TOWN OF FAIRMONT

BOARD OF COMMISSIONERS MEETING

November 17, 2026

Fairmont Board of Commissioners
Regular Meeting Agenda

Date: November 17, 2026 Time: 6:00 p.m.
Place: Fairmont-South Robeson Heritage Center

I. **CALL TO ORDER**

II. **Invocation – Bishop H. B. Drake, Word of Life Apostolic Church**

III. **Pledge of Allegiance**

IV. **Mayor's Presentations**
a. Introduction of 2026-2027 Fairmont Farmers Festival Queens

V. **Approval of Agenda**

VI. **Public Comment Period/Citizens Appearance** - Anyone wishing to come before the board must place their name and topic of discussion on the list before the meeting begins. The Public Comment period is thirty minutes, and each speaker will be given five minutes to speak. There will be no discussion with the board.

VII. **Consent Agenda –** These items will be adopted with one vote.

a. Approval of Minutes – Regular Meeting, October 20, 2026
b. Resolution 26-07 – Internal Control Policy for ARP/CSLFRF Funds
c. Resolution 26-08 – Federal Procurement Policy for ARP/CSLFRF Funds
d. Resolution 26-09 Approval of CDBG-I Compliance policies
e. Ordinance 26-306 – VUR-W-ARP-0071 Budget Amendment
f. Ordinance 26-307 – Fiscal Year 2026-2027 Budget Amendment #2

VIII. **Old Business**

a. Ordinance 26-302 – Amended Chapter 92 Fire Department

IX. **New Business**

a. Elder Care Representative
b. Approval of CDBG-NR construction bid for 908 MLK Dr
c. Authorization to finance used Grapple Truck for Public Works
d. ABC Board member appointment
e. Town Manager updates

X. **Mayor and Commissioners Comments**

XI. Adjournment

XII. Community Announcements

a. Wednesday, November 18 – Town Employee Lunch, 12:30 p.m., Heritage Center
b. Tuesday, November 24 – Rotary Club Auction, 5:00 p.m., Heritage Center.
c. Wednesday, November 25 to Friday, November 27 - Town offices closed in observance of Thanksgiving
d. Thursday, December 3 – Fairmont Planning Board, 6:00 p.m. Town Hall Courtroom.
e. Friday, December 4 – Holiday on Main - Tree Lighting, 5:30 p.m. in park, Twilight Christmas Parade downtown, 6:00 p.m., Entertainment, 7:30 p.m., Heritage Center.
f. Tuesday, December 15 – Regular Town Board Meeting, 6:00 p.m., Heritage Center.
g. Saturday, December 19 – Senior Bingo Christmas Party, 12:00 to 2:00 p.m., Heritage Center.
h. Monday, December 21 – Friday, December 25 – Town offices closed for Christmas.
i. Thursday, December 24 – Santa Visits the Kids, 5:30 – 8:30 p.m.

Respectfully submitted,

Jerome Chestnut

Jerome Chestnut, Town Manager

Agenda VII - A

Regular Meeting – October 20, 2026

The Fairmont Board of Commissioners held their regular meeting on Tuesday, October 20, 2026, at 6:00 p.m. in the Fairmont-South Robeson Heritage Center with Mayor Charles Kemp presiding. Commissioners present were J.J. McCree, Heather Seibles, Melvin Ellison, Rasheena Graham, Felecia McLean, Jan Tedder-Rogers, and Matt Moore. Staff present included Town Manager Jerome Chestnut, Town Attorney Jessica Scott, Town Clerk Jenny Larson, Deputy Town Clerk Rodney Cain, Public Works Director Ronnie Seals, Police Chief Jonathan Evans, Police Captain Joshua Harris, Recreation Director Mickey Williamson, and Fire Chief Veronica Hunt. Others in attendance included Reverend Michael Hunt, District Court Judge Krystle Melving, Shea Ann Dejarnette, Terry Evans, Henry Biernacki and several citizens.

Call to Order and Invocation

Mayor Charles Kemp called the meeting to order at 6:00 p.m. Reverend Michael Hunt, of Maranatha Word of Life Church of God, gave the invocation, which was followed by the Pledge of Allegiance.

Swearing in of Commissioner Matt Moore

Commissioner Melvin Ellison gave farewell remarks and vowed to continue serving Fairmont as the Robeson County Commissioner for District 2.

District Court Judge Krystle Melvin swore in newly appointed Commissioner John Matthew "Matt" Moore. Commissioner Moore thanked everyone and is looking forward to working for the citizens of Fairmont and being their voice.

Approval of Agenda

Commissioner Seibles made a motion to approve the agenda. Commissioner McLean seconded the motion, and it passed unanimously.

Public Comment Period/Citizens Appearance

Shea Ann Dejarnette

Ms. Shea Ann Dejarnette spoke on transparency and communication. She thanked the police department for their assistance with a pack of wild dogs. She asked for better communication from the town's administration especially concerning the request for a traffic study on Church Street.

Terry Evans

Mr. Terry Evans stated recent code enforcement efforts are working but to be cautious because it could affect the re-election campaigns of the commissioners next year. He was also concerned about how the town would find funds to purchase a new fire truck.

Henry Biernacki

Mr. Henry Biernacki welcomed Commissioner Moore and thanked Mr. Chestnut for his code enforcement efforts.

Consent Agenda

Upon motion by Commissioner Seibles and seconded by Commissioner Tedder-Rogers, it was unanimously voted to adopt the following consent agenda item:

a. Approval of Minutes – Regular Meeting, September 15, 2026

Old Business

Ordinance 26-302 – Amended Chapter 92 Fire Department

Town Attorney Jessica Scott explained the changes she made to the ordinance that was first presented to the board in August. She removed repetitive information and updated sections to reflect current state law, including completing criminal background checks on all potential firemen. A second reading and adoption of the ordinance will be made at the November meeting.

New Business

Approval of new fire truck purchase

During a scheduled pump performance test conducted on September 1, 2026, Fairmont Fire Truck 910 failed the test and has been determined to be unsafe for operation due to mechanical issues with the engine. It has been determined that it is not cost effective to repair this truck. To keep our fire insurance rating, this truck needs to be replaced. In the past, the town has purchased or been given older trucks, but repairs can be costly.

Fire Connections has a new truck available for $475,000.

Finance options are: 10 years (4.75% interest) $60,770.07 annual payment
12 years (4.89% interest) $53,260.12 annual payment
15 years (5.00% interest) $45,762.59 annual payment

Commissioner Tedder-Rogers made a motion to move forward with the best financing terms and rates possible for a new fire truck. The motion died for lack of a second.

Town Manager updates

The Town Manager presented the following updates:

- Code Enforcement – Five telephonic code enforcement hearings were held; 12 cases were closed and numerous more are being sent out for local contractor bids. Four properties were secured because of alleged squatters, alleged drug activity, and to mitigate safety issues.
- Housing Repair Programs – Encouraged citizens 62 and older to contact USDA Rural Development to see if they qualify for $10,000 in housing repair funds. Asked for private donations and called for volunteers to help with small home repair projects.
- Energy Innovation Partnership Project – Working with John Roberts of Groundswell.org for possible energy solutions for our Regional Wastewater Treatment Plant, Downtown Business Owners, and our citizens to mitigate rising costs in energy. Researching alternative energy solutions through a grant partnership and have a letter of support from Brunswick Electric Membership Corporation, who supplies electricity to the WWTP.
- Community Urban Forestry Project – Downtown business owners and citizens have long requested for the reinstallation of trees in the downtown corridor to provide shade. Working with the NC Forestry Service for assistance in planting 22 trees in the same location where the previous trees were downtown.

Commissioner and Mayor Comments

The board thanked the citizens for coming.

Mayor Kemp reminded the board and town staff of the Robeson County Municipal Association meeting to be held next Tuesday, October 27 at 7:00 p.m. in the Heritage Center. He announced that the 2026-2027 Farmers Festival queens will be introduced at the November meeting.

Announcements

Wednesday, October 21 – Job Fair, 10:00 a.m. to 2:00 p.m., Heritage Center.

Friday, October 23 – Fairmont High School Homecoming, Parade, 3:00 p.m. and Game vs. South Brunswick, 7:00 p.m.

Saturday, October 24 - 4th Annual Grand Reunion, All day, Fairmont Community Park.

Tuesday, October 27 – Robeson County Municipal Association Meeting, 7:00 p.m., Heritage Center.

Saturday, October 31 – Halloween Community Event, 6:00 p.m. to 8:00 p.m., Fairmont Community Park.

Thursday, November 5 – Fairmont Planning Board, 6:00 p.m. Town Hall Courtroom.

Saturday, November 7 – Senior Bingo, 12:00 noon to 2:00 p.m., Heritage Center.

Wednesday, November 11 – Town offices closed in observance of Veterans Day.

Wednesday, November 11 – Veterans Day ceremony, 11:00 a.m., Heritage Center.

Saturday, November 14 – Christmas Market, 9:00 a.m. to 2:00 p.m., Cukabury Farms.

Tuesday, November 17 – Regular Town Board Meeting, 6:00 p.m., Heritage Center.

Adjournment

There being no further business, Commissioner McLean made a motion to adjourn the meeting at 7:30 p.m. Commissioner Graham seconded the motion, and it passed unanimously.

Jennifer H. Larson
Town Clerk

DRAFT

Agenda VII - B

RESOLUTION 26-07

RESOLUTION ADOPTING AN INTERNAL CONTROL POLICY
FOR ARP/CSLFRF FUNDS

WHEREAS, the American Rescue Plan Act (ARP) established the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program to support local governments; and

WHEREAS, the Town of Fairmont has received and administered SLFRF funds in accordance with applicable federal requirements, including Uniform Guidance (2 CFR Part 200); and

WHEREAS, federal regulations require recipients to maintain effective internal controls over federal awards; and

WHEREAS, the Town of Fairmont has administered these funds in compliance with such requirements and now seeks to formalize its internal control practices through adoption of a written policy to strengthen documentation and ensure continued compliance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Fairmont, North Carolina, that:

1. The Town Council hereby adopts the Internal Control Policy for ARP/CSLFRF Funds.

2. The Town Manager, or designee, is authorized to implement and administer the policy in accordance with applicable federal requirements.

3. This resolution shall become effective immediately upon adoption.

Adopted this 17th day of November, 2026.

_____
Charles Kemp, Mayor

Attest:

_____
Jennifer H. Larson, Town Clerk

Internal Control Policy for ARP/CSLFRF Funds

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, "management" includes: the Town Manager, Finance Director, and Deputy Finance Director.
- **Oversight Body**, as referenced in the Government Accountability Office's Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. Consistent with the Town Charter and North Carolina General Statutes, the oversight body of the Town of Fairmont is the Fairmont Board of Commissioners.

Policy Overview and Purpose

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by the Town of Fairmont to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury's Compliance and Reporting Guidance: "Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations."

Internal Control Framework:

The Town of Fairmont's internal controls are modeled after the internal control framework set forth in the Government Accountability Office's Standards for Internal Control in the Federal Government (the "Green Book"). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body's primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

The Town of Fairmont understands that each component must be present and functioning for the internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.
- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. The Town of Fairmont's Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair the Town of Fairmont's ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,
- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair the Town of Fairmont's ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations. Specifically, the Town of Fairmont will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.

Likelihood × Impact = Risk Priority

After rating each risk for likelihood & impact, multiply to identify which risks are highest priority to control for.

Risk Priority

Likelihood					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Impact				

Priority Rank Scale	
Low	1 to 4
Moderate	5 to 9
High	10 to 19
Very High	20+

Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate "High" or "Very High" on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. The Town of Fairmont uses a variety of control activities that support strong internal controls, including, but not limited to the following:

- written policies and procedures,
- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above.

4. Information and Communication

The Town of Fairmont communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, the Town of Fairmont shall communicate quality information to community members and external stakeholders. The communication channels may include:

- The Town of Fairmont's webpage proving project scope information and periodic status updates on projects undertaken with ARP/ CSLFRF award funds.
- Financial Reports with audited financial information on the Town webpage.
- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

The Town of Fairmont shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state awards.

Internal Controls & Uniform Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:

Each unit must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:

Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by the Town of Fairmont's written procedures for determining the allowability, reasonableness, and allocability of costs.

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:
Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:
Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- The Finance Director shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:
The Finance Director shall prepare monthly reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:
General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/CSLFRF funds are reconciled monthly against account balances by someone who does not have record-keeping/bookkeeping functions.

Communication & Monitoring:
The Finance Director is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)

Overview:
The Town of Fairmont is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs.

Objectives:

1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:

- **Eligible Use Policy:** The Town of Fairmont will make determinations to ensure all projects fit within one of the four eligible use categories of ARP/CSLFRF award funds identified in the Final Rule: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.
- **Authorization:** The Finance Director has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.
- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. The Finance Director is responsible for overseeing compliance with documentation and record retention requirements.

Communication & Monitoring:

Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476

Overview:

The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** The Town of Fairmont has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles. (See Cost Principles Policy for specific compliance requirements.)
- **Documentation:** The Finance Director shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:
Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)

Overview:
The Period of Performance covers the period of time the Town of Fairmont may obligate and expend ARP/ CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:
Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:

- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:
Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:
Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the Town of Fairmont is required to adopt written procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule. Pursuant to 2 CFR §§ 200.320 and 200.509, the Town has adopted written procurement policies that meet or exceed the procurement requirements for the spending of federal grant and loan award funds.

Objectives:
The Finance Department recognizes it must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.

2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro- purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.
7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

General Procurement Control Activities:

- Procurement Policy: The Town of Fairmont maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- The Board of Commissioners must approve the following types of contracts: service contract competitive proposals over $250,000, construction contracts over $500,000, and sole source contracts.
- The Finance Director is responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the finance director or designated deputy is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- The Finance Director is responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers. Management shall periodically check compliance with this control activity.
- The Finance Director shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:
Documenting the history of procurements is a top internal control priority for the Town of Fairmont. All request personnel shall be trained on documentation and record retention policies. Management will require the use of standard forms and templates for purchase orders, contracts, requests for proposals/bids, cost/price analyses, bid evaluation, etc.

- Bid documents shall reflect all steps in the procurement process, including:
    - bid specifications and proof of advertisement (if required),
    - rationale for the selected method of procurement,
    - bid submissions,
    - evaluation criteria,
    - basis for contractor selection or rejection,
    - justification for lack of competition, when applicable,
    - basis for award cost or price, and
    - contract agreement, including required UG contract clauses.

- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:
    - cost and quantity of items purchased,
    - model numbers,
    - purchase orders with and pre-audit certificates, and
    - personnel who authorized the sale, if applicable.

- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring:
Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

Property Management, 2 CFR §§ 200.310 to 200.316

Overview:
Except for property, supplies, or equipment acquired using revenue loss funds, the unit must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310–316), subject to the requirements set out in FAQ 13.16.

Per FAQ 13.16, during the period of performance, the Town of Fairmont may use property, supplies, or equipment purchased with ARP/CSLFRF funds for a purpose other than the purpose for which the initial purchase was made, provided the new use is consistent with another eligible use. After the period of performance, the Town of Fairmont is more limited in how it may use the property purchased with ARP/CSLFRF funds.

Objectives:

1. Ensure real property, personal property, supplies, and equipment are used in compliance with the UG property standards (2 CFR 200.310– 316), and subject to the requirements set out in FAQ 13.16.
2. Ensure documentation is maintained to substantiate any determination on whether the use of an asset is authorized for a particular purpose during and after the award period of performance.
3. Establish adequate safeguards to prevent loss, damage, or theft of property.
4. Follow adequate maintenance procedures to keep equipment in good condition.
5. Ensure proper disposition of real property and equipment in accordance with § 200.311(c) and § 200.313 (e).

Control Activities:

- **Insurance Coverage:** Purchase equivalent insurance coverage for real property and equipment as is provided to other property owned by the Town of Fairmont. 2 CFR § 200.310.
- **Property Management Policy:** Town of Fairmont has adopted a Property Management Policy that sets forth property management processes, including procedures for record-keeping, reporting, and disposition responsibilities for real and personal property.
- **Real Property Reporting:** The Finance Director shall oversee the annual reporting requirements for any real property or personal property acquired with federal awards funds. Standard Form 429 shall be used to report real property and the Standard Form 428 shall be used to report tangible personal property, including equipment.
- **Equipment Management:** The Town of Fairmont has procedures for managing equipment, whether acquired in whole or in part under a federal award, until disposition takes place. The Town of Fairmont will, at a minimum, meet the following requirements:
    - Maintain equipment records that include a description of equipment, serial number/ model number, source of funding, acquisition date, location and condition of equipment, unit acquisition cost, and final data, including date of disposal, sales price, and method used to determine fair market value. § 200.313(d).
    - Ensure adequate safeguards to prevent loss, damage, or theft of property. Such safeguards may include attaching property tags to federally owned equipment that includes the FAIN. Any loss, damage, or theft will be investigated. § 200.313(d).
    - Regular maintenance will be performed to keep the property in good condition.
    - A physical inventory of equipment will be performed, and the results reconciled with the property records, at least once every two years.
    - If the Town of Fairmont is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

Communication & Monitoring:

Management will train employees to understand the various compliance requirements set forth in the Uniform Guidance property management standards. Periodic testing of established controls shall be performed to ensure that all reporting and property management requirements are satisfied for both real property and equipment.

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333

Overview:

Expenditures of revenue loss funds are exempt from compliance with this section. See Final Rule FAQ 13.15. Each unit must design its own system of internal controls over subrecipient selection and monitoring that meet the requirements set forth in 2 CFR 200.331-.333.

Objective:

- Ensure compliance with requirements set forth in the Subaward Policy, which sets forth the UG compliance requirements in 2 CFR 200.331-.333.

Control Activities:

- The Town of Fairmont has adopted a Subaward Policy. The policy outlines processes and control activities for the selection and oversight of subrecipients.
- Subrecipient agreements are reviewed and approved by knowledgeable staff to ensure all compliance requirements are captured and that all required elements set forth in 2 CFR § 200.332 are included.
- Management tracks subaward notifications and maintains copies of executed subaward agreements.
- Management conducts subrecipient risk assessments and approves individual subrecipient monitoring plans.
- Management requires a standard template to document all subrecipient agreements that includes the required elements outlined in the UG.
- Supervisors periodically reconcile subrecipient monitoring plans with actual monitoring activities that have been undertaken to ensure monitoring occurs as scheduled.
- Segregation of duties exists between those monitoring a subrecipient and those approving the conclusions regarding the subrecipient's compliance.

Communication & Monitoring:

Management shall be responsible for communicating the compliance requirements and specific award terms and conditions to subrecipients. Management will ensure that external stakeholders are apprised of any subaward agreements executed using ARP/CSLFRF funds and the intended purpose of the supported program. Management shall conduct ongoing monitoring to ensure staff is selecting eligible subrecipients and is adequately monitoring each subrecipient's compliance with the terms set forth in the subaward agreement.

Program Income, 2 CFR § 200.307

Overview:

Program income relates to gross income earned from expenditures of federal awards, such as income from fees for services performed, the use or rental of property acquired with program funds, and for the sale of items fabricated under the program. Program income is only triggered when income will be earned under the COVID-19/Economic Impacts Category or for income earned on a water/wastewater infrastructure project. When program income is earned, it is added back to the total ARP/CSLFRF award allocation.

Objectives:

1. Separately track and account for program income during the ARP/CSLFRF award's period of performance.
2. Expend program income on eligible projects and programs during the period of performance (program income is added to the total ARP/CSLFRF award).

Control Activities:

- On a monthly basis, recorded program income is reconciled with supporting documentation, such as loan ledgers and other accounting records.
- Program income is separately tracked and accounted for within the grant project ordinance.
- Management ensures program income is added to the total ARP/CSLFRF award and used to support eligible projects and programs.
- Individuals who collect cash or other receipts are different from those who deposit receipts, generate invoices, record general ledger activity, and reconcile bank statements.

Communication & Monitoring:
Management shall identify program income requirements and communicate compliance requirements to staff. Management shall periodically review accounting records to ensure program income is separately accounted for during the award period of performance.

Adoption:
This policy is hereby adopted by the Fairmont Board of Commissioners this 17th day of November 2026.

_____
Charles Kemp, Mayor

ATTEST

_____
Jennifer H. Larson, Town Clerk

Agenda VII - C

RESOLUTION 26-08

RESOLUTION ADOPTING AN FEDERAL PROCUREMENT POLICY
FOR ARP/CSLFRF FUNDS

WHEREAS, the American Rescue Plan Act (ARP) established the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program to support local governments; and

WHEREAS, the Town of Fairmont has received and administered SLFRF funds in accordance with applicable federal requirements, including Uniform Guidance (2 CFR Part 200); and

WHEREAS, federal regulations require recipients to establish guidelines for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance; and

WHEREAS, the Town of Fairmont has administered these funds in compliance with such requirements and now seeks to formalize its federal procurement practices through adoption of a written policy to strengthen documentation and ensure continued compliance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Fairmont, North Carolina, that:

1. The Town Council hereby adopts the Federal Procurement Policy for ARP/CSLFRF Funds.

2. The Town Manager, or designee, is authorized to implement and administer the policy in accordance with applicable federal requirements.

3. This resolution shall become effective immediately upon adoption.

Adopted this 17th day of November, 2026.

_____
Charles Kemp, Mayor

Attest:

_____
Jennifer H. Larson, Town Clerk

Model Federal Procurement Policy

Section 1: Purpose

Application of Policy. The purpose of this policy is to establish guidelines for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance.

The Town of Fairmont shall comply with the standards established in this policy, as well as with state law and any other policies and procedures adopted by the Town. The requirements of the Policy also apply to any subrecipient of federal financial assistance. In the case of a conflict in governing law or local policy, the Town shall follow the most restrictive rule.

Compliance with Federal Law. Unless otherwise directed in writing by the federal awarding agency, or by a state agency acting as a passing-through entity, all procurements that involve the expenditure of federal financial assistance (federal awards) shall be conducted in accordance with the federal procurement requirement identified in 2 C.F.R. §§ 200.318–.327, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

Section 2: Code of Conduct

The Town has adopted standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents who are engaged in the selection, award, and administration of federal award contracts.

Section 3: Pre-Solicitation Requirements

Prior to any procurement transaction, the following pre-solicitation requirements shall be considered.

1. **No Evasion.** No contract may be intentionally divided into two or more separate purchases with the intent to avoid federal or state competitive procurement requirements.

2. **Interlocal Agreements.** The Town shall explore the feasibility of entering into state and local intergovernmental agreements or cooperative agreements, where appropriate, for the procurement of common goods and shared services. Competition requirements may be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

3. **Surplus Property**. The Town shall avoid the acquisition of unnecessary or duplicative items and shall explore the feasibility of purchasing federal surplus property in lieu of purchasing new equipment and property.

4. **Value Engineering**. The Town shall consider opportunities to use value engineering in contracts for permanent restorative work projects that are of sufficient size to offer reasonable opportunities for cost reduction.

5. **Domestic Preferences**. To the greatest extent practicable, the Town shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including but not limited to iron, aluminum, steel, cement, and other manufactured products. No sacrifice or loss in price or quality is required in providing this preference, and no preference shall be given if such preference would violate any trade treaty to which the United States is a signatory.

6. **Geographic Preference**. The Town shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

7. **Contracting with Minority-Owned, Women-Owned, and Small Business Firms**. For all contracts above the micropurchase threshold, the Town shall take all necessary affirmative steps to assure that minority businesses, small businesses, women's business enterprises, historically underutilized businesses, and labor surplus area firms are used when possible. These affirmative steps shall include:

    a. placing qualified small and minority businesses and women's business enterprises on solicitation lists and soliciting these businesses whenever they are potential sources;

    b. dividing, when economically feasible, project requirements into smaller tasks or quantities and establishing delivery schedules that encourage maximum participation;

    c. identifying firms through the U.S. Small Business Administration (SBA) and the U.S. Department of Commerce's Minority Business Development Agency; and

    d. requiring the prime contractor, if subcontracts are to be awarded, to take the affirmative steps included in this section in an effort to make reasonable efforts to contract with disadvantaged business enterprises.

8. **Cost or Price Analysis**. Prior to awarding a contract, the Town shall perform a cost or price analysis in connection with every procurement above the Simplified Acquisition Threshold, including contract modifications. See Section 6.4 for additional requirements of the cost/price analysis.

9. **Procurement of Recovered Materials.** The Town shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the U.S. Environmental Protection Agency (EPA) at 40 C.F.R. part 247 containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. For federally funded solicitations, the requesting department shall include in the specifications the use of fully or partially recovered (recycled) materials to the greatest extent consistent with reasonable performance standards in accordance with federal regulations.

Section 4: Solicitation Requirements

1. **Full and Open Competition**. Procurements shall be conducted in a manner that provides full and open competition to ensure objective supplier performance and eliminate unfair competitive advantage. The Town shall remain alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Town may not:

    a. place unreasonable requirements on firms in order for them to qualify to do business;

    b. require unnecessary experience and excessive bonding or encourage or participate in non-competitive practices among firms or affiliated companies;

    c. award non-competitive consultant retainer contracts except as expressly provided by funding-source regulations;

    d. specify (1) that only a "brand name" product be used instead of allowing an "equivalent product" to be offered, though a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement or (2) the specific features, performance, or other relevant requirements of the named brand that must be met by offerors; or

    e. take any arbitrary actions that limit or restrict competition.

2. **Contractors Excluded from Bidding.** To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for the underlying procurement contract.

3. **Prequalification.** The Town will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The prequalified list shall be routinely updated. Potential bidders shall not be precluded from qualifying during the solicitation period.

4. **Product Descriptions.** All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and, when necessary, the minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement. The solicitation shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Section 5: Bidding Requirements

The Town shall comply with the procurement methods set forth in the Uniform Guidance at 2 CFR § 200.320 when entering into purchase, service, and construction contracts and repair contracts that will be funded, in whole or in part, with a federal award. The method of procurement will depend on the anticipated expenditure amounts and the type of service or materials being procured. The Town shall also comply with state law and local policy when soliciting bids and awarding contracts.

1. **Informal Procurement Methods:** When the value of the procurement will not exceed the simplified acquisition threshold (SAT) of $250,000, the Town may conduct the procurement using one of the informal procurement methods: micropurchases and small purchase procedures.

    a. **Micropuchases:** (contracts costing less than $10,000)

The micropurchase procurement method may be used when the aggregate amount of the purchase/contract is below the micropurchase threshold ($10,000). Micropurchases may be awarded without competition provided the price term is considered to be fair and reasonable based on market conditions. When making a micropurchase, the Town shall:

i. Obtain price or rate quote from at least one qualified vendor or contractor;
ii. Document in writing that the price or rate quote is fair and reasonable; and
iii. To the extent practical, distribute micropurchases equitably among qualified suppliers.

b. **Small Purchase Procedures:** (Contracts costing between $10,000 - $250,000)

The small purchase method may be used for procurements in which the aggregate dollar amount is higher than the micropurchase threshold but does not exceed the SAT ($250,000). This method does not require formal advertisement; the method of advertising the procurement shall be established by the Town Manager, the appropriate department head, or their designee. Price or rate quotes may be received in a variety of formats, including email, fax, phone, or any other method.

When conducting procurements using the small purchase procedures method, the Town shall:

i. Obtain an adequate number of price or rate quotations from vendors or contractors;
ii. Maintain documentation of price/rate quotes; and
iii. Award the contract on to the lowest cost responsible bidder.

2. **Formal Procurement Methods:** For procurements that cost $251,000 or more, the Town shall conduct the procurement in accordance with one of the formal procurement methods: sealed bids or proposals.

a. **Sealed Bids**: (Contracts costing $251,000 or more)

The sealed bid method shall be the Town's preferred method for procuring construction and repair contracts, provided the following conditions are present: (1) a complete, adequate, and realistic specification or purchase description is available; (2) two or more responsible bidders are willing and able to compete effectively for the business; and (3) the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When the sealed bid method is used, the Town shall satisfy the following conditions:

i. Solicit sealed bids from an adequate number of qualified sources, and provide bidders with sufficient time to prepare a response prior to the date set for bid opening.
ii. Publicly advertise the Invitation for Bid (IFB).
iii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

iv. Include in the IFB any specifications and pertinent attachments, and clearly define the items or services in order to allow the bidder to properly respond.
v. Publicly open bids at the time and place prescribed in the IFB.
vi. Award a firm, fixed-price contract in writing to the lowest responsive and responsible bidder.
vii. Reject any or all bids only for sound documented reasons.

b. Competitive Proposals: (Contracts costing $251,000 or more for which the sealed bid method is not appropriate)

The Town shall use the competitive proposal method when the cost of the contract is above $250,000 and when the sealed bids method is not appropriate. Proposals are conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. The Town is required to use the proposals method for qualification-based procurements in the selection of architectural and engineering (A/E) professional services. In the procurement of A/E professional services, the price will be negotiated after the most qualified firm is selected. When the competitive proposals method is used, the Town shall satisfy the following conditions:

i. Publicly advertise the request for proposal (RFP) or request for qualifications (RFQ). Formal advertisement in a newspaper is not required provided the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
ii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
iii. Identify evaluation criteria and relative importance of each criterion (criteria weight) in the RFP or RFQ.
iv. Consider all responses to the publicized RFP to the maximum extent practical.
v. Establish a written method for conducting technical evaluations of proposals and selecting the winning firm.
vi. Award the contract on a fixed-price or cost-reimbursement bases to the most responsible firm with the proposal that is most advantageous to the [UNIT], taking into account price and other factors identified in the proposal. Price may not be an evaluation factor for (A/E) service contracts.
vii. **A/E Service Contracts:** For qualification-based procurement in the selection of architectural and engineering (A/E) professional services, qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. Price shall not be solicited in the RFQ, or used as an evaluation criterion, in awarding A/E professional service contracts.

3. **Noncompetitive Procurement.** Noncompetitive procurements are allowed only under the following conditions.
    i. **Micropurchases**. The aggregate dollar amount of the procurement does not exceed the micropurchase threshold.
    ii. **Sole source**. A contract may be awarded without competitive bidding when the item is available from only one source. The requesting department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
    iii. **Public Exigency**. A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
    iv. **Agency Approva**l. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids/quotes from a number of sources as required under this Policy does not result in a qualified winning bidder.
    v. **Inadequate Competition**. A contract may be awarded without competitive bidding when competition is determined to be inadequate after a minimum of two attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.

Section 6: Contract Award

1. **Responsible Contractors.** Contracts shall only be awarded to responsible, responsive contractors/firms possessing the ability to perform successfully under the terms and conditions of the proposed procurement. "Responsible" refers to the character or quality of the bidder, with consideration being given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. "Responsive" refers to the bidder's compliance with all required specifications in the formal solicitation.

2. **Suspension and Debarment.** Prior to awarding a contract, the Town shall verify that a potential contractor is not debarred or suspended using the System for Award Management (SAM.gov). If a contractor has been debarred, suspended, or is otherwise excluded from participation in a federal award program, the contractor may not be awarded the contract. The Finance Director shall maintain documentation of this verification.

3. **Bid Rejections**. Bid submissions and/or proposals may be deemed non-responsive, or contractors may be determined to be non-responsible, for any sound documented reason(s). The documentation will state the reason(s) why each bidder failed to satisfy the responsive, responsible contractor standard for a particular procurement.

4. **Cost and Price Analysis.** Prior to receiving bids or proposals, the Town is required to perform a cost or price analysis in connection with every procurement transaction, including contract modifications, falling above the simplified acquisition threshold ($250,000). To satisfy this requirement, the requesting department shall prepare and submit a memorandum containing the cost/price analysis to the Finance Director.

    a. A price analysis involves the evaluation of the total proposed price without an evaluation of its separate cost elements and proposed profit. A price analysis is used to verify that the overall price for a specific item is fair and reasonable.

    b. A cost Analysis involves the evaluation of the separate elements that make up the total cost of a contract (e.g., labor, materials, profit, etc.). The cost analysis is required for new contracts and contract modifications or change orders, even when the change order results in a lower contract price.

5. **Profit**. For contracts without price competition, or where cost analysis is required in accordance with 2 C.F.R. § 200.323(a), the Town must negotiate profit as a separate price element. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work.

6. **Estimated Costs.** The Town shall use estimated costs in negotiating contract terms only to the extent that the cost estimates included in negotiated prices are allowable under the 2 C.F.R. Part 200, Subpart E, "Cost Principles."

7. **Bonding Requirements.** For construction contracts or subcontracts that exceed the simplified acquisition threshold ($250,000), the Town shall require that contractors meet the minimum bonding requirements listed below.

    <u>To be submitted with the bidding documents:</u>

    A *bid guarantee* from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid, as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

To be submitted at the time of contract award:

A *performance bond* on the part of the contractor that is for 100 percent (100%) of the contract price. A performance bond is a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A *payment bond* on the part of the contractor that is for 100 percent (100%) of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Section 7: Prohibited Contracts

1. **Costs-Plus-a-Percentage-of-Construction-Cost Contracts**. The award of costs plus a percentage of construction cost contracts are prohibited.

2. **Time-and-Materials Contracts Disfavored**. The Town shall only enter into time and materials contracts if it has determined in writing that no other contract type is suitable for a given procurement. Time and materials contracts prescribe cost as the sum of (a) actual cost of materials and (b) direct labor hours charges at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Use of time and materials contracts shall require an established price ceiling to ensure that the agreement does not allow for an open-ended contract price with no profit incentive for the contractor to control costs or labor efficiency. These contracts shall be subject to frequent oversight to ensure that the contractor employs efficient methods and effective cost controls.

Section 8: Contract Administration

1. **Contract Oversight.** The Town shall provide proper oversight to ensure that contractors and firms perform the contract requirements in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. **Contract Clauses**. All procurement contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."

3. **Record Retention**. The Town shall maintain records sufficient to detail the history of each procurement, including the rationale for the method of procurement and selection of contract type, the basis for the contractor selection or rejection, and the basis for the contract price. These records include, but are not limited to, supporting documentation showing the rationale for the procurement method; written price or rate quotations, such as catalog price, online price, email or written quotes, copies of advertisements, requests for proposals, and bid sheets or bid proposal packets; bid rejection and award letters; purchase orders; executed contracts; and any other supporting documentation or financial records relating to the procurement transaction.

4. **Retention Period.** Unless a federal award prescribes a different record retention period, all financial records, supporting documents, statistical records, and all other records pertinent to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient. An exception to the standard retention period may exist if any of the following circumstances is satisfied:

    a. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

    b. When the Town has been notified in writing by the federal awarding agency or pass-through entity that the retention period has been extended.

    c. Records for real property and equipment shall be retained for three years after final disposition.

Section 9: Awarding Agency or Pass-Through Entity Review

1. **Agency Review**. Upon request of the awarding federal agency, the Town shall make available technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for acquisition. The Town shall make the pre-procurement and procurement documents available upon request of the federal awarding agency or pass-through entity when any of the circumstances set forth in 2 C.F.R. § 200.325(b) are satisfied.

Section 10: Compliance with Policy Provisions

1. The Town shall pursue remedies for noncompliance as allowable by law, which may, after appropriate notice and reasonable efforts to resolve the noncompliance, include, but are not limited to, withholding payments, rescinding awards, and seeking repayments.

2. **Penalties Imposed by Federal Awarding Agency.** If it has been determined that the Town has failed to comply with the U.S. Constitution, federal statutes, regulations, or the terms and conditions of a federal award, the federal awarding agency or pass-through entity may impose additional conditions on the [UNIT], as described in 2 C.F.R. § 200.208. In cases in which noncompliance cannot be remedied by the imposition of additional conditions, the federal awarding agency or pass-through entity may take one or more of the following actions: temporarily withhold cash payments, disallow costs, suspend or terminate the award, initiate suspension or debarment proceedings, withhold further federal awards for the project or program, or take other remedies legally available.

Section 11: Adoption

This policy is hereby adopted by the Fairmont Board of Commissioners on this 17th day of November 2026.

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Charles Kemp, Mayor

ATTEST

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Jennifer H. Larson, Town Clerk

Agenda VII - D

TOWN OF FAIRMONT

RESOLUTION 26-09 APPROVING CDBG COMPLIANCE PLANS/POLICIES FOR CDBG INFRASTRUCTURE PROJECTS

WHEREAS, the Town of Fairmont wishes to carry out its CDBG Infrastructure Program in accordance with established state and federal administrative guidelines.

NOW THEREFORE, the Town of Fairmont Board of Commissioners hereby collectively adopts the following Compliance Plans/Policies and resolves that the attached documents be executed and utilized during the administration of the CDBG Infrastructure Grant Program:

- Equal Employment Opportunity Plan and Policy
- Procurement Plan and Policy
- Citizen Participation Plan
- Section 3 Resolution and Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Excessive Force Provision
- Code of Conduct Policy
- Section 504 Grievance Procedures / Completed Section 504 Self-Evaluation Survey
- Language Access Plan
- Fair Housing Complaint Procedure
- Equal Housing Opportunity Resolution
- Fair Housing Certification
- Affirmatively Furthering Fair Housing Plan & Policy

Adopted this 17th day of November, 2026.

_____

Charles Kemp, Mayor

Attest:

_____

Jennifer H. Larson, Town Clerk

(SEAL)

EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PLAN

WHEREAS, the **Town**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, Section 109 of Title 1 of the Housing and Community Development Act of 1974; Title VII of Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1975; the Equal Employment Opportunity Act; the Immigration Reform and Control Act of 1986; the Vietnam Era Veterans' Readjustment Act of 1974, amended to Jobs for Veterans Act in 2002; Federal Executive Orders 11246, 11625, 12432, and 12138; Section 3 of the Housing and Urban Development Act of 1968; N.C.G.S. 126-16 (Equal Employment Opportunity); N.C.G.S 143-422.2 (Equal Employment Practice Act); N.C.G.S 168A-5-11 (Handicapped Persons Protection Act); N.C.G.S. 75B 1-7 (Discrimination in Business); N.C.G.S. 95-151(OSHA); N.C.G.S. 95-28.1; N.C.G.S. 127B-10-15 (Discrimination Against Military Personnel); N.C.G.S. 130A-148(i); N.C.G.S. 126-16; N.C.G.S. 143-48 and 143-128; and all applicable federal and other state regulations.

WHEREAS, the **Town** maintains the policy of providing equal employment opportunities for all persons regardless of race, color, creed, religion, sex, national origin, physical or mental disability, age, genetic information, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupational qualifications for employment.

NOW THEREFORE, BE IT RESOLVED:

SECTION 1: In furtherance of this policy, the **Town** prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

SECTION 2: The **Town** shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

SECTION 3: Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the **Mayor and other persons designated by the Chief Elected Official** to assist in the implementation of this policy statement.

SECTION 4: The **Town** shall develop a self-evaluation mechanism to provide periodic examination and evaluation. Every two years the results of the self-evaluation reporting on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the **Chief Elected Official**. Records presented to the **Chief Elected Official** shall be maintained in the files and will be provided to NCDEQ/Division of Water Infrastructure as needed.

SECTION 5: The **Town** is committed to this policy and is aware that with its implementation, the community will receive positive benefits through the greater utilization and development of all its human resources.

SECTION 6: The **Town** shall include the Equal Employment Opportunity logo and/or the phrase affirming Equal Employment Opportunity on all the CDBG documents intended to be shared with the staff and the public.

SECTION 7: The **Town** shall obtain commitment from contractors that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. Contractors 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, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. 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.

SECTION 8: The **Town** shall obtain commitment from Contractors that will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

PASSED BY THE **BOARD OF COMMISSIONERS, TOWN OF FAIRMONT**, NORTH CAROLINA.

Adopted this 17th day of November, 2026.

ATTEST:

_____
Charles Kemp, Mayor

_____
Jennifer H. Larson, Town Clerk

Procurement Policy and Plan for CDBG-I Grantees

WHEREAS, the **Town** will comply with the terms and conditions of federal funding that is awarded and accepted, including, but not limited to, the terms and conditions of the Grant Contract, and the most recent version of the *Procurement Policy of the North Carolina Department of Environmental Quality's Water Infrastructure Division, Community Development Block Grant-Infrastructure Program (CDBG-I Program Procurement Policy)*, attached;

WHEREAS, the States were advised by Housing and Urban Development (HUD) to develop their own procurement policies, and the CDBG-Infrastructure Program has developed and adopted the attached policy (*CDBG-I Program Procurement Policy*) as reference for its grantee communities, using portions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards," supplemented with NC General Statutes 143-64.31, 143-129, and 143-131; and 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, executive orders, and implementing regulations including the Section 3 clause, per 2 C.F.R. 200.327 (Appendix II of Part 200), 24 C.F.R. 570.489 (g), and 24 C.F.R. 570.607;

WHEREAS, the **Town**, as the recipient of Federal CDBG funds, acknowledges its responsibility to and will adhere to the aforesaid *CDBG-I Program Procurement Policy* of the North Carolina Department of Environmental Quality's Division of Water Infrastructure;

WHEREAS, the **Town** will, to the extent applicable, follow methods of procurement, procure by contracting with small, minority firms, women's business enterprises, and labor surplus area firms, when those entities offer the best level of knowledge, skills and abilities for professional services, and when those entities offer the knowledge, skills and abilities and are the lowest cost responsive, responsible bidders in building trade and related services; and

WHEREAS, the **Town** will demonstrate contract cost and price awareness and adhere to awarding agency contract provisions (2 CFR Part 200, Appendix II, except for items F and J, which were not adopted by the CDBG-Infrastructure Program, as allowed under 2 CFR Part 200.101(e)(1));

NOW THEREFORE, BE IT RESOLVED;

SECTION 1: All procurement of goods and services by the **Town** with CDBG grant funds shall be accomplished in accordance with the requirements of the *CDBG-I Program Procurement Policy*, and HUD implementing regulations at 24 CFR Part 570.489 (g) and (h), which prohibits cost plus a percentage of construction cost method of contracting for services.

SECTION 2: In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 2 C.F.R. 200.327 (Appendix II of Part 200), 24 CFR 570.489(g), 24 C.F.R. 570.607, or the North Carolina General Statutes Chapter 143 applying to procurement in general by North Carolina municipalities and counties.

SECTION 3: When Federal and State regulations are different, the more restrictive regulation shall apply to the procurement in question, as outlined in the *CDBG-I Program Procurement Policy*

SECTION 4: The **Town** will adhere to the following guidelines during procurement of goods and services using Federal funds:

A. In all cases where goods or services are procured based on one bid or proposal received, the **Town** will follow established principles to verify the reasonable cost of the procurement and shall contact the State Agency supervising the grant program before making any contract award based on non-competitive negotiation. The **Town** shall follow all noticing and advertising requirements prior to accepting the single source respondent. Written permission from the CDBG-I Program shall be obtained prior to entering into a single source contract.

B. Section 3 certified businesses, and historically underutilized businesses, including women-owned and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the **Town**. Firms shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.

C. As applicable, appropriate and to the extent consistent with law, the **Town** shall, to the greatest extent practicable under a federal award, provide preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, Buy American preferences set forth in 2 C.F.R. part 184, for their infrastructure project.

SECTION 5: The **Town** will adhere to the following guidelines during procurement of professional service contracts:

A. Professional services shall be procured through the use of Request for Proposals (administrative services) or Request for Qualifications (engineering services). Respondents offering administrative services shall be selected on the basis of the best qualified respondent for the price. Respondents offering engineering services shall be selected on the basis of the best qualified respondent, without regard for price. A written selection procedure shall be used to evaluate respondents, and those records maintained in the procurement files.

B. The **Town** shall develop a written scope of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The selected engineering services respondent and the **Town** shall then enter into competitive negotiations to arrive at a mutually agreeable price for engineering services. All contracts awarded through competitive negotiations shall be awarded strictly on the basis of the written selection procedure.

SECTION 6: The **Town** will adhere to the following guidelines during procurement of construction contacts:

A. Construction service contracts shall be competitively bid using sealed bids, with the award going to the lowest responsive, responsible bidder. A minimum of three bids shall be received prior to opening the sealed bids.

SECTION 7: Additionally, the **Town** will adhere to the following guidelines during all procurement:

A. Prior to any contract award, the **Town** shall verify the consultant and/or contractor's eligibility to participate in a federally assisted program.

B. No consultant or bidder shall assist in the development of the Request for Proposals, in the Request for Qualifications, nor the construction bid posting in which the consultant or bidder has a direct or indirect interest.

C. No consultant or bidder shall assist in the evaluation of proposals or bid packages for contracts in which that consultant or bidder has a direct or indirect interest. The **Town** shall adhere to all applicable Federal and State conflict of interest regulations in making contract awards.

D. The **Town** shall request references or check references of contractors or firms who are awarded contracts with Federal grant funds and will request a written warranty for all goods and services provided through the small purchase's procedure.

E. The **Town** shall not award any contract for federally-assisted projects on a contingency or cost-plus-percentage of construction basis.

F. The **Town** shall hold a pre-bid meeting and a pre-construction meeting for each construction project bid competitively using CDBG-Infrastructure funds. Evaluation criteria for the bids may add points for attending the pre-bid meeting of contractors, but it is not a prerequisite.

PASSED BY THE **BOARD OF COMMISSIONERS, TOWN OF FAIRMONT**, NORTH CAROLINA.

Adopted this 17th day of November, 2026.

_____
Charles Kemp, Mayor

ATTEST:

_____
Jennifer H. Larson, Town Clerk

CITIZEN PARTICIPATION PLAN FOR CDBG-I GRANTEES

CDBG-I Recipient/Grantee Name:	TOWN OF FAIRMONT
CDBG-I Recipient/Grantee Mailing Address:	PO BOX 248, FAIRMONT, NC 28340
CDBG-I Recipient/Grantee Physical Address *(if different from mailing):*	421 SOUTH MAIN STREET, FAIRMONT, NC 28340
Contact Person & Title:	JEROME CHESTNUT, TOWN MANAGER
Contact Email:	JCHESTNUT@FAIRMONTNC.GOV
Contact Phone Number:	910-628-9766
TDD#:	(800) 735-2962 (711 RELAY NC)

I. PURPOSE AND INTRODUCTION

The **Town** has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program.

This Plan is an essential element of the **Town** present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department of Environmental Quality – Division of Water Infrastructure (NCDEQ-DWI) and the Department of Housing and Urban Development (HUD). The Citizen Participation Plan is required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6).

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the **Town's** CDBG program(s) and project(s).

The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

The plan is vitally important to the success of CDBG-funded activities undertaken by local units of general government. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

Local units of general government must provide citizens with reasonable advance notice of and opportunity to comment on proposed activities in an application to the state; and for grants already made, the same opportunities must be provided for activities proposed to be added, deleted, or substantially changed from the original application to the state. Substantially changes include, but not limited to, purpose, scope, location or beneficiaries.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the **Town**.

2. SCOPE OF PARTICIPATION

The **Town/City/County** will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the **Town**. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

a. Identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
b. Changes and/or amendments to approved CDBG projects; and,
c. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the **Town** are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

Jerome Chestnut, Town Manager has been designated Citizen Participation Coordinator by the **Chief Elected Official** and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at **Fairmont Town Hall (910) 628-9766** during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

4. TECHNICAL ASSISTANCE

The staff of the **Town of Fairmont** shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the **Chief Elected Official** of the **Town of Fairmont** or the Citizen Participation Coordinator.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

PUBLIC HEARING TIMES AND LOCATIONS

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the **Town.** Public hearings may be held at any site which, in the opinion of the **Town** provides adequate access for citizen participation.

Hearings will normally be held at the **Heritage Center**. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the **Town**, be held at an alternate location to be specified in the public hearing notice(s).

APPLICATION PUBLIC HEARING

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDEQ-DWI for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the **Town** to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the **Town** during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the **Town** through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The **Town** may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the **Town.**

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

PROJECT AMENDMENT PUBLIC HEARINGS

The **Town**) will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the **Town.** Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the **Town** shall hold a public hearing on all formal amendments which require the NCDEQ-DWI approval. For "local" amendments and changes for which the NCDEQ-DWI approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled **Town** meetings where such changes or amendments are considered.

ASSESSMENT OF PERFORMANCE (CLOSE-OUT) PUBLIC HEARINGS

This public hearing must be held after all third-party contracts' payments have been submitted.

Citizens of the **Town** will be provided with the opportunity to comment on the performance of local officials, the **Town** staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the **Town** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDEQ-DWI for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

ADDITIONAL HEARINGS

Other public hearings may be held as deemed necessary by the **Town** in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

6. PUBLIC HEARING ACCOMMODATIONS AND ACCESSIBILITY

HYBRID HEARINGS

CDBG-I staff highly recommend local governments leverage online resources to hold hybrid public hearings. Hybrid public hearings provide for the ability of the public and interested parties to attend and participate in meetings without having to physically attend. This increases access of the hearings to additional citizens who would be otherwise unable to attend.

- Local governments may use online platforms to hold hybrid hearings that facilitate public access to all questions and responses and provide timely responses from local officials.
    - Hybrid hearing methods could include but are not limited to, Google Hangouts, Adobe Connect, Facebook Live, a video streaming service (WebEx, Zoom, youtube, etc.), local community television stations, live streaming on county/city website, or other virtual platforms can help accommodate these meetings. A call-in option that does not require internet connection is strongly recommended.
- All hybrid hearings held shall provide reasonable notification and access for citizens, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.
- Local governments must take appropriate actions to encourage the participation of all residents, including the elderly, minorities, persons with limited English proficiency, as well as persons with disabilities. Therefore, a hybrid hearing method or platform that is selected must provide appropriate accommodations made for those individuals that may not be able to physically attend the meeting.
- Whether hearings are in-person or hybrid, local governments must take appropriate steps to ensure effective communication with persons with disabilities consistent with the requirements of accessibility laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
    - Thus, a local government must provide appropriate auxiliary aids and services where necessary to afford individuals with hearing and vision impairments an equal opportunity to access and participate in such hearings.
        - These may include effective methods that make verbally delivered information available to individuals who are deaf or hard of hearing, and visually delivered materials available to individuals who are blind or have low vision.
        - The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual; the nature, length, and complexity of the communication involved; and the context in which the communication is taking place.
        - In determining what types of auxiliary aids and services are necessary, a local government shall give primary consideration to the requests of individuals with disabilities. In order to be effective, auxiliary aids and services should be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.

- For hybrid hearings, such steps should include ensuring that information is provided on an accessible website, that e-mails and other digital notifications are accessible, and that the application or platform used to host the hearing is also accessible. Additional services such as audio description or captioning may also be needed to provide effective communication in a digital context.

- There are some helpful guidelines for ensuring the accessibility of web-based and digital materials are available through the World Wide Web Consortium's Web Accessibility Initiative at https://www.w3.org/WAI/. Examples of auxiliary aids and services that may be necessary when conducting hearings online can be found at 28 CFR 35.104.

- Local governments are highly encouraged to use various forms of social media, and we will accept public comments in written form (i.e. emailed comments, mailed, comments collected via social media, and other communication types made possible by web-based platforms or digital materials).

- Local governments must document their efforts and the reason for them and update their citizen participation plans as soon as possible to add the use of virtual hearings if the plan doesn't already mention them.

- Additional information on public hearing requirements can be found in Appendix B: Public Hearings.

- Local governments should consult with their attorney before undertaking such meetings to ensure conformance with the NC Senate Bill 704.

Additional legal resources are:

- Session Law 2020-3: Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (COVID-19) https://www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S704v6.pdf

- School of Government's summary of Session Law 2020-3: https://canons.sog.unc.edu/new-rules-for-meetings-of-public-bodies-during-state-level-declared-emergencies/

LIMITED ENGLISH PROFICIENCY RESIDENTS

The **Town** has followed the guidance provided in the Language Access Plan (LAP) to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

PUBLIC HEARING NOTICE

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

ACCESSIBILITY TO LOW AND MODERATE INCOME PERSONS

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s).

Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary.

Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The **Town** shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance.

The **Town** shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance.

Additionally, the **Town** shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

7. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the **Town** shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the **Town Hall**. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the NCDEQ-DWI and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the **Town**; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the **Town** disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the **Town** shall not disclose any information which may, in the opinion of the **Chief Elected Official,** be deemed of a confidential nature.

8. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the **Town.**

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the **Chief Elected Official**. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the **Chief Elected Official**, then the aggrieved may appeal his/her case to the **Town.**

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable.

Should the **Town** be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDEQ-DWI.

Citizens may, at any time, contact the NCDEQ-DWI and/or HUD directly to register comments, objections or complaints concerning the **Town** CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDEQ-DWI or HUD.

All comments or complaints submitted to the NCDEQ-DWI or the HUD shall be addressed in writing to:

NC Department of Environmental Quality
Division of Water Infrastructure / CDBG-I Unit
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

Or:

U.S. Department of Housing and Urban Development
Community Planning and Development Division
Greensboro Field Office
1500 Pinecroft Road
Greensboro, North Carolina 27407

Records of all comments, objections and/or complaints by citizens concerning the **Town's** CDBG program and subsequent action taken in response to those comments shall be maintained on file at **Town Hall** and shall be made available for public inspection upon request.

9. AMENDMENTS

The **Town** may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the **Town** to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the **Town** To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the **Town** and shall be incorporated into this Plan.

10. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the **Town** in the development, implementation and execution of any Community Development Block Grant program.

ADOPTED this 17th day of November, 2026.

_____
Charles Kemp, Mayor

ATTEST:

_____
Jennifer H. Larson, Town Clerk

SAMPLE APPLICATION PUBLIC HEARING NOTICE

Notice is hereby given that the **City/Town/County** will conduct a public hearing on **[DATE]** at [**TIME**] AM/PM, or as soon thereafter as the agenda will allow, at the [LOCATION] relative to the intention of the **City/Town/County** to apply for **FY20XX** CDBG funding under Title I of the Housing and Community Development Act.

City/Town/County intends to submit an application for a grant of approximately **$000** in CDBG Infrastructure funds to [**project description -must match grant application and include all streets with proposed improvements and any alternative streets if time and budget allows].**

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Infrastructure Improvements and
Grant Administration Estimated Budget _____

The proposed project will provide benefits to _____, ____% of whom are low and moderate income individuals based on [**surveys or statistics**] performed by _____ (use if surveyed). No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project (this phrase may or may not be true for your particular project).

Citizens will be given the opportunity to provide oral and written comment on the **City/Town/County's** past and proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

If additional information is needed, please contact the **[Name & Title] at [Phone #].** Formal written complaints or comments concerning the application process that are submitted to the **City/Town/County** prior to or following the public hearing will be responded to with fifteen (15) working days by **[Date].** A copy of the completed project application will be available for public review after **[Date],** at the **[Location].**

Persons with disabilities or who otherwise need assistance should contact _____, at _____ or _____(email address) (TDD # _____ or Relay North Carolina _____) by _____. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact [**Name & Title**], at [**phone number],** or at the **[location**] for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **[Name & Title],** al **[phone number]** o en **[location**], de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

SAMPLE PERFORMANCE ASSESSMENT (CLOSE OUT)
PUBLIC HEARING NOTICE

The **City/Town/County** will hold a public hearing on (**date) at (location**) to discuss the locality's Community Development Block Grant project, CDBG project number (**project number**) performance and closeout of this project.

The above mentioned CDBG project awarded $0.000 to the (**locality) on (date**). The (**locality**) used the funds to **(project scope**) which benefited **%** of low-moderate income citizens. The purpose of this public hearing is to review the performance, expenditures and activities that have been accomplished through the CDBG project. All activities are complete and the **(locality)** is in the process of closing the grant with the State of North Carolina.

The **City/Town/County** is interested in obtaining all citizens' input on the performance of local officials, the **City/Town/County**) staff, consultants and administrators, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program.

Citizens will also be requested to assess the performance of the **City/Town/County** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend to comment on the proposed activities. Formal written complaints or comments concerning the project performance that are submitted to the **City/Town/County** prior to or following the public hearing will be responded to with fifteen (15) working days by **[Date].**

Persons with disabilities or whom otherwise need assistance should contact **(Insert Name)** at **(Insert Phone Number)** or Relay North Carolina #711 by **(date).** Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **(Insert Name)** at **(Insert Phone Number)** or at **(Insert physical location)** for accommodations for this request."

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert Name)** al **(Insert Phone Number)** o en **(Insert physical location**) de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

SAMPLE PROJECT AMENDMENT PUBLIC HEARING NOTICE

The (**locality**) will hold a public hearing on (**date)** at **(location**) to discuss the proposed project amendment the **locality's** Community Development Block Grant project, CDBG project number (project number). The **locality** submitted and received the CDBG funds in the amount of $0.00 to conduct (**scope of work**). The proposed amendment will include (**scope of work in amendment**). The project and the amendment will still benefit the **same % of LMI residents**.

The **locality** is interested in obtaining all citizens' input on the proposed project amendment. Citizens will also be requested to assess the performance of the original grant of the (**Town/City/County**) in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the accomplished activities. Formal written complaints or comments concerning the project amendment that are submitted to the **City/Town/County** prior to or following the public hearing will be responded to with fifteen (15) working days by **[Date].**

Persons with disabilities or whom otherwise need assistance should contact **(Insert Name)** at **(Insert Phone Number)** or Relay North Carolina #711 by **(date).** Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **(Insert Name)** at **(Insert Phone Number)** or at **(Insert physical location)** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert Name)** al **(Insert Phone Number)** o en **(Insert physical location**) de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

MODIFIED NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY CITY/TOWN/COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the **CITY/TOWN/COUNTY** will conduct an in-person and/or virtual public hearing on _____ at _____ AM/PM, or as soon thereafter as the agenda will allow, at the LOCATION OF IN-PERSON HEARING relative to the intention of the _____ to apply for FY_____ CDBG funding under Title I of the Housing and Community Development Act. The public hearing will be virtual through xxxx and conference call. The live hearing can be accessed at xxxx and the Conference Call-In number is xxxxx and the conference code is xxxxx.

CITY/TOWN/COUNTY intends to submit an application for a grant of approximately $xxxx in CDBG Infrastructure funds to xxxx (project description -must match grant application and include all streets with proposed improvements and any alternative streets if time and budget allows).

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Infrastructure Improvements Activities and Grant Administration Estimated Budget

The proposed project will provide benefits to xxx, xxxx% of whom are low and moderate income individuals based on (surveys or statistics) performed by xxx (use if surveyed). No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project (this phrase may or may not be true for your particular project).

Due to public health and safety concerns amid the Covid-19 and Executive Order XXX restricting the number of persons allowed to gather in public places the meeting will be CLOSED to the public.
However, citizens are asked and encouraged to submit written comments on past and proposed use of CDBG funds. All interested citizens are encouraged to participate in the following ways:

1. Present your comments at the public hearing.
2. Send written comments to NAME at LOCATION or at xxx@gemail. All comments received 24 hours (or less) prior to the hearing will be read into the record.

Also, all citizens are encouraged to view and listen to the hearing online via live video at xxxxx; in addition, following the hearing, the recording of the public hearing will be made available.

If additional information is needed, please contact the NAME at CONTACT INFORMATION. Formal written complaints or comments concerning the application process that are submitted to the NAME AFTER THE ABOVE WRITTEN COMMENT prior to or following the public hearing will be responded to within fifteen (15) working days by NAME. A copy of the completed project application will be available for public review after xxxx, at the LOCATION (if public building is closed to public, make other accommodations – website, etc.).

Persons with disabilities or who otherwise need assistance should contact XXXX, at XXXX or EMAIL ADDRESS, (TDD # XXX or Relay North Carolina XXX) by XXXX. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact NAME at XXX, or at the XXX for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con NAME, al phone number o en Location, de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

MODIFIED SAMPLE PERFORMANCE ASSESSMENT (CLOSE OUT) PUBLIC HEARING NOTICE

The **City/Town/County** will hold an in-person and/or virtual public hearing on **(date) at (location)** to discuss the locality's Community Development Block Grant project, CDBG project number (**project number**) performance and closeout of this project. The public hearing will be virtual through xxxx and conference call. The live hearing can be accessed at xxxx and the Conference Call-In number is xxxxx and the conference code is xxxxx.

The above mentioned CDBG project awarded $0.000 to the (**locality) on (date**). The (**locality**) used the funds to **(project scope**) which benefited **%** of low-moderate income citizens. The purpose of this public hearing is to review the performance, expenditures and activities that have been accomplished through the CDBG project. All activities are complete and the **(locality)** is in the process of closing the grant with the State of North Carolina.

The **City/Town/County** is interested in obtaining all citizens' input on the performance of local officials, the **City/Town/County**) staff, consultants and administrators, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program.

Citizens will also be requested to assess the performance of the **City/Town/County** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to participate in order to comment on the accomplished activities.

Due to public health and safety concerns amid the Covid-19 and Executive Order XXX restricting the number of persons allowed to gather in public places the meeting will be CLOSED to the public or attendance will be reduced. However, citizens are asked and encouraged to submit written comments on past and proposed use of CDBG funds. All interested citizens are encouraged to participate in the following ways:

1. Present your comments at the public hearing.
2. Send written comments to NAME at LOCATION or at xxx@gemail. All comments received 24 hours (or less) prior to the hearing will be read into the record.

Also, all citizens are encouraged to view and listen to the hearing online via live video at xxxxx; in addition, following the hearing, the recording of the public hearing will be made available.

Persons with disabilities or whom otherwise need assistance should contact **(Insert Name)** at **(Insert Phone Number)** or Relay North Carolina #711 by **(date).** Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **(Insert Name)** at **(Insert Phone Number)** or at **(Insert physical location)** for accommodations for this request."

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert Name)** al **(Insert Phone Number)** o en **(Insert physical location**) de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

MODIFIED SAMPLE PROJECT AMENDMENT PUBLIC HEARING NOTICE

The (**locality**) will hold an in-person and/or virtual public hearing on (**date) at (location**) to discuss the proposed project amendment the l**ocality's** Community Development Block Grant project, CDBG project number (project number). The public hearing will be virtual through xxxx and conference call. The live hearing can be accessed at xxxx and the Conference Call-In number is xxxxx and the conference code is xxxxx.

The **locality** submitted and received the CDBG funds in the amount of $0.00 to conduct (**scope of work**). The proposed amendment will include (**scope of work in amendment**). The project and the amendment will still benefit the **same % of LMI residents**.

The **locality** is interested in obtaining all citizens' input on the proposed project amendment. Citizens will also be requested to assess the performance of the original grant of the (**Town/City/County**) in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

Due to public health and safety concerns amid the Covid-19 and Executive Order XXX restricting the number of persons allowed to gather in public places the meeting will be CLOSED to the public or attendance will be reduced. However, citizens are asked and encouraged to submit written comments on past and proposed use of CDBG funds. All interested citizens are encouraged to participate in the following ways:

1. Present your comments at the public hearing.
2. Send written comments to NAME at LOCATION or at xxx@gemail. All comments received 24 hours (or less) prior to the hearing will be read into the record.

Also, all citizens are encouraged to view and listen to the hearing online via live video at xxxxx; in addition, following the hearing, the recording of the public hearing will be made available.

Persons with disabilities or whom otherwise need assistance should contact **(Insert Name)** at **(Insert Phone Number)** or Relay North Carolina #711 by **(date).** Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **(Insert Name)** at **(Insert Phone Number)** or at **(Insert physical location)** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert Name)** al **(Insert Phone Number)** o en **(Insert physical location)** de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required

PUBLIC HEARING DISCUSSION CHECK LISTS

Application Public Hearing:

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to:

- ☐ The goals and objectives of the CDBG program
- ☐ The total amount of CDBG funds available for the fiscal year and for the funding round
- ☐ The location of the project activities
- ☐ The range of activities which may be undertaken (Specific project activities to be included)
- ☐ The approximate cost estimate for the proposed activities
- ☐ Process to be followed in developing a CDBG application
- ☐ A statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people
- ☐ The schedule of meetings and hearings
- ☐ The role of citizens in program planning, implementation, and assessment
- ☐ Location where the application can be reviewed
- ☐ Activities previously funded in the (Town/City/County) through the CDBG program
- ☐ An identification of projects which could result in the relocation of area residences or businesses, and the actions that would be undertaken if such relocation were necessary
- ☐ Provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances.
- ☐ The project application(s) to be submitted and the applicable CDBG fund
- ☐ The impact of the project on low and moderate income persons
- ☐ The approximate application submittal date

Project Amendment Public Hearing:

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to:

- ☐ Initial project scope and budget
- ☐ Reason for amendment
- ☐ The location of the project activities
- ☐ The range of activities which may be undertaken (Specific project activities to be included)
- ☐ The approximate cost estimate for the proposed activities
- ☐ Process to be followed after public hearing
- ☐ LMI statement
- ☐ The role of citizens in program planning, implementation, and assessment
- ☐ Activities previously, or newly proposed, funded in the (Town/City/County) through the CDBG program
- ☐ Provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances.
- ☐ The impact of the project on low and moderate income persons
- ☐ The approximate amendment submission date

Project Closeout Public Hearing:

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to:

- ☐ Initial project scope and budget
- ☐ Any project amendments and change orders
- ☐ Final project financials (CDBG received/expended; deobligated amount, if any; local funds, if any)
- ☐ Final project accomplishments and performance (description of LF, connections, improvements, etc. and where)
- ☐ The benefits of the project on low and moderate income persons (LMI statement)

SECTION 3 ACTION PLAN RESOLUTION
Town of Fairmont, NC

WHEREAS, the Town of Fairmont was awarded a CDBG-Infrastructure (CDBG-I) grant from the North Carolina Department of Environment Quality (NCDEQ), Division of Water Infrastructure, by virtue of this awarded, the Town of Fairmont is required by the North Carolina Department of Environmental Quality and Section 3 of the Housing and Urban Development Act of 1968 to adopt a Section 3 Action Plan; and

WHEREAS, the Section 3 Action Plan is intended to ensure, to the greatest extent feasible, will provide job training, employment and contracting opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low-income workers of the Section 3 project area, and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns;

WHEREAS, if awarded, it is the intention of the Town of Fairmont to implement its Brown Street Pump Station Rehabilitation) project in accordance with all program regulations including the said Section 3 requirements.

NOW, THEREFORE, BE IT RESOLVED that the Town of Fairmont adopts the name grant program Section 3 Action Plan, which is attached hereto as "Attachment A" and made a part hereof.

ADOPTED this the 17th day of November, 2026.

Town of Fairmont, North Carolina

ATTEST:

_____ BY: _____
Jennifer H. Larson, Town Clerk Charles Kemp, Mayor

"ATTACHMENT A"
GRANTEE SECTION 3 ACTION PLAN

In accordance with 12 U.S.C. 1701u the *Town of Fairmont* agrees to implement the following steps, which, to the greatest extent feasible, will provide job training, employment and contracting opportunities for Section 3 workers and Section 3 businesses of the area in which the project is being carried out.

A. Pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 workers and businesses.

B. Assign duties related to implementation of this plan to a designated Section 3 Coordinator. This Coordinator is: Jerome Chestnut, Town Manager, (910) 628-9766, jchestnut@fairmontnc.gov, 421 South Main Street, Fairmont, NC.

C. Identify projected employment, training, and contracting opportunities as the recipient of federal funds and to facilitate the training and employment of Targeted Section 3 workers, Section 3 workers and contracting with Section 3 businesses.

D. Notify and recruit Section 3 workers and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG grant awards through the use of: public hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce, NCWorks; local advertising media including public signage; project area committees and citizen advisory boards and meetings; local HUD offices; regional planning agencies; public and private institutions operating within or serving the project area; and all other appropriate referral sources.

E. Include Section 3 information in procurement solicitations, incorporate Section 3 clauses in contractual documents, and review Section 3 information at the pre-bid meeting and preconstruction conference and then monitor contractor compliance.

F. Maintain a list of those eligible Section 3 business concerns for utilization in CDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general grant recipient procurement needs.

G. Maintain a list of those persons who have identified themselves as Section 3 workers and contact those persons when hiring/training opportunities are available through either the grant recipient or contractors.

H. Require all bidders, and their subcontractors, to submit a written Section 3 Affirmative Action Plan with their bids. In addition, require submission of and monitor all prime contractors and subcontractors' forms and reports to document actual accomplishments and compliance.

I. Submit reports as required by HUD or NCDEQ regarding compliance with Section 3.

J. Maintain records, including copies of correspondence, memoranda, reports, contracts, etc., which document that the above action steps have been taken and any barriers encountered. And submit reports and qualitative information on accomplishments as required.

K. To the extent feasible, additional affirmative steps and qualitative efforts will be taken to encourage and utilize Section 3 workers and businesses and to reach employment, training, and contracting numerical benchmarks.

As the chief local official, I have read and fully agree to this Section 3 Action Plan and agree to actively pursue full implementation of this program.

_____ November 17, 2026

Charles Kemp, Mayor Date

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

TOWN OF FAIRMONT, NORTH CAROLINA

This Residential Anti-Displacement and Relocation Assistance Plan is prepared by the **Town** in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG[1] projects.

MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Act, the **Town** will take the following steps to minimize the direct and indirect displacement of persons from their homes:

(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities, select one or multiple steps or describe others steps below)

- ☒ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☐ Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- ☐ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☒ Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- ☐ Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- ☐ Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- ☐ Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- ☐ Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

☐ If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305).

☒ Target only those properties deemed essential to the need or success of the project.

☐ Other: (*Describe*) Click or tap here to enter text.

A. Relocation Assistance to Displaced Persons

The **Town** will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

B. One-for-One Replacement of Lower-Income Dwelling Units

The **Town** will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375.
Before entering into a contract committing **Town** to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the **Town** will make public by *describe how, such as publication in a newspaper of general circulation* and submit to State CDBG Program(s) North Carolina Department of Environmental Quality (NC DEQ) the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower- income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *[See also 24 CFR 42.375(d)].*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the **Town** will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the **Town** may submit a request to the State (NC DEQ) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

D. Contacts

The **Jerome Chestnut, Town Manager, at (910) 628-9766** is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The **Jerome Chestnut, Town Manager, at (910) 628-9766** is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted this 17th day of November, 2026.

_____
Charles Kemp, Mayor

ATTEST:

_____
Jennifer H. Larson, Town Clerk

THE PROHIBITION OF THE USE OF EXCESSIVE FORCE FOR CDBG-I GRANTEES

WHEREAS, the **Town**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, Title 1 of the Housing and Community Development Act (HCDA) of 1974, Section 519 of Public Law 101-144, and 1990 HUD Appropriations Act requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in non-violent civil rights demonstrations;

WHEREAS, all recipients of CDBG funds are further required to follow a policy enforcing applicable federal, state and local laws against physically barring entrances or exists to a facility that is the subject of a non-violent demonstration;

WHEREAS, **Town** endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy; and

WHEREAS, the failure to enforce such policy may cause the **Town** to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED:

SECTION 1: It is the Policy of the **Town** that excessive force by local law enforcement agencies shall not be used against individuals engaged in lawful and non-violent civil rights demonstrations within the its boundaries.

SECTION 2 It is the Policy of the **Town** to enforce applicable federal, state and local laws against the physical barring of an entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.

SECTION 3: The **Town Board** will coordinate with the local law enforcement agency(ies) to implement this Resolution.

PASSED BY THE **BOARD OF COMMISSIONERS, TOWN OF FAIRMONT**, NORTH CAROLINA.

Adopted this 17th day of November, 2026.

ATTEST:

_____
Charles Kemp, Mayor

_____
Jennifer H. Larson, Town Clerk

CODE OF CONDUCT POLICY FOR CDBG-I GRANTEES

TOWN OF FAIRMONT, NORTH CAROLINA

WHEREAS, the **Town of Fairmont**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the conflict of interest provisions, including but not limited to those found at N.C. General Statutes § 14-234, 2 C.F.R. § 200.317-318, 320-321, 323-326, 24 C.F.R. § 570.489 (g) and (h), and 24 C.F.R. § 570.611 must be carried out;

WHEREAS, certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by Housing and Urban Development (HUD) and/or NCDEQ upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4);

WHEREAS, no persons described in this policy who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter;

WHEREAS, the conflict of interest provisions of this policy apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds; and

WHEREAS, the failure to adhere and enforce this policy may cause the **Town** to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED, by the **Town's** Board of **Commissioners** that the **Town of Fairmont** will pass and adhere to this policy.

Adopted this the 17th day of November, 2026 in Fairmont, North Carolina.

_____
Charles Kemp, Mayor

ATTEST:

_____
Jennifer H. Larson, Town Clerk

SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE
COMMUNITY DEVELOPMENT BLOCK GRANT

Town of Fairmont

421 South Main Street, Fairmont, NC 28340

The Town of Fairmont has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by United Stated Department of Housing and Urban Development regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794).

Section 504 states, in part, that "no otherwise qualified individual with a disability ... shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Complaints should be addressed to: Jerome Chestnut, Town Manager, 421 S. Main Street, Fairmont, NC 28340, (910) 628-9766, jchestnut@fairmontnc.gov who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing or verbally (alternate methods of communication such as personal interview, tape recording, Braille, etc. are acceptable), contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within ten (10) after the complaint becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, will follow a filing of a complaint. The investigation will be conducted by Jerome Chestnut, Town Manager, who shall be appointed by the chief elected official. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Jerome Chestnut, Town Manager and a copy forwarded to the complainant no later than ten (10) its filing.

5. The Section 504/ADA coordinator will maintain the files and records of the Town of Fairmont relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) to Jerome Chestnut, Town Manager. The request for reconsideration may be mailed to or hand delivered at Fairmont Town Hall, 421 South Main Street, Fairmont, NC 28340. The request will be promptly reviewed, and a final determination issued.

7. If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI), 1633 Mail Service Center, Raleigh, North Carolina, 27699-1633, Phone: (919) 707-9057, TDD: (800) 735-2962. DEQ will respond only to written comments within ten (10) calendar days of the receipt of the comments.

8. The right of a person to a prompt and equitable resolution of the filed complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the U.S. Department of Housing and Urban Development (HUD). Using this grievance procedure is not a prerequisite to the pursuit of other remedies.

9. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that the Town of Fairmont complies with the ADA, Section 504 and their implementing regulations.

This information is available in Spanish or any other language upon request. Please contact Jerome Chestnut, Town Manager at (910) 628-9766 or at 421 S. Main Street, Fairmont, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jerome Chestnut, Town Manager al (910) 628-9766 o en 421 S. Main Street, Fairmont, NC de alojamiento para esta solicitud.



Adopted this 17th day of November, 2026.

_____
Charles Kemp, Mayor

ATTEST: _____
Jennifer H. Larson, Town Clerk

SECTION 504 SELF – EVALUATION INFORMATION
24 CFR PART 8

INTRODUCTION

The following is a checklist of general requirements that recipients should consider in their self-evaluation efforts under Section 504 of the Rehabilitation Act of 1973, as amended. It should be used in conjunction with the United States Department of Housing and Urban Development (HUD)'s regulations at 24 CFR Part 8.

This checklist is designed to serve as a working guidance tool to help recipients focus on key issues that could affect the accessibility of their programs and practices. In developing answers to the questions, a recipient will be preparing most of the information that Section 504 requires. Use of the checklist should also assist a recipient in pinpointing areas where action is likely to be required to achieve compliance with Section 504. It should be emphasized, however, that this checklist is for reference purposes, and is not intended as a substitute for individual judgment or analysis of the pertinent regulations issued pursuant to Section 504. Any information in this checklist cannot be used as a sole basis for determining compliance with Section 504.

The government wide regulations do not prescribe a specific form. This self-evaluation was compiled from material by the Thompson Publishing Group *Section 504 Compliance Handbook*, the Department of Justice Civil Rights Division Technical Assistance Guide (TAG), report on *Section 504 Self-Evaluation* of U.S Department of Housing and Urban Development conducted programs and activities, and other HUD Region IV state checklists.

REQUIREMENTS:

CDBG-I Grant Contract:
Per the CDBG-I Grant Contract, recipients must comply with the provision of Section 504 of the Rehabilitation Act of 1973, as amended, and HUD implementing regulations at 24 C.F.R., Parts 8 and 9. Recipients must complete the Section 504 Survey and adopt a Grievance Procedure, as well as complete a Transition Plan, if applicable.

The Grant contract requires recipients to complete the Section 504 Survey and Transition Plan (if applicable), covering policies, practices, and physical accessibility and notify affected persons that it does not discriminate on the basis of the handicap. Compliance with the plan must be documented, including the information made public and the means used to make it public.

24 CFR 8.51:

(a) Each recipient shall, within one year of July 11, 1988, and after consultation with interested persons, including individuals with handicaps or organizations representing individuals with handicaps:
  (1) Evaluate its current policies and practices to determine whether, in whole or in part, they do not or may not meet the requirements of this part;
  (2) Modify any policies and practices that do not meet the requirements of this part; and
  (3) Take appropriate corrective steps to remedy the discrimination revealed by the self-evaluation.

(b) A recipient that employs fifteen or more persons shall, for at least three years following completion of the evaluation required under paragraph (a)(1) of this section, maintain on file, make available for public inspection, and provide to the responsible civil rights official, upon request:
(1) a list of the interested persons consulted;
(2) a description of areas examined and any problems identified; and
(3) a description of any modifications made and of any remedial steps taken.

ADDITIONAL INFORMATION

HUD Portal on Section 504 can be found here:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/disabilities/sect504faq

INSTRUCTIONS

COMPLETING THE EVALUATION

The questions in the evaluation are a guide to ensure Section 504 compliance. Answer each question with Yes, No, N/A, a description, list, or explanation. If a question does not apply to your local government, then write "N/A" next to the question and explain.

Some questions require identification of modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, questions will require that additional information be supplied to complete the evaluation process.

Please be sure to attach the local government grievance procedure and current nondiscrimination policy (e.g. excerpts from Human Resources personnel policies).

The survey itself does not need to be adopted, but the grievance procedure and nondiscrimination policy do.

SUBMITTING DOCUMENTS TO THE STATE

It is recommended to not have the survey as grant number or program specific so it can be used for multiple grants for the local government. If a survey is indicated as grant number or program specific, it is only applicable for that specific grant.

Should a local government have multiple grants, one (1) hardcopy of the survey needs to be submitted to Division of Water Infrastructure (DWI) for *each* grant file. It is recommended to reevaluate the survey every few years (such as 3 three years).

TECHNICAL ASSISTANCE

There is no prior approval of the completed survey by Compliance Specialist. Should the local government need technical assistance it is recommended to contact your Grant Representative.

SECTION 504 SELF - EVALUATION FORM
24 CFR PART 8

I. RECIPIENT INFORMATION	
CDBG-I Recipient/Grantee Name:	TOWN OF FAIRMONT
CDBG-I Recipient/Grantee Mailing Address:	PO BOX 248, FAIRMONT NC, 28340
CDBG-I Recipient/Grantee Physical Address *(if different from mailing):*	421 S. MAIN STREET, FAIRMONT, NC 28340
Name of Local Government Staff Person Responsible for Self-Evaluation and Coordinating Section 504 Compliance:	JEROME CHESTNUT, TOWN MANAGER
Title:	TOWN MANAGER
Department:	ADMINISTRATION
Email:	JCHESTNUT@FAIRMONTNC.GOV
Phone Number:	910-628-9766
Date Survey/Evaluation Completed:	NOVEMBER 11, 2026

II. PROGRAM POLICY

This section evaluates the program local government policies and their effect on individuals with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **Describe briefly the local government programs and services, including their purpose, scope, activities, and participants**

   The Town of Fairmont has received CDBG Infrastructure funding from the NC Division of Environmental Quality. In keeping with Section 504 of the Rehabilitation Act of 1973 (amended), the Town of Fairmont will make efforts to make all programs, activities and services accessible to disabled individuals The purpose of this plan is to complete this Self-Evaluation Plan and identify areas that may need to be brought into compliance as we ensure individuals with disabilities are provided adequate services.

2. **How does your agency incorporate provisions to ensure equal opportunity for individuals with disabilities into its policy and program initiatives?**
(e.g., Guidelines highlight equal opportunity for persons with disabilities under important information, review criteria, and/or Equal Opportunity issues are discussed with policy and/or service groups; Office undertakes specific effort to enhance equal opportunity for people with disabilities, by: Equal Opportunity for people with disabilities is a consideration when the office conducts special initiatives such as research, studies, symposia and/or future planning efforts.)

☒ Yes ☐ No (explain below) ☐ N/A (explain below)

The Town of Fairmont adheres to all state and federal guidelines regarding programs and activities. The Town ensures equal opportunity for individuals with disabilities within all policy and program initiatives.

3. **Does your agency provide opportunities when developing or amending its policies for qualified people with disabilities to participate as?** Check applicable responses and explain efforts.

☒ Staff - Specify efforts: Equal employment logo and clauses are incorporated into all job postings when Town is seeking new employees.

☒ Consultants/Panelists - Specify efforts: Equal employment logo and clauses are incorporated into all RFPs, RFQs and other related documents when procuring the services of consultants.

☐ Other - Specify efforts: Click or tap here to enter text.

4. **How does your agency support any needed accommodations for visitors, staff, or other meeting participants who may have disabilities?** *(e.g., certified sign language or oral interpreter, a reader or taping printed material)*. Check applicable responses and explain if "other" is selected.

☐ Funds are set aside in the agency's administration budget for use by all offices?

☐ Access accommodation as line-item in the office's budget?

☒ Other (Specify): The Town will provide support for needed accommodations for visitors, staff and others upon request.

5. **Is your agency able to modify its programs/activities, if necessary, to provide reasonable accommodations to individuals (staff or the public) with disabilities?**

☒ Yes: The Town has not had any need for modifications; however, the Town will make modifications as necessary and needed.

☐ No – Explain: Click or tap here to enter text.

6. **Is agency staff aware that programs/activities may have to be modified in order to accommodate individuals with disabilities?**

   ☒ Yes: The Town will make modifications on an as needed basis.

   ☐ No – Explain: Click or tap here to enter text.

7. **Does your agency notify individuals with disabilities that they may request reasonable accommodations, including modification of office policies? If so, please identify how such notification is provided, and to whom (public or staff)?**

   ☒ Yes: The Town notifies the public by publishing public hearing notices in the local newspapers, on the Town website or actual postings at Town Hall.

   ☐ No – Explain: Click or tap here to enter text.

8. **Are there any instances where your agency has been unable to modify a policy because such modification would either fundamentally alter the nature of the program, or result in an undue financial or administrative burden?**

   ☐ Yes - Explain: Click or tap here to enter text.

   ☒ No – Explain: There have been no instances in which the Town was unable to modify a policy.

9. **Is access for people with disabilities a consideration when your agency undertakes special policy related efforts?**

   ☒ Yes: The Town ensures consideration is always given for people with disabilities.

   ☐ No – Explain: Click or tap here to enter text.

10. **Do you have staff members who serve on an emergency evacuation committee to assist visitors and staff with disabilities?**

    ☒ Yes: The Town's administrative staff is trained to serve and assist any disabled visitor or staff person.

    ☐ No – Explain: Click or tap here to enter text.

11. **Do staff members receive training in emergency evacuation?**

    ☒ Yes: The Town staff is trained to handle emergency evacuations.

    ☐ No – Explain: Click or tap here to enter text.

12. **Please complete the chart below, using the following instructions (add more rows to the below table as needed):**

- **Identify all of the policies and practices from your completed program policy section that do not or may not meet the requirements of Section 504, and may create barriers for individuals for individuals with disabilities.**
- **List all proposed actions or actions that have been or will be taken by your Agency to modify your policies/practices to ensure compliance with Section 504.**
- **Has the proposed action/action been identified as a financial and administrative burden? If so, how the conclusions were reached and list any alternative actions that may be taken that do not constitute a financial and administrative burden.**
- **List target dates for which action may be taken by your Agency to modify your policies/practices.**

Barrier Identified	Proposed Actions/Modification to Remove Barrier	Could the action result in an undue financial/admin. burden or alter the nature of the Program/Activity (if yes, please identify how the conclusion was reached and list any alternative actions)	Target date of action
No barriers have been identified	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

III. PROGRAM ACCESS

This section evaluates the program local government access for individuals with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **Describe the analysis of all programs and activities and all aid, benefits and services to determine the degree to which they are accessible to qualified handicapped persons:**

   The Town has no program eligibility or admission criteria that would keep them from participating in any town program or activity.

2. **Describe methods that have been used to involve handicapped persons (or organizations representing handicapped persons) in the development of activities designed to achieve program accessibility:**

   Handicapped/disabled persons are encouraged to participate in all town programs/activities and in the development of activities designed to achieve program accessibility.

3. **Are there boards, councils or similar bodies on which program participants sit?**

   ☐ Yes - List steps to ensure equal opportunities for selection to, and participation in, such boards by persons with disabilities: Click or tap here to enter text.

   ☒ No – Please explain: There are no program eligibility requirements or criteria that keeps a disabled individual from serving on a board, council or other similar body.

4. **Does the local government notify participants, applicants, beneficiaries, employees, unions of professional organizations, and the general public (posted notices, newspaper ads, office memoranda, etc.) that the grantee does not discriminate on the basis of disability in its federally assisted programs and activities?**

   ☒ Yes - Briefly describe the methods used to notify the public about non-discrimination policies: The Town makes this information available through posted notices and newspapers ads.

   ☐ No- Modification or corrective action: Click or tap here to enter text.

IV. PUBLIC OUTREACH

This section evaluates the local government's public outreach for individuals with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

COMMUNICATION AND NOTIFICATION

1. **Does the recipient engage in any meetings or oral presentations, printed materials, advertisements, or other methods to recruit program participants, or otherwise inform persons or the program's existence?**

   ☒ Yes- Describe briefly the activities involved and the materials used.
   The Town is implementing their recently funded CDBG-Infrastructure project which will provide rehabilitation and replacement of sewer lines in town. The Town provides information through public notices in the newspaper and the Board will receive quarterly reports.

   ☐ No – Explain Click or tap here to enter text.

2. **Has the local government taken appropriate steps to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with speech, vision, or hearing impairments can have the opportunity to participate in, and enjoy the benefits of local government programs and activities?**

   ☒ Yes- Proceed to Question 3

   ☐ No- Modification or corrective action: Click or tap here to enter text.

3. **Describe approaches and special procedures adopted to ensure effective communications with project beneficiaries and/or members of the general public with disabilities, especially those vision, speech, and hearing impairments** *(Methods include, but are not limited to: provision or auxiliary aids or presentation or materials in alternative formats qualified sign language and oral interpreters, readers, or the use of taped, large print, closed-captioned video, and Braille materials.)*

   All town meetings are held in handicapped accessible facilities. Information presented in all notices and advertisements make note of this as well as informed persons with disabilities that the Town will make reasonable accommodations upon advance request.

4. **Describe how the local government advertises to the public availability of auxiliary aids and services for effective communication to participate in the local government programs and services.**

   The Town publishes notices in the newspaper and posts notices at Town Hall that auxiliary aids and services are available as needed. The public is instructed to notify town hall should they need these type aids and services.

5. **Describe how the local government will ensure that meetings, hearings, and conferences will be accessible for individuals with communication disabilities.**

   Meetings are held at Town Hall which is a accessible to disabled individuals. The Town is committed to making all meetings accessible for individuals with disabilities.

6. **Describe how an individual with a disability may request assistance and express their preference for auxiliary aids and services from the local government.**

   The person in need of assistance must notify town hall and provide sufficient notice so that auxiliary aids and services can be provided at the time needed.

7. **Describe how the local government will provide auxiliary aids or services on request.**

   Auxiliary aids or services needed will be coordinated and provided upon request.

8. **List steps to ensure inclusion or a notice of the recipient's compliance with Section 504 in all materials and advertisements.**

The Town includes Section 504 compliance statements in all materials and advertisements.

9. **Has the local government installed a reader, developed Braille materials, audio recordings or other similar services and devices for persons with impaired vision?**

☒ Yes

☐ No - Modification or corrective action: The Town provides audio recording of all town board meetings. The Town will secure a reader , Braille materials, etc. on an as needed basis.

10. Does the recipient provide services or information to the general public over the telephone?

☐ Yes- There is a teletypewriter (TTY - also referred to as a Telecommunication Device for the Deaf - TDD) or other equally effective system available so that public entities can communicate with individuals with hearing or speech impairments?

☒ NO- List steps to ensure effective communications with individuals with hearing or speech impairments. *This can include providing a TTY or relying on a third-party relay service. The Justice Department encourages public entities that have extensive phone contact with the public to have TTYs to assure more immediate access.*

The Town relies on Relay North Carolina.

11. What is the TTY/TDD number listed in directories and disseminated information?

711 – Relay NC

12. **Is signage concerning the location of TTY-equipped pay phones or portable TTYs available?**

☒ Yes

☐ No - Modification or corrective action: Click or tap here to enter text.

13. **Are all 911 emergency response centers equipped with TTYs or other equally effective technology to make the service accessible to individuals with hearing or speech impairments? Separate, seven-digit phone numbers and/or reliance on a third-party relay service is not an acceptable alternative for making 911 services accessible.**

☒ Yes

☐ No- Modification or corrective action: Click or tap here to enter text.

14. **Is signage at inaccessible entrances directing people with disabilities to an accessible entrance or a location with information about an accessible entrance?**

☒ Yes
☐ No- Modification or corrective action: Click or tap here to enter text.

15. **What steps, if any, have been taken to ensure that all of the programs' web site(s) are accessible?**

None

16. **List all local government activities where a sign language and/or oral interpreter, readers, and assistive listening devices might be needed to ensure that persons with hearing and visual impairments can fully participate in the program or activity** *(e.g. securing services in expeditious manner, department responsible for ensuring such services, policy source and date, date policy distributed to staff)*.

N/A

INFORMATION DISSEMINATION

1. **Can copies of written materials be reasonably obtained by individuals with disabilities?**

☒ Yes ☐ No

2. **Have disability groups been included in the dissemination process?**

☒ Yes ☐ No

3. **Does the local government use all available print and broadcast media to ensure that all individuals with disabilities receive appropriate notification?**

☒ Yes ☐ No

4. **Does the local government disseminate information to all agencies or organizations that deal with persons with disabilities in the local government service jurisdiction?**

☒ Yes ☐ No

5. **Does all of the information disseminated by the local government include current non-discrimination polices?**

☒ Yes ☐ No

If there are NOs to any of the above questions (#1-5), you must provide a modification or corrective action below:

Click or tap here to enter text.

PRINTED MATERIALS

1. **Are written materials including posters with non-discrimination notices placed in physically accessible locations?**

   ☒ Yes ☐ No

2. **Can small print of posted announcements be read from a wheelchair?**

   ☒ Yes ☐ No

3. **Are all words in printed materials clearly legible?**

   ☒ Yes ☐ No

4. **Would color blind individuals be able to distinguish all contents in printed materials?**

   ☒ Yes ☐ No

5. **Are representations of disabled individuals free of patronizing stereotypes?**

   ☒ Yes ☐ No

6. **Do graphics in printed material permit easy reading of the contents?**

   ☒ Yes ☐ No

7. **Is all necessary program information included in printed material?**

   ☒ Yes ☐ No

8. **Are procedures for providing program access to disabled individuals stated clearly?**

   ☒ Yes ☐ No

9. **Do all appropriate local government documents include policy statements about non-discrimination on the basis of disabilities?**

   ☒ Yes ☐ No

10. **Are the Section 504 contact person's name, address, and phone number listed in printed material?**

    ☒ Yes ☐ No

If there are NOs to any of the above questions (#1-10), you must provide a modification or corrective action below:

Click or tap here to enter text.

V. PROGRAM ELIGIBILITY/ADMISSION CRITERIA

This section evaluates the local government's program eligibility and admission criteria for individuals with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **Are there any limitations on the number of qualified persons with disabilities who may participate in or be admitted to the program?**

   ☐ Yes - List steps to be taken to eliminate the limitations. Click or tap here to enter text.
   ☒ No

2. **Has the local government examined all policies pertaining to program eligibility and admission criteria to determine if they had the purpose or effect of excluding or limiting the participation of individuals with disabilities in local government's programs and activities?**

   ☒ Yes
   ☐ No- Modification or corrective action: Click or tap here to enter text.

3. **Has the local government, in examining its polices on program eligibility and admission criteria, paid particular attention to those incorporating or establishing: (1) physical or mental fitness or performance requirements; (2) safety standards; (3) testing requirements; (4) educational requirements; (5) work experience requirements; (6) income level requirements (7) credit rating requirements; (8) requirements based on disability; (9) requirements that prohibit participation because of disability; and (10) insurability requirements?**

   ☒ Yes
   ☐ No- Modification or corrective action: Click or tap here to enter text.

4. **Has the local government altered or eliminated policies that have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in local government's programs and activities?**

   ☐ Yes - List any policies that have been altered or eliminated. Click or tap here to enter text.
   ☐ No - Modification or corrective action: Click or tap here to enter text.
   ☒ N/A - Explain (e.g. no such policies found in review), then proceed to Question 6. Click or tap here to enter text.

5. **Has the local government communicated the policy changes to staff members and the public?**

   ☐ Yes
   ☐ No- Modification or corrective action: Click or tap here to enter text.

6. **Are any criteria or tests used in the admission process?**

   ☐ Yes – Proceed to Question 7
   ☒ No - Proceed to Question 8

7. **List all criteria (e.g., good health, residency requirements, letters of recommendation) and tests (including the skill, level of achievement, or other factors being tested, whether they are written or oral tests and the method of administration) used in the admissions process, that have or could have a disproportionately adverse impact on program applicants with disabilities. Discuss briefly the potential negative impact for each and indicate how they relate to the program. Discuss alternative criteria or tests that will be used to ensure nondiscrimination. The use of a criterion or test may have to be suspended as long as this does not result in an undue hardship or fundamental alteration to the program.**

   The town is an equal opportunity employer. The Town will select employees on the basis of applicants' qualifications and without regard to race, color, religion, gender, national origin, age, disability, genetic information or other legally protected characteristic or activity.

8. **List steps to be taken to make potential program participants, including those with hearing and vision impairments and learning disabilities, aware of alternative testing/criteria and interview processes.**

   The Town is committed to complying fully with the American with Disabilities Act as amended (ADAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.
   The Town will provide reasonable accommodations to disabled employees where their disability affects the performance of job functions. If an employee has any physical or mental impairment that affects his or her job performance and for which the employee needs a reasonable accommodation, the employee should immediately report this to the Human Resources Officer. The town can then discuss with the employee the possibility of providing reasonable accommodations to enable the employee to perform the essential functions of his or her job.

9. **List steps to provide admission forms in alternative formats.**

   N/A

10. **List steps to ensure that applicants are not asked pre-admission inquiries as to the nature and extent of a disability, and that no forms or other written materials make mandatory inquiries related to disability.**

    N/A

VI. PROGRAM PARTICIPATION

This section evaluates the local government's program participation for individuals with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **Are post-admission inquiries made regarding disability status to make accommodations for persons with disabilities?**

   ☐ Yes - List steps to ensure that information is gathered voluntarily, not used to adversely affect any person with a disability and kept confidential. Click or tap here to enter text.

   ☒ No

2. **Is there an orientation for new participants?**

   ☐ Yes - Describe briefly the orientation and materials used, and list steps to ensure effective communications and usable materials in alternative formats for all participants. Click or tap here to enter text.

   ☒ No

3. **Review all written materials, tools, equipment or other aids or devices used for the program. Do any need modification?**

   ☐ Yes - List steps such as the provision of auxiliary aids and equipment modification to ensure that program materials and equipment are accessible and usable. Click or tap here to enter text.

   ☒ No

4. **Would any steps pose an undue financial or administrative burden?**

   ☐ Yes- List alternative methods of providing accessibility that would not impose an undue financial or administrative burden. Click or tap here to enter text.

   ☒ No

5. **Are any of the following services or benefits provided to program participants?** (Check all that apply. If none provided, proceed to Question 6.)

   ☐ Transportation services
   ☐ Health services and insurance/benefits
   ☐ Housing
   ☐ Counseling services
   ☐ Employment services
   ☐ Food services
   ☐ Financial aid
   ☐ Social, recreational or athletic activities

6. **List steps to ensure that information concerning program schedules and activities are effectively communicated to all program participants, including those with impaired vision, speech, and hearing.**
    - **List steps to ensure that:**
        - **The service/benefit is equally effective for and usable by persons with disabilities.**
        - **The administration of the service/benefit will be free from discrimination based on disability.**
        - **Communications will reach all persons, including those with hearing and sight impairments.**
        - **Effective application procedures to receive the services exist for persons with disabilities, including those with hearing and vision impairments**

    The town is an equal opportunity employer. The Town will ensure that information concerning program schedules and activities are effectively communicated to all program participants.

VII. EMPLOYMENT POLICY AND PRACTICE

This section evaluates the local government's employment policy and practices to ensure equal opportunity employment for persons with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

GENERAL

1. **Describe and discuss safeguards that have been used to ensure that all employment decisions are made without discrimination on the basis of handicap, and that such decisions do not limit, segregate or classify applicants or employees based on handicap in a way that adversely affects their opportunities or status.**

    The town is an equal opportunity employer. The Town will select employees on the basis of applicants' qualifications and without regard to race, color, religion, gender, national origin, age, disability, genetic information or other legally protected characteristic or activity.

2. **Describe procedures that have been established to make certain that there are no formal relationships regarding employment (e.g. those with labor unions, employment agencies, and so forth) that have the effect of discriminating against qualified persons with disabilities.**

    N/A

3. **Does the local government have 15 or more employees (full or part-time)?**

    ☒ Yes ☐ No

4. **Do the local government's hiring and promotion practices prohibit discrimination against otherwise qualified handicapped individuals (not a separate policy)?**

   ☒ Yes- Proceed to Question 5.
   ☐ No - Modification or corrective action: Click or tap here to enter text.

5. **Analyze the following aspects of employment and describe any alterations to make certain that no discrimination based on disability exists, including discrimination that occurs due to an inaccessible facility:**
   - **Recruiting and advertising.**
   - **Processing applications.**
   - **Interviewing and orientation.**
   - **Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring.**
   - **Rates of pay or any other form of compensation and changes in compensation.**
   - **Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists.**
   - **Leaves of absence, sick leave or any other leave.**
   - **Fringe benefits (opportunities for and financial support of training opportunities, conferences, health and insurance benefits) available by virtue of employment, regardless of whether they are administered by the recipient.**
   - **Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training.**
   - **Employer-sponsored activities, including social and recreational programs.**
   - **Any other term, condition or privilege of employment.**

   No alterations needed.

EMPLOYMENT CRITERIA

1. **Does the local government administer tests which accurately reflect the applicant's or employee's job skills or aptitude rather than the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test is designed to measure)?**

   ☐ Yes - Please answer Question 2.
   ☐ No - Modification or corrective action: Click or tap here to enter text.
   ☒ N/A - Explain (e.g. no such test/criteria used), then proceed to Next Section: *Pre-Employment Inquiries*. No tests administered

2. **What employment tests or criteria are used for judging potential employees and describe procedures to ensure that these criteria or tests do not discriminate against persons with disabilities, unless they are shown to be consistent with job necessity?**

   Click or tap here to enter text.

3. **If the local government uses an employment test or other criteria for selection that screens out or tends to screen out individuals with disabilities, can the local government show that the test score or other selection criteria is job related?**

   ☐ Yes - Please answer Question 4.
   ☐ No - Modification or corrective action: Click or tap here to enter text.
   ☐ N/A - Explain (e.g. no such test/criteria used), then proceed to Next Section: *Pre-Employment Inquiries*. Click or tap here to enter text.

4. **Describe methods to identify the job-related characteristics of tests and criteria used in employment decisions, since job-related tests are permitted even if they screen out persons with disabilities.**

   Click or tap here to enter text.

PRE-EMPLOYMENT INQUIRIES

1. **Describe steps to ensure that no pre-employment inquiries are made as to whether an applicant is a person with a disability or as to the nature or severity of a disability. Is the local government aware that it cannot make a pre-employment inquiry or conduct a medical examination of an applicant to determine whether the individual is a person with disability unless the local government is undertaking affirmative action efforts or conditioning an offer of employment on the results of a medical examination given to all prospective employees in the same job category?**

   ☒ Yes - Proceed to Question 2.
   ☐ No - Modification or corrective action: Click or tap here to enter text.

2. **Does your organization conduct or require any medical examinations after making conditional offers of employment? Has the local government informed job applicants that an employment offer may be conditioned on the results of a medical examination if all entering employees in a job category must take an examination regardless of disability, and the examination accurately reflects the employee's job skills?**

   ☒ Yes - Proceed to Question 3.
   ☐ No - Modification or corrective action: Click or tap here to enter text.

3. **Has the information obtained by the local government concerning the medical condition or history of job applicants been collected and maintained on separate forms and accorded confidentially as medical records?**

   ☒ Yes - Describe procedures to ensure that (a) all entering employees in that position are subject to medical exams, (b) all offers of employment are conditional based on the results of the exams, (c) the medical results gathered are not used in a discriminatory manner, and (d) all information gathered is kept confidential.

   Click or tap here to enter text.

   ☐ No- Modification or corrective action: Click or tap here to enter text.

4. **Review job application forms and interview questions to ensure that applicants are not asked about the existence of or nature or severity of a disability. Inquiries about the candidate's ability to perform job functions are permitted. Ensure that applicants are not asked about their relationship or association with an individual with a disability. List any job forms and questions that were amended.**

   None

5. **Review existing job descriptions for each job position in your organization. Determine the essential and marginal functions of job positions in the organization and identify what job accommodations can be made, when necessary, for an applicant or employee. List any job descriptions that were amended.**

   None

6. **Describe any training or other measures taken to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because insensitivity or lack of knowledge.**

   N/A

7. **When the local government is undertaking affirmative action efforts, voluntary or otherwise, and inviting applicants for employment to indicate whether and to what extent they are disabled, does the local government meet the following conditions:**

   a. **State clearly either orally or in writing that the requested information is intended for the local government's affirmative action efforts?** ☒ Yes ☐ No

   b. **State clearly that the information is being requested on a voluntary basis, that it will be kept confidential and that refusal to give the information will not subject the applicant or employee to any adverse treatment?** ☒ Yes ☐ No

   If there are NOs to any of the above questions(#a –b) you must provide a modification or corrective action: Click or tap here to enter text.

VIII. OUTSIDE PERSONS AND ORGANIZATIONS

This section evaluates the local government's use and interaction with outside persons and organizations persons with disabilities. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **List below all outside persons and organizations that are involved in the provision of any aid, benefit or service for the program as discussed in Sections II through IX. Include secondary recipients in your discussion.**

   N/A

2. **List steps to inform those listed in Question Number #1 of the organization's commitment to nondiscrimination on the basis or disability.**

   The town is an equal opportunity employer. The Town will select employees on the basis of applicants' qualifications and without regard to race, color, religion, gender, national origin, age, disability, genetic information or other legally protected characteristic or activity.

3. **List those persons or organizations from Question Number #1 that receive significant assistance from the organization in the provision of aids, benefits or services to program participants. For example, list organizations which rent or otherwise use your facilities; that depend on your organization for informing its participants of the aid, benefit or service; that have employees of your organization spending time to assist in or coordinate the provision of the aid, benefit or service; and so forth.**

   None

4. **List steps to ensure that persons or organizations listed in Question Number #3 do not discriminate on the basis of disability in the provision of any aid benefit or service to your program participants. Such steps may include changes in the program, facility alterations, and/or changes in or discontinuation of the relationship.**

   N/A

IX. USE OF CONTRACTORS

This section evaluates the local government's use of contractors. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **List contractors that are used by the local government to conduct programs or activities on behalf of the agency.**

   The Town will be hiring a contractor to install the proposed sewer line improvements. The project has not bid yet; therefore, no contractor can yet be identified.

2. **Describe steps that have been taken to ensure that local government procurement officials understand Section 504 requirements as they apply to contractors.**

   As the Town moves into the bid phase of this project, contractors will be instructed to insure that they understand the Section 504 requirements and how it will apply during construction.

3. **Provide language included in a local government contracts to ensure that contractors are aware of their obligations to take steps to facilitate the participation of individuals with handicaps in programs and activities they operate on behalf of the agency.**

   The Town includes the required Section 504 clause in all construction contracts.

4. **Indicate the appropriate policy source to include information about Section 504 requirements as they apply to contractors.**

   Section 504 requirements will be included in Bid Package and Contractual Agreements. The Town has also completed this Section 504 Survey and has adopted the required Grievance policies. The Town Manager has been named the Section 504 Compliance Officer.

5. **Give a date that the policy was established and distributed to staff and give a citation for the policy.**

   Equal Opportunity Plan and Grievance policies were adopted on October 5, 2021.

X. GRIEVANCE PROCEDURES

This section evaluates the local government's grievance procedures. Please respond to the following questions with either a Yes, No, N/A, a description, list, or explanation when appropriate. If a question does not apply to your local government, then write "N/A" next to the question and explain.

1. **What procedures have been established to ensure that at least one person has been designated to coordinate compliance with Section 504?**

   A Grievance Policy was adopted on October 5, 2021 naming the Town Manager, the Section 504 Compliance Officer.

2. **Have there been obvious difficulties or complaints about the local government services from individuals with disabilities?**

   ☐ Yes – Proceed to Question 3
   ☒ No - Proceed to Question 4

3. **Describe how resolution of complaints and steps to resolve concerns/complaints is documented?**

   Click or tap here to enter text.

4. **What written procedures have been established to ensure that appropriate initial and continuing steps to notify participants, beneficiaries, applicants, etc. that the local government does not discriminate on the basis of handicap (24 CFR 8.54)?**

   The Town has adopted the Section 504 Grievance Policy and an Equal Opportunity Plan, both on October 5, 2021.

5. **Does the local government have a written grievance procedure/policy for handling the prompt and equitable resolution of any complaints of discrimination based on disability?**

   ☒ Yes - **ATTACH** a copy of the current local government policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.

   ☐ No - Modification or corrective action: Click or tap here to enter text.

6. **Has the local government adopted procedures that incorporate due process standards and allow for prompt resolution of any complaints or alleged discrimination based on disabilities (24 CFR 8.53)?**

   ☒ Yes - **ATTACH** a copy of your current grievance procedures and the name of the person or unit responsible for receiving and processing complaints.

   ☐ No - Modification or corrective action: Click or tap here to enter text.

7. **Has the local government notified staff and program participants about the grievance procedures?**

   ☒ Yes
   ☐ No - Modification or corrective action: Click or tap here to enter text.

8. **Is the grievance procedure and/or nondiscrimination policy published in the newspaper at least once a grant cycle (or once a year)?**

   ☒ Yes
   ☐ No - Modification or corrective action: Click or tap here to enter text.

9. **Does the grievance procedure inform individuals of their rights to file a complaint with a state or federal agency and include the agency's addresses?**

   ☒ Yes
   ☐ No - Modification or corrective action: Click or tap here to enter text.

LANGUAGE ACCESS POLICY AND PLAN FOR THE

TOWN OF FAIRMONT

PURPOSE

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964, and clarified in Executive Order 13166, requires units of general local government (UGLG) to ensure individuals with limited English proficiency (LEP) have meaningful access to federally-funded programs and services. These individuals are protected from the national origin discrimination under Title VI. All recipients are federally-funded assistance are expected to make reasonable efforts to provide this language assistance.

MEANINGFUL OPPORTUNITIES

All CDBG recipients are required to take reasonable steps to ensure meaningful access to their programs and activities. The methodology recommended by HUD is properly prepare a Limited English Proficiency Plan is as follows:

1. Conduct a four factor analysis;
2. Develop a Language Access Plan (LAP); and
3. Provide appropriate language assistance.

DEFINITIONS

Limited English Proficient (LEP) Individual.
Any prospective, potential, or actual beneficiary of services from the local unit of government whose primary language is not English and who has a limited ability to speak, read, write, or understand English are entitled to language assistance with respect to a particular service, benefit, or encounter. May be citizens or non-citizens.

Meaningful Access.
The ability to access programs and participate in services or activities.

Title VI Compliance Officer.
The person or persons responsible for administering compliance with the Title VI LEP policies.

ADDITIONAL INFORMATION AND RESOURCES

Additional LEP resources can be found at these websites:

- https://www.lep.gov/
- http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq

POLICY AND PLAN FOR PROVIDING MEANINGFUL COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

In order to comply with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the **Town of Fairmont** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the unit of general local government (UGLG) has to ensure LEP individuals can communicate effectively.

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE(S)

FOUR FACTOR ANALYSIS

CDBG recipients must first assess and evaluate four factors when determining how to best serve eligible LEP persons. These factors include:

1. The number or proportion of LEP persons eligible to be served/encountered in an eligible service population (**Town of Fairmont**);
2. The frequency with which LEP individuals come in contact with the CDBG program;
3. The nature and importance of the program, activity, or service provided by the CDBG program to people's lives; and
4. The (financial and human) resources available to the grantee/recipient and costs of language service options.

Factor 1. The number or proportion of LEP persons eligible to be served/encountered in an eligible service population.

To determine the number of proportion of LEP persons served in **the Town of Fairmont**, use the most recent American Community Survey data and complete the below table. ***Attach maps and/or relevant data to this LAP. All data or maps provided must be accurately sourced.***

Grantee Population *(5 years and older)*	2255
LEP Population *(speaking English "not well" or "not well at all"):*	18 persons
Languages Spoken:	Spanish
1. More than 5% of the eligible population or beneficiaries and has more than 50 in number; or	
2. More than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or	Click or tap here to enter text.
3. More than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	Click or tap here to enter text.

https://data.census.gov/table/ACSST5Y2024.S1601?q=fairmont+nc

Factor 2. The frequency with which LEP persons come into contact with the CDBG program.

This frequency with which a program engages with the public can vary depending upon the type of assistance. For CDBG grants, grantees must engage with the public at these critical steps:

- When notifying the public about a grant award application and its proposed activities
- When notifying the public about the grant award and its funded activities
- When seeking applicants to participate in the program (i.e., seeking new connections/ hookups for water/sewer services)
- When seeking qualified contractors to bid on projects
- When working with homeowners selected for assistance
- When notifying the public on their civil rights and complaint procedures
- When notifying the public about the grant closeout and its accommodations

Provide below a description of how your community engages with the public and how frequently does this occur.

Note: In the case where the overall jurisdiction numbers fall below the threshold to provide translated written documents but existing or planned target areas exist, the recipient must evaluate whether there are LEP households within the target areas that may need notification or other LAP services. The recipient's evaluation should use local knowledge or data or other relevant data in conducting its evaluation and should indicate its conclusions regarding the steps necessary to reach out to these households in the language they speak to ensure that adequate notification is achieved. This evaluation will be particularly important for grants with limited rehabilitation activities (new connections/hookups) where eligible applicants for assistance may need application or other documents translated to take advantage of available services.

The Town of Fairmont has a monthly Board of Commissioners meeting which are always open to the public. As the Town implements their CDBG Infrastructure project, the Town will engage the public during public hearings at various stages of the project. The public is notified about potential CDBG grant funding, amendments and changes to the project, when projects are scheduled for bid as the Town is seeking contractors to bid their projects. The Town also regularly engages the public as different notices are published in the local newspaper and aired on the local radio station concerning the project.

Factor 3. The nature and importance of the programs, activities, or services to people's lives

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP persons, the more likely the need for language services. The obligations to communicate rights to a person who is being evicted differ, for example, from those to provide recreational programming. A CDBG recipient needs to determine whether denial or delay of access to services or information could have serious or even life-threatening implications for the LEP individual.

Provide below answers to the following questions: 1) What is the nature of the program? e.g. Providing improved water and sewer services, 2) What is the importance of the program? 3) Would denial or delay of access to services or information could serious or even life-threatening implications for the LEP individual?

The proposed project features the rehabilitation and replacement efforts to the Town of Fairmont's wastewater collection system. This need was identified as a high capital improvements project in the Town's recently completed and adopted Asset Management Plan and Capital Improvements Plan. The

improvements will address infrastructure which has surpassed it's expected useful life, identified as poor condition with isolated failures and is identified as a major contributor to the Town's ongoing struggle with inflow and infiltration. Denial or delay of the proposed project would not cause serious or life-threatening implications for the LEP individual.

Factor 4. Resources available to grantee/recipient and costs.

The Town of Fairmont takes all reasonable steps to ensure meaningful access for LEP persons to CDBG programs and activities. The availability of resources, however, may limit the provision of language assistance services in some instances. "Reasonable steps" may cease to be reasonable when the costs imposed substantially exceed the benefits. **The Town of Fairmont's** LAP balances the needs of the LEP community with the funding resources available. If resources limit the provision of services already laid out in this document, **the Town of Fairmont** will keep record of both the service requested and financial reasoning for the limitation.

Language assistance measures that **the Town of Fairmont** might provide to LEP persons are outlined in Section 2 below.

2. LANGUAGE ASSISTANCE MEASURES

The type of language assistance necessary to provide meaningful access will vary depending on the type of communication **Town** staff is having with the LEP person (i.e., phone, in-person, or written communication) and in some circumstances more than one method will work. Regardless of how the language assistance is provided, **the Town of Fairmont** recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents access to CDBG programs and services. **The Town** staff understands that the extent of the **Town** obligation is to provide both oral and written translations is dependent on the four-factor analysis conducted by the community.

"I Speak" Cards

Language-specific cards should inform the reader on the use of the card on one side, while instructing staff (on the other side and in their vernacular language) which procedures to follow to assist the card holder. The "I Speak" card in Spanish, for example, would read in Spanish as follows: "The language I speak is Spanish. Please find someone who is fluent so that I may communicate effectively. Thank you."

The **Town** will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or "I speak cards," http://www.lep.gov/resources) and LEP posters to determine the language. In addition, when records are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

Obtaining A Qualified Interpreter

List the current name, office telephone number, office address and email address of the local Title VI compliance officer(s):

Jerome Chestnut, Town Manager
Fairmont Town Hall
421 South Main Street
Fairmont, NC 28340
PH: 910-628-9766
Email: jchestnut@fairmontnc.gov

Note: The Unit of General Local Government (UGLG) must notify the Division of Water Infrastructure (DWI) CDBG-I Compliance Specialist immediately of changes in name or contact information for the local Title VI compliance officer.

Check all methods that will be used.

- ☒ Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff: **There are currently no bilingual employees with the Town of Fairmont, but this will be reevaluated on a regular basis. Should the Town hire a bilingual staff person, the Town will update their LAP files.**

- ☒ Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

- ☐ Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language. Identify the organization (s) name(s) with whom you have contracted or made arrangements. insert information here

- ☒ Have/has agreed to provide qualified interpreter services. The organization's (WorldWide Language Resources, LLC – Fayetteville, NC) telephone number(s) is 910-483-2881 and the hours of availability are 9:00 am to 5:00 pm, Monday through Friday.

- ☐ Other *(describe)*:Describe here

UGLG Staff.

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Family Member or Friend as an Interpreter.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file.

If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

WRITTEN TRANSLATIONS

The **Town of Fairmont** has chosen to follow the Safe Harbor rule, contained in HUD's final guidance, to assist in determining when to provide translations of vital documents. The Safe Harbor rule for written translation of vital documents is based on the number and percentages of the market area-eligible population or current beneficiaries and applicants that are LEP. According to the Safe Harbor Rule:

HUD would expect translation of vital documents to be provided when the eligible LEP population in the market area or current beneficiaries exceeds 1,000 persons or if it exceeds 5% of the eligible population or beneficiaries along with more than 50 people. In cases where more than 5% of the eligible population speaks a specific language, but fewer than 50 persons are affected, there should be a translated written notice of the person's right to an oral interpretation.

As such, the **Town of Fairmont's** eligible LEP population or current beneficiaries is:

- ☐ Exceeds 1,000 persons. Therefore, vital documents will be translated.
- ☐ More than 5% of the eligible LEP population or current beneficiaries and more than 50 in number. Therefore, vital documents will be translated.
- ☐ More than 5% of the eligible population or current beneficiaries and 50 or less in number. Therefore, there will be a translated written notice of the person's right to an oral interpretation of vital documents.
- ☒ 5% or less of the eligible population or current beneficiaries and less than 1,000 in number. Therefore, vital documents will not be translated at this time but, rather, a translated written notice of the person's right to an oral interpretation will be provided.

When translation of vital documents is needed, the **Town** will submit documents for translation into frequently-encountered languages. Ensure records are kept of those documents that apply to your local unit of government.

Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

Note: In the case where the overall jurisdiction numbers fall below the threshold to provide translated written documents but existing or planned target areas exist, the recipient must evaluate whether there are LEP households within the target areas that may need notification or other LAP services. The recipient's evaluation should use local knowledge or data or other relevant data in conducting its evaluation and should indicate its conclusions regarding the steps necessary to reach out to these households in the language they speak to ensure that adequate notification is achieved. This evaluation will be particularly important for grants with limited rehabilitation activities (new connections/hookups) where eligible applicants for assistance may need application or other documents translated to take advantage of available services.

VITAL DOCUMENTS

The **Town of Fairmont** has chosen to follow the Safe Harbor rule, contained in HUD's final guidance, in determining vital documents. The **Town of Fairmont** has identified those vital documents for each federally funded program that directly faces LEP individuals and for which a delay in service provision might significantly, negatively impact the wellness of any individual that program serves.

The **Town of Fairmont** has prioritized those documents for which either the following statements are true, according to direct program contacts:

1) Without this document, an individual could not access the program;
2) This document allows access to a major activity within the program.

These vital documents include:

- Public Notices – public meetings and public hearings;
- Notices of Intent to Request the Release of Funds;
- Findings of No Significant Impact;
- Bid Documents and Notices;
- Fair Housing Information;
- Civil Rights Notices;
- Applications for Assistance;
- Income Surveys; and
- Complaint Procedures.

NOTICE TO LEP PERSONS

The **Town** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. For example, the notification will include, in the primary language of the applicant/recipient, the following language:

"Important: If you need help reading this, ask the ***Town*** *for an interpreter for assistance. An interpreter is available free of charge."*

Minimum Required Phases.

The **Town** shall include at minimum the following phrases in English, Spanish and French in any document requesting public comments, or notifying the community of any modifications/amendments to the CDBG program during the life of the grant, including but not limited to, public hearing notifications, citizen participation documents, fair housing notices and documentation, Environmental Review notifications, among other documents:

> *"This information is available in Spanish or any other language upon request. Please contact Jerome Chestnut, Town Manager at (910-628-9766) or at (421 South Main Street, Fairmont, NC 28340 for accommodations for this request."*
>
> *"Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jerome Chestnut, Town Manager al* 910-628-9766 *o en 421 South Main Street, Fairmont, NC 28340 de alojamiento para esta solicitud."* *

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

*Note: The address and name itself in the Spanish sentence above should not be translated (e.g. "Charlie" should not be translated to "Carlos"; "Main Street" should not be translated to "Calle Principal")

MINIMUM REQUIRED NOTICES AND SIGNS

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited, to the main lobbies, waiting rooms, etc.

Main Lobby of Fairmont Town Hall – 421 South Main Street, Fairmont, NC 28340

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

Notices in the Local Newspaper

3. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the **Town of Fairmont** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the **Town** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

COMPLIANCE PROCEDURES, REPORTING AND MONITORING

1. Reporting:
   The **Town** will complete an annual compliance report and send this report to DWI. The form can be found at on the Division of Water Infrastructure website under CDBG-I Reports.

2. Monitoring:
   The **Town** complete a self-monitoring report on a semi-annual basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the Division of Water Infrastructure upon request. The **Town** will cooperate, when requested, with special reviews by the Division of Water Infrastructure.

APPLICANT/RECIPIENT COMPLAINTS OF DISCRIMINATORY TREATMENT

1. Complaints:
   The **Town** will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint.
   a. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.

   b. The form can be found on the Division of Water Infrastructure website under CDBG-I Compliance and Reporting Information.

   c. The **Town** will maintain records of any complaints filed, the date of filing, actions taken and resolution.

   d. The **Town** will notify the appropriate section within Division of Water Infrastructure of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

2. Resolution of Matter:
   If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice (DOJ). This notice will be provided in the primary language of the individual with Limited English Proficiency. If not resolved by Division of Water Infrastructure, then complaint will be forwarded to U.S. Department of Justice (DOJ) and U.S. Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY:

_____
Charles Kemp, Mayor

November 17, 2026
Date

FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. In an effort to promote fair housing and that the rights of housing discrimination victims are protected, Town of Fairmont has adopted the following procedures for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the town may do so by informing the Town Manager of the facts and circumstance of the alleged discriminatory acts or practice.

2. Upon receiving a housing discrimination complaint, the Town Manager shall acknowledge the complaint within fifteen (15) working days in writing and inform the Division of Water Infrastructure and the North Carolina Human Relations Commission about the complaint.

3. The Town Manager shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the town.

4. The Town Manager shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

It is the policy of the Town of Fairmont to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, sex, familial status, or disability.

If you have any questions about the complaint procedure or would like to register a complaint of fair housing discrimination, please contact the Town Manager (910) 628-9766, 421 S. Main Street, Fairmont, NC 28340, jchestnut@fairmontnc.gov , or for the hearing impaired, TDD assistance is available at (TDD #and/or TYY#) and providing the facts and circumstances of alleged discriminatory act or practice.

This information is available in Spanish or any other language upon request. Please contact Town Manager at (910) 628-9766 or at 421 S. Main Street, Fairmont, NC 28340 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town Manager al (910) 628-9766 o en 421 S. Main Street, Fairmont, NC 28340) de alojamiento para esta solicitud.



Adopted this 17th day of November, 2026.

_____

Charles Kemp, Mayor

ATTEST: _____

Jennifer H. Larson, Town Clerk

EQUAL HOUSING OPPORTUNITY RESOLUTION

WHEREAS, the Town of Fairmont, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property;

WHEREAS, The Fair Housing Act (Act) declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, rental and financing of housing, or making dwellings, and in other housing-related transactions, because of race, color, religion, sex, familial status, national origin or disability;

WHEREAS, Executive Order 12892, Equal Opportunity in Housing, as amended *(Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing),* provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities; and

WHEREAS, North Carolina State Fair Housing Act, prohibits unlawful discriminatory housing practices for any person in real estate transactions, because of race, color, religion, sex, national origin, handicapping condition, or familial status; unlawful discriminatory housing practice to discriminate in land-use decisions or in the permitting of development based on race, color, religion, sex, national origin, handicapping condition, familial status, or, except as otherwise provided by law, the fact that a development or proposed development contains affordable housing units for families or individuals with incomes below eighty percent (80%) of area median income.

NOW THEREFORE, BE IT RESOLVED:

The Town of Fairmont hereby endorses a Affirmatively Furthering Fair Housing Plan that ensures equal opportunity and fair housing for all persons to rent, purchase, obtain financing and enjoy all other housing attributes, that is affordable, safe, decent, free of unlawful discrimination and accessible as required on a non-discriminatory basis as provided by state and federal statutes and regulations.

In addition, the Town will take meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with the civil rights and fair housing laws.

PASSED BY THE **BOARD OF COMMISSIONERS, TOWN OF FAIRMONT**, NORTH CAROLINA.

Adopted this 17th day of November, 2026.

EQUAL HOUSING OPPORTUNITY

ATTEST:

_____
Charles Kemp, Mayor

_____
Jennifer H. Larson, Town Clerk

FAIR HOUSING CERTIFICATION

This certification is issued by the Town of Fairmont, North Carolina, as a recipient of federal funding through the Community Development Block Grant (CDBG) program administered by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

1. Compliance with Fair Housing Laws: The grantee certifies adherence to Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act, prohibiting housing discrimination based on protected classes.

2. Affirmatively Furthering Fair Housing (AFFH): Pursuant to the Interim Final Rule for AFFH (24 CFR 5.151), effective April 2, 2025, and 24 CFR 5.150(a), the grantee certifies that they are taking action rationally related to promoting attributes of fair housing that are affordable, safe, decent, free of unlawful discrimination, and accessible. This is being documented through our Fair Housing Plan submitted on, January 4, 2027.

3. Implementation of Executive Order 14192: "Unleashing Prosperity Through Deregulation," which requires reduced regulatory burden while maintaining federal protections for civil rights and fair housing.

CERTIFICATION STATEMENT
By signing below, the undersigned certifies that the **Town of Fairmont** will further fair housing in accordance with all applicable federal and state statutes and regulatory requirements related to the CDBG-I program.

Signed this 17th day of November, 2026.

EQUAL HOUSING OPPORTUNITY

_____
Charles Kemp, Mayor

_____
Jennifer H. Larson, Town Clerk

INSTRUCTIONS FOR COMPLETING THE GRANT RECIPIENT'S AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH) PLAN

1. List the activities the recipient will undertake to affirmatively further fair housing in the recipient's community.
    - Activities should be planned for the life of the grant beginning with the quarter in which the grant agreement was signed and should be listed by quarter with at least one activity per quarter.
    - For example, Quarter 1 (Jan –Mar 20xx): Distribute fair housing brochures to public library and local banks.

    - Remember, the first activity ***must*** be establishing and/or publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper. Also, April is National Fair Housing Month.

    Fair Housing Resources:
    - "The State of Exclusion: An Empirical Analysis of the Legacy of Segregated Community in North Carolina" https://www.fairhousingnc.org/2013/report-connects-nc-residential-segregation-to-housing-environmental-justice-education-disparities/

    - Fair Housing Project: A Project of Legal Aid in NC: https://www.fairhousingnc.org/

    - HUD Fair Housing: https://www.hud.gov/fairhousing

AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH) PLAN

Grantee Name:	Town of Fairmont
Time Period for this Plan:	October 2026 – June 2029
Grantee's Mailing Address:	PO BOX 248, FAIRMONT, NC 28340
Grantee Physical Address (if different than mailing):	421 SOUTH MAIN STREET, FAIRMONT, NC 28340
Contact Person and Title (Fair Housing Officer):	JEROME CHESTNUT, TOWN MANAGER
Contact Email:	JCHESTNUT@FAIRMONTNC.GOV
Contact Phone Number:	910-628-9766
TDD and/or TYY Number:	(800) 735-2962 (711 RELAY NC)

This information is available in Spanish or any other language upon request. Please contact Town Manager at (910) 628-9766 or at 421 S. Main Street, Fairmont, NC 28340 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town Manager al (910) 628-9766 o en 421 S. Main Street, Fairmont, NC 28340) de alojamiento para esta solicitud.

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time ☒ Past Activities ☐

II. Will the above obstacles apply to the total municipality or county?

Yes ☒ No ☐

If no, provide an explanation: (*Use additional pages as necessary)*

III. Quarterly Activities.

Briefly describe the quarterly activities that the Recipient will undertake over the active period (to grant expiration date on front of grant contact/agreement) of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.

Grantee Name: Quarterly Fair Housing Actions Steps / Activities				
Quarterly Fair Housing Action Step / Activity	**Months**	**Year**	**Estimated Cost**	**Actual Cost**
Publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper.	Oct-Dec	2026	$200	
Prepare Fair Housing brochures to be on display at Town Hall	Jan-Mar	2027	$0	
Poster for National Fair Housing Month to be displayed at Town Hall	Apr-June	2027	$0	
Fair Housing brochures mailed out to local banks/lenders and realtors to be on display at their offices	July-Sept	2027	$0	
Prepare Fair Housing notice to be advertised in the local newspaper	Oct-Dec	2027	$200	
Fair Housing poster to be posted at local Post Office	Jan-Mar	2028	$0	
Poster for National Fair Housing Month to be displayed at Town Hall	Apr-June	2028	$0	
Fair Housing brochures mailed out to local banks/lenders and realtors to be on display at their offices	July-Sept	2028	$0	
Prepare Fair Housing brochures to be on display at Town Hall	Oct-Dec	2028	$0	
Fair Housing poster to be posted at local Post Office	Jan-Mar	2029	$0	
Poster for National Fair Housing Month to be displayed at Town Hall	Apr-June	2029	$0	

Additional Required Action Steps / Activities

1. The Town shall adopt and publicize in the local newspaper, with the TDD# and/or TYY#, the local jurisdiction's fair housing complaint procedures and Fair Housing Officer contact information for housing discrimination complaints.

2. The Town shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.

3. The Town shall post/display Fair Housing and Equal Housing Opportunity posters, with local Fair Housing Officer name, title, and contact information, and other additional information in prominent locations.

Agenda VII-E

TOWN OF FAIRMONT
NCDEQ AMERICAN RESCUE PLAN ACT GRANT
Project No. VUR-W-ARP-0071 and CS370618-03
PROJECT BUDGET ORDINANCE AMENDMENT 26-306

WHEREAS, the Board of Commissioners of the Town of Fairmont, previously approved Ordinance 23-248 Project Budget Ordinance for the Town of Fairmont NCDEQ American Rescue Plan Act Grant Project No. VUR-W-ARP-0071 and CS370618-03; and

WHEREAS, it is sometimes necessary to make amendments to the project budget to reflect changes in revenues and expenditures.

BE IT ORDAINED, by the Fairmont Town Council, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant ordinance is hereby adopted:

Section 1: The project authorized is the **Fairmont Collection System Rehabilitation Project** described in the work statement contained in the grant agreement between this unit and the North Carolina Department of Environmental Quality. This project is assigned the NCDEQ project number VUR-W-ARP-0071 and CS370618-03.

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 appropriate state and/or federal funding agencies, and the budget contained herein.

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

NCDEQ American Rescue Plan Act Grant Funds	$17,721,676.56
NCDEQ SRF Principal Forgiveness	230,333.00
Total Revenues:	**$17,952,009.56**

Section 4: The following amounts are appropriated for the project:

Construction	$15,953,009.56
Engineering Design, Construction Management, Surveying, Permitting, and Wetland Delineation	$1,880,000.00
Administrative – Easement Survey and Doc Prep, Easement Acquisition, Legal, and Project Funding Administration	$94,000.00
Environmental and Engineering Report	$25,000.00
Total Expenditures:	**$17,952,009.56**

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

Section 6: Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

Section 7: The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

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

Adopted this the 17th day of November 2026.

Charles Kemp, Mayor

Jennifer H. Larson, Town Clerk

(SEAL)

Docusign Envelope ID: 60E5ABD5-3777-4DA2-A07F-CFC5244CCCEF

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

Funding Offer Modification

Mr. Jerome Chestnut, Town Manager
Town of Fairmont
Post Office Box 248
Fairmont, NC 28340

ALN Number: 21.027

Funding Offers Being Modified:

	Date of Previous Funding Offer	Previous Funding Offer Amount	Modification Amount	New Funding Offer Amount
VUR-W-ARP-0071	6/20/23	$14,769,667.00	+$2,952,009.56	$17,721,676.56

Modification Information and Change in Project Description:

The Town of Fairmont has $14,769,667 in funding from the American Rescue Plan Act (ARPA) from the State Fiscal Recovery Fund established in S.L. 2021-180. Additional funding under project number CS370618-03 is provided from a State Revolving Fund principal forgiveness loan in the amount of $230,333. Pursuant to the request from the Town of Fairmont dated October 28, 2025, this document acknowledges and carries out the request for additional ARPA funding. All Assurances and Conditions from the previous Funding Offers for the project numbers above remain in effect.

For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure**
North Carolina Department of Environmental Quality

DocuSigned by:
Shadi Eskaf
6300A872077B4C5...
Signature

12/19/2025
Date

I, the undersigned, being duly authorized to take such action, as evidenced by the CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Modification.

On Behalf of: Town of Fairmont
Name of Representative in Resolution: _____
Title (Type or Print): _____

Charles Lampe
Signature

12/19/2025
Date

CC: Anita Spencer – Anita.Spencer@deq.nc.gov
Coley Cordeiro - Coley.Cordeiro@deq.nc.gov
Mark Hubbard – Mark.Hubbard@deq.nc.gov
COM-FOM 2000062138

Attachment: Request from the Town of Fairmont Dated October 28, 2025

MH

Agenda VII-F

TOWN OF FAIRMONT
2026-2027 BUDGET ORDINANCE 26-303
AMENDMENT #2

WHEREAS, the Board of Commissioners of the Town of Fairmont, previously approved the Annual Budget Ordinance 26-298; and

WHEREAS, it is necessary to make amendments to the budget to reflect additional revenue and expenditures for Fiscal Year 2026-2027.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Fairmont, North Carolina that:

SECTION I. General Fund Revenue is hereby increased $26,353 from $2,995,993 to $3,022,346, as shown as follows:

Local Law Enforcement SBI Bonus	$ 20,723
General Fund Interest	$ 5,630
TOTAL REVENUES	$ 26,353

General Fund Expenditures are hereby increased $26,353 from $2,995,993 to $3,022,346, as shown as follows:

Administration Workers Comp	$ 149
Finance M/R Equipment	$ 363
Police Salaries	$ 19,250
Police FICA	$ 1,473
Police Workers Comp	$ 1,074
Police M/R Equipment	$ 3,692
Police Medical Exams	$ 50
Fire Workers Comp	$ 302
TOTAL EXPENDITURES	$ 26,353

SECTION II. Water Fund Expenditure transfers in the amount of $987 are shown as follows:

Description/Object of Expenditure	**Increase**	**Decrease**
Water/Sewer Admin Medical Exams	$ 625.00	
Sewer Treatment Workers Comp	$ 241.00	
Sewer Maintenance Workers Comp	$ 121.00	
Water/Sewer Admin Workers Comp		$ 718.00
Water/Sewer Contingency		$ 269.00
	$ 987.00	$ 987.00

SECTION III. Revenues and Expenditures of the Ordinance Amendment have increased $26,353 from $4,892,502 to $4,918,855 as follows:

SUMMARY

GENERAL FUND	$3,022,346.00
POWELL BILL FUND	$97,380.00
WATER & SEWER FUND	$1,779,843.00
FEDERAL DRUG FUND	$100.00
STATE DRUG FUND	$50.00
CEMETERY FUND	$19,136.00
TOTAL	$4,918,855.00

Adopted this 17th day of November, 2026.

Charles Kemp, Mayor

Attest:

Jennifer H. Larson, Town Clerk

Agenda VIII-A

ORDINANCE 26-302

AN ORDINANCE OF THE TOWN OF FAIRMONT, NORTH CAROLINA, AMENDING THE FAIRMONT CODE OF ORDINANCES BY AMENDING CHAPTER 92 FIRE PREVENTION AND PROTECTION, SECTIONS 92.15 TO 92.16 AND ESTABLISHING AN EFFECTIVE DATE.

NOW, THEREFORE, be it ordained by the Board of Commissioners of the Town of Fairmont, Robeson County, North Carolina, as follows:

Section 1. That Chapter 92 Fire Prevention and Protection, Section 92.15 to 92.16, of the Fairmont Code of Ordinances, are amended in its entirety to read as follows:

"FIRE DEPARTMENT

§ 92.15 NAME; AUTHORITY; MISSION.

(A) The official name of this organization shall be the Municipal Fire Department of Fairmont, hereafter referred to as the Fairmont Fire Department (hereinafter "Department.").

(B) The purpose of the Fire Department is to protect life, property, and the environment within the jurisdiction of the Town of Fairmont through fire suppression, fire prevention, emergency medical response, public education, disaster response, and related emergency services.

(C) The Fire Department is established under the authority of the Town of Fairmont and the State of North Carolina and shall operate in accordance with all applicable federal, state, and local laws, ordinances, regulations, and policies.

(D) The mission of the Fire Department is to provide professional, effective, and timely emergency services to the community by promoting public safety, reducing risk, and maintaining public trust through integrity, training, and service excellence.

(E) The Fire Department shall carry out the following functions:

(a) Fire suppression and control of structural, wildland, vehicle, and other fires.
(b) Emergency medical services as authorized by law and Department capability.
(c) Hazardous materials response at the operational level or higher as authorized.
(d) Fire prevention and code enforcement as assigned by municipal ordinance.
(e) Public education and community outreach on fire safety, preparedness, and injury prevention.
(f) Disaster preparedness and emergency management support in coordination with other agencies.

§ 92.16 ORGANIZATION.

(A) The Fire Department shall be organized under the leadership of a Fire Chief, who shall be appointed in accordance with municipal law or policy, subject to supervision by the Town Manager. The Fire Chief shall have overall command and administrative responsibility for the Department.

(B) The Fire Department may include such divisions, ranks, bureaus, companies, or units as necessary for effective operation, including but not limited to:

(a) Operations
(b) Training
(c) Fire Prevention
(d) Emergency Medical Services
(e) Administration
(f) Logistics and Maintenance

§ 92.17 POWERS AND DUTIES OF THE FIRE CHIEF.

(A) (1) The Fire Chief, subject to supervision by the Manager, shall:

(a) Direct and supervise all Department operations.
(b) Develop and enforce rules, regulations, standard operating procedures, and training requirements.
(c) Administer personnel, apparatus, equipment, facilities, and budget resources.
(d) Recommend policies and strategic plans to the governing authority.
(e) Coordinate mutual aid and interagency cooperation.
(f) Ensure compliance with safety standards, reporting requirements, and applicable law.
(g) Command the Department and supervise the firefighting and extinguishing of all fires and have the authority to keep away from the vicinity of all fires any and all idle, disorderly or suspicious persons.
(h) Inspect or cause to be inspected all trucks and other equipment of the Fire Department each and every week to ascertain that equipment is being kept in proper condition.
(i) Inspect or cause to be inspected all fire hydrants at least quarterly and shall make a report of the inspection to the Town Manager. The Fire Chief shall have all fire hydrants tested once a year and shall notify the Director of Public Works in writing of any hydrants that are not in good working order.
(j) The Fire Chief shall make a monthly written report to the Manager on all fire related incidents in the town and all out-of-town calls made by members of the Department.
(k) To assume the functions of the Fire Inspector, to included, but not limited to:

- Having the authority to enter any and all premises, at a reasonable time for purposes of inspection;
- Upon receipt of a complaint, he or she shall forthwith investigate;
- Investigate the causes of fires and shall keep records of his or her findings as to origin, location, owner, extent of damage and injury;
- Report findings to the state insurance commissioner when appropriate;
- Cause the removal of fire hazards by serving proper orders to the owner or agent of the premises in question, which orders shall include a reasonable time limit. Failure to comply with said orders shall be considered a misdemeanor.

(B)(1) The officer in command shall have authority to summon aid.

(2) During the continuance of a fire, the Fire Chief, his or her assistant or the Manager shall have authority to call upon any citizen to render assistance in pulling down or demolishing any building or in removing goods or furniture from a building on fire or in danger of fire, but not without the consent of the Manager or of the officer of the Fire Department who may be in charge.

(3) It shall be unlawful to congregate on the streets or alleys near a fire in a manner which would interfere with the activities of the Fire Department.

§ 92.18 MEMBERSHIP.

(A) The Fire Department shall consist of the Chief of the Fire Department and a sufficient number of firefighters, voluntary, part- or full-time, to maintain and operate the Department. The Manager shall appoint the Chief and approve the appointment to the Department of all members. The Department may from time to time adopt its own rules and regulations governing the Department subject to the approval of the Manager.

(B) (1) The members of the Fire Department shall be not less than 18 years of age and shall be subject to the policies, procedures and requirements as may from time to time be established by competent authority for members of the Fire Department. The Fire Chief, or the Fire Chief's designee, shall obtain a criminal history record check for an applicant over the age of 18 prior to offering that applicant a paid or volunteer positions with the fire department. See N.C.G.S. § 160A-292(b).

(2) The members of the Fire Department shall receive compensation as the Board of Commissioner for the Town of Fairmont shall direct.

(3) All personnel shall:

(a) Perform duties in accordance with law, policy, and Department standards.
(b) Maintain required certifications, qualifications, and training.
(c) Conduct themselves in a professional, ethical, and respectful manner.
(d) Uphold the mission and values of the Department.

(C) Any employee of the Department, while engaged in any duty or activity outside the corporate limits of the Town of Fairmont pursuant to orders of the fire chief or Board, shall have all of the jurisdiction, authority, rights, privileges, and immunities, including coverage under the workers' compensation laws, which they have within the corporate limits of the Town of Fairmont.

§ 92.19 MUTUAL AID AND INTERGOVERNMENTAL COOPERATION

The Department may enter mutual aid, automatic aid, and other cooperative agreements with neighboring jurisdictions, public safety agencies, and emergency management organizations, subject to approval by the Board of Commissioners for the Town of Fairmont.

§ 92.20 TRAINING AND SAFETY

(A) The Department shall maintain a continuing program of training, education, and occupational safety to ensure preparedness, regulatory compliance, and the wellbeing of personnel.

(B) Safety shall be a fundamental principle in all Department activities, including emergency operations, training, inspections, and public events.

§ 92.21 FISCAL MANAGEMENT

The Department shall operate within appropriations approved by the Board of Commissioners for the Town of Fairmont and shall manage public funds, property, apparatus, and equipment responsibly and transparently.

§ 92.22 RULES AND POLICIES

The Fire Chief may issue administrative rules, operational guidelines, and standard operating procedures consistent with applicable law, this ordinance, and governing municipal policy, to be approved by the Board of Commissioners of the Town of Fairmont.

Section 2. That this ordinance shall become effective immediately upon its adoption."

PASSED AND ADOPTED after the second reading this 17th day of November, 2026.

Statutory reference: N.C.G.S. §§ 160A-291 et seq.

TOWN OF FAIRMONT

BY: _____
Charles Kemp, Mayor

ATTEST: _____
Jennifer H. Larson, Town Clerk

Jenny Larson Agenda IX-A

From: Charles Kemp
Sent: Monday, November 2, 2026 12:46 PM
To: Jenny Larson
Cc: Jerome Chestnut
Subject: NARRATIVE FOR REQUEST FOR BOARD TO CONSIDER AN ELDER CARE REP

Follow Up Flag: Follow up
Flag Status: Flagged

Recently in a Focus on Fairmont video featuring newly appointed and sworn in Commissioner Matt Moore the discussion turned to his interests golng forward as a town official and he immediately began speaking of his interest In promoting and uplifting our community elders. He continued with methods and pursuits he would use to make our elders feel wanted, loved, and validated. I asked if he would serve as our board representative in such a capacity if voted so by the rest of his commissioners and he was verry positive about that .Since he is currently in your midst I think he would be the obvious person for follow up questions and after that his appointment by the board for this necessary and worthy position. I believe he is perfectly suited for this position and our elders would benefit by him being in this capacity.

Charles Kemp
Mayor

Agenda IX-B

THE ADAMS COMPANY INC.
ENGINEERING AND DESIGN
Firm License No. C-4438
708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

MEMO

To: Jerome Chestnut

From: David Carter

Subject: Recommendation of Award
Fairmont CDBG-NR Reconstruction
Contract: William Watson 24-03

Date: November 13, 2026

On November 12, 2026 at 2:00 pm bids were received at the Fairmont Town Hall. The Bids were opened and read aloud. Attached are the Bid Tabulation Summary, Summary of Low Bid and Recommend of Award.

Based on the information on the Bid Tabulation Summary, it is recommended that the Town of Fairmont award Contract William Watson 24-03 at the bid price of $157,900.00 to the lowest responsible bidder, Faith Home Improvement & Construction (President Frankie Demery).

Please present this to the Board and upon Board approval have the Mayor sign the Notice of Award and forward me a copy.

Town of Fairmont 2024 CDBG-NR

Bid Tabulation Summary

Bid Date: 11/12/26 @ 2:00 p.m.

Contractor		Unit 03 William Watson 908 MLK St, Fairmont
T.R. Hunt	House	$168,295.00
	Demo	$11,000.00
	Asbestos	$19,000.00
	TOTAL	**$198,295.00**
Faith Home Improvemet	House	$138,900.00
	Demo	$7,000.00
	Asbestos	$12,000.00
	TOTAL	**$157,900.00**
Holland Construction	House	$146,000.00
	Demo	$7,500.00
	Asbestos	$9,000.00
	TOTAL	**$162,500.00**
Oral's Construction	House	$148,600.00
	Demo	$5,400.00
	Asbestos	$9,000.00
	TOTAL	**$163,000.00**
At Home Companies	House	$144,636.00
	Demo	$6,400.00
	Asbestos	$8,000.00
	TOTAL	**$159,036.00**
	House	
	Demo	
	Asbestos	
	TOTAL	
	House	
	Demo	
	Asbestos	
	TOTAL	

Certified _____

_____

DATE

2024 Fairmont CDBG-NR
Bid Date: November 12, 2026 @ 2:00 p.m.
Group 2

Summary of Low Bids

Unit	Contractor	Bid Price
24-03 908 MLK St	Faith Home Improvement & Construction Inc.	$157,900.00

Recommendation of Awards

Unit	Contractor	Bid Price
24-03 908 MLK St	Faith Home Improvement & Construction Inc.	$157,900.00

* Note:

Approved _____
Mayor

_____
Date

SECTION 00350

NOTICE OF AWARD

To: Faith Home Improvement and Construction Inc.
212 Ottmus Rd.
Pembroke, NC 28372

PROJECT Description:

TOWN OF FAIRMONT CDBG-NR Reconstruction Project: Contract 24-03 – William Watson
Home Address: 908 MLK St. Fairmont, NC

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for BIDS dated October 29, 2026 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of $157,900.00.

You are required by the Information for BIDDERS to execute the certificates of insurance within twenty (20) calendar days from the date of this Notice to you.

If you fail to execute said Agreement within twenty (20) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this ____ day of _____, 20_____.

Owner: Town of Fairmont

By: _____

Name: Charles Kemp

Title: Mayor, Town of Fairmont

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____ this the _____ day of _____, 20____.

By: _____

Name: _____

Title: _____

END OF SECTION

Agenda IX- C

TOWN OF FAIRMONT

421 South Main Street • P.O. Box 248
Fairmont, NC 28340
Phone: (910) 628-9766 Email: fairmontnc@bellsouth.net Fax: (910) 628-6025
www.fairmontnc.com

DATE: November 12, 2026

TO: Honorable Mayor & Board of Commissioners

FROM: Jenny Larson, Finance Director

RE: Financing Grapple Truck

Public Works Director Ronnie Seals has found a 2016 Grapple Truck at Vast Equipment to replace our current truck which has mechanical issues.

The purchase price is $82,5000 plus a one year warranty of $87,3000. Vast Equipment will give us $10,000 trade-in credit for our existing truck bringing the purchase price to $77,300.

Stearns Bank will finance the truck for 8.25% interest for 60 months/5 years. *(Waiting for exact figures from the bank, should have by the board meeting)*

We are proposing financing this truck using Powell Bill funds. The final payment for our street sweeper is this year.

We need the board's approval to complete this purchase.



All (47) Photos (46) Videos (1)



PRE OWNED INVENTORY GRAPPLE TRUCKS

2016 FREIGHTLINER BUSINESS CLASS M2 106 HT9932

PRICE (USD)
$84,880

YEAR 2016	HOURS 12799
MILEAGE 133,925 mi	MANUFACTURER FREIGHTLINER
MODEL BUSINESS CLASS M2 106	STOCK # HT9932

REQUEST QUOTE BACK TO LISTINGS

Agenda IX- D

TOWN OF FAIRMONT

421 South Main Street • P.O. Box 248
Fairmont, NC 28340
Phone: (910) 628-9766
Email: fairmontnc@bellsouth.net
www.fairmontnc.com
Fax: (910) 628-6025

DATE: November 12, 2026

TO: Honorable Mayor & Board of Commissioners

FROM: Jenny Larson, Town Clerk

RE: Appointment to the ABC Board

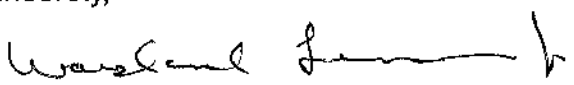
Mr. Butch Lennon has resigned from the ABC Board. The board needs to appoint a replacement to complete the rest of his term which expires September 2027.

October 20, 2026

Fairmont ABC Board
Fairmont Board of Commissioners

I hereby submit my resignation on the Fairmont ABC Board effective immediately.

Sincerely,



Butch Lennon

TOWN OF FAIRMONT

MONTHLY REPORTS



NOVEMBER 2026

Fairmont Police Department

Monthly Police Department Report

Date:	November 2, 2026	To:	J. Chestnut, J. Larson, R. Cain
Ref:	Monthly Report for October	From:	Captain Josh Harris

Breakdown of Month Statistics-Police

Type of Service/ Activity	Jan. 2026	Feb. 2026	Mar. 2026	Apr 2026	May 2026	June 2026	July 2026	Aug. 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Yr to Date
Missing/Runaway	0	0	0	0	0	0	0	0	0	1			
Arrests	13	6	5	5	9	4	5	8	6	5			
Accidents	3	2	6	9	8	7	11	9	5	3			
Citations	6	11	14	19	12	10	6	14	7	6			
Thefts	8	4	4	3	1	6	5	5	7	8			
Homicides/Suicide	0	0	0	0	0	0	0	0	1	0			
Robberies	2	0	0	0	0	0	0	0	0	0			
B & E	1	0	1	0	1	3	2	5	2	0			
Assaults	4	1	1	2	3	2	2	1	2	4			
Narcotics	0	0	0	0	0	2	0	3	3	1			
Subpoenas Served	0	0	0	0	0	0	0	0	0	0			
Vandalism	3	2	1	4	2	3	2	0	1	0			
Cash Value of Recovered Property	2400	6000	0	0	0	0	0	0	13950	0			
All Other	5	9	4	10	17	7	6	7	8	8			

Note: (S) stands for Suicide

FAIRMONT FIRE DEPARTMENT

MONTHLY REPORT: OCTOBER 2026
PREPARED BY: VERONICA HUNT FIRE CHIEF

EVENT	*STATISTIC*
STRUCTURE FIRES	*0*
FIRE ALARMS	*4*
VEHICLE/AUTO FIRES	*0*
MOTOR VEHICLE ACCIDENT	*1*
TREE. GRASS, BRUSH, ETC. OUTSIDE FIRES	*3*
UTILITY LINE DOWN *TREE DOWN*	*0* *0*
ASSISTANCE TO OTHER AGENCIES	*7 (EMS)* *1(FIRE)*
ELECTRICAL/LINE FIRES	*0*
TRAFFIC CONTROL	*1*
DUMPSTER FIRES	*0*
GAS LEAKS	*0*
SERVICE CALL	*1*
ELECTRICAL HAZARD	*0*
TOTAL FIRE CALLS	**18**

Participated with Treat & Treat Events along with Fairmont Police Dept at Rosenwald, Fairgrove, Kid Kare Learning Center and Southeastern Headstart.

Cash Balance Report

Period Ending 10/31/2026

TOWN OF FAIRMONT

11/10/2026 12:10 PM

Bank 1 TRUIST Acct#- 1 Account	Balance
10-102-0000 CASH IN BANK	$914,439.27
20-102-0000 CASH IN BANK	$90,355.67
30-102-0000 CASH IN BANK	$151,456.58
40-102-0000 CASH IN BANK	$39,832.15
41-102-0000 CASH IN BANK	$7,232.05
55-102-0000 CASH IN BANK	$0.00
66-102-0000 CASH IN BANK	$0.00
72-102-0000 CASH IN BANK	$0.00
73-102-0000 CASH IN BANK	$0.00
79-102-0000 CASH IN BANK	$0.00
81-102-0000 CASH IN BANK	$3,030,474.01
82-102-0000 CASH IN BANK	-$9,739.02
83-102-0000 CASH IN BANK	$0.00
84-102-0000 CASH IN BANK	$5,963.66
87-102-0000 CASH IN BANK	$179,560.00
88-102-0000 CASH IN BANK	$0.00
89-102-0000 CASH IN BANK	$0.00
Bank 1 Total:	$4,409,574.37

Total Cash Balance:	$4,409,574.37

Budget vs Actual

TOWN OF FAIRMONT
11/10/2026 11:47:18 AM

Period Ending 10/31/2026

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-289-0000 FUND BALANCE	150,559	0.00	0.00	(150,559.00)	
10-301-0100 MOTOR VEHICLE REV	125,000	21,777.99	56,939.16	(68,060.84)	46%
10-302-0000 CURRENT TAX REVENUE	995,515	621,063.13	648,708.29	(346,806.71)	65%
10-302-0100 PRIOR YR TAX REVENUE	100,000	9,555.66	34,967.46	(65,032.54)	35%
10-317-0000 TAX INTEREST/PENALTY	27,000	1,781.83	6,229.93	(20,770.07)	23%
10-325-0000 PRIVILEGE LICENSE	255	0.00	225.00	(30.00)	88%
10-329-0000 INTEREST	20,000	2,984.72	11,910.10	(8,089.90)	60%
10-331-0100 CABLE/VIDEO TAX REV.	6,670	0.00	1,553.66	(5,116.34)	23%
10-331-0300 RENT - BLDGS	35,000	0.00	3,300.00	(31,700.00)	9%
10-334-5000 FIRE INSPECTIONS	1,500	150.00	550.00	(950.00)	37%
10-335-0000 MISCELLANEOUS	5,000	100.00	377.00	(4,623.00)	8%
10-335-0300 MAY DAY REVENUE	2,500	0.00	0.00	(2,500.00)	
10-335-0400 SENIOR GRANT	500	0.00	0.00	(500.00)	
10-335-0600 SPECIAL PROJECTS	7,000	25.00	2,037.00	(4,963.00)	29%
10-337-0000 FRANCHISE TAX	148,875	0.00	34,867.52	(114,007.48)	23%
10-341-0000 BEER & WINE	8,880	0.00	0.00	(8,880.00)	
10-344-0000 LOCAL LAW ENFORCEMENT BONUS	0	20,722.68	20,722.68	20,722.68	
10-344-0100 NC DEPARTMENT OF INSURANCE FIRE GRANT	9,206	0.00	9,205.54	(0.46)	100%
10-345-0000 SALES TAX	977,070	85,188.76	326,143.13	(650,926.87)	33%
10-347-0000 ABC REVENUE	15,000	919.31	919.31	(14,080.69)	6%
10-351-0000 COURT FEE	150	13.50	46.80	(103.20)	31%
10-354-0000 ZONING FEE	3,750	200.00	1,900.00	(1,850.00)	51%
10-359-0000 SANITATION REVENUE	349,500	29,635.24	119,225.35	(230,274.65)	34%
10-359-0100 SANITATION OTHER	300	0.00	0.00	(300.00)	
10-359-0200 SOLID WASTE DISP TAX	1,763	0.00	391.48	(1,371.52)	22%
10-383-0000 SALE OF FIXED ASSETS	5,000	0.00	2,500.00	(2,500.00)	50%
Revenues Totals:	2,995,993	794,117.82	1,282,719.41	(1,713,273.59)	43%

Budget vs Actual

Period Ending 10/31/2026

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-410-0200 SALARIES	15,300	1,275.00	5,100.00	10,200.00	33%
10-410-0500 FICA 7.65%	1,170	97.55	390.20	779.80	33%
10-410-0900 WORKERS COMP	48	0.00	47.60	0.40	99%
10-410-1000 TRAINING	1,000	0.00	0.00	1,000.00	
10-410-1100 POSTAGE/TELEPHONE	164	0.00	156.00	8.00	95%
10-410-3300 DEPT SUPPLIES	487	0.00	113.32	373.68	23%
10-410-5300 DUES/SUBSCRIPTIONS	363	0.00	363.00	0.00	100%
COUNCIL Totals:	18,532	1,372.55	6,170.12	12,361.88	33%
10-412-0200 SALARIES	122,766	9,232.00	41,544.00	81,222.00	34%
10-412-0400 LEAD FOR NC	0	0.00	0.00	0.00	
10-412-0500 FICA 7.65%	9,392	702.84	3,164.48	6,227.52	34%
10-412-0700 RETIREMENT	18,710	1,406.96	6,331.32	12,378.68	34%
10-412-0800 401(K)	6,138	461.60	2,077.20	4,060.80	34%
10-412-0900 WORKERS COMP	633	148.63	781.97	(148.97)	124%
10-412-1000 TRAINING	1,000	585.02	785.02	214.98	79%
10-412-1100 POSTAGE/TELEPHONE	350	0.00	78.00	272.00	22%
10-412-1600 M/R EQUIPMENT	100	0.00	0.00	100.00	
10-412-3300 DEPT SUPPLIES	1,000	0.00	43.30	956.70	4%
10-412-5300 DUES/SUBSCRIPTIONS	1,500	0.00	440.00	1,060.00	29%
ADMINISTRATION Totals:	161,589	12,537.05	55,245.29	106,343.71	34%
10-420-0200 SALARIES	52,078	3,699.63	17,525.75	34,552.25	34%
10-420-0500 FICA 7.65%	3,984	282.11	1,337.04	2,646.96	34%
10-420-0600 GROUP INSURANCE	11,577	926.20	3,820.36	7,756.64	33%
10-420-0700 RETIREMENT	7,937	563.83	2,670.93	5,266.07	34%
10-420-0800 401(K)	2,604	184.98	876.29	1,727.71	34%
10-420-0900 WORKERS COMP	77	(4.48)	72.65	4.35	94%
10-420-1000 TRAINING	2,000	0.00	1,750.06	249.94	88%
10-420-1100 POSTAGE/TELEPHONE	750	0.00	597.70	152.30	80%
10-420-1600 M/R EQUIPMENT	250	0.00	0.00	250.00	
10-420-3300 DEPT SUPPLIES	1,500	0.00	43.30	1,456.70	3%
10-420-5300 DUES/SUBSCRIPTIONS	600	145.00	325.00	275.00	54%
CLERK Totals:	83,357	5,797.27	29,019.08	54,337.92	35%
10-430-3300 DEPT SUPPLIES	0	0.00	0.00	0.00	
ELECTIONS Totals:	0	0.00	0.00	0.00	
10-440-0200 SALARIES	76,421	5,605.52	27,002.39	49,418.61	35%
10-440-0400 PROF. SERVICES	28,245	0.00	475.95	27,769.05	2%
10-440-0500 FICA 7.65%	5,846	425.38	2,051.92	3,794.08	35%
10-440-0600 GROUP INSURANCE	11,577	926.20	3,820.36	7,756.64	33%
10-440-0700 RETIREMENT	11,646	854.28	4,115.16	7,530.84	35%
10-440-0800 401(K)	3,821	280.28	1,350.13	2,470.87	35%
10-440-0900 WORKERS COMP	77	(4.49)	72.64	4.36	94%

Budget vs Actual

Period Ending 10/31/2026

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-440-1000 TRAINING	1,500	0.00	0.00	1,500.00	
10-440-1100 POSTAGE/TELEPHONE	1,000	0.00	1,000.45	(0.45)	100%
10-440-1600 M/R EQUIPMENT	1,450	1,813.00	1,813.00	(363.00)	125%
10-440-2100 RENTAL EQUIPMENT	5,500	319.76	1,634.62	3,865.38	30%
10-440-2600 ADVERTISING	3,000	0.00	653.08	2,346.92	22%
10-440-3300 DEPT SUPPLIES	2,500	0.00	593.86	1,906.14	24%
10-440-5300 DUES/SUBSCRIPTIONS	125	0.00	0.00	125.00	
FINANCE Totals:	152,708	10,219.93	44,583.56	108,124.44	29%
10-450-0400 COUNTY COLLECTIONS	35,000	18,617.11	20,337.93	14,662.07	58%
10-450-0401 TAX DISCOUNT	12,000	11,830.17	11,974.56	25.44	100%
TAX LISTING Totals:	47,000	30,447.28	32,312.49	14,687.51	69%
10-470-0400 LEGAL FEES	18,800	1,362.50	4,375.00	14,425.00	23%
LEGAL Totals:	18,800	1,362.50	4,375.00	14,425.00	23%
10-490-0400 PROF. SERVICES	8,000	0.00	550.00	7,450.00	7%
10-490-1100 POSTAGE/TELEPHONE	246	0.00	78.00	168.00	32%
10-490-1500 NUISANCE ABATEMENT	40,000	4,750.00	16,710.00	23,290.00	42%
10-490-3300 DEPT SUPPLIES	300	0.00	72.19	227.81	24%
10-490-4500 CONTRACT SERVICES	0	0.00	0.00	0.00	
PLANNING, CODES & ZONING Totals:	48,546	4,750.00	17,410.19	31,135.81	36%
10-500-0200 SALARIES	61,293	5,035.70	19,600.15	41,692.85	32%
10-500-0500 FICA 7.65%	4,689	383.56	1,492.76	3,196.24	32%
10-500-0600 GROUP INSURANCE	11,577	922.69	3,806.32	7,770.68	33%
10-500-0700 RETIREMENT	8,294	692.46	2,649.65	5,644.35	32%
10-500-0800 401(K)	2,721	227.18	869.31	1,851.69	32%
10-500-0900 WORKERS COMP	1,360	(72.75)	1,287.71	72.29	95%
10-500-1100 TELEPHONE/FAX	10,750	993.46	2,408.64	8,341.36	22%
10-500-1300 UTILITIES	40,600	3,671.14	13,969.76	26,630.24	34%
10-500-1500 M/R BLDG. & GROUNDS	40,000	393.97	9,417.93	30,582.07	24%
10-500-3300 DEPT SUPPLIES	30,000	1,247.16	6,410.13	23,589.87	21%
10-500-3600 UNIFORMS	830	68.36	286.05	543.95	34%
BUILDINGS Totals:	212,114	13,562.93	62,198.41	149,915.59	29%
10-510-0200 SALARIES	635,868	65,301.91	245,997.37	389,870.63	39%
10-510-0500 FICA 7.65%	48,644	4,970.52	18,718.71	29,925.29	38%
10-510-0600 GROUP INSURANCE	127,344	9,184.96	41,682.84	85,661.16	33%
10-510-0700 RETIREMENT	102,344	7,352.50	36,555.98	65,788.02	36%
10-510-0800 401(K) 5%	29,925	2,149.86	10,689.00	19,236.00	36%
10-510-0900 WORKERS COMP	15,554	1,073.54	16,627.69	(1,073.69)	107%
10-510-1000 TRAINING	6,000	0.00	197.20	5,802.80	3%
10-510-1100 POSTAGE/TELEPHONE	15,000	1,008.02	3,634.38	11,365.62	24%
10-510-1500 ANIMAL CONTROL	7,200	600.00	2,400.00	4,800.00	33%
10-510-1600 M/R EQUIPMENT	15,000	1,507.07	11,412.45	3,587.55	76%

Budget vs Actual

Period Ending 10/31/2026

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-510-1601 MAINT AGREEMENTS	35,000	6,394.00	38,692.00	(3,692.00)	111%
10-510-1700 M/R VEHICLES	10,000	523.99	1,795.56	8,204.44	18%
10-510-2100 RENTAL EQUIPMENT	6,000	726.34	2,638.17	3,361.83	44%
10-510-3100 AUTO SUPPLIES	60,000	7,361.17	23,839.03	36,160.97	40%
10-510-3300 DEPT SUPPLIES	5,000	0.00	1,772.81	3,227.19	35%
10-510-3600 UNIFORMS	8,000	0.00	6,602.25	1,397.75	83%
10-510-4000 MEDICAL EXAMS	400	101.00	448.18	(48.18)	112%
10-510-5300 DUES/SUBSCRIPTIONS	6,000	0.00	5,445.73	554.27	91%
10-510-7400 CAPITAL OUTLAY	15,000	0.00	12,227.75	2,772.25	82%
POLICE Totals:	1,148,279	108,254.88	481,377.10	666,901.90	42%
10-512-0400 ROBESON COMMUNIC	45,000	0.00	10,955.00	34,045.00	24%
10-512-0900 WORKERS COMP	0	0.00	0.00	0.00	
PUB SAFETY Totals:	45,000	0.00	10,955.00	34,045.00	24%
COMMUNICATION & ADM					
10-530-0200 SALARIES	51,722	2,945.05	12,135.71	39,586.29	23%
10-530-0400 FIRE INSPECTIONS	1,500	0.00	0.00	1,500.00	
10-530-0500 FICA 7.65%	3,957	225.29	928.34	3,028.66	23%
10-530-0800 FIREMEN PENSION	100	0.00	0.00	100.00	
10-530-0900 WORKERS COMP	4,026	302.01	4,328.42	(302.42)	108%
10-530-1000 TRAINING	1,000	0.00	660.59	339.41	66%
10-530-1100 POSTAGE/TELEPHONE	1,400	116.03	464.12	935.88	33%
10-530-1600 M/R EQUIPMENT	20,000	496.00	3,299.98	16,700.02	16%
10-530-1700 M/R VEHICLES	30,000	0.00	16,812.96	13,187.04	56%
10-530-3100 AUTO SUPPLIES	10,000	1,215.34	3,963.05	6,036.95	40%
10-530-3300 DEPT SUPPLIES	30,000	161.04	26,841.88	3,158.12	89%
10-530-3600 UNIFORMS	12,000	440.10	1,546.08	10,453.92	13%
10-530-5300 DUES/SUBSCRIPTIONS	8,000	0.00	7,426.34	573.66	93%
FIRE Totals:	173,705	5,900.86	78,407.47	95,297.53	45%
10-560-0200 SALARIES	50,860	4,477.20	18,929.70	31,930.30	37%
10-560-0500 FICA 7.65%	3,891	331.09	1,402.55	2,488.45	36%
10-560-0600 GROUP INSURANCE	0	0.00	0.00	0.00	
10-560-0700 RETIREMENT	7,751	682.33	2,884.90	4,866.10	37%
10-560-0800 401(K)	0	0.00	0.00	0.00	
10-560-0900 WORKERS COMP	5,908	(643.08)	5,264.98	643.02	89%
10-560-1000 TRAINING	150	0.00	0.00	150.00	
10-560-1300 UTILITIES	84,550	6,880.62	27,567.25	56,982.75	33%
10-560-1600 M/R EQUIPMENT	23,891	3,148.01	8,715.99	15,175.01	36%
10-560-1700 M/R VEHICLES	10,000	2,961.47	4,644.36	5,355.64	46%
10-560-3100 AUTO SUPPLIES	10,000	2,155.90	3,934.42	6,065.58	39%
10-560-3300 DEPT SUPPLIES	25,000	1,163.94	9,401.08	15,598.92	38%
10-560-3301 MOSQUITO SPRAYING	5,000	0.00	0.00	5,000.00	
10-560-3600 UNIFORMS	3,750	308.52	1,291.05	2,458.95	34%
10-560-7400 CAPITAL OUTLAY	12,109	0.00	12,109.25	(0.25)	100%

Budget vs Actual

Period Ending 10/31/2026

STREET Totals:	242,860	21,466.00	96,145.53	146,714.47	40%
10-580-1600 M/R EQUIPMENT	10,000	1,813.00	6,007.72	3,992.28	60%
10-580-1700 M/R VEHICLES	12,500	92.85	1,112.38	11,387.62	9%
10-580-3100 AUTO SUPPLIES	5,000	1,608.37	3,353.75	1,646.25	67%
10-580-3300 DEPT SUPPLIES	250	0.00	200.00	50.00	80%
10-580-4500 CONTRACT SERVICE	303,675	0.00	98,187.92	205,487.08	32%
10-580-4502 LANDFILL	40,000	0.00	0.00	40,000.00	
SANITATION Totals:	371,425	3,514.22	108,861.77	262,563.23	29%
10-620-0200 SALARIES	24,006	1,784.82	8,031.69	15,974.31	33%
10-620-0500 FICA 7.65%	1,836	136.54	614.43	1,221.57	33%
10-620-0900 WORKERS COMP	394	(32.68)	361.21	32.79	92%
10-620-1100 POSTAGE/TELEPHONE	550	30.02	245.76	304.24	45%
10-620-1500 M/R BLDG & GROUNDS	1,000	0.00	0.00	1,000.00	
10-620-1600 M/R - PARK EQUIPMENT	2,500	0.00	0.00	2,500.00	
10-620-1700 M/R VEHICLES	800	0.00	0.00	800.00	
10-620-3100 AUTO SUPPLIES	300	0.00	0.00	300.00	
10-620-3300 DEPT SUPPLIES	350	0.00	29.59	320.41	8%
10-620-5700 ACTIVITIES	5,000	(181.84)	(181.84)	5,181.84	-4%
10-620-5800 SENIOR PROGRAMS	7,000	1,276.71	1,893.79	5,106.21	27%
RECREATION & PARKS Totals:	43,736	3,013.57	10,994.63	32,741.37	25%
10-630-0100 LIBRARY	20,854	0.00	0.00	20,854.00	
LIBRARY Totals:	20,854	0.00	0.00	20,854.00	
10-640-0100 BORDER BELT MUSEUM	2,000	0.00	0.00	2,000.00	
BORDER BELT MUSEUM Totals:	2,000	0.00	0.00	2,000.00	
10-650-0100 FARMERS' FESTIVAL	4,500	2,404.00	4,629.06	(129.06)	103%
10-650-0101 MAY DAY FESTIVAL	5,500	0.00	125.00	5,375.00	2%
10-650-0102 FIREWORKS	8,500	0.00	0.00	8,500.00	
10-650-0103 CHRISTMAS PARADE	1,500	(20.00)	(20.00)	1,520.00	-1%
10-650-0104 JUNETEENTH	2,500	0.00	0.00	2,500.00	
SPECIAL EVENTS Totals:	22,500	2,384.00	4,734.06	17,765.94	21%
10-660-0400 PROF. SERVICE & CODES	38,000	3,413.10	12,637.48	25,362.52	33%
10-660-5300 DUES/SUBSCRIPTIONS	5,000	0.00	4,849.00	151.00	97%
10-660-5400 INSURANCE/BONDS	56,640	32.50	55,449.26	1,190.74	98%
10-660-5401 RETIREE INSURANCE	65,348	5,133.07	22,820.50	42,527.50	35%
10-660-5700 MISCELLANEOUS	7,000	1,230.00	3,657.38	3,342.62	52%
10-660-5701 SPECIAL PROJECTS	7,000	1,150.00	1,150.00	5,850.00	16%
NON-DEPT. Totals:	178,988	10,958.67	100,563.62	78,424.38	56%
10-690-0100 RESCUE	4,000	122.20	504.89	3,495.11	13%
SOUTH ROBESON RESCUE Totals:	4,000	122.20	504.89	3,495.11	13%
Expenses Totals:	2,995,993	235,663.91	1,143,858.21	1,852,134.79	38%

10 GENERAL FUND Totals:		558,453.91	138,861.20		

Budget vs Actual

Period Ending 10/31/2026

20 POWELL BILL

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
20-289-0000 FUND BALANCE	0	0.00	0.00	0.00	
20-343-0000 POWELL BILL ALLOC.	97,380	0.00	49,053.93	(48,326.07)	50%
Revenues Totals:	97,380	0.00	49,053.93	(48,326.07)	50%

Budget vs Actual

Period Ending 10/31/2026

20 POWELL BILL

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
20-570-0200 SALARIES	20,414	1,574.40	7,035.60	13,378.40	34%
20-570-0500 FICA 7.65%	1,562	120.44	538.23	1,023.77	34%
20-570-0700 RETIREMENT	3,111	239.94	1,072.23	2,038.77	34%
20-570-0900 WORKERS' COMP	594	(178.37)	415.75	178.25	70%
20-570-3300 MAINTENANCE	31,723	0.00	550.00	31,173.00	2%
20-570-3301 DRAINAGE	12,000	0.00	0.00	12,000.00	
20-570-7400 CAPITAL OUTLAY	0	0.00	0.00	0.00	
20-570-7401 STREET SWEEPER LEASE	27,976	0.00	0.00	27,976.00	
POWELL BILL Totals:	97,380	1,756.41	9,611.81	87,768.19	10%
Expenses Totals:	97,380	1,756.41	9,611.81	87,768.19	10%

20 POWELL BILL Totals:		(1,756.41)	39,442.12

Budget vs Actual

Period Ending 10/31/2026

30 WATER & SEWER

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
30-289-0000 FUND BALANCE	0	0.00	0.00	0.00	
30-289-0250 FLORENCE-NCEM	0	0.00	0.00	0.00	
30-329-0000 INTEREST	22,500	2,984.72	11,909.19	(10,590.81)	53%
30-371-0000 WATER REVENUE	567,750	41,988.36	183,886.20	(383,863.80)	32%
30-372-0000 SEWER REVENUE	744,660	54,838.49	234,849.13	(509,810.87)	32%
30-372-0100 WA/SW REVENUE MISC.	1,500	15.00	315.00	(1,185.00)	21%
30-372-0200 SEWER CONTRACT REV.	310,427	12,565.18	54,856.46	(255,570.54)	18%
30-372-0300 SEWER CONTRACT O/M	58,136	3,144.30	11,072.79	(47,063.21)	19%
30-373-0000 TAPS/CONNECTIONS	4,000	2,500.00	6,250.00	2,250.00	156%
30-374-0000 LATE FEE REVENUE	38,105	3,593.34	13,356.95	(24,748.05)	35%
30-375-0000 NONPAYMENT REVENUE	32,765	3,968.50	16,183.37	(16,581.63)	49%
30-383-0000 SALE OF FIXED ASSETS	0	0.00	0.00	0.00	
Revenues Totals:	1,779,843	125,597.89	532,679.09	(1,247,163.91)	30%

Budget vs Actual

Period Ending 10/31/2026

30 WATER & SEWER

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
30-660-0400 PROF. SERVICES	43,000	3,413.09	12,637.44	30,362.56	29%
30-660-1500 M/R BLDG. & GROUNDS	2,500	58.00	232.00	2,268.00	9%
30-660-5400 INSURANCE/BONDS	46,657	32.50	46,722.26	(65.26)	100%
30-660-5706 BOND 2014 INTEREST	6,638	0.00	0.00	6,638.00	
30-660-5707 BOND 2014 PRINCIPAL	8,000	0.00	0.00	8,000.00	
30-660-5712 TRUIST SEWER INTEREST	48,987	0.00	12,498.36	36,488.64	26%
30-660-5715 TRUIST SEWER PRINCIPAL	93,154	0.00	23,036.73	70,117.27	25%
30-660-5800 CONTINGENCY	7,456	0.00	0.00	7,456.00	
NON-DEPT. Totals:	256,392	3,503.59	95,126.79	161,265.21	37%
30-720-0200 SALARIES	198,659	15,287.44	67,270.17	131,388.83	34%
30-720-0500 FICA 7.65%	15,197	1,154.18	5,084.95	10,112.05	33%
30-720-0600 GROUP INSURANCE	46,307	3,702.91	15,273.88	31,033.12	33%
30-720-0700 RETIREMENT	30,276	2,329.82	10,252.00	20,024.00	34%
30-720-0800 401(K)	9,933	764.37	3,363.50	6,569.50	34%
30-720-0900 WORKERS COMP	1,642	(718.09)	924.26	717.74	56%
30-720-1000 TRAINING	500	0.00	0.00	500.00	
30-720-1100 POSTAGE/TELEPHONE	10,500	735.74	3,973.57	6,526.43	38%
30-720-1300 UTILITIES	22,000	1,606.14	6,173.62	15,826.38	28%
30-720-1600 M/R EQUIPMENT	4,500	0.00	0.00	4,500.00	
30-720-1700 M/R VEHICLES	15,000	295.73	2,977.92	12,022.08	20%
30-720-2100 EQPT RENTAL	8,500	1,010.97	3,822.25	4,677.75	45%
30-720-2600 ADVERTISING	3,000	0.00	257.00	2,743.00	9%
30-720-3100 AUTO SUPPLIES	21,500	1,891.00	5,421.14	16,078.86	25%
30-720-3300 DEPT SUPPLIES	24,503	1,035.41	8,029.03	16,473.97	33%
30-720-3600 UNIFORMS	3,500	197.16	837.00	2,663.00	24%
30-720-4000 MEDICAL EXAMS	200	0.00	825.00	(625.00)	413%
30-720-7400 CAPITAL OUTLAY	0	0.00	0.00	0.00	
W/S ADM. Totals:	415,717	29,292.78	134,485.29	281,231.71	32%
30-812-0200 SALARIES	110,775	9,238.80	33,080.99	77,694.01	30%
30-812-0400 PROF. SERVICES	5,000	0.00	0.00	5,000.00	
30-812-0500 FICA 7.65%	8,474	705.86	2,528.88	5,945.12	30%
30-812-0600 GROUP INSURANCE	23,154	1,852.40	4,834.40	18,319.60	21%
30-812-0700 RETIREMENT	16,882	1,408.00	5,041.56	11,840.44	30%
30-812-0800 401(K)	5,539	461.95	1,654.06	3,884.94	30%
30-812-0900 WORKERS COMP	1,206	(13.75)	1,192.37	13.63	99%
30-812-1000 TRAINING	5,000	0.00	1,111.00	3,889.00	22%
30-812-1100 POSTAGE/TELEPHONE	8,000	(500.88)	753.44	7,246.56	9%
30-812-1300 UTILITIES	35,000	2,661.19	10,642.48	24,357.52	30%
30-812-1600 M/R EQUIPMENT	55,000	1,936.64	32,978.53	22,021.47	60%
30-812-3300 DEPT SUPPLIES	8,000	290.50	1,037.39	6,962.61	13%
30-812-3600 UNIFORMS	850	59.56	338.55	511.45	40%

Budget vs Actual

Period Ending 10/31/2026

30 WATER & SEWER

Description	Budget	MTD	YTD	Variance	Percent
30-812-5300 DUES/SUBSCRIPTIONS	1,000	0.00	525.00	475.00	53%
WA. TX. Totals:	283,880	18,100.27	95,718.65	188,161.35	34%
30-818-0200 SALARIES	77,497	6,516.30	25,610.39	51,886.61	33%
30-818-0500 FICA 7.65%	5,929	497.73	1,956.16	3,972.84	33%
30-818-0600 GROUP INSURANCE	0	0.00	0.00	0.00	
30-818-0700 RETIREMENT	11,811	993.09	3,903.03	7,907.97	33%
30-818-0800 401(K)	2,603	221.27	840.80	1,762.20	32%
30-818-0900 WORKERS COMP	639	(13.75)	625.26	13.74	98%
30-818-1600 M/R EQUIPMENT	8,500	2,530.69	5,553.97	2,946.03	65%
30-818-1700 M/R VEHICLES	20,000	409.78	2,432.04	17,567.96	12%
30-818-3100 AUTO SUPPLIES	30,000	6,013.39	16,175.61	13,824.39	54%
30-818-3300 DEPT SUPPLIES	50,000	3,917.15	18,507.78	31,492.22	37%
30-818-3600 UNIFORMS	850	68.60	287.07	562.93	34%
30-818-7400 CAPITAL OUTLAY	12,109	0.00	12,109.25	(0.25)	100%
WA. MNT. Totals:	219,938	21,154.25	88,001.36	131,936.64	40%
30-822-0200 SALARIES	21,780	1,554.74	6,996.33	14,783.67	32%
30-822-0400 PROF. SERVICES	50,000	3,054.00	23,474.00	26,526.00	47%
30-822-0500 FICA 7.65%	1,666	118.94	535.23	1,130.77	32%
30-822-0600 GROUP INSURANCE	0	0.00	0.00	0.00	
30-822-0700 RETIREMENT	0	0.00	0.00	0.00	
30-822-0800 401(K)	0	0.00	0.00	0.00	
30-822-0900 WORKERS COMP	603	241.07	844.13	(241.13)	140%
30-822-1000 TRAINING	5,000	153.65	153.65	4,846.35	3%
30-822-1100 POSTAGE/TELEPHONE	26,000	90.05	716.98	25,283.02	3%
30-822-1300 UTILITIES	160,000	3,242.19	48,586.02	111,413.98	30%
30-822-1600 M/R EQUIPMENT	45,000	1,813.00	4,818.62	40,181.38	11%
30-822-3300 DEPT SUPPLIES	45,000	359.35	8,237.21	36,762.79	18%
30-822-3600 UNIFORMS	950	75.40	380.47	569.53	40%
30-822-5700 WETLAND MITIGATION	1,000	0.00	0.00	1,000.00	
30-822-7400 CAPITAL OUTLAY	5,000	0.00	0.00	5,000.00	
SW. TX. Totals:	361,999	10,702.39	94,742.64	267,256.36	26%
30-828-0200 SALARIES	61,032	5,494.64	23,462.64	37,569.36	38%
30-828-0400 PROF. SERVICES	40,000	0.00	0.00	40,000.00	
30-828-0500 FICA 7.65%	4,669	419.42	1,791.24	2,877.76	38%
30-828-0600 GROUP INSURANCE	11,577	926.20	3,820.36	7,756.64	33%
30-828-0700 RETIREMENT	8,983	837.39	3,575.71	5,407.29	40%
30-828-0800 401(K)	2,094	191.09	805.37	1,288.63	38%
30-828-0900 WORKERS COMP	603	120.53	723.60	(120.60)	120%
30-828-1600 M/R EQUIPMENT	8,500	2,208.03	3,559.62	4,940.38	42%
30-828-1700 M/R VEHICLES	18,000	122.04	4,424.41	13,575.59	25%
30-828-3100 AUTO SUPPLIES	15,500	3,510.37	7,160.81	8,339.19	46%
30-828-3300 DEPT SUPPLIES	16,000	12.99	5,900.18	10,099.82	37%
30-828-3600 UNIFORMS	850	138.70	357.21	492.79	42%

Budget vs Actual

Period Ending 10/31/2026

30 WATER & SEWER

Description	Budget	MTD	YTD	Variance	Percent
30-828-7400 CAPITAL OUTLAY	12,109	0.00	12,109.25	(0.25)	100%
SW. MNT. Totals:	199,917	13,981.40	67,690.40	132,226.60	34%
30-829-1100 POSTAGE/TELEPHONE	8,000	40.34	1,501.40	6,498.60	19%
30-829-1300 UTILITIES	15,000	1,922.96	7,113.33	7,886.67	47%
30-829-1600 M/R EQUIPMENT	2,000	0.00	0.00	2,000.00	
30-829-3100 AUTO SUPPLIES	15,500	3,510.36	7,160.80	8,339.20	46%
30-829-3300 DEPT SUPPLIES	1,500	0.00	0.00	1,500.00	
SEWER CONTRACT O & M Totals:	42,000	5,473.66	15,775.53	26,224.47	38%
Expenses Totals:	1,779,843	102,208.34	591,540.66	1,188,302.34	33%

30 WATER & SEWER Totals:		23,389.55	(58,861.57)

Budget vs. Actual

Fund 40	FEDERAL DRUG FUNDS			Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE		PERCENT
40-331-2000	FEDERAL SHARING	$ 50.00	$ -	$ -	$ (50.00)		
40-331-3000	RENT OF FIRING RANGE	$ 50.00	$ -	$ -	$ (50.00)		
	Revenue Totals:	$ 100.00	$ -	$ -	$ (100.00)		
Expenses							
40-510-5701	NARCOTIC/FEDERAL	$ 100.00	$ -	$ -	$ 100.00		
	Expenses Totals:	$ 100.00	$ -	$ -	$ 100.00		
	Difference			$ -			

Fund 41	STATE DRUG FUNDS			Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE		PERCENT
41-289-0000	FUND BALANCE	$ -	$ -	$ -	$ -		
41-331-7000	STATE DRUG FUNDS	$ 50.00	$ -	$ -	$ (50.00)		
	Revenue Totals:	$ 50.00	$ -	$ -	$ (50.00)		
Expenses							
41-510-5700	STATE DRUG FUNDS	$ 50.00	$ 40.00	$ 100.00	$ (50.00)		200%
	Expenses Totals:	$ 50.00	$ 40.00	$ 100.00	$ (50.00)		200%
	Difference			$ (100.00)			

Fund 72	VUR COLLECTION SYSTEM REHAB			Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE		PERCENT
72-289-0100	VUR ARP COLLECTION SYSTEM	$ 15,000,000.00	$ 1,557,368.00	$ 7,594,321.35	$ (7,405,678.65)		51%
	Revenue Totals:	$ 15,000,000.00	$ 1,557,368.00	$ 7,594,321.35	$ (7,405,678.65)		51%
Expenses							
72-660-5700	CONSTRUCTION	$ 13,001,000.00	$ 1,448,042.00	$ 6,370,279.35	$ 6,630,720.65		49%
72-660-5701	ENGINEERING DESIGN	$ 1,880,000.00	$ 53,430.00	$ 1,116,842.00	$ 763,158.00		59%
72-660-5702	ADMINISTRATIVE	$ 94,000.00	$ -	$ 82,200.00	$ 11,800.00		87%
72-660-5703	ENVIRONMENTAL REPORT	$ 25,000.00	$ -	$ 25,000.00	$ -		100%
	Expenses Totals:	$ 15,000,000.00	$ 1,501,472.00	$ 7,594,321.35	$ 7,405,678.65		51%
	Difference			$ -			

Fund 73	BROWNFIELDS ASSESSMENT GRANT			Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE		PERCENT
73-289-0100	US EPA BROWNFIELDS	$ 500,000.00	$ 73,685.75	$ 282,520.71	$ (217,479.29)		57%
	Revenue Totals:	$ 500,000.00	$ 73,685.75	$ 282,520.71	$ (217,479.29)		57%
Expenses							
73-660-5700	BROWNFIELDS SITE ASSESSMENT	$ 500,000.00	$ -	$ 282,520.71	$ 217,479.29		57%
	Expenses Totals:	$ 500,000.00	$ -	$ 282,520.71	$ 217,479.29		57%
	Difference			$ -			

Fund 79	STORMWATER AIA		Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
79-289-0100	STORMWATER AIA FUNDS	$ 350,000.00	$ -	$ 264,600.00	$ (85,400.00)	76%
	Revenue Totals:	$ 350,000.00	$ -	$ 264,600.00	$ (85,400.00)	76%
Expenses						
79-660-5700	RECORD DRAWING ARCHIVE	$ 10,000.00	$ -	$ -	$ 10,000.00	
79-660-5701	STORMWATER MAPPING	$ 50,000.00	$ -	$ 45,000.00	$ 5,000.00	90%
79-660-5702	ASSET INVENTORY & ASSESSMENT	$ 75,000.00	$ -	$ 60,000.00	$ 15,000.00	80%
79-660-5703	HYDROLOGIC ANALYSIS	$ 130,000.00	$ -	$ 100,100.00	$ 29,900.00	77%
79-660-5704	CRITICAL ASSET INVENTORY REVIEW	$ 25,000.00	$ -	$ 17,500.00	$ 7,500.00	70%
79-660-5705	CAPITAL IMPROVEMENT PLAN	$ 25,000.00	$ -	$ 17,500.00	$ 7,500.00	70%
79-660-5706	STORMWATER ASSESSMENT REPORT	$ 35,000.00	$ -	$ 24,500.00	$ 10,500.00	70%
	Expenses Totals:	$ 350,000.00	$ -	$ 264,600.00	$ 85,400.00	76%
	Difference		$ -			

Fund 81	TOWN HALL PROJECT		Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
81-289-0100	REDR 2023 TOWN HALL	$ 3,250,000.00	$ -	$ 3,250,000.00	$ -	100%
	Revenue Totals:	$ 3,250,000.00	$ -	$ 3,250,000.00	$ -	100%
Expenses						
81-660-5700	GRANT MANAGEMENT	$ 100,000.00	$ -	$ -	$ 100,000.00	
81-660-5701	EQUIPMENT	$ 250,000.00	$ -	$ -	$ 250,000.00	
81-660-5702	ENGINEERING & CONSTRUCTION	$ 2,900,000.00	$ 171,365.75	$ 219,525.99	$ 2,680,474.01	8%
	Expenses Totals:	$ 3,250,000.00	$ 171,365.75	$ 219,525.99	$ 3,030,474.01	7%
	Difference			$ 3,030,474.01		

Fund 82	CDBG-NR 23-C-4165		Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
82-289-0100	CDBG-NR 23-C-4165	$ 950,000.00	$ -	$ 8,900.00	$ (941,100.00)	1%
	Revenue Totals:	$ 950,000.00	$ -	$ 8,900.00	$ (941,100.00)	1%
Expenses						
82-660-5700	C-1 REHABILITATION	$ 855,000.00	$ 42,665.80	$ 53,104.82	$ 801,895.18	6%
82-660-5701	C-1 ADMINISTRATION	$ 95,000.00	$ -	$ 6,000.00	$ 89,000.00	6%
	Expenses Totals:	$ 950,000.00	$ 42,665.80	$ 59,104.82	$ 890,895.18	6%
	Difference			$ (50,204.82)		

Fund 83	BJA FY 24 VIOLENT CRIME REDUCTION		Period Ending		10/31/2026	
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
83-289-0100	BJA FY 24 VIOLENT CRIME RED	$ 290,913.00	$ 22,400.30	$ 206,727.92	$ (84,185.08)	71%
	Revenue Totals:	$ 290,913.00	$ 22,400.30	$ 206,727.92	$ (84,185.08)	71%
Expenses						
83-660-5701	PERSONNEL	$ 122,181.00	$ 6,066.88	$ 80,153.61	$ 42,027.39	66%
83-660-5702	FRINGE BENEFITS	$ 63,732.00	$ 3,733.42	$ 34,004.94	$ 29,727.06	53%
83-660-5703	EQUIPMENT	$ 30,000.00	$ -	$ 29,569.37	$ 430.63	99%
83-660-5704	SUBAWARD NCYVP	$ 75,000.00	$ 12,600.00	$ 63,000.00	$ 12,000.00	84%
	Expenses Totals:	$ 290,913.00	$ 22,400.30	$ 206,727.92	$ 84,185.08	71%
	Difference			$ -		

Budget vs. Actual

Fund 84	YOUTH CENTER		Period Ending			10/31/2026
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
84-289-0100	YOUTH CENTER	$ 30,000.00	$ -	$ 20,000.00	$ (10,000.00)	67%
	Revenue Totals:	$ 30,000.00	$ -	$ 20,000.00	$ (10,000.00)	67%
Expenses						
84-660-5700	YOUTH CENTER	$ 30,000.00	$ -	$ 14,036.34	$ 15,963.66	47%
	Expenses Totals:	$ 30,000.00	$ -	$ 14,036.34	$ 15,963.66	47%
	Difference			$ -		

Fund 87	GOLDEN LEAF PUMP STATION REHAB		Period Ending			10/31/2026
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
87289-0100	GOLDEN LEAF 2019-236	$ 1,623,500.00	$ -	$ 359,700.00	$ (1,263,800.00)	22%
	Revenue Totals:	$ 1,623,500.00	$ -	$ 359,700.00	$ (1,263,800.00)	22%
Expenses						
87-660-5700	ENGINEERING & DESIGN	$ 35,000.00	$ -	$ 35,000.00	$ -	100%
87-660-5701	ENGINEERING ADMIN & INSPECTION	$ 39,500.00	$ -	$ 2,640.00	$ 36,860.00	7%
87-660-5702	CONSTRUCTION	$ 1,408,000.00	$ -	$ 240,699.70	$ 1,167,300.30	17%
87-660-5800	CONTINGENCY	$ 141,000.00	$ -	$ -	$ 141,000.00	
	Expenses Totals:	$ 1,623,500.00	$ -	$ 278,339.70	$ 1,345,160.30	17%
	Difference			$ 81,360.30		

Fund 89	NCLWF OLD FIELD SEDIMENT CONTROL		Period Ending			10/31/2026
Revenues		BUDGET	MTD	YTD	VARIANCE	PERCENT
89-289-0100	NCLWF OLD FIELD SEDIMENT	$ 57,000.00	$ -	$ -	$ (57,000.00)	0%
89-289-0200	LOCAL FUNDS	$ 1,600.00	$ -	$ -	$ (1,600.00)	0%
	Revenue Totals:	$ 58,600.00	$ -	$ -	$ (58,600.00)	0%
Expenses						
89-660-5700	PRELIMINARY DESIGN	$ 29,000.00	$ -	$ -	$ 29,000.00	0%
89-660-5701	MAINTENANCE PLAN	$ 6,000.00	$ -	$ -	$ 6,000.00	0%
89-660-5702	FINAL DESIGN/PERMITTING	$ 17,500.00	$ -	$ -	$ 17,500.00	0%
89-660-5703	FUNDING ADMINISTRATION	$ 6,100.00	$ -	$ -	$ 6,100.00	0%
	Expenses Totals:	$ 58,600.00	$ -	$ -	$ 58,600.00	0%
	Difference			$ -		