH, VICTORIA L, TRUSTEE 3757 PROVINCE DR MELBOURNE, FL 32934	RE 2020 1869-87-8706-000 REFUND RELEASE PARCEL MERGED; SHOULD HAVE BEEN DEACTIVATED	36998	08/20/2020	F08	7446	0 F08 G01	22.70 182.96 <hr/> 205.66
DETAIL SUMMARY	COUNT: 167	RELEASES - TOTAL				1,540,051	106,241.78

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RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2015	RE	FS1	FOSCOE SERV DIST RE	7.90
2015	RE	G01	WATAUGA COUNTY RE	49.45
			2015 TOTAL	57.35
2016	RE	FS1	FOSCOE SERV DIST RE	7.90
2016	RE	G01	WATAUGA COUNTY RE	49.45
			2016 TOTAL	57.35
2017	RE	FS1	FOSCOE SERV DIST RE	7.90
2017	RE	G01	WATAUGA COUNTY RE	55.77
			2017 TOTAL	63.67
2018	RE	FS1	FOSCOE SERV DIST RE	7.90
2018	RE	G01	WATAUGA COUNTY RE	55.77
			2018 TOTAL	63.67
2019	RE	F09	MEAT CAMP FIRE RE	6.00
2019	RE	F10	DEEP GAP FIRE RE	119.60
2019	RE	F12	BLOWING ROCK FIRE RE	264.45
2019	RE	FS1	FOSCOE SERV DIST RE	14.13
2019	RE	G01	WATAUGA COUNTY RE	2,922.68
2019	RE	SWF	SANITATION USER FEE	80.00
2019	PP	F01	FOSCOE FIRE PP	.01
2019	PP	F02	BOONE FIRE PP	.04
2019	PP	F05	STEWART SIMMONS FIRE PP	.45
2019	PP	F07	COVE CREEK FIRE PP	.04
2019	PP	F09	MEAT CAMP FIRE PP	90.14
2019	PP	F10	DEEP GAP FIRE PP	.19
2019	PP	F11	TODD FIRE PP	.01
2019	PP	F12	BLOWING ROCK FIRE PP	.04
2019	PP	G01	WATAUGA COUNTY PP	731.29
			2019 TOTAL	4,229.07
2020	RE	C02	BOONE RE	1,215.04
2020	RE	F01	FOSCOE FIRE RE	1,529.55
2020	RE	F02	BOONE FIRE RE	2,464.38
2020	RE	F03	FALL CREEK FIRE DISTRICT	29.95
2020	RE	F04	BEAVER DAM FIRE RE	76.20
2020	RE	F05	STEWART SIMMONS FIRE RE	2,915.79
2020	RE	F06	ZIONVILLE FIRE RE	581.74
2020	RE	F07	COVE CREEK FIRE RE	889.75
2020	RE	F08	SHAWNEEHAW FIRE RE	187.50
2020	RE	F09	MEAT CAMP FIRE RE	607.35
2020	RE	F10	DEEP GAP FIRE RE	247.40
2020	RE	F11	TODD FIRE RE	96.18
2020	RE	F12	BLOWING ROCK FIRE RE	680.50
2020	RE	FS1	FOSCOE SERV DIST RE	7.90
2020	RE	G01	WATAUGA COUNTY RE	83,834.88
2020	RE	SWF	SANITATION USER FEE	3,200.00
2020	PP	C02	BOONE PP	577.33
2020	PP	C02L	BOONE LATE LIST	12.69

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RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2020	PP	F01	FOSCOE FIRE PP	14.25
2020	PP	F01L	FOSCOE FIRE LATE LIST	1.03
2020	PP	F02	BOONE FIRE PP	13.81
2020	PP	F02L	BOONE FIRE LATE LIST	.42
2020	PP	F05	STEWART SIMMONS FIRE PP	.45
2020	PP	F06	ZIONVILLE FIRE PP	.35
2020	PP	F07	COVE CREEK FIRE PP	4.60
2020	PP	F07L	COVE CREEK FIRE LATE LIST	.38
2020	PP	F08	SHAWNEEHAW FIRE PP	6.44
2020	PP	F09	MEAT CAMP FIRE PP	89.89
2020	PP	F09L	MEAT CAMP FIRE LATE LIST	8.99
2020	PP	F10	DEEP GAP FIRE PP	.71
2020	PP	F11	TODD FIRE PP	.01
2020	PP	F12	BLOWING ROCK FIRE PP	3.63
2020	PP	F12L	BLOWING ROCK FIRE LATE LIST	.16
2020	PP	FS1	FOSCOE SERV DIST PP	.26
2020	PP	G01	WATAUGA COUNTY PP	1,759.03
2020	PP	G01L	WATAUGA COUNTY LATE LIST	104.78
2020	PP	MS1	BOONE MUNICIPAL SERV DIST PP	127.35
2020	PP	SWF	SANITATION USER FEE	480.00
			2020 TOTAL	101,770.67
			SUMMARY TOTAL	106,241.78

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RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
C02	2020	C02	BOONE RE	1,539.44
C02	2020	C02L	BOONE LATE LIST	12.69
C02	2020	F01	FOSCOE FIRE PP	2.93
C02	2020	F02	BOONE FIRE RE	41.99
C02	2020	F06	ZIONVILLE FIRE PP	.35
C02	2020	F07	COVE CREEK FIRE PP	.01
C02	2020	F08	SHAWNEEHAW FIRE PP	.02
C02	2020	F10	DEEP GAP FIRE PP	.37
C02	2020	F12	BLOWING ROCK FIRE PP	2.04
C02	2020	FS1	FOSCOE SERV DIST PP	.26
C02	2020	G01	WATAUGA COUNTY RE	1,918.32
C02	2020	G01L	WATAUGA COUNTY LATE LIST	12.47
C02	2020	MS1	BOONE MUNICIPAL SERV DIST PP	18.93
		C02 TOTAL		3,549.82
C03	2020	G01	WATAUGA COUNTY RE	1,477.81
C03	2020	G01L	WATAUGA COUNTY LATE LIST	.61
		C03 TOTAL		1,478.42
C04	2020	G01	WATAUGA COUNTY RE	7,383.76
C04	2020	G01L	WATAUGA COUNTY LATE LIST	3.95
C04	2020	SWF	SANITATION USER FEE	80.00
		C04 TOTAL		7,467.71
C05	2020	G01	WATAUGA COUNTY RE	3,909.36
C05	2020	SWF	SANITATION USER FEE	160.00
		C05 TOTAL		4,069.36
F01	2020	F01	FOSCOE FIRE RE	1,540.86
F01	2020	F01L	FOSCOE FIRE LATE LIST	1.03
F01	2020	G01	WATAUGA COUNTY RE	12,419.30
F01	2020	G01L	WATAUGA COUNTY LATE LIST	8.26
F01	2020	SWF	SANITATION USER FEE	720.00
		F01 TOTAL		14,689.45
F02	2020	C02	BOONE PP	41.25
F02	2020	F02	BOONE FIRE RE	2,436.16
F02	2020	F02L	BOONE FIRE LATE LIST	.42
F02	2020	G01	WATAUGA COUNTY RE	16,403.44
F02	2020	G01L	WATAUGA COUNTY LATE LIST	2.77
F02	2020	SWF	SANITATION USER FEE	640.00
		F02 TOTAL		19,524.04
F03	2020	F03	FALL CREEK FIRE DISTRICT	29.95
F03	2020	G01	WATAUGA COUNTY RE	241.40
F03	2020	SWF	SANITATION USER FEE	80.00
		F03 TOTAL		351.35
F04	2020	F04	BEAVER DAM FIRE RE	76.20

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RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
F04	2020	G01	WATAUGA COUNTY RE	614.18
F04	2020	SWF	SANITATION USER FEE	160.00
			F04 TOTAL	850.38
F05	2019	F01	FOSCOE FIRE PP	.01
F05	2019	F02	BOONE FIRE PP	.04
F05	2019	F05	STEWART SIMMONS FIRE PP	.45
F05	2019	F07	COVE CREEK FIRE PP	.04
F05	2019	F10	DEEP GAP FIRE PP	.19
F05	2019	F11	TODD FIRE PP	.01
F05	2019	F12	BLOWING ROCK FIRE PP	.04
F05	2019	G01	WATAUGA COUNTY PP	4.76
F05	2020	F01	FOSCOE FIRE PP	.01
F05	2020	F02	BOONE FIRE PP	.04
F05	2020	F05	STEWART SIMMONS FIRE PP	2,916.24
F05	2020	F07	COVE CREEK FIRE PP	.04
F05	2020	F10	DEEP GAP FIRE PP	.19
F05	2020	F11	TODD FIRE PP	.01
F05	2020	F12	BLOWING ROCK FIRE PP	.04
F05	2020	G01	WATAUGA COUNTY PP	13,828.88
F05	2020	SWF	SANITATION USER FEE	320.00
			F05 TOTAL	17,070.99
F06	2020	F06	ZIONVILLE FIRE RE	581.74
F06	2020	G01	WATAUGA COUNTY RE	4,688.66
F06	2020	SWF	SANITATION USER FEE	320.00
			F06 TOTAL	5,590.40
F07	2020	F07	COVE CREEK FIRE PP	894.30
F07	2020	F07L	COVE CREEK FIRE LATE LIST	.38
F07	2020	G01	WATAUGA COUNTY PP	7,208.01
F07	2020	G01L	WATAUGA COUNTY LATE LIST	3.02
F07	2020	SWF	SANITATION USER FEE	400.00
			F07 TOTAL	8,505.71
F08	2020	F08	SHAWNEEHAW FIRE RE	193.92
F08	2020	G01	WATAUGA COUNTY RE	1,563.00
F08	2020	SWF	SANITATION USER FEE	80.00
			F08 TOTAL	1,836.92
F09	2019	F09	MEAT CAMP FIRE RE	96.14
F09	2019	G01	WATAUGA COUNTY RE	774.89
F09	2020	F09	MEAT CAMP FIRE RE	697.24
F09	2020	F09L	MEAT CAMP FIRE LATE LIST	8.99
F09	2020	G01	WATAUGA COUNTY RE	5,619.75
F09	2020	G01L	WATAUGA COUNTY LATE LIST	72.45
F09	2020	SWF	SANITATION USER FEE	400.00
			F09 TOTAL	7,669.46
F10	2019	F10	DEEP GAP FIRE RE	119.60

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RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
F10	2019	G01	WATAUGA COUNTY RE	963.98
F10	2019	SWF	SANITATION USER FEE	80.00
F10	2020	F10	DEEP GAP FIRE RE	247.55
F10	2020	G01	WATAUGA COUNTY RE	1,995.26
F10	2020	SWF	SANITATION USER FEE	80.00
F10 TOTAL			3,486.39	
F11	2020	F11	TODD FIRE RE	96.18
F11	2020	G01	WATAUGA COUNTY RE	553.72
F11 TOTAL			649.90	
F12	2019	F12	BLOWING ROCK FIRE RE	264.45
F12	2019	G01	WATAUGA COUNTY RE	1,796.50
F12	2020	F12	BLOWING ROCK FIRE RE	682.05
F12	2020	F12L	BLOWING ROCK FIRE LATE LIST	.16
F12	2020	G01	WATAUGA COUNTY RE	5,497.32
F12	2020	G01L	WATAUGA COUNTY LATE LIST	1.25
F12	2020	SWF	SANITATION USER FEE	240.00
F12 TOTAL			8,481.73	
FS1	2015	FS1	FOSCOE SERV DIST RE	7.90
FS1	2015	G01	WATAUGA COUNTY RE	49.45
FS1	2016	FS1	FOSCOE SERV DIST RE	7.90
FS1	2016	G01	WATAUGA COUNTY RE	49.45
FS1	2017	FS1	FOSCOE SERV DIST RE	7.90
FS1	2017	G01	WATAUGA COUNTY RE	55.77
FS1	2018	FS1	FOSCOE SERV DIST RE	7.90
FS1	2018	G01	WATAUGA COUNTY RE	55.77
FS1	2019	FS1	FOSCOE SERV DIST RE	14.13
FS1	2019	G01	WATAUGA COUNTY RE	113.84
FS1	2020	FS1	FOSCOE SERV DIST RE	7.90
FS1	2020	G01	WATAUGA COUNTY RE	63.67
FS1 TOTAL			441.58	
MS1	2020	C02	BOONE PP	211.68
MS1	2020	G01	WATAUGA COUNTY PP	208.07
MS1	2020	MS1	BOONE MUNICIPAL SERV DIST PP	108.42
MS1 TOTAL			528.17	
SUMMARY TOTAL			106,241.78	

AGENDA ITEM 8:

BUDGET AMENDMENTS

MANAGER'S COMMENTS:

Ms. Misty Watson, Finance Director, will review budget amendments as included in your packet.

Board approval is requested.



WATAUGA COUNTY FINANCE OFFICE

814 West King St., Suite 216, Boone, NC 28607 Phone (828) 265-8007

MEMORANDUM

TO: Deron T. Geouque, County Manager
FROM: Misty Watson, Finance Director
SUBJECT: Budget Amendments
DATE: September 9, 2020

The following budget amendment requires the approval of the Watauga County Board of Commissioners. Board approval is requested.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103300 343322	DPS - COVID-19		25,643
104310 449030	COVID-19 Expenses	25,643	

To recognize funds received from the Dept. of Public Safety - Governor's Crime Commission for 2020 Coronavirus Emergency Supplemental Funds

105550 449022	CARES Act	94,057	
103300 332009	CARES Act Grant		94,057

Per Board action taken June 9,2020, to recognize the acceptance of the NC Division of Aging and Adults Services funding for the CARES Act.

103991 399100	Fund Balance		74,808
109800 498021	Transfer to Capital Projects Fund	74,808	
213980 398100	Transfer from General Fund		74,808
219930 459122	CIP - Pavement repairs	9,490	
219930 459122	CIP - Roof maintenance	952	
219930 459122	CIP - Security cameras	25,663	
219930 459122	CIP - Repeater system	19,000	
219930 459122	CIP - Fuel island	4,076	
219930 459122	CIP - Classroom presentation technology	14,621	
219930 459122	CIP - Facilities - furniture and equipment	1,006	

To return unused CIP funds from the completed projects listed above to set aside capital project funds for the schools.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103300 314702	Board of Elections - CARES Act Funds		70,585
104170 449022	Board of Elections - CARES Act Expenditures	70,585	

To recognize the acceptance of funds received under Session Law 2020-17 for a sub grant reserved for Board of Elections under the Coronavirus Relief Fund.

103300 346000	Coronavirus Relief Fund		1,090,280
104330 449001	CRF - Watauga County	626,705	
104330 449009	CRF - Town of Blowing Rock	98,061	
104330 449003	CRF - Town of Boone	177,928	
104330 449004	CRF - Town of Seven Devils	93,528	
104330 449005	CRF - Town of Beech Mountain	94,058	

Per Board action taken July 21, 2020; to recognize the acceptance of additional funds received under Session Law 2020-4 for money reserved for local governments under the Coronavirus Relief Fund.

103991 399100	Fund Balance		100,000
104285 457007	Phase II South Fork Restoration Project	100,000	

Per Board action taken 1/15/19, to recognize the allocation of funds for the Phase II of South Fork Restoration Project.

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AGENDA ITEM 9:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. Proposed Resolution for Appalachian State University Tower Lease Renewal*****MANAGER'S COMMENTS:**

Appalachian State University is requesting the renewal of a lease for a tower, antenna, and small building at the County's Rich Mountain tower site for broadcasting of their radio station. ASU continues to assure there would be no interference with County equipment at that site.

Property owned by the County may be leased or rented for such terms and upon such conditions as the Board may determine, for up to ten (10) years. Property may be rented or leased only pursuant to a resolution of the Board authorizing the execution of the lease or rental agreement adopted at a regular Board meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the Board's intent to authorize the lease or rental at its next regular meeting.

Board approval, contingent upon County Attorney review, is required to approve the lease and completion of PO-28 Lease proposal form. Once the advertisement requirement has been met staff will bring the lease for final approval at the next scheduled Board meeting.

Staff seeks direction from the Board.

STATE OF NORTH CAROLINA

DRAFT

COUNTY OF WATAUGA

Resolution of Watauga County Board of County Commissioners

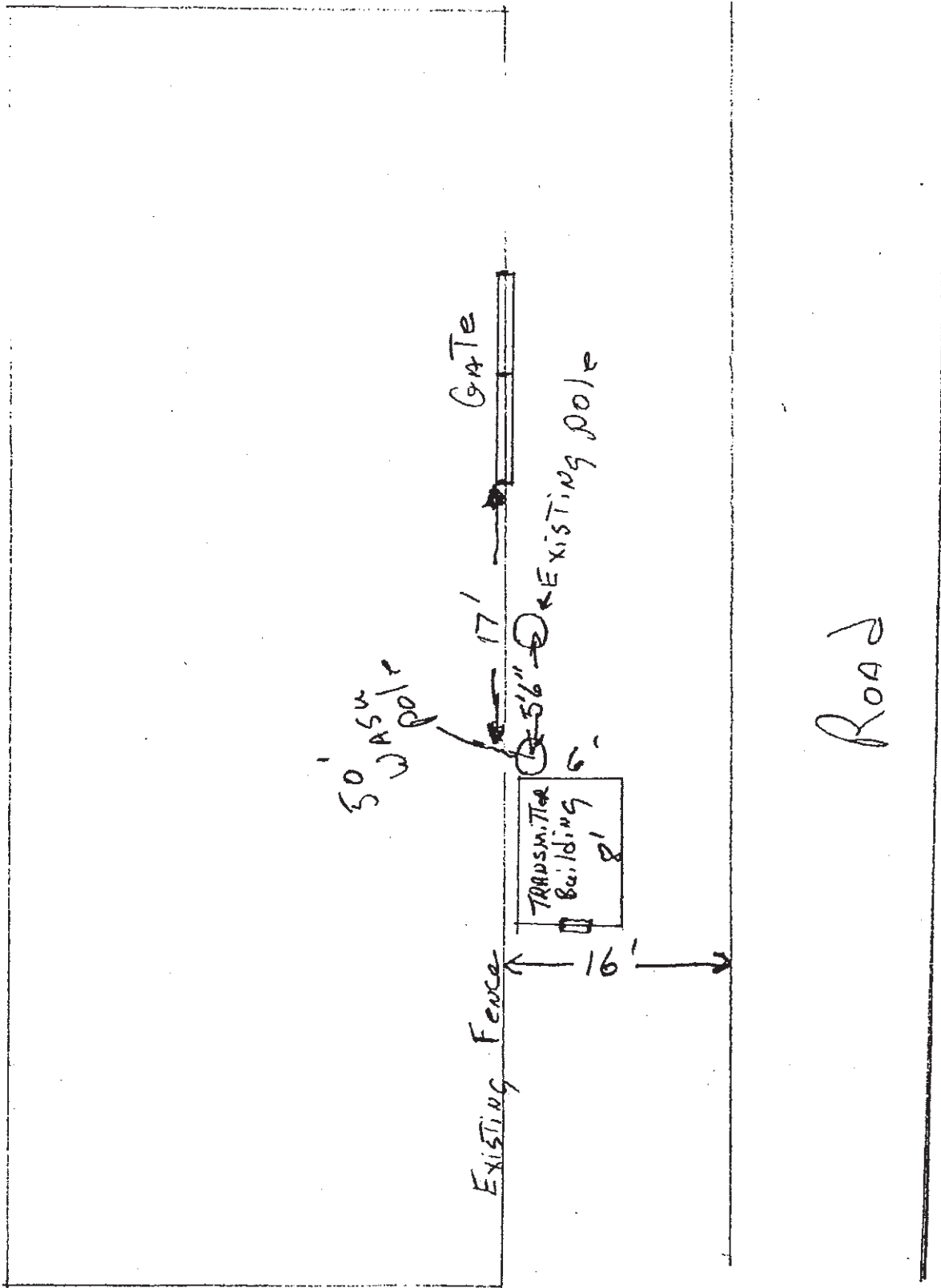
Pursuant to NCGS 160A-272, notice is hereby given that at the regular commissioner meeting of the Watauga County Board of County Commissioners on September 15, 2020, the Watauga County Board of County Commissioners adopted a resolution which authorized Deron T. Geouque, County Manger, of Watauga County to lease to Appalachian State University (ASU), a certain tract located certain parcel or tract of land containing 0.489 acres, more or less, having a physical address of 759 Fire Tower Road, Boone, North Carolina, GPS coordinates of W 81°41'54", N 36°13'59" and parcel identification number 2901-44-0447-000, said Premises being depicted and described on a drawing attached hereto and incorporated herein as Exhibit A for a term commencing on the 1st day of September, 2020, and terminating on the 31st day of August, 2029. The rent to be paid by Appalachian State University to Watauga County during the term of the lease is One Dollar (\$1.00) per term. The lease shall become effective ten (10) days after the publication of this notice and formal adoption of the lease by the Board of Commissioners.

ADOPTED this the 15th day of September, 2020.

John Welch, Chairman
Watauga County Board of County Commissioners

ATTEST:
Anita Fogle, Clerk to the Board

EXHIBIT A



STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF WATAUGA

THIS LEASE AGREEMENT (hereinafter "Lease"), made and entered into as of the last date set forth in the notary acknowledgements below, by and between, COUNTY OF WATAUGA, a body politic and corporate, hereinafter referred to as "Lessor"; and the STATE OF NORTH CAROLINA, a body politic and corporate, hereinafter referred to as "Lessee";

WITNESSETH:

THAT WHEREAS, Appalachian State University has requested and approved the execution of this instrument for the purposes herein specified; and

WHEREAS, the execution of this Lease for and on behalf of the State of North Carolina has been duly approved by the Governor and Council of State at a meeting held in the City of Raleigh, North Carolina, on the 1st day of May 2012; and

WHEREAS, the parties hereto have mutually agreed to the terms of this Lease Agreement as hereinafter set out.

NOW THEREFORE, in consideration of the Premises, as described herein, and the promises and covenants contained in the terms and conditions hereinafter set forth, Lessor does hereby rent, lease and demise unto Lessee for and during the term and under the terms and conditions hereinafter set forth, those Premises, as defined herein, with all rights, privileges and appurtenances thereto belonging, lying and being in or near the Town of Boone, Watauga County, North Carolina, and being more particularly described herein.

The terms and conditions of this Sublease are as follows:

1. Premises. The "Premises" consists collectively of ground space to accommodate a communications tower, an equipment building and other improvements appurtenant to the operation of Lessee's Communications Equipment, as said term is defined herein, on that certain parcel or tract of land containing 0.489 acres, more or less, having a physical address of 759 Fire Tower Road, Boone, North Carolina, GPS coordinates of W 81°41'54", N 36°13'59" and parcel identification number 2901-44-0447-000, said Premises being depicted and described on a drawing attached hereto and incorporated herein as Exhibit A.
2. Term. The term of this Lease shall be for a period of nine (9) years, commencing on the 1st day of September 2020 (the "Commencement Date"), or as soon thereafter as possession of the Premises is ceded to Lessee, and terminating on the 31st day of August 2029 (the "Term").

3. Rent. Lessee shall pay to Lessor as rental for the Premises, the sum of ONE DOLLAR (\$1.00) for the Term.

4. Use and Equipment. Subject to the terms and conditions of this Lease, Lessee shall use the Premises for purpose of operating, maintaining, repairing, replacing and removing an existing 50' monopole communications tower (the "Tower") and an existing equipment building (the "Building"), and for the purpose of installing, operating, maintaining, repairing, replacing and removing radio communications equipment including, without limitation, antenna, microwave dishes, transmission lines, cables, wires, receivers, generator(s), transmitter(s), transfer switch(es) and other accessories (all such equipment whether located in the Building or on the Tower being collectively referred to herein as the "Communications Equipment"). The Tower, Building and Communications Equipment shall be used by Lessee to support the operation and broadcast of radio station WASU. Lessee shall not use or knowingly permit any part of the Premises to be used for any unlawful purpose, nor for any purpose or in any manner which is in violation of any present or future federal, State or local governmental laws or regulations.

5. Fixtures. Lessor hereby acknowledges and agrees that the Tower, the Building, the Communications Equipment and any other improvements or trade fixtures constructed or installed on the Premises shall remain the property of Lessee and shall not be, become or be deemed by Lessor to be fixtures upon the Premises.

6. Utilities / Maintenance. Lessee shall be responsible for the maintenance and operation of the Tower, the Building and the Communications Equipment, including, but not limited to all utility charges attributable to Lessee's use of the Premises. Lessee, at its own expense, may install, maintain, repair and replace such utilities on the Premises as needed for the proper operation of its Communications Equipment. Lessee shall repair at its own expense damage to the Premises, the Tower, the Building or the Communications Equipment, which is the result of Lessee's use of the Premises except if such cost arises out of the negligent or wrongful acts or omissions of Lessor, its contractors or agents.

7. Access. Lessor grants to Lessee free and unrestricted ingress and egress to the Premises during the Term for the purpose of constructing, installing, maintaining, operating, repairing, replacing, upgrading and removing the Tower, the Building and the Communications Equipment.

8. Insurance & Liability.

(a) Lessor agrees that Lessee's decision to self-insure satisfies all insurance requirements of this Lease applicable to Lessee.

(b) As between Lessor and Lessee, Lessee, subject to the terms of this Lease, will be primarily liable for the negligent or intentional acts or omissions of its agents or employees. As to third parties, Lessee is an immune sovereign and is not ordinarily subject to suit. However, Lessee has enacted Chapter 143, Article 31, of the North Carolina General Statutes (the "Tort Claims Act"), pursuant to which the Lessee may be liable for the torts of its officers and employees, within the terms of the Tort Claims Act, and accordingly, Lessee will be primarily liable for any claims within the coverage of the Tort Claims Act.

9. Governmental Approvals & Compliance. During the Term, Lessee shall comply with all applicable laws affecting the Premises. Lessee shall obtain any necessary governmental licenses or authorizations required for its use of the Premises and shall comply with government regulations applicable to its operations, including those of the Federal Aviation Administration (“FAA”) and the Federal Communications Commission (“FCC”).

10. Condition of Tower. Lessee has the right to and responsibility to repair and maintain the Tower. Subject to other provisions contained in this Lease, Lessee, at its cost, except if such cost arises out of a negligent or wrongful act or omission of Lessor, its employees or agents, shall maintain and repair the Tower and access to the Premises, if applicable thereto, such that Lessee may utilize the Premises for the purposes and to the extent herein permitted. Lessee’s maintenance responsibilities with respect to the Tower, if applicable, shall include the lighting system, the super structure and the support system. The maintenance and repair of the Tower must comply with all State and federal ordinances, rules and regulations and adhere to standard industry practices. In addition, Lessee shall keep and maintain records of its communications with the FAA concerning the Tower, including any notifications from said agency documenting maintenance and repair deficiencies. Subject to the terms of this Paragraph, Lessee assumes all responsibility for any fines, levies and /or other penalties imposed as a result of non-compliance with any laws or regulations governing the Tower.

11. Taxes. Lessee is exempt from taxation and therefore shall not pay any real or personal property taxes attributable to or assessed on, its interest in the Tower, the Building or the Communications Equipment.

12. Right to Terminate. Lessee may terminate this Lease, at its option, after giving not less than thirty (30) days’ notice to Lessor, if:

(a) Any governmental agency denies a request by Lessee for or revokes a permit, license or approval, which is required for Lessee intended use of the Premises; or

(b) Lessee determines that technical problems or radio interference problems from other antennas or from nearby radio transmitting facilities, which problems cannot reasonably be corrected, preclude Lessee from using Premises for its intended purpose; or

(c) Utilities necessary for Lessee’s use of the Premises are not available to the Premises; or

(d) The Premises are damaged or destroyed to an extent, which prohibits or materially interferes with Lessee’s use of the Premises; or

(e) Lessee determines the Premises are no longer needed.

13. Termination. Upon termination of this Lease, Lessee will peaceably surrender the Premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to

this Lease, excepted. It is understood and agreed that Lessee shall have the right to remove from the Premises: (i) the Tower, (ii) the Building and (iii) the Communications Equipment and any other personal property or trade fixtures belonging to Lessee. Lessee hereby agrees to repair to the reasonable satisfaction of Lessor any portion of the Premises damaged by the removal of the Tower, Building or Communications Equipment.

14. Title & Quiet Possession. Lessor agrees that Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this Lease peaceably and quietly have, hold, and enjoy the Premises free from the adverse claims of any person. Lessor represents and warrants to Lessee that Lessor has the full right to make this Lease and that Lessee shall have quiet and peaceful possession of the Premises and access to the Premises as provided in Paragraph 7 hereof throughout the Term.

15. Availability of Funds. Lessor and Lessee agree and understand that the continuation of this Lease for the Term or any extension thereof is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of Lessee responsible for payment of any cost or expense associated with this Lease. Lessor and Lessee also agree that in the event the agency of Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local operations that available funding for the payment of the costs and expenses associated with this Lease are insufficient to continue its operations on the Premises, it may choose to terminate this Lease by giving Lessor written notice of said termination, and this Lease shall terminate immediately without any further liability to Lessee.

16. Assignment and Subleasing. Lessee shall not assign this Lease without the prior written consent of Lessor, which consent shall not be unreasonably withheld or delayed. Lessee, in its reasonable discretion, shall have the right to sublet the Premises in whole or in part.

17. Modification. No modification of any provision hereof and no cancellation or surrender hereof shall be valid unless in writing and signed and agreed to by both parties.

18. Binding Effect. Subject to the provisions herein, this Lease shall extend to and bind the parties and their successors and assigns.

19. Prohibition on Gifts. North Carolina General Statute §133-32 prohibits the offer to, or acceptance by, any employee of Lessee of any gift from anyone with a contract with Lessee, or from any person seeking to do business with Lessee. By execution of this Lease, Lessor attests, for its entire organization, including its employees or agents, that it is not aware that any such gift has been offered, accepted, or promised by any employees of its organization.

20. Applicable Law. This Lease shall be governed by, construed under and interpreted and enforced in accordance with the laws of the State of North Carolina, regardless of conflict of law principles.

21. Effect of Waiver. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions set forth in this Lease shall not be construed as a waiver of the same in any other instance.

22. Complete Agreement. This Lease represents the entire agreement between the parties covering everything agreed upon or understood in this transaction. There are no oral promises, conditions, representations, understandings, interpretations or terms of any kind as conditions or inducements to the execution hereof or in effect between the parties.

23. Severability. In case any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Lease shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

24. Construction. No provision of this Lease shall be construed against or interpreted to the disadvantage of any party by any court or other governmental or judicial authority by reason of such party's having or being deemed to have prepared or imposed such provision.

25. Interpretation. The use of headings, captions and numbers in this Lease is solely for the convenience of identifying and indexing the various provisions in this Lease and shall in no event be considered otherwise in construing or interpreting any provision in this Lease. Feminine or neuter pronouns shall be substituted for those of the masculine form, and the plural may be substituted for the singular number in any place or places herein in which the context may require such substitution or substitutions.

26. Terms. Capitalized terms used in this Lease shall have the meanings ascribed to them at the point where first defined, irrespective of where their use occurs, with the same effect as if the definitions of such terms were set forth in full and at length every time such terms are used.

27. Counterparts. This Lease may be executed in two or more counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

28. Memorandum of Lease for Recording. At the request of either party, Lessor and Lessee shall execute a memorandum of this Lease for recording in the public records at the requesting party's sole cost and expense. The memorandum of Lease shall set forth the parties, provide a description of the Premises, specify the Term and incorporate this Lease by reference.

29. Notices. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows:

to Lessor: Watauga County Planning and Inspections Department
 Attn: Joe Furman
 680 West King Street
 Boone, North Carolina 28607

to Lessee: Appalachian State University
Attn: Interim Dean Janice Pope
ASU Box 32060
Boone, North Carolina 28608-2060

w/copy to: Appalachian State University
Attn: General Counsel
ASU Box 32126
Boone, North Carolina 28608-2126

w/copy to: State Property Office
Attn: Manager, Leasing and Space Planning Section
1321 Mail Service Center
Raleigh, North Carolina 27699-1321

Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

[signatures begin on following page]

IN TESTIMONY WHEREOF, this Lease has been executed by the parties hereto, in duplicate originals, as of the last date set forth in the notary acknowledgements below.

LESSOR:

COUNTY OF WATAUGA

By: _____

Print Name: _____

Title: _____

ATTEST:

Clerk

(Seal)

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the aforesaid County and State do hereby certify that _____ personally came before me this day and acknowledged that he/she is Clerk of the COUNTY OF WATAUGA and that by authority duly given and as an act of the COUNTY OF WATAUGA, the foregoing instrument was signed by _____, its _____, attested by himself/herself as Clerk and sealed with the common seal.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal, this the _____ day of _____, 20 20.

My Commission Expires: _____

Notary Public
Print Name: _____

LESSEE:

STATE OF NORTH CAROLINA

By: _____
Governor

ATTEST:

Secretary of State

APPROVED AS TO FORM:
Josh Stein, Attorney General

By: _____
Special Deputy Attorney General

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I, _____, a Notary Public for _____
County, North Carolina, do certify that ELAINE F. MARSHALL, Secretary of State of the State
of North Carolina, personally came before me this day and acknowledged that she is Secretary of
State of the State of North Carolina, and that by authority duly given and as an act of the State, the
foregoing instrument was signed in its name by Roy Cooper, Governor of the State of North
Carolina, sealed with the Great Seal of the State of North Carolina, and attested by herself as
Secretary of State.

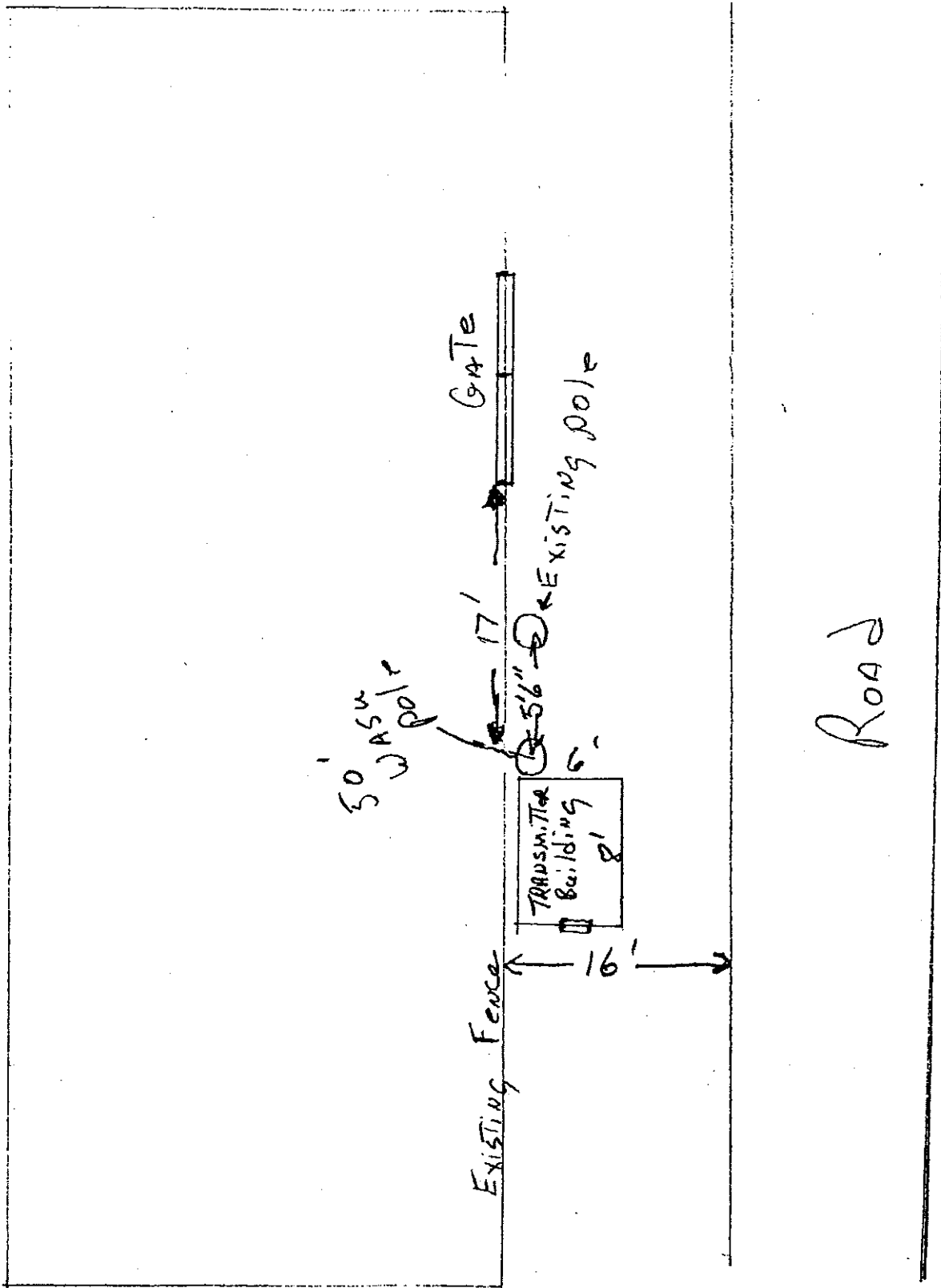
IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal, this the _____
day of _____, 2020.

Notary Public

My Commission Expires: _____

Print Name: _____

EXHIBIT A



AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Announcements

MANAGER'S COMMENTS:

The Trustees of Caldwell Community College & Technical Institute invites the Board of Commissioners to a meeting on Wednesday, September 23, 2020, at 6:00 P.M. at the Watauga Student Services Center located at the Watauga Campus on Hwy 105 Bypass, Boone, NC, in Room 112.



Caldwell Community College and Technical Institute

Office of the President



August 25, 2020

Mr. Deron Geouque
Watauga County Manager
814 West King Street, Suite 205
Boone, NC 28607

Dear Mr. Geouque:

The Trustees of Caldwell Community College and Technical Institute would like to schedule a joint meeting of the College Board of Trustees, and the Watauga County Commissioners. The meeting is scheduled for Wednesday, September 23, 2020 at 6:00 p.m. at the new Watauga Student Services Center located on our Watauga Campus on Hwy 105 By-pass.

Please check the date and time with the Commissioners and let my assistant, Donna Church know either by e-mail: dchurch@cccti.edu or phone: 828-726-2210, if September 23, 2020 at 6:00 p.m. will accommodate the Watauga County Commissioners schedule. Since a meal will be provided, please let us know who will be attending by Monday, September 14, 2020.

Sincerely,

Mark J. Poarch, Ed.D.
President

Cc: John Welch, Chairman
Watauga County Commissioners

2855 Hickory Blvd., Hudson, NC 28638 • 828.726.2210
Email: mpoarch@cccti.edu • Fax: 828.726.2300 • www.cccti.edu

An Equal Opportunity Educator & Employer

AGENDA ITEM 10:

PUBLIC COMMENT

AGENDA ITEM 11:

BREAK

AGENDA ITEM 12:

CLOSED SESSION

Attorney/Client Matters – G. S. 143-318.11(a)(3)