

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** County Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** TIDELAND EMC LOAN REQUEST FROM WEST QUARTER DRAINAGE DISTRICT

**SUMMARY:** West Quarter Drainage District is considering applying for a 0% interest loan through Tideland EMC's loan program. Their board will meet next week to discuss. The loan proceeds will be used to purchase and replace 15 tide gates. If the drainage district decides to proceed with the request, Hyde County will be the borrower of the funds from Tideland EMC and serve as an intermediary for the distribution of funds to West Quarter Drainage District.

**RECOMMEND:** DISCUSSION ONLY

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**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** Commissioner Ben Simmons  
**Attachment:** No

**ITEM TITLE:** FAIRFIELD DRAINAGE DISTRICT

**SUMMARY:** Fairfield Drainage District is considering applying for a 0% interest loan through Tideland EMC's loan program. Commissioner Simmons will discuss.

**RECOMMEND:** DISCUSSION ONLY

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**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** Clint Berry  
**Attachment:** No

**ITEM TITLE:** PURCHASE OF POWER RAKE – HYDE COUNTY UTILITIES

**SUMMARY:** Hyde County Utilities Department is planning to purchase a power rake to maintain the driveways at the health department and Sheriff's office.

**RECOMMEND:** DISCUSSION

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Motion Made By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Motion Seconded By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Vote:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** County Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** OCRACOCKE CONVENIENCE SITE

**SUMMARY:** Bill Rich will provide an update on the improvements being made to the Ocracoke convenience site, including paving and fence art work.

**RECOMMEND:** UPDATE – INFORMATION ONLY

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Motion Made By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Motion Seconded By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Vote:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** Vice-Chairman Barry Swindell  
**Attachment:** No

**ITEM TITLE:** COUNTY CLOSURE POLICY

**SUMMARY:** Policy procedures for closure of the Hyde Government offices during periods of inclement weather will be discussed.

**RECOMMEND:** DISCUSSION

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Motion Made By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Motion Seconded By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Vote:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** Kris Cahoon Noble  
**Attachment:** Yes

**ITEM TITLE:** FMA-PJ-04-NC-2015-004 Grant Agreement– Elevation of (2) residential structures located in Engelhard

**SUMMARY:** Hyde County has received final approval to execute the Grant Agreement for Project FMA-PJ-04-NC-2015-004 to elevate two residential structures at the following locations:

- (1). 255 Lazy Lane, Engelhard, NC
- (2). 275 Lazy Lane, Engelhard, NC

Total project costs are estimated as follows:

<b>Estimated Federal Share (90%):</b>	<b>\$204,243.30</b>
<b>Estimated Local Share (10%):</b>	<b><u>\$ 22,693.70</u></b>
<b>Total estimated project cost:</b>	<b>\$226,937.00</b>

Assistant County Manager Kris Noble requests authorization to execute the grant agreement for Project FMA-PJ-04-NC-2015-004

**RECOMMEND:** APPROVE

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Motion Made By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Motion Seconded By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Vote:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl



North Carolina Department of Public Safety  
Emergency Management

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

January 24, 2017

Kris C. Noble  
Planner & Economic Development Director  
Hyde County  
30 Oyster Creek Road  
Swan Quarter, NC 27885

Dear Mrs. Noble,

The Federal Emergency Management Agency (FEMA) approved your Hazard Mitigation Grant for the Hyde County Flood Mitigation Assistance Project. The total project cost is \$226,937.00 which is a combined federal share of \$204,243.30 and a non-federal share of \$22,693.70. Your project number is FMA-PJ-04-NC-2015-004.

Enclosed are two original copies of the Grant Agreement. Please sign both original agreements, **on the signature page and Attachment C**, and have your signature witnessed on the signature page. To expedite processing, please return these documents by overnight mail to Kathy Brewer, Hazard Mitigation, North Carolina Division of Emergency Management, 4105 Reedy Creek Road, Raleigh, NC 27607. The overnight mail charges are reimbursable as a project administrative cost.

After Commissioner of Law Enforcement Gregory K. Baker signs both original agreements, we will forward one copy of the fully executed contract to you for your records. Please do not incur any expenses for this grant until you receive the fully executed agreement.

We look forward to working with you.

Sincerely,  
Nicholas M. Burk, Manager  
Hazard Mitigation Grants Section

Attachments

NMB/krb

**MAILING ADDRESS:**  
4238 Mail Service Center  
Raleigh NC 27699-4238  
[www.ncdps.gov](http://www.ncdps.gov)  
[www.readync.org](http://www.readync.org)



**OFFICE LOCATION:**  
4105 Reedy Creek Rd.  
Raleigh, NC 27607-3371  
Telephone: (919) 825-2500  
Fax: (919) 715-9191

**NORTH CAROLINA FLOOD MITIGATION ASSISTANCE  
GRANT AGREEMENT**

**THIS FLOOD MITIGATION ASSISTANCE GRANT AGREEMENT** (the Agreement) is entered into by and between the **State of North Carolina, Department of Public Safety, Division of Emergency Management, Raleigh, North Carolina** (hereinafter referred to as the "AGENCY/GRANTEE"), and **Hyde County**, (hereinafter referred to as the "RECIPIENT/SUBGRANTEE").

WHEREAS, Congress authorized financial assistance to States and communities for flood mitigation planning and activities; and

WHEREAS, the Federal Emergency Management Agency provides assistance to States and communities for activities that will reduce the risk of flood damage to structures vulnerable under the National Flood Insurance Program; and

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. §166A-1 *et. seq.* and N.C.G.S. §143B-476 authorize the relationship as described herein; and

WHEREAS, the RECIPIENT/SUBGRANTEE represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to provide the services identified herein, and does agree to perform as described herein;

NOW, THEREFORE, the AGENCY/GRANTEE and the RECIPIENT/ SUBGRANTEE do mutually agree as follows:

**(1) SCOPE OF WORK**

The RECIPIENT/SUBGRANTEE shall fully perform the approved Flood Mitigation Assistance (FMA) project, as described in the approved FEMA application as described in Attachment A, in accordance with the approved scope of work in the approved FEMA application, the estimate of costs indicated in the approved FEMA application, and the terms and conditions of this Agreement. RECIPIENT/ SUBGRANTEE shall not deviate from the approved project and the terms and conditions of this Agreement. RECIPIENT/SUBGRANTEE shall comply with any and all applicable codes and standards in performing work funded under this Agreement, and shall provide any appropriate maintenance and security for the project. The project costs are an estimate only. The final project costs will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

Pursuant to 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(d)(1)(i)-(iii), title to the real property acquired by FEMA shall be conveyed to local communities subject to specific restrictive covenants, conditions and agreements which will run with the land and be binding on subsequent successors, grantees and assigns. The restrictive covenants, conditions and agreements will be recited in the deed a community receives from FEMA and the community shall join in the execution of the deed.

Pursuant to 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(d), the general criteria from which specific deed restrictions will be developed may include, among other things, that:

- (1) The land must be dedicated in perpetuity for open space purposes, or such other purposes as the Administrator may agree are consistent with the objectives set forth in 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(d) (1)(i) of this section; that the community shall faithfully manage the land for its dedicated purposes; that the community shall not erect or permit to be erected any structures or other improvements on the land unless such structures are, except for restrooms, open on all sides and functionally related to a designated open space use without the prior approval in writing of the Administrator; and the community shall not permit any use which will create a threat to human life from flooding.
- (2) Pursuant to 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(2), allowable open space uses include parks for outdoor recreation activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles which are easily movable (except mobile homes), unimproved parking lots, buffer zones, or open space areas that are part of Planned Unit Developments (PUD's). Structures functionally related to these uses are open-sided picnic and camping facilities, kiosks and refreshment stands or nonhabitable, elevated or floodproofed service structures associated with a marina.
- (3) The rights to enforce the restrictive covenants shall be assigned to the Administrator as assignee, together with a declaration that any future violation of the restrictive covenants or agreements, delivered in writing to the chief executive Officer within thirty (30) days from the date the Administrator receives actual notice of the violation, shall be deemed at the Administrator's option to cause a reversion of title to FEMA.

- (4) The property shall be transferred subject to zoning and building laws and ordinances; easements, agreements, reservations, covenants and restrictions of record; any state of facts an accurate survey might show; encroachments and variations from the record line of hedges, retaining walls, sidewalks and fences.

Any structures, as described at 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(3) of this section, and built in accordance with the deed restrictions shall be floodproofed or elevated to withstand the effects of the 500 year of .02 percent chance flood.

Pursuant to 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434, an agreement to sell real property on the part of owners will be completely voluntary. No property owners will be required to sell their properties under 42 U.S.C. Section 4103.

Pursuant to 44 C.F.R. Part 78.11, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434, Flood Mitigation Assistance (FMA) Projects must be cost effective, not costing more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future floods were to occur. Both costs and benefits are computed on a net present value basis. FMA projects must be in conformance with the minimum standards of the NFIP Floodplain Management Regulations at 44 C.F.R. Part 60. FMA projects must be in conformance with the Flood Mitigation Plan; the type of project proposed must be identified in the plan. FMA projects must be located physically in a participating NFIP community that is not on probation or must benefit such community directly by reducing future flood damages.

Pursuant to 44 C.F.R. Part 78.12, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434, if the FMA project involves acquisition of insured structures and underlying real property in fee simple and easements restricting real property to open spaces, the Administrator will, when he or she deems it to be in the public interest, enter into negotiation with property owners whose improved real property has been damaged by flooding, for the purpose of purchasing such buildings and associated land or lot for transfer by sale, lease, or donation to a community when the following conditions are met:

- (1) The property must be in a flood risk area as determined by the Administrator.

- (2) The property must have been covered by a flood insurance policy under the National Flood Insurance Program at the time damage took place.
- (3) The building, while covered by flood insurance under the National Flood Insurance program, must have been damaged substantially beyond repair or must have been damaged not less than twice during the preceding ten year period, each time the cost of repair equaling or exceeding One Thousand Dollars (\$1,000), or must have been damaged from a single casualty of any nature so that a statute, ordinance or regulation precludes its repair or restoration, or permits repair or restoration only at significantly increased cost.
- (4) A state or local community must enter into an agreement authorized by ordinance or legally binding resolution to take title to and manage the property in a manner consistent with sound land management use as determined by the Administrator.
- (5) The community must agree to remove without cost to the Federal Emergency Management Agency (FEMA), by demolition, relocation, donation or sale, any damaged structures to which the community accepts title from FEMA, provided the Administrator may, when it is in the public interest to do so, agree to assume a part or all of the cost of such removal.

(2) **FUNDING AND INSURANCE**

The AGENCY/GRANTEE shall provide Flood Mitigation Assistance Program Funds for costs incurred in performing the project identified in the approved FEMA application as identified in Attachment A as follows:

Flood Mitigation Assistance Program Funds:

**A. Elevation Project**

<u>Total Number of Structure(s)</u>	<u>Total Costs</u>	
2	\$185,537.00	
<u>Soft Costs/unit</u>	<u>Total Units</u>	<u>Total Soft Costs</u>
\$20,700.00	2	\$41,400.00
<b>Total Estimated Project Costs</b>		<b><u>\$226,937.00</u></b>

The total estimated project costs are an estimate only. The final project costs will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

**B. Funding Sources**

1. Estimated Federal Share for: FMA-PJ-04-NC-2015-004	\$204,243.30
2. Estimated Local Share for: FMA-PJ-04-NC-2015-004	\$22,693.70
<b>TOTAL FOR: FMA-PJ-04-NC-2015-004</b>	<b><u>\$226,937.00</u></b>

The Local Share shall be provided by the RECIPIENT/ SUBGRANTEE or its designee. Allowable costs shall be determined in accordance with the National Flood Insurance Reform Act of 1994 (NFIRA), Section 1366 and 1367, 42 U.S.C. 4104c and 4104d; 44 C.F. R. Part 78; 44 C.F.R. Part 13; OMB Circular A-87, 2 C.F.R. Part 200 and other applicable Flood Mitigation Assistance Program guidance.

The RECIPIENT/SUBGRANTEE shall utilize the forms entitled "Request for Advance" and "Cost Report" to obtain funds under this agreement. RECIPIENT/ SUBGRANTEE shall not receive funds under this agreement if it does not submit a Cost Report or Request For Advance form. To receive funds under this agreement, RECIPIENT/ SUBGRANTEE shall complete the Designated Agent Form and forward it to the appropriate Division of Emergency Management Flood Mitigation Assistance Program Project Manager or Flood Mitigation Specialist. As per Paragraph 12(c) of this Agreement, if RECIPIENT/SUBGRANTEE designates different representatives or designated agents, RECIPIENT/ SUBGRANTEE shall notify AGENCY/GRANTEE.

To receive funds under this agreement, the Designated Agent shall sign the Cost Report or Request for Advance Form. These forms are hereby incorporated into this Agreement by reference. Following full execution of this Agreement, the Fiscal Section of the Department of Public Safety will forward the Cost Report to the RECIPIENT/ SUBGRANTEE. RECIPIENT/ SUBGRANTEE shall complete the Cost Report and attach appropriate invoices or other appropriate documentation and forward it to the appropriate Division of Emergency Management Hazard Mitigation Specialist. AGENCY/GRANTEE will reimburse RECIPIENT/ SUBGRANTEE for eligible costs in increments of Five Hundred Dollars (\$500.00) or greater.

The final payment of funds will be made only after project completion, submission of all required documentation, final inspection, and a request for final reimbursement.

RECIPIENT/SUBGRANTEE agrees, as a condition of receipt of funding pursuant to this Agreement, to obtain reasonably available, adequate, and necessary insurance for the type or types of hazard for which the major disaster was declared, in accordance with the requirements of 44 C.F.R. Part 61.

**(3) DUPLICATION OF BENEFITS PROHIBITION**

In accordance with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) duplication of benefits is prohibited. The RECIPIENT/ SUBGRANTEE shall notify the AGENCY/GRANTEE, as soon as practicable, of the existence of any insurance coverage for the costs identified in the application, and of any entitlement to or recovery of funds from any other source for the project costs, including Small Business Administration funding, Minimum Home Repair funds, and other Federal, State and private funding. Allowable costs shall be reduced by the amount of duplicate sources available. The RECIPIENT/SUBGRANTEE shall be liable to the AGENCY/GRANTEE to the extent that the RECIPIENT/ SUBGRANTEE receives duplicate benefits from any other source for the same purposes for which the RECIPIENT/SUBGRANTEE has received payment from the AGENCY/GRANTEE.

The RECIPIENT/SUBGRANTEE shall immediately remit to the AGENCY/ GRANTEE any duplication of benefits payment received by the RECIPIENT/ SUBGRANTEE. In the event the AGENCY/ GRANTEE determines a duplication of benefits has occurred RECIPIENT/SUBGRANTEE hereby authorizes the Controller of the Department of Public Safety to take offset action against any other available funding due the RECIPIENT/SUBGRANTEE. In addition, RECIPIENT/SUBGRANTEE shall ensure, as a condition of funding under this Agreement, that all required Privacy Act releases and Duplication of Benefit paperwork is completed.

**(4) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES**

Both the RECIPIENT/SUBGRANTEE and the AGENCY/GRANTEE shall be governed by applicable State and Federal laws, rules and regulations, including but not limited to those identified in Attachments B, C, and D.

**(5) PERIOD OF AGREEMENT**

This Agreement becomes effective upon execution of the signatures of all parties. The date of execution shall be the date of the last signature. The termination date is **October 30, 2018** unless terminated earlier in accordance with the provisions of paragraphs (6), (8), (11), (13) or (17).

(6) **MODIFICATION OF CONTRACT**

Either party may request modification of the provisions of this Agreement. Changes, which are mutually agreed upon, shall be valid only when reduced in writing, duly signed by each of the parties hereto, and attached in the original of this Agreement.

(7) **RECORD KEEPING, PROCUREMENT AND PROPERTY MANAGEMENT**

- (a) If applicable, RECIPIENT/SUBGRANTEE's performance under this Agreement shall be subject to 44 C.F.R. Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" and/or OMB Circular No. A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and/or OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations," or 2 C.F.R. Part 200.
- (b) If applicable, all financial and programmatic records, supporting documents statistical records and other records of RECIPIENT/SUBGRANTEE shall be retained pursuant to 44 C.F.R. Part 13 and 9 NCAC Part 3M and 2 C.F.R. Part 200. All original records pertinent to this Agreement shall be retained by the RECIPIENT/SUBGRANTEE for five years following the date of termination of this Agreement or of submission of the final closeout report, whichever is later, with the following exceptions:
- If any litigation, claim or audit is started before the expiration of the five year period and extends beyond the five year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.
- (c) All records, including supporting documentation of all program costs, shall be sufficient to determine compliance with the requirements and other applicable laws and regulations.
- (d) The RECIPIENT/SUBGRANTEE, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the AGENCY/GRANTEE, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday

through Friday. "Agents" shall include, but not be limited to, auditors retained by the AGENCY/GRANTEE.

**(8) REPORTS**

- (a) The RECIPIENT/SUBGRANTEE shall provide monthly progress reports to the AGENCY/GRANTEE, which will be provided at the Implementation Meeting. Reports are due by the tenth of the following month. Reports shall indicate the status and completion date for each project funded, any problems or circumstances affecting completion dates, or the scope of work, or the project costs, and any other factors reasonably anticipated to result in noncompliance with the terms of the grant award. Interim inspections shall be scheduled by the RECIPIENT/SUBGRANTEE prior to the final inspection and may be requested by the AGENCY/GRANTEE based on information supplied in the progress reports.

The AGENCY/GRANTEE may require additional reports as needed. The RECIPIENT/ SUBGRANTEE shall, as soon as possible, provide any additional reports requested by the AGENCY/GRANTEE. The AGENCY/GRANTEE contact will be the Division of Emergency Management Hazard Mitigation Specialist for all reports and requests for reimbursement.

- (b) RECIPIENT/SUBGRANTEE shall provide the AGENCY/ GRANTEE with a close-out report on forms provided by the AGENCY/GRANTEE. The close-out report is due no later than forty-five (45) days after termination of this Agreement or upon completion of the activities contained in this Agreement.
- (c) If all required reports and copies are not sent to the AGENCY/GRANTEE or are not completed in a manner acceptable to the AGENCY/GRANTEE, the AGENCY/ GRANTEE may withhold further payments until they are completed or may take such other action as set forth in paragraph (11). The AGENCY/GRANTEE may terminate the Agreement with a RECIPIENT/SUBGRANTEE if reports are not received within thirty (30) days after written notice by the AGENCY/ GRANTEE. "Acceptable to the AGENCY/GRANTEE" means that the work product was completed in accordance with generally accepted principles and is consistent with the Budget and Scope of Work, Attachment A.
- (d) Upon request by the AGENCY/GRANTEE, the RECIPIENT/ SUBGRANTEE shall provide such additional program updates or information as may be required by the AGENCY/GRANTEE.

**(9) MONITORING**

The RECIPIENT/SUBGRANTEE shall constantly monitor its performance under this Agreement to ensure that time schedules are being met, the Budget and Scope of Work is being accomplished within specified time periods, and other performance goals are being achieved. Such review shall be made for each function, or activity set forth in Attachment A to this Agreement and incorporated by reference herein.

**(10) LIABILITY**

- (a) Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement.
- (b) Except as otherwise provided in subparagraph (c) below, the RECIPIENT/SUBGRANTEE shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the AGENCY/GRANTEE harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, RECIPIENT/SUBGRANTEE agrees that it is not an employee or agent of the AGENCY/GRANTEE, but is an independent contractor.
- (c) Any RECIPIENT/SUBGRANTEE who is a state AGENCY/GRANTEE or subdivision, agrees to be fully responsible for its own negligent acts or omissions or tortious acts. Nothing herein is intended to serve as a waiver of sovereign immunity by any RECIPIENT/SUBGRANTEE to which sovereign immunity applies. Nothing herein shall be construed as consent by a state AGENCY/GRANTEE or subdivision of the State of North Carolina to be sued by third parties in any matter arising out of any contract.

**(11) DEFAULT: REMEDIES: TERMINATION**

- (a) If any of the following events occur ("Events of Default"), all obligations on the part of the AGENCY/GRANTEE to make any further payment of funds hereunder shall, if the AGENCY/ GRANTEE so elects, terminate, and the AGENCY/GRANTEE may at its option exercise any of its

remedies set forth herein, but the AGENCY/GRANTEE may make any payments or parts of payments after the happening of any Events of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment:

1. If any warranty or representation made by the RECIPIENT/ SUBGRANTEE in this Agreement or any previous Agreement with the AGENCY/GRANTEE shall at any time be false or misleading in any respect, or if the RECIPIENT/SUBGRANTEE shall fail to keep, observe or perform any of the terms or covenants contained in this Agreement or any previous agreement with the AGENCY/ GRANTEE and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;
  2. If any material adverse change shall occur in the financial condition of the RECIPIENT/SUBGRANTEE at any time during the term of this Agreement from the financial condition revealed in any reports filed or to be filed with the AGENCY/GRANTEE, and the RECIPIENT/ SUBGRANTEE fails to cure said material adverse change within thirty (30) days from the time the date written notice is sent by the AGENCY/GRANTEE;
  3. If any reports required by this Agreement have not been submitted to the AGENCY/GRANTEE or have been submitted with incorrect, incomplete or insufficient information;
  4. If the RECIPIENT/SUBGRANTEE has failed to perform and complete in timely fashion any of the services required under the Budget and Scope of Work attached hereto as "Attachment A".
  5. If the necessary funds are not available to fund this agreement as a result of action by Congress, the N.C. Legislature, or the Office of State Budget and Management.
- (b) Upon the happening of an Event of Default, then the AGENCY/ GRANTEE may, at its option, upon written notice to the RECIPIENT/ SUBGRANTEE and upon the RECIPIENT/ SUBGRANTEE's failure to timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the AGENCY/GRANTEE from pursuing any other remedies contained herein or otherwise provided at law or in equity:
1. Terminate this Agreement, provided that the RECIPIENT/ SUBGRANTEE is given at least fifteen (15) days prior written notice of such termination. The notice shall be effective when

placed in the United States mail, first class mail, postage prepaid, by registered or certified mail return receipt requested, to the address set forth in paragraph (12) herein;

2. Commence an appropriate legal or equitable action to enforce performance of this Agreement;
  3. Withhold or suspend payment of all or any part of a request for payment;
  4. Exercise any other rights or remedies which may otherwise be available under law.
- (c) The AGENCY/GRANTEE may terminate this Agreement for cause upon such written notice to RECIPIENT/SUBGRANTEE of such termination and specifying the effective date thereof, at least one (1) day before the effective date of termination. Cause shall include, but not be limited to, misrepresentation in the grant application, misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations; failure to perform in a timely manner, and refusal by the RECIPIENT/SUBGRANTEE to permit public access to any document, paper, letter, or other material subject to disclosure under N.C. General Statutes.
- (d) Suspension or termination constitutes final AGENCY/GRANTEE action. Notification of suspension or termination shall include notice of administrative hearing rights and time frames.
- (e) The RECIPIENT/SUBGRANTEE shall return funds to the AGENCY/GRANTEE if found in non-compliance with laws, rules, regulations governing the use of the funds or this Agreement.

Pursuant to 44 C.F.R. Part 78.13(c), Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434, FEMA will recapture any funds provided to a community under FMA and deposit the amounts in the National Flood Insurance Fund if the applicant has not provided the appropriate matching funds, the approved project has not been completed within the timeframes specified in the grant agreement, or the completed project does not meet the criteria specified in 44 C.F.R. Part 78.

- (f) Notwithstanding the above, the RECIPIENT/SUBGRANTEE shall not be relieved of liability to the AGENCY/GRANTEE by virtue of any breach of Agreement by the RECIPIENT/SUBGRANTEE. The AGENCY/GRANTEE may, to the extent authorized by law, withhold any payments to the RECIPIENT/SUBGRANTEE for purpose of set-off until such time as

the exact amount of damages due the AGENCY/GRANTEE from the RECIPIENT/ SUBGRANTEE is determined.

(12) **NOTICE AND CONTACT**

- (a) All notices provided under or pursuant to this Agreement shall be in writing, first class, certified mail, return receipt requested, to the representative identified below and said notification attached to the original of this Agreement.
- (b) The name and address of the AGENCY/GRANTEE contract manager for this Agreement is:

**Nicholas M. Burk  
Section Manager Hazard Mitigation Grants  
Department of Public Safety  
Division of Emergency Management  
4105 Reedy Creek Road  
Raleigh, NC 27607**

- (c) The name and address of the Representative of the RECIPIENT/ SUBGRANTEE (Designated Agent) responsible for the administration of this Agreement is:

**Mailing Address:  
Kris Cahoon Noble  
Hyde County Planner &  
Economic Development Director  
P. O. Box 188 Road  
Swan Quarter, NC 27885**

**Overnight Address:  
Kris Cahoon Noble  
Hyde County Planner &  
Economic Development Director  
30 Oyster Creek Road  
Swan Quarter, NC 27885**

In the event that different representatives (designated agents) are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative (new designated agent) will be rendered as provided in (12)(a) above. To receive funds under this agreement, RECIPIENT/ SUBGRANTEE shall complete the Designated Agent Form and forward it to the appropriate Division of Emergency

Management Hazard Mitigation Project Manager or Hazard Mitigation Specialist. To receive funds under this agreement, the Designated Agent shall sign the Cost Report or Request for Advance Form.

(13) **OTHER PROVISIONS**

- (a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the RECIPIENT/SUBGRANTEE, in the Application, in any subsequent submission or response to the AGENCY/ GRANTEE request, or any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the AGENCY/GRANTEE and with thirty (30) days written notice to the RECIPIENT/SUBGRANTEE, cause the termination of this Agreement and the release of the AGENCY/ GRANTEE from all its obligations to the RECIPIENT/ SUBGRANTEE.
- (b) This Agreement shall be construed under the laws of the State of North Carolina and venue for any actions arising out of this Agreement shall be filed in State Court in Wake County, North Carolina. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.
- (c) No waiver by the AGENCY/GRANTEE of any right or remedy granted hereunder or failure to insist on strict performance by the RECIPIENT/ SUBGRANTEE shall affect or extend or act as a waiver of any other right or remedy of the AGENCY/GRANTEE hereunder, or affect the subsequent exercise of the same right or remedy by the AGENCY/ GRANTEE for any further or subsequent default by the RECIPIENT/ SUBGRANTEE. Any power of approval or disapproval granted to the AGENCY/ GRANTEE under the terms of this Agreement shall survive the terms and life of this agreement as a whole.
- (d) All National Flood Insurance Program documentation and repetitive loss information will bear the notice:

**“The information contained in this document is legally privileged and confidential. Its use is protected under the privacy act of 1974, 5 U.S.C., Section 552(a). Use of this information should be restricted to applicable routine use cited in the systems notice published in 56 FR 26415.”**

**(14) AUDIT REQUIREMENTS**

- (a) If applicable, RECIPIENT/SUBGRANTEE shall provide the following completed documentation to the AGENCY/GRANTEE:
- 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;
  - Hard copies of Single Audit Reports within 60 days of close of fiscal year.

If the RECIPIENT/SUBGRANTEE fails to provide any of the documentation discussed or requested in this Agreement, the AGENCY/GRANTEE will be under no obligation to reimburse the RECIPIENT/SUBGRANTEE for eligible expenses.

- (b) The RECIPIENT /SUBGRANTEE agrees to maintain financial procedures and support documents and to establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principles or as directed by the Governor's Authorized Representative, to account for the receipt and expenditure of funds under this Agreement. If applicable, RECIPIENT/SUBGRANTEE 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, 2 C.F.R. Part 200, OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations," and applicable North Carolina laws, rules and regulations. Further, RECIPIENT/SUGRANTEE must provide a hard copy of the Single Audit Report within sixty (60) days of the close of its fiscal year. Otherwise, pursuant to 44 C.F.R. §13.43, the AGENCY/GRANTEE may withhold or suspend payments under any grant award.
- (c) These records shall be available at all reasonable times for inspection, review, or audit by the N.C. State Auditor and other personnel duly authorized by the AGENCY/GRANTEE. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., Eastern Standard Time, Monday through Friday.
- (d) The RECIPIENT/SUBGRANTEE shall also provide the AGENCY/GRANTEE with the records, reports or financial statements upon request

for the purposes of auditing and monitoring the funds awarded under this Agreement.

- (e) The RECIPIENT/SUBGRANTEE shall provide the AGENCY/ GRANTEE and the Office of the State Auditor with an annual financial audit report.
- (f) The annual financial audit report shall include all management letters and the RECIPIENT/SUBGRANTEE's response to all findings, including corrective actions to be taken.
- (g) In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the RECIPIENT/ SUBGRANTEE shall be held liable for reimbursement to the AGENCY/GRANTEE of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the AGENCY/GRANTEE has notified the RECIPIENT/SUBGRANTEE of such non-compliance.
- (h) The RECIPIENT/SUBGRANTEE shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this contract for a period of five years after the date of submission of the final expenditures report. However, if litigation or an audit has been initiated prior to the expiration of the five-year period, the records shall be retained until the litigation or audit findings have been resolved.

**(15) SUBCONTRACTS**

- (a) If the RECIPIENT/SUBGRANTEE subcontracts any or all of the work required under this Agreement, the RECIPIENT/ SUBGRANTEE agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Agreement with the AGENCY/GRANTEE.
- (b) The RECIPIENT/SUBGRANTEE agrees to include in the subcontract that the subcontractor shall hold the AGENCY/ GRANTEE and RECIPIENT/ SUBGRANTEE harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.
- (c) If the RECIPIENT/SUBGRANTEE subcontracts, a copy of the executed subcontract must be forwarded to the AGENCY/ GRANTEE within ten (10) days of execution of said subcontract.
- (d) Contractual arrangement shall in no way relieve the RECIPIENT/ SUBGRANTEE of its responsibilities to ensure that all funds issued

pursuant to this grant be administered in accordance with all state and federal requirements.

**(16) TERMS AND CONDITIONS**

This Agreement and any exhibits and amendments annexed hereto and any documents incorporated specifically by reference represents the entire Agreement between the parties and supersedes all prior oral and written statements or agreements.

**(17) STANDARD CONDITIONS**

The RECIPIENT/SUBGRANTEE agrees to be bound by the following standard conditions:

- (a) The State of North Carolina's performance and obligation to pay under this Agreement is contingent upon the receipt of funds from the agency or entity funding the project, including but not limited to, Congress and the Legislature.
- (b) If otherwise allowed under this Agreement, extension of an agreement for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial agreement.

Upon FEMA approval, there shall be only one extension of the agreement unless the failure to meet the criteria set forth in the agreement for completion of the agreement is due to events beyond the control of the RECIPIENT/SUBGRANTEE.

- (c) The AGENCY/GRANTEE reserves the right to unilaterally cancel this Agreement for refusal by the RECIPIENT/SUBGRANTEE to allow public access to all documents, papers, letters or other material subject to the provisions of N.C. General Statutes and made or received by the Contractor/RECIPIENT/SUBGRANTEE in conjunction with the Agreement.

**(18) ATTACHMENTS**

- (a) All attachments to this Agreement are incorporated as if set out fully herein.
- (b) In the event of any inconsistency or conflict between the language of this Agreement and the attachments hereto, the language of such attachments shall be controlling, but only to the extent of such conflict or inconsistency.

(c) This Agreement includes the following attachments or documents incorporated by reference as if fully set out herein:

- |    |              |   |
|----|--------------|---|
| 1. | Attachment A | Approved Project Budget & Scope of Work |
| 2. | Attachment B | Program Statutes and Regulations        |
| 3. | Attachment C | Lobbying Prohibition/Certification      |
| 4. | Attachment D | Statement of Assurances                 |
| 5. | Attachment E | Special Conditions                      |

**(19) FUNDING/CONSIDERATION**

- (a) Any advance payment under this Agreement is subject to the approval of the AGENCY/GRANTEE. The amount which may be advanced may not exceed the expected cash needs of the RECIPIENT/SUBGRANTEE for a three-day period for the specific project. For a federally funded contract, any advance payment is also subject to 44 C.F.R. Part 13, 2 C.F.R. Part 200, Federal OMB Circulars, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be submitted to the Division of Emergency Management Contract Manager using the Cost Report and Request for Advance Form. RECIPIENT/SUBGRANTEE shall specify the amount of advance payment needed, project number and provide an explanation of the necessity for and proposed use of these funds.
- (b) All funds shall be requested using the appropriate forms that are provided by the AGENCY/GRANTEE.

**(20) STATE LOBBYING PROHIBITION**

No funds or other resources received from the AGENCY/GRANTEE in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the N.C. General Assembly or any state department.

Refer to Attachment C for additional terms and provisions relating to lobbying.

**(21) LEGAL AUTHORIZATION**

The RECIPIENT/SUBGRANTEE certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The RECIPIENT/SUBGRANTEE also certifies

that the undersigned possesses the authority to legally execute and bind RECIPIENT/SUBGRANTEE to the terms of this Agreement.

Pursuant to 44 C.F.R. Part 78.4, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434, communities are eligible to apply for FMA Planning and Project Grants. Communities on probation or suspended under 44 C.F.R. Part 60 of the NFIP are not eligible. To be eligible for Project Grants, an eligible applicant will develop and have approved by the FEMA Regional Director, a Flood Mitigation Plan in accordance with 44 C.F.R. Section 78.5.

**(22) ASSURANCES**

The RECIPIENT/SUBGRANTEE shall execute and comply with the Statement of Assurances incorporated as Attachment D.

**(23) SPECIAL CONDITIONS**

- (a) The RECIPIENT/SUBGRANTEE shall comply with the special conditions set forth in Attachment E, attached hereto and incorporated by this reference.
- (b) Failure of the RECIPIENT/SUBGRANTEE to comply with the special conditions listed in Attachment E or the program statutes and regulations in Attachments B and D of this Agreement shall be cause for the immediate suspension of payments or the immediate termination of this Agreement.

**(24) HAZARD MITIGATION PLAN**

If RECIPIENT/SUBGRANTEE is a local governmental entity, RECIPIENT/SUBGRANTEE shall complete and adopt an all-hazards mitigation plan in a manner satisfactory to the State Hazard Mitigation Officer within three hundred and sixty-five (365) calendar days following execution of this Agreement. The all-hazards mitigation plan shall be developed in accordance with the minimum criteria for local hazard mitigation plans as determined by the AGENCY/GRANTEE. The minimum criteria are incorporated by reference into this Agreement as if fully set out herein.

IN WITNESS WHEREOF, the AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE have each executed this Agreement, this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CONTRACTING AGENCY  
DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF PUBLIC SAFETY

WITNESS:

\_\_\_\_\_  
*Mary Lynn Sisk*

BY: \_\_\_\_\_  
*Michael A. Sprayberry*  
MICHAEL A. SPRAYBERRY, DIRECTOR  
DIVISION OF EMERGENCY MANAGEMENT  
DATE 4/13/17

WITNESS:

\_\_\_\_\_

BY: \_\_\_\_\_  
GREGORY K. BAKER  
COMMISSIONER OF OPERATIONS  
DEPARTMENT OF PUBLIC SAFETY  
DATE \_\_\_\_\_

WITNESS:

\_\_\_\_\_

BY: \_\_\_\_\_  
KRIS CAHOON NOBLE,  
HYDE CO. PLANNING &  
ECONOMIC DEVELOPMENT DIRECTOR  
30 OYSTER CREEK ROAD  
SWAN QUARTER, NC 27885  
RECIPIENT/SUBGRANTEE  
FEDERAL EMPLOYER I.D. # 56-6000308  
DATE \_\_\_\_\_

APPROVED AS TO PROCEDURES:

BY: \_\_\_\_\_  
*James J. Cherokee*  
JAMES J. CHEROKE, CONTROLLER  
DEPARTMENT OF PUBLIC SAFETY  
DATE 1/3/17

APPROVED AS TO FORM SUBJECT TO EXECUTION BY GREGORY K. BAKER, COMMISSIONER OF OPERATIONS OF THE DEPARTMENT OF PUBLIC SAFETY.

ROY COOPER  
ATTORNEY GENERAL OF NORTH CAROLINA

BY: \_\_\_\_\_  
*Roy Cooper*  
ASSISTANT ATTORNEY GENERAL

**A-1  
ATTACHMENT A**

BUDGET AND SCOPE OF WORK

RECIPIENT/SUBGRANTEE shall implement the Hazard Mitigation project summarized below and as described in the approved project application (Project # FMA-PJ-04-NC-2015-004). That Application is hereby incorporated by reference into this Agreement. The AGENCY/GRANTEE shall reimburse eligible costs according to the following expenditures:

I. Flood Mitigation Assistance (FMA) Funds:

**A. Elevation Project**

<u>Total Number of Structure(s)</u>	<u>Total Costs</u>
2	\$185,537.00

<u>Soft Costs/unit</u>	<u>Total Units</u>	<u>Total Soft Costs</u>
\$20,700.00	2	\$41,400.00

**Total Estimated Project Costs** **\$226,937.00**

The total estimated project costs are an estimate only. The final project costs will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

**B. Funding Sources**

1. Estimated Federal Share for: FMA-PJ-04-NC-2015-004	\$204,243.30
2. Estimated Local Share for: FMA-PJ-04-NC-2015-004	\$22,693.70

**TOTAL FOR: FMA-PJ-04-NC-2015-004** **\$226,937.00**

The Local Share shall be provided by the RECIPIENT/ SUBGRANTEE or its designee. Allowable costs shall be determined in accordance with the National Flood Insurance Reform Act of 1994 (NFIRA), Section 1366 and 1367, 42 U.S.C. 4104c and 4104d; 44 C.F. R. Part 78; 44 C.F.R. Part 13; OMB Circular A-87, and other applicable Flood Mitigation Assistance Program guidance.

**II. Scope of Work Summary**

**FMA-PJ-04-NC-2015-004 involves the elevation and foundation retrofit of two (2) residential structures to a minimum of Base Flood Elevation (BFE) plus one (1) foot of freeboard or per Hyde County floodplain ordinances, whichever is greater.**

**The residential structures eligible to be elevated and retrofitted with FMA funding is:**

**255 Lazy Lane  
Englehard, NC 27824**

**275 Lazy Lane  
Englehard, NC 27824**

**B-1**  
**ATTACHMENT B**

PROGRAM STATUTES AND REGULATIONS

This Agreement, the North Carolina Legislature and the Flood Mitigation Assistance Program (FMA) are governed by the following statutes, regulations, procedures and policies:

- (1) The National Flood Insurance Reform Act of 1994 (NFIRA), 42 U.S.C. Section 4104 et seq., and the National Flood Insurance Act of 1968, 42 U.S.C. Section 4001 et seq.;
- (2) 44 C.F.R. parts 7, 9, 10, 13, 14, 17, 18, 25, 60, 78, 2 C.F.R. Part 200 and any other applicable environmental laws and regulations and applicable FEMA policy memoranda and guidance documents;
- (3) 44 C.F.R. Part 78, Page E-1 of Appendix E of the FEMA Flood Mitigation Assistance Guidance manual dated August 1997, and 44 C.F.R. §206.434(d)
- (4) State of North Carolina Administrative Plan for the Flood Mitigation Assistance Program and policies and procedures of the N.C. Division of Emergency Management;
- (5) All applicable laws and regulations delineated in Attachments D&E of this Agreement.
- (6) Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction.
- (7) OMB Circular A-87 “Cost Principles for State and Local Governments.”

## ATTACHMENT C

### 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, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representative 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 such failure.

### RECIPIENT/SUBGRANTEE

BY: \_\_\_\_\_  
**Kris Cahoon Noble**  
**Hyde County Planner &**  
**Economic Development Director**  
**30 Oyster Creek Road**  
**Swan Quarter, NC 27885**

**D-1**  
**ATTACHMENT D**

STATEMENT OF ASSURANCES

The RECIPIENT/SUBGRANTEE hereby assures and certifies that:

- (a) It possesses legal authority to enter into this agreement, and to execute the proposed program.
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the HMGP application to FEMA, including all understandings and assurances contained therein, and directing and authorizing the RECIPIENT/ SUBGRANTEE's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- (c) No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this agreement or to any benefit to arise from the same. No member, officer, or employee of the RECIPIENT/SUBGRANTEE, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to program during his tenure or for one year thereafter, shall have any interest direct or indirect, in any contract or program assisted under this agreement. The RECIPIENT/SUBGRANTEE shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes stated above.
- (d) It will comply with and conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 *et. seq.*, 44 C.F.R. Part 14, 2 C.F.R. Part 200, OMB Circular A-133 "Audits of States, Local Governments and Non-profit Organizations", and applicable North Carolina laws, rules and regulations. Additionally, the RECIPIENT/ SUBGRANTEE shall comply with the requirements related to audits and financial management pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 *et. seq.* and shall provide the documentation discussed below and requested under this Agreement. RECIPIENT/ SUBGRANTEE must provide a hard copy of the Single Audit Act Report within sixty (60) days of the close of its fiscal year. Otherwise, pursuant to 44 C.F.R. §13.43, the AGENCY/SUBGRANTEE may withhold or suspend payments under any grant award. Failure to provide such documentation or to comply with said requirements shall terminate any obligation on behalf of the AGENCY/ GRANTEE to reimburse the RECIPIENT/SUBGRANTEE for eligible expenses.

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1. The AGENCY/GRANTEE shall review the RECIPIENT/SUBGRANTEE's performance periodically to determine whether the RECIPIENT/SUBGRANTEE has substantially completed its program as described in the approved Application and this Agreement. Training and technical assistance shall be provided by the AGENCY/GRANTEE, within limits of staff time and budget, upon written request by the RECIPIENT/SUBGRANTEE and/or upon a determination by the AGENCY/GRANTEE of RECIPIENT/SUBGRANTEE need.
2. The RECIPIENT/SUBGRANTEE shall allow the AGENCY/GRANTEE to carry out monitoring, evaluation, and technical assistance and shall assure the cooperation of its employees, sub-RECIPIENT/SUBGRANTEES and subcontractors during such activities.
3. In the event that the AGENCY/GRANTEE suspends funding pursuant to the provision of this Agreement, said suspension shall take effect as of the receipt of the notice of said suspension by the RECIPIENT/SUBGRANTEE. Any requests for payment for which the AGENCY/GRANTEE has not yet disbursed payment shall be subject to said suspension.
4. Should the RECIPIENT/SUBGRANTEE fail to enforce the provisions of any promissory note, mortgage, security agreement, or other obligation specified in any Participating Party Agreement or in written contract with a beneficiary, contractor, agent, or sub-RECIPIENT/SUBGRANTEE who received payment or benefit from funds disbursed under this Agreement, the AGENCY/GRANTEE may, with thirty days (30) written notice to the RECIPIENT/SUBGRANTEE, automatically substitute itself for the RECIPIENT/SUBGRANTEE in said Participating Party Agreement or written contract for the purpose of enforcing said Participating Party Agreement or written contract and may, at its discretion, continue to administer said Participating Party Agreement or written contract.

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5. The RECIPIENT/SUBGRANTEE's application for funds to the State for funding consideration under the FEMA Flood Mitigation Assistance Program is made a part of this Agreement by reference.
6. RECIPIENT/SUBGRANTEE shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principles or as directed by the Governor's Authorized Representative. The RECIPIENT/SUBGRANTEE, its employees, and agents, shall maintain records and supporting documents as prescribed in 44 CFR Part 13, Subpart C "Reports, Records Retention and Enforcement," 2 C.F.R. Part 200 and 9 NCAC Part 3M. These records shall be maintained at a readily accessible site within the jurisdiction and under the jurisdiction's control.
7. Program Income is defined in 44 CFR Section 13.25 and 2 C.F.R. Part 200. Program Income must be returned to the AGENCY/GRANTEE within five (5) days of receipt, to the following address:

**Controller  
N.C. Department of Public Safety  
4220 Mail Service Center  
Raleigh, NC 27699-4220**

8. All RECIPIENT/SUBGRANTEE or sub-RECIPIENT/SUBGRANTEE contracts for which the N.C. Legislature is in any part a funding source, shall contain language to provide for termination with reasonable costs to be paid by the RECIPIENT/SUBGRANTEE for eligible contract work completed prior to the date the notice of suspension or termination is received by the RECIPIENT/SUBGRANTEE may not be funded with funds provided under this Agreement unless previously approved in writing by the AGENCY/GRANTEE. All sub-RECIPIENT/SUBGRANTEE contracts shall contain provision for termination for cause or convenience and shall provide for the method of payment in such event.

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9. All amendments requiring prior AGENCY/GRANTEE approval must be approved in writing by the AGENCY/GRANTEE prior to the RECIPIENT/ SUBGRANTEE's submission of a closeout package. Any closeout package received prior to the written approval of said amendment is considered void ab initio, and is not considered a closeout package for the purposes of eligibility or potential penalty issues related to closeout.
10. Submission of inaccurate information by the RECIPIENT/ SUBGRANTEE in monitoring report responses; audit or audit finding responses; quarterly, closeout, program income, or other reports; or Requests for Funds that result in subsequent official AGENCY/GRANTEE action based on that inaccurate information (such as the granting of administrative or final closeout status, releasing funds, or clearing findings) may at the option of the AGENCY/ GRANTEE, subject the RECIPIENT/SUBGRANTEE to revocation of the official AGENCY/GRANTEE action(s) predicated on that report or submission, (e.g., revocation of closeout status, audit clearance, monitoring report clearance, etc.).

(e) Where applicable, it will comply with:

- (1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C.327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and
- (2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- (3) Davis-Bacon Act, 40 U.S.C. §276a et. seq.
- (4) National Environmental Policy Act of 1969, 42U.S.C. §4321; et. seq.; EO115154; EO11988; Coastal Zone Management Act of 1972, 16U.S.C. §1451 et. seq.; Section 176(c) of the Clean Air Act of 1955, 42U.S.C. §7401 et. seq.; Safe Drinking Water Act of 1974,

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42U.S.C. §300f et. seq.; Endangered Species Act of 1973, 16U.S.C. §1532 et. seq.;  
Wild and Scenic Rivers Act of 1968, 16U.S.C. §1271 et. seq.

- (5) Section 106 of the National Historic Preservation Act of 1966, 16U.S.C. §470 et. seq.; EO11593; Archaeological and Historic Preservation Act of 1974, 16U.S.C. §469a-1 et. seq.

(f) It will comply with:

- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the RECIPIENT/SUBGRANTEE receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
- (2) If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the RECIPIENT/SUBGRANTEE, this assurance shall obligate the RECIPIENT/SUBGRANTEE, 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;
- (3) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C.; 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;
- (4) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and election for training and apprenticeship.

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- (g) The RECIPIENT/SUBGRANTEE agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 *et seq*) if applicable, which discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.
- (h) It will comply with the Anti-kickback (Copeland) Act of 1934, 18 U.S.C. Section 874 and 40 U.S.C. Section 276a, which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities. It will comply with the provision of the Hatch Act, which limits the political activity of employees.
- (i) It will comply with the provision of the Hatch Act, which limits the political activity of employees.
- (j) It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 as amended. Pub. L. 93-156, 87 Section 975, approved December 31, 1973. Section 103(a) required, on and after March 2, 1974, 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 Secretary of the Department of Housing and Urban Development 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.
- (k) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Part to comply with the "uniform Federal Accessibility Standards," (UFAS) which is Appendix A to 41 CFR Part 40 for residential structures. The RECIPIENT/SUBGRANTEE will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- (l) The RECIPIENT/SUBGRANTEE will comply with applicable N.C. General Statutes when negotiating contracts for services.
- (m) It has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations, and has adopted and is enforcing a policy of enforcing applicable State and federal laws against physically barring entrance or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with section 519 of Public Law 101-140 of the 1990 HUD Appropriations Act.

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- (n) It will comply with 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;
- (o) It will comply with the Drug Abuse Office and Treatment Act of 1972 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of drug abuse;
- (p) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
- (q) It will comply with 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;
- (r) It will comply with Lead-Based Paint Poisoning Act “(42 U.S.C. 4801 et seq.)” which prohibits the use of lead based paint in construction of rehabilitation or residential structures;
- (s) It will comply with the Energy Policy and Conservation Act, 42 U.S.C. §6291 et. Seq.
- (t) RECIPIENT/SUBGRANTEE certifies that it:
  - (1) Is not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from participating in Federal or State grants or awards by any Federal or State department or agency; and
  - (2) Has not within a three-year period preceding this contract been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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- (3) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) above; and,
  - (4) Has not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (u) RECIPIENT/SUBGRANTEE further agrees that it will include the above certifications, without modification, in all lower tier contracts and in all solicitations for lower tier contracts.

**ATTACHMENT E**

**SPECIAL CONDITIONS**

This agreement shall be executed by the RECIPIENT/SUBGRANTEE, and returned to the AGENCY/GRANTEE at the following address:

**Nicholas M. Burk  
Section Manager Hazard Mitigation Grants  
Department of Public Safety  
Division of Emergency Management  
4105 Reedy Creek Road  
Raleigh, NC 27607**

This agreement will be executed within thirty (30) days after receipt. All time periods in this Agreement refer to calendar days. After receipt by the AGENCY/GRANTEE of the signed Agreement, the AGENCY/GRANTEE will execute this Agreement and return an original to the RECIPIENT/SUBGRANTEE.

**Kris Cahoon Noble  
Hyde County Planner &  
Economic Development Director  
30 Oyster Creek Road  
Swan Quarter, NC 27885**

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** February 6, 2017  
**Presenter:** County Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** MATTAMUSKEET WATERSHED STUDY

**SUMMARY:** Bill Rich will provide an update on the Mattamuskeet Watershed study.

**RECOMMEND:** DISCUSSION

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Motion Made By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Motion Seconded By:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

Vote:  Earl Pugh, Jr.  
 Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 Tom Pahl

October 28,2017

## MEMORANDUM

TO: Michelle Moorman, U.S. Fish and Wildlife Service  
FROM: Erin Fleckenstein, North Carolina Coastal Federation  
SUBJECT: Lake Mattamuskeet Watershed Restoration Plan Project

### Background and purpose

Lake Mattamuskeet is experiencing declining water quality and is currently considered to have water quality impairments that violate state and federal water quality classifications and standards. It has high *Chlorophyll a* and *pH* levels. Declines in submerged aquatic vegetation (SAV) habitats and increases in the occurrence of harmful algal blooms are also concerns. Several research initiatives are underway to better understand issues with the lake's water quality and SAV habitats.

The existing *Mattamuskeet Technical Working Group* is a collaborative that works to identify, prioritize and conduct monitoring and research at Mattamuskeet National Wildlife Refuge. It has identified the need to develop a watershed restoration plan that will identify achievable and realistic goals for improving water quality in the lake, and then outline practical steps that can be implemented to achieve those goals. Key to the development of the plan is engagement of stakeholders with interests in the lake in an open process. These stakeholders are needed to identify and quantify the problems that need to be addressed and forge solutions and management actions. The North Carolina Coastal Federation proposes to assist the stakeholders in facilitating the development of this plan using a proven methodology that has been used for the Mattamuskeet Drainage District and other North Carolina coastal communities. This plan, once approved, will meet federal and state requirements that will position the stakeholders to apply for grants that fund the implementation of watershed management strategies outlined in the plan.

### **What is a watershed restoration plan?**

A watershed restoration plan is a voluntary plan that can be used to provide the framework to restore an impaired waterbody and can provide guidance for future protection of that waterbody. Plans are specific to a watershed and identify waterbody pollutants. The plan recommends management strategies that have been devised by all stakeholders based on the sources and stressors identified that when implemented will work to restore water quality.

In accordance with the U.S. Environmental Protection Agency's (EPA) Watershed Program there are nine key elements which must be present within any given plan in order to qualify for 319 Grant funding (319 refers to Section 319 of the Clean Water Act). Section 319 of the Clean Water Act allows EPA to provide money to states for projects that address nonpoint source pollution. Funding can be used for the implementation of approved watershed restoration

plans. In addition, the plan provides a basis and support for securing other funding from an array of federal and state agencies that support water quality enhancement efforts.

### **Goals of developing a watershed restoration plan for Lake Mattamuskeet**

The process for developing this plan will be transparent and inclusive. The ultimate goal of the plan is to improve water quality so that the lake meets its water quality classifications and standards. There are likely to be interim goals and benchmarks established that will include a suite of projects to be completed that will contribute to the water quality goals that stakeholders establish. The timeframe for completing recommended actions in the plan will be determined by stakeholders, but is likely to extend over several decades. Progress in achieving benchmarks in the plan should be thoroughly evaluated every five years, and the plan should be periodically updated to reflect lessons learned and water quality benefits that have been achieved.

### **How is a Watershed Restoration Plan developed?**

The development of the watershed restoration plan is an inclusive and transparent process that uses local stakeholder knowledge as well as scientific research to develop a set of voluntary steps that can be followed to improve water quality. The process allows for it to be an adaptive and evolving process so that as projects are implemented and lessons are learned the plan can be improved or modified.

### **Key Steps in developing a Watershed Restoration Plan for Lake Mattamuskeet**

In developing a plan for Lake Mattamuskeet, the federation will follow these key steps:

1. Convene an inclusive group of stakeholders: (a) Outline the process of watershed restoration plan development; (b) Come to consensus on the framework and process for how the plan will be developed and how decisions will be made with the diverse group of stakeholders; and (c) Develop and agree upon primary goals of the plan and interim goals
2. Organize technical and management experts who understand the water quality concerns: (a) Local experts who understand the landscape and water management concerns; and (b) Elected and agency officials who understand the reality of accomplishing the goals and plan outlined.
3. Summarize all current research to discuss current status and trend of the lake water quality: (a) Develop outreach materials that explain current status and trends; (b) Present summary of research to stakeholders in a public meeting; and (c) Analyze historic and current lake hydrology through a GIS study.
4. Capture oral and written history of changes to or improvements in hydrology around the lake: (a) Capture history of changes to lake water management ; (b) Capture history of changes to the surrounding landscape; and (c) Analyze historic (pre-water quality impairment) hydrology and current hydrology.

5. Engage stakeholders and surrounding landowners in watershed plan development:
  - (a) Ensure community awareness and understanding of issues facing the lake;
  - (b) Understand community concerns so they can be addressed in developing solutions;
  - (c) Meet one-on-one with key stakeholders and community members to discuss their concerns; and
  - (d) Summarize and present findings from community discussions.
6. Research and develop possible solutions for addressing water quality concerns:
  - (a) Incorporate input from stakeholders and technical advisors;
  - (b) Incorporate novel technology and hydrologic restoration when appropriate; and
  - (c) Identify conservation lands that could be used and/or purchased for future water management.
7. Analyze impact of solutions:
  - (a) Evaluate the potential water quality benefit of the possible solutions;
  - (b) Analyze future hydrologic conditions if various proposals are implemented; and
  - (c) Present and rank possible solutions with stakeholders.
8. Summarize priorities and next steps, develop outreach materials and submit watershed restoration plan for EPA approval.

### **Scope of work**

The federation will coordinate and facilitate the development of the watershed restoration plan. This will include multiple community engagement initiatives and stakeholder meetings. It will perform a GIS watershed analysis of the historic and current watershed and hydrologic conditions as well as analyze the potential outcomes from future management actions. A full watershed restoration plan will be prepared and submitted to the Division of Water Resources for approval. A summary document for public education and outreach will also be developed.

This project will cost \$70,000 and will include federation staff time and expenses to conduct stakeholder meetings and engagement as well as technical analysis and plan writing. The budget covers travel, hiring a GIS contractor for the watershed analysis; and the design and printing of outreach materials. The plan development would take approximately 18 months.

### **Qualifications**

With previous financial support from EPA, the federation has developed a [guidebook](#) that it distributes through its website for preparing watershed plans. This guidebook was developed based upon experience in devising plans for numerous coastal communities, including the nearby Mattamuskeet Drainage District. The federation has a proven track record in Hyde County for working with stakeholders in a cooperative and constructive fashion to devise practical and effective watershed restoration strategies and projects.

Please do not hesitate to contact me if you have questions or suggestions about this project. The federation looks forward to helping address the community's concerns about the lake, and helping to find solutions to these issues.

Office, County Finance  
**Corrinne Gibbs**  
 Finance Officer  
**Mimi VanNortwick**  
 Assistant Finance Officer

# COUNTY OF HYDE

SWAN QUARTER, NORTH CAROLINA 27885



## *FY 2017-18* **Budget Calendar**

<b>Date</b>	<b>Activity</b>	<b>Participants</b>
February 6, 2017	Calendar adopted	Board of Commissioners
February 20, 2017	Preliminary Department Assessment <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Equipment purchases/leases</li> <li>• Needs Assessments</li> <li>• Continuing Obligations</li> <li>• Optional Services/Programs</li> </ul>	Department Heads
February 27, 2017	Dept. Assessment Due Budget Worksheets Distributed	Department Heads
March 6, 2017	External Agency Letters Mailed	Finance Officer
March 13, 2017	Completed worksheets returned Preliminary revenue estimates presented to Budget Officer	Department Heads Finance Officer
March 27-30, 2017	Budget Officer meets with each D.H. to review requested budget	Budget Officer Department Heads
April 3, 2017	Joint meeting to review Board of Education priorities	Board of Commissioners Board of Education
April 24, 2017	External agency budget requests due	Finance Officer
May 1, 2017	Board of Education submits budget request	Board of Education
May 1, 2017	Proposed budget distributed to BOC	Budget Officer
May 1, 2017	Proposed Budget presented to the Board of Commissioners Public Hearing date set	Budget Officer Board of Commissioners
May 8-12, 2017	Budget work sessions as needed	Board of Commissioners
June 5, 2017	Public Hearing	Board of Commissioners
June 5, 2017	Board of Commissioners adopts FY 2017-18 budget and sets tax rate	Board of Commissioners