



January 5, 2026

6:00 pm Convene Regular Meeting (County Auditorium)

Invocation and Pledge of Allegiance
Approval of Agenda

Item 1 Public Information

- 2015 Limited Obligation Bonds Refund Update
- Water Projects Update, Mark Turlington

Item 2 Consent Agenda

Pages: 1-114

- a. Approve the minutes of the December 1, 2025 meeting
- b. Change the date of the July 2026 Board of Commissioners meeting to July 13, 2026 in order to accommodate the Independence Day holiday
- c. Adopt the updated Title VI Plan for Sampson County Public Transportation
- d. Approve the surplus of a Sheriff's Department service weapon and authorize the transfer of the weapon to retiring law enforcement official William Quinn
- e. Authorize the submission of a grant application by Sampson County Senior Services to the NC Housing and Finance Agency for the 2027 Urgent Repairs Program
- f. Authorize the submission of a grant application by Sampson County Senior Services to United Way of Sampson County for funds supporting temporary and permanent wheelchair ramps for disabled individuals under 60 years of age
- g. Authorize the execution of a one-year contract between Sampson County and Connect C, LLC for lobbying services
- h. Approve a late disabled veterans property tax exclusion request for Lonzie Faircloth
- i. Approve tax refunds and releases as submitted
- j. Approve budget amendments as submitted

Item 3 Board Appointments

Pages: 115-117

- Sampson County Health Department Advisory Committee

Item 4 Board Information

Pages: 118-158

- Sampson County Health Department Strategic Plan Document 2025
- Sampson County Highlights from the 2025 NCACC County Map Book
- Sampson County Health Data Snapshot 2025 from County Health Rankings & Roadmaps

Item 5 Public Comment Period

Item 6 County Manager's Comments

Item 7 Commissioners' Comments and Reports

Item 8 Closed Session - § 143-318.11(a)(7) [Ongoing Investigations]

Adjournment

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2

Meeting Date: January 5, 2026	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Various Departments

BACKGROUND:

- a. Approve the minutes of December 1, 2025 meeting
- b. Change the date of the July 2026 Board of Commissioners meeting to July 13, 2026 in order to accommodate the Independence Day holiday
- c. Adopt the updated Title VI Plan for Sampson County Public Transportation
- d. Approve the surplus of a Sheriff’s Department service weapon and authorize the transfer of the weapon to retiring law enforcement official William Quinn
- e. Authorize the submission of a grant application by Sampson County Senior Services to the NC Housing and Finance Agency for the 2027 Urgent Repairs Program
- f. Authorize the submission of a grant application by Sampson County Senior Services to United Way of Sampson County for funds supporting temporary and permanent wheelchair ramps for disabled individuals under 60 years of age
- g. Authorize the execution of a contract between Sampson County and Connect C, LLC for lobbying services
- h. Approve a late disabled veterans property tax exclusion request for Lonzie Faircloth
- i. Approve tax refunds and releases as submitted
- j. Approve budget amendments as submitted

RECOMMENDED ACTION OR MOTION:

Motion to approve the Consent Agenda as Presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, December 1, 2025, in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Allen McLamb, Vice Chairman Eric Pope and Commissioners Houston Crumpler III, Thaddeus Godwin, and Lethia Lee.

Chairman McLamb called the meeting to order and acknowledged Vice Chairman Pope who called upon members of the Sampson County Veterans Council to lead the Pledge of Allegiance and provide the invocation.

Approval of Agenda

Upon a motion by Commissioner Crumpler and seconded by Commissioner Lee, the Board voted unanimously to amend the agenda with the following amendments:

- Removed Item 5A

Item 1: Organization of the Board

County Manager Allen Vann conducted the election for Chairman of the Board. Upon a nomination by Commissioner Crumpler and seconded by Commissioner Godwin, the Board voted unanimously to elect Allen McLamb as Chairman. Chairman McLamb conducted the election for Vice Chairperson. Upon a nomination by Commissioner Crumpler and seconded by Chairman McLamb the Board voted unanimously to elect Eric Pope as Vice Chairman.

Item 2: Public Information

- Public Works Director Mark Turlington provided updates on several ongoing water projects.

Item 3: Consent Agenda

Upon a motion by Commissioner Godwin and seconded by Commissioner Crumpler the Board voted unanimously to approve the Consent Agenda as follows:

(as Board of Commissioners)

- a. Approved the minutes of the November 3, 2025 meeting (Copies filed in Inc. Minute Book ____, Page ____.)
- b. Approved late disabled veterans property tax exclusion requests for Harry Wayne Naylor and Gary E. Naylor
- c. Approved a late property tax exemption application for Sapphire Rng LLC.

- d. Approved tax refunds and releases as submitted
- e. Approved budget amendments as submitted
(as Board of Health)
- a. Authorized the execution and submission of a Funding Request to United Way of Sampson County for the Sampson County Breast and Cervical Cancer Awareness and Outreach Program

Item 4: Public Hearing – Naming of Private Road

Chairman McLamb opened a public hearing and called upon Clerk to the Board Stephanie Fulton who presented recommendations from the Road Naming Committee. Chairman McLamb opened the floor for public comments and hearing none closed the public hearing. Upon a motion by Commissioner Crumpler and seconded by Commissioner Godwin the Board voted unanimously to name PVT 421TB-6600 Register Farms Ln as recommended by the Road Naming Committee.

Item 5: Action Items

Kimley Horn “On Call” Engineering Contract Chairman McLamb called upon Assistant Public Works Director Ashley Holland who presented a proposed contract between Sampson County and Kimley-Horn Engineering and Planning Design Consultants for services as needed. Upon a motion by Commissioner Lee and seconded by Commissioner Godwin the Board voted unanimously to authorize the execution of a contract between Sampson County and Kimley-Horn for “on call” water and building infrastructure engineering services.

Northern and Southern Test and Production Wells Chairman McLamb called upon David Ross with Dewberry Engineers who reviewed a project that aims to expand the public water supply system in Sampson County with the addition of two groundwater wells. Upon a motion by Commissioner Crumpler and seconded by Commissioner Godwin the Board voted unanimously to approve the Capital Project Ordinance associated with the project.

GFL Landfill Water Main Extensions Chairman McLamb called upon David Ross with Dewberry Engineers who presented a project that will design and construct a new public water supply system for the residences and businesses in the vicinity of the GFL Landfill area in Sampson County. The project will include the completion of approximately 88,200 linear feet of water main which will provide water services to South Salemburg Highway (NC 242), Lakewood School Road, Bubba Gump Lane, Laurel Lake Road, White Woods Road , Marion-Amos Road, Fleet Cooper Road, The Avenue, and Bonnetsville Road. Mr. Ross shared Dewberry’s recommendation that Sampson County tentatively award, pending DWI approval and obtaining the permanent utility easements, the contract for the GFL Landfill Water Main Extensions to Herring-Rivenbark Inc. Upon a motion by Commissioner Lee and seconded by Commissioner Godwin the Board voted unanimously to adopt a Resolution of Tentative Award to Herring & Rivenbark, Inc., contingent upon the approval of the North Carolina Department of Environmental Quality.

Everwood Subdivision Preliminary Plan Chairman McLamb called upon Senior Planner Michelle Lance who presented the Preliminary Plan for the proposed Everwood Subdivision. Ms.

Lance shared that the Planning Board recommends conditional approval of the preliminary plan, contingent upon the final plat meeting the requirements of Sections 504-506 of the Sampson County Subdivision Regulations. The Planning Board finds that the proposed preliminary plan is in compliance with the Sampson County Subdivision Regulations and is consistent with the Residential Growth designation of the Sampson County Land Use Plan. Upon a motion by Commissioner Godwin and seconded by Commissioner Crumpler the Board voted unanimously to approve the Preliminary Plan for Everwood Subdivision as submitted.

Abandonment of State Road 1655 and State Road 1611 Chairman McLamb called upon County Attorney Paul Allen who shared that The Department of Transportation has received abandonment requests for two roads in Sampson County. One of these is a road which was never physically constructed, and one is a small secondary road that the owner will use as farmland. Upon a motion by Commissioner Crumpler and seconded by Commissioner Godwin the Board voted unanimously to adopt Resolutions in Support of Abandonment of State Road 1655 and State Road 1611.

Request for Road Additions for the State Maintained Secondary Road System Chairman McLamb called upon County Attorney Paul Allen who shared that The Department of Transportation has received a request for the addition of three roads to the State Maintained Secondary Road System. All three roads (Pony Cart Lane, Double Tree Road, and Single Tree Lane) are located in the Stategoach Estates subdivision. Upon a motion by Commissioner Godwin and seconded by Commissioner Crumpler the Board voted unanimously to adopt Resolutions in Support of the Request for Road Additions for the State Maintained Secondary Road System as requested.

Item 6: Board Appointments

Upon a motion by Vice Chairman Pope and seconded by Commissioner Crumpler the Board voted unanimously to appoint Rosemary Simpson to the Sampson-Clinton Library Board of Trustees.

Item 7: Public Comment Period

Chairman McLamb opened the floor for public comments. The following were received:

David Brown – “Good evening, ladies and gentlemen. A few years back I got interested in trying to come to the commissioner meetings and trying to understand Sampson County Government because all I heard were problem after problem after problem after problem. So I found a little of both here. I found a quote from a gentleman, James Freeman Clark. He’s a 19th century American theologian and author. He wrote an article entitled Wanted a Statesman in the Old and New Magazine in December of 1870 and it reads like this: We have a great many politicians in the country, perhaps as many as the country requires. I should not wish to ask for a larger supply of these, but there is a wide difference between the politician and the statesman. A politician, for example, is a man who thinks of the next election while the statesman thinks of the next generation. The politician thinks of the success of his party. The statesman of the good of his country. The politician wishes to carry this or that measure. The statesman to establish this or the other principal. Finally, the statesman wishes to steer while the politician is left contented to drift. The difficulty about a politician, no matter how honest or well intentioned he may be, is always this, that the matter of absolute importance in his mind to which everything else must yield is to carry the next election for his party. As we approach a new year, I’m hoping that this board as well as all of Sampson County Government will say, ‘I want to be a politician.

I don't want to be a statesman.' I can't speak for everybody that is here tonight, but for me, personally, I'm pretty sick of politicians. I gave 22 years of my life in the defense of this country and the things that I see now, I never ever dreamed or imagined that I would see. So I encourage you. I applaud you for the work that you did on the budget. I know some of the problems that you had with that so I thank you for your hard work and your dedication. As we approach the holidays, I wish everyone here a Merry Christmas. I hope you spend a large amount of time with your family and that you enjoy that so when you come back after the new year that you're well rested and ready to begin the arduous task of another year of government. So thank you for that. I hope that you continue to try to get more information out to the public. I hope the people that are attending these meetings will spread the word. It's called goodwill, the business term is and there's not a price that you can put upon that. So I'd like for all of us to stand up and make sure that the truth gets out. There is a Facebook site that's doing a pretty good job of lodging a lot of complaints, but I don't see many solutions to the problem so lets try to fix that for those people. Thank you."

Elaine Hunt – "Good evening. My name is Elaine F. Hunt. I reside at 7171 Old Warsaw Rd., Turkey. First I want to thank you for what you've done thus far regarding the water situation. I was asked by one of the neighbors, they said something about EPA grants usually are conditional and I think I had mentioned that if someone could let us know what the conditions will be if any, because I don't know I just know what one of the neighbors called and asked me about the conditional grant. That's the only question we have right now at the moment. Conditional grant. Before I sit down I do want to thank your board for the support this past weekend. I want to thank the ones that spoke, the ones that came, and the one that prayed. And I want to thank your County Manager for showing up. It was a pleasure to meet you personally. Thank you all."

Charles Royal – "Good afternoon to the Chairman, Board, and Board Staff. I'm retired Sergeant Major Charles Royal. I live in Roseboro. 2054 Claudes Drag Road. My complaint, yeah, I guess it's really a complaint about the water with PFAS. When the PFAS came out, they test the water, put the filer in the sink, but I realized that's not enough because they say you can shower, take a bath, but if you've got kids playing and they get skinned, bruised and take a bath, then what? That PFAS is getting in their system [inaudible]. There should be some system that could be on that pump that filters that water so when you take a shower, you know, that it will clear it because if we wait until, I understand the first of the year, we will put in again, Highsmith Side Community, for water, but during this time if it's approved, it's another year before it gets started, but we've still got kids in this water and you get it in your eyes and stuff. Pretty soon you'll be going to the airport and they'll be calling you Ironman. This is a clean filter. This here is a dirty filter. So I have a filter system on my pump, but that's the rust we get, but it don't have anything to do with PFAS. We need to look at the one that's starting to see if any PFAS gets more filter on the pumphouse so we can take a shower without being afraid of the kids getting it in their eyelids. One thing I will say, since I've been a few times, to the Chairman of the Board, I like the way your have your board organized. Being thirty years in the military I understand that. You have a nice evening."

Antionette James – "Antionette James, 2314 Old Mintz Highway in Roseboro. I don't want to keep reiterating the things that I have said before when I came up, but this is a bittersweet moment. I'm happy for Ivanhoe that they got their water, but its bittersweet because in Roseboro we would also like clean water. Its disheartening, aggravating, and its becoming costly. I can only speak for myself but I have spent a lot of money to keep my well running, my mom's well running. If we're not dealing with the PFAS situation then we're dealing with rust. If we're not dealing with rust, we're dealing with iron. If we're not dealing with that, I just had a new well drilled. I don't know if we're running out of water or

what but my point is we deserve clean drinking water just like everybody else and we've been asking, we've been asking, we've been asking, we don't get any answers. It's starting to feel like we're begging now and we shouldn't have to beg for something that is a human right. I have to reiterate what my neighbor Mr. Royal said, coming from a medical point of view, I am a nurse, and they say don't cook with it, don't drink it, we'll give you this clean water faucet and this is what you do for whenever you need clean water, but we shower and we bathe and we do everything else in that dirty water that's not being filtered. And hes right. If you have a cut, if you have a scrape, if you have some kind of open wound on your body, it's just common sense that the PFAS and all of that nasty water is getting in your system. We're not stupid, and this whole way through it's people talk to us like we are and we're not. We know that the situation that we're in is a dangerous situation and it needs to be fixed. We are taxpayers. We add to Sampson County's economy just like everyone else does. Thank you for your time."

Item 8: County Manager's Report

Chairman McLamb called upon County Manager Allen Vann who shared that department heads have begun working on the budget for FY26-27. Mr. Vann also shared that the Board would be recognized by Clinton City Schools on December 8th for being nominated for the North Carolina School Boards Association Commissioners of the Year Award. He stressed the importance of the Board jointly passing the school funding formula with both the city and county school systems.

Item 9: Commissioners' Comments and Reports

Commissioner Lee asked for Public Works Director Mark Turlington to address Ms. James' public comment. Mr. Turlington stated that an application has been submitted for a \$5million that would be used for water services in Ms. James' area. Vice Chairman Pope informed the Board that he was able to visit and tour the 911 Center. He applauded the department for their training efforts. Chairman McLamb wished everyone a Merry Christmas and stated that he hopes everyone can spend time with family during the holidays.

Item 10: Closed Session – N.C.G.S. § 143-318.11(a)(3) [Attorney Client Privilege]

Upon a motion by Vice Chairman Pope and seconded by Commissioner Crumpler the Board voted unanimously to enter into Closed Session. Upon a motion by Commissioner Godwin and seconded by Commissioner Crumpler the Board voted unanimously to come out of Closed Session.

Adjournment

Upon a motion made by Commissioner Crumpler and seconded by Commissioner Godwin, the Board voted unanimously to adjourn.

C. Allen McLamb, Chairman

Stephanie P. Fulton, Clerk to the Board



SAMPSON COUNTY

N O R T H C A R O L I N A

Agenda Request Form

Meeting Date:

Department(s):

Presenter(s):

Title:

Type: Action Consent Board Appointment Information Only Other

Background: (maximum of 1500 characters)

Check box if additional page has been submitted:

Recommendation/Action Requested: (maximum of 500 characters)

Attachments:

Clerk to the Board: Approved by the Board: Yes: No: Deferred: N/A:

Requested Date:

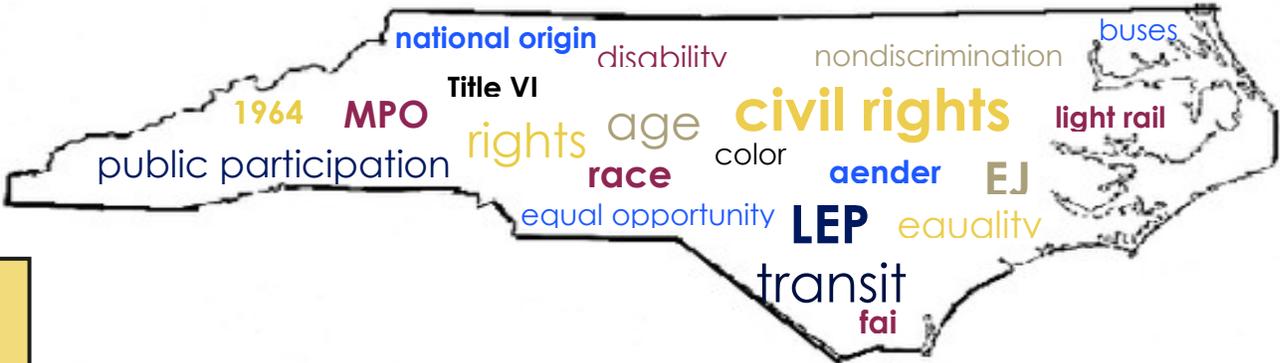
Department(s):

Presenter(s):

Title:

Background: (maximum of 2500 characters)

Sampson County Public Transportation



Date Adopted
January 5, 2026

Title VI Program Plan



TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Sampson County Board of Commissioners, I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Sampson County Board of Commissioners, have **reviewed and hereby adopt** this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Sampson County Public Transportation services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

Allen McLamb-Sampson County BOC Chairperson

Date

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TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
SAMPSON COUNTY PUBLIC TRANSPORTATION

In accordance with DOT Order 1050.2A, Sampson County Public Transportation assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, creed, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by Sampson County Public Transportation.

Further, Sampson County Public Transportation hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Director of the organization.
2. Issue a policy statement, signed by the Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Director.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

Authorized Signature
Date
Allen McLamb Sampson County BOC Chairperson

1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

Sampson County Public Transportation is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). Sampson County Public Transportation establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, “Nondiscrimination Assurance.” This document details the nondiscrimination program, policies, and practices administered by Sampson County Public Transportation, and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

2.0 DESCRIPTION OF PROGRAMS AND SERVICES

2.1 PROGRAMS AND SERVICES ADMINISTERED

Sampson County Public Transportation provides public transportation options to its customers within Sampson County, North Carolina. This transportation is available to the elderly, disabled, and general-public residents Monday through Friday from 5:00 a.m. to 5:00 p.m. for trips to local agencies, work, non-emergency medical appointments, individual shopping trips, community college, nutrition sites, and senior centers. Sampson County Public Transportation does not operate on holidays that have been approved by the Sampson County Board of Commissioners. These holidays are listed on the Sampson County website. Transportation reservations should be made two days in advance by calling our office at 910-299-0127. Medicaid transportation clients should call DSS at 910-592-7131.

Sampson County Public Transportation receives Rural Operating Assistance Program funding from state funds to supplement the cost of non-Medicaid trips. The rider fare for in county, non-Medicaid trips is \$4.00 per one-way trip.

Sampson County Public Transportation staff include the following: Transportation Director, Transportation Supervisor, Transportation Office Assistant, three Admin. Support Specialists, six full-time drivers, and 24 part-time drivers.

Type of Service	Days of week	Times	Fare (if applicable)
RGP, EDTAP, Employment	Monday-Friday	5:00 am-5:00 pm	\$4.00 each way, in-county, same day transportation within 10 miles of Clinton \$10.00 each way
Non-emergency medical	Monday-Friday	5:00 am-5:00 pm	

Non-emergency medical-out of county	Days vary by county. Schedule available online at www.sampsoncountync.gov	5:00 am-5:00 pm	RGP-\$40 round trip, Elderly (over 60 years) and/or disabled \$10 round trip
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2.2 FUNDING SOURCES / TABLES

For the purpose of federally assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system 2025, and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5310 (Transportation for Elderly Persons and Persons with Disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To provide transport to dialysis treatment and medical appointments
5311 (Formula Grants for Other than Urbanized Areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funds received annually to support administrative and capital costs incurred.

2.3 DECISION-MAKING PROCESS

The Sampson County Board of Commissioners is the governing Board for Sampson County Public Transportation, and they make the final decision on adopting program documents. The BOC meets once per month. When approval from the BOC is needed, a request will be made by the agency Director with all pertinent information being sent to the County Manager for approval and then to put on the BOC agenda. All plans, policies, grants, rate changes, and budgets are required to be adopted by the BOC. Sampson County Local Coordinated Plan (LCP) must be approved every four years. Drug and Alcohol, System Safety Plan, and Title VI Plan are initially approved by the BOC, as well as any revisions or needed updates. The BOC approves by vote of the five current BOC members.

Any documents that need BOC approval will be discussed and voted on by the Transportation Advisory Board (TAB) at a quarterly meeting that is currently held on the third Wednesday of January, April, July, and October, prior to being sent to the BOC for final approval. The TAB also may vote on issues that do not require BOC approval.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5

2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for Sampson County Public Transportation, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Name: Rosemarie Oates Mobley
Official Title: Director, Title VI coordinator
Address: 405 County Complex Rd. Clinton, NC 28328
Phone: 910-299-0127
Email: rosemarie.mobley@sampsoncountync.gov

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

2.5 CHANGE OF TITLE VI COORDINATOR AND/OR SAMPSON COUNTY PUBLIC TRANSPORTATION DIRECTOR

If Title VI Coordinator or Sampson County Public Transportation Director changes, this document and all other documents that name the coordinator will immediately be updated, and an updated policy statement will be signed by the new Sampson County Public Transportation Director.

2.6 ORGANIZATIONAL CHART

Sampson County Public Transportation currently employs 36 staff which consists of the following job categories:

- Director
- Transportation Supervisor
- Administrative Assistants (3)
- Office Assistant (1)
- Drivers (30)

An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

2.7 SUBRECIPIENTS

Sampson County Public Transportation does not have pass through funds to any other organizations and, therefore, does not have any subrecipients.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of Sampson County Public Transportation, as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Allen McLamb, Sampson County BOC
Chairperson

Date

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of “programs and activities” to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act”; 49 U.S.C. 5332, “Nondiscrimination (Public Transportation)”; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, “Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

Implementation

- This statement will be signed by the Director of Sampson County Public Transportation and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

4.0 NOTICE OF NONDISCRIMINATION

- Sampson County Public Transportation operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Sampson County Public Transportation.
- For more information on Sampson County Public Transportation's civil rights program, and the procedures to file a complaint, contact Rosemarie Oates Mobley at 910-299-0127, TTY 877-243-2823; email rosemarie.mobley@sampsoncountync.gov; or visit our administrative office at 405 County Complex Rd. Clinton, NC 28328. For more information, visit www.sampsoncountync.gov.
- If information is needed in another language, contact 910-299-0127.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and inside our vehicles.
- Ads in newspapers and other publications shall include the following: "Sampson County Public Transportation operates without regard to **race, color, national origin, sex, creed (religion), age or disability**. For more information on Sampson County Public Transportation's Title VI program or how to file a discrimination complaint, please contact Rosemarie Oates Mobley at 910-299-0127 or rosemarie.mobley@sampsoncountync.gov.
- The statement will be posted or provided in languages other than English, when appropriate.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. Sampson County Public Transportation will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Sampson County Public Transportation are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Rosemarie Oates Mobley 311 County Complex Rd. Clinton, NC 28328 or 910-299-0127 or rosemarie.mobley@sampsoncountync.gov.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of Sampson County Public Transportation Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Sampson County Public Transportation's programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature

Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file. Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

Sampson County Public Transportation ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the non-discrimination requirements of the organization to which they are contracted. Sampson County Public Transportation and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been

acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);

- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

*The Contractor has read and is familiar with the terms above:

Contractor's Initials

Date

Implementation

- The nondiscrimination language above (**with** initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (**without** initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The Sampson County Public Transportation in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

Implementation

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.

7.0 Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex. **EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES**

These discrimination complaint procedures outline the process used by Sampson County Public Transportation (SCPT) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Sampson County Public Transportation (SCPT) programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Sampson County Public Transportation (SCPT)** 311 County Complex Rd. Clinton NC 28328 or via e-mail to the Sampson County Public Transportation (SCPT) Director at rosemarie.mobley@sampsoncountync.gov, or call 910-299-0127.
- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 984-236-1200
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
Federal Transit Administration, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228

4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, “Nondiscrimination Assurance.”
6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term “basis” refers to the complainant’s membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
			FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person’s accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, paraplegic, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Sampson County Public Transportation
DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with Sampson County Public Transportation , within 180 days after the discrimination occurred.				
Last Name:		First Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address:		City	State	Zip
Home Telephone:	Work Telephone:	E-mail Address		
Identify the Category of Discrimination: <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> SEX <input type="checkbox"/> CREED (RELIGION) <input type="checkbox"/> DISABILITY <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY <input type="checkbox"/> AGE <small>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications & Assurances.</small>				
Identify the Race of the Complainant <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____				
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.				
Names of individuals responsible for the discriminatory action(s):				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).				
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.				
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).				
<u>Name</u>		<u>Address</u>		<u>Telephone</u>
1. _____		_____		_____
2. _____		_____		_____
3. _____		_____		_____
4. _____		_____		_____

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

NC Department of Transportation _____
 Federal Transit Administration _____
 US Department of Transportation _____
 US Department of Justice _____
 Federal or State Court _____
 Other _____

Have you discussed the complaint with any Sampson County Public Transportation representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

****WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

_____ COMPLAINANT'S SIGNATURE	_____ DATE
---	----------------------

MAIL COMPLAINT FORM TO:
 Sampson County Public Transportation
 Attention: Rosemarie Oates Mobley
 405 County Complex Rd.
 Clinton, NC 28328
 rosemarie.mobley@sampsoncountync.gov
 910-299-0127

FOR OFFICE USE ONLY

Date Complaint Received: _____
 Processed by: _____
 Case #: _____
 Referred to: NCDOT FTA Date Referred: _____

INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
 3. Applicable Law(s)
 4. Basis/(es)
 5. Allegation(s)/Issue(s)
 6. Background
 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 8. Evidence to be obtained during the investigation
 - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
 - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

Sampson County Public Transportation Investigative Report
311 County Complex Rd.
Clinton, N.C. 28328
910-299-0127

- I. COMPLAINANT(S) NAME**
- II. RESPONDENTS (S)-Sampson County Public Transportation**

311 County Complex Rd. Clinton, NC 28328 910-299-0127
- III. APPLICABLE LAW/REGULATION**
- IV. COMPLAINT BASIS**
- V. ISSUES/ALLEGATIONS**
- VI. BACKGROUND**
- VII. INVESTIGATIVE PROCEDURES**
- VIII. ISSUES/FINDING OF FACT**
- IX. CONCLUSION**
- X. RECOMMENDED ACTIONS**

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

8.1 RACE AND ETHNICITY

The following table was completed using data from 2020 Census Table DP05, ACS Demographics and Housing Estimates

Race and Ethnicity	Number	Percent
Total Population	59,245	100
White	31,254	52.94
Black or African American	14,130	23.93
American Indian or Alaska Native	1,294	2.19
Asian	231	.39
Native Hawaiian and Other Pacific Islander	22	.037
Some other Race	8,500	14.39
Two or More Races	3,605	6.11
HISPANIC OR LATINO (of any race)	12,249	20.75
Mexican	7,008	11.8
Puerto Rican	186	0.3
Cuban	288	0.5
Other Hispanic or Latino	5,118	8.6

8.2 AGE & SEX

The following table was completed using data from 2023 Census Table S0101, Age Groups and Sex.

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	59,245	29,578	29,667	100%	100%	100%
Under 5 years	3,755	1,923	1,548	6.3	6.5	6.2
Under 18 years	14,490	7,459	7,031	24.5	25.2	23.7
65 years and over	10,636	4,650	5,986	18	15.7	20.2
Median Age	39.7	38.5	41			

8.3 DISABILITY

The following table was completed using data from 2023 Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	58,197	+/-116	8,468	+/-672	14.6%	+/-1.1
Population under 5 years	3,755	+/-37	22	+/-38	.6%	+/-1.0
Population 5 to 17 years	10,719	+/-36	458	+/-165	4.3%	+/-1.5
Population 18 to 64 years	33,307	+/-333	4,579	+/-704	13.75%	+/-4.3
Population 65 years and over	10,416	+/-237	3,409	+/-446	32.73%	+/-9.1
SEX						
Male	28,687	+/-144	4,382	+/-472	15.3%	+/-1.6
Female	29,510	+/-76	4,086	+/-376	13.8%	+/-1.3
RACE AND HISPANIC OR LATINO ORIGIN						
White	30,980	+/-686	4,665	+/-536	15.1%	+/-1.8
Black or African American	14,397	+/-302	2,680	+/-382	18.6%	+/-2.7
American Indian and Alaska Native	1,265	+/-337	260	+/-84	20.6%	+/-7.5
Asian	288	+/-83	7	+/-8	2.4%	+/-2.9
Native American and Other Pacific Islander	0	+/-32	0	+/-32	0	0
Some other Race	8,755	+/-771	660	+/-214	7.5%	+/-2.5
Two or more races	2,512	+/-628	1996	+/-115	7.8%	+/-4.3
Hispanic or Latino	12,501	+/-52	904	+/-212	7.2%	+/-1.7

8.4 POVERTY

The following table was completed using data from 2020 Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	57,941	+/-194	11,727	+/-1,424	20.2%	+/-2.4
AGE						
Under 18	14,033	+/-192	4,391	+/-809	31.3%	+/-5.7
18 to 64	33,492	+/-39	5,908	+/-766	17.6%	+/-2.3
65 years and over	10,416	+/-37	1,428	+/-286	13.7%	+/-2.7
SEX						
Male	28,694	+/-128	5,300	+/-709	18.5%	+/-2.5
Female	29,247	+/-130	6,427	+/-838	22%	+/-2.9
RACE AND HISPANIC OR LATINO ORIGIN						
White	30,797	+/-693	3,958	+/-933	12.9%	+/-2.9
Black or African American	14,353	+/-310	4,151	+/-723	28.9%	+/-4.8
American Indian and Alaska Native	1,265	+/-337	261	+/-175	20.6%	+/-10.1
Asian	288	+/-83	33	+/-37	11.5%	+/-12.4
Native American and Other Pacific Islander	0	+/-32	0	+/-32		
Some other Race	8,735	+/-772	2,650	+/-701	30.3%	+/-7.7
Two or more races	2,503	+/-628	674	+/-397	28.9%	+/-12.3
Hispanic or Latino	12,481	+/-59	3,749	+/-861	30%	+/-6.9
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	5,173	+/-1,118				
125 percent of poverty level	14,312	+/-1,506				
150 percent of poverty level	17,829	+/-1,627				
185 percent of poverty level	22,314	+/-1,566				
200 percent of poverty level	24,585	+/-1,450				

8.5 HOUSEHOLD INCOME

The following table was completed using data from 2023 Census Table S1901, Income in the Past 12 Months (In 2022 Inflation-Adjusted Dollars):

Subject	Households	
	Estimate	Margin of Error +/-
Total	21,321	+/-437
Less than \$10,000	6.3%	+/-1.3
\$10,000 to \$14,999	7.3%	+/-1.6
\$15,000 to \$24,999	10.2%	+/-1.6
\$25,000 to \$34,999	9.6%	+/-1.6
\$35,000 to \$49,999	14.7%	+/-2.1
\$50,000 to \$74,999	16.7%	+/-1.8
\$75,000 to \$99,999	12.7%	+/-1.7
\$100,000 to \$149,999	15.3%	+/-2.0
\$150,000 to \$199,999	4.2%	+/-0.9
\$200,000 or more	3.2%	+/-0.8
Median income (dollars)	53,159	+/-5,005
Mean income (dollars)	70,092	+/-3,783

8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

	Sampson County, NC	
	Estimate	Margin of Error +/-
Total (population 5 years and over):	55,490	+/-37
Speak only English	44,718	+/-440
Spanish:	10,408	+/-420
Speak English "very well"	5,526	+/-553
Speak English less than "very well"	4,882	+/-629

8.7 POPULATION LOCATIONS

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

Title VI Equity Analyses. In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility, to determine if the project could result in a disparate impact to minority communities based on race, color or national origin. Accordingly, we will look at various alternatives before selecting a

site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

Environmental Justice Analyses. As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

10.0 PUBLIC INVOLVEMENT

10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Sampson County Public Transportation (SCPT) will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Speaking with members of the general public at community events such as job fairs, workshops, and public meetings held by other agencies.
- Partnership with the local community college and students.
- Use of social media to gain public involvement.
- Coordinating with community and faith-based organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Conduct telephone interviews with general public riders to capture oral comments.
- Advertising on local English speaking and Spanish speaking radio. Ads in local newspapers that serve LEP populations.

10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific “attention-grabbing” reasons to attend will be used, such as “Help us figure out how to relieve congestion on [corridor name]” or “How much should it cost to ride the bus? Let us know on [date].”
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

Public Meetings

“Public meeting” refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner's request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group's choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

10.5 LIMITED ENGLISH PROFICIENCY

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.*

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	55,490	+/- 37	100%	(X)
Speak only English	44,718	+/- 440	80.6%	+/-0.8 %
Spanish:	10,408	+/- 420	18.8%	+/- 0.8%

Speak English "very well"	5,526	+/- 553	53.1%	+/-5.3 %
Speak English less than "very well"	4,882	+/- 629	46.9%	+/-5.3%

Based on census estimates, factoring in margins of error, there is one individual LEP language group within Sampson County that meets the safe harbor threshold, which is Spanish speaking individuals. These individuals are settled throughout Sampson County, generally living outside the town limits of Clinton, Roseboro, Autryville, Salemburg, and Garland. Sampson County Public Transportation (SCPT) provides services throughout Sampson County and does not place any limits on the areas within the county that it picks up from. There is a staff member that is bilingual in English and Spanish, and interpreters are also available through the Sampson County Departments of Social Services and Health Department. All advertising is provided in both English and Spanish. In accordance with the USDOT LEP guidance, Sampson County Public Transportation (SCPT) will provide Title VI related written notice and materials free of cost in Spanish.

Factor #2: *The frequency with which LEP individuals come in contact with the program.*

Sampson County Public Transportation (SCPT) provides rides to approximately 45 LEP persons per year. While formal data has not been collected, the agency has indicated it has encountered approximately 25 LEP persons using the service within the last 6 months.

Sampson County Public Transportation (SCPT) has an open-door policy and will provide rides to any county resident who requests to do so. If an individual has speech limitations, the office staff or driver will work with the Office Manager and Sampson County, if needed, to ensure the individual receives access to the transportation services.

Sampson County Public Transportation (SCPT) will distribute a survey once per year in order to gather information from transit riders and the general public regarding the services provided. This information will help Sampson County Public Transportation (SCPT) determine what they are doing well, and what areas need improvement.

Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.*

Sampson County Public Transportation (SCPT) understands that a person who has a LEP language barrier also faces difficulties obtaining health care, education, and access to employment. A transportation system is a key link to connecting LEP persons to these essential services. Sampson County Public Transportation (SCPT) provides transportation for residents to and from the following agencies:

- Dept of Social Services
- Health Department
- Department of Aging
- Nutrition Sites
- Adult Day Care
- Senior Centers
- Vocational Rehabilitation
- Community College

Sampson County Public Transportation (SCPT) has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include having emergency evacuation procedures posted in our facilities and in the transit vehicles and providing information to the public on security awareness and emergency preparedness. Information can also be distributed via public television and radio broadcasts. Sampson County Public Transportation (SCPT) is an integral part of the Sampson County Emergency Operations Plan and is actively involved with Sampson County Emergency Services whose staff disseminates information to the general public, in both English and Spanish.

Sampson County Public Transportation (SCPT) assessment of what programs, activities, and services that are most critical include contact with community organizations such as Sampson County Dept. of Social Services & Health Dept., Sampson Community College, and churches throughout Sampson County that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to LEP populations. Brochures that explain the services that are provided have been distributed to these agencies and are written in both the English and Spanish language.

In order to help Sampson County Public Transportation (SCPT) understand the significance of our program to our community, the following questions are included on the survey that has been previously mentioned. Surveys are also completed via telephone, and a translator is available for those who speak limited English.

Is Sampson County Public Transportation (SCPT) important to you?

Do you have other means of transportation?

Does using Sampson County Public Transportation (SCPT) services help you financially?

Factor #4: *The resources available to the recipient and costs.*

Sampson County Public Transportation (SCPT) makes every reasonable effort to communicate with LEP persons about available transit services, including providing the funding for translation of current services and bilingual materials and pay for Language Line services, as needed. As resources permit, Sampson County Public Transportation (SCPT) will include training for all drivers on best practices for serving LEP individuals.

Sampson County Public Transportation (SCPT) works with Sampson County Social Services and Health Department to gain insight regarding the needs and concerns of LEP persons about local transit services. Sampson County Public Transportation (SCPT) is continually exploring options for the best methods of delivering information and meeting the transit needs of all LEP persons and Sampson County residents.

LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (Plan) was required. This Plan represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This Plan also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to ensure they receive the transportation service

needed. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to ensure fairness in the administration of this Plan.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time.

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1**.
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor’s offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
 - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.
 - Spanish: When written interpretation/translation is needed, Sampson County Public Transportation (SCPT) staff may contact an interpreter at either Sampson County Health Department or Sampson County Department of Social Services for assistance. All Sampson County Public Transportation (SCPT) legal notices, public notices, and agency brochures are printed in both English and Spanish. Sampson County Public Transportation (SCPT) brochures are distributed throughout the county to local agencies such as Sampson County Health Department, Sampson County Social Services, Sampson Community College, and other area businesses. Currently, Sampson County Public Transportation (SCPT) receives referrals for LEP persons from the Sampson County Health Department and Sampson County Social Services for transit assistance.

Specific Measures-Spanish

- Interpreter available at Sampson County Public Transportation (SCPT) and Sampson County Health Department.
- Sampson County Public Transportation (SCPT) department literature is readily available in English and Spanish.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be

encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Agency staff, including call center staff, and any outside consultant contracted to provide language services will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer. This list will be updated as needed to remain current.
- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

Sampson County Public Transportation SCPT) is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p>Race/Ethnicity:</p> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify): _____	<p>National Origin: (if born outside the U.S.)</p> <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: _____ <input type="checkbox"/> South American: _____ <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
<p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Age:</p> <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
<p>Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I choose not to provide any of the information requested above: <input type="checkbox"/></p>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Sampson County Public Transportation SCPT) at 910-299-0127 or by email at rosemarie.mobley@sampsoncountync.gov.

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

Name (print): _____

Signature: _____

Implementation

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects *“I choose not to provide any of the information requested above,”* this will be accepted as a **completed** form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member’s race and gender, based on the Coordinator’s best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

10.7 KEY COMMUNITY CONTACTS

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
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Dana Hall	Sampson County Senior Services	Senior Population	Yes
Ann Knowles	Sampson County Veterans Services	Military Veterans	Yes
Jean Ko	Sampson County Managers Office	All county residents	Yes
Melissa Burton	Sampson County Finance Office	All county residents	Yes
Richard Sauer	Sampson County Emergency Services	All county residents	Yes
Brandy Jones	Sampson County Department of Social Services	All county residents	Yes
Wanda Robinson	Sampson County Health Department	All county residents	Yes

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact any individual listed above must request that information from the Title VI Coordinator.

10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format is used to document SCPT's outreach efforts in reports to NCDOT. All meetings and disseminations of information capture information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
2 nd Wednesday of the following months: July, October, January, April	10:00 am	Transportation Advisory Board meeting	General Public, any person interested in the services available through SCPT	Information varies based on current events relevant to SCPT, the Board, and public comments/input/recommendations

11.0 STAFF TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

12.0 NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population	49.92	50.08	52.94	23.93	.39	2.19	14.39	21.2
Transit Advisory Board	12.5	87.5	62.5	12.5	12.5	12.5		

Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.
- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

13.0 RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

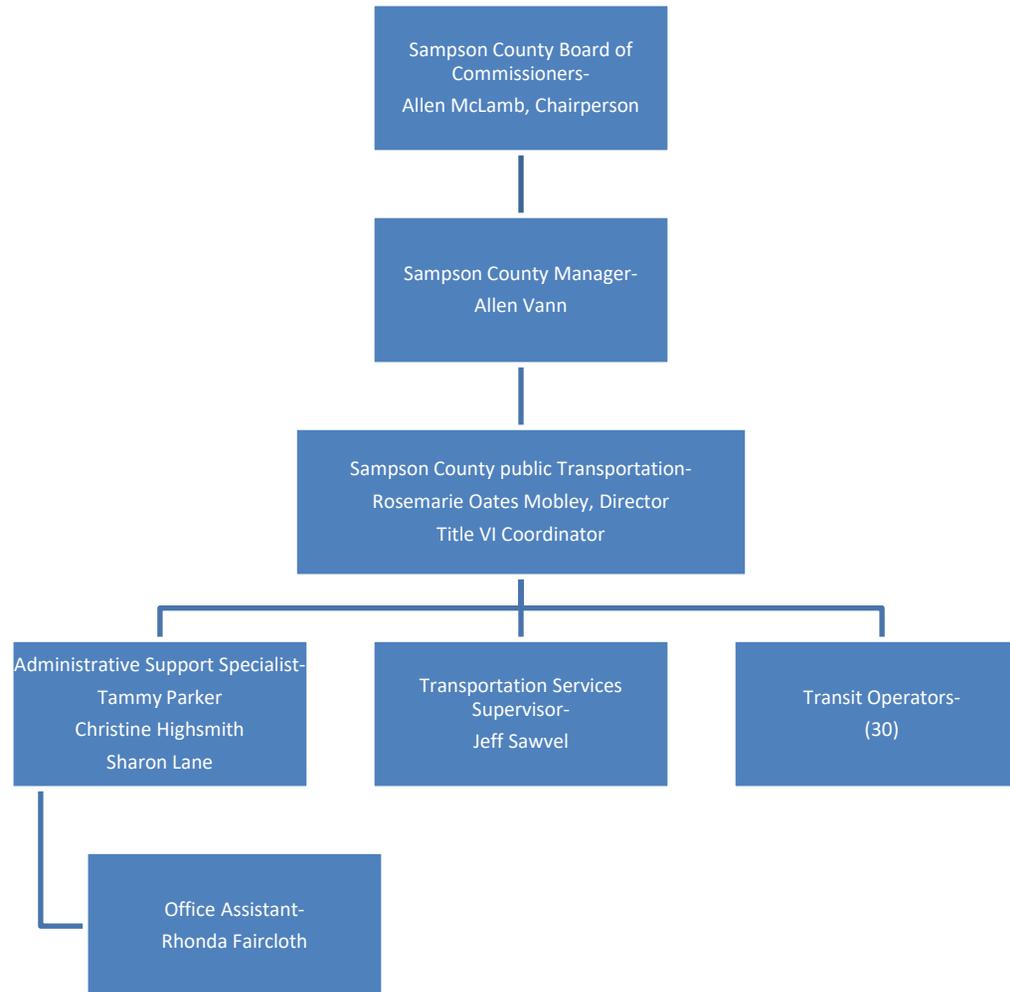
Appendix A

Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

Appendix B Organizational Chart



Appendix C
NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)	
<i>Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>	
Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.	
Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input checked="" type="checkbox"/>
2. Title VI Policy Statement (<i>signed</i>)	<input checked="" type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input checked="" type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title: Rosemarie Oates Mobley	<input checked="" type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input checked="" type="checkbox"/>
6. Title VI Complaint Form	<input checked="" type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input checked="" type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input checked="" type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input checked="" type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input checked="" type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program	<input checked="" type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input checked="" type="checkbox"/>

13. If you pass through FTA funds to other organizations, include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. ➤ No Subrecipients <input checked="" type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis if you have constructed or conducted planning for a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ No Facilities Planned or Constructed <input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities ➤ No Construction Projects <input checked="" type="checkbox"/>	<input type="checkbox"/>
16. If the recipient has undergone a Title VI Compliance Review in the last 3 years, please indicate the year of the last review and who conducted it. Year/Agency:2025, OCR	<input checked="" type="checkbox"/>

II. Transit Providers

Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers.

Note: All NCDOT subrecipients that provide **fixed route** public transportation services (e.g., local, express or commuter bus; bus rapid transit; commuter rail; passenger ferry) must complete this section.

➤ **Not Applicable** (Check this box if you do not provide **fixed route** services, and skip questions 17 and 18. This section does not apply to you if you **only** provide demand response services.)

Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed
17. Service standards (quantitative measures) developed for <i>each specific fixed route mode</i> that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:	
<ul style="list-style-type: none"> Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).) 	<input type="checkbox"/>
<ul style="list-style-type: none"> On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be "on time." Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.) 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Service availability for each mode <i>(Refers to a general measure of the distribution of routes within a transit provider's service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service.)</i> 	<input type="checkbox"/>
<p>18. Service policies (system-wide policies) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:</p> <ul style="list-style-type: none"> • Transit amenities for each mode <i>(e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. NOTE: Attach this information <u>only</u> if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.)</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Vehicle assignment for each mode <i>(Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.)</i> 	<input type="checkbox"/>

Appendix D

Language Spoken at Home		
Note: The table shown may have been modified by user selections. Some information may be missing.		
DATA NOTES		
TABLE ID:	S1601	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2023	
DATASET:	ACSST5Y2023	
PRODUCT:	ACS 5-Year Estimates Subject Tables	
UNIVERSE:	None	
MLA:	U.S. Census Bureau, U.S. Department of Commerce. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, https://data.census.gov/table/ACSST5Y2023.S1601?q=language+spoken+at+home&g=050XX00US37163 . Accessed on 14	
FTP URL:	None	
API URL:	https://api.census.gov/data/2023/acs/acs5/subject	
USER SELECTIONS		
TOPICS	Language Spoken at Home	
GEOS	Sampson County, North Carolina	
EXCLUDED COLUMNS	None	
APPLIED FILTERS	None	
APPLIED SORTS	None	
PIVOT & GROUPING		

PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None

VALUE COLUMNS	None
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WEB ADDRESS	https://data.census.gov/table/ACSST5Y2023.S1601?q=language+spoken+at+home&g=050XX00US37163
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TABLE NOTES	
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Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official source of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units and the group quarters population for states and counties.

Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Source: U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Estimates

ACS data generally reflect the geographic boundaries of legal and statistical areas as of January 1 of the estimate year. For more information, see [Geography Boundaries by Year](#).

	<p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.</p>
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	<p>Users must consider potential differences in geographic boundaries, questionnaire content or coding, or other methodological issues when comparing ACS data from different years. Statistically significant differences shown in ACS Comparison Profiles, or in data users' own analysis, may be the result of these differences and thus might not necessarily reflect changes to the social, economic, housing, or demographic characteristics being compared. For more information, see Comparing ACS Data.</p>
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	<p>Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.</p>
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	<p>Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself. The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available. Median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin of error is not appropriate because the corresponding estimate is controlled to an independent population or housing estimate. Effectively, the corresponding estimate has no sampling error, and the margin of error may be treated as zero.</p>
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COLUMN NOTES	None
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**Board of Commissioners
Agenda Request Form**

Meeting Date:	01/05/26				
Department:	Finance				
Presenter(s):	Melissa Burton				
Title:	Consent Agenda				
Type:	Action ___	Consent <u>X</u>	Appointment___	Info Only___	Other ___
Background:	<ul style="list-style-type: none"> a. Approve surplus of Sheriff’s Department weapon to transfer to a retiring Law Enforcement Official b. Approve budget amendments as submitted. 				
Recommended Action/Motion:					
Attachments:					



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: December 15, 2025

SUBJECT: Surplus Weapon

The Sheriff's Department has requested that we declare the service weapon used by William Quinn surplus and allow it to be transferred to the retiring employee. The weapon is a Sig Sauer P320 9mm, serial number 58J615495.

I respectfully recommend that the Board approve this request.



**Board of Commissioners
Agenda Request Form**

Meeting Date:	January 5, 2025				
Department:	Senior Services				
Presenter(s):	Dana Hall				
Title:	Urgent Repair Grant 2027				
Type:	Action ___	Consent <input checked="" type="checkbox"/>	Appointment ___	Info Only ___	Other ___
Background:	<p>This is a grant application for the Urgent Repairs Program. This grant is administered through the NC Housing and Finance Agency.</p> <p>We are requesting \$165,000 to provide life threatening repairs to Sampson County home owners.</p> <p>Grant Request: \$165,000</p>				
Recommended Action/Motion:	Approval to apply.				
Attachments:	2027 Urgent Repairs Application				

NORTH CAROLINA HOUSING FINANCE AGENCY

**Application for Funding
2026-2027 Urgent Repair Program
(URP27)**

I. Program Applicant

A. Applicant Organization:

1. Legal Name	Sampson County Department of Aging		
2. Street Address	405 County Complex Rd, Suite 140		
3. Mailing Address	405 County Complex Rd, Suite 140		
4. City	Clinton	ZIP	28328
5. Fax Number	910-590-2142	6. Federal Tax ID	56-6000-338
7. UEI Number	DMT2MK5GB6Z7		
8. Website address	www.sampsonnc.com		

B. Chief Administrative Official: (must have organizational contract signing authority)

1. Name	Allen Vann	2. Title	County Manager
3. Phone Number	910-592-7181	4. Email	allen.vann@sampsoncountync.gov

C. Project Administrator: (project contact for NCHFA, should match C. 1. on pg 7)

1. Name	Dana Hall	2. Title	Director
3. Phone Number	910-592-4653	4. Email	dana.hall@sampsoncountync.gov

C-1. Contracted Administrator Information: (complete if Project Administrator is contracted ie consultant/COG)

5. Organization Name	_____		
6. Mailing Address	_____		
7. City	_____	ZIP	_____
8. Fax Number	_____		
9. Chief Operating Officer	_____		

D. Public Contact & Intake Person: (Who should the public contact for intake? Should match C. 7. on pg 7)

1. Name	Angela Faircloth	2. Title	Information & Options Counselor
3. Phone Number	910-592-4653	4. Email	angela.faircloth@sampsoncountync.gov

E. Type of Applicant:

1. Community Action Agency.....	<input type="checkbox"/>	2. Nonprofit Corporation.....	<input type="checkbox"/>
3. Public Housing Authority.....	<input type="checkbox"/>	4. Other Public Agency.....	<input type="checkbox"/>
5. Local Government.....	<input checked="" type="checkbox"/>	6. Regional Council.....	<input type="checkbox"/>

F. Brief Description of your Organization (Non Government Organizations ONLY)

G. Funding Requested:

1. Total amount of Program funds requested.....	\$165,000
2. Total number of dwelling units targeted for Program assistance.....	11

THIS SECTION FOR NCHFA USE ONLY

Date received	Ap. No.	Fee enclosed	No. copies	Thresh.	Score	Cap.

URP27 Application for Funding

II. Project Design

A. Service Area: In all cases, "service area" is defined as the geographic area or areas in which homeowners are equally eligible to apply for assistance. Recipients may choose to accept applications on a first-come, first-served basis from throughout the service area, while adhering to section 6 (Eligible households) of the Application Guidelines, or to allocate equitable portions of the grant to all eligible localities within the service area. Otherwise homeowners' applications must be rated and prioritized without regard to the applicant's specific locality within the service area.

1. Please define your service area in specific terms:

Our service area is Sampson County. Applications will be accepted on a first-come, first serve basis throughout Sampson County for eligible recipients. Applications will be rated and prioritized according to URP guidelines.

2. Complete the following matrix to define your proposed service area by county, population, number of dwelling units targeted for assistance and amount of Program funds projected to be spent in each county. *If the service area comprises an entire county, or municipalities, use the July 2024 (the most recent) population estimates from the North Carolina State Data Center available at*

<https://www.osbm.nc.gov/facts-figures/population-demographics/state-demographer/county-population-estimates/certified-county-population-estimates>

Applications for grants exceeding \$165,000 must serve multiple counties in their entirety.

County(s) in which service area is located	Population of service area	Proposed	
		# of units	Program funds
a. Sampson County	59,960	11	\$165,000
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i. Totals =	59,960	11	\$165,000

3. If the service area contains other than an entire city or county, attach a map clearly delineating the proposed service area boundaries, and service area population. Label the map "Exhibit II A 2".

URP27 Application for Funding

II. Project Design *(continued)*

B. Beneficiary Targeting:

Do not submit your proposed project assistance policy with this application for funding. If your project is selected for funding, you will be requested to submit your assistance policy with the post approval documentation.

C. Client Relations: *(Must Include)*

Linking special needs households to services beyond housing is viewed as an integral part of the Urgent Repair Program. Explain in detail the system which will be used to screen and refer households for other needed services (list services) and describe the roles of those involved in the process. Be sure to explain the screening/referral roles of any URP project staff in detail. This is also where to explain the different roles if a different individual is used for Public Contact/Intake (I. D. 1.) on page 1 than Applicant Intake/Eligibility (C. 7.) Please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled II. C in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application.

D. Proposed procurement and construction:

Indicate which of the following will be used to effect your URP-funded work.

	Yes	No
1. Private-sector construction contractors.	X	
2. Competitive sealed bids.	X	
3. Competitive negotiation.		X
4. Telephone bid solicitation.	X	
5. Non-competitive negotiation.	X	
6. Work crews employed by the applicant organization.		X
7. Weatherization contractor procured under WAP guidelines.		X

E. Other resources to be used with URP funds for Hard Costs only:

	Yes	No	Value/Amt.
1. Weatherization Assistance Program (WAP) funds.		X	
2. Heating Appliance Repair & Replacement Program (HARRP) funds.		X	
3. Independent Living Center funds.		X	
4. Council on Aging funds.		X	
5. USDA-Rural Development Section 504 loans.		X	
6. Volunteer labor (Must use \$22.34/hr rate)*.		X	
7. Donated materials*.		X	
8. Matching local funds*.		X	
9. 			

**Attach documentation of matching contributions listed on lines 6, 7 and/or 8, above. Label as Exhibit II.E. Matching contributions on those lines must be used for eligible URP Hard Costs only. Other resources may be used for program support, but those contributions will provide no competitive advantage in URP application rankings.*

URP27 Application for Funding

II. Project Design *(continued)*

F. Project Schedule:

Assuming a maximum of 18 months from funding agreement until close-out and a hypothetical starting date of July 1, 2026, please indicate below your projected project progress, in terms of dwelling units repaired or modified with Program assistance during each calendar quarter. (Note: All Program funds must be obligated within 18 months. Recipient will have an additional forty-five (45) days to complete all units and submit closeout documentation). Please complete a proposed schedule for your project.

Quarter	Unit Completions	Quarter	Unit Completions
1. 7/1/26 - 9/30/26.....	2	4. 4/1/27 - 6/30/27.....	2
2. 10/1/26 -12/31/26.....	3	5. 7/1/27 - 9/30/27.....	1
3. 1/1/27 - 3/31/27.....	3	6. 10/1/27 - 12/31/27.....	0
Total =			11

III. Applicant Capacity

A. Rehabilitation/Repair Program Experience and Status:

For each home repair, urgent repair or comprehensive housing rehabilitation grant received by the applicant since July 1, 2020, provide the information indicated below. If more than six separate grants were received during this 5-year period, copy page 6 and attach as page 6 A. Funding sources to list here include Community Development Block Grant ("CDBG"), HOME Investment Partnership Program ("HOME") allocations from a local government or consortium, Single-Family Rehabilitation Program (SFR) grants, USDA-Rural Development Housing Preservation Grant Program ("HPG") funds, Weatherization Assistance Program ("WAP") funds, Urgent Repair Program grants, minor home repair project, local emergency repair programs, etc. You may assign names to your own unnamed programs to list them. ***Please list the oldest grant first.***

B. We prefer that the following tables be used to record the applicants rehab/repair experience and current status of funding related to units which may be targeted for rehabilitation. However, for some applicants it may be more appropriate to provide a narrative which speaks to the capacity of the applicant to carry out comprehensive rehabilitation of owner-occupied units. If so, please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled III. B in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application. The narrative should detail the applicants housing rehabilitation experience including the number of units comprehensively rehabilitated in the past five years, (broken out by year), the average amount of funding per unit (including volunteer labor, materials and donated materials) and any other information relevant to documenting the applicants capacity to affectively perform comprehensive housing rehabilitation.

URP27 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

1. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2018-2019	
b. Date of award or project commencement date.....	07/01/18	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/19	
e. Total grant allocation amount.....	\$102,222	
f. Matching funds/local contribution.....	\$10,222	
g. Program rehabilitation/repair budget (hard costs only).....	\$74,965	
h. Number of dwelling units targeted for rehabilitation/repairs.....	70	
i. Number of dwelling units completed to date.....	81	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$1,231	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
2. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2020, 2021, etc.).....	2018	
b. Date of award or project commencement date.....	07/01/18	
c. Grant/Funding Agreement number.....	URP1827	
d. Project close-out date or deadline.....	12/31/19	
e. Total grant allocation amount.....	\$65,000	
f. Matching funds/local contribution.....	\$5,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$62,800	
h. Number of dwelling units targeted for rehabilitation/repairs.....	9	
i. Number of dwelling units completed to date.....	11	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$5,924	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
3. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2019-2020	
b. Date of award or project commencement date.....	07/01/19	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/19	
e. Total grant allocation amount.....	\$100,000	
f. Matching funds/local contribution.....	\$10,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$75,660	
h. Number of dwelling units targeted for rehabilitation/repairs.....	80	
i. Number of dwelling units completed to date.....	83	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$912	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>

URP27 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....		URP	
a. Funding cycle (2020, 2021, etc.).....		2019	
b. Date of award or project commencement date.....		07/01/19	
c. Grant/Funding Agreement number.....		URP1932	
d. Project close-out date or deadline.....		12/31/20	
e. Total grant allocation amount.....		\$100,000	
f. Matching funds/local contribution.....		\$10,000	
g. Program rehabilitation/repair budget (hard costs only).....		\$94,058	
h. Number of dwelling units targeted for rehabilitation/repairs.....		11	
i. Number of dwelling units completed to date.....		14	
j. Number of rehabilitation/repair jobs under contract at present.....		0	
k. Average hard cost per unit completed (all sources).....		\$6,719	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. .	<input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....		HCCBG	
a. Funding cycle (2020, 2021, etc.).....		2020-2021	
b. Date of award or project commencement date.....		07/01/20	
c. Grant/Funding Agreement number.....		N/A	
d. Project close-out date or deadline.....		06/30/21	
e. Total grant allocation amount.....		\$183,830	
f. Matching funds/local contribution.....		\$18,383	
g. Program rehabilitation/repair budget (hard costs only).....		\$181,007	
h. Number of dwelling units targeted for rehabilitation/repairs.....		80	
i. Number of dwelling units completed to date.....		141	
j. Number of rehabilitation/repair jobs under contract at present.....		0	
k. Average hard cost per unit completed (all sources).....		\$1,284	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. .	<input type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....		URP	
a. Funding cycle (2020, 2021, etc.).....		2020	
b. Date of award or project commencement date.....		07/01/20	
c. Grant/Funding Agreement number.....		URP2032	
d. Project close-out date or deadline.....		12/31/21	
e. Total grant allocation amount.....		\$100,000	
f. Matching funds/local contribution.....		\$10,000	
g. Program rehabilitation/repair budget (hard costs only).....		\$84,941	
h. Number of dwelling units targeted for rehabilitation/repairs.....		11	
i. Number of dwelling units completed to date.....		15	
j. Number of rehabilitation/repair jobs under contract at present.....		0	
k. Average hard cost per unit completed (all sources).....		\$5,663	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. .	<input type="checkbox"/>

URP27 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2021-2022	
b. Date of award or project commencement date.....	07/01/21	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/22	
e. Total grant allocation amount.....	\$212,683	
f. Matching funds/local contribution.....	\$21,268	
g. Program rehabilitation/repair budget (hard costs only).....	\$195,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	80	
i. Number of dwelling units completed to date.....	137	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$1,276	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2020, 2021, etc.).....	2022	
b. Date of award or project commencement date.....	07/01/22	
c. Grant/Funding Agreement number.....	URP2233	
d. Project close-out date or deadline.....	12/31/23	
e. Total grant allocation amount.....	\$132,000	
f. Matching funds/local contribution.....	\$13,200	
g. Program rehabilitation/repair budget (hard costs only).....	\$118,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	10	
i. Number of dwelling units completed to date.....	11	
j. Number of rehabilitation/repair jobs under contract at present.....	1	
k. Average hard cost per unit completed (all sources).....	\$7,142	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2022-2023	
b. Date of award or project commencement date.....	07/01/22	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/23	
e. Total grant allocation amount.....	\$162,278	
f. Matching funds/local contribution.....	\$16,228	
g. Program rehabilitation/repair budget (hard costs only).....	\$128,828	
h. Number of dwelling units targeted for rehabilitation/repairs.....	66	
i. Number of dwelling units completed to date.....	98	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$1,315	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>

URP27 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2020, 2021, etc.).....	2023	
b. Date of award or project commencement date.....	07/01/23	
c. Grant/Funding Agreement number.....	URP2344	
d. Project close-out date or deadline.....	12/31/24	
e. Total grant allocation amount.....	\$132,000	
f. Matching funds/local contribution.....	\$13,200	
g. Program rehabilitation/repair budget (hard costs only).....	\$118,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	11	
i. Number of dwelling units completed to date.....	9	
j. Number of rehabilitation/repair jobs under contract at present.....	3	
k. Average hard cost per unit completed (all sources).....	\$7,221	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2023-2024	
b. Date of award or project commencement date.....	07/01/23	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/24	
e. Total grant allocation amount.....	\$102,810	
f. Matching funds/local contribution.....	\$10,281	
g. Program rehabilitation/repair budget (hard costs only).....	\$88,743	
h. Number of dwelling units targeted for rehabilitation/repairs.....	42	
i. Number of dwelling units completed to date.....	22	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$2,500	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2020, 2021, etc.).....	2024	
b. Date of award or project commencement date.....	07/01/24	
c. Grant/Funding Agreement number.....	URP2441	
d. Project close-out date or deadline.....	12/31/25	
e. Total grant allocation amount.....	\$132,000	
f. Matching funds/local contribution.....	\$13,200	
g. Program rehabilitation/repair budget (hard costs only).....	\$121,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	11	
i. Number of dwelling units completed to date.....	12	
j. Number of rehabilitation/repair jobs under contract at present.....	1	
k. Average hard cost per unit completed (all sources).....	\$7,416	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>

URP27 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2024-2025	
b. Date of award or project commencement date.....	07/01/24	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/25	
e. Total grant allocation amount.....	\$90,000	
f. Matching funds/local contribution.....	\$10,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$73,800	
h. Number of dwelling units targeted for rehabilitation/repairs.....	58	
i. Number of dwelling units completed to date.....	20	
j. Number of rehabilitation/repair jobs under contract at present.....	11	
k. Average hard cost per unit completed (all sources).....	\$2,500	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2020, 2021, etc.).....	2026	
b. Date of award or project commencement date.....	07/01/24	
c. Grant/Funding Agreement number.....	URP2634	
d. Project close-out date or deadline.....	12/31/26	
e. Total grant allocation amount.....	\$165,000	
f. Matching funds/local contribution.....	\$0	
g. Program rehabilitation/repair budget (hard costs only).....	\$135,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	11	
i. Number of dwelling units completed to date.....	0	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$0	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2020, 2021, etc.).....	2025-2026	
b. Date of award or project commencement date.....	07/01/25	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/26	
e. Total grant allocation amount.....	\$73,117	
f. Matching funds/local contribution.....	\$7,318	
g. Program rehabilitation/repair budget (hard costs only).....	\$64,500	
h. Number of dwelling units targeted for rehabilitation/repairs.....	43	
i. Number of dwelling units completed to date.....	23	
j. Number of rehabilitation/repair jobs under contract at present.....	7	
k. Average hard cost per unit completed (all sources).....	\$2,500	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>

URP27 Application for Funding

III. Applicant Capacity *(continued)*

C. Staff Qualifications and Experience: *(Must Include All Resumes)*

Identify key personnel below according to their roles in implementing the URP project. Attach a current resume for each individual listed. Label resumes as "Exhibit III C". It is especially important that the resumes of technical staff - those responsible for the urgent repair management, work write-ups, etc. - list all relevant training workshops and seminars along with technical credentials such as building inspector certifications, contractor licenses, lead paint certification, etc. Note that for URP Project Administration (1) and Applicant Intake (7), the individuals should match those listed on page 7. If they do not, explain how roles will differ in Client Relations, Exhibit II. C.

Project Role	Name/Position Title
1. URP project administration (C. 1. on page 1)	Name <u>Dana Hall</u>
	Title <u>Director</u>
Phone <u>910-592-4653</u>	Email <u>dana.hall@sampsoncountync.gov</u>
2. Financial management.	Name <u>Alli Long</u>
	Title <u>Senior Administrative Specialist</u>
Phone <u>910-592-4653</u>	Email <u>alli.long@sampsoncountync.gov</u>
3. Construction oversight.	Name <u>Steven Wilson</u>
	Title <u>Home Improvements Coordinator</u>
Phone <u>910-592-4653</u>	Email <u>steven.wilson@sampsoncountync.gov</u>
4. Work write-ups/cost estimates.	Name <u>Steven Wilson</u>
	Title <u>Home Improvements Coordinator</u>
Phone <u>910-592-4653</u>	Email <u>steven.wilson@sampsoncountync.gov</u>
5. Interim inspections of work.	Name <u>Steven Wilson</u>
	Title <u>Home Improvements Coordinator</u>
Phone <u>910-592-4653</u>	Email <u>steven.wilson@sampsoncountync.gov</u>
6. Final inspections of work.	Name <u>Steven Wilson</u>
	Title <u>Home Improvements Coordinator</u>
Phone <u>910-592-4653</u>	Email <u>steven.wilson@sampsoncountync.gov</u>
7. Applicant intake/eligibility (D. 1. on pg 1).	Name <u>Angela Faircloth</u>
	Title <u>Information & Options Counselor</u>
Phone <u>910-592-4653</u>	Email <u>angela.faircloth@sampsoncountync.gov</u>
8. Client counseling/referrals.	Name <u>Angela Faircloth</u>
	Title <u>Information & Options Counselor</u>
Phone <u>910-592-4653</u>	Email <u>angela.faircloth@sampsoncountync.gov</u>
9. Legal services, recording, etc.	Name <u>Paul Allen</u>
	Title <u>County Attorney</u>
Phone <u>910-592-7181</u>	Email <u>paul.allen@sampsoncountync.gov</u>

Applicants proposing to act as general contractor and use member-employed work crews and/or volunteers to facilitate the related rehabilitation work must demonstrate satisfactory capacity to fulfill this role. To do this applicants must, in part, have capable construction supervisory personnel on the job site. If applicable, please identify key construction supervisory personnel below according to their roles. Attach a current resume, including a list of all relevant training, workshops, seminars, and technical credentials, for each individual listed below.

10. Construction Supervisor.	Name <u></u>
	Title <u></u>
Phone <u></u>	Email <u></u>
11. Job Site Volunteer Foreman.	Name <u></u>
	Title <u></u>
Phone <u></u>	Email <u></u>

Sampson County

Client Relations

During the intake process for URP27 the Information and Referral Specialist, Angela Faircloth, receives all applications for services. This person speaks with perspective clients and completes an initial assessment. A referral is then made to one or more of the following services: Home and Community Block Grant program (In-Home Aide, Home Improvements, Nutrition Sites, Adult Day Health Care Center, Transportation, Nutrition and Senior Center), and Community Alternatives program. These services are provided by the Department of Aging. Outside of the agency referrals include Independent Living, Rural Development, Four County Electric, Home Health Agencies, Hospitals, Doctor offices, DSS, Health Department, Mental Health, Drug Stores, Family Caregiver, Cooperative Extension, Weatherization Program, convalescent Medical Supplies and low-income housing. If the client has special needs, Ms. Faircloth, would call the service provider and arrange for an appointment for the client. She ensures the client scheduled the appointment, and in some instances will accompany the client to the appointment. After speaking with the client Ms. Faircloth remains in contact with all service providers until all services are completed. After all services are complete, a follow up call/meeting is made with the client.

The Director, Dana Hall, will be the local contact for the URP project. Mrs. Hall will oversee the project to ensure that all the guidelines are followed, to make sure all personnel involved with the project are trained properly. She will also serve as the budget manager.

The Project Manager, Steven Wilson, is responsible for work order write-ups, cost estimates, communication with contractors and all inspections needed for the job.

The Senior Administrative Support Specialist, Alli Long, is responsible for all accounts payables and receivables and preparing any reports that may be associated with the project.

Dana Hall

Director

Sampson County Aging Services

Sampson County

Resumes

Attached are the resumes for each person listed on Page 7 of the application. Each resume is marked in the upper right hand corner with Exhibit III. C.

Dana Bullard Hall
danahall@sampsoncountync.gov

1357 Church Rd

Clinton, NC, 28328

(910)596-8278

Education:***East Carolina University******Greenville, NC***

Management of Recreation Facilities and Services

Date of Graduation: May 2005

Qualifications:

Supervision of Full time and Part time staff, Budgeting, Marketing, Purchasing, Programming, Evaluation of programs, Public Speaking, Sponsorships, Scheduling, Effective Communication Skills, Comprehensive Planning Experience

Relevant Experience:***Sampson County Recreation & Senior Services******Clinton, NC***

Director

March 2021 – Present

Responsibilities include: Supervision of fulltime and part time staff. Development and implementation of annual budget. Oversee programs and evaluate to meet the needs of the citizens. Work closely with local partners to secure facility and funding opportunities.

Sampson County Parks & Recreation***Clinton, NC***

Director

January 2017 – March 2021

Responsibilities include: Supervision of fulltime and part time staff. Development and implementation of annual budget. Oversee programs and evaluate to meet the needs of the citizens. Work closely with local partners to secure facility and sponsorship opportunities.

Wilson Parks & Recreation***Wilson, NC***

Recreation Program Supervisor

October 2010 - January 2017

Responsibilities include: Budgeting and purchasing for programs and special events. Provide innovative programming for all ages. Supervise and manage Special Populations and Senior Specialist. Write and negotiate contracts with instructors and local partners. Develop and implement department marketing plan. Manage department website. Recruit and Manage Department Interns. Pursue National Accreditation and serve on department team. Provide reports to evaluate programs and participation numbers. Develop innovative sponsorship ideas and acquire local sponsors for department events and programs. Responding to citizens suggestions for program improvements and ideas.

Certifications & Memberships:

CPRP

Since: 2011

East Carolina University RCLS Alumni Board Member

Since: 2016

Certified Visitor for National Accreditation

Since: 2015

ALLI LONG

126 Summertree Ct Clinton, NC 28328 · 910-385-7644
alli.long@sampsoncountync.gov

EXPERIENCE

MAY 2022-CURRENT

**SENIOR ADMINISTRATIVE SUPPORT SPECIALIST, SAMPSON COUNTY
DEPARTMENT OF AGING**

- Creates bill tabs for payment process for bills
- Enters information into ARMS (Aging Resource Management System)
- Creates purchase order requisitions
- Receipts money
- Creates deposit slips
- Keeps record of timesheets/ payroll authorization
- Communicates with all coworkers, staff at Adult Day Center, and staff at nutrition sites

NOVEMBER 2020- MAY 2022

PATIENT ACCOUNT REPRESENTATIVE, SAMPSON REGIONAL MEDICAL CENTER

- Processed payments
- Created payment plans for patients
- Communicated with insurance companies about claims
- Answered any patient questions about bills
- Communicated with patients about overdue balances

EDUCATION

MAY 2020

MEDICAL OFFICE/OFFICE ADMINISTRATION, SAMPSON COMMUNITY COLLEGE

My GPA was 3.418. I earned a certificate in medical coding. I learned how to use Medisoft in one of my classes.

SKILLS

- Customer service
- Communication
- Listens well
- Multitasking
- Computer
- Organized
- Attention to detail

STEVEN R. WILSON

stevenwilson@sampsoncountync.gov
1146 Porter Rd. Roseboro, N.C. 28382
910-590-9013

EDUCATION

Sampson Community College – Clinton, N.C.

GED Certificate, 1997

EXPERIENCE

Sampson County Department of Aging | 405 County Complex Rd. Clinton, N.C. 28328

Home Improvement Manager 1998 – Present

DUTIES

- Performs administrative and technical work in coordinating the Home Improvement Program for senior citizens, disabled, and below federal poverty income level adults.
- Assesses repair needs and prepares work – write ups.
- Schedules repair work upon acquisition of needed materials.
- Develops and secures contracting with general contractors to preform work as required by program guidelines.
- Performs general carpentry and renovation work in the construction of repairs of floors, roofs, doors, windows, floors, and screens.
- Instructs and supervises skilled or semi-skilled workers in performance of basic carpentry tasks.
- Executes contracts between clients, contractors and/or obtaining clients endorsement of statement of satisfaction.
- Maintains records and prepares monthly reports. Approves payment to contractor(s) and invoices for materials.
- Extensive knowledgeable in the Home and Community Care Block Grant Home Repairs program, Weatherization program, Independent Living Program, United Way Grant Program, and Urgent Repair Program.

SKILLS

- Microsoft Office Program
- Communication
- Experience in plumbing, electrical
- Building Code knowledge and experience
- Bid Processing
- Repair Estimation

CERTIFICATES/DIPLOMAS/SPECIAL TRAININGS

- Renovation, Repair and Painting Training (Johnston Community) February 15, 2012
- Home Inspector Program form Harcourt Learning Director June 2000
- HVAC training roofing, duct, insulation work write-ups. (PHRANC) March 29-31, 2006
- Specification Writing for Rehabilitation (PHRANC) October 18-20 2006
- Home Inspector Training (PHRANC) October 10-12 2007

12715 Harnett Dunn Hwy
Dunn, NC 28336

910-249-3900
angela.faircloth@sampsoncountync.gov

Angela G. Faircloth

Experience

1997–Present Sampson County Department of Aging

Information and Referral Specialist/Certified Options Counselor

- Provide clients/individuals, and family members/caregivers, person-centered decision support, through intensive action plans and counseling, to make informed decisions about appropriate, and comprehensive, long-term services and support.
- Develop and coordinate public relations, and information and referral services; receive and respond to requests for information and services.
- Conduct interviews, and assessments, with clients via telephone, home, or office; determine appropriate services to provide for the need of our clients, family, caregivers and general population.
- Maintain client and service records; assure laws, rules, policy and procedures and regulations are followed.
- Develop, schedule, and organize outreach programs, conduct radio interviews, educational programs, prescription drug programs, physical activity programs, and a variety of other activities for senior citizens.
- Participate in and serve on boards and committees of Sampson County Department of Aging, and other departments and agencies.
- Produce newsletters, news releases, brochures, and bulletins to share with the community about programs of our agency.
- Develop relationship, partnerships and any entity that would have a positive cause and effect for our Sampsonians, clients and population in general in, and around our county.
- Assist other departmental staff in promoting and marketing all our programs of the agency; Health Promotion Programs

1996-1997 Newton Grove Medical Center

Front Office Assistant/Receptionist

- Responsible for scheduling patient and visits, utilizing medical centers computer program.
- Assist patients in check-in and check-out process.
- Collect, calculate, and process all daily financial information.
- Process, and enter all new patient data into a computer database.
- Receive telephone calls and transfer to appropriate staff.
- Responsible for receiving and transmitting prescription drug refills.
- File and retrieve patient records.

Education

Sampson Community College, Clinton, NC

- College classes for sociology & social work.

1982-1986

Lakewood High School, Salemburg, NC

- High School Diploma

**Additional
Professional
Training**

- Certified Information & Referral Specialist through Alliance of Information & Referral Systems, Seattle, Washington.
- Certified North Carolina Options Counselor
- Iris Training at the School of Social work at the University of Chapel Hill, NC
- Master Trainer with the National Arthritis Foundation for the Exercise Program
- Arthritis Foundation Exercise, Tai Chi, and Aquatics Program Instructor
- Tai Chi Instructor 2007 till present date
- Chronic Disease Self-Management Program (CDSMP) Lay Leader
- Matter of Balance Coach
- Adult, Child, Infant CPR/First Aid/AED Instructor **Trainer**
- North Carolina Notary Public
- SHIIP Volunteer
- Training in Alzheimer's/Dementia care

**Professional
Memberships**

- NCAIRS Member (NC Association of Information and Referral)
- NC Division of Energy Member
- NCAOA Member (NC Association on Aging)
- United Way Member

Paul Allen

ADDRESS: 405 COUNTY COMPLEX RD, CLINTON, NC 28328

PHONE:(919) 601-1352

EMAIL: paul.allen@sampsoncountync.gov

EXECUTIVE SUMMARY

Adaptable and detail oriented attorney with 7 years of experience. Practice areas focus in municipal law, real estate, and business law and contracts as in house counsel. Expert at drafting complex contracts and effective negotiations to boost long term operational stability. Dependable team player dedicated to hard work, honesty, and communication.

EXPERIENCE

COUNTY ATTORNEY, SAMPSON COUNTY, CLINTON, NC—

AUGUST 2024 – PRESENT

- Provide a variety of legal services and guidance to County Manager, Department Heads and Board of Commissioners. Review policies, contracts, and other documents and offer legal guidance.

ASSISTANT CITY ATTORNEY, CITY OF FAYETTEVILLE; FAYETTEVILLE, NC —

NOVEMBER 2020 - JUNE 2024

- Worked collective with City Attorney and other Assistance City Attorneys to provide a variety of legal services and guidance to City Council and any assigned departments. Assigned departments included: Construction Management, Engineering and Infrastructure, Finance, Purchasing, Real Estate, Workers Compensation, Risk Management, Human Relations, and Airport.
- Attained a 50% increased operational efficiency in all contract related matters through updated and augmented playbooks, templates, and guidelines.
- Achieved an estimated savings of over one million dollars for all departments combined through effective negotiations, mediations, and litigation.
- Broadened and maintained an extensive network of contracts with large vendors through effective communication and integrity. Examples of large vendors include: AMTRAK, American Airlines, Turo, and the US Army.

ASSISTANT TOWN ATTORNEY, TOWN OF HOLLY SPRINGS; HOLLY SPRINGS, NC —

NOVEMBER 2017 - NOVEMBER 2020

- Worked jointly with the Town Attorney in representing Holly Springs on a variety of tasks.
- Drafted, reviewed, and negotiated complex contracts on a wide range of legal matters to assist departmental needs and requests.
- Responsible for spearheading real estate negotiations and drafting the required documentation for easements or right of way interests acquired.
- Conducted litigation research and assistance. Performed independent legal research for a wide range of legal matters to provide competent counsel.
- Developed and revised outdated ordinances and rules as needed or requested by the governing board or upper management.
- Represented the Board of Adjustment during called meetings and coordinated with various departments on town projects.

- Performed other tasks as requested including but not limited to: responding to and addressing public records requests, prepare legal briefs and interoffice memoranda, and coordinate interdepartmental meetings as legal issues arise.

**INTERN, CASWELL COUNTY DISTRICT ATTORNEY OFFICE; YANCEYVILLE, NC —
JANUARY 2017 - MAY 2017**

- Assisted in filing and disposing of case management matters involving misdemeanors and DWI's.
- Provided effective communication and interviews to victims before proceeding to trial or plea bargains against the defendant.
- Lead legal research pertaining to upcoming cases and communicated important and strategic findings to district attorneys.
- Tried misdemeanor cases and presented traffic infractions before the court.

**JUDICIAL ASSISTANT, SUP. COURT JUDGE OSMOND SMITH; YANCEYVILLE, NC —
APRIL 2015 - AUGUST 2015**

- Aided in reviewing court records and documents to provide general briefs on upcoming court related events.
- Conferenced with Judge Smith on the application of pertinent statutes researched for trial to gain perspective of the internal workings of the court system based on experience and observation.
- Assisted in writing court orders or notices for distribution between parties and to be recorded for court records.

EDUCATION AND LICENSE

North Carolina State Bar License

Admitted August 2017. License number- 52000.

Juris Doctorate

NCCU School of Law, Durham, NC. Attended August 2014 - June 2017.

Bachelor of Arts (History Pre-Law)

Campbell University, Buies Creek, NC. Attended August 2006 - May 2010.

SKILLS

- Contract/legal document drafting and review
- Negotiation, mediation, litigation, conflict resolution
- Risk management and long term risk analysis
- Real estate (including title search experience)
- Legal research
- Communications
- Leadership and teamwork
- Estate Planning



**Board of Commissioners
Agenda Request Form**

Meeting Date:	January 5, 2025				
Department:	Senior Services				
Presenter(s):	Dana Hall				
Title:	United Way Application 2026				
Type:	Action ___	Consent <input checked="" type="checkbox"/>	Appointment ___	Info Only ___	Other ___
Background:	<p>This is a grant application for Sampson County United Way.</p> <p>This grant supports temporary and permanent wheelchair ramps for those persons who are under 60 years of age and disabled.</p> <p>Grant Request: \$15,000</p>				
Recommended Action/Motion:	Approval to apply.				
Attachments:	2026 Sampson County United Way Application				

United Way of Sampson County

CHECKLIST

2026 Application

Current Funded Agencies

1. Financial Records attached in accordance with Audit Policy
2. I certify that I have read the Audit Policy DKL
3. I certify that I have read and understand the Agreement of Affiliation. DKL
4. I certify that I have read and understand the Supplemental Fundraising Policy. N/A
5. List the board of directors for your organization including addresses, phone numbers, and email if available.
6. Funding Application
7. Agency Summary Form
8. Audit **or** most recent IRS 990 **or** if N/A the last 6 months of bank statements including income statement and balance sheet.

New Applicants that have not been Funded INCLUDE ALL ABOVE PARTS 1-8

9. 501 3 © IRS Tax Exemption Letter
10. NC Department of Revenue Tax Exemption Letter
11. NC Solicitation letter or exemption letter
12. Agency, Programming, Advertising, Marketing brochures and materials.
13. Agency By-Laws
14. Board Approved Policy concerning non-discrimination signed by the Board President

United Way of Sampson County Audit Policy

The following Audit Policy was adopted by the United Way Board of Directors at a meeting held on October 30, 1991, and was revised on February 23, 1994, October 27, 1000, and February 7, 2005.

The financial records of the affiliated agencies shall be submitted and examined by the United Way of Sampson County, Inc. (UWSC) at least annually. Each agency should comply with the following set of rules when submitting financial reports to United Way, however, in no case should the reports be in any less detail than that which is required by each agency's governing board.

Failure to adhere to United Way of Sampson County's financial standing guidelines may restrict or prohibit funding of an agency and/or program.

- (A) If the total support and revenue to the agency from UWSC exceeds \$35,000 for the fiscal year, the agency shall submit a copy of their financial statement including both a balance sheet and income/expense statement in nothing less than an audit format and performed by a certified public accountant (CPA). Information as to the total support and revenue and all of the fundraising activities including the kind and amounts of all funds raised, costs and expenses incidental thereto, allocation and disbursement of funds raised, changes in fund balances, notes to the audit and opinion as to the fairness of the presentation by the accountant shall be included.

- (B) If the total support and revenue to the agency from UWSC exceeds \$10,000, but is less than or equal to \$35,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of their financial statement, audited by a certified public accountant as defined in (A) above, or
 - (2) A copy of their financial position (balance sheet and income statement) presented in a review format by a CPA.

- (C) If the total support and revenue to the agency from UWSC is less than or equal to \$10,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of the financial statements audited by a certified public accountant as defined in (A) above; OR
 - (2) A copy of a review performed by a certified public accountant as defined in (B) above; OR
 - (3) A copy of a compilation performed by an independent public accountant accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial reports are true and correct, OR
 - (4) A copy of your completed current year IRS Form 990 accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial report is true and correct. In addition, the organization must provide an income statement, balance sheet and prior six months of bank statements.

- (D) Annual financial statements shall be submitted to United Way within four months after the agency's fiscal year.

BY: Sampson County Senior Services
AGENCY

BY: _____
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

BY: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT/SECRETARY/TREASURER

DATE

AGREEMENT OF AFFILIATION

BETWEEN

Sampson County Senior Services

with its office located

405 County Complex Rd. Clinton, NC

(Hereinafter referred to as the Agency)

And

UNITED WAY OF SAMPSON COUNTY, INC.

(Hereinafter referred to as United Way)

This agreement is entered into in the mutual beliefs of the above named parties that: (a) the county of Sampson, North Carolina forms the basis for our community--wide efforts and that participation from all areas of our community is essential; (b) a effective way of providing maximum resources for health and human care services: and (c) it is the consideration of the total health and human care needs of our community, development of volunteers and our commitment to bring about a delivery system according to open, rational and non-discriminatory procedures which form the basis for this working relationship.

Both United Way and the Agency Agree, That Each

1. Has an active, responsible, and voluntary governing body, with representation from diverse elements in the community, which exercises effective control over the operations of the organization;
2. Faithfully adheres to a policy of nondiscrimination with respect to age, sex, race, religion, and national origin in connection with the makeup of its governing body, committees, and staff and the persons whom it directly and indirectly serves;
3. Has been ruled exempt from taxation under Section 501(c) (3) of the Internal Revenue code as well as corresponding provisions of other applicable state, local, or foreign laws or regulations;
4. Uses ethical methods of publicity and promotion as established by national professional public relations associations. (For example, see attached "Code of Professional Standards" adopted by the Public Relations Society of America.);

5. Issues an annual report to the public, including a financial report that complies with the "Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations" or similar standards that are recognized and approved by United Way of America's Board of Governors.

B The Agency Agrees

1. To provide a needed, non-duplicated service of education, prevention, remediation and/or contribution in the field of health, welfare or recreation within our community/county;
2. To support and assist the United Way in the annual fund raising campaign;
3. To engage in an effective public relations program in which the objectives, services and accomplishments of the Agency and the United Way support of such services are adequately publicized; to cooperate with and assist the United Way in its public information programs; and to make use of the United Way logo on letterheads and at all of its public functions;
4. To submit its proposed annual budget and budget request approved in advance by its governing board and in the format prescribed by United Way to the United Way within the agreed upon time schedule and to cooperate with the Allocations Committee in accordance with its review procedures;
5. To cooperate with the United Way planning committee in its efforts to coordinate human care services in the community and cooperate in the conduct of such studies as may be needed in support or planning, Allocations, Communications and/ or Fund Raising;
6. To conform with the united Way audit policy as approved by the Board of Directors on 10/30/91 as revised 2/23/94. A copy of the audit, financial statement, or IRS form 990 should b submitted of the United Way within four months after the Agency's fiscal year;
7. To submit quarterly financial reports to the United Way on the forms provided for that purpose that accurately reflect the Agency's current financial status;
8. To submit for prior approval and discussion by the United Way, all proposals for supplementary fundraising efforts as outlined in the United Way Policy On

Supplementary Fund Raising;

9. To submit for prior approval and discussion by United Way all proposals for new programs and/or expansion of a programs that may require United Way financial support now or in the future; and

10. To realize and utilize all possible operating income that might be secured through the Agency's normal activities, e. g. , fees for service, interest, non-designated contributions and membership fees, while at no time paying a commission in connection with fund raising.

C. The United Way Agrees

1. To respect the essential autonomy of the individual Agency and the authority of its Board of Directors to determine its own policies and to manage its own service;
2. To develop its objectives for the annual fund raising campaign with due regard for the requirements of all anticipating agencies, fund raising realities and other pertinent considerations to raise the maximum funds. To use its best efforts to achieve the campaign objectives and to exceed those objectives whenever possible;
3. To provide a reasonable, comprehensive and courteous review of each Agency;
4. To allocate contributed funds in a manner which recognizes the relative need among services provided by the Agencies;
5. To pay the Agency on the basis of the annual approved allocation and campaign collections;
6. To act as a steward of contributed funds by informing the public of the allocations; and
7. To submit its annual financial records to an audit by a Certified Public Accountant, a copy of which shall be made available for inspection by the Agency upon request.

D. Enforcement and Termination

1. This agreement may be revoked by either party by such party giving written notice to the other party at least ninety (90) days prior to the United Way annual fund raising drive. The party to whom notice of termination

raising drive. The party to whom notice of termination is given shall have the right to a hearing before the governing board of the other party; and

2. The United Way reserves the right to issue a "Notice of Exception" to an agency exhibiting substantial problems or deficiencies as identified by the United Way in any area of operation. Said Notice, signed by the originating allocations review committee, shall describe such problem or deficiency and explain the nature of contraction to United Way policy or understanding. The Agency shall be given one (1) year to show substantial progress in eliminating the problem or deficiency.

If substantial progress has not been made during the year, a "Notice of Probation" will be issued. All officers and executives of the Agency, as well as, any state or national office to which the Agency is affiliated shall receive a copy of the "Notice of Probation". If the problem or deficiency noted has not been resolved to the satisfaction of United Way by the end of the second year, the Agency's affiliation with the United Way will be terminated. If the Agency requests a meeting, the United Way will arrange for a panel of representative board members and will insure the members of the originating allocations committee group attend the meeting.

In witness of approval of this Agreement of Affiliation, the undersigned have affixed their signatures:

Sampson County Senior Services
AGENCY

BY:

CHAIRMAN / PRESIDENT OF BOARD OF DIRECTORS

BY:

CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY:

PRESIDENT OF BOARD OF DIRECTORS

BY:

VICE PRESIDENT / SECRETARY / TREASURER

DATE

Sampson County Board of Commissioners

Allen McLamb, Chairman District 1
allen.mclamb@sampsoncountync.gov
1647 Hollerin Rd.
Dunn, NC 28334
910-237-0976

Eric Pope, Vice Chairmen District 2
eric.pope@sampsoncountync.gov
105 Dixie Circle
Clinton, NC 28328
910-990-2064

Houston Crumpler III District 3
houston.crumpler@sampsoncountync.gov
852 W. Dr. Martin L King Jr. Blvd.
Roseboro, NC 28382
910-260-2407

Lethia R. Lee District 4
lethia.lee@sampsoncountync.gov
1758 Bland School Road
Harrells, NC 28344
910-990-7907

Thaddeus L. Godwin District 5
thaddeus.godwin@sampsoncountync.gov
111 East Lee Street
Clinton, NC 28328
717-371-1066

County Manager's Office

Allen Vann
allen.vann@sampsoncountync.gov
406 County Complex Rd
Clinton, NC 28328
910-592-7181



Program Name: Senior Services Wheelchair Ramp & Repair Program

	Actual Current year 2025	Projected Next Year 2026	
	Program Budget	Program Budget	Program Variance
DIRECT EXPENSES			
1 Salaries (list positions on attached sheet)			\$0
2 Employee Benefits			\$0
3 Payroll Taxes			\$0
4 Property and other Taxes			\$0
5 Advertising			\$0
6 Professional Fees & Contracts			\$0
7 Investment Expenses: (Bank charges, broker fees, etc.)			\$0
8 Supplies			\$0
9 Telephone			\$0
10 Postage & Shipping			\$0
11 Occupancy (Building and Grounds)			\$0
12 Utilities (power, water, etc)			\$0
13 Insurance			\$0
14 Property & Equipment			\$0
15 Depreciation			\$0
16 Rental & Maintenance of Equipment			\$0
17 Outside Printing			\$0
18 Public/Private Transportation Fees			\$0
19 Other Transportation			\$0
20 Conference and Conventions			\$0
21 Training			\$0
22 Specific Assistance to Individuals	\$6,500	\$15,000	\$8,500
23 Organization Dues			\$0
24 Thrift store operating expenses			\$0
25 Special Events/Fundraiser/Sales to Public (Cookies, etc)			\$0
26 Miscellaneous 1: (explain)			\$0
27 Miscellaneous 2: (explain)			\$0
28 Miscellaneous 3: (explain)			\$0
29 Miscellaneous 4: (explain)			\$0
30 Miscellaneous 5: (explain)			\$0
31 TOTAL EXPENSES	\$6,500	\$15,000	\$8,500
REVENUE			
32 UW Sampson County (Include request for projected year)	\$6,500	\$15,000	\$8,500
33 Other United Ways			\$0
34 Other Foundation Grant 1 (explain)			\$0
35 Other Foundation Grant 2 (explain)			\$0
36 Other Foundation Grant 3 (explain)			\$0
37 Other Foundation Grant 4 (explain)			\$0
38 State Revenue/grants-1			\$0
39 State Revenue/grants-2			\$0
40 Federal Revenue/grants			\$0
41 County Revenue/grants			\$0
42 City Revenue/grants			\$0
43 Thrift Store, retail sales			\$0
44 Special Events/Fundraiser/Sales to Public (Cookies, etc)			\$0
45 Membership Dues, parent fees etc			\$0
46 Program Income: client fees, participant fees etc.			\$0
47 Investment Income (interest, dividends, gain on sale of assets)			\$0
48 Endowment Contribution			\$0
49 Contributions (Restricted & Unrestricted)			\$0
50 Refunds			\$0
51 Match Requirements			\$0
52 Miscellaneous 1: (explain)			\$0
53 Miscellaneous 2: (explain)			\$0
54 Miscellaneous 3: (explain)			\$0
55 Miscellaneous 4: (explain)			\$0
56 TOTAL REVENUE	\$6,500	\$15,000	\$8,500
57 SURPLUS/(DEFICIT)	\$0	\$0	\$0

Comments

Replace temp ramp, increased cost of mat



Program Name: **Senior Services Wheelchair Ramp & Repair**

UNDUPLICATED PEOPLE SERVED TOTAL	Actual				Projected			
	Current year 2025				Next Year 2026			
	Male	Female	Unknown	Total	Male	Female	Unknown	Total
AGE								
0-12				0				0
13-18				0				0
19-45	3	1		4				0
46-64	5			5				0
65 +	1	1		2				0
Unknown				0				0
TOTAL	9	2	0	11	0	0	0	0
RACE/ETHNICITY								
Caucasian	3	1		4				0
Asian				0				0
African American	5	1		6				0
Hispanic	1			1				0
Native American				0				0
Other				0				0
Unknown				0				0
TOTAL	9	2	0	11	0	0	0	0
INCOME								
\$7,500 or less	4	2		6				0
\$7,501 - \$15,000	4			4				0
\$15,001 - \$30,000	1			1				0
\$30,001 - \$50,000				0				0
\$50,000 +				0				0
TOTAL	9	2	0	11	0	0	0	0



Program Name: Senior Services Wheelchair Ramp & Repair

	Staff Position	Salary	Number of Hours Worked/Week
1	Steven Wilson	\$56,100.00	40
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
TOTAL	1	\$56,100.00	40
	Average	\$56,100.00	40

This tool is provided for completion by each Agency applying for United Way funding in Sampson County. Some of the information may be captured on the full application, however, this form is intended to provide clear, summarized program/impact statements which will not only assist applicant presentations, but will also assist board members as considerations are given and award decisions made. Completion of this form is required as part of your application.

Introductory Statement

What is Community Impact? (as defined by United Way of Sampson County) The *measurable and substantial impact* made in the community by the *effective investment of funds to improve the lives of our residents.*

With the above impact statement in mind, please complete the following and restrict all responses to the allotted space for each.

AGENCY NAME: Sampson County Dept. of Aging

COMPLETED BY: Dana Hall

DATE: 12/17/25

1. Amount of funding requested? \$15,000
2. **For previous/current recipients:** Does your funding request reflect an increase, decrease or no change in relation to prior award? (Requests differing from prior year *must* include an explanation)
Increase due to replacement of temporary ramp and increased material cost.
3. What high priority need(s) will you address using United Way funds? (education, financial stability, health issues)
Health Issues: Our goal is to help disabled individuals continue to live in their homes, while dealing with physical limitations.
4. List the TOTAL anticipated number of individuals that benefit through this project AND the number benefited SPECIFICALLY due to United Way funds. Please include categorical data (such as children, teenagers, adults, elderly, etc.) and how you will address diversity among those served. (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report of actual outcome in comparison to anticipated.)
We plan to serve 5 applicants with this funding. The primary age bracket is 60 and under. However, if we do not receive enough request individuals over 60 will be accepted.
5. List two measurable project goals and the anticipated outcome that will be used to gauge the effectiveness of your investment as explained above. (Example: % Increase due to United Way Funds). (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report detailing actual outcomes in comparison to anticipated outcomes).
 1. Goal: Assess accessibility needs of 8 persons that do not meet the requirements of Home and Community Care Block Grant. Outcome: Disabled persons ages 60 and under will be served through United Way Project.
 2. Goal: Build 5ramps for disabled persons under the age of 60. Outcome: Persons will be enabled to safely enter and exit their homes.
6. Please describe the impact on your project/services if you are not awarded United Way funding?
In the event that we do not receive this funding, we do not have a current program to build ramps for individuals under the age of 60.
7. Please describe how your Agency supports our United Way. (for example: Encouraging board members/employees to contribute to the annual campaign, increasing visibility via our logo on all written materials, mentioning our funding in newspaper articles, on social media, etc.)
Ramps are stamped with United Way of Sampson County logo. Projects are featured on Social Media. Staff share presentations throughout the year that include United Way projects.

PROGRAM OVERVIEW

Program Name: Senior Services Wheelchair Ramp & Repairs

Program Director's name: Dana Hall

1. Provide a *brief* program description and goals.

The Sampson County Senior Services' Home Improvement program's main objective is to help disabled adults remain in their home by providing assistance in maintaining their home to ensure their safety and well-being. United Way funding specifically allows adults under the age of 60 who are disabled and have no other means of help to receive assistance with home improvements or accessibility; such as wheelchair ramps, handrails, and minor home repairs. 100% of the funding pays for materials and contracted labor. Our goal is to help 5 people this year.

2. What social/human welfare issue(s) does this program address?

Adults under the age of 60 who are stricken with an illness/disease or have had a severe injury that has left them unable to work and need help to remain safely in their home. Sampson County Senior Services Home Improvement program provides assistance through United Way Funding to build wheelchair ramps, install temporary ramps for those with temporary health conditions, and to install handrails or grab bars to ensure their home is accessible.

3. What is the program's targeted population, capacity, and number of people to served? Is it at capacity?

Our target population is adults under the age of 60 who are disabled and who cannot afford to pay for this service. We typically have more people on our waiting list than we can serve. The number of clients we are able to serve varies from year to year due to funding and fluctuating material costs. Our goal is to service at least 5 clients this year.

4. Do you have a waiting list for this program? If so, how many are on the waiting list, and what is the expected waiting time before your program will be able to provide services to them?

We have a waiting list established for this program. However, temporary ramps are issued on a three month basis or until a permanent ramp can be built. This helps to keep the waiting list for this program down while providing the service needed.

5. What are the eligibility requirements for participating in this program?

Applicants must be under the age of 60 and show proof of disability. The Information and Referral Specialist takes applications to determine initial eligibility. Then the Program Coordinator visits the home to perform an in-home assessment to determine the needs of the applicant.

6. What fees are paid for services, what percentage of the fees are charged to participants?

The Program Coordinator determines the estimated cost of the service and based on their income a cost sharing amount is suggested to be paid toward the cost of the work. We follow the Health and Human Services Poverty guideline to determine if the applicant should contribute to the cost. However, there is no fee requirement.

7. What is the long-range plan for insuring financial stability for the program?

This program relies solely on donations and grants to continue. Currently there is no funding available through state block grant funding to help individuals under the age of 60.

8. What impact would UWSC funding have on this program's outcomes?

UWSC is the only funding source for this program. Without the help of this grant we would be unable to help people under the age of 60.

9. To what extent are volunteers utilized in this program?

Our department works with local churches, civic groups, and schools to build wheelchair ramps. Volunteers are used for this program consistently so that no labor costs are incurred.

10. Are reference/background checks complete on all volunteers? YES _____ NO X

11. What type of training do volunteers receive? Are they evaluated on a regular basis?

The majority of our volunteers having been volunteering for this program for many years. New volunteers are paired with a seasoned volunteer group or trained by the Program Coordinator. The Program Coordinator inspects all work when complete

MEASURING PROGRAM EFFECTIVENESS OUTCOMES LOGIC MODEL PROGRAM

NAME Senior Services Wheelchair Ramp & Repair Program

Please submit a logic model for the program for which UWSC funding is being requested. **Do Not** report on program outcomes in this model. Present in narrative format.

INPUTS

ACTIVITIES

OUTPUTS

<p>The Home Repairs Program staffs a full-time coordinator who assesses and performs all the home repair/modification work that is performed. The program also has administrative staff to perform the clerical duties attached to this work through County funding. Contracted Labor: Paid for by United Way Funding Volunteers: Churches, Civic Groups, Schools Donations: (Material/Monetary) churches, civic groups, privates individuals, and family members. Tools/Equipment Materials: Paid for by United Way Funding</p>	<p>Complete application and other paperwork. Assess the needs of individuals under the age of 60 who are disabled. Provide Direct Services: i.e., building wheelchair ramps, installing portable ramps, installing grab bars/hand rails/other accessibility needs, or minor home repairs.</p>	<p>Build wheelchair ramps, install portable ramps, install grab bars/handrails/other accessibility equipment, or minor home repairs for five or more individuals.</p>
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MEASURING PROGRAM EFFECTIVENESS OUTCOMES FRAMEWORK

**PROGRAM
NAME:**

Complete an outcome measurement framework for the program for which UWSC funding is being requested.

OUTCOMES	INDICATORS	DATA SOURCE	DATA COLLECTION METHOD
<p>Physical well-being of client.</p> <p>Maintaining independence and keeping Sampson County residents safely in their homes verses going into a nursing facility.</p> <p>Assistance for family members to safely maneuver loved ones in and out of their homes.</p>	<p>Home Repairs/modifications made to five or more homes to ensure safety.</p> <p>Wheelchair ramps built provide a feeling of independence for disabled clients or installation of portable ramp for temporary ailments until a permanent ramp can be built or the individual physically improves and no longer needs the ramp.</p> <p>Home Repairs/modification made to five or more homes to ensure safety.</p>	<p>Agency records: Final assessment and client interviews. Clients files.</p> <p>Agency records: Final assessment and client interviews. Client files</p> <p>Agency records: Final assessment and client interviews. Client files.</p>	<p>Data collected by staff.</p> <p>Data collected by staff.</p> <p>Data collected by staff.</p>

OUTCOMES MEASUREMENT RESULTS

Program Name:

1. Viewing your outcomes as your program's goals, how many participants do you estimate will achieve the outcome results that you have targeted for the funding cycle requested?

Five or More participants

2. How often do you measure this program's outcome results? (Daily, Monthly, Quarterly, Semi-Annually, etc)

Monthly

3. Who is responsible for implementing, collecting, and reviewing the outcomes/program effectiveness information for this program? (i.e. Committee, individuals with specific responsibilities, etc.)

The program coordinator purchases the materials needed for the projects and schedules volunteers to complete the work. He then inspects the work upon completion of the project. Administrative staff completes a client folder and gather statistical information for monthly review.

4. What level of involvement does the Board of Directors have in the process of program outcome measurements and implementation?

The Board of Commissioners approve the services being performed by the department, the scope of work, budget, and yearly review for the Home Repairs Program.

5. What changes have been planned or made to the program as a result of the outcome measurements?

No changes to the program are scheduled at this time

STATE OF NORTH CAROLINA
COUNTY OF WAKE

**CONTRACT AND AGREEMENT
FOR SERVICES BY
INDEPENDENT CONTRACTOR**

THIS CONTRACT AND AGREEMENT for services by independent contractor (herein referred to as the "Contract") is made and entered into this first day of January 2026, by and between **SAMPSON COUNTY** (herein "Client"), and **CONNECT C, LLC** (herein "Consultant") of Wake County, North Carolina.

BACKGROUND

Client is a local government entity, organized under the Constitution and laws of the State of North Carolina. Client requires the expertise and lobbying and consulting services of Consultant to represent and protect the interests of Client as set forth herein.

Consultant is a limited liability company duly organized under North Carolina laws, and having as its principal address: 5 West Hargett Street, Suite 1010, Raleigh, NC 27601.

Client desires to retain the consulting and lobbying services of Consultant related to relevant legislative and governmental issues arising in North Carolina, specifically including but not limited to legislative action in the NC General Assembly, state executive branch actions, and NC county and municipal actions affecting the interests of Client. Consultant is familiar with the goals of Client, and has skills, knowledge, abilities, and expertise to benefit Client.

The parties desire to enter into this consulting and lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Scope of Services.** Client hereby engages Consultant to render consulting and lobbying services. Consultant agrees to provide such services upon the terms and conditions of this Contract. Services shall include the following:

(a) Consulting: Meet with organizations, boards and committees for support and enhancement of Client.

(b) Lobbying: Maintaining daily and weekly contact with as many members of the General Assembly as possible as well as the staff of the General Assembly and regulatory agencies; scheduling needed appointments with legislators, legislative staff and administrative officials; developing goodwill through direct communication or activities, including the building of relationships with legislators, legislative staff and executive officials in North Carolina state government; working to seek funding for Client from any available source, and working to pass or defeat specific legislation or executive actions as requested by Client.

(c) State Monitoring: Monitor the activities of the North Carolina General Assembly, Legislative Study Committees, and Executive Branch agencies during periods when the General Assembly is not in Session through the review of bills and reports filed in the General Assembly, attending hearings, committee meetings and legislative sessions and timely reporting of those

items and activities that would affect Client, including providing copies of pending legislation and regulatory proposals.

(d) Reporting: Consultant shall report on legislative and other activities and update Client's Board of Commissioners and staff as may be agreed upon by the parties.

2. **Term.**

(a) The Contract's term shall begin on January 1, 2026, and continue through December 31, 2026; and,

(b) Any written termination of this Contract shall include written notice of cancellation no less than sixty (60) days before the termination date.

3. **Consulting Fees.** Client shall be responsible for all fees and expenses incurred by Consultant as set forth herein, unless otherwise stated. Client shall pay to Consultant fees for services as follows:

(a) Thirty-six thousand dollars (\$36,000) over the term of the contract. Client shall pay Consultant in equal monthly installments of three thousand (\$3000) dollars per month beginning January 1, 2026.

(b) Client shall reimburse Consultant for all lobbyist and principal registration online filing fees, which shall be payable within 10 days of written reimbursement request, and which shall total no less than one thousand five hundred and nine dollars (\$1509). Regarding the fees and expenses in this section, lobbyists to be registered to represent the Principal include John J. Cooper and Nathaniel W. Honaker.

(d) Client shall reimburse Consultant for travel expenses and other out of pocket expenses incurred in the consulting and lobbying work by Consultant performed outside Wake County, NC, as follows: travel expenses; food and lodging for overnight trips in NC; other out of pocket expenses as specifically authorized by Client. There shall be no reimbursement of travel or additional costs under this section without the Client's prior written authorization.

4. **Independent Contractor.** The parties acknowledge and agree the relationship of Consultant with Client is that of an independent contractor. Except as provided in this Contract, no party shall exercise any control over the other's activities and operations. Neither Client nor Consultant are liable or responsible for the acts, omissions, or defaults of the other in any manner. Consultant and its employees and representatives shall not be considered, under the provisions of this Contract or otherwise, to be an employee of Client for any purpose whatsoever.

5. **Applicable Law.** The laws of North Carolina shall govern this Contract.

6. **Conflict of Interest.** Client is aware that John Cooper and Nathaniel Honaker represent other clients as lobbyists at the North Carolina General Assembly. Consultant certifies that representation of Client will not conflict with any of John Cooper or Nathaniel Honaker's current clients. In the unlikely event that a conflict of interest does occur, Consultant will promptly notify both parties and may in its discretion choose to cease representing either party immediately.

7. Notices. All notices or payments required or permitted under this Agreement shall be in writing and shall be delivered in person (when appropriate), emailed, or mailed via overnight courier, postage prepaid, addressed as follows:

Client: Sampson County, NC
Attn: Allen Vann, County Manager
406 County Complex Road
Clinton, NC 28328
allen.vann@sampsoncountync.gov

Consultant: Connect C, LLC
Attn: John J. Cooper, President
5 West Hargett Street, Suite 1010
Raleigh, NC 27601
jcooper@connectc.org
Federal Tax ID: 26-449513

8. Entire Agreement; Amendment. This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but only by a writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year as specified below.

Sampson County

By _____
Allen Vann, Sampson County Manager

Date: _____

Connect C, LLC

By: _____
John Cooper, President

Date: _____

Meeting Date:	JANUARY 5, 2026				
Department:	TAX ADMINISTRATION				
Presenter(s):	JIM JOHNSON				
Title:	Late Disabled Veteran Exemption Applications				
Type:	Action ___	Consent _X_	Appointment___	Info Only___	Other ___
Background:	<p>The disabled veteran exclusion application was received after June 1, 2025, the annual deadline to file. General Statute 105-282.1 (a1) grants the Board of Commissioners the authority to approve late applications. Attachments include a letter from the taxpayer requesting consideration for approval. The applicant meets all statutory guidelines other than being filed in a timely manner. The applicant is as follows:</p> <ol style="list-style-type: none"> 1. Lonzie Faircloth 				
Recommended Action/Motion:	RECOMMEND APPROVAL				
Attachments:	YES				

Sampson County Veterans Services

COUNTY SERVICE OFFICERS
Ann G. Knowles, Director
Carolyn L. Jordan
Sherry M. Hope

335 County Complex Road, Suite 100
CLINTON, NORTH CAROLINA 28328

PHONE: 910-592-2862
FAX: 910-590-2818
E:MAIL: aknowles@sampsonnc.com
cjordan@sampsonnc.com
shope@sampsonnc.com

December 8,, 2025

Dear Commissioner's

Please accept this application for a Property Tax Exclusion for Mr. Lonzie Faircloth
He was granted 100% on 11-14-2023, by the Department of Veterans Affairs.
Mr. Faircloth did not seek out benefits as he was not aware of this benefit. He did not know
until today that he was eligible for Property Tax Relief.
Please accept this application for His property tax exclusion for 2025. He is 100%
Permanent and Totally Disabled due to his service-related injuries.

Thank you for any consideration in this matter.

Sincerely

Martha Ann G. Knowles
Sampson County Veterans Services
Clinton, North Carolina 28328

12-0555000-01
203539

Parcel 12055500001 ACCT 203538	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Sampson County Veterans Service Office COUNTY
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SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Lonzie Faircloth NAME (Print or Type)	Lonzie Faircloth DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)	
1243 Five Bridge Road STREET ADDRESS OR P.O. BOX NUMBER	SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i>	
Clinton CITY	NC STATE	28328 ZIP CODE
U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER		
VETERAN'S SOCIAL SECURITY NUMBER		

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification *in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.*

SECTION 2 Disabled Veteran's Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

12-08-2025

 DISABLED VETERAN'S SIGNATURE DATE

SECTION 3 Surviving Spouse's (who has not remarried) Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

12-08-2025

 SURVIVING SPOUSE'S SIGNATURE DATE

SECTION 4 To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee

Please check all that apply:

A. Veteran does not meet either B, C, D, or E of the below criteria.

B. Veteran has a service-connected permanent and total disability that existed as of 11/14/ 2023

C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.

D. Veteran died on _____ and had a service-connected permanent and total disability at death.

E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214) Honorable Under Other than Honorable Conditions
 Under Honorable Conditions

The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.

 SIGNATURE OF NCDMVA OFFICIAL	Martha Ann Knowles PRINTED NAME OF NCDMVA OFFICIAL
12-08-2025 DATE	Director TITLE OF NCDMVA OFFICIAL

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

Meeting Date:	JANUARY 5, 2026				
Department:	TAX ADMINISTRATION				
Presenter(s):	JIM JOHNSON				
Title:	TAX ADMINISTRATOR				
Type:	Action ___	Consent _X_	Appointment___	Info Only___	Other ___
Background:	TAX REFUNDS AND RELEASES FOR JANUARY 5, 2026.				
Recommended Action/Motion:	RECOMMEND APPROVAL				
Attachments:	YES				

TAX REFUNDS AND RELEASES
AGENDA DATE: JANUARY 5, 2026

REFUND/RELEASE	REFUND NUMBER	TAXPAYER	TAXPAYER ADDRESS	REFUND/RELEASE AMOUNT	JUSTIFICATION	CHECK NUMBER
REFUND	11044	KELLY DENISE HORNER	15445 DUN RD, GODWIN, NC 28344	\$196.05	2022 CHEV, VEHICLE SOLD TAG TURNED IN, TAG VBC3738	
REFUND	11035	JUANFANG WU	310 NORTHEAST BLVD, CLINTON, NC 28328	\$501.27	2026 TESLA, VEHICLE TOTAL LOSS TAG TURNED IN, TAG LMK1955	
REFUND	11036	STAR TELEPHONE MEMBERSHIP CORP.	PO BOX 348, CLINTON, NC 28329	\$647.28	2-2023 FORDS, VEHICLES EXEMPT, TAGS SR5166, SR5167	
REFUND	11043	DARLENE MURRAY JONES	11430 TAYLORS BRIDGE HWY, MAGNOLIA, NC 28453	\$307.70	2018 TOYOTA, VEHICLE REGISTERED IN SC, TAG VED6467	
REFUND	11037	HARRY WAYNE NAYLOR	PO BOX 712, SALEMURG, NC 28385	\$346.50	LATE DISABLED VETERAN APPICATION APPROVED BY BOC	
REFUND	11038	GARY E. NAYLOR	PO BOX 1033, SALEMURG, NC 28385	\$443.25	LATE DISABLED VETERAN APPICATION APPROVED BY BOC	
RELEASE		DEBORAH SPELL JOYNER	229 GRANDVIEW DR, SNEADS FERRY, NC 28460	\$100.15	2001 SEA RAY BOAT JUNKED IN 2018	
RELEASE		SHAUN T HOWARD	352 S OLD STAGE RD, ST. PAULS, NC 28384	\$142.29	2016 BOAT LISTED IN ROBESON COUNTY	
RELEASE		JOSHUA NATHAN BROWN	3551 SIVERSTSEN RD, AUTRYVILLE, NC 28318	\$276.51	2020 GMC, MILITARY EXEMPTION LES IOWA, TAG KD7348	
RELEASE		CHRISTINE M SCHEBER	2359 MINNIE HALL RD, AUTRYVILLE, NC 28318	\$202.97	2020 JEEP, MILITARY EXEMPTION LES FLORIDA, TAG RLD7524	
RELEASE		JOSHUA T GOODSON	85 RACE COURT, GODWIN, NC 28344	\$141.18	2023 NISSAN, MILITARY EXEMPTION LES SC, TAG RUF9064	
RELEASE		LUCILLE ANN TARASCIO	187 APPLE BLOSSOM DR, ROCKY POINT, NC 28457	\$111.42	SINGLEWIDE DOUBLEDLISTED AS REAL ESTATE AND PERSONAL PROPERTY	

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton, Finance Officer

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for 2025-2026

1. It is requested that the budget for Legal Dept.
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11141500-544000	Contracted Services	100,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11039999-409900	Appropriated fund balance	100,000.00	

2. Reason(s) for the above request is/are as follows:
To restore contracted services to prior year levels for the Legal Dept.

Melissa Burton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/15, 2025
Melissa Burton
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

Sampson County
Property Disposal/Transfer Form

Memo:

To: Finance Officer
 From: Jimmy Thornton
 Date: 11-24-2025
 RE: Request to Surplus/Transfer Equipment/Property

1. It is requested you **SURPLUS** the following property:

Description of Equipment Property	# of Units	ID # (s)

Signature of Department Head

2. It is requested you **TRANSFER** the following property:

Description of Equipment Property	Transfer to	ID # (s)
Sig Sauer P320	William Quinn	58J615495



Signature of Department Head

3. Recommended for approval/disapproval on above on 12/15/2025



Signature of Finance Officer

4. Maintenance acknowledges receipt of property disposal form and has taken subsequent action on the following:

Description of Equipment Property	# of Units	ID # (s)

Signature Maintenance Dept.

Date: / / _____

P. 1 of 2

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

FROM: Melissa Burton, Finance Officer
TO: Sampson County Board of Commissioners
VIA: County Manager & Finance Officer
SUBJECT: Budget Amendment for 2025-2026

1. It is requested that the budget for the Fire Districts

be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
23243410-581010	ROSEBORO (COHARIE FIRE DEPT	53,187.00	
23243410-581011	HARRELLS (FRANKLIN) FIRE DEPT	812.00	
23243410-581012	GODWIN-FALCON FIRE DEPT	50.00	
23243410-581013	HALLS FIRE DEPT	7,506.00	
23243410-581014	HERRING FIRE DEPT	10.00	
23243410-581015	SALEMBURG FIRE DEPT	9,385.00	
23243410-581016	NEWTON GROVE FIRE DEPT	12,795.00	
23243410-581017	PINEY GROVE FIRE DEPT	8,859.00	
23243410-581018	PLAIN VIEW FIRE DEPT	68,978.00	
23243410-581019	SPIVEY'S CORNER FIRE DEPT	12,332.00	
23243410-581020	TURKEY FIRE DEPT	4,013.00	
23243410-581021	VANNS FIRE DEPT	7,606.00	
23243410-581022	CLINTON FIRE DEPT	39,362.00	
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
23043410-499900	FUND BALANCE APPROPRIATED	53,187.00	
23043411-499900	FUND BALANCE APPROPRIATED	812.00	
23043412-499900	FUND BALANCE APPROPRIATED	50.00	
23043413-499900	FUND BALANCE APPROPRIATED	7,506.00	

2. Reason(s) for the above request is/are as follows:

To increase budget for FY4-25 fund balance payouts per contracts.

Melissa Burton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/15, 2025

Melissa Burton

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

P. 282

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for FY25-26

1. It is requested that the budget for the Fire Districts

be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
23243410-581023	CLEMENT FIRE DEPT	37,806.00	
23243410-581024	AUTRYVILLE FIRE DEPT	29,698.00	
23243410-581025	GARLAND FIRE DEPT	57.00	
23243410-581026	TAYLOR'S BRIDGE FIRE DEPT	53,491.00	
23243410-581028	FAISON (GOSHEN) FIRE DEPT	9,204.00	
23243410-581029	JORDANS CHAPEL FIRE DEPT	1,753.00	
23243410-581030	SMITH CHAPEL FIRE DEPT	20.00	
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
23043414-499900	FUND BALANCE APPROPRIATED	10.00	
23043415-499900	FUND BALANCE APPROPRIATED	9,385.00	
23043416-499900	FUND BALANCE APPROPRIATED	12,795.00	
23043417-499900	FUND BALANCE APPROPRIATED	8,859.00	
23043418-499900	FUND BALANCE APPROPRIATED	68,978.00	
23043419-499900	FUND BALANCE APPROPRIATED	12,332.00	
23043420-499900	FUND BALANCE APPROPRIATED	4,013.00	
23043421-499900	FUND BALANCE APPROPRIATED	7,606.00	
23043422-499900	FUND BALANCE APPROPRIATED	39,362.00	
23043423-499900	FUND BALANCE APPROPRIATED	37,806.00	
23043424-499900	FUND BALANCE APPROPRIATED	29,698.00	
23043425-499900	FUND BALANCE APPROPRIATED	57.00	
23043426-499900	FUND BALANCE APPROPRIATED	53,491.00	
23043428-499900	FUND BALANCE APPROPRIATED	9,204.00	
23043429-499900	FUND BALANCE APPROPRIATED	1,753.00	
23043430-499900	FUND BALANCE APPROPRIATED	20.00	

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Sheriff Jimmy Thornton

21-Nov-25

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the Sheriff Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-544000	Contracted Services	16,000.00	
11243100-539500	Training	1,117.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11011100-402603	Federal Asset Account	17,117.00	

2. Reason(s) for the above request is/are as follows:

Funding from siezed assest to be used to perform forensic testing in a cold case and training.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/15, 2025



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

11/19/2025

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2025-2026

1. It is requested that the budget for the BCCCP Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551560-519300	MEDICAL SERVICES	1,380.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535156-404081	Donation from BCCCP Advisory Board	1,380.00	

2. Reason(s) for the above request is/are as follows:

TO ALLOCATE FUNDS RECEIVED FROM BCCCP ADVIDORY BOARD

Wade Rabun
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/15, 20 25
Melissa Butler
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**Board of Commissioners
Agenda Request Form**

Meeting Date:	01/05/26				
Department:	Finance				
Presenter(s):	Melissa Burton				
Title:	Consent Agenda				
Type:	Action <input type="checkbox"/>	Consent <input type="checkbox"/>	Appointment <input type="checkbox"/>	Info Only <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
Background:	<p>a. The County needs to appropriate its share of Hobbton High School funding in the amount of \$4,228,314 per the resolution adopted on 08/19/24 (attached). It is a requirement of the lottery grant that local funds (including the County and Sampson County Schools) spend their allocation of funds in conjunction with the lottery grant. It is important to note that any unused portion of this amount as of 06/30/26 will go back to fund balance and need to be appropriated each year until the project is complete (scheduled for August 2028). The Capital Project Ordinance was approved in October 2025 and the budget amendment allows us to establish the budget in our financial software.</p>				
Recommended Action/Motion:					
Attachments:					

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton, Finance Officer

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for 2025-2026

1. It is requested that the budget for Hobpton High School Capital Project
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
46959143-519500	Prof Services - Engineering	5,559,027.00	
46959143-558011	General Contractor	73,615,641.00	
46959143-519900	Other Prof Services	240,000.00	
11659140-596000	Transfer to Schol Const Fund 46	4,228,314.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
46035916-403668	Lottery Proceeds	62,000,000.00	
46035916-409600	Transfer from General Fund	4,228,314.00	
46035916-408900	County Schools Contribution	13,186,354.00	
11039999-409900	Appropriated Fund Balance	4,228,314.00	

2. Reason(s) for the above request is/are as follows:
To budget capital project funds for Hobpton High School

Melissa Burton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/19, 2025

Melissa Burton

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/19, 2025

Allen Van

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**RESOLUTION OF THE
SAMPSON COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Sampson County Board of Education has expressed a desire to apply for a \$62,000,000 grant through the North Carolina Department of Public Instruction's Needs-Based Public School Capital Fund, a state fund established to assist counties with critical public school building capital needs using revenue from the NC Education Lottery; and

WHEREAS, the grant would be utilized to build a new high school for the Hobbton School District, a district whose existing high school was constructed in 1957; and

WHEREAS, the Sampson County Board of Education has informed the Sampson County Board of Commissioners that the grant application will require a local contribution from Sampson County in the amount of \$4,228,314; and

WHEREAS, the Sampson County Board of Education has also indicated that \$1,182,487 in sales tax refunds will be available to be used in the construction of the new high school; and

WHEREAS, the Sampson County Board of Commissioners finds, based upon the information provided by the Sampson County Board of Education, that the total project cost for the new high school will be \$67,410,811;

NOW, THEREFORE, be it Resolved that the Sampson County Board of Commissioners applauds the Sampson County Board of Education and the citizens of the Hobbton School District for their proactive efforts to obtain funding for a new high school; to that end, the Sampson County Board of Commissioners hereby approves the appropriation of money to provide the required local contribution of \$4,228,314 for the project, subject to the following conditions:

1. The \$4,228,314 appropriation is contingent upon the award of the \$62,000,000 Needs-Based Public School Capital Fund grant by the North Carolina Department of Public Instruction; in the event that the North Carolina Department of Public Instruction does not award a \$62,000,000 grant for the construction of a new Hobbton High School, the appropriation authorized by this Resolution is rescinded.

2. All bidding, procurement, and contracting, including the procurement and award of architectural, engineering, and construction contracts, connected to the project shall be carried out in strict compliance with the requirements imposed by North Carolina law, the Needs-Based Public School Capital Fund grant regulations, and other applicable law.

3. Soils for the proposed project site will be thoroughly evaluated and tested as needed to ensure that any special requirements are included in the project plans and specifications prior to bid of the contract of construction.

4. In the event that any of the projected \$1,182,487 in sales tax refunds are needed prior to actual receipt thereof, funds will be advanced by the Sampson County Board of Education until the sales tax refunds are received.

5. The Sampson County Board of Education understands, and the Sampson County Board of Commissioners reiterates herein, that there are no additional county funds available to be utilized in connection with the project, as a local match or otherwise.

6. The demolition of the existing Hobbton High School building shall be part of the project, and the Sampson County Board of Education understands that downward adjustments may have to be made to the project's scope after bids are received in order to bring the total project within available funding; provided, however, that the adjusted project must be a completed project, meaning that no additional work will be required after project completion in order to deliver a functional high school.

7. The Commissioners further note their concern about the increased operating costs that a new high school will necessarily entail. The Board of Commissioners encourages the Sampson County Board of Education and its staff to carefully monitor the construction methods utilized and to look for any available efficiencies in the operation of the new building; the Sampson County Board of Education should inform the Sampson County Board of Commissioners of the additional cost necessary to operate the new high school as soon as practicable, and this cost should account for any reductions in operating costs that will be realized from the closure and demolition of the existing Hobbton High School building.

This the 19th day of August, 2024.

/signed copy on file in Clerk's Office

R. JEROL KIVETT, Chairman,
Sampson County Board of Commissioners

Attest:

/signed copy on file in Clerk's Office

STEPHANIE P. SHANNON,
Clerk of the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

/signed copy on file in Clerk's Office

DAVID K. CLACK,
Finance Officer

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3

Meeting Date: January 5, 2026	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Board Appointments

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON(S): Eric Pope, Vice Chairman

ATTACHMENTS: Recommendation Letter

BACKGROUND:

The Sampson County Health Department Advisory Committee recommends the appointment and reappointments of the committee members listed below, effective January 2026:

New appointment of committee member recommended:

Audrey Powers, General Public Member. This appointment is for a three-year term based on the requirements of GS 130A-35.

Reappointment of committee members recommended:

Cynthia Davis, Veterinarian. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Cassie Faircloth, Registered Nurse. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Yire Bueno, Registered Nurse. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Russel Devane, General Public Member. This reappointment is for a 2nd, three-year term based on the requirements of GS 130A-35.

Daniel Cumbo, Engineer. This reappointment is for a 2nd, three-year term based on the requirements of GS 130A-35.

RECOMMENDED ACTION OR MOTION:

Motion to approve the above-named appointees as recommended

Meeting Date:	1/5/2026				
Department:	Health				
Presenter(s):	Wanda Robinson				
Title:	Reports for Review				
Type:	Action ___	Consent _X_	Appointment___	Info Only___	Other ___
Background:	Reappointments and Appointment for the Sampson County Health Department Health Advisory Committee members.				
Recommended Action/Motion:	Approve the reappointment of current members and the appointment of new member.				
Attachments:	Letter				

To: Allen Vann
County Manager

From: Wanda Robinson 
Health Director

Subject: Action Item-SCHD Advisory Committee Appointments

Date: November 17, 2025

The Sampson County Health Department Advisory Committee recommends the appointment and reappointments of the committee members listed below, effective January 2026:

New appointment of committee member recommended:

Audrey Powers, General Public Member. This appointment is for a three-year term based on the requirements of GS 130A-35.

Reappointment of committee members recommended:

Cynthia Davis, Veterinarian. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Cassie Faircloth, Registered Nurse. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Yire Bueno, Registered Nurse. This reappointment is for a 3rd, three-year term based on the requirements of GS 130A-35.

Russel Devane, General Public Member. This reappointment is for a 2nd, three-year term based on the requirements of GS 130A-35.

Daniel Cumbo, Engineer. This reappointment is for a 2nd, three-year term based on the requirements of GS 130A-35.

Thank you for your assistance in this matter.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: January 5, 2026

<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

INFORMATION ONLY

Please contact the County Manager’s Office if you would like additional information on any of the following:

- Sampson County Health Department Strategic Plan Document 2025
- Sampson County Highlights from the 2025 NCACC County Map Book
- Sampson County Health Data Snapshot 2025 from County Health Rankings & Roadmaps

Meeting Date:	12/02/2025				
Department:	Health				
Presenter(s):	Wanda Robinson				
Title:	Reports for Review				
Type:	Action ___	Consent __	Appointment___	Info Only_X__	Other ___
Background:	<p>1. Strategic Plan Document 2025</p> <p>2. Per the North Carolina Local Health Department Accreditation Interpretation Document, effective January 1, 2025, the local board of health is required to annually review two reports provided by the local health department on the community’s health. The Sampson County Board of Health minutes should reflect the review of these reports.</p> <p>Based on this requirement, the following two reports are attached for review:</p> <p>1.) Sampson County Highlights from the 2025 NCACC County Map Book</p> <p>2.) Sampson County Health Data Snapshot 2025 from County Health Rankings & Roadmaps</p>				
Recommended Action/Motion:					
Attachments:	Strategic Plan Document, Reports 1 & 2				

Sampson County Health Department Strategic Plan 2022-2026



Adopted 02/06/2023

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**Sampson County Health Department
Strategic Plan
2022-2026**

I. Purpose:

It is the objective of this document to set forth priorities for the focus of the Sampson County Health Department for the next four years July 1, 2022 to June 30, 2026.

The areas selected are based upon:

- 2024 Community Health Assessment
- 2023 SOTCH Report
- Data relative to health status indicators of the population of Sampson County
- Public input and community surveys
- Judgment of key personnel as to resources required to achieve tasks included.
- Experience and expertise of the Sampson County Board of Health and the Health Advisory Board in identifying resources and needs.

Policy:

The priority areas of influence identified in this document are intended to outline areas of emphasis based upon community needs but are not designed to exclude or discourage other programmatic goals and interests. Management team members and other staff are urged to continue to seek creative opportunities to address public health problems/issues related to their routine duties and responsibilities within the restraints of available resources and contractual program requirements. This plan is intended to serve as a general guide for the relatively short term of four years. The changeable nature of Public Health does not lend itself to planning for the longer term in any realistic manner. This document may be amended at any time that new or emerging issues demand the attention of this health department.

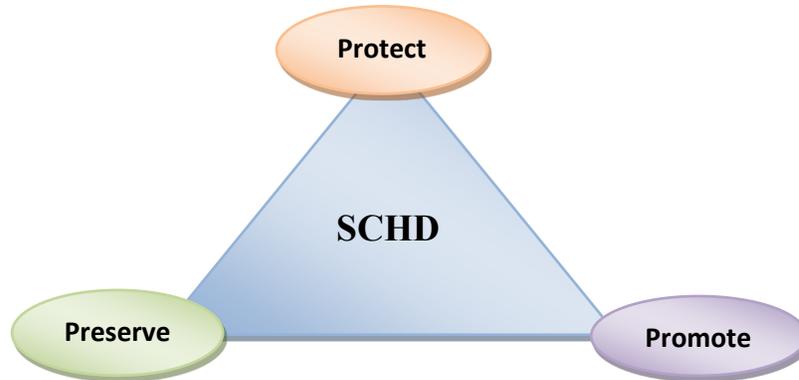
Method:

Based upon a review of the findings of the Community Health Assessment, discussions with the Health Advisory Committee, and meetings with the staff, a list of potential priority items were assembled. These were separated by a work group into different areas. The areas of priority identified in this document are not in priority order. Since each item applies to different program areas, it was felt that these could be accomplished concurrently. The planning group will meet at least annually to report on progress and/or revise the document as required.

**Sampson County Health Department
Strategic Action Plan
2022-2026**

II. Mission, Vision and Values

MISSION, VISION AND VALUES



Mission:

The mission of Sampson County Health Department is to preserve, protect and promote the health, environment and well-being of the citizens of Sampson County.

Vision:

The vision of Sampson County Health Department is to provide services, prevent adverse outcomes and promote efforts to improve the quality of life for the residents of Sampson County.

Values and Objectives:

Caring - We will be compassionate when dealing with others and to show concern for the interest and needs of others.

Commitment - We will be dedicated, loyal and empathetic in what we do for the customer and the public.

Communication - We will provide direct, sincere communications to customers, the public and co-workers.

Community Service - We will provide services to the community through education, outreach and other venues to help ensure the health, safety and welfare of the community.

Excellence in Customer Service - We will meet or exceed customer expectations.

Privacy - We will respect the confidentiality and privacy of others and be committed to confidential care for customers and the public.

Professionalism - We will treat customers and co-workers with DIGNITY, RESPECT, INTEGRITY and COMPASSION at all times.

Productiveness - We will work to the best of our ability to provide efficient, effective, quality care for our customers and the public.

Responsibility - We are accountable to customers and the public for what we do.

Teamwork - We will work together to provide the best possible care for customers and the public. There is no "I" in team.

**Sampson County Health Department
Strategic Plan
2022-2026**

III. General Information:

This plan reflects the areas of focus of the Sampson County Health Department during the next four year period of 2022-2026.

The Sampson County Health Department is committed to carrying out the following action plan to improve the health of Sampson County residents.

The Management Team of the Sampson County Health Department envisions an agency that strives to meet the following guiding principles:

- Health Department maintains Local Health Department Accreditation Standards, as defined in policies; protocols are maintained by all programs.
- Service deliverables and expansions are driven by community need.
- Improved efficiency is attained in all divisions.
- Health Department recruits, develops and retains a well-qualified, diverse workforce that reflects the population served. Staff understands and accepts the diversity of the customers served.
- Public image of the Health Department is positive.
- Quality of services is assured through implementation of the Quality Improvement/Quality Assurance plan.
- Residents experience improved health outcomes and quality of life.
- Health Department is accountable to the public in fiscal responsibility and service delivery.
- Efforts are conducted through improved internal collaboration and communication.
- Health Department is considered to be an employer of choice.
- Expanded service availability for county residents.
- Physical facilities are available or in the planning stage to address growing community needs and support newest technologies.
- Funding is available to support and improve our programs.
- Best practices, as recognized by the public health community, are utilized in service provision.
- Department is capable of providing a comprehensive response to Public Health Emergencies.
- Health Department supports and builds health equity and equity-related approaches in services and programs.

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IV. Review and analysis of factors that impact the delivery of service:

Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

SWOT Analysis is a tool that identifies strengths, weaknesses, opportunities, and threats of an organization. Specifically, SWOT is a basic model that assesses what an organization can and cannot do, as well as potential opportunities and threats that impact what an organization can accomplish. The Strategic Planning Team identified the following SWOT that can impact delivery of health services to Sampson County communities.

Strengths	Weaknesses
<ul style="list-style-type: none"> ◆ Local Government Support and funding ◆ Strong community partnerships ◆ Competent, well-trained, dedicated staff ◆ On-going professional development for employees ◆ Access to quality technological resources ◆ Bilingual staff ◆ Grant funding-allows innovation ◆ Highly qualified, knowledgeable billing support staff ◆ Inviting public health facilities ◆ Enhanced health education and outreach programs ◆ Comprehensive clinical services ◆ Electronic health record system ◆ New partnerships and regional collaborations ◆ Strong collaboration with emergency management to respond to public health preparedness concerns ◆ Quality improvement initiatives ◆ Responsible and proactive to emerging issues and trends 	<ul style="list-style-type: none"> ◆ Future Medicaid Reform uncertainties ◆ Potential for cuts in Federal/State Public Health Programs ◆ Ability to compensate professional staff at levels that attract highly qualified workers ◆ Ability to recruit in some professional fields such as nursing and nutrition ◆ Availability of mental health resources and providers in the county ◆ Limited primary care and chronic disease management services ◆ Economically diverse population ◆ Challenges related to a rapidly changing population ◆ Internal and external communication ◆ Limited transportation ◆ High no show rates ◆ High RN/Nutritionist/NP turnover

Opportunities	Threats
<ul style="list-style-type: none"> ◆ Emerging technologies to promote more efficient service delivery ◆ Established relationship with media outlets ◆ Leadership roles of staff in various professional organizations, regional, state and nationally ◆ Safety Net provider for uninsured and underinsured ◆ Up-to-date electronic equipment and other tools for staff to perform more efficiently 	<ul style="list-style-type: none"> ◆ Limited public transportation ◆ Limited funding in chronic disease, health promotion and disease prevention services ◆ Potential cuts to federal, state and local programs ◆ Limited primary care providers in the county for the under and uninsured population ◆ Limited services for men

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V. Summary of the Sampson County Community Health Assessment:

Sampson County performed the 2024 Community Health Assessment with the assistance of the Sampson County Community Wellness Committee and other community stakeholders. The following is a summary of the assessment findings.

Overview of Health Data Sources:

The collection of data for the Community Health Assessment involved collection processes that included:

- A. Surveys: The Community Health Assessment (CHA) Leadership Team (Sampson County Health Department and Sampson Regional Medical Center) distributed paper surveys to various sites throughout the county and electronic surveys via Survey Monkey links on Sampson County Health Department and Sampson Regional Medical Center websites and social media platforms. A total of 354 surveys were collected.
- B. Secondary data: The primary source for existing data on Sampson County was the North Carolina Data Portal. In addition, a variety of other sources were leveraged, including *County Health Rankings*, *The Opportunity Atlas*, *Food Access Research Atlas*, *Social Vulnerability Index*, *Environmental Justice Index*, and *the American Community Survey*.

Key Findings:

The Community Health Assessment used both primary and secondary data to identify health trends, needed resources, and opportunities related to improving the health of Sampson County.

Primary data findings: What are the three most important health problems that affect the health of your community?

- Mental health (depression/anxiety)
- Alcohol/drug addiction
- Diabetes/high blood sugar

Secondary data findings: Chronic health conditions, particularly diabetes and hypertension, emerged as significant concern for Sampson County. The county's performance on multiple chronic disease metrics was worse than state and national averages, indicating a high need in this area. In addition to diabetes and hypertension,

Sampson County shows higher rates of other chronic conditions such as coronary heart disease, kidney disease, and obesity, a risk factor for many chronic conditions.

Health Priorities:

Through the prioritization process, the CHA Steering Committee identified Sampson County's priority health need areas from a list of over 100 health indicators. After looking at all relevant data and feedback, the focus areas identified as priorities for the 2024 CHA are:

1. Access to Addiction/Substance Use Providers & Resources
2. Access to Mental Health Providers & Resources
3. Chronic Health Conditions

Community Health Improvement Plans:

The CHA findings are used to develop effective community health improvement plans to address the priority needs identified throughout the process. Sampson County leaders recognize that the most effective strategies will be those that have the collaborative support of community organizations and residents. The strategies developed will include measurable objectives through which progress can be measured.

Dissemination of the Community Health Assessment Document:

The CHA Steering Committee will disseminate paper and/or electronic copies of the document to committee members, community partners, government agencies, stakeholders and the general public with the hope that the document will enable various agencies and stakeholders to assist with meeting the needs of the public by improving and promoting the health and well-being of the citizens of Sampson County.

Dissemination of the Community Health Assessment document will include, but not be limited to:

1. Sampson County Community Wellness Committee members
2. Sampson County Health Department
3. Sampson County Health Advisory Committee
4. Sampson County Board of Health (County Commissioners)
5. Sampson County Government Offices
6. Sampson County Public Libraries
7. Sampson Regional Medical Center website
8. News articles in the Sampson Independent highlighting the major findings of the assessment

9. Sampson County Government website
10. Sampson County Community Wellness Committee website

Summary:

Regular meetings and discussions will continue as community health stakeholders break into sub-committees to address each specific health priority – keeping the Community Health Improvement Plans an ongoing conversation and giving the Sampson County Community Wellness Committee the opportunity to:

- Collaborate to ensure county resources are best utilized and that health concerns are addressed in the most efficient and effective way.
- Communicate, support, and promote each other’s programs so our community is aware of and utilizes our resources.
- Improve the health, partnerships, and communication amongst community health leaders.

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VI. Strategic Goals:

Goal 1:*	To improve the health status and prevent premature death for all residents of Sampson County.
Goal 2:	Provide a coordinated Public Health response to manmade or natural disaster or communicable disease outbreak.
Goal 3:	Maintain a competent public health workforce.
Goal 4:	To improve public services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.
Goal 5:	Increase public awareness of public health programs and services in Sampson County.
Goal 6:	To safeguard life, promote human health and protect the environment with the use of technology, rules and public education.

*Address Community Health Assessment Priorities

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Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 1	Reduce the premature death rate by 10% for Sampson County		
Baseline Data	Sampson County Age-Adjusted Diabetes Death Rate from 2019-2023: 51.8 per 100,000 Source: North Carolina States Center for Health Statistics		
CHA Priority Addressed	Chronic Health Conditions		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Collaborate with all known agencies and organizations in the county working towards diabetes prevention and treatment.	Diabetes Program Coordinator Health Promotion Coordinator	E-Sampson County Community Wellness Committee E-Local providers E-Sampson Regional Medical Center	Ongoing
Attend health fair during Diabetes Awareness Month	Health Educator Diabetes Program Coordinator	E-Sampson County Community Wellness Committee	November- annually
Increase the number of diabetics served through clinical services by 10% annually	Diabetes Program Coordinator	E-Sampson County Community Wellness Committee E-Local Providers	Ongoing
Market Diabetes services and awareness. a. Submit diabetes awareness and prevention articles to local paper in November annually b. Provide diabetes information packets to providers at least every six months. c. Publicize community diabetes events in paper, radio, and website.	Health Educator/ Diabetes Program Coordinator		Ongoing

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Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 2	Reduce the Infant mortality death rate by 1% for Sampson County		
Baseline Data	Sampson County Infant Mortality Rate Per 1,000 Live Births, 2019-2023: 8.1 Source: North Carolina State Center for Health Statistics		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Collaborate with all known agencies and organizations in the county providing prenatal care services in Sampson County.	Maternal Health Coordinator Maternity Care Coordination staff. Child Service Coordination staff	E-Local providers E-Sampson Regional Medical Center	Ongoing
Update local providers about the Pregnancy Medical Home Program policy	Maternal Health Coordinator Pregnancy Care Management Coordination Staff	E-Local Providers	Annually
Provide smoking education for prenatal patients to include You Quit, Two Quit and NC Quitline Referrals and education	SRMC Staff Provides You Quit, Two Quit education. MH coordinator/APP		Ongoing

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Goal 1: (continued)	To improve the health status and prevent premature death for all the residents of Sampson County.		
Objective # 3	Decrease the adolescent pregnancy rate among females ages 15-19 by 5%.		
Baseline Data	Sampson County Pregnancy Rates Per 1,000 Females 15-19, 2019-2023: 37.8 Source: North Carolina State Center for Health Statistics		
CHA Priority Addressed			
Activities	Lead Person(s)	Partners N=new/E=existing	Timeframe
Family Planning staff, Health educator, case management staff will provide contraceptive counseling and link to health department services to teens with one or more pregnancies	Family Planning Coordinator, Health Educator Case Management Staff	E- Health Educator, Case Management Staff E- Academic Abundance	Ongoing
Expand family planning services to include long term contraceptive devices.	Family Planning Coordinator/Health Educator		Ongoing
Continue to provide emergency contraceptive services.	Family Planning Coordinator		Ongoing
Offer “Flash” curriculum to 9 th grade students in participating high schools to prevent teen pregnancy, STDs, and sexual violence, and to increase knowledge about the reproductive system and puberty.	Health Educator	N-Sampson County Schools, Academic Abundance E- Sampson County Community Wellness Committee	Ongoing
Offer NC Healthy Living Standard Course of Study to include family planning education classes in the School systems.	Health Educator	N-Health Education staff, School Systems	Ongoing

Outreach activities to focus on middle and high school students	Health Educator	E-Sampson County Community Wellness Committee	Ongoing
Offer/provide STD testing services to all clients as requested or required	Clinic staff, STD ERRN, NPs		Ongoing
Provide individual and community education regarding STDs and potential complications	Clinic Staff, Health Educator		Ongoing
Provide STD/Teen Pregnancy Prevention Outreach in the community and to the public with an emphasis on teens	Health Educator	E-Academic Abundance	Ongoing

**Sampson County Health Department
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Goal 1:	To improve the health status and prevent premature death for the residents of Sampson County.		
Objective # 4	Reduce the death rate resulting from the leading causes of death (cancer, heart disease and stroke) by 5%.		
Baseline Data	<p>Sampson County Age-Adjusted Death Rates per 100,000, 2019-2023: Cancer - 200.4 Heart Disease - 228.4 Stroke - 50.0 Source: State Center for Health Statistics</p> <p>Sampson County Rates 2025: Adult Obesity - 39%, Physical Inactivity - 31% Source: County Health Rankings and Roadmaps</p>		
CHA Priority Addressed	Chronic Health Conditions		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Provide Breast and Cervical Control Program (BCCCP)	BCCCP Program Coordinator	E-Local Health Care providers, Sampson Regional Medical Center.	Ongoing
Increase public awareness of breast cancer and cervical cancer risk and resources available through the Sampson County Health Department.	BCCCP Program Coordinator/Health Educator	E-Breast and Cervical Cancer Advisory Board, Health Department Staff	Ongoing
Sponsor Breast and Cervical Cancer Annual Rally and Health Fair for the purpose of promoting awareness in the minority population	Health Educator	E-Breast and Cervical Cancer Advisory Board	Annually-October

Provide education on Chronic Diseases and preventative measures to decrease risk factors through articles flyers, health fairs and pamphlets	Health Educator	E-Sampson County Community Wellness Committee	Ongoing
Continue implementing Primary Care Clinic to provide Health Services for the uninsured/ underinsured population	Director of Nursing/Adult Health Clinic Manager		Ongoing
Provide Chronic Disease education to the public through newspaper articles, flyers, health fairs, and pamphlets.	Health Educator	E-Sampson County Community Wellness Committee	Ongoing

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Goal 1:	Improve the health status and prevent premature death for all residents of Sampson County.		
Objective # 5	Increase the number of children served through the public health department by 5%. Provide comprehensive services to the children of Sampson County in the form of outreach, referral, immunizations and well child clinical services.		
Baseline Data	Services provided during 2023-2024 fiscal year: 707		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Increase the number of Child Health referrals for clinical services by 10%	Child Health Coordinator	E-DSS, Head Start, Local providers.	Ongoing
Meet state requirements for referrals to the Care Management for At-Risk Children (CMARC) Program and ensure all children that qualify are offered the program.	CMARC Program Coordinator	E-Local providers, Local hospital, Department of Social Services	Ongoing
Continue to provide immunization consultation services to 100% of the childcare providers in Sampson County.	Immunization Coordinator	E-Partnership for children, Head Start	Ongoing
Increase the number of children immunized with the 4Tdap; 3 Polio; 2 MMR, 3 HIB, 3 Hep B series by 24 months of age to 90% .	Immunization Coordinator	E-Local Providers	Ongoing
Increase the number of private medical providers in our county documenting into the Immunization Registry to 100%.	Immunization Coordinator	E-Local Providers	Ongoing

**Sampson County Health Department
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Goal 1:	Improve the health status and prevent premature death for all residents of Sampson County.		
Objective # 6	Reduce the unintended poisoning mortality rate due to substance abuse.		
Baseline Data	Sampson County Overdose Death Rate per 100,000, 2024: 31.2 Source: NC DHHS of Public Health Injury & Violence Prevention Branch. “North Carolina Overdose Epidemic Data Division of Public Health.”		
CHA Priority Addressed	Substance Use		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Investigate and implement evidence based substance abuse prevention programs	Health Educator	E-Substance Abuse Coalition, Community Wellness Committee N- Trillium Health Resources	Ongoing
Community Education on the use or misuse of prescription and other medications	Health Educator	E-Substance Abuse Coalition, Community Wellness Committee N-Trillium Health Resources	Ongoing
Continue to promote and provide Naloxone kits to the community residents	Health Educator, Health Department staff	E-Substance Abuse Coalition, Community Wellness Committee N-Trillium Health Resources	Ongoing
Assist with Take Back Events	Health Educator	E-Substance Abuse Coalition, Community Wellness Committee, Clinton Police Department	Ongoing
Promote QuitlineNC to decrease the percentage of adults, middle and high school students who are current tobacco users to include e-cigarettes/vapes	Health Educator	E-Substance Abuse Coalition, Community Wellness Committee	Ongoing

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Goal 2:	Provide a coordinated Public Health response to a manmade or natural disaster or communicable disease outbreak		
Objective # 1	Implement a communicable disease surveillance system that will allow for timely reporting of diseases as required by NC Communicable Disease Laws (10A NCAC 41A.0101.		
Baseline Data	Approximately 60% of the communicable diseases are reported to our agency by the local physicians. There are a total of 51 physician practices located in Sampson County. Of these, only 60% consistently report to the local health department as required by NC Communicable Disease Laws. Those diseases that require reporting in 24hrs are not reported in a timely manner. Source: Sheps Health Workforce NC		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Provide education to local providers and local public health staff twice a year on diseases and conditions that are reportable according to NC Communicable Disease Laws.	Communicable Disease Program Coordinator	E- Local health providers in Sampson County	Ongoing
Implement the North Carolina Electronic Disease Surveillance System- NCEDSS- to monitor CD reports received from providers.	Communicable Disease/TB Program Coordinator, Immunization Coordinator, STD Coordinator	E- Local health providers in Sampson County	Ongoing
Continue respiratory fit testing for 100% of staff and provide with an N95 mask or appropriate substitute.	Communicable Disease Coordinator	E-Local Health Department Staff	Annually
Continue to maintain an active Epi Team to meet as needed or quarterly to discuss and review agency plans regarding communicable diseases, outbreaks, train for response to outbreaks and other issues.	Epi Team Chair	E- Local Health Department Epi Team	Ongoing

**Sampson County Health Department
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Goal 2: (continued)	Provide a coordinated Public Health response to a bioterrorism event or communicable disease outbreak.		
Objective # 2	Improve operational readiness for management of man-made, natural disasters, including bioterrorist threats, emerging communicable diseases, and weapons of mass destruction		
Baseline Data	Not Applicable		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain two Preparedness Coordinators	Health Director		Ongoing
Maintain up-to-date shelter protocol inclusive of staff training for use in instances of disaster	Nursing Director/ OnTarget Preparedness	E-American Red Cross, Director of Social Services, Emergency Management Director	Ongoing
Conduct or participate in a full-scale exercise. Submit AAR within 90 days of exercise.	Nursing Director/Preparedness Coordinator/OnTarget Preparedness	E-EM, SRMC, LEPC	Once Every 5 Years (due again in 2026)
Complete Integrated Preparedness Planning Workshop (IPPW), Integrated Preparedness Plan (IPP), and Jurisdictional Risk Assessment (JRA) as well as trainings and exercises with AAR and Corrective Action Plans per Homeland Security Exercise Evaluation Program (HSEEP) guidance.	Nursing Director/Preparedness Coordinator	E-EM, SRMC, LEPC,	Annually
Continue development of Public Health Hazards Response Plan to include Crisis Emergency Risk	Nursing Director/Preparedness Coordinator/	E-Local EMS, LEPC, Sampson Regional Medical Center, PPHR-ERO	Ongoing

Communications & information dissemination plans, Respiratory Protection Program Plan, Responder Health & Safety Plan, Pan Flu or Integrated Respirator Pathogen Pandemic Plan, COOP Plan, MCM Distribution & Dispensing Plan, Infectious Disease Response Plan, (CBRN), Plans that support volunteer management, and Administrative Preparedness Plan	OnTarget Preparedness		
Attend monthly preparedness Coordinators Meeting and collaborate with other counties in the region during plan development to maximize resources in the event of disaster.	Nursing Director, Preparedness Coordinator/Others as assigned by the Health Director/ OnTarget Preparedness	E-PHPR-ERO	Ongoing
Ensure Preparedness Coordinators have received HSEEP Training per State requirements.	Health Director	E-PHPR-ERO	As Needed
Complete monthly radio checks and quarterly GETS card checks	Preparedness Coordinator		Ongoing
Complete quarterly notification drills and submit AAR.	Preparedness Coordinator/OnTarget Preparedness		Ongoing

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Goal 3:	Maintain a competent public health workforce		
Objective # 1	Workforce will be equipped to provide the best quality services possible through the use of best practices for recruitment, continuing education/training and retention practices and through the addition of staff necessary to increase capacity to respond to public need.		
Baseline Data	Vacancy rate for FY 2024-2025: 24%		
CHA Priority Addressed	Having a competent workforce is essential for meeting the CHA targets for improved health care and increased access to care.		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Train staff as appropriate to become/remain current with trends in communicable disease prevention care and treatment.	Director of Nursing/ Management Team	E	Ongoing
Sampson County Health Department (SCHD) managers continue to apply current departmental training requirements	Management Team	E	Ongoing
All SCHD staff will attend a minimum of 8 hrs. of continuing education related to their position in addition to required departmental/ position training	Management Team	E	Ongoing
The average annual vacancy rate will not exceed 30% annually	Management Team	E	Ongoing
Recruit and retain professional staff-NP, Nurses, Nutritionist	Management Team	E	Ongoing

Maintain number of bilingual staff. (Current number=10)	Management Team	E	Ongoing
Licensed, registered or certified staff will be monitored to ensure they receive the minimum number of contact hours.	Management Team	E	Ongoing

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Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 1	Implement information system for automated means of providing improved patient care, capturing patient information, monitoring reporting and billing services.		
Baseline Data	<p>The health department currently uses CureMD and multiple state electronic systems to capture information.</p> <p>An annual review of electronic equipment to include replacement of inventory to make health care more accessible by ensuring appropriate electronic devices and systems are available to provide patient care, capturing patient information, monitoring reporting and billing services.</p>		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Identify training needs of staff for evaluation and update of the EHR system	Management Team/Accounting Supervisor/Nursing Supervisor	State Agencies, CureMD Team, TAC Team	Ongoing
Evaluate and define optimal equipment needed to provide health department services.	Management Support/Accounting Supervisor/Department Supervisor	Department Supervisors, TAC Team	Ongoing
Follow-up on all needed equipment to include purchasing	Management Support Supervisor	Sampson County IT, TAC Team	Annually
On-going training and education based on the type of system to include system updates	Management Team	E-Supervisors	On-going
Education on Cure-MD Reports (Izenda)	Accounting Supervisor	E-CureMD staff	Ongoing

Maintain an inventory data system for evaluating computer software and hardware and evaluate at least annually and as needed.	Administrative Assistant	TAC Team Chair, Sampson County IT, Department Supervisors	Ongoing
Transition to Medicaid Managed Care – Clinical and Fiscal	Management Team	N	Ongoing

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Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved care.		
Objective # 2	Improve coordination of efforts among divisions within the health department		
Baseline Data	No baseline data available		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Formally participate in Community Advisory Council to review data and develop action plans to increase adolescent health and well-being and reduce teenage pregnancy in Sampson County.	SCHD Health Educator, Family Planning Coordinator	E-Sampson County Community Wellness Committee, Academic Abundance N-School Systems	Ongoing
Partner with local agencies for the purpose of development of the Community Health Assessment.	SCHD Health Educator	N-Local agencies, hospital, private agencies E-Sampson County Community Wellness Committee	Ongoing
Continue to partner with all community stakeholders including animal control, law enforcement, schools, local providers and others to advance positive public health outcomes	Management Team	E-Sampson County Community Wellness Committee	On-going
Review services provided by different divisions to the same client in order to provide coordinated care and better serve the clients	QI/QA Team		On-going

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Goal 4 (continued)	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 3	To ensure quality service delivery in all health department programs and activities		
Baseline Data	The Health Department currently has a QI/QA Team in place that will monitor service delivery and implement changes as needed.		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain Quality Improvement/ Quality Assurance Team Leader	Health Director		On-going
Maintain the department's quality improvement plan to develop internal improvement plans for services and programs.	QI/QA Team Leader/QI/QA Team		Ongoing
Maintain the department's quality assurance plan to ensure quality services are provided for all health department services and to provide input for quality improvement projects.	QI/QA Team Leader/QI/QA Team		Ongoing
Develop corrective action plans in response to program complaints, audits and reviews to improve program services.	Program Coordinators/QI/QA Team Leader.	E-State Consultants	Ongoing
Maintain QI/QA Program in Environmental Health to ensure quality services are provided and to provide information for quality improvement projects.	EH Supervisor	E-State Consultants	Ongoing

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Goal 5:	Increase public awareness of public health programs and services in Sampson County.		
Objective # 1	Increase knowledge of the Health Department and Environmental Health Services. Strive to promote a positive image for the Sampson County Health Department and Environmental Health Services in the community.		
Baseline Data	Outreach activities to promote services		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain Public Relations Plan for the Sampson County Health Department	Management Team/Health Educator		On-going
Request feedback on departmental facilities and services provided by health department /EH customers	Management Team		Annually
Seek consumer feedback on all programs and services provided by the Sampson County Health Department/EH.	Management Team		Annually
Develop mechanism for analyzing and responding to consumer feedback.	QI/QA Team/Management Team		Annually
Revise and update the Health department Website	Management Team	E-Information Technology	Annually

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Goal 6:	To safeguard life, promote human health and protect the environment through the practice of modern environmental science, the use of technology, rules and public education.		
Objective # 1	Protect the public from food borne outbreaks through a diligent inspection program, education and by maintaining a well trained staff. Insure high standard of water quality in private wells through water sampling and education. Protect the environment from pollution of air and water systems.		
Baseline Data			
CHA Priority Addressed	State Mandated Service		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Offer at least one ServSafe training annually to managers and employees of food establishments to ensure a high food service standard within the county	Environmental Health Supervisor/EH Staff		Ongoing
Staffing and assignments will be monitored and adjusted to ensure the 100% compliance inspections.	Environmental Health Supervisor/EH Staff		Ongoing
Continue to educate stakeholders and community about the state requirement for mandated services	Environmental Health Supervisor/EH Staff		Ongoing
Maintain electronic recycling plan	Environmental Health Supervisor		Ongoing

**Sampson County Health Department
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VII. Next steps:

In order to solicit community input to the Strategic Plan, the plan will be made available on the Sampson County Health Department website and announced in the local newspaper. Public feedback will be requested.

All health department staff will receive a copy of the strategic plan as an e-mail attachment. Hard copies of the Strategic Plan will be available for public review at the health department or environmental health site.

Recognizing that a strategic plan provides a sense of direction, there is also the need to remain flexible to changing needs, resources and requirements. This plan will be reviewed and updated annually by the health department staff and submitted to the health advisory board and the Board of Health for review.

Community Engagement with these efforts is needed and strongly encouraged. If you are interested in the health department initiatives, please contact Wanda Robinson, Health Department Director - wanda.robinson@sampsoncountync.gov.

This plan will be posted on the Sampson County Health Department website:
www.sampsoncountync.gov.



Sampson County

Highlights from the 2025 NCACC County Map Book

Demographics

60,665

County Population

-1.10%

Population Change Since 2015

Population Facts	County	NC	Rank*
Median Age	39.1	39.6	79
Population Under 18	23.9%	21.1%	9
Population 65+	18.8%	18.4%	78
Veteran Population	5.3%	6.0%	75

Economics and Taxation

Economics	County	NC	Rank*
Children in Poverty	26.0%	17.5%	76
Average Weekly Wage	\$1,101	\$1,358	23
Per Capita Income	\$46,676	\$61,839	84
Gross Domestic Product (GDP)	\$2,300.3 million	\$788.1 billion	53

Taxation	County	NC	Rank*
Property Tax Rate, FY 2024-25	0.6850	---	76
Property Tax Levy Per Capita	\$747	\$942	24
Property Tax Revenue Per Penny	\$705,007	---	52
Value Deferred Under Present Use Valuation	\$571.4 million	\$42.2 billion	23
Sales Tax Rate (State + Local)	7.00%	---	---

40.1%

of adults aged 25-44 hold a secondary degree or high-quality credential



15.7%

of adults aged 25-44 have less than a high school diploma

\$1,373

in K-12 current expense funding as estimated appropriation per student (ADM), as self-reported by the county

74.1%

of eligible children enrolled in the NC Pre-K Program

17.0%

of residents experience food insecurity

40.3%

of residents enrolled in "traditional" Medicaid coverage

17.7%

of residents participate in NC's Food and Nutrition Services (FNS) program



13.9%

of residents enrolled in Medicaid Expansion

95

emergency department visits for drug overdose

73.1%

of households have at least one device to access the internet

23

deaths due to overdose

82.9%

of households have a broadband internet subscription



**Additional county-level data, notes, and explanations about how each indicator is ranked are online at www.ncacc.org/mapbook or via the QR code. The digital PDF can be downloaded or you can email communications@ncacc.org to request a free spiral-bound book.*

These data points are excerpted from the 2025 NCACC County Map Book and represent the most recent year available.

COUNTY

Sampson, NC

2025 ▼

View North Carolina Health Data

County Demographics
We Welcome Your Feedback

The health of a place results from past and present policies and practices. The land known as Sampson County, along with the entirety of the U.S., has been home for many thousands of years to hundreds of Indigenous nations. Native Land Digital "strives to create and foster conversations about the history of colonialism, Indigenous ways of knowing, and settler-Indigenous relations."

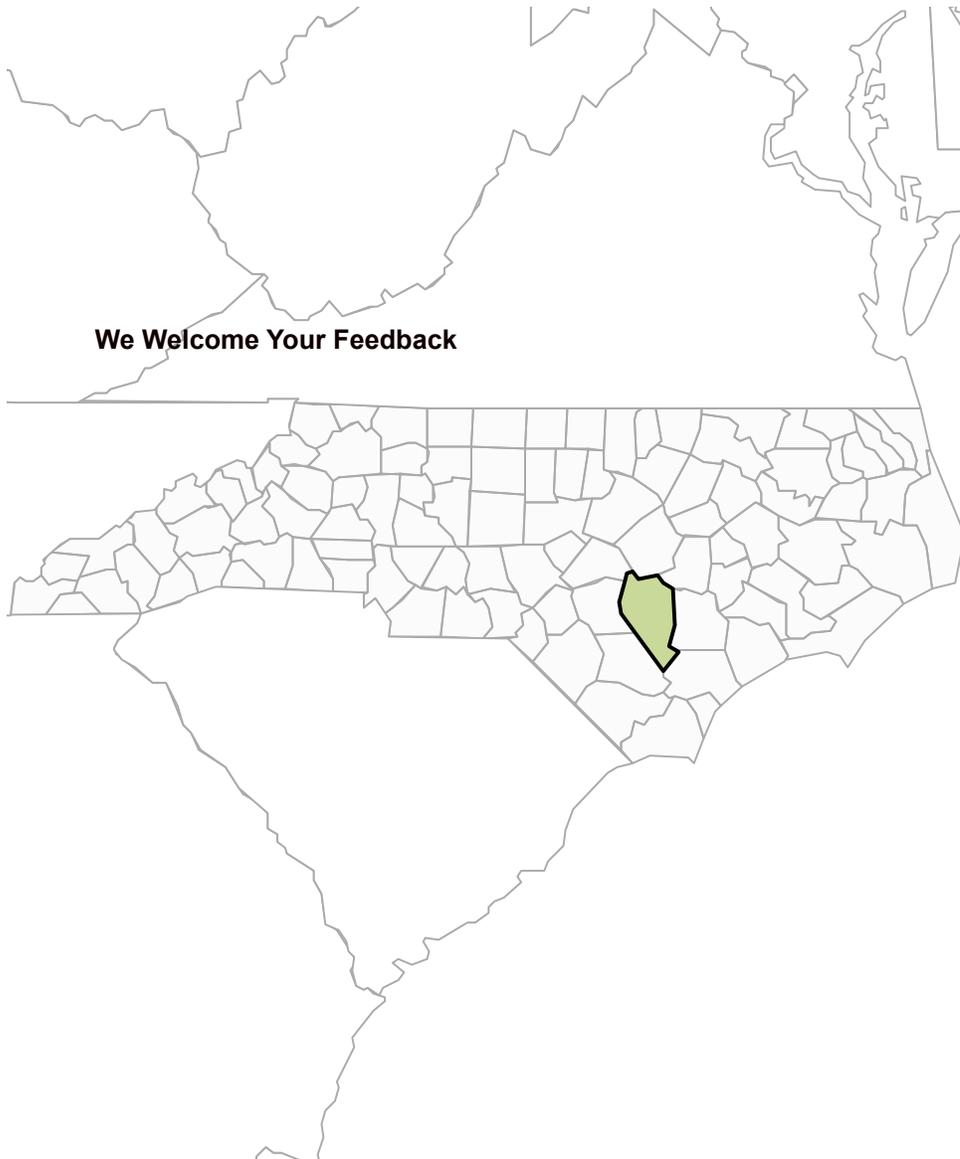
Sampson County, North Carolina is Rural . In Sampson County, 84.2% of the population lives in a low population density area .

	County	North Carolina
% Below 18 Years of Age **	24.6%	21.6%
% 65 and Older **	18.4%	17.6%
% Female **	50.1%	51.1%
% American Indian or Alaska Native **	4.0%	1.6%
% Asian **	0.7%	3.7%
% Hispanic **	22.4%	11.4%
% Native Hawaiian or Other Pacific Islander **	0.4%	0.2%
% Non-Hispanic Black **	24.0%	21.0%
% Non-Hispanic White **	49.3%	60.7%
% Disability: Functional Limitations **	37%	32%
% Not Proficient in English **	5%	3%
Children in Single-Parent Households **	31%	27%
% Rural **	84.2%	33.3%
Population **	59,601	10,835,491

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** Use caution if comparing these data with prior years

Hide demographic data



County Snapshot

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This county's snapshot covers:

Population Health and Well-being ↓

Community Conditions ↓

The skittles diagram, Areas to Explore, and Areas of Strength are based on our annual data update. However, individual measures may reflect more recent data releases to ensure the most accurate and up-to-date statistics available.

Sampson County Population Health and Well-being

Population health and well-being is something we create as a society, not something an individual can attain in a clinic or be responsible for alone. Health is more than being free from disease and pain; health is the ability to thrive. Well-being covers both quality of life and the ability of people and communities to contribute to the world. Population health involves optimal physical, mental, spiritual, and social well-being.

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Sampson County is faring slightly worse than the average county in North Carolina for Population Health and Well-being, and slightly worse than the average county in the nation.

[Download Chart](#)

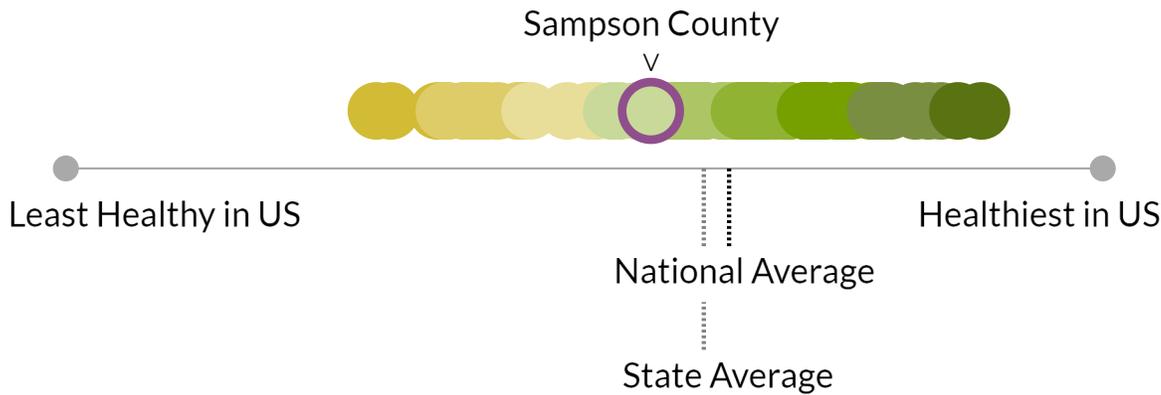


Diagram summarizes data released on 03/19/2025

 Trends Available

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† Data updated 09/24/2025

Population Health and Well-being			
Length of life	Sampson County	North Carolina	United States 
Premature Death	12,300	9,400	8,400
Additional Length of life (not included in summary)	Sampson County	North Carolina	United States 

Life Expectancy		72.7	75.9	77.1
Premature Age-Adjusted Mortality		570	440	410
Child Mortality		70	60	50
Infant Mortality		7	7	6
Quality of life		Sampson County	North Carolina	United States 
Poor Physical Health Days		4.6	4.1	3.9
Low Birth Weight		10%	9%	8%
Poor Mental Health Days		5.0	4.9	5.1
We Welcome Your Feedback Poor or Fair Health		23%	18%	17%
Additional Quality of life (not included in summary)				

Note: Blank values reflect unreliable or missing data.

Sampson County Community Conditions

Community conditions include the social and economic factors, physical environment and health infrastructure in which people are born, live, learn, work, play, worship and age. Community conditions are also referred to as the social determinants of health.

Sampson County is faring slightly worse than the average county in North Carolina for Community Conditions, and slightly worse than the average county in the nation.

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[Download Chart](#)

Long Commute - Driving Alone		43%	35%	37%
Air Pollution: Particulate Matter		6.6	6.7	7.3
Drinking Water Violations		No		
Broadband Access		83%	89%	90%
Library Access		<1	1	2
Additional Physical environment (not included in summary)				+
Social and economic factors		Sampson County	North Carolina	United States
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Some College		55%	69%	68%
High School Completion		84%	90%	89%
Unemployment		3.5%	3.5%	3.6%
Income Inequality		4.8	4.7	4.9
Children in Poverty		26%	18%	16%
Injury Deaths		107	93	84
Social Associations		14.0	11.3	9.1
Child Care Cost Burden		25%	25%	28%
Additional Social and economic factors (not included in summary)				+

Note: Blank values reflect unreliable or missing data.

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