March 14, 2016
Council Meeting

Mayor Bryan Hough
Mayor Pro-Tem David Moore
Councilman Jerry Bishop
Councilwoman Carolyn Breyare
Councilman Jim Hope
Councilman Jeff Meadows
Councilman Perry Toomey
Kemp Michael, City Attorney
Danny Jackson, City Manager

CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL

March 14, 2016
7:00 P.M.

CALL TO ORDER BY THE MAYOR

INVOCATION

PLEDGE OF ALLEGIANCE
Boy Scout Troop 59

SET THE AGENDA

CONSENT AGENDA

1. Approval of the MOU between the City and the Mount Holly Athletic Association
2. Approval of the 2016-2017 Budget Calendar
3. Approval of the ABC Board Travel Policy
4. Approval of 2016 Audit Contract
5. Approval of the City of Mount Holly 2016 Special Events
6. Approval of a Budget Amendment to transfer funds from the Federal Asset Forfeiture Account to the Police Department Budget to purchase equipment
7. Call for a public hearing to consider rezoning a 20.65-acre tract of land, located at 220 Beatty Drive, Tax Parcel ID # 222059, from Office/Manufacturing Conditional District to B-3 General Business, as submitted by Regional Developers, LLC.
8. Approve the final plat for Dutchman's Ridge, Phase 3
9. Approval of the minutes of the February 8, 2016 Council Meeting
10. Approval of the minutes of the February 22, 2016 Work Session Meeting

PRESENTATIONS

1. Performance by the Ida Rankin Elementary School Robotics Teams
2. Swearing In of Police Officer Travis McManus — *Mayor Hough*

PUBLIC HEARING

1. Public Hearing to rezone approximately a .4082-acre tract of land on Rose Street Tax Parcel ID# 224375 from R-12 Single Family to B-2 Neighborhood Business. — *Brian DuPont*

PUBLIC COMMENT – Three (3) Minute Limit

OLD BUSINESS

NEW BUSINESS

1. Consideration and Approval of the Architectural Firm Selection for the North Fire Station and Public Works Facility — *Miles Braswell*
2. Consideration for the Application Approval for the SAFER Grant — *Chief Ryan Baker*

OTHER BUSINESS

CLOSED SESSION
ADJOURN

<u>CONSENT AGENDA</u>

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	3-9-16
From:	Mark Jusko	**Meeting Date:**	3-14-16

Agenda Item to be considered:

Approval of the MOU between the City and the Mount Holly Athletic Association.

Will this require a public hearing? ☐ YES X☐ NO

Background/Purpose of Request: The Mount Holly Athletic Association, MHAA, is essentially a booster club for Mount Holly Parks & Recreation. It is a group of parents that is in the process of raising funds. In order for the relationship between the City and MHAA to be a positive one, an MOU was established between the two parties to protect their own interests. The MOU was presented to the Parks & Recreation Commission at their meeting on February 23, the Commission unanimously supported the MOU.

Fiscal Impact:

Will Item affect current budget	☐ YES	X☐ NO	☐ N/A
Reviewed by Finance Director	☐ YES	X☐ NO	☐ N/A
Preaudit Certification required	☐ YES	X☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	X☐ NO	☐ N/A
Budget Transfer required	☐ YES	X☐ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	X☐ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:

To support MOU between the City and MHAA.

Result of City Council Decision:

Attachments: MOU between the City and the Mount Holly Athletic Association

NORTH CAROLINA

AGREEMENT FOR THE SUPPORT OF
CITY OF MOUNT HOLLY ATHLETICS

GASTON COUNTY

THIS AGREEMENT, made and entered into this ______ day of ____________, 2016, by and between THE CITY OF MOUNT HOLLY, a North Carolina municipal corporation, hereinafter "the City", and MOUNT HOLLY ATHLETIC ASSOCIATION, INC., a North Carolina non-profit corporation, hereinafter "MHAA";

WITNESSETH:

WHEREAS, MHAA was formed by parents and coaches of City league sports teams for the purposes of, including but not limited to, supporting and promoting athletics offered by the City of Mount Holly Parks and Recreation Department; and,

WHEREAS, MHAA intends to raise funds for the support of City athletics and to provide amenities over and above that which would normally be provided by the City of Mount Holly.

NOW, THEREFORE, the City and MHAA, in consideration of the mutual agreements set forth herein, and for the benefit of those children who participate in City athletics, do wish to enter into this Agreement as follows:

1. City agrees to allow MHAA to use its name and logo, with permission as outlined in paragraph 2 below, in connection with fundraising activities of MHAA when all of the income from such fundraising activities is used for the support of City athletics and for reasonable operating expenses of the MHAA. Acceptable uses of such fundraising income would include, but not be limited to, the purchase of athletic equipment for City league sports teams, building improvements to City athletic fields and appurtenant facilities, and providing scholarships to cover athletic fees for children residing in the City of Mount Holly who cannot afford such fees.

2. Before each fundraising event for which MHAA intends to use the name and/or logo of the City, the MHAA shall request permission for the use in writing to the City Manager or his designee. The MHAA shall submit a written proposal of the event, including the location, date, time, anticipated audience, and a description of any goods or services to be sold, if any. The City Manager or his designee will review the proposal to ensure that the use of the City's name and/or logo would be in keeping with the terms of this Agreement and would not detract from the reputation of the City.

3. Any equipment purchased by the MHAA for the use of City league sports teams will become the property of the City upon acceptance of such equipment donation by the City Manager or his designee. The City will store and maintain any such equipment after acceptance. The MHAA will receive written permission from the City Manager

or his designee before making any improvements to City athletic fields and/or athletic facilities, and any such improvements would become a part of the real property and inure to the benefit of the City.

4. MHAA agrees to submit its annual budget and a full accounting of income and expenses for each fundraising event for which MHAA uses the name and/or logo of the City to the City Manager or his designee.

5. This Agreement may be terminated by either party at any time for any reason or no reason.

IN WITNESS WHEREOF, this Agreement has been executed by authority duly given, in duplicate originals, the day and year first above written.

THE CITY OF MOUNT HOLLY

By: ______________________________
Mayor

Attest:

____
City Clerk

MOUNT HOLLY ATHLETIC ASSOCIATION, INC.

By: ______________________________
President

00028269

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** March 8, 2016
From: Danny Jackson, City Manager	**Meeting Date:** March 14, 2016

***Agenda Item to be considered:* Consent Agenda #2 – Approval of 2016-2017 Budget Calendar**

Will this require a public hearing? ☐ YES ☒ NO

***Background/Purpose of Request :* The City Council Retreat signifies the beginning of the budget process. In the aftermath of the City Council Retreat the next step in the process is to approve the Budget Calendar for the coming year. The month of March is usually the average starting point for the budget process from a staff perspective. The City Council is now being asked to formally approve the mentioned calendar, which serves as a guide throughout the budget process.**

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	*$*		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation: Motion to approve the 2016-2017 Budget Calendar as submitted.

Result of City Council Decision:

Attachments: Copy of the 2016-2017 Budget Calendar

CITY OF MOUNT HOLLY
BUDGET PREPARATION CALENDAR
FISCAL YEAR 2016-2017

3/18	Budget Packets will be delivered to Department Heads
4/4	City Manager receives budget request forms from Department Heads no later than 5:00PM.
4/5 – 5/5	Preliminary Budget is prepared by staff.
5/9	Preliminary Budget is submitted to City Council in open session and a copy filed in the office of the City Clerk. City Council will Call for the Public Hearing on the budget
5/23	City Council holds budget meeting. Discusses and finalizes revenues, personnel, and operations costs, as well as finalizes debt structure and capital improvement plan.
5/24– 6/3	City staff makes final revisions to the budget and the final budget document is completed.
6/13	City Council holds the Public Hearing on the recommended budget.
6/13	City Council adopts the 2016 - 2017 fiscal year budget ordinance for the City of Mount Holly.

City of Mount Holly
Action Agenda Item

To:	City Council	**Date:**	March 8, 2016
From:	Danny Jackson, City Manager	**Meeting Date:**	March 14, 2016

***Agenda Item to be considered:* Consent Agenda #3 – Approval of ABC Board Travel Policy**

Will this require a public hearing? ☐ YES ☒ NO

***Background/Purpose of Request :* It is customary for the City Council to approve the Travel Policy for the ABC Board. The ABC Board has submitted a copy of the mentioned travel policy for review and approval. Please know that the submitted travel policy mirrors that of the City of Mount Holly.**

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation: Motion to approve the ABC Board Travel Policy as submitted.

Result of City Council Decision:

Attachments: Copy of the ABC Board Travel Policy

Section IV

TRAVEL, TRAINING & MEALS

4.1 GENERAL RULES AND PROCEDURES

1. **Definitions**

(A) **City** means the City of Mount Holly.

(B) **Traveler** means any authorized person.

(C) **Authorized Person** means any employee, elected official, job candidate or other individual authorized to incur travel or related business expenses on behalf of the City of Mount Holly.

(D)**Authorized Travel** means travel by an Authorized Person for the direct benefit of the City of Mount Holly.

(E) **Final Travel Expense Report** means the standard form that must be completed by the Traveler, approved and submitted to the Finance Department along with all required receipts and documentation within 5 business days after returning from the trip. This form shows the actual costs of the trip, a reconciliation of estimated cost to actual cost, and final settlement due to or owed from the Traveler based on actual expenses.

4.2 APPROVAL REQUIRED TO TRAVEL

1. Travel by all Authorized Persons must be approved by the Department Head or designated person(s).

All travel requests and final travel expense reports are subject to audit by the Finance Director or his/her designee before final processing by Accounts Payable. The Finance Director may, for any violation of these Travel Policies and Procedures, regardless of prior approvals obtained, reject a travel request or Final Travel Expense Report. If rejected, no prepayments or reimbursements will be made until the Final Travel Expense Report is corrected to comply with these policies and procedures.

Failure to obtain the required approvals described above prior to traveling will render all expenses incurred ineligible for reimbursement.

4.3 RESPONSIBILITIES

Everyone who travels on City business or supervises someone who travels is responsible for knowing and following the policies and procedures contained in this document.

(A) **Traveler-** It is the responsibility of the Traveler to keep all travel and related costs to a minimum by using the most economic forms of transportation, lodging and food service available considering time and cash outlay required. The Traveler is also responsible for obtaining all required receipts and other documentation while traveling, and submitting them with a final travel expense report within 10 working days of return from a trip.

(B) **Department Heads or Other Approving Individuals -** All individuals authorized or designated to approve travel requests are responsible for determining that the cost is reasonable and justified by the trip's purpose. Prior to signing approval, they should be certain that:

- The purpose of the trip is to conduct City business or will benefit the City directly.
- The seminar, meeting or conference is unavailable locally if overnight accommodations are required.
- The Traveler understands the City's travel policies and procedures.
- The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- There is enough money in the appropriate travel budget to cover all expected costs.
- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts or other documentation are attached to the final expense report.
- The final settlement calculation (upon return from travel) is correct.
- Any amounts due the City are reimbursed.
- A final accounting of all trip expenses is submitted to Finance.

(C) **Accounts Payable -** The Accounts Payable Division is responsible for assuring that expenditures are properly accounted for, conform to prudent use of City funds and are in compliance with this policy. Accounts Payable is also responsible for assuring travel payments are issued promptly (but not more often than weekly) upon receipt of properly approved, compliant travel forms, and for preparing revisions to this document when deemed necessary.

4.4 ELIGIBLE EXPENDITURES

Eligible travel expenditures include only those costs described below that are incurred in connection with and during the period of travel.

Under no circumstances shall the City pay any travel expenses when an Authorized Person travels on behalf of another business entity, agency or professional association.

When any eligible City travel expenses are paid for or reimbursed directly to the Traveler by another entity or agency, the Traveler is prohibited from seeking reimbursement for those same expenses from the City.

The City will not pay any travel expenses deemed personal in nature as a result of combining City travel with vacation.

(A) Tuition/Registration Fees

Tuition for a class, registration fees for a seminar or conference and other fees that relate to attending the event for the stated purpose are considered registration fees. Registration fees must be substantiated by a complete brochure or agenda for the conference, seminar, class or convention being attended. Such fees will not be paid without the required documentation. Optional tours, banquets or other activities offered through a conference but as an additional cost to registration are solely at the discretion of the Traveler and will be considered a personal expense ineligible for reimbursement or payment by the City.

(B) Transportation

The Traveler should generally take the most direct and commonly traveled routes. Other routes may be approved when official business requires their use.

i. City Vehicles

If a City-owned vehicle is used, the Traveler will be reimbursed only for actual expenses incurred for fuel or repairs as supported by paid bills or receipts. Any problems with a City-owned vehicle during travel must be reported to the City garage immediately to avoid the possibility of incurring costly repairs. Prior to signing out a City vehicle, the Traveler should obtain regular and after-hours telephone numbers for Fleet Maintenance to report any such problems if they occur.

ii. Private Vehicles

Private vehicle mileage will be reimbursed at the IRS Standard Mileage Rate and approved by the City Manager.

Mileage reimbursement requests should be based on using mileage obtained from Mapquest.com or actual odometer readings. Mileage using a personal vehicle shall always be calculated from the workplace. If the Traveler leaves directly from or drives directly back to home, normal commuting miles to the Traveler's workplace must be subtracted from the total trip mileage in calculating the reimbursement due.

iii. Rental Cars

Use rental cars only when they are the most economical or practical form of transportation. Minimal incidental personal use is permitted. Decline insurance on rental cars. Car rentals, when pre-authorized and necessary, must be arranged by the individual traveler. Car rental charge receipts must be turned in with the employee expense statement to receive reimbursement. Car rental charges, not pre-approved, will require clear justification and approval by the Department Head/Chief Officer.

iv. Public Transportation

Public Transportation (i.e., bus, taxi, subway) will be reimbursed for necessary business travel.

v. Air Travel

Air travel arrangements should be made for the lowest available fares as dictated by the travel circumstances and time constraints.

Discount airfares should be sought when travel plans are definite and discount fares are available. When a discount fare requires a stay over Saturday night and is not necessary to fulfill the business requirements of the trip the overall economic benefit of the price difference and additional costs must be analyzed. When economically justified, a Saturday stay-over fare is encouraged.

Air travel must be coach or business class (not first class unless traveler pays the difference in price).

Travelers should exercise due caution when purchasing a non-refundable ticket. Note: In case of trip cancellation; only the original passenger is able to apply the fare toward another ticket in the future (within 12 months).

Travelers are personally responsible for any additional costs incurred due to missed flights unless approved by the Chief Officer/Department Head. Permissible grounds for missed flights include but are not limited to family emergencies, illness of the traveler, and business related reasons.

The City of Mount Holly generally pays invoices for airline tickets directly to the travel agency arranging the ticket. The cost of direct paid airfares is to be shown on employee expense statements. This will include cancellation penalties or nonrefundable tickets not used.

vi. Parking

Charges for hotel parking or public parking; where the hotel does not provide free parking will be reimbursed in addition to meals and lodging costs. Valet parking will not be reimbursed by the City of Mount Holly, unless it is the only parking available.

Airport parking; when necessary will be reimbursed on actual cost basis only when receipt is turned in with expense report.

(C) Meals and Lodging

a) Per Diem

Per Diem rates will be set annually during the budget process each year. Depending on the rate the City Manager may elect to require receipts even for per diem. Travelers may choose either per diem or actual cost reimbursement. The choice is made in advance and for the entire duration of the trip. One may not use per diem for a day or days and actual cost reimbursement for other day(s) of the same trip. It should be noted that under both methods of reimbursement, lodging receipts are still required.

When meals are furnished at nominal or no cost or are included in the registration fee, the applicable per diem allowance should be deducted from the advance request.

If light refreshments are furnished, no deduction of the Meals & Incidentals allowance is required. Deduction for continental breakfast is not required.

Lodging reservations are to be made by the individual traveler. When making reservations cost must be of considerable importance. Cost of lodging should be weighed versus distance from business location.

When making hotel arrangements, ask for lowest rates available. The City of Mount Holly qualifies for the governmental rate and the corporate rate.

b) Actual Expenses

Actual reasonable expenses for meals including tip (limited to 15%) will be reimbursed to the individual traveler.

Reimbursement will not be made for any meal served where the cost is included in the cost of the event.

Lodging reservations are to be made by the individual traveler. When making reservations cost must be of considerable importance. Cost of lodging should be weighed versus distance from business location.

When making hotel arrangements, ask for lowest rates available. The City of Mount Holly qualifies for the governmental rate and the corporate rate.

Lodging and meal expenses will be reimbursed only for the traveler. Non-traveler expenses will not be paid nor reimbursed by the City of Mount Holly.

No-show fees are the responsibility of the individual traveler unless the cause is sickness, an emergency, business or other reason approved by the City Manager or Assistant City Manager. All non-approved no-show related costs will be borne by the traveler.

All Meal receipts for actual expenses should be detailed. A signed credit card receipt is not sufficient documentation for reimbursement purposes.

c) Phone Calls and Communication Costs
Charges for telephone and facsimile transmission are eligible for reimbursement if City business requires such communication and if such calls are properly identified on the Final Travel Expense Report. To obtain reimbursement, the Traveler must show the location and/or person called and the purpose of the call on the Final Travel Expense Report (or an attachment thereto). One phone call home, per day, up to a maximum length of 10 minutes, is also eligible for reimbursement, subject to proper identification on the Final Travel Expense Report.

d) Ineligible Expenses
Non-reimbursable personal expenses include but are not limited to the following:
1. In-room movies, theater tickets, golf fees, and alcoholic beverages.
2. Costs of spouse and or other family members or personal guests.
3. Parking tickets, fines and other penalties.

4.5 LOCAL MILEAGE

The City of Mount Holly encourages travelers to use City owned vehicles when conducting City business.

In situations where a City owned vehicle is not available prior approval to use a personal vehicle must be obtained from the City Manager, Assistant City Manager or Finance Officer.

Local mileage will be reimbursed at the IRS Standard Mileage Rate and approved by the City Manager.

4.6 OTHER TRAVEL GUIDELINES

a. Documentation and Accountability

The travel and advance report should be completed as follows:

For advances – Request should be submitted at least seven days prior to travel. If the travel advance requires a mailed payment for lodging and or registration the request should be submitted at least fourteen days prior.

For reimbursement – Request should be submitted no more than five days after the completion of the trip. If circumstances prevent completing the expense statement within in appropriate time frame, the Finance Officer should be notified immediately, otherwise the traveler may forgo any reimbursement due them.

*****These general policies are not expected to address every issue, exception or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail in dealing with exceptions is the exercise of good judgment in the use and stewardship of the City's resources. Unless otherwise specified herein, exceptions will require the approval of the City Manager and or the Financial Officer or his/her designee.*****

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** March 10, 2016
From: Danny Jackson, City Manager	**Meeting Date:** March 14, 2016

***Agenda Item to be considered:* Consent Agenda #4 – Approval of 2016 Audit Contract**

Will this require a public hearing? ☐ **YES** ☒ **NO**

***Background/Purpose of Request :* The City Council by process is being asked to approve the contract between audit firm Martin Starnes & Associates, CPA's and the City of Mount Holly. Enclosed you will find a copy of the relative documentation.**

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☒ YES	☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation: Motion to approve the 2016 Audit Contract with Martin Starnes & Associates, CPA's, P.A.

Result of City Council Decision:

Attachments: Copy of Audit Contract and other relative documentation

MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

February 24, 2016

Africa Otis, Finance Officer
City of Mount Holly
400 E Central Avenue
Mount Holly, NC 28120

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Mount Holly, NC, as of June 30, 2016, and for the year then ended, and the related notes to the financial statements, which collectively comprise the City of Mount Holly's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain supplementary information, such as Management's Discussion and Analysis, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Other Post-Employment Benefits schedules
- Local Government Employees' Retirement System's schedules

730 13th Avenue Drive SE ♦ Hickory, North Carolina 28602 ♦ Phone 828-327-2727 ♦ Fax 828-328-2324
13 South Center Street ♦ Taylorsville, North Carolina 28681 ♦ Phone 828-632-9025 ♦ Fax 828-632-9085
Toll Free Both Locations 1-800-948-0585 ♦ Website: www.martinstarnes.com

Supplementary information other than RSI will accompany the City of Mount Holly's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements
- Budget and actual schedules
- Supplemental ad valorem tax schedules
- Other schedules

We will make reference to the component unit auditor's audit of the City of Mount Holly ABC Board in our report on your financial statements.

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph (if any) when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Mount Holly's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
   a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
   b. Additional information that we may request from management for the purpose of the audit; and
   c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the City of Mount Holly's basic financial statements. Our report will be addressed to the governing body of the City of Mount Holly. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

We will provide copies of our reports to the City of Mount Holly; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Provisions of Engagement Administration and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Marcie Spivey is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are stated in the Contract to Audit Accounts. Our invoices for these fees will be rendered in four installments as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City of Mount Holly's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

The contract fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from $75-$250 per hour.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. With respect to any nonattest services we perform, the City of Mount Holly's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of the City of Mount Holly.

Acknowledged and agreed on behalf of the City of Mount Holly by:

Name: ______________________________

Title: ______________________________

Date: ______________________________

MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

February 24, 2016

Africa Otis, Finance Officer
City of Mount Holly TDA
400 E Central Avenue
Mount Holly, NC 28120

You have requested that we audit the financial statements of the governmental activities and the major fund of the Mount Holly Tourism Development Authority, as of June 30, 2016, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Mount Holly Tourism Development Authority's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain supplementary information, such as Management's Discussion and Analysis, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis

Supplementary information other than RSI will accompany the Mount Holly Tourism Development Authority's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Balance Sheet
- Schedule of Revenues, Expenditures and Changes in Fund Balance

730 13th Avenue Drive SE ♦ Hickory, North Carolina 28602 ♦ Phone 828-327-2727 ♦ Fax 828-328-2324
13 South Center Street ♦ Taylorsville, North Carolina 28681 ♦ Phone 828-632-9025 ♦ Fax 828-632-9085
Toll Free Both Locations 1-800-948-0585 ♦ Website: www.martinstarnes.com

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph (if any) when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Mount Holly Tourism Development Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
   a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
   b. Additional information that we may request from management for the purpose of the audit; and
   c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Mount Holly Tourism Development Authority's basic financial statements. Our report will be addressed to the governing body of the Mount Holly Tourism Development Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

We will provide copies of our reports to the Mount Holly Tourism Development Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

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Marcie Spivey is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

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We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Mount Holly Tourism Development Authority's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

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We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. With respect to any nonattest services we perform, the Mount Holly Tourism Development Authority's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

We have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of the Mount Holly Tourism Development Authority.

Acknowledged and agreed on behalf of the Mount Holly Tourism Development Authority by:

Name: ______________________________

Title: ______________________________

Date: ______________________________

LGC-205 (Rev. 2016)

CONTRACT TO AUDIT ACCOUNTS

Of City of Mount Holly, NC
Primary Governmental Unit

Mount Holly Tourism Development Authority
Discretely Presented Component Unit (DPCU) if applicable

On this 24th day of February, 2016,

Auditor: Martin Starnes & Associates, CPAs, P.A. Auditor Mailing Address:

730 13th Avenue Drive SE, Hickory, NC 28602 Hereinafter referred to as The Auditor

and City Council (Governing Board(s)) of City of Mount Holly, NC
(Primary Government)

and Mount Holly Tourism Development Authority : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

   County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. <u>Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.</u>

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC**. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: http://nctreasurer.slgfd.leapfile.net Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (**Note: Fees listed on signature pages**.)

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.

12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.

13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

    If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

    The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor

15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is http://nctreasurer.slgfd.leapfile.net. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

    See attached engagement letter.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.

19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.

20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**

21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) City of Mount Holly, NC
Governmental Unit
Mount Holly Tourism Development Authority
Discretely Presented Component Units (DPCU) if applicable

City of Mount Holly, NC **- FEES**

Year-end bookkeeping assistance – [*For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards*] ____________

Audit $30,300

Preparation of the annual financial Statements $4,700

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is $ 26,250

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Martin Starnes & Associates, CPAs, P.A.
Name of Audit Firm

By Amber Y. McGhinnis, Senior Audit Manager
Authorized Audit firm representative name: Type or print

Amber Y McGhinnis
Signature of authorized audit firm representative

Date February 24, 2016

amcghinnis@martinstarnes.com
Email Address of Audit Firm

Governmental Unit Signatures:

City of Mount Holly, NC
Name of Primary Government

By Bryan Hough, Mayor
Mayor / Chairperson: Type or print name and title

____
Signature of Mayor/Chairperson of governing board

Date ____________

By N/A
Chair of Audit Committee - Type or print name

N/A **
Signature of Audit Committee Chairperson

Date N/A

** *If Governmental Unit has no audit committee, mark this section "N/A"*

City of Mount Holly, NC

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Africa Otis, Finance Officer
Primary Governmental Unit Finance Officer:
Type or print name

____
Primary Government Finance Officer Signature

Date ____________
*(Pre-audit Certificate **must be dated**.)*

africa.otis@mtholly.us
Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

____

Contract to Audit Accounts (cont.) City of Mount Holly, NC
Governmental Unit

Mount Holly Tourism Development Authority
Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

Mount Holly Tourism Development Authority **FEES**

Year-end bookkeeping assistance – [*For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards*]

Audit Included in the City's audit fee

Preparation of the annual financial Statements N/A

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is $ N/A

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Mount Holly Tourism Development Authority
Name of Discreetly Presented Component Unit

By Wendy Foster, TDA Chair
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date

By N/A
Chair of Audit Committee - Type or print name

N/A **
Signature of Audit Committee Chairperson

Date N/A

** *If Governmental Unit has no audit committee, mark this section "N/A"*

Mount Holly Tourism Development Authority

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Africa Otis, Finance Officer
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date
*(Pre-audit Certificate **must be dated**.)*

africa.otis@mtholly.us
Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.

2. Item No. 1 – Complete the period covered by the audit

3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.

4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx

5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.

6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?

   a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*

   b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**

7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:

   - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx - Auditors and Audit Fees.
     Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.

   - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)

- If there is to be no interim billing, please indicate N/A instead of leaving the line blank.

8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.

9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.

    a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.

    b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?

    c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?

10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.

11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.

12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx.

13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

KWH
Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

SYSTEM REVIEW REPORT

To the Partners of Martin Starnes & Associates, CPAs, P.A.
and the Peer Review Committee of the North Carolina Association
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail.* Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass.*

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 21, 2015

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3511 Shannon Road
Suite 100
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	3-9-16
From:	Mark Jusko	**Meeting Date:**	3-14-16

Agenda Item to be considered:

Approval of the City of Mount Holly 2016 Special events

Will this require a public hearing? ☐ YES X☐ NO

Background/Purpose of Request : Please see the attached applications for city special events including Springfest, Food Truck Fridays, Floodfest, and the Christmas Parade.

Fiscal Impact:

Will Item affect current budget	☐ YES	X☐ NO	☐ N/A
Reviewed by Finance Director	☐ YES	X☐ NO	☐ N/A
Preaudit Certification required	☐ YES	X☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	X☐ NO	☐ N/A
Budget Transfer required	☐ YES	X☐ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	X☐ NO	☐ N/A

Manager/Staff Recommendation:
To approve 2016 City special events.

Result of City Council Decision:

Attachments: 2016 special events calendar & special event applications

2016 City of Mount Holly Special Events

Toddler Easter Egg Hunt	Wednesday March 23	10am	Tuckaseege Park
Food Truck Friday	Friday April 8	5pm	South Main Street
Springfest Senior Dinner	Tuesday May 3	5pm	Grand Hall
Community Dinner	Thursday May 5	6pm	Grand Hall
Movies in the Park	Friday May 6	7pm	Tuckaseege Park
SpringFest	Saturday May 7	10am	South Main Street
Food Truck Friday	Friday May 13	5pm	North Main Street
Movies in the Park	Saturday June 4	7pm	Tuckaseege Park
Food Truck Friday	Friday June 10	5pm	South Main Street
Fireworks Celebration	Thursday June 30	5pm	South Main Street
FloodFest	Saturday July 16	10am	South Main Street
National Night Out	Tuesday August 2	6pm	River Street Park
Food Truck Friday	Friday August 12	5pm	North Main Street
Movies in the Park	Saturday August 20	7pm	Tuckaseege Park
Food Truck Friday	Friday September 9	5pm	North Main Street
Food Truck Friday	Friday October 14	5pm	South Main Street
Hollyween Bash	Thursday October 27	530pm	Tuckaseege Park
Christmas Parade	Wednesday November 30	4pm	Downtown
Santa @ the Grand Hall	December 8, 9, 15,16	2pm	Grand Hall

SPECIAL ACTIVITIES PERMIT

Date: February 11, 2016 **Permit No.** ____________

The City of Mount Holly Governing Council or its designee may, in its sole discretion, from time to time grant permission by way of a Special Activities Permit upon written application, duly filed, to such persons, associations, partnerships, or corporations who apply for the right to conduct activities of a business, commercial, educational, or civic nature and which activity entails, or might reasonably be expected to entail. Permits shall be issued in accordance with procedure established by the City of Mount Holly Council.

To the City of Mount Holly:

I, the undersigned, so hereby make application to and petition the City Council to grant a special activities permit. In support of this application, the following information is provided:

Applicant Name: City of Mount Holly - Cheri Love

Organization Name (if applicable): City of Mount Holly

Mailing Address: PO Box 406, Mount Holly, NC 28120

Telephone No.: 704-951-0074 **Fax No:** 704-822-2933 **Email:** cheri.love@mtholly.us

Event Location: North Main

Description of Event (include justification as "civic" event as defined above): Food Truck Friday

List of needs from the City: (i.e. street closings, police and fire protection, streets and maintenance, etc)
Street closings, police and fire protection, streets and maintenance

Event Date(s): 5/13, 8/12, 9/9, 2016 **Event Times:** 5:oo - 8:30 pm

(If this is a recurring event, please list all dates for which the permit is sought.)

Will there be alcoholic beverages sold or consumed X yes ____ no

(If yes a separate ABC permitted will need to be obtained through the Police Department)

Contact Person During Event (required) Cheri Love

Contact Number During Event (required) ~~707-648-5754~~

The undersigned states that he/she is of legal age and has read and understands all applicable ordinances, terms and conditions. The undersigned further states that he/she understands that failure to comply with all applicable ordinances, terms and conditions of this permit may result in immediate revocation of permit. A copy of the approved permit must be posted at the event(s).

Applicant Signature: Cheri Love **Date:** 2-11-16

[redacted]

CITY of MOUNT HOLLY N.C. INCORPORATED 1879

SPECIAL ACTIVITIES PERMIT

Date: February 11, 2016 **Permit No.** ____________

The City of Mount Holly Governing Council or its designee may, in its sole discretion, from time to time grant permission by way of a Special Activities Permit upon written application, duly filed, to such persons, associations, partnerships, or corporations who apply for the right to conduct activities of a business, commercial, educational, or civic nature and which activity entails, or might reasonably be expected to entail. Permits shall be issued in accordance with procedure established by the City of Mount Holly Council.

To the City of Mount Holly:

I, the undersigned, so hereby make application to and petition the City Council to grant a special activities permit. In support of this application, the following information is provided:

Applicant Name: City of Mount Holly - Cheri Love

Organization Name (if applicable): City of Mount Holly

Mailing Address: PO Box 406, Mount Holly, NC 28120

Telephone No.: 704-951-0074 **Fax No:** 704-822-2933 **Email:** cheri.love@mtholly.us

Event Location: South Main

Description of Event (include justification as "civic" event as defined above): Springfest

List of needs from the City: (i.e. street closings, police and fire protection, streets and maintenance, etc)
Street closings, police and fire protection, streets and maintenance

Event Date(s): May 7th, 2016 **Event Times:** 10:oo am -4:oo pm

(If this is a recurring event, please list all dates for which the permit is sought.)

Will there be alcoholic beverages sold or consumed X yes ____ no

(If yes a separate ABC permitted will need to be obtained through the Police Department)

Contact Person During Event (required) Cheri Love

Contact Number During Event (required) ~~707-648-5754~~

The undersigned states that he/she is of legal age and has read and understands all applicable ordinances, terms and conditions. The undersigned further states that he/she understands that failure to comply with all applicable ordinances, terms and conditions of this permit may result in immediate revocation of permit. A copy of the approved permit must be posted at the event(s).

Applicant Signature: Cheri Love **Date:** 2-11-16

[redacted]

SPECIAL ACTIVITIES PERMIT

Date: February 11, 2016 **Permit No.** ____________

The City of Mount Holly Governing Council or its designee may, in its sole discretion, from time to time grant permission by way of a Special Activities Permit upon written application, duly filed, to such persons, associations, partnerships, or corporations who apply for the right to conduct activities of a business, commercial, educational, or civic nature and which activity entails, or might reasonably be expected to entail. Permits shall be issued in accordance with procedure established by the City of Mount Holly Council.

To the City of Mount Holly:

I, the undersigned, so hereby make application to and petition the City Council to grant a special activities permit. In support of this application, the following information is provided:

Applicant Name: City of Mount Holly - Cheri Love

Organization Name (if applicable): City of Mount Holly

Mailing Address: PO Box 406, Mount Holly, NC 28120

Telephone No.: 704-951-0074 **Fax No:** 704-822-2933 **Email:** cheri.love@mtholly.us

Event Location: South Main

Description of Event (include justification as "civic" event as defined above): Fire Works Celebration

List of needs from the City: (i.e. street closings, police and fire protection, streets and maintenance, etc) Street closings, police and fire protection, streets and maintenance

Event Date(s): June 30, 2016 **Event Times:** 5:00 - 9:30 pm

(If this is a recurring event, please list all dates for which the permit is sought.)

Will there be alcoholic beverages sold or consumed X **yes** ____ **no**

(If yes a separate ABC permitted will need to be obtained through the Police Department)

Contact Person During Event (required) Cheri Love

Contact Number During Event (required) ~~707-648-5754~~

The undersigned states that he/she is of legal age and has read and understands all applicable ordinances, terms and conditions. The undersigned further states that he/she understands that failure to comply with all applicable ordinances, terms and conditions of this permit may result in immediate revocation of permit. A copy of the approved permit must be posted at the event(s).

Applicant Signature: Cheri Love **Date:** 2-11-16

[redacted]

SPECIAL ACTIVITIES PERMIT

Date: February 11, 2016

Permit No. ____________

The City of Mount Holly Governing Council or its designee may, in its sole discretion, from time to time grant permission by way of a Special Activities Permit upon written application, duly filed, to such persons, associations, partnerships, or corporations who apply for the right to conduct activities of a business, commercial, educational, or civic nature and which activity entails, or might reasonably be expected to entail. Permits shall be issued in accordance with procedure established by the City of Mount Holly Council.

To the City of Mount Holly:

I, the undersigned, so hereby make application to and petition the City Council to grant a special activities permit. In support of this application, the following information is provided:

Applicant Name: City of Mount Holly - Cheri Love

Organization Name (if applicable): City of Mount Holly

Mailing Address: PO Box 406, Mount Holly, NC 28120

Telephone No.: 704-951-0074 **Fax No:** 704-822-2933 **Email:** cheri.love@mtholly.us

Event Location: South Main

Description of Event (include justification as "civic" event as defined above): Flood Fest

List of needs from the City: (i.e. street closings, police and fire protection, streets and maintenance, etc)
Street closings, police and fire protection, streets and maintenance

Event Date(s): July 16, 2016 **Event Times:** 10:00 - 9:00 pm

(If this is a recurring event, please list all dates for which the permit is sought.)

Will there be alcoholic beverages sold or consumed X **yes** ______ **no**

(If yes a separate ABC permitted will need to be obtained through the Police Department)

Contact Person During Event (required) Cheri Love

Contact Number During Event (required) ~~707-648-5754~~

The undersigned states that he/she is of legal age and has read and understands all applicable ordinances, terms and conditions. The undersigned further states that he/she understands that failure to comply with all applicable ordinances, terms and conditions of this permit may result in immediate revocation of permit. A copy of the approved permit must be posted at the event(s).

Applicant Signature: Cheri Love **Date:** 2-11-16

[redacted]

City of Mount Holly
Action Agenda Item

To: City Council **From:** Chief Roper	**Date: 2-29-16** **Meeting Date:2-14-16**

Agenda Item to be considered: Transfer funds from the federal asset forfeiture account to the PD budget to purchase equipment.

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request: MHPD was awarded money from the federal equitable sharing fund following our involvement in a money laundering case. These funds are required to be used as a supplemental funding source for law enforcement purposes. These funds do not affect the general fund, or the department budget. We have developed a spending plan consisting of several purchase projects as a way to manage the funds. Our next purchase project will involve firearms and less-lethal weapons. This project will replace all of the department's Tasers, which are more than ten years old. We will also purchase secondary weapons to issue to all officers, and purchase patrol rifles to replace older weapons now in use. Additional costs will cover ammunition, holsters, and other equipment needed for the project. Total amount of transfer requested: $76,000.

Fiscal Impact:

Will Item affect current budget	YES	X NO	☐ N/A
Reviewed by Finance Director	XYES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	X NO	☐ N/A
Capital Project Ordinance required	☐ YES	X NO	☐ N/A
Budget Transfer required	XYES	☐ NO	☐ N/A
Total City Dollars:			
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:
Approve budget amendments as attached

Result of City Council Decision:

Attachments:
1. Budget Amendment Form

CITY OF MOUNT HOLLY
FY 15-16 Budget Amendment

Account Number	Description	+ Account Debit	- Account Credit
General Fund			
23-10-3991-000	Fund balance appr.		$ 76,000.00
10-10-4310-624	Fed Forfeiture Exp	76,000.00	
	TOTAL	$ 76,000.00	$ 76,000.00

Date Submitted: ____________________

Finance Officer: ____________________

City Manager: ____________________

Department Comments:

To appropriate fund balance from Forfeiture funds to purchase additional items not budgeted in the GF.

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** 3-9-16
From: Brian DuPont	**Meeting Date:** 3-14-16

Agenda Item to be considered: Consent Item #6 - Call for a public hearing, regarding a request by Charles Saleh, to rezone 20.65-acre tract of land on Beatty Drive, Tax Parcel ID # 222059 from Office/Manufacturing Conditional District to B-3 General Business.

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: Application for rezoning, recommendation from Planning Commission calling for a public hearing to rezone the above property.

Fiscal Impact:			
Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation:
Staff recommends to City Council to call for a public hearing to rezone 20.65-acre tract of land on Beatty Drive, Tax Parcel ID # 222059 from Office/Manufacturing Conditional District to B-3 General Business.

Result of City Council Decision:

Attachments: Rezoning Application
Map

REZONING APPLICATION
CITY OF MOUNT HOLLY, NORTH CAROLINA

Date Filed: ____________________ Application Number: ____________________

The undersigned does (do) hereby respectfully make the application and request to the City of Mount Holly to amend the Zoning Map of Mount Holly as hereinafter requested and in support of this application the following facts are shown:

1. The real property, sought to be rezoned, is owned in fee simple by:

REGIONAL DEVELOPERS, LLC
6200 GLYNMOOR LAKES DRIVE, CHARLOTTE, NC 28277

as evidenced by Deed Book 4723 on Page 2116 in the Gaston County Registry. There are no restrictions or covenants of record appearing in the chain of title, which would prohibit the property from being put to the use specified in Paragraph five (5) of this application.

2. The real property sought to be rezoned is located at:
220 Beatty Drive, Mt. Holly, NC on the right side of Beatty Drive (NC Route 273) between YMCA Drive and Caldwell Drive, and has a Tax Listing of:
Tax Parcel # 222059. Said lot has a frontage of 640 feet (+/-) and is approximately 20.65 acres in size.

3. A complete legal description of the boundaries of said realty (to be completed by an attorney) is attached to this application along with a survey or tax map of said realty.

4. It is desired and requested that the real property herein described be rezoned from OFFICE/MANUFACTURING CONDITIONAL DISTRICT Zone to B-3 Zone.

5. If Conditional Use rezoning is requested, a site specific plan (see Appendix) is hereby attached (check) ______ Yes or __X__ N/A.

6. If the Conditional Use Rezoning is requested, it is proposed that the real property be put to the following use, with the following specific improvements including building sizes and proposed screening in accordance with the attached site plan as mentioned in Paragraph five (5).

____
____
____

7. Attached is a list of all the properties adjacent to the subject property including the owners' name(s) and address and tax book, map, and parcel number of each lot as shown on the Gaston County Tax Maps. Adjacent properties are considered all those immediately or diagonally adjacent to the subject property, including any properties immediately across any creeks, rivers, railroads, highways or other natural or man-made barriers.

Charles Saleh
Name of Applicant(s)

Member/Manager, Regional Developers, LLC
Interest of Applicant in Subject Realty:
(Must be the owner if requesting Conditional Use Rezoning)

Applicant's Address: 6200 Glynmoor Lakes Drive Charlotte, NC 28277

Phone Number: (704) 907-6767 Signature: ____________________

INSTRUCTIONS: Applications must be TYPED or LEGIBLE and filed with the City of Mount Holly Planning and Zoning Department, together with the application fee in the amount of **$600.00 (See Fee Schedule)** at least 15 days prior to the Planning Commission meeting for initial consideration.

List of all the properties adjacent to the subject property:

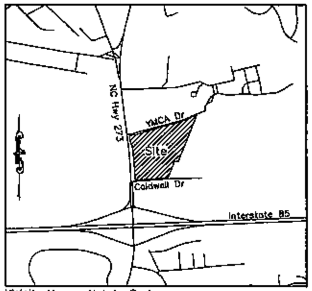
- The Charlotte-Mecklenburg Hospital Authority // 275 Beatty Drive // Parcel # 184721
- Crescent Resources, Inc. // 210 Beatty Drive // Parcel # 222060
- Southern Benedictine Society // 200 Beatty Drive // Parcel # 184774
- Mark A. Duncan // 2 Caldwell Drive // Parcel # 184760
- Sanders Investments of Gaston // Caldwell Drive // Parcel # 184761
- Textum Weaving, Inc. // 3 Caldwell Drive // Parcel # 184772
- Belmont Del Associates, LLC // YMCA Drive // Parcel # 212802
- Gaston County Family YMCA // 196 YMCA Drive // Parcel # 212801
- Faison-Gaston Gateway, LLC // 99 Park View Drive // Parcel # 213324
- Southern Benedictine Society // 100 Belmont-Mt. Holly Road // Parcel # 217518

Exhibit A

Description of Property

All of that certain parcel or parcels of land situated within the City of Mount Holly, Gaston County, North Carolina, and being more particularly described as follows:

BEING all of Lot 1 containing ±20.590 acres as shown on plat entitled "Recombination Plat for Regional Developers, LLC, Caldwell Drive, City of Mount Holly, Gaston County, North Carolina" prepared by David B. Boyles, L-3135, LDSI, Inc., dated January 21, 2014, recorded in Plat Book 82 at Page 4, in the Office of the Register of Deeds of Gaston County, North Carolina.



Vicinity Map – Not to Scale

Legend

- ● EIP Existing Iron Pin
- ○ IPS Iron Pin Set (#5 Rebar)
- ■ CM Concrete Monument
- ∘ PT Calculated Point
- R/W Right-of-Way
- N/F Now or Formerly
- CGF Combined Grid Factor

Certificate of City Council Approval

Approved for the recording by City of Mount Holly, NC City Council on the ______ day of __________ 2014 pursuant to authority of Article II the Subdivision Ordinance. Must be recorded within thirty (30) days of this date.

____
City Clerk

Certificate of Zoning Approval

This plat meets all the requirements of the City of Mount Holly Zoning Ordinance, signed the ______ day of __________ 2014.

____
Planning Director

Notes:

1. Deed Reference(s) – DB 1022-772, PB 47-108 & PB 49-58
2. Tax Parcel ID(s) – 184771, 209095 & 184769
3. Current Owner – Crescent Communities, LLC, formerly Crescent Resources, LLC, a Georgia limited liability company
4. All bearings are NC Grid bearings.
5. All distances are shown horizontal.
6. Total Area – ±22.840 Acres
7. Areas have been determined by coordinate computation.
8. Iron pins (#5 Rebar) or other monumentation (as shown) found or set at all property corners.
9. Zoning – B-3
10. A portion of this property is located in a special Flood Hazard Area as determined by FEMA and the State of North Carolina. Reference Community Panel Number: 3710359500L Dated: November 4, 2009
11. The location of underground utilities shown on this map are approximate, based on information provided by others or by field location. Utility locations as shown hereon are intended for planning only. Actual location, size or depth of line should be verified with the individual utility company before construction.
12. The North Carolina Grid Coordinates shown on this map were derived by real-time kinematic GPS observations using Trimble R8 Receivers and processed using North Carolina Geodetic Survey Virtual Reference System.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE SUBDIVISION JURISDICTION OF THE CITY OF MOUNT HOLLY AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

______________ ______________
Crescent Communities, LLC Date

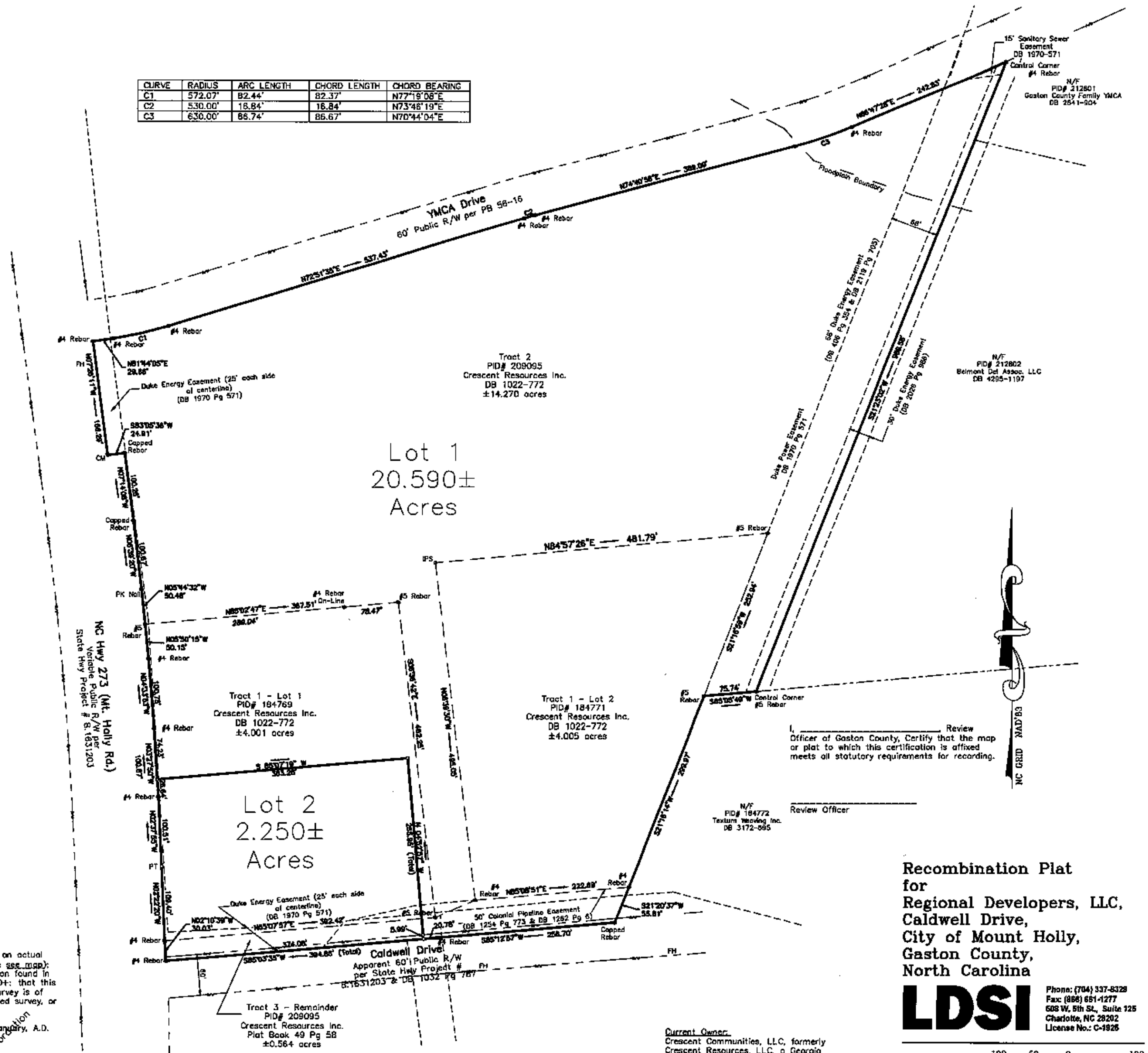
"I, David B. Boyles, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book ___ Page see map); that the boundaries not surveyed are clearly indicated as drawn from information found in Book ___ Page see map; that the ratio of precision as calculated is 1: 10,000+; that this plat was prepared in accordance with G.S. 47-30 as amended and that the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision.

Witness my original signature, registration number and seal this 22nd day of January, A.D. 2014.

Registration No.: L-3135 N.C.

PRELIMINARY – Not for Conveyance or Recordation

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	572.07'	82.44'	82.37'	N77°19'08"E
C2	530.00'	16.84'	16.84'	N73°46'19"E
C3	630.00'	86.74'	86.67'	N70°44'04"E



I, ______________ Review Officer of Gaston County, Certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

____
Review Officer

Current Owner:
Crescent Communities, LLC, formerly Crescent Resources, LLC, a Georgia limited liability company
227 West Trade Street, Suite 1000
Charlotte, North Carolina 28202

Return to:
LDSI, Inc.
508 West 5th Street, Suite 125
Charlotte, North Carolina 28202

Recombination Plat for Regional Developers, LLC, Caldwell Drive, City of Mount Holly, Gaston County, North Carolina

LDSI
Phone: (704) 337-8329
Fax: (866) 691-1277
508 W. 5th St., Suite 125
Charlotte, NC 28202
License No.: C-1826

Scale: 1"- 100'

Date: January 21, 2014
Project Number: 4113098

Revision 1:
Revision 2:

City of Mount Holly
Action Agenda Item

To: Planning Commission	**Date:** 3-8-2016
From: Jonathan Wilson	**Meeting Date:** 3-14-2016

Agenda Item to be considered: *Review and approval of Dutchman's Ridge Phase 3 Final Plat.*

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request :

JP Development Group LLC has requested that the City of Mount Holly approve of Phase 3 of the Dutchman's Ridge Subdivision Final Plat. This phase will consist of 38 single family lots, zoned R-8 Single Family Conditions. The Letter of Credit has been approved by the City Engineer and City Attorney as well as the Subdivision Agreement.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	*$*		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

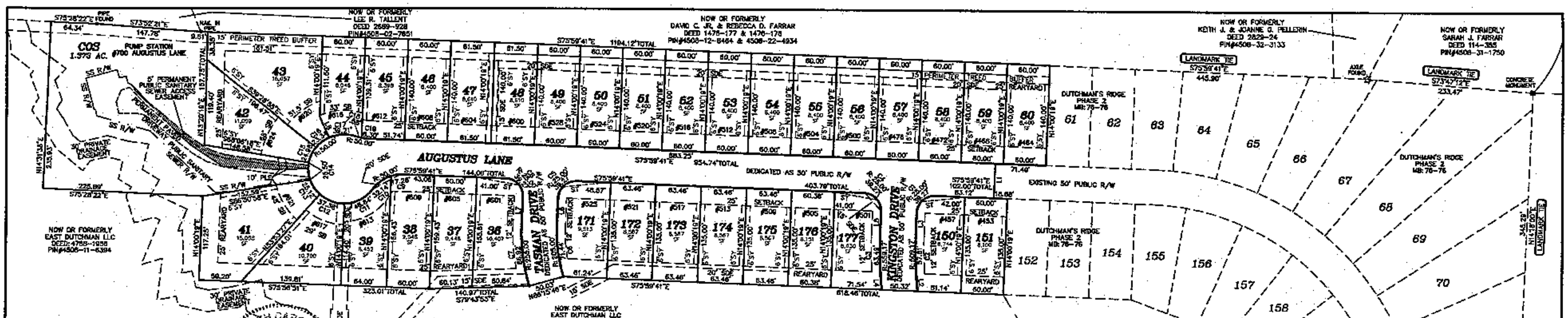
Manager/Staff Recommendation:

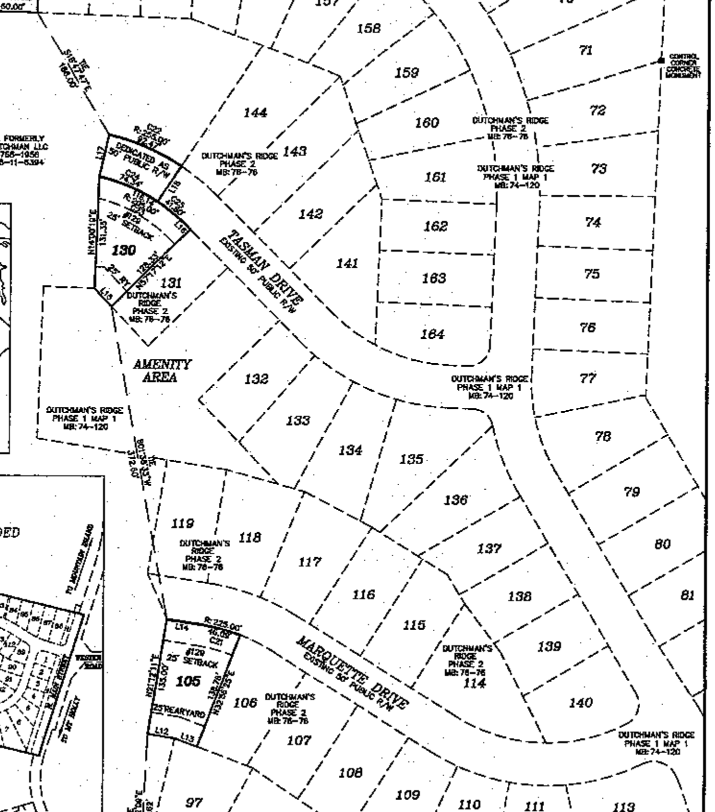
Staff and the Planning Commission recommends approval of the plat for Phase 3, Dutchman's Ridge Subdivision.

Result of City Council Decision:

Attachments:

1. Plat of Phase 3 Dutchman's Ridge Subdivision.





* I, JOSEPH E. WHALEY JR., STATE THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 3643 PAGE 850); THAT THE RATIO OF PRECISION AS CALCULATED IS IN EXCESS OF 1:10000; WITH A MAXIMUM FIELD ERROR OF ANGULAR CLOSURE OF 7 1/2 SEC. PER ANGLE; THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 2 DAY OF March A.D.,2016

NORTH CAROLINA PROFESSIONAL SEAL L-3954 LAND SURVEYOR JOSEPH E. WHALEY JR.

STATE OF NORTH CAROLINA, COUNTY OF MECKLENBURG

I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORSAID, CERTIFY THAT JOSEPH E. WHALEY JR., A REGISTERED LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL THIS DAY OF , 2015.

NOTARY PUBLIC

MY COMMISSION EXPIRES:__________

BASED ON DB 1008 PG 29

LEGEND

PLE - PRIVATE LATERAL EASEMENT
R/W - RIGHT OF WAY
SS R/W - PUBLIC SANITARY SEWER RIGHT-OF-WAY
SAN. SEW. R/W - PUBLIC SANITARY SEWER RIGHT-OF-WAY
SDE - PRIVATE STORM DRAINAGE EASEMENT
SF - SQUARE FEET
SB - SETBACK
ST - 10' X 70' SIGHT TRIANGLE EASEMENT
SY - SIDEYARD

NOTES

AREAS WERE CALCULATED BY COORDINATE METHOD.

IRON PINS ON ALL CORNERS UNLESS OTHERWISE NOTED

NO NCGS TRAVERSE STATION WAS FOUND TO BE WITHIN 2000'

PRIVATE DRAINAGE EASEMENT TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION OR THEIR ASSIGNS.

THIS PROPERTY IS SUBJECT TO ALL OTHER RIGHTS-OF-WAY AND EASEMENTS OF RECORD NOT OBSERVED AT TIME OF SURVEY WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.

THIS PROPERTY DOES NOT LIE WITHIN THE FLOODPLAIN AS SHOWN HEREON AND ON FEMA MAP COMMUNITY PANEL# 3710450800K DATED: MARCH 2, 2009.

NO ON-SITE DEMOLITION OR STUMP BURIAL WILL BE ALLOWED. ALL MATERIALS WILL BE DISPOSED OF IN AN APPROVED OFF-SITE LANDFILL.

NO WETLANDS HAVE BEEN IDENTIFIED BY REGULATORY AGENCIES ON THIS SITE.

ACCESSORY BUILDINGS AND STRUCTURES SHALL BE PLACED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 3.11 OF MT. HOLLY ZONING ORDINANCE.

OFF-STREET PARKING AND LOADING SHALL BE PROVIDED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE VII OF MT. HOLLY ZONING ORDINANCE.

LANDSCAPING SHALL BE PROVIDED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE X OF MT. HOLLY ZONING ORDINANCE.

PIPE SYSTEMS OR CHANNELS LOCATED IN COMMON OPEN SPACE AREAS ARE THE MAINTENANCE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION FOR THIS PROPERTY.

THERE ARE 38 LOTS SHOWN ON THIS PLAT. (INCLUDES 1 COS LOT)

STREETS LINEAR FEET CHART
AUGUSTUS LANE - 964±
TASMAN DRIVE - 256±
KINGSTON DRIVE - 158±

DEVELOPMENT DATA:
PROPERTY HAS BEEN REZONED TO R-8SF CONDITIONAL USE.
TOTAL PROJECT AREA: 82.95 ACRES (INCLUDING ANNEXATION TRACTS)
COS - COMMON OPEN SPACE - 26.45 ACRES
AMENITY AREA - 0.97 ACRES
TOTAL AMENITY AND COS - 27.42 ACRES(33.06%)

LOT CRITERIA: R-8SF CU

MINIMUM LOT SIZE:	8,000 SF
MINIMUM WIDTH:	60 FT.
FRONT SETBACK:	MINIMUM 25'
REAR YARD:	MINIMUM 25'
SIDE YARD:	6'
SIDE YARD ON CORNER LOTS:	12'

LWWS- PA - 24% MAX IMPERVIOUS PROJECT AREA
THESE LOTS RESTRICTED TO A MAXIMUM IMPERVIOUS AREA ALLOWED PER LOT OF 3,060 S.F.

DEDICATION OF COMMON OPEN SPACE

THE DUTCHMAN'S RIDGE HOMEOWNER'S ASSOCIATION IN RECORDING THIS PLAT AS A PORTION OF DUTCHMAN'S RIDGE HAS DESIGNATED CERTAIN PARTS AS "COMMON OPEN SPACES" FOR USE BY THE HOMEOWNERS OR TENANTS OF DUTCHMAN'S RIDGE FOR ACTIVITIES AS MORE FULLY PROVIDED FOR IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS APPLICABLE TO DUTCHMAN'S RIDGE DECLARATION TO BE RECORDED IN THE GASTON COUNTY REGISTRY PRIOR TO THE SALE OF ANY LOTS AND WHICH SAID DECLARATION IS HEREBY MADE A PART OF THIS PLAT AND INCORPORATED HEREIN.

Certificate of Ownership and Dedication.

I (We) hereby certify that I (we are) owner's of the property shown and described herein, that the property is within the Subdivision Jurisdiction of the City of Mt. Holly and that I (we) hereby adopt this plan of subdivision with my (our) free consent and hereby establish all lots and dedicate all streets, alleys, walks parks, and other open spaces to public or private use as noted.

Owner(s)

Certificate of City Council Approval

Approved for recording by City of Mount Holly, N.C. City Council on this the day of , 2015 pursuant to authority of article II of the Subdivision Ordinance. Must be recorded within thirty(30) days of this date.

City Clerk

I ______________ REVIEW OFFICER OF GASTON COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

PUBLIC Water and Sewer Note

All lots as shown on this Plat are proposed to be served with public water and sewer systems.

Engineer Registration #

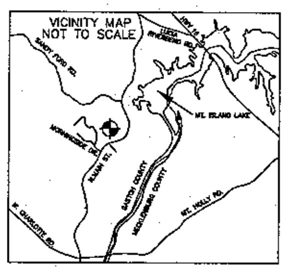
Certification of Zoning Approval

This plat meets all the requirements of the City of Mount Holly Zoning Ordinance, signed the ______day of ________ 2015.

DIRECTOR OF PLANNING AND DEVELOPMENT

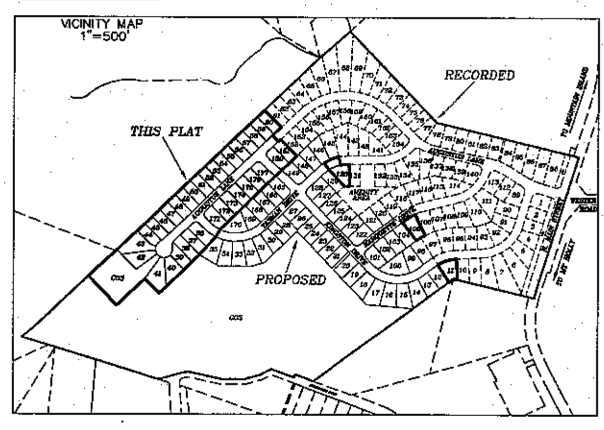
LINE TABLE

LINE	LENGTH	BEARING
L1	50.00	N14°00'19"E
L2	22.82	S07°30'01"W
L3	29.64	N14°00'19"E
L4	17.12	S07°30'01"W
L5	29.64	N14°00'19"E
L6	40.00	N14°00'19"E
L7	40.00	N14°00'19"E
L8	32.30	S12°44'08"E
L9	33.58	S88°47'49"E
L10	24.10	S18°37'58"E
L11	9.06	S35°08'20"E
L12	31.73	S88°47'49"E
L13	27.69	S57°12'47"E
L14	41.31	S88°47'49"E
L15	28.62	S31°22'11"E
L16	8.64	S32°42'48"E
L17	50.00	N24°49'34"E
L18	50.00	N45°36'10"E



CURVE TABLE

CURVE	RADIUS	LENGTH	CHORD	BEARING	DELTA
C1	25.00	39.27	35.36	N59°00'19"E	90°00'00"
C2	509.17	57.81	57.78	N10°45'10"E	6°30'18"
C3	559.17	63.49	63.45	N10°45'10"E	6°30'18"
C4	25.00	39.27	35.36	S30°59'41"E	90°00'00"
C5	25.00	39.27	35.36	N59°00'19"E	90°00'00"
C6	205.00	71.44	71.08	N04°01'20"E	19°57'58"
C7	255.00	86.92	86.50	N04°14'25"E	19°31'48"
C8	25.00	39.27	35.36	S30°59'41"E	90°00'00"
C9	50.00	17.29	17.20	S85°53'50"E	19°48'18"
C10	50.00	32.14	31.59	N65°47'11"E	36°49'41"
C11	50.00	46.84	45.15	N74°12'45"E	53°40'49"
C12	50.00	37.38	36.52	S57°31'39"E	42°50'22"
C13	50.00	25.12	24.86	S21°42'58"E	28°47'01"
C14	50.00	25.50	25.22	N07°17'07"E	29°13'09"
C15	50.00	24.98	24.72	N36°12'24"E	28°37'23"
C16	50.00	23.34	23.13	N63°53'30"E	26°44'49"
C17	50.00	39.21	38.22	S80°16'03"E	44°56'05"
C18	50.00	7.58	7.58	S82°08'39"E	8°41'20"
C19	50.00	8.30	8.29	S71°14'30"E	9°30'22"
C20	205.00	105.82	104.45	S49°51'54"E	29°31'09"
C21	225.00	46.09	46.01	S62°55'42"E	11°44'14"
C22	255.00	92.47	91.96	S54°47'06"E	20°46'37"
C23	205.00	116.14	114.59	S48°56'37"E	32°27'38"
C24	205.00	74.34	73.93	S54°47'06"E	20°46'37"
C25	205.00	41.80	41.73	S38°33'19"E	11°41'01"



GRAPHIC SCALE

100 0 50 100 200 400

(IN FEET)
1 inch = 100 ft.

SHEET TITLE

FINAL PLAT-10.810 ACRES

PROJECT

DUTCHMAN'S RIDGE PHASE 3

CITY OF MT. HOLLY, GASTON CO., N.C.
OWNER: JP DEVELOPMENT GROUP, LLC
421-D SOUTH SHARON AMINITY, CHARLOTTE, NC., 28211

YARBROUGH-WILLIAMS & HOULE, INC.
Planning ◦ Surveying ◦ Engineering
730 Windsor Oak Court (28273) P.O. Box 7007 (28241)
Charlotte, North Carolina
704.556.1990 704.556.0505(fax)

PROJECT NO.	
SCALE	1"=100'
DATE	05/07/15
DRAWN BY	YWH
CHECKED BY	JEW
ZONED	R-8SF CU
DRAWING NO.	238-112
SHT 1 OF 1 SHTS	

City of Mount Holly
Mount Holly City Council Meeting
Monday, February 8, 2016
Council Chambers
7:00 pm

Call to Order
Mayor Bryan Hough called the meeting to order at 7:00 pm. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	Greg Beal, Planning Director
Councilman Jerry Bishop	Ryan Baker, Fire Chief
Councilwoman Carolyn Breyare	Ray Clemmer, Assistant Director of Utilities
Councilman Jeff Meadows	Dave Johnson, Utilities Director/City Engineer
Councilman Jim Hope	Don Roper, Chief of Police
Councilman Perry Toomey	Miles Braswell, Director of Streets and Solid Waste
Kemp Michael, City Attorney	Africa Otis, Finance Officer

Invocation

??? Reverend Charles McCorkle, Pastor of Wesley Chapel Holiness Church gave the invocation.

Pledge of Allegiance

Boy Scout Troop 59 of the First United Methodist Church in Mount Holly led attendees in the Pledge of Allegiance.

Set the Agenda

Mayor Hough advised that a Discussion of Traffic on North Main Street will be added under Old Business. With no additional changes to the agenda Councilwoman Breyare made a motion to approve the agenda as amended. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

CONSENT AGENDA

1. Approval of Lien for Weeds and Grass (920 Noles Drive)
2. Call for Public Hearing of Rezoning on Rose Street
3. Approval of the Contract with McGill and Associates for the Parks and Recreation Feasibility Study
4. Approval of Budget Amendment (Parks and Recreation and Utilities)
5. Approval of an Amendment to the Fee Schedule to the Fire Suppression
6. Approval of a Resolution to Approve Advertising for the 2014 Outstanding Taxes
7. Approval of the minutes of the January 11, 2016 Council Meeting
8. Approval of the minutes of the January 25, 2016 Work Session Meeting

   Councilman Bishop made a motion to approve the consent agenda. Councilman Meadows seconded the motion. All Council Members present voted in favor. (Motion carried)

PRESENTATIONS

1. Special Recognition

   Mayor Hough and the City Council had the privilege of presenting Mr. Walter Sloop with the Order of the Long Leaf Pine. The Order of the Long Leaf Pine is one of the highest honors awarded to a North Carolina citizen. Mr. Sloop thanked Greg Ratchford for the nomination. He was very honored to receive the award.
2. A Resolution Honoring Ron Ensley Upon His Retirement from American and Efird

   The Mayor and City Council presented Mr. Ensley with a resolution honoring him upon his retirement from American and Efrid.

3. A Resolution Honoring Rick Connell for his Years of Service with the Boy Scouts
   The Mayor and City Council presented Mr. Connell with a resolution honoring his years of service as the Boy Scout Troop 59 leader. Mr. Connell recently stepped down from his position after many years of outstanding service.
4. Presentation from the Mount Holly Historical Society regarding a 100 Years Flood Commemoration
   Marie Anders and Mary Smith came before the City Council to present the idea of a Historical Society event commemorating the great flood of 1916. They are requesting street closure on South Main Street, Food Trucks and a Kids Zone. The Historical Society will also unveil their first temporary exhibit. Mr. Jackson advised that the City Staff will be working in conjunction with the Historical Society on this event.
5.

PUBLIC HEARING

1. Public Hearing for a Conditional District Rezoning of Phase 4 in Dutchman's Ridge

Mr. DuPont advised that the property owner is wishing to add 7 lots to the original plan. In order for the developer to obtain the additional lots he is requesting smaller lot sizes. The request came before the Planning Commission and they recommend denying the request. However the developer was not available to attend the meeting tonight and has requested the decision be deferred until the next meeting so he will have the opportunity to speak to the item. Councilman Toomey made a motion to enter into the public hearing. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor.

Mark Beckner
437 Augustus Lane
Mount Holly, NC 28120

Mr. Beckner came before the Council and advised that he wanted to make sure the proposed rezoning includes the maximum amenities for the community and the least amount of black top.

With no one else signed up to speak, Councilwoman Breyare made a motion to close the public hearing. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor.

Councilman Bishop made a motion to deny the request for a Conditional District Rezoning of Phase 4 in Dutchman's Ridge. Councilman Meadows seconded the motion. All Council Members voted in favor. (Motion carried)

2. Public Hearing on Establishing a Goal for HUB Participation and Approval of Goal and Outreach Plan
   Ms. Anders advised that the public hearing establishing a goal for HUB Participation and Approval of Goal and Outreach Plan is required by NC General Statues. Mayor Pro Tem Moore made a motion to enter into the public hearing. Councilman Toomey seconded the motion. All Council Members voted in favor. With no one else signed up to speak, Councilman Bishop made a motion to close the public hearing. Councilwoman Breyare seconded the motion. All Council Members voted in favor.
   Councilman Bishop made a motion to adopt a Resolution (#20816C) Establishing a Goal for HUB Participation and Approval of Goal and Outreach Plan. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

PUBLIC COMMENT – Three (3) Minute Limit

Scott Lilly
420 North Main Street
Mount Holly, NC 28120

Mr. Lilly's statement is attached

OLD BUSINESS

1. Discussion of Truck Traffic on North Main Street

Council discussed the issue of rerouting truck on North Main Street. Councilman Hope made a motion not to support rerouting truck traffic on North Main. Councilman Bishop seconded the motion. All Council Members voted in favor. (Motion carried)

NEW BUSINESS

1. Consideration and Approval of the Grant Application Process for the 2016 NCDENR Community Waste Reduction and Recycling Grant
2. Mr. Jusko came before the Council requesting permission to apply for the NCDENR Community Waste Reduction Grant. He advised that the grant is a 50/50 grant that would assist in the funding of combination trash/recycling receptacles at city park locations. Councilman Toomey made a motion to approve the grant application process for the 2016 NCDENR Community Waste Reduction and Recycling Grant. Councilman Bishop seconded the motion. All Council Members voted in favor. (Motion carried)
3. Notice of Annexation Petition

Mr. DuPont advised that the City has been approached with an annexation petition for a 78.17 acre tract of land located on Highway 27. The proposed request is non-contiguous, therefore would be a satellite annexation. There was consensus among the Council that there is not interest in annexing the property.

ADJOURN

With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilman Bishop made the motion to adjourn the February 8, 2016 Council Meeting. Mayor Pro Tem Moore seconded the motion. All Council members present voted in favor. (Motion carried)

The meeting adjourned at 7:58 p.m.

City of Mount Holly
Mount Holly City Council Work Session Meeting
Monday, February 22, 2016
Council Chambers
6:30 pm

Call to Order

Mayor Hough called the meeting to order at 6:30 pm. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	
Councilman Jerry Bishop	David Johnson, City Engineer/ Director of Utilities
Councilman Jim Hope	Ryan Baker, Fire Chief
Councilman Perry Toomey	Mark Jusko, Recreation Supervisor
Councilman Jeff Meadows	Miles Braswell, Director of Streets and Solid Waste
Councilwoman Carolyn Breyare	Don Roper, Police Chief
Attorney Kemp Michael	Greg Beal, Planning Director

Invocation

Councilman Toomey led the Council, staff and attendees in prayer.

SET THE AGENDA

With no changes to the agenda, Councilwoman Breyare made a motion to approve the agenda as presented. Mayor Pro Tem Moore seconded the motion. All Council Members present voted in favor.

1. Update from the Buxton Company Regarding the Retail Recruitment and Business Retention Project

   Representatives from the Buxton Company came before the City Council to update them on the past year of service with the company. Mr. Cody Howell reviewed the process of the past year and discussed the work that is complete. He advised that the next step is outreach to the potential companies and in the next 12 months Council should be able to see a lot more movement. Council was disappointed with the lack of progress with the company and the very generic report that was made at the meeting tonight. Council will be expecting another update from the Buxton Company in the early fall.
2. Discussion of location for the Mount Holly Sign donated by the Archie Small Family once replaced with the new Gateway Signage

   Mr. Braswell advised that since the last meeting, Archie's Small's son has been contacted and stated that he would like the plaque removed from the sign an relocated to display at the Historical Society. Councilman Bishop advised that the Historical Society only accepts items of historical value and the City will need to check with the Historical

Society Board before first. Mayor Hough advised that the City will recommend the option to the Historical Society Board.

3. Approval of the Fire House Sub Grant Application—*Chief Ryan Baker*

   Chief Baker came before the Council to request approval of the Fire House Sub grant application process. This is a non matching grant and the funds will be used for communications and rescue equipment. Councilwoman Breyare made a motion to approve the grant application. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

4. Adjourn

   With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilman Bishop made the motion to adjourn the February 22, 2016 Council Work Session Meeting. Mayor Pro Tem Moore seconded the motion. All Council members present voted in favor. (Motion carried)

   The meeting adjourned at 7:30 p.m.

PRESENTATIONS

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** March 8, 2016
From: Danny Jackson, City Manager	**Meeting Date:** March 14, 2016

***Agenda Item to be considered:* Presentations #1 – Performance by the Ida Rankin Elementary Scholl Robotics Teams**

Will this require a public hearing? ☐ YES ☒ NO

***Background/Purpose of Request :* The award winning Ida Rankin Elementary School Robotics Teams will appear before the City Council to be recognized for their accomplishments in the robotics field. They will also perform and display their robots for the City Council and those that are in attendance.**

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation: N/A

Result of City Council Decision:

Attachments:

City of Mount Holly
Action Agenda Item

To: City Council **From:** Chief Roper	**Date: 2-2-16** **Meeting Date:** 2-8-16

Agenda Item to be considered: Swearing in of Officer Travis McManus

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: Mayor is requested to conduct a swearing in ceremony for new officer Travis McManus. Officer McManus will have a family member pin his badge on his uniform following the ceremony.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	x N/A
Reviewed by Finance Director	☐ YES	☐ NO	x N/A
Preaudit Certification required	☐ YES	☐ NO	x N/A
Capital Project Ordinance required	☐ YES	☐ NO	x N/A
Budget Transfer required	☐ YES	☐ NO	x N/A
Total City Dollars:			
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	x N/A

Manager/Staff Recommendation:

Result of City Council Decision:

Attachments:

1. Oath of office

NC General Statutes - Chapter 11 6
Law Enforcement Officer

I, _______________, do solemnly swear, that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; that I will faithfully and impartially execute the duties of my office as a law enforcement officer according to the best of my skill, abilities, and judgment; so help me, God.

PUBLIC HEARINGS

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** 3-9-16
From: Brian DuPont	**Meeting Date:** 3-14-16

Agenda Item to be considered: Public Hearing #1 - Public hearing, regarding a request by Ronald Quinn, to rezone .4082-acre tract of land located on Rose Street, Tax Parcel ID # 182033 from R-12 Single Family to B-2 Neighborhood Business.

Will this require a public hearing? ☒ **YES** ☐ **NO**

Background/Purpose of Request: An application was received by staff requesting a rezoning. The applicant requests to rezone Tax Parcel ID # 182033 from R-12 Single Family to B-2 Neighborhood Business.

The property is located just off of South Main Street and directly behind Quinn's Auto Shop which is located on the corner of Rose Street and South Main Street. The property is approximately .4082 acres in size.

The Planning Commission unanimously recommended approving the rezoning.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:
Staff recommends to City Council to rezone approximately .4082 acres from R-12 Single Family to B-2 Neighborhood Business, which is adjacent to existing B-2 property.

Result of City Council Decision:

Attachments: Rezoning Application
Map

REZONING APPLICATION
CITY OF MOUNT HOLLY, NORTH CAROLINA

Date Filed: 1-19-16 Application Number: ______________

The undersigned does (do) hereby respectfully make the application and request to the City of Mount Holly to amend the Zoning Map of Mount Holly as hereinafter requested and in support of this application the following facts are shown:

1. The real property, sought to be rezoned, is owned in fee simple by: Bennie B Brookshire + Shirley T Brookshire
Address: 106 Rose St Mt Holly, N.C. 28012
as evidenced by Deed Book _____ on Page _____ in the Gaston County Registry. There are no restrictions or covenants of record appearing in the chain of title, which would prohibit the property from being put to the use specified in Paragraph five (5) of this application.

PID# 182033

2. The real property sought to be rezoned is located at/on 106 Rose St. (physical address) on the Left or Right side of the (circle one) Rose St. (street) between S. Main St (street) and Rose St. (street), and has a Tax Listing of: Tax Book _____, Map _____, Parcel _____. Said lot(s) has (have) a frontage of 182.03 feet and is approximately .4082 acres in size.

3. A complete legal description of the boundaries of said realty (to be completed by an attorney) is attached to this application along with a survey or tax map of said realty.

4. It is desired and requested that the real property herein described be rezoned from R-12 Zone to B-2 Zone.

5. If Conditional Use rezoning is requested, a site specific plan (see Appendix) is hereby attached (check) ______ Yes or ✓ N/A.

6. If the Conditional Use Rezoning is requested, it is proposed that the real property be put to the following use, with the following specific improvements including building sizes and proposed screening in accordance with the attached site plan as mentioned in Paragraph five (5).

PAID
JAN 19 2016
City of Mount Holly

7. Attached is a list of all the properties adjacent to the subject property including the owners' name(s) and address and tax book, map, and parcel number of each lot as shown on the Gaston County Tax Maps. Adjacent properties are considered all those immediately or diagonally adjacent to the subject property, including any properties immediately across any creeks, rivers, railroads, highways or other natural or man-made barriers.

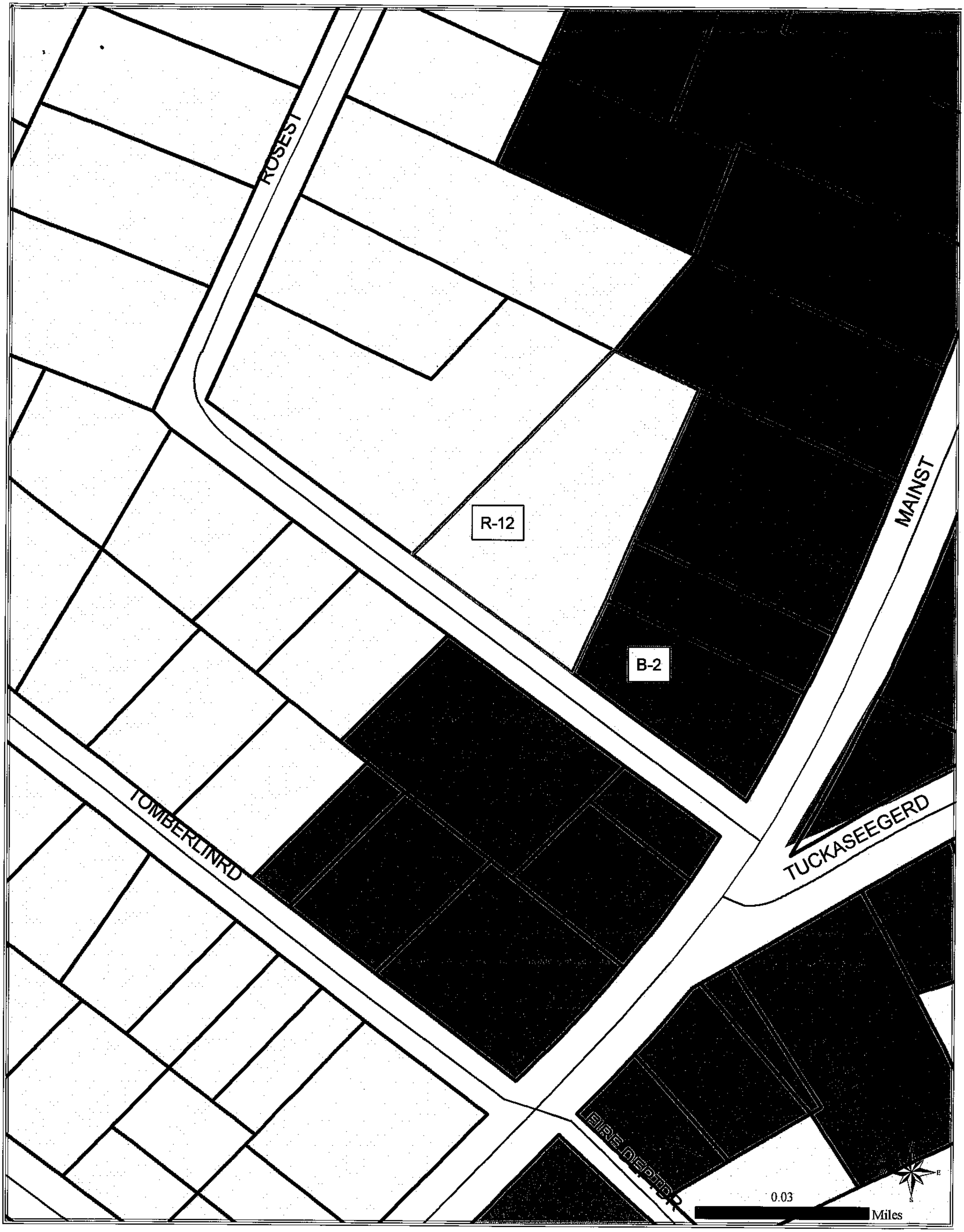
Ronald E. Quinn
Name of Applicant(s)

Interest of Applicant in Subject Realty:
(Must be the owner if requesting Conditional Use Rezoning)

Applicant's Address: 139 Sadler Rd Mt Holly, N.C. 28120

Phone Number: 704-678-3100 Signature: Ronald E Quinn

INSTRUCTIONS: Applications must be TYPED or LEGIBLE and filed with the City of Mount Holly Planning and Zoning Department, together with the application fee in the amount of $300.00 **(See Fee Schedule)** at least 15 days prior to the Planning Commission meeting for initial consideration.


ROSEST
R-12
MAINST
B-2
TUCKASEEGERD
TOMBERLINRD
FIRE DEPTDR
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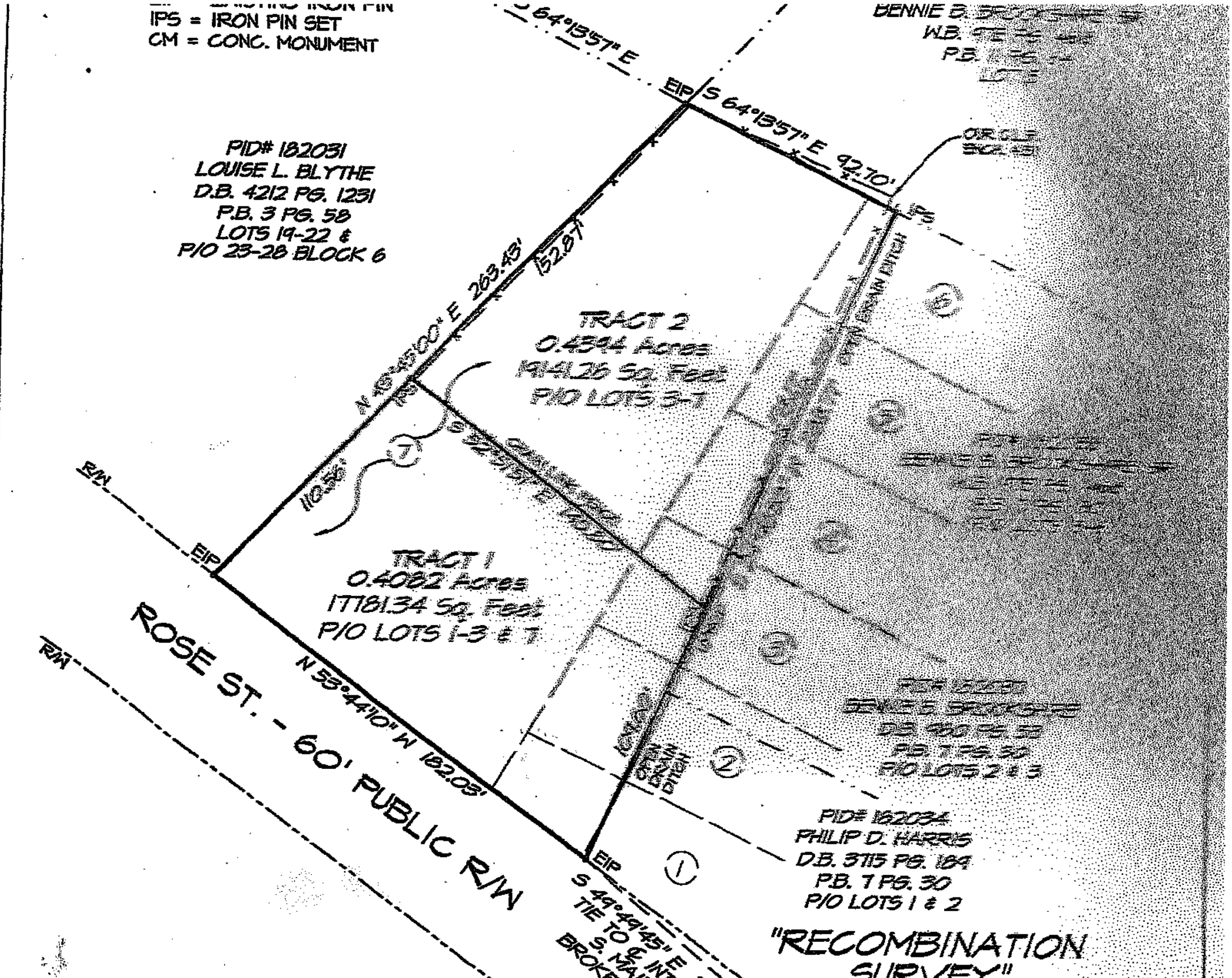

"RECOMBINATION SURVEY"

NO GEODETIC MONUMENTATION WITHIN 2,000 FEET OF SUBJECT PROPERTY.

THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LANDS WITHIN AN AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES LAND.

I HEREBY CERTIFY THAT THE SUBJECT STRUCTURE ( ) IS (X) NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY N.C. FEMA PANEL # 3710354600K EFFECTIVE DATE 3/2/2009 (NO FLOOD SURVEY MADE).

I, FRANKLIN E. TANNER CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY MADE UNDER MY SUPERVISION AND DEED DESCRIPTION(S) AS SHOWN, THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1: 25,000+ AND THE AREA DETERMINED BY D.M.D. WITNESS MY HAND AND SEAL, THIS 31ST DAY OF DEC. 2015

SURVEY BASED ON PHYSICAL EVIDENCE AND EXISTING IRON PINS.

PROPERTY MAY BE SUBJECT TO RECORDED OR UNRECORDED RIGHTS-OF-WAY OR EASEMENTS NOT OBSERVED.

MT. HOLLY, NC
SOUTHPOINT TOWNSHIP
GASTON COUNTY, N.C.

Survey made at the request of

BENNIE B. BROOKSHIRE SR.
& SHIRLEY T. BROOKSHIRE

Scale: 1"=60' Date: DEC. 31, 2015

REV: JAN. 12, 2016

Survey By

TANNER AND McCONNAUGHEY, P.A.
Professional Surveyors
1361-C E. Garrison Blvd. Gastonia, N.C.
(704) 866-8421 OR (704) 864-2611

W.B. 9TE PG. 468 Lots P/O 1-6 Block

Subd. CATAWBA HEIGHTS P.B. 7 PG. 30

Tax Map # 15 Page 8C Parcel 90

PID# 182033

PRELIMINARY
NOT FOR DEED CONVEYANCE
OR RECORDATION

Franklin E. Tanner - PLS # 2534

BRIAN DUPONT, MPA, CZO
PLANNER
PLANNING & DEVELOPMENT

400 E. Central Ave.
Post Office Box 406
Mount Holly, NC 28120
704-827-3931
704-827-5672 fax
www.mtholly.us

PLANNING
ZONING
ECONOMIC DEVELOPMENT
CODE ENFORCEMENT
GIS TECHNOLOGY

NOTICE OF PUBLIC HEARING BEFORE THE MOUNT HOLLY PLANNING COMMISSION FOR A REZONING REQUEST

February 19, 2016

Dear Property Owner:

The City of Mount Holly Planning Commission will hold a public hearing on March 7, 2016 at 6:30 PM at the Mount Holly Municipal Complex, located at 400 East Central Avenue. The purpose of this hearing will be to review an application for a request to rezone a .4082-acre tract of land, Tax Parcel ID# 224375 from R-12 Single Family to B-2 Neighborhood Business. All interested parties are encouraged to attend the public hearing where the opportunity to be heard will be given. For more information, please contact the Planning Department at (704) 951-3009.

Sincerely,
Brian DuPont, MPA, CZO
Planning & Development

Rose St. [illegible] ([illegible]) Rezoning
Mailing List

8 Re[illegible]ds

Parcel #	Current Owner 1	Current Owner 2	Mailing Address	Physical Address	Deed Book	Deed Page	Sale Date	Plat Book	Plat Page	Acreage
✓211985	JOHN FITE LIVING TRUST AGMT	NANCY W FITE LIVING TRUST AGMT	5400 NW WALNUT ST VANCOUVER WA 98663-0000	ROSE ST	4295	2464	02/16/2007	003	058	0.65
✓182031	BLYTHE LOUISE L		11001 MT HOLLY HUNTERSVILLE RDHUNTERSVILLE NC 28078-0000	110 ROSE ST	4212	1231	04/10/2006	003	058	1.02
✓182038	BROOKSHIRE BENNIE B SR		1128 S MAIN ST MT HOLLY NC 28120-0000	1126 S MAIN ST	097E	0468	04/17/1997	007	030	0.7
✓182026	ABERNATHY JANICE GAYLE		C/O JANICE LINKER MT HOLLY NC 28120-2028	107 ROSE ST	010E	1158	09/22/2010	003	058	0.31
✓182037	BROOKSHIRE BENNIE B	BROOKSHIRE SHIRLEY	218 ROSE ST MOUNT HOLLY NC 28120-2031	1128 S MAIN ST	0960	0053	10/01/1967	007	030	0.28
✓182034	HARRIS PHILIP D	HARRIS DARLENE H	1946 OLD HICKORY GROVE RD MT HOLLY NC 28012-0000	1132 S MAIN ST	3715	0189	05/15/2003	007	030	0.42
✓224376	BROOKSHIRE BENNIE B SR		1128 S MAIN ST MT HOLLY NC 28120-0000	S MAIN ST	097E	0468	00/00/0000	007	030	0.42
✓224375	QUINN KATHERINE G	QUINN RONALD E	139 SADLER RD MT HOLLY NC 28120-1898	FIFTH ST	4826	0565	01/25/2016	007	030	0.4

OLD BUSINESS

NEW BUSINESS

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	March 4, 2016
From:	Miles Braswell, Director	**Meeting Date:**	March 14, 2016

Agenda Item to be considered:

Architectural Firm Selection – Fire Station and Public Works Facility

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request :

It has been determined that the most efficient method to design the new Fire Station and Public Works Facility is to combine these two projects to allow one architectural firm to provide design and construction administration services. A Request for Qualifications (RFQ) was prepared, detailing the projects, to solicit qualifications from interested firms.

This RFQ was advertised on January 17, 2016 with the Statement of Qualifications (SOQ) due from interested firms on February 9, 2016. Three (3) firms responded and are listed below:

- ADW Architects, P.A.
- Milligan Architecture, Inc.
- Stewart-Cooper-Newell Architects, P.A.

The Construction Committee received the SOQ's and met on February 16, 2016 to discuss each firm. From this meeting, it was determined to interview all firms with interviews being held on February 23, 2016. Post interview, the Construction Committee discussed each firm's qualifications and presentations. All firms were qualified to design these buildings, but Milligan Architecture was the unanimous choice as their entire team attended the interview, showing support from their selected subconsultants. Milligan has designed fire stations and public works facilities and has the ability to take on these two projects simultaneously.

On behalf of the staff representatives to the Construction Committee, we recommend Milligan Architecture, Inc. to perform architectural design and construction administration services for both the new Fire Station and the Public Works Facility.

If approved, the City Attorney will begin contract negotiations with Milligan Architecture, Inc.

Fiscal Impact:			
Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☒ NO	☐ N/A

Manager/Staff Recommendation: Approval of Milligan Architecture, Inc. to provide a fee for architectural design and construction administration services for the Fire Station and the Public Works Facility.

Result of City Council Decision:_____

Attachments: None

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	3/9/2016
From:	Fire Department	**Meeting Date:**	3/14/2016

Agenda Item to be considered:

Consideration and Approval of FY2015 Staffing for Adequate Fire and Emergency Response (SAFER)

Will this require a public hearing? ☐ **YES** **X NO**

Background/Purpose of Request :

Request approval of Council for the Fire Department to apply for the FEMA SAFER Grant. This grant provides 100% funding for new staff salaries and benefits for a period of 2 years minus overtime. Please see attached documents for more information. This would be for the staffing for the North Fire Station after the 2 year period the city would assume all costs for the firefighters.

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	*$* 0		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation:

Result of City Council Decision:

Attachments: Yes

What are some ineligible expenses in the Hiring category?

Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring or rehiring of firefighters

Costs to train and equip firefighters (However, the salaries and benefits of firefighters hired under the SAFER Grants funding while engaged in training are eligible if the firefighter is employed by the department.)

Uniforms and physicals

Overtime costs (except overtime costs routinely paid as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act [FLSA])

Salaries and benefits of firefighters who are current employees or were hired prior to the award date (except under the retention activity)

To fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position

If a fire department receives a SAFER Award, how much time does it have to hire the positions?

For all grantees under the Hiring of Firefighters category, a default 180-day recruitment period begins when the application is approved for award. ***This has already been completed with the hiring process completed in 2015. A hiring list was created in anticipation of the north station completion.***

The two year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired or rehired the requested firefighters.

If a grantee is able to rehire or hire their SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. For grantees awarded under the Retention category, the period of performance can begin immediately. However, in both cases, grantees must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period. The period of performance cannot be started later than 180 days after the recruitment period.

The following costs are the initial cost that the City would be responsible for per Firefighter.

Uniforms and Gear:

1-set of gear: $2,692.00

1 complete uniform $900.00

1 Portable radio $800.00

Total: $4,392.00 per firefighter (overtime calculations are not included)

Note: Some of these costs may be offset due to equipment already on hand depending on sizes and number of Firefighters added.

The Department of Homeland Security
Notice of Funding Opportunity (NOFO)

FY2015 Staffing for Adequate Fire and Emergency Response (SAFER)

NOTE: Applicants pursuing this funding opportunity who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM) should take immediate action to obtain a DUNS number, if applicable, and then register immediately in SAM. It may take four weeks or more after SAM registration submittal before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at http://www.grants.gov/web/grants/register.html

A. Program Description

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number
97.083

CFDA Title
Staffing for Adequate Fire and Emergency Response (SAFER)

Notice of Funding Opportunity Title
Fiscal Year (FY) 2015 Staffing for Adequate Fire and Emergency Response (SAFER)

NOFO Number
DHS-15-GPD-083-000-99

Authorizing Authority for Program
Section 34 of the Federal Fire Prevention and Control Act of 1974, (Pub. L. No. 93-498), as amended (15 U.S.C. § 2229a)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Program Type
New

Program Overview, Objectives, and Priorities
The Department of Homeland Security's (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) Program. The goal of the SAFER Grant Program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards.

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP)
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant's need for a SAFER Grant and the need to protect the United States as a whole

SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced or restored staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

While not required for a SAFER Grant, it is preferable that the enhanced or restored staffing levels of all SAFER recipients should ensure all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet National Fire Protection Association (NFPA) 1710/1720 standards) who are capable of initiating the suppression response. Ultimately, SAFER recipients should achieve more efficient responses and safer incident scenes; thereby ensuring communities have improved protection from fire and fire-related hazards.

The National Preparedness System is the instrument the nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The FY 2015 SAFER Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the Goal of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2015 SAFER Grant's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of desired outcomes for FY 2015 SAFER include building and sustaining core capabilities, such as Fire Management and Suppression, and Public Health and Medical Services.

Additional details on the National Preparedness Goal can be found at https://www.fema.gov/national-preparedness-goal

The SAFER Grant Program is comprised of two categories:

- **Hiring of Firefighters**
  - Including subcategories for rehiring, retention, attrition, and new hires
  - Career, combination, and volunteer fire departments are eligible to apply
- **Recruitment and Retention of Volunteer Firefighters**
  - Combination fire departments; volunteer fire departments; and national, state, local, or

tribal organizations that represent the interests of volunteer firefighters are eligible to apply

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $340,000,000
Projected number of Awards: 300

Period of Performance: 12-48 Months
Hiring Category: The period of performance will be 24 months for all grants awarded under the hiring category.

Recruitment and Retention (R&R) Category: The period of performance will be between 12 and 48 months for all grants awarded under the R&R category.

Projected Period of Performance Start Date(s): 6/30/2016
Projected Period of Performance End Date(s): 6/30/2017 – 6/30/2020

Extensions to the Period of Performance
Is an extension to the Period of Performance permitted? ☒ Yes ☐ No

An extension to the period of performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the period of performance, please refer to Appendix C: Award Administration Information, Section VII. Payments and Amendments, Amendments.

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

- Volunteer fire departments and combination fire departments may apply for funding under both the Hiring of Firefighters category and the Recruitment and Retention of Volunteer Firefighters category. Separate applications must be completed for each category. Applicants are limited to one application per category, per application period. If an applicant submits two applications for the same category during a single application period, both applications will be disqualified.
- Career fire departments may apply for funding only under the Hiring of Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.
- Municipalities and fire districts may submit applications on behalf of fire departments lacking the legal status to do so, such as those under the support of the municipality or district. The municipality or fire district may submit only one application for hiring per application period for each eligible fire department within the municipality or fire district.
- National, state, local, or tribal organizations representing the interests of volunteer firefighters

and individual fire departments (volunteer or combination) may only apply for funding under the Recruitment and Retention of Volunteer Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.

Table 1 identifies, in general, eligible entities that can apply for FY 2015 SAFER Funding within each category.

Table 1: Eligible Entities

Entity / Category	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or tribal volunteer firefighter interest organization
Hiring of Firefighters Category	✓	✓	✓	
Recruitment and Retention of Volunteer Firefighters Category	✓	✓		✓

Other Eligibility Requirements

The following entity types are **NOT** eligible to apply under this announcement:

- Federal fire departments and fire departments under contract to the Federal Government whose sole responsibility is the suppression of fires on federal installations or lands;
- For-profit fire departments and organizations (e.g., fire departments that do not have specific nonprofit status or that are not municipally based);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams;
- Non-federal airport or port authority fire departments whose sole responsibility is suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities;
- Fire stations that are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency, or that are not otherwise independent;
- State and local agencies, such as forest service, fire marshals, emergency management offices, hospitals, and training offices;
- Career fire departments (under the Recruitment and Retention of Volunteer Firefighters category); and
- National, state, local, or tribal organizations representing the interests of volunteer firefighters, supporting firefighter volunteerism, or otherwise having an interest in volunteer firefighters (under the Hiring of Firefighters category).

National Incident Management System (NIMS) Implementation
SAFER applicants are not required to be in compliance with the National Incident Management System (NIMS) to apply for SAFER Funding or to receive an SAFER Award. Any applicant who receives an FY 2015 SAFER Award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort
There are no maintenance of effort requirements for the FY 2015 SAFER Program.

Cost Share or Match
SAFER recipients are not required to contribute a cost share towards the cost of hiring firefighters or recruitment and retention of volunteer firefighters under this program.

D. Application and Submission Information

Key Dates and Times

Date posted to Grants.gov:	**02/16/2016**
Application Start Date:	02/22/2016 at 8:00 AM EST
Application Submission Deadline:	03/25/2016 at 5:00 PM EST
Anticipated Program Office Review Dates:	5/16/2016 – 5/20/2016
Anticipated Funding Selection Date:	06/01/2016

Application Submission Extension
In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the FEMA Help Desk as soon as possible.

Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline (February 26, 2016)
Obtaining a valid EIN	Four weeks before actual submission deadline (February 26, 2016)
Updating SAM registration	Four weeks before actual submission date (February 26, 2016)
Application submission deadline	Friday, March 25, 2016

Address to Request Application Package
The Assistance to Firefighters Grant Program (AFGP) eGrants system is only accessible through the

AFGP Application Portal at https://portal.fema.gov/. There are several ways to get AFGP Application information:

- AFGP Website (http://www.fema.gov/firegrants)
- Grants.gov (http://www.grants.gov)
- U.S. Fire Administration (http://www.usfa.fema.gov)

Hard copies of the application are not available.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Application tutorials and Frequently Asked Questions (FAQs) assist with the online grant application, and highlight lessons learned and changes for FY 2015. For more details, please visit the AFGP Website at http://www.fema.gov/firegrants.

NOTE: Do not use any browsers other than Internet Explorer (IE 6 or higher) when entering information. Do not have multiple browser tabs open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:

- System failure to recognize correct information
- System failure to capture and retain correct information
- System functions like "cut and paste" being disabled

The eGrants system will allow an authorized representative to log in and create a user name and password. This user name and password is specific to the authorized user and must not be shared with other personnel. If the applicant has submitted any Assistance to Firefighters Grants Program (AFGP) applications (Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), Fire Prevention and Safety (FP&S), Station Construction Grant (SCG) in a previous grant cycle, they must continue to use the same username, password, and Dun and Bradstreet Data Universal Numbering System (DUNS) number for any FY 2015 application(s).

If the applicant has forgotten the password or primary point of contact has changed, please visit http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions for instructions on how to update and correct the organization's information.

Prior to submission and up to the application deadline, the online application can be saved, retrieved, or edited as required.

Content and Form of Application Submission

DHS makes all funding opportunities available through Grants.gov, accessible on the Internet at http://www.grants.gov. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

Required Forms and Registrations

All required forms have been incorporated into the online application submission.

Application Submission Receipt
Once the application is submitted and received, the primary point of contact listed in the application will be electronically messaged within the eGrants system.

Unique Entity Identifier and System for Award Management (SAM)
DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS Grant, applicants must have a DUNS number and must be registered in the System for Awards Management (SAM).

Instructions for obtaining a DUNS number can be found at the following Website:
http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

System for Award Management (SAM)
Applicant registration in the System for Award Management (SAM) is free. All applicants must register with SAM in order to apply online. Step-by-step instructions for registering with SAM can be found at http://www.grants.gov/web/grants/applicants/organization-registration/step-2-%20%20register-with-sam.html. Please remember that SAM registration is only active for one year and must be renewed annually.

Please allow sufficient time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

FEMA cannot make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. If the applicant is noncompliant at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award, and award another applicant.

IMPORTANT: Please ensure that applicant organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. The applicant organization's name in SAM must also match the organization name provided on the applicant's SF-1199a. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

Help with SAM - SAM quick start guide for new Recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

How to Get a Commercial and Government Entity (CAGE) Code - To get a CAGE code, applicants must first be registered in SAM. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants can view the CAGE code online by logging in to the SAM account.

Funding Restrictions
Federal funds made available through this program may only be used for the purpose set forth in the

award package and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

Construction or Remodeling/Renovation Costs
Construction costs are not eligible under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. To support eligible awarded activities, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than $10,000 and should be requested under Modification to Facilities. Some of these activities may require an Environmental and Historical Preservation (EHP) review; certain costs associated with an EHP Review are eligible for reimbursement.

Pre-award Costs
Generally, recipients cannot use grant funds to pay for products and services contracted for or obligated prior to an offer of award. However, costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- Fees for grant writers under the Recruitment and Retention Category only may be included as pre-award expenditures. The recipient must submit a written request to FEMA to incur such pre-award costs by providing notification (containing the application number and a justification narrative) to FEMA, via email to the SAFER Help Desk at FireGrants@fema.dhs.gov. The notification to FEMA should be concurrent with their acquisition activity, and must be submitted within the eligible timeframe; and,
- The recipient must receive confirmation from FEMA that the expenses have been reviewed and FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.

Award Limits
Not Applicable.

Management and Administration
Management and administrative expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

No more than three percent of the federal share of SAFER Funds awarded may be expended by the recipient for management and administration (M&A) purposes associated with the SAFER Award.

Indirect Costs (Facilities & Administration [F&A]) Costs
Indirect costs are allowable under the Recruitment and Retention category, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. Copies of the indirect cost rate agreements, along with the SAFER application number, must be submitted

electronically to FireGrants@fema.dhs.gov.

Indirect costs will be evaluated as part of the application for federal funds to determine if they are allowable, reasonable, or disproportionally impact an application's cost benefit.

Environmental and Historic Preservation (EHP)

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures and facilities, must participate in the DHS/FEMA EHP Review process. The EHP Review process involves the submission of a screening form that includes detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP Review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP Review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108-24-4, Environmental Planning and Historical Preservation Policy.

SAFER Projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

No facilities modification project can proceed, with the exception of project planning, prior to formal FEMA approval. Funds for activities that do not require an EHP Review may be requested by the recipient.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training; and
- Acquisition of mobile and portable equipment (not involving installation) on or in a building.

The AFGP EHP Screening form and instructions are available at: http://www.fema.gov/media-library/assets/documents/90195.

Complete the AFGP EHP Screening form and submit to the EHP Office at GPDEHPInfo@fema.dhs.gov.

E. Application Review Information

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Funding priorities and criteria for evaluating SAFER applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Grant program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine major fire service organizations represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

Review and Selection Process

SAFER applications are reviewed through a multi-phase process. After the close of the application period and before the Panel Review Process begins, FEMA will review the applications submitted for eligibility. Additionally, all layoff notices attached will be verified by the FEMA Program Office. Finally, all applications will be electronically pre-scored and ranked. Applications are then scored competitively by (no less than three) members of the Peer Panel Review process. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

Criteria

All complete and eligible applications are evaluated relative to SAFER Grant funding priorities. For details on the funding priorities, please refer to Appendix B: Programmatic Information and Priorities – Funding Priorities.

i. Pre-scoring Process

In the application, fire departments applying for SAFER Grants will be asked general questions about their organization and community, as well as questions specific to the proposed project. National, state, local, or tribal organizations that represent the interests of volunteer firefighters will be asked a number of general questions regarding their organizations and a series of activity-specific questions relative to the recruitment and retention projects they propose and the activities selected. Answers to activity-specific questions as well as information submitted throughout the application will determine an applicant's standing relative to SAFER Grant funding priorities. Applications most consistent with the SAFER Grant funding priorities score higher in the automated evaluation. Automated evaluation scores represent 50 percent of the total application score.

ii. Peer Review Panel Process

A panel of at least three Peer Review Panelists performs the second phase of an application's evaluation. The panel is comprised of fire service representatives recommended by the national organizations from the CDP. These panelists evaluate the application using the Narrative Statement, answers to the general questions, and answers to the activity-specific questions. Each application is evaluated on its own merits against established criteria and is not compared to other applications. The peer review evaluation score represents 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)

The highest ranked applications will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B, V. Restrictions on Use of Award Funds.

Narrative Evaluation Criteria

The Narrative Statement of the application must provide specific details about the activity for which applicants are seeking funding, including budget details. The applicant must explain how the proposed activity is related to the hiring or recruitment and retention program.

In applications for Recruitment and Retention, applicants must also provide details regarding how volunteers will qualify for the incentives (who is eligible for initiatives funded under the grant and discuss any prerequisites). For example, an organization might withhold paying nominal stipends until members participate in a minimum number of operational activities.

Applicants should save their work often as the electronic application includes a time-out feature. If no-save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program, e.g., Microsoft Word®, WordPerfect® or Notepad, to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the narrative using only capital letters. Additionally, do not include tables, special fonts (e.g., quotation marks, bullets), or graphs.

Space for the Narrative Statement is limited. Each element must have a minimum of 200 characters and each element will have a character limit; the limit varies based on the questions being asked. The character count is listed below. Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Peer Review Panelists will evaluate and score each category based on the following narrative elements within each category:

i. **Hiring of Firefighters Category**

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below.

1) **Project Description (30%):**
   a) Why does the department need the positions requested in this application? Describe when the positions were, or will be, vacated, and under what circumstances. If the request is based on a needs assessment or Insurance Services Office rating, provide details of those outcomes. (3000 character limit)
   b) Describe how the positions requested in this application will be used within the department (e.g., fourth on engine, open a new station, eliminate browned out stations, reduce overtime). What are the specific benefits that the positions requested in this application will provide to the fire department and community? (2000 character limit)
   c) Describe how the awarding of this grant would enhance the department's ability to protect critical infrastructure. (1000 character limit)

2) **Impact on Daily Operations (30%):**
   a) Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application. How will that risk will be reduced if awarded? (2000 character limit)
   b) Discuss the impact the positions requested in this application will have on the department's NFPA compliance. (2000 character limit)

3) **Financial Need (30%):**
   a) Provide additional details about the department's operating budget, including an income versus expenses breakdown of the annual budget. (2000 character limit)
   b) Describe the department's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? (2000 character limit)

c) Discuss how the critical functions of the department are affected without this funding. (2000 character limit)

4) **Cost Benefit (10%):**
Describe the benefits (e.g., anticipated savings, efficiencies) the department and community will realize if awarded the positions requested in this application. (3000 character limit)

ii. **Recruitment and Retention of Volunteer Firefighters Category (Fire Departments)**
The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1) **Project Description (30%):**
a) Describe the problems and/or issues the department is experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the department is experiencing in retaining current members? (3000 character limit)
b) Describe the implementation plan to directly address the identified problems or issues. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the department's operational needs or capabilities. (1500 character limit)
d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community. (1000 character limit)
e) If the grant request will have a regional impact, identify the activities that are part of the regional request and explain which activities are exclusive to the host applicant, if applicable. (2000 character limit)

2) **Impact on Daily Operations (30%):**
a) Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application. How will the risk be reduced if awarded? (2000 character limit)
b) Provide details on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards. Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the department's NFPA compliance, if awarded. (2000 character limit)

3) **Financial Need (30%):**
a) Provide additional details about the department's operating budget, including a high-level income versus expenses breakdown of the department's annual budget. (2000 character limit)
b) Describe the department's budget shortfalls and the inability to address financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? How have similar projects have been funded in the past? (2000 character limit)

c) Discuss how the critical functions of the department are affected without this funding. (1000 character limit)

4) **Cost Benefit (10%):**
Describe the benefits (e.g., anticipated savings, efficiencies) the department and community will realize if awarded the items or activities requested in this application. (3000 character limit)

iii. **Recruitment and Retention of Volunteer Firefighters Activity (national, state, local, or tribal volunteer firefighters interest organizations)**
The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1) **Project Description (30%):**
a) Describe the problems and/or issues the fire departments, who the organization will be reaching with this grant, are experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the same departments are experiencing in retaining current members? (3000 character limit)
b) Describe the organization's implementation plan to directly address the problems or issues identified. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the operational needs or capabilities of the fire departments participating in this application. (1500 character limit)
d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities. (1000 character limit)
e) Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested in this application. (2000 character limit)

2) **Impact on Daily Operations (30%):**
a) Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application. How will that risk be reduced if awarded? (2000 character limit)
b) Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application, if awarded. (2000 character limit)

3) **Financial Need (30%):**
a) Provide detail about the organization's operating budget, including a high-level income versus expenses breakdown of the annual budget. (2000 character limit)
b) Describe the organization's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the organization taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)?

How have similar projects have been funded in the past? (2000 character limit)

c) Discuss how the critical functions of the organization are affected without this funding. (1000 character limit)

4) **Cost Benefit (10%):**
Describe the benefits (e.g., anticipated savings, efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application. (3000 character limit)

Turndown Notifications

All applicants who do not receive an FY 2015 SAFER Award will receive a decision notification from FEMA within the eGrants system.

The notification email will briefly describe those application factors that did not adequately align to the higher FP&S Program priorities and consequently, why the application did not score high enough for further consideration. Due to the historical volume of applications and turndowns, detailed debriefs for each applicants will not be possible.

F. Federal Award Administration Information

Notice of Award

Once an award has been approved and recorded in the system, an award package is sent to the grant official authorized by the recipient. The award package and email notification will be made within the eGrants system. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant, whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal awards.

The offered award will remain on hold and be available (for a maximum of 30 days) until the recipient either accepts the award via the online AFGP eGrants system, or declines the award. The recipient should follow the directions in the notification to confirm acceptance of the award.

Failure to accept the grant award within 30 days of an offer of Award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Negotiation of Award

During the review process for a SAFER Award, the application request(s) may have been modified. These modifications will be identified in the award package, which is provided upon the offer of an award.

If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award.

Administrative and National Policy Requirements

Successful applicants for all DHS/FEMA grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions

Before accepting the award, the authorized official should carefully read the award package. The award package contains instructions on administering the grant award, as well as terms and conditions with which the recipient must comply. Recipients must accept all the conditions in this NOFO as well as all Terms and Conditions in the Notice of Award to receive an award under this program.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425)

Recipients of SAFER Grants awarded on or after October 1, 2009, are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using the online eGrants system based on the calendar year beginning with the period after the start of the period of performance. Recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due:

- **No later than July 30** (for period January 1 – June 30)
- **No later than January 31** (for period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Reporting Form (FFR) and instructions are available at the following sites:

Instructions:
https://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf

SF-425 (FFR) Form:
http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the Government Accountability Office's (GAO) Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at: http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Program Performance Reporting Requirements
The recipients will be responsible for providing updated project(s) information on a quarterly basis. The recipient is responsible for completing and submitting a programmatic Performance Report using the eGrants system. The programmatic Performance Report is due every three months after the start of the grant's period of performance, and thereafter until the award is closed out.

Monitoring
Recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and will identify areas where technical assistance, corrective actions, and other support may be needed.

The recipient is responsible for monitoring all sub-award activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

Closeout
Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and a final performance report (within the closeout module in eGrants system) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient.

Information on how to return funds to FEMA is available at:
http://www.fema.gov/media-library/assets/documents/31261?id=7080

The final SF-425 (FFR) Form will be within the closeout module but a copy can be found at
http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

G. DHS Awarding Agency Contact

Contact and Resource Information

SAFER Help Desk
The SAFER Help Desk provides technical assistance to applicants for the online completion and submission of applications into the eGrant system, answers questions concerning applicant eligibility and recipient responsibilities, and offers assistance in the programmatic administration of award. The Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

eGrants System Information
For technical assistance with the eGrants system or SAFER Application or Award questions, please email the SAFER Help Desk at: FireGrants@fema.dhs.gov, the Help Desk can also be contacted at (866) 274-0960.

Environmental and Historical Preservation (EHP)

- EHP Screening forms and instructions are available at https://www.fema.gov/media-library/assets/documents/22789
- SAFER recipients requiring EHP assistance should contact the GPDEHP Team at: GPDEHPInfo@fema.dhs.gov

H. Additional Information

Extensions
Extensions to the period of performance are allowed.

Extensions to the Grant Period of Performance
An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. **Approval is not guaranteed.**

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justification as to why an extension is required.

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Justification for the extension—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the

position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requirements for Extension Consideration
To be eligible for consideration, extension requests must be submitted via the eGrants system. Requests should be submitted no earlier than 120 days but no later than 60 days prior to the end of the award's period of performance.

- In accordance with FEMA policy, extensions are reviewed on a case-by-case basis, and typically granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

Example: Recipients may request an extension, when not adjusting the timeline for liquidating obligations would constitute a verifiable legal breach of contract by the recipient with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver.

Appendix A: Application Guidelines

Appendix A contains more detailed information on SAFER Application Guidelines.

I. New For FY 2015

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

On December 26, 2014, DHS adopted the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in 2 C.F.R. Part 200, which establishes a uniform set of mandatory requirements for federal awards to non-federal entities. These requirements apply to all awards made after December 26, 2014, including all FY 2014 and 2015 SAFER Awards. This regulation (also commonly referred to as the "Super Circular" or "Omni Circular") is available at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

A crosswalk that highlights policy changes, clarifications, and updates to policy provisions, is available at: https://www.whitehouse.gov/sites/default/files/omb/fedreg/2013/uniform-guidance-crosswalk-from-predominate-source-in-existing-guidance.pdf

Appendix B – Programmatic Information and Priorities

Appendix B contains more detailed information on SAFER Program Information and Priorities. Reviewing this information may help applicants make their application(s) more competitive.

I. Supporting Definitions for this NOFO

The following definitions apply to SAFER Grants.

Attrition: A gradual reduction in work force without laying off of personnel, as when workers resign or retire and are not replaced.

Automatic-aid: An agreement whereby fire departments are dispatched simultaneously on the initial alarm or where fire departments participate in closest-unit response dispatching.

Benefits: Includes regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting the Fair Labor Standards Act (FLSA) requirements, are not eligible as benefits costs under the Hiring of Firefighters category.

Career Fire Department: A fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

Combination Fire Department: A fire department that has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and/or at least one active firefighter who does not receive financial compensation for services, other than life, health, and workers' compensation insurance.

Emergency Medical Services Organization: A public or private organization that provides direct emergency medical services, including medical transport.

Fire Department: An agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter: An individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Formal Layoff Notice: Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment. The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the jurisdiction taking action, e.g., 60 days prior to the effective date of the layoff action. The notice should specify whether the action is permanent or temporary, as well as provide the anticipated schedule of layoffs. For the purposes of the SAFER Program, a notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the original action date.

Initial Full Alarm Assignment: Personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career: A department is considered majority career if 50 percent or more of the active firefighting membership is salaried staff.

Majority Volunteer: A department is considered majority volunteer if more than 50 percent of the active firefighting membership is NOT compensated for service other than a nominal stipend and/or insurance.

Mutual-aid: An agreement whereby assisting fire departments are dispatched into another fire department's jurisdiction only when the first-arriving unit on a scene calls for assistance, or when specially requested by dispatch.

National, State, Local, or Tribal Organizations that Represent the Interests of Volunteer Firefighters: Organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Nominal Stipend: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of- pocket expenses they incur.

If a stipend paid exceeds 20 percent of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions.

Operational Budget: The budget supporting fire-related programs and/or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Paid-on-Call: Firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter: A firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-time Equivalent (FTE) position that must be accounted for in the staffing information provided in the application.

State: Any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment: The minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Volunteer Fire Department: A fire department that has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services.

II. Application Tips

The SAFER eGrants application system is only accessible through the AFGP Application Portal at https://portal.fema.gov/. There are several ways to get SAFER Application information:

- AFGP Website (http://www.fema.gov/firegrants)
- Grants.gov (http://www.grants.gov)
- U.S. Fire Administration (http://www.usfa.fema.gov)

Application tutorials and Frequently Asked Questions (FAQs) help explain the current SAFER Grant Programs, assist with the online grant application, and highlight lessons learned and changes for FY 2015. For more details, please visit the AFGP Website at http://www.fema.gov/firegrants.

NOTE: Do not use any other browsers than Internet Explorer (IE 6 or higher) when entering information. Do not have multiple browser tabs open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:

- system failure to recognize correct information
- system failure to capture and retain correct information
- system functions like "cut and paste" being disabled
- system resources like help screens or drop down menus being unavailable

Prior to submission and up to the application deadline, the online application can be saved, retrieved, or edited as required.

IMPORTANT
Once the application is submitted, it cannot be changed. There is *no* appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

NO APPLICATION WILL BE RELEASED AFTER FINAL SUBMISSION
The primary point of contact listed in the application will automatically be notified via email, via the eGrants award management system, once the application is received.

- For the most competitive application, select those local need(s) that most closely align with the highest SAFER Program priorities.
- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served, and applicants must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) don't match the application as submitted, the grantee shall only be responsible for completing the activities actually funded. The grantee is under no obligation to start, modify, or complete any activities requested but not funded by this award. Please review Award Package.

Applicant tools and Frequently Asked Questions (FAQs) are posted at http://www.fema.gov/firegrants.

Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS)
The TDD/FIRS Number available for this announcement is (800) 462-7585.

The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save, retrieve, update and revise their work through the end of the application period; however, after an application has been completed and submitted, no changes can be made.

The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered. By submitting an application online, the applicant will automatically receive an e-mail confirmation that the application was successfully submitted.

The online system will allow a single authorized representative of an eligible organization to log on and create a user name and password. The selection of the authorized representative is at the discretion of each applicant. Applicants should record their user name and password for future access to their application.

III. Restrictions on Use of Award Funding

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the grantee to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

IV. Funding Priorities

Hiring of Firefighters Category

- First priority: Rehiring laid off firefighters who were laid-off within the two years prior to the start of the application period.
- Second priority: Retention of firefighters who face imminent layoff or filling positions vacated through attrition, within the two years prior to the start of the application period, but not filled due to economic circumstances
- Third priority: Hiring new firefighters

Recruitment and Retention of Volunteer Firefighters Category

- The highest priority is to assist departments experiencing a high rate of turnover and with staffing levels significantly below the ideal staffing level required to comply with National Fire Protection Association (NFPA) standards 1710 or 1720.

Program Priorities Description

This section summarizes the program priorities used to determine grant awards. Program priorities are listed as High H, Medium M, or Low L. Within each identified program priority, all the proposed activities have an equal value.

There are separate evaluation criteria for the following categories:

- Hiring of Firefighters category (including rehiring, retention, attrition, and new hires)
- Recruitment and Retention of Volunteer Firefighters category – Fire Departments
- Recruitment and Retention of Volunteer Firefighters category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

A. Hiring of Firefighters Category

Grants awarded under the Hiring of Firefighters category enable combination and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. Grants are awarded directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters. Funding under these subcategories provides fire departments with funds to pay firefighter salaries and benefits (exclusive of overtime).

1. **Meeting the National Standards**

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments back into compliance in the most cost-effective manner.

Applicants will be asked general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without including the use of overtime). Applicants will also be asked to indicate what their ability will be to meet that same standard if awarded grant funds.

Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher consideration than applications resulting in smaller percentage increases in compliance.

Note: SAFER Grants focus only on the Deployment or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability)

- This standard applies primarily to all-career fire departments and combination departments if the combination department chooses it.

- NFPA 1720 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment); this standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standard.

Current 1710/1720 Compliance Priorities	
H Never or 0%	M Half the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%

Current 1710/1720 Compliance Priorities	
M Sometimes or 20-39%	L Most of the time or 80-99%

New 1710/1720 Compliance Priorities	
H Always or 100%	M Half the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 1-19%

2. **Call Volume and Population Served**
Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

3. **Firefighter Health Measures**
The health and wellbeing of firefighters is of paramount importance. Therefore, applicants who indicate newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members.

4. **Training Requirements**
Applicants will receive higher consideration if the personnel funded under the grant will meet the minimum EMS certification requirements prescribed by the locality or state having jurisdiction.

B. **Recruitment and Retention of Volunteer Firefighters Category**
The purpose of these grants is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee's response area. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, and evaluation plan will receive higher consideration. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. **Meeting Staffing Standards**
The goal under this SAFER category is to assist departments experiencing a high rate

of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see section 1(c) Meeting National Standards).

Departments who currently have the lowest recruitment and retention rates are given a higher consideration for funding.

2. **Volunteer Membership**
Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
H 91-100%	M 41-50%
H 81-91%	M 31-40%
H 71-80%	L 21-30%
H 61-70%	L 11-20%
M 51-60%	L 1-10%

3. **Recruitment/Retention Plan**
It is critical to have a plan for recruitment and/or retention activities. Applications requesting funding for recruitment and/or retention programs should be based on formal plans. Applicants must summarize the departments' recruitment and/or retention plans in the Narrative Statement and explain how the projects/activities will fulfill the plans and meet organizational goals.

4. **Call Volume**
Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

5. **Firefighter Health Measures**
Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, who indicate they will provide annual medical exams, and who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA-compliant physicals

6. Training Requirements

Training and Certification	
H FF II/EMT	M FF I
H FF II	L First Responder
M FF I/EMT	

7. Recruitment and Retention (R&R) Coordinator

R&R Coordinator	
H Applicants who currently have a coordinator in place	
M Applicants who will request grant funding for a coordinator's position	L Applicants who do not have, or are not requesting, an R&R Coordinator

8. Evaluation Plan

Evaluation Plan	
H Applicants who will perform a periodic evaluation of the program's impact	L Applicants who will not perform a period evaluation of the program's impact

9. Marketing Plan

Marketing Plan	
H Applicants who currently have a marketing plan in place	

Marketing Plan	
M Applicants who will request grant funding for a marketing plan	E Applicants who do not have, or will not request funding for, a marketing plan

10. Regional Requests

Requests for recruitment or retention that have a regional impact (i.e., an impact beyond the immediate boundaries of the applicant's first-due area) will receive higher consideration.

An eligible applicant, which can include a fire department, may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs on one application. In order to apply for a regional project, the host fire department must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant-funded assets. Successful regional applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include a list of participating third-party organizations that will benefit from the regional project if the project is approved. The third-party organizations that will benefit from the recruitment and retention project may also apply for funding under SAFER as long as the third-party organizations do not apply for a project that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

Note: Only applications submitted under the Recruitment and Retention of Volunteer Firefighter category qualify for regional project requests. Regional projects are not eligible under the Hiring of Firefighters category.

C. Recruitment and Retention of Volunteer Firefighters Category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

The purpose of these grants is to assist national, state, local, or tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include data that approximates the characteristics of the entire region and/or all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. **Meeting Staffing Standards**
The goal under this SAFER category is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see Section 1c. Meeting National Standards). Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefiting from the grant funds are given a higher consideration for funding.

2. **Recruitment/Retention Plan**
It is critical to have a plan for recruitment and retention activities. Applications requesting funding for recruitment or retention programs should be based on formal plans. Applicants must summarize the organization's recruitment and retention plans in the Narrative Statement and explain how the projects/activities applied will fulfill the plans and meet organizational goals.

3. **Recruitment and Retention (R&R) Coordinator**

R&R Coordinator	
H Applicants who currently have a coordinator in place	
M Applicants who will request grant funding for a coordinator's position	L Applicants who do not have, or are not requesting, a coordinator

4. **Evaluation Plan**

Evaluation Plan	
H Applicants who will perform a periodic evaluation of the program's impact	L Applicants who will not perform a period evaluation of the program's impact

5. Marketing Plan

Marketing Plan	
H Applicants who currently have a marketing plan in place	
M Applicants who will request grant funding for a marketing plan	L Applicants who do not have, or will not request funding for, a marketing plan

D. Eligible and Ineligible Projects and Costs

Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

Hiring of Firefighters Category – Eligible Costs
Hiring of Firefighters Category – Eligible Costs • Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Grant are eligible. • Only firefighters hired or rehired after the SAFER Grant offer of award (except if awarded under the retention activity) are eligible for grant funding. Firefighters hired after the SAFER Grant offer of award are considered new hires. • Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. However, recognizing many departments have shifts exceeding a 40-hour workweek, FEMA also will consider funding the job-sharing of a full-time position if the grantee has sufficient justification. A job-share position is a full-time position occupied by more than one person. Example: A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position. • Salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training are eligible. • Costs for overtime that fire departments routinely pay as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible. • SAFER Grant funds will only pay for operational positions whose primary assignment (more than 50 percent of duties) is fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties. • Volunteer and mostly volunteer fire departments may hire individuals to also fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment. • Eligible positions for funding under the Rehiring or Attrition activities must have been laid off or vacated in the two years prior to the start of the application period (February 22, 2016) • Firefighters who have been issued a formal layoff notice, which includes a specific date for

Hiring of Firefighters Category – Eligible Costs

the layoff action, prior to the start of the application period, and those who face imminent layoff – within 120 days of the close of the application period – are eligible for SAFER Funding under the Retention activity. Since the application period closes on (March 25, 2016), the layoffs must become effective on or before (July 23, 2016).

- Any layoff action not executed in accordance with the terms of the official layoff notice or which does not meet the above requirements may not qualify for funding in the rehiring of laid off firefighters or retention categories. Applicants who do not meet these parameters must apply under the New Hire activity.
- Eligible positions under the Retention category must be employees of the department at the time the application is submitted. Note that if a retention position becomes vacant after the application is submitted, departments must fill the vacancy with a new hire in order to maintain the operational staffing level.

Hiring of Firefighters Category – Ineligible Costs

Hiring of Firefighters Category – Ineligible Costs

- The salaries and benefits of firefighters who are current employees or were hired prior to an offer of award (except under the retention activity) are ineligible.
- The SAFER Grant may not be used to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position). If a department chooses to promote a current member, SAFER Grant funding may be used to fund the vacated firefighter position.
- Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring or rehiring firefighters are ineligible.
- Costs to train and equip firefighters are ineligible (this does not include the salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training).
- Uniforms and physicals are ineligible.
- Overtime costs are ineligible (except as noted in "eligible costs" above).

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

Overview

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund activities if an applicant has not provided sufficient information detailing how an activity being funded will enhance recruitment and retention.

Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

Departments should consult their jurisdiction to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]).

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

All grant related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts, and agreements may not extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations.

FEMA will not fund any activities that are covered under a department's normal operating budget.

Recruitment and Retention Category – Eligible Costs

Federal funding should not be used to supplant an existing activity or program. Retroactive payments or recognition for services rendered prior to the grant award are ineligible (with the potential exception of grant writer fees discussed in Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees). Examples of initiatives that may receive funding include, but are not limited to:

- Nominal stipends for firefighters where the primary duty is an operational assignment (fire suppression) regardless of collateral duties. (See Appendix B: Programmatic Information and Priorities, Section II. Supporting Definitions for this NOFO.)
- Insurance packages, e.g., Accidental Death and Dismemberment (AD&D), workers compensation, disability, health, dental, life.
- Reimbursement to members while attending required basic training (e.g., compensation for lost wages, mileage, lodging, per diem). Note that costs for mileage, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Marketing costs to recruit new volunteer members
- Station internet access
- Computers in common areas
- LED/electronic signs (note: 75 percent of usage must be dedicated to Recruitment and Retention activities – additional restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]).
- One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots)
- Non-uniform clothing (t-shirts, jackets, or pullovers) as part of an award program only.
- Station modifications (e.g., converting space into bunkroom - restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP] Compliance)
- Salary and benefit costs for a recruitment and retention coordinator. Salary and benefit costs should be based on reliable market research (see earnings information published by the U.S. Bureau of Labor Statistics). Information on how the associated costs were determined should be provided in the Request Details portion of the application.
- Physicals for new recruits only. All grant-funded physicals must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices.

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

- Explorer, cadet, and mentoring programs (see page 35 for specific eligible costs)
- Staffing needs assessment
- Administrative costs up to three percent of the total awarded amount in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed three percent of the award.
- Tuition assistance for higher education (including college tuition and not limited to firefighter training or education) and professional certifications (Note: coursework or certifications in this category should be more advanced than what the department typically funds for required minimum-staffing requirements)
- Books and lab fees for higher education or professional certification (not including computers)
- Costs for training not currently covered under the department's operating budget. Training requests must be detailed in the Request Details and Narrative Statement sections of the application and must closely correlate to the applicant's recruitment and/or retention goals.
- Awards program for participation in operational activities, like operational training and/or responding to incidents (e.g., length of service plaques, gift cards, non-uniform clothing)
- New Length of Service Award Programs (LOSAP)
- Mileage reimbursement for operational activities. Note that costs for mileage must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Applications for funding in the Recruitment and Retention category could include activities requiring up to four years to complete (with proper justification)
- Indirect costs for national, state, local, or tribal volunteer firefighter interest organizations that are expended pursuant to Section D: Application and Submission Information – Indirect Costs.
- Exercise equipment and gym memberships limited to no more than $10,000 (total per grant award).
- Grant writer fees (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees).
- Personal Protective Equipment (PPE) may be funded for new recruits only (after they have successfully passed an NFPA 1582 compliant physical), but PPE for other types of members or existing members is not eligible.
- Funds are available to acquire OSHA-required and NFPA-compliant PPE for firefighting personnel. Only actual costs for PPE are allowed and will be paid on a reimbursable basis. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Recipients are required to provide documentation to support the purchase of PPE (proof that the firefighter(s) have undergone an NFPA 1582 compliant physical and are certified as "fit for duty"). PPE purchased with SAFER Grant funding must be utilized by adequately trained staff. In addition to these requirements, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at http://www.nfpa.org/.
- Eligible PPE Expenditures:

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

    - One set of PPE for structural or wildland firefighting per new recruit.
    - SAFER considers a complete set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, one hood, one pair of boots, one pair of gloves, and one pair of suspenders. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set.
    - SAFER considers a complete set of wildland PPE to be comprised of: one pair of boots, one set of coveralls (or pants, coat, and suspenders), one pair of gloves, one hood, one set of goggles, one helmet, and one fire shelter).
    - American National Standards Institute (ANSI)-approved retro-reflective highway apparel
- Ineligible PPE Expenditures:
    - Three-quarter length rubber boots
    - Self-Contained Breathing Apparatus (SCBAs) (not including SCBA masks/face pieces)
    - PASS Devices
    - Spare cylinders
    - Bomb disposal suits
    - PPE for hazardous materials and other specialized incidents
    - More than one set of PPE per member
    - PPE for existing members

Remodeling/Renovation of Existing Facilities

- Remodeling/Renovation of Existing Facilities using SAFER Funds may not exceed $10,000.
- Remodeling/renovations to an existing facility are allowable. The renovations must be minor interior alterations not to exceed $10,000 (total per grant award).
- Eligible applicants must provide a cost breakdown in the Request Details section of the application. The costs must be justified in the Narrative Statement section as well.
- Remodeling/renovations may not change the footprint or profile of the building.
- Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review (see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding (i.e., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects; compliance with all state and EHP laws and requirements).
- Written approval must be provided by FEMA prior to the use of any SAFER Funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

Explorer/Cadet Programs

Eligible items include but are not limited to:

- One set of station duty uniforms (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots).
- Training (Non-Immediate Danger to Life and Health or IDLH)

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

- One set of structural or wildland PPE (as defined above but not including an SCBA mask/face piece because PPE for explorers or cadets may not be used in an IDLH atmosphere)
- Insurance
- Coordinator's position
- Workers compensation insurance
- Transportation costs
- Medical exams

Recruitment and Retention Category – Ineligible Costs

- Salary and benefits for firefighters
- Costs incurred prior to an offer of award except for grant writer fees; see Appendix C: Award Administration Information - Grant Writer/Preparation Fees, Vehicles
- Fire suppression equipment or vehicles
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators),
- Sirens or other outdoor warning devices
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch (CAD) systems
- Cash payments (including gift cards) or award programs for non-operational activities
- Payments for travel to or participation in leisure activities such as theatre tickets, entertainment tickets, and trips (e.g., professional sporting events)
- Costs associated with award banquets, such as food, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.
- Costs for food or refreshments
- Costs for training currently covered under the department's operating budget, e.g., tuition or instructor fees for department-mandated, basic-level training.
- Services at a member's personal residence (e.g., internet access, plowing of driveways)
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events
- Fees for courses and training that are available free of charge on the internet or at a state/local training facilities (e.g., NIMS 100, 700, 800)
- Costs for fuel
- Annual medical exams (not including NFPA 1582 physicals for new recruits)

Recruitment and Retention Category – Explorer/Cadet Ineligible Costs

- SCBA, including mask/face piece
- Anything involving the IDLH atmosphere
- Vehicles
- Warning lights for private vehicles
- Any activities precluded by the authority having jurisdiction
- Radios, cell phones, or pagers

Appendix C: Award Administration Information

Appendix C contains more detailed information on SAFER Award Administration. Reviewing this information may help grant recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov

I. Grant Writer/Preparation Fees (Recruitment and Retention Category Only)

Applicants under the Recruitment and Retention of Volunteer Firefighters category are allowed to hire and reimburse a grant writer to assist in the application process.

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FEMA will only consider reimbursements for application preparation, but not administration, up to but not more than $1,500. Pursuant to 2 CFR Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 CFR § 180.300.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization and, regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the Office of the Inspector General.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, the fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award.

Applicants will be required to provide documentation to support these pre-award expenditures. A copy of the cancelled check and bank statement shall be provided upon request. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all grant writer or preparer information must be entered into the Overview section of the SAFER application, whether that person, entity, or agent is compensated or not.

II. Maintenance and Sustainment for SAFER Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

However, only if the maintenance contract or extended warranty is purchased incidental to the original purchase of the system or equipment, recipients may procure maintenance or warranty coverage that exceeds the period of performance, as explained in FEMA Policy 205-402-125-1, document available at http://www.fema.gov/media-library-data/20130726-1915-25045-9444/gpd_maintenance_policy.pdf

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties6, or contracts. When purchasing a stand-alone warranty, or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

III. Taxes, Fees, Levies and Amendments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible SAFER Program acquisition activity may be charged to an SAFER Award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the AFG application's Narrative and the Request Details section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent), or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity, are not chargeable to any SAFER Award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

*Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov/.

IV. Subscription, Access, Membership, Rental, Lease or User Fees

No subscription, access, membership, rental, lease, termination of services, or user fees, are chargeable to any SAFER Award.

V. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost shared excess funds may be utilized to enhance or continue the approved project(s). FEMA and AFGP expect excess funds to be obligated concurrent with an award's period of performance to address a known or critical need related to the awarded project(s).

VI. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and AFG Program Office grant monitoring, findings have shown that some SAFER recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we highlight the federal procurement requirements for SAFER recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient must comply with all requirements of these standards, even if they are not listed below.

With the exception of State governments, which must comply with the terms of 2 C.F.R. § 200.317, the non-federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Among the requirements of 2 C.F.R. § 200.319, in order 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 must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;

- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Generally, a recipient may seek to procure good or services from prequalified lists of persons, firms, or products which are used in acquiring goods and services, e.g., Government Services Administration (GSA) schedule, a State schedule, or co-operative or group purchasing, as having satisfied AFG Program requirements for competition. In order for such procurements by entities other than State governments to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule with the express purpose of making it available to the recipient and other similar types of entities, the contract or purchasing schedule specifically allows for such use, and the work to be performed for the local government falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a local government at 2 C.F.R. §§ 200.318 to 326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a recipient other than a State government seeks to use such a prequalified list, purchasing schedule, or other similar type of arrangement, it must first contact the AFG Program Office.

To the greatest extent possible, the FEMA recommends that federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

Pursuant to 2 C.F.R. § 200.318(c)(1), the recipient (other than States) are require to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

If the recipient (other than States) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

The non-federal entity must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable Federal Awarding agency policy.

NOTE: For the purposes of this conflicts of interest under procurements executed by the recipient, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in preparing the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Recipients that purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *Conflict of Interests* during the procurement process (i.e., specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Recipients may be required to provide this documentation upon request. Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. FEMA reserves the right to request and review any and all bids/spec prior to purchase. Recipients may be subject to an audit after award.

Documentation

Recipients are required to maintain and retain the following:

- Backup documentation, such as bids and quotes
- Cost/price analyses on file for review by federal personnel
- Other documents required by 2 C.F.R. Part 200

FEMA generally recommends that the recipient maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

Specifications

When drafting bid specifications, and prior to publicizing or publishing such bid specifications, a recipient should ensure the following:

- Bids and specifications are not proprietary to any one product or manufacturer
- In-state or local geographical preferences are not imposed in the evaluation of bids or proposals

VII. Payments and Amendments

Payments

SAFER Payment/Drawdown Requests are generated using the eGrants system.

SAFER Payment/Drawdown Requests from state, local, or tribal government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements.

Recipients should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and request for payment in the eGrants system has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal law in effect at the time a grant is awarded to the recipient governing interest requirements, including the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes.

Recipients must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the recipient, including § 200.305.

For the rate to use in calculating interest, please visit Treasury Current Value rate at: http://www.fms.treas.gov/cvfr/index.html.

Reimbursement

Reimbursement of the recipient is the preferred method when the requirements to be paid in advance, per applicable federal regulations in effect at the time a grant is awarded to the recipient, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 CFR Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with applicable federal regulations in effect at the time a grant is awarded to a recipient.

The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient, if the recipient had already obligated their Cost Share match based upon the original award figures.

If the recipient had already obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout

For 90 days after the expiration of the period of performance, during an award's closeout reconciliation, a recipient may only submit reimbursement payment requests.

Reimbursement payment requests shall only be for obligations that were obligated within the active period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review.

Amendments

SAFER Award amendments may be approved, on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests, and requests for maintenance of expenditure waivers
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds)
- Economic Hardship Waiver

Amendments will only be considered when submitted via the online eGrants system. These requests must contain specific and compelling justifications for the requested change.

The FEMA Grant Programs Directorate strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in AFG Programs.

*A recipient may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a recipient must submit a cost over/under run Amendment via the eGrants system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate that it understands that the returned funds will be deobligated and unavailable for any future award expenses.

Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before processing the deobligation request.

Period of Performance Amendments and Guidance:

Hiring of Firefighters Category

- The period of performance will be 24 months for all grants awarded under this category.
- A default 180-day recruitment period begins when an application is approved for award under this category.

- The 24 month period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters.
- If a recipient is able to rehire or hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. For recipients awarded retention positions, the period of performance can begin immediately. However, in both cases, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
- Recipients can seek reimbursement for grant-related costs incurred during the recruitment period as long as these costs are in the approved budget and scope of work and an amendment is submitted to start the period of performance early.
- The period of performance cannot be started later than 180 days after the award date.

Recruitment and Retention of Volunteer Firefighters Category

- The period of performance will be between 12 and 48 months for all grants awarded under this category.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each grantee time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER Grant activities before the start of the period of performance in order to maximize the availability of the funding.
- If a recipient is able to begin their recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. However recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period.
- Recipients can seek reimbursement for grant-related costs incurred during the recruitment period as long as these costs are in the approved budget and scope of work and an amendment is submitted to start the period of performance early.
- The period of performance cannot start later than 90 days after the recruitment period.

VIII. Grantee Responsibilities Post Award

SAFER Award Grant recipients must agree to the following:
Recipients must perform all tasks (scope of work) as outlined in the grantee's application approved by FEMA within the period of performance, comply with the terms of this NOFO, comply with all the terms and conditions of their grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable Federal statutory and regulatory requirements. Recipients that do not fulfill their obligations under their SAFER Grant will be considered in default and may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters category who lay off any operational personnel during the two- year period of performance will be considered in default of their grant and the award will be terminated. Recipients may be required to return the federal funds disbursed under the grant award. Recipients under the Hiring of Firefighters category must agree to maintain operational staffing at the level that existed at the time of award and must also retain all SAFER-funded positions throughout the grant's full two year period of performance unless the grantee has been afforded a waiver of this requirement. At the time of award, recipients under the Hiring of Firefighters category must submit a current (pre-SAFER) roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are in full-time or job share positions. The program office will work with a grantee to establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the two year period of performance by taking active and timely steps to fill any vacancies.

Recipients who are unable (due to documentable economic hardship) to backfill non-SAFER operational positions that are vacated through attrition (e.g., resignation, retirement) after award may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a grantee to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a grantee is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a grantee's jurisdiction, not only the fire department. Waivers will not be granted for SAFER-funded positions. Recipients who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.

Since the goal of the SAFER Grant Program is to enhance incident scene safety, recipients must certify that the primary assignment (more than 50 percent of duties) of all SAFER-funded firefighters will be an operational assignment (fire suppression) regardless of collateral duties, which includes staffing a fire suppression vehicle.

Recipients must retain grant files and supporting documentation in a manner consistent with 2 C.F.R. § 200.333 – no less than for three years after submission of the closeout report (see below), and in some cases longer pursuant to 2 C.F.R. § 200.333. FEMA may require access to any pertinent books, documents, papers, or records belonging to a recipient. The DHS Office of Inspector General or the Comptroller General of the United States may also require access to a grantee's books and records. The required documentation for federally-funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Recipients who fail to document purchases may find their expenditures will be questioned and disallowed.

Recipients must provide periodic performance reports to FEMA. In all years of the grant's period of performance, for both the Hiring of Firefighters and the Recruitment and Retention of Volunteer Firefighters Categories, recipients must submit quarterly performance reports as well as a final performance report at grant closeout. Payments are requested online using the automated system and payments are based on actual expenses incurred during the period covered by the payment request. Quarterly performance reporting is required even if the grantee has not requested funding within the quarter.

At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report (e.g., closeout report) within 90 days after the end of the period of performance. After these reports have been reviewed and approved by FEMA, recipients are given an official notice that the closeout has been accepted and completed. Any remaining grant funds are de-obligated. The grantee is responsible for returning any funds that have been drawn down but remain unspent.

Notwithstanding any provision of other laws, firefighters hired under these grants shall not be discriminated against, or be prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

To the extent possible, recipients should seek, recruit, and appoint women and members of racial and ethnic minority groups within the applicant's department.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit, and hire military veterans to increase their ranks within their departments.

OTHER BUSINESS

REPORTS

Mount Holly Parks & Recreation

Monthly Report

Sole Patrol- The Sole Patrol met 21 days during the month of February. The total attendance was 780 with 71 different members attending. They met for a monthly birthday party, along with a Valentines celebration at the Massey building.

Fitness Center- The Fitness Center was open 25 days during the month of February. The total attendance was 220 with 33 different members attending. Of the 33, 21 were seniors, 6 were city employees, and 6 were paying residents.

Athletics- Our youth basketball regular season finished up and tournament games were held during the month of February.

Free-play basketball at the Old Gym, and Tuckaseege Center have been averaging around 30 participants per day.

Rentals & Special Events- The Tuckaseege Community Center was rented out 1 time during the month of February. The estimated attendance was 150 people.

News & Notes- Tee-ball registration will go from March 21- April 8.

Parks & Recreation public meeting for the North Park and Glendale/Hawthorne site will be on Tuesday March 22 at 6pm. Online surveys are also available at www.mtholly.us .

The Toddler Easter Egg Hunt will be on Wednesday March 23 at 10am at Tuckaseege Park.

The season for Food Truck Fridays will kick off on Friday April 8. This event will begin at 5pm, and will be on South Main.

Incident Disposition Totals by Offense

MOUNT HOLLY POLICE

(02/01/2016 - 02/29/2016)

Offense:	Arrest/No Supp.:	Arrest/Oth. Agency:	Death of Offender:	Vic. Ref. to Cooper.:	Prosecut. Declined:	Extradit. Declined:	Located Missing:	Unfound.:	Reported:	Actual:	Further Invest.:
0300 - Robbery	0	0	0	0	1	0	0	0	1	1	0
0410 - Aggravated Assault	2	0	0	0	0	0	0	0	3	3	1
0510 - Burglary - Forcible Entry	0	0	0	0	1	0	0	0	7	7	4
0640 - Larceny - From Motor Vehicle	0	0	0	0	1	0	0	0	4	4	3
0650 - Larceny - Auto Parts & Accessories	0	0	0	0	0	0	0	0	2	2	1
0690 - Larceny - All Other Larceny	0	1	0	0	3	0	0	0	14	14	7
0810 - Simple Physical Assault	4	1	0	0	0	0	0	0	9	9	4
0820 - Simple Non-Physical Assault	1	0	0	0	0	0	0	0	2	2	1
0890 - Simple Assault- All Other Simple Assault	0	0	0	0	0	0	0	0	1	1	1
1026 - Counterfeiting - Using	0	0	0	0	0	0	0	0	1	1	1
1120 - Fraud - Obtaining Money/Property by False Pretense	0	0	0	0	1	0	0	0	1	1	0
1150 - Fraud - Credit Card/Automated Teller Machine	0	0	0	0	0	0	0	0	1	1	1
1180 - Fraud - Wire/Computer/Other Electronic Manipulation	0	0	0	0	0	0	0	0	1	1	0
1190 - Fraud - All Other Fraud	0	0	0	0	0	0	0	0	1	1	0
1400 - Criminal Damage to Property (Vandalism)	1	0	0	0	1	0	0	0	13	13	10
1510 - Buying/Receiving Weapons	0	0	0	0	0	0	0	0	1	1	1
1530 - Possessing/Concealing Weapons	1	0	0	0	0	0	0	0	1	1	0
1590 - Other Weapons Violations	1	0	0	0	0	0	0	0	2	2	1
1780 - Child Molestation (Non-Assaultive)	0	0	0	0	0	0	0	0	1	1	1
1810 - Drug Violations	4	0	0	0	0	0	0	0	8	8	4
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	3	0	0	0	0	0	0	0	4	4	1

Incident Disposition Totals by Offense

MOUNT HOLLY POLICE

(02/01/2016 - 02/29/2016)

Offense:	Arrest/No Supp.:	Arrest/Oth. Agency:	Death of Offender:	Vic. Ref. to Cooper.:	Prosecut. Declined:	Extradit. Declined:	Located Missing:	Unfound.:	Reported:	Actual:	Further Invest.:
1890 - Drug Violations - All Other Drug Violations	1	0	0	0	0	0	0	0	3	3	2
2100 - DWI - Alcohol and/or Drugs	2	0	0	0	0	0	0	0	2	2	0
2650 - Escape From Custody or Resist Arrest	2	0	0	0	0	0	0	0	3	3	1
2690 - All Other Offenses	4	0	0	0	1	0	0	1	7	6	1
4010 - All Traffic (except DWI)	3	0	0	0	0	0	0	1	4	3	0
4020 - Suicide	0	0	0	0	0	0	0	2	2	0	0
4040 - Non-Criminal Detainment (Involuntary Commitment)	0	0	0	0	0	0	0	0	1	1	0
8010 - Missing Persons	0	1	0	0	0	0	0	0	1	1	0
9910 - Calls for Service	1	0	0	0	1	0	0	1	6	5	0
Totals:	**30**	**3**	**0**	**0**	**10**	**0**	**0**	**5**	**107**	**102**	**46**

Arrest Status/Disposition Totals by Offense

MOUNT HOLLY POLICE

(02/01/2016 - 02/29/2016)

Offense:	Further Invest.:	Inactive:	Closed/ Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0410 - Aggravated Assault	0	0	3	3	0	1	2	0	3	3
0800 - Simple Assault	0	0	1	1	0	0	1	0	1	1
0810 - Simple Physical Assault	0	0	2	2	0	0	2	0	2	2
0820 - Simple Non-Physical Assault	0	0	1	1	0	0	1	0	1	1
0890 - Simple Assault- All Other Simple Assault	0	0	1	1	0	0	1	0	1	1
1110 - Fraud - Worthless Checks	0	0	2	1	1	0	2	0	2	2
1400 - Criminal Damage to Property (Vandalism)	0	0	2	2	0	0	2	0	2	2
1530 - Possessing/Concealing Weapons	0	0	1	1	0	0	1	0	1	1
1590 - Other Weapons Violations	0	0	1	1	0	0	1	0	1	1
1810 - Drug Violations	0	0	4	4	0	2	2	0	4	4
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	0	0	4	4	0	0	4	0	4	4
1890 - Drug Violations - All Other Drug Violations	0	0	1	1	0	1	0	0	1	1
2100 - DWI - Alcohol and/or Drugs	0	0	5	1	4	0	5	0	5	5
2430 - Fighting (Affray)	0	0	1	0	1	0	1	0	1	1
2640 - Contempt of Court, Perjury, Court Violations	0	0	10	1	9	0	10	0	10	10
2650 - Escape From Custody or Resist Arrest	0	0	2	2	0	0	2	0	2	2
2660 - Parole & Probation Violations	0	0	1	0	1	1	0	0	1	1
2670 - Trespassing	0	0	1	1	0	0	1	0	1	1
2690 - All Other Offenses	0	0	5	4	1	1	4	0	5	5
4010 - All Traffic (except DWI)	0	0	7	1	6	0	7	0	7	7
Totals:	**0**	**0**	**55**	**32**	**23**	**6**	**49**	**0**	**55**	**55**

Citation Totals by Charge

MOUNT HOLLY POLICE

(02/01/2016 - 02/29/2016)

Charge:	Number of Charges:
Speeding (Misdemeanor)	14
Speeding (Infraction)	18
Seat Belt	2
DWI	2
No Operator License	5
Driving While License Revoked	7
Expired Registration	6
Inspection	4
Running Red Light	4
No Insurance	2
Possess/Consume Alcohol - Passenger	2
Failure To Reduce Speed	4
Other (Misdemeanor)	5
Other (Infraction)	8
Other (2nd Charge - Misdemeanor)	14
Other (2nd Charge - Infraction)	10
Total:	**107**

Mt Holly PD

400 E CENTRAL AV MT HOLLY , NC 28120

CFS By Department - Select Department By Date

For MOUNT HOLLY POLICE 2/1/2016 - 2/29/2016

MOUNT HOLLY POLICE	Count Per Type	Type Percent for Dept
ALARM B	10	0.56%
ALARM R	22	1.23%
ANIMAL COMPLAINT	2	0.11%
ASSAULT AL OCC	5	0.28%
ASSAULT IN PROG	2	0.11%
ASSIST FD/EMS	17	0.95%
ASSIST LE AGENCY	28	1.56%
ASSIST OTHER	28	1.56%
ATTEMPTED B & E	2	0.11%
B & E BUSINESS AL OCC	2	0.11%
B & E RES AL OCC	5	0.28%
B & E RES IN PROG	3	0.17%
B & E TO VEHICLE ALR OCC	7	0.39%
B & E VEHICLE IN PROGRESS	1	0.06%
BANK ESCORT	6	0.33%
CHECK ROADWAY	10	0.56%
CHECK THE WELFARE	23	1.28%
CHILD ABUSE AL OCC	2	0.11%
CIVIL DISPUTE	24	1.34%
COMM SERV SPECIAL EVENT	26	1.45%
COMMUNICATING THREATS	7	0.39%
COUNTERFEIT MONEY	1	0.06%
COURT	4	0.22%
DAMAGE TO PROPERTY	8	0.45%
DIRECT TRAFFIC	1	0.06%
DISCHARGE FIREARM	6	0.33%
DISTURBANCE NATURE UNK	4	0.22%
DOMESTIC ARGUMENT	10	0.56%
DOMESTIC ASSAULT	10	0.56%
DOMESTIC ESCORT	2	0.11%
DRUGS	3	0.17%
FIGHT MULTIPLE SUBJ	5	0.28%
FOLLOW UP INVESTIGATION	23	1.28%
FOOT PATROL	9	0.50%
FOUND PROPERTY	9	0.50%
FRAUD	5	0.28%
FUNERAL ESCORT	9	0.50%
GAMBLING	1	0.06%
HANGUP 911	4	0.22%
HARRASSMENT	2	0.11%
HIT & RUN PD	7	0.39%
HIT & RUN PI	1	0.06%
IDENTITY THEFT	1	0.06%

MOUNT HOLLY POLICE	Count Per Type	Type Percent for Dept
INFORMATION ONLY	42	2.34%
INTOXICATED DRIVER	3	0.17%
INTOXICATED PEDESTRIAN	2	0.11%
JUVENILE	4	0.22%
K9 DEPLOYMENT	3	0.17%
LARCENY AL OCC	16	0.89%
LARCENY FROM VEHICLE	4	0.22%
LICENSE CHECK	1	0.06%
LOST PROPERTY	1	0.06%
MENTAL COMMITMENT	5	0.28%
MISC CALL	1	0.06%
MISSING PERSON ADULT	1	0.06%
MISSING PERSON JUVENILE	1	0.06%
MV COLLISION PD	26	1.45%
MV COLLISION PI	3	0.17%
NOISE VIOLATION	9	0.50%
OBTAINING WARRANT	4	0.22%
OVERDOSE	2	0.11%
PARKING VIOL	6	0.33%
PERSONAL ESCORT	16	0.89%
PROWLER	8	0.45%
PUBLIC NUISANCE BIKES/SKATEBOARDS/ATV/DIRT BIKES	1	0.06%
RECOVER STOLEN PROPERTY	1	0.06%
ROAD RAGE	1	0.06%
SCHOOL PROGRAM	3	0.17%
SCHOOL RES OFFICER	70	3.90%
SCHOOL TRAFFIC	2	0.11%
SEARCH WARRANT	1	0.06%
SERVE WARRANT	56	3.12%
SEX OFFENSE/RAPE AL OCC	1	0.06%
SOLICITATION	10	0.56%
SPECIAL ASSIGNMENT	33	1.84%
SPECIAL CHECK	804	44.79%
STOLEN VEH IN PROGRESS	1	0.06%
STRANDED MOTORIST	14	0.78%
SUBJECT WITH A GUN/WEAPON	4	0.22%
SUICIDAL SUBJECT	1	0.06%
SURVEILLANCE	1	0.06%
SUSPICIOUS PERSON	27	1.50%
SUSPICIOUS VEH OCCUP	48	2.67%
SUSPICIOUS VEH UNOCCUP	26	1.45%
TRAFFIC OTHER	8	0.45%
TRAFFIC STOP	147	8.19%
TRESPASS	4	0.22%
UNAUTHORIZED USE OF CONVEYANCE	1	0.06%
VANDALISM AL OCC	2	0.11%
VERBAL ARGUMENT	13	0.72%
Total Records For MOUNT HOLLY POLICE	1795 Dept Calls/Total Calls	100.00%

alls.

Total Records **1795**

PUBLIC WORKS REPORT

JANUARY	2016	2015	2014
Water			
Daily Average (mgd)	2.478	2.320	2.457
Daily Maximum (mgd)	40.650	2.960	2.900
Daily Minimum (mgd)	2.000	1.620	1.650
Monthly Total (mg)	76.824	71.920	76.160
Customers			
Inside City Limits	5761	5614	5465
Outside City Limits	483	495	487
TOTAL	6244	6109	5952
Wastewater			
Daily Average (mgd)	2.587	2.104	2.337
Daily Maximum (mgd)	3.427	2.797	4.605
Daily Minimum (mgd)	1.600	1.070	1.754
Monthly Total Flow (mg)	80.209	65.230	72.441
American & Efird Total Flow (mg)	14.929	16.044	19.870
Customers			
Inside City Limits	5378	5234	5107
Outside City Limits	55	59	57
TOTAL	5433	5293	5164
Sanitation			
Number of Customers			
Residential	5037	4892	4744
Commercial / Industrial	148	150	146
Recycling	5139	4978	4832
Garbage Collected (tons)	341.98	344.04	338.54
General Yardwaste (tons)	27.13	41.60	35.52
Chipping (tons)	0.00	0.00	0.00
Leaves (tons)	5.47	0.00	0.00
Total Yardwaste (tons)	32.60	41.60	35.52
White Goods (tons)	0.00	0.00	0.00
Recycling (tons)	95.63	71.76	93.50