Agenda Date: July 1, 2013

# AGENDA
# CRAVEN COUNTY BOARD OF COMMISSIONERS
# REGULAR SESSION
# MONDAY, JULY 1, 2013
# 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JUNE 17, 2013 REGULAR SESSION, JUNE 3 AND 7 RECONVENED SESSIONS

1. RESOLUTION RECOGNIZING MARVIN RAINES

2. PETITIONS OF CITIZENS
   A. Ray Griffin
   B. Lovay Singleton
   C. Nancy Masters-Pils

3. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator

<u>DEPARTMENTAL MATTERS</u>

4. PLANNING DEPARTMENT: Don Baumgardner, Planning Director
   A. FY 12 CDBG Scattered Site Program
   B. FY 12 CDBG Small Business Entrepreneurial Assistance Program
   C. Subdivisions for Approval

5. ADMINISTRATION – ADOPTION OF RECORDS RETENTION SCHEDULE: Gwen Bryan, Clerk to the Board

6. APPOINTMENTS
   A. Pending
   B. Current
   C. Upcoming

7. COUNTY ATTORNEY'S REPORT: Jim Hicks

8. COUNTY MANAGER'S REPORT: Jack Veit

9. COMMISSIONERS' REPORTS

10. CLOSED SESSION

Agenda Date: July 1, 2013

Presenter:
Agenda Item No. 1
Board Action Required: Yes

## RESOLUTION RECOGNIZING MARVIN RAINES

The Board will be requested to adopt the resolution which appears in Attachment #1 recognizing the contributions of Marvin Raines. Members of his family are expected to attend the meeting for the presentation.

**Board Action: Consider resolution for adoption.**

Agenda Date: July 1, 2013

Presenters: Griffin, Singleton and Masters-Pils
Agenda Item No. 2
Board Action Required: No

## PETITIONS OF CITIZENS

A. RAY GRIFFIN

Mr. Griffin will speak about taxes.

B. LOVAY SINGLETON

Ms. Singleton wishes to speak to the Board concerning the Veterans Employment Base Camp and Organic Land Lease. A Letter of Intent which she sent to New Bern Parks and Recreation is included as Attachment #2.B.

C. NANCY MASTERS-PILS

**Board Action: Receive information**

Agenda Date: July 1, 2013

Presenter: Ronnie Antry
Agenda Item No. 3
Board Action Required: Yes

## TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #3 for the Board's approval.

**Board Action: A roll call vote is needed to approve releases and refunds.**

Agenda Date: July 1, 2013

Presenter: Don Baumgardner
Agenda Item No. 4
Board Action Required: Yes

## DEPARTMENTAL MATTERS: PLANNING

A. FY 12 CDBG SCATTERED SITE PROGRAM

Mr. Baumgardner will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project. The Board deferred consideration of this request at the last meeting in order to study the material in more depth.

1. Housing Assistance Policy
2. Rehabilitation/Demolition Contract Award Policy
3. Citizen Participation Plan
4. Residential Anti-displacement and Relocation Assistance Plan
5. Local Economic Benefit for LMI Persons (Section 3) Plan
6. Equal Employment and Procurement Policy
7. Policy Concerning Code of Conduct
8. Fair Housing Policy
9. Section 519 Policy (Prohibiting Use of Excessive Force)
10. Temporary Relocation Policy

Attachment #4.A contains the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program.

B. FY 12 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE PROGRAM

Mr. Buaumgardner will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project. The Board deferred consideration of this request at the last meeting in order to study the material in more depth.

1. Citizen Participation Plan
2. Residential Anti-displacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct

6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

Attachment #4.B. contains the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program.

**Board Action: Request adoption of the eight guidelines, plans and policies and authorize the Chairman to sign.**

C. SUBDIVISIONS FOR APPROVAL

The Planning Board has recommended the following subdivisions for approval.

Ida Maye Wilson Estate – Final
-Property is owned by Linda B. Mckeel and surveyed by Robert M. Chiles, P.E.
-Property is located within Twp 1 off of River Rd. (SR 1400)
-Parcel ID 1-073-007
-Subdivision contains 2 lots on 3.4 Acres
-Lots are served by County Water and existing individual septic systems

Scott O. Wetherington - Final
-Property is owned by Gloria Wetherington and surveyed by Gaskins Land Surveying P.A.
-Property is located within Twp 1 off of Nelson Rd. (SR 1450)
-Parcel ID 1-054-181 & 1-054-058
-Subdivision contains 1 lot on 2.52 Acres
-Lot proposed to be served by County Water and an individual septic system

Benjamin L. & Natelie M. Shelton - Final
-Property is owned by Harvey Lee Edwards and surveyed by Gaskins Land Surveying P.A.
-Property is located within Twp 1 off of Bear Hole Rd. (SR 1448)
-Parcel ID 1-055-013
-Subdivision contains 1 lot on 1.01 Acres
-Lot proposed to be served by County Water and an individual septic system

Ronald Becton - Final
-Property is owned by Ronald Becton, and surveyed by Chance & Associates Inc.
-Property is located within Twp 5 off of Fisher Town Rd. (SR 1712)
-Parcel ID 5-012-1005
-Subdivision contains 3 lots on 3.72 Acres
-Lots proposed to be served by County Water and individual septic systems

**Board Action: A vote to approve the subdivisions is needed.**

Agenda Date: July 1, 2013

Presenter: Gwen Bryan
Agenda Item No. 5
Board Action Required: Yes

## ADMINISTRATION – ADOPTION OF RECORDS RETENTION SCHEDULE

The N.C. Department of Cultural Resources has updated the Records Retention and Disposition Schedule for County Management, which was last updated and adopted by this Board in 2006. By adopting this schedule, the County provides staff with a uniform standard for the maintenance of public records which takes into account all legal requirements. Attachment #5 contains the details relative to the Administration function.

**Board Action: A motion to adopt the schedule is needed.**

Agenda Date: July 1, 2013

Presenter:
Agenda Item No. 6
Board Action Required: Yes

## APPOINTMENTS

A. PENDING
B. CURRENT
C. UPCOMING

**Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.**

## A. PENDING APPOINTMENT(S):

**Down East RPO**

The appointment of an elected member from remaining municipalities not participating in the New Bern MPO (Cove City, Dover or Havelock) as alternate was deferred at the Board's last meeting. No applications on file.

## PENDING APPOINTMENTS, CONT'D.

**FIREMEN'S RELIEF FUND BOARD OF TRUSTEES**

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS: 5 per department

TYPE: 2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

COMPENSATION: No X Yes ☐ Specify:_____

**Term(s) ending:** Ralph Roeland - #6 (Initial Appointment 1999)
Duward White – Dover (Initial Appointment 2003)

**No applications on file**

Agenda Date: July 1, 2013

**NURSING HOME ADVISORY COMMITTEE**

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:
7-12

TYPE:
Dictacted by the number of homes in the county; homes have right to recommend 25% of appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No X Yes ☐

**Term(s) Ending:** Rachelle Martin (Initial appointment 2010)
(No longer serving and needs to be replaced.)

**No applications on file.**

Agenda Date: July 1, 2013

**REGIONAL AGING ADVISORY COMMITTEE**

AUTHORIZATION:

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

| NUMBER OF MEMBERS: | TYPE: |
|---|---|
| 27 | 3 Representatives of each county in Region P |
| | |
| | |
| | |

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No X Yes ☐ Specify:

Term(s) ending: Bob Dorsey (Initial Appointment 2012

**No applications on file.**

Agenda Date: July 1, 2013

**RECREATION AND PARKS ADVISORY BOARD**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises RecreationDirector, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

| NUMBER OF MEMBERS: | TYPE: |
|---|---|
| 12 | 1 from each township (8) |
| | 4 at-large |

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No X Yes ☐ Specify:_____

Term(s) expiring: Demetrius Harkley (Initial Appointment 2007; District 5)
Robert Sabdo (Initial Appointment 2006; District 6)

**No applications on file.**

*** Recreation and Parks Advisory Board bylaws limit service to two consecutive 3-year terms**

## B. CURRENT APPOINTMENTS

**CRAVEN COUUNTY ABC BOARD**

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

| NUMBER OF MEMBERS: | TYPE: |
|---|---|
| 3* | |
| | |
| | |
| | |

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

COMPENSATION: No ☐ Yes X Specify: $90/month

Term(s) expiring: Billy Whitford (initial appointment 2004)

Additional vacancies: 2*

***At the last meeting, the Board voted to adopt a resolution increasing the number of ABC Board members from three to five to achieve better geographic distribution, creating two additional vacancies.**

**Application(s) on file:** (Attachment #6.B.)
Wilfred "Chip" Chagnon
Carol Crayton
Raymond Hemphill
Linda Simmons Henry
Barbara Whiteman

Agenda Date: July 1, 2013

**RIVER BEND BOARD OF ADJUSTMENT (Extraterritorial Jurisdiction)**

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: In cases related to land use, construction, alteration and use of buildings, to conduct administrative review to hear and decide appeals , to interpret the terms of this chapter and to authorize upon appeal variances or modifications.

NUMBER OF MEMBERS: 1

TYPE: Resident of River Bend's ETJ Area

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE:

COMPENSATION: No ☐ Yes ☐ Specify:

Term(s) expiring: Kelly Forrest (initial appointment 2001)

**No applications on file**

## CURRENT APPOINTMENTS, Cont'd.

**NCACC Annual Conference Voting Delegate**

The Annual Conference of the North Carolina Association of County Commissioners will be held in Guilford County August 22-25. The deadline for submitting the certification of Craven County's voting delegate is August 9. (See Attachment # 6.B.1.)

## C. UPCOMING APPOINTMENTS

### August

| | |
|---|---|
| Clean Sweep Committee | Judi Lloyd (initial appointment 2010)<br>Lynn Rosania (initial appointment 2010) |

### September

| | |
|---|---|
| Juvenile Crime Prevention Council | Scott Harrelson (Craven County Health Department)<br>Lillie Hayes (Deceased)<br>Robert Keeter (Initial Appointment 2006)<br>Jennifer Knight (initial appointment 2001)<br>Tony Lee (initial appointment 2011)<br>Mary Mallard (initial appointment 2006)<br>Carol Mattocks (initial appointment 2001)<br>Rudy Riggs (Sheriff's Department designee)<br>Sherri Riggs (County Manager's designee)<br>Jackie Smith (District Attorney's designee)<br>Cheryl Spencer (assumed Wadell unexpired term)<br>Hollyanne Trombley (initial appointment 2009)<br>Nancy Wells (ECBH) |

Agenda Date: July 1, 2013

Presenter: Jim Hicks
Agenda Item No. 7

## COUNTY ATTORNEY'S REPORT

Agenda Date: July 1, 2013

Presenter: Jack Veit
Agenda Item No. 8

## COUNTY MANAGER'S REPORT

Agenda Date: July 1, 2013

Presenter:
Agenda Item No. 9

## COMMISSIONERS' REPORTS

Agenda Date: July 1, 2013

Presenter:
Agenda Item No. 10

## CLOSED SESSION

The Board will be requested to go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss a matter of industry expansion.

**Board Action: Motion to go into closed session.**

**RESOLUTION**
**HONORING THE LIFE OF**
**MARVIN LEE RAINES, JR.**

**WHEREAS,** On May 31, 2013, Craven County lost a stellar citizen in the passing of Marvin Lee Raines, Jr.; and

**WHEREAS,** he was, in addition to being an astute businessman and a devoted family man, a civic minded participant in all aspects of the community; and

**WHEREAS,** Marvin Raines served Craven County Government with distinction over the years as a County representative to the Craven Community College Board of Trustees, the CarolinaEast Medical Authority Board of Commissioners, the Economic Development Commission, the Global Transpark Development Commission and the Military Growth Task Force; and

**WHEREAS,** the time he gave back to this community far exceeded his representation of the county, and included serving as a director and Chairman of Swiss Bear Downtown Redevelopment Corporation, member of the Committee of 100, trustee of Mount Olive College, member of the local First Citizens Bank Board of Directors, Chair of the Municipal Service District Advisory Committee, Board Member and Chairman of the New Bern Chamber of Commerce; and

**WHEREAS,** Marvin Raines has made tremendous contributions of his time, talent and resources through the efforts of these bodies, which have had a significant impact on our educational and economic progress, and the enhanced quality of life for the citizens of Craven County; and

**WHEREAS,** he has left behind a wife, Karen; sons, Matthew and Michael, who can take comfort in the knowledge that their husband and father was recognized as a man of integrity and high ethical standards, who always honored his word.

**NOW, THEREFORE, BE IT RESOLVED,** that the Craven County Board of Commissioners honors the memory of Marvin Lee Raines, Jr. in appreciation of all that he has done for Craven County.

Adopted this 3rd day of July, 2013.

_____
Chairman Scott C. Dacey
Craven County Board of Commissioners

_____
Gwendolyn M. Bryan
Clerk to the Board

Veterans Employment Base Camp and Organic Garden
Project of NC Coastal Land Trust
419 Conner Grant Rd. New Bern, NC 28562

4/22/2013

City of New Bern Parks and Recreation Department
Parks and Recreation Administration
1620 National Avenue
New Bern, NC 28560

Subj.: Letter of intent

Veterans Employment Base Camp and Organic Garden, under the auspices of the North Carolina Coastal Land Trust, proposes to conduct a land lease with the City of New Bern, for a period of 10 years, at a nominal fee of $2.00 per year, to establish an organic garden within a mutually agreed upon location at Henderson Park, located at 901 Chapman Street.

The garden will be established to assist disabled veterans through the use of Horticulture Therapy and homeless or disadvantaged veterans with transitional employment. The produce will be grown using organic principles initially with the ultimate goal of USDA organic certification.

The garden will have a direct and positive impact on the local Duffyfield community, and the city of New Bern overall. There will be an educational aspect on locally grown foods, protection of the environment, and beautification of the urban infrastructure. The garden will also allow the interaction of veterans and the local community within a relaxing, natural environment.

The garden will initially be funded through grants, donations and fundraisers, but ultimately will be self-sustaining, through direct sales at the farmers market and CSA (Community Supported Agriculture). Sales to SNAP (Supplemental Nutrition Assistance Program) recipients are also being developed, to ensure that qualified community residents/families(based on income) will have access to the produce as well.

The veterans that will be gardening will come from four(4) sources; there will be an assessment process in place, to ensure that they have been evaluated and recommended. These agencies are VA medical centers, homeless shelters, Employment Security Commission, and veteran organizations. Each veteran will be vetted to ensure that they are physically and mentally able to succeed in the garden program which is a 10 month program.

Contact me with any additional questions that you may have about our project at 252-637-9350 or lovay@embarqmail.com. Please advise as to whether or not this proposal is acceptable. If so, the Coastal Land Trust can draft a lease agreement and prepare a preliminary garden layout plan for review by the City's attorney. Thank you, respectfully.

Lovay Wallace-Singleton
Program Director

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/01/2013

| TAXPAYER NAME | ACCT#/TICKET# | | AMOUNT |
|---|---|---|---|
| ALBRECHT LEGAL NURSE CONSULTIN<br>NOT IN BUSINESS 1/1/2011 | 0067500 | 2011-0090208 | 6.70 |
| ALBRECHT LEGAL NURSE CONSULTIN<br>OUT OF BUSINESS 1/1/2012 | 0067500 | 2012-0090366 | 6.04 |
| BRINSON, JENNIFER W & EMMITT L<br>DID NOT OWN 1/1/2012 | 0025447 | 2012-0006616 | 6.61 |
| FRANKS, ETHEL HRS<br>FORECLOSURE - LIEN EXTINGUISHED | 0024922 | 2009-0019706 | 13.48 |
| FRANKS, ETHEL HRS<br>FORECLOSURE-LIEN EXTINGUISHED | 0024922 | 2010-0018025 | 16.72 |
| FRANKS, ETHEL HRS<br>FORECLOSURE-LIEN EXTINGUISHED | 0024922 | 2011-0019894 | 15.52 |
| FRANKS, ETHEL HRS<br>FORECLOSURE-LIEN EXTINGUISHED | 0024922 | 2012-0019726 | 14.26 |
| GRIFFIN, MICHAEL<br>BOAT NOT TAXABLE TO NORTH CAROLINA | 0075363 | 2012-0023158 | 45.29 |
| HIGBY, CLIFFORD<br>MILITARY EXEMPTION | 0084519 | 2012-0026703 | 35.94 |
| HODGE, RONALD G & ELIZABETH M<br>MILITARY EXEMPTION | 0037633 | 2013-0090055 | 283.37 |
| MERKLEY, JOHN & MERRILYN<br>DOUBLE BILLED SEE ACCT 97502 | 0016905 | 2013-0090065 | 726.32 |
| RAVELLETTE, DOROTHY<br>DID NOT OWN 1/1/2011 | 0080894 | 2011-0047467 | 98.98 |
| RAVELLETTE, DOROTHY<br>DID NOT OWN 1/1/2012 | 0080894 | 2012-0047321 | 88.23 |
| SIMS, MARY & ALEXANDER J<br>FORECLOSURE-LIEN EXTINGUISHED | 6568500 | 2008-0050749 | 34.33 |

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/01/2013

| TAXPAYER NAME | ACCT#/TICKET# | | AMOUNT |
|---|---|---|---|
| SIMS, MARY & ALEXANDER J<br>FORECLOSURE-LIEN EXTINGUISHED | 6568500 | 2009-0051422 | 32.17 |
| SIMS, MARY & ALEXANDER J<br>FORECLUSURE-LIEN EXTINGUISHED | 6568500 | 2010-0047034 | 37.14 |
| SIMS, MARY & ALEXANDER J<br>FORECLOSURE-LIEN EXTINGUISHED | 6568500 | 2011-0052284 | 34.38 |
| SIMS, MARY & ALEXANDER J<br>FORECLOSURE-LIEN EXTINGUISHED | 6568500 | 2012-0052233 | 31.44 |
| SMITH, MARSHALL & KATHERINE<br>CORRECTION OF LATE LISTING PENALTY | 0072456 | 2013-0090081 | 1,033.20 |
| SPRUELL, HORACE LEE<br>FORECLOSURE-LIEN EXTINGUISHED | 6801500 | 2010-0048398 | 226.07 |
| SPRUELL, HORACE LEE<br>FORECLOSURE-LIEN EXTINGUISHED | 6801500 | 2011-0053798 | 209.63 |
| SPRUELL, HORACE LEE<br>FORECLOSURE-LIEN EXTINGUISHED | 6801500 | 2012-0053758 | 192.30 |
| SWINDELL, GEORGE & HELEN<br>FORECLOSURE-LIEN EXTINGUISHED | 7047103 | 2009-0054608 | 36.77 |
| SWINDELL, GEORGE & HELEN<br>FORECLOSURE-LIEN EXTINGUISHED | 7047103 | 2010-0095351 | 68.87 |
| SWINDELL, GEORGE & HELEN<br>FORECLOSURE-LIEN EXTINGUISHED | 7047103 | 2011-0055543 | 63.83 |
| SWINDELL, GEORGE & HELEN<br>FORECLOSURE-LIEN EXTINGUISHED | 7047103 | 2012-0055539 | 58.47 |
| SYDNOR, MARVIN D<br>NOT IN BUSINESS 1/1/2011 | 0085271 | 2011-0091185 | 29.48 |
| SYDNOR, MARVIN D<br>NOT IN BUSINESS 1/1/2012 | 0085271 | 2012-0091200 | 43.74 |

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/01/2013

| TAXPAYER NAME | ACCT#/TICKET# | | AMOUNT |
|---|---|---|---|
| TEREN COLLINS LLC<br>NOT IN BUSINESS 1/1/2012 | 0094349 | 2012-0091224 | 43.74 |
| TOWNE & COUNTRY FORESTRY LLC<br>NOT IN BUSINESS 1/1/2011 | 0059302 | 2011-0091249 | 7.83 |
| TOWNE & COUNTRY FORESTRY LLC<br>NOT IN BUSINESS 1/1/2012 | 0059302 | 2012-0091262 | 5.60 |
| VINES, WILLIAM H SR<br>FORECLOSURE-LIEN EXTINGUISHED | 7454700 | 2009-0058197 | 6.12 |
| VINES, WILLIAM H SR<br>FORECLOSURE-LIEN EXTINGUISHED | 7454700 | 2010-0053183 | 26.11 |
| VINES, WILLIAM H SR<br>FORECLOSURE-LIEN EXTINGUISHED | 7454700 | 2011-0059157 | 24.19 |
| VINES, WILLIAM H SR<br>FORECLOSURE-LIEN EXTINGUISHED | 7454700 | 2012-0059117 | 22.17 |
| | 35 -CREDIT MEMO(S) | | 3,625.04 |

REFUNDS SUBJECT TO BOARD APPROVAL ON 07/01/2013

| TAXPAYER NAME | ACCT#/TICKET# | | AMOUNT |
|---|---|---|---|
| BENNETT, MATILDA<br>DID NOT OWN 1/1/2011 | 0080896 | 2011-0004412 | 68.88 |
| BENNETT, MATILDA<br>DID NOT OWN 1/1/2012 | 0080896 | 2012-0004374 | 67.06 |
| NEW BERN CAMPGROUND LLC<br>BRIDGETON ANNEXATION-REL 2 MOS FIRE | 0052813 | 2012-0042222 | 64.04 |
| NEW BERN CAMPGROUND LLC<br>BRIDGETON ANNEXATION-REL 2 MOS FIRE | 0052813 | 2012-0042221 | 1.59 |
| SYDNOR, MARVIN D<br>NOT IN BUSINESS 1/1/2010 | 0085271 | 2010-0049992 | 50.18 |
| SYDNOR, MARVIN D<br>NOT IN BUSINESS 1/1/2011 | 0085271 | 2011-0091185 | 17.82 |
| WILLIAMS, JOHN & MARY ANN<br>OUT OF BUSINESS 1/1/2010 | 0077198 | 2010-0056533 | 130.02 |
| WILLIAMS, JOHN & MARY ANN<br>OUT OF BUSINESS 1/1/2011 | 0077198 | 2011-0091323 | 130.02 |
| WILLIAMS, JOHN & MARY ANN<br>OUT OF BUSINESS 1/1/12 | 0077198 | 2012-0091332 | 135.72 |
| | 9 | -REFUND(S) | 665.33 |

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Craven County wishes to carry out its FY2012 Community Development Block Grant Scattered Site (CDBG-SS) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Craven County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of Craven County's FY2012 CDBG-SS Program:

1. Housing Assistance Policy
2. Housing Construction Work Contract Award Policy
3. Citizen Participation Plan
4. Residential Antidisplacement and Relocation Assistance Plan
5. Local Economic Benefit for LMI Persons (Section 3) Plan
6. Equal Employment and Procurement Policy
7. Policy Concerning Code of Conduct
8. Fair Housing Policy
9. Section 519 Policy (Prohibiting Use of Excessive Force)
10. Temporary Relocation Policy

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Housing Assistance Policy**

The following information is designed to serve as the basis for administrative policies, guidelines and procedures necessary to effectively establish a CDBG Scattered Site Program for Craven County. As is the case with all new programs, certain alterations, amendments and additions to these guidelines may be required as the program is implemented. Review of these guidelines is encouraged to maintain consistent administrative quality. The administrative personnel, consultant, and the county staff members responsible for program administration should become completely familiar with the contents of the pages which follow.

## I. SELECTING AND PROCESSING APPLICANTS

Before a successful housing improvement program involving the use of grants can begin operation, many administrative and policy decisions must be made. These decisions should be made with the benefit of input from the residents of Craven County. To ensure adequate and timely citizen input, the County has organized a CDBG-SSH selection committee. This committee will fulfill the following important functions:

- Review and comment on this Housing Assistance Policy.
- Provide coordination and contact between program residents and county representatives.
- Recommend program revisions as the project develops.
- Review and make comments on the Citizen Participation Plan.
- Conduct a public hearing prior to the close-out of the program to obtain public comment on the success of the project.
- Review and make recommendations on all community development program and/or budget amendments.
- Review and make comments and recommendations on housing grant grievances as required.

The CDBG-SSH selection committee will approve the final beneficiary list following submittal of the list to the committee by the Craven County Planning Director.

The applicant outreach and application rating process for the FY2012 CDBG Scattered Site Project was developed by the county's CDBG consultant following discussions with the County Manager, County Planner, representatives of county municipalities, and comments received by the Board of Commissioners at both application public hearings. The county has an abundance of applications for assistance on hand, and wishes to treat its worst housing needs. Therefore, a distribution plan including an objective, competitive rating system based on income, housing need, and special population was felt to be most appropriate for this program. The county utilized its existing request for assistance list (which currently includes over 400 households) to solicit applications without regard to geographic location. Following approval of the application, the final Program Assistance Policy, which will outline the final Housing Distribution Plan, will be submitted to the Craven County Board of Commissioners for approval.

Two units will be reconstructed and one moderate rehabilitation will be completed with FY2012 CDBG Scattered Site funds. All three units will be occupied by households with incomes between 31-50% of the Craven County median income for appropriate household size. This achieves the program's overall objective of rehabilitating/replacing units occupied by individuals with little or no ability to make improvements, but eliminates very-low income households who have no ability to maintain insurance or the property, or to invest in the improvements through a partial amortized loan (see financial design, below).

The county has recommended CDBG rehabilitation/replacement subsidies to "scattered site" beneficiaries based on special population, and severity of housing needs criteria. The county has tailored the rating system for CDBG scattered site applications to specifically favor households occupied by wage earners.

Additionally, the county has tailored the program to address households occupying units with severe water and sewer needs and severe structural deficiencies as defined by the NC Community Investment and Assistance gradient housing needs scale.

The following outlines the applicant screening/prequalification process that Craven County utilized to select the households who will receive reconstruction/rehabilitation assistance under the FY2012 CDBG Scattered Site program:

- Mail Out/Deliver Application Packages: The county mailed informational statements/application forms to the fifty (50) oldest (by original application date) eligible owner-occupant applicants registered in the county's current "request for housing assistance" file, maintained in the county community development office, located at the county planning department office. The informational statement was clear about income, tenure, special population and severity of needs requirements. The three application forms had to be filled out, signed by the owner, and returned by the designated deadline date. No applications received after the designated deadline date were processed by the county staff. The informational statement included a phone number that applicants could call to set up a meeting with the county staff for assistance in completing the application prior to the application deadline.

- Application Assistance/Field Assessment: If applicants requested assistance, they had the option of visiting the county community development office at the county planning department offices, where the county staff was available to provide assistance and answer questions. The program staff reviewed applications as they were received and requested additional information if it was needed. The county also performed field inspections of the ten eligible units who were earliest on the pre-application list to document housing needs and to estimate rehab/replacement costs.

- Income Verifications: The county will utilize CDBG guidelines for assessment of household income. The county will require written documentation of public benefits, payroll information, or submittal of 2012 tax information if available. The county includes all wage and benefit income for the head of household, spouse, and other non-transient (i.e., regular contributors to household expenses) household members 18 years of age and above. Business income for self-employed individuals will be verified through income tax records, and included net profits as well as wages paid to household members.

- Definitions:

  - Wage Earner: A household occupied by at least one individual aged 18 or older who has earned continuous employment income for at least two years.

  - Household Member: Any individual who is an occupant of the unit to be rehabilitated shall be considered a "household member" (enumerated for household size and subject to income verification).

  - Occupant: An occupant is defined as any immediate family member (mother, father, spouse, son, daughter of the head of household, regardless of time of occupancy); or a non-immediate family member who has resided in the dwelling unit at least six months of the twelve-month period prior to the homeowner's application date.

- The application rating system functioned as follows:

  Preliminary Rating: As full applications were received, they were then be reviewed by staff to determine threshold eligibility based on four threshold factors:

  1. Owner-occupied with tax card matching applicant,
  2. No county tax liability,
  3. Wage earner,
  4. 31-50% of median income.

  Final Rating: The county's CDBG consultant used a Housing Needs Assessment Form (based on the CI Gradient Needs Form) to evaluate the housing needs of the ten eligible households who were the oldest ten eligible households on the county's active request for housing assistance list. The assessment included an evaluation of appropriate treatment (rehab/reconstruction). All units identified as replacement units were rated according to the points system identified below:

| Housing Needs factors – Replacement Units | | Points |
|---|---|---|
| 1. | 3 Severe Systems | 2 |
| 2. | 4 Severe Systems | 4 |
| 3. | 5 Severe Systems | 6 |
| 4. | 6 Severe Systems | 8 |
| 5. | 7 Severe Systems | 10 |
| 6. | 8-10 Severe Systems | 12 |
| 7. | Severe Water Need | 5 |
| 8. | Severe Sewer Need | 5 |

  Units identified as rehabilitation units on the assessment form were evaluated for cost-effectiveness as follows:

| Housing Needs factors – Rehabilitation Units | | Points |
|---|---|---|
| 1. | Rehab Cost <31% of Replacement Cost | 8 |
| 2. | Rehab Cost 31-50% of Replacement Cost | 5 |
| 3. | Rehab Cost 51-80% of Replacement Cost | 2 |

  Manufactured units and units with an estimated rehab cost in excess of 80% of replacement cost (including land) are not eligible for rehabilitation assistance with Craven County FY12 CDBG-SS funds.

  In case of a tie, the applicant who originally applied for assistance first will receive the assistance.

- The two (2) highest rated reconstruction units and one (1) highest rated rehabilitation unit were selected for presentation to the SSH Selection Committee. Also, three alternate units (2 reconstruction and one rehabilitation) were selected.

- Following receipt of a grant agreement, the county will procure an attorney to complete preliminary title opinions for primary beneficiaries to verify that units to be repaired/reconstructed are owner-occupied. Once title opinions are received, recipients will be given up to 60 days to resolve title problems such as multiple heirs or liens that

would prohibit a final award (recipients will be referred to legal services organizations that provide voluntary assistance to LMI households).

- CDBG-SS beneficiaries must not have any current tax liability prior to receipt of CDBG-SS grant agreements. Additionally, the Program Administrator will search county tax records prior to approval of individual grant awards to determine if potential beneficiaries have real property assets that warrant review of their application by the county staff/SSH Selection Committee. The Program Administrator will conduct a pre-grant interview with each proposed CDBG-SS beneficiary to reassess the household's interest in the program, income, household information, and ability to maintain the improved property. Also, beneficiaries will be referred to Housing Counselors at Neuse River CDC, Inc., to ensure that they are able to pay back a portion of their contract value as a 0% amortized loan as outlined in the Financial Design included herein.

- If the county decides to withdraw a preliminary award following reassessment as noted above, the most competitive applicant from the alternate award list (within treatment and budget parameters) will be given consideration for a CDBG grant.

- When rehabilitation/reconstruction contract and/or final awards have been made by the County Board of Commissioners, owners will be contacted and asked to come in to the community development office to execute the Promissory Note, Deed of Trust, and Rehabilitation Contract.

All households who receive CDBG assistance for housing rehabilitation (conventional rehab or reconstruction) will be low-income, owner-occupant households. Households will receive their conventional rehabilitation or reconstruction (on-site replacement housing) subsidy in the form of a combination zero interest, 10-year deferred forgivable loan (forgiven at 10% per year for the tern-year term), and a 0% interest amortized loan based on the table below:

| Household Income | Amount of CDBG Conventional Rehab or Reconstruction Assistance | % Deferred Forgivable Loan (10-year term) | % Amortized Loan (0% interest) | Term of Amortized Loan (Years) | Maximum Monthly Payment for Principal |
|---|---|---|---|---|---|
| 31-40% of Median | $25,000-40,000 | 90% | 10% | 5 | $66.66 |
| | $40,001-60,000 | 90% | 10% | 8 | $62.50 |
| | $60,001-85,000 | 90% | 10% | 10 | $70.80 |
| 41-50% of Median | $25,000-40,000 | 85% | 15% | 5 | $100.00 |
| | $40,001-60,000 | 85% | 15% | 8 | $93.75 |
| | $60,001-85,000 | 85% | 15% | 10 | $106.25 |

Prior to closing, Craven County will review existing loan(s)/liens on the property to determine whether or not the CDBG loan(s) in conjunction with the existing loan(s)/lien(s) will create a situation that causes the total CDBG/other debt to equal or exceed the value of the unit. In instances where this occurs, the county will inform the loan recipient of the circumstances in writing.

Each forgiven/amortized loan will be provided through a Promissory Note and secured with a Deed of Trust on the improved property. Transfer of the property will trigger payoff of the principal balance unless the new owner is verified by the county as eligible to assume the loan (income-eligible heirs).

The amount of the promissory note will be for the rehabilitated/reconstructed structure cost and site improvements only - demolition (clearance) and program support costs will not be secured.

All rehabilitated housing provided through this program will be provided on a strictly voluntary basis - if a homeowner refuses the appropriate assistance alternative outlined above, the county will make an alternate award to the most competitive alternate household.

All homeowners who receive rehabilitation assistance in the form of a partial amortized loan will be referred to housing counselors at Neuse River CDC, Inc., prior to closing. Homeowners may elect to modify the preferred loan alternative outlined above in order to accelerate payment of their amortized loan, or may be allowed a longer loan term than indicated above if the housing counselor recommends a longer loan term to the Program Administrator. However, no amortized loans will be extended more than two years (24 months) beyond the terms outlined above.

NOTE: If non-CDBG financial assistance for home improvement is obtained after the CDBG forgiven loan is closed, and prior to the expiration of the recapture period outlined above, the CDBG loan may be subordinated to this new loan only following review of available owner equity by the county staff and subsequent approval by the Craven County Board of Commissioners.

All units approved for assistance by the county following receipt of the CDBG-SS grant agreement will be inspected by the staff of Holland Consulting Planners, Inc., to reassess whether rehabilitation or replacement is the more cost-effective treatment. The county will not rehabilitate units if the cost of rehabilitation exceeds 80% of the cost of comparable replacement housing. Rehabilitation assistance provided in excess of $39,999 or $38.00 per square foot must be reviewed as substantial rehabilitation by Community Investment and Assistance.

## III. DWELLING UNIT INSPECTIONS

Inspections of each dwelling unit eligible for rehabilitation grant assistance will be made by Holland Consulting Planners, Inc. The inspections will include a determination of substandard conditions, as summarized in a deficiencies checklist, as well as agency-required lead-based paint inspection and risk assessment for units to be rehabilitated. Owners of deteriorated units will also be given the opportunity to fill out a deficiencies checklist, and will receive a lead-based paint hazard information package. Inspections will identify repairs that should be made to place the unit in a standard condition according to Office of Community Investment and Assistance's CDBG Rehabilitation Standards (see below).

## IV. CONVENTIONAL REHABILITATION STANDARDS

*(Section IV is optional by Program Amendment. No conventional rehabilitation activities were included in original application.)*

**A. General:** All units proposed for conventional rehabilitation assistance will be rehabilitated to the North Carolina Small Cities CDBG Housing Rehabilitation Standards. Additionally, all units will conform to all applicable locally-enforced codes, ordinances, permitting, and inspection requirements. No completed units will retain any imminent threats to the health or safety of their occupants or to their structural integrity. Additionally, the county will utilize rigorous rehabilitation construction standards, to be clearly outlined in a Contractor's Handbook, to ensure that universal design standards (accessibility modifications, fire prevention, proper ventilation, vapor barrier installation, etc.) are maintained, and that all contractors are utilizing standard, code-approved materials for structural, finish, electrical, plumbing, and HVAC work. HUD Model Residential Property Rehabilitation Standards will be utilized to compute living area requirements and bathroom requirements for all households, regardless of size.

**B. Lead Hazard Reduction:** All units constructed before 1978 will be subject to federal lead-based paint regulations. At the time of initial interview, the county's consultant housing inspector will

follow procedures outlined in 24CFR35, HUD's "Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally-Owned Residential Property and Housing Receiving Federal Assistance," and appropriate updated guidelines issued by the Office of Community Investment and Assistance. All case work for these units will include risk assessment, lead testing, and interim controls/abatement as required by 24CFR35.

The county has budgeted temporary relocation funds to be utilized to house beneficiaries during lead hazard reduction or substantial rehab when necessary, as well as additional funds to handle displacement costs, furniture storage, etc. The county will adopt a temporary relocation policy consistent with federally-mandated relocation procedures outlined in 49CFR24 as a guide for providing temporary relocation assistance during this program. The county will use community resources and phase lead hazard abatement to minimize relocation costs.

OSHA (29CFR1926) and EPA-recommended worker safety, on-site containment, and clean-up procedures will be included in the work specifications, and will be thoroughly covered at contractors' meetings prior to rehab. Off-site disposal will be closely coordinated with local and state solid waste management personnel, and a written disposal procedure will be developed and included in the rehabilitation specifications. Most importantly, the county will insist that its housing rehab consultant be certified as an inspector for lead hazards through a state-accredited certification course. The county will also work closely with the Office of Community Investment and Assistance to obtain proper certification for its rehab contractors on an expedient basis.

**C.** **Rehab Design for Disabled Beneficiaries:** The county will utilize an accessibility deficiencies checklist during preparation of the work write-up to ensure that the North Carolina State Building Code Volume 1-C Accessibility Code requirements for new construction are met when handicapped individuals occupy units to be rehabilitated. Also, the county will contact the Independent Living Rehabilitation Program's regional office prior to rehabilitation of units occupied by disabled individuals, to obtain assistance with design of accessibility modifications and possible grant assistance.

**D.** **Flood Hazard Areas:** All units located in the special flood hazard area will be rehabilitated to comply with locally enforced flood damage prevention statutes and FEMA flood insurance guidelines. Prior to inspection, the county will perform flood elevation surveys of any units located in the special flood hazard area. If finish floor elevations are determined to be below the 100-year flood elevation, the county will raise the floor elevation, if structurally and financially feasible. Regardless of the resolution of the floor elevation issue, flood insurance will be procured for all units located in the 100-year floodplain (see Section V.D).

## V. CONSTRUCTION QUALITY/MAINTENANCE

**A.** **Construction Guidelines:** The Craven County Contractor's Handbook is hereby incorporated into this Housing Assistance Policy by reference. The general provisions included in the Contractor's Handbook shall serve as the general guidelines for all rehabilitation and new construction work performed during the FY2012 CDBG Scattered Site Program. The Specifications included in the Contractor's Handbook shall serve as the standard quality of workmanship. The Contractor's Handbook stresses the application of universal design standards during rehabilitation and new construction. The handbook outlines standard installation procedures for ventilation systems, accessibility modifications, vapor barrier installation, weatherstripping, new bathroom installation, etc. Copies of the Contractor's Handbook are available at the county community development office for review by program applicants, grant recipients, and interested citizens.

**B.** **Bidding and Construction Process:** The inspection consultant will prepare work write-ups and cost estimates, and coordinate the construction bidding, award, and inspection process for the owners. Work specifications, general contract provisions, and write-ups will be distributed at contractors' meetings which contractors will be required to attend in order to bid. The county maintains an active list of prequalified contractors, and also will publish notices of contractors' meetings/requests for bids in local newspapers.

The county will require the inspection consultant to make semi-weekly inspection visits to each unit under construction, to approve changes in the scope of work, to summarize for the program administrator on-site findings in written form, and to verify that finished construction meets program standards. In addition, the local code enforcement official will make regular inspection visits, and will provide the program administrator with a certificate of compliance/occupancy for each completed unit. Every unit will be guaranteed by a one-year warranty.

**C.** **Homeowner Maintenance Measures:** During implementation of the project, the county will develop a post-construction checklist for review with all owners to make sure that owners are satisfied with construction and that they understand utility operation and costs. Additionally, all occupants of dwellings to be rehabilitated/replaced will be asked to attend a two-hour home maintenance course. This course will be taught by the program administrator. The course will focus on routine daily home care and maintenance. The county will prepare a home repair reference brochure for distribution to program beneficiaries; the brochure will include common repair problems and a list of local contractors and retail outlets specializing in home repair service and supplies. The NC Cooperative Extension Service will also assist with the home maintenance workshop.

**D.** **Insurance:** In order to ensure that rehabilitated/new replacement units are insured against fire damage following completion of the rehabilitation contract or replacement housing process (see Section X), the county will utilize CDBG funds to purchase fire insurance to cover the replacement value of the structure for one year following completion of the housing construction contract. Coverage will be provided either as a new policy from a local insurance provider when no coverage exists, or as a supplementary policy from the owner's current provider. Additionally, the county will emphasize the need for homeowners to continue fire insurance coverage beyond the one-year CDBG subsidy period. The county will secure/upgrade flood insurance policies (one-year) for all units located in the 100-year floodplain with program support funds as well.

## VI. MAXIMUM REHABILITATION/REPLACEMENT GRANT LIMITATIONS

If rehabilitation is performed, the state-mandated maximum **CDBG** grant amount for the rehabilitation of any occupied or vacant housing unit will be $40,000 ($20,000 for a manufactured home), or $38.00/sf; the more restrictive limit shall apply. **The CDBG grant amount for any housing unit can exceed state-mandated CDBG non-substantial rehab grant limits only when approval to undertake substantial rehabilitation is obtained from the Office of Community Investment and Assistance.** Additionally, the county's Program Administrator will not authorize rehabilitation or request permission to undertake substantial rehabilitation, if the cost of rehabilitation is more than 80% of the cost of providing a new replacement structure on the existing parcel (including the demolition cost of the existing structure). In the event that the CDBG-financed rehabilitation cost necessary to bring a dwelling unit into compliance with rehabilitation housing standards exceeds the limits prescribed above, a rehabilitation contract will still be executed provided the homeowner deposits the amount of the total rehabilitation contract minus the amount of the grant itself. This amount, the homeowner's contribution, will be withdrawn from a county account and paid to the contractor upon satisfactory completion of the rehabilitation.

**There is no grant limit on provision of replacement (reconstruction) housing assistance provided through the CDBG-SS program.**

## VII. REHABILITATION/REPLACEMENT GRANT ELIGIBILITY CRITERIA

A. All rehabilitation/replacement housing subsidies will be provided to households with incomes between 31-50% of the Craven County median income adjusted for appropriate household size.

B. All rehabilitation/replacement housing beneficiaries must be wage earners (see Section I), and must occupy a unit classified as "severely deteriorated" according to CI's CDBG Rehabilitation Assessment Guidelines.

C. All rehabilitation/replacement housing beneficiaries must be owner-occupant households who reside in Craven County, including eligible municipalities that have agreed to participate in the FY2012 CDBG Scattered Site Housing Program.

D. The owner(s) of any unit to be rehabilitated or replaced must be able to legally execute an Amortized Loan/Deferred Payment Loan Deed of Trust/Promissory Note following formal award of a Rehabilitation/ Replacement Grant and prior to execution of a Contract for Housing Construction Work.

E. The Amortized Loan/DPL Deed of Trust shall be for the full amount of the CDBG grant assistance, except for special conditions involving multiple owners outlined below. The agreement shall be recorded immediately following execution of the note. Additionally, the deed of trust/promissory note shall be modified if the final contract cost exceeds the original contract cost.

## VIII. REHABILITATION/REPLACEMENT GRANT AWARDS

Rehabilitation and replacement grant awards will be approved by the Craven County Scattered Site Housing Selection Committee, if potential grantees meet the grant eligibility and limitation requirements outlined herein.

## IX. REGULATIONS PERTAINING TO ACCESSORY BUILDINGS

Non-residential accessory buildings located on the same lot as a dwelling unit approved for a rehabilitation grant are ineligible for rehabilitation. Grant monies may be applied to the demolition of such substandard structures, but in no instance for their rehabilitation. An accessory building for the purpose of the Rehabilitation Grant Program Guidelines is defined as follows:

> *A detached subordinate structure operated and maintained under the same ownership and located on the same lot as the main building. No such building may be inhabited or used by other than the owners, lessee or tenant of the premises or their employees.*

The demolition of substandard accessory buildings may be required by the county as a part of the rehabilitation grant. Grant monies, if the owner's application is approved, may be used to rehabilitate the dwelling unit and demolish all substandard accessory buildings at the same time.

## X. TEMPORARY RELOCATION BENEFITS

The Craven County Planning Director is authorized to approve temporary relocation payments to tenants or owner-occupants who are forced to vacate their dwellings during rehabilitation or prior to provision of a comparable replacement dwelling following demolition on a case-by-case basis, if such assistance is recommended by the Program Administrator. Such temporary relocation shall be accomplished at the minimum feasible cost, and in accordance with the Craven County FY2012 CDBG-SS Temporary Relocation Policy. Temporary relocation payments will be limited to cover only those expenses that would not otherwise be normal to the relocatee. Approval of temporary relocation assistance for rent, motel charges, temporary storage, etc., will be made only upon submittal of cost-effective procurement documentation and invoice documentation by the Program Administrator.

## XI. OPTIONAL COVERAGE POLICY FOR PROVISION OF REPLACEMENT HOUSING
**(Note: No off-site relocation is anticipated)**

Under the authority of 24CFR570.496a (d) and the North Carolina Community Development Block Grant Program Regulations (4NCAC19L), paragraph .1003(b), Craven County hereby adopts the following optional coverage relocation policy, to be used during implementation of the FY2012 CDBG-SS Program:

All units approved for assistance by the county will be inspected by the staff of Holland Consulting Planers, Inc., to determine whether rehabilitation or replacement is the more cost-effective treatment. The county will not rehabilitate units if the cost of rehabilitation exceeds 80% of the cost of demolition and on-site replacement . Additionally, no more than $20,000 may be spent on rehabilitation of a manufactured home. Rehabilitation assistance provided in excess of $40,000 or $38.00 per square foot must be qualified as substantial rehabilitation by the Office of Community Investment and Assistance. All replacement housing provided through this program will be provided on a strictly voluntary basis – if replacement housing is offered in lieu of rehabilitation and the homeowner refuses the replacement alternative, the county reserves the right to invoke its code enforcement authority as outlined above, but will not initiate an involuntary owner relocation.

To ensure that federally-mandated relocation requirements are met during provision of replacement housing assistance, the terms of CDBG-funded replacement housing assistance shall be as outlined under the Uniform Property Acquisition and Relocation Act (49CFR24), with the exception of the fact that the replacement housing benefit will be provided in the form of a forgiven loan as outlined under B.2, below. Additionally, since this assistance is strictly voluntary and no involuntary displacement is involved, the following additional exceptions to 49CFR24 shall apply to the provision of Optional Coverage Replacement Housing Assistance:

**A.** **Comparable Replacement Dwelling:** The term "comparable replacement dwelling," as defined under 49CFR24, shall be redefined for purposes of CDBG replacement housing assistance to mean a dwelling which is (1) decent, safe, and sanitary, as defined in 49CFR24.2(a)(8); (2) on a site not subject to adverse environmental conditions and typical in size for residential development with normal site improvements; (3) generally comparable to the displacement site in terms of convenience to employment and commercial and public facilities and services; (4) within the financial means of the displaced person, as defined under 49CFR24.2(a)(6)(viii); and (5) currently available to the displaced person on the private market. A smaller “decent, safe, and sanitary” replacement dwelling (which by definition is adequate to accommodate the displaced person), or a replacement unit without some of the features of the displacement dwelling may be determined to be functionally equivalent to the dilapidated unit scheduled for demolition.

Craven County reserves the right to provide a manufactured or modular home as a comparable replacement dwelling to the owner-occupant of a frame-built displacement dwelling, if budget considerations prohibit construction of a new frame-built dwelling or provision of a replacement housing payment for a replacement frame-built dwelling available on the private market. In such a case, the notice of relocation eligibility shall clearly state that the replacement dwelling will be a manufactured or modular home.

**B. Financial Design of Optional Coverage Replacement Program:**

1) All households will receive their replacement subsidy in the form of a zero interest, 10-year forgiven loan. The pro-rata portion of the forgiven loan will be recaptured by the county upon sale or transfer of the property (except upon transfer to an income-eligible heir through probate).

   NOTE: If non-CDBG financial assistance for housing improvements is obtained after the CDBG deferred payment loan is closed, and prior to the expiration of the recapture period outlined above, the CDBG loan may be subordinated to this new loan.

2) The entire deferred loan will be provided through a Promissory Note and secured with a Deed of Trust on the property to be improved/replacement property. Transfer of the property will trigger payoff of the principal balance unless the new owner is verified by the county as eligible to assume the loan (heirs or income-eligible buyers).

3) The amount of the promissory note will be for the replacement structure cost and site improvements only – program support costs will not be secured.

**C. Relocation Notices:** A "notice of relocation eligibility," outlining all information described under 49CFR24.203(a) and (b) will be sent by certified mail or hand-delivered to all displaced homeowners concurrently with any letter or document initiating negotiations for the displacement dwelling. Additionally, the Program Administrator will, in all cases, precede the initiation of negotiations with a documented personal interview with the individual to be displaced. Ninety-day notices shall be prepared and issued in accordance with 49CFR24.203(c).

**D. Basic Rights of Persons to be Displaced:** No person shall be required to move from a displacement dwelling unless comparable replacement housing is available to such person. The county shall not require any displaced person to accept a dwelling provided by the county under these procedures (unless the county and the displaced person have entered into a contract to do so) in lieu of any relocation payment for which the person may otherwise be eligible.

**E. Appeals:** Any aggrieved person may file a written appeal with Craven County in any case in which the person believes that the county has failed to properly consider the person's eligibility for assistance under this policy, or has not provided assistance properly in accordance with this policy. Such appeals shall be handled in accordance with the provisions of 49CFR24.10 and the Craven County Citizen Participation Plan.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Housing Construction Work Contract Award Policy**

During the performance of housing rehabilitation, demolition, and replacement housing activities included in the Craven County FY2012 CDBG Scattered Site (CDBG-SS) Program, the county will utilize the following guidelines in the award of contracts to contractors who bid on the rehabilitation/reconstruction or demolition of specific dwelling units:

1) The County shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:

   a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;

   b. The contractor must have references and a past working record acceptable to the CDBG Administrator prior to the CDBG Administrator's recommendation of award to the Craven County Board of Commissioners;

   c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the Contract for Housing Construction Work.

   d. The contractor must have demonstrated the ability to meet standards of workmanship outlined in the Contractor's Handbook as witnessed by the CDBG Administrator.

2) Assessment of conditions 1(c) and 1(d) above shall be based on the CDBG Administrator's review of contractor references and work performed in other locations, if the contractor has not performed recent rehabilitation, demolition, or replacement housing work for Craven County.

3) If construction estimates are prepared, no contract award shall be made if the contract price is less than 85% or more than 115% of the CDBG Administrator's final estimate. The CDBG Administrator will document negotiation of bids and/or estimates before contract awards are made.

4) In a case where an individual contractor is performing adequately, but he is the low bidder on more houses than he can complete within 120 days following the bid opening, (based on past performance), Craven County shall reserve the right to reject bids for those surplus houses, and award those houses to the next lowest bidders meeting the guidelines outlined herein, in the interest of efficient completion of rehabilitation, demolition, and replacement housing activities. Craven County also reserves the right to reject bids and award contracts to alternate bidders in the interest of maintaining an efficient work schedule consistent with performance standards mandated by the funding agency.

5) Craven County reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of Craven County, including directives by the funding agency or homeowner's non-participation, prohibit Craven County's participation in the contract as Owner's Representative.

6) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed CDBG program, and will be without self-interest on the part of any member of the Craven County Board of Commissioners or Craven County staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.

7) The Craven County Planning Director has demonstrated the ability to coordinate grant program activities with this Board of Commissioners. The Craven County Board of Commissioners also realizes the importance of prompt action in the interest of maintaining satisfactory work progress. Therefore, the Craven County Planning Director is hereby authorized to approve and execute all housing rehabilitation, replacement housing, and demolition change orders less than 15% of current contract value.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Citizen Participation Plan**

## Introduction

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, Craven County, which receives Community Development Block Grant (CDBG) funds, has prepared a written Citizen Participation Plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the County's community development activities. The County shall provide adequate information to citizens, hold public hearings during the planning process and throughout the implementation of all CDBG projects to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the County's past performance. This plan is to serve as a citizens' guide to interacting with CDBG projects in a meaningful way and to establish a process whereby citizen participation requirements will be met.

## Objectives of the Plan

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important project requirements;

2. Provide citizens an opportunity to (i) participate in the development of the application and encourage the submission of written views and proposals, particularly by residents of blighted neighborhoods or citizens of low/moderate income; (ii) provide for timely responses to the proposals submitted; and (iii) schedule hearings at times and locations which permit broad participation (venue for hearings to coincide with regularly scheduled Board of Commissioners meetings;

3. Provide for public hearings to obtain the views of citizens on community development and housing needs and a timetable specifying when and how the objectives of this plan will be achieved;

4. Provide for timely and responsive answers to written complaints and give citizens an opportunity to submit comments concerning the County's community development performance;

5. Provide technical assistance on a timely basis through staff or other resources to citizen advisory groups, and upon request of groups of low/moderate income persons and groups of residents in blighted neighborhoods; and,

6. Assure record keeping to document that this plan has been followed in a manner to achieve full involvement of citizens in all stages of CDBG projects, and provide documents relevant to CDBG projects for public view.

## Citizen Involvement

Citizen level of participation will be countywide in scope. Countywide participation will be accomplished through public hearings and solicitation of written views and proposals. By this method, all citizens will be afforded an opportunity to present their housing and community development needs, suggestions, and comments on the County's past performance.

## Citizen Access to Records

Craven County will provide for full and timely disclosure of information and CDBG project records consistent with 4 NCAC 19L, the North Carolina CDBG Program Regulations, Subchapter .0911. Such records and information relevant to the CDBG project will be made available in the Craven County Planning Office, 2828 Neuse Blvd, New Bern, NC 28562, during regular office hours for citizens' review. Documents to be made available include:

1. All mailings and promotional materials;

2. Records of public hearings;

3. All key documents such as prior applications, letters of approval, grant agreements, this plan, performance reports, progress reports, other reports and documentation required by the North Carolina Department of Commerce (DOC), and the proposed and approved application for the current year; and,

4. Copies of regulations and program bulletins governing the project. Electronic access to such documents can also be provided where available.

## Timely Information and Submission of Views and Proposals

The citizen participation process will begin at least 90-120 days prior to the established deadline for submission of an application. The Sun Journal in New Bern, NC, will be the primary medium for dissemination of important project information. All advertisements for public notices will be published in this newspaper. At a minimum, the County shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to closeout of the project to provide an opportunity for citizens to comment on the County's CDBG performance. The purpose of the first public hearing at the planning stage of the application will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and comments on the city's past performance. A second public hearing will be held prior to the submission of the full application for additional written comments and review of the application. Persons wishing to object to the approval of an application by the North Carolina Department of Commerce (DOC) shall make such objection in writing. DOC will consider objections made only on the following grounds:

1. The County's description of the needs and objectives is plainly inconsistent with available facts and data;

2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County; and,

3. The application does not comply with the requirements of Subchapter .1002 of the North Carolina Community Development Block Grant Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project amendment process shall include the following:

1. When proposing amendments which require prior DOC approval in accordance with Subchapter .0910 (Program Amendments) of the North Carolina CDBG Program Regulations, the County will be required to hold one public hearing prior to the submission of the amendment to DOC;

2. The County shall respond to written citizen objections and comments within ten working days of receipt of the citizen comment;

3. Persons wishing to object to the approval of an amendment by DOC shall make such objection in writing. DOC will consider objections made only on the following grounds:

    a. The County's description of the needs and objectives is plainly inconsistent with available facts and data;

    b. The amendment to be undertaken is plainly inappropriate to meeting the needs and objectives identified by the County; and,

    c. The amendment does not comply with the requirements of Subchapter .1002 of the North Carolina CDBG Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project closeout process shall include the following:

1. When proposing the closeout of the CDBG project in accordance with Subchapter .0913 of the North Carolina CDBG Program Regulations, the city will be required to hold one public hearing to assess project performance during the closeout process and prior to the actual closeout of the grant; and,

2. The County shall continue to solicit and respond to written citizen objections and comments until such time as the project is closed.

Citizens shall have the opportunity to comment on the implementation of the project throughout the term of the project. The County shall solicit and respond to written views and proposals of citizens in writing within ten working days of receipt of the citizen comment. Citizen participation concerning project implementation and compliance shall include the following:

1. Persons may submit written comments to DOC at any time concerning the County's failure to comply with the requirements contained in the plan; and,

2. All records of public hearings, citizen comments, responses to comments and other relevant documents and papers shall be kept in accordance with Subchapter .0911 of the North Carolina CDBG Program Regulations.

All public hearings will be held before the Craven County Board of Commissioners. Notice of the hearings will be given by advertisement once in the non-legal section of the local newspaper not less than 10 days nor more than 25 days before the date of the meeting. The advertisement will indicate the date, time, place, and procedures of the hearing and topics that will be considered. In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the County will arrange to provide an interpreter at the hearing to ensure the participation of and dissemination of information to the non-English speaking persons. Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped. Public hearings are held during regularly scheduled Board of Commissioners meetings in a handicapped accessible building.

Response to Proposals or Complaints

Written complaints received by the County during the implementation of the community development program will be handled in the following manner:

1. In the event of a contractual dispute, or a written complaint from a program recipient concerning the community development program, the Program Administrator shall respond to the parties in question in writing within ten (10) calendar days after receipt of a written complaint or comment. The Program Administrator may elect to inform the parties of a time and place for a meeting of the Project Advisory Committee (PAC) to discuss the complaint, dispute, or comment; a citizen may specifically request the PAC to review the complaint/dispute at any time prior to referral of the complaint/dispute to the Craven County Board of Commissioners. If PAC review is necessary, the PAC meeting shall be held within fifteen (15) calendar days following the Program Administrator's receipt of the complaint. The Program Administrator shall provide a written statement of the finding of the PAC to the parties in question within ten (10) calendar days after the PAC meeting.

2. If the parties in question do not agree with the findings of the PAC, an appeal shall be submitted to the Craven County Board of Commissioners. The appeal shall be filed in writing, stating that basis for differences, no less than ten (10) calendar days prior to a regularly scheduled meeting of the Craven County Board of Commissioners. After considering the basis for the differences, the Craven County shall provide a written statement of findings to each party within ten (10) calendar days after the consideration of the appeal.

3. If the citizen is dissatisfied with the local response, he or she may write to the North Carolina Department of Commerce, Office of Community Investment and Assistance, 4313 Mail Service Center, Raleigh, NC 27699-4313, Telephone (919) 571-4900; Relay North Carolina TDD # 1–800-735-2962. The Office of Community Investment and Assistance (CI) will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Citizen Participation Plan Certification

The Craven County Board of Commissioners hereby assures and certifies that a Citizen Participation Plan has been written and will be followed as required by federal law in Title I of the Housing and Community Development Act, Section 104(a)(3).

The County's Citizen Participation Plan accomplishes the following:

1. Provides for citizen participation, with particular emphasis on participation by persons of low/moderate income who are residents of slum and blighted areas, and provides for participation of residents of low/moderate income neighborhoods as defined by local jurisdiction;

2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the County's proposed use of funds;

3. Provides for technical assistance to groups representative of persons of low/moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the County;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

5. Provides for a timely answer to written complaints and grievances, within ten working days; and,

6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably expected to participate.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Residential Antidisplacement and Relocation Assistance Plan**

In accordance with requirements of the Housing and Community Development Act of 1974, hereinafter referred to as "the Act", as amended, Craven County hereby certifies that it shall adhere to the following guidelines and procedures to minimize adverse impacts from residential displacement required as a result of programmed activities in its FY2012 CDBG Scattered Site (CDBG-SS) Program.

1) Craven County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488.

   For the CDBG program, the term "vacant occupiable" or "suitable for rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the FY2012 CDBG-SS Program Application Guidelines, may be brought up to Section 8 HQS for an expenditure of less than $4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition, a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.

   For occupied units, "low and moderate-income dwelling unit" means a unit that either is occupied by a low or moderate income family, or rents for an amount that would be affordable to a low or moderate income family (that is, rent and utilities would not exceed 30% of the gross monthly income of a family that would occupy the unit without overcrowding).

   For vacant units, a "low-moderate income dwelling unit" means a unit whose fair market rent would make it affordable to a low or moderate income family, as calculated above.

2) All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the county will make public and submit to the Office of Community Investment and Assistance (CI) the following information in writing:

   a. A description of the proposed assisted activity;

   b. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;

   c. A time schedule for the commencement and completion of the demolition or conversion;

   d. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

   e. The source of funding and a time schedule for the provision of replacement dwelling units; and

   f. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

3) The County will provide relocation assistance, as described in 24 CFR 570.488, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

4) Consistent with the goals and objectives of activities assisted under the Act, the County will take the following steps to minimize the displacement of persons from their home:

   a. The County plans to reconstruct occupied dilapidated units on site as opposed to relocating occupants to off site replacement housing.

   b. If off-site relocation is necessary, the County will attempt to locate comparable replacement housing in or near the neighborhood where demolition activities occur to further minimize neighborhood disruption caused by clearance activities.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Residential Antidisplacement and Relocation Assistance Plan**

**Certification**

I hereby certify that Craven County has adopted and is following a written Residential Antidisplacement and Relocation Assistance Plan that conforms with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as detailed in CPD Notice 88-33.

Scott C. Dacey, Chairman
Name and Title of Certifying Official

Signature of Certifying Official

July 1, 2013
Date

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Local Economic Benefit for Low and Very Low Income Persons Plan**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Craven County (hereinafter called the County) has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the FY2012 CDBG-SS grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

2. The Section 3 project area for the purpose of the FY2012 CDBG-SS grant program shall include all of Craven County.

3. When in need of a service, the County will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.

4. The County will include required Section 3 clauses in all contracts executed under this CDBG Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.

5. Each housing rehabilitation, demolition, and replacement housing contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office ; potential employees and businesses may seek development and training assistance through various state and local agencies.

7. Early in the project, prior to any contracting, major purchases or hiring, the county will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The County will advertise in a local newspaper. This advertisement will be placed prominently in the newspaper as a display ad and contain the following information:

   a. A brief description of the project.
   b. A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.
   c. An acknowledgment that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the CDBG project to the greatest extent feasible.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Equal Employment and Procurement Policy**

A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Craven County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the County prohibits any retaliatory action of any kind taken by any employee of the County against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Craven County Board of Commissioners to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Craven County Board of Commissioners by the County Manager.

The County is committed to this policy and is aware that with its implementation the County will receive positive benefits through the greater utilization and development of all its human resources.

B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Craven County with CDBG grant funds shall be accomplished in accordance with the regulations of either Section 85.36 of 24CFR85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the County will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the County will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Historically underutilized businesses, including women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the County, and such

firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.

3. The County shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.

4. Prior to any contract award, the County shall verify the contractor's eligibility to participate in a federally-assisted program.

5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The County shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.

6. The County shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.

7. The County shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 1st day of July, 2013.

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Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Policy Concerning Code of Conduct for Officers, Employees or Agents**

BE IT RESOLVED BY THE CRAVEN COUNTY BOARD OF COMMISSIONERS:

Section 1: No employee, officer or agent of Craven County shall knowingly solicit or accept any form of gratuity from any person, firm or organization whereby such gratuity shall in any way persuade or affect the outcome of the award of any contract of which any part is supported by federal funds.

Section 2: No employee, officer or agent of Craven County shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above individuals, has a financial or other interest in the firm selected for award.

Section 3: No employee, officer or agent of Craven County shall solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Section 4: If any employee, officer or agent shall knowingly violate any of the provisions of this policy, such employee, officer or agent will be subject to such disciplinary measures as may be deemed appropriate by the Craven County Board of Commissioners including, but not limited to, suspension without pay, demotion, or dismissal.

Section 5: If any contractor or his agent violates any provision of this policy, such violation will constitute grounds for action deemed appropriate by the Craven County Planning Director including, but not limited to, withdrawal from consideration of any proposal or bid submitted by such contractor, withdrawal of award, or rescission of contract.

This policy shall become effective from and after its adoption by the Craven County Board of Commissioners in an open meeting.

If any part of this policy shall be found to be in conflict with any federal or State of North Carolina law, then that portion of the policy can be amended to comply with the federal or state law without affecting the validity of the other portions.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Fair Housing Policy**

WHEREAS, Craven County desires that the citizens of the County be afforded the opportunity to attain the national objective of a decent, safe and sound living environment; and

WHEREAS, Craven County deplores discrimination in the provision of housing on the basis of race, religion, color, creed, sex, national origin, young children in a family, or handicapping conditions; and

WHEREAS, Craven County desires that every citizen be afforded the opportunity to select a home of his or her choice; and

WHEREAS, Craven County wishes to ensure that programs and activities undertaken by the County relating to housing and urban development be administered in a manner to affirmatively further fair housing as required by Title VIII of the Civil Rights Act of 1968, as amended; 24 CFR 107, Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063; and the North Carolina State Fair Housing Act, NCGS, Chapter 41A;

NOW, THEREFORE, to accomplish the above, Craven County does adopt the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in Craven County may do so by informing Craven County Planning Director at (252) 636-6618, or NC Human Relations Commission (919) 807-4420, Toll-Free (866) 324-7474, TDD# (919) 807-4420 (or Relay North Carolina TTY# 1-800-735-2962) of the facts and circumstances of the alleged discriminatory act or practice;

2. Upon receiving a housing discrimination complaint, the Craven County Planning shall acknowledge the complaint with ten (10) days in writing and inform the North Carolina Human Relations Commission about the complaint. The County shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.

3. Craven County shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based upon events occurring in the County.

4. The Craven County Planning Director shall publicize within the County that she is the local official to contact with housing discrimination complaints.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Policy Prohibiting the Use of Excessive Force by Law Enforcement Officials**
**Against Individuals Engaged in Nonviolent Civil Rights Demonstrations**

WHEREAS, Craven County wishes to carry out its existing and subsequent CDBG programs in accordance with Section 519 of Public Law 101-144 (the 1990 HUD Appropriations Act),

NOW, THEREFORE, Craven County adopts the following policy: The use of excessive physical force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations is prohibited.

The use of excessive force is any degree of physical action beyond mere restraint. The use of physical force shall be restricted to the amount of force which is reasonable and apparently necessary to effect a lawful arrest or in defense of self or others.

Striking or any form of restraint in which injury occurs shall be considered use of force. Additionally, the pointing of any firearm directly at any person shall be deemed use of force.

Mere restraint is defined as physically overpowering without striking or using weapons. Scuffling, holding, tackling, etc., may or may not be mere restraint, depending upon the circumstances. Whenever doubt exists as to whether the level of restraint used constitutes use of force, the immediate supervisor will be notified of the incident and will make a determination.

Additionally, Craven County will pursue a policy of enforcing applicable state laws against physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration within its jurisdiction and in accordance with Section 519 of P.L. 101-144.

Adopted this 1st day of July, 2013.

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Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Policy Prohibiting the Use of Excessive Force by Law Enforcement Officials**
**Against Individuals Engaged in Nonviolent Civil Rights Demonstrations**

**SECTION 519 CERTIFICATION**

Craven County
Grantee

2828 Neuse Boulevard, New Bern, NC 28562
Grantee's Address

12-C-2413
Grant Number

I hereby certify that Craven County 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).

Scott C. Dacey, Chairman, Board of Commissioners
Typed Name and Title of Certifying Official

Signature of Certifying Official

July 1, 2013
Date

**CRAVEN COUNTY FY2012 CDBG SCATTERED SITE PROGRAM**
**Temporary Relocation Policy**

WHEREAS, Craven County has been awarded an FY2012 CDBG Scattered Site (CDBG-SS) Program Grant; and,

WHEREAS, temporary relocation payments and assistance are approved activities under the FY2012 CDBG-SS Program Funding Agreement for households who receive conventional rehabilitation, lead based paint abatement, and on-site housing replacement (reconstruction) assistance; and,

WHEREAS, Craven County wishes to provide temporary relocation assistance and moving assistance to households temporarily displaced as a result of conventional rehabilitation, lead based paint abatement and on-site replacement (reconstruction) housing;

NOW, BE IT THEREFORE RESOLVED:

The Craven County Board of Commissioners hereby adopts the following temporary relocation policy, to be used during implementation of the FY2012 CDBG-SS Program:

A. INTENT OF POLICY

Under the FY2012 CDBG-SS Program, Craven County plans to carry out certain activities that will improve the living environment of the affected participants. This policy information applies to any homeowner who is required to temporarily relocate as a result of carrying out conventional rehabilitation, lead based paint abatement, or on-site replacement (reconstruction) housing activities under the FY2012 CDBG-SS Program.

It is the intent of this policy to enable a homeowner to receive limited assistance when renting a temporary housing unit. This assistance is offered to help address the financial burden that is often associated with temporary relocation. The low to moderate income homeowner families and individuals that this Policy is designed for will be offered this assistance only if they are required to temporarily relocate as a result of the project.

B. HOMEOWNER REPLACEMENT HOUSING

If any of the project activities require a homeowner to be temporarily relocated, the homeowner will receive a notice informing him/her of the date by which the unit must be vacated and approximate duration of the temporary relocation. Homeowners may be eligible to receive the moving benefits and temporary housing expenses offered in Section C. of the policy if the homeowner moves to a temporary unit that is decent, safe and sanitary, and suitable for the needs of the household. Therefore, even though a homeowner may seek his/her own replacement housing, an agreement to temporarily rent a dwelling should not be entered into until the unit has been inspected and approved by a member of Craven County's staff or designated building inspection official.

C. Temporary Replacement Housing Assistance - Homeowner

In general, the temporary replacement housing assistance for homeowners, subject to participation in Craven County's CDBG rehabilitation/reconstruction program, is as follows:

Moving Benefits

1. Actual moving expenses and storage costs paid to a bonded and licensed moving company for the move to the temporary housing unit. Craven County will provide the mover.

2. Actual moving expenses costs paid to a bonded and licensed moving company for the return move to the homeowner's housing unit. Craven County will provide the mover.

3. A homeowner shall be reimbursed for the disconnection and connection costs for the homeowner's utilities, telephone, and cable (if required) for the move to the temporary unit and for the return move to the homeowner's housing unit.

Temporary Housing Expenses:

A homeowner may be reimbursed for actual reasonable documented rent and utilities (electric, water/sewer, and gas) incurred at the temporary replacement dwelling.

In order for a homeowner to receive reimbursement of the Temporary Housing Expenses, the temporary replacement dwelling must be inspected and approved by a member of Craven County's staff (or building inspection official if designated) as decent, safe and sanitary, and adequate to meet the homeowner's occupancy needs. A premature move may result in loss of eligibility for a temporary housing expense payment.

D. DECENT, SAFE AND SANITARY HOUSING

Housing is to be considered decent, safe and sanitary housing if it is sound, clean, weathertight, and in standard condition. The unit must have hot and cold running water, a private inside toilet, bathing facilities, and be in compliance with the local housing codes. The unit must also be in compliance with the local occupancy codes to avoid overcrowding.

E. FAIR HOUSING LAWS

If a family or individual is unable to temporarily rent a replacement dwelling because of discriminating practices related to race, color, creed, disability, familial status, or national origin, the form HUD 903, Housing Discrimination Complaint, will be made available to each family or individual so aggrieved.

Craven County will take positive action to assist each family and individual in completing the form and filing the complaint. The Craven County staff will help assure a family or individual the full opportunity to relocate to a temporary dwelling provided for them or to a unit of their choice that meets the required inspection standards.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Craven County wishes to carry out its FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Craven County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the county's FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) program:

1. Citizen Participation Plan
2. Residential Antidisplacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct
6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Citizen Participation Plan**

## Introduction

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, Craven County, which receives Community Development Block Grant (CDBG) funds, has prepared a written citizen participation plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the county's community development activities. The county shall provide adequate information to citizens, hold public hearings during the planning process and throughout the implementation of all CDBG projects to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the county's past performance. This plan is to serve as a citizens' guide to interacting with CDBG projects in a meaningful way and to establish a process whereby citizen participation requirements will be met.

## Objectives of the Plan

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development activities, the range of activities that may be undertaken, and other important project requirements;

2. Provide citizens an opportunity to (i) participate in the development of the application and encourage the submission of written views and proposals, particularly by residents of blighted neighborhoods or citizens of low/moderate income; (ii) provide for timely responses to the proposals submitted; and (iii) schedule hearings at times and locations which permit broad participation;

3. Provide for public hearings to obtain the views of citizens on community development and housing needs and a timetable specifying when and how the objectives of this plan will be achieved;

4. Provide for timely and responsive answers to written complaints and give citizens an opportunity to submit comments concerning the County's community development performance;

5. Provide technical assistance on a timely basis through staff or other resources to citizen advisory groups, and upon request of groups of low/moderate income persons and groups of residents in blighted neighborhoods; and,

6. Assure record keeping to document that this plan has been followed in a manner to achieve full involvement of citizens in all stages of CDBG projects, and provide documents relevant to CDBG projects for public view.

## Citizen Involvement

Citizen level of participation will be county-wide in scope. County-wide participation will be accomplished through public hearings and solicitation of written views and proposals. By this method, all citizens will be afforded an opportunity to present their housing and community development needs, suggestions, and comments on the County's past performance.

Citizen Access to Records

Craven County will provide for full and timely disclosure of information and CDBG project records consistent with 4 NCAC 19L, the North Carolina CDBG Program Regulations, Subchapter .0911. Such records and information relevant to the CDBG project will be made available in the Craven County Planning Office, 2828 Neuse Blvd, New Bern, NC 28562, during regular office hours for citizens' review. Documents to be made available include:

1. All mailings and promotional materials;

2. Records of public hearings;

3. All key documents such as prior applications, letters of approval, grant agreements, this plan, performance reports, progress reports, other reports and documentation required by the North Carolina Department of Commerce (DOC), and the proposed and approved application for the current year; and,

4. Copies of regulations and program bulletins governing the project.

Timely Information and Submission of Views and Proposals

The citizen participation process will begin approximately 90-120 days prior to the established deadline for submission of an application. The Sun Journal, in New Bern, NC, will be the primary medium for dissemination of important project information. All advertisements for public notices will be published in this newspaper. At a minimum, the County shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to closeout of the project to provide an opportunity for citizens to comment on the County's CDBG performance. The purpose of the first public hearing at the planning stage of the application will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and comments on the County's past performance. A second public hearing will be held prior to the submission of the full application for additional written comments and review of the application. Persons wishing to object to the approval of an application by the North Carolina Department of Commerce (DOC) shall make such objection in writing. DOC will consider objections made only on the following grounds:

1. The County's description of the needs and objectives is plainly inconsistent with available facts and data;

2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County; and,

3. The application does not comply with the requirements of Subchapter .1002 of the North Carolina Community Development Block Grant Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project amendment process shall include the following:

1. When proposing amendments which require prior DOC approval in accordance with Subchapter .0910 (Program Amendments) of the North Carolina CDBG Program Regulations, the County will be required to hold one public hearing prior to the submission of the amendment to DOC;

2. The County shall respond to written citizen objections and comments within ten working days of receipt of the citizen comment;

3. Persons wishing to object to the approval of an amendment by DOC shall make such objection in writing. DOC will consider objections made only on the following grounds:

    a. The County's description of the needs and objectives is plainly inconsistent with available facts and data;

    b. The amendment to be undertaken is plainly inappropriate to meeting the needs and objectives identified by the County; and,

    c. The amendment does not comply with the requirements of Subchapter .1002 of the North Carolina CDBG Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project closeout process shall include the following:

1. When proposing the closeout of the CDBG project in accordance with Subchapter .0913 of the North Carolina CDBG Program Regulations, the County will be required to hold one public hearing to assess project performance during the closeout process and prior to the actual closeout of the grant; and,

2. The County shall continue to solicit and respond to written citizen objections and comments until such time as the project is closed.

Citizens shall have the opportunity to comment on the implementation of the project throughout the term of the project. The County shall solicit and respond to written views and proposals of citizens in writing within ten working days of receipt of the citizen comment. Citizen participation concerning project implementation and compliance shall include the following:

1. Persons may submit written comments to DOC at any time concerning the County's failure to comply with the requirements contained in the plan; and,

2. All records of public hearings, citizen comments, responses to comments and other relevant documents and papers shall be kept in accordance with Subchapter .0911 of the North Carolina CDBG Program Regulations.

All public hearings will be held before the Craven County Board of Commissioners. Notice of the hearings will be given by advertisement once in the non-legal section of the local newspaper not less than 10 days nor more than 25 days before the date of the meeting. The advertisement will indicate the date, time, place, and procedures of the hearing and topics that will be considered. In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the County will arrange to provide an interpreter at the hearing to ensure the participation of and dissemination of information to the non-English speaking persons. Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped.

Response to Proposals or Complaints

Written complaints received by the County during the implementation of the community development program will be handled in the following manner:

1. In the event of a contractual dispute, or a written complaint from a program recipient concerning the community development program, the Program Administrator shall respond to the parties in question in writing within ten (10) calendar days after receipt of a written complaint or comment. The Program Administrator may elect to inform the parties of a time and place for a meeting to discuss the complaint, dispute, or comment; a citizen may specifically request the Program Administrator to review the complaint/dispute at any time prior to referral of the complaint/dispute to the Craven County Board of Commissioners. If review is necessary, the review meeting shall be held within fifteen (15) calendar days following the Program Administrator's receipt of the complaint. The Program Administrator shall provide a written statement of his findings to the parties in question within ten (10) calendar days after the review meeting.

2. If the parties in question do not agree with the findings of the Program Administrator, an appeal shall be submitted to the Craven County Board of Commissioners. The appeal shall be filed in writing, stating that basis for differences, no less than ten (10) calendar days prior to a regularly scheduled meeting of the Craven County Board of Commissioners. After considering the basis for the differences, the County shall provide a written statement of findings to each party within ten (10) calendar days after the consideration of the appeal.

3. If the citizen is dissatisfied with the local response, he or she may write to the North Carolina Department of Commerce, Office of Community Investment & Assistance, 4313 Mail Service Center, Raleigh, NC 27699-4313, Telephone (919) 733-2850; TDD # 1–800-735-2962. The Office of Community Investment & Assistance will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Citizen Participation Plan Certification

Craven County hereby assures and certifies that a Citizen Participation Plan has been written and will be followed as required by federal law in Title I of the Housing and Community Development Act, Section 104(a)(3).

The County's Citizen Participation Plan accomplishes the following:

1. Provides for citizen participation, with particular emphasis on participation by persons of low/moderate income who are residents of slum and blighted areas, and provides for participation of residents of low/moderate income neighborhoods as defined by local jurisdiction;

2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the County's proposed use of funds;

3. Provides for technical assistance to groups representative of persons of low/moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the County;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice, at

times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

5. Provides for a timely answer to written complaints and grievances, within ten working days; and,

6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably expected to participate.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Residential Antidisplacement and Relocation Assistance Plan**

In accordance with requirements of the Housing and Community Development Act of 1974, hereinafter referred to as "the Act", as amended, Craven County hereby certifies that it shall adhere to the following guidelines and procedures to minimize adverse impacts from residential displacement required as a result of programmed activities in its FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program.

1) Craven County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488.

   For the CDBG program, the term "vacant occupiable" or "suitable for rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program Application Guidelines, may be brought up to Section 8 HQS for an expenditure of less than $4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition, a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.

   For occupied units, "low and moderate-income dwelling unit" means a unit that either is occupied by a low or moderate income family, or rents for an amount that would be affordable to a low or moderate income family (that is, rent and utilities would not exceed 30% of the gross monthly income of a family that would occupy the unit without overcrowding).

   For vacant units, a "low-moderate income dwelling unit" means a unit whose fair market rent would make it affordable to a low or moderate income family, as calculated above.

2) All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public and submit to the Office of Community Investment and Assistance (CI) the following information in writing:

   a. A description of the proposed assisted activity;

   b. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;

   c. A time schedule for the commencement and completion of the demolition or conversion;

   d. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

   e. The source of funding and a time schedule for the provision of replacement dwelling units; and

f. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

3) The County will provide relocation assistance, as described in 24 CFR 570.488, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

4) Consistent with the goals and objectives of activities assisted under the Act, the County will take the following steps to minimize the displacement of persons from their home:

a. The County will avoid demolition of occupied, severely deteriorated residential structures where possible through substantial rehabilitation as opposed to clearance.

b. The County will rehabilitate vacant, occupiable residential structures within the FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program as affordable housing for displaced tenants to minimize neighborhood disruption caused by clearance activities.

c. The County will attempt to locate comparable replacement housing in or near the neighborhood where demolition activities occur to further minimize neighborhood disruption caused by clearance activities.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

Residential Antidisplacement and
Relocation Assistance Certification

I hereby certify that Craven County has adopted and is following a written Residential Antidisplacement and Relocation Assistance Plan that conforms with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as detailed in CPD Notice 88-33.

Scott C. Dacey, Chairman
Name and Title of Certifying Official

Signature of Certifying Official

7-1-2013
Date

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Local Economic Benefit for Low and Very Low Income Persons Plan**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Craven County (hereinafter called the County) has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

2. The Section 3 project area for the purpose of the FY2012 CDBG-SBEA Program shall include all of Craven County.

3. When in need of a service, the County will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.

4. The County will include required Section 3 clauses in all contracts executed under this CDBG Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.

5. Each commercial construction contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office and the North Carolina Interactive Purchasing System (IPS); potential employees and businesses may seek development and training assistance through various state and local agencies.

7. Early in the project, prior to any contracting, major purchases or hiring, the County will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The County will advertise in a local newspaper. This advertisement will be placed prominently in the newspaper as a display ad and contain the following information:

   a. A brief description of the project.
   b. A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.
   c. An acknowledgment that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the CDBG project to the greatest extent feasible.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Equal Employment and Procurement Policy**

## A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Craven County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the County prohibits any retaliatory action of any kind taken by any employee of the County against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by Craven County Board of Commissioners to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Craven County Board of Commissioners by the County Manager.

The County is committed to this policy and is aware that with its implementation the County will receive positive benefits through the greater utilization and development of all its human resources.

## B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Craven County with CDBG grant funds shall be accomplished in accordance with the regulations of either Section 85.36 of 24CFR85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the County will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the County will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Disadvantaged, women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the County, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.

3. The County shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.

4. Prior to any contract award, the County shall verify the contractor's eligibility to participate in a federally-assisted program.

5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The County shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.

6. The County shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.

7. The County shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Policy Concerning Code of Conduct for Officers, Employees or Agents**

BE IT RESOLVED BY THE CRAVEN COUNTY BOARD OF COMMISSIONERS:

Section 1: No employee, officer or agent of Craven County shall knowingly solicit or accept any form of gratuity from any person, firm or organization whereby such gratuity shall in any way persuade or affect the outcome of the award of any contract of which any part is supported by federal funds.

Section 2: No employee, officer or agent of Craven County shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above individuals, has a financial or other interest in the firm selected for award.

Section 3: No employee, officer or agent of Craven County shall solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Section 4: If any employee, officer or agent shall knowingly violate any of the provisions of this policy, such employee, officer or agent will be subject to such disciplinary measures as may be deemed appropriate by the Craven County Board of Commissioners or County Manager including, but not limited to, suspension without pay, demotion, or dismissal.

Section 5: If any contractor or his agent violates any provision of this policy, such violation will constitute grounds for action deemed appropriate by the County Manager including, but not limited to, withdrawal from consideration of any proposal or bid submitted by such contractor, withdrawal of award, or rescission of contract.

This policy shall become effective from and after its adoption by the Craven County Board of Commissioners in an open meeting.

If any part of this policy shall be found to be in conflict with any federal or State of North Carolina law, then that portion of the policy can be amended to comply with the federal or state law without affecting the validity of the other portions.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Fair Housing Policy**

WHEREAS, Craven County desires that the citizens of the County be afforded the opportunity to attain the national objective of a decent, safe and sound living environment; and

WHEREAS, Craven County deplores discrimination in the provision of housing on the basis of race, religion, color, creed, sex, national origin, young children in a family, or handicapping conditions; and

WHEREAS, Craven County desires that every citizen be afforded the opportunity to select a home of his or her choice; and

WHEREAS, Craven County wishes to ensure that programs and activities undertaken by the County relating to housing and urban development be administered in a manner to affirmatively further fair housing as required by Title VIII of the Civil Rights Act of 1968, as amended; 24 CFR 107, Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063; and the North Carolina State Fair Housing Act, NCGS, Chapter 41A;

NOW, THEREFORE, to accomplish the above, Craven County does adopt the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in Craven County may do so by informing Craven County Manager at (252) 636-6600, or N.C. Human Relations Commission (919) 733-7996, TDD# (919) 733-7996 (or Relay North Carolina TT# 1-800-735-2962) of the facts and circumstances of the alleged discriminatory act or practice;

2. Upon receiving a housing discrimination complaint, the Craven County Manager shall inform the North Carolina Human Relations Commission about the complaint within ten (10) calendar days. The County shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.

3. Craven County shall offer assistance to the Commission in the investigation and conciliation of all housing discrimination complaints which are based upon events occurring in the County.

4. The Craven County Manager shall publicize within the County that he is the local official to contact with housing discrimination complaints.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Policy Prohibiting the Use of Excessive Force by Law Enforcement Officials**
**Against Individuals Engaged in Nonviolent Civil Rights Demonstrations**

WHEREAS, Craven County wishes to carry out its existing and subsequent CDBG programs in accordance with Section 519 of Public Law 101-144 (the 1990 HUD Appropriations Act),

NOW, THEREFORE, Craven County adopts the following policy: The use of excessive physical force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations is prohibited.

The use of excessive force is any degree of physical action beyond mere restraint. The use of physical force shall be restricted to the amount of force which is reasonable and apparently necessary to effect a lawful arrest or in defense of self or others.

Striking or any form of restraint in which injury occurs shall be considered use of force. Additionally, the pointing of any firearm directly at any person shall be deemed use of force.

Mere restraint is defined as physically overpowering without striking or using weapons. Scuffling, holding, tackling, etc., may or may not be mere restraint, depending upon the circumstances. Whenever doubt exists as to whether the level of restraint used constitutes use of force, the immediate supervisor will be notified of the incident and will make a determination.

Additionally, Craven County will pursue a policy of enforcing applicable state laws against physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration within its jurisdiction and in accordance with Section 519 of P.L. 101-144.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

_____
Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY

SECTION 519 CERTIFICATION

Craven County
Grantee

2828 Neuse Blvd, New Bern NC 28562
Grantee's Address

12-C-2442
Grant Number

I hereby certify that Craven County 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).

Scott C. Dacey, Chairman
Typed Name and Title of Certifying Official

Signature of Certifying Official

July 1, 2013
Date

**CRAVEN COUNTY**
**FY2012 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE (SBEA) PROGRAM**
**Designation of Labor Standards Enforcement Officer**

To ensure that all public works construction activities included in the Craven County's FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program are completed with due attention to all federal labor standards regulations, Craven County hereby designates J. Reed Whitesell, Project Manager with Holland Consulting Planners, Inc., as Labor Standards Enforcement Officer for its FY2012 CDBG Small Business Entrepreneurial Assistance (SBEA) Program.

Adopted this 1st day of July, 2013.

_____
Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

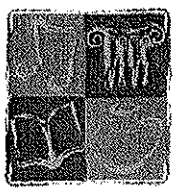
_____
Gwendolyn M. Bryan, Clerk to the Board

Attachment #5.

# RECORDS RETENTION AND DISPOSITION SCHEDULE

# COUNTY MANAGEMENT

Issued By:



NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
WWW.NCCULTURE.COM

North Carolina Department of Cultural Resources
Division of Archives and Records
State Archives of North Carolina
Government Records Section

April 15, 2013

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# County Management
# Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *"administrative value ends."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *"destroy when administrative value ends."* If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction *"destroy when administrative value ends."*

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Sarah E. Koonts

Chief Administrative Officer/
County Manager

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Susan W. Kluttz

Chairman, Bd. County Commissioners

Susan W. Kluttz, Secretary
Department of Cultural Resources

County: _____

April 15, 2013

## EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your county is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate records series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all county employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

# MANAGING PUBLIC RECORDS IN NORTH CAROLINA

**Q. *What is this "records retention and disposition schedule"?***

**A.** This document is a tool for the employees of county governments across the state to use when managing the records in their offices. It lists records commonly found in county offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your county and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

**Q. *How do I get it approved?***

**A.** This schedule must be approved by the County Board of Commissioners for use in your county. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

**Q. *Do I have to have all of the records listed on this schedule?***

**A.** No. This is not a list of records you must have in your office.

**Q. *What is the definition of "administrative value"?***

**A.** Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen "administrative value" as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)

**Q. *What do I do with routing slips, fax cover sheets, reference copies, memory aids, reservations and confirmations, etc.?***

**A.** According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

**Q. *Do the standards correspond to the organizational structure of my county?***

**A.** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your county, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule's organization is to provide an easy reference guide for the records created in your county.

**Q. *I can't find some of my records on this schedule.***

**A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the "search box" function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

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**Q. *What are public records?***

**A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "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.

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**Q. *Can anyone see my records?***

**A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

> "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. ... 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."

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**Q. *What about my confidential records?***

**A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

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**Q. *Do I have to make copies of drafts available to the public that haven't been approved?***

**A.** Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

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**Q. *What do I do with permanent records?***

**A.** Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy.

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**Q. *What is historical value?***

**A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your county for further assistance.

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**Q. *I don't have any records.***

**A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

**Q.** ***May I store our unused records in the basement (attic, outdoor shed)?***

**A.** Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

**Q.** ***Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?***

**A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

**Q.** ***Aren't all of our old records at the State Archives of North Carolina?***

**A.** Probably not. The State Archives of North Carolina collects only very specific types of records from county offices. Contact the Records Management Analyst assigned to your county for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

**Q.** ***I have found some really old records. What should I do with them?***

**A.** Call the Records Management Analyst assigned to your county. We will help you examine the records and assess their historical value.

**Q.** ***Can I give my old records to the historical society or public library?***

**A.** Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

**Q.** ***Who can I call with questions?***

**A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

## AUDITS, LITIGATION
## AND OTHER OFFICIAL ACTION

***No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.***

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or maybe subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 7, page 2 and **AUDITS: FINANCIAL** Item 6, page 22.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

Per 26 CFR 1.148-5(d)(6)(iii)(E), retain all documents related to a financing, including those related to construction or purchase of the financed asset, for the life of the debt plus 3 years.

## DESTRUCTION OF PUBLIC RECORDS

### *Q. When can I destroy records?*

***A.*** Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question above, ***"What should I do with permanent records?"***)

### *Q. How do I destroy records?*

***A.*** After your county has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated;
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

**Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.**

### *Q. How can I destroy records if they are not listed on this schedule?*

***A.*** Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request for Disposal of Unscheduled Records** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

### *Q. Do I have to tell anyone about the destruction?*

***A.*** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

## ELECTRONIC RECORDS:
## EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

### *Q. When can I delete my email?*

***A.*** Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy email simply because storage limits have been reached.** Some examples of email messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website*

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

### *Q. May I print my email to file it?*

***A.*** We do not recommend printing email for preservation purposes. Important metadata is lost when email is printed.

### *Q. I use my personal email account for work. No one can see my personal email.*

***A.*** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "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" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

### *Q. We have an imaging system. Do we have to keep the paper?*

***A.*** You may scan any record, including permanent records. You will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your office should follow our guidelines, available on the State Archives of North Carolina website. Contact the Records Management Analyst assigned to your county for further instructions on how to develop a compliant Electronic Records Policy.

**Permanent records** must have a security preservation copy as defined by State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

> Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

**The preservation duplicate of permanent records must be either on paper or microfilm.**

**Non-permanent records** may be retained in any format. You will have to take precautions with records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access.

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***Q. Computer storage is cheap. I'll just keep my computer records.***

***A.*** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

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***Q. What are the guidelines regarding the creation and handling of electronic public records?***

***A.*** The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

## GEOSPATIAL RECORDS

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***Q. Why should GIS datasets be retained and preserved?***

***A.*** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies, and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

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***Q. What GIS datasets should be preserved by local governments?***

***A.*** The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes.

Consult **STANDARD-7: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS** for additional records series.

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***Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?***

***A.*** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

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***Q. What data formats, compression formats, and media should be used to preserve the data?***

***A.*** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at http://www.ncgicc.com/

You should also comply with guidelines and standards issued by the State Archives of North Carolina and available on its website.

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***Q. Who should be responsible for creation and long-term storage of archived data?***

***A.*** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

## MICROFILM

***Q. Why do you still use microfilm?***

***A.*** Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45.1 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures,* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

***Q. What film services do you provide?***

***A.*** The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. We will also film records of adoptions for your Social Services agency. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your county for the most current information.

***Q. How do I get my minutes filmed?***

***A.*** We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Minutes for Microfilming** form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

***Q. What if I need my books while they're being filmed?***

***A.*** Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of minutes microfilming.

***Q. Can I send you my minutes electronically?***

***A.*** We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

***Q. I have some old minutes that aren't signed. Can they still be filmed?***

***A.*** If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

### *Q. What if my books are destroyed after they have been filmed?*

***A.*** Call the Records Management Analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

## DISASTER ASSISTANCE

### *Q. What should I do in case of fire or flood?*

***A.*** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7353 for the Head of the Government Records Section or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

***DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.***

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

### *Q. What help do you give in case of an emergency?*

***A.*** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

### *Q. What can I do to prepare for an emergency?*

***A.*** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your county.

## STAFF TRAINING

### *Q. What types of workshops or training do you offer?*

***A.*** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

***Q. Will you design a workshop especially for our office?***

***A.*** Yes, we will. Let the Records Management Analyst assigned to your county know what type of training you need.

***Q. Do we have to come to Raleigh for workshops?***

***A.*** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

***Q. Is there a fee for workshops?***

***A.*** Not at this time.

***Q. Are the workshops available in an online format?***

***A.*** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:

- **Managing Public Records for Local Agencies**: Our basic introduction to the Public Records law and records management.
- **Managing Your Inbox: Email as a Public Record**: Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
- **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls**: More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.

**STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS**
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of county offices.

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | *RECORD SERIES TITLE* | *DISPOSITION INSTRUCTIONS* | *CITATION* |
| 1. | **ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES** | Retain in office official copy permanently. | |
| 2. | **AGENDA AND MEETING PACKETS FILE**<br>Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **MINUTES OF PUBLIC BODIES** item 34, page 8. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| 3. | **APPLICATIONS FOR APPOINTMENT**<br>Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees. | a) Destroy in office records concerning individuals appointed 1 year after expiration of term.<br><br>b) Destroy in office remaining records after 1 year. | |
| 4. | **APPOINTMENTS REPORTING RECORDS**<br>Includes public boards, commissions, councils, and committees annual appointment reports filed with the NC Department of the Secretary of State and related records. | Destroy in office after 2 years. | G.S. § 143-157.1 |
| 5. | **ASSOCIATIONS AND ORGANIZATIONS FILE**<br>Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **6.** | **AUDIO AND VIDEO RECORDING OF MEETINGS** | Destroy in office after approval of official written minutes. | |
| **7.** | **AUDITS: PERFORMANCE**<br>Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records.<br><br>See also **AUDITS: FINANCIAL** item 6, page 22. | a) Retain reports permanently.<br><br>b) Destroy in office working papers and remaining records 3 years after the date of the report. | |
| **8.** | **BUSINESS DEVELOPMENT SUBJECT FILES** | Destroy in office after 3 years or when superseded. | |
| **9.** | **BULLETINS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **10.** | **CALENDARS OF EVENTS AND APPOINTMENTS** | Destroy in office when superseded or obsolete. | |
| **11.** | **CENSUS PROJECT FILE**<br>Records created to assist the U.S. Census Bureau and county agencies with the decennial census. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **12.** | **CHARTER RECORDS**<br>Charter and charter proceedings related to adoption, amendment and/or repeal. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS**<br>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. May include petitions signed by citizens requesting action or routine requests for service or information. | Destroy in office 1 year after resolution.* | |
| **14.** | **CITIZEN REBATE PROGRAM RECORDS**<br>Applications, receipts, and related records concerning rebate programs sponsored by the county. These records document programs that citizens may opt into and incentivize actions such as, but not limited to, installing water efficient toilets. | a) Destroy in office financial records 3 years after approval.*<br>b) Destroy in office applications 1 year after approval.<br>c) Destroy in office denied applications when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **15.** | **CITIZEN SURVEYS**<br>Surveys and related records addressing county services, policies, and other concerns. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **16.** | **COMPREHENSIVE PLAN**<br>Long-range plan outlining policies, guidelines and plans for future development of the county. Includes but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. | a) Retain official copy in office permanently.<br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **17.** | **CONFERENCES AND WORKSHOPS FILE**<br>Records concerning conferences and workshops conducted or attended by county employees.<br><br>See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 78. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **18.** | **CORRESPONDENCE AND MEMORANDA**<br>Administrative and management correspondence/memoranda, including email, written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.<br><br>For information on handling email, see **Electronic Records and Digital Imaging** page viii. | a) Transfer after 3 years correspondence, including email, with historical value to the **HISTORIES FILE** item 29, page 7.<br><br>b) Destroy routine administrative correspondence and memoranda when administrative value ends.†<br>Agency Policy: Destroy in office after _____<br><br>c) Destroy in office remaining records after 3 years.<br><br>*Retention Note: The correspondence, including email, of the county manager and department heads have historical value and should be retained.* | |
| **19.** | **CUSTOMER CALL CENTER RECORDINGS**<br>Recordings made of calls to customer service centers for quality assurance and training purposes. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **20.** | **EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS**<br>Records concerning the maintenance, repair, routine testing, and inspection of county owned equipment and vehicles.<br><br>See also GRANTS item 28, page 6. | a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.<br><br>b) Destroy in office billing records after 3 years.*<br><br>c) Retain for life of equipment and vehicles records documenting all other maintenance and repairs. | |
| **21.** | **EQUIPMENT AND VEHICLE REFERENCE FILE**<br>Includes operation, specification, and technical manuals, brochures, bulletins, and related documentation. | Destroy in office when superseded or obsolete. | |
| **22.** | **EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS**<br>Records concerning the assignment, request, and usage of county assets. May include mileage and checkout logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of county owned property. | a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*<br><br>b) Destroy in office remaining records after 1 year. | |
| **23.** | **FACILITY ACCESSIBILITY FILE**<br>Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence (including email), resolutions, and solutions to access problems. | Destroy in office after 5 years.* | 29 CFR 1602 |

**See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **24.** | **FUND DRIVE AND EVENT RECORDS**<br>Records concerning the promotion and organization of fund drives and other special events in which the county participated. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records after 1 year. | |
| **25.** | **GOALS AND OBJECTIVES** | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **26.** | **GRANT CONTRACT APPEALS CASES** | Destroy in office 10 years after final action or decision.* | |
| **27.** | **GRANT PROPOSALS**<br>Proposals submitted for grants. May include applications, correspondence (including email), and other related records. | a) Transfer records concerning approved grants to **GRANTS** item 28, page 6 if approved.<br><br>b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **28.** | **GRANTS**<br>Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.<br><br>See also **GRANTS: FINANCIAL** item 36, page 26. | a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.*<br><br>b) Destroy in office records relating to specific continuing grants 5 years after annual financial report is filed.<br><br>c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. | 09 NCAC 03M.0703 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| 29. | **HISTORIES FILE (AGENCY AND EMPLOYEES)**<br>Records concerning the history of the county and its employees. May include published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| 30. | **INDEX FILE**<br>Listing of where specific information can be found. | Destroy in office when superseded or obsolete. | |
| 31. | **LEGISLATION AND REGULATORY RECORDS**<br>Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| 32. | **MAIL: UNDELIVERABLE/RETURNED**<br>Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing email returned for any reason. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| 33. | **MAILING AND DISTRIBUTION RECORDS**<br>Includes mailing and meeting notification lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service or private carriers. | a) Destroy in office Sunshine Lists when superseded or obsolete.<br><br>b) Destroy in office all other records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists and G.S. §132-1.12 regarding confidentiality of juvenile records. |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **34.** | **MINUTES OF PUBLIC BODIES**<br>As defined by § 143-318.10 (b), includes official and reference copies of the minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.<br><br>See the **Microfilm** section on page xi for instructions on microfilming. | a) The official minutes of the governing board and its subsidiary boards are permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after _____ | G.S. § 143-318.10 |
| **35.** | **MINUTES (STAFF MEETINGS)**<br>Minutes of meetings, including all referenced and attached documentation.<br><br>See also **MINUTES OF PUBLIC BODIES** item 34, page 8. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | G.S. § 143-318.10(c) |
| **36.** | **NOTICES OF PUBLIC MEETINGS**<br>Includes notices and regular meeting schedules.<br><br>See also **AFFIDAVITS OF PUBLICATION** item 1, page 63. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **37.** | **OFFICE SECURITY RECORDS**<br>Records concerning the security of county offices, facilities, vehicles, equipment, and personnel. May include visitor register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings. | a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation.<br><br>b) Destroy in office all remaining records after 1 year. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **38.** | **ORDINANCES**<br>Includes code of ordinances and ordinance development records.<br><br>See the **Microfilm** section on page xi for instructions on microfilming. | a) Retain official copy permanently.<br><br>b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.†<br>Agency Policy: Destroy in office after _____<br><br>c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **39.** | **ORGANIZATION RECORDS**<br>Includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office all other records when superseded or obsolete. | |
| **40.** | **PARKING FILE**<br>Records concerning staff parking assignments. | Destroy in office when superseded or obsolete. | |
| **41.** | **PEST CONTROL RECORDS**<br>Records concerning county pest eradication programs. | Destroy in office after 3 years* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **42.** | **PLANNING AND DEVELOPMENT FILE**<br>Records concerning the formulation, planning, and adoption of policies, procedures, and functions of the county and its departments. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative valve ends.†<br>Agency Policy: Destroy in office after _____ | |
| **43.** | **PROCLAMATIONS AND ORDERS**<br>Proclamations and orders issued by the county board of commissioners. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative valve ends.†<br>Agency Policy: Destroy in office after _____ | |
| **44.** | **PROJECTS FILE**<br>Includes project correspondence, including email, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds, and similar documentation. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after completion of project. | |
| **45.** | **PROPERTY INVENTORIES**<br>Inventories describing the type of property (including equipment and facilities), its location, issuance to employees, and related information. | Destroy in office when superseded or obsolete. | |
| **46.** | **PUBLIC HEARING RECORDS**<br>Includes agendas, minutes, speaker sign-up sheets, and similar documentation. | a) Retain minutes permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*

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| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **47.** | **PUBLIC RECORDS DISCLOSURE FILE**<br>Formal requests submitted by persons seeking access to county records. | Destroy in office 2 years after resolution.* | |
| **48.** | **PUBLICATIONS RECEIVED**<br>Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic. | Destroy in office when superseded or obsolete. | |
| **49.** | **QUARTERLY UTILIZATION REPORTS**<br>Reports relating to county business and economic development programs. | Destroy in office 1 year after submission of report. | |
| **50.** | **RATE AND FEE SCHEDULES**<br>Records relating to rates, fees, and regulations concerning county services. | Destroy in office when superseded or obsolete. | |
| **51.** | **RECORDS MANAGEMENT FILE**<br>Includes correspondence, including email, with state and/or federal agencies with regards to records retention. Also includes records disposition documentation and copies of records retention and disposition schedules. | a) Retain in office records concerning the final disposition of records permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **52.** | **REFERENCE (READING) FILE**<br>Subject files containing informational copies of records organized by areas of interest. | Destroy in office when superseded or obsolete. | |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **53.** | **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)**<br>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by a county or prepared by consultants hired by the county. | a) Retain in office 1 copy of all biennial and annual reports permanently.<br><br>b) Retain in office reports and studies prepared by request of a county's governing body or a court permanently.<br><br>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.<br><br>d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis, after 1 year.<br><br>e) Destroy in office remaining reports and studies when administrative value ends.†<br>Agency Policy: Destroy in office after _____<br><br>*Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.* | |
| **54.** | **REQUESTS FOR PROPOSALS**<br>Proposals submitted by vendors in response to requests from departments.<br><br>See also **BIDS FOR PURCHASE** item 9, page 22. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| **55.** | **REQUISITIONS FILE**<br>Requests for payment of parts and inventory items. | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| 56. | **RESOLUTIONS**<br>File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.<br><br>See the **Microfilm** section on page xi for instructions on microfilming. | a) Retain one copy permanently.<br><br>b) Destroy in office additional copies (including those tabled or failed) when administrative value ends.†<br>Agency Policy: Destroy in office after _____<br><br>c) Destroy in office development records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| 57. | **SURPLUS PROPERTY FILE** | Destroy in office 3 years after disposition of property.* | |
| 58. | **TELEPHONE USAGE LOGS AND REPORTS** | a) Destroy in office records used for billing after 1 year.*<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _____ | |
| 59. | **TRAVEL REQUESTS** | Destroy in office after 1 year.* | |
| 60. | **VEHICLE REGISTRATION CARDS**<br>North Carolina registration cards for vehicles in the county fleet. | Retain in vehicle until superseded. | |
| 61. | **VETERANS COMMISSION QUARTERLY REPORTS** | Destroy in office after 5 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| 62. | **WORK ORDERS**<br>Records include date and location of work, cost of materials used and labor, type of work performed, and similar information for the repairs of equipment, facilities, and vehicles. | a) Destroy in office 1 year after work is completed.*<br><br>b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 13, page 33, or **EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 20, page 5. | |
| 63. | **WORKFORCE DEVELOPMENT BOARD MEETINGS**<br>Agendas, minutes, and related materials pertaining to meetings of the Workforce Development Board. | Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8. | 20 CFR 652<br>G.S §143B -438.13 |
| 64. | **WORKFORCE INVESTMENT ACT: AUDIT/AUDIT RESOLUTIONS**<br>Records concerning reports from financial and compliance audit conducted on WIA programs in accordance with OMB A-133. May include audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits. | Destroy in office after 3 years. | OMB Circular A-133<br>G.S §143B -438.13<br>29 CFR 97.26<br>20 CFR 652 |
| 65. | **WORKFORCE INVESTMENT ACT: LOCAL AREA JOB TRAINING PLAN RECORDS**<br>Records concerning the local board's bid process for contracting workforce development programs. | Destroy in office when superseded or obsolete. | 20 CFR 652<br>G.S §143B -438.13 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **66.** | **WORKFORCE INVESTMENT ACT: PARTICIPANT RECORDS**<br>Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. May include applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires. | Destroy in office 3 years after close of audit or final year expenditure.* | 20 CFR 652<br>G.S §143B -438.13 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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# Volunteer Board Information and Interest Sheet
# Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
ABC Board

| | | | |
|---|---|---|---|
| Name: | Wilfred "Chip" Chagnon | Home Phone: | (252) 636-2961 |
| Home Address: | 100 Finch Lane | | |
| City: | New Bern | Zip Code: | 28560 |
| Township: | | City Limits: | ☐ Yes ☒ No |
| Occupation: | Semi-Retired | Business Phone: | |
| Place of Employment: | Self Employed | Fax Number: | |
| E-Mail Address: | chipandlindac@suddenlink.net | | |

(Please indicate your preferred contact number.)

Education

BS. Business Management, New Hampshire College, Manchester, NH
MBA, Boston College, Boston MA
MA, History, King's College, Cambridge UK

Business and Civic Experience

35 Years US Army , Colonel, Logistics. Ten years Defense Contractor, VSE Corp, Assistance VP, Operations
Author, volunteer work, New Bern Historical Society, NC History Center, Neuse Sunrise Rotary, Elder New Bern First Presbyterian Church

Areas of Expertise, Interest, Skills

Innovation, marketing and enterprize. As a young man I worked in the NH ABC system, which is considered by many the best state run system.

Why do you want to serve?

I believe I can add value to the board with the many business skill sets, morals, and values I have. I want to give back to Craven County.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

Tax Commissioner, Tri Community FD three years

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: June 5, 2013

Wilfred "Chip" Chagnon
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

*This form will remain active until two years after date received.*

**Board Certification:**
Society of Logistics Engineers Board Certificate, Integrated Logistics Support, Ft Lee, VA
Society of Logistics Engineers Board Certificate, Maintenance Management, Ft Lee, VA

**Personal Data:**

- Age: 66
- Health: Good, no dietary restrictions
- Married, Linda (Rotarian); three children and seven grandchildren
- Rotarian, two years, Neuse Sunrise Club (Platinum Club & District Small Club of the Year), Bridgton NC, District 7720:
  - Paul Harris Fellow
  - President Elect 2012-13
  - GSE host family/vocational coordinator
  - Rotary Leadership Awards (RLA) Councilor
  - Rotary Training:
    - ✓ President Elect Training (PETS)
    - ✓ Rotary Leadership Institute (Part 1)
- Fire Tax Commissioner, Tri-Community Fire Department 2010-2013
- Volunteer, New Bern Historical Society, New Bern NC
- Volunteer, NC History Center & Tryon Palace, New Bern NC
- Board of Session, First Presbyterian Church, New Bern NC

Hobbies:

- Travel
- Writing and author:
  - "A Templar's Journey: *The Squire From Champagne*"
  - "A Templar's Journey: *Under the Cross and Crescent*"

Name: Chagnon, Wilfred R. "Chip"
100 Finch Lane New Bern, NC 28560
Telephone: 252-363-2961

June 5, 2013
ABC Board

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**Classification (Consultant, *Military Logistics*) Experience Profile:**

- 40 years combined US military and corporate level executive with experiences focused on Department of Defense (DOD), US Army logistics and organizational change management. Concentrated areas included defense contracting management responsible for directing major DOD and US Army program level. Demonstrated exceptional ability to identify and solve complex system problems. An experienced leader with ability to initiate change and new processes while maintaining a positive work environment. A goal oriented strategist with knowledge, skill and innovative vision to promote change.

- Over 23 years of active Army service and 11 years of Army Reserve components service. Highest grade held: Colonel. Positions held include Chief, Logistics Division, Office, Chief Army Reserve, Senior Advisor, Department of the Army (DA) Deputy Chief of Staff, Logistics, Headquarters US Army, Program Manager, Dedicated Procurement Program, Chief, Force Modernization Division, Sixth US Army, and various positions in field units, to include: Battalion Commander and Company Commander.

- Five years experience in US Army military training and support operations in various military and civilian positions in the following Germany locations: Fischbach bei Dahn (Pirmasens); Kaiserslautern; Heidelberg and Mannheim.

- Combat wounded veteran.

- Awards and Decorations: Legion of Merit; Bronze Star for Valor; Soldier's Medal for Valor; Purple Heart; and numerous awards for proven ability to direct Army unique combat, combat support and combat service support organizations and to reorganize troubled organizations.

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**Civilian Education:**

Master of Business Administration, Boston College, Boston, MA

Master of Arts (Medieval History) Cambridge University, King's College, UK

Bachelor of Science, Business Management, University of Southern New Hampshire, Manchester, NH

**Military Schools/Courses:**

Command and General Staff College, Ft Leavenworth, KS
Integrated Logistics Support Program, US Army Logistics Management College, Ft Lee, VA
Maintenance Management Program, US Army Logistics Management College, Ft Lee, VA
Ordnance Advanced Officer Course, Aberdeen Proving Grounds, MD
Tactical Intelligence Staff Officer Course, Fort Huachuca. AZ
Nuclear Weapons Maintenance Officer, Sandia Base, NM
Logistics Executive Development Course, US Army Logistics Management College, Ft Lee, VA

# Volunteer Board Information and Interest Sheet
# Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
ABC BOARD

| | | | |
|---|---|---|---|
| Name: | CAROL DAIL CRAYTON | Home Phone: | (252) 638-8094 |
| Home Address: | 905 HAMPTON WAY | | |
| City: | TRENT WOODS | Zip Code: | 28562 |
| Township: | 8 | City Limits: | [X] Yes [ ] No |
| Occupation: | REAL ESTATE APPRAISER | Business Phone: | (252) 514-1442 |
| Place of Employment: | DOWN EAST APPRAISALS, INC | Fax Number: | (866) 512-6950 |
| E-Mail Address: | CAROLCRAYTON@SUDDENLINK.NET | | |

(Please indicate your preferred contact number.)

Education

WEST CRAVEN HIGH SCHOOL
LENOIR COMMUNITY COLLEGE
ATLANTIC CHRISTIAN COLLEGE

Business and Civic Experience

OWNER OF DOWN EAST APPRAISALS, INC; CURRENTLY SERVING ON THE LOCAL MLS BOARD

Areas of Expertise, Interest, Skills

BUSINESS MANAGEMENT

Why do you want to serve?

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: May 6, 2013

Carol Dail Crayton
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

*This form will remain active until two years after date received.*

# Volunteer Board Information and Interest Sheet
# Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
CRAVEN COUNTY A.B.C. BOARD

| | | | |
|---|---|---|---|
| Name: | RAYMOND A. HEMPHILL | Home Phone: | (252) 637-4824 |
| Home Address: | 1508 KIMBERLY ROAD | | |
| City: | NEW BERN | Zip Code: | 28562 |
| Township: | EIGHT | City Limits: | X Yes ___ No |
| Occupation: | RETIRED | Business Phone: | |
| Place of Employment: | CELL 252 514-1380 | Fax Number: | |
| E-Mail Address: | HEMPHILLRA@GMAIL.COM | | |

(Please indicate your preferred contact number.)

Education

ELHI, BA CON-ED COURSES US NAVY

Business and Civic Experience

GEN MGR, CRAVEN CO. ABC BOARD, 20 YRS, ERNUL'S SPORT SHOP 15 YRS OWNER, FIVE POINTS MILLING CO./ HARGET MILLING CO., 7 YRS PART OWNER '68-'75.
CHARTER MEMBER RHEMS VOL. FIRE DEPT. CRAVEN CO. CIVIL AIR PATROL, PILOT

Areas of Expertise, Interest, Skills

I AM VERY FAMILIAR WITH ABC OPERATION IN NC. I AM EXPERIENCED IN BUSINESS, AND IN PUBLIC RELATIONS

Why do you want to serve?

I FEEL THAT THE KNOWLEDGE I HAVE ACCUMULATED OVER THE YEARS CAN STILL BE OF VALUE TO THE CRAVEN COUNTY.ABC BOARD,TO CRAVEN COUNTY, AND TO THE PUBLIC.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

CURRENTLY APPOINTED FIRE COMMISSIONER FOR THE RHEMS FIRE DISTRICT

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: May 22, 2013

Signature

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# Volunteer Board Information and Interest Sheet
# Craven County, North Carolina

**Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:**

**1)ABC Board, 2)Carolina East Regional Medical Authority, 3)Juvenile Crime Prevention Council**

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**Name:** Linda Simmons Henry **Home Phone:** 252 637-7374
**Home Address:** 725 Main Street

**City:** New Bern **Zip Code:** 28560
**Township:** 8 (eight) **City Limits:** X Yes ____ NO
**Business Phone:** 252-637-6089
**Fax: Number:** ____

**Occupation:** Former College Administrator, (Retired)
**Place of Employment:** Retired
**E-Mail Address:** LSHenry25@gmail.com
**(Please indicate your preferred contact number.)** 919 889-8212 (cell) 252-637-6089 (home)

**Education**

Certification in Archival Management, North Carolina State University; Masters in Library Sciences at North Carolina Central University, Special Certification in Colleges and Universities and Public Librarianship, Preservation Management Specialist, 1970 Graduate of J.T. Barber High School, New Bern, North Carolina

**Business and Civic Experience**

President, Eastern Carolina Heritage Foundation, New Bern Historical Society, Board of You Change your Life Foundation, New Bern, The Climbers Club; Neuse Pamlico Women Coalition, etc.

**Areas of Expertise, Interest, Skills**

African American Preservation, Author, Archivist, Nonprofit Management, Fundraising, Grant Writing; Historical Collections; Education Consultant, and Database Management

**Why Do You Want to Serve?**

I believe that our biggest challenges and opportunities are one in the same, "OUR VOICE." To the members of any board, we must work towards a collective voice. To our community, we must strive to be the voice they trust. To the press and legislators, we must become the voice they hear. I have over 25 years experience in innovative business and educational leadership. My involvement in education began in 1970 when I graduated from John Thomas Barber High School in New Bern. It is truly an opportunity to give back to a county that has given me so much. I want to serve on the 1)ABC Board, 2)Carolina East Regional Medical Authority, or 3)Juvenile Crime Prevention Council because I want input into our future. I want to be active and involved. These are exciting times for our county. Representing the voice of our community empowers all of us to make a difference. To see these three boards develop, grow, and have a positive impact in the community makes serving on any of them worth the while.

**Please list other Local, Regional, Statewide Boards, Committees or Commissions on which you serve:**

President, North Carolina HBCU Group, President of Heritage Foundation, New Bern Historical Society Board, Board of You Change Your Life Foundation, New Bern, Regional N.C. African American Historical Board, The Climbers Club, Neuse Pamlico Women Coalition.

# Volunteer Board Information and Interest Sheet
# Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
ABC Board

| | | | |
|---|---|---|---|
| Name: | Barbara Whiteman | Home Phone: | 252-447-5025 |
| Home Address: | 104 Greenway Court<br>Havelock | | |
| City: | | Zip Code: | 28532 |
| Township: | | City Limits: | ☑ Yes ☐ No |
| Occupation: | Retired business owner of 38 years | Business Phone: | |
| Place of Employment: | | Fax Number: | |
| E-Mail Address: | jwhiteman@ec.rr.com | | |

(Please indicate your preferred contact number.)

Education

Associates in business

Business and Civic Experience

Business owner 38 years WHITEMANS ENGRAVING
OFFICE MANAGER BELKS 13 YEARS

Areas of Expertise, Interest, Skills

PEOPLE
AS A BUSINESS OWNER I HANDLED EMPLOYEES AND CUSTOMERS ,PAYROLL, BILLS

Why do you want to serve?

RECENTLY SOLD BUSINESS AND HAVING SERVED ON THE BOARD BEFORE I HAVE AN IDEA WHAT IT IS LIKE AND HAVING THE TIME TO SERVE I WOULD LIKE VERY MUCH TO SERVE ON THE BOARD AGAIN

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 04/16/2012

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Signature

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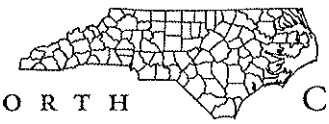

NORTH CAROLINA
ASSOCIATION OF COUNTY COMMISSIONERS

# Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 106th Annual Conference of the North Carolina Association of County Commissioners to be held in Guilford County, N.C., on August 22-25, 2013.

Signed: _____

Title: _____

**Article VI, Section 2 of our Constitution provides**:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please return this form to Sheila Sammons by: **Friday, August 9, 2013:**

**NCACC**
**215 N. Dawson St.**
**Raleigh, NC 27603**
**Fax: (919) 733-1065**
**sheila.sammons@ncacc.org**