

PROJECT NEEDS FORM

2. Name of Applicant: Ashley and Jason Red Harrell

3. Project Name: Gaffers

4. Relationship between Project Activities and Job Claim: Explain how the activities described in the application will result in the jobs claimed as retentions or creations. If the project is a job retention project, the applicant must clearly demonstrate that existing jobs would be lost without provision of RLF funds.

5. Total Documented Project Financing Needs: Check applicable activities and in attachments provide required cost breakdowns shown (**Attachment "A"**). Describe here sources and methods of estimating for each activity including those financed with non-RLF funds.

- Real Estate (land or existing buildings) – Attach purchase option or lease option. Provide documentation on comparable land costs in the local vicinity, or an appraisal.
- Construction/Rehabilitation – Attach listing of components (HVAC, plumbing, electrical, etc.) with architect/engineer's estimate or quote from contractor.
- Site Improvements – Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor.
- Machinery and Equipment – Attach detailed listing of items, with price quotes from suppliers.
- Public or On-Site Water and Sewer – Attach detailed listing of components and sizes, with engineer's estimates.
- Working Capital Expenditures – Attach detailed listing of startup/operating costs.

6. Verification of RLF Need

(a) Loan Amount: \$ _____

(b) The Gap Addressed:

_____ Sufficient funds not available elsewhere, including internally.

_____ Funds available elsewhere, but cash flow is not sufficient to meet debt service.

_____ Other (Describe):

The amount of the gap must be no greater than the level of direct assistance proposed. Describe how the gap was identified and measured, referencing supporting documentation. Adequate financial documentation must be included with the application for the existence and dollar amount of the gap to be independently verified. See Application Instructions – Project Needs Form.

7. Security (Describe):

PROJECT FEASIBILITY FORM

1. Name of applicant: **Ashley and Jason Red Harrell**

2. Project Name: **Gaffers**

A. BUSINESS PLAN

1. Name of Existing Business: **Gaffers**

Name of Proposed Business: _____

2. Legal Status:

___ Partnership

___ Proprietorship

___ Cooperative

___ * Corporation

___ Other: (Specify): LLC

3. Business Ownership and Management (include addresses and phone numbers):

Ashley and Jason Red Harrell

PO BOX 425

Ocracoke, NC 27960

100% OWNERSHIP

4. Other Business Affiliations of Proposed Owners (if any):

a. Name of Business:

b. Name of Owner or Manager Involved:

c. Position in this Business:

d. Relationship Between this Business and RLF Project Business:

5. Product Line or Service

a. Range of Products or Services: **Attached Business Breif**

6. Market Information

a. Geographic Market Area:

b. Major Customers:



Restaurant

Business Brief

Hyde County - Revolving Loan Fund

Prepared By: Ashley & Jason "Red" Harrell

Confidential

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1. Executive Summary

The Owners of Gaffer's Restaurant, Ashley and Jason C. 'Red' Harrell, respectfully submit this Business Brief in support of our Application to the Hyde County Revolving Loan Fund Program.

As with most of the residents and business owners of Ocracoke Island - our business was severely impacted by Hurricane Dorian. The restaurant has occupied a Leased facility from the Oden family since the inception of the Restaurant in 2009 and in 2013 we purchased the business operations.

Since that time, we have experienced the PCL Power outage and Hurricanes Matthew, Florence and now Dorian. Early indications from the Oden family were somewhat discouraging until the ownership investment group from the Berkley Manor approached us to consider partnering with them on an entirely new facility - one we hope will secure the jobs of our employees and the continued enjoyment of Gaffer's for locals and visitors alike.

The total project costs will approach \$1.5 million dollars, and the Investment Group has asked us to provide a limited share as our initial contribution, and this is the funding that we are seeking from RLF.

2. Business Overview

The Berkley Investment Group is comprised of the father-son combination of Jim and Jeremy King [Attorneys] - Builder David Barnes [Topsall Beach] and local hands-on operating Partner Rob Orr.

The current compound configuration consists of the Manor itself, the Barn - Event Site, and a smaller Residential Cottage [Bridal House] as well as some vacant property as well as Dockage access on and to Silver Lake.

The plan is to portion out a specific area located along Irvin Garrish Highway that will be structures in such a fashion that the Harrell's will eventually be able to take independent ownership. The Berkley Group and Harrell's will share a Partnership interest in a Real Estate Holding Company [to be formed] and the Harrell's to will continue to independently own their existing Operating Entity = Gaffer's.

Ownership transfer of the real estate is a long-term strategy and will likely incorporate a well-structured Lease/Purchase option that will provide an acceptable return on investment [initially established at just 5%] to the players involved.

3. Products/Services

Gaffer's Restaurant on Ocracoke Island is a go-to destination for great food and fun. Serving up breakfast, lunch and dinner daily, they offer a wide variety of reasonably priced and delicious choices. Gaffer's Restaurant also features creative daily specials and a full kids menu.

Gaffer's Restaurant is Ocracoke Island's premier destination for live music, offering live shows nearly every night of the year – featuring bands from all over the east coast. But, Gaffer's also serves as a home base for the island's favorite local musicians. Catch performers of nearly every genre, including southern rock, jazz and reggae. You will be hard pressed to find a better Outer Banks live music venue than Gaffer's.

What's more, Gaffer's is one of Ocracoke Island's few full service bars! Our offerings include specialty cocktails, craft beer and wine, and daily drink specials....and there's no better place on Ocracoke Island to catch a game. Gaffer's has plenty of TVs, two bars and ample seating. There's not a bad seat in the house!

4. Market Analysis / Competition

There were Twenty-seven (27) listed on the Ocracoke Civic and Business Association website – prior to Hurricane Dorian. Early estimates are that that number will be reduced by as many as five (5) business operations.

With such a captive audience – being fostered and encouraged by easier travel via passage ferry, the outlook for the Island is quite positive.

In new facilities within walking distance of the Ferry terminals – we feel quite good about the potential for even greater business in the coming years.

5. Use of Funding

As noted earlier, the anticipated total project expenses to the Berkley Investment Group with Harrell's is approximately \$1,500,000. This total includes the land value to be offered as the Berkley Investment Group's Equity stake.

The existing Berkley Group will be providing initially, the Real Property – unencumbered into the project and up to \$1,200,000 in development expenses [see attached Exhibit 'Project' for full Project Details] and have asked the Harrell's to secure funding from the County RLF program in an amount that will be commensurate with the number of Jobs being retained and the future mitigation of future storm related impact(s) on the business operations and/or employment base.

We estimate that the requested amount be established at \$300,000.

Preliminary analysis on the impact of such funding on the Harrell's operations will result in Annual Debt Service of \$42,000 which will be offset by the former rental obligation of \$36,000 annually to the Oden Family.

6. Business Structure and Management

The Harrell's own and operate the existing Gaffer's restaurant as a Subchapter 'S' Corporation = Soulshine Music Corporation, dba Gaffer's Sports Pub. This entity was formed in June of 2013 and is 100% owned and operated by Ashely and Red Harrell.

The new Real Estate Holding Entity that will be formed will be a partnership between the existing Berkley Investment Group and the Harrell's as individuals.

The Harrell's utilize the professional services of Attorney Robert D. Kornegay, Jr. in Rocky Mount and B. Cleveland Branch, Jr. in Greenville.

7. Finances

NOTE: *Due the Impact of Hurricane Dorian, our Accounting Records for the year 2019 were completely lost. We are making progress in the reconciliation of records from Tax Submissions and Banking Records – but were not able to complete that in time to meet the parameters of this meeting schedule. We kindly ask for your indulgence and understanding in this matter.*

Gaffer's performance for the prior years is offered in SBTDC Exhibit 1. The resulting analysis indicates that the business is being well managed, with specific attention being paid to Salaries & Wages and Food Costs [Cost of Goods Sold].

Overall trends for the operations a favorable. Sales have shown increases as follows:

2015 to 2016 Increase of 7.31%
2016 to 2017 Increase of 3.00%
2017 to 2018 Increase of 38.83%

Key Component areas of Cost of Goods Sold [COGS], Salaries & Wages and Rents are well within industry tolerances and appear to be being managed very adequately.

Highlights would be a very nice containment of COGS between 2017 and 2018 dropping to 38.23% from 45.24%. The total of COGS plus SGA for that same period saw improvement [reduction] providing for an Operating Profit Increase of 4.72%.

Projections have been performed with an increase in Sales of an additional 10% over the 2018 figures. The resulting Net Profit from this exercise is a Profitable \$95,987. This figure matches up very favourably with the Target Goals of the Investment Group's initial offering/proposal to the Harrells. [Exhibit Z = \$91,295 or 5% with Holding Company Expenses estimated at \$34,800 annually]

Those projections have been compiled with the replacement of the previous Rents paid to the Oden family – with the Debt [split between Interest Expense and Principal Portion]. The estimated offset between the two figures is less than \$2,500 annually. [Debt Service is estimated to be \$38,184 while Rents were \$36,000]

Adjusted Cash Flow analysis for 2017 and 2018 Historical, as well as Projected 2020 reflect Free Cash Flow Coverage of All Annual Debt Service of 0.75:1, 2.30:1 and 1.25:1 respectively. Please note that the Projection Analysis is purposefully 'forced' the 1.25:1 Coverage Ration [typical for Commercial Lending] in order to predict the Return on Investment to the Berkley Investment Group Real Estate Holding Entity Partnership [\$33,750]. Coverage without regard to the Investment Group would be 2.14:1

RLF Appliation Payroll Insert

Job Title / Classification		Hourly Wage Range	Tips	Employment Schedule								2019 Wages	
				FT	Q1	Q2	Q3	Q4					
Chef		Officer		X									\$ 50,000
Manager		Officer		X									\$ 40,000
Bartender	1	\$ 5.15	YES	X									
Bartender	2	\$ 5.15	YES	X									
Bartender	3	\$ 5.15	YES	X									
Bartender	4	\$ 5.15	YES	X									
Bartender	5	\$ 5.15	YES	X									
Bartender	6	\$ 5.15	YES	X									
Bartender	7	\$ 5.15	YES	X									
Host/Bus	1	\$ 10.00	No			X	X						
Host/Bus	2	\$ 10.00	No			X	X						
Host/Bus	3	\$ 10.00	No			X	X						
Host/Bus	4	\$ 10.00	No			X	X						
Host/Bus	5	\$ 10.00	No			X	X						
Host/Bus	6	\$ 10.00	No			X	X						
Wait Staff	1	\$ 2.13	YES			X	X						
Wait Staff	2	\$ 2.13	YES			X	X						
Wait Staff	3	\$ 2.13	YES			X	X						
Wait Staff	4	\$ 2.13	YES			X	X						
Wait Staff	5	\$ 2.13	YES			X	X						
Wait Staff	6	\$ 2.13	YES			X	X						
Wait Staff	7	\$ 2.13	YES			X	X						
Wait Staff	8	\$ 2.13	YES			X	X						
Wait Staff	9	\$ 2.13	YES			X	X						
Wait Staff	10	\$ 2.13	YES			X	X						
Wait Staff	11	\$ 2.13	YES	X									
Wait Staff	12	\$ 2.13	YES	X									
Wait Staff	13	\$ 2.13	YES	X									
Wait Staff	14	\$ 2.13	YES	X									
Line Cook	1	\$ 20.00	No	X									
Line Cook	2	\$ 20.00	No	X									
Line Cook	3	\$ 13.00	No	X									
Line Cook	4	\$ 13.00	No	X									
Line Cook	5	\$ 13.00	No	X									
Line Cook	6	\$ 13.00	No	X									
Prep Cook	1	\$ 13.00	No	X									
Prep Cook	2	\$ 13.00	No	X									
Dish Washer	1	\$ 12.00	No	X									
Dish Washer	2	\$ 12.00	No	X									
Dish Washer	3	\$ 12.00	No	X									
Employees	40												\$ 265,061

BUSINESS DEBT SCHEDULE FORM

CREDITOR NAME	Original Loan Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security
A. Current Debts							
(Existing Prior to RLF Project)							
1. NO DEBT AT THIS TIME							
2.							
3.							
4.							
5.							
B. Projected New Debts							
1. RLF LOAN							
2.							
3.							
4.							
5.							

**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
ACTIVITIES IMPLEMENTATION SCHEDULE FORM**

(Business Name)

1. Name of Applicant: Ashley and Jason "Red" Harrell Gaffers
2. Original, dated: 12/12/2019
Amendment, date: _____
3. Project Name: Gaffers _____
4. Implementation Date: _____

5. ACTIVITIES	MONTH:																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Real Estate Closing																									
Engineering Design/ Planning	Timeline to be completed after closing																								
Site Improvements																									
Building Construction/ Renovation																									
Public Facilities Construction																									
Hiring New Employees																									
Training																									
Working Capital Expenditure																									
Machinery and Equipment Purchases																									
Raw Materials Purchased																									
Other (Specify)																									



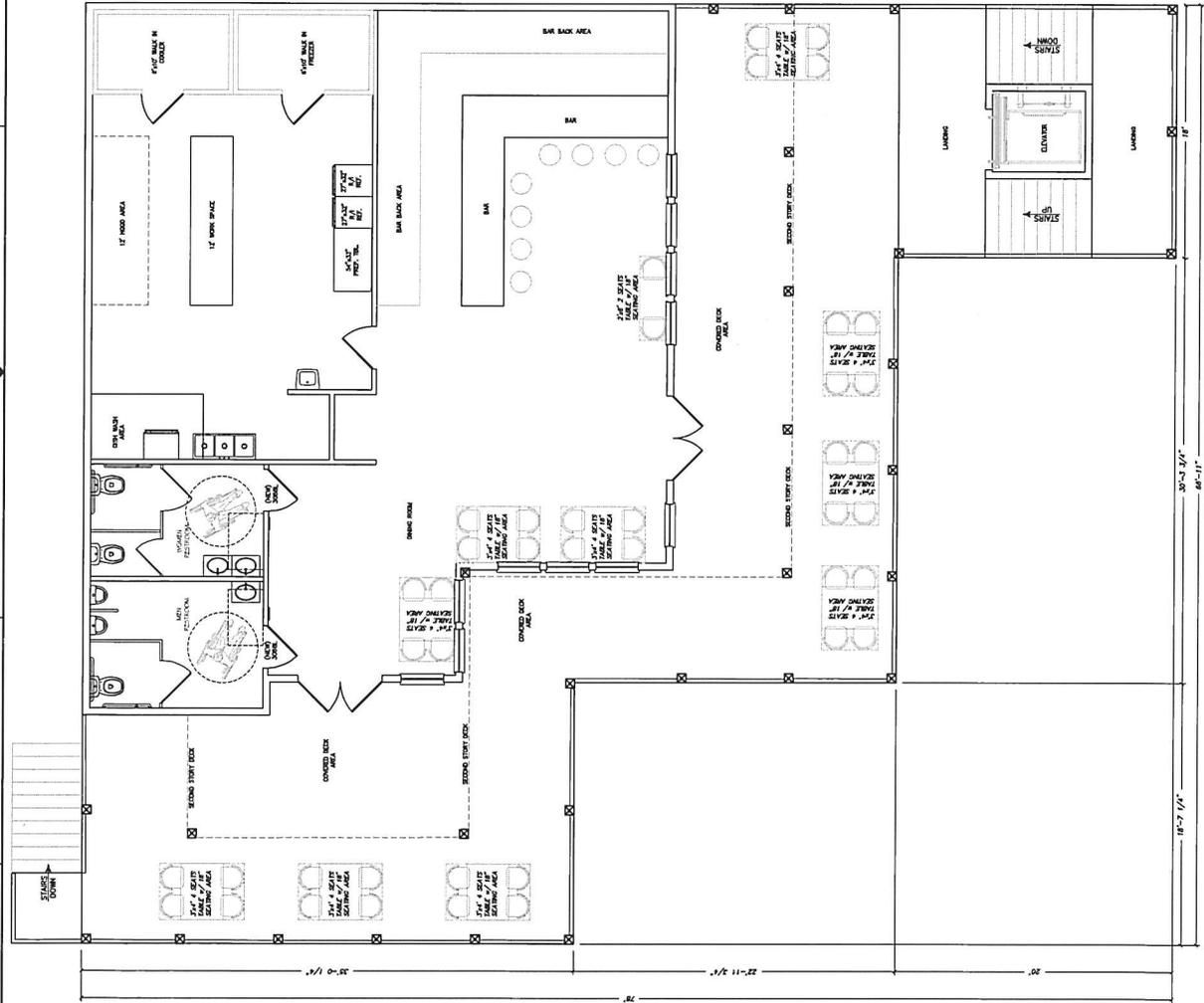
FIRST FLOOR PLAN

for: **Gaffer's Restaurant**

Property Location:
5730 Irvin Garrish
Hyde County, North Carolina

ENGINEER SEAL	DATE	APPROVALS	DATE
PROJECT NUMBER	196044	APPROVALS	DATE
CONTACT:	APPLICABLE DRAWING TOLERANCES	APPROVALS	DATE
SIZE	DRAWING NUMBER	REV.	SHEET NO.
D	196044	-	S2
CUSTOMER NAME	HOUSE	SCALE	1/8"=1'-0"

HOUSE ENGINEERING, P.C.
NITTY HAWK, P.O. BOX 466, 27819
HYDE COUNTY, NORTH CAROLINA
www.house-engineering.com



PLAN VIEW 3-A
PROPOSED FIRST FLOOR PLAN



KITTY HAWK, NORTH CAROLINA 27849
 www.house-engineering.com

SECOND FLOOR PLAN

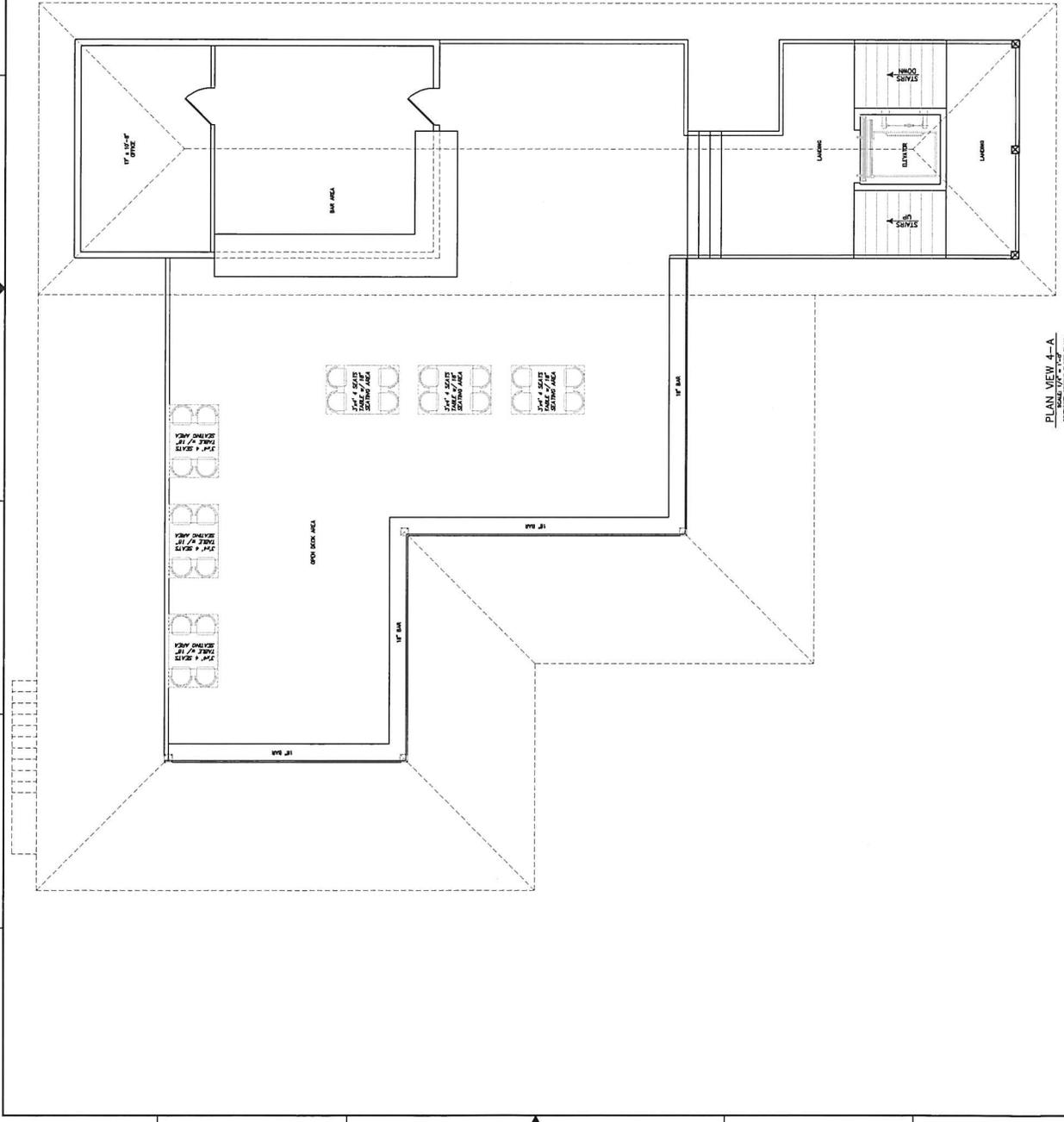
for:
Gaffer's Restaurant

Property Location:
**5730 Irvin Garrish
 Hyde County, North Carolina**

ENGINEER SEAL	COPYRIGHT © 2018 HOUSE ENGINEERING, P.C. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION OF THE OWNER.
DATE	APPROVALS
DESIGNED BY: DWANN M. ROBERTSON	DATE: 12/13/19
CHECKED BY: B. HOUSE	DATE: 12/13/19
ENGINEER: B. HOUSE	DATE: 12/13/19
PROJECT NUMBER: 196044	REVISED BY: HOUSE
CONTACTS:	APPLICABLE DRAWING TOLERANCES:



SIZE: D	DRAWING NUMBER: 196044	REV: -	SHEET NO: S3
CUSTOMER: IRMA	SCALE: 1/8"=1'-0"		



PLAN NEW 4-A
 PROPOSED SECOND FLOOR PLAN

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

Meeting Date: January 6, 2020
Presenter: County Manager Kris Cahoon Noble
Attachment: Contract & Agreement for Services by Independent Contractor McClees Consulting, Inc.

ITEM TITLE: RENEWAL OF CONTRACT WITH MCCLEES CONSULTING, INC.

SUMMARY: Manager Noble is requesting approval of the attached annual renewal contract and agreement for McClees Consulting, Inc. to provide lobbyist services for Hyde County.

The contract for services has been budgeted for FY19-20 utilizing \$10,000 from Ocracoke Occupancy tax funding and \$15,000 from the administrative budget.

RECOMMEND: APPROVE CONTRACT

Motion Made By: Earl Pugh, Jr.
 Tom Pahl
 James Topping
 Ben Simmons
 Shannon Swindell

Motion Seconded By: Earl Pugh, Jr.
 Tom Pahl
 James Topping
 Ben Simmons
 Shannon Swindell

Vote: Earl Pugh, Jr.
 Tom Pahl
 James Topping
 Ben Simmons
 Shannon Swindell

STATE OF NORTH CAROLINA
COUNTY OF PAMLICO

**CONTRACT AND AGREEMENT
FOR SERVICES BY
INDEPENDENT CONTRACTOR**

THIS CONTRACT AND AGREEMENT for services by an independent contractor (herein referred to as the "Contract") is made and entered into this 1st day of January, 2020, by and between HYDE COUNTY, NORTH CAROLINA (herein "Client") and McCLEES CONSULTING, INC. (herein "Consultant").

BACKGROUND

Client is a duly organized county of the State of North Carolina, and having as its principal address: 30 Oyster Creek Road, PO Box 188, Swan Quarter, North Carolina 27885.

Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, North Carolina 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client regarding issues including, but not be limited to, transportation issues, hurricane relief, education issues, mariculture issues, and other issues as directed by the County Manager. Consultant has experience in lobbying, is familiar with the goals of Client, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Consultation.**

(a) Client hereby engages Consultant to render lobbying services on transportation issues, hurricane relief, mariculture issues, educational issues, and such other economic development and lobbying issues as may be directed by Client; and, Consultant agrees to provide such services upon the terms and conditions of this Contract.

(b) Consultant is being retained because of the personal skills, expertise, and experience of Joseph D. McClees and S. Henri McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law.

(c) Consultant shall report to the Hyde County Manager.

2. **Term.** The term of the Contract shall begin on the first day of January, 2020 and shall continue through the thirty-first day of December, 2020.

3. **Consulting Fees.**

(a) The fee to be paid to Consultant is the annual sum of Twenty Five Thousand Dollars (\$25,000.00) for the year 2020, payable with a payment of Fifteen Thousand Dollars on or before the tenth day of January, 2020; a payment of Five

Thousand Dollars on or before the tenth day of February, 2020; and a final annual payment of Five Thousand Dollars on or before the tenth day of March, 2020.

(b) All monies due under this Contract shall be paid in full on or before the 31st day of December, 2020.

(c) Consultant shall receive no reimbursement for costs or expenses incurred within the State of North Carolina; PROVIDED, HOWEVER, Client shall pay for annual lobbyists and principal registration fees to be paid to the NC Lobbying Compliance Division. These annual fees currently totaling Seven Hundred Fifty-Six Dollars (\$756.00) are payable at the time of the annual lobbying registrations, and in any event on or before the tenth day of January, 2020 for the year 2020. Consultant shall prepare all necessary lobbying registration and expense documentation during the year, and the Chairman of the County Commissioners shall execute the said documentation on behalf of the Client.

(d) In the event Consultant is specifically directed by Client to lobby in Washington, DC on federal issues, Client agrees to reimburse Consultant for all reasonable expenses incurred, including transportation, mileage, taxis, lodging, and meals during such federal lobbying activities. Consultant shall submit timely invoices with receipts regarding such out of state expenditures.

4. **Independent Contractor**. The parties agree the relationship of Consultant with Client is that of independent contractor. Except as provided herein, neither party shall exercise any control over the activities and operations of

the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner. Joseph D. McClees and S. Henri McClees shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. **Applicable Law.** The laws of North Carolina shall govern this Contract.

6. **Entire Agreement; Amendment.** This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but only by a writing duly executed by both parties.

7. **Duplicate Originals.** There are duplicate originals of this Contract, which shall be signed by all parties. Each party shall retain one of the duplicate originals of this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

COUNTY OF HYDE, NORTH CAROLINA

By _____ (SEAL)
Earl Pugh, Jr., Chairman
Hyde County Commission

McCLEES CONSULTING, INC.

By _____
Joseph D. McClees
President

Attest:

S. Henri McClees, Secretary

(CORPORATE SEAL)

STATE OF NORTH CAROLINA
COUNTY OF HYDE

I, _____, a Notary Public in and for the said County and State, do hereby certify that Earl Pugh, Jr. appeared before me as the duly authorized agent of Hyde County, NC on this date and acknowledged the execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of January, 2020.

Notary Public

My commission expires:

STATE OF NORTH CAROLINA
COUNTY OF PAMLICO

I, _____, a Notary Public in and for the said County and State, do hereby certify that JOSEPH D. McCLEES, President and S. HENRI MCCLEES, Secretary of McClees Consulting, Inc., respectively, each of whom is personally known to me, appeared before me this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of January, 2020.

Notary Public

My commission expires:

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

Meeting Date: January 6, 2020
Presenter: Justin Gibbs
Attachment:

ITEM TITLE: SUB-TENANT AGREEMENT – TRAVEL TRAILERS

SUMMARY: The attached Sub-Tenant Agreement outlines a contractual relationship between residents of Ocracoke receiving temporary housing in the form of a travel trailer belonging to the County. Insurance will be maintained by the County. Travel trailers will be placed on a priority system by the Long-Term Recovery group.

RECOMMEND: **AUTHORIZE COUNTY MANAGER TO FINALIZE DOCUMENT WITH THE STATE AND PENDING COUNTY ATTORNEY APPROVAL, EXECUTE.**

MOTION MADE BY: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

MOTION SECONDED BY: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

VOTE: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

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

Meeting Date: January 6, 2020
Presenter: Justin Gibbs
Attachment:

ITEM TITLE: LEASE WITH CAMPGROUND FOR TRAVEL TRAILERS

SUMMARY: Hyde County is currently working with OSBM to negotiate a lease agreement with campground owners in Ocracoke to stage FEMA trailers for displaced residents. The attached lease agreement represents these negotiations.

RECOMMEND: AUTHORIZE COUNTY MANAGER TO FINALIZE DOCUMENT WITH THE STATE AND PENDING COUNTY ATTORNEY APPROVAL, EXECUTE.

MOTION MADE BY: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

MOTION SECONDED BY: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

VOTE: PUGH
 PAHL
 SIMMONS
 SWINDELL
 TOPPING

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

Meeting Date: January 6, 2020
Presenter: County Manager Kris Noble
Attachment: Yes

ITEM TITLE: EIC/CSBG 2020-2021 APPLICATION

SUMMARY: The 2020-2021 EIC/CSBG application is presented for commissioner’s review. It does not have to be voted on and acknowledgement of our submission and commissioners receiving and reviewing it will be returned to Lillian Dance at EIC.

RECOMMEND: Approve

MOTION MADE BY: PUGH
 SIMMONS
 PAHL
 SWINDELL
 TOPPING

MOTION SECONDED BY: PUGH
 SIMMONS
 PAHL
 SWINDELL
 TOPPING

VOTE: PUGH
 SIMMONS
 PAHL
 SWINDELL
 TOPPING

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding

Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:	Economic Improvement Council, INC		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road. Edenton, North Carolina 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932		
Telephone Number:	252-482-4458		
Fax Number:	252-482-8227		
Proposed Funding:	CSBG: \$ 285,027	Additional Resources: \$ 10,045,496.00	Agency Total Budget: \$ 10,330,523.00
Application Period:	Beginning: July 1, 2020	Ending: June 30, 2021	
Board Chairperson:	Robert Williams		
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938		
Board Chairperson's Term of Office (enter beginning and end dates):	08/2019- 09/2024		
Executive Director:	Dr. Landon B. Mason		
Executive Director Email Address:	Dr.Landon.Mason@eicca.org		
Agency Fiscal Officer:	Robin Hunter		
Fiscal Officer Email Address:	robin.hunter@eicca.org		
CSBG Program Director:	Interim- Lillian Dance		
CSBG Program Director Email Address:	lillian.dance@eicca.org		
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington		
Agency Operational Fiscal Year:	July through June		

North Carolina Department of Health and Human Services
Office of Economic Opportunity
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2019. **\$285,027**

Additional Resources: Enter the amount of other resources the agency expects to receive during the 2020 program year. If an exact figure is not known at this time, the best possible estimate. **10,045,496.00**

Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021. **10,330,523.00**

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	0
Total Number of Seats Reserved for Each Sector	Poor	Public	Private
Total Number of Vacant Seats Per Each Sector	0	0	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Jakema Spencer	Hyde	Certified Nursing Assistant	05/2019	0	02/2024
2. Preciosa Diaz	Chowan	Head Start Policy Council	11/2017	0	10/2019
3. Shelia Gregory	Currituck	Currituck County Community	06/2012	1	05/2022
4. Jessica Davenport	Dare	Dare County Community	06/2012	1	06/2022
5. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	11/2017	0	08/2022
Public Elected Officials					
1. Brenda Lassler	Perquimans	County Commissioners	09/2017	0	07/2020
2. Robert Williams	Gates	County Commissioners	09/2012	2	08/2019
3. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
4. Jerry McCrary	Marlin	County Commissioners	9/2018	0	09/2020
5. William Sawyer	Camden	County Commissioners	05/2015	0	07/2022
Representatives of Private Organizations					
1. Pearl Sutton	Pasquotank	Pasquotank County Community	7/2019	0	07/2021
2. Melvin Norman	Washington	Washington County Community	03/2013	1	07/2018
3. Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
4. Linda Layden White	Perquimans	Perquimans County Community	01/2017	0	01/2021

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	P.O. Box 98 Parmele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos71@gmail.com
Glorius Elliott	342 Sandy Ridge Road Edenton, NC 27932	joy@hughes.net
Jerry M. McCrary	P.O. Box 98 Parmele, NC 27861	mayorjerrym@gmail.com

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertwilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
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Jerry McCrary	P.O. Box 98 Pamele, NC 27861	mayorjerry@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Jakeema Spencer	P.O. Box 25 Engelhard, NC 27824	sjakeema@yahoo.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljoss@gmail.com

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Nina Griswell	Secretary	Public	Tyrrell
Nina Griswell	Treasurer	Public	Tyrrell
Committee Name: Executive Committee			
Robert Williams	Chairperson	Public	Gates
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
William Sawyer		Public	Camden
Committee Name: Personnel Committee			
Fred Yates	Chairperson	Poor	Perquimans
Shelia Gregory		Poor	Currituck
Thomas Wood		Private	Chowan
Committee Name: Planning/Evaluation Committee			
Jessica Davenport	Chairperson	Poor	Dare
Jerry McCrary		Public	Martin
Pearl Sutton		Private	Pasquotank
Committee Name: Audit Committee			
Dr. Linda White	Chairperson	Private	Perquimans
Preciosa Diaz		Policy	Chowan
Wanda Harvey		Poor	Beaufort
Committee Name: Finance			
Nina Griswell	Chairperson	Public	Tyrrell
Jakeema Spencer		Poor	Hyde
Glorius Elliott		Public	Chowan
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Community Service Block Grant Certification of Community Assessment

The Economic Improvement Council, Inc.
(applicant) has conducted a Community Assessment of its service area within the past three (3) years
utilizing the following method(s):

(Check one or more of the following methods)

- Surveys of the community(s) - door to door, telephone, etc.
- Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- Public meetings to solicit input on community needs
- Other (Describe) _____

The most recent Community Assessment was completed on: 11-25-2019
_____ (date)

The Community Assessment was completed by: Economic Improvement Council, Inc.
_____ (agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

Recently the Economic Improvement Council, Inc. conducted a Community Needs Assessment among the 10 counties in which the CSBG Program serves. This was done, door to door, via email, text and phone. Documentation was gathered, viewed and prioritized. Low income individuals in the community and their families were very cooperative in letting their voice be heard by way of questionnaire. As we move forward to address the issues and concerns of the community, we know that the community approves of our efforts as we fight against those barriers that keep individuals and families from living a better quality of life.

(continue to next page)

The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. <u>Employment</u>	4. <u>Finances</u>
2. <u>Housing</u>	5. <u>Secondary Education</u>
3. <u>Affordable Child Care</u>	6. <u>Safety</u>

Certification (Original Signature)

Signature of Chairperson/President

Date

Economic Improvement Council, Inc.

PLANNING PROCESS NARRATIVE

Fiscal Year 2020 - 2021

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan:
 - a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
 - b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
 - c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:
 - a. Community-based organizations:
 - b. Faith-Based Organizations:
 - c. Private Sector:
 - d. Public Sector:
 - e. Educational Sector:

3. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.
 - a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental condition

1. Lack of cost of living increases

- b. The methods and criteria used to determine priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- **State Welfare Form - Continue to have a rapport with Social Services**
- **Public and Private Resources -Attend meeting, send/receive referrals and follow-ups**
- **Religious Organizations - Send notifications to churches and organizations on our agency activities, etc.**
- **Charitable Groups - Volunteer our services when needed.**
- **Community Organizations - Attend meetings and build a rapport and maintain seats on various community boards.**

Economic Improvement Council, Inc.

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

7. Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

Economic Improvement Council, Inc.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

Economic Improvement Council, Inc.

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

- 12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).**

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

Community Services Block Grant Family Self-Sufficiency (FSS) (3-year Strategic Plan)

The FSS Program is designed to empower people to take control of their lives by becoming independent and productive members of their community. This goal is achieved by collaborating and coordinating with other public and private agencies that assist families in securing employment, attaining educational/vocational training, budgeting available income, obtaining suitable housing and increasing strong work ethics. The goals of the three-year strategic plan include:

1. Strengthening the financial sustainability of families/individuals
2. Improving living conditions of low-income families
3. Providing supportive services to customers to help them become more self-sufficient and improve their quality of life
4. Providing comprehensive case management to ensure goals and objectives are met
5. Monitoring and assessing the program on a regular basis to ensure goals are met, outcomes are achieved and services are provided

Head Start (4-year Strategic Plan)

Head Start provides children ages 3 – 5 with a comprehensive preschool experience and works with their families in meeting needs.

Program Services

- Early Childhood Development – provides comprehensive classroom experience
- Family Engagement – integrative families involvement
- Transition – smoothly transitions children into the public schools
- Health – provided screenings, medical and dental services
- Nutrition – provides nutritious meals and snacks to children
- Disabilities – provides services to children with disabilities
- Mental Health – addresses the emotional needs of children, staff and families
- Transportation – provides bus transportation in most counties

The goals of the four-year strategic plan include:

1. Classroom staff demonstrating continuous progress in teacher/child interactions in the three domain areas of CLASS; Emotional Support, Classroom Organization and Instructional Support to the required standard excellence
2. Develop and track School Readiness Goals that will assist children in developing the knowledge and skills that will allow each child to transition through development milestones
3. The Family Engagement Service Area will assist in meeting the social services needs of families during the Five-Year Project Period
4. Utilizing Child Plus database software program to track health information and print PIR Reports

August 1, 2019

5. Disabilities Services/Mental Health Services Area will enhance parent participation to aide in service delivery for children with special needs.
6. The Program will have on staff 100% of teachers that possess a Bachelor's Degree in early Childhood Education or related field by the end of the Five-Year Project Period.
7. Security systems will be installed to enhance the Environmental Health and Safety measures at centers during the Five-Year Period
8. Engage parents in Teaching Strategies Gold Online Assessment to promote School Readiness Goals during the Five-Year Project Period
9. The Program will have in place strong fiscal management systems and internal control environments during the Five-Year Project Term
10. Convert slots to serve toddler (2 year olds) during the Five-Year Project Period

Section 8 Housing - (5 year plan)

The Housing Choice Voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disable to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, mobile homes, and apartments. The participant is free to choose any house that meets the requirements of the program.

A housing subsidy is paid to the landlord directly by us on behalf of the participating family. The amount of the subsidy is determined by the family's income, number of household members, and allowable deduction in combination with the contract rent price and utility cost for the home they select.

Additional programs for Housing Choice Voucher program participants may include Family Self Sufficiency and Homeownership.

Goals:

1. Encourage families to seek housing in areas outside of poverty neighborhoods
2. Expand owner outreach
3. Educate voucher holders on selection of more energy efficient housing
4. Provide and expand referral services to local community resources addressing various needs of low-income housing
5. Continue Family Self-Sufficiency and enrollment

Weatherization

It is the mission of the Weatherization Program to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety. The services offered by the Weatherization Program can reduce the average annual energy costs by \$300 per home. Families with incomes below 200% of the Federal Poverty Level or households with at least one member receiving cash assistance payments under SSI or TANF are eligible for weatherization services.

Typical Services

August 1, 2019

- Performing tune-ups and repairs to heating and cooling systems.
- Improving health and safety conditions by addressing carbon monoxide levels and combustion safety
- Sealing major air leaks
- Installing a smart thermostat
- Insulating floors and attics
- Replacing existing lighting with energy efficient bulbs

Goals

1. Utilize an Energy Assessment Tool to determine the need for energy upgrades to homes
2. Provide education to each eligible client to insure they are knowledgeable of the upgrades that has taken place in their home
3. Focus on energy related health and safety issues present in the home
4. Ensure that all services provided will be done with a spirit of excellence and professionalism

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212

Section I: Project Identification				
1. Project Name:	Family Opportunity to Self-Sufficiency			
2. Mission Statement:	It is the Mission of the Economic Improvement Council, Inc. in partnership with the communities to promote the economic, physical and social well-being of its customers by providing high quality services to assist low-income people to become self-sufficient.			
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2020.			
4. Project Period:	July 1, 2019 to June 30, 2020			
5. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	\$285,027
6. Total Number Expected to Be Served:	50			
a. Expected Number of New Clients	15			
b. Expected Number of Carryover Clients	35			

3. One-Year Work Program

OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Underemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	1.1,2.3,6.2,6.5	CSBG Case Managers
Unemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	10	1.1,2.3,6.2,6.5	CSBG Case Managers
Standard Housing	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	2.1,6.2,6.5	CSBG Case Managers

One-Year Work Program
OEO Form 212 -2020-2021 (continued)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Greet customers and directing them to the CSBG Director or Case Manager. Answer customer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing. Correspondence to customers.	Receptionis	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Conduct intakes, interviews and need assessments for all customers.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Forward discharge letters to customers, provide referrals, support and follow-ups within 30 days of acceptance date	Case Managers Case Manager/AR4CA Administrator	15			
Review applications, approve case management procedures and accept families/individuals for program participation.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Develop and monitor each customer action plans to ensure progress goal completion.	Case Managers Case Manager/AR4CA Administrator	35 (5)	40 (5)	45 (5)	50
Conduct _ 25_ home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Managers Case Manager/AR4CA Administrator	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Keep daily and weekly progress data to determine success, problems or resources needed for customers. Complete case notes, assessments and other related data entry	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Support 15 customers with employability skills and address needs and 10 in gaining employment.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	5	10 (5)	12 (2)	15 (3)

a. Assess customer experience and skills in order to tailor job searches	Case Manager	2	4 (2)	6 (2)	8
b. Assist with cover letter creation and resume	Case Manager	2	4 (2)	6 (2)	8
c. Facilitate mock interviews d. Refer customers to job fairs and available positions	Case Manager	3	6 (3)	9 (3)	12 (3)
e. Notify customers about job positions in the newspapers and internet. f. Provide job-related transportation as needed	Case Manager	5	5	5	5
g. Direct financial support (i.e. work clothing, transportation, childcare, etc.) to eliminate employment barriers.	Case Manager	5	5	5	5
Provide educational support to 3 customers. a. Assist with enrollment in General Educational Development (GED), College/Universities and trade programs.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	2	3 (1)	4 (1)	5 (1)
b. Provide direct financial support to customers for tuition, , transportation to eliminate educational barriers.	Case Manager	1	1	1	1
c. Refer to resources to assist with financial aid, school applications, internship placements, etc	Case Manager	3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to 44 customers with rent, utilities (water and electric), childcare and transportation fuel and repair)	CSBG Director Case Manager/AR4CA Administrator/Case Manager	3	8 (5)	13 (5)	15 (2)
Collaborate with the Section 8 Program to ensure families with safe standard housing.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Engage 5 customers in budget counseling to reduce income/debt ratio.	Case Managers Case Manager/AR4CA Administrator	0	1 (1)	3 (2)	5 (2)
Refer 5 customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers Case Manager/AR4CA Administrator	0	0	5	0
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization	Case Managers Case Manager/AR4CA	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

needs.	Administrator				
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess customers progress towards meeting short/long term goals and ultimately rising above the poverty guidelines.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain hard copies of files on each customer.	CSBG Director Case Manager/AR4CA Administrator/Case MarlaQer	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data and assessments	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess AR4CA performance reports and assess customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Complete discharge process on customers when appropriate.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Prepare all reports and proposals required by the funder and submit in a timely matter	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Approve and process requisitions submitted by Case Managers/AR4CA Administrator for customer assistance.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations	CSBG DIRECTOR	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways and conference rooms.	Facility Coordinator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

7. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2019-20 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Community Services Block Grant Program
 Fiscal Year 2019-20 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected number of persons served in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County												
Agency Name: Economic Improvement Council, Inc.												
Project Name: Family Opportunity To Self-Sufficiency												
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total	
Total Planned	5	5	5	5	4	5	6	5	5	5	50	
Project Name:												
County												
Total Planned											Total	

Economic Improvement Council, Inc.

Monitoring, Assessment and Evaluation Plan – 2020-2021

Attachment

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. Board of Directors: The Board of Directors participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. Low-Income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Case Managers provided customers with a Satisfaction Survey Form that was completed for quality services.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Board's most recent self-evaluation involved the Board reviewing a CSBG quarterly report and 2018 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and/or better employment
- The number of participants obtaining jobs with medical benefits.
- The participant average wage rate
- The number of participants completing education/training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2020.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant): N/A		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		%
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)		Monthly
		Quarterly
		Annually

Part V - Allocation By County

A.	County	(1) Actual	(2) Budgeted	(3) Percent
1	Camden		\$10,802.00	3.79%
2	Chowan		\$29,786.00	10.45%
3	Currituck		\$28,355.00	9.94%
4	Dare		\$39,819.00	13.97%
5	Gates		\$20,523.00	7.20%
6	Hyde		\$11,915.00	4.18%
7	Pasquotank		\$77,529.00	27.20%
8	Perquimans		\$25,568.00	8.97%
9	Tyrrell		\$9,634.00	3.38%
10	Washington		\$31,096.00	10.91%

Part VI - Agency-wide Funding Sources

	Provider	Amount
1	CSBG	\$283,027.00
2	CACFP Head Start 10	\$283,802.00
3	CACFP Head Start 3	\$411,243.00
4	Head Start 10	\$3,190,733.00
5	Head Start 3	\$4,980,017.00
6	FSS HUD	\$44,228.00
7	Section VIII	\$670,735.00
8	Weatherization DOE	\$107,296.00
9	Weatherization LIHEAP	\$238,107.00
10	Weatherization HARRP	\$149,706.00
	Total	\$10,366,696.00

CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N

Name of Agency: Economic Improvement Council, Inc.

Section A – Salaries and Wages

CSBG Director – 100%, 1 Case Manager/AR4CA Administrator – 100%, 2 Case Managers-100%,

Section B – Fringe Benefits

Director and Case Managers receive fringe Benefits – Disability and Life Insurance; Vision; 86% of Health Insurance, Retirement – 7% of salary. New case manager will be eligible for retirement contributions after one year of service.

Section C – Equipment Purchases

No new equipment purchases

Section D – Communication

The internet is used in 10 counties, which include Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington. Postage cost per month is \$21.00. Internet services and phone services are provided by Net Change, Century Link and Surazal at a cost of \$167.00 per month. Cell phones for director and case managers are \$292.00 per month. Advertising is \$25.00 per month

Section E – Space costs

Space costs for 10 locations: Rent is paid monthly in Currituck and Hyde, \$75 each includes utilities (120 of 1400 sq. ft.). Utilities are paid in the following counties Chowan, Dare, Perquimans, and Pasquotank for an average of \$92.00 per month. Building maintenance is \$150.00 per month.

Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 2793 Caratoke Highway (P. O. Box 189) Currituck; Dare 723 Sir Walter Raleigh St., Manteo; Gates, 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde 1430 Main St. Swanquarter; Pasquotank, 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell, 109 L.A. Kesier Dr. (P.O. Box 641) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth.

Section F – Travel/Employee Development

Employees deliver services to clients in rural areas across 10 counties in northeastern North Carolina.

Travel computations are:

Director 10 counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager /AR4CA Administrator Chowan, Pasquotank and all counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager Dare, Hyde, Tyrrell, Washington 500 miles per month x 12 @ .53.5, \$3212

Case Manager Camden, Currituck, Gates, Perquimans 400 miles per month x 12 @ .53.5, \$2818

2 Staff Development Training Conferences @\$2500 each, \$5000 total

Section G - Supplies and Materials

Office supplies and material – paper, pens, folders, ink

Section H – Contractual Services

AR4CA Subscription-Annual Agreement, \$1,800;

Copier lease agreement- \$2155 per year

Section I - Client Services

Client Education Support - 50 clients @ \$50 each, \$2500

Client Transportation Support- 50 clients @ \$100 each, \$5000.00

Client Utilities-25 clients @ \$300 each, \$7500

Client Rent Support – 25 clients @ \$600 each, \$15,000

Goal of assisting clients with educational supplies, 50 clients @ \$50 each. A goal of transportation for 50 clients @ \$100 each in order to allow customers to commute greater distances from very rural areas to gain employment. Client support for utilities increased to 25 clients @ \$300 per year with a goal of being able to assist more customers. Client rent support increased from assisting 15 clients to 25 clients @ \$600 each with a goal of being able to assist more customers.

Section J - N/A

Section K - Other

800.00 Liability Insurance

Section L – Indirect Costs

Indirect Cost Rate -17.21%



ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
712 VIRGINIA ROAD
P.O. BOX 549
EDENTON, NORTH CAROLINA 27932
PHONE (252) 482-4458 FAX (252) 482-0328
www.eicca.org

Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

JOB DESCRIPTION

JOB TITLE: Executive Director
SUPERVISOR: Board of Directors
WORKING HOURS: 8:30am- 5:00pm (Normally)
WORKSTATION: Administrative Office

Duties and Responsibilities:

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain as effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

"AN EQUAL OPPORTUNITY EMPLOYER"

Dr. Landon B. Mason Sr.

601 Center Hill Road, Tyner, NC 27980
Home: 252-221-3196 - Cell: 252-337-5007 - bishoplbmason@me.com

Objective

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

Core Knowledge and Skills

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an under performing non-profit into a thriving and healthy successful entity.

- Public Relations
- Budget Management
- Strategic Planning
- Organizational Skills
- Team Leadership
- Staff Training
- Community Outreach
- Event Program Planning
- Results-oriented
- Proactive

Professional Experience

Greater Saunders Grove MBC, Pastor Hertford, NC 1997- Present

- Responsible for the Health and Welfare of 220 members.
- Created ministries to empower and enrich parishioners.
- Lead the church in 110% increase in membership attendance.
- Implemented a plan to increase the church budget to 500%.
- Guided the church in a 1.2 million dollar building program debt free.
- Initiated the hiring, overseeing and compensation of all sub-contractors.
- Recommended various methodologies to promote a more excellent way to carry out ministry.
- Motivate parishioners to carry out their ministry assignments.
- Reorganized and restructured the government of the church to be more fruitful in community partnerships.

E.I.C Head Start Family Service Manager, Edenton, NC 1999-2004

- Responsible for the enrollment of the Head Start Program for 10 Counties.
- Oversaw the daily operation of an assistant and 10 family service workers.
- Implemented creative ways to ensure enrollment was met.
- Initiated monthly meeting with family services workers review program practices and policies.
- Motivated family services workers to connect with families to ensure partnership agreements carried out.
- Authorized by the State of North Carolina to facilitate Child Abuse workshops.

Wendy's International Assistant Manager, Durham, NC 1995-1997

- Responsible for opening training stores to train new employees.
- Responsible for hiring, training and supervising employees.
- Introduced new ways to promote recruiting and retention.
- Reorganized and reduced ways to reduce food cost.

United States Army Staff Sergeant, Fairbanks, AK 1987-1995

- Promoted in the Secondary Zone to the Rank of E-5 and E-6.
- Awarded an Honorable Discharge for 8 years of faithful and dedicated service.

Education

Master of Divinity - GPA 3.8

Virginia Union University Richmond, VA - 2012

Doctor of Ministry - 2005

Master of Pastoral Counseling • 2004

Andersonville Theological Seminary Camilla, Georgia

Bachelor of Science, Sociology- GPA 3.7

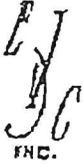
Norfolk State University Norfolk, Virginia - 2000

Associates Degree, Criminal Justice

Troy State University Troy, Alabama - 1992

High School Diploma

Surry County High School Surry, VA - 1987



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Mr. Robert Williams
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

Job Description

Job Title: Fiscal Officer
Supervisor: Executive Director
Working Hours: 8:30 am – 5:00pm (Normally)
Work Station: Administrative Office

Duties and Responsibilities:

1. Responsible for the management of the Fiscal Department
2. Must know the fiscal requirements for all programs operated by the agency, Headstart, Community Services Block Grant, Weatherization, and Section 8 Housing as well as State and Governmental regulations such as Uniform Guidance, and fiscal regulations for non-profit organizations.
3. Supervisor the fiscal staff and coordinate their responsibilities.
4. Approve all purchase orders prior to purchasing,
5. Review and initial all time and travel reports.
6. Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors.
7. Review and consolidate quarterly tax reports, both State and Federal.
8. Assist all Program Directors with budget planning and budge management as needed, set up budget code accounts and any other pertinent budget activity that is needed by the programs.
9. Coordinate all property handling and ensure that an inventory of non-expendables is maintained.
10. Coordinate all program audit services and assist auditor at any phase needed.
11. Ensure that all bank statements are reconciled by fiscal staff.
12. Other duties as deemed necessary.

Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field and at least 3 years' experience in working in a finance or accounting department, preferably in a non-profit organization.

"AN EQUAL OPPORTUNITY EMPLOYER"

Robin Hunter

1133 Acorn Hill Rd. Hobbsville NC 27946 | (252)337.5015 | robin.hunter1986@gmail.com

EDUCATION

Master of Business Administration in Human Resources Management

Strayer University – Chesapeake, VA

Bachelor of Science in Business Administration in Management Accounting

East Carolina University – Greenville, NC

WORK EXPERIENCE

FISCAL OFFICER

April 2019-Present

Economic Improvement Council, Inc. – Edenton, NC

- Responsible for the management of the Fiscal Department
- Supervise the fiscal staff and coordinate the responsibilities of the staff
- Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors
- Assist all Program Directors with budget planning and budget management as needed
- Set budget code accounts and any other pertinent budget activity that is needed by the programs
- Ensure that the agency complies with state and federal standards and regulations
- Review and consolidate quarterly tax reports, both State and Federal
- Coordinate all property handling and ensure that an inventory of non-expendables is maintained
- Conduct periodic financial analysis to identify and resolve issues and variances
- Manage cash controls as well as maintain book keeping up-to-date
- Ensure all expenses are within assigned project budget
- Ensure that financial transactions are properly updated and recorded
- Manage the preparation of balance sheets, income statements and other necessary financial reports
- Approve all purchase orders prior to purchasing
- Check all payables, in relation to their accuracy and coding according to budget allowances
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues, as needed
- Ensure that all bank statements are reconciled accurately and timely
- Coordinate all financial audit services and assist auditor in any phase needed

BUSINESS MANAGER/BOOKKEEPER

August 2014-April 2019

Gates County Public Schools – Gatesville, NC

- Responsible for all accounting procedures in School Nutrition, that includes general ledger, accounts receivable, accounts payable, payroll, inventory and fixed assets
- Prepared and maintained the annual budget and plans expenditures within budgetary limits
- Prepared program budget requests and amendments
- Processed purchase orders and invoices with a high level of accuracy
- Compiled and prepared Federal claims for reimbursement monthly
- Prepared monthly balance sheet, statistical reports for labor hours, trial balance, operational cost, plate cost, appropriations and revenues
- Completed monthly FC1A report and filed with state semi-annually and annually
- Prepared justification for budget requests
- Monitored revenue and expenses
- Tracked revenue and spending by sources
- Responsible for collection of miscellaneous receivables and insufficient fund checks
- Provided supervision and training to managers and employees on reports, accounting and software
- Monitored expenditures of funds
- Conducted monthly bank reconciliations
- Responsible for journal entries and accuracy of certain general ledger accounts

- Responsible for processing employee timesheets and approving payroll
- Reviewed and ensured accuracy of outgoing correspondence, records and reports of program activities
- Monitored compliance to state and federal regulations
- Prepared written directives of application of policy or procedural processes
- Devised and installed work methods to implement rules, regulations, and guidelines
- Maintained contact with vendor and industry representatives, problems with delivery, product, pricing, billing problems and/or adjustments

ACCOUNTING TECHNICIAN

May 2012-August 2014

Coast Guard Finance Center – Chesapeake, VA

- Received, analyzed, and processed a variety of accounting transactions/documents of a routine, unusual or complex nature for a customer base which involves the administration of various funding sources, each with its own accounting requirements, including diverse accounts payable and accounts receivable entries
- Created daily Data Entry batches for TSA/DNDO invoice processing and input invoice information into the system in preparation for the review of the Authorized Certifying Official
- Responsible for downloading IPACS on a daily basis as well as running the GOALS IPAC Transaction Download Report (GOALS DL) to verify that all IPACS have been printed
- Maintained a TSAMASTER LISTING (ML) spreadsheet of IPACS
- Reconciled the TSA Master Listing spreadsheet to the suspense account on a daily basis to identify all pending IPACS
- Verified IPACS are on suspense, proper purchase orders are provided, correct appropriations are applied, and funding is available before processing
- Utilized automated accounting systems for data input and to obtain reports
- Applied a basic knowledge of appropriation law to the transactions/documents
- Examined accounting records to verify accuracy
- Reconciled the data from computer printouts or manual listings to source records and make adjustments as necessary
- Identified and took appropriate actions to clarify and resolve discrepancies
- Responsibility of being a Data Entry Operator (DEO) to create payment schedules and submit the schedules for certification via Secure Payment System (SPS)
- SME (Subject Matter Expert) for leases and utility billings; Received, reviewed and verified lease payments and utilities into the RCM (Recurring Cost Master)
- Developed invoices and handled billing adjustments including quarterly CAM and Real Estate billings, rent increases/decreases, monthly management fees
- Subject Matter Expert (SME) for Treasury Cancel Reissues, resolving returned payments from US Treasury. Contacted travelers and vendors regarding non-receipt of documentation or receipt of erroneous documentation requirement for payment
- Provided timely and professional customer service to internal and external customers
- Processed Vendor Maintenance Requests via the Centralized Vendor Management System

ACCOUNTING TECHNICIAN (Accounting Clerk III)

July 2009-May 2012

US Coast Guard – Elizabeth City, NC

- Coordinated the tracking of over 1,400 MIPRS (Military Interdepartmental Purchase Requests), purchase of inventory, and repair of inventory
- Maintained and updated access database for the MIPRS and made sure a file existed for each outstanding request
- Evaluated documents for accuracy, completeness, and ensured proper signatures
- Served as the main contact person for a variety of complex inquiries related to MIPRS on a daily basis
- Reviewed transactions for documentation of obligation, payment authorization, timely payment, and accurate recording
- Reviewed MIPRS for the parts (inventory) or services to ensure obligations were complete
- Reviewed obligations for validity and coordinated with product lines as well as agencies outside of the Coast Guard
- Received contracts and other similar documents against obligated funds
- Verified and documented that funds were being used in the proper manner
- Audited and resolved cases involving overpayments or underpayments for several period of performances
- Processed OGA and Commercial IPAC (Intra-Governmental Payment & Collection) invoices. Processed over 1,000 for fiscal year 2011
- Processed and verified receipts for payments in order to process invoices
- Performed on average 75 pre-validation requests on a monthly basis for invoices and recommended approval/

disapproval of expenditures

- Researched and compared data contained in a range of financial records in order to identify errors and discrepancies
- Evaluated appropriations for the purpose of keeping accounting system and records up to date
- Worked on WAP audits and prepared necessary documentation for external auditors
- Reviewed undelivered orders (UDO) reports and facilitated productive communication via phone and email requesting proper documentation needed for the review

ACCOUNTING ASSISTANT

May 2008-August 2008

ABC Phones of North Carolina, Inc. – Greenville, NC

- Reported directly to the CFO, Assisted in processing payroll, including data entry for all time and attendance and personnel transactions such as new hire, termination, benefits, deductions, garnishments, etc
- Prepared wages, including adjustments (i.e. sick pay, holiday pay, overtime and bonuses) and settled direct deposit, benefits and garnishments; Assisted in processing commissions
- Ensured that payments (941's) and state withholdings were disbursed timely and accurately
- Generated general journal entries and generated and verified invoices
- Reconciled bank statements and verified balance sheets

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Experienced user of various classes of computer software (spreadsheet, database, word processing)
- Experienced user of AMMIS (Aviation Maintenance Management Information System)
- Oracle Financials (Core Accounting System)
- Finance and Procurement Desktop (FPD)
- MarkView (document imaging, processing, and workflows)
- Workflow Imaging Network System (WINS)
- Secure Payment System (SPS)
- Financial Management Service (FMS) Treasury Agency Services
- GOALS
- Federal Government System for Award Management (SAM)
- LINQ (Financials Software)