

# ***“Tri-County Hospitality”***

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## **MAYOR AND BOARD OF COMMISSIONERS**

MAYOR ROBERT WILLIAMS

LINDA VIRGIL

RANDALL COLLIE

DON PATEL

DAVID PRIDE

BEVERLY DAVIS

## **ADMINISTRATION**

STEVIE COX, TOWN ADMINISTRATOR

TRACY SULLIVAN, TOWN CLERK

MARGE WIECEK, FINANCE OFFICER

BRIAN SULLIVAN, PUBLIC WORKS DIRECTOR

BRIAN PRIDGEN, TOWN ATTORNEY

**August 3, 2021**

**6:00PM**



## AGENDA

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### I. CALL TO ORDER

### II. ROLL CALL

### III. INVOCATION

### IV. PLEDGE OF ALLEGIANCE

Mayor Williams will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### V. CONSENT AGENDA & REGULAR AGENDA

(Make one motion to approve the consent and regular agenda, which will approve all items listed below)

The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the Administrator understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

1. Approval of:

- a. June 1, 2021 Special Called Meeting Minutes
- b. June 1, 2021 Regular Meeting Minutes
- c. June 15, 2021 Special Called Meeting Minutes
- d. Resolution R-2021-05 Wilson County Tax Reconciliation

### VI. PRESENTATIONS

- a. Kevin O'Donnell, NOVA Energy Consultants. Inc.
- b. Mr. Dooley and Mr. Horne, UCPCOG - Presentation on upcoming grant opportunities.



## VII. PETITIONS AND COMMUNICATIONS

If any citizen wishes to address the Town of Sharpsburg Board of Commissioners during the Petitions and Communications segment of the meeting, they may do so by signing up prior to the beginning of the meeting.

The Town Clerk shall provide the sign-up sheet, which lists the name and address. It should be noted that comments shall be limited to three (3) minutes and Board reserves the right not to act on requests first presented this evening.

## VIII. NEW BUSINESS

- a. Consideration by the Board to adopt Resolution R-2021-06 accepting the Water AIA grant offer and making the applicable assurances contained therein.
- b. Consideration by the Board to adopt Resolution R-2021-07 accepting the Wastewater AIA grant offer and making the applicable assurances contained therein.
- c. Consideration by the Board to award the bid to an Auditing Firm to conduct the audit.
- d. Consideration by the Board to rescind the June 1, 2021 motion concerning disposal of the Surplus Property.
- e. Consideration by the Board to approve the sale of the lawn mower and mule at the bid received and to re-advertise the other items with a minimum bid requirement.
- f. Consideration by the Board to approve the drainage study proposal from The East Group.
- g. Consideration by the Board to approve a bid for the lawn mower approved in the 2021/2022 budget.

## IX. CLOSED SESSION

Pursuant to N.C.G.S. 143-318 (a) (6)

## X. ADJOURNMENT

**SPECIAL NOTICE:** Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Tracy Sullivan at 252-446-9441 ext.221 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)

“The Town of Sharpsburg is an equal opportunity provider and employer.”

To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W. Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382.



**MINUTES OF THE SPECIAL CALLED MEETING OF THE  
SHARPSBURG BOARD OF COMMISSIONERS**

**June 1, 2021**

**3:30 PM**

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Mayor Williams called the meeting to order at 3:30 p.m. Commissioner Pride offered the invocation and Mayor Williams led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

**BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, Commissioner Virgil and Commissioner Patel.

**BOARD MEMBERS ABSENT:**

Commissioner Collie

**NEW BUSINESS**

- a. Drainage Study Project Presentations.
  - 1. SEPI Engineering presented their proposal for the Drainage Study.
  - 2. The East Group presented their proposal for the Drainage Study.
  
- b. Surplus Property Bid Opening. Mayor Williams opened and read the bids for the Surplus Property.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



## **MINUTES OF THE REGULAR MEETING OF THE SHARPSBURG BOARD OF COMMISSIONERS**

**June 1, 2021**

**6:00 PM**

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Mayor Williams called the meeting to order at 6:13 p.m. Commissioner Pride offered the invocation and Mayor Williams led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

### **BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, Commissioner Virgil and Commissioner Patel.

All members present joined the meeting by 6:13 p.m. All members were present until the meeting concluded.

### **BOARD MEMBERS ABSENT:**

Commissioner Collie

### **APPROVAL OF THE CONSENT & REGULAR AGENDA**

Commissioner Pride made a motion to approve the consent and regular agenda. Commissioner Davis seconded the motion. The motion carried by a roll call vote of 4 yes – 0 no.

### **PRESENTATIONS**

Lew Hunnicutt – Nash Community College President introduced himself and welcomed comments on how NCC could better serve the Sharpsburg community.

### **BUDGET PRESENTATION**

Stevie Cox, Town Administrator presented the proposed 2021/2022 Budget.

### **PUBLIC HEARING #1**

Commissioner Davis made a motion to open the public hearing to allow public comments

pertaining to the Town receiving financing through USDA for the purchase of a Street Sweeper. Commissioner Virgil seconded the motion. The motion carried 4 yes – 0 no. Monica Thornton, USDA presented the funding package. There were no public comments. Commissioner Davis made a motion to close the public hearing. Commissioner Virgil seconded the motion. The motion carried 4 yes – 0 no.

### **PUBLIC HEARING #2**

Commissioner Davis made a motion to open the public hearing to allow public comments pertaining to the demolition of 708 Judge Street and 613 Judge Street. Commissioner Pride seconded the motion. The motion carried 4 yes – 0 no. Bob Clark, Planning and Zoning Administrator presented the order of demolition. Mary Wells and Lynn Hedgepeth, residents of Judge Street spoke in favor of demolishing both properties. A petition, signed by residents of the surrounding neighborhood, to demolish the properties was presented to the Town Clerk. Commissioner Davis made a motion to close the public hearing. Commissioner Pride seconded the motion. The motion carried 4 yes – 0 no.

### **PUBLIC HEARING #3**

Commissioner Davis made a motion to open the public hearing to allow public comments pertaining to a Zoning Ordinance Text Amendment for the R-6M district that would allow single-wide manufactured housing in that district. Commissioner Virgil seconded the motion. The motion carried 4 yes – 0 no. Bob Clark, Planning and Zoning Administrator presented the proposed changes. There were no public comments. Commissioner Davis made a motion to close the public hearing. Commissioner Pride seconded the motion. The motion carried 4 yes – 0 no.

Commissioner Pride made a motion to open the public hearing to allow public comments pertaining to rezoning R-6 properties in the Wilson County area of the city limits of Sharpsburg, east of SE Railroad Street to Martin Luther King, Jr. Circle and south of East Main Street to Armstrong Drive to R-6M. Commissioner Davis seconded the motion. The motion carried 4 yes – 0 no. Bob Clark, Planning and Zoning Administrator presented the proposed changes in detail. There were no public comments. Commissioner Davis made a motion to close the public hearing. Commissioner Virgil seconded the motion. The motion carried 4 yes – 0 no.

### **PUBLIC HEARING #4**

Commissioner Pride made a motion to open the public hearing to allow public comments pertaining to Zoning Ordinance and Subdivision Ordinance text amendments to comply with statutory requirements of NCGS 160D and update outdated language. Commissioner Davis seconded the motion. The motion carried 4 yes – 0 no. Bob Clark, Planning and Zoning Administrator presented the proposed changes. There were no public comments. Commissioner Davis made a motion to close the public hearing. Commissioner Virgil seconded the motion. The motion carried 4 yes – 0 no.

## NEW BUSINESS

- a. Award of the Drainage Study Project. Commissioner Davis made a motion to award the Drainage Study Project to The East Group. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- b. Adopt the Demolition Ordinance for 708 Judge Street. Commissioner Davis made a motion to approve the Ordinance to demolish 708 Judge Street after Nash County has approved the demolition. Commissioner Virgil seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- c. Adopt the Demolition Ordinance for 613 Judge Street. Commissioner Davis made a motion to approve the Ordinance to demolish 613 Judge Street after Nash County has approved the demolition. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- d. Approval of Zoning Ordinance Text Amendments. Commissioner Davis made a motion to approve the Zoning Ordinance Text Amendments for the R-6M district. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- e. Approval to re-zone areas of Wilson County from R-6 to R-6M. Commissioner Davis made a motion to approve rezoning R-6 properties in the Wilson County area of the city limits of Sharpsburg, east of SE Railroad Street to Martin Luther King, Jr. Circle and south of East Main Street to Armstrong Drive to R-6M. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- f. Approval of the Zoning Ordinance text amendments for NCGS 160D. Commissioner Pride made a motion to approve the Zoning Ordinance text amendments that comply with Statutory requirements of NCGS 160D and update outdated language throughout the Ordinance. Commissioner Davis seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- g. Approval of the Subdivision Ordinance text amendments for NCGS 160D. Commissioner Davis made a motion to approve the Subdivision Ordinance text amendments that comply with Statutory requirements of NCGS 160D and update outdated language throughout the Ordinance. Commissioner Virgil seconded the motion. The motion carried by a vote of 4 yes – 0 no.
- h. Special Called Meeting for 21/22 Budget. Commissioner Davis made a motion to call a Special Called Meeting on June 15, 2021 at 5:00pm for a Public Hearing on the 2021/2022 and to adopt the proposed budget. Commissioner Virgil seconded the motion. The motion carried by a vote of 4 yes – 0 no.

- i. Adopt Resolution R-2021-03 ARP Funds. Commissioner Pride made a motion to adopt Resolution R-2021-03 approving the receipt of federal funds under the American Rescue Plan Act. Commissioner Patel seconded the motion. The motion carried by a vote of 4 yes – 0 no.
  
- j. Cancelation of the July Regular Meeting. Commissioner Davis made a motion to cancel the July Regular Meeting. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.
  
- k. Approval of the Surplus Property Bids. Commissioner Davis made a motion to accept all of the highest bids on the surplus property. Commissioner Virgil seconded the motion. The motion carried by a vote of 4 yes – 0 no.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Virgil seconded the motion. The motion carried by a vote of 4 yes – 0 no.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk





## **MINUTES OF THE SPECIAL CALLED MEETING OF THE SHARPSBURG BOARD OF COMMISSIONERS**

**June 15, 2021**

**5:00 PM**

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Mayor Williams called the meeting to order at 5:10 p.m. Commissioner Pride offered the invocation and Mayor Williams led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

### **BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, and Commissioner Patel.

All members present joined the meeting by 5:10 p.m. All members were present until the meeting concluded.

### **BOARD MEMBERS ABSENT:**

Commissioner Virgil  
Commissioner Collie

### **BUDGET PRESENTATION**

Stevie Cox, Town Administrator reviewed the proposed 2021/2022 Budget.

### **PUBLIC HEARING – 2021/2022 BUDGET**

Mayor Williams opened the public hearing to allow public comments pertaining to the 2021/2022 Budget.

Richard Sykes – Mr. Sykes was concerned about the proposed \$0.10 tax rate increase. He asked where the revenue would go. He further stated that the Board should have raised the tax rate \$0.01 to \$0.02 cents each year so that it would not be a financial burden on citizens.

Mayor Williams and Commissioner Davis explained to Mr. Sykes that the Town's water and sewer fund had been declared distressed. They further explained that during a recent meeting with Local Government Commission it was stated that the Town would need a tax rate increase and a water/sewer rate increase immediately.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Pride seconded the motion. The motion carried by a vote of 3 yes – 0 no.

**NEW BUSINESS**

- a. Adoption of the 2021-2022 Budget. Commissioner Davis made a motion to adopt the 2021-2022 Budget Ordinance. Commissioner Pride seconded the motion. The motion carried by a vote of 3 yes – 0 no.
  
- b. Adopt Resolution R-2021-04. Commissioner Davis made a motion to adopt Resolution R-2021-04 Accepting the Letter of Conditions, Loan Resolution and Security Agreement from USDA for the Street Sweeper purchase. Commissioner Pride seconded the motion. The motion carried by a vote of 3 yes – 0 no.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Pride seconded the motion. The motion carried by a vote of 3 yes – 0 no.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



Resolution R-2021-05

RESOLUTION SIGNIFYING APPROVAL OF THE TAX COLLECTIONS  
FOR 2020-2021 FISCAL YEAR WILSON COUNTY TAX SETTLEMENT

BE IT RESOLVED that the Town Board of the Town of Sharpsburg, NC does hereby acknowledge and accept the attached tax reconciliation of the 2020-2021 fiscal year tax settlement for the Town of Sharpsburg through June 30, 2021 as submitted by the Tax Administrator of the County of Wilson. This resolution and annual tax settlement, as required by G.S. 105-373, shall be included in the permanent minutes of the Town of Sharpsburg, NC.

ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST, 2020.

(SEAL)

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Robert Williams, Mayor

Attest:

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Tracy H. Sullivan, Town Clerk



# COUNTY OF WILSON

OFFICE OF THE TAX ADMINISTRATOR  
113 NASH STREET E (ZIP: 27893)  
PO BOX 1162

WILSON, NORTH CAROLINA 27894  
ADMINISTRATION (252) 399-2900  
COLLECTIONS (252) 399-2901  
APPRAISAL (252) 399-2902  
LISTING (252) 399-2911

WILLIAM "WITT" PUTNEY III  
Tax Administrator

July 20, 2021

Ms. Marge Wiecek  
Town Clerk  
Town of Sharpsburg  
Sharpsburg, North Carolina 27873

RE: Annual Settlement as required by G.S. 105-373

Dear Ms. Wiecek:

Enclosed you will find the tax reconciliation of the 2020-2021 Fiscal Year Tax Settlement for the Town of Sharpsburg through June 30, 2021.

I would like to request that a copy of the Resolution adopted by the board signifying approval be sent to me.

With best regards, I am

Sincerely,

William "Witt" Putney III  
Tax Administrator

WWP/gjm

Enclosures



MEMBER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

*An Equal Opportunity/Affirmative Action Employer*

**SETTLEMENT****Sharpsburg**

|                        |                  |
|------------------------|------------------|
| 2020 TAX LEVY - SCROLL | 54,797.71        |
| LATE LIST              | 4,736.61         |
| CREDITS AND ALLOWANCES | -58.12           |
|                        | <hr/>            |
| <b>TOTAL</b>           | <b>59,476.20</b> |

**CREDITS**

|                    |                  |
|--------------------|------------------|
| CASH COLLECTIONS   | 57,157.20        |
| INTEREST COLLECTED | 559.54           |
|                    | <hr/>            |
| <b>TOTAL</b>       | <b>57,716.74</b> |

**BALANCE UNCOLLECTED** **2,377.12**

|                        |                 |
|------------------------|-----------------|
| REPRESENTED BY:        |                 |
| TAX LIEN ADVERTISEMENT | 1,885.76        |
| INSOLVENTS             | 433.24          |
|                        | <hr/>           |
| <b>TOTAL</b>           | <b>2,319.00</b> |

**PERCENTAGES OF LEVY**

|                        |                |
|------------------------|----------------|
| CASH COLLECTIONS       | 96.10%         |
| TAX LIEN ADVERTISEMENT | 3.17%          |
| INSOLVENTS             | 0.73%          |
|                        | <hr/>          |
| <b>TOTAL</b>           | <b>100.00%</b> |

**SETTLEMENT**

**Sharpsburg MV**

|                        |              |
|------------------------|--------------|
| 2020 TAX LEVY - SCROLL | 0.00         |
| LATE LIST              | 35.00        |
| CREDITS AND ALLOWANCES | -5.00        |
|                        | <hr/>        |
| <b>TOTAL</b>           | <b>30.00</b> |

**CREDITS**

|                    |             |
|--------------------|-------------|
| CASH COLLECTIONS   | 5.00        |
| INTEREST COLLECTED | 0.00        |
|                    | <hr/>       |
| <b>TOTAL</b>       | <b>5.00</b> |

**BALANCE UNCOLLECTED** **30.00**

REPRESENTED BY:

|                        |             |
|------------------------|-------------|
| TAX LIEN ADVERTISEMENT | 0.00        |
| INSOLVENTS             | 0.00        |
|                        | <hr/>       |
| <b>TOTAL</b>           | <b>0.00</b> |

**PERCENTAGES OF LEVY**

|                        |               |
|------------------------|---------------|
| CASH COLLECTIONS       | 16.67%        |
| TAX LIEN ADVERTISEMENT | 0.00%         |
| INSOLVENTS             | 0.00%         |
|                        | <hr/>         |
| <b>TOTAL</b>           | <b>16.67%</b> |



# COUNTY OF WILSON

OFFICE OF THE TAX ADMINISTRATOR  
113 NASH STREET E (ZIP: 27893)  
PO BOX 1162

WILSON, NORTH CAROLINA 27894  
ADMINISTRATION (252) 399-2900  
COLLECTIONS (252) 399-2901  
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LISTING (252) 399-2911

WILLIAM "WITT" PUTNEY III  
Tax Administrator

WILSON COUNTY  
NORTH CAROLINA

G.S. 105-373 (B)

SETTLEMENT FOR THE  
PRIOR TO 2020.

**Sharpsburg MV**

DELINQUENT TAXES FOR YEARS

AMOUNT COLLECTED YEAR TO DATE: JULY 1 2020 THROUGH JUNE 30 2021.

|                                 |              |
|---------------------------------|--------------|
| 2019                            | 15.00        |
| 2018                            | 0.00         |
| 2017                            | 5.00         |
| PRIOR                           | 5.00         |
| INTEREST                        | 0.00         |
| <b>TOTAL INTEREST AND TAXES</b> | <b>25.00</b> |



MEMBER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

*An Equal Opportunity/Affirmative Action Employer*



# COUNTY OF WILSON

OFFICE OF THE TAX ADMINISTRATOR

113 NASH STREET E (ZIP: 27893)

PO BOX 1162

WILSON, NORTH CAROLINA 27894

ADMINISTRATION (252) 399-2900

COLLECTIONS (252) 399-2901

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LISTING (252) 399-2911

WILLIAM "WITT" PUTNEY III

Tax Administrator

WILSON COUNTY  
NORTH CAROLINA

G.S. 105-373 (B)

SETTLEMENT FOR THE  
PRIOR TO 2020.

Sharpsburg

DELINQUENT TAXES FOR YEARS

AMOUNT COLLECTED YEAR TO DATE: JULY 1 2020 THROUGH JUNE 30 2021.

|                                 |                 |
|---------------------------------|-----------------|
| 2019                            | 1,894.06        |
| 2018                            | 409.56          |
| 2017                            | 174.67          |
| PRIOR                           | 607.74          |
| INTEREST                        | 604.25          |
| <b>TOTAL INTEREST AND TAXES</b> | <b>3,690.28</b> |



MEMBER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

*An Equal Opportunity/Affirmative Action Employer*



# Town of Sharpsburg

August, 2021 Board Presentation

1

**KEVIN W. O'DONNELL**  
**NOVA ENERGY CONSULTANTS, INC.**

# How Much \$ Has Sharpsburg Saved with New Power Supply Deal?

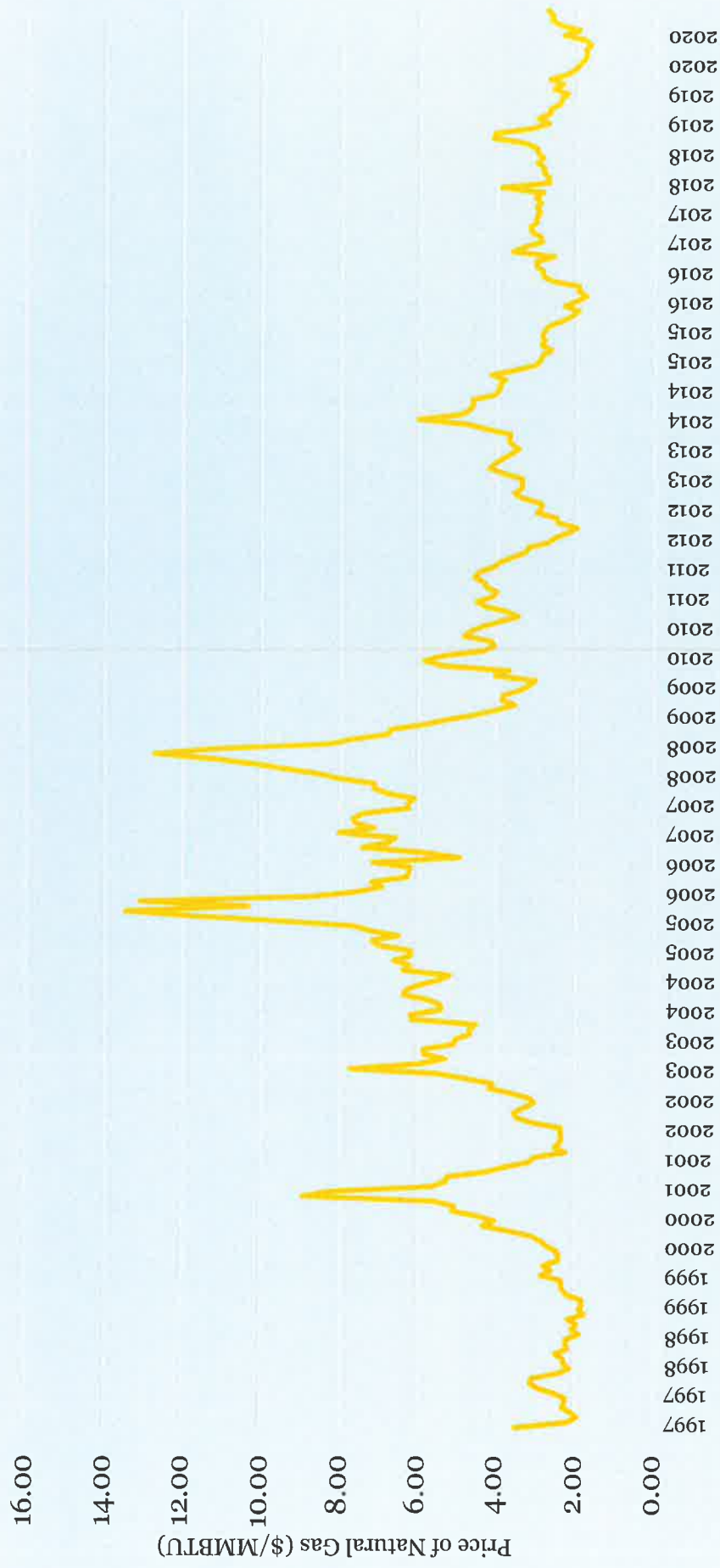
2

| Calendar Year | Estimated Savings/Year |
|---------------|------------------------|
| 2018          | \$ 358,837             |
| 2019          | \$ 475,333             |
| 2020          | <u>\$ 566,124</u>      |
| Total         | \$ 1,400,294           |

# What is Driving the Savings?

3

## Historical Natural Gas Prices



## How Long Can Sharpsburg Go With Current Rates?

4

- Nova estimates that Sharpsburg can keep rates flat for at least one more year. After one more year, we need to look at building up our electric fund cash balance.
- The price of natural gas at Transco Zone 5 is the key to keep our costs under control. **Forecasts are for these prices to increase this winter.**



## Caveats About Rate Increase

5

- The previous chart was based on **FORECASTED** natural gas prices at Transco Zone 5. If prices go up at Zone 5 higher than the forecast, our costs will go up and we may need a rate increase sooner than expected.
- **NC is still served by only one interstate pipeline.** We truly need the Mountain Valley Pipeline (MVP) to take some of the load off the Transco pipeline. Environmental concerns are stopping MVP.
- Fed. govt. may implement a **carbon tax** and, if so, all utility costs will increase. I won't comment on global warming, etc. as I am just reporting the financial implications of a carbon tax-only.

## Future Items to Consider

6

- Sharpsburg has close to \$1.6 million (Exhibit 7 of FY 18-19 audit report) in liquid assets. That value should be around \$2 million in FY 19-20 audit report. We need to build those assets to about \$3 million.
- Our substation transformers will need to be replaced in about 20 years. I recommend the town put aside \$75,000 per year now, specifically targeted for the transformer.
- CPP has approached us about a contract extension. I will examine that issue this summer/fall and contact the board with my findings.

Kevin W. O'Donnell, CFA

President

Nova Energy Consultants, Inc.

1350 SE Maynard Rd.

Suite 101

Cary, NC 27511

[kodonnell@novaenergyconsultants.com](mailto:kodonnell@novaenergyconsultants.com)

919-461-0270



# MEMORANDUM

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**TO:** Robert Williams, Mayor  
Town Council Members

**FROM:** Stevie Cox, Town Administrator

**VIA:** Mark L. Bacon, Engineering Services, PA

**CC:** Tracy Sullivan, Town Clerk  
Brian Sullivan, Public Works Director

**DATE:** July 29, 2021

**REF:** Adoption of the Resolutions for the Asset Inventory and Assessment (AIA) Grant  
Accepting the Grant Offers

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**Summary:**

The Town has been approved for the Asset Inventory and Assessment (AIA) grants that were applied for in August 2020.

**Background:**

The Asset Inventory and Assessment (AIA) grants were created in Session Law 2015-241 in the changes made to NCGS 159G, to broaden the use of grant funds to encourage water and wastewater utilities to become more viable and more proactive in the management and financing of their systems. The grants are limited to \$150,000 from the Wastewater Reserve or the Drinking Water Reserve, over a period of three years, to the same local government unit or nonprofit water corporation. The Affordability Criteria do not limit the grant percentage or the eligibility for these grants. A match is required based on how Local Government Unit indicators of percent population change, poverty rate, median household income (MHI), percent unemployment, and property valuation per capita compare with the state benchmarks.

At the August 2020 Town Council Meeting, the Board approved the grant submissions for the Water and Sewer Asset Inventory and Assessment Grants. The grant application was prepared and submitted by Engineering Services. On June 8, 2021, the North Carolina Department of Commerce awarded the Town the Asset Inventory and Assessment Grant in a total of \$300,000. The Grant would be allow for \$150,000 to conduct a study of water and wastewater



infrastructure system. Per the funding requirements, the Town Council must accept the grant funding by the adoption of the attached resolution.

**Recommendation:**

Staff is requesting that the Town Council approve the Resolutions Accepting the Grant Offer for both Water and Sewer Asset Management Plans (AIA).

**Attachments:**

Resolution Accepting the Grant Offer by the Governing Body of the Town of Sharpsburg for the Sewer System Asset Management Plan

Resolution Accepting the Grant Offer by the Governing Body of the Town of Sharpsburg for the Water System Asset Management Plan

Original Offer and Acceptance Documents

RESOLUTION BY GOVERNING BODY OF  
THE TOWN OF SHARPSBURG  
PROJECT NO. H-AIA-D-21-0221  
WATER ASSET INVENTORY AND ASSESSMENT

R-2021-06

**WHEREAS** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their infrastructure needs, and

**WHEREAS** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000.00 to perform asset inventory and assessment work, and

**WHEREAS** the Town of Sharpsburg intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SHARPSBURG:**

That Town of Sharpsburg does hereby accept the State Grant offer of \$ 150,000.00.

That the Town of Sharpsburg does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions and Assurances contained in the Award Offer will be adhered to.

That Stevie L Cox, Town Administrator and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 3<sup>rd</sup> day of August, 2021.

**TOWN OF SHARPSBURG**

By: \_\_\_\_\_  
Robert L. Williams, Jr., Mayor

**SEAL**

Attest: \_\_\_\_\_  
Tracy Sullivan, Town Clerk

ROY COOPER

*Governor*

JOHN NICHOLSON

*Interim Secretary*

JON RISGAARD

*Acting Director*



NORTH CAROLINA  
*Environmental Quality*

June 8, 2021

Mr. Stevie Cox, Town Administrator  
Town of Sharpsburg  
PO Box 1759  
Sharpsburg, NC 27878

SUBJECT: Offer and Acceptance for a State Grant  
Project No. H-AIA-D-21-0221  
Water Asset Inventory and Assessment

Dear Mr. Cox:

The Town of Sharpsburg has been approved for a Water Asset Inventory and Assessment Grant from the Water Infrastructure Fund in the amount of \$150,000.00.

Enclosed are two (2) copies of an Offer and Acceptance Document extending a State Grant in the amount of \$150,000.00. This offer is made subject to the conditions set forth in the Offer and Acceptance Document. Please submit the following items to the Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633.

1. A resolution adopted by the governing body accepting the grant offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer and Acceptance Document executed by the authorized representative for the project. Retain the other copy for your files.

All work associated with the Asset Inventory and Assessment project must be completed within 24 months of the date of this letter. The documentation described in the standard conditions of the grant offer should be submitted to this office within 24 months, as well. Any work performed prior to the date of the Letter of Intent to Fund may not be eligible for reimbursement.



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633  
919.707.9160

Mr. Stevie Cox, Town Administrator  
June 8, 2021  
Page 2

In addition, the enclosed pay request form must be used for all reimbursement requests. You may make additional copies as needed. Also, enclosed is a memorandum requesting your Federal Identification Number. Please note that your project will be audited in accordance with the General Statutes.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Grant funds made available by North Carolina Water Infrastructure Fund.

Sincerely,



Jon Risgaard, Acting Director  
Division of Water Infrastructure, NCDEQ

Enclosures:

Grant Offer and Acceptance Document (2 copies)  
Reimbursement Request form  
Fed ID Request Form  
Resolution to accept Grant Offer (suggested format)  
Grant Fee Invoice

cc: Mark Bacon, Engineering Services, P.A., Garner  
Pam Whitley  
AIA



**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE**

**Funding Offer and Acceptance**

**Legal Name and Address of Award Recipient**

**Project Number:** H-AIA-D-21-0221

Sharpsburg, Town of  
PO Box 1759  
Sharpsburg, NC 27878

| Drinking Water                                 | <input checked="" type="checkbox"/> | Additional Amount for Funding Increases | Previous Total | Total Offered |
|--|-------------------------------------|---|----------------|---------------|
| Wastewater                                     | <input type="checkbox"/>            |   |                |               |
| State Revolving Fund (SRF)                     | <input type="checkbox"/>            |   |                |               |
| State Reserve Loan (SRP)                       | <input type="checkbox"/>            |   |                |               |
| State Reserve Grant (SRP)                      | <input type="checkbox"/>            |   |                |               |
| State Emergency Loan (SEL)                     | <input type="checkbox"/>            |   |                |               |
| Asset Inventory & Assessment Grant (AIA)       | <input checked="" type="checkbox"/> |   |                | 150,000.00    |
| Merger/Regionalization Feasibility Grant (MRF) | <input type="checkbox"/>            |   |                |               |

**Project Description:**

Asset Inventory Assessment Study

**Total Financial Assistance Offer:** \$ 150,000  
**Match Percentage 5%:** \$ 7,500  
**Grant Fee\* (1.5 %):** \$ 2,250

*\*Grant fee calculated based on grant amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Jon Risgaard, Acting Director, Division of Water Infrastructure  
North Carolina Department of Environmental Quality**

|                                  |                  |
|----------------------------------|------------------|
| <i>Jon Risgaard</i><br>Signature | 6/8/2021<br>Date |
|----------------------------------|------------------|

On Behalf of:

Name of Representative in Resolution: \_\_\_\_\_

Title (Type or Print): \_\_\_\_\_

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE**

**Funding Offer and Acceptance**

**Legal Name and Address of Award Recipient**

**Project Number:**

**H-AIA-D-21-0221**

Sharpsburg, Town of  
PO Box 1759  
Sharpsburg, NC 27878

| Drinking Water                                 | <input checked="" type="checkbox"/> | Additional Amount for<br>Funding Increases | Previous Total | Total Offered     |
|--|-------------------------------------|--|----------------|-------------------|
| Wastewater                                     | <input type="checkbox"/>            |  |                |                   |
| State Revolving Fund (SRF)                     | <input type="checkbox"/>            |  |                |                   |
| State Reserve Loan (SRP)                       | <input type="checkbox"/>            |  |                |                   |
| State Reserve Grant (SRP)                      | <input type="checkbox"/>            |  |                |                   |
| State Emergency Loan (SEL)                     | <input type="checkbox"/>            |  |                |                   |
| Asset Inventory & Assessment Grant (AIA)       | <input checked="" type="checkbox"/> |  |                |                   |
| Merger/Regionalization Feasibility Grant (MRF) | <input type="checkbox"/>            |  |                | <b>150,000.00</b> |

**Project Description:**

Asset Inventory Assessment Study

**Total Financial Assistance Offer: \$ 150,000**

**Match Percentage 5% \$ 7,500**

**Grant Fee\* (1.5 %): \$ 2,250**

*\*Grant fee calculated based on grant amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Jon Risgaard, Acting Director, Division of Water Infrastructure  
North Carolina Department of Environmental Quality**

|                                  |                  |
|----------------------------------|------------------|
| <i>Jon Risgaard</i><br>Signature | 6/8/2021<br>Date |
|----------------------------------|------------------|

On Behalf of:

Name of Representative in Resolution: \_\_\_\_\_

Title (Type or Print): \_\_\_\_\_

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

|                    |               |
|--------------------|---------------|
| _____<br>Signature | _____<br>Date |
|--------------------|---------------|

**REIMBURSEMENT REQUEST FORM**

Division of Water Infrastructure  
 Period Covered by this Report:

From \_\_\_\_\_

Project No. \_\_\_\_\_  
 To \_\_\_\_\_

Grant Amount = \_\_\_\_\_

Match % Required = \_\_\_\_\_  
 Match amount = \$ \_\_\_\_\_

**Recipient Organization**

Name: Town, City or County etc.

Payment No. \_\_\_\_\_

Address:

Page No. \_\_\_\_\_

City, State & Zip:

|   |                 |                 |                 |  |
|---|-----------------|-----------------|-----------------|--|
| Use additional sheets if needed.<br>Use a "Misc." column if needed. |                 |                 |                 | Consultant Deductions towards Match, if In-Kind or Grant Fee see below |
|   | Consultant Name | Consultant Name | Consultant Name |  |

| Classification of               | A    | B    | C    | D    | Total |
|---------------------------------|------|------|------|------|-------|
| <i>Cumulative Totals</i>        |      |      |      |      | \$ -  |
|                                 |      |      |      |      | \$ -  |
|                                 |      |      |      |      | \$ -  |
| <b>Total Cumulative to date</b> | \$ - | \$ - | \$ - | \$ - | \$ -  |
| <b>Previously Received</b>      |      |      |      |      | \$ -  |
| <b>Amount Requested</b>         | \$ - | \$ - | \$ - | \$ - | \$ -  |

|                             |  |  |  |      |  |
|-----------------------------|--|--|--|------|--|
| <b>In-Kind Contribution</b> |  |  |  |      |  |
| <b>Grant Fee</b>            |  |  |  |      |  |
| <b>Total Match *</b>        |  |  |  | \$ - |  |
| <b>Percent Complete</b>     |  |  |  |      |  |

Certification

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.

For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

**You must check ONE of the boxes below or your payment will not be processed:**

The funds requested above have already been paid to the respective vendors, consultants & contractors by the award recipient.

**OR**

The funds requested above have not been paid to the respective vendors, consultants & contractors.

Funds received from the State will be disbursed to these entities within three (3) banking days.

\_\_\_\_\_  
 Recipient

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type or Print Name and Title

DWI comments

R-2021-06

(Suggested Format)

**RESOLUTION BY GOVERNING BODY OF RECIPIENT**

**WHEREAS,** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$ \_\_\_\_\_ to perform asset inventory and assessment work, and

**WHEREAS,** the (unit of government) intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):**

That (unit of government) does hereby accept the State Reserve Grant offer of \$ \_\_\_\_\_.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name and title of authorized representative), and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date



**FEDERAL ID & DUNS # REQUEST MEMO**

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to:

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, North Carolina 27699-1633

**RECIPIENT:**

---

**PROJECT NUMBER:**

---

**FEDERAL IDENTIFICATION NUMBER:**

---

**DUNS NUMBER:**

Date: June 8, 2021

**INVOICE**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Payable to: NC/DEQ-DWI

Mail to: *Attention: Jackie Moore*  
Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

Bill To: Town of Sharpsburg  
PO Box 1759  
Sharpsburg, NC 27878

**Item: 1.5 percent closing fee for AIA Project H-AIA-D-21-0221**

**Grant Amount:** \$150,000.00

**Grant Fee Amount:** \$2,250.00

**FOR USE OF DIVISION OF WATER INFRASTRUCTURE**

Deposit to Fund \_\_\_\_\_ Amount Paid \_\_\_\_\_

RESOLUTION BY GOVERNING BODY OF  
THE TOWN OF SHARPSBURG  
PROJECT NO. H-AIA-W-21-0212  
WASTEWATER ASSET INVENTORY AND  
ASSESSMENT

R-2021-07

**WHEREAS** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their infrastructure needs, and

**WHEREAS** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000.00 to perform asset inventory and assessment work, and

**WHEREAS** the Town of Sharpsburg intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SHARPSBURG:**

That Town of Sharpsburg does hereby accept the State Grant offer of \$ 150,000.00.

That the Town of Sharpsburg does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions and Assurances contained in the Award Offer will be adhered to.

That Stevie L Cox, Town Administrator and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 3<sup>rd</sup> day of August, 2021.

**TOWN OF SHARPSBURG**

By: \_\_\_\_\_  
Robert L. Williams, Jr., Mayor

**SEAL**

Attest: \_\_\_\_\_  
Tracy Sullivan, Town Clerk

ROY COOPER

*Governor*

JOHN NICHOLSON

*Interim Secretary*

JON RISGAARD

*Acting Director*



NORTH CAROLINA  
*Environmental Quality*

June 8, 2021

Mr. Stevie Cox, Town Administrator  
Town of Sharpsburg  
PO Box 1759  
Sharpsburg, NC 27878

SUBJECT: Offer and Acceptance for a State Grant  
Project No. E-AIA-W-21-0212  
Wastewater Asset Inventory and Assessment

Dear Mr. Cox:

The Town of Sharpsburg has been approved for a Wastewater Asset Inventory and Assessment Grant from the Water Infrastructure Fund in the amount of \$150,000.00.

Enclosed are two (2) copies of an Offer and Acceptance Document extending a State Grant in the amount of \$150,000.00. This offer is made subject to the conditions set forth in the Offer and Acceptance Document. Please submit the following items to the Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633.

1. A resolution adopted by the governing body accepting the grant offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer and Acceptance Document executed by the authorized representative for the project. Retain the other copy for your files.

All work associated with the Asset Inventory and Assessment project must be completed within 24 months of the date of this letter. The documentation described in the standard conditions of the grant offer should be submitted to this office within 24 months, as well. Any work performed prior to the date of the Letter of Intent to Fund may not be eligible for reimbursement.



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633  
919.707.9160

Mr. Stevie Cox, Town Administrator  
June 8, 2021  
Page 2

In addition, the enclosed pay request form must be used for all reimbursement requests. You may make additional copies as needed. Also, enclosed is a memorandum requesting your Federal Identification Number. Please note that your project will be audited in accordance with the General Statutes.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Grant funds made available by North Carolina Water Infrastructure Fund.

Sincerely,



Jon Risgaard, Acting Director  
Division of Water Infrastructure, NCDEQ

Enclosures:

Grant Offer and Acceptance Document (2 copies)  
Reimbursement Request form  
Fed ID Request Form  
Resolution to accept Grant Offer (suggested format)  
Grant Fee Invoice

cc: Mark Bacon, Engineering Services, P.A., Garner  
Pam Whitley  
AIA



**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE**

**Funding Offer and Acceptance**

**Legal Name and Address of Award Recipient** **Project Number:** E-AIA-W-21-0212

Sharpsburg, Town of  
PO Box 1759  
Sharpsburg, NC 27878

| Drinking Water                                 | <input type="checkbox"/>            | Additional Amount for<br>Funding Increases | Previous Total | Total Offered |
|--|-------------------------------------|--|----------------|---------------|
| Wastewater                                     | <input checked="" type="checkbox"/> |  |                |               |
| State Revolving Fund (SRF)                     | <input type="checkbox"/>            |  |                |               |
| State Reserve Loan (SRP)                       | <input type="checkbox"/>            |  |                |               |
| State Reserve Grant (SRP)                      | <input type="checkbox"/>            |  |                |               |
| State Emergency Loan (SEL)                     | <input type="checkbox"/>            |  |                |               |
| Asset Inventory & Assessment Grant (AIA)       | <input checked="" type="checkbox"/> |  |                | 150,000.00    |
| Merger/Regionalization Feasibility Grant (MRF) | <input type="checkbox"/>            |  |                |               |

**Project Description:**

Asset Inventory Assessment Study

**Total Financial Assistance Offer:** **\$ 150,000**  
**Match Percentage 5%** **\$ 7,500**  
**Grant Fee\* (1.5 %):** **\$ 2,250**


*\*Grant fee calculated based on grant amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Jon Risgaard, Acting Director, Division of Water Infrastructure**  
**North Carolina Department of Environmental Quality**

|   |                           |
|---|---------------------------|
| <br>_____<br>Signature | 6/8/2021<br>_____<br>Date |
|---|---------------------------|

On Behalf of: \_\_\_\_\_  
 Name of Representative in Resolution: \_\_\_\_\_  
 Title (Type or Print): \_\_\_\_\_

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

|                    |               |
|--------------------|---------------|
| _____<br>Signature | _____<br>Date |
|--------------------|---------------|

## STANDARD CONDITIONS FOR ASSET INVENTORY AND ASSESSMENT GRANTS

1. The recipient acknowledges that no disbursements will be made until the grant fee has been received by the Division of Water Infrastructure.
2. The recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
3. The required grant match must be documented to receive the full amount of this financial assistance offer. The grant match is a percentage of the financial assistance offer amount.
4. All funds provided pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. **The recipient will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the grant recipient is expected to uphold its contract obligations regarding timely payment.
5. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and subject to the recipient's compliance with the conditions of this grant. Requests for reimbursement must be made using the Division of Water Infrastructure's reimbursement form.
6. The recipient must provide a digital copy of the Asset Inventory and Assessment products in a universally readable format.
7. The recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
8. The recipient must provide approved minutes or a resolution confirming the completed Asset Inventory and Assessment work has been presented to the recipient's governing board.
9. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition Nos. 6, 7, and 8. After receipt of this documentation, final payment will be made once it is requested.

|  |
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|  |
|--|

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE**

**Funding Offer and Acceptance**

**Legal Name and Address of Award Recipient**

**Project Number:**

**E-AIA-W-21-0212**

Sharpsburg, Town of  
PO Box 1759  
Sharpsburg, NC 27878

| Drinking Water                                 | <input type="checkbox"/>            | Additional Amount for<br>Funding Increases | Previous Total | Total Offered |
|--|-------------------------------------|--|----------------|---------------|
| Wastewater                                     | <input checked="" type="checkbox"/> |  |                |               |
| State Revolving Fund (SRF)                     | <input type="checkbox"/>            |  |                |               |
| State Reserve Loan (SRP)                       | <input type="checkbox"/>            |  |                |               |
| State Reserve Grant (SRP)                      | <input type="checkbox"/>            |  |                |               |
| State Emergency Loan (SEL)                     | <input type="checkbox"/>            |  |                |               |
| Asset Inventory & Assessment Grant (AIA)       | <input checked="" type="checkbox"/> |  |                | 150,000.00    |
| Merger/Regionalization Feasibility Grant (MRF) | <input type="checkbox"/>            |  |                |               |

**Project Description:**

Asset Inventory Assessment Study

**Total Financial Assistance Offer:** **\$ 150,000**  
**Match Percentage 5%** **\$ 7,500**  
**Grant Fee\* (1.5 %):** **\$ 2,250**

*\*Grant fee calculated based on grant amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Jon Risgaard, Acting Director, Division of Water Infrastructure  
North Carolina Department of Environmental Quality**

|                                  |                  |
|----------------------------------|------------------|
| <i>Jon Risgaard</i><br>Signature | 6/8/2021<br>Date |
|----------------------------------|------------------|

On Behalf of:

Name of Representative in Resolution: \_\_\_\_\_

Title (Type or Print): \_\_\_\_\_

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

|                    |               |
|--------------------|---------------|
| _____<br>Signature | _____<br>Date |
|--------------------|---------------|



## STANDARD CONDITIONS FOR ASSET INVENTORY AND ASSESSMENT GRANTS

1. The recipient acknowledges that no disbursements will be made until the grant fee has been received by the Division of Water Infrastructure.
2. The recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
3. The required grant match must be documented to receive the full amount of this financial assistance offer. The grant match is a percentage of the financial assistance offer amount.
4. All funds provided pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. **The recipient will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the grant recipient is expected to uphold its contract obligations regarding timely payment.
5. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and subject to the recipient's compliance with the conditions of this grant. Requests for reimbursement must be made using the Division of Water Infrastructure's reimbursement form.
6. The recipient must provide a digital copy of the Asset Inventory and Assessment products in a universally readable format.
7. The recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
8. The recipient must provide approved minutes or a resolution confirming the completed Asset Inventory and Assessment work has been presented to the recipient's governing board.
9. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition Nos. 6, 7, and 8. After receipt of this documentation, final payment will be made once it is requested.

|  |
|--|
|  |
|--|

## REIMBURSEMENT REQUEST FORM

Division of Water Infrastructure

Project No. \_\_\_\_\_

Period Covered by this Report:

From \_\_\_\_\_

To \_\_\_\_\_

Grant Amount = \_\_\_\_\_

Match % Required = \_\_\_\_\_

Match amount = \$ \_\_\_\_\_

**Recipient Organization**

Name: Town, City or County etc.

Payment No. \_\_\_\_\_

Address:

Page No. \_\_\_\_\_

City, State & Zip:

|   |                 |                 |                    |  |
|---|-----------------|-----------------|--------------------|--|
| Use additional sheets if needed.<br>Use a "Misc." column if needed. |                 |                 |                    | Consultant<br>Deductions<br>towards Match, if<br>In-Kind or Grant<br>Fee see below |
|   | Consultant Name | Consultant Name | Consultant<br>Name |  |

| Classification of               | A    | B    | C    | D    | Total |
|---------------------------------|------|------|------|------|-------|
| <i>Cumulative Totals</i>        |      |      |      |      | \$ -  |
|                                 |      |      |      |      | \$ -  |
|                                 |      |      |      |      | \$ -  |
| <b>Total Cumulative to date</b> | \$ - | \$ - | \$ - | \$ - | \$ -  |
| <b>Previously Received</b>      |      |      |      |      | \$ -  |
| <b>Amount Requested</b>         | \$ - | \$ - | \$ - | \$ - | \$ -  |
|                                 |      |      |      |      |       |
| <b>In-Kind Contribution</b>     |      |      |      |      |       |
| <b>Grant Fee</b>                |      |      |      |      |       |
| <b>Total Match *</b>            |      |      |      | \$ - |       |
| <b>Percent Complete</b>         |      |      |      |      |       |

Certification

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.

For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

**You must check ONE of the boxes below or your payment will not be processed:**

The funds requested above have already been paid to the respective vendors, consultants & contractors by the award recipient.

**OR**

The funds requested above have not been paid to the respective vendors, consultants & contractors.

Funds received from the State will be disbursed to these entities within three (3) banking days.

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title

DWI comments

(Suggested Format)

R-2021-07

**RESOLUTION BY GOVERNING BODY OF RECIPIENT**

**WHEREAS,** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$ \_\_\_\_\_ to perform asset inventory and assessment work, and

**WHEREAS,** the (unit of government) intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):**

That (unit of government) does hereby accept the State Reserve Grant offer of \$ \_\_\_\_\_.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name and title of authorized representative), and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

**FEDERAL ID & DUNS # REQUEST MEMO**

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to:

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, North Carolina 27699-1633

**RECIPIENT:**

---

**PROJECT NUMBER:**

---

**FEDERAL IDENTIFICATION NUMBER:**

---

**DUNS NUMBER:**

---

Date: June 8, 2021

**INVOICE**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Payable to: NC/DEQ-DWI

Mail to: *Attention: Teresa Tripp*  
Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

Bill To: Town of Sharpsburg  
PO Box 1759  
Sharpsburg, NC 27878

**Item: 1.5 percent closing fee for AIA Project E-AIA-W-21-0212**

**Grant Amount:** \$150,000.00

**Grant Fee Amount:** \$2,250.00

**FOR USE OF DIVISION OF WATER INFRASTRUCTURE**

Deposit to Fund \_\_\_\_\_ Amount Paid \_\_\_\_\_