



**COUNTY OF DARE**  
PO Box 1000, MANTEO, NC 27954

**DARE COUNTY BOARD OF COMMISSIONERS**

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

**Monday, April 20, 2020, 5:00 p.m.**

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

**AGENDA**

- 5:00 PM**      **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**      Opening Remarks - Chairman's Update
- ITEM 2**      **Public Comments** – During meeting: Email public comments to: [dcboc@darenc.com](mailto:dcboc@darenc.com)
- ITEM 3**      **Public Hearing** on the Series 2020A Refunding Limited Obligation Bonds
- ITEM 4**      **Consent Agenda** – Items on the Consent Agenda are considered to be non-controversial, routine in nature or items not requiring a presentation to or discussion by the Board in order to consider the item(s). Any item may be removed for discussion by the Board to hear the item presented and discussed.
1. Resolution of the County of Dare, North Carolina Approving an Amendment to an Installment Financing Contract to Provide for the Refinancing of Existing County Obligations and Related Matters
  2. DDHS - Public Health Division - Additional Funding for the Strategic Prevention Framework for Prescription Drugs (SPF-Rx)
  3. DHHS - Public Health Division - COVID-19 Crisis Response Funding
  4. DHHS - Social Services Division - Medicaid Transportation Budget Amendment
  5. Designation of Applicant's Agent for Public Assistance for FEMA and NCEM
  6. Request to Waive Late Listing Penalty for Personal Property Listings
  7. Approval of Minutes – 4/6/2020
  8. Re-adoption of Dare County Conflict of Interest Policy
  9. Budget Amendment - Emergency Management
  10. Tax Collector's Report
- ITEM 5**      **Commissioners' Business & Manager's/Attorney's Business**

**ADJOURN UNTIL 9:00 A.M. ON MAY 5, 2020**



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Public Comments*

**Description**

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Covid-19 changes:

Public comment may be presented to the Board by sending an email during the meeting to: [dcboc@darenc.com](mailto:dcboc@darenc.com)

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo

Video Link

- Fessenden Center Annex, 47017 Buxton Back Road, Buxton

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Public Hearing on the Series 2020A Refunding Limited Obligation Bonds*

**Description**

A public hearing will be conducted concerning approval of the execution and delivery of an Amendment to the 2012C/D Installment Financing Contract and the County's refinancing of the projects thereby per the attached Notice of Public Hearing and the Resolution adopted by the Board on 4/6/2020.

4 bids were received on March 31 with a bid of 1.27% from JP Morgan Chase. To meet conditions of the bid, the County's financial advisor and County staff determined to include certain maturities of the Series 2012D LOBs, the Series 2013A LOBs, and the Series 2015 COP, resulting in a par amount for the refunding bonds of \$23,460,000. Over nine years, gross debt service savings are \$1,897,518 and net present value savings are \$1,882,425 or 8.97% of the refunded bonds. The average life of the new debt is less than th refinanced debt.

**Board Action Requested**

Conduct the public hearing

**Item Presenter**

David Clawson, Finance Director



## NOTICE OF PUBLIC HEARING

The Board of Commissioners (the "Board") of the County of Dare, North Carolina (the "County") is considering entering into an amendment (the "Amendment") to an existing installment financing contract (the "Contract"), in a principal amount not to exceed \$29,900,000, under which the County will make certain installment payments, in order to refinance all or a portion of certain projects undertaken by the County and the installment obligations related to the following:

- (1) Limited Obligation Bonds Series 2012C and Refunding Limited Obligation Bonds, Series 2012D, the proceeds of which were used to (a) finance the acquisition of a helicopter and cardiac monitoring equipment for use by the County's Emergency Medical Services, (b) refinance the County's installment payment obligations related to Certificates of Participation, Series 2004, the proceeds of which were used to finance (i) the acquisition, construction, equipping and furnishing of Manteo Middle, (ii) the acquisition, construction, equipping and furnishing of Nags Head Elementary School and (iii) the acquisition, construction and renovation of certain other school facilities, including Manteo Elementary School, Kitty Hawk Elementary School, Hatteras Secondary School and Manteo High School, and (c) refinance the County's installment payment obligations under an installment financing contract with RBC Bank, the proceeds of which were used to finance (i) the construction, equipping and furnishing a County Senior Center, (ii) the construction and improvement of the College of the Albemarle, Roanoke Island Campus (the "Community College Project") and (iii) the acquisition of land for public beach access;
- (2) Refunding Limited Obligation Bonds, Series 2012B, the proceeds of which were used to finance (a) the construction and equipping of (i) a 14-unit T-hangar (Size 1), a three-unit executive hangar, a two-unit corporate hangar for aircraft storage only, and a transient hangar, with associated taxiways and driveways for each hangar to be located at the Dare County Regional Airport, (ii) a new justice facility on Roanoke Island, and (iii) an elementary school and (b)(i) the acquisition, construction and equipping of First Flight High School, (ii) renovation, expansion and equipping of Manteo Elementary School, (iii) renovation, expansion and equipping of First Flight Middle School, (iv) construction of a solid waste transfer station and (v) other improvements to school facilities in the County;
- (3) Refunding Limited Obligation Bonds, Series 2013A, the proceeds of which were used to refinance prior installment payment obligations related to Certificates of Participation, Series 2005, the proceeds of which were used to finance acquiring, constructing, renovating, improving, equipping and furnishing certain school facilities in the County, including Manteo Elementary School, Kitty Hawk Elementary School, Hatteras Secondary School and Manteo High School;
- (4) Limited Obligation Bond, Series 2014, the proceeds of which were used to finance an addition to Manteo Elementary School; and
- (5) Refunding Certificate of Participation, Series 2015, the proceeds of which were used to refinance prior installment payment obligations related to Certificates of Participation, Series 2007, the proceeds of

which were used to finance (1) acquiring, constructing, equipping and furnishing a County Administrative Building, (2) acquiring certain real property in Kitty Hawk to be used for parks and recreation and the construction of improvements thereon and (3) constructing, equipping and furnishing a satellite County office facility on Hatteras Island.

To secure its obligations under the Contract, including the Amendment, the County has granted a deed of trust and security agreement (the “Deed of Trust”) under which the sites of Manteo Middle School, Nags Head Elementary School and the Community College Project are located, and the improvements thereon (the “Mortgaged Property”), have been mortgaged by the County to create a lien thereon for the benefit of the entities, or their assigns, providing the funds to the County under the Contract, including the Amendment. The Community College Project is located at 204 S. U.S. Highway 64 South Business, Manteo, North Carolina 27954. Manteo Middle School is located at 1000 N. U.S. Highway 64, Manteo, North Carolina 27954. Nags Head Elementary School is located at 3100 South Wrightsville Avenue, Manteo, North Carolina 27959.

The Contract and the Deed of Trust permit the County to enter into amendments to refinance projects and finance additional projects using the Mortgaged Property as collateral and the County may or may not grant additional collateral in connection with such amendments. On payment by the County of all installment payments due under the Contract and the Amendment, including any future amendments to finance or refinance projects, the Deed of Trust and any lien created thereunder will terminate and the County’s title to the Mortgaged Property will be unencumbered.

*NOTICE IS HEREBY GIVEN*, pursuant to Sections 160A-20 of the General Statutes of North Carolina, that on April 20, 2020 at 5:00 p.m., or as soon thereafter as practicable, in the County Board of Commissioners’ Meeting Room, Administration Building, 954 Marshall C. Collins Drive, Manteo, North Carolina 27954, a public hearing will be conducted concerning the approval of the execution and delivery of the Amendment and the County’s refinancing of the projects thereby. All interested parties are invited to present comments at the public hearing regarding the execution and delivery of the Amendment and the projects to be refinanced thereby. If you unable to attend the meeting in person you may leave comments through the County’s website at <https://www.darenc.com/departments/county-commissioners/meeting-information-calendar> and then select the April 20 meeting on the left side of the page or you can call 252-475-5731.

This 6<sup>th</sup> day of April, 2020  
Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

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**SOURCES AND USES OF FUNDS**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Dated Date 05/13/2020  
 Delivery Date 05/13/2020

Sources:	LOBs 2012D	LOBs, Series 2013	COPs S2015	Total
Bond Proceeds:				
Par Amount	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00
	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00
Uses:	LOBs 2012D	LOBs, Series 2013	COPs S2015	Total
Refunding Escrow Deposits:				
Cash Deposit	0.04	0.71	0.50	1.25
SLGS Purchases	16,378,136.00	3,293,600.00	3,616,965.00	23,288,701.00
	16,378,136.04	3,293,600.71	3,616,965.50	23,288,702.25
Delivery Date Expenses:				
Cost of Issuance	116,632.18	23,474.92	25,772.90	165,880.00
Other Uses of Funds:				
Additional Proceeds	231.78	2,924.37	2,261.60	5,417.75
	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00



**SUMMARY OF REFUNDING RESULTS**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

	LOBs 2012D	LOBs, Series 2013	COPs S2015	Total
Dated Date	05/13/2020	05/13/2020	05/13/2020	05/13/2020
Delivery Date	05/13/2020	05/13/2020	05/13/2020	05/13/2020
Arbitrage Yield	1.270033%	1.270033%	1.270033%	1.270033%
Escrow Yield	0.218109%	0.276026%		0.230228%
Value of Negative Arbitrage	329,252.90	90,797.57	2,288.85	422,339.32
Bond Par Amount	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00
True Interest Cost	1.270032%	1.270039%	1.270034%	1.270033%
Net Interest Cost	1.270000%	1.270000%	1.270000%	1.270000%
All-In TIC	1.394631%	1.424552%	1.405050%	1.399745%
Average Coupon	1.270000%	1.270000%	1.270000%	1.270000%
Average Life	5.960	4.755	5.470	5.713
Weighted Average Maturity	5.960	4.755	5.470	5.713
Par amount of refunded bonds	14,620,000.00	2,825,000.00	3,535,000.00	20,980,000.00
Average coupon of refunded bonds	5.000000%	5.000000%	2.660000%	4.631000%
Average life of refunded bonds	6.047	5.050	5.438	5.810
Remaining weighted average maturity of refunded bonds	6.047	5.050	5.438	5.791
PV of prior debt	18,100,509.30	3,402,385.35	3,834,112.86	25,337,007.50
Net PV Savings	1,605,742.30	85,308.76	191,374.19	1,882,425.25
Percentage savings of refunded bonds	10.983189%	3.019779%	5.413697%	8.972475%
Percentage savings of refunding bonds	9.734721%	2.569541%	5.250321%	8.023978%

**SAVINGS**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 05/13/2020 @ 1.2700330%
06/30/2020	523,140.50	14,897.11	508,243.39	507,921.77
06/30/2021	1,005,217.00	392,942.00	612,275.00	606,280.45
06/30/2022	1,009,153.00	476,735.50	532,417.50	520,842.06
06/30/2023	3,102,956.00	2,889,449.50	213,506.50	207,461.57
06/30/2024	3,637,009.00	3,631,493.00	5,516.00	7,036.61
06/30/2025	6,554,155.00	6,543,694.00	10,461.00	11,348.39
06/30/2026	3,449,332.00	3,443,366.50	5,965.50	6,484.29
06/30/2027	3,296,025.00	3,291,393.00	4,632.00	4,932.37
06/30/2028	2,293,500.00	2,290,816.50	2,683.50	2,861.30
06/30/2029	2,189,250.00	2,187,432.00	1,818.00	1,838.69
	27,059,737.50	25,162,219.11	1,897,518.39	1,877,007.50

Savings Summary

PV of savings from cash flow	1,877,007.50
Plus: Refunding funds on hand	5,417.75
Net PV Savings	1,882,425.25

**SUMMARY OF BONDS REFUNDED**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Series 2012D Refunding Limited Obligation Bonds, 12D:					
BOND	06/01/2023	5.000%	2,095,000.00	06/01/2022	100.000
	06/01/2024	5.000%	2,090,000.00	06/01/2022	100.000
	06/01/2025	5.000%	2,090,000.00	06/01/2022	100.000
	06/01/2026	5.000%	2,090,000.00	06/01/2022	100.000
	06/01/2027	5.000%	2,085,000.00	06/01/2022	100.000
	06/01/2028	5.000%	2,085,000.00	06/01/2022	100.000
	06/01/2029	5.000%	2,085,000.00	06/01/2022	100.000
			14,620,000.00		
Refunding Limited Obligation Bonds, Series 2013A, 13:					
SERIAL	06/01/2025	5.000%	2,825,000.00	06/01/2023	100.000
Refunding Certificate of Participation, Series 2015, 15BQ_REF:					
TERM	06/01/2020	2.660%	40,000.00		
	06/01/2021	2.660%	40,000.00	06/01/2020	101.000
	06/01/2022	2.660%	45,000.00	06/01/2020	101.000
	06/01/2023	2.660%	45,000.00	06/01/2020	101.000
	06/01/2024	2.660%	690,000.00	06/01/2020	101.000
	06/01/2025	2.660%	905,000.00	06/01/2020	101.000
	06/01/2026	2.660%	895,000.00	06/01/2020	101.000
	06/01/2027	2.660%	875,000.00	06/01/2020	101.000
			3,535,000.00		
			20,980,000.00		

**BOND PRICING**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Term Bond:					
	06/01/2021	95,000	1.270%	1.270%	100.000
	06/01/2022	180,000	1.270%	1.270%	100.000
	06/01/2023	2,595,000	1.270%	1.270%	100.000
	06/01/2024	3,370,000	1.270%	1.270%	100.000
	06/01/2025	6,325,000	1.270%	1.270%	100.000
	06/01/2026	3,305,000	1.270%	1.270%	100.000
	06/01/2027	3,195,000	1.270%	1.270%	100.000
	06/01/2028	2,235,000	1.270%	1.270%	100.000
	06/01/2029	2,160,000	1.270%	1.270%	100.000
		23,460,000			

Dated Date	05/13/2020	
Delivery Date	05/13/2020	
First Coupon	06/01/2020	
Par Amount	23,460,000.00	
Original Issue Discount		
Production	23,460,000.00	100.000000%
Underwriter's Discount		
Purchase Price	23,460,000.00	100.000000%
Accrued Interest		
Net Proceeds	23,460,000.00	

**BOND SUMMARY STATISTICS**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

	LOBs 2012D	LOBs, Series 2013	COPs S2015	Aggregate
Dated Date	05/13/2020	05/13/2020	05/13/2020	05/13/2020
Delivery Date	05/13/2020	05/13/2020	05/13/2020	05/13/2020
Last Maturity	06/01/2029	06/01/2025	06/01/2027	06/01/2029
Arbitrage Yield	1.270033%	1.270033%	1.270033%	1.270033%
True Interest Cost (TIC)	1.270032%	1.270039%	1.270034%	1.270033%
All-In TIC	1.394631%	1.424552%	1.405050%	1.399745%
Average Coupon	1.270000%	1.270000%	1.270000%	1.270000%
Average Life (years)	5.960	4.755	5.470	5.713
Weighted Average Maturity (years)	5.960	4.755	5.470	5.713
Duration of Issue (years)	5.736	4.624	5.292	5.509
Par Amount	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00
Bond Proceeds	16,495,000.00	3,320,000.00	3,645,000.00	23,460,000.00
Total Interest	1,248,533.83	200,482.20	253,203.08	1,702,219.11
Net Interest	1,248,533.83	200,482.20	253,203.08	1,702,219.11
Total Debt Service	17,743,533.83	3,520,482.20	3,898,203.08	25,162,219.11
Maximum Annual Debt Service	2,713,943.00	2,962,147.50	974,798.00	6,543,694.00
Average Annual Debt Service	1,960,611.47	697,125.19	552,936.61	2,780,355.70
Underwriter's Fees (per \$1000)				
Average Takedown				
Other Fee				
Total Underwriter's Discount				
Bid Price	100.000000	100.000000	100.000000	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	Duration	PV of 1 bp change
Term Bond	23,460,000.00	100.000	1.270%	5.713	01/28/2026	5.509	19,941.00
	23,460,000.00			5.713			19,941.00

	TIC	All-In TIC	Arbitrage Yield
Par Value	23,460,000.00	23,460,000.00	23,460,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-165,880.00	
- Other Amounts			
Target Value	23,460,000.00	23,294,120.00	23,460,000.00
Target Date	05/13/2020	05/13/2020	05/13/2020
Yield	1.270033%	1.399745%	1.270033%

**BOND DEBT SERVICE**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Dated Date 05/13/2020  
 Delivery Date 05/13/2020

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2020			14,897.11	14,897.11
06/30/2021	95,000	1.270%	297,942.00	392,942.00
06/30/2022	180,000	1.270%	296,735.50	476,735.50
06/30/2023	2,595,000	1.270%	294,449.50	2,889,449.50
06/30/2024	3,370,000	1.270%	261,493.00	3,631,493.00
06/30/2025	6,325,000	1.270%	218,694.00	6,543,694.00
06/30/2026	3,305,000	1.270%	138,366.50	3,443,366.50
06/30/2027	3,195,000	1.270%	96,393.00	3,291,393.00
06/30/2028	2,235,000	1.270%	55,816.50	2,290,816.50
06/30/2029	2,160,000	1.270%	27,432.00	2,187,432.00
	23,460,000		1,702,219.11	25,162,219.11

**PRIOR BOND DEBT SERVICE**

County of Dare, North Carolina  
 Limited Obligation Refunding Bonds  
 Proposed Final Schedules, Subject to Escrow and Verification  
 Taxable Adv. Refunding of Series 2012D, 2013A  
 Taxable Current Refunding of Series 2015

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2020	40,000	2.660%	483,140.50	523,140.50
06/30/2021	40,000	2.660%	965,217.00	1,005,217.00
06/30/2022	45,000	2.660%	964,153.00	1,009,153.00
06/30/2023	2,140,000	** %	962,956.00	3,102,956.00
06/30/2024	2,780,000	** %	857,009.00	3,637,009.00
06/30/2025	5,820,000	** %	734,155.00	6,554,155.00
06/30/2026	2,985,000	** %	464,332.00	3,449,332.00
06/30/2027	2,960,000	** %	336,025.00	3,296,025.00
06/30/2028	2,085,000	5.000%	208,500.00	2,293,500.00
06/30/2029	2,085,000	5.000%	104,250.00	2,189,250.00
	20,980,000		6,079,737.50	27,059,737.50

**SAVINGS**

County of Dare, North Carolina  
 LOBs 2012D  
 Taxable Advance Refunding  
 Non-Call

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 05/13/2020 @ 1.2700330%
06/30/2020	365,500.00	10,474.33	355,025.67	354,801.01
06/30/2021	731,000.00	209,486.50	521,513.50	516,260.78
06/30/2022	731,000.00	209,486.50	521,513.50	509,766.03
06/30/2023	2,826,000.00	2,614,486.50	211,513.50	205,095.02
06/30/2024	2,716,250.00	2,713,943.00	2,307.00	3,540.94
06/30/2025	2,611,750.00	2,606,748.50	5,001.50	5,808.66
06/30/2026	2,507,250.00	2,505,506.50	1,743.50	2,502.36
06/30/2027	2,397,750.00	2,395,153.50	2,596.50	3,035.73
06/30/2028	2,293,500.00	2,290,816.50	2,683.50	2,861.30
06/30/2029	2,189,250.00	2,187,432.00	1,818.00	1,838.69
	19,369,250.00	17,743,533.83	1,625,716.17	1,605,510.52

Savings Summary

PV of savings from cash flow	1,605,510.52
Plus: Refunding funds on hand	231.78
Net PV Savings	1,605,742.30



**ESCROW REQUIREMENTS**

County of Dare, North Carolina  
 LOBs 2012D  
 Taxable Advance Refunding  
 Non-Call

Period Ending	Interest	Principal Redeemed	Total
06/01/2020	365,500.00		365,500.00
12/01/2020	365,500.00		365,500.00
06/01/2021	365,500.00		365,500.00
12/01/2021	365,500.00		365,500.00
06/01/2022	365,500.00	14,620,000.00	14,985,500.00
	1,827,500.00	14,620,000.00	16,447,500.00

**ESCROW COST**

County of Dare, North Carolina  
 LOBs 2012D  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2020	365,500		365,500.00
SLGS	12/01/2020	346,441	0.130%	346,441.00
SLGS	06/01/2021	348,459	0.140%	348,459.00
SLGS	12/01/2021	348,702	0.190%	348,702.00
SLGS	06/01/2022	14,969,034	0.220%	14,969,034.00
16,378,136				16,378,136.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
05/13/2020	16,378,136	0.04	16,378,136.04	0.218109%
	16,378,136	0.04	16,378,136.04	

**ESCROW DESCRIPTIONS**

County of Dare, North Carolina  
 LOBs 2012D  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
May 13, 2020:							
SLGS	Certificate	06/01/2020	06/01/2020	365,500			365,500.00
SLGS	Certificate	12/01/2020	12/01/2020	346,441	0.130%	0.130%	346,441.00
SLGS	Note	06/01/2021	12/01/2020	348,459	0.140%	0.140%	348,459.00
SLGS	Note	12/01/2021	12/01/2020	348,702	0.190%	0.190%	348,702.00
SLGS	Note	06/01/2022	12/01/2020	14,969,034	0.220%	0.220%	14,969,034.00
				16,378,136			16,378,136.00

SLGS Summary

SLGS Rates File	03APR20
Total Certificates of Indebtedness	711,941.00
Total Notes	15,666,195.00
Total original SLGS	16,378,136.00

**ESCROW SUFFICIENCY**  
County of Dare, North Carolina  
LOBs 2012D  
Taxable Advance Refunding  
Non-Call

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
05/13/2020		0.04	0.04	0.04
06/01/2020	365,500.00	365,500.00		0.04
12/01/2020	365,500.00	365,500.68	0.68	0.72
06/01/2021	365,500.00	365,500.13	0.13	0.85
12/01/2021	365,500.00	365,499.21	-0.79	0.06
06/01/2022	14,985,500.00	14,985,499.94	-0.06	
	16,447,500.00	16,447,500.00	0.00	

**SAVINGS**

County of Dare, North Carolina  
 LOBs, Series 2013  
 Taxable Advance Refunding  
 Non-Call

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 05/13/2020 @ 1.2700330%
06/30/2020	70,625.00	2,108.20	68,516.80	68,473.44
06/30/2021	141,250.00	137,164.00	4,086.00	4,342.50
06/30/2022	141,250.00	140,957.50	292.50	595.29
06/30/2023	141,250.00	139,687.50	1,562.50	1,813.57
06/30/2024	141,250.00	138,417.50	2,832.50	3,001.11
06/30/2025	2,966,250.00	2,962,147.50	4,102.50	4,158.48
	3,601,875.00	3,520,482.20	81,392.80	82,384.39

Savings Summary

PV of savings from cash flow	82,384.39
Plus: Refunding funds on hand	2,924.37
Net PV Savings	85,308.76

**ESCROW REQUIREMENTS**

County of Dare, North Carolina  
LOBs, Series 2013  
Taxable Advance Refunding  
Non-Call

Period Ending	Interest	Principal Redeemed	Total
06/01/2020	70,625.00		70,625.00
12/01/2020	70,625.00		70,625.00
06/01/2021	70,625.00		70,625.00
12/01/2021	70,625.00		70,625.00
06/01/2022	70,625.00		70,625.00
12/01/2022	70,625.00		70,625.00
06/01/2023	70,625.00	2,825,000.00	2,895,625.00
	494,375.00	2,825,000.00	3,319,375.00

**ESCROW COST**

County of Dare, North Carolina  
 LOBs, Series 2013  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2020	70,625		70,625.00
SLGS	12/01/2020	65,816	0.130%	65,816.00
SLGS	06/01/2021	66,311	0.140%	66,311.00
SLGS	12/01/2021	66,357	0.190%	66,357.00
SLGS	06/01/2022	66,421	0.220%	66,421.00
SLGS	12/01/2022	66,494	0.250%	66,494.00
SLGS	06/01/2023	2,891,576	0.280%	2,891,576.00
		3,293,600		3,293,600.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
05/13/2020	3,293,600	0.71	3,293,600.71	0.276026%
	3,293,600	0.71	3,293,600.71	

**ESCROW DESCRIPTIONS**

County of Dare, North Carolina  
 LOBs, Series 2013  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
May 13, 2020:							
SLGS	Certificate	06/01/2020	06/01/2020	70,625			70,625.00
SLGS	Certificate	12/01/2020	12/01/2020	65,816	0.130%	0.130%	65,816.00
SLGS	Note	06/01/2021	12/01/2020	66,311	0.140%	0.140%	66,311.00
SLGS	Note	12/01/2021	12/01/2020	66,357	0.190%	0.190%	66,357.00
SLGS	Note	06/01/2022	12/01/2020	66,421	0.220%	0.220%	66,421.00
SLGS	Note	12/01/2022	12/01/2020	66,494	0.250%	0.250%	66,494.00
SLGS	Note	06/01/2023	12/01/2020	2,891,576	0.280%	0.280%	2,891,576.00
				3,293,600			3,293,600.00

SLGS Summary

SLGS Rates File	03APR20
Total Certificates of Indebtedness	136,441.00
Total Notes	3,157,159.00
	<hr/>
Total original SLGS	3,293,600.00



**ESCROW SUFFICIENCY**

County of Dare, North Carolina  
 LOBs, Series 2013  
 Taxable Advance Refunding  
 Non-Call

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
05/13/2020		0.71	0.71	0.71
06/01/2020	70,625.00	70,625.00		0.71
12/01/2020	70,625.00	70,625.08	0.08	0.79
06/01/2021	70,625.00	70,624.85	-0.15	0.64
12/01/2021	70,625.00	70,624.43	-0.57	0.07
06/01/2022	70,625.00	70,625.39	0.39	0.46
12/01/2022	70,625.00	70,625.33	0.33	0.79
06/01/2023	2,895,625.00	2,895,624.21	-0.79	
	3,319,375.00	3,319,375.00	0.00	

**SAVINGS**

County of Dare, North Carolina  
 COPs S2015  
 Taxable Advance Refunding  
 Non-Call

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 05/13/2020 @ 1.2700330%
06/30/2020	87,015.50	2,314.58	84,700.92	84,647.32
06/30/2021	132,967.00	46,291.50	86,675.50	85,677.17
06/30/2022	136,903.00	126,291.50	10,611.50	10,480.75
06/30/2023	135,706.00	135,275.50	430.50	552.98
06/30/2024	779,509.00	779,132.50	376.50	494.56
06/30/2025	976,155.00	974,798.00	1,357.00	1,381.24
06/30/2026	942,082.00	937,860.00	4,222.00	3,981.93
06/30/2027	898,275.00	896,239.50	2,035.50	1,896.65
	4,088,612.50	3,898,203.08	190,409.42	189,112.59

Savings Summary

PV of savings from cash flow	189,112.59
Plus: Refunding funds on hand	2,261.60
Net PV Savings	191,374.19

**ESCROW REQUIREMENTS**

County of Dare, North Carolina  
COPs S2015  
Taxable Advance Refunding  
Non-Call

Period Ending	Principal	Interest	Principal Redeemed	Redemption Premium	Total
06/01/2020	40,000.00	47,015.50	3,495,000.00	34,950.00	3,616,965.50
	40,000.00	47,015.50	3,495,000.00	34,950.00	3,616,965.50

**ESCROW COST**

County of Dare, North Carolina  
 COPs S2015  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2020	3,616,965		3,616,965.00
		3,616,965		3,616,965.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost
05/13/2020	3,616,965	0.50	3,616,965.50
	3,616,965	0.50	3,616,965.50

**ESCROW DESCRIPTIONS**

County of Dare, North Carolina  
 COPs S2015  
 Taxable Advance Refunding  
 Non-Call

Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
May 13, 2020:							
SLGS	Certificate	06/01/2020	06/01/2020	3,616,965		0.000%	3,616,965.00
				3,616,965			3,616,965.00

SLGS Summary

SLGS Rates File	01APR20
Total Certificates of Indebtedness	3,616,965.00

**ESCROW SUFFICIENCY**

County of Dare, North Carolina  
COPs S2015  
Taxable Advance Refunding  
Non-Call

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
05/13/2020		0.50	0.50	0.50
06/01/2020	3,616,965.50	3,616,965.00	-0.50	
	3,616,965.50	3,616,965.50	0.00	

**BUSINESS PROMOTIONAL MATERIAL DISCLAIMER**

County of Dare, North Carolina  
Limited Obligation Refunding Bonds  
Proposed Final Schedules, Subject to Escrow and Verification  
Taxable Adv. Refunding of Series 2012D, 2013A  
Taxable Current Refunding of Series 2015

Business Promotional Material Disclaimer

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The information contained herein may include hypothetical interest rates or interest rate savings for a potential refunding. Interest rates used herein take into consideration conditions in today's market and other factual information such as credit rating, geographic location and market sector. Interest rates described herein should not be viewed as rates that Piper Sandler expects to achieve for you should we be selected to act as your underwriter or placement agent. Information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Piper Sandler could achieve for you should we be selected to act as your underwriter or placement agent. More particularized information and analysis may be provided after you have engaged Piper Sandler as an underwriter or placement agent or under certain other exceptions as describe in the Section 15B of the Exchange Act.



**Consent Agenda**

*\*Items on the Consent Agenda are considered to be non-controversial, routine in nature or items not requiring a presentation to or discussion by the Board in order to consider the item(s). Any item may be removed for discussion by the Board to hear the item presented and discussed.\**

**Description**

- 1) Resolution of the County of Dare, NC Approving an Amendment to an Installment Financing Contract to Provide for the Refinancing of Existing County Obligations & Related Matters
- 2) DHHS-Public Health Division-Add'l Funding for the Strategic Prevention Framework for Prescription Drugs
- 3) DHHS-Public Health Division-COVID-19 Crisis Response Funding
- 4) DHHS - Social Services Division - Medicaid Transportation Budget Amendment
- 5) Designation of Applicant's Agent for Public Assist. for FEMA & NCEM;
- 6) Request to Waive Late Listing Penalty for Personal Property Listings; 7) Approval of Previous Minutes
- 8) Re-Adoption of Dare County Conflict of Interest Policy 9) Emergency Management Budget Amendment
- 10) Tax Collector's Report

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager





*Resolution of the County of Dare, North Carolina Approving an Amendment to an Installment Financing Contract to Provide for the Refinancing of Existing County Obligations and Related Matters*

**Description**

Details and the numbers run were provided with the prior agenda item - Public Hearing on the Series 2020A Limited Obligation Refunding Bonds. The Board is asked to adopt the approving & final resolution for the refinancing, a DRAFT of which is attached.

The final versions of the Resolution, the First Contract Amendment, the First Supplemental Indenture, and the Escrow Agreement will be added to this item on 4/13 (after financing team review) and/or distributed to the Board and staff.

**Board Action Requested**

Adopt approving resolution for the Series 2020A Refunding Limited Obligation Bonds

**Item Presenter**

David Clawson, Finance Director

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Capital Investment Fund					
<u>Revenues:</u>					
Debt proceeds - S2020A Taxable					
Refunding LOBs	113090	470203	98730	\$23,460,000	
Appropriated fund balance	113090	499900			\$93,077
<u>Expenditures:</u>					
Debt:					
Payment to escrow agent	114490	546300	98730	\$23,259,385	
Costs of issuance & additional proceeds	114490	545300	98730	\$200,615	
Debt Service:					
S2020A LOBs - interest	114495	549209		\$14,898	
S2012D LOBs - interest	114495	549312			\$25,344
S2012D LOBs - interest	114495	549312	98990		\$280,236
S2012D LOBs - interest	114495	549312	98992		\$59,920
S2013 LOBs - interest	114495	549313			\$70,625
S2015 LOBs - principle	114495	548205			40,000
S2015 LOBs - interest	114495	549205			47,016
Reserved for Capital Investment Plan	114490	555000		415,166	

Explanation:

To establish budget for issuance & uses of Series 2020A Taxable refunding Limited Obligation Bonds.  
 To adjust budget for FY 2020 debt service savings of \$508,243.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

DRAFT

**RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT TO PROVIDE FOR THE REFINANCING OF EXISTING COUNTY OBLIGATIONS AND RELATED MATTERS**

*WHEREAS*, the County of Dare, North Carolina (the "*County*") is a validly existing political subdivision, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the "*State*");

*WHEREAS*, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

*WHEREAS*, the County has previously executed and delivered an Installment Financing Contract dated as of September 1, 2012 (the "*2012C/D Contract*"), between the Dare County Public Facilities Corporation (the "*Corporation*") and the County, the proceeds of which were used to (1) finance the capital costs of the acquisition of a helicopter and cardiac monitoring equipment for use by the County's Emergency Medical Services, (2) refinance the County's installment payment obligations related to Certificates of Participation, Series 2004, the proceeds of which were used to finance (a) the acquisition, construction, equipping and furnishing of Manteo Middle, (b) the acquisition, construction, equipping and furnishing of Nags Head Elementary School and (c) the acquisition, construction and renovation of certain other school facilities, including Manteo Elementary School, Kitty Hawk Elementary School, Hatteras Secondary School and Manteo High School, and (3) refinance the County's installment payment obligations under an installment financing contract with RBC Bank, the proceeds of which were used to finance (a) the construction, equipping and furnishing a County Senior Center, (b) the construction and improvement of the College of the Albemarle, Roanoke Island Campus (previously part of Dare County Campus) (the "*Community College Project*") and (c) the acquisition of land for public beach access (each of the projects described above to be financed and refinanced with the proceeds of the 2012C/D Contract are referred to herein as the "*2012C/D Projects*");

*WHEREAS*, under an Indenture of Trust dated as of September 1, 2012 (the "*2012 Indenture*") between the Corporation and The Bank of New York Mellon Trust Company, N.A., as trustee (the "*Trustee*"), the Corporation executed and delivered \$9,225,000 Limited Obligation Bonds, Series 2012C (the "*2012C Bonds*") and \$34,465,000 Refunding Limited Obligation Bond, Series 2012D (the "*2012D Bonds*"), each evidencing proportionate undivided interests in rights to receive certain revenues pursuant to the 2012C/D Contract, to assist the County in financing and refinancing the 2012C/D Projects;

*WHEREAS*, to secure its obligations under the 2012C/D Contract, the County executed and delivered a Deed of Trust, Security Agreement and Fixture Filing (the "*Deed of Trust*") related to the County's fee simple interest in the sites of Manteo Middle School, Nags Head Elementary School and the Community College Project and the improvements thereon;

*WHEREAS*, the County staff has reported to the Board of Commissioners (the "*Board*") that the County can achieve debt service savings by refinancing all or a portion of the County's installment payment obligations under several prior installment contracts and the related limited obligation bonds and certificates of participation that financed and refinanced projects for the County (all of the projects to be refinanced are referred to herein as the "*Refinanced Projects*") as follows:

- (1) 2012D Bonds;

(2) Refunding Limited Obligation Bonds, Series 2013A (the “2013A Bonds”), evidencing proportionate undivided interests in rights to receive certain revenues pursuant to the Installment Purchase Contract dated as of December 1, 2005, as amended by Amendment Number One to the Installment Purchase Contract dated as of February 1, 2013, each between the Corporation and the County, the proceeds of which were used to refinance prior installment payment obligations related to Certificates of Participation, Series 2005, the proceeds of which were used to finance acquiring, constructing, renovating, improving, equipping and furnishing certain school facilities in the County, including Manteo Elementary School, Kitty Hawk Elementary School, Hatteras Secondary School and Manteo High School; and

(3) Refunding Certificate of Participation, Series 2015 (the “2015 Certificate”), evidencing a proportionate undivided interest in the right to receive revenues pursuant to an Installment Purchase Contract dated as of March 1, 2007, as amended by Amendment Number One to the Installment Purchase Contract dated as of July 1, 2015, each between the Corporation and the County, the proceeds of which were used to refinance prior installment payment obligations related to Certificates of Participation, Series 2007, the proceeds of which were used to finance (1) acquiring, constructing, equipping and furnishing a County Administrative Building, (2) acquiring certain real property in Kitty Hawk to be used for parks and recreation and the construction of improvements thereon and (3) constructing, equipping and furnishing a satellite County office facility on Hatteras Island;

*WHEREAS*, based on the foregoing, the Board has determined that it would be in the best interest of the County to enter into Amendment Number One to the Installment Financing Contract dated as of May 1, 2020, (the “*First Contract Amendment*” and together with the 2012C/D Contract, the “*Contract*”) between the Corporation and the County, which will supplement and amend the 2012C/D Contract, to accomplish the refunding of the 2012D Bonds maturing on June 1, 2023 through June 1, 2029, the 2013A Bonds maturing on June 1, 2025, and the 2015 Certificate maturing on June 1, 2027 (collectively, the “*Refunded Obligations*”);

*WHEREAS*, to assist the County with the refunding, the Corporation will issue a Taxable Refunding Limited Obligation Bond, Series 2020A (the “*2020A Bond*”), evidencing proportionate undivided interests in rights to receive certain revenues pursuant to the 2012C/D Contract, under the 2012C/D Indenture, as supplemented and amended by Supplemental Indenture, Number 1 dated as of May 1, 2020 (the “*First Supplemental Indenture*” and together with the 2012C/D Indenture, the “*Indenture*”), between the Corporation and the Trustee;

*WHEREAS*, JP Morgan Chase Bank, NA (the “*Purchaser*”) has agreed to purchase the 2020A Bond;

*WHEREAS*, there have been described to the Board the forms of the following documents (collectively, the “*Instruments*”), copies of which have been made available to the Board, which the Board proposes to approve, enter into and deliver, as applicable, to effectuate the proposed installment financing:

- (1) the First Contract Amendment;
- (2) the First Supplemental Indenture; and

(3) the Escrow Agreement dated as of May 1, 2020 (the "*Escrow Agreement*") between the County and The Bank of New York Mellon Trust Company, N.A., as escrow agent, related to the refunding of the Refunded Obligations;

*WHEREAS*, it appears that each of the Instruments is in an appropriate form and is an appropriate instrument for the purposes intended;

*WHEREAS*, a public hearing on the 2012C/D Contract after publication of a notice with respect to such public hearing was held by the Board on August 20, 2012 and a public hearing on the First Contract Amendment after publication of a notice with respect to such public hearing was held by the Board on April 20, 2020; and

*WHEREAS*, the County has filed an application to the LGC for approval of the First Contract Amendment;

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AS FOLLOWS:***

*Section 1. Ratification of Instruments.* That all actions of the Chairman of the Board, the County Manager, the Deputy County Manager, the Clerk to the Board and their respective designees (the "*Authorized Officers*"), whether previously or hereinafter taken, in effectuating the proposed financing are hereby approved, ratified and authorized pursuant to and in accordance with the transactions contemplated by the Instruments.

*Section 2. Authorization to Execute the First Contract Amendment and the Escrow Agreement.* That the County approves the refinancing of the Refinanced Projects and the refunding of the Refunding Obligations as contemplated by the terms of the Instruments in an aggregate principal amount of \$23,500,000, and in accordance with the terms of the Contract which will be a valid, legal and binding obligation of the County in accordance with its terms. The form and content of the First Contract Amendment and the Escrow Agreement shall be and the same hereby are in all respects authorized, approved and confirmed, and the Authorized Officers, either individually or collectively, shall be and they hereby are authorized, empowered and directed to execute and deliver the First Contract Amendment and the Escrow Agreement, including necessary counterparts, in substantially the form and content presented to the Board, but with such changes, modifications, additions or deletions therein as shall to them seem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of the County's approval of any and all changes, modifications, additions or deletions therein from the form and content of the First Contract Amendment and the Escrow Agreement presented to the Board, and that from and after the execution and delivery of the First Contract Amendment and the Escrow Agreement, the Authorized Officers, either individually or collectively, are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Contract.

*Section 3. County Representative.* That each of the Authorized Officers are hereby designated as the County's Representative to act on behalf of the County in connection with the transactions contemplated by the Instruments, and they are authorized to proceed with the refinancing of the Refinanced Projects and the refunding of the Refunded Obligations in accordance with the Instruments and to seek opinions as to matters of law from attorneys as they deem appropriate for all documents contemplated hereby as required by law. The Authorized Officers, either individually or collectively, are hereby authorized, empowered and directed to do any and all other acts and to execute any and all other documents, which they, in their discretion, deem necessary and appropriate to consummate the

transactions contemplated by the Instruments and the administration thereof after the execution and delivery of the 2010 Bond or as they deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution.

*Section 4. Sale of the 2020A Bond.* That the form of the First Supplemental Indenture and the sale of the 2020A Bond to the Purchaser is hereby approved and authorized.

*Section 5. Severability.* That if any section, phrase or provision of this Resolution is for any reason declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Resolution.

*Section 6. Repealer.* That all motions, orders, resolutions and parts thereof, in conflict herewith are hereby repealed.

*Section 7. Effective Date.* That this Resolution is effective on the date of its adoption.

Adopted this the 20<sup>th</sup> day of April, 2020.

DRAFT

Robert Woodard, Chairman

Attest:

Draft

Cheryl C. Anby, Clerk to the Board

STATE OF NORTH CAROLINA            )  
  )  
COUNTY OF DARE                        )        SS:

I, *Cheryl C. Anby*, Clerk to the Board of Commissioners of the County of Dare, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true and exact copy of the resolution entitled “**RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT TO PROVIDE FOR THE REFINANCING OF EXISTING COUNTY OBLIGATIONS AND RELATED MATTERS**” duly adopted by the Board of Commissioners of the County of Dare, North Carolina, at a meeting held on the 20th day of April, 2020.

**WITNESS** my hand and the corporate seal of the County of Dare, North Carolina, this the \_\_\_\_ day of April, 2020.

[Seal]

DRAFT

\_\_\_\_\_  
Cheryl C. Anby  
Clerk to the Board of Commissioners  
County of Dare, North Carolina



***Health & Human Services-Public Health Division  
Additional Funding for the Strategic Prevention Framework for Prescription Drugs (SPF-Rx)***

**Description**

This additional funding will be used to implement educational awareness opportunities to community organizations and businesses regarding ACEs, becoming Trauma informed and building resiliency in Dare County.

This work will be done through a collaborative community model involving Health & Human Services, the Saving Lives Task Force, The Break Through Task Force and the Be Resilient OBX Initiative and other community members & professionals.

The model will be in the form of an ongoing educational series based on topics most needed by the organization.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

None



# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-Trillium SPF-RX	103027	424204	56003	\$15,600	
<u>Expenditures:</u>					
Materials/Resources - SPF-Rx	104600	513323	56003	\$4,000	
Operating - SPF-Rx	104600	513400	56003	\$8,450	
Advertising/Promotion - SPF-Rx	104600	525600	56003	\$3,150	

Explanation:

Additional funding for Trillium Health Resources grant for Strategic Prevention Framework for Prescription Drugs Project. Grant period: 02/04/20 - 06/30/20. Funds to be used for a billboard advertising, mental health books, pill disposal bags & lock boxes.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

Finance only:

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

**DCHHS, Public Health Division  
 Saving Lives Task Force  
 SPF-Rx Grant Budget  
 FY 2020- Year 4  
 Additional Funding**

**REVISED BUDGET**

	<u>Total</u>	
Advertisement & Promotion	\$ 3,150	Billboard Ad
Materials & Supplies	4,000	400-CRM Books \$7/each-\$3,000 . 50 Adult/Child Mental Health First Aid books \$20/each-\$1000.
Operating	8,450	Pill Disposal Bags- 4 cases large \$2,100 & 4 cases meduim \$3,150. lock boxes- 100, \$5350
<b>TOTAL</b>	<b><u>\$ 15,600</u></b>	

Contract #	<u>0071T-001-FY20</u>
Cost Center #	<u>5000</u>
Line Item #	<u>0690-03</u>
Obligated	<u>\$15,600.00</u>

## ADDENDUM

This is an Addendum to Contract number 0071T dated July 1, 2019 (the “Contract”), between **DARE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES THROUGH THE COUNTY OF DARE** (herein referred to as “**DCDHHS**”), whose mailing address is Post Office Box 669, Manteo, NC 27954, phone number is (252)-475-5619, tax identification number is 56-6000293, and **TRILLIUM HEALTH RESOURCES**.

**This Addendum is effective February 4, 2020 to June 30, 2020, and except as expressly set forth herein does not alter the terms or conditions of the Contract.**

The purpose of this Addendum is to add \$15,600.00 in Non-Unit Cost Reimbursement (Non-UCR) Federal funds (CFDA # 93.243) for DCDHHS to implement the Strategic Prevention Framework for Prescription Drugs (SPF-Rx) Project in Dare County as outlined in the budget on Attachment A. Any changes to the budget must be approved by Trillium Health Resources before making the change. DCDHHS shall submit all requested changes to Contract Reporting at [Contract.Reporting@trilliumnc.org](mailto:Contract.Reporting@trilliumnc.org) showing the original budget and all requested changes in a separate column. The total amount for the implementation of the SPF-Rx Project in Dare County is not to exceed \$33,600.00 in Federal Non-UCR funds for State Fiscal Year 2019-2020.

All other terms of the original Contract Addendum (0071T-000-FY20) for the implementation of the SPF-Rx Project in Dare County will remain the same with the exception of submitting Project Reports and Asset Reports as follows:

1. **When submitting the report(s) DCDHHS will identify in the subject line of the email the service(s) being reported and the Non-UCR Contract number associated with the report. For this report, DCDHHS shall use “SPF-Rx Project in Dare County – Non-UCR Contract #0071T-000-FY20” in the subject line of the email.**
2. **All assets purchased with these funds with a value of \$5,000.00 or more must be reported to Trillium Health Resources on a monthly basis. Reports must be submitted to Accounts Payable at [AccountsPayable@trilliumnc.org](mailto:AccountsPayable@trilliumnc.org).**
  - a. **When submitting the report(s) DCDHHS will identify in the subject line of the email the Service(s) being reported and the Non-UCR Contract number associated with the report. For this report, DCDHHS shall use “SPF-Rx Project in Dare County – Asset Report – Non-UCR Contract #0071T-001-FY20” in the subject line of the email.**

Those who receive any Federal funds for the provision of Mental Health and /or Substance Abuse Services are subject to the conditions of all Mental Health and Substance Abuse Federal Block Grant requirements found at the following link: <https://www.ncdhhs.gov/divisions/mhddsas/lme-mco/audit>

DCDHHS agrees to acknowledge “Trillium Health Resources” as the funding source in any brochures, advertising, trainings, or other information distributed to the public. DCDHHS must only use Trillium Health Resources’-provided logos on any websites and/or printed materials dedicated to the program. DCDHHS should not use the Trillium Health Resources name on any literature without obtaining prior written approval from Trillium Health Resources’ Communications team; please request logos and send all materials for review to [Info@TrilliumNC.org](mailto:Info@TrilliumNC.org) prior to printing or distribution.

**SIGNATURES FOR TRILLIUM  
HEALTH RESOURCES**

*Leza Wainwright*

**SIGNATURES FOR DARE COUNTY  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES THROUGH THE COUNTY OF  
DARE**

*J. Lee Davis*

## ATTACHMENT A

DCHHS, Public Health Division Saving Lives Task Force SPF-Rx Dare County Grant Budget FY 2020- Year 4 Additional Funding Request to be spent March 20 thru June 30 2020		
SPF-Rx Grant		
Additional Funding Request		
	<b>Total</b>	
Advertisement & Promotion	\$ 1,000	Flyers/Media/PSAs
Materials & Supplies	5,000	250-CRM Books \$12/each-\$3,000. 50 Adult/Child Mental Health First Aid books \$20/each-\$1000. Printing/class costs \$1,000
Travel	3,000	1) Hotel/periderm- \$3000 MH Training
Trainings	6,600	1) Adult/Youth MH First Aid Trainer training 3 people @ \$2,000/each. 2) Pay for CRM trainers to do class- \$600
<b>TOTAL</b>	<b>\$ 15,600</b>	

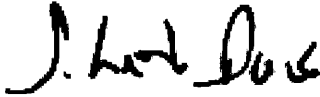
  

Statement of Work
This additional funding of \$15,600 is requested to implement educational and awareness opportunities to community organizations and businesses regarding ACEs, becoming Trauma informed and building resiliency in Dare county.
This work will be done thru a collaborative community model involving Health & Human Services, the Saving Lives Task Force, The Break thru Task Force and the Be Resilient OBX initiative and other community members & professionals.
The model will be in the form of an ongoing educational series based on topics most needed by the organization and business.

*This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act. General Statute 159.*

Signatures

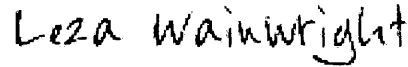
For Dare County Dept. Health & Human Services  
Name Sheila F Davies  
Title DHHS Director



Signed on 2020-03-13 18:55:44 GMT

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DocumentID: N9w43ZmE4n4zclwz  
SigningID: 2jk5DvZi4T1Bw42  
Signing date: 3/13/2020  
IP Address: 63.144.54.67  
Email: sheila.davies@darenc.com

For Trillium Health Resources  
Name Leza Wainwright  
Title CEO



Signed on 2020-03-13 19:09:37 GMT

Secured by Concord®  
DocumentID: N9w43ZmE4n4zclwz  
SigningID: MjpbYjYjplCBI4w  
Signing date: 3/13/2020  
IP Address: 200.74.95.82  
Email: nia.joyner@trillium.org

For Trillium Health Resources  
Name Michelle Martin  
Title Finance Director



Signed on 2020-03-13 20:00:07 GMT

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DocumentID: N9w43ZmE4n4zclwz  
SigningID: Ynd3w2Vme4Dk4sh  
Signing date: 3/13/2020  
IP Address: 200.74.95.82  
Email: and.simulston@trillium.org



*Health & Human Services-Public Health Division  
COVID-19 Crisis Response Funding*

**Description**

The Public Health Division has received funding from the NC Division of Public Health for COVID-19 Crisis Response. The purpose of this funding is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. This funding will be used to cover salary/benefits of direct clinic staff and to purchase equipment and medical supplies.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

None

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<b>Department:</b>					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal - COVID-19	103027	424206	45120	\$67,354	
<u>Expenditures:</u>					
Salary	104600	500200	45120	\$21,834	
FICA	104600	500300	45120	\$1,670	
Retirement	104600	500400	45120	\$1,969	
Health Insurance	104600	500500	45120	\$5,181	
Telephone	104600	511100	45120	\$6,700	
Operating	104600	513400	45120	\$30,000	

Explanation:

COVID-19 funding to purchase laptops, cell phones and Covid related supplies (masks, gloves, gowns, thermometers, alcohol, sanitizer, tissues) for clinic staff, remaining funds to cover a portion of salary/bene of direct clinic staff through June 30th. Unspent funds as of June 30th to be carried over into FY2021 and can be spent through March 2021.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



# Division of Public Health

## Agreement Addendum

### FY 19-20

Dare County Department of Health & Human  
Services — Public Health Division

Epidemiology / PH Preparedness & Response

**Local Health Department Legal Name**

**DPH Section / Branch Name**

619 COVID-19 Crisis Response

Wayne Mixon, (919) 546-1831

**Activity Number and Description**

wayne.mixon@dhhs.nc.gov

**DPH Program Contact**

(name, phone number, and email)

01/20/2020 – 05/31/2020

**Service Period**

**DPH Program Signature**

**Date**

(only required for a negotiable agreement addendum)

02/01/2020 – 06/30/2020

**Payment Period**

**Original Agreement Addendum**

**Agreement Addendum Revision # \_\_\_\_\_**

**I. Background:**

On March 6, 2020, the President of the United States signed into law the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123) (Coronavirus Supplemental). This Act provides funding to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19).

To support governmental public health emergency response to COVID-19, the Centers for Disease Control and Prevention (CDC) has activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response ([www.cdc.gov/phpr/readiness/funding-crisis.htm](http://www.cdc.gov/phpr/readiness/funding-crisis.htm)). CDC is awarding funding, totaling \$569,822,380, under Components A and B to eligible jurisdictions that are on the approved but unfunded (ABU) list for CDC-RFA-TP18-1802 to provide resources to prevent, prepare for, and respond to COVID-19. This funding is intended for state, local, territorial, and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. These funds are in addition to funds CDC previously awarded to select jurisdictions for COVID-19 response activities.

The Division of Public Health (DPH), Public Health Preparedness & Response (PHP&R) Branch, is making an allocation of these funds available to all local health departments through the “CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding” to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:  
(If follow-up information is needed by DPH)

LHD program contact name: Debbie Dutton

Phone number with area code: 252-475-9366

Email address: debbie.dutton@darenc.com

**Signature on this page signifies you have read and accepted all pages of this document.**

## II. **Purpose:**

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

## III. **Scope of Work and Deliverables:**

**All of the activities the Local Health Department performs under this Agreement Addenda shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and Local Health Departments.**<sup>1</sup> The Local Health Department (LHD) shall:

1. Implement and scale-up **laboratory testing and data collection to enable identification and tracking of COVID-19 cases** in the community with emphasis placed on priority populations as defined in NC DHHS guidance<sup>2</sup> to include health care workers, first responders, persons in high-risk congregate settings, and persons at a higher risk of severe illness, and immediate implementation of real-time reporting to PHP&R. This shall be accomplished by conducting one or more of the following activities:
  - a. Expand testing access in the community with a focus on persons who may expose vulnerable people.
  - b. Conducting surveillance to identify cases, report case data in a timely manner, identify contacts, characterize disease transmission, and track relevant epidemiologic characteristics including hospitalization and death.
  - c. Conducting surveillance to monitor virologic and disease activity in the community and healthcare settings, with emphasis on expanding contact tracing for high risk populations using traditional and non-traditional methods.
  - d. Implementing routine and enhanced surveillance to support the science base that informs public health interventions that mitigate the impact of COVID-19, including understanding of clinical characteristics; infection prevention and control practices; and other mitigation requirements.
  - e. Establishing or enhancing core epidemiological activities to support response such as risk assessment, case classification, analysis, visualization, and reporting.
  - f. Conduct surveillance to monitor disruption in the community caused by COVID-19 and related mitigation activities (e.g., school closures and cancellation of mass gatherings).
  - g. Conduct surveillance to monitor disruption in healthcare systems caused by COVID-19 (e.g., shortages of personal protective equipment).
2. Write a brief **COVID-19 community intervention implementation plan** and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://nconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this plan shall be, "CountyName-Community Plan" (for example: Wake-Community Plan).

This plan shall describe how the LHD will achieve the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts. The LHD shall use its

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<sup>1</sup> <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments>

<sup>2</sup> <https://files.nc.gov/ncdhhs/documents/files/covid-19/COVID-19-Provider-Guidance-Final.pdf>

current Pan Flu Plan as a template and create a COVID-19 Community Intervention Implementation Plan that shall address how the LHD will accomplish the following tasks, with emphasis on addressing high-risk congregate settings such as long-term care facilities, homeless shelters, correctional facilities, and migrant farmworker camps:

- a. Minimize potential spread and reduce morbidity and mortality of COVID-19 in communities.
  - b. Plan and adapt for disruption caused by community spread and implement interventions to prevent further spread.
  - c. Ensure healthcare system response is an integrated part of community interventions.
  - d. Ensure integration of community mitigation interventions with health system preparedness and response plans and interventions.
3. Summarize the LHD’s COVID-19 community intervention implementation plan into a **COVID-19 community intervention executive summary** and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://nconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this executive summary shall be, “CountyName-Executive Summary” (For example: Wake-Executive Summary).

This executive summary shall describe a brief statement of the problems or proposals covered, background information, analysis and conclusions regarding how the LHD will meet the response’s three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts.

4. **Identify and address additional response needs through one or more of the allowable activities** from the list of Domains and Categories below, with examples of such activities provided in Appendix 2 of the attached “CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding Interim Guidance” document dated March 15, 2020 (“CDC Interim Guidance document”):
- a. Domain 1: Incident Management for Early Crisis Response.
    - i. Emergency Operations and Coordination
    - ii. Responder Safety and Health
    - iii. Identification of Vulnerable Populations
  - b. Domain 2: Jurisdictional Recovery.
  - c. Domain 3: Information Management.
    - i. Information Sharing, with emphasis on infection control policies and proper use of personal protective equipment (PPE)
    - ii. Emergency Public Information and Warning and Risk Communication, with emphasis on expanding communications and public education campaigns including digital platforms and call lines
  - d. Domain 4: Countermeasures and Mitigation.
    - i. Nonpharmaceutical Interventions
    - ii. Quarantine and Isolation Support, with emphasis on isolation and quarantine of identified cases in high risk populations
    - iii. Distribution and Use of Medical Materiel

- e. Domain 5: Surge Management.
  - i. Surge Staffing
  - ii. Public Health Coordination with Healthcare Systems
  - iii. Infection Control
- f. Domain 6: Biosurveillance.
  - i. Public Health Surveillance and Real-time Reporting
  - ii. Public Health Laboratory Testing, Equipment, Supplies and Shipping
  - iii. Data Management

#### IV. **Performance Measures/Reporting Requirements:**

The Local Health Department shall:

1. Provide data as requested by PHP&R that supports reporting the performance measures and deliverables from the CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding. The CDC will determine the essential data elements by April 15, 2020. Upon receiving this information from the CDC, PHP&R will communicate it to the LHDs via email with delivery/read verification.
2. Submit the following updates and reports to PHP&R:
  - a. Monthly updates to the COVID TP18-1802 Awardee Spend Plan (Excel spreadsheet).
    - i. These updates are to be uploaded in the COVID-19/Agreement Addendum/County Submissions/CountyName folder, located at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx> at no later than thirty days after each month ends. The naming convention for these files shall be, "CountyName-MonthOfReport Spend Plan" (for example: Wake-April Spend Plan).
    - ii. This spreadsheet is available for download and it resides in the COVID-19/Agreement Addendum folder of the Preparedness Coordinator forum, located at: <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>
  - b. Monthly Expenditure Monitoring Reports (EMRs) are due via email ([phpr.sgm@dhhs.nc.gov](mailto:phpr.sgm@dhhs.nc.gov)) to the PHP&R Program Manager no later than thirty days after the month ends.
3. Provide all plans and documents for review by PHP&R staff when requested. Plans and other documents must be consistent with state and federal requirements and must be specific to your local public health area.

#### V. **Performance Monitoring and Quality Assurance:**

PHP&R will provide technical support to the Local Health Department to meet the required and allowable activities defined in the CDC Interim Guidance document. Templates and best practices will be provided as needed on an ongoing basis. PHP&R staff will maintain open communication with the Local Health Department and will therefore, receive and respond to all questions related to the COVID-19 Crisis Response Cooperative Agreement.

PHP&R's Subrecipient Grants Monitor or PHP&R Program Manager's designee will review reports and may schedule and conduct on-site visits with the Local Health Department to assess compliance with CDC grant and Agreement Addendum requirements, financials, and/or provide consultative assistance.

Inadequate performance on the part of the Local Health Department directly impacts the capacity of North Carolina's ability in overall preparedness. In the event that performance is deemed inadequate or non-compliant, PHP&R reserves the right to identify the county as "high risk," which may result in a reduction or suspension of funds.

While not necessarily an indicator of inadequate performance, a Local Health Department's inability to spend allocated funds will result in an assessment and potential recall of funds for re-allocation to other local health departments.

## **VI. Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Unallowable costs:
  - a. Research
  - b. Clinical care except as provided above in connection with Domain 4 activities.
  - c. Publicity and propaganda (lobbying). Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - i. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - ii. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

Detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients can be found under Additional Requirement 12: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
  - d. All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in the CDC Interim Guidance document, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
3. PHP&R will distribute funds to the Local Health Department in amounts based on a formula developed to maximize COVID-19 prevention and mitigation actions to protect the citizens of North Carolina. Funds will be distributed through the Controller's Office based on standard DPH procedures. It is anticipated that the level of funding provided through this Agreement Addendum

will not be enough to support all of the activities that a Local Health Department will undertake and that other resources may be necessary to meet the requirements.

4. Overlap in Projects, Budget Items, or Commitment of Effort
  - a. Funds cannot be used to supplant existing federal funds awarded by other federal sources.
  - b. Funds cannot be used to match funding on other federal awards.
5. PHP&R reserves the right to review any expenditure that is not in line with the purpose and scope of the funding source. After review of the expenditure PHP&R may reject the expenditure and then require the Local Health Department to further justify or to pay back the expense.

Supplement reason:  In AA+BE or AA+BE Rev -OR-  -

CFDA #: 93.354 Federal awd date: 3/16/20 Is award R&D? no FAIN: NU90TP922104 Total amount of fed awd: \$ 13,820,515

CFDA name:	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	Fed award project description:	North Carolina's Cooperative Agreement for Emergency Response: Public Health Crisis Response		
		Fed awarding agency:	DHHS, Centers for Disease Control and Prevention	Federal award indirect cost rate:	n/a %

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	128,163	128,163	Jackson	019728518	70,554	70,554
Albemarle	130537822	125,566	125,566	Johnston	097599104	143,714	143,714
Alexander	030495105	67,966	67,966	Jones	095116935	54,783	54,783
Anson	847163029	61,862	61,862	Lee	067439703	78,555	78,555
Appalachian	780131541	95,074	95,074	Lenoir	042789748	76,669	76,669
Beaufort	091567776	72,269	72,269	Lincoln	086869336	89,753	89,753
Bladen	084171628	66,214	66,214	Macon	070626825	66,934	66,934
Brunswick	091571349	114,310	114,310	Madison	831052873	60,489	60,489
Buncombe	879203560	172,455	172,455	MTW	087204173	68,611	68,611
Burke	883321205	92,873	92,873	Mecklenburg	074498353	560,503	560,503
Cabarrus	143408289	148,104	148,104	Montgomery	025384603	62,956	62,956
Caldwell	948113402	89,069	89,069	Moore	050988146	96,620	96,620
Carteret	058735804	83,161	83,161	Nash	050425677	97,714	97,714
Caswell	077846053	61,107	61,107	New Hanover	040029563	158,938	158,938
Catawba	083677138	124,338	124,338	Northampton	097594477	59,671	59,671
Chatham	131356607	84,834	84,834	Onslow	172663270	143,221	143,221
Cherokee	130705072	63,732	63,732	Orange	139209659	118,283	118,283
Clay	145058231	55,468	55,468	Pamlico	097600456	56,266	56,266
Cleveland	879924850	96,503	96,503	Pender	100955413	79,161	79,161
Columbus	040040016	76,466	76,466	Person	091563718	68,860	68,860
Craven	091564294	98,592	98,592	Pitt	080889694	133,699	133,699
Cumberland	123914376	205,618	205,618	Polk	079067930	60,101	60,101
Dare	082358631	67,354	67,354	Randolph	027873132	117,585	117,585
Davidson	077839744	128,846	128,846	Richmond	070621339	71,201	71,201
Davie	076526651	70,158	70,158	Robeson	082367871	111,728	111,728
Duplin	095124798	78,037	78,037	Rockingham	077847143	93,034	93,034
Durham	088564075	195,954	195,954	Rowan	074494014	116,514	116,514
Edgecombe	093125375	74,731	74,731	RPM	782359004	0	0
Foothills	782359004	103,846	103,846	Sampson	825573975	80,061	80,061
Forsyth	105316439	226,512	226,512	Scotland	091564146	66,766	66,766
Franklin	084168632	81,902	81,902	Stanly	131060829	79,705	79,705
Gaston	071062186	153,665	153,665	Stokes	085442705	71,798	71,798
Graham	020952383	54,074	54,074	Surry	077821858	84,350	84,350
Granville-Vance	063347626	99,938	99,938	Swain	146437553	56,774	56,774
Greene	091564591	59,862	59,862	Toe River	113345201	74,267	74,267
Guilford	071563613	300,641	300,641	Transylvania	030494215	66,471	66,471
Halifax	014305957	74,181	74,181	Union	079051637	159,040	159,040
Harnett	091565986	112,466	112,466	Wake	019625961	551,988	551,988
Haywood	070620232	79,475	79,475	Warren	030239953	59,512	59,512
Henderson	085021470	104,813	104,813	Wayne	040036170	108,493	108,493
Hoke	091563643	75,326	75,326	Wilkes	067439950	82,793	82,793
Hyde	832526243	52,439	52,439	Wilson	075585695	88,439	88,439
Iredell	074504507	133,835	133,835	Yadkin	089910624	67,871	67,871

DPH-Aid-To-Counties

For Fiscal Year: 19/20

Budgetary Estimate Number : 0

Activity 619	AA	1264 2680 CP	Proposed Total	New Total
Service Period		01/20-06/30		
Payment Period		02/20-07/31		
01 Alamance	* 1	128,163	128,163	128,163
D1 Albemarle	* 1	125,566	125,566	125,566
02 Alexander	* 1	67,966	67,966	67,966
04 Anson	* 1	61,862	61,862	61,862
D2 Appalachian	* 1	95,074	95,074	95,074
07 Beaufort	* 1	72,269	72,269	72,269
09 Bladen	* 1	66,214	66,214	66,214
10 Brunswick	* 1	114,310	114,310	114,310
11 Buncombe	* 1	172,455	172,455	172,455
12 Burke	* 1	92,873	92,873	92,873
13 Cabarrus	* 1	148,104	148,104	148,104
14 Caldwell	* 1	89,069	89,069	89,069
16 Carteret	* 1	83,161	83,161	83,161
17 Caswell	* 1	61,107	61,107	61,107
18 Catawba	* 1	124,338	124,338	124,338
19 Chatham	* 1	84,834	84,834	84,834
20 Cherokee	* 1	63,732	63,732	63,732
22 Clay	* 1	55,468	55,468	55,468
23 Cleveland	* 1	96,503	96,503	96,503
24 Columbus	* 1	76,466	76,466	76,466
25 Craven	* 1	98,592	98,592	98,592
26 Cumberland	* 1	205,618	205,618	205,618
28 Dare	* 1	67,354	67,354	67,354
29 Davidson	* 1	128,846	128,846	128,846
30 Davie	* 1	70,158	70,158	70,158
31 Duplin	* 1	78,037	78,037	78,037
32 Durham	* 1	195,954	195,954	195,954
33 Edgecombe	* 1	74,731	74,731	74,731
D7 Foothills	* 1	103,846	103,846	103,846
34 Forsyth	* 1	226,512	226,512	226,512
35 Franklin	* 1	81,902	81,902	81,902
36 Gaston	* 1	153,665	153,665	153,665
38 Graham	* 1	54,074	54,074	54,074
D3 Gran-Vance	* 1	99,938	99,938	99,938
40 Greene	* 1	59,862	59,862	59,862
41 Guilford	* 1	300,641	300,641	300,641
42 Halifax	* 1	74,181	74,181	74,181
43 Harnett	* 1	112,466	112,466	112,466
44 Haywood	* 1	79,475	79,475	79,475
45 Henderson	* 1	104,813	104,813	104,813
46 Hertford	* 1	0	0	0
47 Hoke	* 1	75,326	75,326	75,326
48 Hyde	* 1	52,439	52,439	52,439
49 Iredell	* 1	133,835	133,835	133,835
50 Jackson	* 1	70,554	70,554	70,554



51 Johnston	* 1	143,714	143,714	143,714
52 Jones	* 1	54,783	54,783	54,783
53 Lee	* 1	78,555	78,555	78,555
54 Lenoir	* 1	76,669	76,669	76,669
55 Lincoln	* 1	89,753	89,753	89,753
56 Macon	* 1	66,934	66,934	66,934
57 Madison	* 1	60,489	60,489	60,489
D4 M-T-W	* 1	68,611	68,611	68,611
60 Mecklenburg	* 1	560,503	560,503	560,503
62 Montgomery	* 1	62,956	62,956	62,956
63 Moore	* 1	96,620	96,620	96,620
64 Nash	* 1	94,714	94,714	94,714
65 New Hanover	* 1	158,938	158,938	158,938
66 Northampton	* 1	59,671	59,671	59,671
67 Onslow	* 1	143,221	143,221	143,221
68 Orange	* 1	118,283	118,283	118,283
69 Pamlico	* 1	56,266	56,266	56,266
71 Pender	* 1	79,161	79,161	79,161
73 Person	* 1	68,860	68,860	68,860
74 Pitt	* 1	133,699	133,699	133,699
75 Polk	* 1	60,101	60,101	60,101
76 Randolph	* 1	117,585	117,585	117,585
77 Richmond	* 1	71,201	71,201	71,201
78 Robeson	* 1	111,728	111,728	111,728
79 Rockingham	* 1	93,034	93,034	93,034
80 Rowan	* 1	116,514	116,514	116,514
D5 R-P-M	* 1	0	0	0
82 Sampson	* 1	80,061	80,061	80,061
83 Scotland	* 1	66,766	66,766	66,766
84 Stanly	* 1	79,705	79,705	79,705
85 Stokes	* 1	71,798	71,798	71,798
86 Surry	* 1	84,350	84,350	84,350
87 Swain	* 1	56,774	56,774	56,774
D6 Toe River	* 1	74,267	74,267	74,267
88 Transylvania	* 1	66,471	66,471	66,471
90 Union	* 1	159,040	159,040	159,040
92 Wake	* 1	551,988	551,988	551,988
93 Warren	* 1	59,412	59,412	59,412
96 Wayne	* 1	108,493	108,493	108,493
97 Wilkes	* 1	82,793	82,793	82,793
98 Wilson	* 1	88,439	88,439	88,439
99 Yadkin	* 1	67,871	67,871	67,871
Totals		9,123,144	9,123,144	9,123,144

Sign and Date - DPH Program Administrator <i>Wign M... 4.6.2020</i>	Sign and Date - DPH Section Chief <i>JMK 4/6/20</i>
Sign and Date - DPH Contracts Officer <i>Shen... 4/6/2020</i>	Sign and Date - DPH Budget Officer <i>Pat... 04/06/2020</i>



*DHHS - Social Services Division - Medicaid Transportation Budget Amendment*

**Description**

This is to budget increased expenditures and matching 100% federal reimbursement for Medicaid Transportation. There is no effect on county dollars.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

n/a

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# DARE COUNTY

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## BUDGET AMENDMENT

F/Y 2019/2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: DHHS - Social Services</u>					
<u>Revenues:</u>					
DMA Transportation	103026	423065		10,000	
 <u>Expenditures:</u>					
Medicaid Transportation	104611	584200		10,000	

**Explanation:**

This is to budget increased expenditures and the matching 100% federal reimbursement for Medicaid Transportation. No effect on county dollars.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Designation of Applicant's Agent for Public Assistance for FEMA and NCEM*

**Description**

For FEMA and NC Emergency Management for Covid-19, designate, through Resolution, David Clawson as primary agent and Sandy West as secondary agent for Dare County and authorize the County Manager to certify the designation. The designation authorizes the agent to execute the State - Applicant Disaster Assistance Agreement which is also attached.

**Board Action Requested**

Designate, through Resolution, David Clawson as primary agent and Sandy West as secondary agent for Dare County and authorize the County Manager to certify the designation.

**Item Presenter**

David Clawson, Finance Director

**DESIGNATION OF APPLICANT'S AGENT  
AND APPLICANT ASSURANCES  
FOR PUBLIC ASSISTANCE**

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION)

*County of Dare, NC*

PRIMARY AGENT	SECONDARY AGENT
AGENT'S NAME <i>David Clawson</i>	AGENT'S NAME <i>Sandy West</i>
ORGANIZATION <i>Dare County, NC</i>	ORGANIZATION <i>Dare County, NC</i>
OFFICIAL POSITION <i>Deputy County Manager</i>	OFFICIAL POSITION <i>Risk Manager</i>
MAILING ADDRESS <i>P.O. Box 1000</i>	MAILING ADDRESS <i>P.O. Box 1000</i>
CITY, STATE, ZIP <i>Manteo NC 27954-1000</i>	CITY, STATE, ZIP <i>Manteo, NC 27954-1000</i>
DAYTIME TELEPHONE <i>(252) 475-5731</i>	DAYTIME TELEPHONE <i>(252) 475-5784</i>
FACSIMILE NUMBER <i>(252) 475-5818</i>	FACSIMILE NUMBER <i>(252) 475-5819</i>
PAGER OR CELLULAR NUMBER <i>(252) 305-5860</i>	PAGER OR CELLULAR NUMBER <i>(252) 473-7535</i>

THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC ASSISTANCE ON BEHALF OF THE ORGANIZATION FOR THE PURPOSE OF OBTAINING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (PUBLIC LAW 93-288 AS AMENDED) OR OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF NORTH CAROLINA AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR MATTER PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE REVERSE SIDE HEREOF.

CHIEF FINANCIAL OFFICER	CERTIFYING OFFICIAL
NAME <i>David Clawson</i>	OFFICIAL'S NAME <i>Robert Outten</i>
ORGANIZATION <i>Dare County, NC</i>	ORGANIZATION <i>Dare County</i>
OFFICIAL POSITION <i>Deputy County Manager</i>	OFFICIAL POSITION <i>County Manager</i>
MAILING ADDRESS <i>P.O. Box 1000</i>	MAILING ADDRESS <i>P.O. Box 1000</i>
CITY, STATE, ZIP <i>Manteo, NC 27954-1000</i>	CITY, STATE, ZIP <i>Manteo, NC 27954-1000</i>
DAYTIME TELEPHONE <i>(252) 475-5731</i>	DAYTIME TELEPHONE <i>(252) 475-5811</i>
FACSIMILE NUMBER <i>(252) 475-5818</i>	FACSIMILE NUMBER <i>(252) 473-1817</i>
PAGER OR CELLULAR NUMBER <i>(252) 305-5860</i>	PAGER OR CELLULAR NUMBER <i>(252) 202-9540</i>

APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):

*Department of Health & Human Services*

APPLICANT'S FISCAL YEAR (FY) START

MONTH: *July* DAY: *1*

APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

*56-6000293*

APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER

*055-99055-00*

CERTIFYING OFFICIAL'S SIGNATURE

**COPY**

#### APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, 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 otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

#### STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



North Carolina Department of Public Safety  
Division of Emergency Management

APPLICANT: County of Dare, NC DISASTER: COVID-19  
FEMA- 4487 -DR-NC

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management (“the State”) and Dare County (“the Applicant”) shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called COVID-19, and pursuant to the Disaster Declaration made by the President of the United States numbered FEMA - 4487 - DR-NC.

The designated representative of the Applicant (Applicant’s Agent) certifies that:

1. He/She has legal authority to apply for assistance on behalf of the Applicant pursuant to a resolution duly adopted or passed by the Applicant’s governing body.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor’s Authorized Representative (GAR).
4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance; specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
5. The Applicant shall provide the following completed documentation to the State:
  - Designation of Applicant’s Agent;
  - State-Applicant Disaster Assistance Agreement
  - Private Non-Profit Organization Certification (if required);
  - Summary of Documentation Form itemizing actual costs expended for large project payment requests;
  - Monthly Progress Reports;
  - Copies of Single Audit Reports as applicable.

**If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.**

6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principals or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 et. seq., 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10<sup>th</sup> day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10<sup>th</sup> day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statutes, rules and regulations.
13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. **The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.**



14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.
15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: [www.sam.gov](http://www.sam.gov).
20. The Applicant shall comply with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

4/20/2020  
Date

56-6000293  
Applicant's Federal Tax I.D.  
Number (required)

"This instrument has been preaudited in the  
manner required by the Local Government  
Budget and Fiscal Control Act." 4/6/2020  
*[Signature]*

\_\_\_\_\_  
Date

FOR THE APPLICANT:

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

Signature

David Clawson

Typed Name

Deputy County Manager

Title

FOR THE STATE:

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

Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-L, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

County of Dare, NC  
Name of Applicant

BY: \_\_\_\_\_  
Signature of Applicant's Designated Agent

COPY

## ATTACHMENT B-1

OMB Approval No. 0348-0042

### ASSURANCES-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**ATTACHMENT B-2**

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE <i>Deputy County Manager</i>
APPLICANT ORGANIZATION <i>County of Dare, NC</i>	DATE SUBMITTED



*Request to Waive Late Listing Penalty for  
Personal Property Listings*

**Description**

April 15, 2020 was the deadline for filing personal property tax listings without a late listing penalty. We received a request from one of the local accountant firms to extend that deadline to June 30, 2020. They advised they are having difficulties getting the information they need to file the personal property tax listing on time due to the various Covid-19 restrictions. These restrictions have prevented them from meeting with their clients so it is all done by mail and e-mail, which is creating delays. Dare County is not authorized to extend the deadline, however we can waive the late listing penalty.

**Board Action Requested**

Waive late listing penalty for individual and business personal property tax listings filed by June 30, 2020.

**Item Presenter**

Robert Outten, County Manager



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

Robert Outten, County Manager



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**9:00 a.m., April 6, 2020**

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman  
Rob Ross, Steve House

Commissioners present  
via remote connection: Jim Tobin, Danny Couch and Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten  
Deputy County Manager/Finance Director, David Clawson  
Master Public Information Officer, Dorothy Hester- (remotely)  
Clerk to the Board, Cheryl C. Anby

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).

At 9:00 a.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. In light of gathering restrictions, Rev. Tanta Hendricks had submitted a written invocation and Chairman Woodard read it aloud, and then he led the Pledge of Allegiance to the flag.

Chairman Woodard explained Vice-Chairman Overman and Commissioners Ross and House were present while Commissioners Bateman, Couch and Tobin were telecommunicating in order to comply with the social distancing requirements. He requested a moment of silence to reflect on the events affecting our country.

#### **ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE**

Following is a brief outline of Chairman Woodard’s opening remarks, which can be viewed in their entirety in a video on the Dare County website:

Chairman Woodard thanked his fellow Control Group members for the tough decisions made to protect our citizens during the outbreak of the Covid-19 virus. The group would continue to meet daily, as the County remains under a State of Emergency with restrictions in place prohibiting access to Dare County for visitors and non-resident property owners. He stressed that staying home and limiting unnecessary travel was the most effective way to control the spread of the virus and to save lives. He referenced the “devastating financial consequences these restrictions” were having, but encouraged everyone to continue to adhere to the guidelines in order to lessen future economic impacts and to increase our chances of thriving as a healthy community.



County Manager Outten advised under the current Rules of Procedure, adopted April 1, 2019, there was a Remote Meeting Rule requiring all the Board Members to be present during a meeting. He asked the Board to waive Rule 3 of remote participation in Board meetings for the remainder of the time the County was under a State of Emergency in order to adhere to social distancing.

**MOTION**

Vice-Chairman Overman motioned to waive Rule 3 of the Rules of Procedure during the Covid-19 pandemic to allow remote participation during Board meetings.

Commissioner House seconded the motion.

VOTE: AYES unanimous

**ITEM 2 – PUBLIC COMMENTS**

At 9:15 a.m. the Manager outlined the procedure for making public comments in Manteo and at the Fessenden Center Annex in Buxton, as well as through emails to [dcboc@darenc.com](mailto:dcboc@darenc.com). Following is a summary of citizen remarks provided during the meeting. Commissioners were asked to review the public comments which were made via email and made no additional responses during the meeting.

No one came in person to respond to the invitation to address the Board and there were no in-person comments made in Buxton.

Emails received during the meeting included those from Rachel Haas, Michele Hintz, Lynn Foster, Rodger L. Smith and Cynthia Walzer. Each inquired when they (as non-owner occupied property owners) would be permitted to re-enter Dare County, as under the March 20, 2020 Dare County Declaration of Emergency, non-resident property owners were prohibited. Jay and Susan Henderson, MK Stoney and SeaStar BuxtonOBX each emailed they were experiencing difficulty with the live stream. Jan Mueller presented via email a petition from residents proposing a mandatory evacuation for all non-residents and visitors to leave Dare County immediately.

The County Manager closed Public Comments at 9:19 a.m.

**ITEM 3 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room. He reminded Commissioners to request with a motion to remove any items of concern, which required further discussion, from the Consent Agenda.

**MOTION**

Commissioner House motioned to approve the Consent Agenda as presented:

- 1) Approval of Minutes (03.16.20) **(Att. # 1)**
- 2) Proclamation-Child Abuse Prevention Month **(Att. # 2)**
- 3) Draft Flood Damage Prevention Ordinance and Zoning Amendments **(Att. # 3)**
- 4) Initial Resolution for Refunding of Certain Debt Issuances **(Att. # 4)**
- 5) MedCost Medical Insurance FY 2020-2021
- 6) COVID-19: Families First Coronavirus Response Act: Emergency Paid Sick Leave; Families First Coronavirus Response Act: Family and Medical Leave Expansion Act **(Att. # 5)**
- 7) Amendment to Oakley Collier Contract for the DHHS Project
- 8) DHHS Social Services Division – Energy Programs Budget Amendment

9) Budget Amendment – GHSP Grant

10) Dare County Tourism Board Request Consent Expenditure from Short Term Restricted Fund Line Item 5160

11) Tax Collector's Report

Vice-Chairman Overman and Commissioner Ross seconded the motion.

VOTE: AYES unanimous

#### **ITEM 4 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS**

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment:

##### Commissioner Ross

- He noted in addition to the current health risks, the combined physiological, social and economic consequences were considerably severe. He stressed the importance of remaining supportive and cooperative and to maintain confidence and optimism, as we will prevail against this virus.
- On behalf of the Board he expressed gratitude and appreciation for Chairman Woodard and Manager Outten's many hours of dedication and work thus far since the March 16, 2020 emergency declaration.

##### Vice Chairman Overman

- He quoted, "we live in interesting times". He added no curse could be worse than what we are experiencing now. Everyone is suffering on some level and virtually every email received by the Board has spoken to the pain realized by both full-time, part-time citizens and visitors.
- The Control Group has acted to protect this County in the best interest of everyone.
- To quote General Sherman "war is hell" and "the crueler it is, the sooner it will be over". Vice-Chairman noted we were at the precipice of a two-week period and the social distancing guidelines must be followed to save lives.
- Mitigation would be the key to suppressing the effects of the virus and it would be critical for adherence to the guidelines. He reminded everyone of the words of Dr. Anthony Fauci, "mitigation, mitigation, mitigation" in order to save lives. Everyone should do what they could, as there would be tough times ahead. He encouraged everyone to stay safe and stay calm.

##### Commissioner House

- He thanked County staff for their diligent work, but reach out with special thanks to the retail workers, medical staff and first responders.
- He reported a brief discussion with the Marine Fisheries Commissioner and Governor to relax some of the regulations for commercial fishing with no results at this time. In order to aid our economy, he urged citizens to visit their local fish houses, as there was an abundance of fresh seafood available.
- In response to those asking why the State of Emergency actions were implemented, he referenced the 1918 flu pandemic, when one third of the world population became infected. He added we could learn from that historic period when there were no

antibiotics and the use of quarantines, good hygiene, disinfectants, limitation of public gatherings and limitation of unnecessary travel between cities and states became useful.

- He thanked the good citizens of Dare County who had donated time and money to local non-profit agencies to help our underprivileged with food. He also thanked the school system, as they were providing the same much needed relief.
- He closed with a quote, "Do not let your fears drive your decisions. Let your decisions drive your fears."

#### Commissioner Bateman

- He thanked the Manager and the Commissioners for all of their hard work during this time, as well as the many first responders and healthcare workers. He has also been communicating to the public what Dare County is doing during this time.
- The industry which he proudly represents, the restaurant industry, is taking a big hit. One problem with the States and Federal government programs was the inability of people getting online to get unemployment benefits because the system was overloaded. We have to be persistent and help each other.  
(Clerk's note: A portion of Commissioner Bateman's comments could not be recorded, as there were difficulties with his transmission.)

#### Commissioner Couch

- He expressed his gratitude for the social service staff, which is about thirty, and they have been doing a great job attending to the needs of our elderly and the retiree base on Hatteras Island. While he is staying at home, he sees those continuing their work to staff the EOC call center and listening to the concerns of our non-resident property owners. He looks forward to having them back in our lives and our community. This time will pass and he thanked everyone doing their part. He will continue to take calls from his great friends, many of whom are non-residents.

#### Commissioner Tobin

- Thanked and echoed all of the comments presented by Chairman Woodard. He added the Manager, Dr. Davies and her staff, Sheriff Doughtie and his deputies and countless others are all doing a great job.
- He wanted to highlight the efforts of the Crowait Custom Composite employees, who had shut down their boat shop and had been manufacturing health supplies.
- He closed with noting that although some people will be infected with this virus, everyone will be affected. He urged everyone to practice the Stay at Home policy.

#### **MANAGER'S/ATTORNEY'S BUSINESS - (Att. # 6)**

Mr. Outten remarked the April 20, 2020 Board meeting, currently scheduled to take place in Buxton, would need to be held in Manteo.

#### **MOTION**

Commissioner House motioned to hold the April 20, 2020 Dare County Board meeting at Manteo Administration building.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

County Manager noted the County had been voluntarily not disconnecting water service to those unable to make their payments. The Governor had recently amended the guidelines and the County needed to amend their ordinance to follow the Governor's Order and continue with waiving disconnection of services at this time.

**MOTION**

Vice Chairman Overman motioned to amend the County ordinance and continue with the waiver of disconnection of water services and comply with Governor's Order during the Covid-19 situation.

Commissioner House seconded the motion.

VOTE: AYES unanimous

Mr. Outten reported County transportation had been limited, but the County had continued providing transportation for necessary medical appointments and waiving the fees.

**MOTION**

Commissioner House motioned to allow the waiver of fees for County transportation services during the Covid-19 situation.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

The Manager reported the outline of temporary procedures in place for County employees to maintain social distancing and allow County services to continue. Some were approved to work from home; others had flex work schedules or rotation of schedules and other employees were available to assist in other departments. There were employees cross training to drive ambulances. If employees are sent home to work, no leave would be taken, if they are sent home due to Covid-19 related symptoms the federal rules would apply. If an employee was home for reasons other than Covid-19 related, the normal County leave policy would be utilized. He requested authority to adjust leave policies as needed.

**MOTION**

Commissioner House motioned to approve the temporary procedures put in place by the County Manager to maintain social distancing while allowing County services to continue.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

County Manager reminded a Public Hearing would be needed in order to have the 2019 amendments and additions to the County Ordinances codified for publication. The Planning Director, Donna Creef, would notice the Public Hearing for the first May meeting.

**MOTION**

Commissioner House motioned to have the Public Hearing in May for new ordinances to be codified.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

Mr. Outten explained he had received a request to provide a letter of recognition for the design of the Basnight Bridge to the American Association of State Highway Transportation Officials. Commissioner Ross questioned whether the letter’s reference to dredging had been addressed and the Manager advised he would be reaching out to Commissioner Tobin before finalizing the letter.

**MOTION**

Vice Chairman Overman motioned to approve the County Manager to sign the letter of the bridge design recognition to the American Association of State Highway Transportation Officials.

Commissioner Ross seconded the motion

VOTE: AYES unanimous

Mr. Outten closed his comments by advising the County was still running and providing services. Staff had cut any discretionary spending and hiring to be in good shape for the remainder of the year. Staff meetings were being held remotely. The work on the 2020/21 budget continued with expectations to begin with a no growth or flat budget. He explained conversations continued each day with the Chairman, Dr. Sheila Davies, Dorothy Hester, Drew Pearson, Sheriff and other support staff in each department to discuss any adjustments to be made while the County continued its services to the community.

Dave Clawson announced the results of the debt refinancing were going well and there would be a public hearing on April 20, 2020 to move to approve. The anticipated closing date was May 13, 2020.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

**MOTION**

Commissioner House motioned to adjourn the meeting.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

At 9:46 a.m., the Board of Commissioners adjourned until 5:00 p.m., April 20, 2020.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

Note: Copies of attachments (Att.), proclamation, contracts, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to the Board.



*Dare County Conflict of Interest Policy*

**Description**

The Conflict of Interest Policy attached is the same as has been in place for a number of years. One of the granting agencies has asked for a more current policy.

**Board Action Requested**

Re-Adopt Conflict of Interest Policy

**Item Presenter**

Robert Outten, County Manager



## CONFLICT OF INTEREST POLICY

It is in the interest of the County, individual staff, and Board Members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.

The Dare County Board of Commissioners does hereby adopt the following Conflict of Interest Policy:

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. The County serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the County and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and County. Employees are called to maintain a sense of fairness, civility, ethics, ethics and personal integrity even though law, regulation, or custom does not require them.

Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money or gratuities from the following:

- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization;
- c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.

Violators of the above standards will be subject to disciplinary action up to and including dismissal and/or prosecution to the extent permitted by state and local regulations.

Adopted the \_\_\_ day of April, 2020.

---

Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

Attest: \_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board



*Budget Amendment*

**Description**

Budget amendment needed based on additional Emergency Management Performance Grant funds being provided by the state. Final grant allocations were recently received totaling \$38904.03 for this year. This budget amendment brings revenue and expenditure lines to actual grant funding levels.

**Board Action Requested**

Approval

**Item Presenter**

Drew Pearson



---

# DARE COUNTY

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## BUDGET AMENDMENT

F/Y 2019/2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Emergency Management</u>					
<u>Revenues:</u>					
Emergency Management	103542	422221		3,904	
 <u>Expenditures:</u>					
Emergency Management Program	104542	517000		8,904	

**Explanation:**

Budget amendment needed based on additional Emergency Management Performance Grant funds being provided by the state. Final grant allocations were recently received totaling \$38904.03 for this year. This budget amendment brings revenue and expenditure lines to actual grant funding levels.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Tax Collector's Report*

**Description**

March 2020 Discoveries over \$100  
March 2020 Releases over \$100  
March 2020 Refunds over \$100  
March 2020 NCVTS Refunds over \$100

**Board Action Requested**

Approved

**Item Presenter**

Becky Huff, Tax Collector

**Discovery Report for REAL ESTATE and PERSONAL PROPERTY**

*(Discoveries over \$100.00 )*

**MONTH: March**

**Date Range: 3/1/2020 - 3/31/2020**

**SUBMITTED BY: Becky Huff**

<u>Taxpayer Name</u>	<u>Parcel</u>	<u>Bill Yr</u>	<u>Reason</u>	<u>Value Discovered</u>	<u>Tax Discovered</u>
BELL, GREGGORY A	961011000	2020	Discovered Boat	7,117.00	176.75
			<b>TOTALS:</b>	<b>7,117.00</b>	<b>176.75</b>

**Release Report for REAL ESTATE and PERSONAL PROPERTY**

*(Releases over (\$100.00) )*

**MONTH:** March

**DATE RANGE:** 3/1/2020 - 3/31/2020

**SUBMITTED BY:** Becky Huff

<b>Taxpayer Name</b>	<b>Parcel#</b>	<b>Bill Year</b>	<b>Reason</b>	<b>Value Released</b>	<b>Tax Released</b>
SPECK, RONALD	937372000	2019	Duplicate Listing	-19,400.00	<b>-136.25</b>
HERRING, ANDREW DUNCAN	937458000	2019	Duplicate Listing	-143,555.00	<b>-1,015.54</b>
COUNTY OF DARE	017012000	2019	Exempt Property - Buxton	-300,200.00	<b>-2,066.58</b>
COUNTY OF DARE	024493000	2019	Exempt Property - Manteo	-884,500.00	<b>-7,429.80</b>
<b>Total Tax Released:</b>					<b><u>-10,648.17</u></b>

## Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00 )

**MONTH:** March

**DATE RANGE:** 3/1/2020 - 3/31/2020

**SUBMITTED BY:** Becky Huff

Taxpayer Name	Parcel	Bill Year	Reason	Refund Amount
WHITE, WADE E	023892002	2017	Overpayment	-275.33
DRAKE, WILLIAM C JR THE HEIRS OF	027210000	2018	Overpayment	-170.26
SUTHARD CARRIE	027295000	2018	Overpayment	-606.85
LUCEY, CONSTANCE LYNN	000380030	2019	Overpayment	-971.76
THOMSON, JACK V II	000507029	2019	Overpayment	-7,441.90
GILLESPIE GROUP LLC	000860000	2019	Overpayment	-3,528.96
BARKER, DONALD B	001343000	2019	Overpayment	-1,651.26
FRIED, HARRY C	001389000	2019	Overpayment	-269.41
AKERS, LES A	001555000	2019	Overpayment	-1,517.28
GASKINS, DOROTHY P	001834000	2019	Overpayment	-300.98
CHANCE, MARY LOUISE	002177000	2019	Overpayment	-1,667.79
HENRY, ALAN D	002235000	2019	Overpayment	-2,157.93
RUSSELL, KEVIN J	003021000	2019	Overpayment	-1,423.32
BRITT, FRANKLIN L	003079000	2019	Overpayment	-575.11
DELGADO, GEORGE G	003804000	2019	Overpayment	-296.04
SULLIVAN, STEPHEN J	004411000	2019	Overpayment	-214.59
JUHL, CHAD WILLIAM	004449002	2019	Overpayment	-219.50
BAILEY, FRANCES A	005464000	2019	Overpayment	-921.67
HYDRO, JOHN P	006354000	2019	Overpayment	-1,518.10
BANE INVESTMENTS, LLC	006985000	2019	Overpayment	-3,419.57
FORQUER, DONALD R	007003002	2019	Overpayment	-444.30
STRONACH AND CO	007578000	2019	Overpayment	-230.78
BELCH, CHRISTOPHER R	008272000	2019	Overpayment	-2,221.55
HILL, TIMOTHY D	008286006	2019	Overpayment	-4,382.58
CRUTCHFIELD, MICHAEL E	008294000	2019	Overpayment	-1,453.34
JESSUP, EDNA P	009369000	2019	Overpayment	-709.42
CLAUHS, RONALD P	009627000	2019	Overpayment	-909.99
HILL, ROBERT R	009666000	2019	Overpayment	-8,633.00
BETLEY, JOHN R	010067042	2019	Overpayment	-5,967.03
SMITH, DONALD A	010098000	2019	Overpayment	-503.88
CRAWLEY, CHARLES R TRUSTEE	010734000	2019	Overpayment	-2,075.39
OBLVD, LLC	010742000	2019	Overpayment	-1,548.45
EGGHART, HEINRICH TRUSTEES	011895000	2019	Overpayment	-839.89
HARRIS, JOHN M	012467000	2019	Overpayment	-1,174.56
LEAVELL, BRYAN	012821002	2019	Overpayment	-3,689.96
FOWLER, ANNE Z	012835000	2019	Overpayment	-100.00

## Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00 )

**MONTH:**        **March**

**DATE RANGE:**   **3/1/2020**   -   **3/31/2020**

**SUBMITTED BY:**   **Becky Huff**

Taxpayer Name	Parcel	Bill Year	Reason	Refund Amount
PRUITT, JERRY E. JR.	012981000	2019	Overpayment	-1,600.51
TS VENTURE GROUP, LLC	013191009	2019	Overpayment	-942.13
GREY, JOHN C	013419000	2019	Overpayment	-202.87
COLE, MICHAEL L	014097000	2019	Overpayment	-255.67
MACDONALD, NORA W	014245000	2019	Overpayment	-155.09
ROUGHTON, CHARLES S	014691000	2019	Overpayment	-212.22
MARTIN, JOSEPH E	014822205	2019	Overpayment	-271.97
THOMSON, JACK V II	015400000	2019	Overpayment	-5,365.99
BEARD, DANIEL J	016042000	2019	Overpayment	-973.63
TILLER, KIMBERLY C	016551074	2019	Overpayment	-2,493.68
BURRUS, C DANIEL	016679000	2019	Overpayment	-3,002.81
PARR, DEWEY J JR	016994000	2019	Overpayment	-479.81
PARR, DEWEY J JR	016998000	2019	Overpayment	-918.33
HETZEL, PAUL C	017233000	2019	Overpayment	-1,886.19
NORTH, CHRISTOPHER COLT	018413025	2019	Overpayment	-1,036.20
BEDELL, ROBERT G	018788119	2019	Overpayment	-2,008.35
WILLIAMSON, MARK A	019032000	2019	Overpayment	-1,322.71
DUNSING, STEVEN R	019047000	2019	Overpayment	-884.43
TAYLOR, VIRGINIA LUANN	019978000	2019	Overpayment	-470.70
MCCLIMANS, ROBERT M	021192000	2019	Overpayment	-120.78
HAYES, JOHN W	021496000	2019	Overpayment	-937.71
KLAHRE, NANCY B	022356016	2019	Overpayment	-3,257.49
HAWKINS, JIMMIE E	022505000	2019	Overpayment	-383.07
SMITH, JOANNE	023602000	2019	Overpayment	-154.18
PACANINS, FRANCISCO L	023775010	2019	Overpayment	-384.13
TATEM, CLELIA J	023944001	2019	Overpayment	-491.67
SCHMALING, JAMES WEBSTER JR	024258000	2019	Overpayment	-766.31
MAHALIK, GAYLE A	024410006	2019	Overpayment	-491.81
FRANK, NICHOLAS LEWIS	024410023	2019	Overpayment	-3,150.93
FOLSOM, BRENDA LOIS	024440002	2019	Overpayment	-1,412.31
HARVEY, NANCY SHORE	024452000	2019	Overpayment	-630.37
SMRDEL, PATRICIA A	024717000	2019	Overpayment	-436.94
JERNIGAN, MILTON D II	024961031	2019	Overpayment	-1,382.27
BARNES, JOYCE B	025212010	2019	Overpayment	-1,868.00
MEISENHEIMER, BRETT K	025694384	2019	Overpayment	-105.51
DESMOND AND MONICA JONES 1990	026124004	2019	Overpayment	-621.27
DESMOND AND MONICA JONES 1990	026124005	2019	Overpayment	-639.09

## Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00 )

**MONTH:** March

**DATE RANGE:** 3/1/2020 - 3/31/2020

**SUBMITTED BY:** Becky Huff

Taxpayer Name	Parcel	Bill Year	Reason	Refund Amount
STEINFATT, PETER J K	026148000	2019	Overpayment	-200.00
HINES, MARC C SR	026552000	2019	Overpayment	-243.31
SLYE, JULIANA MARIE	026874000	2019	Overpayment	-1,907.62
SCARBOROUGH FAIRE IN DUCK LLC	026906000	2019	Overpayment	-7,368.78
TRAFFIC AND WEATHER, LLC	027111000	2019	Overpayment	-100.00
FIRMAN, SUSAN T	027505610	2019	Overpayment	-2,486.70
RICKS-SAMPLE, JACQUELINE P TTEE	027817023	2019	Overpayment	-377.13
CANNON, MICHAEL D	027843000	2019	Overpayment	-138.22
2MUGSIES LLC	028426000	2019	Overpayment	-835.93
LEBLANC, BRIAN H TTEE	028619000	2019	Overpayment	-2,134.53
CROSS, GREGORY H TTEE	028844037	2019	Overpayment	-711.26
RESPESS, ELVA	029319000	2019	Overpayment	-466.29
GEMMELL, DAVE	7130	2019	Overpayment	-156.30
				<b>-122,874.93</b>



# North Carolina Vehicle Tax System

MARCH 2020 OVER \$100 REFUNDS

## NCVTS Pending Refund report

Report Date 4/6/2020

Payee Name	Address 1	Bill #	Interest Change	Total Change
MORGAN, MICHAEL WAYNE	2017 NORFOLK ST KILL DEVIL HILLS, NC 27948	0052450215	\$0.00	(\$68.34)
			\$0.00	(\$58.16)
			<b>Refund</b>	<b>\$126.50</b>
SCHAFFER, ROBERT JR	709 COLINGTON DR KILL DEVIL HL, NC 27948	0044983938	\$0.00	(\$216.88)
			\$0.00	(\$64.18)
			\$0.00	(\$47.53)
			<b>Refund</b>	<b>\$328.59</b>
			<b>Refund Total</b>	<b>\$455.09</b>
		<b>Tax Jurisdiction</b>	<b>District Type</b>	<b>Net Change</b>
		C99	COUNTY	(\$285.22)
		T07	CITY	(\$58.16)
		F50	FIRE	(\$64.18)
		S99	SPECIAL	(\$47.53)
		<b>Total</b>		<b>(\$455.09)</b>





*Commissioners' Business & Manager's/Attorney's Business*

**Description**

Remarks and items to be presented by Commissioners and the County Manager.

**Board Action Requested**

Consider items presented

**Item Presenter**

Robert Outten, County Manager