ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, July 18, 2019
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission Offices
A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING

Item 1. Opening
Item 2. Pledge of Allegiance
Item 3. Invocation
Item 4. Determination of a Quorum
Item 5. Adoption of Agenda VOTE
Item 6. Approval of Minutes from June 2019 VOTE
  a. Representative Bobby Hanig
Item 7. Public Comments
Item 8. Old Business
Item 9. New Business
  a. Safe Routes to School Grant Update
     Angela Welsh with update
  b. Budget Resolution to Write Off RLF Loan VOTE
  c. Closed Session
      To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
Item 10. Staff Reports (if applicable)
Item 11. Executive Director’s Report
Item 12. Committee Reports
Item 13. Chairperson & Board Delegates Comments
Item 14. ADJOURNMENT

ATTACHMENT: BOARD TRAVEL REIMBURSEMENT SHEET

NEXT MEETING: August 15, 2019 at 6:00 pm
1. Opening

2. Pledge of Allegiance

3. Invocation

4. Determination of a Quorum

5. Adoption of Agenda - VOTE
6. Meeting Minutes

Approval of the Albemarle Commission Minutes from the JUNE 2019 meeting – **VOTE**

A. Representative Bobby Hanig
Minutes of the
Albemarle Commission Board of
Delegates June 20, 2019
6:00PM

Opening
Chairwoman Tracey A. Johnson called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Board Member Rob Ross led the Board in the Pledge of Allegiance.

Invocation
Board Member Robert Kirby led the Board in the Invocation.

Determination of Quorum
The presence of a quorum was determined by Clerk and Administrative Benefits Coordinator, Ashley Stallings, with ten (10) Members present.

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
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<tbody>
<tr>
<td>Clayton Riggs</td>
<td>Camden</td>
</tr>
<tr>
<td>Sandra Duckwall</td>
<td>Camden</td>
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<tr>
<td>Robert Kirby</td>
<td>Chowan</td>
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<tr>
<td>Elizabeth White</td>
<td>Currituck</td>
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<td>Howard Swain</td>
<td>Dare</td>
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<tr>
<td>Rob Ross</td>
<td>Dare</td>
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<td>Linda Hofer</td>
<td>Gates</td>
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<tr>
<td>Lloyd Griffin</td>
<td>Pasquotank</td>
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<tr>
<td>Wallace Nelson (Alternante)</td>
<td>Perquimans</td>
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<tr>
<td>Tracey A. Johnson</td>
<td>Washington</td>
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</tbody>
</table>

Absent Members
Harriett DeHart        Chowan
Paul Beaumont          Currituck
Earl Pugh              Hyde
Fondella Leigh          Perquimans
Jordan Davis           Tyrrell
Marion Gilbert          Ex Officio

Partners, staff, and guests present:
Attorney John Leidy of Hornthal, Riley, Ellis and Maland was present.

Staff members:
Melody Wilkins, Executive Director
Jeri Hansen, Finance Officer
Laura Alvarico, AAA Director
David Whitmer, NWDB Director
Cynthia Gossage, Financial Support Specialist
Carolyn LaDow, Financial Support Specialist
Ashley Stallings, Administrative & Benefits Coordinator

Guests and Partners
Guest speaker Senator Bob Steinburg.

Agenda (VOTE):
Chairwoman Johnson requested to move item 9-A to 6-A. Board Member Wallace Nelson made a
Motion to adopt the Agenda as amended. His Motion was seconded by Board Member Linda Hofler. With no further discussion, the Motion carried unanimously.

Approval of May 2019 Minutes (VOTE):
Board Member Clayton Riggs made the Motion to approve the Minutes as presented. His Motion was seconded by Board Member Rob Ross. With no further discussion, the Motion carried unanimously.

A. Senator Bob Steinburg
Chairwoman Johnson introduced and welcomed Senator Steinburg.

Senator Steinburg thanked the Board for inviting him and for their service and hard work in their communities. He briefly discussed working on the state budget. He stated candidates will begin filing for re-election again in December and primary’s will be in March.

Board Member Rob Ross asked if there was any interest in the Senate to move to 4-year terms vs. 2-year. Senator Steinburg didn’t think that would happen anytime soon. He discussed the prison system which is a major focus of his. The goal is to make prisons safer.

Chairwoman Johnson asked about status of the situation with Vidant Health Care. He discussed how Vidant and Pitt County made some changes to the formation of their Board. There are only two teaching hospitals in the state, UNC School of Medicine and Brody School of Medicine-ECU. Both of these schools get funding that hospitals don't get. The feeling among many in the General Assembly is they should have a say of that Board from someone that represents North Carolina. He also discussed how this is a concern and hoped to be able to come to an agreement with them, however, he wasn’t sure what the outcome would be.

Board Member Clayton Riggs asked what Senator Steinburg’s thoughts are on the requests to lower the tax percentage that is being written off for solar farms. Senator Steinburg stated it wasn’t on the table this year and there are bigger issues with renewables being discussed.

Chairwoman Johnson asked Senator Steinburg’s opinion on Hemp? He believed this product of Industrial Hemp will be very important to North Carolina moving forward.

Board Member Rob Ross asked about HB 483 bill passed through the House. Board Member Ross is concerned about what will happen to the fishing industry. This bill will restrict what fisherman can catch. Senator Steinburg discussed his thoughts and how he didn’t think this would pass in the Senate.

Board Member Howard Swain asked the Senator to discuss the state of the State revenues.
Senator Steinburg responded how well the State is doing.

Board Member Robert Kirby asked about Interstate-87 (I-87). Senator Steinburg responded John Torbett was going to be meeting with Pasquotank County in Elizabeth City on June 21st. He stated that I-87 was going to happen but is still probably several years away.

Board Member Lloyd Griffin asked about Broadband. Senator Steinburg responded that more money has been placed into the program. Chairwoman Johnson asked if her county could apply again for broadband grants. Senator Steinburg suggested that Washington County re-apply.

Chairwoman Johnson thanked Senator Steinburg for coming and speaking to the Board.

Public Comments:
None.

Old Business:
None.

New Business:
Chairwoman Johnson asked Executive Director Melody Wilkins to review the email received from ECSU. Executive Director Wilkins stated that ECSU asked for a letter of support to include with a grant application for InnovatEC to the U.S. Economic Development Administration. Chairwoman
Johnson stated the Executive Committee met prior to the Board Meeting. In that meeting, the model letter provided by ECSU was reviewed. In the template letter, there were a few things that were unclear and Albemarle Commission didn’t feel comfortable with supporting as drafted. Chairwoman Johnson created a general support letter to provide ECSU for the InnovatEC grant application.

a. **Senator Bob Steinburg**  
   Moved from 9-A to 6-A.

b. **NWDB Vehicle Recommendation (VOTE)**  
   NWDB Director David Whitmer requested that NWDB be able to purchase the two 2007 Chevy HHRs, currently owned and surplused by the Albemarle Commission Area on Aging. These vehicles would be used to transport participants for activities, events, appointments and other program related activities as transportation is very limited in our region.  
   Board Member Lloyd Griffin made a Motion to accept the staff's recommendation to purchase both vehicles. His Motion was seconded by Board Member Robert Kirby. With no further discussion, the Motion carried unanimously.

c. **2018-2019 Budget Revisions (VOTE)**  
   Executive Director Wilkins presented the 2018-19 Budget Revisions. Each department head has reviewed his or her 2018-19 budget for the purpose of clearing any negative line items.  
   Board Member Lloyd Griffin asked if any adjustments impact the overall spending of each group (sector) in addition to their approved budget? No adjustments impacted overall department budgets.  
   Board Member Lloyd Griffin made a Motion to accept the Staff’s recommendation to approve budget revisions of 2018-19. His Motion was seconded by Board Member Robert Kirby.  
   Chairwoman Johnson opened the floor for discussion.  
   Board Member Rob Ross asked about NWDB 13B on the hand out specifically the carry forward decrease. NWDB Director Whitmer discussed NWDB received more money last year than expected. They revised their revenues to show what the true allocations were, which meant they had additional money for their program. They did that by taking the additional monies out of the carry forward and used it for the expenses. Board Member Rob Ross also asked about item 16B. NWDB Director Whitmer replied they received more allocations than expected. Also, every year NWDB transfers Dislocated Worker (DW) funds over to the Adult funds. This is because there are more adult participants than DW. The law allows this transfer.  
   With no further discussion, the Motion carried unanimously.

d. **2019-2020 Budget (VOTE)**  
   Executive Director Wilkins presented the final 2019-20 proposed budget for the Albemarle Commission. She presented three options for a Budget Ordinance Resolution. Option one, if the budget is adopted, has verbiage that reads “the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates”. Option two is the resolution without the sentence “the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates”. Option three has some additional verbiage added to the sentence; “the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates. These transfers shall not result in increases or decreases in recurring obligations, such as salaries or fringe benefits, without prior approval of the Board of Commissioners”.  
   Board Member Lloyd Griffin stated he would like to see the budget amendments. He feels any amendments should be reported to the Board.  
   Board Member Lloyd Griffin made a Motion to adopt Budget Ordinance Resolution Option two. His Motion was seconded by Board Member Robert Kirby.  
   Board Member Lloyd Griffin stated the order of the budget presentation next year should be the overview, discussion, and then the adoption.  
   With no further discussion, the Motion carried unanimously.
Staff Reports

RPO:
Director Angela Welsh discussed Safe Routes to School Program. The RPO was informed earlier this year the federal government was discontinuing funding for the Safe Routes to School program. A Grant was created to provide funding for innovative non-infrastructural projects. She completed the application and brought it before the Board for approval during the March Meeting. The Board approved to apply for the Grant. She advised on May 13th we were notified of receiving the Grant. The agreement went before the Board of Transportation in early June. We should receive our agreements back mid-June. She hoped to have an update in August.

AAA:
Director Laura Alvarico stated that the Home and Community Block Grant contracts will be going out to each county in July to be approved.

NWDB:
Board Member Rob Ross asked Director Whitmer to explain what the B.O.O.S.T Enhancement Grant is. Director Whitmer explained the Enhancement Grant is a grant opportunity to enhance whatever the Workforce Boards believe they can enhance. NWDB first applied for the Enhancement Planning Grant, which they were granted. Then NWDB applied for the Enhancement Grant, which was also received. The theme of the Enhancement Grant revolved around the B.O.O.S.T them: Bolster the technology used for the center customers, human resource development students & employer services. Optimize the course offerings of the newly created Career Essentials program at COA’s Edenton-Chowan campus. Obtain updated aptitude assessments for centers customers. Sustain the NCWorks Outreach Coordinator to continue the offerings of career services at partner agencies and community events. Teach teacher of the region about the dynamics of manufacturing occupations with the goal of encouraging the emerging workforce of students to enter the growing field.

Report of the Executive Director:
Executive Director Wilkins shared with the Board the phone upgrade from Century Link has been completed. Each employee housed in Hertford at the Commission has a direct line now. Chairwoman Johnson asked that a phone directory with each employee’s phone number be emailed to board members. Executive Director Wilkins also shared that the Albemarle Commission’s computer server is now in process of being replaced. She also mentioned she held a Commission wide staff meeting on June 12th and reviewed the newly revised Personnel Policy. During the same meeting, Angela Welsh and Emily Nicholson presented the new Health and Safety Manual.

Report of Committees
At this time, there are no Committees.
Chairwoman Johnson asked the Board to think about if there needed to be any created or if this could be removed from the agenda.
Board Member Lloyd Griffin suggested creating a “Clearing House Committee” for some things that come across Executive Director Wilkins desk such as requests for grant assistance. Director Wilkins shared she receives requests on a regular basis for grant assistance from non-profits, individuals, groups, etc. It would be helpful if she and the board had a discussion clarifying the Commission’s role in grant writing and administration. She prepared and reviewed a draft resolution addressing this subject matter to be discussed in July’s board meeting. Board Member Elizabeth White has agreed to assist with any proposed resolution or policies regarding same.

Chairperson Comments:
Chairwoman Johnson asked Director Welsh what the position of the RPO is on Representative Ed Goodwin’s initiatives regarding the two passenger ferries. Director Welsh discussed RPO isn’t looking at the economic impact of this. They are more concerned of where the money is coming from for the ferries due to not wanting the monies to come out of the Transportation funds.
Board Member Lloyd Griffin discussed how there is no Dare County connection in the proposal which includes Plymouth, Columbia, Hertford, Edenton and Elizabeth City. He spoke of how there are only five counties participating; however, there are 14 counties in Division One. The concern being there has already been 3 ferries, a dredge, three barges and two tug boats using STIP money for the Ferry Division for Hyde. We won’t be able to have any competitive projects for 3/6 years.

Board Member Wallace Nelson discussed how he would like to see a study done because he sees some potential for this to bring in and develop the infrastructure. He also shares the concern as to where the funding will come from.

Chairwoman Johnson shared Board Member Rob Ross had trouble with some attachments that were emailed that were in the format of “WIN-Mail”. She asked staff to check with IT to try resolve this for future proposes.

**Board Member Comments:**

Board Member Robert Kirby stated Chowan County had a presentation from a demographic specialist. The reason for the demographic study was Chowan County is looking to renovate the High School or build a new High School. The study found from 2018-19 school year and 2028-29 school year enrollment could drop by 15%.

Board Member Robert Kirby also discussed a Policy Chowan County produced. In that Policy it states Chowan County Commissioner can no longer receive compensation or reimbursement for serving on Boards. However, they can receive travel reimbursement.

Board Member Clayton Riggs stated Camden County received a grant from the Rural Establishment of the Chesapeake Regional Hospitals Outpatient Clinic. Camden will be getting an Urgent Care.

**Adjournment**

Chairwoman Johnson adjourned the meeting at 7:39 p.m.

______________________________
Chairwoman of the Board
Tracey A. Johnson

______________________________
Date

Attested by:

______________________________
Clerk to the Board Ashley Stallings
Representative Bobby Hanig
7. PUBLIC COMMENTS
8. Old Business
9. NEW BUSINESS

A. Safe Routes to School Grant Update
   Angela Welsh with update

B. Closed Session

   To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
To: Albemarle Commission Board of Delegates  
From: Angela Welsh, ARPO Director  
Date: July 8, 2019  
RE: Safe Routes to Schools non-infrastructure grant

During the March Albemarle Commission Board of Delegates meeting, ARPO Staff submitted a Safe Routes to Schools (SRTS) grant proposal for your consideration. Through a competitive grant process, the NCDOT offered funding for innovative non-infrastructure projects which teach and promote bicycle and pedestrian safety. The grant is paid on a reimbursement basis and it is awarded for three years with a maximum award amount of $150,000.00 per year. There is also a 20% match required. During your March meeting, the Board of Delegates voted to approve submittal of the grant application with a 20% match up to $30,000 per year for three years as well as a $20,000 annual administrative fee for the Albemarle Commission.

In June, ARPO staff received the Locally Administered Federal Project Agreement from the NCDOT and the Executive Director, the Finance Director and ARPO Director met to discuss it on July 2, 2019. The agreement outlines the period to complete all work outlined in the agreement, project delivery, planning, procurement of services, goods and materials, close-out of the grant, and billing the NCDOT for reimbursement. While the agreement was straightforward, the Executive Director, Finance Director and ARPO Director wanted to be sure the Board of Delegates were aware of the following:

1. We were awarded $357,596.00 for the 3-year grant. The reimbursement rate is 80% and the Albemarle Commission will be responsible for a 20% match or $71,519.00. During your March meeting, the Board of Delegates approved a $20,000 per year Administrative fee for the Commission which means, if all federal funds are used for the project, the Albemarle Commission would pay $11,519.00 out of pocket for the grant which would not be eligible for reimbursement.

2. If the Albemarle Commission decides to terminate the project, without the concurrence of the NCDOT, the Albemarle Commission will be responsible for reimbursing the NCDOT 100% of all costs expended by the NCDOT and associated with the project.
3. All monies due to the NCDOT must be reimbursed to the NCDOT within 60 days of receiving an invoice from the NCDOT and a late payment penalty and interest will be charged on any unpaid balance. (This would apply if the Albemarle Commission decided to terminate the agreement without concurrence of the NCDOT.)

Staff also had a minor revision which the NCDOT needed to make to the agreement and has asked they forward the agreement back to us when the revision is made. The signed agreement is due back to them in September.

**Staff Recommendation:** Staff has presented this as information for the Board of Delegates.
THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the “Department” and the Albemarle Commission, hereinafter referred to as the “Agency”.

WITNESSETH:

WHEREAS, Fixing America’s Surface Transportation (FAST) Act allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Department’s Division of Bicycle and Pedestrian Transportation (DBPT) has developed a Safe Routes to School Non-Infrastructure Grant Program; and,

WHEREAS, the Agency, has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA), for the Safe Routes To School Non-Infrastructure Grant Program, hereinafter referred to as the Project, in Perquimans County, North Carolina; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Agency for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved Transportation Improvement Program for the Project; and,

WHEREAS, the governing board of the Agency has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,
WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM ALL WORK

The Agency shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Agency and/or its contractors and agents. The Department will provide technical oversight to guide the Agency. The Department must approve any assignment or transfer of the responsibilities of the Agency set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Agency shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
• Maintain knowledge of day to day project operations and safety issues;

• Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;

• Visit and review the project in accordance with the project scope and scale;

• Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;

• Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and

• Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Agency, but the duties may be split among several employees, if necessary.

**COMPLIANCE WITH STATE/FEDERAL POLICY**

The Agency, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department’s guidelines and procedures, including the *Local Programs Management Handbook*.

**FAILURE TO COMPLY - CONSEQUENCES**

Failure on the part of the Agency to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

**2. SCOPE OF PROJECT**

The Project consists of Non-infrastructure projects consisting of but not limited to programs and activities that, when implemented, aim to shift community behavior, attitudes and social norms through education, encouragement, enforcement and evaluation strategies to increase the safety and convenience for children to walk and/or bicycle to school.
3. FUNDING

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Agency with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse (80%) of eligible expenses incurred by the Agency up to a maximum amount of Two Hundred Eighty Six Thousand Seven Dollars ($286,077), as detailed below. The Agency shall provide the non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total estimated cost.

FUNDING TABLE

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Federal Funds Amount</th>
<th>Reimbursement Rate</th>
<th>Non-Federal Match $</th>
<th>Non-Federal Match Rate</th>
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<tr>
<td>Transportation Alternatives Program</td>
<td>$286,077</td>
<td>80%</td>
<td>$71,519</td>
<td>20%</td>
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<tr>
<td>Total Estimated Cost</td>
<td>$357,596</td>
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WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Agency under this Agreement. The Department will set aside three percent (3%) of the total estimated cost, or $10,728, to use towards the costs related to review and oversight of this Project, including, but not limited to review and approval of plans, program oversight, and other items as needed to ensure the Agency’s appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Agency at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Agency or by the Department, the Agency shall provide the non-federal match. The Department will bill the Agency for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

4. PERIOD OF PERFORMANCE

The Agency has three (3) years to complete all work outlined in the Agreement from the date of authorization of Federal funds. Completion for this Agreement is defined as completion of all
construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Agency is unable to meet milestone dates included herein.

5. AUTHORIZATION

Upon receipt of an executed agreement and approval of an environmental document, the Department will authorize funds and shall issue a Notice to Proceed, in writing, once funds have been authorized and can be expended. The Agency shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROGRAM / PROJECT DELIVERY

The Agency and/or its agent, shall be responsible for providing the following after receiving a Notice to Proceed:

a) Work Plan, to be updated annually
b) Budget Narrative, to be updated annually
c) Any procurement process per guidance in provision 7b
d) Request for work by staff

7. WORK BY STAFF

If any work for this Project will be undertaken by the Agency, and the Agency requests reimbursement, then the Agency must submit a request and supporting documentation to the Department for review and approval. Said documentation may be submitted as part of the items listed in Provision 6; however, costs for staff time may be incurred at the time of funding authorization.

8. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Agency shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations.
All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Agency shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.

- The Agency shall advertise and conduct any required public hearings.

- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Agency shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Agency shall bear all costs associated with penalties for violations and claims due to delays.

- The Agency shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Agency and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

9. PROCUREMENT OF SERVICES, GOODS AND MATERIALS

A. PROFESSIONAL SERVICES

When procuring professional services, including engineering and architectural services, the Agency must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the Department’s Policies and Procedures for Major Professional or Specialized Services Contracts. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legsregs/legislat.html and www.ncleg.net/gascripts/Statutes/Statutes.asp.

- The Agency shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.

- A pre-negotiation audit will be conducted by the Department’s External Audit Branch. The Agency shall not execute a consultant contract until the Department’s review has been completed.

**SMALL PROFESSIONAL SERVICES FIRMS REQUIREMENTS**

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

  - The Agency shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.

  - If the Agency fails to comply with these requirements, the Department will withhold funding until these requirements are met.

**B. OTHER SERVICES, GOODS OR MATERIALS**

When procuring any other services (not architectural/engineering services), goods, or materials, the Agency must adhere to Title 2 Code of Federal Regulations Part 200.318 – 326. The Agency must use its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards.

1. The Agency must ensure all procurement transactions provide full and open competition. Procurement methods may include the following:

   a. Micro-purchases – where the total dollar amount does not exceed $3,000;

   b. Small Purchase – informal procedures where price may be obtained from an adequate number of qualified services;

   c. Sealed Bids (formal advertising) – where a complete specification or purchase description is available, and a firm fixed price contract may be awarded to the lowest responsible bidder;
d. Competitive Proposals – where proposals are evaluated on technical merit with price and other factors are considered; or

e. Non-competitive proposals – this method is only allowed if the item is available from a single source or after solicitation of a number of sources, competition is determined inadequate.

2. The Agency shall provide all documentation for the proposed procurement process to the Department prior to initiating any solicitation or entering into contracts. The Department will provide concurrence with the proposed method of procurement. Once the procurement has been occurred, the Agency shall provide the results of the procurement and any draft contracts for the Department’s review and approval.

3. Contract Provisions – the Agency shall include the provisions noted at Appendix II to Part 200, as applicable.

10. PROPERTY STANDARDS

All property, equipment, or supplies that are acquired as a function of this Agreement, for which federal funds are expended shall be managed per the following provisions

A. BUY AMERICA

All goods or materials acquired under this Project shall comply with Buy America, and the regulations at 23 CFR 635.410, for any iron or steel that is permanently incorporated in the Project.

B. INSURANCE

The Agency shall provide appropriate insurance coverage for real property and equipment acquired or improved with Federal funds.

C. REAL PROPERTY

1. TITLE and USE

Real property is any land, including improvements or structures but not moveable machinery or equipment. The title to all real property shall vest upon acquisition to the Agency. All property shall be used for the originally authorized purpose and the Agency shall not dispose of or encumber the title.
2. DISPOSITION

When real property is no longer needed for the originally authorized purpose, the Agency must obtain disposition instructions from the Department.

D. EQUIPMENT

1. TITLE

Title to any equipment acquired under this Project shall vest upon acquisition the Agency Title must vest subject to the following conditions:

- The Agency must use the equipment for the authorized purpose of the project until funding for the project ceases, or until the property is no longer needed for the Project;
- The Agency must not encumber the equipment without the approval from the Department.
- The Agency must use and dispose of the property in accordance with the following provisions.

2. USE

The Agency must use the acquired equipment for this Project as long as needed. When no longer needed for this Project, the equipment may be used in other activities with priority given to those programs or projects supported by the Federal Highway Administration.

The Agency may not use the equipment to provide services for a fee that is less than private companies for equivalent services

3. MANAGEMENT

The Agency shall meet the following management requirements for equipment (including replacement equipment) until disposition takes place:

- The Agency shall maintain property records to include description, serial number or other identification number, the source of funding for the property, who holds the title, acquisition date, cost of the property, percentage of Federal participation, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- The Agency must conduct a physical inventory of the property at least every two years.
• The Agency shall maintain control systems to prevent loss, damage, or theft of the property and shall perform adequate maintenance procedures.

4. DISPOSITION

When equipment is no longer needed for the Project, nor can it be used on another project supported by the Federal agency, the Agency must request disposition instructions from the Department.

11. CLOSE-OUT

Upon completion of the work, the Agency shall provide the following:

a) Final Reimbursement Request marked “Final Invoice”

b) Documentation that all evaluations have been completed

c) NC Safe Routes to School Close-out documents

12. REIMBURSEMENT

REIMBURSEMENT GUIDANCE

The Agency shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm) “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.” Reimbursement to the Agency shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm. Reimbursement to the Agency shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf) and Office of Management and Budget (OMB) “Federal Funding Accountability and Transparency Act” (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Agency with all applicable federal policy and procedures.

REIMBURSEMENT LIMITS

• WORK PERFORMED BEFORE NOTIFICATION
Any costs incurred by the Agency prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

- **NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING**

  At no time shall the Department reimburse the Agency costs that exceed the total funding per this Agreement and any Supplemental Agreements.

- **UNSUBSTANTIATED COSTS**

  The Agency agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department’s Financial Management Division.

**BILLING THE DEPARTMENT**

- **PROCEDURE**

  The Agency may bill the Department for eligible Project costs in accordance with the Department’s guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Agency certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

  Along with each invoice, the Agency is responsible for submitting the FFATA Subrecipient Information Form, which is available at [https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx](https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx).

- **INTERNAL APPROVALS**

  Reimbursement to the Agency shall be made upon approval of the invoice by the Department’s Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

  The Agency may invoice the Department monthly for work accomplished, but no less than once every three (3) months to keep the Project funds active and available. If the Agency is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**
All invoices associated with the Project must be submitted within three (3) months of the completion and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

13. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Agency is responsible for submitting quarterly Project evaluation reports, in accordance with the Department’s guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Agency and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Agency shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department’s Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

14. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Agency to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Agency agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.
DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Agency certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Agency shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Agency is solely responsible for all agreements, contracts, and work orders entered into or issued by the Agency for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Agency for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Agency
TERMINATION OF PROJECT

If the Agency decides to terminate the Project without the concurrence of the Department, the Agency shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Agency shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Agency shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Agency’s fiscal year ends.

REIMBURSEMENT BY AGENCY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Agency to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality’s share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

FACSIMILE SIGNATURES

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor’s Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

15. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Agency.
IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Agency by authority duly given.

L.S. ATTEST: ALBEMARLE COMMISSION

BY: ________________________________ BY: ________________________________

TITLE: ______________________________ TITLE: ______________________________

DATE: ______________________________

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by __________________________ of the Albemarle Commission as attested to by the signature of ______________________ Clerk of the ____________________ on _____________________ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL) (FINANCE OFFICER)

Federal Tax Identification Number

______________________________

Albemarle Commission

Remittance Address:

______________________________

DEPARTMENT OF TRANSPORTATION

BY: ____________________________(CHIEF ENGINEER)

DATE: ____________________________

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _________________________(Date)

Agreement ID # 8700 16
To: Albemarle Commission  
   Board of Delegates

From: Jeri Hansen  
   Finance Officer

RE: Stiletto Manufacturing, Inc.

Date: July 18, 2019

On March 1, 2016, Stiletto Manufacturing, Inc. entered into agreement with Albemarle Commission to borrow, and repay, with interest, a sum of $50,000.00. Payments were to begin on April 1, 2016 for a period of 7 years. Stiletto Manufacturing, Inc. proceeded to make a series of payments from April 7, 2016 through March 5, 2018, their last payment to Albemarle Commission. On March 2, 2018, Stiletto Manufacturing, Inc. filed Chapter 11 Bankruptcy, leaving an outstanding principal balance of $37,060.10 on their loan.

Staff Recommendation: After discussions with Karen Lynch, RLF Administrator, at the Economic Development Administration, and E. Crouse Gray, Jr., from Gray & Lloyd, LLP, we find it in our best interest to write-off the outstanding principal balance and remove the loan from our balance sheet due to significant issues as to the ability to collect.
A RESOLUTION
APPROVING THE WRITE-OFF OF A LOAN IN THE REVOLVING LOAN FUND PROGRAM

ALBEMARLE COMMISSION’S
BOARD OF DELEGATES

July 18, 2019

RESOLVED, by the Board of Delegates of the Albemarle Commission, that

WHEREAS, the Albemarle Commission needs to write-off the delinquent loan debt from Stiletto Manufacturing, Inc., in the amount of $37,060.10;

NOW THEREFORE BE IT RESOLVED that the Albemarle Commission’s Board of Delegates hereby approves:

The Albemarle Commission’s Write-Off of $37,060.10 in delinquent loan debt from Stiletto Manufacturing, Inc. due to significant issues as to the ability to collect.

This Resolution is adopted pursuant to the provisions of the Grant Agreement with the U.S. Department of Commerce’s Economic Development Administration. This Resolution shall become effective upon adoption.

Adopted this _________ day of July, 2019.

________________________
Tracey A. Johnson, Chairperson

ATTEST:

________________________
Ashley Stallings, Program Administrative and Benefits Coordinator
Closed Session

To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
10. Staff Reports
Area Agency on Aging (AAA) Report
June Services 2019

AAA Highlights:

- Staff have been busy closing out FY 2018-19. A final report detailing all of our services and events will be available in August.
- Staff are currently facilitating 2 “Chronic Disease Self-Management” six-week workshops in Pasquotank and Perquimans Counties. There are 14 registered participants in Pasquotank and 7 in Perquimans.
- The AAA Regional Long-Term Care Ombudsman Program will be hosting a Mental Health First Aid for Older Adults training for staff of long-term care facilities on July 30 and 31. Each session will be limited to 30 attendees. For more information about this training contact Brandi Jordan at 252-404-7086.
- Operation Fan/Heat Relief will continue through September 2019. 131 boxed fans have been purchased to be distributed to older adults in need. If you know of anyone in need, contact Ashley Lamb at 252-404-7088 for more information.

Home and Community Care Block Grant Services

As of July 9, 2019, June units of services were unavailable. This information will be included at the July Board Meeting.

FY 2019-2020 contracts will be sent to the Counties for approval once all provider contracts have been signed. If you have any questions about the FY 2020 HCCBG contracts, please contact Laura Alvarico at 252-404-7078 or lalvarico@accog.org.

Senior Nutrition Program (SNP)

Highlights

- The SNP will be partnering with the Edenton Steamers on July 31 to hold our second annual “Christmas in July.” Attendees will receive a discounted ticket for the July 31st game if they bring personal hygiene and toiletry items to benefit our home delivered meals clients. See attached flyer!
- Hurricane preparedness bags were assembled and distributed to 354 home delivered meals clients throughout the region. Contents included items such as antibiotic ointment, hydrocortisone cream, band-aids, flashlights, batteries, emergency blanket, trash bags, hand sanitizer, etc.
Senior Nutrition Program Totals

- During the month of June, 21 clients were added to the Home Delivered Meals Program throughout the region.
- Staff completed 23 new referrals and 57 reassessments for eligibility.
- There are currently 23 individuals receiving Mom’s Meals. This program is designed to serve individuals in dire need that reside outside of a current route or who are on waiting list.
- 2 clients received nutritional supplements, such as Ensure.
- We continue to have a waiting list for Home Delivered Meals in the following counties: Chowan (3), Pasquotank (20), Washington (4)

The following are service totals for the month of June:

<table>
<thead>
<tr>
<th>County</th>
<th>Congregate Meals FY 2019</th>
<th>Congregate Meals FY 2018</th>
<th>Home Delivered Meals FY 2019</th>
<th>Home Delivered Meals FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden</td>
<td>187</td>
<td>243</td>
<td>244</td>
<td>268</td>
</tr>
<tr>
<td>Chowan</td>
<td>250</td>
<td>346</td>
<td>608</td>
<td>664</td>
</tr>
<tr>
<td>Currituck</td>
<td>258</td>
<td>343</td>
<td>859</td>
<td>823</td>
</tr>
<tr>
<td>Dare</td>
<td>489</td>
<td>464</td>
<td>917</td>
<td>613</td>
</tr>
<tr>
<td>Gates</td>
<td>189</td>
<td>212</td>
<td>522</td>
<td>590</td>
</tr>
<tr>
<td>Hyde</td>
<td>180</td>
<td>187</td>
<td>521</td>
<td>559</td>
</tr>
<tr>
<td>Pasquotank</td>
<td>458</td>
<td>480</td>
<td>1,167</td>
<td>1,332</td>
</tr>
<tr>
<td>Perquimans</td>
<td>625</td>
<td>603</td>
<td>589</td>
<td>578</td>
</tr>
<tr>
<td>Tyrrell</td>
<td>219</td>
<td>299</td>
<td>108</td>
<td>179</td>
</tr>
<tr>
<td>Washington</td>
<td>243</td>
<td>425</td>
<td>746</td>
<td>775</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,098</td>
<td>3,602</td>
<td>6,320</td>
<td>6,381</td>
</tr>
</tbody>
</table>

**2 less serving days in FY 18 compared to FY 19**

Family Caregiver Support Program:

During the month of June, the Family Caregiver Support Program provided the following services to caregivers throughout the region:

- 5 home/office assessments and counseling sessions were conducted for caregivers needing respite, supplemental services and/or case management.
- Staff facilitated Alzheimer's Support Group in Perquimans- 12 in attendance
- 39 Project C.A.R.E., $500.00 vouchers have been awarded to 24 caregivers caring for loved ones diagnosed with dementia. This fiscal year totals $19,500 in services. The program concluded on May 15, 2019 for FY '19.
- 158 Hours of In-Home Respite services were provided to families across the region.
- Supplemental Services: Incontinent Supplies-19 units, and Ensure Nutritional supplement-24 units, were provided to several families throughout the region on an as needed basis.

For more information on the Family Caregiver Support Program, or to refer someone for services, please contact Lynne Raisor at 252-426-5753 ext 7090 or l raisor@accog.org.
Regional Long-Term Care Ombudsman Program:

Due to staff vacations, the Regional Long-Term Care Ombudsman Program information was unavailable on July 9, 2019. This information will be provided at the July meeting.

Other Staff Updates & Initiatives:

- Staff provided 10 educational events throughout the region including Crisis Intervention Training for First Responders, Senior Medicare Patrol, Engagement & Activities for Older Adults, Dementia Training for Clergy and the Hello Game.
- Staff continue to work with local Counties to explore and create Dementia Friendly Communities throughout the region.
- Staff presented “Dementia Friends” to 9 Health Occupation Students at John A. Holmes High School in Chowan County.
Albemarle Commission Area Agency on Aging
Senior Nutrition Programs Annual
Edenton Steamers Christmas in July Ballgame
Benefiting Meals on Wheels Clients

Wednesday, July 31st 2019, Game starts at 7:00 pm
1101 East Freemason Street, Edenton, NC
Santa and a featured Senior will throw out a pitch.

Family Fun Filled Night

Bring 3 of the following items & receive a $2.00 Entry Ticket:

Paper Towels
Toilet Paper
Soaps
Toothbrush/Tooth Paste
Toiletries
Hard Candy
Puzzle Books

For More Information, contact Laura Rollinson @ 252-404-7091
Proudly serving Northeastern NC Counties and Municipalities:
Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, 
Tyrrell, Washington, Creswell, Duck, Edenton, Elizabeth City, Gatesville, 
Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth, 
Roper, Southern Shores and Winfall

The Albemarle Commission
Monthly Financial Report
For the Month Ending May 31, 2019

<table>
<thead>
<tr>
<th>Program Accounts</th>
<th>Budget</th>
<th>YTD Expenditures</th>
<th>MTD Expenditures</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>210 - Indirect Fund</td>
<td>$528,892.00</td>
<td>$454,330.60</td>
<td>$60,515.16</td>
<td>$74,561.40</td>
</tr>
<tr>
<td>320 - Economic Development Admin</td>
<td>$112,125.00</td>
<td>$29,369.22</td>
<td>$6,329.15</td>
<td>$82,755.78</td>
</tr>
<tr>
<td>820 - Revolving Loan Fund</td>
<td>$67,500.00</td>
<td>$54,616.24</td>
<td>$97.50</td>
<td>$12,883.76</td>
</tr>
<tr>
<td>365 - Dept. of Transportation (RPO)</td>
<td>$144,531.00</td>
<td>$115,770.77</td>
<td>$10,665.18</td>
<td>$28,760.23</td>
</tr>
<tr>
<td>520 - Aging Program</td>
<td>$2,637,041.00</td>
<td>$2,114,304.63</td>
<td>$168,533.35</td>
<td>$522,736.37</td>
</tr>
</tbody>
</table>

Workforce Development

| 735 - WD-Adult/Dislocated Worker | $1,631,572.00 | $838,229.02      | $132,633.14     | $793,342.98     |
| 790 - WD Administrative Fund     | $261,133.00   | $199,128.28      | $7,914.40       | $142,004.72     |
| 810 - Youth                      | $957,775.00   | $427,736.57      | $61,045.39      | $530,038.43     |
| 814 - WD - Special Grants/Projects| $304,144.00   | $220,472.86      | $14,508.59      | $83,671.14      |
|                                  | $3,154,624.00 | $1,605,566.73    | $216,100.52     | $1,549,957.27   |

NOTE: MTD amounts are included in the YTD amounts.

Total $6,644,713.00 $4,373,958.19 $462,240.86 $2,270,754.81

Bank Accounts

<table>
<thead>
<tr>
<th>Ending Balance as of 05-31-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo - Commercial Checking Public Funds</td>
</tr>
<tr>
<td>Wells Fargo - Money Market</td>
</tr>
<tr>
<td>NC Cash Management</td>
</tr>
<tr>
<td>NC Cash Management - EDA Acct</td>
</tr>
<tr>
<td>Xenith Bank - AAA Senior Nutrition</td>
</tr>
</tbody>
</table>
Northeastern Workforce Development Board Report to Albemarle Commission Board:
Early-June, 2019 – Early July, 2019
Dave Whitmer, NWDB Director

I. Organization Structure/staffing:
   We are fully staffed.

II. Counts
   Below are numbers from our three NCWorks Career Centers for June:

<table>
<thead>
<tr>
<th>New Customers</th>
<th>Total Customers Served</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCWorks Career Center, Chowan County</td>
<td>31</td>
<td>317</td>
</tr>
<tr>
<td>NCWorks Career Center, Dare County</td>
<td>9</td>
<td>175</td>
</tr>
<tr>
<td>NCWorks Career Center, Elizabeth City</td>
<td>59</td>
<td>762</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>99</strong></td>
<td><strong>1,254</strong></td>
</tr>
</tbody>
</table>

Some of the services provided include the following:

- Creating and Posting a resume
- Applying for a job
- Obtaining instructions on how to use NCWorks Online
- Job search assistance and career counseling
- Interview preparation

Current participant counts for WIOA Title I training services are as follows:

92 Adults
8 Dislocated Workers

III. Board Organization
   Board Membership: We are in need of a “business” representative from Washington, Camden, Dare, or Currituck.

IV. Updates
   - Career Centers:
     o Our live broadcast on ECSU’s radio station (WRVS FM – 89.9), NCWorks Career Center Corner, will resume next Fall.
• We have submitted our application to have our Career Center System re-certified. We are awaiting the certification team to come for a site visit.

• The Center in Dare hosted their first Career Center Partners meeting on June 12.

• Center staff participated in the Black Bear Festival in Plymouth.

• The Center in Elizabeth City held four hiring events in June.

• The Center in Dare will host hiring events for the NC Department of Public Safety on July 10th and August 21st. The Center in Elizabeth City will host a hiring event for NC DPS on July 9th.

• The Center in Edenton is hosting a “Back to School Bash” on August 9. This is a recruitment event for our adult and youth programs.

• Career Center Manager, Kenny Kee and Mathew Fowler, presented at the Currituck Chamber of Commerce Business Roundtable in June.

• We conducted our first annual One-Stop Operator monitoring. The Division of Workforce Solutions serves as the One-Stop Operator and we are required to monitor them on an annual basis. There were some items discussed as potential improvements but there were no items of concern.

• We are opening a NCWorks Career Development Center at COA’s campus in EC. The center will be branded as an “NCWorks” site and will be staffed 5 days a week. There will be a Career Advisor from the Elizabeth City Career Center at the COA center two days a week. COA will provide a staff person who will be trained by NCWorks staff to work at the center five days a week. The Elizabeth City Center Manager and Assistant Manager will also work at the COA center on occasion.

Students who come to the COA center will be provided many of the same services that can be obtained at any other career center. They will be able to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. We will also conduct regularly scheduled workshops at the COA center and our NextGen staff will conduct a monthly Career Café.

Opening date for the new Career Development Center is August 6. We are also holding a ribbon cutting on August 6 at 10:00am. Please join us if you are able to.

• Career Pathways: We continue our regional career pathway work. We have created four pathways, two of which have received certification from the NCWorks Commission. The pathways are regional and are intended to be used as a template either as is, or for making improvements to existing local pathways. The pathways were created with input from numerous partners including eight community colleges, ESCU, Economic Developers, CTE Directors, three workforce boards, and employers. You can find more information on our three pathways at the following website: www.nencpathways.org

We have started to work towards local implementation certification for our Business Support Services career pathway. College of the Albemarle will be conducting a training for our Career Center staff in August to ensure they know all of the program offerings and careers related to Business Support Services.
• **ACT Certified Work Ready Communities**: Below is an update on where we are at with Work Ready Certification in our region.

• Chowan, Perquimans, Washington, and Hyde Counties have been certified.
• Gates County has met all certification requirements and their application has been submitted.
• Tyrrell County’s current status reflects “95% of Goals Attained”. Tyrrell needs 3 more transitioning CRCs (Career Readiness Certificates) in order to earn the NC Work Ready Communities certification. All other goals have been met.

• **Enhancement Grant**: We continue to implement our Enhancement Grant. Below is a summary of the grant.

The theme of the NWDB Enhancement Grant revolves about the theme of B.O.O.S.T. NWDB needs a boost in many areas to reach its goal of fostering the employment of individuals in its 10-county region. NWDB seeks to **BOLSTER** the technology used for center customers, human resource development students and employer services, **OPTIMIZE** the course offerings of the newly created Career Essentials program at the College of the Albemarle’s Edenton-Chowan campus, **OBTAIN** updated aptitude assessments for center customers, **SUSTAIN** the NCWorks Outreach Coordinator to continue the offering of career services at partner agencies and community events and to **TEACH** teachers of the region about the dynamics of manufacturing occupations with the goal of encouraging the emerging workforce of students to enter the growing field. Fulfilling the B.O.O.S.T. components presented in this grant will allow the workforce board and career center personnel to make a concerted and strong push to increase the center services to job-seekers and employers in the region and to fill the workforce gaps that plague employers.

**Recent activities of our NCWorks Outreach Coordinator (funded through the Enhancement Grant) are as follows:**

• “NCWorks for Job Seekers” workshops held in three libraries as follows: Gates, Tyrrell, Hyde
• Teen Resume Workshop held at the Camden Library - there was an article in the Daily Advance covering this workshop.
• Organized center participation (and participated) in the NC Black Bear Festival in Plymouth.
• Presented NCWorks services at COA Health Sciences Orientation.

**Other activities through the Enhancement Grant:**

• In the effort to expose middle and high school students to local job opportunities & career ladders, NWDB has partnered with the Edenton-Chowan School System and College of the Albemarle to plan and execute for a photography campaign to take photos of “homegrown employees” that have enjoyed successful careers at various businesses across Chowan County. These photos will be enlarged and designed to resonate with students, using the hashtag #worklocal, and will be displayed on the walls at John A. Holmes High school. We plan to use this as a pilot project and potentially replicate it throughout our region.

The photos have been printed on large sheets of metal and will be delivered to John A. Holmes on July 10th.
• NWDB and COA have announced a boot camp for Career and Technical Education “influencers” within our local school districts. The camp is set for August 5-8, 2019, from 9:00 a.m. – 3:00 p.m. at COA’s Regional Aviation and Technical Training Center in Currituck. The 4-day boot camp will offer 20 spots for local high school teachers, administrators and/or counselors to experience firsthand the opportunities offered through manufacturing’s high-tech and high-wage careers. Through visits with local businesses, these “CTE Influencers” will gain knowledge and accessibility of the employment opportunities in the surrounding area to share with their high school students as they prepare for their future.

• Finish Line Grants (FLG): Governor Cooper recently announced the new Finish Line Grants. These are grants that Community Colleges can apply for in partnership with their workforce boards to help students “cross the finish line”. The grants are for students who are at least 75% complete with their academic program and have experienced some type of emergency – such as needing auto repairs, help with rent or utilities, unexpected medical expenses, etc. They can be eligible to receive a grant in the amount of up to $1,000.

  We continue to administer our $50,000 FLG grant in partnership with COA. To date, we have approved 33 applications. The recipients received tires, money to cover rent, tuition, money for gas, etc. The grants have slowed down a bit due to the summer semester. We expect it to pick back up in the fall.

• NEXTGEN Tutoring Services RFP: We received approval from both the Division of Workforce Solutions and the Northeastern Workforce Development Consortium to contract with Sylvan for tutoring services.

• Facebook: If you have not done so already, please like our Facebook page. Every day we post information about everything we are doing throughout the region. https://www.facebook.com/NWDBworks/

V. WIOA NCWorks NEXTGEN Program, June 2019:
• Active Youth – 52
• Youth in Follow Up – 35
• Youth Enrolled in June – 0
• Out-of-School Youth (OSY)
  o OSY enrollments is currently at 76.92%
    (Goal is to meet 75% minimum expenditure requirements on OSY)

• Sylvan – Tutoring hours as of June 30, 2019 – 195.41 hours
  o The contract with Sylvan was approved by all parties for PY19 (July 1, 2019-June 30, 2020).

Staff Update:
  Staff Update:
  1. NSTR

Staff Training/Professional Development:
  1. Staff attended the AC for staff meeting.
  2. Staff attended Case Management training with Dr. Beverly Ford.

Program Management:
  1. The Sylvan tutoring RFP was approved and signed by all parties for PY19.
  2. NextGen held a meeting to continue developing the Mentoring Program.
Community Collaboration:
1. Staff hosted an NCWorks table at the Black Bear Festival in Washington County.
2. Staff attended Civic Engagement Day at Roanoke Chowan Community College.
3. Planning and outreach for the 4th Annual Real World Simulation is ongoing. The Real World is scheduled for Oct 2, 2019 at Camp Cale in Hertford, NC.
4. Staff participated in Smart Start Board meeting.

Outreach/Recruitment:
1. NEXTGEN hosted one Career Café in Camden.

Program Elements/Youth Activities:
- Alternative Secondary Schools: Ten participants are currently enrolled in Adult Education classes.
- Traditional Secondary Schools: Four participants are currently enrolled in traditional High School.
- Work Experiences (WEX): Two participants are in a work experiences with four pending.
- Support Services: Thirty-five supportive services received including but not limited to transportation, childcare and other services as needed for educational and career pursuits.
- Occupational Skills Training: Twenty-eight participants are currently enrolled in post-secondary education.
- Tutoring: Seven youths are currently participating in tutoring services with Sylvan or other sources this month.
- Other Activities: Fifty-one other documented activities provided.

VI. Business Services Highlights for July 2019 Meeting of Albemarle Commission's Board of Delegates
- One new Employee Training Grant application awarded for $10K
- Three on-the-job training (OJT) contracts currently in progress
- Eight new businesses registered into NCWorks
- Hiring event for three employers were held in Elizabeth City Center: US Census, Allied Universal and Hard Hat
- Elizabeth City and Nags Head holding a few hiring events for Department of Public Safety in July and August 2019
COMING AUGUST 6, 2019 TO COLLEGE OF THE ALBEMARLE!

NCWORKS CAREER DEVELOPMENT CENTER
M-Thurs. 9a-4p • Fridays 9a-12p

AE Building, COA Campus
Call the NCWorks Career Center at 252-331-4798 or Kelvin Brown at COA, 252-335-0821 ext. 2243 for more info.

Visit the center to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. Weekly workshops will also be available at the center.

NCWorks is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.
NC Works holds resumé writing workshop for teens

Teens learn how to tailor resumé for particular jobs

BY REGGIE PONDER
Staff Writer

CAMDEN — The NCWorks Career Center held a resumé writing workshop for teens last week at the Camden County Library. Heidi O’Neal, outreach coordinator for the NCWorks Career Center, taught the class. Two high school students and one recent graduate attended the June 25th session, which lasted from 2 p.m. to 3:30 p.m.

Each participant received a flash drive with resumé templates.

O’Neal noted that the two high school students, Cassidy Sawyer and Emmie Self, left the workshop with resumés.

Janaye Clark, NCWorks NextGen program coordinator, (left) observed as Heidi O’Neal of the NCWorks Career Center talks about how to write a resumé with students Emmie Self (second from right) and Cassidy Sawyer (right) during a resumé writing workshop for teens at the Camden County Library, June 25.

Martin Hood, a 2019 high school graduate, said that what he found most helpful about the workshop was getting feedback on his resumé. Although Hood already had a bit of experience writing a resumé before he attended the workshop, he said the recent class taught him the important lesson that he can add relevant coursework to his resumé.

He said he “absolutely” would recommend a similar workshop to other students or recent graduates.

O’Neal said the workshop was hands-on and focused on the individual needs of participants.

“Our whole point in this workshop was to try to help teenagers create a resumé,” O’Neal said.

The workshop took the teenagers step-by-step through the process of creating a resumé and teens were encouraged to tailor their resumé to the job they are looking for. O’Neal said Hood had a specific job in mind while Sawyer and Self needed resumés that were a bit more generic.

O’Neal explained to participants that even if they have little or no actual work experience they can still have relevant knowledge and experience through things they did in high school such as leadership in clubs, involvement in sports, and coursework.

Part of O’Neal’s outreach work in workforce development involves going to libraries to help job seekers. That’s an important way of reaching job seekers in rural areas, she said.

“It was through the partnership with the Camden County Library that the idea arose to conduct the resumé workshop for teens,” O’Neal said.

The workshop involved a partnership with NextGen, a program for 16- to 24-year-olds called NextGen, which hosts events for that age group known as “career cafés.”

Career cafés have been held in a number of area counties but this was the first time a resumé-writing workshop specifically geared toward teenagers had been held in Camden.

“I feel like having three people come was a huge success,” O’Neal said.

Keisha Kallcharan, who conducts career cafés, was part of the team that presented the workshop in Camden.

“I think it went very well,” Kallcharan said. “Of course we would like to have more participation but I think it was a very good start and hopefully we will get more participation next time.”

Kallcharan explained that the career cafe gives young people a chance to learn soft skills, banking, budgeting — “anything that will make them more employable.”

She said she tries to do a career cafe monthly and puts flyers around town to inform young people about the events.
June 21, 2019 – July 18, 2019

Albemarle Rural Planning Organization project highlights for the Albemarle Commission Board of Delegates

Eastern North Carolina Regional Freight Plan

On June 3, 2019 the Regional Freight Advisory Committee met in Rocky Mount. This meeting was focused on the economic development initiatives underway or planned in the 29-county region the study will cover. The consultants facilitated the discussion and the Committee will meet again in a couple of months.

Drone Workshop

I have spoken with the NCDOT UAS Division to host another Drone workshop in our region. As previously reported, they will now be able to come back out to our region in the early fall. The workshop will focus on drone operator’s rules and regulations from an airport standpoint.

East Coast Greenway

Sarah Sanford is the new Regional Coordinator and she began work at the end of May. I have spoken with her and she has asked that we begin work, again, on this project in the early to late fall of this year.

Safe Routes to Schools Non-Infrastructure grant

In May, we were notified we were awarded the grant! The agreements went before the Board of Transportation in early June and we received our agreement in mid-June. The Executive Director, the Finance director and myself met to discuss the agreement on July 1 and the Board of Delegates will be informed of our discussion under a separate agenda item. We should be given the notice to proceed sometime in August as it takes the FHWA several weeks to approve them. Once we receive the notice to proceed, we will inform the media about the grant.
Highway 17-64 Association

I attended the Highway 17-64 Association Board of Directors meeting on June 26 in Rocky Mount. Updates on construction of current US 17 and US 64 were provided to us and we discussed the P 6.0 cycle.

P6.0

In late June, I participated in a webinar regarding changes to the P6.0 cycle. I have also participated in several meetings with Division 1 and the SPOT office regarding changes in the P6.0 cycle. Final approval of the ARPO project list and Methodology will take place at the ARPO RTCC and RTAC meetings in September.

NC 2050 Plan

The Plan will focus on regional priorities as will statewide benefits. While I am no longer on the committee, I still provide comments to the committee representatives and participate as needed. I attended the NC Moves 2050 public workshop in Kinston on May 9, 2019 and have been working with project leaders on gathering more public input on the plan.

Passenger Ferry

The Ferry Division has asked to be placed on the ARPOs September meeting agenda to provide an update to the RTAC Board regarding ridership numbers for the new passenger ferry.

BUILD grants

As a reminder, the US Department of Transportation just announced the 2019 Better Utilizing Investments to Leverage Development (BUILD) Transportation Grants Notice of Funding Opportunity (NOFO) and posted the information to their website. BUILD grants are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation. You may view the NOFO, webinar schedule, and other useful materials here: [www.transportation.gov/buildgrants/](http://www.transportation.gov/buildgrants/)

RPO’s cannot apply for BUILD grants but local governments can apply. The application deadline is July 15, 2019.

Merger team and other meetings

- R-2576 Mid-Currituck Informational meeting 6/20/19
- Pasquotank County and Representative Torbett 6/21/2019
11. Executive Director Report
Executive Director Report by Melody Wilkins          July, 2019

- Department Directors, Finance Officer and I are working on fiscal year-end closing tasks to wrap up the 2018-19 budget year as well as gathering information needed for our upcoming financial annual audit. The audit is scheduled for September 11th and 12th and all department directors and finance officers have been notified to be in office for potential questions and/or provide any additional information that the auditors may need. Thompson, Price, Scott, Adams & Co, P.A. from Whiteville will perform the audit again this year as approved by the Board of Delegates.

- The monthly Albemarle Commission Department Directors Staff meeting was held on July 10, 2019.

- Home and Community Care Block Grants (HCCBG) contracts are being mailed out to each county for approval. These contracts include a ten (10%) percent match by Counties to HCCBG services, per federal regulations. Additionally, Nutrition Site Manager Contracts for the member counties excluding Gates and Pasquotank have been distributed to the 8 participating counties. Food Service Provider contracts have also been distributed to all 4 caterers, including Trinity Services, Captain Bob’s Catering, Eastern 4-H Center and Gaffers Sports bar (on Ocracoke).

- On July 26, the Albemarle Commission Area on Aging will be hosting a volunteer appreciation dinner for our Home Delivered Meals Volunteers in Pasquotank and Perquimans Counties.

- On July 16 at 6:00 pm, The Northeastern Workforce Development Board meets at the Albemarle Commission office at which time the Chair and Vice-Chairs will be nominated.

- Coming on August 6, a ribbon cutting ceremony will be held at the College of Albemarle (COA) Campus in Elizabeth City for the newly created NCWorks Career Development Center in partnership with the COA. Ceremony begins at 10:00 am and more details are shown on the attached announcement for any one interested in attending.

- July 28 marks the six-month anniversary of my employment with the Albemarle Commission so it is time for the Board to perform a six-month evaluation on job performance. Envelopes pre-addressed to the Executive Committee members will be provided to Board members along with an evaluation form. Please return personally to any Executive Committee member or mail in the envelope provided no later than August 15, the next Board of Delegates Meeting date. The July 18th Board meeting Agenda includes a Closed Session for Personnel which will include a discussion on the Executive Director performance evaluation process.

- Originally scheduled for July’s Board meeting was a discussion on the status of the Commission's Revolving Loan Fund program. That discussion has been moved to the August meeting since we have a guest speaker, NC Housing of Representatives Bobby Hanig scheduled as well as a Closed Session for Personnel.
Ribbon Cutting Ceremony
August 6, 2019 at 10am

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services. Auxiliary aids and services are available upon request. Dial 711 to place a free
relay call in North Carolina.
12. Reports from Committees
13. Chairman & Board Delegate Comments
14. Adjournment

Delegate Members, please turn in your mileage sheet

NEXT MEETING

Thursday, August 15TH, 2019
6 p.m.
ALBEMARLE COMMISSION
TRAVEL REIMBURSEMENT-Board Member Travel

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Subtotal

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