

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY JULY 17, 2023  
8:30 A.M.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

- 1. CONSENT AGENDA**
  - A. Approve Minutes of June 29, 2023 Special Session and Minutes of July 5, 2023 Regular Session**
  - B. Tax Releases and Refunds**
  - C. CARTS – Request for Public Hearing – Title VI Program Plan**
  - D. Economic Development – Request for Public Hearing – NC Department of Commerce Grant**
  - E. Child Support Awareness Month Proclamation**
  - F. Recreation – Donation for Shade Structure at Pickleball Courts**
- 2. OFFICE OF SENATOR TED BUDD PRESENTATION: Sam Shumate, Southeast Regional Director**
- 3. COLONEL BURKS PRESENTATION: Brendan C. Burks, Cherry Point Commanding Officer**
- 4. BOARD OF ELECTIONS PRESENTATION: Susan Williams, Director of Elections**

**DEPARTMENTAL MATTERS:**

- 5. AIRPORT FAA GRANT FUNDING APPROVAL: Andrew Shorter, Airport Director**
- 6. TAX: Leslie Young, Tax Administrator**
  - A. Tax Collection Settlement 2022**
  - B. 2023 Charge to the Craven County Tax Collector**

7. **SPECIAL APPROPRIATIONS/MEMBERSHIP FEES: Jack Veit,  
County Manager**
  - A. **Allies for Cherry Points Tomorrow (ACT) – Budget Amendment**
  - B. **C1A Contribution – Budget Amendment**
  - C. **Hope Mission (Opioid Fund) – Budget Amendment**
  - D. **Hope Mission (General Fund) – Budget Amendment**
  - E. **Highway 70 Corridor – Budget Amendment**
  - F. **Realize U252 – Budget Amendment**
8. **APPOINTMENTS**
9. **COUNTY ATTORNEY’S REPORT: Arey Grady**
10. **COUNTY MANAGER’S REPORT: Jack Veit**
11. **COMMISSIONERS’ REPORTS**

**1. CONSENT AGENDA**

**A. Approve Minutes of June 29, 2023 Special Session and Minutes of July 5, 2023 Regular Session**

The Board will be requested to approve the Minutes of June 29, 2023 Special Session and July 5, 2023 Regular session, as shown in the following documents.

**B. Tax Releases and Refunds**

The Board will be requested to approve the tax releases and refunds, as shown in the following documents.

**C. CARTS – Request for Public Hearing Regarding the CARTS Title VI Program Plan**

The Federal Transit Administration (FTA) requires that all direct and primary recipients document their compliance with Department of Transportation Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed. The current Title VI Program is located on the CARTS web-page and expires September 7, 2023. CARTS has been instructed to submit a Title VI Program by September 8, 2023.

We are requesting a public hearing to be held on August 7, 2023 at 6:00 pm or soon thereafter. The proposed program will be available no later than July 21, 2023. Availability for public review will be on the Craven County website and at the CARTS office. Other than formatting and grammar, and data charts, the only change is clarification that CARTS is also committed to follow Craven County's non-discrimination policy or policies to ensure no one based on sex, age, religion, or disability will be subject to discrimination. This is necessary because Title VI only addresses race, color, and national origin.

A copy of the Title VI Program Plan is shown in the following document.

**D. Economic Development – Request for Public Hearing**

The Craven County Economic Development Department has been working with the Coastal Regional Airport Authority and has successfully obtained funds from the NC Department of Commerce to build out the Commercial Aerospace Development area of the airport. The Authority has already been successful in winning a Golden LEAF grant to extend water and sewer. The grant from Commerce will extend a road into the property. This will open up around 90 acres of property for development.

Pursuant to state statute NCGS 158-7.1, the Economic Development Department is requesting a public hearing on August 7, 2023 at 6:00 pm, or soon thereafter, in the Commissioners' Room. All interested citizens are invited to attend and present their views.

**E. Child Support Awareness Month Proclamation**

The Board will be requested to adopt the Proclamation, shown in the following document, recognizing August 2023 as "Child Support Awareness Month" in Craven County.

**F. Recreation – Donation for Shade Structure at Pickleball Courts**

Bobby Evans and family made a \$10,000.00 donation in honor of his late wife, Kathy Evans, towards a shade structure at the new Pickleball Courts at Creekside Park. This shade structure will provide a place for spectators to enjoy the Pickleball action.

The Pickleball Courts should be completed in the next several weeks and the shade structure will be installed once it arrives.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$10,000.00.

**Board Action: A roll call vote is needed to approve the consent agenda items**

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY MET IN SPECIAL**  
 2 **SESSION ON THURSDAY, JUNE 29, 2023 AT 5:00 PM IN THE BOARD ROOM AT**  
 3 **THE RIVERFRONT CONVENTION CENTER, 203 S FRONT STREET, NEW BERN,**  
 4 **NORTH CAROLINA. THE PURPOSE OF THE MEETING WAS TO DISCUSS THE**  
 5 **OPIOID SETTLEMENT FUND.**

- 6
- 7 **MEMBERS PRESENT:**
- 8 Chairman Jason R. Jones
  - 9 Vice-Chairman Denny Bucher
  - 10 Commissioner Chadwick Howard
  - 11 Commissioner Sherry Hunt
  - 12 Commissioner Thomas F. Mark
  - 13 Commissioner Beatrice R. Smith

- 14
- 15 **STAFF PRESENT:**
- 16 Jack B. Veit, III, County Manager
  - 17 Lauren Wargo, Assistant to the County Manager
  - 18 Amber Parker, Human Resources Director
  - 19 Nan Holton, Clerk to the Board

20

21 At 5:00 pm, Chairman Jones called the Special Meeting to order and welcomed the gathered  
 22 community leaders. He commented on the opioid epidemic and how most families have been  
 23 affected by it; and stated this meeting is an opportunity to hear about plans going forward with  
 24 funding coming to Craven County.

- 25
- 26 Tyler Harris, Recovery Alliance Initiative (RAI) community volunteer, highlighted RAI’s  
 27 mission to support organizations from all sectors working collectively for opioid prevention,  
 28 care, and recovery. Mr. Harris reviewed data about the opioid epidemic in NC and Craven  
 29 County:
- 30 ➤ 398 suspected overdose deaths in May 2023 across NC
  - 31 ➤ Overdose ED visits in Craven County during past 12 months = 178
  - 32 ➤ EMS suspected opioid overdose encounters in Craven County during past 12 months; this  
 33 is the third highest in the state

34

35 Mr. Harris indicated the data shows the trends and where we are. He remarked we cannot arrest  
 36 our way out of this situation, but we have to work collaboratively to find solutions.

37

38 Craven County Human Resources Director, Amber Parker, provided the overview of the  
 39 Memorandum of Agreement (MOA). She reported Craven County’s Opioid Task Force is now  
 40 the CC Opioid Epidemic Response and that through nationwide agreements with opioid  
 41 manufacturers and distributors, \$47 billion has been secured to help communities harmed by the  
 42 opioid epidemic. Of the \$47 billion, \$1.4 billion is to go to North Carolina over the next 18  
 43 years, which will be divided between 100 counties, and 17 municipalities.

- 47 The MOA between the state and local government units:  
48     ➤ Directs how opioid settlement funds are distributed  
49     ➤ Governs use and reporting of all opioid settlement funds  
50     ➤ Applies to all opioid settlement and bankruptcy funds  
51

52 Ms. Parker reported Craven County will receive \$15,557,609 from 2022-2038, and she showed a  
53 graph to illustrate the opioid settlement payment schedule. She outlined the five broad  
54 requirements of the MOA:

- 55 1. Establish a special revenue fund
  - 56 2. Authorize spending ahead of time in a budget or resolution
  - 57 3. Understand and follow Option A or B remediation activities
  - 58 4. Follow all reporting requirements
  - 59 5. Annual meeting inviting municipalities to provide input.
- 60

61 The MOA will be effective until one year after the last opioid settlement funds are spent.  
62

63 Craven County Outreach Coordinator, Jasmine Canady, presented information about the two  
64 options and their related strategies. Ms. Canady outlined Option A's high impact opioid  
65 strategies and provided explanations for each as follows:

- 66 1. Strategic planning
  - 67 2. Evidence-based addiction treatment
  - 68 3. Recovery support services
  - 69 4. Recovery housing support
  - 70 5. Employment-related services
  - 71 6. Early intervention
  - 72 7. Naloxone Distribution
  - 73 8. Post-overdose response team
  - 74 9. Syringe service program
  - 75 10. Criminal justice diversion programs
  - 76 11. Addiction treatment for incarcerated persons
  - 77 12. Re-entry programs
- 78

79 Ms. Canady then outlined Options B's opioid remediation activities divided between treatment,  
80 prevention, and other strategies, which she remarked is searching for more innovative ways to  
81 treat. Each topic is described as follows:

82 Treatment activities:

- 83     ➤ Treat opioid use disorder
- 84     ➤ Support people in treatment and recovery
- 85     ➤ Connect people who need help to the help they need
- 86     ➤ Address the needs of criminal justice involved persons
- 87     ➤ Address the needs of pregnant or parenting women and their families, including babies  
88         with neonatal abstinence syndromes

89 Prevention activities:

- 90     ➤ Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids
- 91     ➤ Prevent misuse of opioids
- 92     ➤ Prevent overdose deaths and other harms

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97  
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99

Other Strategies:

- First responders
- Leadership, planning and coordination
- Training
- Research

100 At this time there were questions about tracking the success of current programs and the  
101 individuals who experience success.

102

103 Ms. Canady reviewed current opioid remediation strategies being utilized in Craven County.  
104 She was hired in 2019 as the Opioid Task Coordinator to provide community outreach and  
105 prevention efforts. Since that time, a Jail Navigator position has also been created. In addition,  
106 the following events and collaborations have occurred:

- 107 ➤ Narcan/naloxone distribution
- 108 ➤ Establishment of Realize U252 sober living house
- 109 ➤ RAI community collaborative participation
- 110 ➤ Establishment of Dix Crisis Center
- 111 ➤ Treatment and recovery related transportation provided by CARTS
- 112 ➤ Additional Narcotics Investigator positions created
- 113 ➤ Funding and support of K-9 and DARE programs
- 114 ➤ Funding and support of Hope Mission Ministries

115

116 County Manager, Jack Veit, addressed the group and stated the floor was open to receive input  
117 from the municipalities as to the proposed uses of the opioid settlement funds. He reported the  
118 Social Services monthly report highlighted nine babies born with drugs in their system last  
119 month and emphasized the success of a child's life is reduced at birth when this occurs.

120

121 City of New Bern Alderman, Bob Brinson, indicated he had ideas but needed time to talk to  
122 others about them first and asked what the city could do to help. Mr. Brinson inquired about the  
123 test strips for fentanyl and the benefit of having those available to all EMS and First Responders.

124

125 City of New Bern Assistant Manager, Marvin Williams, expressed interest in the ability to  
126 partner and receive funding for Narcan distribution and commented on the first responders and  
127 mental health components.

128

129 City of Havelock Police Tom Dorn and Chris Morning also requested Narcan funding and the  
130 potential for some of the funds to help with their National Night Out program. They expressed  
131 full support as they concurred you cannot arrest your way out of this epidemic. They  
132 commended Jasmine on her outreach.

133

134 Citizen Veronica Canady highlighted the need for counseling for families affected by addiction.  
135 Jasmine Canady reported on existing support groups available like AAA, Narcotics Anonymous  
136 and Celebrate Recovery and the hope for more options in the future.

137

138 Commissioner Hunt inquired about youth mental health first aid which Jasmine explained the  
139 Peer Support Specialist training she received and its' purpose.  
140 Mrs. Hunt stated a need for DARE programs to be implemented in each of the middle and high  
141 schools. Mr. Veit indicated implementation of this requires the schools' initiation.  
142 Commissioner Jones added the ABC Board has appropriated additional funding to put DARE in  
143 middle schools. Mrs. Hunt requested more information about the syringe replacement program  
144 and if it is available at the Health Department.  
145  
146 Commissioner Howard spoke in support of expanding the DARE program and reported on the  
147 receipt of a grant last year to put the DARE program in a middle school.  
148  
149 Commissioner Smith inquired about how the drugs are coming into Craven County and how that  
150 is being addressed. Mr. Veit stated Sheriff Hughes indicated there is a national narrative about  
151 where it is coming in and their use of undercover narcotic investigators and K-9 units to address  
152 it.  
153  
154 Tyler Harris informed the group that RAI is putting together a comprehensive directory of  
155 resources available in the county and the state, as a point of reference as to where to begin to  
156 seek help.  
157  
158 Commissioner Jones thanked everyone in attendance on behalf of the Board of Commissioners.  
159 He emphasized the need for people to continue to share their ideas.  
160  
161 Mr. Veit remarked this would be an annual event, but to please call at any time with input. He  
162 reported Option A is the format Craven County will follow and requested all the information be  
163 shared with others in their organizations.  
164  
165 At the conclusion of the meeting, it was recognized that no action was taken by the Board of  
166 Commissioners.  
167  
168 Commissioner Howard motioned to adjourn the meeting at 5:50 pm and his motion was  
169 seconded by Commissioner Bucher and unanimously approved.  
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171



1 THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN  
2 REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN  
3 COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,  
4 NORTH CAROLINA, ON WEDNESDAY, JULY 5, 2023. THE MEETING CONVENED  
5 AT 6:00 PM.  
6

7 MEMBERS PRESENT:

- 8 Chairman Jason R. Jones
- 9 Vice-Chairman Denny Bucher
- 10 Commissioner Chadwick Howard
- 11 Commissioner Sherry Hunt
- 12 Commissioner Thomas F. Mark
- 13 Commissioner E. T. Mitchell
- 14 Commissioner Beatrice R. Smith

15  
16 STAFF PRESENT:

- 17 Jack B. Veit, III, County Manager
- 18 Gene Hodges, Assistant County Manager
- 19 Craig Warren, Finance Director
- 20 Amber Parker, Human Resources Director
- 21 Arey Grady, County Attorney
- 22 Lauren Wargo, Assistant to the County Manager
- 23 Nan Holton, Clerk to the Board

24  
25 County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of  
26 Allegiance.

27  
28 *Gracious God, watch over our county now and in the days ahead. Guide and bless*  
29 *our Commissioners in their pursuit of faithful administration and wise laws.*  
30 *Grant them wisdom and integrity in the exercise of their duties. In the*  
31 *complexities of the issues they seek to address, give them quiet spirits and*  
32 *courageous hearts. Keep our Nation under Your care. Amen.*

33  
34 *Based upon the invocation given by Reverend John A. Kellogg, at the April 23,*  
35 *2023 session of the US House of Representatives*

36  
37 Commissioner Mark motioned to approve the agenda, as presented, seconded by Commissioner  
38 Mitchell and approved unanimously.

39  
40 **PETITIONS OF CITIZENS – AGENDA TOPICS**

41  
42 There were no citizens from the public that signed up to speak.  
43  
44  
45  
46  
47

**CONSENT AGENDA**

48  
 49  
 50 Commissioner Mark motioned to approve the Consent Agenda, inclusive of the Minutes of June  
 51 5, 2023 Regular Session, Minutes of June 19, 2023 Regular Session, Tax Releases and Refunds  
 52 (*Credits = \$2,004.00; Refunds = \$337.68*), Recreation - Re-budget International Paper Grant –  
 53 Budget Amendment and Sheriff – International Paper Donation Check – Budget Amendment.  
 54 Commissioner Mitchell seconded the motion, which carried in a 7-0 roll call vote.  
 55

***Recreation & Parks***

56  
 57

58	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
59	1010000-39901	\$5,000.00	1015910-47302	\$5,000.00
60	Current Year Fund Balance		C/O Other Improvements	
61				
62				
63	TOTAL	\$5,000.00	TOTAL	\$5,000.00
64				

65 **Justification:** This is a grant from International Paper that was received in fiscal year 2023 that  
 66 will need to re-budgeted in FY 2024 in the amount of \$5,000. The grant will go towards the  
 67 development of the beach volleyball courts at West Craven Park.  
 68

***Sheriff's Office***

69  
 70

71	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
72	1014310-38301	\$1,000.00	1014310-43240	\$1,000.00
73	Misc. Revenue		Other Supplies	
74				
75				
76	TOTAL	\$1,000.00	TOTAL	\$1,000.00
77				

78 **Justification:** The Sheriff's Office has received a donation from International Paper in the  
 79 amount of \$1,000.00. These funds will be used to purchase a variety of items related to the  
 80 Sheriff's Office needs.  
 81

**DEPARTMENTAL MATTERS: CARTS**

***NCDOT/IMD Change Request – Budget Amendment***

82  
 83  
 84  
 85  
 86 CARTS Director, Kelly Walker-Cuthrell, reported the North Carolina Department of  
 87 Transportation / Integrated Mobility Division (NCDOT/IMD) approved new vehicle contracts in  
 88 FY 2022-2023, which included a substantial increase in the cost of vehicles. The additional  
 89 amount was due to increased chassis and bus fabrication costs. She relayed for vehicles  
 90 previously approved in the FY2022-2023 grant, NCDOT/IMD is providing funding for the  
 91 additional costs, less the increased local match portion. For CARTS, that computes into a local  
 92 match increase of \$12,090. She stated staff feels confident that the higher resale value of light  
 93 transit vehicles will be sufficient to cover the increased local match portion.

94 Mrs. Cuthrell requested approval of a budget amendment in the amount of \$120,900.00 and  
 95 authorization to proceed with documents required to increase the amount of the combined capital  
 96 grant by \$120,900 of which \$108,810 will be state funding and \$12,090 will be local match  
 97 generated by CARTS. This will allow CARTS to purchase the second revenue vehicle which  
 98 was approved in the FY2022-2023 budget but could not be ordered due to the price increase.

99 Commissioner Mitchell motioned to approve the following budget amendment, in the amount of  
 100 \$120,900.00, and to authorize staff to proceed with the required documents to accept the  
 101 additional funding from NCDOT/IMP for the purchase of the seconded replacement light transit  
 102 vehicle from FY 2022-2023. Her motion was seconded by Commissioner Mark and approved  
 103 7-0 in a roll call vote.

104 **CARTS**

106	107	108	109	110	111	112	113
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
109	1014511-37000	\$108,810.00	1014510-47301	\$12,900.00			
110	Section 18 Capital		Capital Outlay – Over \$5,000				
111	1014511-38204	\$ 12,090.00					
112	Mis Rev Section 18 Vehicle						
114	TOTAL	\$120,900.00	TOTAL	\$120,900.00			

115 *Re-budget of Previously Approved Replacement Vehicle*

116  
 117  
 118 Mrs. Cuthrell stated that CARTS was approved to purchase two (2) replacement vehicles in the  
 119 FY2022-2023 Budget. However, once the North Carolina Department of Transportation /  
 120 Integrated Mobility Division (NCDOT/IMD) approved a new statewide contract for the  
 121 procurement of vehicles, the cost per vehicle was significantly higher than the expiring contract.  
 122 The additional expenses were attributable to increased chassis and bus fabrication costs. The  
 123 required procurement documents were not released by the State until May 5, 2023. She  
 124 indicated at that time, CARTS ordered one vehicle so as not to miss the production window for  
 125 this vehicle cycle. CARTS ordered one (1) vehicle instead of two (2) because the approved  
 126 amount in the State grant and corresponding approved budget could not support the cost of both  
 127 vehicles. Mrs. Cuthrell requested approval of a budget amendment in the amount of \$98,715 to  
 128 re-budget the cost of one (1) replacement vehicle that was previously approved and budgeted in  
 129 FY2022-2023.

130 Commissioner Mitchell motioned to approve the following budget amendment, in the amount of  
 131 \$98,715.000, for the purchase of a vehicle previously ordered in FY 2022-2023. Her motion was  
 132 seconded by Commissioner Smith and approved 7-0 in a roll call vote.

133  
 134  
 135  
 136

137 **CARTS**

138

139	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
140				
141	1014511-37000	\$88,844.00	1014510-47301	\$98,715.00
142	Section 18 Capital		Capital Outlay – Over \$5,000	
143	1014511-38204	\$ 9,871.00		
144	Mis Rev Section 18 Vehicle			
145				
146	TOTAL	\$98,715.00	TOTAL	\$98,715.00

148 County Manager, Jack Veit, took the opportunity to announce that on July 17<sup>th</sup> at 11:00 am, there  
 149 will be a ribbon cutting at the new CARTS building and he requested the Commissioners to mark  
 150 their calendars.

151

152 **DEPARTMENTAL MATTERS: RECREATION & PARKS**

153

154 *Recreation Truck Purchase – Budget Amendment*

155

156 Recreation & Parks Director, Billy Wilkes, reported that in Fiscal Year 2022-2023, the Board of  
 157 Commissioners approved \$33,068 for the purchase of a new Ford truck for the Recreation  
 158 Department. The truck was ordered in August 2022 and still has not been delivered due to  
 159 several production delays. He stated Ford Motor Company assured staff that the order will still  
 160 be fulfilled.

161

162 Mr. Wilkes requested that the \$33,068.00 that was budgeted in FY 2022-2023 be re-budgeted to  
 163 FY 2023-2024.

164

165 Commissioner Mark motioned to approve the following budget amendment, in the amount of  
 166 \$33,068.00, to re-budget the funds to complete the purchase of the previously approved Ford  
 167 truck for the Recreation Department, seconded by Commissioner Mitchell and approved 7-0 in a  
 168 roll call vote.

169

170 **Recreation**

172	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
173				
174	1010000-39901	\$33,068.00	1015910-47301	\$33,068.00
175	Current Year Fund Balance		C/O over \$5,000	
176				
177	TOTAL	\$33,068.00	TOTAL	\$33,068.00

178

179 *Re-budget Pickleball Court Project Money – Budget Amendment*

180

181 Mr. Wilkes reported that in the Fiscal Year 2022-2023 budget, the Board of Commissioners  
 182 approved \$150,000 for 6 new pickleball courts at Creekside Park.

183 Also, in FY 2022-2023 the Recreation Department was awarded a Harold Bate Foundation grant  
 184 in the amount of \$30,000 to be utilized in the construction and development of the new  
 185 pickleball courts.

186 He stated that after a few contractor delays, construction of the project started in June. The  
 187 projected completion of the pickleball courts project is late July/early August. Mr. Wilkes  
 188 requested to re-budget the total amount of \$180,000 for fiscal year 2024 so the pickleball courts  
 189 project can be completed.

190 Commissioner Mark expressed dismay that all six pickleball courts were being installed at  
 191 Creekside Park.

192  
 193 Commissioner Mitchell motioned to approve the following budget amendment, in the amount of  
 194 \$180,000.00, as requested, seconded by Commissioner Hunt and approved 6-1 in a roll call vote.  
 195 There being one “nay” from Commissioner Mark.

196  
 197 **Recreation**

198	199	200	201	202	203	204	205
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
201	1015910-39802	\$150,000.00	1015910-47302	\$150,000.00			
202	Transfer from Reserve		C/O Other Improvements				
203	1015910-33500	\$ 30,000.00	1015910-47302	\$ 30,000.00			
204	Bate Foundation		C/O Other Improvements				
206	TOTAL	\$180,000.00	TOTAL	\$180,000.00			

208 **DEPARTMENTAL MATTERS: SHERIFF**  
 209 **AWARD OF FIREARMS TO RETIREE**

210  
 211 Captain Scott relayed that the Sheriff’s Office would like to sell the assigned service side arm to  
 212 recently retired Captain Jarrett Hardison under the provisions of NCGS 20-187.2. He indicated  
 213 this statute states that the governing body of law enforcement agency may in its discretion, award  
 214 to a retiring member, upon request, the service side arm of such retiring member. The price has  
 215 traditionally been set at one dollar, at which we will honor the same price for the above retiree.  
 216

217 Commissioner Smith motioned to approve the sale of assigned service side arm to recently  
 218 retired Captain Jarret Hardison, as requested, seconded by Commissioner Mitchell and approved  
 219 7-0 in a roll call vote.

221 **APPOINTMENTS**

222  
 223 *Pending*

224  
 225 Chairman Jones reviewed the following pending appointments:

- 226 • Craven Clean Sweep
- 227

- 228 • Emergency Medical Services
- 229 • Fireman's Relief Fund Board (District 5)
- 230 • Highway 70 Corridor Committee
- 231 • Volunteer Agricultural District (District 6)
- 232 • Craven County Recreation Advisory

233

234 *Current*

235

236 *Craven County Recreation Advisory Board*

237

238 Commissioner Mitchell nominated Matt Webb for reappointment. Commissioner Mark  
239 nominated Chad Braxton for reappointment. Commissioner Mark nominated David Santaigo for  
240 appointment to fill the vacant seat left by Daniel Miller, who is not eligible for reappointment.  
241 There being no additional nominations, Mr. Webb and Mr. Braxton were reappointed by  
242 acclamation and Mr. Santaigo was appointed by acclamation.

243

244 *Havelock Board of Adjustment*

245

246 Commissioner Hunt nominated Thomas McCarthy for reappointment. An appointment to fill the  
247 vacated seat left by Reuben Mikul was deferred until the Board's next meeting. There being no  
248 additional nominations, Mr. McCarthy was reappointed by acclamation. The Board will be  
249 provided with an ETJ eligible list prior to the next meeting.

250

251 *Craven Community Child Protection Team*

252

253 Commissioner Mitchell nominated Emily McDonald for reappointment. There being no  
254 additional nominations, Ms. McDonald was reappointed by acclamation.

255

256 *Juvenile Crime Prevention Council*

257

258 Commissioner Hunt nominated Wendy Peaden for reappointment. There being no additional  
259 nominations, Ms. Peaden was reappointed by acclamation.

260

261 *Craven County ABC Board*

262

263 Commissioner Mark motioned to defer consideration of this appointment until after the ribbon  
264 cutting of the new ABC building in Bridgeton. The Board was in consensus.

265

266 *Upcoming*

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268 Chairman Jones reviewed upcoming appointments to boards and committees.

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**COUNTY ATTORNEY’S REPORT**

*Initial Offer to Purchase Real Property – 2308 Pearson Street, New Bern (Parcel # 8-039-040)*

County Attorney, Arey Grady, reported that Craven County has received an offer in the amount of \$2,500.00 for this real property, which was acquired jointly with the City of New Bern through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$4,624.39. He indicated the tax value of this property is \$5,000.00.

He noted that this property is jointly owned with the City of New Bern, which has already approved this initial offer.

Mr. Grady stated should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Mitchell motioned to adopt the following resolution approving the transaction and authorizing the upset bid process, seconded by Commissioner Mark and approved unanimously.

**CRAVEN COUNTY  
RESOLUTION ACCEPTING OFFER TO PURCHASE  
SUBJECT TO UPSET BIDS**

WHEREAS, Craven County and the City of New Bern own certain real property identified as Tax Parcel Number 8-039-040 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County and the City of New Bern in deed recorded in Book 3544, Page 0733 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County and the City of New Bern have received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

WHEREAS, the City of New Bern has previously approved said offer: and,

WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven County’s interest in real property pursuant to North Carolina General Statute §160A-269.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

1. The Craven County Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.



313 2. The County Manager, the Assistant County Manager, the Clerk to the Board of  
314 Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish  
315 the transactions contemplated by this Resolution.

316 ADOPTED THIS 5th DAY OF JULY, 2023.

317  
318 *Initial Offer to Purchase Real Property – 1724 Rhem Avenue, New Bern (Parcel #8-024-094)*  
319

320 Mr. Grady reported that Craven County has received an offer in the amount of \$10,200.00 for this  
321 real property, which was acquired jointly with the City of New Bern through a tax foreclosure,  
322 with past due taxes and costs of foreclosure totaling \$6,867.59. The tax value of this property is  
323 \$20,250.00.

324  
325 He noted that this property is jointly owned with the City of New Bern, which has already approved  
326 this initial offer.

327  
328 Mr. Grady relayed that should the Board of Commissioners approve this transaction, the proposed  
329 resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the  
330 upset bid process is concluded, this transaction will be brought back before the Board of  
331 Commissioners for final approval.

332  
333 Commissioner Mark motioned to adopt the following resolution approving the transaction and  
334 authorizing the upset bid process, seconded by Commissioner Hunt and approved unanimously.  
335

336 **CRAVEN COUNTY**  
337 **RESOLUTION ACCEPTING OFFER TO PURCHASE**  
338 **SUBJECT TO UPSET BIDS**

339  
340 WHEREAS, Craven County and the City of New Bern own certain real property identified  
341 as Tax Parcel Number 8-024-094 (hereinafter "the Real Property"), the Real Property having been  
342 acquired by Craven County and the City of New Bern in deed recorded in Book 3560, Page 0893  
343 in the Office of the Register of Deeds of Craven County; and,

344 WHEREAS, Craven County and the City of New Bern have received an Offer to Purchase  
345 the Real Property, a copy of said offer being attached hereto and incorporated herein by  
346 reference; and,

347 WHEREAS, the City of New Bern has previously approved said offer: and,

348 WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven  
349 County's interest in real property pursuant to North Carolina General Statute §160A-269.

350 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN  
351 COUNTY THAT:



352 1. The Craven County Board of Commissioners hereby authorizes the initiation of the  
353 upset bid process for the Real Property by advertising notice of the offer to purchase in  
354 accordance with the provisions of North Carolina General Statute §160A-269.

355 2. The County Manager, the Assistant County Manager, the Clerk to the Board of  
356 Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish  
357 the transactions contemplated by this Resolution.

358 ADOPTED THIS 5th DAY OF JULY, 2023.

359 **PETITIONS OF CITIZENS – GENERAL TOPICS**

360  
361 The following citizen signed up to speak:

- 362  
363 1. *Thomas Pittman, 1024 Walt Bellamy Drive,*  
364

365 **COUNTY MANAGER’S REPORT**

366  
367 County Manager, Jack Veit, expressed Happy New Year to the Commissioners, as the 2024  
368 Fiscal Budget is now in place.

369 **COMMISSIONERS’ REPORTS**

370  
371 *Commissioner Mark* reported on a recent meeting in Fairfield Harbour.

372  
373 *Commissioner Hunt* had nothing to report.

374  
375 *Commissioner Smith* had nothing to report.

376  
377 *Commissioner Mitchell* hoped all enjoyed the Fourth of July holiday and celebrated our  
378 Declaration of Independence.

379  
380 *Commissioner Bucher* stated it was interesting and encouraging to see the number of celebrations  
381 over the Fourth of July holiday, with several parades and lots of fireworks. He remarked we all  
382 should be thankful for our heritage and hoped everyone understood what they were celebrating.

383  
384 *Commissioner Jones* expressed appreciation to our sheriff deputies, especially Deputy Sumner  
385 for being present at the Board of Commissioners’ meetings.

386  
387 **CLOSED SESSION**

388  
389  
390 At 6:23 pm, Commissioner Mitchell motioned to go into closed session pursuant to NCGS I43-  
391 318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential; and I43-  
392 318.11 (a)(3) to consult with an attorney. Her motion was seconded by Commissioner Mark and  
393 unanimously approved.

394  
395 At 6:30 pm, the Board returned to open session.

396  
397 County Attorney, Arey Grady, reported that no action was taken.  
398  
399 At 6:33 pm, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Hunt and  
400 approved unanimously.  
401

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 7/17/2023

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
BROOME, LEIGH G BILLING ERROR	103000	2022	207557	639.89
FLYNN, GABRIEL MINOR NOT TAXABLE TO CRAVEN COUNTY	202390366100	2023	903661	501.31
HAGER, SCOTT DOUBLE BILLED	100877	2022	220306	93.08
JAMANILA, GREGORIO AG NOT TAXABLE TO CRAVEN COUNTY	202390343700	2023	903437	536.77
LAPORTE, RAYMOND FREDERICK BILLING ERROR	202390043900	2023	900439	288.43
POYTHRESS, JERRY LEON BILLING ERROR	202390365600	2023	903656	50.28
WINDLEY, NATHAN LEE DOUBLE BILLED	76952	2021	218221	257.10
7 RELEASES SUBJECT TO BOARD APPROVAL ON 7/17/2023:				<b>2,366.86</b>

# Craven County

## REFUNDS SUBJECT TO BOARD APPROVAL ON 7/17/2023

<b>Taxpayer Name</b>	<b>Account Number</b>	<b>Tax Year</b>	<b>Bill Number</b>	<b>Amount</b>
BRYAN, JAMIE A DOUBLE BILLED	130199	2022	18293	68.96
BRYAN, JAMIE A DOUBLE BILLED	130199	2021	18293	68.96
2 REFUNDS SUBJECT TO BOARD APPROVAL ON 7/17/2023:				<b>137.92</b>

# Craven Area Rural Transit System (CARTS)

## Title VI Program Plan

Date Adopted  
September 8, 2020

**PLAN REVIEW AND APPROVAL**

On behalf of the Craven County Board of Commissioners for Craven Area Rural Transit System (CARTS), I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Craven County Board of Commissioners, have **reviewed and hereby approve** this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end, no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any CARTS transportation services and activities based on race, color, or national origin, ~~sex, age, religion, or disability~~, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration. CARTS is also committed to follow Craven County's non-discrimination policy or policies to ensure no one based on sex, age, religion, or disability will be subject to discrimination.

\_\_\_\_\_  
Chairman, Craven County Board of Commissioners

\_\_\_\_\_  
Date

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TITLE VI NONDISCRIMINATION AGREEMENT  
BETWEEN  
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
AND  
CRAVEN AREA RURAL TRANSIT SYSTEM (CARTS)

In accordance with DOT Order 1050.2A, Craven Area Rural Transit System (CARTS) assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of race, color, or national origin, sex, religion, age, or disability, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by CARTS. . CARTS is also committed to follow Craven County's non-discrimination policy or policies to ensure no one based on sex, age, religion, or disability will be subject to discrimination.

Further, CARTS hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Chairman of the Board of Commissioners.
2. Issue a policy statement, signed by the Chairman of the Board of Commissioners, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public, and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Chairman of the Board of Commissioners.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's sub-recipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts, or other federal financial assistance under all programs and activities and is binding.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Thomas F. Mark Jason Jones

Chairman, Craven County Board of Commissioners

6

## 1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In addition, the broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, religion, and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, sub-recipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

CARTS is a recipient of Federal financial assistance from the North Carolina Department of Transportation (NCDOT) and the United States Department of Transportation (USDOT), receiving Federal Transit Administration (FTA) funds through the NCDOT. As the primary recipient of USDOT funds in North Carolina, the NCDOT's comprehensive Title VI Nondiscrimination Program includes compliance oversight and technical assistance responsibilities towards its sub-recipients, and those sub-recipients must use federal and state funds in a non-discriminatory manner.

CARTS establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined under Group 01.D, "Nondiscrimination Assurance" of the FTA Certifications and Assurances. This document details the nondiscrimination program, policies, and practices administered by this organization and will be updated periodically to incorporate changes and additional responsibilities as they are made.

## 2.0 DESCRIPTION OF PROGRAMS AND SERVICES

### 2.1 PROGRAM(S) AND SERVICES ADMINISTERED

CARTS provides public transportation options to its customers within the geographical areas of Craven County, Jones County, and Pamlico County, North Carolina, ~~(including the New Bern Urbanized Area).~~ ~~Urban-F~~ixed route bus and complementary ADA service is provided within New Bern. CARTS operates ~~two (2) bi-directional Loops~~three routes, identified as Green, Blue, and Orange Monday through Friday. ~~The first route begins service at 7:00 a.m. and pulls into the parking lot to be out of service at 3:45 p.m. The second route begins service at 8:00 a.m. and pulls into the parking lot to be out of service at 5:00 p.m. The bi-directional loops have approximately 90-100 minute headways, but the routes cross paths at approximately 30-40 minute intervals throughout that time. The Blue route begins at 6:45 a.m. and ends at 4:02 p.m. The Orange route begins at 7:24 a.m. and ends at 4:57 p.m. The Green route begins at 6:45 a.m. and ends at 6:13 p.m. The last round of the Green serves destinations that are served by the Blue and Orange routes earlier the day. The headway varies depending on the route and the time of day.~~ The fare for the fixed route bus service is \$1.00. The fare for ~~a disabled persons with disabilities, persons age 65 and older, or persons with a Medicare card~~ passenger is \$.50. Demand response service is provided throughout Craven, Jones, and Pamlico Counties. Demand response services have a 30-minute window, allowing fifteen minutes both before and after the scheduled ~~pick-up~~pick-up times.

CARTS employs ~~38-39~~ full and part-time employees. Appendix B shows the organizational chart.

### 2.2 FUNDING SOURCES / TABLES

For the purpose of federally-assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;

3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during the fiscal year ending June 30, 2020, and whether the funds were received through NCDOT or directly from FTA, is checked below. Additional details are provided on how often each of the grants is received (annually, first time, etc.).

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5307 (Urbanized Area Formula)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operating assistance, preventive maintenance, and ADA for the fiscal year, annually <u>until allocated funds are expended or lapse. Effective October 1, 2023, CARTS will no longer receive an allocation for these funds due to de-urbanization classification of the New Bern area.</u>
5309 (b)(2) (Fixed Guldeway Modernization)	<input type="checkbox"/>	<input type="checkbox"/>	
5310 (Transportation for Elderly Persons and Persons with Disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	
5311 (Formula Grants for Other than Urbanized Areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Administrative and operating funding for the rural demand response service for the fiscal year, annually
5311 (b)(3) (Rural Transit Assistance)	<input type="checkbox"/>	<input type="checkbox"/>	
5316 (Job Access and Reverse Commute)	<input type="checkbox"/>	<input type="checkbox"/>	
5317 (New Freedom)	<input type="checkbox"/>	<input type="checkbox"/>	
5303, 5304 and/or 5305 (Metropolitan & Statewide Planning)	<input type="checkbox"/>	<input type="checkbox"/>	
5339 (Bus and Bus Facilities Formula)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Capital purchase of <del>three (3)</del> 20' LTV replacement vehicles for the rural demand response, annually <u>if designated as such by NCDOT. To meet unmet transportation needs in the area served by CARTS; frequency is affected by need, availability of grant opportunities, and availability of local match. This may include capital purchase of replacement vehicles for the rural demand response if designated as such by NCDOT.</u>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### 2.3 DECISION-MAKING PROCESS

Any policy decisions and grant applications for CARTS are presented by CARTS to the Craven County Board of Commissioners at one of their twice per month meetings. The Transportation Advisory Board does not have any policy making authority.

Board or Committee Name	Appointed	Elected	# of Members
Craven County Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7
Transportation Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Seats are designated for agencies by the Craven County Board of Commissioners; Agencies choose and send the representative for their agency. Seats were determined using the recommended members provided by NCDOT in the 5311 Community Transportation

			Program Overview and is expanded to include representation of all three counties serviced by CARTS.
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**2.4 TITLE VI COORDINATOR**

The individual below has been designated as the Title VI Coordinator for CARTS, and is empowered with sufficient authority and responsibility to implement the Title VI Nondiscrimination Program:

Amber Parker, Director  
 Craven County Human Resources Department  
 406 Craven Street, New Bern, NC 28560  
 252-636-6602  
 aparker@cravencountync.gov

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating the implementation of this Plan.
- Ensure internal staff and officials are familiarized and comply with their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with and providing information to NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

**2.5 CHANGE OF TITLE VI COORDINATOR AND/OR CHAIRMAN OF THE CRAVEN COUNTY BOARD OF COMMISSIONERS**

If the Title VI Coordinator or Chairman of the Craven County Board of Directors changes, this document and all other documents that name the Coordinator will immediately be updated, and the new Chairman of the Craven County Board of Directors will sign an updated policy statement and assurance.

**2.6 ORGANIZATIONAL CHART**

An organizational chart showing the Title VI Coordinator’s place within the organization is located in Appendix B.

**2.7 SUBRECIPIENTS**

CARTS does not have pass-through funds to any other organizations and, therefore, does not have any sub-recipients.

### 3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of CARTS as a federal-aid recipient to ensure that no person shall, on the ground of race, color, or national origin, sex, religion, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

\_\_\_\_\_  
Thomas F. Mark Jason Jones, Chairman Craven  
County Board of Commissioners

\_\_\_\_\_  
Date

#### Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of "programs and activities" to include all programs and activities of federal-aid recipients (such as CARTS), sub-recipients, and contractors, whether such programs and activities are federally-assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act"; 49 U.S.C. 5332, "Nondiscrimination (Public Transportation)"; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, "Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d.

#### Implementation

- This statement will be signed by the Chairman of Craven County Board of Commissioners and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, at transit stops, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgment forms.
- The statement will be posted or provided in languages other than English, when appropriate.

#### 4.0 NOTICE OF NONDISCRIMINATION

- CARTS operates its programs and services without regard to race, color, **or national origin, sex, religion, age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with CARTS.
  - For more information on the CARTS civil rights program and the procedures to file a complaint, contact 252-636-4917, (TTY 800-735-2962 or 7-1-1); email [carls@cravencountync.gov](mailto:carls@cravencountync.gov); or visit our administrative office at **2822 Neuse—Blvd1106 Clarks Rd.**, New Bern, NC 28560; and/or visit <https://www.cravencountync.gov/165/Transportation-CARTS>.
- If information is needed in another language, contact 252-636-4917.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Equal Opportunity and Workforce Services, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

##### Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- Ads in newspapers and other publications shall include the first three (3) bullets.
- The statement will be posted or provided in languages other than English, when appropriate.

## 5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to the nondiscriminatory administration of our programs and services. As with the implementation of our programs in general, organization-wide compliance is required. Thus, employees and staff will periodically be reminded of our Title VI nondiscrimination obligations through staff training and use of the Annual Education and Acknowledgment Form below. The Title VI Coordinator will periodically assess program operations to ensure that this policy is being followed.

### Annual Education and Acknowledgement Form

#### Title VI Nondiscrimination Policy

*(Title VI and related nondiscrimination authorities)*

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of CARTS are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Amber Parker, Human Resources Director, at 252-636-6602.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

#### Acknowledgment of Receipt of Title VI Program

I hereby acknowledge receipt of CARTS' Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program, and I am committed to ensuring that no person is excluded from participation in or denied the benefits of CARTS' programs, policies, services, and activities on the basis of race, color, ~~or national origin, sex, age, or disability~~, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties accordingly, asked to review the Title VI Program, and required to sign the acknowledgment form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program.
- Signed acknowledgment forms and records of internal assessments will remain on file for at least three years.

## 6.0 CONTRACT ADMINISTRATION

CARTS ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. CARTS and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

### 6.1 CONTRACT LANGUAGE

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices, when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by CARTS or the North Carolina Department of Transportation (NCDOT), the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any

information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to CARTS, or the NCDOT, FHWA and/or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, CARTS shall impose such contract sanctions as it or the NCDOT, FHWA and/or FTA may determine to be appropriate, including but not limited to:

- (a) withholding of payments to the contractor under the contract until the contractor complies and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as CARTS or the NCDOT, FHWA and/or FTA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that, in the event, a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request CARTS to enter into such litigation to protect the interests of CARTS, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

\*The Contractor has read and is familiar with the terms above:

\_\_\_\_\_  
Contractor's Initials

\_\_\_\_\_  
Date

#### Implementation

- The nondiscrimination language above (with initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (without initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

## 6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

CARTS, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority, and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

### Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields, and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

## 7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures describe the process used by CARTS to process and investigate complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to programs, services, and activities carried out by CARTS.

Complaints will be investigated by the appropriate authority. Upon completion of every investigation, CARTS will inform the complainant of all avenues of appeal. CARTS will make every effort to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and CARTS staff may be utilized for resolution.

### FILING OF COMPLAINTS

1. **Applicability** – The complaint procedures apply to the beneficiaries of CARTS programs, activities, and services, such as the members of the public and any consultants/contractors hired by CARTS.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, or disability may file a written complaint with CARTS. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
  - The date of the alleged act of discrimination; or
  - The date when the person(s) became aware of the alleged discrimination; or
  - Where there has been a continuing course of conduct, the date on which that conduct was discontinued, or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **CARTS, 2822 Neuse Blvd 1106 Clarks Rd., New Bern, NC 28562.**
  - **North Carolina Department of Transportation, Office of Equal Opportunity and Workforce Services, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453**
  - **US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070**
    - Federal Transit Administration, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590**
    - Federal Highway Administration, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8<sup>th</sup> Floor, E81-314, Washington, DC 20590, 202-366-0693 / 366-0752**
    - Federal Highway Administration, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010**
    - Federal Aviation Administration, Office of Civil Rights, 800 Independence Avenue, SW, Washington, DC 20591, 202-267-3258**
  - **US Department of Justice, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll-free 877-218-5228**
4. **Format for Complaints** – Complaints shall be in writing and signed by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in-person will be reduced to writing, may be recorded, and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
  5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the Nondiscrimination Assurance in Group 01.D of the FTA Certifications & Assurances.
  6. **Complaint Basis** – Allegations must be based on issues involving race, color, or national origin, sex, age, or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations	
			FHWA	FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.		
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese		
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act	Title IX of the Education Amendments of 1972
Age	Persons of any age	21-year-old person	Age Discrimination Act of 1975	
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, paraplegic, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990	

#### Complaint Processing

1. When CARTS receives a complaint, a written acknowledgment, and a Consent Release form will be mailed to the complainant within ten (10) business days by registered mail.
2. CARTS cannot investigate Title VI complaints filed against itself but can investigate ADA complaints against itself. CARTS will consult with the NCDOT External Civil Rights Section to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT has jurisdiction, the External Civil Rights Section will be responsible for the remainder of this process. CARTS will record the transfer of responsibility in its complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, CARTS will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of CARTS's jurisdiction while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

#### Complaint Log

1. When CARTS receives a complaint, the complaint will be entered into the Discrimination Complaints Log with pertinent information and assigned a Case Number. (Note: All complaints must be logged.)
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
3. The Log Year(s) since the last submittal will be entered (e.g., 2012-2015, 2014-2015, FFY 2015, or 2015) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting no complaints, check the No Complaints or Lawsuits box and sign the log.

Craven Area Rural Transit System (CARTS)  
**DISCRIMINATION COMPLAINT FORM**

<p><b>Any person who believes that he/she has been subjected to discrimination based upon race, color, religion, sex, age, national origin, or disability may file a written complaint with Craven Area Rural Transit System (CARTS), within 180 days after the discrimination occurred.</b></p>																			
Last Name:		First Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female															
Mailing Address:			City	State															
Home Telephone:			Work Telephone:	E-mail Address															
<p>Identify the Category of Discrimination:</p> <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> AGE <input type="checkbox"/> RELIGION <input type="checkbox"/> DISABILITY <input type="checkbox"/> SEX																			
<p><small>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications &amp; Assurances.</small></p>																			
<p>Identify the Race of the Complainant:</p> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____																			
<p>Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.</p>																			
<p>Names of individuals responsible for the discriminatory action(s):</p>																			
<p>How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).</p>																			
<p>The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.</p>																			
<p>Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">Telephone</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>					Name	Address	Telephone	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____
Name	Address	Telephone																	
1. _____	_____	_____																	
2. _____	_____	_____																	
3. _____	_____	_____																	
4. _____	_____	_____																	

DISCRIMINATION COMPLAINT FORM

<p>Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.</p> <p> <input type="checkbox"/> NC Department of Transportation _____  <input type="checkbox"/> Federal Transit Administration _____  <input type="checkbox"/> Federal Highway Administration _____  <input type="checkbox"/> US Department of Transportation _____  <input type="checkbox"/> Federal or State Court _____  <input type="checkbox"/> Other _____                 </p>	
<p>Have you discussed the complaint with any CARTS representative? If yes, provide the name, position, and date of discussion.</p>	
<p>Please provide any additional information that you believe would assist with an investigation.</p>	
<p>Briefly explain what remedy, or action, are you seeking for the alleged discrimination.</p>	
<p><b>**WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.</b></p>	
<p>_____ COMPLAINANT'S SIGNATURE</p>	<p>_____ DATE</p>
<p><b>MAIL COMPLAINT FORM TO:</b>                  NORTH CAROLINA DEPARTMENT OF TRANSPORTATION                  OFFICE OF EQUAL OPPORTUNITY &amp; WORKFORCE SERVICES                  EXTERNAL SERVICES SECTION                  1511 MAIL SERVICE CENTER                  RALEIGH, NC 27699-1511                  919-508-1808 or 800-522-0453</p>	
<p><b>FOR OFFICE USE ONLY</b></p>	
<p>Date Complaint Received: _____</p> <p>Processed by: _____</p> <p>Case #: _____</p> <p>Referred to: <input type="checkbox"/> NCDOT    <input type="checkbox"/> FTA    Date Referred: _____</p>	



## INVESTIGATIVE GUIDANCE

- A. **Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint unless evidence shows the need to extend the issues.
- B. **Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
  2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
  3. Applicable Law(s)
  4. Basis/(es)
  5. Allegation(s)/Issue(s)
  6. Background
  7. Name of Persons to be interviewed
    - a. Questions for the complainant(s)
    - b. Questions for the respondent(s)
    - c. Questions for witness(es)
  8. Evidence to be obtained during the investigation
    - a. Issue – The complainant alleges that only six African American contractors are participating in the highway construction industry in the State, and contract awards are very small.
      - i. Documents needed: documents which show all DBE firms which currently have contracts and must include the following 1) name and race of DBE firm; 2) Date of initial certification into the DBE program; 3) type of business; 4) contracts awarded anytime during the period to the present; 5) dollar value of the contract.
- C. **Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. **Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective of the interview is to obtain information that will either support or refute the allegations.
- E. **Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

### Investigative Report

- I. COMPLAINANT(S) NAME (or attorney for the complainant(s) – name and address if applicable)
- II. RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable)
- III. APPLICABLE LAW/REGULATION  
{For example, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53}
- IV. COMPLAINT BASIS(ES)
- V. ISSUES/ALLEGATIONS
- VI. BACKGROUND
- VII. INVESTIGATIVE PROCEDURE
- VIII. ISSUES / FINDINGS OF FACT
- IX. CONCLUSION
- X. RECOMMENDED ACTIONS

#### 8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, CARTS will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section is intended as a compilation of relevant population

characteristics from our overall service area. This data will provide context to the Title VI Nondiscrimination Program and be used to ensure nondiscrimination and improve public outreach initiatives and delivery of ongoing programs.

**8.1 RACE AND ETHNICITY**

The following table was completed using data from [American Community Service Table ID: B2004 and ID: B03001, 2018 Decennial Census, 2020 Census Redistricting Data Table ID: P2 and American Community Survey, 2021, Table ID: B03001](#).

Race and Ethnicity Craven County	Number	Percent
Total Population	<u>403,082,100,720</u>	100
White	<u>72,467,64,993</u>	70.3
Black or African American	<u>22,362,19,903</u>	21.7
American Indian or Alaska Native	<u>799,318</u>	0.8
Asian	<u>2,848,3,059</u>	2.8
Native Hawaiian and Other Pacific Islander	<u>99,150</u>	0.0
Some other Race	<u>1,965,446</u>	1.9
Two or More Races	<u>2,552,4,716</u>	2.5
HISPANIC OR LATINO (of any race)	<u>7,404,7,770</u>	7.2
Mexican	<u>4,788,4,639</u>	4.6
Puerto Rican	<u>1,399,1,566</u>	1.4
Cuban	<u>172,417</u>	0.1
Other Hispanic or Latino	<u>245,156</u>	0.2

Race and Ethnicity Jones County	Number	Percent
Total Population	<u>9,695,9,172</u>	100
White	<u>6,363,5,867</u>	65.6
Black or African American	<u>3,028,2,579</u>	31.2
American Indian or Alaska Native	<u>426,1</u>	0.4
Asian	<u>193,4</u>	0.2
Native Hawaiian and Other Pacific Islander	<u>95</u>	0.0
Some other Race	<u>101,208</u>	1.0
Two or More Races	<u>142,418</u>	1.6
HISPANIC OR LATINO (of any race)	<u>445,507</u>	4.6
Mexican	<u>229,256</u>	2.4
Puerto Rican	<u>62,108</u>	.5
Cuban	<u>014</u>	0
Other Hispanic or Latino	<u>0</u>	0

Race and Ethnicity Pamlico County	Number	Percent
Total Population	42,742,276	100
White	9,699,104	76.2
Black or African American	2,324,055	18.2
American Indian or Alaska Native	2958	.2
Asian	7550	.6
Native Hawaiian and Other Pacific Islander	95	0
Some other Race	15751	1.2
Two or More Races	458457	3.7
HISPANIC OR LATINO (of any race)	477521	3.7
Mexican	414394	3.2
Puerto Rican	5385	.4
Cuban	016	0
Other Hispanic or Latino	93	0

## 8.2 AGE & SEX

The following table was completed using data from American Community Survey Table ID: S010, 20182021; data is an estimate. This chart combines data from all three counties because there are no margins of error on this chart.

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	425,649,122,293	63,637,60,557	64,882,61,736	100%	100%	100%
Under 5 years	7,5807,466	3,9892,935	3,5914,531	6	3.22.4	2.84
Under 18 years	26,58225,221	13,65012,318	12,93212,903	24.221	10.910.1	10.31
18 to 64 years	74,75865,190	39,08434,070	35,67431,120	59.553	31.427.9	28.427.9
65 years and over	24,17926,068	10,90311,589	13,276	19.321	8.79.5	10.69.5
Median Age*	44.848.6	41.745.8	47.951.4			

\*MEDIAN AGE CALCULATED BY GETTING THE AVERAGE MEDIAN AGE FOR EACH COUNTY

### 8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:2018. The percentage of the margin of error varies by county; ~~therefore~~therefore, each county is represented separately.



Population 5 to 17 years	1,508	+/-31	98	+/-50	6.5	+/-3.3
Population 18 to 64 years	6,588	+/-250	1,116	+/-250	1.7	+/-4.3
Population 65 years and over	3,495	+/-79	1,363	+/-188	38.9	+/-5.8
SEX						
Male	6,100	+/-190	1,375	+/-162	22.5	+/-2.7
Female	6,249	+/-95	1,246	+/-143	19.9	+/-2.2
RACE AND HISPANIC OR LATINO ORIGIN						
White	9,383	+/-140	1,967	+/-219	21.0	+/-2.4
Black or African American	2,017	+/-167	566	+/-121	28.1	+/-5.7
American Indian and Alaska Native	20	+/-17	14	+/-12	70.0	+/-34.8
Asian	66	+23	0	+/-19	0.0	+/-37.9
Native American and Other Pacific Islander	0	+/-19	0	+/-19	-	**
Some other Race	148	+/-87	8	+/-12	5.4	+/-8.6
Two or more races	411	+/-90	22	+/-13	5.4	+/-3.4
Hispanic or Latino	430	+/-45	18	+/-14	4.2	+/-3.1

#### 8.4 POVERTY

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months: 2018. The percentage of margin of error varies by county; ~~therefore~~ therefore, each county is represented separately.

Subject Craven County	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	97,743	+/-1,570	15,006	+/-3,568	15.4	+/-3.7
AGE						
Under 18	22,467	+/-1,019	4,679	+/-1,847	20.8	+/-8.4
18 to 64	56,095	+/-1,394	8,161	+/-2,144	14.5	+/-3.8
65 years and over	19,181	+/-438	2,166	+/-855	11.3	+/-4.5
SEX						
Male	48,360	+/-1,727	7,405	+/-2,082	15.3	+/-4.3
Female	49,383	+/-1,359	7,601	+/-2,052	15.04	+/-4.1
RACE AND HISPANIC OR LATINO ORIGIN						
White	68,603	+/-1,318	7,306	+/-2,110	10.6	+/-3.1
Black or African American	22,166	+/-1,529	5,687	+/-2,517	25.7	+/-11.6
American Indian and Alaska Native	N	N	N	N	N	N
Asian	N	N	N	N	N	N
Native American and Other Pacific Islander	N	N	N	N	N	N
Some other Race	N	N	N	N	N	N
Two or more races	N	N	N	N	N	N
Hispanic or Latino	6,150	+/-576	1,802	+/-1,087	29.3	+/-17.4
Subject Jones County	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	9,655	+/-14	2,526	+/-336	26.2	+/-3.5
AGE						
Under 18	1,821	+/-39	832	+/-165	45.7	+/-8.9
18 to 64	5,781	+/-39	1,471	+/-190	25.4	+/-3.3
65 years and over	2,053	+/-7	223	+/-76	10.9	+/-3.7
SEX						
Male	4,800	+/-67	1,263	+/-189	26.3	+/-3.9
Female	4,855	+/-68	1,263	+/-194	26.0	+/-3.9
RACE AND HISPANIC OR LATINO ORIGIN						
White	6,342	+/-82	1,361	+/-276	21.5	+/-4.3
Black or African American	3,009	+/-110	1,081	+/-232	35.9	+/-7.4
American Indian and Alaska Native	42	+/-35	11	+/-16	26.2	+/-34.6
Asian	19	+/-20	0	+/-17	0.0	+/-70.6
Native American and Other Pacific Islander	0	+/-17	0	+/-17	-	**
Some other Race	101	+/-78	2	+/-4	2.0	+/-4.5
Two or more races	142	+/-89	71	+/-58	50.0	+/-23.6
Hispanic or Latino	445	+/-2	258	+/-82	58.0	+/-18.5
Subject Pamlico County	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	12,007	+/-206	1,696	+/-420	14.1	+/-3.5

AGE						
Under 18	1,933	+/-54	462	+/-193	23.9	+/-10.0
18 to 64	6,579	+/-190	941	+/-231	14.3	+/-3.5
65 years and over	3,495	+/-48	293	+/-93	8.4	+/-2.6
SEX						
Male	5,874	+/-201	801	+/-204	13.6	+/-3.4
Female	6,133	+/-71	895	+/-253	14.6	+/-4.1
RACE AND HISPANIC OR LATINO ORIGIN						
White	9,347	+/-144	1,049	+/-344	11.2	+/-3.7
Black or African American	2,017	+/-167	500	+/-145	24.8	+/-7.1
American Indian and Alaska Native	20	+/-17	1	+/-3	5.0	+/-17.2
Asian	66	+/-23	0	+/-19	0.0	+/-37.9
Native American and Other Pacific Islander	0	+/-19	0	+/-19	-	**
Some other Race	148	+/-87	79	+/-88	53.4	+/-41.3
Two or more races	409	+/-89	67	+/-60	16.4	+/-14.1
Hispanic or Latino	430	+/-45	163	+/-101	37.9	+/-24.4

### 8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months :2018. The percentage of margin of error varies by county; ~~therefore~~ therefore, each county is represented separately.

Subject Craven County	Households	
	Estimate	Margin of Error +/-
Total	40,871	+/-625
Less than \$10,000	6.2%	+/-0.09
\$10,000 to \$14,999	5.4%	+/-0.08
\$15,000 to \$24,999	10.5%	+/-1.2
\$25,000 to \$34,999	11.9%	+/-1.2
\$35,000 to \$49,999	15.1%	+/-1.1
\$50,000 to \$74,999	20.4%	+/-1.4
\$75,000 to \$99,999	12%	+/-1.3
\$100,000 to \$149,999	11.2%	+/-1.1
\$150,000 to \$199,999	4.1%	+/-0.07
\$200,000 or more	3.3%	+/-0.7
Median income (dollars)	50,870	+/-1,421
Mean income (dollars)	67,598	+/-2,219
Subject Jones County	Households	
	Estimate	Margin of Error +/-
Total	4,137	+/-134
Less than \$10,000	11.1%	+/-3.0
\$10,000 to \$14,999	10.9%	+/-3.4
\$15,000 to \$24,999	14.7%	+/-3.3
\$25,000 to \$34,999	11.9%	+/-2.4
\$35,000 to \$49,999	11.7%	+/-2.8
\$50,000 to \$74,999	17.7%	+/-3.3
\$75,000 to \$99,999	11.6%	+/-2.9
\$100,000 to \$149,999	7.8%	+/-2.1
\$150,000 to \$199,999	1.6%	+/-0.8
\$200,000 or more	1.0%	+/-0.7
Median income (dollars)	36,892	+/-7,327
Mean income (dollars)	49,842	+/-4,405
Subject Pamlico County	Households	
	Estimate	Margin of Error +/-
Total	5,352	00+/-225
Less than \$10,000	7.8%	+/-2.0
\$10,000 to \$14,999	5.8%	+/-1.4
\$15,000 to \$24,999	12.7%	+/-2.1
\$25,000 to \$34,999	12.8%	+/-2.4
\$35,000 to \$49,999	16.1%	+/-2.6
\$50,000 to \$74,999	17.1%	+/-2.6
\$75,000 to \$99,999	11.8%	+/-2.1
\$100,000 to \$149,999	10.4%	+/-1.9
\$150,000 to \$199,999	2.6%	+/-1.0
\$200,000 or more	3.1%	+/-0.9
Median income (dollars)	44,947	+/-3,393
Mean income (dollars)	62,842	+/-4,484

**8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS**

The following table was completed using data from Census Table B16001, Language Spoke at Home by Ability to Speak English for the Population 5 Years and Older, 2015.

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	119,132	+/- 115	100%	(X)
Speak only English	109,882	+/- 880	91.2%	+/- 0.7%
Spanish or Spanish Creole:	5,833	+/- 651	3.9%	+/- 0.5%
Speak English "very well"	3,605	+/- 552	2.1%	+/- 0.4%
Speak English less than "very well"	2,228	+/- 509	1.8%	+/- 0.4%

**8.7 POPULATION LOCATIONS**

Federal-aid recipients are required to know the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty, and limited English proficiency. This can be accomplished through maps that overlay boundaries and demographic features on specific communities.

**9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)**

As required under FTA C 4702.1B and 4703.1, Title VI equity and environmental justice (EJ) analyses will be conducted whenever we plan to construct (or modify) a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., when there will be an increase in fares, or when there will be a major service reduction. These studies will be conducted to see if the change could result in either a disparate impact based on race, color, or national origin (Title VI) or a disproportionately high and adverse impact on minority and/or low-income populations (EJ). Thus, they will look at various alternatives before selecting a site for the facility. Project-specific demographic data will be collected on potentially affected communities and their involvement in associated decision-making activities will be documented. Specific studies will be made available to oversight agencies during compliance reviews or to evidence our due diligence should a complaint be filed in relation to the location and effect of a proposed facility or fare increases. Project-related equity and EJ studies will remain on file indefinitely.

## 10.0 PUBLIC INVOLVEMENT

### 10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. Recipients engaged in planning and other decision-making activities must have a documented public participation process that provides adequate notice of public participation activities and early and continuous opportunities for public review and comment at key decision points. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

This Public Participation Plan describes how CARTS will disseminate vital agency information and engage the public by seeking out and considering the needs and input of interested parties and those traditionally underserved by existing transportation systems, such as minority and limited English proficient persons, who may face challenges accessing programs and other services. General public involvement practices will include:

- Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- Employing different meeting sizes and formats.
- Coordinating with community- and faith-based organizations, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

### 10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include openly stating our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

### 10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and sub-recipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

### 10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.), will include the following:

### Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive, and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple communication channels like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific "attention-grabbing" reasons to attend will be used, such as "Help us figure out how to relieve congestion on [corridor name]" or "How much does it cost CARTS? Let us know on [date]."
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

### Public Meetings

"Public meeting" refers to any meeting open to the public, such as hearings, charrettes, open house, and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

### Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, typically occurring on private property at the owner's request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

### Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.

## **10.5 LIMITED ENGLISH PROFICIENCY**

Limited English Proficient (LEP) persons refer to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

In an effort to comply with DOT's LEP policy guidance and Executive Order 13166, this section of our public participation plan outlines the steps we will take to ensure meaningful access to all benefits, services, information, and other important portions of our programs and activities by individuals who are limited-English proficient. Accordingly, a four factor analysis was conducted to determine the specific language services appropriate to provide, and to whom, to inform language assistance planning and determine if our communication with LEP persons is effective.

**Four Factor Analysis**

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

**Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.***

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	119,132	+/- 115	100%	(X)
Speak only English	109,882	+/- 880	91.2%	+/- 0.7%
Spanish or Spanish Creole:	5,833	+/- 651	3.9%	+/- 0.5%
Speak English "very well"	3,605	+/- 552	2.1%	+/- 0.4%
Speak English less than "very well"	2,228	+/- 509	1.8%	+/- 0.4%

CARTS works with the local refugee agency to explain CARTS in the refugee's native language. This usually involves making a presentation that includes opportunities for individuals to board and explore a transit vehicle. CARTS may also work with other agencies to provide a travel training experience.

**Factor #2: *The frequency with which LEP individuals come in contact with the program.***

CARTS has been monitoring the frequency with which LEP individuals have come in contact with CARTS. Hispanic or Latino riders use both the fixed route and demand response services. Information for passengers is available through the CARTS webpage, <https://www.cravencountync.gov/165/Transportation-CARTS>.

LEP individuals are represented on the CARTS Transportation Advisory Board (TAB). While not a policy-making body, the TAB makes recommendations to the governing board.

All grant application public hearing notices are, at a minimum, published in the New Bern Sun-Journal, on the Craven County website <https://www.cravencountync.gov/>.

**Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.***

CARTS provides service to all major employment, medical facilities, education, human services agencies, and recreation sites within the Craven, Jones, and Pamlico counties either by fixed route or demand response service.

**Factor #4: The resources available to the recipient and costs.**

CARTS has numerous resources that could be used to provide LEP assistance to customers. This includes identifying CARTS staff, volunteers, community college, and county staff. Cost for these services has been free.

**LANGUAGE ASSISTANCE PLAN**

As a result of the above four-factor analysis, a Language Assistance Plan (LAP) was not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services.

**Language Assistance Measures**

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into the languages of all language groups that met the threshold in Factor 1.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Utilizing or hiring staff who speak a language other than English and can provide competent language assistance. Note: We will not ask community-based organizations to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethics concerns. If a CBO decides (on its own) to translate any materials for its constituents or bring interpreters it trusts to our meetings, we cannot object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

**Written Translation and Oral Interpretation**

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, a written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with language access resource contacts (LARCs).

**Staff Support for Language Assistance**

- Agency staff will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer and any outside consultant contracted to provide language services. This list will be updated as needed to remain current.

- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with a flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in-person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgments (Section 5.0) and basic Title VI training (Section 11.0).

#### Project-Specific LEP Outreach

A project-specific four-factor analysis will be conducted for any project being planned or scheduled outreach event limited to a specific geographical area delineated for that activity (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

#### Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous; thus, assistance techniques may be refined at any time. This LAP will be periodically reviewed to determine if our language assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will never attempt to eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

**10.6 DEMOGRAPHIC REQUEST**

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

CARTS is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<b>Race/Ethnicity:</b> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify): _____	<b>National Origin: (if born outside the U.S.)</b> <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: _____ <input type="checkbox"/> South American: _____ <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Age:</b> <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
<b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>I choose not to provide any of the information requested above:</b> <input type="checkbox"/>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact CARTS at 252-636-4917 or by email at [cart@cravencountync.gov](mailto:cart@cravencountync.gov).

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Implementation**

- Forms will be completed prior to triennial Title VI compliance reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects "I choose not to provide any of the information requested above," they will have also **completed** the form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinator's best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

**10.7 KEY COMMUNITY CONTACTS**

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Thomas F. Mark Jason Jones	Craven County	Chairman, Craven County Board of Commissioners	No
Kim Maxey	New Bern Urbanized Area	New Bern Area Metropolitan Planning Organization	Yes
B. J. Eversole	Craven, Jones, and Pamlico Counties	Down East Rural Planning Organization	Yes

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact anyone listed above must request that information from the Title VI Coordinator.

**10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION**

CARTS regularly participates on community boards and groups such as the Craven County Aging Board, Jones County Aging Board, Recovery Alliance Initiative, and NCWorks. CARTS attends public events such as the Family Fun Day in Pamlico County, Back to School Bashes, Job Fairs, Town Halls, etc. CARTS makes presentations to multiple other agencies such as Vocational Rehabilitation, Departments of Social Services, etc. The CARTS Transportation Advisory Board meetings are well attended by representatives from all three counties served by CARTS. Agencies represented that serve populations less likely to attend community events include Interfaith Refugee Ministries, Religious Community Services (which operates the community kitchen and homeless shelter), and Departments of Social Services. CARTS partners with local Health Departments for outreach. Periodically, CARTS will schedule meet and greet type events at locations throughout the service area as additional attempts to reach all populations within the service area. A list of outreach efforts is maintained separate from this plan because the list is extensive.

The following format will be used to report all outreach efforts made since our last NCDOT Title VI Compliance Review. All meetings and disseminations of information shall enable collection of information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
02/16/2018	11am—5pm	Meet and greet within Pamlico County	Governmental, non-profits, and nursing home	Information about CARTS services
03/15/2018	1:00pm	Share information about CARTS to agency community representatives	Pamlico DSS staff	Information about CARTS services
03/24/2018	11:30am—4:30pm	Community Forum	General public including elderly and disabled	Information about CARTS services
04/14/2018	9:00am—2:00pm	Health Fair	General Public with focus on elderly and disabled	Information about CARTS services
05/11/2018	8:00am	Share information about CARTS to agency representatives	General public including elderly and disabled	Information about CARTS services
06/06/2018	10:30am—1:30pm	Summer Resource Fair at Craven Community College	General public	Information about CARTS services
10/6/2018	10:00am—10:30am	Share information about CARTS to agency community representatives	Jones County Health Dept. staff	Information about CARTS services

11/16/2018	12:00pm	Share Information about CARTS to community representatives	Jones County Juvenile Crime Prime Council	Information about CARTS services
05/11/2019	10:00am—2:00pm	Pamlico Family Fun Day	General public including elderly and disabled	Information about CARTS services
05/31/2019	9:00am-11:00am	Jones County Health Expo	Elderly	Information about CARTS services
06/18/2019	Facebook Campaign	Facebook Campaign	General public	Information about CARTS services
06/22/2019	10:00am—4:00pm	Dufffest	General public including elderly and disabled	Information about CARTS services
07/18/2019	2:00pm—5:00pm	Summer Showcase at New Bern Mall	General public including elderly and disabled	Information about CARTS services
08/16/2019	10:00am—2:00pm	Outreach using Craven County Elections Training Room	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/20/2019	12:00pm—4:00pm	Outreach at Havelock Health Center	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/20/2020	5:00pm—7:00pm	Outreach at Harlowe Community Center	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/24/2019	12:00pm—3:00pm	Outreach at Bridgeton Town Hall	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/22/2019	6:00pm—8:00pm	Outreach at River Bend Town Hall	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/23/2019	10:00am—2:00pm	Outreach at Fairfield Harbor Activity Bldg	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/24/2019	11:00am—1:30pm	Outreach at Pamlico Public Library	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/26/2019	10:00am—8:00pm	Outreach at Craven Community College	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/27/2019	3:00pm—6:00pm	Outreach at New Bern Public Library	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
08/29/2019	9:00am—11:00am	Outreach at Trent Woods Town Hall	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
09/09/2019	4:00pm—7:30pm	Outreach at Cove City Public Library	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
09/10/2019	4:00pm—7:30pm	Outreach at Vanceboro Public Library	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be

09/12/2019	7:00pm—9:00pm	Outreach at Carolina Pines Township 6 Fire Dept	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
09/17/2019	6:30pm—8:00pm	Outreach at Harlowe Community Center	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
09/19/2019	11:00am—1:30pm	Pantherfest at Craven Community College	General public including elderly and disabled	Information about CARTS services
09/25/2019	9:00am—11:00am	Outreach at RCS Community Kitchen	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
10/03/2019	2:00pm—4:00pm	Outreach at Fairfield Harbor Community Bldg	General public including elderly and disabled	Information about CARTS services; Solicit information from the public regarding what they need their transit system to be
10/05/2019	11:00am—12:00pm	Bryant Chapel Fellowship Hall Senior Celebration	Elderly and disabled	Information about CARTS services
10/22/2019	6:00pm—7:30pm	Craven Connection	General public including elderly and disabled	Information about CARTS services
11/02/2019	4:00pm—5:00pm	Habitat for Humanity Block Party	General public including elderly and disabled	Information about CARTS services
11/08/2019	9:00am—3:00pm	Jones County Heritage Festival	General public including elderly and disabled	Information about CARTS services

### 11.0 STAFF TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training prior to providing revenue service. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on the application of Title VI in their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Training will be provided or organized by the Title VI Coordinator (or designee), and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings will remain on file for at least three years (and in personnel files), including agendas, sign-in sheets, copies of calendars, and any certificates issued.

### 12.0 NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Refer to Appendix C for membership slots approved by the Craven County Board of Commissioners.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population								
Transit Advisory Board	18.75	81.25	50	37.5	0	0	12.5	0

Strategies for Representative Committees

We will seek minority participation and strive for committees that are representative of our constituencies by:

- Openly asking public and small group meeting participants if they would be interested in serving on a committee.
- Seeking referrals from local organizations and key community contacts that serve or represent minorities.
- Exploring different types of committees, such as ad hoc minority- or youth-only Citizen Advisory Committees.
- Outreach efforts and responses (or lack thereof from those asked to serve or refer others) will be documented.

**13.0 RECORD-KEEPING AND REPORTS**

Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. As a sub-recipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, the next of which is due in 2020. Reports on Title VI-related activities and progress to address findings identified in civil rights compliance reviews and assessments may also be submitted on an as-requested basis. It will occasionally be necessary to update this program plan and its component parts (e.g., complaints, Public Involvement, and LEP), applicable documents, and responsible officials. Updates will be submitted to NCDOT for review and approval.

In addition to other items throughout this plan, records and reports due at the time of compliance reviews or investigations will include the following:

Compliance Reviews

- Title VI Program Plan
- List of civil rights training provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

## 14.0 TRANSIT PROVIDERS

### 14.1 SERVICE STANDARDS

#### Vehicle load

CARTS operates two (2) bi-directional loops, utilizing three (3) 22' Light Transit Vehicles (1 spare). Each vehicle has a capacity of two (2) wheelchairs and twelve (12) ambulatory passengers (no standees).

#### Vehicle headway

The first route begins service at 7:00am, and pulls into the parking lot to be out of service at 3:45 p.m. The second route begins service at 8:00 am, and pulls into the parking lot to be out of service at 5:00 p.m. The bi-directional loops have approximately 90-100 minute headways, but the routes cross paths at approximately 30-40 minute intervals throughout that time.

#### On time performance

The intended standard will be zero (0) minutes early at stops and no more than five (5) minutes late.

#### Service availability

Both loops cover the same neighborhoods, shopping, and medical stops. There are occasional capacity issues, typically the first week or so of each semester of classes for Craven Community College, and only on the first run of the day.

### 14.2 SERVICE POLICIES

#### Transit Amenities for each mode

CARTS does not have transit amenities (shelters, benches, etc.) in place.

#### Vehicle Assignment for each mode

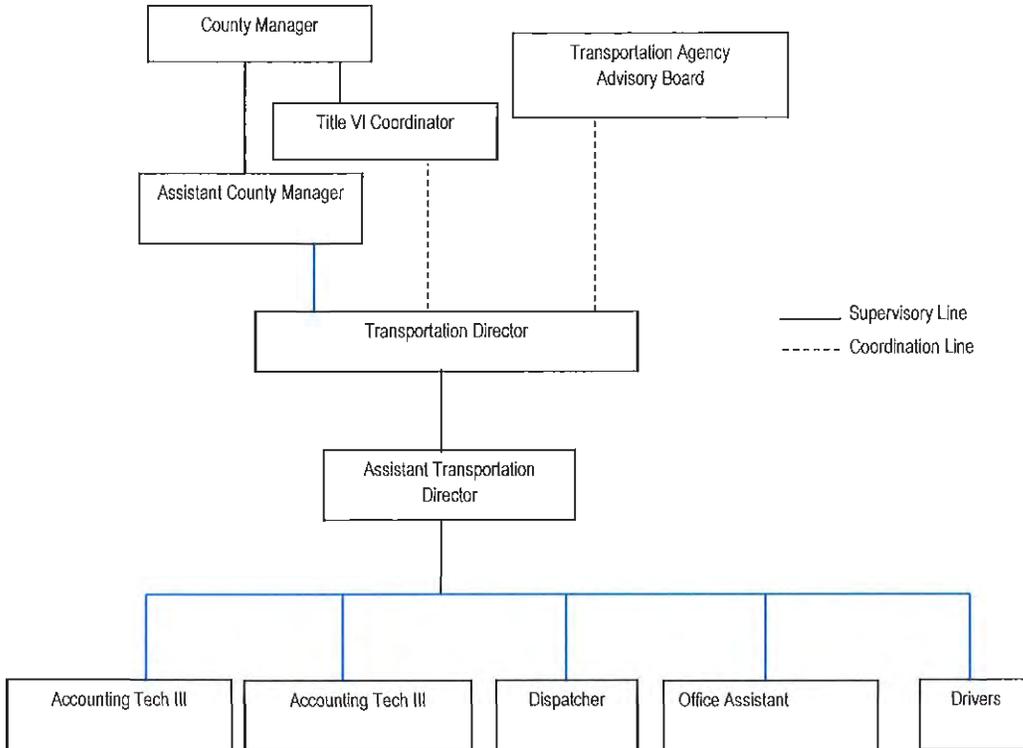
The assignment of vehicles is not applicable to the service mode offered by CARTS in that both loops cover the same areas. Vehicle assignment will be applicable when the system develops further.

## Appendix A Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees, and successors in interest, is reminded that it has agreed to comply with the following nondiscrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, or national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination based on disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination based on age);
- The Civil Rights Restoration Act of 1987 (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, religion, sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).

**Appendix B  
Organizational Structure**



**Appendix C**  
**CARTS Transportation Advisory Board Composition**  
**Approved by the Craven County Board of Commissioners on October 5, 2015**

The CARTS TAB is a locally formed advisory group based on guidelines provided by the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD). Each transportation system is required to have a TAB approved by the governing board. NCDOT/PTD has recommended guidelines and requirements regarding TAB composition. These recommendations are conveyed through the Community Transportation Program Overview provided by NCDOT/PTD. This document includes examples provided in the Overview as well as the slots approved by the Craven County Board of Commissioners for each category on the CARTS TAB. Slots have been designated based on historical participation on the CARTS TAB, identified areas of under-representation, and consideration for representation of all geographical areas within the CARTS service area.

Examples of Public Human Service Agencies include Senior Services, DSS, Vocational Rehabilitation, Head Start, Shelter Workshops, Health Dept., Veterans Administration, Smart Start, Mental Health, Housing Authority, and Human Service Transit Users. Designated slots for the CARTS TAB under the category of Public Human Service Agencies are as follows:

1. Department of Social Services
  - a. Craven County Department of Social Services
  - b. Jones County Department of Social Services
  - c. Pamlico County Department of Social Services
2. Vocational Rehabilitation
3. Mental Health
  - a. Trillium Health Services
  - b. Port Human Services
4. One agency representing Senior Services, Health Dept., Veterans Administration, or Housing Authority
5. One agency representing Senior Services, Health Dept., Veterans Administration, or Housing Authority not already represented in slot 4.

Examples of Transportation Providers include private transportation providers, intercity bus providers, ambulance services, regional authorities, urban systems, faith-based services, and volunteers. Designated slots for the CARTS TAB under the category of Transportation Providers are as follows:

1. Private transportation provider
  - a. Craven County
  - b. Jones County
  - c. Pamlico County
2. Ambulance service
3. One agency representing faith-based services or volunteers

Examples of public and business sectors include Chamber of Commerce, major employers, DBE's, hospital/dialysis center staff, non-profit organizations, employment transit users, general public transit users, and public citizens. Designated slots for the CARTS TAB under the category of public and business sectors are as follows:

1. Dialysis Center
  - a. Craven County (which also serves Pamlico County)
  - b. Jones County
2. Hospital or other medical provider entity serving Craven, Jones, and/or Pamlico County
3. Non-profit
4. Public citizen or non-profit
5. Public citizen or non-profit

Examples of government and governmental affiliates include MPO, RPO, economic development, Employment Security Commission, job link and/or career centers, elected officials, county government staff, and community college. Designated slots for the CARTS TAB under the category of government and governmental affairs are as follows:

1. MPO
2. RPO
3. Economic Development
  - a. Craven County
  - b. Jones County
  - c. Pamlico County
  - d. City of New Bern
4. NC Department of Commerce – Division of Employment Services, NC Joblink, or career center
5. Elected official
6. County government staff (i.e. County Manager, Finance Officer, etc.)
  - a. Craven County
  - b. Jones County
  - c. Pamlico County
7. Community college
  - a. Craven Community College
  - b. Lenoir Community College (Jones County)
  - c. Pamlico Community College

A Transit User is a passenger that currently utilizes the transit system. There will be four designated slots for this category.

1. Craven County (rural)
2. Jones County (rural)
3. Pamlico County (rural)
4. City of New Bern (urban)



Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER**

Survey/Program:  
American Community Survey  
Universe:  
Population 5 years and over  
Year:  
2015  
Estimate:  
5-Year  
Table ID:  
B16001

	Craven County, North Carolina		Jones County, North Carolina		Pamlico County, North Carolina	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
▼ Total:	94,972	+/-52	9,485	+/-28	12,475	+/-39
Speak only English	88,861	+/-612	9,244	+/-71	11,777	+/-197
▼ Spanish or Spanish Creole	5,015	+/-453	392	+/-57	426	+/-141
Speak English "very well"	3,155	+/-355	165	+/-89	285	+/-108
Speak English less than "very w	1,860	+/-363	227	+/-91	141	+/-55
▼ French (incl. Patois, Cajun):	254	+/-138	0	+/-19	33	+/-26
Speak English "very well"	241	+/-138	0	+/-19	26	+/-24
Speak English less than "very w	13	+/-18	0	+/-19	7	+/-10
▼ French Creole:	0	+/-28	0	+/-19	0	+/-19
Speak English "very well"	0	+/-28	0	+/-19	0	+/-19
Speak English less than "very w	0	+/-28	0	+/-19	0	+/-19
▼ Italian:	164	+/-104	0	+/-19	8	+/-12
Speak English "very well"	164	+/-104	0	+/-19	8	+/-19
Speak English less than "very w	0	+/-28	0	+/-19	8	+/-12
▼ Portuguese or Portuguese Creole	22	+/-27	0	+/-19	2	+/-3
Speak English "very well"	22	+/-27	0	+/-19	2	+/-3
Speak English less than "very w	0	+/-28	0	+/-19	0	+/-19
▼ German:	158	+/-80	10	+/-13	8	+/-15
Speak English "very well"	150	+/-76	10	+/-13	8	+/-15

4 / [https://data.census.gov/cedsci/table?p=0500000US37137,37049,37103&tid=ACSDT5Y2015.B16001&vintage=2018&hidePreview=false&layer=VT\\_2018\\_050\\_00\\_PY\\_D1&cid=S0101\\_C01\\_001E&Lan...](https://data.census.gov/cedsci/table?p=0500000US37137,37049,37103&tid=ACSDT5Y2015.B16001&vintage=2018&hidePreview=false&layer=VT_2018_050_00_PY_D1&cid=S0101_C01_001E&Lan...) 1/2

Appendix D: FACTOR #1 to SECTION 8.5

**Appendix E**  
**NCDOT's Compliance Review Checklist for Transit**

<b>I. Program Administration (General Requirements)</b>	
<i>Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>	
<b>Note:</b> Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.	
<b>Requested Items</b> <small>(Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)</small>	<b>Completed</b>
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input type="checkbox"/>
2. Title VI Policy Statement ( <i>signed</i> )	<input type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties <b>Name/Title:</b>	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions <b>reviewed and approved</b> the Title VI Program	<input type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. <b>If you pass through FTA funds to other organizations</b> , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. > <b>No Subrecipients</b> <input type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis <b>if you have constructed or conducted planning for a facility</b> , such as a vehicle storage facility, maintenance facility, operation center, etc. > <b>No Facilities Planned or Constructed</b> <input type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for <b>any construction projects during the past three years</b> and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities > <b>No Construction Projects</b> <input type="checkbox"/>	<input type="checkbox"/>
16. If the recipient has undergone a Title VI Compliance Review in the last 3 years, please indicate the year of the last review and who conducted it. <b>Year/Agency:</b>	<input type="checkbox"/>

## II. Transit Providers

Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers.

Note: All NCDOT subrecipients that provide **fixed route** public transportation services (e.g., local, express or commuter bus; bus rapid transit; commuter rail; passenger ferry) must complete this section.

➤ **Not Applicable**  (Check this box if you do not provide **fixed route** services, and skip questions 17 and 18. This section does not apply to you if you **only** provide demand response services.)

Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
<p>17. Service standards (quantitative measures) developed for each specific fixed route mode that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:</p> <ul style="list-style-type: none"> <li>• Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.) <input type="checkbox"/></li> <li>• Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).) <input type="checkbox"/></li> <li>• On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be "on time." Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.) <input type="checkbox"/></li> <li>• Service availability for each mode (Refers to a general measure of the distribution of routes within a transit provider's service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service.) <input type="checkbox"/></li> </ul>	
<p>18. Service policies (system-wide policies) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:</p> <ul style="list-style-type: none"> <li>• Transit amenities for each mode (e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. NOTE: Attach this information <u>only</u> if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.) <input type="checkbox"/></li> <li>• Vehicle assignment for each mode (Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.) <input type="checkbox"/></li> </ul>	

**State of North Carolina  
County of Craven  
Proclamation  
Child Support Awareness Month  
August 2023**

WHEREAS Craven County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Craven County's families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, in State Fiscal Year 2022-23, more than \$7.7 million in child support was collected from parents of Craven County's children, and

WHEREAS, there are nearly 4,430 child support orders in place, working to ensure that more than 4,488 children receive financial support from their parents: and

WHEREAS, the court must order either parent to obtain and maintain medical health insurance coverage for a child if it is actually and currently available to the parent at a reasonable cost.

WHEREAS Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future: and

WHEREAS, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

WHEREAS, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

WHEREAS, many concerned and dedicated judges, district attorneys, clerks of court, sheriffs' personnel, and child support professionals work to establish and enforce child support orders for Craven County children, one of our county's most vital resources.

NOW, THEREFORE, We, the Craven County Board of Commissioners, do hereby proclaim August 2023 as "CHILD SUPPORT AWARENESS MONTH" in Craven County, and commend its observance to all citizens.

IN WITNESS WHEREOF,

Craven County  
Board of Commissioners

\_\_\_\_\_  
Jason R. Jones, Chairman

Attest:

\_\_\_\_\_  
Nan Holton, Clerk to the Board



**2. OFFICE OF SENATOR TED BUDD PRESENTATION: Sam Shumate**

Sam Shumate, Southeast Regional Director for the Office of Senator Ted Budd, will introduce himself to the Board and provide an update.

**Board Action: Receive information**

**3. COLONEL BURKS' PRESENTATION: Colonel Brendan C. Burks**

Colonel Brendan C. Burks, Cherry Point Commanding Officer, will introduce himself to the Board and provide an overview of activities aboard MCAS Cherry Point.

**Board Action: Receive information**

**4. BOARD OF ELECTIONS PRESENTATION: Susan Williams**

Director of Elections, Susan Williams, will introduce herself to the Board and provide an update on activities related to the Election's Office.

**Board Action: Receive information**

**DEPARTMENTAL MATTERS:**

**5. Airport – FAA Grant Funding Approval: Andrew Shorter**

A Craven County signature is required to accept FAA Federal Bipartisan Infrastructure Law (BIL), Airport Terminal Program (ATP) grant for the commercial terminal expansion project.

-The Coastal Carolina Regional Airport Authority is in receipt of the FY23 BIL, ATP grant offer in the amount of \$5,000,000.00.

-This grant was awarded as part of a competitive award process for FY23 applications. Only three airports in NC were selected (EWN, CLT and AVL).

-This grant will be issued for the construction of the eligible share of the terminal hold room and the passenger boarding bridges for gates one and three. These areas provide the greatest impact to influence capacity issues and passenger access. Additional funding for this project will continue to be covered by annual FAA Airport Improvement Program (AIP) grants, NC Airport Improvement Program (NCAIP) state grant funding, and a modest contribution from the airport's operating fund. Total project cost is \$26,144,266.00.

A copy of the FAA grant agreement is shown in the following document.

**Board Action: Accept and sign the FAA grant agreement.**



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
Southern Region  
Kentucky, North Carolina, Tennessee

Memphis Airports District  
Office:  
2600 Thousand Oaks Blvd.,  
Suite 2250  
Memphis, TN 38118

June 23, 2023

Mr. Andrew Shorter, Director  
Coastal Carolina Regional Airport  
200 Terminal Drive  
New Bern, NC 28562

Dear Mr. Shorter:

An original and two copies of the Grant Offer for the Bipartisan Infrastructure Law (BIL) - Airport Terminal Program Grant (ATP) Project No. 3-37-0050-053-2023 Coastal Carolina Regional Airport are enclosed for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the grant offer carefully.

**You may not make any modification to the text, terms or conditions of the grant offer.**

***Steps You Must Take to Enter Into Agreement.*** To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their signature to the appropriate certificate at the end of the agreement. All signatures must be made with blue or black ink; signature stamps are not acceptable.
3. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their signature to the appropriate certificate at the end of the agreement.
4. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **July 31, 2023**.
5. After you fully execute the Grant Agreement:
  - a. Send an original wet-signed copy of the executed agreement to our office via U.S. Mail or other commercial courier;
  - b. Retain one original wet-signed copy of the executed agreement for your records;
  - c. Forward one original wet-signed copy of the executed agreement to your associated State Aviation Official, if necessary; and
  - d. Send a PDF scan or copy of the signed agreement to our office by facsimile or email because time is critical for entering the executed grant into the FAA system.

**Payment.** Subject to the requirements in 2 CFR § 200.305 (Federal Payment), each payment request for reimbursement under this grant must be made electronically via the Delphi invoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

**Project Timing.** The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date (1,460 days from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these Federal funds. We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Your grant may be placed in “inactive” status if you do not make draws on a regular basis, which will affect your ability to receive future grant offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

**Reporting.** Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31<sup>st</sup> of each year this grant is open:
  1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
  2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit FAA Form 5100-140, Performance Report within 30 days of the end of the Federal fiscal year.
- For construction projects, you must submit FAA Form 5370-1, Construction Progress and Inspection Report, within 30 days of the end of each Federal fiscal quarter.

**Audit Requirements.** As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

**Closeout.** Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

**FAA Contact Information.** Cori Alejandro Hudlet, (901) 322-8189, cori.hudlet@faa.gov, is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

**TOMMY L DUPREE**     Digitally signed by TOMMY L DUPREE  
Date: 2023.06.23 13:32:13 -05'00'  
Mr. Tommy L. Dupree  
Manager, Memphis Airport District Office



U.S. Department  
of Transportation  
Federal Aviation  
Administration

**FY 2023 AIRPORT TERMINAL PROGRAM GRANT  
GRANT AGREEMENT  
Part I - Offer**

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Federal Award Offer Date	June 23, 2023
Airport/Planning Area	Coastal Carolina Regional Airport
Airport Terminal Program Grant Number	3-37-0050-053-2023
Unique Entity Identifier	JNUBCK9F6JK5

---

TO: County of Craven, North Carolina  
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated March 16, 2023, for a grant of Federal funds for a project at or associated with the Coastal Carolina Regional Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Coastal Carolina Regional Airport (herein called the "Project") consisting of the following:

Expand Terminal Building (Expand Passenger Hold Room and Acquisition of Two Passenger Boarding Bridges)

which is more fully described in the Project Application submitted in response to the Notice of Funding Opportunity (NOFO) published on September 28, 2022.

**NOW THEREFORE**, Pursuant to and for the purpose of carrying out the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety-five percentage (95%) of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

#### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$5,000,000.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$5,000,000 airport development; and,

\$0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. Period of Performance:

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).

- b. Budget Period:

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph (2)(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

- c. Close Out and Termination:

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the Period of Performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the Period of Performance end date with the information available at the end of 120 days (2 CFR § 200.344).

2. The FAA may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.**
  - a. The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, BIL (Public Law 117-58), the regulations, and the Secretary's policies and procedures.
  - b. The Sponsor agrees to post-award performance and project evaluation requirements by the FAA/DOT/Federal government or its agents as specified in the NOFO.
  - c. Per 2 CFR § 200.308, the Sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage.
  - d. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before July 31, 2023, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.
11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**
- a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/content/entity-registration>.
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of BIL Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can, subject to the availability of Federal funds, also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this Grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.

17. **Build America, Buy American.** The Sponsor must comply with the requirements under the Build America, Buy America Act (Public Law 117-58).
18. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this Grant Offer:
- a. May not be increased for a planning project;
  - b. May be increased by not more than 15 percent for development projects, if funds are available;
  - c. May be increased by not more than the greater of the following for a land project, if funds are available:
    1. 15 percent; or
    2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the Sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in BIL (Public Law 117-58), or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

19. **Audits for Sponsors.**

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than \$750,000 in Federal awards and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA and other appropriate Federal agencies may request additional information to meet all Federal audit requirements.

20. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.
  - b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.

- c. Immediately disclose in writing to the FAA whenever (1) the Sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the Public Sponsor suspends or debars a contractor, person, or entity.

**21. Ban on Texting While Driving.**

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
  - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
  - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - i. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - ii. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

**22. Trafficking in Persons.**

- a. *Posting of contact information.*
  - 1. The Sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.
- b. *Provisions applicable to a recipient that is a private entity.*
  - 1. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not:
    - i. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
    - ii. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
    - iii. Use forced labor in the performance of the Grant or any subgrants under this Grant.
  - 2. We as the Federal awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
    - i. Is determined to have violated a prohibition in paragraph (a) of this Grant Condition; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph (a) of this Grant Condition through conduct that is either –
      - a) Associated with performance under this Grant; or

- b) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.
- c. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this Grant, without penalty, if a subrecipient that is a private entity –
  - 1. Is determined to have violated an applicable prohibition in paragraph (a) of this Grant Condition; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated an applicable prohibition in paragraph (a) of this Grant Condition through conduct that is either –
    - i. Associated with performance under this Grant; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.
- d. *Provisions applicable to any recipient.*
  - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a) of this Grant Condition.
  - 2. Our right to terminate unilaterally that is described in paragraph (a) or (b) of this Grant Condition:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended [22 U.S.C. § 7104(g)], and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant.
  - 3. You must include the requirements of paragraph (a) of this Grant Condition in any subgrant you make to a private entity.
- e. *Definitions.* For purposes of this Grant Condition:
  - 1. "Employee" means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this Grant; or
    - ii. Another person engaged in the performance of the project or program under this Grant and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  - 2. "Force labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
  - ii. Includes:
    - a) A nonprofit organization, including any nonprofit institute of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
    - b) A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).
23. **BIL Funded Work Included in a PFC Application.** Within 120 days of acceptance of this Grant Agreement, the Sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The airport sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.
24. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated August 10, 2020, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.
25. **Employee Protection from Reprisal.**
  - a. Prohibition of Reprisals.
    1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in subparagraph (a)(2) below, information that the employee reasonably believes is evidence of:
      - i. Gross mismanagement of a Federal grant;
      - ii. Gross waste of Federal funds;
      - iii. An abuse of authority relating to implementation or use of Federal funds;
      - iv. A substantial and specific danger to public health or safety; or
      - v. A violation of law, rule, or regulation related to a Federal grant.
    2. Persons and bodies covered. The persons and bodies to which a disclosure by an employee is covered are as follows:
      - i. A member of Congress or a representative of a committee of Congress;
      - ii. An Inspector General;
      - iii. The Government Accountability Office;
      - iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;
      - v. A court or grand jury;

- vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
  - vii. An authorized official of the Department of Justice or other law enforcement agency.
- b. Investigation of Complaints
- 1. Submission of Complaint. A person who believes that they have been subjected to a reprisal prohibited by paragraph (a) of this Condition may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
  - 2. Time Limitation for Submittal of a Complaint. A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
  - 3. Required Actions of the Inspector General. Actions, limitations, and exceptions of the OIG's office are established under 41 U.S.C. § 4712(b).
- c. Remedy and Enforcement Authority.
- 1. Assumption of Rights to Civil Remedy. Upon receipt of an explanation of a decision not to conduct or continue an investigation by the OIG, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c)(2).
26. **Co-Sponsor.** The Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "Sponsor" as used in the application and other assurances is deemed to include all Co-Sponsors.
27. **Useable Unit of Work.** This grant offer contains funds for an eligible project selected under the BIL Airport Terminal Program (ATP). Airport sponsors must compete annually for any additional ATP funding needed to complete future phases of the project selected. This award does not guarantee additional Federal funding in subsequent years. In accepting this award, the airport sponsor understands and agrees that the work described in this grant agreement must be incorporated into a safe, useful, and useable unit of work completed within a reasonable timeframe, even absent any additional federal funding.
28. **Prohibited Telecommunications and Video Surveillance Services and Equipment.** The Sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)] and 2 CFR § 200.216.
29. **Critical Infrastructure Security and Resilience.** The Sponsor acknowledges that it has considered and addressed physical and cybersecurity and resilience in their project planning, design, and oversight, as determined by the DOT and the Department of Homeland Security (DHS). For airports that do not have specific DOT or DHS cybersecurity requirements, the FAA encourages the voluntary adoption of the cybersecurity requirements from the Transportation Security Administration and Federal Security Director identified for security risk Category X airports.
- Pre-Award Authority.** The State or Sponsor, as applicable, understands that all project costs must be incurred after the grant execution date unless specifically permitted under 49 U.S.C. § 47110(c). Certain airport development costs incurred before execution of the grant agreement, but after November 15, 2021, are allowable, only if certain conditions under 49 U.S.C. § 47110(c) are met.

### SPECIAL CONDITIONS

30. **Disadvantaged Business Enterprise (DBE)/Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program.** The Sponsor understands and agrees that the FAA will not make nor be obligated to make any payments on this Grant until the Sponsor has received from the FAA Office of Civil Rights approval of its DBE Program (reflecting compliance with 49 CFR Part 26), and, if applicable, its ACDBE program (reflecting compliance with 49 CFR Part 23).
31. **Building BIL Proration.** For purposes of computing the United States' share of the allowable project costs of the project, the allowable cost of the terminal expansion included in the project must not exceed 92.6 percent of the actual cost of the entire building.
32. **Buy American Executive Orders.** The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

**TOMMY L DUPREE** Digitally signed by TOMMY L  
DUPREE  
Date: 2023.06.23 13:32:56 -05'00'  
\_\_\_\_\_  
*(Signature)*

**Mr. Tommy L. Dupree**  
\_\_\_\_\_  
*(Typed Name)*

**Manager, MEM Airport District Office**  
\_\_\_\_\_  
*(Title of FAA Official)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.



CERTIFICATE OF SPONSOR'S ATTORNEY

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of North Carolina. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL), Division J, Title VIII; and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>3</sup>

Dated at June 23, 2023

\_\_\_\_\_

By:

\_\_\_\_\_

*(Signature of Sponsor's Attorney)*

<sup>3</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**DEPARTMENTAL MATTERS:**

**6.A. Tax - Tax Collection Settlement 2022: Leslie Young**

Before being charged with the collection of the 2023 tax levy, the Craven County Tax Collector must present to the Board of County Commissioners her settlement of the 2022 tax levy. A copy of the settlement is shown in the following document. Pursuant to NCGS 105-373(3), the tax collector requests that the settlement along with the Board's action regarding it be entered into the minutes.

**Board Action: Accept the settlement of the 2022 tax levy.**

# Tax Administrator



Ms. Leslie L Young  
Tax Administrator

## Annual Tax Collection Settlement

Real Property, Certified Valuation, and Personal Property Other Than Registered Motor Vehicles

July 01, 2023

Craven County, North Carolina  
Year Ended June 30, 2023

General Fund Original Levy	\$50,962,296.96	
Fire District Original Levy	<u>\$ 2,081,638.52</u>	
Total Original Levy		\$53,043,935.48
Add:		
Afterlists	<u>\$ 636,043.92</u>	
Total Levy		\$53,679,979.40
Less:		
Releases	\$ 138,182.71	
Refunds	\$ 13,258.82	
Write-Offs	<u>\$ 8,170.75</u>	
Total	\$ 159,612.28	
<b>Net Levy</b>		<b>\$53,520,367.12</b>
Collected		\$52,991,004.06
Uncollected as of June 30, 2023		\$ 531,903.57
Percentage of 2022 Taxes Collected		99.01%

Craven County Tax Department  
226 Pollock Street, New Bern, NC 28560 | PO Box 1128, New Bern, NC 28563-1128  
Tax Collection (252) 636-6605 | Real Estate (252) 636-6640 | Personal Property (252) 636-6604  
Fax (252) 636-2569 | [www.cravencountync.gov/tax](http://www.cravencountync.gov/tax)

# Top 10 Taxpayers

Tax Year 2022  
Fiscal Year 2022 - 2023  
Through June 30, 2023



TAXPAYER	ADDRESS	CITY, STATE, ZIP	ASSESSED VALUE	TAX
BSH HOME APPLIANCES CORP.	1 TOWER LN, STE 3100	OAKBROOK TER, IL 60181-4638	\$181,092,800	\$1,014,119.68
INTERNATIONAL PAPER	PO BOX 2118	MEMPHIS, TN 38101-2118	\$176,955,617	\$990,951.46
DUKE ENERGY PROGRESS INC	550 S TRYON STREET	CHARLOTTE, NC 28202-4200	\$90,576,287	\$507,227.20
WEYERHAEUSER COMPANY	100 PROFESSIONAL CENTER DR	BRUNSWICK, GA 31525-6743	\$84,504,023	\$468,990.98
WAL-MART	PO BOX 8050	BENTONVILLE, AR 72712	\$32,107,296	\$179,800.85
PIEDMONT NATURAL GAS CO	550 S TRYON STREET	CHARLOTTE, NC 28202-4200	\$29,404,016	\$164,662.49
ATLANTIC MARINE CORP COMMUNITIES	5401 MARYLAND AVENUE	CAMP LEJEUNE, NC 28547-120	\$28,650,962	\$160,445.39
CRAVEN COUNTY WOOD ENERGY, LTD	201 EXECUTIVE PK	NEW BERN, NC 28562-9791	\$28,112,107	\$157,385.95
NEW BERN APARTMENTS LLC	5826 SAMET DR, STE 105	HIGH POINT, NC 27265-3661	\$24,465,593	\$137,007.32
WHITE RIVER MARINE GROUP LLC	2500 E KEARNEY ST	SPRINGFIELD, MO 65898	\$23,918,028	\$133,940.96
RUNNER - UP	ADDRESS	CITY, STATE, ZIP	ASSESSED VALUE	TAX
TRADER CONSTRUCTION CO	PO BOX 1578	NEW BERN, NC 28563-1578	\$22,616,151	\$126,650.45
NB1 LLC	PO BOX 1555	LA JOLLA, CA 92038-1555	\$17,819,870	\$99,791.27
NC NEW BERN LLC	1845 SAINT JULIAN PL	COLUMBIA, SC 29204	\$16,651,720	\$93,249.62

**DEPARTMENTAL MATTERS:**

**6.B. Tax - 2023 Charge to the Craven County Tax Collector: Leslie Young**

If the Tax Collection Settlement 2022 is accepted, the Board of County Commissioners must adopt and enter into its minutes an order to charge the Tax Collector with the collection of the 2023 tax levy. The order to be adopted is required by NCGS 105-321(b), as shown in the following document.

A copy of the order is shown in the following document.

**Board Action: Charge the Craven County Tax Collector with the tax collection of the 2023 tax levy.**

**2023 CHARGE TO THE CRAVEN COUNTY TAX COLLECTOR**

**STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN**

**TO THE TAX COLLECTOR OF THE COUNTY OF CRAVEN**

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Craven County Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Craven, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 17<sup>th</sup> day of July 2023.

---

Jason R. Jones, Chairman  
Craven County Board of Commissioners

Attest:

---

Nan Holton, Clerk  
Craven County Board of Commissioners

**7.A. SPECIAL APPROPRIATIONS - Allies for Cherry Points Tomorrow (ACT) –  
Budget Amendment: Jack Veit**

A budget amendment for Allies for Cherry Points Tomorrow (ACT) in the amount of \$25,000.00 from the General Fund, is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated. (See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed**



**7.B. SPECIAL APPROPRIATIONS – C1A Contribution – Budget Amendment:  
Jack Veit**

A budget amendment for C1A Annual Contribution in the amount of \$50,360.00 is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated. (See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed**



**7.C. SPECIAL APPROPRIATIONS - Hope Mission (Opioid Fund): Jack Veit**

A budget amendment for Hope Mission in the amount of \$52,000.00 from the Opioid Fund is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated. (See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed.**



**7.D. SPECIAL APPROPRIATIONS – Hope Mission (General Fund): Jack Veit**

A budget amendment for Hope Mission in the amount of \$52,000.00 from the General Fund is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated. (See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed.**



**7.E. SPECIAL APPROPRIATIONS – Highway 70 Corridor: Jack Veit**

A budget amendment for Highway 70 Corridor in the amount of \$25,000.00 from the General Fund is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated. (See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed.**



**7.F. SPECIAL APPROPRIATIONS – Realize U252: Jack Veit**

A budget amendment for U252 in the amount of \$12,000.00 is needed to cover membership fees and/or special appropriations that were removed from the annual budget due to Senate Bill 473, which requires public officials to recuse themselves from awarding any funds to any non-profits with which they are associated.  
(See following document)

**Board Action: Approve Special Appropriation; a roll call vote is needed.**



**8. APPOINTMENTS**

**A. Pending:**

Craven County ABC Board – appoint Chair  
Fireman’s Relief Fund Board (District 5)  
Havelock Board of Adjustment  
Highway 70 Corridor Committee  
Volunteer Agricultural District (District 6)

**B. Current:**

**Craven County Clean Sweep**

- Applicant Eric VanNortwick seeks appointment  
Document follows

**Fireman’s Relief Fund**

- Daniel New (TWP 3 Dover) seeks reappointment
- Mark Dail (TWP 8 WNB Rhems) seeks reappointment

**Emergency Medical Services –**

- Brian McGuire (Bridgeton EMS) seeks reappointment
- Michelle Smith (New Bern Rescue) seeks reappointment
- Daniel Whitehead has vacated his seat  
Applicant Scott Cleland is the new EMS Captain and seeks  
appointment – document follows

**Craven County Planning Board**

- William Farmer (District 2) does not seek reappointment  
Applicant Heather Lane (District 2) seeks appointment –  
document follows

**NC Association of County Commissioners**

- Appoint a Voting Delegate for Annual Meeting August 24-26th

**C. UPCOMING: Terms Expiring September**

**Craven County Clean Sweep**

- Tom Glasgow

**Juvenile Crime Prevention Council**

- Tracy Monk

**Nursing Home Advisory**

- Linda Lelli

**Board Action: Appointments will be effective immediately, unless otherwise specified.**

Eric VanNortwick

Craven County | Generated 7/5/2023 @ 2:28 pm by OnBoard2 - Powered by ClerkBase

## Status

### Name

Eric VanNortwick

### Application Date

6/30/2023

### Expiration Date

6/30/2025

### Board Member

[Eric VanNortwick](#)

### Status

Validated

Board	Vacancies	Status
<a href="#">Craven County Clean Sweep Committee</a>	2	Pending

## Basic Information

### Name

Eric VanNortwick

### Please list any other Boards or Commissions on which you currently serve?

Cherry Ridge HOA Board. Assumed the adopt the highway (Ferry Road) lead.

### Please tell us about yourself and why you are interested in serving on a board or commission?

When I lived in northern Virginia I participated/organized clean ups for Adopt a Highway, Adopt a Spot and Adopt a Creek. I retired to Craven County in May of 2021. I'm a certified Craven County Master Gardner and member of the NC Native Plant Society.

### Business and/or Civic Experience/Involvement

Retired after serving 44 years for the US Navy as a Naval Officer then a Civil Servant Systems Engineer.

## Contact Information

### Address

104 Estelle Court  
Havelock, NC 28532

### Email

[edvannortwick@comcast.net](mailto:edvannortwick@comcast.net)

### Phone

[5712649513](tel:5712649513)

## Occupation

### Employer

Retired Navy

## Other Questions

Meeting Date: July 17, 2023

Question #1

**What is your Commissioner's District?**

5

Question #2

**Highest Education Level**

Bachelors Degree or higher

Gender

**What is your gender?**

Male

Ethnicity

**What is your ethnic origin?**

White

Generated 7/5/2023, 2:28:39 PM

Asst. Chief of EMS Scott Matthew Cleland

Craven County | Generated 7/5/2023 @ 2:36 pm by OnBoard2 - Powered by ClerkBase

### Status

**Name**

Asst. Chief of EMS Scott Matthew Cleland

**Application Date**

7/3/2023

**Expiration Date**

7/3/2025

**Board Member**

[Scott Matthew Cleland](#)

**Status**

Validated

Board	Vacancies	Status
<a href="#">Emergency Medical Services Advisory Council</a>	1	Pending

### Basic Information

**Name**

Asst. Chief of EMS Scott Matthew Cleland

**Resume File**

[View / Download](#)

**Please list any other Boards or Commissions on which you currently serve?**

none

**Please tell us about yourself and why you are interested in serving on a board or commission?**

requesting to replace Daniel whitehead as the EMS chief for Cherry Point for his role in the EMS peer review committee.

**Business and/or Civic Experience/Involvement**

None

### Contact Information

**Address**

3108 Indian Wells Place  
Greenville, NC 27858

**Email**

[Scott.Cleland@usmc.mil](mailto:Scott.Cleland@usmc.mil)

**Phone**

[252-466-5449](tel:252-466-5449)

**Cell Phone**

[252-876-3155](tel:252-876-3155)

### Occupation

**Employer**

Cherry Point Fire and Emergency Services

**Occupation**

Fire and EMS

**Job Title**

Asst. Chief of EMS

**Other Questions**

**Question #1**

**What is your Commissioner's District?**

I don't know

**Question #2**

**Highest Education Level**

High School or GED

**Gender**

**What is your gender?**

Male

**Ethnicity**

**What is your ethnic origin?**

White

Generated 7/5/2023, 2:36:03 PM

Heather Lane

Craven County | Generated 7/5/2023 @ 2:31 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Heather Lane

Application Date

10/18/2022

Expiration Date

10/18/2024

Board Member

[Heather Lane](#)

Status

Validated

Board	Vacancies	Status
<a href="#">Craven County Planning Board</a>	0	Pending

Basic Information

Name

Heather Lane

Please list any other Boards or Commissions on which you currently serve?

None

Please tell us about yourself and why you are interested in serving on a board or commission?

I've always been interested in assisting my community if an opportunity presented.

Contact Information

Address

53 Richard Petty Blvd  
Dover, NC 28526

Email

[hgcausey@gmail.com](mailto:hgcausey@gmail.com)

Occupation

Employer

NCDOT

Occupation

Civil Engineer

Job Title

As. Div. Construction Engineer

Professional Licenses

Professional Engineer (042582)

Other Questions

Question #1

**What is your Commissioner's District?**

I don't know

Question #2

**Highest Education Level**

Bachelors Degree or higher

Gender

**What is your gender?**

Female

Ethnicity

**What is your ethnic origin?**

White

Generated 7/5/2023, 2:31:01 PM

**9.A. COUNTY ATTORNEY’S REPORT – 5200 Adams Creek Road  
(Parcel No. 5-021-036): Arey Grady**

The County has received an offer in the amount of \$3,500.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,612.41. The tax value of this property is \$16,000.00. Copies of the Offer to Purchase, Foreclosure Deed, GIS information, and proposed resolution approving the offer and authorizing the upset bid process are shown in the following documents.

Should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

**Board Action: Adopt resolution approving transaction and authorizing upset bid process.**

**CRAVEN COUNTY**

**RESOLUTION ACCEPTING OFFER TO PURCHASE**

**SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 5-021-036 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in deed recorded in Book 3764, Page 0180 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven County's interest in real property pursuant to North Carolina General Statute §160A-269.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

1. The Craven County Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.

2. The County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution.

ADOPTED THIS 17<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
JASON R. JONES, Chairman, Craven County  
Board of Commissioners

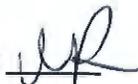
(County Seal)

\_\_\_\_\_  
NAN HOLTON, Clerk to the Craven County  
Board of Commissioners

**OFFER TO PURCHASE AND CONTRACT**

**WAWARTH, LLC** (herein "Buyer") hereby offers to purchase and **Craven County**, (herein "Seller"), upon acceptance of said offer, agrees to sell and that parcel of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:

1. **REAL PROPERTY:** The Property which is the subject of this contract is described as follows:  
Street Address: 5200 Adams Creek Road  
Tax Parcel ID Number: 5-021-036  
Deed Book 3764, Page 0180
2. **PURCHASE PRICE:** The purchase price is \$3,500.00 and shall be paid as follows:  
**(a) \$500.00** EARNEST MONEY DEPOSIT by certified bank check money order (payable to: Craven County) with this offer to be held by Seller until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise properly terminated. In the event this offer is not accepted, then all earnest monies shall be refunded to Buyer. In the event of breach of this contract by Seller, all earnest monies shall be refunded to Buyer upon Buyer's request. In the event of breach of this contract by Buyer, then all earnest monies shall be forfeited to Seller upon Seller's request, but such forfeiture shall not affect any other remedies available to Seller for such breach.  
**(b) \$3,000.00** BALANCE of the purchase price in cash or readily available funds at Closing.
3. **CONDITIONS:** The Property is being sold subject to all liens and encumbrances of record, if any; the Property is being conveyed "as is"; this contract is subject to the provisions of G.S. §160A-269; Buyer acknowledges that this contract is subject to certain notice provisions and the rights in others to submit upset bids in accordance therewith; Seller makes no warranty or representation as to any characteristic of the Property or its suitability for any particular use; Buyer shall not have the right to enter upon the Property for any purpose without advance written permission of the Seller.
4. **SPECIAL ASSESSMENTS:** Buyer shall take title subject to all pending assessments, if any.
5. **PAYMENT OF TAXES:** Any Ad valorem taxes assessed against the Property shall be paid in their entirety by Buyer, without proration.

Buyer's Initials: 

6. **EXPENSES:** Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this agreement and for any excise tax (revenue stamps) required by law. Buyer shall be responsible for all other expenses incurred hereunder.
7. **CLOSING:** Closing shall be defined as the date and time of recording of the deed. All parties agree to execute any and all documents and take such action necessary in connection with Closing and transfer of title on or before thirty (30) days after final approval is given by the Craven County Board of Commissioners pursuant to G.S. §160A-269. CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION.
8. **Title:** The deed is to be made to Buyer. Title shall be delivered at Closing by **QUITCLAIM DEED.**
9. **POSSESSION:** Possession shall be delivered at Closing
10. **ASSIGNMENTS:** This contract may not be assigned without the written consent of all parties, but if assigned by agreement, then this contract shall be binding on the assignee and the assignee's heirs, successors or assigns (as the case may be).
11. **PARTIES:** This contract shall be binding upon and shall inure to the benefit of Buyer and Seller, and their respective heirs, successors and assigns.
12. **SURVIVAL:** If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.
13. **ENTIRE AGREEMENT:** This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties.
14. **NOTICE AND EXECUTION:** Any notice or communication to be given to a party herein may be given to the party or to such party's agent. This offer shall become a binding contract

Buyer's Initials: WR

(the "Effective Date") when signed by both Buyer and Seller. This contract is executed by each party in such form as to be binding.

**BUYER:**

**SELLER:**

WAWARTH, LLC

CRAVEN COUNTY

By:  (SEAL)  
Wilson Teixeira Ribeiro, Jr.

By: \_\_\_\_\_ (SEAL)  
Chairman,  
Craven County Board of Commissioners

Date signed: 06-23-2023

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

**Address of Buyer:**

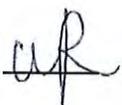
1057 Foster City Blvd, Suite D  
Foster City, CA 94404

**Telephone number of Buyer:**

650-769-0045

**Email of Buyer:**

wawarhx@gmail.com

Buyer's Initials: 

# Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 6/19/2023 at 10:14:07 AM

**PARCEL ID : 5-021 -036**

<b>Owner :</b>	CRAVEN COUNTY		
<b>Mailing Address :</b>	406 CRAVEN ST NEW BERN, NC 28560		
<b>Address of Property :</b>	5200 ADAMS CREEK RD		
<b>Subdivision :</b>			
<b>Property Description :</b>	LT 3 WERTHWEIN SUB		
<b>Assessed Acreage :</b>	0.452		
<b>Deed Book Page :</b>	3764 0180	<b>Deed Recording Date :</b>	5 18 2023
<b>Land Value :</b>	\$16,000	<b>Recorded Survey :</b>	B - 265 -
<b>Total Improvement(s) Value :</b>	\$0	<b>Life Estate Deed :</b>	
<b>Total Assessed Value :</b>	\$16,000	<b>Estate File Year-E-Folder :</b>	
<b>Number of Improvements:</b>	0	<b>Tax Exempt :</b>	Yes
<b>City Name :</b>		<b>Fire Tax District :</b>	TOWNSHIP 5
<b>Drainage District :</b>		<b>Lot Dimension :</b>	
<b>Special District :</b>		<b>Land Use :</b>	VACANT - RESIDENTIAL TRACT

### Recent Sales Information

Sale Date Deed	Seller Name	Buyer Name	Type of Sale	Sale Price
5/18/2023 3764-0180	RUSSELL, LUCILLE	CRAVEN COUNTY	STRAIGHT TRANSFER	\$3,000

**Buildings or improvements where not found on this parcel.**

TRUST  
3

①

✓ Prepared by and return to:  
Grady Quattlebaum, PLLC  
244-A Craven Street  
New Bern, N.C. 28560

Revenue Stamps: \$6.00  
Parcel ID #: 5-021-036  
Type of Instrument: DEED  
Primary Residence of  
Grantor: No

Address of Grantor: 244-A Craven Street, New Bern, N.C. 28560

Address of Grantee: 406 Craven Street, New Bern, N.C. 28560

THIS DEED, made this 18<sup>th</sup> day of May, 2023, by and between **JILL R. QUATTLEBAUM**, in her capacity as **Commissioner as hereinafter stated** (referred to herein as "Grantor"), to **Craven County** (referred to herein as "Grantee"), is as follows:

**WHEREAS**, Grantor, being empowered and directed by a judgment entered in an action appearing in file # 22-CVD-1273 in the Office of the Clerk of Superior Court of Craven County, North Carolina, did, after due advertisement according to law, and as directed by said judgment, publicly sell the property herein conveyed; and,

**WHEREAS**, Grantor duly reported the aforesaid sale and, after the expiration of all applicable upset bid periods, Grantee became the final and highest bidder in such public sale for the amount of \$2,612.41; and,

**WHEREAS**, Grantor executes and delivers this deed for the purpose of conveying title to the real property herein described, as required pursuant to the aforesaid judgment.

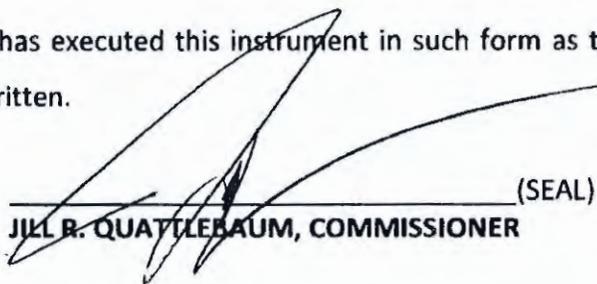
**WITNESSETH NOW THEREFORE**, Grantor in consideration of the bid amount above-referenced and other good and valuable consideration paid by Grantee to Grantor, the receipt of

which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell, and convey to Grantee the real property described in **EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the aforesaid described real property and all privileges and appurtenances thereunto belonging to the Grantee, in fee simple forever, subject to the herein mentioned encumbrances, if any.

Grantor makes no warranties or representations as to title to the real property hereby conveyed.

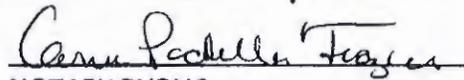
IN TESTIMONY WHEREOF, Grantor has executed this instrument in such form as to be binding, this the day and year first above written.

  
\_\_\_\_\_  
**JILL R. QUATTLEBAUM, COMMISSIONER** (SEAL)

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **JILL R. QUATTLEBAUM, COMMISSIONER**, personally appeared before such Notary Public this day in the State of North Carolina and County of Craven and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

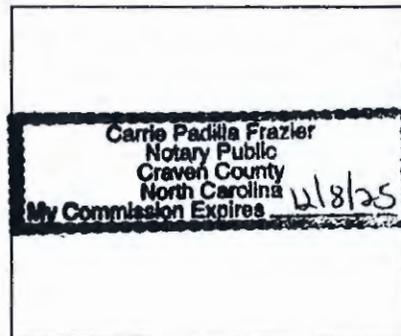
WITNESS my hand and notarial seal, this <sup>th</sup> 18 day of May, 2023.

  
\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

December 8, 2025

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



Book 3764  
Page 181

# Exhibit A

All of that lot, tract or parcel of land in Craven County, North Carolina, in Number Five (5) Township on the southeast side of Adams Creek Road (NCSR 1700) and more particularly described as follows:

Beginning at a point in the southeast right of way line of Adams Creek Road which place of beginning lies North 52 degrees 51 minutes East 153.94 feet, North 60 degrees 13 minutes East 20.02 feet and South 26 degrees 51 minutes East 30 feet from the intersection of the centerline of Adams Creek Road and NCSR 1703 and running thence with the southeast right of way line of Adams Creek Road North 62 degrees 39 minutes East 5 feet and North 63 degrees 09 minutes East 95 feet, thence South 26 degrees 51 minutes East 200 feet, thence South 63 degrees 09 minutes West 100 feet, thence North 26 degrees 51 minutes West 199.76 feet to the southeast right of way line of Adams Creek Road, the place of beginning. Containing 0.46 acres according to a plat entitled "PLAT FOR MARK W. WERTHWEIN," prepared by James C. Simmons, Registered Land Surveyor, L-1532, copy of which is hereto attached and made a part of this description.

Book 3764  
Page 182



**9.B. COUNTY ATTORNEY'S REPORT – Initial Offer to Purchase Real Property-  
305 John Street, New Bern (Parcel No. 7-005-015): Arey Grady**

The County has received an offer in the amount of \$1,500.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,901.08. The tax value of this property is \$3,000.00. Copies of the Offer to Purchase, Foreclosure Deed, GIS information, and proposed resolution approving the offer and authorizing the upset bid process are shown in the following documents.

Should the Board of Commissioners approve this transaction, the proposed resolution, shown in the following documents, should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

**Board Action: Adopt resolution approving transaction and authorizing upset bid process.**

**CRAVEN COUNTY**

**RESOLUTION ACCEPTING OFFER TO PURCHASE**

**SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 7-005-015 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in deed recorded in Book 3756, Page 1856 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven County's interest in real property pursuant to North Carolina General Statute §160A-269.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

1. The Craven County Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.

2. The County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution.

ADOPTED THIS 5<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
JASON R. JONES, Chairman, Craven County  
Board of Commissioners

(County Seal)

\_\_\_\_\_  
NAN HOLTON, Clerk to the Craven County  
Board of Commissioners

**OFFER TO PURCHASE AND CONTRACT**

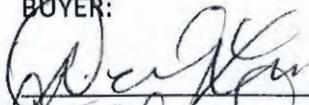
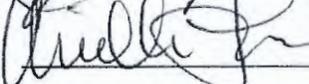
**David Lee and wife, Arielle Lee** (herein "Buyer") hereby offers to purchase and **CRAVEN COUNTY**, (herein "Seller"), upon acceptance of said offer, agrees to sell and that parcel of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:

1. **REAL PROPERTY:** The Property which is the subject of this contract is described as follows:  
Street Address: 305 John St., New Bern, NC 28560  
Tax Parcel ID Number: 7-005-015  
Deed Book 3756, Page 1856
2. **PURCHASE PRICE:** The purchase price is \$1,500.00 and shall be paid as follows:  
(a) \$500.00 EARNEST MONEY DEPOSIT by  certified bank check  money order (payable to: Craven County) with this offer to be held by Seller until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise properly terminated. In the event this offer is not accepted, then all earnest monies shall be refunded to Buyer. In the event of breach of this contract by Seller, all earnest monies shall be refunded to Buyer upon Buyer's request. In the event of breach of this contract by Buyer, then all earnest monies shall be forfeited to Seller upon Seller's request, but such forfeiture shall not affect any other remedies available to Seller for such breach.  
(b) \$1,000.00 BALANCE of the purchase price in cash or readily available funds at Closing.
3. **CONDITIONS:** The Property is being sold subject to all liens and encumbrances of record, if any; the Property is being conveyed "as is"; this contract is subject to the provisions of G.S. §160A-269; Buyer acknowledges that this contract is subject to certain notice provisions and the rights in others to submit upset bids in accordance therewith; Seller makes no warranty or representation as to any characteristic of the Property or its suitability for any particular use; Buyer shall not have the right to enter upon the Property for any purpose without advance written permission of the Seller.
4. **SPECIAL ASSESSMENTS:** Buyer shall take title subject to all pending assessments, if any.
5. **PAYMENT OF TAXES:** Any Ad valorem taxes assessed against the Property shall be paid in their entirety by Buyer, without proration.

Buyer's Initials: 

(the "Effective Date") when signed by both Buyer and Seller. This contract is executed by each party in such form as to be binding.

BUYER:

 (SEAL)  
 (SEAL)

SELLER:

CRAVEN COUNTY

By: \_\_\_\_\_ (SEAL)

Chairman,  
Craven County Board of Commissioners

Date signed: 5/4/23

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

Address of Buyer:

David Lee

Arielle Lee

308 Kennedy Drive

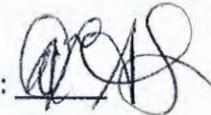
New Bern, NC 28560

Telephone number of Buyer:

(252) 571-6191

Email of Buyer:

mr\_david\_lee@live.com

Buyer's Initials: 

### Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 5/1/2023 at 12:03:48 PM

**PARCEL ID : 7-005 -015**

<b>Owner :</b>	CRAVEN COUNTY		
<b>Mailing Address :</b>	406 CRAVEN ST NEW BERN, NC 28560		
<b>Address of Property :</b>	305 JOHN ST		
<b>Subdivision :</b>			
<b>Property Description :</b>	86 WEST BROWNSVILLE		
<b>Assessed Acreage :</b>	0.072		
<b>Deed Book Page :</b>	3756 1856	<b>Deed Recording Date :</b>	3 7 2023
<b>Land Value :</b>	\$1,500	<b>Recorded Survey :</b>	
<b>Total Improvement(s) Value :</b>	\$0	<b>Life Estate Deed :</b>	
<b>Total Assessed Value :</b>	\$1,500	<b>Estate File Year-E-Folder :</b>	
<b>Number of Improvements:</b>	0	<b>Tax Exempt :</b>	Yes
<b>City Name :</b>		<b>Fire Tax District :</b>	TOWNSHIP 7
<b>Drainage District :</b>		<b>Lot Dimension :</b>	
<b>Special District :</b>		<b>Land Use :</b>	RESIDENTIAL - PERSONAL PROPERTY MANUFACTURED HOME

#### Recent Sales Information

Sale Date Deed	Seller Name	Buyer Name	Type of Sale	Sale Price
3/7/2023 3756-1856	DREW, JAMES	CRAVEN COUNTY	STRAIGHT TRANSFER	\$3,000

**Buildings or improvements where not found on this parcel.**

TWT  
3

(2)

Prepared by and return to:  
 Grady Quattlebaum, PLLC  
 244-A Craven Street  
 New Bern, N.C. 28560

Revenue Stamps: \$6.00  
 Parcel ID #: 7-005-015  
 Type of Instrument: DEED  
 Primary Residence of  
 Grantor: No

Address of Grantor: 244-A Craven Street, New Bern, N.C. 28560

Address of Grantee: 406 Craven Street, New Bern, N.C. 28560

THIS DEED, made this 1<sup>th</sup> day of March, 2023, by and between JILL R. QUATTLEBAUM, in her capacity as Commissioner as hereinafter stated (referred to herein as "Grantor"), to CRAVEN COUNTY (referred to herein as "Grantee"), is as follows:

WHEREAS, Grantor, being empowered and directed by a judgment entered in an action appearing in file # 22-CVD-593 in the Office of the Clerk of Superior Court of Craven County, North Carolina, did, after due advertisement according to law, and as directed by said judgment, publicly sell the property herein conveyed; and,

WHEREAS, Grantor duly reported the aforesaid sale and, after the expiration of all applicable upset bid periods, Grantee became the final and highest bidder in such public sale; and,

WHEREAS, Grantor executes and delivers this deed for the purpose of conveying title to the real property herein described, as required pursuant to the aforesaid judgment.

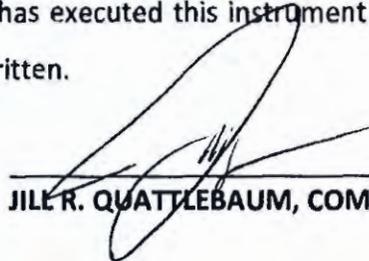
WITNESSETH NOW THEREFORE, Grantor in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration paid by Grantee to Grantor, the receipt of

which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell, and convey to Grantee the real property described in **EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the aforesaid described real property and all privileges and appurtenances thereunto belonging to the Grantee, in fee simple forever, subject to the herein mentioned encumbrances, if any.

Grantor makes no warranties or representations as to title to the real property hereby conveyed.

IN TESTIMONY WHEREOF, Grantor has executed this instrument in such form as to be binding, this the day and year first above written.

  
\_\_\_\_\_  
JILL R. QUATTLEBAUM, COMMISSIONER (SEAL)

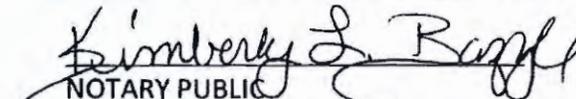
**ACKNOWLEDGEMENT**

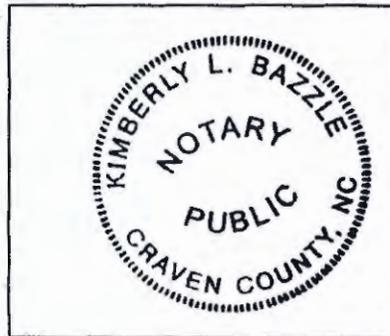
The undersigned Notary Public does hereby certify that **JILL R. QUATTLEBAUM, COMMISSIONER**, personally appeared before such Notary Public this day in the State of North Carolina and County of Craven and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and notarial seal, this 7<sup>th</sup> day of March, 2023.

My Commission Expires:

10-3-23

  
\_\_\_\_\_  
NOTARY PUBLIC



NOTARY SEAL/STAMP MUST APPEAR LEGIBLY IN BOX TO RIGHT

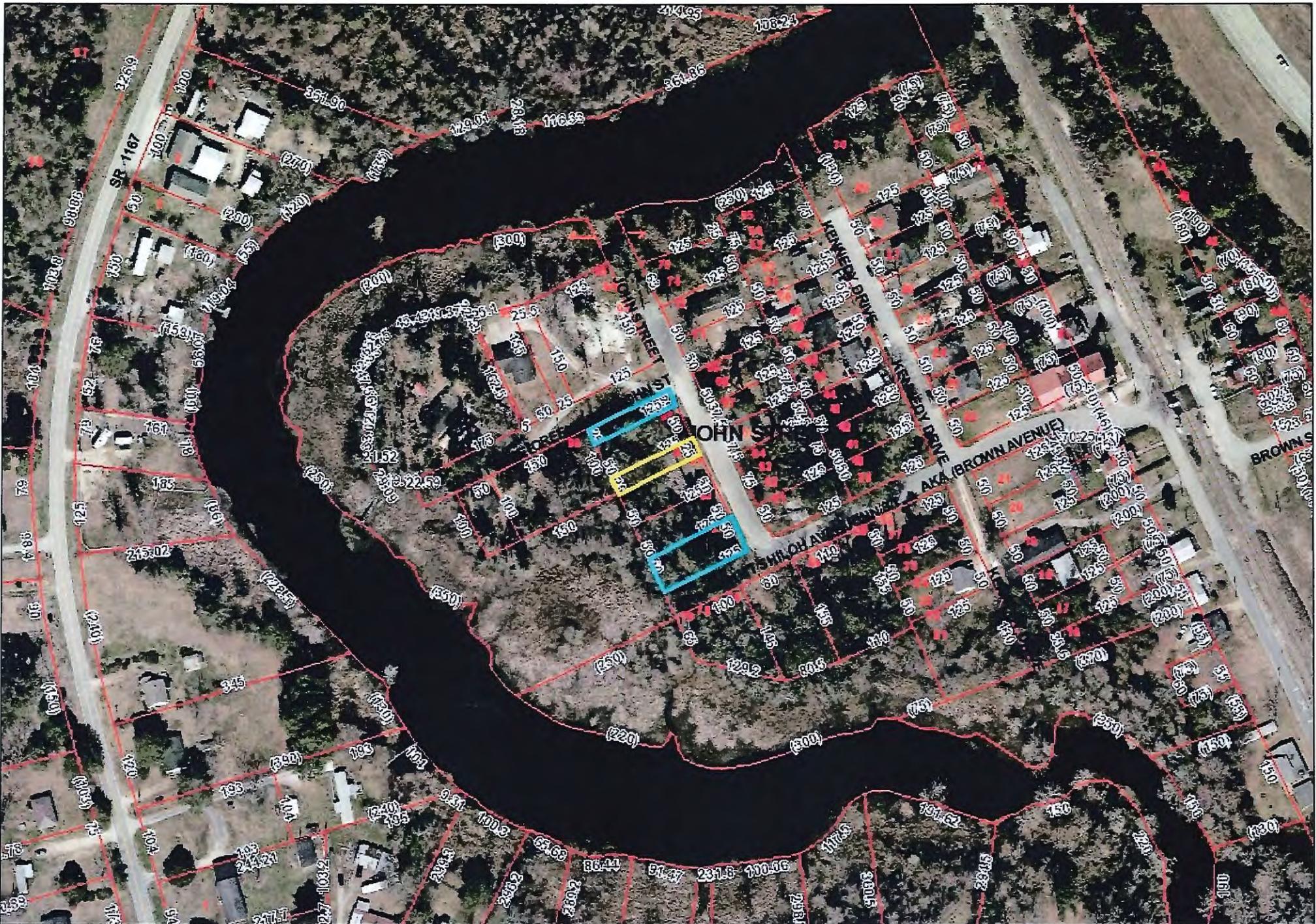
Book 3756  
Page 1857

## EXHIBIT A

Those certain lots or parcels of land in No. 7 Township, Craven County, North Carolina, and in that certain subdivision known as WEST BROWNSVILLE, a map of which is recorded in Map Book 1, at Page 101, being Lot Numbered EIGHT-SIX (86), as shown upon said map of said subdivision.

Being the same lots conveyed by H. G. Waldrop and wife, Eula Cole Waldrop, to Quincy Spears, and wife, Sarah Spears, by deed dated April 5, 1983 and recorded in Book 645, Page 582 Craven County Registry.

Book 3756  
Page 1858



# Craven County GIS

Meeting Date: July 17, 2023

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on June 8, 2023 at 12:23:48 PM

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**10. COUNTY MANAGER’S REPORT: Jack Veit**

**11. COMMISSIONERS' REPORTS**