

The Beaufort County Board of Commissioner met in regular session Monday, January 5, 2026, at 5:30 PM, in the Commissioners Boardroom located at 136 W. 2<sup>nd</sup> Street in Washington, NC with the following present:

**Commissioners Present**

Vice-Chairman Jerry Langley  
Commissioner Ed Booth  
Commissioner Stan Deatherage  
Commissioner Tandy Dunn  
Commissioner Hood Richardson  
Commissioner Randy Walker

**Commissioners Absent**

Chairman Frankie Waters

**Staff Present**

Brian Alligood, County Manager  
Katie Mosher, Clerk to the Board  
Amanda Sasnett, County Attorney  
Anita Radcliffe, Chief Finance Officer

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Vice-Chairman Langley welcomed everyone and called the meeting to order.

Commissioner Deatherage led the Pledge of Allegiance.

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**Conflict of Interest Statement**

Vice-Chairman Langley asked if any Commissioner have a conflict with any of the agenda items tonight. No one commented.

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**Approval of the Agenda**

**Motion:** Commissioner Booth motioned to approve the agenda as presented. Commissioner Walker seconded. The vote was unanimous.

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**Service Award Presentations**

**Deloris Creasman:** We have some employees here tonight to accept their service awards and we'd like to acknowledge them. Jennie Haddock with five years of service with Veterans. We have Martin Oro with Emergency Medical Services with ten years. Next we have Lori Leggett who actually has twenty-five years of service and wants to keep them all and she's our DSS director. I would also like to acknowledge some employees that could not be here tonight. Marshall Younce, who has five years of service with the Department of Social Services. Alma Villa who has ten years of service with Social Services and Rebecca Goodwin, who has twenty years of service with the Health Department.

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**Mid-East Region Digital Inclusion Plan**

**Brian Alligood:** Ms. Heath had a medical issue that kept her away tonight. Her question to the Board on the digital inclusion plan was if the Board, in reviewing the information you had in your packet, was comfortable moving forward and that was fine. If not, it's not under pressure to get it done tonight. She can certainly come at the next meeting and make a presentation but it's completely up to the Board. I think Commissioner Walker served on that committee.

**Commissioner Richardson:** I'd like to see her come and make the presentation because this is a hot item.

**Commissioner Deatherage:** Yeah, I agree with that. I don't understand it. I read through it and I was looking for diversity and equity too, and some of the verbiage and I don't know if I saw it but I just want to know more about it. I want to know that it is something we really need and it's not just some political ploy.

**Vice-Chairman Langley:** Okay, we'll just continue it to our next meeting in February.

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### Public Comments

**Tanawah Downing:** I'm a civil rights advocate litigator out of Washington DC. I need to provide a public notice to the commission here, this, in accordance with the USC rules of civil procedure, as well as also Rule 17 and Rule 20 of the United States Supreme Court. So, the Constitution of the United States is the overarching requirements that every state must follow. I trust that we all agree with that. States cannot enact their own alternative legislation, substitute that for the guarantees of the Constitution and enforce that. That would obviously be quite unconstitutional. Now, clause one of amendment five to the United States Constitution says no person shall be held to answer for a capital or otherwise infamous crime unless on presentment or indictment of a grand jury. However, the State of North Carolina here has enacted its own alternative legislation that permits prosecuting attorneys and law enforcement to charge by way of information, as opposed to indictment, and that is unconstitutional. Now, an emolument violation, when you pay someone to violate the Constitution, you can't do that. Certainly, when you receive federal funding. There's actually two areas of the Constitution that reinforces this. The first is article one, section ten. That's where it says that no state shall create any law which shall impair the obligation of contracts. So, police officers and prosecutors, they're all under contract. That's a contract to perform based upon the oath that they took to support and defend the Constitution of the United States. So, when the State of North Carolina creates a law that directs them to disobey the Constitution, that would obviously be a violation of article one, section ten.. Now, the second place to reinforce this is the 14<sup>th</sup> amendment. That's where it says no state shall create or enforce any law which shall abridge the privileges and immunities of United States citizens. The privileges and immunities of United States Citizens are, at a minimum, those enumerated in the Bill of Rights. This was affirmed by the United States Supreme Court, 2019, *Tims v. Indiana*, a unanimous decision. They cannot be impaired. This, the State of North Carolina has created a law and is directing their agents, whom you guys pay, to violate the Constitution of the United States. As a result, there is an inordinate amount of people currently in prison here in the State of North Carolina illegally and unconstitutionally. So, I'm prepared to litigate this to the United States Supreme Court on behalf of more than 700,000 people that are currently imprisoned here in America illegally and unconstitutionally. We're here today to let you guys know if you continue to pay these public officials to violate their obligations codified in the Constitution, the criminal sanctions can come from that. That's not the direction we want to go. I want you guys to be aware of this issue so we can work together to fix the problem. Here is a notice that I need to provide to the record. You guys, I would highly recommend that you review this. Failure to review does not mitigate your culpability in this particular issue once made aware of it. That's why we're bringing this to your attention, so that we can work together to fix this problem. But, before I go, I have one more thing I need to say, and that is that I know when I'm done you're going to ask your attorney whether or not what I'm saying is true. That attorney is going to point you to a case from 1884 called *Hurtado v. California*, and before you choose to rely upon that as the foundation I must remind you that the Constitution of the United States of America is the foundation, not a judge made ruling. The Supreme Court of the United States has no constituted authority to be able to alter, amend or destroy any of the provisions or guarantees of the Constitution because that must be done by an authentic and explicit act in accordance with the special procedure of article five. So, thank you guys so much and God bless. Once again, all my contact information is here. I would welcome discussion with you.

**Juanita Houston:** As you know, I've come here several times. I have been seeking to stop the funding and force compliance of DSS and its attorneys, which this Board helps fund. I've been through your budget, you do fund them. You do have the means to put them into compliance and you have yet to do so. My children were taken unlawfully. They were held against their will in a locked DSS office that Lori Leggett was well aware of, denying even Beaufort County Sheriff deputies the right to see my children. They did this for over four hours and they were allowed to do so with no one being charged. We never received, by law, our seven to ten day hearing. We were never allowed any 30 day hearings. Fourteen months is how long it took to get my children out of the clutches of DSS after false allegations after they had my husband falsely arrested and those charges thrown out. My children's rights were violated. My parental rights were violated. I told you I would never stop coming. I would never stop telling my story and I would never stop until those that hurt my family and did so unlawfully were brought to justice. I meant that with every fiber of my being. I came here and asked this Board and you listened. You wanted to speak with Matthew Jackson but he was allowed to send a letter to you but you help fund his salary. He still has his job. I want to know how. I want to know why you didn't do more. You are elected to bring

change, to uphold our Constitution, to stop the injustice and the retaliation against us parents for speaking out and wanting what every parent wants for their children. Every single day the rights of children and families are violated in Beaufort County Court. Whether it be DSS, family court or juvenile, every day that you sit here and you do nothing as elected officials, you're helping the, You're hurting our children just as much as they are. So, let me be clear and loud for everyone in this room. The children of Beaufort County are not for sale. My children were not for sale. You will continue to see me until you bring about the change that you were elected for.

**Cherry Tovar:** I too did an affidavit, as did my boyfriend, Chris Vance, who stands here today. Chris has trouble with public speaking so I, with his Mom Juanita, are his voice. Chris, with three brothers, was placed in DSS care unlawfully while his minor sister was not. In the 14 months DSS kept him in custody, myself and his family was restricted contact with him. He was never allowed to speak at court, even though he asked social workers GAL's and attorneys. There was never a 7-to-10-day hearing. Chris was placed in three different locked facilities without a court order. He was bounced around a lot, trying to see his siblings and families, which was classified by DSS as running away. His personal cellphone that was paid for by his parents was taken, which also cut off all communication with his family in West Virginia. When he got a job his paydays were taken by DSS and foster mom, telling him that it would be given back to him as he needed things day to day. He has never seen any of those funds. At the last facility Chris was abused and mistreated. When he told it, no one would listen so he did run away. He was gone two months, avoiding abuse or DSS. I personally was threatened with removal from my Father's care because of visiting and being around his parents. DSS caseworkers/supervisor Andrea Starky outright lied to my father telling him Chris was beaten by his parents and found to be unfit. This was before the Houston's ever got a hearing of any kind. Chris had to call me from friends phones, as DSS isolated him. They often lied to him that I and his family had not requested access to see him. Chris was removed from school by DSS, throwing him behind to graduate. They refused to get him in therapy. They canceled his wisdom teeth removal three times so when his mother did get him back the surgery was more complicated and painful for Chris because the roots had curled into his jawbone. We want change. We want the law upheld. We want our rights protected. We want you and the world to know the courts, the judges that DSS is not the best interest of the child.

**Jessica Jones:** Gentlemen, my children were taken at 1:15 in the morning on January 27, 2024. I made you guys aware of this. I came in front of your Board. Aside from you Commissioner Dunn, you weren't elected yet. I came to see you on May 6, 2024 and I explained that my three children were taken over truancy. Well, fast forward to September 23, 2025 and my son Jaden ran away. He's currently missing because of Beaufort County Department of Social Services negligence. We want our children back. We are not being given equal access to the court due process. Children are being stolen without court orders, signature, and all the things. You just let Matthew Jackson run amuck like your pride and joy and we need change. These children deserve a Board that cares about them. A Board that will defend them like they've promised to do.

**Stacy Bell:** I was hesitant to come up here tonight and that should concern everyone in this room. This meeting is open to the public, yet I had to seriously consider whether speaking would insult or result in retaliation from DSS, because retaliation is something I have already experienced. My case has been going on for nine months. My children were removed and I still have not had my first full court hearing. During this time DSS withheld visitation without court orders. Restricted contact without judicial authorization and taken actions which punish me for asserting my rights. This is not confusion. This is not miscommunication. This is misleading and false documentation. This is visitation taken without a judge's signature. This is intimidation when concerns are raised. This is denial of due process and is a violation of parental and civil rights. On December 22<sup>nd</sup> a scheduled visitation was terminated and then suspended. The reason given was that I was talking about court. In reality I calmly corrected a factual misstatement and explained that my child's own statements denying harm had been overlooked. Law enforcement was called. It escalated really quickly on their end and my visitation was suspended without a court order. I want to be clear. This process has caused prolonged emotional and psychological distress. I am expected to remain perfectly logical and composed while my relationship with my children are repeatedly disrupted without judicial authority. Any parent in this position would struggle. That does not make any parent unfit. It makes the process harmful. What makes this even more troubling is I have a long history of cooperation with DSS, spanning more than a decade. I understand the system and this is how I know this is not how it's supposed to work. I have filed motions that were ignored. I have submitted sworn affidavits. They were disregarded. I have contacted DHHS oversight entities. Nothing changed. Everyone says they care about the children but caring about children is not a slogan. It's an action. Separating children from safe parents without due process is not care. It is harm. I have proof of what I am saying. Documentation, records, timelines, recordings and if anyone truly wants to understand why the foster care numbers continue to rise, remove the title IV-D and title IV-E financial incentives and watch how quickly removals decline.

**Jessica Saxton:** I am also a civil rights advocate and litigator out of Washington, D.C.. I am also here to provide notice. This is in accordance with USCS rules of civil procedure as well as rule 17 and rule 24 of the United States Supreme Court. The Constitution of the United States is a supreme law of the land. No state, no county, no court, no policy has the authority to create anything that contradicts the Constitution and deprives the citizens and the parents and the children that just spoke today of their rights that are secured and protected by the Constitution yet this is happening every single day in family court right here in Beaufort County. Across this nation children are in fact being removed from fit, loving, healthy parents. Not for abuse, not for neglect, but strictly for profit under Title IVD and Title IVD funding. The States and the counties, as you all know, they receive this federal funding regardless of why the child is removed. Our children have turned into nothing more than a federal pipeline of money and it is a financial commodity. That's it. I wish I could say this is a conspiracy but it is not. It is accurate to say that a portion of this county's budget goes to fund the courts, the infrastructure. Sir, I heard you say months ago, talk about how you facilitate and you have a budget that facilitates the operation of the courts. Some of your budget does go to facilitate social services and some of the social workers. One of which, Ms. Lori Legget, was actually served today with an affidavit of criminal conspiracy against one of the mothers that just spoke. When government officials, including you all, judges, attorneys, they are officers of the courts, Clerk of court, your law enforcement and any other county funded agency. When they knowingly or negligently deprive citizens of their rights and secure and protected by the Constitution, that's a violation of 18-USC-242. When two or more conspire against these parents, that's a violation of 18-USC-241. That's conspiracy to deprive of rights. What's the most important for you guys? 18-USC-4, that's misprison of felony. That states that whoever is made aware of a crime that is cognizable to any court of the United States and does not report that as soon as possible commits a felony in itself. It says that you must report it to a civil or a military authority. I have watched your videos before. The same parents have been up here informing you of the crimes that are happening by State agents in this county and I don't think any of you here have reported those crimes. As elected officials, every one of you swore an oath to support and defend and uphold the Constitution. Mr. Deatherage for years has been talking about in attempting to get everyone here on board with supporting and defending the Constitution. Sir, I'm giving you a way to support and defend the Constitution tonight. I am serving everyone here tonight with affidavits of criminal conspiracy. These affidavits of criminal conspiracy contain prima facie evidence of crimes that have been committed by judges that are right here in Beaufort County. Regina Parker, Jonathan Jones, Mr. Williams, and there's one other one. Keith Mason. All four of these judges have unlawfully removed children and deprived children and their families of their rights. They're secure and protected by the Constitution, in violation of 18-USC-241 and 242. So, I'm serving you with these affidavits of criminal conspiracy. You have a duty to report these crimes to the appropriate authority. These crimes need to go to the FBI and they need to report it because all these judges are now in violation. Our children are not for sale, like the other parents said. No system that profits off the destruction of families has the moral or Constitutional authority to exist.

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### **Legislative Updates from Elected Officials**

No elected official asked to speak.

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### **Items for Consent**

1. Budget Amendment, Health – JaNell Octigan, Health Director
2. BCCC Real Estate Purchase \$160,000 – Anita Radcliffe, Finance Director
3. Request Permission to Advertise Delinquent Real Property Taxes
4. Late Tax Exemption Request – Lloyd Salter, Tax Assessor
5. Refunds Over \$100 – Lloyd Salter, Tax Assessor
6. Surplus, Tax Office – Lloyd Salter, tax Assessor
7. Minutes Approval – Katie Mosher, Clerk to the Board

**Motion:** Commissioner Booth motioned to approve the consent agenda. Commissioner Walker seconded.

### **Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Dunn  
Commissioner Walker

### **No Vote**

Commissioner Deatherage  
Commissioner Richardson

See Addendum 1

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### **Budget Amendment, Request to Transfer Funds for Equipment**

**Susan Squires:** Economic Development currently leases office space at 108 Union Drive and our lease expires March 31<sup>st</sup> of this year. We are relocating to the county owned building at 117 W. 3<sup>rd</sup> St in Washington, the former county attorney's building. In preparation for the move we are requesting approval of a budget amendment to transfer \$11,000 from the Economic Development Special Revenue fund to the general fund for the purchase of equipment for the new office. It is the recommendation of our office that you approve the budget amendment, which is attached, to transfer the \$11,000 from the special revenue fund to the general fund for the purchase of equipment related to our relocation. A copy is included in your packet.

**Commissioner Richardson:** What is the equipment that you're buying?

**Susan Squires:** We need chairs for the conference room.

**Commissioner Richardson:** \$11,000 for chairs?

**Susan Squires:** We also need building light fixtures and blinds and I can give you an itemized list.

**Commissioner Richardson:** I wish we had it in here. It would have been very helpful but it's basically furnishings for the building. It's not things you can transfer from your present location up there and use again. It's things that are unique to the building.

**Susan Squires:** Yes sir.

**Motion:** Commissioner Dunn motioned to approve the budget amendment as presented. Commissioner Walker seconded. The vote was unanimous.

See Addendum 2

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### **Value Change of Property**

**Lloyd Salter:** I believe I have two items in front of you. The first I believe was a value change on one property. That one is going to be really simple. The Board of Equalization and Review, I believe it was on December 16<sup>th</sup> and it was an item that came before I believe everyone who's sitting here but came before the Board that day. It was an item in which it was fairly simple. Mr. Hall, I believe wanted a perk test to see if it went forward. Environmental Health has told me that has gone forward. It was approved. It was not denied and if you recall, we were going to bring that value for an affirmation today. So, just to repeat, Board of Equalization and Review, back in December Mr. Hall I believe he had a representative with him as well. The Board heard his case. It was decided by the Board that day and again, I believe was in agreement to understand that we were going to bring the value today.

**Commissioner Richardson:** It is a buildable lot, is that what you're saying?

**Lloyd Salter:** That is correct. Environmental Health let me know it did not fail the perk test. That is believed to be permanent.

**Commissioner Richardson:** What is the value you are proposing?

**Lloyd Salter:** So, the value that I have in front of you today is \$\$25,556. I believe that is with a small change to the lot. I believe we actually talked about \$30,000 but after the small change, the reconfiguration, the size, it dropped down to \$25,556.

**Commissioner Richardson:** I believe I recused myself when this came before the Board so I'd like to recuse myself again.

**Motion:** Commissioner Richardson asked to be recused from voting on this agenda item. The Board was unanimous in allowing Commissioner Richardson to recuse himself.

**Motion:** Commissioner Dunn motioned to approve the value of \$25,556 for the property identified as REID #9403. Commissioner Booth seconded. The vote was unanimous.

**See Addendum 3**

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### **Approval of Penalty Refund**

**Lloyd Salter:** This one is just equally to the point. That same day there was a penalty in front of the Board. The Board decided to waive the penalties 30 days on that. The late listing penalty. Well, one of those actually paid so because they had already pre-paid that penalty, because the Board waived the penalty I'm here asking for a refund on that penalty, as would follow the way the vote goes. Again, Board votes, waives that penalty. I have that penalty. I have that amount in front of you \$2447.50 would be the refund amount. Normally I put this in consent but I wanted to explain this one because it was tied to the B of ER case.

**Motion:** Commissioner Deatherage motioned to approve the refund as presented. Commissioner Richardson seconded. The vote was unanimous.

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### **CDBG-NR Application for Construction of Emergency Services Complex**

**DC Linton:** First of all, I'd like to thank you and thank the Board for their support for our initiatives to participate in the North Carolina's Department of Commerce Community Development Block Grant, or CDBG. Since June 25<sup>th</sup> the Board has demonstrated a commitment to improving our county's low to moderate income communities by conducting numerous public hearings to solicit community input and ensure transparency in the planning process. So, in June, as you know, we come to y'all before to start the CDBG application. We had the public hearing and then when we went into October the County staff facilitated a public hearing to discuss the use of the \$950,000 for the CDBG program. These funds were to assist in housing improvements for low-to-moderate income households residing in the County. This public hearing opportunity was advertised on September 20, 2025. The same meeting the Board approved a resolution allowing Emergency Service staff to submit the application to provide housing and improvements with a focus on reconstruction to the flood prone, low to moderate income homes. In December we came before you because we facilitated a public hearing to discuss the use of \$5 million through this grant for the construction of an Emergency Services complex within that same LMI community west of Washington. The public hearing opportunity was advertised on November 19<sup>th</sup>. So, what we're saying is we recommend the Office of Emergency Service respectfully request your approval to submit the CDBG application totaling \$5 million for the construction of the Emergency Services complex by adopting the attached resolution. This adoption affirms the county's intent to continue pursuing the FY25 CDBG funding opportunities.

**Commissioner Richardson:** We've got apples and oranges here. We've got a building complex and then we've got repairing houses. Let's split this into two different things so we can handle it.

**DC Linton:** So, what we did with the first to get into this program we did the housing first and we did that as part of the application. We did the resolution earlier.

**Commissioner Richardson:** So, you don't need a resolution approving the housing tonight.

**DC Linton:** No sir.

**Commissioner Richardson:** Okay, well, let's throw that out and take that away and talk about this emergency complex. Well, I can talk about it. Number one, I have a serious problem with taking \$5 million and sticking it in the northwest corner of the County away from the rest of the people for the purpose that it is proposed to be used for. Beaufort County is a large County. It covers a lot of land. It is split by a river. Some areas have very sparse population. Some areas are not really concentrated but have more concentrated population. \$5 million should serve all of the citizens of the County and I don't think we're looking at this correctly when we talk about cramming all of this into one building away from everything else where nobody knows what's going on in the northeast part of the county. I think we should look at dispersing this money across the county. For instance, there could be an emergency services complex on the southside of the river and one on the northside of the river and putting it in the corner of the county is not the place to put it. I have serious problems with planning that has gone into this request for this money.

**DC Linton:** So, the Emergency Services complex is so we're using the word complex but it will have our Emergency Services offices, which we have now, and an EOC.

**Commissioner Richardson:** Out there on Highland Drive. What's wrong with the offices that you have now?

**DC Linton:** They are small so if we have an active event and we have to activate, it is very tight. You've got to have all 16 different sources that come in there, plus your emergency management team. We also run EMS out of that same office so if there's a true activation there could be 30 to 40 people operating in that one office.

**Commissioner Richardson:** Well, I've been there when there were 30 or 40 people operating in that same building. I've been there several times during emergencies. Things like hurricanes and things like that. The building is adequate. I've got a problem with making government bigger and without serving people.

**Commissioner Dunn:** This would also include potentially an EMS unit to replace the Old Ford, which is not serving us right.

**DC Linton:** Yes sir.

**Commissioner Dunn:** I mean, the bulk of your calls for the Old Ford community is off 264 or to 17 and this would allow you to answer those calls and to also jump on 17 and go to Chocowinity to back up Chocowinity or Blounts Creek for anything else because of the way the calls work. You know what I do and I know we see EMS units from all over respond to those areas basically because of call volume and everything else. But, this would also allow us to get out of Old Fords building and into something that belongs to the County. Keep us from having to rent that space anymore and provide us with space that was build for because Old Ford was not built to be EMS, not build to be having people spending a night there. It would provide overnight housing capabilities that are required and needed and allow that to continue. It's not just the EMS, EOC, Emergency Management, it's going to be and also you'll have some warehousing space there also.

**DC Linton:** Yes sir. It will be a central receiving and distribution point. Right now we're using Beaufort Community College building 15 and if you look at the building it's basically probably 500 to 800 square foot where we use and in the time of the disaster when we get all the things that come in from the State and Feds we don't have anywhere to store it. This way our CRDP is onsite where our EOC is. It's a span of control thing so we can keep or know what's going on instead of it being across the county. Another part, there's also another part of the warehouse that is storage for the county.

**Commissioner Richardson:** Once again, I'm having trouble finding a need for this. You can go, if you look at the hurricane charts in the Atlantic they come in patterns. You can go 20 years and never get hit with a hurricane. You can also go 20 years and get hit with a hurricane every year. So, this is a very iffy thing that we're providing for that most of the people in Beaufort County that I know of know how to protect themselves when a hurricane is coming and they do a good job of it. So, you know, we're out getting money simply because the federal government is willing to give a grant to build something that's going to increase the cost of government. As far as a storage place goes in Beaufort County, the Beaufort County school systems, most of the schools in this county are half full. Only 50% of the seats are taken by students and that's getting to be less and less every year. There ought to be plenty of storage space for this emergency storage. Most of the emergency storage come in the event of a hurricane and it goes out, in the event of a hurricane, in a two-month period of time at the most. So, once again, I think we're building something that we don't need, that's going to do nothing but cost us money.

**Commissioner Walker:** I like the plan and I love the location. I think it's a good, safe location where people can get in and get out because when you all get together you don't need to be worried about flooding water or anything like that. So, I think you've done a good job and I'll be voting for it.

**Motion:** Commissioner Booth motioned to approve the resolution as presented and permission to submit the application. Commissioner Walker seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth

**No Vote**

Commissioner Deatherage  
Commissioner Richardson

Commissioner Dunn  
Commissioner Walker

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### **Fancy's Wish Spay and Neuter Initiative**

**Chris Newkirk:** I'm before you again with another item of good news. We have, as history indicates for animal services, we've been very successful in and developing some partnerships and respected relationships throughout the community. Once again we see that come to life with this particular item. We recently had a family reach out after the passing of both their parents, expressing their parents desire to donate money to the shelter as part of their final wishes. This family was Mr. Norwood and Miss Lee Houston. They were avid animal lovers. Particularly for their dogs. One of their last wishes was to provide animal services with \$20,000 to help serve our mission. So, as we have in the past, our staff met with the family and discussed some different options. They really liked the option that we had utilized in the past of focusing that money on a spay and neuter initiative. Particularly for dogs. They had one dog that was really close to their heart that was the little Boston Terrier, Fancy. We included a picture of that. So, in their wishes we are modelling a similar program where we will take this \$20,000, we will spay and neuter as many animals in Beaufort County as possible. It will be an online registration that a county resident will go to the animal services website. They will complete that application. They will get to choose from one of two vets to provide that service in the county. Those partnering vets have agreed to provide that service at a discounted rate and will exhaust all \$20,000 in that initiative. Here before you tonight, that donation has already been accepted so it's sitting in general fund. We're here before you tonight to have that moved over to a line item that will allow us to facilitate those procedures.

**Commissioner Booth:** I know in the past when you've done those neuter and spaying that sometimes the participants had a small fee they had to pay. Is this one going to be the same?

**Chris Newkirk:** This will be 100% funded.

**Commissioner Richardson:** I have a problem with 100% funding. It's not fair. You have a limited amount of money. \$10,000 will take of what, ten times thirty?

**Chris Newkirk:** So, it's about \$270 to \$300 a dog, depending on whether it's male or female.

**Commissioner Richardson:** Yeah, so, I mean, why can't the person that can afford to buy pet food pay \$50 or \$65 for the spay and neuter? It makes the spay and neuter money go further. We're getting more animals. These programs have been successful in reducing the animal population in the county in the past so why not?

**Chris Newkirk:** So, for a couple of reasons. First would be just the administrative workload. If we're going to set those limits of who's eligible and who's not how do we decide those limits and how do we enforce it? Those always become problematic situations. More important is these are the wishes of the family.

**Commissioner Richardson:** The wishes of the family was to pay 100% of the cost to spay and neuter? You've got that in writing?

**Chris Newkirk:** We got that from conversations.

**Commissioner Richardson:** No, no, that doesn't carry around here.

**Chris Newkirk:** Okay, well, I hear your opinion and we're asking the Board's approval for this.

**Commissioner Richardson:** How are you going to decide who gets the freebies?

**Chris Newkirk:** It's online. It's first come, first served.

**Commissioner Richardson:** It's still not fair to the public.

**Chris Newkirk:** I agree.

**Motion:** Commissioner Booth motioned to approve the budget amendment as presented. Commissioner Walker seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Dunn  
Commissioner Walker

**No Vote**

Commissioner Deatherage  
Commissioner Richardson

See Addendum 4

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**Reimbursement #12, Washington Elementary School**

**Brian Alligood:** As you're aware, Anita Radcliffe's mother passed away last week so she is not with us tonight. So, I'm handling her items. If you'll keep her and her family in your thoughts and prayers it would be appreciated. On page 305, this is the request for disbursement from the needs based public school capital fund grant from the North Carolina lottery. The first one is reimbursement #12 for the Washington Elementary School. If you look on page 306 you'll see the breakdown. This is for planning and design. You have the invoices attached to it. The total invoice amount is \$440,961.17. The State share of that is \$356,164.34 and the County share is \$84,796.83. We recommend your approval for this reimbursable request.

**Motion:** Commissioner Walker motioned to approve the payment request. Commissioner Booth seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Deatherage  
Commissioner Dunn  
Commissioner Walker

**No Vote**

Commissioner Richardson

**Commissioner Richardson:** Mr. Chairman, I have a request. Before the next one of these comes before us that we get a statement of change orders on this project, along with the request for payment and the state money. If there are no change orders the statement needs to say there are no change orders and somebody needs to sign it.

**Vice-Chairman Langley:** Do you need a vote Mr. Manager?

**Brian Alligood:** I do need a vote on this one.

See Addendum 5

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**Reimbursement #13, Washington Elementary School**

**Brian Alligood:** On page 329, this is reimbursement #13. If you turn to page 330 you'll see the breakdown there. This is all for WimCo for construction. The total reimbursement request is \$2.3 million. The state share is \$1.8 million and the County share is \$403,002.48 and Commissioner Richardson I heard what you said. What you're looking for is if there are any change orders you'd like for that to be noticed in the request.

**Commissioner Richardson:** Yeah, I'd like that as a separate item on future requests. Not this one.

**Brian Alligood:** I got you. We'd recommend your approval on this one as well.

**Motion:** Commissioner Walker motioned to approve the reimbursement as presented. Vice-Chairman Langley seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Dunn  
Commissioner Walker

**No Vote**

Commissioner Deatherage  
Commissioner Richardson

**Motion:** Commissioner Richardson motioned that before we pay any more of these invoices that we have a statement come with the invoice that gives a summary of change orders for the project. Commissioner Deatherage seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Deatherage  
Commissioner Dunn  
Commissioner Richardson

**No Vote**

Commissioner Booth  
Commissioner Walker

**See Addendum 6**

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**ABC Board Working Capital Request**

**Brian Alligood:** So, on page 355 of your agenda this is a request from the ABC Board for working capital. You'll see a letter attached from the general manager requesting the Board of Commissioners approve the ABXC Board retain additional excess working capital in the amount of \$73,981.68 for two specific capital projects. You'll see that detailed. They're looking for, the total is an additional \$16,071.68 for repairs at 750 Carolina Avenue and then \$57,910 for repairs at 821 John Small Avenue, for a total of \$73,981.68.

**Commissioner Richardson:** Did they have a capital fund? Does the ABC Board have a capital fund?

**Brian Alligood:** They don't. That's why they're asking for this to be allowed to have.

**Commissioner Richardson:** So, they don't have a capital fund. Okay.

**Brian Alligood:** I think it's in their budget and then they needed some additional.

**Commissioner Richardson:** One thing that's puzzling to me is this report and this amount of money to pay for a break-in and damages that were done as a result of the break-in. Commissioners get, and I guess you do to, of ABC revenues and in that report there's a sheet that has police activity, their enforcement activities that go along with what they do. They've never reported to us that they were broken into and vandalized or whatever.

**Brian Alligood:** I think what happened was somebody threw a cinderblock through the front window and I don't know that there ABC folks investigate that.

**Vice-Chairman Langley:** That would either be the City or the County. If it's in the City, the City would do it. If it's out in the County, the County would do it.

**Brian Alligood:** My understanding was when they went to do those repairs they found additional issues relating to the structure that they needed to fix. That's my understanding.

**Motion:** Commissioner Booth motioned to approve the additional requested funds from the ABC Board. Commissioner Walker seconded. The vote was unanimous.

**See Addendum 7**

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**2027 Essential Single Family Rehabilitation Loan Pool**

**Brian Alligood:** The last item for me is on page 361. This is the Essential Single Family Rehabilitation Loan Pool program. The County has been in this program several times. Currently the COG, the Mid-East Commission is completing one of these for the County. They were under contract with the County to do that. Several months ago, the Board approved applying for an additional \$1 million and using McDavid to do that. So, this is the grant award from the Housing Finance Administration for the 2027 Essential Single Family Loan Rehabilitation program in the amount of \$182,000. Also included in that are the program policies, the project ordinance and the contract for McDavid and Associates to do this work so we would recommend your approval.

**Motion:** Commissioner Booth motioned to approve accepting the grant award of \$182,000 and adopting the program policies, project ordinance and contract with McDavid and Associates. Commissioner Walker seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Dunn  
Commissioner Walker

**No Vote**

Commissioner Deatherage  
Commissioner Richardson

**See Addendum 8**

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**Occupancy Tax Discussion**

**Tandy Dunn:** We've been discussing the past couple of months about the occupancy tax and what I want people to realize is that this is not a tax that will be paid by a single, solitary person in Beaufort County. It is a tax that will be levied against our visitors and if you've ever been on vacation, more than likely you have paid an occupancy tax. We just came back from Pennsylvania. We paid occupancy tax up there to all the Dutch and Amish people up there while we were visiting that fine area. So, I have been approached over the past couple of months, multiple times, about people that owned Airbnb's and people that are in the tourism industry and they are very interested in proceeding with an occupancy tax for Beaufort County. So, what I would like to do today, we had Mr. Chris Cavanaugh come in and talk about occupancy tax so what I would like to do today is make a motion that we proceed with asking Senator Brinson and Representative Kidwell to propose a local occupancy tax for Beaufort County.

**Commissioner Booth:** You did say not one person in Beaufort County would pay this tax.

**Commissioner Dunn:** Not one single solitary person.

**Commissioner Booth:** What about I they stay at B-n-B's?

**Commissioner Dunn:** Well, if that's what they want to do on the side then yes, they're going to pay.

**Commissioner Booth:** Unless they're exempt.

**Commissioner Dunn:** No, nobody is exempt. If you stay at an Airbnb you will pay an occupancy.

**Commissioner Booth:** So, it is possible.

**Commissioner Dunn:** It is possible. I don't know to many people who do that but I would assume that id you went out toward the outer limits of Belhaven and you stayed at an Airbnb and you got up the next morning and went duck hunting then yes, you would pay an occupancy tax.

**Commissioner Booth:** Okay, I just wanted to put a disclaimer out there.

**Commissioner Richardson:** Well, you know, last time that we got into this about ten years ago or so we found there is no profit in this tax. The reason is you're going to have to have an executive director of some kind, or some kind of staff and you're going to have some accountants to take in the money and redistribute the money, even if they don't audit the accounts. What we found out before is out in the county when you do this it cost money to do this. So, I don't want to ask to get a bill passed until we see a study that says how much money we can expect to take in over a year's period of time and what staff costs are in order to run the program because, you know, the use of the money, you're going to have to create a board to decide how to spend the money. So, that's usually the people that own Airbnb's. Actually, the way I look at this is the people are using the tax system to do their own business promotion and they could pay for their own business promotion themselves without the taxpayers doing it and I have another aversion that I don't like creating new tax authorities of any kind simply because we have to many now and 99% of what we have are an abuse of the public. So, I'm going to back up and say this, why don't we do a study to see what this is going to cost versus what we're going to take in before we get a law passed.

**Commissioner Dunn:** The Magellan Group, which is where Mr. Cavanaugh works, has in fact done a study and in 2024 their study shows that there was approximately \$290,000 that would have been gathered from this tax, including just County. Not including Washington, \$290,000. Out of that, the first 3% out of \$500,000 goes towards administrative costs. After that it's 1% over \$500,000. Two-thirds of that money has to go to administrative costs, salaries, and the actual advertise and marketing and things like that. That pays for salaries. That pays for marketing. That pays for everything else. The other one-third of that money goes toward the tourism type things. For example, Belhaven Museum. We could get money towards Belhaven Museum. We could give money to the Pamlico-Pantego Museum. Those are people that have come to the Board already and asked for money. I looked and we're currently giving \$15,000, or we have budgeted \$15,000 for tourism that the County Manager manages and gives money out for different things and that money could, in fact, come from this authority. So, that's money that we're already giving out that instead of coming out of the county budget and the county taxpayers money, would be coming out of the authority's money and that money could be saved from the county's budget and used for other funds or reduced the county tax debt as it sits at this time.

**Commissioner Richardson:** Okay, what is the tax rate? How much would we be collecting for each one of these units?

**Commissioner Dunn:** 6%.

**Commissioner Richardson:** 6% of whatever they're charging, the rate? If it's \$200 a day for a room it's going to be \$12.00 a day.

**Commissioner Deatherage:** Yeah, I concur with Commissioner Richardson on one issue. But number one, chief among them, I don't think we as Commissioners should invite another tax on the people of Beaufort County. Let me explain myself in this regard. There may be some people that want this, for whatever reason. I have never had anybody come to me and say you know, I have a bed and breakfast out in the county and man, I sure would like to pay that tax. Can you help me pay that tax. I haven't had anyone come to me and tell me that yet. Understanding real estate such as I do I understand that to be another expense. I mean, of course you're giving it to the government but the government, it's got their hand out. But should the government have their hand out? We're the ones making that decision tonight. We're the government. We're the police power. Should government have their hand out saying pay me, pay me, pay me, we're collecting for other people and keeping a little for ourselves. I don't know if we should do that. I think we should maybe consider not. We're talking about \$200.00. We'll us a nice round figure. We said \$12.00 is going to go to taxes. That \$12.00 could go to increase the profits of the individual here in Beaufort County. He's going to spend that money more than likely here in Beaufort County. It could be seen as an advantage or greater value. So, I don't want government always to be the buffer to take from the public and then try to give some of it back to somebody. Who are they going to give it back to and why they're going to give it back. I will always say this, government cannot give back to you what they have not already taken and if we invite one more tax on it we're doing it one more time.

**Commissioner Dunn:** Again, the residents of Beaufort County, whether they be the Airbnb owner or the motel owner, are not paying the tax themselves. It is the visitor from out of town, out of the county that's going to be paying the tax. Now yes, if you go rent an Airbnb in Belhaven to get up the next morning and go duck hunting you're going to pay but that doesn't happen that often. At the Military Ball my body, his office is next door to me and he said he had people that were sit beside him from Durham said hey, we go vacation in Washington, we go vacation and stay in Beaufort County. We have a place out there at the farm that we go stay at. We go down and enjoy Beaufort County, go to Goosecreek State Park and there are a lot of places in the county that we can support to make better. Boat docks, walking trails and other things that we could support that would get people to come in. I would encourage our municipalities out of Washington, such as Chocowinity, to come up with some sort of spring festival to get people to come to the area so that they could have people coming and staying at motels in their area and get the money to come in and therefore be able to support those sort of things. So, it is not a tax on Beaufort County residents. It is a tax on our visitors from out of town, out of state, and out of county.

**Commissioner Richardson:** I have one more question. Aren't B & B's, these rental places, Mr. Salted gives them a separate tax doesn't he? They pay a tax that's different than just the normal ones?

**Commissioner Deatherage:** I don't think so. I don't think so at this point.

**Commissioner Richardson:** We need to find out. That's one of the things we need to find out.

**Commissioner Deatherage:** I think if they run like a hotel then they're going to be charged on a cost basis. I meant a commercial basis.

**Commissioner Richardson:** Five units or more is defined by the statute I think.

**Motion:** Commissioner Dunn motioned to contact Senator Brinson and Representative Kidwell and ask them to propose a local occupancy tax for Beaufort County. Commissioner Walker seconded.

**Yes Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Dunn  
Commissioner Walker

**No Vote**

Commissioner Deatherage  
Commissioner Richardson

**See Addendum 8**

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**Joy McRoy Fraud Case**

**Commissioner Richardson:** This question on the Joy McRoy lawsuit is to the county attorney. Do you have anything to report on the county's risk or standing on the Joy McRoy lawsuit and on the other lawsuit that's been filed that we know of? There may be other lawsuits that have been filed relating to the Joy McRoy fraud.

**Amanda Sasnett:** Nothing to report as far as the County's risk or standing with regard to the Joy McRoy case. I can report that since the December meeting the civil case has been settled. The terms of that are not yet public but when they become public I'm sure that the Town of Chocowinity will comply with the law and make that available. As far as the criminal case is concerned, that remains pending. The Town of Chocowinity doesn't have anything to do with the administration of that. That's within the purview of the district attorney's office. If you would like any additional information than any inquires would have to be directed to the district attorney.

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**Resolution of Support to Increase Penalties for Those Who Sell Illegal Drugs**

**Commissioner Richardson:** Okay, the next item has to do with the sale of illegal drugs. We have got, there's a lot going on in the world having to do with drugs and drugs impact the people in Beaufort County. Half of the people that are in jail or in prison at least are there because of illegal drugs and the use of illegal drugs and families have been ruined. Most of the people that were in here tonight complaining about social services, there was a lot of drugs that circulate that social services has to deal with, with children and parents and families and that sort of thing. The President of the United States is carrying a lot of the battle with what's going on in Venezuela and these other places. He's put the pressure on Mexico and he's doing all that he can. But, internally, inside the United States we have a split personality in the way that we're going about this. On the one hand we're saying you poor person. You're using drugs. We're going to give you some help. We're going to make the sentencing as little on you as we can and then on the other hand we're saying to the same people because you did these things we're going to have to punish you and put you in jail. We're giving away free needles to people, drug users. It's not a good thing. The way we're doing it is a totally disjointed program. Part of the problem from the judges that I've spoken with, and they all say the same thing, if you make the penalty strong enough they will stop selling drugs. The countries in the world that do not have drug problems have strong penalties against drugs. All of them. There's about 12 or 15 of them that you automatically get a death sentence if you were convicted with possession. Much less selling or anything else. They just don't have them there. Most of the countries that have the very strong penalties have been destroyed at one time or another in history by drugs. The famous opium wars of China where England sold opium to the Chinese and paid the dividends back home, took the money back home. So, I have a resolution that the Board asked me to write and bring back to them at this meeting, which I can read. It will take me just a minute to read it but it goes to the point, I think, of the issue. I'd really like for us to approve this. He then read the following:

***RESOLUTION OF SUPPORT TO INCREASE PENALTIES FOR THE SALE OF ILLEGAL DRUGS***

***WHEREAS:*** *The illegal use of drugs is becoming ubiquitous across all age and ethnic groups in the United States,*

**WHEREAS:** *The illegal use of drugs has caused great harm in the form of physical and mental health to individuals, families and governments,*

**WHEREAS:** *The financial cost to the operation of government programs to serve illegal drug users is substantial and is growing,*

**WHEREAS:** *This cost includes more than half the expense of operating the criminal and civil justice systems, this includes jails and welfare systems dedicated to the protection of the public at large,*

**WHEREAS:** *Efforts, consisting of current laws and regulations, have been marginally effective in reducing the sale and illegal use of drugs;*

**THEREFORE:** *Be it resolved the Beaufort County Board of Commissioners request the Legislature to pass laws targeting those who sell or take compensation for providing drugs for illegal use to include; (1) A minimum guaranteed incarceration of ten years for those who receive compensation for providing drugs for illegal use in any amount, sentencing may be reduced a maximum of 20 percent of the maximum penalty for providing information leading to the arrest and conviction of drug dealers, (2) A maximum security prison be constructed for the exclusive purpose of housing those convicted of selling drugs, (3) Persons sentenced shall not be eligible for early release under any condition.*

**Commissioner Deatherage:** This might sound a little harsh but not as harsh as those boats going boom out in the Caribbean.

**Commissioner Deatherage:** This model is essentially the federal government model and that is if you're caught and convicted you're going to serve a certain amount of time but in the reduction of sentences, usually only about 20% for cooperating.

**Commissioner Deatherage:** Yeah, well, all I can say is drugs are the evil of the world and it is creating a society that is dumb and dumber.

**Motion:** Commissioner Richardson motioned to approve the resolution as presented. Commissioner Deatherage seconded.

**Yes Vote**

Commissioner Deatherage  
Commissioner Dunn  
Commissioner Richardson

**No Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Walker

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**LGBTQ+ Information Content in Upcoming School Year**

**Commissioner Richardson:** The LGBTQ thing is a problem in Beaufort County. It's being pushed by the Community College. The school system claims it is not present in the school system but it is present from the standpoint that the early college students are high school students so technically, even if it's not pushed in the school system it is still there. One of the questions I have is the cost of supporting the LGBTQ issue at the community college because Dr. Loop told us that someone was assigned. He has a staffer assigned to this. Now, he didn't want to identify the staffer and that's fine but we need to know how much we're paying to support this system. If you walk around the campus you'll see that it's advertised on the school's communication system. It's up on the screens when the meeting is and all this sort of thing. So, I would like to see that included when we work on the budget. What is it costing for this county to support LGBTQ issue and does this Board support LGBTQ at the community college. I'll make a motion that we not support LGBTQ and not pay for it at a community college in their budget.

**Commissioner Deatherage:** We should not pay for it at the community college in their budget. We should also not finance the Turning Point USA. And what's good for the goose is good for the gander.

**Commissioner Richardson:** Now, let's be clear about the motion. The motion is not to support it so if you vote for the motion you're voting not to support it. If you vote against the motion you are voting to support LGBTQ.

**Commissioner Booth:** And the Turning Point.

**Commissioner Richardson:** And the Turning Point thing. Throw that in there.

**Commissioner Deatherage:** What I meant by and let me speak because I didn't have my microphone on. I'm in complete support of Turning Point USA. I think it's a wise thing. Children need to be led down the proper path and there's not better path than the path that Christ gave us to go down. That's what's being pushed by Turning Point USA, and that's people going back to the way things used to be a little bit where things weren't so crazy and they were a bit more normal. But I still don't think government should be involved by paying for it or giving money. I mean, I think if, quite frankly, I think some of these outside entities like LGBTQ, Turning Point USA, they even paid a modicum of rent for the room that would be good. I just think it looks better to have a separation between these groups that are advocacy groups for a different type of lifestyle. I will say Turning Point USA, while I consider it to be normal, not crazy, it is very different than what we see in our society today. I don't want to see that get lost over little pieces of money.

**Motion:** Commissioner Richardson motioned to not support funding for the LGBTQ club or Turning Point USA at the community college level during the budget. Commissioner Richardson seconded.

**Yes Vote**

Commissioner Deatherage  
Commissioner Dunn  
Commissioner Richardson

**No Vote**

Vice-Chairman Langley  
Commissioner Booth  
Commissioner Walker

**Commissioner Richardson:** Okay, at least we know where we are.

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**Guarantee Minimum Wage Program at BHM Library**

**Commissioner Richardson:** The next item that I have on here is the guaranteed minimum income at the BHM Library. I have just got this and I scanned this and this is pure propaganda. That's all it is. It comes from somebody over at the library and it's pure propaganda. For one thing, they made an untrue statement in here that said that the newspaper has no knowledge of the article in there that said that the library was supporting the program, which is a guaranteed minimum wage program. That is not true. How did I know about this if I didn't read it in the newspaper because that's what I brought in to begin with. Making false statements is not a good thing. The whole issue that surrounds this for the library, for crying out loud, which is supposed to be the most innocuous thing in the whole county, to be out actively supporting social issues shows a serious problem with government and what government is supposed to be doing. But it also shows gross ignorance of the library board and what they are supposed to be doing. They're supposed to be running a library. They are not supposed to be out pushing and supporting social issues. Now, the statement in the newspaper, it has not been retracted in any way in the newspaper. So, they can protest all they want to and say we didn't do it, we're innocent but they did. The public at large needs to be aware and very concerned about what appointive bodies are doing. Nobody on the library board is elected to be on the library board. Everybody on the library board is appointed. So, when they start usurping their authority, getting into things other than running the library, you need to be concerned about social and political activism and how far it's gone and how far it's getting in Beaufort County. So, you know, I still think the library should kind of print a retraction or have the newspaper print a retraction if the newspaper did not tell the truth about the library. But, newspapers are usually pretty good about having at least a thread about whatever they publish. So, Somebody at the library told them they were supporting this and if it was misprinted or misunderstood by the newspaper they should go back to the newspaper and have it corrected.

**Vice-Chairman Langley:** Well, I want to say this because I'm one of those board members from the library and I have not seen that article and as astute as you are Commissioner Richardson, I would certainly think that based on what you're saying that you would have brought the article here to show everybody that there's a factual basis for what you're saying.

**Commissioner Richardson:** You're saying I'm lying and she's telling the truth. Is that what you're saying?

**Vice-Chairman Langley:** If that's the way you chose to interpret it.

**Commissioner Richardson:** That's what you said.

**Vice-Chairman Langley:** Then that is what I'm saying.

**Commissioner Richardson:** They're should be honor among.....

**Vice-Chairman Langley:** Now hold on, hold on. The whole time you were speaking no one interrupted you so now I am speaking so let me have my say. The other thing is, this was an opportunity for the library to get some funding. There's a billionaire who wants to help fund people who provide services for the community at no charge. At the library, as well as at the community college they are allowed to go and have free internet. So, they offer these grants of \$15,000 to these different agencies. Well, that process is over with. The BHM Library did not get the grant so this is really a moot point as far as I'm concerned. But, as far as dictating minimum wage, that's not the point that the library was doing. They were simply being offered an opportunity to get some funding and they took advantage of the opportunity. As long as we have opportunities to gain funding for our community, I say we ought to take advantage of it. We should capitalize on every opportunity we get. There's nothing political about providing services for people. I'll remind you of what our Lord and Savior has said. When you did it to the least of them, you have done it unto me.

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### **New Manager Hiring Process Update**

**Commissioner Richardson:** Well, the update of the status of hiring the new manager. Where are we with this?

**Brian Alligood:** We're on the original timeline that was approved at the December meeting. It's my understanding the Board members have turned in their profile. On December 29<sup>th</sup> the position was advertised locally on our website and in the Washington Daily News and it will run there for the next two weeks. It was advertised statewide on the North Carolina Association of County Commissioners website and it was advertised nationally on the International City and County Managers Association job board. So, we are in line with the timeline that was approved by the Board. The application period closes January 22<sup>nd</sup>. From that time until February 6<sup>th</sup> Board members will have access to all of those applications and you'll have the opportunity to review them and determine your top five and go according to the timeline. By February 9<sup>th</sup> you'll meet to determine who are your top five and who you're going to interview. You may be more than five, they just said five. Then, by the 27<sup>th</sup> of February you'll complete your interviews. If you need to do a second interview or negotiate contract employment, if you've already decided, that will be done by March 13<sup>th</sup> and then if you stay on schedule you make an announcement of the selection of your new manager on March 20<sup>th</sup>.

**Commissioner Richardson:** Thank you.

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### **Commissioner Comments**

**Commissioner Deatherage:** We're just commissioners. We were down here at the county level and we're the largest local government here in Beaufort County but, and I will argue that all politics, all governing is local and we are very important but what is going on right now at the national level is huge. I tend to question, although I've been rather astute about governing how things work in America, I tend to question why we never did this before. We really do have a war on drugs going on right now. It's serious and our President is completely in line with his article II powers to do exactly what he's doing. We need to do something about narcotics here at home, at the state level and at the national level and abroad. It's killing so many people, it's ruining so many lives and it's creating just shells of human beings that never really come back to the full potential of their abilities to do what they need to do in a functioning society. What happens to a society when you have a non-functioning society. It gets overcome, it gets taken and it gets routed. America's lasted almost 250 years as a republic. We got real close to being routed by somebody at sometime. We saw what happened in Afghanistan. It was a joke. Greatest debacle in American military history and then you saw just weeks later, months later what happened in Ukraine. Bullies will take advantage of weakness. Right now our nation is strong and we, as Commissioners, need to be strong. We need to do what's right in every situation. Sometimes we don't do that but we need to know what's right and we need to do what's right.

**Commissioner Richardson:** It's disappointing that a Board of County Commissioners in a county where we're spending millions of dollars a year to run a jail and a law enforcement system are not willing to do anything to stop the scourge of drugs. Because of that, and I don't know why you keep voting it down. I keep bringing you this stuff and you keep voting it down. It's very telling on you as to where you are. Just how just involved are the three commissioners who voted to continue drugs in Beaufort County. Just how involved are you in the drug culture in Beaufort County. You're saying a lot

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about yourselves. To that end, I'm going to give you an opportunity to redeem yourself and that is why don't you make a presentation as to what to do about drugs and how to fight drugs in Beaufort County and show where you are with this because right now the public, the image the public has is you support illegal drugs.

**Commissioner Booth:** I say let's start right here across this dais. Let's all take the drug test so people know we're serious about it. Let's all volunteer to take it. It shows that we're serious about drugs in this county. Are we willing to do that?

**Commissioner Deatherage:** I'll do it as long as the County pays for it and it's public. I'm not paying any money to the County.

**Commissioner Booth:** That's another disclaimer.

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**Motion:** Commissioner Dunn motioned to adjourn. Commissioner Walker seconded. The vote was unanimous.

Adjourned at 7:35 PM

Respectfully submitted to you by:

Kathleen Mosher  
Clerk to the Board of County Commissioners

# **ADDENDUM 1**

- 1. Budget Amendment, Health – JaNell Octigan, Health Director**
- 2. BCCC Real Estate Purchase \$160,000 – Anita Radcliffe, Finance Director**
- 3. Request Permission to Advertise Delinquent Real Property Taxes**
- 4. Late Tax Exemption Request – Lloyd Salter, Tax Assessor**
- 5. Refunds Over \$100 – Lloyd Salter, Tax Assessor**
- 6. Surplus, Tax Office – Lloyd Salter, tax Assessor**
- 7. Minutes Approval – Katie Mosher, Clerk to the Board**

**Beaufort County  
Finance**

**Budget  
Amendment  
Request**

Department: **Health**  
FY Budget: 2025-2026

Date of Request: **1.5.26**

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
100600-461000 (Revenue)	Misc Health	\$7,000	
105158-519425	Opioid Project Support	\$7,000	
100600-460000 (Revenue)	Health Grants	\$3,654	
105152-526009	MDPP Grant Supplies	\$1,309	
109991-499100	Appropriated County Fund Balance		\$2,345
100600-461000 (Revenue)	BLS & Heartsaver	\$34	
105110-549100	Dues/Subscriptions	\$34	
100600-460000 (Revenue)	Comprehensive Opioid Stimulant & Substance Use Program	\$57,734	
105161-550035	Supplies	\$30,448	
105161-550045	Professional Development		\$1,000
105161-550040	Equipment	\$11,006	
105161-550030	Professional Services	\$17,280	

**Department Justification: Opioid Project Funds, Minority Diabetes Prevention Program, COSSUP, & BLS/AED Funds**

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

County Position No. N/A

State Position No. N/A

APPROVAL	SIGNATURE	DATE
Department Head/Designee	<i>Sara Graham</i>	12.19.25
Finance Officer		
	This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.	
County Manager	Required for interdepartmental transfers.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Beaufort County  
Finance**

**Budget  
Amendment  
Request**

Department: General Fund

Date of Request: 1/5/26

FY Budget: **2025-26**

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
10-991-499100	Fund Balance Appropriated		160,000
10-5920-557000	Land Purchase		160,000

**Department Justification: To reverse budget amendment #54 for land purchase for BCCC-Deal did not materialize as anticipated.**

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

County Position No. \_\_\_\_\_

State Position No. \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Officer		
	This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.	
County Manager	Required for interdepartmental transfers.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Status	Refund Description	Refund Reason	Created Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
ADAMS, DEBRA CAROLYN	ADAMS, DEBRA CAROLYN		106 W MAIN ST		BATH, NC 27808	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/14/2025	11/14/2025	NC	TAX	(\$51.07)	\$0.00	(\$51.07)
BATSON, JOHN TERRELL	BATSON, JOHN TERRELL	MCDOVELL	101 SAUNDERS CT		CHOCOMITY, NC 27817	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/25/2025	11/25/2025	NC	TAX	(\$28.90)	\$0.00	(\$28.90)
BURKHMAN, SAMUEL REID	BURKHMAN, SAMUEL REID		PO BOX 404		CHOCOMITY, NC 27817	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$5.82)	\$0.00	(\$5.82)
DIVINE, MATTHEW WILLIAM	DIVINE, MATTHEW WILLIAM		23 PARADISE RD		CHOCOMITY, NC 27817	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/25/2025	11/25/2025	NC	TAX	(\$0.59)	\$0.00	(\$0.59)
DOUGHERTY, JOHN MICHAEL	DOUGHERTY, JOHN MICHAEL		9 FISHERS BND		WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$20.77)	\$0.00	(\$20.77)
HARRIS, STEVEN WAYNE	HARRIS, STEVEN WAYNE		286 ROBERTSONVILLE RD		WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/12/2025	11/12/2025	NC	TAX	(\$0.32)	\$0.00	(\$0.32)
JOHNER, JOHNNY DALE JR	JOHNER, JOHNNY DALE JR		211 CHANNEL RD		WASHINGTON, NC 27889	PENDING	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$23.24)	\$0.00	(\$23.24)
KEEL, BRIDGET BELINDA	KEEL, BRIDGET BELINDA	HEMIGUE	407 N 7TH ST		WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$23.92)	\$0.00	(\$23.92)
LETTECK, LOREN EREN	LETTECK, LOREN EREN		103 WIDE WAY		CHOCOMITY, NC 27817	PENDING	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$10.28)	\$0.00	(\$10.28)
LYONS, BRION JAY	LYONS, BRION JAY		218 CHARLOTTE ST		WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$23.83)	\$0.00	(\$23.83)
MOORE, CHRISTINE	MOORE, CHRISTINE		415 HACKNEY AVE		WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$10.37)	\$0.00	(\$10.37)
MARIN, DAREN MARIN SWAN	MARIN, DAREN MARIN SWAN		709 TREASURE POINT RD		BATH, NC 27808	PENDING	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$39.63)	\$0.00	(\$39.63)
OSMAN, LOANN JEAN	OSMAN, LOANN JEAN		103 BAY HDS		CHOCOMITY, NC 27817	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/18/2025	11/18/2025	NC	TAX	(\$4.25)	\$0.00	(\$4.25)
PERRY, CARL LINDON	PERRY, CARL LINDON		122 RIDGE RD		CHOCOMITY, NC 27817	PENDING	Refund Generated due to projection on B11	Vehicle Totalled	11/17/2025	11/17/2025	NC	TAX	(\$124.39)	\$0.00	(\$124.39)
PHILLIPS, CHARLES MARIN	PHILLIPS, CHARLES MARIN		169 EGGWATER BRK RD		WASHINGTON, NC 27889	PENDING	Refund Generated due to projection on B11	Vehicle Totalled	11/13/2025	11/13/2025	NC	TAX	(\$17.98)	\$0.00	(\$17.98)
ROBERT, LEWIS JR	ROBERT, LEWIS JR		278 PITCH KETTLE CT		DELAWARE, NC 27818	AUTHORIZED	Refund Generated due to projection on B11	Vehicle Totalled	11/14/2025	11/14/2025	NC	TAX	(\$13.17)	\$0.00	(\$13.17)

				2024-0000-00				Refund		\$16.27		
SINGLETON, SAMUEL GREGORY	SINGLETON, SAMUEL GREGORY	SINGLETON, ASHLEY PHEAVIE	409 ALDERSON RD	WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to proration on Bill #005242123-2024-2024-0000-00	Vehicle Sold	11/12/2025	11/22/2025	G01 TAX (\$14.57)	\$0.00	(\$14.57)
										C01 TAX (\$11.48)	\$0.00	(\$11.48)
										C01 VEHICLE FEE \$0.00	\$0.00	\$0.00
											Refund	\$38.00
SMITH, DAVID ALLEN JR	SMITH, DAVID ALLEN JR		328 WASHINGTON HER	WASHINGTON, NC 27889	PENDING	Refund Generated due to proration on Bill #006606217-2024-2024-0000-00	Vehicle Sold	11/14/2025		G01 TAX (\$83.69)	\$0.00	(\$83.69)
										C01 TAX (\$77.64)	\$0.00	(\$77.64)
										C01 VEHICLE FEE \$0.00	\$0.00	\$0.00
											Refund	\$144.25
TESTERON, MADISON FAITH	TESTERON, MADISON FAITH		1957 BIGGS RD	PIEDMONT, NC 27855	AUTHORIZED	Refund Generated due to proration on Bill #007126807-2025-2025-0000-00	Vehicle Sold	11/20/2025	11/20/2025	G01 TAX (\$75.47)	\$0.00	(\$75.47)
										F03 TAX (\$8.65)	\$0.00	(\$8.65)
										E05 TAX (\$6.36)	\$0.00	(\$6.36)
											Refund	\$90.48
THOMPSON, JAMES IRVIN	THOMPSON, JAMES IRVIN	THOMPSON, PEGGY LIPSCOMB	1476 HORSE PEN SWAMP RD	WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to proration on Bill #006490211-2024-2024-0000-00	Vehicle Totalled	11/21/2025	11/21/2025	G01 TAX (\$56.56)	\$0.00	(\$56.56)
										F03 TAX (\$4.62)	\$0.00	(\$4.62)
										E02 TAX (\$4.27)	\$0.00	(\$4.27)
											Refund	\$65.78
TIDELAND EMC	TIDELAND EMC		PO BOX 359	PANTEGO, NC 27850	AUTHORIZED	Refund Generated due to adjustment on Bill #0081706340-2024-2024-0000-00	Exempt Property	11/21/2025	11/21/2025	G01 TAX (\$2.76)	\$0.00	(\$2.76)
										C04 TAX (\$0.71)	\$0.00	(\$0.71)
										E09 TAX (\$0.22)	\$0.00	(\$0.22)
											Refund	\$3.69
TIDELAND EMC	TIDELAND EMC		PO BOX 359	PANTEGO, NC 27850	PENDING	Refund Generated due to adjustment on Bill #0083822551-2024-2024-0000-00	Exempt Property	11/21/2025		G01 TAX (\$26.33)	\$0.00	(\$26.33)
										C04 TAX (\$0.24)	\$0.00	(\$0.24)
										E09 TAX (\$2.11)	\$0.00	(\$2.11)
											Refund	\$269.18
TUBAUGH, SHELLEY HARVEY	TUBAUGH, SHELLEY HARVEY		2288 CORSICA RD	WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to adjustment on Bill #01019325821-2025-2025-0000-00	Over Assessment	11/6/2025	11/6/2025	G01 TAX (\$15.24)	\$0.00	(\$15.24)
										F03 TAX (\$1.24)	\$0.00	(\$1.24)
										E05 TAX (\$1.29)	\$0.00	(\$1.29)
											Refund	\$18.27
VAUGHN, JOHN MADORY	VAUGHN, JOHN MADORY		210 S ACADEMY ST	WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to proration on Bill #0083290659-2024-2024-0000-00	Vehicle Sold	11/7/2025	11/7/2025	G01 TAX (\$19.59)	\$0.00	(\$19.59)
										C03 TAX (\$18.17)	\$0.00	(\$18.17)
										C01 VEHICLE FEE \$0.00	\$0.00	\$0.00
											Refund	\$37.76
WARREN, CHARLES HUBERT	WARREN, CHARLES HUBERT		188 WATERS WAY	WASHINGTON, NC 27889	AUTHORIZED	Refund Generated due to proration on Bill #0076845168-2024-2024-0000-00	Vehicle Totalled	11/20/2025	11/20/2025	G01 TAX (\$47.45)	\$0.00	(\$47.45)
										F03 TAX (\$1.84)	\$0.00	(\$1.84)
										E02 TAX (\$3.76)	\$0.00	(\$3.76)
											Refund	\$54.05
WHITSENAIT, OTTIS FRED	WHITSENAIT, OTTIS FRED		2230 NC HIGHWAY 33 W	GRIMESLAND, NC 27837	AUTHORIZED	Refund Generated due to proration on Bill #003282423-2025-2025-0000-00	Vehicle Totalled	11/21/2025	11/21/2025	G01 TAX (\$28.66)	\$0.00	(\$28.66)
										F03 TAX (\$2.51)	\$0.00	(\$2.51)
										E12 TAX (\$1.23)	\$0.00	(\$1.23)
											Refund	\$34.80
											Refund Total	\$2418.80

1026491	JEFFREY TAYLOR CARROW	276 CARROW LN CHOCOWINITY,NC 27817	201.01
1026587	GILBERT ALLEN GLADSON	PO BOX 282 GRANTSBORO,NC 28529	196.00
1026611	SAMMY HODGES	6185 US 264 HWY W WASHINGTON,NC 27889	196.00
1026614	ROBERT DRAKE JOYNER	414 CHARLOTTE ST WASHINGTON,NC 27889	102.63
1026714	TIMOTHY CLAUDE SANDERSON	1729 HOLLY RIDGE RD KINSTON,NC 28504	115.04
1026821	LANDMARK HOMES LTD	PO BOX 1567 DUNN,NC 28335	2,521.29
1026859	HORNÉ & HORNE PLLC	300 COTANCHE STREET GREENVILLE,NC 27858	481.30
1026862	RAWLS & ASSOCIATES	PO BOX 8699 GREENVILLE,NC 27835	3,000.00
1027009	MITTIE BOWEN PAUL	TERESA L. GURGANUS 216 WILEY OAKS DR WENDELL,NC 27591	196.00
1027163	JAMES EDWARD SHERRER,JR	3017 ALLENBY DR RALEIGH,NC 27604	1,774.14
1027163	JAMES EDWARD SHERRER,JR	3017 ALLENBY DR RALEIGH,NC 27604	570.12
1027458	VERNA MAE HOWARD	4820 CHERRY RUN RD WASHINGTON,NC 27889	108.93
1027664	BRITTANY PLACE NC, LLC	C/O PARTNERSHIP PROPERTY MANAGEMENT 4600 DUNBAS DR GREENSBORO,NC 27407	4,085.57
1027974	NEW HORIZONS APARTMENTS LTD PARTNERSHIP	1515 MOCKINGBIRD LN 10TH FLOOR CHARLOTTE,NC 28202	6,952.73
1027977	THE VILLAGE ASSOCIATES	PO BOX 17022 RALEIGH,NC 27619	6,411.73
1027995	JAMES MYERS WILLIAMS	664 E MAIN ST BELHAVEN,NC 27810	359.45
1028012	KEENAN L WOOLARD	122 FERNWOOD CT BATH,NC 27808	1,142.67
1027919	HALSTON BOYD	4297 ARCHBELL RD BATH,NC 27808	342.44
1028120	DELORIS ROGERS MOORE	180 CHO VILLAGE CHOCOWINITY,NC 27817	397.29
1028726	BRENDA LOUISE ROUSE	1629 DEE JAY LN GREENVILLE,NC 27834	518.20
1028733	DELORAS M HARRIS	434 EAST FIFTH STREET WASHINGTON,NC 27889	983.68
1028748	SCARLET H STOKES	1201 HAW BRANCH ROAD CHOCOWINITY,NC 27817	124.49
1029419	NAS 2 LLC	PO BOX 340143 COLUMBUS,OH 43234	646.38
1028394	LERETA	1123 PARK VIEW DR COVINA,CA 91724	700.58
1029563	PHYLLIS HAMM CHESSON	113 W GREENE ST SNOW HILL,NC 28580	1,450.82
1029912	BILLY W COREY	3552 GODARD TOWN RD WASHINGTON,NC 27889	215.00
1030107	KEVIN M LAWRENCE	121 NYON RD NEW BERN,NC 28562	250.00
1030142	MURRAY WALKER LYNCH	350 GLEN HAVEN RD WASHINGTON,NC 27889	263.84
1030288	DONALD WAYNE CUTLER,JR	501 NC 92 HWY E WASHINGTON,NC 27889	196.00
1030437	BRYAN N JOSEMANS	1 SHIPWRECK DR BELHAVEN,NC 27810	116.16
1030704	MILDRED N GRIFFIN	3123 CHANDLER ROAD VANCEBORO,NC 28586	433.00
1030706	DEAN LUCAS	343 MIXON CREEK DRIVE BATH,NC 27808	2,295.10
1030880	JAMES MASSENBURG FORTESCUE,JR	248 NANCE LN WASHINGTON,NC 27889	500.00
1031007	KEVIN LEIGH	2032 DELLA LN GREENVILLE,NC 27858	549.35
1031548	RHONDA LEE HAMILTON	3644 TERRAPIN TRACK RD WASHINGTON,NC 27889	768.67

1031616	ROLAND KENNETH MANNING, JR	6116 NC HIGHWAY 30 BETHEL, NC 27812	223.18
1031676	JUDITH S LANNON	741 CAYTON LANDING RD AURORA, NC 27806	2,048.66
1031689	FISHING CREEK PROPERTIES LLC	275 PAMLICO ST BELHAVEN, NC 27810	294.16
1031689	FISHING CREEK PROPERTIES, LLC	275 PAMLICO STREET BELHAVEN, NC 27810	605.84
1031689	FISHING CREEK PROPERTIES, LLC	365 PAMLICO ST BELHAVEN, NC 27810	1,345.92

# **ADDENDUM 2**

## **Budget Amendment, Request to Transfer Funds for Equipment**

**Beaufort County  
Finance**

**Budget  
Amendment  
Request**

**Department: Economic Development**

**Date of Request: 1/5/26**

**FY Budget: 2025/2026**

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
11-0113-499100	Fund Balance Appropriated	11,000	
11-4920-598012	Transfer to General Fund	11,000	
10-4920-540000	Equipment Purchases	11,000	
10-0991-499011	Transfer from Economic Development	11,000	

**Department Justification: To transfer fund from Economic Development Special Revenue Fund to General Fund to purchase equipment.**

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

**County Position No.** \_\_\_\_\_

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Officer		
	This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.	
County Manager	Required for interdepartmental transfers.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

# **ADDENDUM 3**

## **Value Change of Property**



## Beaufort County, NC

Disclaimer: Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only, and is not intended to constitute a legal record nor should it be substituted for the advice or services of a licensed professional. Parcel map information is prepared for the inventory of real property found within County jurisdiction and is compiled from recorded deeds, plats, and other public documents in accordance with N.C. Land Records Technical Specifications for Base, Cadastral and Digital Mapping Systems. Users are hereby notified that the aforementioned public record sources should be consulted for verification of information. With limited exception, data available on this website originates from Beaufort County Land Records GIS and is maintained for the internal use of the County. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website.



Beaufort County Parcel Viewer  
[beaufortcountygis.com](http://beaufortcountygis.com)

Date Printed: 12/29/2025

GPIN:	5663-31-9262
REID1:	9403
NAME1:	HOWELL WAYNE A
NAME2:	
ADDR1:	1457 RIPP HWY
ADDR2:	
CITY:	PLYMOUTH
STATE:	NC
ZIP:	27962
PROP_DESC:	LOT 1 (2.99 AC) VERNON F AND ELIZABETH A HOWELL
LAND_VAL:	30950
BLDG_VAL:	0
TOT_VAL:	30950
DEFR_VAL:	0
TAXABLE_VAL:	30950
PREV_ASSES:	40518
ACRES:	2.99
PROP_ADDR:	227 LANGLEY RD
TOWNSHIP:	12
MBL:	56630067
DATE:	2021-12-30
DB_PG:	2091/00021
STAMPS:	
SALE_PRICE:	0

# **ADDENDUM 4**

## **Fancy's Wish, Spay and Neuter Initiative**



**Beaufort County  
Finance**

**Budget  
Amendment  
Request**

**Department: Animal Services**

**Date of Request: 1/5/26**

**FY Budget: 2025/2026**

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
10-4380-519900	Spay/Neuter Donated Funds	20,000	
10-0600-484200	Donations – Animal Services	20,000	

**Department Justification: To appropriated \$20k donation for spay and neuter of dogs (10k) and cats (10k) in Beaufort County.**

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

**County Position No.** \_\_\_\_\_

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
<b>Department Head</b>		
<b>Finance Officer</b>		
	This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.	
<b>County Manager</b>	Required for interdepartmental transfers.	
<b>Board of Commissioners</b>	Agenda Item No. _____ Reference No. _____	

# **ADDENDUM 5**

## **Reimbursement #12, Washington Elementary School**



**DISTRIBUTION REQUEST  
NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**  
Date of Request: 12/2/25

DPI USE ONLY
Approved: _____
Date: _____

County: Beaufort  
Address: 121 W. 3rd St., Washington, NC 27889  
LEA: 070-Beaufort County  
Address: 321 Smaw Road, Washington, NC 27889

Contact Person: Brian Alligood or Anita Radcliffe  
Title: County Manager Finance Director  
Phone: 252-940-6158 or 252-946-0079  
Email: brian.alligood@beaufortcountync.gov

Project Title: Washington Elementary School (PK-3)  
Project Address: 947 Hudnell Street, Washington, NC 27889

The Needs-Based Public School Capital Fund is governed by Article 38B of GS 115C-546. The purpose of the NBPSCF is to assist counties with their critical public school building capital needs. Grant funds may be used for construction of new public school buildings, as well as additions, repairs, and renovations to existing public school buildings. Grant funds cannot be used for real property acquisition, or for capital improvements to administrative buildings. Grant funds may be utilized for a lease agreement per GS 115C-546.13. **Do Not use this Distribution Request Form for lease payments.**

Total Project Costs (per signed agreement)	State Grant		Local Match		Total
Planning / Design	\$ _____	+	\$ _____	=	\$ _____
Construction	\$ _____	+	\$ _____	=	\$ _____
Other	\$ _____	+	\$ _____	=	\$ _____
<b>Total</b>	<b>\$ 42,000,000.00</b>	<b>+</b>	<b>\$ 10,000,000.00</b>	<b>=</b>	<b>\$ 52,000,000.00</b>

Design Firm: Hite Associates  
Date of Design Contract: 7/8/23 Bid Date ( x actual    estimated): 4/28/23  
General Contractor: WIMCO Date of Construction Contract: 11/26/23  
Construction Start Date (    actual x estimated): Jan 2025 Completion Date (    actual x estimated): July 2026

Local Matching Fund Requirement:   1:1 |   1:3 ---- or ----   0% |   5% |   15% |   25% |   35%  
Source(s) of matching funds: Local Matching Requirement 19.23%; Source of matching funds - Beaufort County General Fund Cash

Project Costs (as of date): <u>12/2/25</u>	State Grant		Local Match		Total
Planning / Design	\$ 1,798,761.23	+	\$ 428,255.27	=	\$ 2,227,016.50
Construction	\$ 16,597,949.61	+	\$ 3,951,697.04	=	\$ 20,549,646.65
Other	\$ 66,848.33	+	\$ 15,915.48	=	\$ 82,763.81
<b>Total</b>	<b>\$ 18,463,559.17</b>	<b>+</b>	<b>\$ 4,395,867.79</b>	<b>=</b>	<b>\$ 22,859,426.96</b>

Grant Funds Requested	All Prior Requests		This Request		Total
Planning / Design	\$ 1,452,975.57	+	\$ 345,785.66	=	\$ 1,798,761.23
Construction	\$ 16,597,949.61	+	\$ 0.00	=	\$ 16,597,949.61
Other	\$ 56,469.65	+	\$ 10,378.68	=	\$ 66,848.33
<b>Total</b>	<b>\$ 18,107,394.83</b>	<b>+</b>	<b>\$ 356,164.34</b>	<b>=</b>	<b>\$ 18,463,559.17</b>

**Supporting Documentation:** *At DPI's request, submit documentation to DPI substantiating project expenditures identified here.*

**Reporting Requirements**

We, the undersigned, agree to submit a report describing the progress of this project, including State and Local amounts expended, as follows: 1) with each distribution request; 2) annually on or before April 1 of each year; and 3) within 90 days following completion of the project (final payment). We certify that the project herein described is within the parameters set forth in Article 38B of GS 115C-546, and that all the required local funding is available and designated as a Local Match for this project. We certify that Local Matching Funds are derived from non-State and non-Federal funds and will be expended along with Needs-Based Grand funds as the project progresses.

\_\_\_\_\_  
(Signature - Chair, County Commissioners) (Date)

\_\_\_\_\_  
(Signature - Chair, Board of Education) 307 (Date)

# Hite associates

ARCHITECTURE / PLANNING / TECHNOLOGY

2600 Meridian Drive / Greenville, NC 27834 tel (252) 757-0333

## STATEMENT / INVOICE No. 2

22324

TO: 

<b>BEAUFORT COUNTY SCHOOLS</b> 321 Smaw Road Washington, NC 27889  ATTN: Dr. Matthew Cheeseman, Superintendent
----------------------------------------------------------------------------------------------------------------------------

RE: **New PreK - 3 Primary School**  
Washington, NC

SERVICE	% FEE	AMOUNT	% COMP	AMT DUE
Design Narrative / Site Selection	5%	\$139,450.00	100%	\$139,450.00
Schematic Design Phase	10%	\$278,900.00	100%	\$278,900.00
Design Development Phase	15%	\$418,350.00	100%	\$418,350.00
Construction Documents Phase	30%	\$836,700.00	100%	\$836,700.00
Permit / Bidding / Negotiation	5%	\$139,450.00	100%	\$139,450.00
Construction Phase	33%	\$920,370.00	45%	\$414,166.50
Post Construction Services	2%	\$55,780.00	0%	\$0.00
<b>TOTALS</b>	<b>100%</b>	<b>\$2,789,000.00</b>	<b>80%</b>	<b>\$2,227,016.50</b>

Additional Services / Reimbursable Costs	
Project advertising / Printing and Shipping with No. 1	\$5,573.89
Surveying - boundary and topo	\$29,000.00
Surveying - boundary for 4 acres	\$1,531.25
Traffic consulting	\$28,959.00
NCDEQ - E and S control plan review fee	\$3,300.00
City of Washington - Storm water review fee	\$1,500.00
DOT Driveway permit fee	\$50.00
Washington Storm Water Reivew Fee	\$1,087.50
Terracon Seasonal High Water Table test	\$3,000.00
DEMLR Stormwater Program fee	\$120.00
Bolton and Menk traffic consultant	\$2,650.00
NCDEQ	\$1,750.00
Printing and Shipping with No. 2	\$2,515.02
Engineer reimbursables	\$1,727.15
<b>TOTAL Additional Services / Reimbursables</b>	<b>\$82,763.81</b>

PAID  
PAID  
PAID  
PAID  
PAID  
PAID  
PAID  
ATTACHED  
ATTACHED  
ATTACHED  
ATTACHED  
ATTACHED  
ATTACHED

**TOTAL SERVICES: \$2,309,780.31**

**LESS TOTAL PAID TO DATE: \$1,868,819.14**

**PLEASE PAY THIS AMOUNT: \$440,961.17**

BILLING BASIS: Fixed fee of \$ 2,789,000

**RECORD OF PAYMENTS**

No.	INV DATE	PMT DATE	AMOUNT
1	12/6/2024	2/14/2025	\$1,868,819.14
2	12/2/2025		
3			
4			
5			
<b>PAID TO DATE:</b>			<b>\$1,868,819.14</b>



102 E 2nd St  
Washington, NC 27889-4921  
Phone: 252-975-9300

**INVOICE**

Billed To:  
RIVERS & ASSOCIATES, INC  
BRIAN RUFF  
353 E. SIX FORKS RD.  
SUITE 230  
RALEIGH, NC 27609

DATE: 3/31/2025  
INVOICE #: INV09348  
DUE DATE: 4/15/2025  
TOTAL DUE: 1,087.50

CUSTOMER ACCOUNT # : 800594

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
STORMWATER PERMIT REVIEW - EASTERN ELEMENTARY	1.00	1,087.50	1,087.50
<b>TOTAL THIS INVOICE</b>			<b>1,087.50</b>

*pd 4/17*

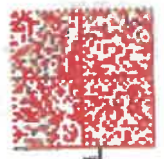
For questions, contact Billing at 252-359-1074

**REMIT TO:**

City of Washington  
Attn: Customer Service  
PO Box 1988  
Washington, NC 27889

A copy of this invoice should accompany your check. Thank you!

US POSTAGE  RINEY BOWEN  
ZIP 27888 \$ 000.69<sup>0</sup>  
02 4W  
0000385362MAR 31 2023



RALEIGH NC 275  
3 APR 2025 PM 4 L



City of Washington  
NORTH CAROLINA  
P.O. Box 1966 • 102 East Second Street • Washington, NC 27689

2024-065 Hite - Beaufort  
PK3 School

CITY  
SPERMATOR Review Fee

- ADDITIONAL 1087 50
- 1<sup>ST</sup> PMT 1500 00



27609-788255



# INVOICE

Winterville, NC  
252-353-1600

Project Mgr: Drew Gliniak

**Project:** Eastern Elementary - SHWT  
947 Hudnell Street  
Washington, NC

**To:** Hite Associates, P.C.  
Attn: Briana Nunley  
2600 Meridian Dr  
Greenville, NC 27834-5563

<b>REMIT TO:</b>
<b>Invoice Number: TN25937</b>
<b>Terracon Consultants, Inc.</b>
<b>PO Box 959673</b>
<b>St Louis, MO 63195-9673</b>
<b>Federal E.I.N.: 42-1249917</b>

<b>Project Number:</b>	<b>72245100</b>
<b>Invoice Date:</b>	<b>1/09/2025</b>
<b>For Period:</b>	<b>12/01/2024 to 1/11/2025</b>

Invoice for a Seasonal High Water Table performed for Eastern Elementary in Washington, NC.

Description	Total
Seasonal High Water Table	\$3,000.00

Billing questions? Please call (252) 347-0744.

**Invoice Total** **\$3,000.00**

Statement of Account	
Contract Amount	\$3,000.00
Amount Previously Billed	\$0.00
<b>Total Due this Invoice</b>	<b>\$3,000.00</b>
Total Billed	\$3,000.00
Payments to Date	\$0.00
<b>Total Due</b>	<b>\$3,000.00</b>

*pd 1/15*

TERMS: DUE UPON PRESENTATION OF INVOICE

**HITE ASSOCIATES**  
2800 MERIDIAN DR  
GREENVILLE, NC 27834-5563

15-3/540  
808  
CHECK IMAGE

02/06/2025

PAY TO THE ORDER OF DEMLR Stormwater Program

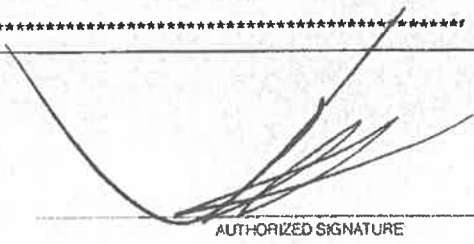
\$ \*\*120.00

One hundred twenty and 00/100\*\*\*\*\* DOLLARS

DEMLR Stormwater Program  
512 N. Salisbury St.  
Archdale 6th floor  
1612 Mail Service Center  
Raleigh, NC 27699-1612

MEMO

NEW BEAUFORT PK-3 SCHOOL NCC250372



AUTHORIZED SIGNATURE

⑈030338⑈ ⑆054000030⑆ 5342977201⑈

HITE ASSOCIATES

30338

02/06/2025

DEMLR Stormwater Program

NEW BEAUFORT PK-3 SCHOOL NCC250372

120.00

Checking at PNC Bank - Web Con

NEW BEAUFORT PK-3 SCHOOL NCC250372

120.00

HITE ASSOCIATES

30338

02/06/2025

DEMLR Stormwater Program

NEW BEAUFORT PK-3 SCHOOL NCC250372

120.00

Checking at PNC Bank - Web Con

NEW BEAUFORT PK-3 SCHOOL NCC250372

120.00



Please Remit To: Bolton & Menk, Inc.  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)  
 Payment by Credit Card Available Online at www.Bolton-Menk.com  
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

Hite Associates, PC  
 Jimmy Hite, President  
 2600 Meridian Drive  
 Greenville, NC 27834

January 23, 2025  
 Project No: OT4.134165.000  
 Invoice No: 0355260  
 Client Account: HITEASSO\_PR

**Hite Assoc/New Beaufort School Traffic**

Traffic Impact Study (0000001)  
**Fee**

Total Fee	26,500.00		
Percent Complete	100.00	Total Earned	26,500.00
		Previous Fee Billing	23,850.00
		Current Fee Billing	2,650.00
		<b>Total Fee</b>	<b>2,650.00</b>
		<b>Total this Task</b>	<b>\$2,650.00</b>
		<b>Total this Invoice</b>	<b>\$2,650.00</b>

*pd 2/11*

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(e) and 41 CFR 60-741.5(e) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

**HITE ASSOCIATES**  
2600 MERIDIAN DR  
GREENVILLE, NC 27834-5563

15-3/540  
808  
CHECK AMOUNT

01/31/2025

PAY TO THE ORDER OF NCDEQ

\$ \*\*1,750.00

One thousand seven hundred fifty and 00/100\*\*\*\*\* DOLLARS

NCDEQ  
Washington, NC

MEMO  
BEAUFORT PK-3 SCHOOL STORM WATER



AUTHORIZED SIGNATURE

⑈030336⑈ ⑆054000030⑆ 5342977201⑈

HITE ASSOCIATES

30336

01/31/2025 NCDEQ

Storm Water plan review - BEAUFORT PK-3 SCHOO

1,750.00

Checking at PNC Bank - Web Con

BEAUFORT PK-3 SCHOOL STORM WATER

1,750.00

HITE ASSOCIATES

30336

01/31/2025 NCDEQ

Storm Water plan review - BEAUFORT PK-3 SCHOO

1,750.00

Checking at PNC Bank - Web Con

BEAUFORT PK-3 SCHOOL STORM WATER

1,750.00



**"YOUR LARGE COPY SPECIALISTS"**

PO Box 3227 • Greenville, NC 27836 • (252) 758-1616

[www.speedyblue.com](http://www.speedyblue.com)

# Invoice

DATE	INVOICE NO.
5/16/2025	43467

BILL TO
HITE Associates 2600 Meridian Dr Greenville, NC 27834

SHIP TO
City of Washington Attn: Brett Burbage 102 East 2nd Street Washington, NC 27889

P.O. NO.	ORDERED BY	TERMS	SHIP DATE	SHIP VIA
22344 New Beaufort PK-3 S	Briana/05/13/25 4:09pm	Due/Rec	5/16/2025	Delivery
ITEM	DESCRIPTION	QTY	RATE	AMOUNT
30x42/101-599	30 x 42 Bond copies/101-599 One Full Size - Sets 1-3 (110/68/122)	300	1.98	594.00T
Delivery/Out	Delivery/Out of Town	1	50.00	50.00T
	subtotal			644.00
	Sales Tax		7.00%	45.08
	0 • c			
	689.08+			
	16.9+			
	1,791.19+			
	17.85+			
	=			
	2,515.02*			
<b>Total</b>				\$689.08

*pd 6/14*

Price may reflect vendor increase.

A Veteran Owned Business.

We appreciate your business!

*414.69*  
*\$ 1,103.77*  
*TOTAL*



### Where

#### Ship From

Hite Associates, PC, James Hite, AIA  
2600 Meridian Drive, GREENVILLE, NC 27834  
jgh@hiteassoc.com, 252-757-0333

#### Ship To

Rivers & Associates, Inc, Brian Ruff, PE  
353 East Six Forks Road, RALEIGH, NC 27609

### What

#### Package 1 - 1Z2293690392022297

#### Cubic Size

Medium (M)

#### Service Details - UPS Ground

#### Dimensions

My Packaging

#### Reference Numbers

22344 NCDOT

Estimated Delivery Monday December 9, 2024 , End of Day

### Payment

Bill Shipping Charges To: Shipper - 229369 - Hite

### Shipping Total

#### Shipping Fees

#### Package 1

UPS Ground

\$16.90

#### Subtotals

#### Shipping Fees

\$16.90

#### Combined Charges

\$16.90

#### Contract Rate

\$16.90

Transportation Charges: for services listed as guaranteed, refunds apply to transportation charges only. See Terms and Conditions in the Service Guide for details. Certain commodities and high value shipments may require additional transit time for customs clearance.

Rate includes a fuel Surcharge, but excludes taxes, duties and other charges that may apply to the shipment.

Your invoice may vary from the displayed reference rates

Note: This document is not an invoice.

All shipments are subject to the UPS Tariff/Terms and Conditions of Service ("UPS terms") in effect on the date of shipment, which are available at [www.ups.com/terms](http://www.ups.com/terms). Pursuant to the UPS Terms, UPS's maximum liability for loss or damage to each domestic package or international shipment is limited to \$100, unless the shipper declares a greater value in the declared value field of the UPS shipping system used and pays the applicable charge (in which case UPS's maximum liability is the declared value). Special terms apply to some services and articles. Please review the UPS Terms for liability limits, exclusions from liability, maximum declared values, prohibited items, and other important terms of service. The shipper agrees that in the absence of a greater declared value, \$100 value is a reasonable limitation under the circumstances of the transportation. Claims not timely made (generally noticed within sixty days and filed within nine months, but filed within sixty days for international shipments) are deemed waived and will not be paid. See the UPS Terms for details. Under no circumstances will UPS be liable for any special, incidental, or consequential damages.

**IN HOUSE LARGE FORMAT PRINTING**

**PROJECT: 22344 BCS / Beaufort PK-3 School**

**DATE RANGE: 7/19/2024 - 5/7/2025**

SQ. FT.	B/W COST	TOTAL
3543	\$ 0.50	\$ 1,771.50

SQ. FT.	COLOR COST	TOTAL
19.69	\$ 1.00	\$ 19.69

**TOTAL PRINT  
\$ 1,791.19**



### Where

#### Ship From

Hite Associates, PC, James Hite, AIA  
2600 Meridian Drive, GREENVILLE, NC 27834  
jgh@hiteassoc.com, 252-757-0333

#### Ship To

RIVERS & ASSOCIATES, BRIAN RUFF, PE  
353 East Six Forks Road, RALEIGH, NC 27609

### What

#### Package 1 - 1Z2293690396038862

Cubic Size	Dimensions	Reference Numbers
Medium (M)	My Packaging	22344
Service Details - UPS Ground		

#### Scheduled Smart Pickup :

Request Number: [GPVF7FM5933](#)

JAMES G HITE ARCHITECT  
2600 MERIDIAN DR, GREENVILLE, NC 27834  
US

Estimated Delivery Thursday February 13, 2025 , End of Day

### Payment

Bill Shipping Charges To: Shipper - 229369 - Hite

### Shipping Total

#### Shipping Fees

<b>Package 1</b>	
UPS Ground	\$17.85

Transportation Charges: for services listed as guaranteed, refunds apply to transportation charges only. See Terms and Conditions in the Service Guide for details. Certain commodities and high value shipments may require additional transit time for customs clearance.

#### Subtotals

<b>Shipping Fees</b>	\$17.85
<b>Combined Charges</b>	\$17.85
<b>Contract Rate</b>	\$17.85

Rate includes a fuel Surcharge, but excludes taxes, duties and other charges that may apply to the shipment.

Your invoice may vary from the displayed reference rates

Note: This document is not an invoice.

All shipments are subject to the UPS Tariff/Terms and Conditions of Service ("UPS terms") in effect on the date of shipment, which are available at [www.ups.com/terms](http://www.ups.com/terms). Pursuant to the UPS Terms, UPS's maximum liability for loss or damage to each domestic package or international shipment is limited to \$100, unless the shipper declares a greater value in the declared value field of the UPS shipping system used and pays the applicable charge (in which case UPS's maximum liability is the declared value). Special terms apply to some services and articles. Please review the UPS Terms for liability limits, exclusions from liability, maximum declared values, prohibited items, and other important terms of service. The shipper agrees that in the absence of a greater declared value, \$100 value is a reasonable limitation under the circumstances of the transportation. Claims not timely made (generally noticed within sixty days and filed within nine months, but filed within sixty days for international shipments) are deemed waived and will not be paid. See the UPS Terms for details. Under no circumstances will UPS be liable for any special, incidental, or consequential damages.

22344

**Invoice**



PO Box 929 (zip 27835)  
107 E. Second St.  
Greenville, NC 27858  
Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

Jimmy Hite  
Hite Associates  
2600 Meridian E  
Greenville, NC

August 29, 2025  
Project No: 2024065  
Invoice No: 17246

0 • c  
Project 301 • 7 +  
Professional St 30 • 8 +  
in accordance w 33 • 6 +  
Professional St 32 • 9 +  
Phase 160 • 8 +  
----- 57 • 62 +  
Task 5 • +  
Professional Pe 75 • 68 +  
535 • 5 +  
Designer III 15 • 41 +  
Cad Technic 29 • 37 +  
Project Engi 109 • 88 +  
271 • 89 +  
67 • +  
=  
1,727 • 15 \*

Beaufort Co. School PreK-3  
Services for new Beaufort County School Pre-K thru 3 in Washington, NC

Hours	Rate	Amount
1.50	120.00	180.00
2.50	75.00	187.50
3.50	150.00	525.00
7.50		892.50
<b>Total this Task</b>		<b>\$892.50</b>

-----  
Task  
Professional Pe  
Designer III  
Totals  
Total Labor

Hours	Rate	Amount
39.00	120.00	4,680.00
39.00		4,680.00
<b>Total Labor</b>		<b>4,680.00</b>

Reimbursable Expenses  
Mileage Reimb. (DIRECT)  
Total Reimbursables

301.70		301.70
<b>Total this Task</b>		<b>\$4,981.70</b>

**Total this Phase \$5,874.20**  
**Total this Invoice \$5,874.20**

**Billings to Date**

	Current	Prior	Total
Labor	5,572.50	82,967.50	88,540.00
Expense	301.70	1,005.35	1,307.05

pd 9/30

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Invoice**



PO Box 929 (zip 27835)  
107 E. Second St.  
Greenville, NC 27858  
Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

Jimmy Hite  
Hite Associates  
2600 Meridian Dr.  
Greenville, NC 27834

July 9, 2025  
Project No: 2024065  
Invoice No: 16983

Project 2024065 Hite/Beaufort Co. School PreK-3  
**Professional Services Rendered:** Engineering services for new Beaufort County School Pre-K thru 3 in Washington, NC in accordance with Agreement dated May 14, 2024.

**Professional Services through June 27, 2025**

Phase 06 Construction Observation

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount
Designer III	4.75	120.00	570.00
Senior Project Manager II	7.00	200.00	1,400.00
Totals	11.75		1,970.00
<b>Total Labor</b>			<b>1,970.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			30.80
<b>Total Reimbursables</b>			<b>30.80</b>

**Total this Task \$2,000.80**

Task 015 Inspection

**Professional Personnel**

	Hours	Rate	Amount
Designer III	6.50	120.00	780.00
Totals	6.50		780.00
<b>Total Labor</b>			<b>780.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			33.60
<b>Total Reimbursables</b>			<b>33.60</b>

**Total this Task \$813.60**

**Total this Phase \$2,814.40**

**Total this Invoice \$2,814.40**

*pd 7/10/25*

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Invoice**



PO Box 929 (zip 27835)  
 107 E. Second St.  
 Greenville, NC 27858  
 Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

Jimmy Hite  
 Hite Associates  
 2600 Meridian Dr.  
 Greenville, NC 27834

July 30, 2025  
 Project No: 2024065  
 Invoice No: 17118

Project 2024065 Hite/Beaufort Co. School PreK-3  
**Professional Services Rendered:** Engineering services for new Beaufort County School Pre-K thru 3 in Washington, NC in accordance with Agreement dated May 14, 2024.

**Professional Services through July 25, 2025**

Phase 04 Stormwater Management

Task 014 Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer III	2.00	150.00	300.00	
Totals	2.00		300.00	
<b>Total Labor</b>				<b>300.00</b>
		<b>Total this Task</b>		<b>\$300.00</b>
		<b>Total this Phase</b>		<b>\$300.00</b>

Phase 06 Construction Observation

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount	
Designer III	2.00	120.00	240.00	
Totals	2.00		240.00	
<b>Total Labor</b>				<b>240.00</b>
		<b>Total this Task</b>		<b>\$240.00</b>

Task 014 Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Designer III	3.50	120.00	420.00	
Totals	3.50		420.00	
<b>Total Labor</b>				<b>420.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			32.90	
<b>Total Reimbursables</b>			<b>32.90</b>	<b>32.90</b>

*K-1  
 10-15 with 5h*

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Invoice**



PO Box 929 (zip 27835)  
 107 E. Second St.  
 Greenville, NC 27858  
 Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

Jimmy Hite  
 Hite Associates  
 2600 Meridian Dr.  
 Greenville, NC 27834

December 30, 2024  
 Project No: 2024065  
 Invoice No: 16235

Project 2024065 Hite/Beaufort Co. School PreK-3  
**Professional Services Rendered:** Engineering services for new Beaufort County School Pre-K thru 3 in Washington, NC in accordance with Agreement dated May 14, 2024.

**Professional Services through December 27, 2024**

Phase	03	Erosion Control			
Task	001	Project Administration			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
		Senior Project Manager II	8.50	200.00	1,700.00
		Totals	8.50		1,700.00
		<b>Total Labor</b>			<b>1,700.00</b>
				<b>Total this Task</b>	<b>\$1,700.00</b>
				<b>Total this Phase</b>	<b>\$1,700.00</b>

Phase	04	Stormwater Management			
Task	009	Permits & Approvals			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
		Project Engineer III	46.25	150.00	6,937.50
		Administrative Assistant II	1.50	80.00	120.00
		Totals	47.75		7,057.50
		<b>Total Labor</b>			<b>7,057.50</b>
<b>Reimbursable Expenses</b>					
		Mileage Reimb. (DIRECT)			160.80
		<b>Total Reimbursables</b>			<b>160.80</b>
				<b>Total this Task</b>	<b>\$7,218.30</b>
				<b>Total this Phase</b>	<b>\$7,218.30</b>

Phase	05	Fire Line		
Task	001	Project Administration		

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1 5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Professional Personnel**

	Hours	Rate	Amount
Design Engineer I	1.00	100.00	100.00
Senior Project Manager II	.50	200.00	100.00
Totals	1.50		200.00
<b>Total Labor</b>			<b>200.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			57.62
<b>Total Reimbursables</b>			<b>57.62</b>
<b>Total this Task</b>			<b>\$257.62</b>

Task 024 Hydraulic Analysis

**Professional Personnel**

	Hours	Rate	Amount
Project Engineer III	.75	150.00	112.50
Totals	.75		112.50
<b>Total Labor</b>			<b>112.50</b>

**Total this Task \$112.50**

**Total this Phase \$370.12**

Phase 07 Turn Lane

Task 009 Permits & Approvals

**Professional Personnel**

	Hours	Rate	Amount
Project Engineer III	3.75	150.00	562.50
Totals	3.75		562.50
<b>Total Labor</b>			<b>562.50</b>

**Unit Billing**

24x36 plan print \$2.50 each

**5.00**

**Total this Task \$567.50**

**Total this Phase \$567.50**

**Total this Invoice \$9,855.92**

**Billings to Date**

	Current	Prior	Total
Labor	9,632.50	55,515.00	65,147.50
Expense	218.42	569.23	787.65
Unit	5.00	617.50	622.50
<b>Totals</b>	<b>9,855.92</b>	<b>56,701.73</b>	<b>66,557.65</b>

*pd 1/15*

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no

**Invoice**



PO Box 929 (zip 27835)  
 107 E. Second St.  
 Greenville, NC 27858  
 Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

November 29, 2024  
 Project No: 2024065  
 Invoice No: 16130

Jimmy Hite  
 Hite Associates  
 2600 Meridian Dr.  
 Greenville, NC 27834

Project 2024065 Hite/Beaufort Co. School PreK-3  
**Professional Services Rendered:** Engineering services for new Beaufort County School Pre-K thru 3 in Washington, NC in accordance with Agreement dated May 14, 2024.

**Professional Services through November 29, 2024**

Phase 04 Stormwater Management

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount	
Senior Project Manager II	2.00	190.00	380.00	
Totals	2.00		380.00	
<b>Total Labor</b>				<b>380.00</b>
				<b>Total this Task \$380.00</b>

Task 009 Permits & Approvals

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer III	40.50	150.00	6,075.00	
Administrative Assistant II	.50	75.00	37.50	
Totals	41.00		6,112.50	
<b>Total Labor</b>				<b>6,112.50</b>

**Reimbursable Expenses**

Misc. Reimb. (DIRECT)			75.68	
<b>Total Reimbursables</b>			<b>75.68</b>	<b>75.68</b>

**Unit Billing**

24x36 plan print \$2.50 each  
 Any size color copies \$1.00 each

**535.50**

**Total this Task \$6,723.68**

**Total this Phase \$7,103.68**

Phase 05 Fire Line

Task 001 Project Administration

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Professional Personnel**

	Hours	Rate	Amount	
Design Engineer I	8.75	90.00	787.50	
Totals	8.75		787.50	
<b>Total Labor</b>				<b>787.50</b>
				<b>Total this Task \$787.50</b>

Task 004 Design

**Professional Personnel**

	Hours	Rate	Amount	
Design Engineer I	3.00	90.00	270.00	
Senior Project Manager II	3.00	190.00	570.00	
Totals	6.00		840.00	
<b>Total Labor</b>				<b>840.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			15.41	
<b>Total Reimbursables</b>			<b>15.41</b>	<b>15.41</b>
				<b>Total this Task \$855.41</b>

Task 009 Permits & Approvals

**Professional Personnel**

	Hours	Rate	Amount	
Administrative Assistant II	.75	75.00	56.25	
Totals	.75		56.25	
<b>Total Labor</b>				<b>56.25</b>

**Reimbursable Expenses**

Misc. Reimb. (DIRECT)			29.37	
<b>Total Reimbursables</b>			<b>29.37</b>	<b>29.37</b>

**Unit Billing**

Any size color copies \$1.00 each				<b>82.00</b>
				<b>Total this Task \$167.62</b>

Task 024 Hydraulic Analysis

**Professional Personnel**

	Hours	Rate	Amount	
Designer III	3.00	115.00	345.00	
Project Engineer III	13.75	150.00	2,062.50	
Totals	16.75		2,407.50	
<b>Total Labor</b>				<b>2,407.50</b>

**Total this Task \$2,407.50**

**Total this Phase \$4,218.03**

Phase 07 Turn Lane

Task 009 Permits & Approvals

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

Project . 2024065 Hite/Beaufort Co. School PreK-3 Invoice 16047

Phase 04 Stormwater Management

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount	
Senior Project Manager II	2.50	190.00	475.00	
Totals	2.50		475.00	
<b>Total Labor</b>				<b>475.00</b>

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			109.88	
<b>Total Reimbursables</b>			<b>109.88</b>	

**Total this Task \$584.88**

**Total this Phase \$584.88**

Phase 05 Fire Line

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount	
Design Engineer I	5.25	90.00	472.50	
Senior Project Manager II	1.00	190.00	190.00	
Totals	6.25		662.50	
<b>Total Labor</b>				<b>662.50</b>

**Total this Task \$662.50**

Task 004 Design

**Professional Personnel**

	Hours	Rate	Amount	
Design Engineer I	2.50	90.00	225.00	
Senior Project Manager II	3.00	190.00	570.00	
Totals	5.50		795.00	
<b>Total Labor</b>				<b>795.00</b>

**Total this Task \$795.00**

Task 009 Permits & Approvals

**Professional Personnel**

	Hours	Rate	Amount	
Administrative Assistant II	.25	75.00	18.75	
Totals	.25		18.75	
<b>Total Labor</b>				<b>18.75</b>

**Total this Task \$18.75**

**Total this Phase \$1,476.25**

**Total this Invoice \$22,761.13**

*pd 11/12*

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Invoice**



PO Box 929 (zip 27835)  
 107 E. Second St.  
 Greenville, NC 27858  
 Phone No. (252) 752-4135

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

Jimmy Hite  
 Hite Associates  
 2600 Meridian Dr.  
 Greenville, NC 27834

September 30, 2024  
 Project No: 2024065  
 Invoice No: 15887

Project 2024065 Hite/Beaufort Co. School PreK-3  
**Professional Services Rendered:** Engineering services for new Beaufort County School Pre-K thru 3 in Washington, NC in accordance with Agreement dated May 14, 2024.

**Professional Services through September 27, 2024**

Phase	01	Site Plan & Grading			
Task	001	Project Administration			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
		Senior Project Manager II	3.50	190.00	665.00
		Landscape Architect/Project Manager II	1.00	155.00	155.00
		Totals	4.50		820.00
		<b>Total Labor</b>			<b>820.00</b>
				<b>Total this Task</b>	<b>\$820.00</b>

Task	004	Design			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
		Project Engineer III	34.50	150.00	5,175.00
		Totals	34.50		5,175.00
		<b>Total Labor</b>			<b>5,175.00</b>
<b>Reimbursable Expenses</b>					
		Mileage Reimb. (DIRECT)			271.89
		<b>Total Reimbursables</b>			<b>271.89</b>
				<b>Total this Task</b>	<b>\$5,446.89</b>
				<b>Total this Phase</b>	<b>\$6,266.89</b>

Phase	02	Storm Drainage		
Task	001	Project Administration		

After 15 days, this invoice is assumed to be correct and payable in full. Account now due and payable. A finance charge of 1.5% per month will be applied to balances unpaid for more than 30 days. Please include project no.

**Professional Personnel**

	Hours	Rate	Amount
Senior Project Manager II	.50	190.00	95.00
Totals	.50		95.00
<b>Total Labor</b>			<b>95.00</b>
		<b>Total this Task</b>	<b>\$95.00</b>

Task 004 Design

**Reimbursable Expenses**

Mileage Reimb. (DIRECT)			67.00
<b>Total Reimbursables</b>			<b>67.00</b>
		<b>Total this Task</b>	<b>\$67.00</b>
		<b>Total this Phase</b>	<b>\$162.00</b>

Phase 04 Stormwater Management

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount
Senior Project Manager II	1.50	190.00	285.00
Totals	1.50		285.00
<b>Total Labor</b>			<b>285.00</b>
		<b>Total this Task</b>	<b>\$285.00</b>
		<b>Total this Phase</b>	<b>\$285.00</b>

Phase 05 Fire Line

Task 001 Project Administration

**Professional Personnel**

	Hours	Rate	Amount
Design Engineer I	15.50	90.00	1,395.00
Totals	15.50		1,395.00
<b>Total Labor</b>			<b>1,395.00</b>
		<b>Total this Task</b>	<b>\$1,395.00</b>
		<b>Total this Phase</b>	<b>\$1,395.00</b>
		<b>Total this Invoice</b>	<b>\$8,108.89</b>

**Billings to Date**

	Current	Prior	Total
Labor	7,770.00	14,285.00	22,055.00
Expense	338.89	0.00	338.89
<b>Totals</b>	<b>8,108.89</b>	<b>14,285.00</b>	<b>22,393.89</b>

\$8,108.89

pd 10/15

# **ADDENDUM 6**

## **Reimbursement #13, Washington Elementary School**



**DISTRIBUTION REQUEST  
NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**  
Date of Request: 12/12/25

DPI USE ONLY
Approved:
Date:

County: Beaufort  
Address: 121 W. 3rd St., Washington, NC 27889  
LEA: 070-Beaufort County  
Address: 321 Smaw Road, Washington, NC 27889

Contact Person: Brian Alligood or Anita Radcliffe  
Title: County Manager Finance Director  
Phone: 252-940-6158 or 252-946-0079  
Email: brian.alligood@beaufortcountync.gov

Project Title: Washington Elementary School (PK-3)  
Project Address: 947 Hudnell Street, Washington, NC 27889

The Needs-Based Public School Capital Fund is governed by Article 38B of GS 115C-546. The purpose of the NBPSCF is to assist counties with their critical public school building capital needs. Grant funds may be used for construction of new public school buildings, as well as additions, repairs, and renovations to existing public school buildings. Grant funds cannot be used for real property acquisition, or for capital improvements to administrative buildings. Grant funds may be utilized for a lease agreement per GS 115C-546.13. **Do Not use this Distribution Request Form for lease payments.**

Total Project Costs (per signed agreement)	State Grant		Local Match		Total
Planning / Design	\$ _____	+	\$ _____	=	\$ _____
Construction	\$ _____	+	\$ _____	=	\$ _____
Other	\$ _____	+	\$ _____	=	\$ _____
Total	\$ 42,000,000.00	+	\$ 10,000,000.00	=	\$ 52,000,000.00

Design Firm: Hite Associates  
Date of Design Contract: 7/8/23 Bid Date (  actual  estimated ): 4/28/23  
General Contractor: WIMCO Date of Construction Contract: 11/26/23  
Construction Start Date (  actual  estimated ): Jan 2025 Completion Date (  actual  estimated ): July 2026

Local Matching Fund Requirement: 1:1 | 1:3 --- or --- 0% | 5% | 15% | 25% | 35%  
Source(s) of matching funds: Local Matching Requirement 19.23%; Source of matching funds - Beaufort County General Fund Cash

Project Costs (as of date): <u>12/12/25</u>	State Grant		Local Match		Total
Planning / Design	\$ 1,798,761.23	+	\$ 428,255.27	=	\$ 2,227,016.50
Construction	\$ 18,488,053.63	+	\$ 4,401,699.52	=	\$ 22,889,753.15
Other	\$ 66,848.33	+	\$ 15,915.48	=	\$ 82,763.81
Total	\$ 20,353,663.19	+	\$ 4,845,870.27	=	\$ 25,199,533.46

Grant Funds Requested	All Prior Requests		This Request		Total
Planning / Design	\$ 1,798,761.23	+	\$ 0.00	=	\$ 1,798,761.23
Construction	\$ 16,597,949.61	+	\$ 1,890,104.02	=	\$ 18,488,053.63
Other	\$ 66,848.33	+	\$ 0.00	=	\$ 66,848.33
Total	\$ 18,463,559.17	+	\$ 1,890,104.02	=	\$ 20,353,663.19

Supporting Documentation: At DPI's request, submit documentation to DPI substantiating project expenditures identified here.

**Reporting Requirements**

We, the undersigned, agree to submit a report describing the progress of this project, including State and Local amounts expended, as follows: 1) with each distribution request; 2) annually on or before April 1 of each year; and 3) within 90 days following completion of the project (final payment). We certify that the project herein described is within the parameters set forth in Article 38B of GS 115C-546, and that all the required local funding is available and designated as a Local Match for this project. We certify that Local Matching Funds are derived from non-State and non-Federal funds and will be expended along with Needs-Based Grand funds as the project progresses.

(Signature - Chair, County Commissioners)



(Signature - Chair, Board of Education)

(Date)

12/15/25

(Date)

# Hite associates

ARCHITECTURE / PLANNING / TECHNOLOGY

## PAY APPLICATION TRANSMITTAL

December 11, 2025

TO: Beaufort County Board of Education

ATTN: Jamie Stokes, Director of Maintenance

FROM: Robert Edmondson

RE: **New Beaufort Pk-3 School**

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Enclosed are Pay Applications approved by this office for:

<b>Contractor</b>	<b>Amount</b>
WIMCO CORP	\$2,340,106.50

**End of Transmittal**

# Hite associates

ARCHITECTURE / PLANNING / TECHNOLOGY

## CONSTRUCTION ACCOUNTING SUMMARY

PROJECT: # 22344 New Beaufort PK-3 School  
BEAUFORT COUNTY

Type: \_\_\_\_\_ Gross Sq. Foot New Area (Enclosed): 135,692

Const. Class: \_\_\_\_\_

Cap: \_\_\_\_\_

Contract Date: 11/26/2024 Completion Date: \_\_\_\_\_

Contract Executed: \_\_\_\_\_

### SINGLE PRIME GENERAL CONTRACT: WIMCO CORP 2533 W 5TH STREET, WASHINGTON, NC 27889

Original Contract Sum:	\$43,120,100.00
CO No. G1	
CO No. G2	
CO No. G3	
CO No. G4	
CO No. G5	
CO No. G6	
CO No. G7	
CO No. G8	
CO No. G9	
Total Change Orders executed to Date:	\$0.00
Total Change Orders pending:	\$0.00
Current Contract Sum:	\$43,120,100.00
Total Payments Approved to Date:	\$22,889,753.15
Balance of Contract Sum:	\$20,230,346.85

Progress Payments Approved	Received	Reviewed	Sent
1	\$1,227,542.50	2/25/25 VIA EMAIL	2/26/2025
2	\$966,552.38	3/27/25 VIA EMAIL	3/27/2025
3	\$1,257,168.25	4/25/25 via email	4/28/2025
4	\$916,037.50	5/29/25 VIA EMAIL	5/30/2025
5	\$1,555,102.50	6/10/25 VIA EMAIL	6/11/2025
6	\$1,355,175.00	7/8/25 VIA EMAIL	7/10/2025
7	\$3,394,480.00	8/12/25 via email	8/13/2025
8	\$2,809,271.68	9/9/25 via email	9/10/2025
9	\$3,506,808.20	10/14/25 via email	10/15/2025
10	\$3,561,508.66	11/19/25 via email	11/19/2025
11	\$2,340,106.50	12/9/25 VIA EMAIL	12/9/2025
12			
13			
14			
15			
16			
17			
<b>TOTAL</b>	<b>\$22,889,753.15</b>		

### FURNITURE (SUBJECT TO BE ADDED)

Original Contract Sum:	
Co. No. M-1	
CO No. M-2	
CO No. M-3	
CO No. M-4	
CO No. M-5	
Total Change Orders executed to Date:	\$0.00
Total Change Orders Pending:	\$0.00
Current Contract Sum:	\$0.00
Total Payments Approved to Date:	\$0.00
Balance of Contract Sum:	\$0.00

Progress Payment Approved	Received	Reviewed	Sent
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
FINAL			
<b>TOTAL</b>	<b>\$0.00</b>		

## CONTRACTS SUMMARY

Total Original Contracts:	\$43,120,100.00		
General to Date:	\$43,120,100.00	100.0%	
Furniture to Date:	\$0.00	0%	
Total Change Orders executed to Date:	\$0.00	0.0%	
Current Change Orders pending:	\$0.00		
<b>Total Current Contracts:</b>	<b>\$43,120,100.00</b>	<b>100.0%</b>	<b>\$317.78</b> Cost Per Sq. Ft.
Total Payments Approved to Date:	\$22,889,753.15	53.1%	
Balance of Contract Sum:	\$20,230,346.85	46.9%	

DOCUMENT SUMMARY SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT

INVOICE NO: 59211  
 PERIOD: 12/01/25 - 12/31/25  
 PROJECT NO: 3592  
 CONTRACT DATE: 11/26/2024

PROJECT:  
 Washington Elementary School - Washington, NC  
 947 Hudnell Street  
 Washington, North Carolina 27889

TO OWNER/CLIENT:  
 AR-Beaufort County Schools  
 321 Smaw Road  
 Washington, North Carolina 27889

VIA ARCHITECT/ENGINEER:

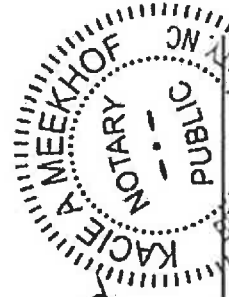
WIMCO Corp  
 PO Box 121 2533 West 5th Street  
 Washington, North Carolina 27889

CONTRACT FOR: 3592 - Prime Contract

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.  
 CONTRACTOR: WIMCO Corp

By: Rout C Falk Date: 12/19/25

State of: NORTH CAROLINA  
 County of: BEAUFORT  
 Subscribed and sworn to before me this 9th day of December 2025  
 Notary Public: Karin A. Meekhof  
 My commission expires: 10/23/2029



ARCHITECTS/ENGINEER'S CERTIFICATE FOR PAYMENT  
 In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: JGH \$2,340,106.50  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet, if any, are changed to confirm the amount certified.)  
 ARCHITECT/ENGINEER: [Signature]

By: [Signature] Date: 12/11/25  
 This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

MATH & TAX CORRECT	
BMN Dec. 09, 2025	\$43,120,100.00
	\$0.00
	\$43,120,100.00
	\$24,094,477.04

- Original Contract Sum \$43,120,100.00
- Net change by allowance adjustment \$0.00
- Contract Sum to date (Line 1 ± 2) \$43,120,100.00
- Total completed and stored to date (Column G on detail sheet) \$24,094,477.04
- Retainage:
  - 5.00% of completed work \$1,204,723.89
  - 0.00% of stored material \$0.00
- Total retainage (Line 5a + 5b or total in column I of detail sheet) \$1,204,723.89
- Total earned less retainage (Line 4 less Line 5 Total) \$22,889,753.15
- Less previous certificates for payment (Line 6 from prior certificate) \$20,549,646.65
- Current payment due: \$2,340,106.50
- Balance to finish, including retainage (Line 3 less Line 6) \$20,230,346.85

ALLOWANCE ADJUSTMENT SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by allowance adjustment:	\$0.00	\$0.00

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

INVOICE NUMBER: 59211  
APPLICATION DATE: 12/25/2025  
PROJECT NO: 3592

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 12/01/25 - 12/31/25

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)						
1	* GENERAL CONDITIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00
2	SALES TAX	\$229,579.00	\$134,500.00	\$12,000.00	\$12,000.00	\$0.00	\$146,500.00	63.81%	\$83,079.00
3	LABOR TAXES & INS	\$105,160.00	\$63,000.00	\$8,000.00	\$8,000.00	\$0.00	\$71,000.00	67.52%	\$34,160.00
4	BUILDERS RISK INS	\$195,000.00	\$195,000.00	\$0.00	\$0.00	\$0.00	\$195,000.00	100.00%	\$9,750.00
5	BOND	\$326,248.00	\$326,248.00	\$0.00	\$0.00	\$0.00	\$326,248.00	100.00%	\$16,312.40
6	SUPERVISION	\$560,527.00	\$286,052.00	\$35,000.00	\$35,000.00	\$0.00	\$321,052.00	57.28%	\$16,052.60
7	TEMP FACILITIES	\$174,891.00	\$111,000.00	\$3,500.00	\$3,500.00	\$0.00	\$114,500.00	65.54%	\$69,191.00
8	CLEANUP	\$202,963.00	\$15,200.00	\$6,500.00	\$6,500.00	\$0.00	\$21,700.00	10.69%	\$1,085.00
9	EQUIPMENT RENTAL	\$172,966.00	\$78,500.00	\$8,000.00	\$8,000.00	\$0.00	\$86,500.00	50.01%	\$4,325.00
10	SAFETY	\$29,027.00	\$18,200.00	\$0.00	\$0.00	\$0.00	\$18,200.00	62.70%	\$910.00
11	SURVEYING	\$62,200.00	\$41,900.00	\$0.00	\$0.00	\$0.00	\$41,900.00	67.36%	\$20,300.00
12	ALLOW. CASH	\$1,599,243.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,599,243.00
13	ALLOW. MASS UNDERCUT	\$74,999.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$74,999.00
14	ALLOW. FOUNDATION UNDERCUT	\$26,791.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,791.00
15	* SITEWORK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00
16	MOBILIZATION	\$150,876.00	\$150,876.00	\$0.00	\$0.00	\$0.00	\$150,876.00	100.00%	\$7,543.80
17	DEMO	\$346,706.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	72.11%	\$96,706.00
18	GRADING	\$2,293,194.00	\$2,168,500.00	\$0.00	\$0.00	\$0.00	\$2,168,500.00	94.56%	\$124,694.00
19	EROSION CTL-MATERIAL	\$193,110.00	\$193,110.00	\$0.00	\$0.00	\$0.00	\$193,110.00	100.00%	\$9,655.50
20	EROSION CTL-LABOR	\$88,475.00	\$88,475.00	\$0.00	\$0.00	\$0.00	\$88,475.00	100.00%	\$4,423.75
21	WATERSEWER-MATERIAL	\$546,015.00	\$537,250.00	\$8,765.00	\$8,765.00	\$0.00	\$546,015.00	100.00%	\$27,300.75
22	WATERSEWER-LABOR	\$329,005.00	\$318,500.00	\$10,505.00	\$10,505.00	\$0.00	\$329,005.00	100.00%	\$16,450.25
23	STORM DRAIN-MATERIAL	\$972,975.00	\$972,975.00	\$0.00	\$0.00	\$0.00	\$972,975.00	100.00%	\$48,848.75
24	STORM DRAIN-LABOR	\$466,275.00	\$466,275.00	\$0.00	\$0.00	\$0.00	\$466,275.00	100.00%	\$23,313.75
25	ASPHALT-MATERIAL	\$689,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$689,596.00
26	ASPHALT-LABOR	\$295,541.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$295,541.00
27	SITE CONCRETE-MATERIAL	\$484,394.00	\$196,000.00	\$0.00	\$0.00	\$0.00	\$196,000.00	40.46%	\$288,394.00
28	SITE CONCRETE-LABOR	\$164,739.00	\$88,500.00	\$0.00	\$0.00	\$0.00	\$88,500.00	41.58%	\$96,239.00
29	FENCING-MATERIAL	\$189,808.00	\$115,000.00	\$0.00	\$0.00	\$0.00	\$115,000.00	60.56%	\$74,908.00
30	FENCING-LABOR	\$81,388.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	63.89%	\$29,388.00
31	LANDSCAPING-MATERIAL	\$182,366.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$16,500.00	9.05%	\$165,866.00
32	LANDSCAPING-LABOR	\$78,156.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	5.78%	\$73,656.00
33	* CONCRETE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)				% (G / C)			
34	FOOTINGS	\$847,117.00	\$847,117.00	\$0.00	\$0.00	\$0.00	\$847,117.00	100.00%	\$0.00	\$42,355.65
35	SLAB ON GRADE	\$1,219,088.00	\$1,157,550.00	\$45,000.00	\$45,000.00	\$0.00	\$1,202,550.00	98.64%	\$16,538.00	\$60,127.50
36	SLAB ON DECK	\$252,008.00	\$80,000.00	\$75,500.00	\$75,500.00	\$0.00	\$165,500.00	65.67%	\$86,508.00	\$8,275.00
37	* MASONRY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
38	BRICK/MATERIALS	\$794,946.00	\$400,000.00	\$78,000.00	\$78,000.00	\$0.00	\$478,000.00	60.13%	\$316,946.00	\$23,900.00
39	BRICK-LABOR	\$447,633.00	\$59,500.00	\$75,000.00	\$75,000.00	\$0.00	\$134,500.00	30.03%	\$313,333.00	\$6,725.00
40	BLOCK-MATERIALS	\$1,963,724.00	\$1,963,724.00	\$0.00	\$0.00	\$0.00	\$1,963,724.00	100.00%	\$0.00	\$98,186.20
41	BLOCK-LABOR	\$923,024.00	\$837,000.00	\$43,000.00	\$43,000.00	\$0.00	\$880,000.00	95.34%	\$43,024.00	\$44,000.00
42	* METALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
43	STEEL ERECTOR	\$1,019,071.00	\$771,750.00	\$110,000.00	\$110,000.00	\$0.00	\$881,750.00	86.52%	\$137,321.00	\$44,087.50
44	STRUCTURAL STEEL	\$2,924,016.00	\$2,497,000.00	\$155,000.00	\$155,000.00	\$0.00	\$2,652,000.00	90.70%	\$272,016.00	\$132,660.00
45	MISC. METALS	\$34,850.00	\$7,500.00	\$3,500.00	\$3,500.00	\$0.00	\$11,000.00	31.56%	\$23,850.00	\$550.00
46	* CARPENTRY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
47	CARPENTRY-MATERIAL	\$63,989.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$63,989.00	\$0.00
48	CARPENTRY-LABOR	\$27,423.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	16.41%	\$22,923.00	\$225.00
49	CASEWORK-MATERIAL	\$374,665.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$374,665.00	\$0.00
50	CASEWORK-LABOR	\$186,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$186,285.00	\$0.00
51	* THERMAL/MOISTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
52	ROOFING-MATERIAL	\$2,106,281.00	\$976,500.00	\$182,000.00	\$182,000.00	\$0.00	\$1,158,500.00	55.00%	\$947,781.00	\$57,925.00
53	ROOFING-LABOR	\$925,548.00	\$351,000.00	\$85,500.00	\$85,500.00	\$0.00	\$436,500.00	45.00%	\$509,048.00	\$20,825.00
54	INSULATIONS-MATERIAL	\$142,780.00	\$25,000.00	\$10,000.00	\$10,000.00	\$0.00	\$32,000.00	22.41%	\$110,780.00	\$1,600.00
55	INSULATIONS-LABOR	\$61,190.00	\$6,500.00	\$5,500.00	\$5,500.00	\$0.00	\$14,000.00	22.88%	\$47,190.00	\$700.00
56	CAULKING-MATERIAL	\$84,557.00	\$23,000.00	\$15,500.00	\$15,500.00	\$0.00	\$38,500.00	59.64%	\$28,057.00	\$1,925.00
57	CAULKING-LABOR	\$24,809.00	\$7,700.00	\$6,500.00	\$6,500.00	\$0.00	\$14,200.00	57.24%	\$10,609.00	\$710.00
58	* OPENINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
59	DOORS/FRAMES HOWRE-MATERIAL	\$461,844.00	\$212,000.00	\$0.00	\$0.00	\$0.00	\$212,000.00	45.90%	\$249,844.00	\$10,600.00
60	DOORS/FRAMES HOWRE-LABOR	\$192,932.00	\$48,500.00	\$0.00	\$0.00	\$0.00	\$48,500.00	25.14%	\$144,432.00	\$2,425.00
61	STOREFRONT-MATERIAL	\$676,159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$676,159.00	\$2,000.00
62	STOREFRONT-LABOR	\$285,486.00	\$0.00	\$15,500.00	\$15,500.00	\$0.00	\$15,500.00	5.43%	\$269,986.00	\$775.00
63	OVERHEAD DOORS	\$35,294.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,294.00	\$0.00
64	* FINISHES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
65	GWB FRAMING/RYWALL-MATERIALS	\$648,399.00	\$194,750.00	\$64,500.00	\$64,500.00	\$0.00	\$259,250.00	39.98%	\$389,149.00	\$12,962.50
66	GWB FRAMING/RYWALL-LABOR	\$293,313.00	\$88,000.00	\$25,500.00	\$25,500.00	\$0.00	\$113,500.00	38.70%	\$179,813.00	\$5,675.00
67	HARD TILE-MATERIAL	\$146,446.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$146,446.00	\$0.00
68	HARD TILE-LABOR	\$67,047.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$67,047.00	\$0.00
69	TERRAZZO-MATERIAL	\$329,614.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$329,614.00	\$0.00
70	TERRAZZO-LABOR	\$134,119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$134,119.00	\$0.00
71	ACOUSTICAL CEILING-MATERIAL	\$152,193.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	3.61%	\$146,693.00	\$275.00

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			FROM PREVIOUS APPLICATION (D + E)				% (G / C)			
72	ACOUSTICAL CEILING-LABOR	\$82,368.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	3.64%	\$79,368.00	\$150.00
73	RESILIENT FLOORING-MATERIAL	\$207,984.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$207,984.00	\$0.00
74	RESILIENT FLOORING-LABOR	\$121,276.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$121,276.00	\$0.00
75	PAINTS & COATINGS-MATERIAL	\$193,034.00	\$12,500.00	\$15,000.00	\$15,000.00	\$0.00	\$27,500.00	14.25%	\$165,534.00	\$1,375.00
76	PAINTS & COATINGS-LABOR	\$84,157.00	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00	\$11,000.00	13.07%	\$73,157.00	\$550.00
77	SPECIALTY FLOORING	\$84,496.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$84,496.00	\$0.00
78	* SPECIALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
79	VISUAL DISPLAY BD-MATERIAL	\$48,576.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,576.00	\$0.00
80	VISUAL DISPLAY BD-LABOR	\$20,388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,388.00	\$0.00
81	TOILET PARTITIONS-MATERIAL	\$27,128.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,128.00	\$0.00
82	TOILET PARTITIONS-LABOR	\$13,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,769.00	\$0.00
83	FIRE EXTINGUISHERS	\$14,734.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,734.00	\$0.00
84	TOILET ACCESSORIES	\$33,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33,504.00	\$0.00
85	LOCKERS	\$5,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,114.00	\$0.00
86	FOLDING PARTITIONS	\$92,522.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$92,522.00	\$0.00
87	FLAGPOLES	\$4,557.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,557.00	\$0.00
88	CANOPIES	\$454,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$454,092.00	\$0.00
89	ARCHITECTURAL LOUVERS	\$48,194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,194.00	\$0.00
90	*EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
91	KITCHEN EQUIPMENT	\$411,359.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$411,359.00	\$0.00
92	STAGE CURTAINS	\$17,858.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,858.00	\$0.00
93	PROJECTION SCREENS	\$9,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,400.00	\$0.00
94	SPORTS EQUIPMENT	\$21,580.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,580.00	\$0.00
95	* MECHANICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
96	FIRE PROTECTION-MATERIAL	\$316,025.00	\$3,000.00	\$185,000.00	\$185,000.00	\$0.00	\$188,000.00	59.49%	\$148,025.00	\$8,400.00
97	FIRE PROTECTION-LABOR	\$165,438.00	\$2,000.00	\$83,000.00	\$83,000.00	\$0.00	\$85,000.00	50.80%	\$80,438.00	\$4,250.00
98	PLUMBING-MATERIAL	\$1,093,166.00	\$567,500.00	\$95,000.00	\$95,000.00	\$0.00	\$662,500.00	60.60%	\$430,666.00	\$33,125.00
99	PLUMBING-LABOR	\$431,356.00	\$195,550.00	\$55,000.00	\$55,000.00	\$0.00	\$250,550.00	58.08%	\$180,806.00	\$12,527.50
100	HVAC SYSTEM-MATERIAL	\$3,480,931.00	\$1,133,897.54	\$385,000.00	\$385,000.00	\$0.00	\$1,518,897.54	43.63%	\$1,962,033.46	\$75,944.88
101	HVAC SYSTEM-LABOR	\$1,420,398.00	\$420,500.00	\$155,000.00	\$155,000.00	\$0.00	\$575,500.00	40.52%	\$844,898.00	\$28,775.00
102	* ELECTRICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
103	ELECTRICAL-MATERIAL	\$3,564,959.00	\$1,212,650.00	\$250,000.00	\$250,000.00	\$0.00	\$1,462,650.00	41.03%	\$2,102,309.00	\$73,132.50
104	ELECTRICAL-LABOR	\$1,493,553.00	\$471,050.00	\$127,000.00	\$127,000.00	\$0.00	\$598,050.00	40.04%	\$895,503.00	\$29,902.50
		<b>TOTALS:</b>	\$21,468,399.54	\$2,463,270.00	\$2,463,270.00	\$0.00	\$23,931,669.54	55.60%	\$19,188,530.46	\$1,196,578.48



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			FROM PREVIOUS APPLICATION (D + E)						
110	PCCO#003								
110.1	PCO#003								
110.1.1	777-000003.S Maintenance Pole Relocation Guy wire relocation	\$6,372.94	\$6,372.94	\$0.00	\$0.00	\$0.00	\$6,372.94	\$0.00	\$318.65
110.1.2	997-999900.O FEE,Other GC FEE (7.0)%	\$446.11	\$446.11	\$0.00	\$0.00	\$0.00	\$446.11	\$0.00	\$22.31
110.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$102.29	\$102.29	\$0.00	\$0.00	\$0.00	\$102.29	\$0.00	\$5.11
111	PCCO#009								
111.1	PCO#009								
111.1.1	777-000009.S Additional Tree Removal Additional Tree Removal	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$425.00
111.1.2	997-999900.O FEE,Other GC FEE (7.0)%	\$595.00	\$595.00	\$0.00	\$0.00	\$0.00	\$595.00	\$0.00	\$29.75
111.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$136.43	\$136.43	\$0.00	\$0.00	\$0.00	\$136.43	\$0.00	\$6.82
112	PCCO#010								
112.1	PCO#011								
112.1.1	000-010047.A ALLOW: GEN. COND.,Allowance	\$(7,050.64)	\$(7,050.64)	\$0.00	\$0.00	\$0.00	\$(7,050.64)	\$0.00	\$(352.53)
112.1.2	997-999900.O FEE,Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
113	PCCO#011								
113.1	PCO#012								
113.1.1	000-010047.A ALLOW: GEN. COND.,Allowance PCCO #003 - Guy Wire Relocation	\$(6,921.34)	\$(6,921.34)	\$0.00	\$0.00	\$0.00	\$(6,921.34)	\$0.00	\$(346.07)
113.1.2	000-010047.A ALLOW: GEN. COND.,Allowance PCCO #005 - Added Opening 608A	\$(2,508.87)	\$(2,508.87)	\$0.00	\$0.00	\$0.00	\$(2,508.87)	\$0.00	\$(125.44)
113.1.3	000-010047.A ALLOW: GEN. COND.,Allowance PCCO #009 - Additional Tree Removal	\$(9,231.43)	\$(9,231.43)	\$0.00	\$0.00	\$0.00	\$(9,231.43)	\$0.00	\$(461.57)
113.1.4	997-999900.O FEE,Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
113.1.5	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
114	PCCO#010								
114.1	PCO#010								
114.1.1	777-000010.S 600 Building Gym Repaint Repaint Existing 600 Gym	\$11,750.00	\$11,750.00	\$0.00	\$0.00	\$0.00	\$11,750.00	\$0.00	\$587.50
114.1.2	997-999900.O FEE,Other GC FEE (7.0)%	\$822.50	\$822.50	\$0.00	\$0.00	\$0.00	\$822.50	\$0.00	\$41.13
114.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$188.59	\$188.59	\$0.00	\$0.00	\$0.00	\$188.59	\$0.00	\$9.43
115	PCCO#016								

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			FROM PREVIOUS APPLICATION (D + E)						
115.1	PCO#017								
115.1.1	000-010047.A ALLOW. GEN. COND. Allowance PCCO #010 - 600 Building - Gym Paint	\$(12,761.09)	\$(12,761.09)	\$0.00	\$0.00	\$0.00	\$(12,761.09)	\$0.00	\$(638.05)
115.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116	PCO#016								
116.1	PCO#016								
116.1.1	777-000016.S Access Controls & Security Drwgs Access Control Added scope	\$11,323.33	\$11,323.33	\$0.00	\$0.00	\$0.00	\$11,323.33	\$0.00	\$566.17
116.1.2	777-000016.S Access Controls & Security Drwgs GC FEE (7.0)%	\$(4,781.42)	\$(4,781.42)	\$0.00	\$0.00	\$0.00	\$(4,781.42)	\$0.00	\$(239.07)
116.1.3	997-999900.O FEE.Other GC FEE (7.0)%	\$457.93	\$457.93	\$0.00	\$0.00	\$0.00	\$457.93	\$0.00	\$22.90
116.1.4	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$105.00	\$105.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$5.25
117	PCO#007								
117.1	PCO#007								
117.1.1	777-000007.S Tile to Epoxy Swap Tile Credit	\$(71,360.51)	\$(71,360.51)	\$0.00	\$0.00	\$0.00	\$(71,360.51)	\$0.00	\$(3,568.03)
117.1.2	777-000007.S Tile to Epoxy Swap Epoxy Add	\$115,750.00	\$115,750.00	\$0.00	\$0.00	\$0.00	\$115,750.00	\$0.00	\$5,787.50
117.1.3	997-999900.O FEE.Other GC FEE (7.0)%	\$3,107.26	\$3,107.26	\$0.00	\$0.00	\$0.00	\$3,107.26	\$0.00	\$155.36
117.1.4	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$712.45	\$712.45	\$0.00	\$0.00	\$0.00	\$712.45	\$0.00	\$35.62
118	PCO#008								
118.1	PCO#008								
118.1.1	777-000008.S Wall packs to soft lighting swap Electrical	\$6,193.00	\$6,193.00	\$0.00	\$0.00	\$0.00	\$6,193.00	\$0.00	\$309.85
118.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$433.51	\$433.51	\$0.00	\$0.00	\$0.00	\$433.51	\$0.00	\$21.08
118.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$99.40	\$99.40	\$0.00	\$0.00	\$0.00	\$99.40	\$0.00	\$4.37
119	PCO#014								
119.1	PCO#014								
119.1.1	777-000012.S Expedited Schedule Costs install-re-Initialization of FA panel	\$8,083.00	\$8,083.00	\$0.00	\$0.00	\$0.00	\$8,083.00	\$0.00	\$404.15
119.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$565.81	\$565.81	\$0.00	\$0.00	\$0.00	\$565.81	\$0.00	\$28.29
119.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$129.73	\$129.73	\$0.00	\$0.00	\$0.00	\$129.73	\$0.00	\$6.49
120	PCO#016								
120.1	PCO#016								

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			FROM PREVIOUS APPLICATION (D + E)						
120.1.1	777-000013.S Added Gym Switches	\$2,575.00	\$2,575.00	\$0.00	\$0.00	\$0.00	\$2,575.00	\$0.00	\$128.75
120.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$180.25	\$180.25	\$0.00	\$0.00	\$0.00	\$180.25	\$0.00	\$9.01
120.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$41.33	\$41.33	\$0.00	\$0.00	\$0.00	\$41.33	\$0.00	\$2.07
121	PCCO#019								
121.1	PCO#019								
121.1.1	777-000019.S Expedited Steel Scope Steel Erector (T & M)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$500.00
121.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$35.00
121.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$160.50	\$160.50	\$0.00	\$0.00	\$0.00	\$160.50	\$0.00	\$8.03
122	PCCO#020								
122.1	PCO#022								
122.1.1	000-010047.A ALLOW: GEN. COND. Allowance PCCO #07 - Tile to Epoxy Swap	\$(48,209.20)	\$(48,209.20)	\$0.00	\$0.00	\$0.00	\$(48,209.20)	\$0.00	\$(2,410.46)
122.1.2	000-010047.A ALLOW: GEN. COND. Allowance PCCO #08 - Wall PackVSoft Light Swap	\$(6,725.91)	\$(6,725.91)	\$0.00	\$0.00	\$0.00	\$(6,725.91)	\$0.00	\$(336.30)
122.1.3	000-010047.A ALLOW: GEN. COND. Allowance PCCO #014 - Fire Alarm Panel Re-installation Costs	\$(8,778.54)	\$(8,778.54)	\$0.00	\$0.00	\$0.00	\$(8,778.54)	\$0.00	\$(438.93)
122.1.4	000-010047.A ALLOW: GEN. COND. Allowance PCCO #015 - Added Switches in 600 Building	\$(2,796.58)	\$(2,796.58)	\$0.00	\$0.00	\$0.00	\$(2,796.58)	\$0.00	\$(139.83)
122.1.5	000-010047.A ALLOW: GEN. COND. Allowance PCCO #019 - Expedited Steel Scope	\$(10,860.50)	\$(10,860.50)	\$0.00	\$0.00	\$0.00	\$(10,860.50)	\$0.00	\$(543.03)
122.1.6	997-999900.O FEE.Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122.1.7	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123	PCCO#021								
123.1	PCO#023								
123.1.1	000-010047.A ALLOW: GEN. COND. Allowance PCCO #016 - Access Controls and Door Hardware Changes	\$(7,104.84)	\$(7,104.84)	\$0.00	\$0.00	\$0.00	\$(7,104.84)	\$0.00	\$(355.24)
123.1.2	997-999900.O FEE.Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124	PCCO#022								
124.1	PCO#018								
124.1.1	777-000018.S Add Drinking Fountain at 301A Classroom Place Slab Back	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$125.00
124.1.2	777-000018.S Add Drinking Fountain at 301A Classroom Demo	\$3,800.00	\$3,800.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$0.00	\$190.00
124.1.3	777-000018.S Add Drinking Fountain at 301A Classroom Plumbing	\$11,613.71	\$11,613.71	\$0.00	\$0.00	\$0.00	\$11,613.71	\$0.00	\$580.69

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
		FROM PREVIOUS APPLICATION (D + E)		THIS PERIOD						
124.1.4	777-00018.S Add Drinking Fountain at 301A Classroom Wood Blocking - Allowance	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$25.00
124.1.5	997-999900.O FEE.Other GC FEE (7.0)%	\$1,288.96	\$1,288.96	\$0.00	\$0.00	\$0.00	\$0.00	\$1,288.96	\$0.00	\$64.45
124.1.6	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$295.54	\$295.54	\$0.00	\$0.00	\$0.00	\$0.00	\$295.54	\$0.00	\$14.78
125	PCCO#023									
125.1	PCO#022									
125.1.1	777-000022.S Playground Equipment Deduct Playground equipment scope removal	\$(150,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(150,000.00)	\$0.00
125.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$(10,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(10,500.00)	\$0.00
125.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$(2,407.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(2,407.50)	\$0.00
126	PCCO#024									
126.1	PCO#024									
126.1.1	777-000024.S Art Room & Maker Space Sinks P101- P106 Plumbing	\$3,648.06	\$3,648.06	\$0.00	\$0.00	\$0.00	\$0.00	\$3,648.06	\$0.00	\$182.40
126.1.2	997-999900.O FEE.Other GC FEE (7.0)%	\$255.36	\$255.36	\$0.00	\$0.00	\$0.00	\$0.00	\$255.36	\$0.00	\$12.77
126.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (1.5)%	\$58.55	\$58.55	\$0.00	\$0.00	\$0.00	\$0.00	\$58.55	\$0.00	\$2.93
127	PCCO#026									
127.1	PCO#026									
127.1.1	000-010047.A ALLOW: GEN. COND.Allowance PCCO #016 - Additional Drinking Fountains	\$(19,998.21)	\$(19,998.21)	\$0.00	\$0.00	\$0.00	\$0.00	\$(19,998.21)	\$0.00	\$(999.91)
127.1.2	000-010047.A ALLOW: GEN. COND.Allowance PCCO #024 - Art Room & Maker Space Sinks P101-P106	\$(3,961.97)	\$(3,961.97)	\$0.00	\$0.00	\$0.00	\$0.00	\$(3,961.97)	\$0.00	\$(198.10)
127.1.3	997-999900.O FEE.Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127.1.4	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
128	PCCO#026									
128.1	PCO#027									
128.1.1	000-010047.A ALLOW: GEN. COND.Allowance PCCO #023 - Playground Equipment Deduct	\$162,907.50	\$162,907.50	\$0.00	\$0.00	\$0.00	\$0.00	\$162,907.50	\$0.00	\$8,145.38
128.1.2	997-999900.O FEE.Other GC FEE (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
128.1.3	001-010624.G SURETY/PERFORMANCE B.GC Bond Premium (0.0)%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:		\$0.00	\$162,907.60	\$0.00	\$0.00	\$0.00	\$0.00	\$162,907.50	0.00%	\$8,145.41

Grand Totals									
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (G - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	<b>GRAND TOTALS:</b>	\$43,120,100.00	\$21,631,207.04	\$2,463,270.00	\$0.00	\$24,094,477.04	55.88%	\$19,026,622.96	\$1,204,733.89



**AIA**<sup>®</sup>

# Document G706<sup>®</sup>A – 1994

## Contractor's Affidavit of Release of Liens

<b>PROJECT:</b> <i>(Name and address)</i> 3592 - Beaufort County PK-3 Elementary School - Washington, NC 947 Hudnell Street Washington, NC 27889	<b>ARCHITECT'S PROJECT NUMBER:</b> Hite Associates, PC	<b>OWNER:</b> <input type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i>  Beaufort County Schools Board of Education 321 Smaw Road Washington, NC 27889	<b>CONTRACT FOR:</b> General Construction <b>CONTRACT DATED:</b> November 26, 2024	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
		<b>CONTRACTOR:</b> <input type="checkbox"/>
		<b>SURETY:</b> <input type="checkbox"/>
		<b>OTHER:</b> <input type="checkbox"/>

**STATE OF:** North Carolina  
**COUNTY OF:** Beaufort

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

**EXCEPTIONS:**  
This partial release of liens certifies payment to WIMCO Corp in the amount of \$22,889,753.15 of which \$2,340,106.50 is currently due, as well as \$3,561,508.66 due from invoice #59210.

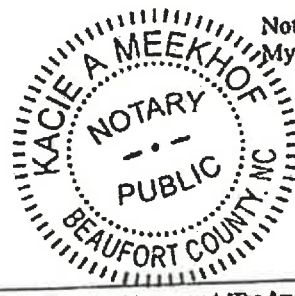
- SUPPORTING DOCUMENTS ATTACHED HERETO:**
- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
  - Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

**CONTRACTOR:** *(Name and address)*  
WIMCO Corp  
PO Box 121  
Washington, NC 27889

**BY:** *Robert C Pfeiffer*  
*(Signature of authorized representative)*  
Robert C. Pfeiffer, VP of Risk Management  
*(Printed name and title)*

Subscribed and sworn to before me on this date: 12/9/25

Notary Public: *Kacie A Meekhof*  
My Commission Expires: 10/23/2029



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User Notes:

Company Name: WIMCO Corp

Project: 3592 - Beaufort County PK-3

Location: Washington, NC

Period: 11.12.25-12.08.25

**Certified Sales Tax Report**

Paid to (Vendor/Organization)	Invoice #	County Name	Taxable \$	STATE Tax	COUNTY Tax	INVOICE Total
SRM Concrete	1200062301	Beaufort	1,048.00	49.78	20.96	1,118.74
SRM Concrete	1200062304	Beaufort	440.00	20.90	8.80	469.70
SRM Concrete	1200062697	Beaufort	2,768.00	131.48	55.36	2,954.84
SRM Concrete	1200062851	Beaufort	3,480.00	165.30	69.60	3,714.90
SRM Concrete	1200062850	Beaufort	1,910.00	90.73	38.20	2,039.93
SRM Concrete	1200063104	Beaufort	1,384.00	65.74	27.68	1,477.42
EastWest Products, LLC	2409267-00	Beaufort	3,560.40	169.12	71.21	3,800.73
EastWest Products, LLC	2409270-00	Beaufort	2,682.80	127.43	53.66	2,863.89
EastWest Products, LLC	2409360-00	Beaufort	3,560.40	169.12	71.21	3,800.73
EastWest Products, LLC	2409362-00	Beaufort	1,824.50	88.66	38.49	1,947.65
EastWest Products, LLC	2409326-00	Beaufort	2,242.00	106.50	44.84	2,393.34
SRM Concrete	1200063103	Beaufort	5,200.00	247.00	104.00	5,551.00
SRM Concrete	1200062703	Beaufort	1,384.00	65.74	27.68	1,477.42
SRM Concrete	1200063106	Beaufort	2,432.00	115.52	48.64	2,596.16
SRM Concrete	1200063044	Beaufort	11,260.00	534.85	225.20	12,020.05
SRM Concrete	1200063105	Beaufort	3,580.00	170.05	71.60	3,821.65
SRM Concrete	1200063043	Beaufort	9,645.00	458.14	192.90	10,296.04
SRM Concrete	1200063107	Beaufort	2,768.00	131.48	55.36	2,954.84
SRM Concrete	1200063428	Beaufort	691.25	32.83	13.83	737.91
EastWest Products, LLC	2409299-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409300-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409301-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409190-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409186-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409187-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409188-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409189-00	Beaufort	9,088.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409215-00	Beaufort	4,962.10	235.70	99.24	6,297.04
EastWest Products, LLC	2409219-00	Beaufort	1,680.00	79.80	33.60	1,793.40
EastWest Products, LLC	2409247-00	Beaufort	5,201.35	251.34	105.83	5,648.52
EastWest Products, LLC	2409262-00	Beaufort	3,569.40	169.55	71.39	3,810.33
EastWest Products, LLC	1200062305	Beaufort	8,320.00	395.20	166.40	8,881.60
SRM Concrete	1200063761	Beaufort	1,384.00	65.74	27.68	1,477.42
SRM Concrete	1200063513	Beaufort	1,384.00	65.74	27.68	1,477.42
SRM Concrete	1200063511	Beaufort	440.00	20.90	8.80	469.70
SRM Concrete	1200063512	Beaufort	2,768.00	131.48	55.36	2,954.84
EastWest Products, LLC	2409432-00	Beaufort	300.00	14.25	6.00	320.25
SRM Concrete	1200063476	Beaufort	8,320.00	395.20	166.40	8,881.60
EastWest Products, LLC	2409395-00	Beaufort	2,732.50	129.79	54.85	2,916.04
EastWest Products, LLC	2409470-00	Beaufort	579.87	27.54	11.60	619.01
EastWest Products, LLC	2409452-00	Beaufort	9,068.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409451-00	Beaufort	9,068.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409456-00	Beaufort	840.00	39.90	16.80	896.70
EastWest Products, LLC	2409453-00	Beaufort	1,680.00	79.80	33.60	1,793.40
EastWest Products, LLC	1200063688	Beaufort	4,160.00	197.60	83.20	4,440.80
SRM Concrete	2409510-00	Beaufort	1,034.68	49.15	20.69	1,104.52
EastWest Products, LLC	2409516-00	Beaufort	9,068.15	430.74	181.38	9,680.25
EastWest Products, LLC	2409517-00	Beaufort	9,068.15	430.74	181.38	9,680.25
SRM Concrete	1200057604	Beaufort	1,111.00	52.77	22.22	1,185.99
<b>TOTAL</b>			<b>221,235.05</b>	<b>10,508.66</b>	<b>4,424.70</b>	<b>236,168.42</b>

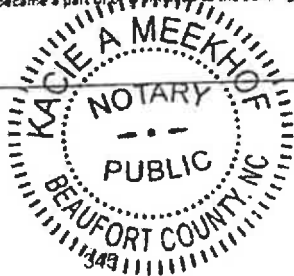
I, Robert C. Pfeiffer, VP of Risk Management, certify that the above listed vendors were paid sales tax upon purchases of building materials during the period covered by this construction estimate, and the property upon which such taxes were paid was or will be used on the performance of this contract. No tax on purchases or rental of tools and or equipment is included in the above list. All of the materials above became a part of or attached to the building or structure being erected, altered, or repaired.

*Robert C Pfeiffer*

Sworn to and subscribed before me this 9 day of December, 2025

Notary Public: Kacie A Weekhoff

My commission expires: 07/28/2029



STATE OF NORTH CAROLINA  
 COUNTY SALES AND USE TAX REPORT  
 SUMMARY TOTALS AND CERTIFICATION

SUBCONTRACTOR: GlassTech FOR PERIOD: 11/30/2025  
 PROJECT: Beaufort County PK-3 Elementary School

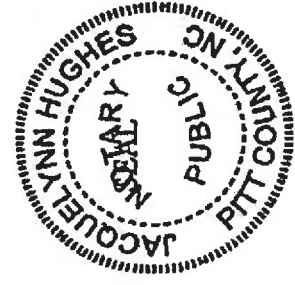
SUBCONTRACTOR(S)*	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR STATE OF:	TOTAL ALL COUNTIES And STATE
	Pitt	Beaufort	NC		
COUNTY TOTAL	\$119.68	\$345.26		\$1,072.66	\$1,537.60

\* Attach subcontractor(s) report(s)  
 \*\*Must balance with Detail Sheet(s)

I certify that the above figures do not include any tax paid on supplies, tools and equipment which were used to perform this contract and only includes those building materials, supplies, fixtures and equipment which actually became a part of or annexed to the building or structure. I certify that, to the best of my knowledge, the information provided here is true, correct, and complete.

Sworn to and subscribed before me,  
 This the 17 day of November 2025

*Charles W. Hughes III*  
 Notary Public



*Charles W. Hughes III*  
 Signed  
 Charles W. Hughes, III  
 Print or Type Name Above

My Commission Expires 12-Jul-30  
 NOTE:  
 This certified statement may be subject to audit.



STATE OF NORTH CAROLINA  
 COUNTY SALES AND USE TAX REPORT  
 SUMMARY TOTALS AND CERTIFICATION

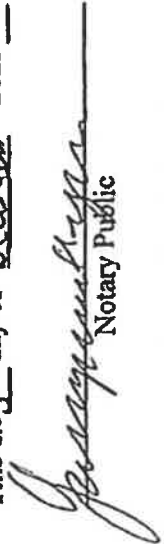
SUBCONTRACTOR: GlassTech  
 PROJECT: Beaufort County PK-3 Elementary School FOR PERIOD: 12/31/2025

\*\*NO TAX TO REPORT THIS PERIOD\*\*


	TOTAL FOR COUNTY OF: Pitt	TOTAL FOR COUNTY OF: Beaufort	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR STATE OF: NC	TOTAL ALL COUNTIES And STATE
SUBCONTRACTOR(S)*						
COUNTY TOTAL						\$0.00

\* Attach subcontractor(s) report(s)  
 \*\* Must balance with Detail Sheet(s)

I certify that the above figures do not include any tax paid on supplies, tools and equipment which were used to perform this contract and only includes those building materials, supplies, fixtures and equipment which actually became a part of or annexed to the building or structure. I certify that, to the best of my knowledge, the information provided here is true, correct, and complete.

Sworn to and subscribed before me,  
 This the 5<sup>th</sup> day of December 2025  
  
 Notary Public  
 My Commission Expires 12-Jul-30



  
 Signed  
 Charles W. Hughes, III  
 Print or Type Name Above

NOTE:  
 This certified statement may be subject to audit.





State of North Carolina  
 County Sales and Use Tax Report  
 Summary Totals & Certification

Contractor/Subcontractor: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 For Period: \_\_\_\_\_

	Total for County of:	Total for County of:	Total for County of:	Total for County of:	Total for County of:	Total for all Counties**	Total for State**
Contractor	Beaufort						
Subcontractor(s)*	Wim Co.						
County Total	Blizzardville						
	Yala. Bl						

\* Attach subcontractor(s) report(s)  
 \*\* Must balance with Detail Sheet(s)

I certify that the above figures do not include any tax on supplies, tools and equipment which were used to perform this contract and only includes those building materials, supplies, fixtures and equipment which actually became part of or annexed to the building or structure. I certify that, to the best of my knowledge, the information provided here is true, correct and complete.

Sworn to and subscribed before me.

This the 14 day of November, 2005

*Ashley R. S.*  
 Notary Public

*Sandi Blizzard*  
 Signed

My Commission Expires: 2/7/08

Sandi Blizzard  
 Print or Type Name of Above



Note:  
 This certified statement may be subject to audit.

# STATE AND COUNTY SALES/USE TAX STATEMENT AND CERTIFICATION

Company: Baker Mechanical, Inc. For Sales Taxes submitted From: 10/20/25 TO 11/20/25  
 Project Name: BEAUFORT K-3 ES Payment Application Number: \_\_\_\_\_

DATE	SUBCONTRACTOR / SUPPLIER/VENDOR	COUNTY	INVOICE NUMBER	INVOICE AMOUNT BEFORE TAX	NC Tax	COUNTY TAX	TOTAL TAX	INVOICE TOTAL
10/20/2025	HUBBARD	WAKE	54052518.001	\$193.84	\$9.21	\$4.85	\$14.06	\$207.90
10/24/2025	FERGUSON	WILSON	6487712	\$859.18	\$40.82	\$17.18	\$58.00	\$917.18
10/13/2025	WILKINSON	WILSON	4537423	\$170.88	\$8.11	\$3.42	\$11.53	\$182.41
10/13/2025	WILKINSON	WILSON	4537706	\$321.45	\$15.27	\$6.43	\$21.70	\$343.15
10/14/2025	WILKINSON	WILSON	4537866	\$87.66	\$4.17	\$1.75	\$5.92	\$93.58
10/8/2025	WILKINSON	WILSON	4536368	\$205.00	\$9.74	\$4.10	\$13.84	\$218.84
10/8/2025	WILKINSON	WILSON	4522309	\$3,321.92	\$157.79	\$66.44	\$224.23	\$3,546.15
10/28/2025	REECE	DURHAM	5121860568.001	\$234.75	\$11.15	\$6.46	\$17.61	\$252.36
10/8/2025	REECE	DURHAM	5121860568.002	\$1,015.20	\$48.22	\$27.92	\$76.14	\$1,091.34
9/24/2025	WILKINSON	WILSON	4532496	\$558.00	\$26.51	\$11.16	\$37.67	\$595.67
10/22/2025	FERGUSON	PITT	6478995	\$122.06	\$5.79	\$2.75	\$8.54	\$130.60
10/15/2025	FERGUSON	PITT	6460327	\$296.10	\$14.07	\$6.66	\$20.73	\$316.83
10/1/2025	HUBBARD	WILSON	5403844.002	\$650.26	\$30.89	\$13.01	\$43.90	\$694.16
				\$8,036.30	\$381.74	\$172.13	\$553.87	\$8,590.17

I CERTIFY THAT THE ABOVE LISTED VENDORS WERE PAID SALES TAX UPON PURCHASES OF BUILDING MATERIALS DURING THE PERIOD COVERED BY THE CONSTRUCTION ESTIMATE AND THE PROPERTY UPON WHICH SUCH TAXES WERE PAID WAS OR WILL BE USED IN THE PERFORMANCE OF THE CONTRACT NO TAX ON PURCHASE OR RENTALS OF TOOLS AND/OR EQUIPMENT IS INCLUDED IN THE ABOVE LIST. ALL OF THE MATERIALS ABOVE BECAME A PART OR IS ANNEXED TO THE BUILDING OR STRUCTURE BEING REFINISHED, REPAIRED, OR REPAIRED.

SWORN AND SUBSCRIBED BEFORE ME THIS 19th DAY OF November 2021 By: [Signature] Title: Vice President

NOTARY PUBLIC Rebecca J. DeLoe WAYNE COUNTY, NC  
 MY COMMISSION 04113/2430

## SALES TAX AFFIDAVIT PER PAY APPLICATION

Sales Tax Paid on Material used for:

Contractor:  
 Subcontractor: Mechworks Mechanical  
 Address: P.O.Box 1168  
Morehead City, NC 28557

Project Name: Beaufort County PK-3 Elementary  
 Address: \_\_\_\_\_  
 For Period: 10/1/2025  
 to: 10/31/2025

VENDOR	INVOICE NUMBER	NAME OF COUNTY	DATE	BEFORE TAX INVOICE AMOUNT	4.75% N.C. TAX	COUNTY TAX	INVOICE TOTAL
Capital Electric	S080159339.002	Beaufort	10/14/2025	21,142.02	1004.25	422.84	22569.11
Capital Electric	S080126595.001	Beaufort	10/20/2025	4,151.92	197.22	83.04	4432.17
Capital Electric	S080159339.004	Beaufort	10/28/2025	6,250.76	296.91	125.02	6672.69
Cregger	S7633089.001	Beaufort	10/9/2025	847.23	40.24	16.94	904.41
Cregger	S7116853.004	Beaufort	10/8/2025	121.41	5.77	2.43	129.61
Hoffman & Hoffman	755883	Beaufort	10/6/2025	114,408.00	5434.38	2288.18	122130.54
Hoffman & Hoffman	757557	Beaufort	10/21/2025	40,709.00	1933.68	814.18	43456.86
Hoffman Hydronics	105753	Beaufort	10/13/2025	56,495.00	2683.51	1129.90	60308.41
MKT Metal	6191-4	Beaufort	10/13/2025	28,279.00	1248.25	525.58	28052.83
MKT Metal	7083-1	Beaufort	10/20/2025	12,175.00	578.31	243.50	12896.81
MKT Metal	6191-5	Beaufort	10/29/2025	4,131.32	196.24	82.63	4410.18
MKT Metal	6191-8	Beaufort	10/31/2025	22,497.69	1068.64	449.95	24018.28
NEFCO	S5791533.002	Beaufort	10/29/2025	460.41	21.87	9.21	491.49
NEFCO	S5791533.001	Beaufort	10/30/2025	1,841.65	87.48	36.83	1965.96
Richard K Hunter & Co	12290	Beaufort	10/2/2025	113,000.00	5367.50	2260.00	120627.50
White Cap	50033855929	Beaufort	10/15/2025	229.35	10.89	4.60	244.84
White Cap	50034084843	Beaufort	10/30/2025	888.00	46.93	19.76	1054.69
NEFCO	S5740043.001	Wake	10/2/2025	69.49	3.30	1.74	74.53
NEFCO	S5740043.002	Wake	10/9/2025	97.81	4.65	2.45	104.91
NEFCO	S5743843.001	Wake	10/30/2025	30.00	1.43	0.75	32.18
Reece	S121449289.001	Wake	10/3/2025	3,916.32	186.03	97.91	4200.26
Reece	S121771984.001	Wake	10/9/2025	814.46	38.69	20.36	873.51
White Cap	50034030697	Wake	10/28/2025	951.04	45.17	23.78	1019.99
<b>TOTAL</b>				<b>311510.41</b>	<b>14796.74</b>	<b>6230.20</b>	<b>332537.36</b>

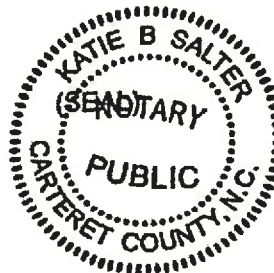
*C. Snyder*  
 Signature

Admin PHONE: 252-504-3201  
 Title

I, Crickett Snyder, certify that the foregoing statement of applicable sales tax paid in connection with the referenced contract is true to the best of my knowledge and belief.

Sworn to and Subscribed before me:  
 This 12th Day of November 2025

Notary Public Katie B. Salter  
 My Commission Expires: February 6, 2029





# **ADDENDUM 7**

## **ABC Board Working Capital Request**

DONALD SADLER  
Chairman of Board  
Washington, N.C.

SHANNON RUSSELL  
General Manager  
Washington, N.C.

BEAUFORT COUNTY  
Alcoholic Beverage Control Board  
770 Carolina Avenue, P.O. Box 2552  
Washington, N.C. 27889

November 26, 2025

Beaufort County Board of Commissioners  
Attn: Mr. Brian Alligood, County Manager  
121 West Third Street  
Washington, NC 27889

Subject: Request to Retain Excess Working Capital for Renovations and Repair Projects

Dear Chairman and Commissioners,

On behalf of the Beaufort County ABC Board, I respectfully request your approval to retain excess working capital to support two (2) essential facility projects necessary to protect Board assets, maintain regulatory compliance, and promote long-term operational efficiency.

The first project involved renovations at the **750 Carolina Avenue retail store** and primary inventory warehouse, originally included within the **FY 2024–2025 budget**. Due to an unforeseen **asbestos abatement issue discovered** during the renovation demolition, additional change orders were required, leading to the project extending into **FY 2025–2026**, with final project completion in **November 2025**. The **original project cost was \$148,080.00**, and the final cost totaled **\$164,151.68**, resulting in **\$16,071.68** in excess expenditures.

The second request is to retain working capital to fund necessary renovation and repair work at **821 John Small Avenue retail store**, following felony burglary-related damage that occurred in early **FY 2025–2026**. This project is estimated at **\$57,910.00** and will include not only repair of damages, but also replacement of existing building materials now found to be out of compliance with current building standards. This work is scheduled to begin in **January 2026**, strategically planned to avoid disruption during our peak holiday sales period.

A full cost breakdown for both projects is included in the attached summary titled "**Attachment A – Capital Costs & Excess Working Capital Request**".

As you are aware, the Beaufort County ABC Board has continued to serve as a dependable financial contributor to the County, most recently providing approximately **\$370,000 in distributions** to the Board of Commissioners during FY 2024-2025. We believe that allowing the retention of excess working capital to complete these projects will help safeguard facility

longevity, customer safety, and service efficiency—thus supporting our ability to maintain and potentially increase future distributions.

We respectfully request approval to retain the necessary excess working capital for completion of the projects described and as detailed in Attachment A. Any additional documentation, financial analysis, or clarification needed will be provided promptly upon request.

Thank you for your continued partnership and support.

Sincerely,  
Shannon Russell  
General Manager  
Beaufort County ABC Board



**Attachment A – Capital Costs & Excess Working Capital Request**

<b>Project Location</b>	<b>Original Budget</b>	<b>Final/Projected Cost</b>	<b>Amount Exceeding Budget</b>	<b>Project Timeline</b>
<b>750 Carolina Ave. Retail Store &amp; Warehouse</b>	\$148,080.00	\$164,151.68	\$16,071.68	Completed Nov. 2025
<b>821 John Small Ave. Retail Store</b>	N/A (Unplanned)	\$57,910.00	\$57,910.00	Planned Jan. 2026
<b>Total Funding Requested:</b>			<b>\$73,981.68</b>	

**§ 18B-805. Distribution of revenue.**

(a) **Gross Receipts.** – As used in this section, "gross receipts" means all revenue of a local board, including proceeds from the sale of alcoholic beverages, investments, interest on deposits, and any other source.

(b) **Primary Distribution.** – Before making any other distribution, a local board shall first pay the following from its gross receipts:

- (1) The board shall pay the expenses, including salaries, of operating the local ABC system.
- (2) Each month the local board shall pay to the Department of Revenue the taxes due the Department. In addition to the taxes levied under Chapter 105 of the General Statutes, the local board shall pay to the Department one-half of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9).
- (3) Each month the local board shall pay to the Department of Health and Human Services five percent (5%) of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9). The Department of Health and Human Services shall spend those funds for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse.
- (4) Each month the local board shall pay to the county commissioners of the county where the charge is collected the proceeds from the charge required by G.S. 18B-804(b)(6), to be spent by the county commissioners for the purposes stated in subsection (h) of this section.

(c) **Other Statutory Distributions.** – After making the distributions required by subsection (b), a local board shall make the following quarterly distributions from the remaining gross receipts.

- (1) Before making any other distribution under this subsection, the local board shall set aside the clear proceeds of the three and one-half percent (3 ½%) markup provided for in G.S. 18B-804(b)(5) and the charge provided for in G.S. 18B-804(b)(6b), to be distributed as part of the remaining gross receipts under subsection (e) of this section.
- (2) The local board shall spend for law enforcement an amount set by the board which shall be at least five percent (5%) of the gross receipts remaining after the distribution required by subdivision (1). The local board may contract with the ALE Division to provide the law enforcement required by this subdivision. Notwithstanding the provisions of any local act, this provision shall apply to all local boards.
- (3) The local board shall spend, or pay to the county commissioners to spend, for the purposes stated in subsection (h), an amount set by the board which shall be at least seven percent (7%) of the gross receipts remaining after the distribution required by subdivision (1). This provision shall not be applicable to a local board which is subject to a local act setting a different distribution.

(d) **Working Capital.** – After making the distributions provided for in subsections (b) and (c), the local board may set aside a portion of the remaining gross receipts, within the limits set by the rules of the Commission, as cash to operate the ABC system. With the approval of the appointing authority for the board, the local board may also set aside a portion of the remaining gross receipts as a fund for specific capital improvements.

(e) **Other Distributions.** – After making the distributions provided in subsections (b), (c), and (d), the local board shall pay each quarter the remaining gross receipts to the general fund of the city or county for which the board is established, unless some other distribution or some other

schedule is provided for by law. If the governing body of each city and county receiving revenue from an ABC system agrees, those governing bodies may alter at any time the distribution to be made under this subsection or under any local act. Copies of the governing body resolutions agreeing to a new distribution formula and a copy of the approved new distribution formula shall be submitted to the Commission for review and audit purposes. If any one of the governing bodies later withdraws its consent to the change in distribution, profits shall be distributed according to the original formula, beginning with the next quarter.

(f) **Surcharge Profit Shared.** – When, pursuant to G.S. 18B-603(d1), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located outside the city, the local board operating the store at which the sale is made shall retain seventy-five percent (75%) of the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) and the remaining twenty-five percent (25%) shall be divided equally among the local ABC boards for all other cities in the county that have authorized the sale of mixed beverages.

When, pursuant to G.S. 18B-603(e), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located at an airport outside the city, the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) shall be divided equally among the local ABC boards for all cities in the county that have authorized the sale of mixed beverages.

(g) **Quarterly Distributions.** – When this section requires a distribution to be made quarterly, at least ninety percent (90%) of the estimated distribution shall be paid to the recipient by the local board within 30 days of the end of that quarter. Adjustments in the amount to be distributed resulting from the closing of the books and from audit shall be made with the next quarterly payment.

(h) **Expenditure of Alcoholism Funds.** – Funds distributed under subdivisions (b)(4) and (c)(3) of this section shall be spent for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse. The minutes of the board of county commissioners or local board spending funds allocated under this subsection shall describe the activity for which the funds are to be spent. Any agency or person receiving funds from the county commissioners or local board under this subsection shall submit an annual report to the board of county commissioners or local board from which funds were received, describing how the funds were spent.

(i) **Calculation of Statutory Distributions When Liquor Sold at Less Than Uniform Price.** – If a local board sells liquor at less than the uniform State price, distributions required by subsections (b) and (c) shall be calculated as though the liquor was sold at the uniform price. (1981, c. 412, s. 2; c. 747, s. 52; 1983, c. 713, ss. 102-104; 1985 (Reg. Sess., 1986), c. 1014, s. 116; 1991, c. 459, s. 3; c. 689, s. 306; 1991 (Reg. Sess., 1992), c. 920, s. 4; 1993, c. 415, s. 27; 1997-443, s. 11A.118(a); 1999-462, s. 8; 2011-145, s. 19.1(q); 2014-100, s. 17.1(xxx); 2019-203, s. 9(a); 2021-150, s. 27.4.)

# **ADDENDUM 8**

## **2027 Essential Single Family Rehabilitation Loan Pool**



3508 Bush Street  
Raleigh, NC 27609  
919-877-5700  
[www.HousingBuildsNC.com](http://www.HousingBuildsNC.com)

December 18, 2025

Brian Alligood, County Manager  
Beaufort County  
121 West 3rd Street  
Washington, NC 27889

Dear Mr. Alligood:

I am pleased to inform you that the Post Approval Documentation (PAD) for your 2027 Essential Single-Family Rehabilitation Loan Pool (ESFRLP27) to serve Beaufort County has been reviewed and approved. To assist your organization in being successful in achieving the ESFRLP Program goals, an Agency officer is assigned to work with each recipient organization as its single point of contact for all matters pertaining to a particular project. This person is the "case manager" for your organization; I am pleased to fulfill this role for Beaufort County as you execute your ESFRLP27 project.

Enclosed is the ESFRLP27 Written Funding Agreement which has been signed by Michael Handley, Manager of Home Ownership Rehabilitation and Compliance. The ESFRLP27 Written Funding Agreement is now being signed electronically using the DocuSign process. Please electronically sign the Written Funding Agreement prior to beginning your project. An electronic copy of the final documents with all signatures will be shared via email once all signatures are completed. Please keep a copy for your records as no other copy will be distributed.

I am always here to assist you as needed; please do not hesitate to contact me any time you have questions, concerns or comments. My telephone number is 919-578-3580 and my email is [sdzinn@nchfa.com](mailto:sdzinn@nchfa.com). All ESFRLP27-related correspondence should normally be addressed to my attention; when corresponding with another NCHFA staff member, please copy me on the correspondence.

I look forward to working with you on the successful completion of your ESFRLP27 project.

Sincerely,

Sarah Zinn  
Senior Housing Rehabilitation Officer

cc: Mr. Mike Barnette, Jr., PE, Program Manager, McDavid Associates, Inc.

**NORTH CAROLINA HOUSING FINANCE AGENCY**

**ESSENTIAL SINGLE-FAMILY  
REHABILITATION LOAN POOL  
(ESFRLP27)**

**FUNDING and WRITTEN AGREEMENT for SUBRECIPIENTS**

Member: Beaufort County

Funding Agreement Number: ESFRLP2703

Service Area: Beaufort

**NORTH CAROLINA HOUSING FINANCE AGENCY  
2027 ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL  
(ESFRLP27)**

**FUNDING AGREEMENT**

*This is a subaward of a federal grant.*

This Agreement is entered into this the 1st of January 2026 by and between the North Carolina Housing Finance Agency (“Agency”) and Beaufort County (“Subrecipient” or “Member”) for the performance of the services listed below. The Agency and the Subrecipient are sometimes referred to as the “Parties”.

This Agreement is partially funded by a federal grant from the HOME Investment Partnerships Program from the U.S. Department of Housing and Urban Development to the North Carolina Housing Finance Agency (“Federal Award”). The federal funds awarded under this Agreement must be used for the purposes for which they are intended.

This Agreement is subject to the requirements in 2 CFR Part 200. The Agency is considered a “Pass Through Entity,” as defined in 2 CFR Part 200. Subrecipient is required to comply with those sections specifically related to subawards to subrecipients therein.

**Part I. Federal Award Identification:**

Federal Award Identification: HOME Investment Partnerships Agreement	Subrecipient Name (UEI registered name in SAM): Beaufort County	Subrecipient’s UEI number:  Q14JUM5NZQ43
Federal Award Identification Number (FAIN): M19-SG370100	Federal Award Date (Date signed by Federal awarding Agency Official): August 27, 2019	Subaward Period of Performance: Start Date: January 1, 2026 End Date: December 31, 2027
Amount of Federal Funds Obligated by this Action: \$182,000	Total Amount of Federal Funds Obligated to the Subrecipient: \$182,000	Total Amount of Federal Award to Agency: \$182,000
Federal Award Project Description (as required by FFATA): HOME Investment CPD	Name of Federal Awarding Agency: U.S. Department of Housing and Urban Development	Pass Through Entity: North Carolina Housing Finance Agency (referred to as “Agency” or “PTE”)
Contact Information for Awarding Official: Michael Handley, Manager of Home Ownership Rehabilitation NCHFA 3508 Bush Street Raleigh, NC 27609 Phone: (919) 877-5627	CFDA Number and Name: 14.239 HOME Investment Partnerships Program	Is Award R&D: No
Subrecipient Indirect Cost Rate: Not to exceed 10% of the final hard and soft costs or \$7,000 per unit, whichever is less	Audit Verified: Yes	Subrecipient’s Cumulative Federal Awards >\$750,000: Yes

## **Part II. Agreement Documents.**

This Agreement includes the following, all of which are identified by name as follows:

1. This Agreement;
2. Certifications and Assurances (Attachment 1); and,
3. ESFRLP Program Guidelines (Attachment 2).

These attachments are incorporated herein by reference, constitute the entire agreement between the Parties, and supersede all prior oral or written statements or agreements and are hereinafter referred to as the "Agreement Documents".

## **Part III. Definitions**

1. **Agency.** The North Carolina State Housing Finance Agency, an instrumentality and public agency of the State of North Carolina.
2. **Agreement.** Refers to this Subaward Agreement and all attachments.
3. **Application.** The application submitted by the Subrecipient for Program funds.
4. **De-obligate or De-obligation of Funds.** Refers to the Agency's right to rescind its obligation to disburse funds awarded to Subrecipient based on a variety of factors, including but not limited to under performance, non-compliance, end of subaward period, breach of this Agreement, violation of state, federal, and/or local law, fraudulent or willful misconduct, or change in eligibility status.
5. **ESFRLP.** The Agency's Essential Single-Family Rehabilitation Loan Pool Program.
6. **ESFRLP Administrative Funds.** A portion of the Agency's HOME Administration Funds, as defined in 24 C.F.R. Part 92, that may be used for Recipient's necessary and documented administrative costs, as described in the Program Guidelines, Section 2.2.4.
7. **ESFRLP Funds or ESFRLP Pool.** The HOME funds awarded to Subrecipient under this Agreement.
8. **ESFRLP Program Guidelines.** The Agency's program guidelines for administering the Program applicable to the 2027 cycle which Member must adhere to in order to received funds under this Agreement (the "ESFRLP Administrator's Manual (Program Guidelines)", "Program Guidelines" or "PG"), and can be found online at [www.nchfa.com](http://www.nchfa.com).
9. **Federal Award.** Federal Award is the award identified in Part I of this Agreement.
10. **Funds.** The funds awarded to the Member under this Agreement
11. **HOME.** The HOME Investment Partnerships Program found at 24 C.F.R. Part 92.
12. **HUD.** The United States Department of Housing and Urban Development.

13. **Member.** The organization identified in Part I of this Agreement to which the Agency is making a subaward, and which is accountable to the Agency for the use of the funds provided.
14. **Program.** The Agency's Essential Single-Family Rehabilitation Loan Pool Program.
15. **Recapture.** Recapture means when the Agency takes back money awarded under this Agreement and already disbursed to Subrecipient based on such factors as, but not limited to, underperformance, non-compliance, end of subaward period, and/or fraud.
16. **Services.** The eligible activities described in this Agreement.
17. **Subaward.** Subaward means the funds awarded to the Subrecipient under this Agreement. The Subaward consists solely of federal funds.
18. **Subrecipient.** Subrecipient the organization identified in Part I of this Agreement to which the Agency is making a subaward, and which is accountable to the Agency for the use of the funds provided.
19. **Supercircular.** Supercircular means 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Also referred to as Uniform Guidance.

#### **Part IV. Purpose**

The Agency has received a grant of federal HOME funds from HUD which the Agency uses, in part, to fund its Essential Single-Family Rehabilitation Loan Pool Program. The ESFRLP provides an interest free, deferred-forgiven loan to Program-eligible homeowners to pay for certain rehabilitation costs of a homeowner's house. The Agency provides subawards to local organizations to utilize them in assisting in the administration of the ESFRLP. The Agency has advertised the availability of funding under the ESFRLP and the application of the Member was received, evaluated, and approved by the Agency. The Agency and the Member now wish to enter into this Agreement to provide a subaward to Member under the ESFRLP.

#### **Part V. SubAward**

The Agency hereby makes this Subaward, as described above, to Subrecipient subject to the provisions of this Agreement and any attachments hereto. The Agency shall pay the Subrecipient in the manner and in the amounts specified in the Agreement Documents. The total amount paid by the Agency to the Subrecipient under this Agreement will not exceed \$182,000 and consists of federal funds and Agency funds. Although the Agency has approved a set-aside for a specific amount to the Member, the Member also has the opportunity to modify their award and access additional funds from the ESFRLP pool (depending upon fund availability) once they have met the requirements outlined in ESFRLP Program Guideline 3.2.2.

#### **Part VI. Subrecipient Duties (Scope of Work)**

The Subrecipient will provide the services as described in this Agreement in accordance with the terms and

conditions of the Agreement Documents. The Subrecipient will be responsible for all activities and responsibilities as defined by the ESFRLP Program Guidelines.

## **Part VII. Time of Performance**

- (a) The Member shall begin performance of this Agreement no later than the 1<sup>st</sup> day of January 2026 and shall complete performance no later than December 31, 2027.
- (b) The Agency has approved a set-aside of up to \$182,000 of ESFRLP funds for the Member. The Member may reserve funds from this set-aside on a unit-by-unit basis in accordance with Program Guidelines (PG) 3.2.2 & 3.2.3, until December 31, 2026. Any funds from this set-aside not reserved by that date shall be de-obligated.
- (c) If Subrecipient has met the requirements in PG 3.2.2, funds for additional units, if available, may be reserved from the ESFRLP pool on a unit-by-unit, first come, first served basis in accordance with PG 3.2 until December 31, 2026. Any funds, not committed under contract (pursuant to Section 3.12 of the Program Guidelines) to a unit as of June 30, 2027, must be withdrawn from deposit and returned to the Agency; or, de-obligated from the Member's IDIS master account unless with Agency permission. All units must be completed and closed out by December 31, 2027.
- (d) De-obligation of Funds. Upon expiration of the agreement on December 31, 2027, the Member must transfer to the Agency any HOME funds not under contract for a specific unit and any accounts receivable attributable to the use of HOME funds.

## **Part VIII. Program Funding; Management of Funds**

### **Section 1: Subaward**

The Agency has made a Subaward to the Member in the amount identified in Part V of this Agreement.

### **Section 2: Use of Funds**

- (a) ESFRLP funds shall be used to provide assistance to low-income homeowners for: the repair and rehabilitation of their principal residence; the installation of energy-efficiency measures to decrease energy use in the unit; temporary relocation of households to standard housing, at reasonable cost, if in accordance with an Agency-approved written relocation policy; and lead-based paint/radon evaluation and remediation. ESFRLP funds shall pay for eligible hard and soft costs associated with housing rehabilitation of single-family owner-occupied dwelling units; making the units safe, decent and sanitary. ESFRLP assistance shall be in the form of a loan to the homeowner, which covers the eligible hard costs associated with the rehabilitation of the unit. ESFRLP assistance used to pay eligible soft costs associated with the rehabilitation of the unit shall be in the form of a grant to the homeowner. In order to ensure each Member is conveying certain HOME Program requirements to the eligible homeowners, the Member must use the Agency-provided loan documents listed in the ESFRLP Program Guidelines. Failure to do so shall constitute a material breach of this Agreement.
- (b) The Member must identify eligible units in accordance with the ESFRLP Program Guidelines. The budget for each unit assisted can be found on the Settlement Data Sheet which is referenced at PG 2.3.2 and is a part of the ESFRLP Partner Portal.
- (c) The Member must repay the Agency for any costs deemed ineligible by the Agency in the Agency's sole discretion. The Member must also repay the Agency for any expended funds for units that do not meet the ownership and property requirements as stated in PG 4.1.3 & 4.1.4 (24CFR 92.254(b),

“Qualification as affordable housing: homeownership”). Any funds repaid to the Agency shall be subject to imputed interest.

- (d) ESFRLP Administrative Funds are limited to ten percent (10%) of the total amount of Program funds allocated to rehabilitation hard costs plus soft costs on each completed rehabilitated housing unit, up to a maximum of \$7,000, as stated in PG 2.2.4.3. For example, if sixty thousand dollars (\$60,000) in programs funds is used for a unit’s rehabilitation hard costs and twelve thousand dollars (\$12,000) of Program funds are used for necessary and verifiable soft costs, then up to \$7,000 may be used for administrative project costs. These administrative funds may be used for necessary and documented administrative costs, which include:
  - i) general management, oversight and coordination;
  - ii) travel and mileage expenses;
  - iii) project monitoring;
  - iv) indirect costs, overhead costs related to administration of ESFRLP activities; and,
  - v) project related outreach and intake, advertising and public information.

### **Section 3: Disbursement of Funding**

- (a) The Member cannot request disbursement of ESFRLP funds until funds are needed for actual payment of eligible costs as defined in the ESFRLP Program Guidelines (PG 2.2.4). The amount of the request must be limited to the actual amount needed. Any interest earned on ESFRLP funds held by the Member must be spent prior to using any other ESFRLP funds.
- (b) ESFRLP Administrative Funds will be held by NCHFA and made available as follows:
  - (1) Upon completion and return of all loan documents, up to 50% of the eligible administrative funds, based on the total of the hard and soft cost budget at the time of loan closure will be made available to the Member for eligible expenses and
  - (2) The balance of eligible administrative funds, not to exceed \$7,000, will be made available for disbursement once all required documentation specific to, and necessary for, close out of the unit, has been accurately completed and received by NCHFA.
- (c) ESFRLP funds and ESFRLP Administrative Funds will be disbursed to the Member through electronic payments from the Agency and in accordance with PG 3.2.
- (d) The Member is eligible to request Program funds from the Agency only after the Agency has received this executed Agreement and a completed *Signatory Certification and Project Access Authorization Form* (“Signatory form”).
- (e) The Member must complete all work under this Agreement and disburse all ESFRLP funds in accordance with the Program Guidelines, specifically Sections 3.3 and 3.4.

### **Section 4: Deposit of Funds**

- (a) The Member shall establish a master account in an FDIC-insured banking institution to hold all Program funds. All interest earned on ESFRLP funds shall be utilized in accordance with this Agreement.
- (b) All Program funds must be expended for eligible costs within twelve days of receipt. Any interest earned within the twelve-day period shall be retained as Program funds. Any interest earned on Program funds not expended for eligible costs within twelve days must be returned to the Agency.
- (c) The Agency reserves the right to require that all deposits made in the master account be available for

withdrawal by the Member and the Agency. If the Agency chooses to exercise this option, an agreement for custodial accounts will be provided by the Agency.

#### **Section 5: Establishment and Maintenance of Accounting Records**

- (a) The Member agrees to establish an account in its own general ledger for funds received under this Agreement, and ESFRLP funds, including interest earned, shall be accounted for separately from all other monies.
- (b) The Member's financial management system shall provide for:
  - (1) Accurate, current and complete disclosure of the financial results of the Program in accordance with the reporting requirements.
  - (2) Records that identify adequately the source and application of funds for activities supported by the Program.
  - (3) Effective control over and accountability for all funds received under this Agreement.
  - (4) Comparison of actual outlays with budgeted amounts for the Program.
  - (5) Accounting records that are supported by source documentation.
  - (6) Systematic methods to assure timely and appropriate resolution of audit findings and recommendations.
- (c) The Member agrees that its records, as they relate to this agreement, shall be accessible to HUD and the Agency and their respective agents or representatives, including the North Carolina State Auditor's Office in accordance with N.C.G.S. §147.64.7(4).

#### **Section 6: Procurement Procedures**

The Member will have written procurement procedures that reflect the procurement standards found at 2 C.F.R. §200.318- §200.326. The Member will use written contracts with all firms providing services for rehabilitation work or professional services under the Program.

#### **Section 7: Recapture of Funds.**

The Agency reserves the right to recapture the Subaward from the Subrecipient. Events of recapture include, but are not limited to, Subrecipient's failure to comply with the terms and conditions of this Agreement and the Agreement Documents or if the Agency deems, in its sole discretion, that Subaward funds were misused or misapplied by the Subrecipient.

### **PART IX. Program Management**

#### **Section 1: Program Guidelines**

The terms of the Agreement are subject, in all respects, to the ESFRLP Program Guidelines, and all defined terms used in this Agreement shall have the same meanings as used in the ESFRLP27 Program Guidelines.

The Agency shall have the right from time to time, in its sole discretion, to amend all or any portion of the Program Guidelines for the purpose of providing for any and all modifications, updates, changes, amendments or supplements to applicable laws, regulations or Program changes. The Agency shall give the Member notice of such amendment not less than 30 days before the effective date of such amendment unless the Agency is obligated by law or regulation to implement such amendment in a shorter time period.

In the event the Program Guidelines are revised, the Agency will forward such revisions to the Member and, thereby, make them a part of this Agreement. Failure of the Member to comply with the terms and conditions of the ESFRLP Program Guidelines, as supplemented or amended shall be an event of default by the Member under this Agreement.

### **Section 2: Program Documents**

Members must use loans to finance eligible repairs for participants. Each ESFRLP loan shall be evidenced by a promissory note. In order to secure the note, the Member shall require the execution and recordation of a lien (i.e. Deed of Trust) against a property being improved. The Agency shall provide prepared-standard deeds of trust and promissory notes and other ancillary loan documents to the Member. The Member is required to facilitate the loan closing, record the Deeds of Trust and submit the documents to the Agency in accordance with PG 4.5 & 4.6.

Additionally, Members must use grants to fund the soft costs (work write-ups, cost estimates, lead-based paint inspections, energy audits, pre-rehab unit inspections, etc.) associated with housing rehabilitation. The Member is responsible for facilitating the execution of the Agency-prepared Grant Agreement.

### **Section 3: Member Responsibility**

- (a) Members are responsible for Project Financial Administration as outlined in Section 3 of the ESFRLP Program Guidelines and for compliance with the Loan Processing Requirements in Section 4 of the ESFRLP Program Guidelines. The Agency expects the Member to be active in the management and monitoring of the activity funded with the ESFRLP funds including ensuring Program eligibility of homeowners, facilitating loan closings, and inspecting work performed and training and supervising its staff adequately. The Agency has received and reviewed information that describes the Member's operating plan for staffing and administering its Project. The Agency has relied on the information provided by the Member in the Member's original ESFRLP Application for Funding in making its decision to approve the grant and execute this Agreement. The Member must notify the Agency about any material changes in its operating plan, any events that may have a significant impact on the Project, or any other changes to information provided in the Members original ESFRLP Application for Funding.
- (b) The Member shall execute a Written Agreement (the "Homeowner Written Agreement") with each Homeowner to be assisted, prior to disbursing any funds for the unit. The Written Agreement is provided by the Agency and complies with 24 CFR 92.504(5) (ii). The Agency will enforce the terms of the Written Agreement through a deed of trust recorded against the property using any legal remedy available, including possible foreclosure of the project, and/or any other remedy specified for breach in the loan documents.
- (c) If the Member is monitored by the Agency or an authorized representative and if a lack of proper financial or project controls is observed, the Agency reserves the right to consider this agreement breached and may hold disbursement requests from the Member until such issues are resolved.

### **Section 4: Right to Inspect**

The Agency, HUD and the Comptroller General of the United States, or their authorized representatives or agent, shall have the right to inspect the housing rehabilitation work performed with ESFRLP funds provided under this Agreement for the purpose of determining if work is being carried out in accordance with the ESFRLP Program Guidelines and the HOME regulations. All dwelling units rehabilitated under

ESFRLP must meet the Essential Rehabilitation Criteria in accordance with PG 2.6.

## **Part X. Reporting and Audit Requirements**

### **Section 1: State Requirements.**

- (a) If the Member is a non-profit organization or otherwise meets the definition of a “Subgrantee” in N.C.G.S. §143C-6-23(a)(4) then it is subject to the State reporting requirements mandated by N.C.G.S. § 143C-6-23, as may be amended from time to time. Therefore, the Member is required to file annual electronic reports with the Agency. A “Subgrantee” that receives, uses, or expends State funds and in the amount greater than five hundred thousand dollars (\$500,000) within its fiscal year (from any source) must have an audit in accordance with 09 NCAC 03M .0205. The amounts and requirements listed in the statute may change from time to time and it is the Member’s responsibility to periodically check the statutes for any amendments or changes thereto.
- (b) If the Member is a unit of local government then it must comply with N.C.G.S. § 159-34, as may be amended from time to time, as referenced in the ESFRLP Program Guidelines, Section 3.8 *Financial Audit Requirements*.

### **Section 2: Audit**

The Subaward is funded with federal funds and as such any requirements applicable to recipients of federal funds will be required of Subrecipient.

- (a) Subrecipient must permit the Agency’s auditors to have access to the Subrecipient’s records and financial statements as necessary, in the discretion of the Agency, to meet the requirements of 2 CFR §200.300 Statutory and national policy requirements through 200.309 Period of performance, and 2 CFR 200 Subpart F – Audit Requirements.
- (b) The Subrecipient will comply with 2 CFR 200 Subpart F – Audit Requirements, as may be amended from time to time, which states, in part:
  - i) A Subrecipient that expends \$750,000 or more in federal awards during its fiscal year from any source, including federal funds passed through the State or other grantors, must obtain a single audit or program-specific audit conducted for that year in accordance with 2 CFR 200 Subpart F- Audit Requirements. (§200.501 (a))
  - ii) A Subrecipient that expends \$750,000 or more during its fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section. (2 CFR §200.501 (b))
  - iii) An auditee that expends Federal awards under only one Federal program (excluding R&D) and the Federal program’s statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 CFR §200.507 Program-specific audits. (2 CFR §200.501(c))
  - iv) A Subrecipient that expends less than \$750,000 during its fiscal year in Federal awards is exempt from Federal Audit requirements for that year, except as noted in 2 CFR §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal Agency, Pass Through Entity, and Government Accountability Office. (2 CFR 200.501(d)).

- v) The Subrecipient is required to submit the audit to the Agency within nine months of the end of its fiscal year.

### **Section 3: Reports**

- (a) The Member shall submit to the Agency Unit Completion Reports in accordance with PG 3.10.2
- (b) The Member shall submit a Certification of Completion and Final Cost form to the Agency not later than December 31, 2027.
- (c) The final certification shall contain a summary of the use of funds provided under this Agreement.
- (d) The Member shall submit to the Agency such revisions and updates of reports as may be necessary as a result of project audits or reporting errors.
- (e) All reports and audit confirmations shall be sent to:
  - North Carolina Housing Finance Agency
  - Attention: Heather Lawrence, Accounting Specialist
  - 3508 Bush Street
  - Raleigh, NC 27609
  - or
  - Email Address: hnlawrence@nchfa.com

### **Section 4: Close Out:**

- (a) The Member must initiate close-out procedures when the Date of Completion identified in the Funding Agreement is reached.
- (b) No new rehabilitation contracts obligating any ESFRLP funds may be executed after the Date of Completion. Contracts executed prior to the Date of Completion may be amended after that date by no more than ten percent (10%) of the original contract amount in order to accommodate necessary changes to the scope of work.
- (c) Members will be required to submit the Certification of Completion and Final Cost form (CCFC) to the Agency no later than 6 months following the Date of Completion. The Member will also be required to submit revisions and updates of the Certification that may be necessary as a result of audits or reporting errors.
- (d) All ESFRLP funds not disbursed for eligible costs associated with rehabilitation contracts executed prior to the Date of Completion, including all net Program income/interest earned, must be remitted to the Agency with the CCFC.
- (e) Members are required to submit a minimum of one (1) human interest story, with photographic documentation of before and after rehabilitation, focusing on one of the households assisted under ESFRLP.
- (f) ESFRLP Administrative Funds for each completed unit will be held by NCHFA until all required documentation specific to, and necessary for, close out of the unit, has been accurately completed and received by NCHFA.

### **PART XI: Representations, Warranties and Covenants**

The Member hereby warrants, represents and covenants that:

- (a) It is a unit of local government that reports to the Local Government Commission or it is a non-profit entity duly organized and in good standing in the State of North Carolina.
- (b) All Subaward funds must be used for purposes and activities described in this Agreement.
- (c) Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 – 4856), and the implementing regulations at 24CFR35, subparts A, B, J, K, M and R.
- (d) If the Member is a governmental body, it will comply with OMB Circular A-87 as amended or superseded by 2 C.F.R. 200, related to certain principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts and other agreements with State and local governments.
- (e) It will comply with the sections regarding financial management and procurement standards for the HOME program found at 24 C.F.R. §§ 85.6, 85.12, 85.20, 85.22, 85.26, 85.32-85.34, 85.36, 85.44, 85.51 and 85.52, as may be amended from time to time. If the Member is a not-for-profit organization it will comply with OMB Circular A-122, as amended or superseded by 2 C.F.R. 200, which established principles for determining costs of grants, contracts and other agreements with non-profit organizations as well as the following sections regarding standards for financial management and procurement standards: 24 C.F.R. §§84: 84.2, 84.5, 84.13 - 84.16, 84.21, 84.22, 84.26 - 84.28, 84.30, 84.31, 84.34 – 84.37, 84.40 – 84.48, 84.51, 84.60 – 84.62, 84.72 and 84.73.
- (f) The Member must comply with 24 C.F.R. §92.351 with regards to actions taken to assure MBE/WBE are utilized when possible in the procurement of goods and services.
- (g) The Member must maintain sufficient records of affirmative marketing and MBE/WBE activity in accordance with 24 C.F.R.9§2.508 (7) (ii).
- (h) Debarred, suspended or ineligible contractors and/or participants cannot be involved in the activities of the Member for which funds are provided under this agreement.
- (i) The Member will make a good-faith effort to, on a continuing basis, maintain a drug-free workplace per the requirements of 24 C.F.R. §21 (B).
- (j) The Member and its activities must comply with all of the following Federal laws, executive orders and regulations pertaining to fair housing and equal opportunity. They are: Title VI of the Civil Rights Act of 1964, As Amended (42 U.S.C. 2000d et seq.), found in 24CFR Part 1; The Fair Housing Act (42 U.S.C. 3601-3620), found in 24CFR Part 100-115; Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), found in 24CFR Part 107; Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101), found in 24CFR Part 146. The Member must describe the actions it will take in the areas of enforcement, education, and removal of barriers and impediments to affirmatively further fair housing according to applicable state and federal law. The Member certifies that it will affirmatively further fair housing, including the following: conducting an analysis to identify the effects of any impediments identified through that analysis and maintaining records reflecting the analysis and actions in this regard.
- (k) In order to assure that each Member is conveying certain HOME Program requirements to the eligible homeowners, the Member must comply with the following Program Guidelines: PG 4.1.4.2 (Homeownership Affordability). PG 2.6.1 Property Standards; and Section 15(a) of this Agreement.
- (l) It will provide a written statement completed by the Member's board of directors or other governing body stating that the Subrecipient does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the federal, State or local level. The written statement shall be made under oath and returned to the Agency in order for program disbursements to be made (Certification example included in Attachment 1, unless already submitted and approved).

- (m) It will sign and provide the Certification and Assurances document attached here to as Attachment 2.
- (n) It will comply with N.C. E-Verify which means the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. If Subrecipient employs 25 or more employees in the State of North Carolina, then Subrecipient must comply with the provisions of N.C. Gen. Stat. §64-26 including verifying the work authorization of its employees through E-Verify and retaining the records of verification for a period of at least one year. All subcontractors engaged by or to be engaged by Subrecipient have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
- (o) None of the funds provided under this Agreement shall be used in the performance of this Agreement for any partisan political activity (24 C.F.R. §91.225), or to further the election or defeat of any candidate for public office per the requirement of 24 C.F.R. §87.
- (p) There will be no religious activities conducted in connection with the performance of this Agreement or the use of ESFRLP funds.
- (q) The Member will not discriminate against any person employed in the performance of this Agreement, or against any applicant for assistance under this Agreement because of race, sex, age, creed, color, physical handicap or national origin. The Member will ensure that applicants for ESFRLP assistance are processed, and that employees are treated during employment, without regard to race, sex, age, creed, color, physical handicap or national origin.
- (r) No employee, officer or agent of the Member shall participate in the selection, or in the award or administration of a contract funded by this Agreement if a conflict of interest, real or apparent, would be involved.
- (s) Before ESFRLP funds may be disbursed, any Member that is a non-profit organization must be in compliance with General Statute 143C-6-23(b). This statute requires that the Member submit to the Agency a notarized copy of the Member's policy addressing conflicts of interest that may arise involving any Member's management staff, board of directors or other governing body. The policy shall address situations where any of these individuals may directly or indirectly benefit, except in their official capacity, from the disbursement of State funds, and shall include actions to be taken to avoid conflicts of interest or the appearance of impropriety.
- (t) Before ESFRLP funds are disbursed, any entity of local government will adopt, by resolution of its board of directors, or other governing body, a notarized copy of the Member's Conflict of Interest Policy. The policy must address situations that may arise involving any Member's employees, management staff, board of directors, or other government body, where any of these individuals may directly or indirectly benefit, except in their official capacity, from the disbursement of Subaward funds, and shall include actions to be taken to avoid conflicts of interest or the appearance of impropriety.
- (u) No person providing consulting services in an employer-employee type relationship shall receive more than reasonable compensation for personal services paid with ESFRLP funds. In no event, however, shall such compensation exceed the limits in effect under the provisions of any applicable statute. Such services shall be evidenced by written agreements between the parties which detail the responsibilities, standards and compensation.
- (v) The Member is prohibited from charging servicing, origination, processing, inspection, or other fees for administering the ESFRLP, HOME-funded program, except as permitted by §92.214(b)(1).

**Part XII. Termination**

Should Member breach or fail to comply with any or part of the provisions or terms of this Agreement, continue as a going concern, become insolvent, defunct, or commence bankruptcy proceedings, or should any employee, agent, director officer or senior manager of Subrecipient engage in fraud, misconduct or negligence or misappropriate any Funds, the Agency may terminate this Agreement, and all of its obligations hereunder, immediately upon written notice, and the remaining Program Funds shall revert immediately to the Agency. This applies to all terms and conditions of the Agreement at the time the Agreement is signed and at any subsequent point if the status of the Subrecipient changes, including but not limited to, the provisions that Subrecipients receiving these Funds shall not have been indicted or employ those that have been indicted for a violation under Federal Law relating to an election for Federal office.

- A. The Subrecipient hereby agrees to remain fully informed of all laws and regulations that apply to the Subrecipient, and will give the Agency prompt notice of any action or event that may be cause for suspension or termination of this Agreement and recapture Funds and/or rescind its obligation to awarded Funds to Subrecipient in the event of Subrecipient's non-compliance with the terms and conditions of the grant, as outlined in the Agreement and the Agreement Documents.
- B. The Agency may terminate, in its sole discretion, this Agreement and all of its obligations hereunder immediately upon written notice to Subrecipient, and recapture Program Funds from Subrecipient and/or rescind its obligation to disburse Funds to Subrecipient in the event Subrecipient is not in compliance with the terms and conditions of this Agreement.
- C. Either the Member or the Agency may terminate this Agreement at any time for any reason by providing 30 days prior written notice to the other party. In the event of said termination by the Member, the Agency will require the return of any disbursed, but unused funds and may require completion of any current units being rehabilitated at the time of the notice.
- D. Upon termination of this Agreement all of the Subrecipients work product, including files pertaining to this Agreement, shall become the property of the Agency if requested.
- E. In the event of termination, the Member shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of the Agreement by the Member. The Agency may withhold any reimbursement to the Member for the purpose of a set-off until such time as the exact amount of damages due the Agency from the Member is determined.
- F. In the event of a termination of this Agreement, Subrecipient must continue to comply with record retention requirements and provisions regarding confidentiality and indemnification.

**Part XIII. Default, Remedy, Suspension and Termination of Subaward**

- A. Each of the following may be deemed an Event of Default under this Agreement:
  - 1. Any material failure by Subrecipient to comply with the terms and conditions of this Agreement whether stated in this Agreement, a federal statute or regulation, North

Carolina statute or regulation, the Agreement Documents or any warranty or assurance by Subrecipient.

2. Subrecipient fails to expend Funds in accordance with Program requirements.
3. Subrecipient fails to return Funds, subject to recapture, to the Agency within the requested time frame.
4. Subrecipient becomes the subject of a federal, state, or local investigation related to the use of federal or state funds.
5. Subrecipient fails to continue as a going concern; becomes insolvent, defunct, or commences bankruptcy proceedings; or should any director, officer, or senior manager of Subrecipient engage in fraud, willful misconduct, and gross negligence or misappropriate any Funds.
6. Subrecipient's acts or omissions, in the sole determination of the Agency, may cause significant reputational harm to the Agency or the Program.
7. Any Subrecipient misrepresentation in its application or supporting material which, if known by the Agency, would have resulted in the Subaward not being made.

**B. Discovery of Events**

The Agency may become aware of Events of Default in any number of ways, including but not limited to:

1. Third party compliance reviews;
2. Random file reviews;
3. Reports of noncompliance by third parties such as media, government agencies, Subrecipient's clients, and/or whistle blowers; or
4. Reviews of audited financial statements and other Uniform Guidance audits.

C. Notice of Events of Default. If the Agency becomes aware of an Event or Events of Default, the Agency will give Subrecipient written notice of the occurrence and a reasonable opportunity to respond to notification or take corrective action as appropriate, if, in the discretion of the Agency the default is capable of being cured. The Agency reserves the right to send notification to Subrecipient's Board of Directors, the State of North Carolina and HUD.

D. Failure to Remedy an Event of Default. In the event of default or non-compliance with this Agreement, the Agency may exercise the remedies for noncompliance in accordance with 2 CFR 200.338 (a-f). If Subrecipient is unable to cure the Event of Default to the satisfaction of the Agency, then the Agency may

1. Recover misspent or unspent Funds;
2. De-obligate awarded but undisbursed Funds;
3. Terminate the Agreement for cause. Upon termination of the Agreement, all unspent Funds (as determined by the Agency) shall revert immediately to the Agency, in either the form of recapture or de-obligation;
4. Use information learned in the process of consideration of future funding actions;
5. Recapture Funds; or
6. Take other legally available remedies.

## **Part XIV. General Terms and Conditions**

### **Section 1: Publicity**

The Member may publicize its participation in the Program and the conduct of activities under this Agreement without prior review by the Agency, provided that all communications contain the following language: *"This program was sponsored by Beaufort County, with funds provided by the N.C. Housing Finance Agency."* Copies of publications or news releases shall be furnished to the Agency.

### **Section 2: Records Retention Policies**

1. The Subrecipient shall establish and comply with a records retention policy. This policy shall be made available to the Agency at its request.
2. Financial records, supporting documentation, statistical records, and all records pertinent to the subaward shall be retained for a period of five (5) years from the date of the project close out letter (PG 3.6.1). The only exceptions are as follows:
  - a. If any litigation, claim or audit is started before expiration of the five (5) year period, the records shall be retained until the litigation, claims or audit findings involving the records have been resolved and final action taken.
  - b. Records for real property and equipment acquired with grant Funds shall be retained for three (3) years after final disposition.
  - c. When the Subrecipient is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or the Agency to extend the retention period.
  - d. If Subrecipient must report program income after the period of performance then it must comply with 2 C.F.R. §200.333(e).
  - e. Subrecipient will comply with 2 C.F.R. §200.333 (f) as it relates to retention of records for indirect cost rate proposals and cost allocations plans. Under this section the following types of documents and their supporting records shall be retained: indirect cost rate computations or proposals, cost allocation plans, and any similarly accounting computations of the rate at which a particular group of costs is chargeable: 1) if submitted for negotiation see 2 CFR §200.333(f)(1); if not submitted for negotiation see 2 CFR §200.333(f)(2).
3. Notwithstanding the foregoing retention policy, or any other provision of this Agreement, the Agency, the Federal Awarding Agency, and their authorized representatives, agents' and third-party contractors' will have access and a right to inspect Subrecipient's site, documents, records and personnel access for evaluation purposes for as long as records are retained.

**Section 3: Confidentiality**

The Member must maintain the confidentiality and security of records in compliance with the North Carolina Identity Theft Protection Act, the Gramm-Leach-Bliley Act and other federal and state privacy laws (“Applicable Laws”). The Applicable Laws pertain to the security and privacy of personal and financial information along with identifying information such as social security numbers. The Member is responsible for compliance with the Applicable Laws. In the course of providing services hereunder, the Member may have access to an individual’s confidential information. Confidential Information includes, but is not limited to, names, personal addresses, credit reports, social security numbers and other personal identifying information. Confidential Information shall be used by the Member only in conjunction with the provision of services hereunder and shall not be disclosed to any third party. The Member agrees to hold harmless and indemnify the Agency for any cost, legal actions, or disputes of any nature whatsoever incurred if the Member violates this provision or any Applicable Law. The Member shall keep all Confidential Information secure, including without limitation, implementing physical and electronic security measures and operating procedures.

**Section 4: Mandatory Disclosures**

The Member must disclose to the Agency, in a timely manner, in writing, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Subaward of the Federal Award. Failure to make required disclosures can result in any of the remedies for noncompliance listed in 2 C.F.R. §200.338 including suspension or debarment (See also 2 C.F.R. part 180).

**Section 5: Laws and Regulations**

The Member agrees to remain fully informed of all laws and regulations that apply to the Subrecipient, and will give Agency prompt notice of any action or event that may be cause for suspension or termination of this Agreement. Failure to provide such notice will constitute a breach of this Agreement. Any and all information regarding this Subaward should be forwarded to your auditors when organizing your annual audit.

**Section 6: Notices**

All legal notices, reports, requests, demands and other communications under this Agreement shall be in writing and referred to each party’s point of contact as listed below. All such notices under this Agreement sent to the other party shall be considered received: (a) when personally delivered; (b) when delivered by commercial overnight courier with verification receipt; or (c) three (3) days after having been sent, postage prepaid, via certified mail, return receipt requested.

To the Agency: North Carolina Housing Finance Agency  
Attn: Michael Handley, Manager of Home Ownership Rehabilitation  
3508 Bush Street  
Raleigh, NC 27609

To the Subrecipient: Beaufort County  
Attn: Brian Alligood, County Manager  
121 West 3rd Street  
Washington, NC 27889

**Section 7: Agreement Changes**

Any proposed changes in this Agreement shall be in writing, submitted to and approved and executed by the Agency before the performance of any work involved in the proposed change.

**Section 8: Assignment**

This Agreement cannot be assigned.

**Section 9: Indemnification**

The Member agrees to hold harmless and indemnify the Agency from any and all claims, loss, cost or expense, including reasonable attorney's fees, for any injury or damage, whatsoever, which may arise in connection with work performed under this Agreement or pursuant to the Member's activity, errors or omissions in connection with this Agreement.

**Section 10: Inconsistencies; No Waiver**

In case any provision of this Agreement is held to be invalid, then such provision shall be amended by the parties only to the extent necessary to be enforceable consistent with the parties' intent, and the remainder of the provisions shall remain in full force and effect. No waiver by either party of any breach or failure of compliance with respect to any provision of this Agreement shall be deemed a continuing waiver, nor shall any delay or omission by either party to exercise any right hereunder impair in any manner the exercise of any such right.

**Section 11: Governing Law**

This Agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of North Carolina. Each party expressly consents to the jurisdiction of the State of North Carolina.

**Section 12: Entire Agreement**

This Agreement and all Attachments and/or Exhibits, specifically including the ESFRLP Program Guidelines, constitutes the entire Agreement between the Agency and the Member.

**Part XV. Authorization of Signature**

By signing this Agreement, the Member certifies that all representations made in its ESFRLP application are true, and in the event of any misrepresentations, the Agency has the option to rescind any obligations to Member regarding the Funds or recapture any Funds awarded or intended to be awarded to the Subrecipient. The person signing this Agreement further certifies that he/she is authorized to execute this agreement on behalf of the Subrecipient, and to the best of his/her knowledge and belief:

**Section 1: Certification Regarding Lobbying**

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Member, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Member will complete and submit a Standard Form –LLL, “Disclosure Form to Report Lobbying”, to the Agency.
- 3) The Member will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, or cooperative agreements) and that all subgrantees will certify and disclose accordingly.
- 4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Section 2: Debarment, Suspension, and Other Responsibility Matters**

The Member certifies by signing below that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

**Section 3: Audit and Access to Records**

The Member certifies by signing below that it complies with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R 200), will provide notice of the completion of required audits and any adverse findings which impact this subaward as required by parts 200.501-200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201 as applicable.

**Section 4: English Language 2 CFR §200.111**

The Member certifies by signing below that it will comply with 2 CFR §200.111 which states, in part, that all Federal financial assistance announcements and Federal award information must be in the English language and must be in the terms of U.S. Dollars. The Subrecipient may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the Subrecipient’s employees who are working on the Federal award/Subaward are not fluent in English, the Subrecipient must provide the Federal award/Subaward in English and the languages with which the employees are more familiar.

**Section 5: Conflict of Interest 2 CFR §200.112**

The Member certifies by signing below that it will disclose in writing to the Agency any potential conflicts of interest in accordance with applicable Federal Awarding Agency policy or Agency policy.

**Section 6: Mandatory Disclosures 2 CFR §200.113**

The Member certifies by signing below that it agrees to comply with 2 CFR §200.113 which states that the Subrecipient must disclose, in a timely manner, in writing to the Agency all violations of Federal

criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal Award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment.

**Section 7: Electronic Signatures**

Each party agrees that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures.

Electronic signature means any electronic symbol or process attached to or logically associated with a document and executed and adopted by a party with the intent to sign such document.

**Beaufort County**

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Attest Its: County Manager

**North Carolina Housing Finance Agency**

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Attest Its: Manager of Home Ownership  
Rehabilitation

**Beaufort County**  
**Assistance Policy**  
**For the 2027 Cycle of the**  
**Essential Single-Family Rehabilitation Loan Pool**

**What is the Essential Single-Family Rehabilitation Loan Pool?**

Beaufort County (the County) has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2027 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Beaufort County has been allocated an initial set-aside of \$182,000 which it plans to apply toward the rehabilitation of two houses in Beaufort County. The County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to rehabilitate additional houses.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Beaufort County has designed the ESFRLP project to be fair, open, and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$14,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

**Who is Eligible to Apply?**

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be in Beaufort County and must be owner-occupied. The household occupying the unit must have elderly or, disabled or, veteran (see definitions), fulltime household member or a child aged 6 or under threatened by lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$70,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator’s Manual for the 2027 Cycle (available online at [www.NCHFA.com](http://www.NCHFA.com)).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

### **What Types of Houses are Eligible?**

Properties are eligible only if they meet all the following requirements:

- 1) The property must require at least \$5,000 of improvements to meet the ESFRLP Property Standards or, if a local code requirement is more stringent than a specific ESFRLP Property Standard, the more stringent local minimum housing code requirement(s) will be used.
- 2) Site-built and modular units listed as real property are eligible for assistance. Manufactured housing listed as real property is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of masonry piers and tie-downs.
- 3) No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
- 4) The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Beaufort County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- 5) Properties cannot be in the right-of-way of any impending or planned public improvements. Beaufort County staff will assist in making this determination.
- 6) The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- 7) The property can be in the 100-year floodplain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Beaufort County's floodplain ordinance. All things considered equal, properties located outside the 100-year floodplain will be given priority over properties located in the 100-year floodplain. Beaufort County will verify whether the home is in the floodplain.
- 8) The property must be free of any back taxes or liens in default at the time of application submission unless a payment plan has been established and payments are current. If the applicant is unsure, they should call the Beaufort County Tax Office prior to submitting the application. (Taxes will be checked for both Beaufort County and the municipality in which the applicant resides).
- 9) Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.

- 10) The applicant must have a "Clear Title". Clear Title is defined as - The applicant must be readily able to present supporting documents identifying the property owners, and all owners are willing to sign the loan documents.
- 11) If any ESFRLP Program representative for the County suspects that the home is being used for criminal activity or the homeowners are engaging in criminal activity, the household will not be served. Properties that have been approved will be removed from the program if criminal activity is suspected. Homeowners that disagree with this decision must employ the complaint process outlined in the Assistance Policy.
- 12) The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.

**2025 Income Limits\* for Beaufort County's  
Essential Single-Family Rehabilitation Loan Pool**

Number in Household	30% of Median Income	50% of Median Income	80% of Median Income
1	\$16,450	\$27,400	\$43,800
2	\$18,800	\$31,300	\$50,050
3	\$21,150	\$35,200	\$56,300
4	\$23,450	\$39,100	\$62,550
5	\$25,350	\$42,250	\$67,600
6	\$27,250	\$45,400	\$72,600
7	\$29,100	\$48,500	\$77,600
8	\$31,000	\$51,650	\$82,600

Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require a re-approval by the governing authority.

**How are applications ranked?**

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Beaufort County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Beaufort County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which household received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come, first to qualify, first served basis.

**Priority Ranking System for Beaufort County's  
2027 Essential Single-Family Rehabilitation Loan Pool**

***Eligibility Criteria (All applicants must meet these criteria to be considered for assistance)***

Owner occupied.  
 Home is classified as Real Property per NCHFA definition.  
 Owner/Occupant 62 years of age or older, or disabled, or Veteran full-time household member, or a child under the age of six whose health is threatened by presence of lead hazards.  
 Household income under at or below 80% Area Median Income.  
 Non-historic (as determined by SHPO).  
 Estimated cost of repairs excluding LBP, Asbestos, and Septic is less than \$70,000.  
 Home is not located in the 100-year flood plain or be able to provide an elevation certificate showing lowest finished floors are above base flood elevation along with having flood insurance.  
 No overdue taxes at the time of application evaluation (unless on an established payment plan).  
 Clear title.  
 Clear from suspected criminal activity.  
 No prior assistance of \$30,000 or more, of state or federal funds, within the past 10-yr without approval.  
 Application must be complete.

<b><i>Age, Disability, Lead Hazards, &amp; Veteran</i></b>	<b><i>Points</i></b>
0-61 and disabled.	30
62+ and disabled.	50
62+ and not disabled.	40
Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher.	18
Household with a child age 6 or under with lead hazards in the home.	15
Veteran full-time household member.	15
<b><i>Income</i></b>	
0% – 30%	12
31% – 50%	10
51% – 80%	8
<b><i>Bonus Points</i></b>	
Property is built after 1979.	5

**Definitions under ESFRLP are:**

- **Child with lead hazards in the home:** a child below the age of six living or visiting weekly in the applicant house which contains lead hazards.
- **Elderly:** An individual aged 62 or older.
- **Disabled:** A person who has a physical, mental, or developmental disability that greatly limits one or more major life activities, has a document of such impairment, or is regarded as having such an impairment.
- **Head of Household:** The person or persons who own(s) the house.
- **Household Member:** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of

household members will be used to determine household size and all household members are subject to income verification).

- **Occupant**: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.
- **Veteran**: A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released therefrom under conditions other than dishonorable. Provide DD-214 form to demonstrate.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

#### **What are the Terms of Assistance Under ESFRLP?**

The form of ESFRLP assistance is a 0% interest, secured, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

**The Loan**: NCHFA will create loan documents for the homeowner(s) including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$70,000. This loan covering the hard costs remains 0% interest and forgivable at \$14,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$14,000 per year. For example, if the amount of the loan is \$37,452, then the term is 5 years (\$28,000 forgiven over the first 2 years and \$9,452 forgiven at the end of the 3<sup>rd</sup> year). The maximum term of the typical loan will be five years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property as per the original loan terms. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ( $\leq 80\%$  AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

**The Grant**: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/

estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$14,000. The grant has no repayment or recovery terms.

### **What Kinds of Work will be Done?**

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- 1) meet the more stringent requirements of either NCHFA's Essential Property Standard or Beaufort County's Minimum Housing Code. These are "habitability standards" which set minimum standards for decent, safe, and sanitary living conditions. Additionally, the home must meet applicable Lead-Based Paint regulations 27 CFR part 35.
- 2) retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Beaufort County or anytime online at [www.NCHFA.com](http://www.NCHFA.com).

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding, and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.) Upon the date of approval by Beaufort County of the contractor's request for final payment, a one-year warranty on all materials and workmanship will begin.

### **What About Lead-based Paint?**

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 27 CFR part 35. If

required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work. It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

### **What About Radon?**

According to the North Carolina Department of Health and Human Services [North Carolina Radon Program](#), “radon is a colorless, odorless, tasteless and chemically inert gas formed by natural radioactive decay of uranium in rock, soil and water.” Additionally, they state that “radon is the leading cause of lung cancer among non-smokers.” HUD published guidance for addressing radon on January 11, 2024. The ESFR program requires that every unit receive, at minimum, a short-term radon test to determine if further action is required.

### **Who will do the Work on the Homes?**

Beaufort County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process.

To meet the requirements, Beaufort County will conduct a bid process which will allow all vendors qualified (using the Beaufort County vendor process) to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Beaufort County ESFRLP Procurement and Disbursement Policy for the 2027 Cycle

- 1) At least three eligible contractors on the County’s Approved Contractor Registry will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract.
- 2) All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- 3) Homeowners who know of quality rehabilitation contractors that are not on the approved vendors list are welcome to invite them to apply.

### **What are the Steps in the Process, From Application to Completion?**

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let’s go through the steps for getting the work done:

- 1) **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by the Key Dates section of this Assistance Policy. Proof of ownership, income, tax payment plan if needed, and special needs will be required. Household income will be verified for program purposes only (information will be kept confidential). Those who have applied for housing assistance from Beaufort County in the past will not automatically be reconsidered and must complete a new pre-application form.

- 2) **Preliminary inspection:** Beaufort County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation. Homeowners must inform staff of any known pest infestations prior to the visit. Homeowners must allow the Rehabilitation Specialist to access all part of their home. If the home cannot be thoroughly inspected the home will become ineligible for assistance. The County staff has the right to deny an application based on health and safety concerns that may put their staff and/or contractors at risk.
- 3) **Screening of applicants:** Applications will be ranked by Beaufort County based on the priority system outlined on page 4. The applications will be numerically ranked by the priority system and approved by the County. NCHFA will verify ownership of the property by conducting a title search. Beaufort County will submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. All applicants will be notified in writing of their eligibility status after the selection of units.
- 4) **Written agreement:** A HOME Owner Agreement, between the homeowner and Beaufort County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
- 5) **Pre-rehab inspection & unit evaluation:** Beaufort County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. All approved homes will be tested for radon and asbestos.
- 6) **Work Write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
- 7) **Lead and other testing:** Beaufort County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary by the Rehabilitation Specialist in all homes built during, before and after 1978). The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
- 8) **Bidding:** The work write-up and bid documents will be conveyed to at least three contractors from the Approved Contractors Registry. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a

bid. A bid opening will be conducted in the Conference Room of the Beaufort County Financial Services Center located at 132 W 2<sup>nd</sup> Street, Washington, at a specified date and time, with all bidders invited to attend in-person. Other bid opening attendance options may be arranged with Beaufort County staff.

- 9) **Contractor selection:** Within ten days of the bid opening, the winning bidders will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, and 3) the specific reasons for the selection, if other than the lowest bidder was selected.
- 10) **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowners have the right to hire legal representation of their choosing at the loan closing.* If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Beaufort County signing on as an interested third party prior to the commencement of any construction. Beaufort County will facilitate the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
- 11) **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Beaufort County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Beaufort County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
- 12) **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Beaufort County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work when applicable. To protect personal property, the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
- 13) **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Beaufort County's Rehabilitation Specialist, and the Beaufort County Community Development Project Manager and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Beaufort County personnel must execute any change order agreements to the construction contract.
- 14) **Progress payments:** The Contractor is entitled to request partial payments and a final payment. The partial payments may be requested when a specified work line item is complete with a total of 5 payments including the final payment. The final payment may be requested once Contractor has verified all the work line

items to be complete. A final payment will be invoiced once the Contractor has satisfactorily completed all work line items, provided approved permits (if applicable), and a release of liens.

- 15) **Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by Beaufort County's approval date of the final pay requisition. Beaufort County will notify the homeowner in writing of this date.
- 16) **Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
- 17) **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and there is a need to modify the loan, NCHFA will prepare an estoppel for a loan reduction or modification agreement for a loan increase as necessary at the time of closeout of the unit. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing". Please note that it is the responsibility of the homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 18) **The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Beaufort County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

#### **What are the key dates?**

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- **Primary Intake:**
  - Applications will be made available to the public starting January 5, 2026.
  - Applications must be turned into Beaufort County by 5:00 PM on January 16, 2026.
  - Selection of units will be made on February 6, 2026.
  - All rehabilitation work must be under contract by June 30, 2027.
  - All rehabilitation work must be completed by December 31, 2027.

### **How do I request an application?**

#### **Contact:**

Katie Mosher, Clerk to the Board  
Beaufort County  
121 West 3<sup>rd</sup> Street  
Washington, NC 27889  
Phone: (252) 946-0079  
Email: [katie.mosher@beaufortcountync.gov](mailto:katie.mosher@beaufortcountync.gov)

Or: Have an application mailed to you by contacting Tim Andrews at (252) 753-2139 and by email: [twa@mcdavid-inc.com](mailto:twa@mcdavid-inc.com)

### **Is there a procedure for dealing with complaints, disputes, and appeals?**

Although the application process and rehabilitation guidelines are meant to be as fair as possible, Beaufort County realizes that there is still a chance that some applicants or participants may dispute decisions, work completed or other issues. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

#### **During the application process:**

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Katie Mosher, Clerk to the Board at (252) 946-0079, within five business days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 15 business days of the initial decision on an application.
3. Beaufort County will respond in writing to any complaints or appeals within 15 business days of receiving written comments.

#### **During the rehabilitation process:**

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist preferably in writing.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be added to the applicant's file. The Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

4. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Beaufort County's Program Manager.
5. Should the mediation conference fail to resolve the dispute, the County Manager will render a written final decision.

**Final Appeal:**

After following the above procedures, any applicant or homeowner who remains dissatisfied with Beaufort County's final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

**Will the personal information provided remain confidential?** Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Beaufort County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

**What about conflicts of interest?** No employee or board member of Beaufort County, or entity contracting with Beaufort County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Beaufort County employees or of Beaufort County board members and others closely identified with Beaufort County, may be approved for rehabilitation assistance only upon public disclosure before the Beaufort County Board of Commissioners and with written permission from NCHFA.

**What about favoritism?** All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors, and resolving complaints, will be conducted in a fair, open, and non-discriminatory manner, entirely without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

**Outreach Efforts of the ESFRLP Program**

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the Daily News, at the senior center, and on the County's website.

**Who can I contact about the ESFRLP program?** Any questions regarding any part of this application or program should be addressed to:

Katie Mosher  
Clerk to the Board  
Beaufort County  
121 West 3<sup>rd</sup> Street  
Washington, NC 27889  
Phone: (252) 946-0079

Jordan Kearney or Tim Andrews  
Housing Specialists  
McDavid Associates, Inc.  
3714 N. Main Street  
P.O. Drawer 49  
Farmville, NC 27828  
Phone: (252) 753-2139

The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Frankie Waters, Chairman  
Beaufort County Board of Commissioners

Attest:

\_\_\_\_\_  
Katie Mosher  
Clerk to the Board

**Beaufort County**  
**Procurement and Disbursement Policy**  
For the 2027 Cycle of the  
**ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL**

**PROCUREMENT POLICY**

1. To the maximum extent practical, Beaufort County (the County) promotes a fair, open, and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's Approved Contractor Registry. Any contractor listed with and approved by the County and in good standing (i.e. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the County's Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the County's Rehabilitation Specialist and submit proof of insurance.
3. At least three eligible contractors on the County's Approved Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
4. All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with both firm certificate and the qualified renovator's letter on file will be invited to bid on pre-1978 homes. For units where abatement is required or with more than \$25,000 of construction costs not attributed to Lead-Based Paint (LBP) stabilization/removal, projects must use a certified lead abatement firm as required by North Carolina's Lead Hazard Management Program for Abatement Activities (LHMP). Both firm types are listed at this website: <https://schs.dph.ncdhhs.gov/lead/accredited.cfm>.
5. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
6. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Conference Room of the Beaufort County Financial Services Center located at 132 W 2<sup>nd</sup> Street in Washington.

7. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded. If the amount of the bid exceeds the amount that is available for the unit, the same item(s) will be removed from the cost-per-item breakdown from every bid package submitted. No negotiations will take place with the chosen contractor.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, Beaufort County will call the first three responsive contractors on the Approved Contractor Registry who have indicated a desire to be on the telephone call list. The County will track who has been called, and was responsive, and will rotate through the full list before beginning the rotation again.
10. All sealed bids will be opened publicly at a time to be announced in the bid invitation. All bid openings will take place in the Conference Room of the Beaufort County Financial Services Center located at 132 W 2<sup>nd</sup> Street in Washington. All bidders are welcome to attend. Within ten days of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the specific reasons for the selection and 4) the amount of the County's cost estimate, if other than the lowest bidder was selected.
11. The contractor is responsible for obtaining a building permit for the project before beginning work if supported by the local jurisdiction. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Beaufort County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
12. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.

13. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP Beaufort County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Beaufort County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
14. Beaufort County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, age, sex, familial status and/or disability.

#### **DISBURSEMENT POLICY**

1. All repair work must be inspected by (a) the County’s Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing the invoice for payment.
2. The Contractor is entitled to request partial payments and a final payment. The partial payments may be requested when a specified work line item is complete with a total of 5 payments including the final payment. When a partial payment is requested, the Rehabilitation Specialist will inspect the work and determine if the work line item is eligible for payment based on 90% of the total work completed. The final payment may be requested once Contractor has verified all the work line items to be complete. When the final payment is requested, the Rehabilitation Specialist will perform a punch list inspection. A final payment will be invoiced once the Contractor has satisfactorily completed all work line items, provided approved permits (if applicable), and a release of liens. The County will disperse any “drawn down” funds within 12-business days.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and products to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory,

it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year, using the date the Rehabilitation Specialist declares all work complete and approves the final invoice for payment; the homeowner will be provided with the one-year warranty date in writing.

5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is authorized to amend this Policy as needed.

The Procurement and Disbursement Policies are adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Frankie Waters, Chairman  
Beaufort County Board of Commissioners

Attest:

\_\_\_\_\_  
Katie Mosher  
Clerk to the Board

**CONTRACTORS STATEMENT:**

I have read and understand the attached Beaufort County Procurement and Disbursement Policy.

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

COMPANY NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**AN ORDINANCE TO ESTABLISH 2027 ESFRLP GRANT PROJECT FUND  
BEAUFORT COUNTY, N.C.  
FOR FISCAL YEAR 2025-2026**

Be it ordained by the Board of Commissioners of Beaufort County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool Program (ESFRLP) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2027 ESFRLP Program.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

<b>307-3534 426120</b>	NC Housing Finance Agency 2027 ESFRLP	\$182,000.00
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Section 4. The following amounts are appropriated for the project:

<b>307-4969-569322</b>	Hard Costs	\$140,000.00
<b>307-5969-569324</b>	Soft Costs	28,000.00
<b>307-4969-569326</b>	Administration	<u>14,000.00</u>
<b>Total</b>		<b>\$182,000.00</b>

Section 5. The Finance Officer is hereby directed to maintain within the Grant Program Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Officer is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the ESFRLP revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFRLP Loan Pool to do additional units and authorizes the Finance Officer to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Officer for direction in carrying out this Program.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026

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Frankie Waters, Chairman  
Beaufort County Board of Commissioners

ATTEST:

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Kate Mosher  
Clerk to the Board

2027 ESFRLP REHABILITATION SOFT COST SERVICES

BETWEEN

BEAUFORT COUNTY

AND

McDAVID ASSOCIATES, INC.

THIS AGREEMENT, made 18<sup>th</sup> day of November, 2025, by and between Beaufort County for itself and its successors and assigns, hereinafter referred to as the OWNER, and McDavid Associates, Inc. of Farmville, North Carolina for itself and its successors and assigns, hereinafter referred to as the CONSULTANT.

WHEREAS, the OWNER has been funded under the North Carolina 2027 Essentials Single Family Rehabilitation Loan Pool (ESFRLP) Program; and

WHEREAS, the OWNER desires services of the CONSULTANT to provide Program approved Soft Cost Services and Administrative Services; and

WHEREAS, the ESFRLP program has soft cost fees and administrative cost fees outlined by NCHFA Program Guidelines; and

WHEREAS, the OWNER wishes to enter into this Agreement with the CONSULTANT to provide soft cost services and administrative services for the 2027 ESFRLP Program.

NOW, THEREFORE, the OWNER and the CONSULTANT in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION A – PROGRAM DESCRIPTION

The proposed activities of the 2027 ESFRLP Program which are contained in the approved application and are included in this Agreement by reference are summarized as follows:

1. Housing Rehabilitation – 2 units
2. Housing Rehabilitation – additional units as approved as a part of the Loan Pool Process

## SECTION B – ADMINISTRATIVE SERVICES & SOFT COST SERVICES

1. **Administrative Services** – The CONSULTANT agrees to furnish personnel and facilities necessary to accomplish project Administrative Services for the above named work. Administrative Services may include, but are not necessarily limited to, the following:
  - a. General Management, Oversight & Coordination;
  - b. Travel and mileage expenses;
  - c. Project monitoring;
  - d. Indirect costs, overhead costs related to administration of ESFRLP activities;
  - e. Project related outreach and intake, advertising and public information.
  - f. Preparation and appearances before OWNER boards for hearings related to the project.
  
2. **Housing Soft Cost Services** – The CONSULTANT agrees to furnish personnel and facilities necessary to accomplish project Housing Soft Cost Services for the above named work. Services may include, but are not necessarily limited to, the following:
  - a. Program Outreach – activities to publicize availability of the program not to include advertising cost.
  - b. Environmental Review – activities to complete routine requirements of Environmental Review.
  - c. Testing Coordination – coordination of asbestos, radon, lead-based paint testing by firms not part of this Agreement.
  - d. Loan processing – coordination of loan processing as needed, not to include legal fees.
  - e. Pre-rehabilitation inspection, scope of work and work write-up.
  - f. Cost estimate – complete a cost estimate for completion of the work.
  - g. Construction Management – activities needed for management and completion of construction activities to include procurement, contracting, contractor coordination, inspection, contract management and contract closeout.
  - h. Post-rehab value certification – complete the NCHFA form to address this program requirement.
  
3. **Additional Services**
  - a. Any additional services which are desired and not included in the NCHFA soft cost list may be authorized by the County Manager and shall be as per the existing corporate rate schedule at the time of service.
  - b. Preparation for or appearances before courts on matters of litigation or hearings related to the project, unless CONSULTANT is at fault.
  - c. All survey and related services.
  - d. Subsurface soil investigations, soil borings, special geological investigations; hydraulic investigations; laboratory test; similar special investigation, testing and reports.
  - e. Special permits.

#### 4. Conflict of Interest

- a. The CONSULTANT shall investigate conflict-of-interest situations for the following groups of individuals:
  - 1) Employees of the CONSULTANT.
  - 2) Property owners of direct benefit units. Property owners shall be determined by the NCHFA legal staff.
  - 3) Occupants which are not property owners of direct benefit units.
  - 4) Contractors recommended by the CONSULTANT.
- b. Coordination with the OWNER'S staff of any potential conflict-of-interest situations discovered through the disclosure form process and how to deal with each particular situation.
- c. The CONSULTANT shall not be held responsible for information not revealed through the disclosure form process, for information not disclosed by involved parties, or for any other information not readily available through a reasonable process of discovery as outlined above.

## SECTION C -- OWNER'S RESPONSIBILITY

1. The OWNER shall furnish the CONSULTANT in a timely manner with copies of pertinent correspondence relating to the project.
2. The OWNER shall provide full information as to requirements for work performed by the CONSULTANT.
3. The OWNER shall give prompt consideration to recommendation and work submitted by the CONSULTANT.
4. The OWNER shall be responsible for all legal fees, real estate appraisal fees, newspaper advertisement fees, audit fees, permit fees, encroachment fees, and other similar fees not directly associated with performance of the CONSULTANT responsibilities defined by this Agreement.
5. The OWNER will bear all costs incident to compliance with the requirements of this section.
6. The OWNER will give prompt notice to the CONSULTANT whenever OWNER observes or otherwise becomes aware of any defect on the project or changed circumstances.
7. The OWNER will guarantee access to and make provisions for the CONSULTANT to enter upon private property as required for the CONSULTANT to perform his services.
8. The OWNER shall investigate conflict of interest situations for the following individuals:
  - a. Current elected officials.
  - b. Elected officials which have been out of office for less than one year.
  - c. Any employee of the OWNER which performs any function of the grant, no matter how remote.
  - d. Any employee of the OWNER which performs any function of the grant, no matter how remote which has left the employment of the OWNER within the past year.
9. Provide additional compensation to the CONSULTANT if additional funds are utilized for this program in accordance with Section B.3.
10. The OWNER shall provide the CONSULTANT with prompt notice of any potential CONFLICTS OF INTEREST as described in Section E.6. of this Agreement. Failure to notify the CONSULTANT shall relieve the Consultant of any and all liability associated with the expenditure of funds where a conflict of interest is determined to exist.

## SECTION D – COMPENSATION

1. The Owner shall compensate the CONSULTANT for Soft Cost Services. Soft costs will be paid on a unit by-unit basis in accordance with the ESFRLP Member's Agency-approved ESFRLP Budget for Soft Costs as contained in the Settlement Data Sheet. Eligible Soft Costs include:
  - a. Outreach
  - b. Environmental Review Preparation
  - c. Radon Testing
  - d. LBP Inspection/Risk Assessment (If applicable)
  - e. Pre-rehab Inspection including scope of work
  - f. Work Write-ups
  - g. Cost Estimate
  - h. Construction Management
  - i. Post-rehab Value Certification
  
2. The Owner shall compensate the CONSULTANT for Soft Cost Services for any of the total unexpended amounts after adjustments of the following line items through increases in the set line items listed above. Soft Cost amounts are capped at \$14,000.
  - a. Asbestos testing / clearance
  - b. LBP inspection / risk assessment
  - c. LBP clearance
  - d. Flood insurance (*first year premium*)
  
3. The Owner shall compensate the CONSULTANT ESFRLP Administrative funds. These funds are limited to ten percent (10%) of the total amount of Program funds allocated to rehabilitation hard costs plus soft costs on each completed rehabilitated housing unit, up to a maximum of \$7,000. For example, if forty thousand dollars (\$40,000) in Program funds is used for a unit's rehabilitation hard costs and fourteen thousand dollars (\$14,000) of Program funds are used for necessary and verifiable soft costs, then up to \$5,400 may be used for administrative project costs.
  
4. The Owner shall compensate the CONSULTANT for Soft Cost Services and Administrative Services on a per unit basis as additional units are added into the program through Funding Agreement Modifications.

## SECTION E – GENERAL CONDITIONS

1. Executive order 11246 – Equal Employment Opportunity. The CONSULTANT shall comply with all applicable provisions of Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR, Part 60). During the performance of this Agreement, the CONSULTANT agrees as follows
  - a. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
  - b. The CONSULTANT will, in all solicitations or advertisements for employees placed on or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - c. The CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers’ representative of the CONSULTANT commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places, available to employees and applicants for employment.
  - d. The CONSULTANT will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - e. The CONSULTANT will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- f. In the event of the CONSULTANT noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The CONSULTANT will include the provisions of Paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CONSULTANT may request the United State to enter into such litigation to protect the interest of the Unites States.

2. Nondiscrimination on the Basis of Handicap – Section 504 of the Rehabilitation Act of 1973 as Amended.

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

3. Access to Records & Record Retainage.

The North Carolina Division of Community Assistance, the North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Administering Agency which are pertinent to the execution of this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions for a period of three years following project closeout in compliance with 15 NCAC 13L Rule .0911, Recordkeeping.

4. Termination Provision – Legal Remedies Provision.

The CONSULTANT and OWNER mutually agree as follows:

- a. This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party: Provided, that such termination may be affected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.
- b. This Agreement may be terminated in whole or in part in writing by the OWNER for its convenience, provided, that such termination is for good cause (such as for legal or financial reasons, major changes in

the work of program requirements, initiation of a new Step, change in Project Manager) and that the CONSULTANT is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.

- c. If termination for default is affected by the OWNER, an equitable adjustment in the price provided for in this Agreement shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment to the CONSULTANT at the time of termination may be adjusted to the extent of any additional costs occasioned to the OWNER by reason of the CONSULTANT default. If termination for default is affected by the CONSULTANT or if termination for convenience is affected by the OWNER, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the CONSULTANT for services rendered and expense incurred, prior to the termination, in addition to termination settlement cost reasonably incurred by the CONSULTANT, relating to commitments which had become firm prior to the termination.
- d. Upon receipt of a termination action pursuant to Paragraphs (a) or (b) above, the CONSULTANT shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to the Owner all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing this Agreement, whether completed or in process.

5. Nondiscrimination Clause – Civil Rights Act of 1964, Title VI.

No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity which receives federal funds.

6. Conflict of Interest – Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials.

No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

CONSULTANT agrees to as follows:

7. Lobbying As Required by Section 1352, U.S. Code.

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
8. The OWNER and the CONSULTANT each binds themselves, their successors, legal representatives and assigns to the other party to the Agreement and to the successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Owner or the CONSULTANT shall assign or transfer his interest in this Agreement without written consent of the other.

THE OWNER AND THE CONSULTANT hereby agree to the full performance of the covenants contained herein.

IN WITNESS WHEREOF they have executed this Agreement – the date and year first above written.

ATTEST: BEAUFORT COUNTY  
OWNER

By \_\_\_\_\_

By \_\_\_\_\_

Typed Name Kate Mosher

Typed Name Brian Alligood


Title Clerk to the Board

Title County Manager

(SEAL)

ATTEST: McDavid Associates, Inc.  
CONSULTANT

By 

By 

Typed Name Joseph W. McKemey

Typed Name Richard B. Moore

Title Secretary

Title President

(SEAL)



“This instrument has been pre-audited in the manner requested by the Local Government Budget and Fiscal Control Act”

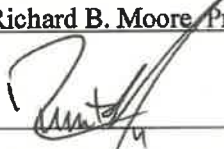
\_\_\_\_\_  
Anita Radcliffe, Finance Officer

**CONTRACTORS CERTIFICATION OF ELIGIBILITY**

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and 18 U.S.C. 1010.

Name of Firm: McDavid Associates, Inc.  
Address of Firm: PO Drawer 49, Farmville, NC 27828  
Name and Title of Signatory: Richard B. Moore, President  
Signature:   
Federal ID Number: 56-1012114

The Federal System for Award Management ([www.SAM.gov](http://www.SAM.gov)) and the State of North Carolina Debarred Vendors List ([www.doa.state.nc.us](http://www.doa.state.nc.us)) have been checked and the above contractor or subcontractor has been determined to be eligible to participate in a ESFRLP assistance project. (Printout from the websites must be attached to this document.)

Signature of Verifying Officer: \_\_\_\_\_

Name and Title of Verifying Officer: \_\_\_\_\_



# MCDAVID ASSOCIATES, INC.

Unique Entity ID <b>HQC3W7TF6CC3</b>	CAGE / NCAGE <b>ODPA0</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Feb 3, 2026</b>	
Physical Address <b>3714 N Main ST Farmville, North Carolina 27828-1499 United States</b>	Mailing Address <b>PO Drawer 49 Farmville, North Carolina 27828-0049 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>North Carolina 01</b>	State / Country of Incorporation <b>North Carolina / United States</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Feb 5, 2025</b>	Submission Date <b>Feb 3, 2025</b>	Initial Registration Date <b>Apr 12, 2017</b>
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## Entity Dates

Entity Start Date <b>Aug 1, 1972</b>	Fiscal Year End Close Date <b>Dec 31</b>
-----------------------------------------	---------------------------------------------

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes**

## Entity Types

### Business Types

Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>For Profit Organization</b>		





Pamela Cashwell  
Secretary

North Carolina  
Department of Administration  
Division of Purchase & Contract

David O'Neal  
State Purchasing Officer

Vendor Name	City, State	Effective Date	Debarment Reason
1800Bunkbed	Kernersville, NC	9/14/2016	NC E-Procurement Fee Default
A&R Vending	Durham, NC	1/7/2010	NC E-Procurement Fee Default
AC/DC Industries, NC.	Houston, TX	5/19/2011	Contract Default
Access Controls of NC LLC	Hertford, NC	9/28/2018	NC E-Procurement Fee Default
Acme Distributors Inc.	Brooklyn, NY	11/18/2004	Contract Default
Acme Textile Company	Wyncote, PA	11/18/1998	Contract Default
Advanced Distributing	Brooklyn, NY	8/29/2002	Contract Default
Advanced Video Security	Morehead City, NC	9/14/2016	NC E-Procurement Fee Default
Aeich Holdings	Lawrenceville, GA	7/23/2008	NC E-Procurement Fee Default
Alamance Outdoor Equipment	Burlington, NC	12/10/2018	NC E-Procurement Fee Default
Alfa Medical Equipment	Westbury, NY	9/14/2016	NC E-Procurement Fee Default
All American Roofing	Salem, NC	12/16/2011	NC E-Procurement Fee Default
All South Liquidators	Woodstock, GA	8/21/2003	Contract Default
American Family Farms	Elkader, IA	3/23/2006	NC E-Procurement Fee Default
American Sales Co.,	Cleveland, OH	1/11/2007	Contract Default
American Textiles	Spartanburg, SC	7/13/1996	Contract Default
American Transparency	Hickory, NC	2/15/1996	Contract Default
Amerisource	Detroit, MI	7/29/2010	Contract Default
AMTEX	Scottsdale, AZ	10/28/2010	NC E-Procurement Fee Default
Ashland Distribution	Greensboro, NC	9/24/2009	NC E-Procurement Fee Default
Atlantic Petroleum Equipment Lighting Bolt Serv Unl"	Greenville NC	1/12/2012	NC E-Procurement Fee Default
August International	Hickory, NC	8/20/1998	Contract Default
Avanti Enterprises, Inc.	Oak Brook, IL	7/24/2009	NC E-Procurement Fee Default
AV Simply Done	Winston-Salem, NC	12/10/2018	NC E-Procurement Fee Default
Baker Group International	Cocoa Beach, FL	5/27/2010	NC E-Procurement Fee Default
Barrios Distributing	San Diego, CA	9/2/1999	Contract Default
Basic Services, Inc.	Norcross, GA	11/18/1999	Contract Default
Battlecat Productions, Inc.	Wilmington, NC	6/18/2009	Contract Default
Becker Parkin	New York, NY	6/29/2006	NC E-Procurement Fee Default
Big Rock Industries Inc.	Morehead City, NC	12/10/2018	NC E-Procurement Fee Default

6/1/2021

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919 807 4500 T

Vendor Name	City, State	Effective Date	Debarment Reason
Industrial Solutions Unlimited	Cincinnati, OH	8/19/2010	NC E-Procurement Fee Default
Interactive Media Group, Inc.	----	3/1/2005	Other
Irvington Beauty Supply	Irvington, NJ	9/18/2008	NC E-Procurement Fee Default
J & L Foods, Inc.	Temple Terrace, FL	9/17/2009	Contract Default
J. B. Battle Uniform Company	Oklahoma City, OK	5/20/2005	NC E-Procurement Fee Default
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2016	NC E-Procurement Fee Default
JLE Management Group	Cordele GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, IL	9/14/2016	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.,	Salt Lake City, UT	3/18/2010	"NC E-Procurement Fee Default
Contract Default"			
Laine Communications	Knoxville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	8/26/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions	----	9/24/2012	NC E-Procurement Fee Default
Linton Company	----	11/17/2011	NC Sales and Use Tax Default
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logisys Corporation	----	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	----	5/18/2007	Other
Mammatech Corporation	----	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midway Carpet Dist. Inc	Newton, NC	7/17/2018	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	----	7/26/2001	Contract Default
Mountain West Trading Post	Lander, WY	10/28/2004	Contract Default
MPX, Inc.	Aldie, VA	4/6/1995	Contract Default
Multigraphs LLC	----	3/1/2005	Other

6/1/2021

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