

**ZEBULON
BOARD OF COMMISSIONERS
AGENDA
January 6, 2025
6:00pm**

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. SCHOOL RECOGNITION

A. East Wake High School

- i. Amy Sakshi Sparks – Student
- ii. Andrew Baker – Teacher

4. PUBLIC COMMENT

5. CONSENT AGENDA

A. Minutes

- i. September 9, 2024 – regular meeting
- ii. September 24, 2024 – work session
- iii. October 7, 2024 – regular meeting

B. Finance

- i. Wake County Tax Report – October 2024
- ii. Budget Amendments Administration
 - a. Salaries - Ordinance 2025-18
 - b. Professional Services - Ordinance 2025-19
 - c. Advertising - Ordinance 2025-20
- iii. Budget Amendment Economic Development – Ordinance 2025-21
- iv. Vehicle Repairs – Appropriation of Insurance Proceeds – Ordinance 2025-22

C. Police

- i. 2025 Governor’s Crime Commissioner Grant Process

6. OLD BUSINESS

A. General

- i. Strategy/Visioning Consultants - Ordinance 2025-17
- ii. Strategic Plan Grants

7. BOARD COMMENTS

8. MANAGER'S REPORT

9. CLOSED SESSION

As Allowed Per NC General Statue § 143-318.11 for Property Acquisition of Property located at 2900 Zebulon Road, owned by Stephen Mitchell and Connie Brayboy for the purpose of possible conservation.

10.ADJOURN

Zebulon Board of Commissioners
Minutes
September 9, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Adam Culpepper-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Absent: Jessica Harrison

Mayor York called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Miles.

APPROVAL OF AGENDA

Mayor York asked to move May 6, 2024 minutes, Barrington 2H and 2I Infrastructure Acceptance – Resolution 2025-02 and Barrington 3B Infrastructure Acceptance – Resolution 2025-03 to Old Business.

Commissioner Davis made a motion, second by Commissioner Miles to approve the agenda as amended. There was no discussion and the motion passed unanimously.

RECOGNITIONS AND PROCLAMATIONS

Student Esmeralda Martinez-Hernandez and Teacher Christopher Howell both from East Wake High School were recognized at the meeting.

Mayor York read the Proclamation Recognizing National Recovery Month and Empowered Citizens.

PUBLIC COMMENT

Steven Baxter spoke about an idea he had to provide free broadband service to Zebulon and shared information about the grants with the Town Clerk.

John Saffold gave an update from the Zebulon Chamber of Commerce.

Mary Beth Carpenter spoke about Preservation Zebulon events.

Kiera Stanton gave an update on behalf of the Zebulon Aggies Football and Cheer and sought funding and community support for the team.

Jane Mitchell spoke about Marvin Howell, candidate for the Parks and Recreation Advisory Board and how he would be an asset to Zebulon.

Lisa Markland read comments submitted from Angel Prints to clarify statements that were made at the August 15, 2024 work session.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Miles to remove the May 30, 2024 minutes from consent. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the May 15, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the May 21, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the Wake County tax report for June 2024. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Finance

i. Non-Profit Funding

Bobby Fitts explained the Town requested non-profit funding applications from January 8 through January 31, 2024. At the March 4, 2024, meeting applicants had the opportunity to briefly present their organization's purpose and how they intended to use the grant in accomplishing the goals of the Town's Strategic Plan. Funding requests received this year included:

- Preservation Zebulon
- Brown Bag Ministry of Wendell
- Positive Attitude for Life
- East Wake Education Foundation
- Zebulon Shrine Club
- James E. Shephard School Alumni Association
- The North Carolina Community of Coalitions (NC3)

Sheila Long spoke about the additional \$20,000 that was funded in the budget based upon feedback received from the non-profits.

Commissioner Baxter made a motion, second by Commissioner Miles to award Preservation Zebulon with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Baxter asked staff to reach out to Brown Bag Ministry of Wendell to see if they wanted to request a funding amount with their application.

Commissioner Baxter made a motion, second by Commissioner Davis to award Positive Attitude for Life with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to award East Wake Education Foundation with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Miles made a motion, second by Commissioner Baxter to award James E. Shephard School Alumni Association with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Miles made a motion, second by Commissioner Baxter to award The North Carolina Community of Coalitions with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

B. Parks and Recreation

i. Football Field Use Fees

Sheila Long explained the Board of Commissioners received a fee schedule and cost analysis for field rental for the Zebulon Bearcats Football and Cheer program at their May 15 work session. At the August 5 meeting, staff was asked to bring a cost analysis for field use of the Bearcats and the Aggies. At the Work Session, staff provided the applied rental rate and expected cost to the Town and presented the cost analysis for waivers for the Bearcats and Aggies.

The Board waived fees for the Bearcats and requested the Aggies formally request a fee waiver and to revisit the request at the September 9 meeting. Staff confirmed with the Aggies that they received a letter confirming their 501c3 status from the IRS on August 15.

Commissioner Miles made a motion, second by Commissioner Davis to waive the total cost of \$1,020 for the Aggies' use of the field.

Commissioner Baxter asked if the waiver would fall under the Strategic Plan Grant. Staff confirmed the Board would discuss that at their next meeting.

There was no further discussion and the motion passed unanimously.

C. Governing Board

i. Interim Town Managers contract

Eric Vernon stated the Interim Town Manager's contract expired on September 10 and it was up to the Board to decide whether to extend the contract. Commissioner Baxter stated she was not comfortable extending the contract as set forth in the third amendment of the agreement. Commissioner Clark spoke in favor of extending the contract for 90 days. There was discussion about changing the contract to extend from month to month. Taiwo Jaiyeoba was agreeable to the Board extending the contract month to month.

Eric Vernon advised the Board that they make the motion to accept the third amendment subject to changes and revise the period of the contract to a one-month extension with an automatic two one-month extensions. It was advised that the Board extend the contract to December 3, 2024.

Commissioner Miles made a motion, second by Commissioner Clark to approve the Interim Town Manager's contract as amended. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Administration

- i. Board Appointments
 - a. Parks and Recreation
 - b. Board of Adjustment

Lisa Markland explained there was one vacancy on the Parks and Recreation Advisory Board.

The Town received an application from the following:

- Quinton Crosson-Taylor applied for re-appointment.
- Marvin Howell applied for appointment.

There was discussion about how the Board would vote for the applicants. Commissioner Davis asked to do ballots without the vote being read out loud. Lisa Markland explained votes statutorily had to be read out loud at the meeting.

Quinton Crosson Taylor and Marvin Howell spoke about why they wanted to serve on the Parks and Recreation Advisory Board.

Commissioner Baxter made a motion, second by Commissioner Davis to appoint Quinton Crosson-Taylor to the Parks and Advisory Board. There was no discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

Lisa Markland explained there was one in-town vacancy, one ETJ vacancy, one alternate in-town vacancy, and one alternate ETJ vacancy on the Board of Adjustment.

The Town received an application from the following:

- Taylor Gray applied for appointment as an in-Town member.
- Nicholas Walton applied for appointment as in-Town member (2nd choice)

Taylor Gray and Nicholas Walton spoke about why they wanted to serve on the Board of Adjustment.

Commissioner Clark made a motion to appoint Taylor Gray to the Board of Adjustment as an in-Town regular position. Motion failed for lack of a second.

Commissioner Baxter made a motion, second by Commissioner Miles to appoint Taylor Gray to the Board of Adjustment as an alternate in-Town position.

Commissioner Clark stated she did not understand why Taylor Grey could not fill the full-time position.

There was no further discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Davis to appoint Nicholas Walton to the Board of Adjustment as an in-Town regular position. There was no discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

B. General

i. May 30 Work Session Minutes

Commissioner Baxter stated the minutes stated she was agreeable to allocate funds for office space and asked to change it to not agreeable.

Commissioner Baxter made a motion, second by Commissioner Davis to approve May 30, 2024 minutes as amended. There was no discussion and the motion passed unanimously.

ii. Barrington 2H and 2I Infrastructure Acceptance – Resolution 2025-02

Commissioner Miles asked for clarification on the miles the Town has acquired and the process for acquiring the land. Chris Ray stated the Town would be at 40.79 miles of Town maintained roads and spoke about the acceptance process.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2025-02. There was no discussion and the motion passed unanimously.

iii. Barrington 3B Infrastructure Acceptance – Resolution 2025-03

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2025-03. There was no discussion and the motion passed unanimously.

iv. May 6, 2024 Minutes

Lisa Markland gave corrected copies to the Board and explained the correction to the reference to the ordinance. The ordinance for Zebulon South referenced the wrong ordinance.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the May 6, 2024 minutes. There was no discussion and the motion passed unanimously.

MANAGER’S REPORT

Taiwo Jaiyeoba stated the only item was the financial statement and the Finance Director was available if there were any questions.

BOARD COMMENTS

Commissioner Baxter stated September was Suicide Prevention and Awareness Month, September 11 would be the parade interest meeting, and Rock the Block was September 13. Commissioner Baxter spoke about Central Pines Regional Council of Government’s regional study to create a regional plan and why that was important to Zebulon. The Town was accepting coats for the coat drive.

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Commissioner Clark stated she was happy to see so many people attending the meeting.

Commissioner Davis spoke about the Back-to-School parade.

Mayor York thanked Commissioner Miles and the Zebulon Police Department for attending the 100-year birthday celebration for Liles Bullock.

Commissioner Davis made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 6th day of January 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Minutes
October 7, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Cate Farrell-Planning, Chris Medina-Planning, Tonya Easterwood-IT, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Absent: Jessica Harrison

Mayor York called the meeting to order at 6:00pm.

Mayor York stated there would be a moment of silence for those devastated in the west from the storms and Rocky Mount by the tornados.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Miles.

APPROVAL OF AGENDA

Commissioner Baxter made a motion, second by Commissioner Davis to approve the agenda. There was no discussion and the motion passed unanimously.

RECOGNITIONS AND PROCLAMATIONS

Student Gianna Amaya-Bonilla and Teacher Kenneth Warych both from Wakelon Elementary School were recognized at the meeting.

Commissioner Harrison read the Pregnancy and Infant Loss Awareness Month and Pregnancy & Infant Loss Remembrance Day Proclamation.

Commissioner Davis read the Proclamation for Fire Prevention Week – October 6-12, 2024.

Commissioner Baxter read the Proclamation for Cyber Security Awareness Month.

PUBLIC COMMENT

Steve Baxter shared resources for those in need and affected by the recent storms.

Ernest Campbell spoke about a project near his home that caused water issues on his property.

Miranda Todd Harrison stated she was the trustee of the Todd Protection Trust and asked the Board to consider planning ahead with resources needed for current residents regarding new housing development affecting existing property owners affording their homes.

Scott Carpenter thanked those who attended the Zebulation event, asked that the agendas be posted sooner, and would like to receive training as a new member on the Board of Adjustment.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Wake County tax report for June 2024. There was no discussion and the motion passed unanimously.

PRESENTATION

A. Communities in Schools

There was information presented about Communities in Schools’ model for success. There were seven school sites in Wake County with two after school programs with 12 full time and 25 part time staff. The school sites offered opportunities for extended learning for students.

It was explained how the community connections were so important to the success of the program. Some of the key initiatives included success coach program, extended learning, volunteer recruitment and pathways with college and career readiness.

OLD BUSINESS

A. Planning

i. 545 W. Barbee Street – Rojas Zebulon Rezoning – Ordinance 2025-09

Cate Farrell stated the standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The property was located at 545 W. Barbee Street. The applicant CSD Engineering was asked that the 0.31 acres be rezoned from Suburban Residential to Heavy Industrial. The public hearing notification details were given as well as the current zoning and future land use. The Planning Board unanimously recommended approval of RZ 2024-03 at their September 16, 2024 meeting. Staff was unable to recommended approval of Ordinance 2024-09 for 545 W. Barbee Street finding that the standards of Section 2.2.25.J had not been met and the request was not consistent with the Comprehensive Land Use Plan due to the future land use plan showing the area as being residential. It was the Board’s authority to determine whether the change should be made.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2025-09. There was no discussion and the motion passed unanimously.

ii. 1800 Shepard School Road Planned Development Rezoning – Ordinance 2025-10

Cate Farrell stated the standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The property was located at 1800Shepard School Road. The applicant, Longleaf Law Partners was requesting the 35.4 acres be zoned from Suburban Residential to Planned Development. The public

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hearing notification details were given and the site conditions, current zoning map and future land use map were shown. The timeline of activity and concept plan were reviewed. The project added a greenway with trailhead and the road connections, buffer, road improvements and building architecture were shown. The buffer included a type D buffer. The project earned 64 points under the Town's Utility Allocation Policy.

The Planning Board unanimously recommended approval of CZ 2024-03 at their September 16, 2024 meeting. Staff was unable to recommended approval of PD 2024-03 for 1800 Shepard School Road finding that the standards of Section 2.2.25.J had not been met as the project was not providing public cross connections to Logans Green Dr and Logan Canyon Lane.

Jennifer Ashton with Longleaf Law Partners spoke about the project showing the existing conditions. The campsite legend showed a breakdown of the campsite options being offered. The right-of-way improvements on Shepard School Road were shown on a map as well as the four extra parking spaces being added. Ms. Ashton explained there were no connections being made to the Shepards Park subdivision to maintain the privacy buffer and to control the speed limit within the campground. There would be an emergency access pointed located on the north of the site.

The public benefits to the Town included conserving the natural areas of the site, limited impervious area, greenway trail extension and construction of a major trailhead, offered a vacation destination, Shepard School Road expansion, and significant reduction in traffic from current zoning.

Commissioner Davis stated the site was very beautiful and was excited about the project, but did have concerns about the lack of connectivity. Ms. Ashton stated the caretaker and emergency vehicles would have access to open the knox box entrance in case of an emergency.

Commissioner Harrison had concerns about safety for the area and neighboring communities. The applicant explained the campground was enclosed to control guests safety and a caretaker would be onsite 24 hours per day. There was discussion about the access points.

Commissioner Miles asked Chief Perry about his thoughts on the access points. Chief Perry stated the ability to come in from either direction with two means of egress was very helpful and acceptable by the Fire Department.

Commissioner Davis asked about the caretaker. The caretaker would be there 24 hours per day in addition to the other staff and would take care of the grounds, safety and issues that arise. There were details given about the gate system in the development.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-10. There was no discussion and the motion passed unanimously.

Mayor York stated there would be a five-minute recess.

The meeting was called back session at 7:57pm.

iii. UDO Legislative Text Amendment updates – Ordinance 2025-11

Chris Medina presented the UDO legislative text amendment updates. These were the sections of legislative updates that needed amending due to text amendment updates for triplex and quadplex standards, changed sewer and water connection language, modification of perpendicular parking space width, and the addition of a “sports wagering” use type.

The Planning Board unanimously recommended approval at the September 16, 2024 meeting.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-11. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Administration

i. Budget Amendment Amending Administration Budget for IT Separation – Ordinance 2025-12

Lisa Markland stated the request was to create an Information Technology (IT) budget for fiscal year 2024-2025. Finance would establish the new budget area by moving funds and IT line items from the overall administration budget. This was not appropriating additional funds and would be reorganizing the current budget to better reflect the allocation of IT financial resources.

Tonya Easterwood stated she was in agreement with the request.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2025-12. There was no discussion and the motion passed unanimously.

ii. Position Request IT Specialist – Ordinance 2025-13

Lisa Markland presented the request to fund the position of IT Specialist to assist with the day-to-day needs in the IT Department. The funding would be for half a year and allow for the Town to no longer need the daily help desk currently provided by Network South. The Town would continue to utilize Network South to assist with after-hours calls and network security.

Tonya Easterwood spoke about the current needs for an IT Specialist.

Commissioner Baxter asked where the funds would come from and staff stated they would come from the general fund. Bobby Fitts explained the total would be a minimal amount taken from the general fund.

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-13. There was no discussion and the motion passed unanimously.

B. Planning

i. Public Hearing – 613 and 615 Pearces Road Annexation

a. 613 and 615 Pearces Road Annexation – Ordinance 2025-14

Cate Farrell showed the properties located at 613 and 615 Pearces Road. The applicant, Wakelon Properties LLC was requesting annexation to have access to Town sewer and water. The Public Hearing notification was detailed and the property was shown on the zoning map.

The annexation standards for Section 2.2.2.G were:

- Owner approval
- Services can be provided
- Debt obligations
- Public health, safety and welfare

Staff recommended approval of Ordinance 2025-14.

Mayor York opened the public hearing.

Mayor York asked if anyone wished to speak in favor.

Cheryl Duke Wallace expressed concerns about the downhill slope to her yard and asked if a buffer could be added.

Mayor York asked if anyone else wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition. There were none.

Mayor York asked if anyone wished to speak neither for nor against. There were none.

Mayor York closed the public hearing.

Commissioner Miles made a motion, second by Commissioner Harrison to approve Ordinance 2025-14. There was no discussion and the motion passed unanimously.

ii. Public Hearing – 1616 Mack Todd Road Annexation

a. 1616 Mack Todd Road Annexation – Ordinance 2025-15

Cate Farrell presented the annexation request for 1616 Mack Todd Road. The applicant Seth Huntsinger was requesting annexation into the Town’s corporate limits. The public hearing notification was detailed and the property was shown on the Town’s zoning map.

The annexation standards for Section 2.2.2.G were:

- Owner approval
- Services can be provided
- Debt obligations
- Public health, safety and welfare

Staff recommended approval of Ordinance 2025-15.

Mayor York opened the public hearing.

Mayor York asked if anyone wished to speak in favor.

Seth Huntsinger stated he would like to be annexed to have clean drinking water.

Mayor York asked if anyone else wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition. There were none.

Mayor York asked if anyone wished to speak neither for nor against. There were none.

Mayor York closed the public hearing.

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-15. There was no discussion and the motion passed unanimously.

b. 1616 Mack Todd Road Rezoning – Ordinance 2025-16

Cate Farrell stated the rezoning standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The applicant Seth Huntsinger was requesting a rezoning. The 2.78 acres was zoned R-40 Wake County Zoning and the applicant was requesting to be zones Residential Suburban. The public hearing notification was detailed, and the property was shown on the Town’s zoning map and future land use map.

The Planning Board unanimously recommended approval for RZ 2024-02 for 1616 Mack Todd Road.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-16. There was no discussion and the motion passed unanimously.

MANAGER’S REPORT

The Board was given a parade update from Chris Ray.

Jacqui Boykin and Chris Perry gave information on disaster relief in Western North Carolina.

BOARD COMMENTS

Commissioner Baxter thanked the Police and Fire Departments for their response in Western North Carolina and asked the Planning Department to think about an extension to the ETJ.

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October 7, 2024

Commissioner Harrison spoke about the upcoming Angel Prints 3K walk at Town Hall and thanked the Fire and Police Departments for helping her mother when she had a house fire.

Commissioner Clark thanked the Police and Fire Departments for the work they are doing in Western North Carolina.

Commissioner Davis thanked the first responders who went to Western North Carolina and encouraged women to get checked for breast cancer awareness.

Mayor York recognized the needs of Western North Carolina.

Commissioner Miles made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 6th day of January 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
September 24, 2024

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Quentin Miles, Shannon Baxter, Amber Davis, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Wayne Dupree- Fire, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Shannon Johnson-Economic Development, Sam Slater-Attorney

Mayor York called the meeting to order at 6:00pm.

APPROVAL OF AGENDA

Commissioner Clark made a motion, second by Commissioner Davis to approve the agenda. There was no discussion and the motion passed unanimously.

2024 GOVERNORS HIGHWAY SAFETY PROGRAM GRANT APPLICATION – AMENDED RESOLUTION 2024-21

Jacqui Boykin gave some background about the Governor’s Highway Safety Program grant which was seed money to start a traffic unit. The Town was in the third year with 50% of the program being funded. The resolution that was approved by the Board in May showed the federal amount as \$170,518 with the Town’s obligation being \$85,259. There was an error in the form and the federal amount should have shown what the Town would receive from the grant which was \$85,259.

Commissioner Baxter asked if the title Interim Town Manager needed to be added by Taiwo Jaiyeoba’s name on the contract. Jacqui Boykin explained the Interim Town Manager was serving in the capacity as the Manager and could enter into contracts on the Town’s behalf.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2024-21. There was no discussion and the motion passed unanimously.

TOWN MANAGER ATTRIBUTES DISCUSSION

The Board discussed their desired attributes in a Town Manager when it came to personnel policy, growth and partnerships, economic development focus, grant writing and management experience, infrastructure project experience, neutral and collaborative leadership style, communication skills, diversity and inclusion focus, long-term commitment, salary expectation, relationship builder, negotiator and mediator, decisiveness and integrity, diplomacy and strategic vision, neutrality, unifying personality style and community relationships. Mayor York stated the final applicants would be brought in for interviews.

Taiwo Jaiyeoba stated the Board expressed the desire for budgeting experience.

STRATEGIC PLAN GRANT

Sheila Long reviewed the current strategic plan grant funding policy.

Mayor York stated there would be a five-minute recess for staff to print the presentation slides for the Board.

The meeting reconvened at 6:51pm.

Sheila Long spoke about a community engagement lunch that was held on January 2024 to gather feedback on the current grant policy and standings of non-profits in Zebulon. Attendees stated they were seeking an opportunity to collaborate, \$1,000 was not much to support major initiatives and projects, \$5,000 total would not enact significant change in the community, a competitive process would be welcomed, eligibility of applicants must serve Zebulon and there was no consensus on the length of service in the community.

The Board was asked about their goals in offering a grant. Some responses included service to Zebulon specifically the youth and seniors and length of service in the community. Commissioner Baxter stated she was not in favor of the Town helping start a non-profit. Taiwo Jaiyeoba suggested the Board could dedicate \$5,000 for startups.

The Board was asked about the future projects they wanted to see happen. Commissioner Miles stated it would be to help the non-profits get off the ground and to help the community. Commissioner Baxter stated the priority should be filling in gaps of service that the Town did not currently have a plan for such as a food pantry.

Staff asked the Board what projects they wanted to see come forward. There was discussion about additional help with transportation needs, support for seniors, education enhancements, meeting household needs, and projects that would benefit the community.

Commissioner Clark suggested the non-profits come before the Board with a mid-year update to provide a report of what they have done for the community. Staff explained that the multiple reports and follow-ups may not be worth it for \$1,000. More feedback would be expected with larger grant amounts.

There was discussion about creating a criteria for non-profits and ways to measure how many people they impact with their service.

Commissioner Baxter brought up awarding fee waivers in lieu of actual funds. There was discussion about how the Board could do that and the actual costs of fee waivers. There was consensus that the smaller amounts awarded should have less burdensome reporting requirements.

It was suggested by Commissioner Baxter for staff to investigate what other communities were doing for rubrics and to start with awarding five \$1,000 grants, five \$2,000 grants, and two \$5,000 grants with agreement among the Board. There were also suggestions to have the nonprofits come before the Board and to include an education aspect so they know the process and expectations.

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September 24, 2024

Mayor York stated the Board would go into closed session as allowed by GS § 143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Commissioner Miles made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Clark made a motion, second by Commissioner Harrison to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Baxter to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 6th day of January 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180

FAX 919 856 5699

MATT CALABRIA, CHAIR
DON MIAL, VICE-CHAIR
VICKIE ADAMSON
SUSAN EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

December 3, 2024

Ms. Lisa Markland
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on December 2, 2024, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

10/01/2024 - 10/31/2024

Rebate Detail Report

ZEBULON

DATE 11/14/2024
TIME 8:02:12 PM

REBATE NUM	PROPERTY TAG LIST	CITY LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING TYPE	OWNER
BUSINESS REAL ESTATE ACCOUNTS									
895698	1,258.73	0.00	0.00	1,258.73	10/10/2024	0000196684	2024	000000	TEB 4 LLC
897309	1,130.08	0.00	0.00	1,130.08	10/24/2024	0000147912	2024	000000	LUIHN FOUR REAL PROPERTY LLC
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	2,388.81	0.00	0.00	2,388.81			2	Properties Rebated	
INDIVIDUAL PROPERTY ACCOUNTS									
893748	13.85	0.00	0.00	13.85	10/28/2024	0006840772	2024	000000	HARVEST WORD RESTORATION INC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	13.85	0.00	0.00	13.85			1	Properties Rebated	
INDIVIDUAL REAL ESTATE ACCOUNT									
895679	2,527.34	0.00	0.00	2,527.34	10/10/2024	0000366942	2024	000000	PEARCE, TRACY B
897625	259.65	0.00	0.00	259.65	10/29/2024	0000444443	2024	000000	MOORE, JOSEPH
895194	147.83	0.00	0.00	147.83	10/7/2024	0000212564	2024	000000	BULLOCK, VONDELL W SR
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	2,934.82	0.00	0.00	2,934.82			3	Properties Rebated	
TOTAL REBATED FOR ZEBULON	5,337.48	0.00	0.00	5,337.48			6	Properties Rebated for City	
GRAND TOTAL	866,771.67	175.00	529.67	867,476.34			256	Properties Rebated for all Cities	

STAFF REPORT
BUDGET AMENDMENTS ADMINISTRATION
ORDINANCE 2025-18, ORDINANCE 2025-19
ORDINANCE 2025-20
JANUARY 6, 2025

**Topic: Budget Amendment Administration – Ordinance 2025-18,
Ordinance 2025-19, Ordinance 2025-20**

Speaker: Lisa M. Markland, HR Director (if pulled from consent)
From: Lisa M. Markland, HR Director
Prepared by: Lisa M. Markland, HR Director
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

Budget amendment to address the shortage in the Administration Department line items of Professional Services, Salaries and Advertising.

Background:

The FY '25 Budget funded the Administration line item for Salaries based on the salary for the previous Town Manager. With the hiring of a new Town Manager with a higher salary, an adjustment to the salaries, FICA and retirement line items totaling \$38,000 is necessary to cover the higher salary (Ord 2025-18).

When the Professional Services line item was developed for FY '25, it did not include the cost of hiring multiple search firms for various positions (Town manager, Town Clerk, Assistant Town Manager, Planning Director), background investigations, and the cost of hiring an Interim Town Manager for a six-month period. The cost to cover these services an what was originally budgeted would be \$87,000 (Ord 2025-19).

Finally, the Advertising line item budgeted for was not sufficient with the increase in the number of positions that we needed to hire. There was also a desire to advertise in specialized places such as NOBLE and NLPOA in addition to NCLM, LinkedIn and others. This was an effort to diversify the pool of candidates for advertised positions. The need for a budget amendment to cover the shortage and for future advertising would be \$26,000 (Ord 2025-20).

Discussion:

The discussion before the Board is the approval of the proposed Budget Amendments (Ordinance 2025-18, 2025-19, 2025-20).

Policy/Program Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

STAFF REPORT
BUDGET AMENDMENTS ADMINISTRATION
ORDINANCE 2025-18, ORDINANCE 2025-19
ORDINANCE 2025-20
JANUARY 6, 2025

Fiscal Analysis:

The cost to fund these requests is \$121,000. The budget ordinances appropriate Fund Balance to the various line items to cover the shortages already incurred and fund the last half of the year.

Staff Recommendation:

Staff recommends the approval of Ordinance 2025-18, Ordinance 2025-19 and Ordinance 2025-20.

Attachments:

1. Ordinance 2025-18
2. Ordinance 2025-19
3. Ordinance 2025-20

ORDINANCE 2025-18

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$38,000.00	
EXPENDITURES		
Administration – Salaries	30,000.00	
Administration – FICA	2,400.00	
Administration – Retirement	5,600.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

ORDINANCE 2025-19

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$87,000.00	
EXPENDITURES		
Administration – Professional Services	87,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

ORDINANCE 2025-20

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$26,000.00	
EXPENDITURES		
Administration – Advertising	26,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2025-21
APPROPRIATION OF REVISED SALARY AND BENEFITS
JANUARY 6, 2025

Topic: Ordinance 2025-21 – Appropriation of Salary and Benefits
Speaker: Bobby Fitts, Finance Director (if pulled from Consent)
From: Shannon Johnson, Economic Development Director
Prepared by: Shannon Johnson, Economic Development Director
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The appropriation of salary and benefits through a Budget Adjustment to fund the remaining fiscal year for the Director of Community & Economic Development.

Background:

Beginning July 1, 2024, the Community & Economic Development Specialist was promoted to Director of Community & Economic Development. The promotion included a pay increase that was not reflected in the approved Community & Economic Development budget. The position requires \$8,900 for salary, \$550 for FICA, and \$1,350 for retirement. The total amendment is \$10,800.

Discussion:

The Board of Commissioners must recognize an increase in salary and benefits through a Budget Adjustment to appropriate funds for the position for the remainder of the fiscal year. Adoption of the attached ordinance will appropriate funds for this position's salary and benefits.

Policy Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

Staff Recommendation:

Staff recommends approval of Ordinance 2025-21.

Attachments:

1. Ordinance 2025-21

ORDINANCE 2025-21

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$11,300.00	
EXPENDITURES		
Community & Economic Development – Salaries	8,900.00	
Community & Economic Development – FICA	700.00	
Community & Economic Development – Retirement	1,700.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2025-22
VEHICLE REPAIRS
APPROPRIATION OF INSURANCE PROCEEDS
JANUARY 6, 2025

Topic: Ordinance 2025-22 – Vehicle Repairs – Appropriation of Insurance Proceeds

Speaker: Bobby Fitts, Finance Director (if pulled from Consent)

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The appropriation of insurance proceeds through a Budget Adjustment to fund the replacement or repair of damaged vehicles or equipment.

Background:

On October 30, 2024, a 2024 Nissan Pathfinder Parks & Recreation vehicle was involved in an accident resulting in the vehicle being damaged. Insurance proceeds of approximately \$3,369 will go towards repair of the vehicle.

In August 2024, a 2021 Chevrolet Silverado Fire Department vehicle was damaged during Tropical Storm Debby resulting in the vehicle being damaged. Insurance proceeds of approximately \$3,924 will go towards repair of the vehicle.

Discussion:

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward repairing these vehicles

Policy Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

Staff Recommendation:

Staff recommends approval of Ordinance 2025-22.

Attachments:

1. Ordinance 2025-22

ORDINANCE 2025-22

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$7,293.00	
EXPENDITURES		
Fire – Vehicle Maintenance	3,924.00	
Parks & Recreation – Vehicle Maintenance	3,369.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025

Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland - Town Clerk

Topic: 2025 Governor's Crime Commission Grant Process
Speaker: Edwin Kilette (if pulled from consent)
From: Edwin Kilette, Police Captain
Prepared by: Edwin Kilette, Police Captain
Approved by:

Executive Summary:

The Board of Commissioners will consider participation in the 2025 Governor's Crime Commission Grant (GCC) process.

Background:

The Governor's Crime Commission is now accepting applications for a grant under The Victims of Crime Act Victim Assistance Grant (VOCA). Generally police defer victims assistance to the courts and other referral services externally, excluding them from this specific grant process. However, since the implementation of the C.A.R.E. unit the Zebulon Police Department is now directly offering victim's services as a standard response meeting the requirements of this grant process. The VOCA grant specifically seeks to provide funds to agencies providing direct services to crime victims and their families. Additionally, they are interested in programs that assist underserved populations, rural areas, and groups that currently lack services. Programs that involve partnerships and collaborations are prioritized, such as our current collaboration with North Carolina Central University and North Carolina State University.

The C.A.R.E. Unit has been operational since September 2024, handling 93 referrals and offering services to 146 juveniles from a previously underserved population. The need for a full-time social worker has become evident. While interns have been beneficial, several areas for improvement have been identified. These include the need for an in-house licensed social worker to serve as a subject matter expert for graduate-level interns and to address significant service gaps, such as interns working only three days a week and being unavailable from April to September each year.

The police department will pursue funding for a full time social worker position in the FY26 budget and seeks to submit a grant application to GCC in January as an alternative source of funding. The next step requires the governing board to grant permission for the police department to submit the grant and enter into contract with GCC.

This grant will be used to fund the equipment, salary, and benefits package of a full time social worker for the C.A.R.E. for three years.

Discussion:

The discussion before the Board is whether or not to authorize the Police Department to seek the VOCA grant and enter into a contract with the Governor's Crime Commission should the grant be awarded. Leaving this item on Consent would constitute Board approval.

Policy Analysis:

The Town would be growing smart by utilizing grant funds to cover expenses associated with the expansion our new C.A.R.E unit.

Financial Analysis:

The Victims of Crime Act Assistance Grant provides funding for salary, benefits, and equipment for a dedicated social worker. The program will fund *up to* \$125,000 per year of costs related to base salary, traditional benefits, and equipment such as a ballistic vest, and laptop computer over three years. There will be no cost to the Town for this position for the first three years if awarded the grant.

The starting salary for a Master's level social worker is \$54,579, based on comparable local starting salaries, with additional benefits package cost. Initial equipment costs are projected at \$3,940. Below is a three-year cost analysis, assuming the employee receives the maximum annual 5% raise every year.

Total Project Cost By Year:

Year 1: \$82,268.96

Year 2: \$81,838.61

Year 3: \$85,523.74

Total: \$249,631.31

Staff Recommendation:

Staff recommends authorizing the grant application.

Attachments:

1. VOCA Grant Application



NC GOVERNOR'S CRIME COMMISSION 2024 REQUEST FOR APPLICATIONS

Victims of Crime Act (VOCA)

RFA Release: October 30, 2024
 Application Period: December 1, 2024 – January 31, 2025
 Application Deadline: January 31, 2025, by 11:59 PM
 Period of Performance: October 1, 2025 – September 30, 2028*

*Please note the new three-year Period of Performance for all VOCA and VAWA competitive applications. Budget year two and three will be added annually through an extension process in EBS.

STATE ADMINISTERING AGENCY	FUNDED THROUGH
North Carolina Department of Public Safety Governor's Crime Commission 1201 Front Street Raleigh, NC 27609 http://ncdps.gov/gcc	US Department of Justice Office of Justice Programs Office for Victims of Crime (CFDA#16.575) https://ovc.ojp.gov/
ELIGIBLE APPLICANTS	
State and Local Government Agencies Federally-Recognized Tribal Governments Law Enforcement Agencies Non-profit/Non-governmental Organizations Faith-based Programs	



Introduction

Thank you for your interest in seeking funding for crime victims from the North Carolina Governor’s Crime Commission (GCC). The Crime Victim Services (CVS) Committee advocates for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims through grants from two Federal funding sources: the Violence Against Women Act (VAWA), through the STOP (Services*Training*Officers*Prosecutors) grant program and the Victims of Crime Act (VOCA) Victim Assistance grant program.

We encourage you to read through this document in its entirety as you prepare to apply for consideration. All applicants must meet the eligibility requirements I. Complete applications, including required documents, must be submitted through our online grant management system (EBS) no later than 11:59pm on January 31, 2025. Late applications will not be accepted. Proposals received with incomplete information may not be considered for funding.

VOCA Priorities
VOCA – Underserved Crime Victims – Local: 1-4 Counties
VOCA – Underserved Crime Victims – Regional: 5-50 Counties
VOCA – Underserved Crime Victims – Statewide: 51+ Counties
VOCA – Domestic Violence/Sexual Assault Basic Services - only newly designated
VOCA – Child Advocacy Centers Basic Services - only newly designated

For more information about the grant process, forms, the EBS grant management system, or other resources, visit GCC online at [Governor's Crime Commission | NC DPS](#).

AVAILABILITY OF FUNDS ANNOUNCEMENT

About the Crime Victim Services Committee

The mission of the Crime Victims' Services (CVS) Committee is to advocate for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims.

Grants administered by the CVS Committee include the Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) funds. Additionally there are two advisory groups which provide input to the CVS Committee:

CVS (Crime Victim Services) Advisory Group

The CVS Advisory Group provides feedback to the Commission on crime victim policy and programs. The composition of the Subcommittee is experts in the field of victim services.

STOP Implementation Plan Advisory Group

The STOP Advisory Group provides feedback to Commission staff on effective responses to domestic violence, dating violence, sexual assault and stalking.

Funds Availability

All awards are contingent upon the N.C. Governor's Crime Commission receiving the specified grant funds from the U.S. Department of Justice at the expected level and are subject to any modifications or additional requirements that may be imposed by law.

Funding Authority

As the state administering agency, the GCC has authority, by legislation, to administer this federal grant program, as defined by statute. The powers and duties of the GCC can be found at N.C.G.S. § 143B-602, N.C.G.S. § 143B-1101, and N.C.G.S. § 143B-1103.

Conditions of Eligible Organizations

1. **Nonprofit organizations** must be duly incorporated and registered under North Carolina statutes, unless it is a tribal governing body or a local chapter of a national, tax-exempt victim service organization.
2. **Public (government) agencies**, such as criminal justice agencies, include law enforcement, prosecutor offices, courts, corrections departments, probation and paroling authorities.
3. **Religiously-affiliated and faith-based organizations** must offer services without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event.
4. **Tribal governments** may be required by certain funding sources to be federally recognized as having a government-to-government relationship with the United States, with responsibilities, powers, limitations, and obligations attached to that designation. Not all funding sources require that Tribal entities be federally-recognized.

Scoring Process

All grant applications are competitive and will be scored and reviewed by the Crime Victim Services Committee. **Not everyone who applies will be awarded a grant.** The Committee will consider geography, regional diversity, economic need, and prior GCC grant funding. Direct awards provided by federal agencies will also be considered.

The Committee will strive to make decisions that are equitable and fair. It will strive to look at national and state priorities as well as ever changing needs in criminal justice. It will debate, discuss, and decide what it believes is the best for the entire State of North Carolina given the current funding and applications.

A sample scoring matrix can be found in the Resources section of this document.

Contact Information

The Commission's work is supported by staff who specialize in grants planning, grants management, and data and analysis. Staff at the GCC is committed to providing high quality, efficient, and effective customer service through guidance, collaboration, and technical expertise. Our success relies on the success of our grantees in providing services to communities across the state, and in complying with all Federal, State, and GCC guidelines.

If you have questions about the application process or require assistance with developing your proposal, please contact the Crime Victim Services Planning Team:

VOCA Team

Lindsay Bohan, Lead CVS-VOCA Planner, lindsay.bohan@ncdps.gov

Jordan Mayer, CVS-VOCA Planner, jordan.mayer@ncdps.gov

VAWA Team

Daun Brown-Hairston, Lead CVS-VAWA Planner, daun.brown-hairston@ncdps.gov

Amanda Endicott, CVS-VAWA Planner, amanda.m.endicott@ncdps.gov

CVS Supervisor/Program

Sandy Dixon, Lead CVS Planner, sandy.dixon@ncdps.gov

Grace Clougherty, CVS Program Assistant, grace.clougherty@ncdps.gov

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PART I: GRANT INFORMATION AND CONDITIONS

Grant Program Background

The primary purpose of the VOCA Grant Program is to fund direct services to crime victims and their families.

VOCA is a federal formula grant. Our funding partner is the United States Department of Justice, Office for Victims of Crime.

History of the Victims of Crime Act

The Crime Victims Fund, established in 1984, is the primary source of revenue for VOCA grants. Each year, millions of dollars are deposited into this Fund from criminal fines, forfeited bail bonds, penalty fees, and special assessments collected by U.S. Attorney's Offices, U.S. Courts, and the Bureau of Prisons. These dollars come from offenders convicted of Federal crimes, not from taxpayers. Previous legislation expanded the sources from which fund deposits occur

VOCA Program Description

The goal of VOCA Victim Assistance funding is to improve the treatment of victims of crime by funding programs and services that provide victims with the assistance, support, and services necessary to aid their restoration and healing after a criminal act.

Under this funding source, the Governor's Crime Commission is particularly interested in applications that meet the needs of historically marginalized and underserved victims of crime populations. The Committee encourages programs that involve multi-disciplinary partnerships, local or regional collaborations, and evidence-based practices to meet the needs of crime victims.

The Crime Victims Fund provides financial assistance that support a variety of programs, services, and activities to support and assist victims of crime. Services under this grant program are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security as appropriate to their victimization.

Compliance with Federal Rules Regulating Grants

Agencies that receive funding from the Governor's Crime Commission must comply with all provisions of the Federal Program Guidelines, and the administrative requirements, cost principles, and audit requirements of the Uniform Guidance set forth in [2 C.F.R. § 200](#).

The DOJ Grants Financial Guide is provided for the use of all recipients and subrecipients of Federal grant programs of the Department of Justice. The Guide serves as a compilation of the uniform guidance governing DOJ grants, and is available online at:

<https://www.ojp.gov/funding/financialguidedojo/overview>

Community Coordination

Applications should illustrate coordinated public and private efforts which may include written agreements/memoranda of understanding, work groups to oversee and recommend improvements to community responses, and the development of protocols for such responses.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies (e.g., human service agencies, court and criminal justice agencies, universities, etc.). The project narrative for the lead agency should summarize the multidisciplinary nature of the project. These comprehensive projects **must** have Memoranda of Understanding between all agencies involved uploaded as a supporting document.

Prohibited Discrimination

Applicants must assure and certify compliance with all civil rights nondiscrimination requirements, including those prohibiting unlawful discrimination.

Maintenance of Confidentiality

Except as authorized by law, program records containing the identity of individual juveniles must not be disclosed without the consent of the service recipient or legally authorized representative. Under no circumstances may program reports or findings available for public dissemination contain the actual names of individual service recipients.

This does not prohibit compliance with legally mandated reporting of abuse or neglect.

Compliance with State Criteria

Agencies must abide by any additional eligibility or service criteria as established by the North Carolina Governor's Crime Commission including the submission of statistical and programmatic information on the use and impact of grant funds, as requested by the GCC.

Information Sharing

GCC and its subrecipients may share the following information:

- Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, monitoring, evaluation, or data collection requirements;
- Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and
- Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

Traffic Stop Data

N.C.G.S.143B-903 requires that certain law enforcement agencies report traffic stops within 60 (sixty) days to the SBI. The SBI publishes the list of required agencies each year on the SBI website on the SBI Traffic Reporting page by clicking on the List of Agencies Required to Report. Any agency that is required to submit traffic stops and does not shall be ineligible to receive any law enforcement grants available by or through the State per G.S. 143B-903(e).

Contracts and Consultants

Agencies may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award.

All contracts in the grant must be uploaded as an attachment to the grant and must be approved by the assigned grants administrator for the project after opening, but prior to being enacted. If an agency already has an executed contract from a previously funded grant award, a copy of the contract should be uploaded as a project-specific attachment. Contracts must be approved by the GCC Grant Administrator before obligations can be made.

If program activities are delegated to another entity that delegation will generally be considered a subaward and is not allowed.

Please note that the approval of the grant award by the Commission does not constitute the approval of a specific sub-award or contract. For additional information on this topic, please refer to 2 C.F.R. § 200.331, subrecipient and contractor determination.

Indirect Costs

Applicants that intend to charge indirect costs using a negotiated indirect cost rate must have a current, signed, federally – approved indirect cost rate agreement. Applicants that have never received a federally – approved indirect cost rate may elect to charge a *de minimis* rate of 15% of modified total costs, which the agency will then be required to use for all applications for federal funding, indefinitely or until a federally – approved rate has been negotiated.

De Minimis Indirect Cost Rate

Some subrecipients have the option of using a *de minimis* indirect cost rate set by law. The *de minimis* rate is 15% of modified total direct costs (MTDC).

- The MTDC base includes: salary and wages, fringe benefits, materials and supplies, services, travel, and the first \$50,000 of each contract.
- Excluded from the MTDC calculation is: equipment, capital expenditures, charges for patient care, tuition remission, rental costs, scholarships, and the portion of any contracts in excess of \$50,000.

This *de minimis* rate is available without the need to negotiate with the cognizant federal agency for indirect costs. The *de minimis* rate is an option only for subrecipients that do not have an approved federally negotiated indirect cost rate.

When the *de minimis* rate is used, costs must be consistently charged as either indirect or direct costs. Double charging is not permitted.

If you elect to use *de minimis*, it must be applied consistently across all your agency's Federally funded projects until your agency receives a Federally Negotiated Indirect Cost Rate.

If you elect to use *de minimis* in your projects, you must submit and upload a certification to each of your project applications. The *De Minimis* Certification Form can be found at the Grant Forms section of our website.

Negotiated Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement (NICRA). Other applicants may elect to charge a *de minimis* rate of 15% of modified total direct costs (MTDC), which the agency will then use for all applications for federal funding, indefinitely or until a federally - approved rate has been negotiated.

Documentation supporting the agency's use of an indirect cost rate is required.

Since utilizing an indirect cost rate occurs at the organization level, the Financial Officer is responsible for the verification of an organization's indirect cost rate (*de minimis* or federally negotiated rate). If an organization is utilizing an indirect cost rate, the required support documentation must be uploaded to the EBS Grants Management Platform by the Financial Officer.

Supplanting

Supplanting, consistent with the Uniform Guidance, is the deliberate reduction of State, local, or tribal government funds otherwise available, specifically because federal funds are available (or expected to be available) to fund the same activity.

Federal funds may be used to supplement existing State and local funds for program activities and must not supplant (replace) funds that have been appropriated for the same purpose. To avoid potential supplanting issues, the below guidelines should be followed:

- Federal funds cannot be used to pay for existing State-funded employees unless the existing position is "backfilled" with a new hire.
- Federal funds cannot be used to pay for items or costs that the award recipient is already obligated to pay with State, local, or tribal funds.
- State, local, or tribal government funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of the receipt of federal funds.
- Agencies must maintain documentation demonstrating that any reductions in non-Federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds.

Unallowable Uses

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, categorized as unallowable costs, that will not be reimbursed. Subrecipients must not use award or match

funding for unallowable costs. Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles.

The following services, activities, and costs, although not exhaustive, cannot be supported with grant funds at the subrecipient level:

- Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
- Audit Costs (except as an allocable percentage of mandatory audits);
- Fundraising activities;
- Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- Bonuses, commissions, tips, stipends, and honoraria
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Additional inappropriate costs as identified and considered by the GCC as unallowable.

Pre-Award Risk Assessment

Pursuant to the regulations found at 2 C.F.R. 200.206(b), subrecipient agencies who are new to GCC funding or have not received funding within the previous 5 years are required to undergo a Pre-Award Risk Assessment (PARA) prior to the opening of the grant. The purpose of the PARA is to ensure that new subrecipient agencies can carry out all aspects of the federal grant award, including fiscal and administrative management of federal grant funds.

After an in-person assessment by a Grant Planner and Grant Administrator, agencies are determined as high, medium, or low risk. Subsequent risk measurements are conducted post-award by the assigned Grant Administrator using a matrix-based evaluation tool.

Reimbursement Requests

The subrecipient is required to submit monthly expenditures reports unless there are no reimbursable activities in a particular month. You may submit reimbursement requests for expenses occurring during your period of performance up to 60 days after your project ends.

Agencies are recommended to have at least 3-4 months in reserve funds to support their funded projects. This can assist with any reimbursement delays or issues that may arise.

Executive Director Compensation

Executive Directors cannot be 100% funded through subawards. Executive Directors have responsibilities that do not include or directly support the allowable activities (for example, fundraising, donor retention, board meetings, and executive administrative functions). Personnel costs that are directly

related to providing direct services, supervision of grant staff, and supporting grant activities are allowable costs.

Ordering Delays

Supply chain issues are common. Funds for any purchased items must be obligated by the end of the grant period of performance. Items must also be received by the end of the grant period of performance. You may submit your final reimbursement request for expenses occurring during your period of performance up to 60 days after your project ends.

Donated Office Space

The Governor’s Crime Commission requires a written valuation of the space, as well as a floor plan detailing the space used as an upload to their attached documents. If there is a lease or rental agreement associated with this entity donating this space, it should also be attached as an upload to your grant application.

Purchasing Food

Food for training and other events (not direct services) is generally unallowable but may be permitted with pre-approval from the US Department of Justice. DOJ only approves requests when it deems food and beverage costs to be necessary.

Performance Reporting

All projects approved for funding are required to provide regular Federal performance reports in the EBS system. These include program-specific performance reports, as well as annual project progress reports that align with the goals and objectives of the specific grant project.

Failure to report program performance will result in a hold of grant funds.

Subgrant Award Reports (Initial and Revised Initial) – VOCA Grants

The Subgrant Award Report (SAR) is a requirement for any subrecipients that receive Victims of Crime Act (VOCA) funding from the Office for Victims of Crime (OVC) to deliver victim assistance services. Grantees use the SAR to collect basic information on subrecipients and the program activities that will be implemented with VOCA plus match funds. The Subgrant Award Report is completed during the pre-award process and is the first step in accessing the Quarterly OVC PMT Performance Reports.

Performance Reporting – VOCA Grants

The GCC uses performance measure data to track award activity, progress toward program goals, and to identify statewide progress and areas for service improvement.

Data is to be reported by subrecipients to the GCC on the following dates:

REPORT TYPE	REPORTING PERIOD	DUE DATE
OVC PMT Quarterly report	OCTOBER – DECEMBER	January 30
OVC PMT Quarterly report	JANUARY - MARCH	April 30
OVC PMT Quarterly report	APRIL – JUNE	July 30
OVC PMT Quarterly report	JULY – SEPTEMBER	September 30

Annual Progress Reports

All projects funded by the GCC are required to provide an annual report that aligns with the goals and objectives of the subrecipient project identified at the time of application. The annual deadline for all Project Progress Reports is **OCTOBER 30** of each year of performance.

Award Terms and Conditions

Projects selected for funding will be subject to all Terms and Conditions set forth by the U.S. Department of Justice, the Office for Victims of Crime / Office on Violence against Women, and the NC Governor's Crime Commission that are associated with the federal award.

PART II: PROGRAM PRIORITIES

Below are the priorities for Crime Victim Services Committee's VOCA funding administered by the GCC. This includes required categories and areas for use established by the federal program rules and recommendations of the Crime Victim Services Committee.

Application Submission Limit

Agencies may only submit one competitive application under this funding source. Agencies must note in their application if funding is being requested in a competitive priority area for which they have a current open grant-funded project.

Budget Planning

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. The Governor's Crime Commission reserves the right to reduce budgets and request budget adjustments at its discretion.

Budgets requesting VOCA / VAWA funds are required to reflect 12 months of spending. Each subsequent year of funding for the Period of Performance's Year 2 and Year 3 will be requested through a budget extension and approval process in EBS and is subject to federal funding availability.

Year 1 = 10/1/25 – 9/30/26 (submit this budget now)

Year 2 = 10/1/26 – 9/30/27 (this budget will be submitted upon request from GCC)

Year 3 – 10/1/27 – 9/30/28 (this budget will be submitted upon request from GCC)

Funding Caps

In consideration of fluctuations in federal funding amounts, all applications for VOCA funding have a cap on the amount of funding that may be requested by an applicant. Note that this reflects the maximum dollar amount that may be awarded for an application under the funding priority for a period of performance of one year, and specific caps can be found within the individual priority sections. Requests for funding should be necessary and reasonable.

Match Requirement- VOCA

Subrecipients are typically required to contribute 20% of the total cost of each project and identify the source of the match, which must be from non-federal sources, and how match funds will be used. Match can be cash or it can be in-kind through donated goods and services.

- Volunteered professional or personal services whose value must be consistent with compensation paid for similar work in the program or with the rate found in the labor market in which the program competes;
- Materials/equipment whose value shall not exceed its fair market value;
- Space and facilities whose value shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality;
- Non-VOCA funded victim assistance activities including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.

- Volunteered services used as in-kind match should be justified by (1) the specific level of experience/expertise that the individual brings to the specific project, and (2) evidence that the individual has been paid a comparable rate for this specific service.

Exceptions to Project Match Requirement

Subrecipients that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands, are excluded from VOCA’s match requirement.

In the absence of a blanket waiver due to emergencies, pandemics, or other extenuating circumstances, subrecipients can request a match waiver using the Match Waiver Request Letter Template. However, match is being waived per the Notice of Unique Circumstances Match Waiver issued by the GCC Executive Director, noted below and the full language of the match waiver can be found in Appendix 1.

NOTICE OF UNIQUE CIRCUMSTANCES MATCH WAIVER

For VOCA applications and extensions between
November 1, 2024 through September 30, 2025

Pursuant to GCC’s match waiver policy “Match Waiver initiated by the NC Governor’s Crime Commission” dated August 3, 2020, the NC Governor’s Crime Commission is initiating a blanket match waiver for GCC’s VOCA subrecipients due to the direct impact on services provided to victims of crime. Notice of the GCC initiated match waiver is provided via the Request for Applications for the upcoming application period and for all extensions and off-cycle requests from November 1, 2024 through September 30, 2025. See Appendix for full match waiver.

Subrecipients who wish to decline the match waiver should make a note in the Project Summary section of the application. **IMPORTANT:** Match waivers and the removal of match from the project does not increase the project’s federal share. You will simply not need to provide the match or its related documentation throughout the life of the match waiver

Allowable Costs

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover allowable costs associated with the award program. There are other costs, categorized as unallowable costs, that will not be reimbursed. Subrecipients must not use award or match funding for unallowable costs. Standard allowable and unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles.

Allowable Activities

The Crime Victims Fund provides financial assistance that support a variety of programs, services, and activities to support and assist victims of crime. Services under this grant program are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security as appropriate to their victimization.

Note: This is not an exhaustive list

- Client outreach services
- Crisis line operations
- Evidence-based mental health services
- Counseling and support services
- Information and referral services
- Language crisis line services
- Legal assistance
- Relocation expenses
- Shelter and transitional housing Services
- Hospital accompaniment
- Child medical evaluations
- Forensic interviews
- Forensic medical evidence collection exams
- Training for project and agency personnel and volunteers

VOCA – Underserved

Maximum Federal Request – ONE application under this priority per Implementing Agency

Funding Cap – Local (1-4 Counties) : \$ 125,000

Funding Cap – Regional (5-50 Counties) : \$250,000

Funding Cap – Statewide (51+ Counties) : \$375,000

Length of Award: up to 3 Years

VOCA requires a minimum of 10% funding be allocated to projects serving “previously underserved populations of victims of violent crime”. Underserved populations may be distinguished by crime type or by demographic characterizations. Under this funding priority, programs should look to develop and/or continue implementing programs that address underserved crime victim groups by providing an array of direct services.

GCC highly encourages culturally specific agencies to apply under this priority, as well as agencies who are able to meaningfully address the needs of victims of crime under these crime types and populations, including but not limited to having personnel that reflects the communities served within this priority.

Underserved – Crime Type

- a. Human Trafficking Victims
- b. Co-Victims of Homicide
- c. Services for Victims of Financial Fraud and/or Identity Theft
- d. Drunk Driving

Underserved – Demographic Type/Special Population

- a. African/African America
- b. American Indian/Tribal Communities
- c. Latinx Communities
- d. Asian/Pacific Islander
- e. Middle Eastern

- f. Immigrant (Undocumented and Documented)
- g. LGBTQ+
- h. Males
- i. Elderly
- j. Rural
- k. Disabled
- l. Veterans/Military Personnel
- m. Formerly incarcerated individuals
- n. Persons with Limited English Proficiency
- o. Deaf or Hard of Hearing Individuals
- p. Persons who are homeless

In the application, under the “Underserved Crime Victim Services” section, in the “Please explain” narrative box

1. Enter the primary crime type that your application is addressing (select one from the above list) Example “Crime Type – Co Victims of Homicide” AND/OR
2. Enter the primary demographic or special population that your application is addressing (select no more than 3 from the above list) Example “Demographic Type – Elderly, Rural, Disabled”

Underserved Crime Victims Services

Does your proposal utilize a coordinated community response approach to serving victims, such as a Multidisciplinary Task Force? YES NO N/A

Does your proposal establish “Memorandums of Understanding” with community partners, agencies or individuals critical to the goal(s) of your proposal? YES NO N/A

Does your proposal include regularly scheduled discussion/strategic planning/cross-training meetings with community partners, agencies or individuals critical to the goal(s) of your proposal? YES NO N/A

Does your proposal include collaboration that is significant with regard to the resources impacting the daily lives of underserved victims of crime? YES NO N/A

Please explain:

VOCA – Domestic Violence/ Sexual Assault Basic Services

Maximum Federal Request – Newly Designated Agencies Only

Funding Cap: Per GCC basic formula

Length of Award: 1 year (a new application will be required in December 2025)

Applications under this priority should not be completed unless your agency has been deemed eligible for VOCA basic funding by Council for Women and Youth Involvement.

ALL active VOCA basic awards will be extended for an additional year of funding, with the amount to be determined by the Crime Victim Services Committee at a later date due to anticipated reductions in VOCA funding levels nationally.

Therefore, any qualifying domestic violence, sexual assault or dual service agencies who currently have existing VOCA grants for basic services funding ending on 9/30/2025 should NOT apply during this cycle.

VOCA – Children Advocacy Centers Basic Services

Maximum Federal Request – Newly Designated Agencies Only

Funding Cap: Per Child Advocacy Centers of North Carolina basic formula

Length of Award: 1 year (a new application will be required in December 2025)

Applications under this priority should not be completed unless your agency has been deemed eligible for VOCA basic funding by Child Advocacy Centers of North Carolina.

ALL active VOCA basic awards will be extended for an additional year of funding, with the amount to be determined by the Crime Victim Services Committee at a later date due to anticipated reductions in VOCA funding levels nationally.

Therefore, any qualifying provisional or fully accredited child advocacy centers, who currently have existing VOCA grants for basic services funding ending on 9/30/2025, should NOT apply during this cycle.

Funding Priority Crosswalk

It is imperative to select the correct funding priority when applying for funding in the grant management system. The descriptors for the funding priorities in the Enterprise Business Services (EBS) system include an abbreviated Program Description, Program ID, and start/end date.

Please use the below as a guide to identify and apply to the funding priority under which your proposed project will align:

Funding Priority	Program Description	Program ID
VOCA - Underserved Local 1-4 Counties - \$125,000	CVS 2025 VOCA - USVictim-Loc1-4co=125K	2025_CVS_1001
VOCA – Underserved Regional 5-50 Counties - \$250,000	CVS 2025 VOCA - USVictim-Reg5-50co=250K	2025_CVS_1002
VOCA – Underserved Statewide 51+ Counties - \$375,000	CVS 2025 VOCA - USVictim-State51+co=375K	2025_CVS_1003
VOCA – DV/SA Basic Services	CVS 2025 VOCA - DV/SA Basic - des agency new	2025_CVS_1004
VOCA – CAC Basic Services	CVS 2025 VOCA - CACs Basic - des agency new	2025_CVS_1005

PART III: APPLICATION ACCESS REQUIREMENTS

UEI Number

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.

Existing registered entities can find their Unique Entity ID by logging in to SAM.gov. In your Workspace, select the entity title of the "Entities" widget. The UEI is shown beside the entities. New entities can get their UEI at SAM.gov and, if required, complete an entity registration.

Please note that the GCC staff cannot assist you with UEI issues as this system is federally managed.

NCID

Applications for funding must be submitted via the Enterprise Business Services grant management platform. Applicants must first obtain an NCID username and password in order to access this online system. To obtain your NCID username and password, you must register at: <https://ncid.nc.gov> If you have issues with obtaining your NCID or utilizing an existing NCID account, contact the ITS Service Desk 24-hours a day at (919) 754-6000 or toll free at 1-800-722-3946. Please note that the GCC staff cannot assist you with NCID access issues.

NCID accounts cannot be shared among users. Each user must have their own unique NCID and password. All users must adhere to the NCID Acceptable Use Policy. Violation of the policy could result in disciplinary action, termination, loss of information resources, and criminal prosecution.

Enterprise Business Services (EBS) Platform

If you have not accessed the system or have an account that has been deactivated, you must request access to EBS using the EBS External Access Request Application, which requires an NCID account.

If you require access to EBS to create or review an application, or to manage or view an existing awarded grant, you will need to request access by following the steps:

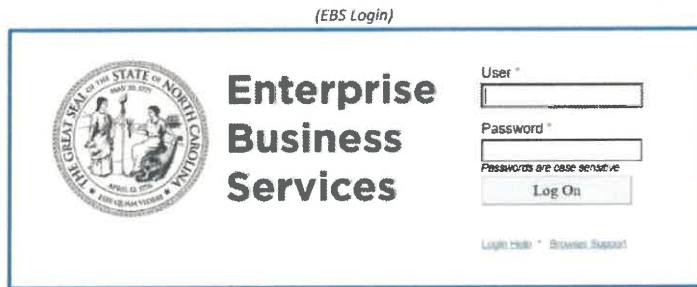
1. Using Google Chrome, you will access the online EBS External Access Request Application found at <https://www.ebs.nc.gov/sap/crmaccess/>
2. Provide the details required by the form and submit.

3. Your authorization will be processed over the next 48 business hours. If approved, you will receive an email from sapacct@ncdot.gov. EBS Support should only be contacted after you have received this email. Please make sure your email spam filter is not blocking this email address.

Logging Into EBS

To log into EBS Grants Management Platform:

1. Login at <https://www.ebs.nc.gov/>
2. Enter your NCID Username and Password, then click on “Log On”



3. The “Login Help” link below the “Log On” button will take you to information about resetting your password and contacting the EBS Help Desk.

Agreement Officials

Each project is required to have the below roles assigned as Officials in the grant application. Officials are required to have established NCID accounts and access to the EBS platform.

OFFICIAL ROLE	REQUIRED AGENCY CONTACT
Authorizing Official	Nonprofits: Board Chair (must not be an employee of the agency) State Government: Department Secretary Local Government: Town, City, or County Manager Law Enforcement Agencies: County or City Manager
Financial Officer	Nonprofits: Board Treasurer (must not be an employee of the agency) State Government: Chief Financial Officer or Department Finance Officer Local Government: Finance Director Law Enforcement Agencies: Agency Finance Director
Project Director	Nonprofits: Executive Director or appointed project staff responsible for overseeing the work of the project State Government: Designee responsible for overseeing the work of the project Local Government: Designee responsible for overseeing the work of the project Law Enforcement Agencies: Designee responsible for overseeing the work of the project

PART IV: APPLICATION GUIDE WITH SAMPLE SCREENS

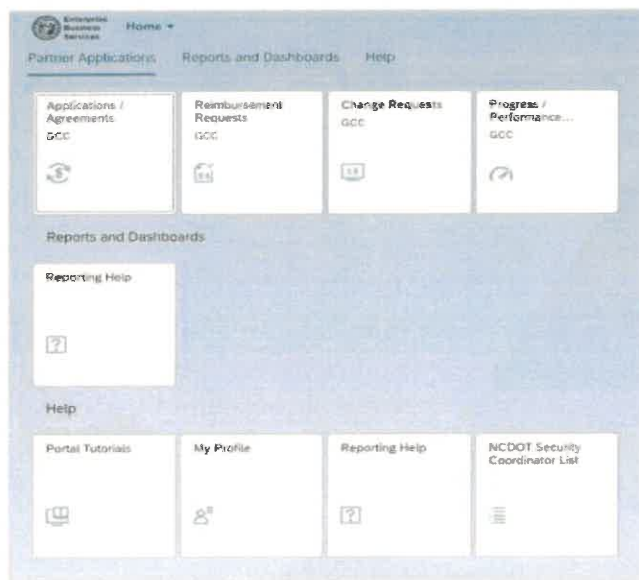
EBS Home Screen

Profile Settings

You can access your Profile and Settings in EBS by clicking on the person icon in the top right-hand corner of the page. This will show you the NCID that you have used to log into the system and will allow you access.

Grant Management Tiles

The EBS Home Page is organized to include the grant funder organizations that you have access to. If you have access to multiple funding organizations, you will see files for each organization. For instance, you may have access to both GCC and the Governor’s Highway Safety Program (GHDP), managed by NCDOT. If so, you will have a set of “Tiles” for each organization. See below for an example of Tiles in EBS.



Application/Agreement Tile

The Application/Agreement tile allows you to:

- Apply for a GCC Grant
- Check on the Status of an Application
- View details of any funded grants that are in progress (Agreements)
- View any historical applications or completed grants

Apply and Submit Application

Once logged into EBS, you may access the **EBS External User Guide** and other resources to assist with navigating the application process. The EBS External User Guide provides detailed information on the various areas of the grants management system.

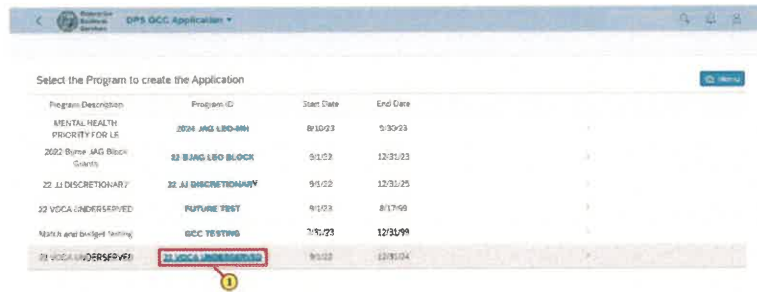
In order to begin an application, follow the below steps. As with previous GCC grant applications, applicants are required to provide a complete proposal that includes a **project narrative, goals and objectives, a detailed budget, eligibility certifications, project-specific attachments**, and other necessary information as required by the individual funding source and Committee.

Click **Create Application**. The program selection screen displays.

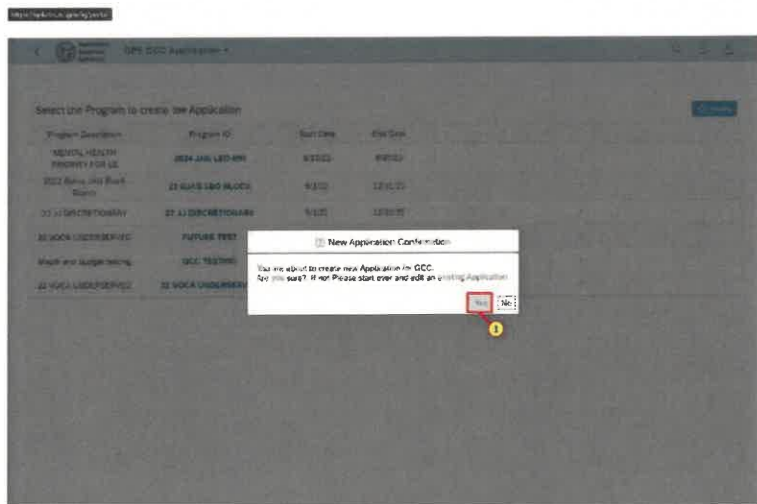


Select a **Program ID** of the priority that you are applying under.

A crosswalk of definitions to assist with selecting the correct Program ID is listed above in the Program Priorities section of this document.



Click **OK** to confirm the creation of a new application.



Complete all areas of the Application in EBS.

The screenshot displays the 'GPS GCC Application' interface. It includes fields for 'Organization/Supervisory Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Email', 'Website', 'Period of Performance (From)', 'Period of Performance (To)', 'Description', 'Subject Class Rate', 'Matching Funds %', and 'Maximum Budget Amount'. Below these fields are tabs for 'BUDGET SUMMARY', 'IMPLEMENTING AGENCY', 'OFFICIALS', 'GENERAL INFORMATION', 'ABSTRACT NARRATIVE', 'FOCUS/PURPOSE AREAS', and 'QUALIFYING REQ'. A 'Budget Amounts Summary' section shows 'State Match Requirement for Project' as 0.00. A 'Budget Summary by Expense Group' table is also present.

Expense Group	Year1 Amount	Year2 Amount	Year3 Amount	Total Amount
Indirect Cost	60.00	30.00	90.00	90.00
Totals	60.00	30.00	90.00	90.00

Saving and Editing

Once you start an application, the process of managing that application begins.

As you are completing the application, be sure to save often. This may prevent you from having to enter information multiple times. Information that is lost is impossible to be restored in the system.

Once you save the application, it will be placed in a status of, "Created" in your Current Applications table.

When in status of "Created", you can see access the Application, make changes, and either save or submit. You are also able to Cancel the Application with the "Cancel" button in the Current Applications table.

Application Attachments

Applicants are required to upload supporting documents as attachments to the application in order to receive funding consideration. These documents are required at the time of application submission. Failure to comply (i.e., failure to upload required attachments and budget information) could impact your application's ability to continue through the review process.

Sample forms and templates for many of these documents can be found on the GCC website at: www.ncdps.gov/gccforms. Please note that not all forms are required for every funding source.

Required Organization Documents

When uploading required Organization Documents, the "File Name" should reflect the Document Type.

These include:

- 501(c)(3) Verification (non-profit agencies)
- IRS Form 990 (non-profit agencies) (must be the most recent fiscal year's form)
- Board of Directors List (non-profit agencies)

- Single Audit Certification
- No Overdue Taxes Certification (non-profit agencies)
- Indirect Costs Certification, Federally Negotiated/De Minimis
- Civil Rights Checklist & Certification
- Lobbying, Debarment, and Suspension Certification
- NCID Acceptable Use Policy Certification
- Confidentiality Certification
- Advance Determination of Suitability for Interacting with Minors
- Conflict of Interest Policy
- Data Breach Policy
- Overtime Pay Policy
- Procurement/Purchasing Policy
- Record Retention Policy
- Travel Policy
- Unlawful Discrimination Policy
- Whistleblower Policy

Project-Specific Documents

Additional project-specific documents are also required at the time of submission, as applicable to the individual proposal.

These include:

- **Memorandum of Understanding/Memorandum of Agreement** : Current, written agreement(s) demonstrating community partnerships: MOU, MOA, etc. (if applicable) A sample MOU is available on the GCC website. If there are multiple agreements, please label accordingly: Ex “MOU – Wake County, MOU – Guilford County”US Attorney Letter (VOCA Only)
- **Contract/Pre-Contract Form**: Contracts for project-related services (if applicable). A sample contract is available on the GCC website. A Pre-Contract Form is required with application for contracted services/personnel that are not yet executed. If there are multiple contracts, please label accordingly: Ex “Contract – Counseling Services, Contract – Translation Services”
- **Detailed Supply Listing**: Items should be documented in list form indicating which supplies will be purchased in Year 1, Year 2, or Year 3. Please also indicate Program supplies vs. Office supplies. There is a sample “Detailed Supply Listing” form available in the Grants Forms section on the GCC website, under Application.
- **Equipment/Rental Lease Agreement**: Agency’s current equipment lease and/or rental space agreement with floor plan (if costs are budgeted for reimbursement or match) in the project. If there are multiple lease agreements, label accordingly: Ex “Lease – Wake County Office, Lease – Wake County Shelter, Lease – Equipment (Copy Machine – Konica Minolta C368)”
- **NC Human Trafficking Commission Letter of Support** (if project prioritizes serving HT victims)
- **Child Advocacy Centers of North Carolina Verification Letter** (for CACs only)

Supplemental Attachments may also be requested. These documents are not required during the application period, however upon notification of approval for funding, these may be requested to be submitted as attachments during the Modification period. GCC encourages subrecipients to prepare attachments prior to notification of approval for funding to ensure timely submission.

All supplemental forms can be found on the GCC Website in the Grant Forms section under Application.

- Summary of Direct and Contracted GCC Funds
- Detailed Budget Narrative Form
- Staffing Allocations Form
- Job Descriptions

Templates for many of these attachments can be found on the Forms section of the GCC website.

Required Application Certifications

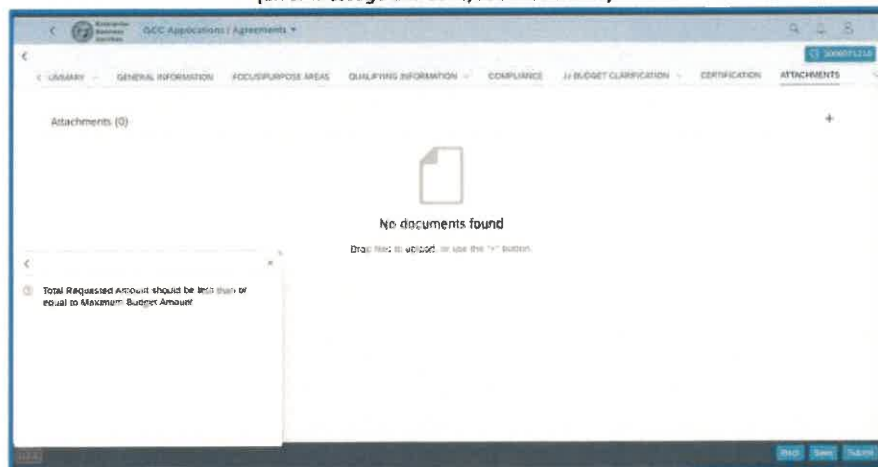
Prior to submission, applicants are also prompted to certify compliance and understanding of the below as part of the application in EBS:

- Certification of Non-Supplanting
- Certification of Filing an Equal Employment Opportunity Program
- Certification of Submission of Current Annual Operating Budget
- Certification that Applicant is Eligible to Receive Federal Funds
- Certification Regarding Lobbying, Debarment, and Suspension
- Drug Free Workplace Compliance (for State agencies only)
- Certification of Compliance with General Statute 114-10.01 (for law enforcement agencies only)
- Certification of Recent Filing IRS Form 990 and IRS Form 990-EZ
- Certification Regarding Funding of Salaried Positions

Submitting the Application

Once you are ready to submit the application, check the bottom left corner of the application to make sure you have no errors in your application. If you have errors, you may have to correct them before the application can be submitted. The Submit button is at the bottom right corner of the application. Once submitted, you will no longer be able to edit your application. See the screenshot below of a sample error message and save/submit buttons on an application.

(Error Message and Save/Submit Buttons)



Application Review/Agreements

Once your application has been submitted, the GCC review will begin. During the review process, you can return to your current applications table to see the status of your application. Also, during the review process, GCC may return the application to you in an editable state so that you can make changes or attach additional documentation.

When an application is returned, you can **save**, **edit**, or **cancel** the application.

After the GCC review period, your application will either be approved or denied for funding.

- If **approved**, the application will be subject to required modifications and award conditions. The application, now an agreement, will keep the same identification number and will stay in your Current Applications table.
- If the application is **denied**, the application will move to the Application History table at the bottom of the Applications/Agreement screen.

Required Modifications and Conditions

The GCC may request modifications to your project proposal after the application is submitted.

Pursuant to administrative code 14B NCAC 05B .0203, applicants shall submit the grant compliance and modification information within 30 days of receipt of award notice. An applicant may request an extension of no more than 60 days to submit the required information. An applicant who does not provide the required information shall be ineligible for grant funding.

PART V. RESOURCES

Below you will find additional resources to support the process of applying for funding. Many additional resources are available on the GCC website, including but not limited to: [Grant Writing and Grant Award Workshop materials](#), sample [forms and certification documents](#), the [EBS User Guide](#), and resources designed for all post-award processes.

EBS Help Desk

The EBS Help Desk can be reached by emailing EBSSupport@ncdot.gov.

Frequently Asked Questions and Workshop Q&A

A list of our updated Frequently Asked Questions and Workshop Q&A can be found on the GCC website. We strive to update these questions, as well as any additional resources, on a continual basis.

For any additional questions, please contact a member of the Crime Victim Services Committee's Planning Team found at the beginning of this document.

Summary of Key Dates

The following is a short timeline of key dates related to the grant application process for this program. Please note that these dates are designated as tentative in the event of unforeseen circumstances.

Activity		Tentative Date
2024 Grant Writing Workshop		October 30, 2024
Release Request for Applications		November 1, 2024
Applications Open in EBS		December 1, 2024
Application Deadline to the GCC No later than 11:59 p.m.		January 31, 2025
Commission Vote for Approved Applications		June 2025
Grant Award Workshop (mandatory for funded projects)		September 2025
New Award Start Date		October 1, 2025

Scoring Matrix

1. Project Abstract (The Problem) - 20 Points Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 1300 characters)	0-2	3-4	5-7	8-10
Organization structure	No experience or operational capability.	Little experience and operational capability.	Some experience and operational capability.	Clearly demonstrates experience and strong operational capability.
Need and population	Need vague and duplication of services.	Need minimally described and/or not supported by data. Little knowledge of local resources and some duplication of services.	Need is somewhat defined and supported by data. includes description of target population. Possible duplication of services but still needed.	Need is clearly defined and supported by data. includes description of target population and not duplicating other services.
2. Partners and Collaboration - 10 Points Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 1300 characters)	0-2	3-4	5-7	8-10
Partners and collaboration	No partners mentioned.	Partners suggested but not clearly identified. Collaboration is not well defined.	A few partners identified and some collaboration is described.	Several partners identified and collaboration is clearly described.
4. Project Narrative - 30 Points	0-2	3-4	5-7	8-10

<p>Please provide additional information about your project application. (Max 1300 characters)</p> <p><i>Summarize proposed activities and services. Explain how they intend to utilize their resources. This category will also evaluate how accountable the agencies will be with the use of GCC funds.</i></p>				
Clearly written purpose	Entire purpose of the project and proposed activities are unclear.	Parts of project's purpose and proposed activities are unclear.	Purpose of the project and proposed activities are mostly clear and make sense.	Purpose of the project and proposed activities are clearly written and make sense.
Proposed grant funded resources addresses project need and purpose	Use of resources not described or does not address project need and purpose.	Use of resources are somewhat defined and somewhat addresses project need and purpose.	Resources requested by applicant are mostly defined and there is a somewhat clear understanding of how they will be used to directly address the need and purpose of the project.	Resources requested by applicant are clearly defined and there is a clear understanding of how they will be used to directly address the need and purpose of the project.
Follows proven program techniques	Project activities are not proven or evidence based	Uses a few proven, evidence-based project activities	Uses some proven, evidence-based project activities	Uses proven evidence-based project activities
6. Project Timeline of Activities - 10 points (Timeline of Activities)	0-2	3-4	5-7	8-10
Timeline is reasonable and achievable. Clearly defined with key dates, use of funds, roles and duties	No clear timeline	somewhat reasonable and achievable. Loose schedule with some use of funds but not clearly defined roles.	Mostly reasonable and achievable. Proposed schedule and use of funds and assignment of duties.	Reasonable and achievable. Clearly defined timeframe with dates, use of funds and roles and duties outlined.
5. Goals and Objectives - 30 points	0-2	3-4	5-7	8-10

<p>Grantees are limited to two goals. Your project should at least have one goal. Grantees are limited to four objectives. Your project should at least have one objective</p> <p><i>Does the program provide a reasonable and logical evaluation of its work, client management, training, and tracking process so that governmental funding agencies can accurately identify successful ongoing criminal justice program models and justify future funding of same. The standard common performance outcomes for all units must and will be measured in the following manner.</i></p>				
Reasonable and achievable goals are clearly defined	Goals are not stated or unclear.	Goals are addressed but not enough detail.	Goals are mostly clear but can be more specific, measurable, realistic, and/or timely.	Goals are clearly stated, measurable, realistic, and timely. The desired outcome is clearly defined.
Objectives that support goals and measure program activity throughout the entire project	Objectives do not align with the goals.	Objectives are somewhat aligned with the goals but are not specific or measurable.	Objectives mostly aligned with the goals but lack some specificity.	Objectives are specific, measurable and directly aligned to the described need and goals.
Describes how they will evaluate	No data collection or evaluation plan.	Data collection nor evaluation plan provides enough details.	Data collection but unclear evaluation plan.	Specific, measurable well thought out collection of data and evaluation plan.

Research and Other Resources

Justice Data Portal

The GCC’s Criminal Justice Analysis Center (CJAC) serves as North Carolina's statistical analysis center. It is one of the 53 state or territory agencies in the United States that conduct objective analysis of state- and system-wide policy issues in the criminal justice system. In partnership with a growing number of state agencies and SAS, the CJAC has developed a centralized and publicly available collection of North Carolina’s justice-related data at both the state and county level.

The Justice Data Portal meets the ever-growing need for stakeholders, decision-makers, and the public to have an easy-to-use, regularly updated, central place to get North Carolina data from across the criminal justice continuum. <https://JusticeDataPortal.NC.gov>

OVC PMT Reporting Dashboards

The Office for Victims of Crime (OVC) Victims of Crime Act (VOCA) Victim Assistance and Victim Compensation Data Dashboards provide an overview of key performance measure data collected by OVC from the VOCA State Administrating Agencies (SAA's) for both the Victim Assistance and Victim Compensation grant programs. Victim Assistance performance measures collect data on the number of victims served, victim demographics, types of victimization, and services provided. Victim Assistance grantees and subgrantees report this data on activities supported with VOCA grants plus match funding. VOCA Victim Assistance Data Dashboard | Office for Victims of Crime (ojp.gov)

Best Practices Clearing House

The U.S. Department of Education launched the Safer Schools and Campuses Best Practices Clearinghouse in 2024, designed to support students, families, teachers, and other educational providers by highlighting best practices and lessons learned. <https://bestpracticesclearinghouse.ed.gov/>

Public Safety Clearinghouse

The Public Safety Clearinghouse is a public online tool that serves as a one-stop shop for violence reduction and public safety resources from the U.S. Department of Justice (DOJ) program components and other federal entities. The Clearinghouse has 19 topic areas and contains hundreds of trainings, technical assistance opportunities, publications, and other resources available to any jurisdiction in the criminal justice field. This includes topics on policing, corrections, domestic violence, gang and gun violence, human trafficking, and youth violence.

<https://www.nationalpublicsafetypartnership.org/Clearinghouse>

US Census Bureau Profiles

The US Census Bureau's mission is to serve as the nation's leading provider of quality data about its people and economy. Available on the website are data profiles, tables and maps, and general census data, which can be viewed by specific state. <https://data.census.gov>

UCLA Williams Institute – LGBT Data and Demographics

The Williams Institute conducts independent research on sexual orientation and gender identity law and public policy. Available on the website is data which can be viewed by specific state.

[LGBT Data & Demographics – The Williams Institute \(ucla.edu\)](https://williamsinstitute.law.ucla.edu/lgbt-data-demographics/)

LEP.gov Limited English Proficiency – Data & Language Maps

The LEP.gov (Limited English Proficiency) website provides information and resources on the civil rights protections provided to individuals who do not speak English as their primary language. It also provides information on language access services and language assistance programs offered by the U.S.

Department of Justice. [Data and Language Maps | LEP.gov](https://www.lep.gov/data-and-language-maps/)

Glossary of Terms

Authorizing Official: Chief point of oversight for the project. Signatory to the grant award.

Conference: Defined broadly, and includes meetings, retreats, seminars, symposia, or training activities.

Consultant: An individual who provides professional services.

Contract: a legal instrument by which an entity purchases or services needed to carry out the project under the award.

Equipment: means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.

Evidence-based: Programs and strategies that have been found effective at improving positive or preventing negative outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations or only for particular cultures and identities.

Expenditure: a charge made to a project or program for which an award was received.

Financial Officer: Provides financial oversight to the project and ensures compliance with both agency and Federal financial policies and procedures.

Goals/Objectives: Goals and objectives must be specific, measurable, attainable, relevant, and time-bound (SMART). Goals are general statements of what you seek to achieve. Objectives describe how you will achieve the goals of the project.

Implementing Agency: The organization, department, or section responsible for executing the work of the approved and funded Agreement.

Indirect Cost: Costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project.

Internal Controls: A process implemented by an agency designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency of operations, reliability of reporting for internal and external use, and compliance with applicable laws and regulations.

Match: The subrecipient share of the project costs. Match may either be “in-kind” or “cash”.

Period of Performance: The period for which implementation of the project is authorized.

Personnel & Contractual Positions: Provide an overview as to the purpose and function of the positions listed in the personnel and contractual categories in the budget detail that contribute to the success of the project. Where applicable, budgets should reflect the overtime needs. Please note specific job duties for the positions are provided within the job description section of the application.

Project Abstract: Briefly describe the project’s purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

Project Collaboration: Identify the partners with whom you will collaborate and briefly describe how the collaboration will occur. Current MOUs are required for collaborative partners and should be uploaded as an attachment.

Project Director: Primary point of contact with the GCC who is responsible for the execution of the project. Signatory to the grant award.

Project Narrative Summary: Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. This should also discuss how you will collaborate with other agencies and not repeat the abstract.

Project Timeline of Activities: Provide a timeline for the implementation of the project.

Promising Practices: Programs and strategies that show potential (or “promise”) for developing into a best practice. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed”, “research supported”, or “emerging” practices.

Qualitative Data: Descriptive information that captures qualities or characteristics that cannot be easily measured using numbers.

Quantitative Data: Numerical information that can be counted, measured, or compared on a numerical scale.

Reasonable: Costs that a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made.

Subaward: An award (grant) provided by the GCC to projects approved for funding. Subawards are referred to as the Agreement in EBS.

Subrecipient: The entity or organization that receives a subaward from the GCC.

Supplanting: To deliberately reduce State or local funds because of the existence of Federal funds.

Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities, etc.) listed in the supply category in the budget detail contribute to the success of the project. If your program includes a broad category line item (i.e. general office supplies), please upload an attachment that lists each item to be purchased within the line item.

Sustainability Planning: A formal, working plan for the project and how it will result in permanent operational funding (not GCC funding) once the grant ends. Continued funding is not guaranteed.

Trauma-Informed: A model of care that aims to prevent re-traumatization and help people recover from trauma.

Travel Budget: Describe the purpose and benefit of the travel items listed in the detailed budget. Explain the types of travel to occur during the project period, such as the type of conference, training, or meeting to be held for which travel is requested. Each travel item should be justified, with an explanation provided in this section. Training or conference registration costs should be included in the travel category. If travel is budgeted in any application for grant funding, you must upload your agency’s travel policy as an attachment.

Unallowable Costs: Costs the government is unwilling to pay as a charge or through an indirect cost pool applied to the grant or contract.

Appendix 1 – Notice of Unique Circumstances Match Waiver



NC Department of Public Safety
GOVERNOR'S CRIME COMMISSION

Roy Cooper, Governor
Eddie M. Buffaloe Jr., Secretary

Robert A. Evans, Chairman
Caroline Farmer, Executive Director

NOTICE OF UNIQUE CIRCUMSTANCES MATCH WAIVER

For VOCA applications and extensions between
November 1, 2024 through September 30, 2025

Pursuant to GCC's match waiver policy "Match Waiver initiated by the NC Governor's Crime Commission" dated August 3, 2020, the NC Governor's Crime Commission is initiating a blanket match waiver for GCC's VOCA subrecipients due to the direct impact on services provided to victims of crime. Notice of the GCC initiated match waiver is provided via the Request for Applications for the upcoming application period and for all extensions and off-cycle requests from November 1, 2024 through September 30, 2025. GCC initiated match waivers are only to be used when unique circumstances exist such as:

- Natural Disasters
- Pandemics or other geographic health crisis
- Mass violence/victimization events
- Other events as determined by GCC Executive Director

The GCC Executive Director has determined that the following unique circumstances exists:

- Natural Disasters: Hurricane Helene has impacted 26 counties with the unaffected counties rallying their own resources to assist the agencies in the impacted counties. Therefore, both directly impacted and nonimpacted counties are sharing the immense burden to provide services to victims of crime.
- Pandemics or other geographic health crisis: Expenses increased due to the pandemic which exhausted cash reserves of subrecipients who have not had sufficient time to recover. Moreover, according to the federal reserve, post pandemic inflation led to inflation levels not seen in 40 years. While the inflation has declined this past year, the exponential increase in inflation since the COVID pandemic has decreased the reach of subrecipient's dollars.
- Other events as determined by GCC Executive Director: According to NC Department of Commerce, North Carolina's unemployment rate has remained low since the pandemic. As of September 2024, North Carolina's unemployment rate was 3.8%. This is among the lowest unemployment rates in decades. Low unemployment requires subrecipients to offer higher salaries for victim services and decreases the availability



1201 Front Street Raleigh, NC 27609 | 4234 Mail Service Center Raleigh, NC 27699-4234
Phone: 919-733-4564 Fax: 919-733-4625 www.ncdps.gov/gcc
An Equal Opportunity Employer

of volunteers as in-kind resources.

The unique circumstance match waivers will only be applicable for the specific project requested and for the duration of that project (i.e. not in perpetuity but including any project extensions).

This match waiver will be effective the 1st day of November 2024 through the 30th day of September 2025.



Caroline Farmer, Executive Director
NC Governor's Crime Commission

October 30, 2024

Date

STAFF REPORT
ORDINANCE 2025-17
STRATEGY/VISIONING SESSION
CONSULTANT PROPOSALS
JANUARY 6, 2025

Topic: Strategy/Visioning Session – Consultant Proposals
Speaker: Gilbert Todd, Jr., Town Manager
Prepared by: Lisa Markland, HR Director
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The Zebulon Board of Commissioners will consider proposals from consultants to provide Strategy/Visioning Session for the Board of Commissioners.

Background:

The Board has indicated a desire to have a retreat, providing an opportunity to come together and discuss their vision for the Town of Zebulon, and how that would impact the Strategic Plan, budgets and projects in the future.

Discussion:

The discussion before the Zebulon Board of Commissioners is whether to move forward with bringing in a consultant to help facilitate this discussion as soon as possible.

To this end, the Board will decide on a consultant that will facilitate a retreat with the Board of Commissioners to determine their goals and priorities for the next budget process. Staff solicited proposals from three consultants which are attached.

Staff is recommending Dream Builders Communications, Inc. at a cost of \$17,500 to facilitate this process in January 2025.

Policy Analysis:

Bringing in a consultant to assist the Board in determining their vision and strategy is consistent with our current Strategic Plan area of “Growing Smart”. Undertaking such a strategy or visioning session will guide the Board’s future budgetary and policy decisions and give staff directions as they develop their budgets and manage major projects. The result is to continue implementing goals that enable our community to grow and thrive.

Fiscal Analysis:

The attached proposal for Dream Builders Communications, Inc. is at a cost of \$17,500. This proposal had the lowest cost of the three proposals submitted. This will also require a budget amendment to fund the consultant and process

Staff Recommendation:

Staff is recommending Dream Builders Communications, Inc and adoption of Ordinance 2025-17 to facilitate a Board retreat in January 2025.

Attachment(s):

1. Proposals
2. Ordinance 2025-17

ORDINANCE 2025-17

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$17,500.00	
EXPENDITURES		
Governing Board – Professional Services	17,500.00	

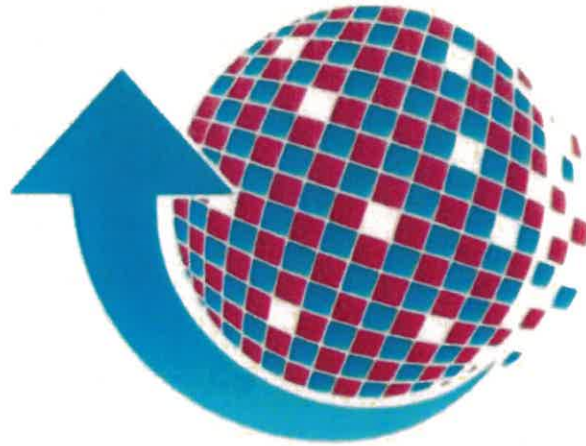
Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk



Dream Builders
Communication, Inc.

Proposal Prepared for:

Town of Zebulon, NC
1003 North Arendell Ave.
Zebulon, NC 27597
919.269.7455

Proposal Prepared by:

Dream Builders Communication, Inc.
10135 Hickorywood Hill Avenue
Huntersville, NC 28078
704.727.5006
Shawn Clemons, Ed.D.
Director, Education & Learning
sclemons@dreambuilderscommunication.com

Town of Zebulon, NC Review Team,

We are excited to share with your team, our company, Dream Builders Communication, Inc. (DBC). We are one of the nation's leading consulting and training firms, with over two decades of experience. Our client focused solutions are designed to aid in maximizing their full potential. Specializing in four core divisions: Corporate, Education, Government and Non-Profit, we assist clients in developing adaptive strategies to increase organizational performance. With a wealth of industry experience, our organization's division offers evidence-based tools and innovative approaches to drive success in various sectors, including transit authorities.



In 2000, Dr. Kenston J. Griffin, CEO, bestselling author, and master-level executive coach, conceived DBC. Armed with bachelor's and master's degrees in social work and a doctorate in leadership, Dr. Griffin founded an organization dedicated to leadership and professional development. His diverse educational background equips him with a nuanced understanding of assisting leaders in expanding their emotional intelligence, resolving conflicts, making decisions beneficial to the organization, and navigating intricate environments. Renowned as a keynote speaker and retreat facilitator, Dr. Griffin spearheads team retreats aimed at fostering comprehension of the organization's vision, individual role responsibilities, and strategic planning. These retreats cultivate team cohesion, foster stronger working relationships, and enhance alignment with the organization's goals, thereby generating positive impacts across the organization.

DBC is a leading consulting and training firm with over 20 years of experience, delivering client-centered solutions to help organizations reach their full potential. We specialize in providing strategic support to enhance organizational performance. Backed by over 100 years of combined industry expertise, our team utilizes evidence-based tools and innovative approaches to drive success across various sectors. From large corporations and government agencies to mid-size and small organizations, we excel in leadership development, staff retreats, strategic planning, customized professional development, project management, executive coaching, improving profitability, customer satisfaction, staff performance, and career growth through customized strategies. Whether your goal is to transform culture, strengthen communication, improve collaboration and organizational outcomes, we are here to help.

Leaders understand the significance and importance of collaboration, teamwork, leadership within the organization and within the organization's teams. Establishing cohesive relationships, clarifying roles and fostering trust among team members is essential for effectiveness, innovation and success. DBC's tailored professional development programs and proprietary assessments play a crucial role in enhancing team members' abilities, resulting in improved job performance and organizational impact. Employing research-based strategies, DBC facilitates opportunities for reflection, growth and ongoing professional development, ensuring sustained progress and success.

DBC employs our own proprietary assessments to aid leaders in gaining deeper insights into their communication and collaboration styles, both individually and within their teams. By fostering understanding among colleagues, these assessments mitigate misunderstandings, while simultaneously boosting productivity and innovation. Teamwork is also integral to an organization's success. How teams interact internally and with other teams in an organization is of significant importance.

DBC provides services in the following areas.

- | | |
|--|-------------------------------------|
| Executive Coaching | Strategic Planning |
| Training and Development | System Development Solutions |
| Process Improvement | Project Management |
| Risk & Crisis Management | Proprietary Assessments |
| Data Analytics, Audit & Compliance Specialization | |

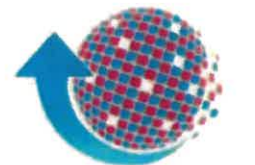
A strategic partnership with the Town of Zebulon

Board of Commissioners will support the leadership and professional development, vision, mission and initiatives outlined in the *Vision 2030* strategic plan. When we utilize our knowledge with our research-based strategies, we are an ideal fit for the Town of Zebulon Board of Commissioners, creating a partnership that works.

Thank you for taking time to review our proposal.



Dr. Kenston J. Griffin
Chief Executive Officer/Founder
kenston@kenstonjgriffin.com
704.727.5006



DreamBuilders
Communication, Inc.



**Dream Builders Communication, Inc. &
Town of Zebulon Board of Commissioners:**

A Partnership that Works

Provided is a proposal of services for the Town of Zebulon.

Contact Taiwo Jaiyeoba, Interim Town Manager
Town of Zebulon Board of Commissioners
1003 North Arendell Avenue
Zebulon, NC 27597
919.823.1801
taiwo@townofzebulon.org

Proposed Dates December 2024

Scope of Services

Dream Builders Communication, Inc. shall provide the following services.

One (1) Level Setting Meeting with the Town Manager

30 Minutes

This session is designed to introduce the philosophy of Dream Builders Communication, Inc. (DBC), establish a robust framework, and provide a clear understanding of DBC's five-star approach. As the foundational session, it plays a critical role in setting the stage for the professional development experience. The session will establish a shared understanding of goals, strategic direction, organizational needs, and board development expectations between DBC and the Town of Zebulon Board of Commissioners. This will ensure the creation of a comprehensive roadmap for success, with clearly defined and measurable strategic outcomes. *This meeting will occur before the retreat with the Board of Commissioners.*

Three (3) Director Level Setting Meetings

30 Minutes/Meeting

With up to three (3) identified directors, this session is intended to introduce the philosophy of Dream Builders Communication, Inc. (DBC), establish a strong framework, and provide clarity on DBC's five-star approach. As the foundational session, it is essential in setting the groundwork for the professional development process. It will facilitate a clear understanding of departmental goals, team strategic direction, the overall strategic plan, organizational needs, and the professional development expectations between DBC and the Town of Zebulon. This will ensure the development of a comprehensive roadmap for success with measurable and strategic outcomes. *This meeting will occur before the retreat with the Board of Commissioners.*

Six (6) Board of Commissioners Level Setting Meetings

Up to 30 Minutes/Meeting

This session is designed to introduce the philosophy of Dream Builders Communication, Inc. (DBC), establish a solid framework, and provide clarity on DBC's five-star approach. As a foundational session, it is essential in laying the groundwork for the professional development process. It will ensure a clear understanding of the commissioners' vision, short- and long-term goals, strategic direction, and overall desired outcomes for the professional development experience, as well as expectations between DBC and the Town of Zebulon. This will result in the creation of a detailed roadmap for success, with measurable and strategic outcomes to be achieved.

These meetings will occur with up to six (6) participants, before the retreat with the Board of Commissioners.

One (1) Data Implementation, Evaluation & Professional Development Design

Up to 5 Hours

Utilizing data gathered from the level setting meetings, DBC will focus on developing the customized retreat for Town of Zebulon Commissioners. This retreat/professional development design allows DBC to customize specific items of execution with regards to commissioners' desired outcomes.

One (1) *Discovering Our Town 2.0* Retreat

Up to 8 Hours

It is no secret that the town of Zebulon is vibrant, growing and ready for the opportunities that present itself to families, communities, for-profit, not-profit organizations and much more. On your Mark, get Set, GROW!

This interactive session is designed to embrace the past, identify best practices of the present, but stretch to the innovative nature of the future. During this retreat participants will leverage the institutional knowledge of the pre-session framework from commissioners, staff and identified stakeholders. This retreat will also afford participants the opportunity to interactively design clear goals and objectives that align with the Zebulon 2030 Strategic Plan and best practices as leaders to support, measure and modify if necessary.

Key areas of focus are, but not limited to the following.

- Understanding the vision and mission
- Unpackaging our data to ensure we strategically move the needle
- Best practices to being a highly effective board of commissioners
- Best practices to working with various personalities
- Embracing the work of the work
- Internal and external factors that have/are/will affect the Town of Zebulon
- The art and science of interpreting, leading , influencing, and representing our town Effectively
- Executive problem solving
- Understanding the 3 Is: inclusivity, integrity and integration

- Executing our triangular system of core values
- Unpackaging our focus areas, goals, and tactical actions while developing a plan of implementation
- Next Steps and Fidelity Checks

One (1) Executive Summary with the Town Manager

Up to 1 Hour

After the training, DBC will provide an executive summary to the Town Manager and other identified stakeholders, confirming deliverables and successes. This session will also serve as the launchpad for what a continued partnership might entail.

One (1) Fidelity Check with the Town Manager

Up to 1 Hour

The interactive virtual session will start commissioners on the path of implementing the Vision 2030 Strategic Plan and leading their board strategically. This meeting, after sixty (60) days, with the Town Manager will follow up on the progress of the Board of Commissioners and determine what further assistance is needed.

Fee for Services

- One (1) Level Setting Meeting with the Town Manager
- Three (3) Director Level Setting Meetings
- Six (6) Board of Commissioners Level Setting Meetings
- One (1) Retreat/Professional Development Design
- One (1) *Discovering Our Town 2.0* Retreat
- One (1) Executive Summary with the Town Manager
- One (1) Fidelity Check with the Town Manager
- Three (3) Team Members
- Travel (All Inclusive)
- Materials

The rate is \$17,500.00.

As a courtesy to our organization, please keep your rate confidential.

**Dream Builders Communication, Inc. &
Town of Zebulon Board of Commissioners**

A Partnership that Works

Dream Builders Communication, Inc. (DBC) expresses its deepest gratitude to the Town of Zebulon for considering our proposal to facilitate the Board of Commissioners' retreat. DBC is confident that our highly rated approach is uniquely positioned to empower Town of Zebulon Commissioners. Through our professional development and research-based strategies, we will identify strengths and opportunities for growth, ensuring alignment with Vision 2030 strategic plan, vision, mission, goals, values and tactical actions.

We understand the significant responsibility the Town of Zebulon shoulders in making a positive and lasting impact on the lives and livelihoods within the communities it serves. Dr. Kenston J. Griffin is an experienced retreat facilitator with a proven record of accomplishment of success in developing boards to reach their strategic goals.

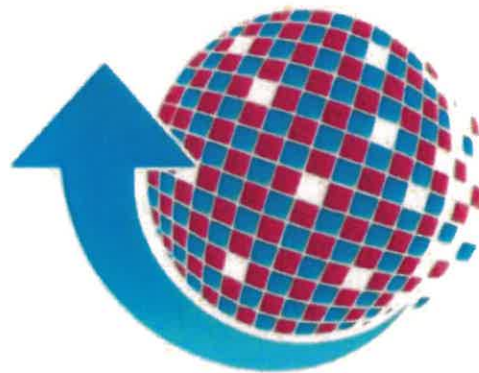
This collaborative partnership will cultivate an environment that fosters innovation, maximizes operational efficiency, and drives sustainable growth for the Board of Commissioners and the communities they serve.

DBC eagerly awaits your response and stands ready to engage in further discussions or provide any additional information that may be required.

Sincerely,



Dr. Kenston J. Griffin
CEO/Founder
Dream Builders Communication, Inc.
kenston@dreambuilderscommunication.com



Dream Builders
Communication, Inc.

STAFF REPORT
STRATEGIC PLAN GRANT
JANUARY 6, 2025

Topic: Strategic Plan Grant
Speaker: Kellianne Williams, Assistant Town Manager
From: Kellianne Williams, Assistant Town Manager
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The Board of Commissioners will engage in discussion about the drafted Strategic Plan Grant.

Background:

The current Strategic Plan Grant program offers \$5,000 total in grants up to \$1,000 for many years. Per policy, these grants must meet a Strategic Plan Focus Area and are available to 501(c)(3) organizations that have been operating for at least two years.

At the September Work Session, the Board engaged in discussion about the Strategic Plan Grant that allowed staff to draft updates to the grant program. Key takeaways from the Board's discussion were used to develop a draft for the Board's consideration.

A draft update to the grant was emailed to the Board on November 1st. The Board provided direction at the November 22nd work session to return with the grant for Board action on December 2nd. The only revision requested by the Board included adding a statement that organizations are only eligible for one Strategic Plan Grant per fiscal year.

At the December 19th Board meeting, the Board requested further discussion at the January 6, 2025 regular meeting.

Fiscal Analysis:

The Board authorized \$25,000 in strategic plan grants. On September 9th, the Board awarded the original \$5,000 to 5 non-profits. A new process needs to be determined for the remaining \$20,000.

Discussion:

The Board will consider approval of the Strategic Plan Grant.

Attachment:

1. FY 2025 Strategic Plan Grant
2. Grant Scoring Rubric

Town of Zebulon

ZEBULON

NORTH CAROLINA

Strategic Plan Mini-Grant
Request for Proposals

Application for Funding
Due January 31st, 2025

Available Grant Funds:

The Town of Zebulon will be distributing \$20,000 in mini grant funding. The Town intends to award two \$5,000 grants and five \$2,000 grants.

Purpose:

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding selection and distribution of Strategic Plan Mini-Grants. The Town of Zebulon wishes to contribute to the efforts of non-profit organizations whose focus areas align with those of the **Town of Zebulon Vision 2030 Strategic Plan**.

Policy Statement:

The Town of Zebulon is committed to providing financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens. Non-profit agencies should also focus on one or more of the Town of Zebulon’s focus areas defined in the Strategic Plan. The focus areas and priority goals within those areas are:

- **Focus area 1: Vibrant Downtown** – We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.
 - **Goal:** Revitalize downtown Zebulon
 - **Goal:** Develop events, entertainment, and cultural attractions to draw people downtown

- **Focus area 2: Small Town Life** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.
 - **Goal:** Promote more community events and festivals
 - **Goal:** Enhance and create more community gathering places
 - **Goal:** Increase the connectedness and walkability in the community

- **Focus area 3: Growing Smart** – Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community
 - **Goal:** Plan for appropriate land use to meet transportation and housing needs
 - **Goal:** Pursue economic development opportunities with our community partners
 - **Goal:** Maintain appropriate staffing to support expected service levels for the growing community

Projects & Initiatives:

The Board of Commissioners are interested in projects that meet the above focus areas and will help fill gaps in services in the following areas:

- Transportation
- Youth and senior services
- Education enhancements to meet grade level standards
- Family health
- Services to traditionally underserved communities

Consideration will not be limited to above projects. The Board will be looking for projects that will offer a measurable and visible direct impact to the citizens of Zebulon. The Board also seeks projects that will offer opportunities to engage the growing Latino population in Zebulon.

The Board of Commissioners will also consider:

- Projects that promote an established Town initiative
- Projects that provide a public purpose outside the Town's focus areas
- Organizations with a substantial presence in the community
- Organizations with a proven track record over time of contributions to the benefit of the Town, its institutions and citizens
- Projects that stimulate or encourage community participation in non-profit activities

Eligibility:

The Town of Zebulon will consider providing assistance to non-profit agencies meeting the criteria detailed below.

- The organization's proposal must offer a service that will directly benefit the citizens of Zebulon.
- If selected for funding, non-profits shall verify their non-profit status by submitting an IRS determination letter confirming 501(c)(3) status and sign an acknowledgement statement that their status has not been revoked.
- One application per organization will be accepted.
- To be eligible for a \$5,000 grant, the applicant must have operated for two years preceding the application deadline. Start up organizations will be eligible for \$2,000 grants only.
- Applicants may partner with another non-profit agency.
- Grants will not fund research, maintenance, repair, personnel, or benefit costs.
- Organizations are only eligible for one strategic plan grant from the Town of Zebulon per Fiscal Year.

Insurance Requirements:

Grant recipients provide a general liability insurance policy in the amount of \$1,000,000 (or higher dependent upon the size or nature of activities defined in the grant) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon.

The Certificate Holder address should read:

Town of Zebulon, 1003 North Arendell Avenue, Zebulon, North Carolina, 27597

Coverages: Insurance must cover activities as identified for the event. The Town may request specific activities be listed on the COI.

Please note that the policy coverage period should cover the time period of the event, contract and/or project. Be sure to obtain an updated COI for the period and duration of the event, contract and/or project.

Any recipients that are recommended to have more than \$1,000,000 general liability insurance coverage will be noted during the Board of Commissioner selection process.

Accountability:

Non-profits agencies shall adhere to accountability standards set by the Town and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Recipients will be expected to submit quarterly progress reports and a final report detailing the outcomes and impact of their projects.
- Recipients will also be required to submit quarterly financial records related to their funded projects.
- Recipients will comply with program performance measurement requirements including quarterly reports to the Board of Commissioners.
- Recipients must adhere to all applicable local, state, and federal regulations, as well as Town of Zebulon policies and procedures.

Grant Timeline:

Month	Action
January 1 st , 2025	Release application & host an informational meeting
January 7 th , 2025	Informational Meeting & Lunch Noon-1 PM Zebulon Community Center
January 31 st , 2025	Applications due by 5 PM.
March 3 rd , 2025 Regular Meeting	Proposals presented to the Board
March 20 th , 2025 Work Session	Board discussion and award selection
April 7 th , 2025 Regular Meeting	Announcement of grant awards
April 30 th , 2025	Contract Disbursement
Project Period	May 1 st , 2025- April 30, 2026
Quarterly Report (\$5,000 grants)	August 15 th , November 14 th , February 13 th , May 15 th
Biannual Reports (\$2,000 grants)	November 14 th , May 15 th

Application Process:

The application will be available on the Town of Zebulon website (www.townofzebulon.org).

Completed applications must be submitted online no later than the date indicated in the public notice. Applications will not be considered if submitted after the deadline passes.

A complete application includes any support documentation required submitted before the deadline. Incomplete applications will not be considered.

All applicants are asked to provide a short video, no more than 3 minutes, and include a short introduction to their organization and an overview of their grant proposal. The video will be shown at the Boards of Commissioners March regular meeting and made available to them for further review. Applicants are welcome to attend the March regular meeting and present to the Board in lieu of submitting a video. If reasonable accommodation is needed to complete an application or to otherwise participate in the application process, please contact x at xxxx@townofzebulon.org.

The application will include the following elements:

- Project statement

- Organization history and key projects
- Description of activities that will be conducted or service provided
- Description of public engagement
- Project timeline
- Description of stakeholders or partners
- Description of measured impact
- Description of funds requested and how they will be spent

Selection & Criteria Matrix

Each application will be blindly reviewed by a committee and scored against the Strategic Plan Grant Matrix. Identifying factors such as the organization’s name, staff members, board members, and project titles will be removed from all applications for the committee to review. Only complete applications submitted by the deadline will be reviewed.

The committee will have 6 members and a staff liaison. Each Commissioner and the Mayor will select someone to participate on the committee. Committee members may not be an applicant or have a leadership role in an organization with an application being considered.

Committee members will review applications and score them independently. The committee will meet to review the score summary, address any scoring discrepancies, and prepare a recommendation for the Board of Commissioners.

The Board of Commissioners will select applications to be awarded. Commissioners will receive a copy of each application, a summary of scoring, and the Committee recommendation. The applicants will have an opportunity to present their request at the March regular meeting.

At the Board of Commissioner’s March work session, the Board will be asked to rank their top two \$5000 projects, and top five \$2000 projects individually. The projects with the highest scores in each respective category will be presented to the Board to consider as a recommendation for funding. The Board will engage in discussion and recommend award of projects by way of motion and vote. The Board is not bound to the recommendation of the Committee.

Funding Award

Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. In the event funds are not used as indicated, the full amount of funding will be required to be returned to the Town.

Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.

A grant agreement will be executed between the Town of Zebulon and the awarded organization. The agreement will include a W9 and a Certificate of Insurance naming the Town of Zebulon as

additionally insured in the amount of \$1,000,000. Once executed, funds will be made available to the organization by check within 30 days of contract execution.

Grant Reporting and Monitoring

Each funded agency must submit a grant project status report. Each report will include a description of the status activities related to the project, an expenditure report for related expenses, and a summary of results. This report will be due no less than 9 months after the grant agreement is executed. Reports will be shared with the Board of Commissioners.

Funded agencies who do not submit reports will not be eligible for consideration of Town grants in the next fiscal year.

Strategic Plan Mini Grant Matrix

ORGANIZATION INFORMATION	
EIN	
Organization Name	
Representative	
GRANT PROPOSAL INFORMATION	
<p>Eligibility</p> <p>Proposal Requirements - The organization provides all required documentation including proof of insurance, IRS Letter, IRS 990 Form, and solicitation license. Organization is willing to adhere to accountability standards. The application includes all required sections.</p> <p style="text-align: right;">Confined Status? <input type="checkbox"/></p> <p style="text-align: right;">Previously Funded? <input type="checkbox"/></p> <p style="text-align: right;">In good standing? <input type="checkbox"/></p>	<p>Project & Initiative Goals</p> <p>Grants to community-based organizations will be considered based on the following criteria:</p> <ul style="list-style-type: none"> Project Fit - The project's goals and activities clearly fit one or more of the Strategic Plan's focus areas. Population to be served - The organization provides services which supplement the Town services. Project must offer a measurable and visible direct impact to the citizens of Zebulon. Project provides services to populations of interest, including youth, low income, seniors, families, or Latino population. Outcomes - The expected outcomes, or results, of the project are clearly stated and correlated with the project's goals. Project fills gaps in transportation, education, underserved communities, family health, and youth and senior services. Project Implementation Evaluation - The organization has a clear definition of success and specific metrics to measure success. Funding Request - The funding request clearly shows how the expenses requested support the goals outlined in the proposal.
PROJECT FIT WITH THEME AREAS	
<p>Project Fit</p> <p><i>Are the goals and activities of the project aligned with the Town of Zebulon's focus areas highlighted in the 2030 Strategic Plan?</i></p> <p><i>Does it promote an established Town initiative?</i></p> <p><i>Does the entity provide a public purpose outside the Town's focus areas?</i></p>	<p>Ratings</p> <p>3 — Yes to all three questions</p> <p>2—Yes to two questions</p> <p>1—Yes to one question</p>
<p><i>Does the entity have a substantial community presence?</i></p>	<p>0— No 1— Yes</p>
<p><i>Does the entity stimulate or encourage community participation in town activities, non-profits, civic groups, etc.?</i></p>	<p>0— No 1—Yes</p>

Strategic Plan Mini Grant Matrix

POPULATIONS TO BE SERVED IN TOWN OF ZEBULON	
<p>Population To Be Served</p> <p><i>Does the entity have a proven track record over time of contributions to the benefit of the Town, its institutions and citizens?</i></p> <p><i>Will the project offer a visible and measurable impact on the citizens of Zebulon?</i></p> <p><i>Will the project provide services for populations of interest?</i></p>	<p>Ratings</p> <p>3— Yes to all three questions</p> <p>2— Yes to two questions</p> <p>1— Yes to one question</p> <p>0— Yes to none of the questions</p>
OUTCOMES	
<p>Project Outcomes</p> <p><i>Are the expected outcomes, or results, of the project clearly stated and correlated with the project's goals?</i></p> <p><i>Will the project fill gaps in transportation, family health, or education?</i></p>	<p>Ratings</p> <p>2— Yes to both questions</p> <p>1— Yes to one question</p> <p>0— Yes to neither question</p>
PROJECT IMPLEMENTATION	
<p>Project Implementation Evaluation</p> <p><i>Does the project have a clear definition of success and specific metrics to measure success?</i></p> <p><i>Will the entity collaborate with any community partners?</i></p> <p><i>Will the entity offer resources in Spanish?</i></p>	<p>Ratings</p> <p>3 — Yes to all three questions</p> <p>2 — Yes to two questions</p> <p>1 — Yes to one question</p> <p>0 — Yes to none of the questions</p>
FEASIBILITY	
<p>Amount Requested</p> <p>\$5,000 Grant: Has the organization operated for two years preceding the application?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Strategic Plan Mini Grant Matrix

<p>Uploaded Budget <i>Special Note:</i> Grants will not fund research, maintenance, repair, personnel, or benefit costs.</p> <p>Funding Request: Reviewer Rating and Comments</p> <p><i>Do the expenses requested support the goals of the project?</i></p> <p><i>Does the request for funding seem reasonable?</i></p>	<p>Ratings</p> <p>2— Yes to both questions</p> <p>1—Yes to one question</p> <p>0— Yes to neither question</p>
FUNDING RECCOMENDATION	
<p>Initial Funding Recommendation: Reviewer Rating and Comments</p> <p>Based on your initial impression of this proposal, would you recommend it for funding?</p>	<p>Ratings</p> <p>5 - Highly recommend without reservation</p> <p>4 -Recommend</p> <p>3 - Recommend, but with some reservations</p> <p>2 - Neutral</p> <p>1 - Do not recommend</p>
FINALIZATION	
<p>Finalization: Total Score and Signature</p> <p>Total Score:</p> <p>*Highest possible score is 20.</p> <p>Signature:</p>	<p>Notes</p> <p>Please list any questions, comments or concerns.</p>

Topic: FY 2025 Monthly Financial Report Addendum

Executive Summary:

A monthly report summarizing the status of the Town's revenues and expenditures.

Background:

The attached financials are a summary of revenues and expenditures to date. These monthly reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through December 18, 2024.

Information:

Expenditures

With approximately 5 ½ months into Fiscal Year 2025 expenditures complete, the Town has spent approximately 29% (~ \$10,219,999) of its General Fund budget of \$35,553,709. Note the larger, early year expenditures (e.g., vehicle and equipment purchases, debt service payments, property & liability and workers compensation premiums) have been paid. Descriptions of some early revenue activity are provided below.

Revenues

- Property Tax (the Town's largest revenue stream)
 - + FY 2025 collections: \$7,117,862 collected to date (~ 20% of budget).
 - + Observations:
 - # 49% more than collected last fiscal year (\$4,297,600).
 - # Four months of vehicle taxes have been collected for FY 2025.
- Sales Tax (second largest revenue stream)
 - + September's sales (reports lag 3-months):
 - # \$11,406 (5.6%) more collected than last September for all sales tax.
 - # \$6,973 (7.8%) more collected than last September for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
 - # For every \$100,000 in local sales, \$3.79 comes back to the Town of Zebulon.
- Utilities Sales Tax (5% of revenue stream): first quarterly disbursement received December 15.
- Permits & Zoning
 - + \$139,902 collected total (56% of budgeted revenues (\$250,000))
 - + 11% more than what was collected this time last fiscal year (\$125,922).
- Parks & Recreation
 - + \$83,477 collected total (73% of budgeted revenues (\$115,500))
 - + 14% more than what was collected this month last fiscal year (\$75,243).

- Transportation Impact Fees
 - + \$201,630 collected to date in FY 2025
 - + 44.2% less than what was collected last fiscal year (\$361,174).
 - + Revenue placed in reserve for transportation projects to be spent within 10 years
- Recreation Impact Fees
 - + \$624,000 collected to date in FY 2025
 - + 43.5% less than what was collected last fiscal year (\$1,104,000).
 - + Collections since inception of fee (January 2022) ~ \$5,609,000

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2025 is \$35,553,709 while year to date revenue collected is \$11,233,954 (31% of budgeted). Budgeted revenue includes \$11,115,195 Fund Balance.

Staff Recommendation:

No staff recommendation or Board action is necessary. These are informational only.

Attachments:

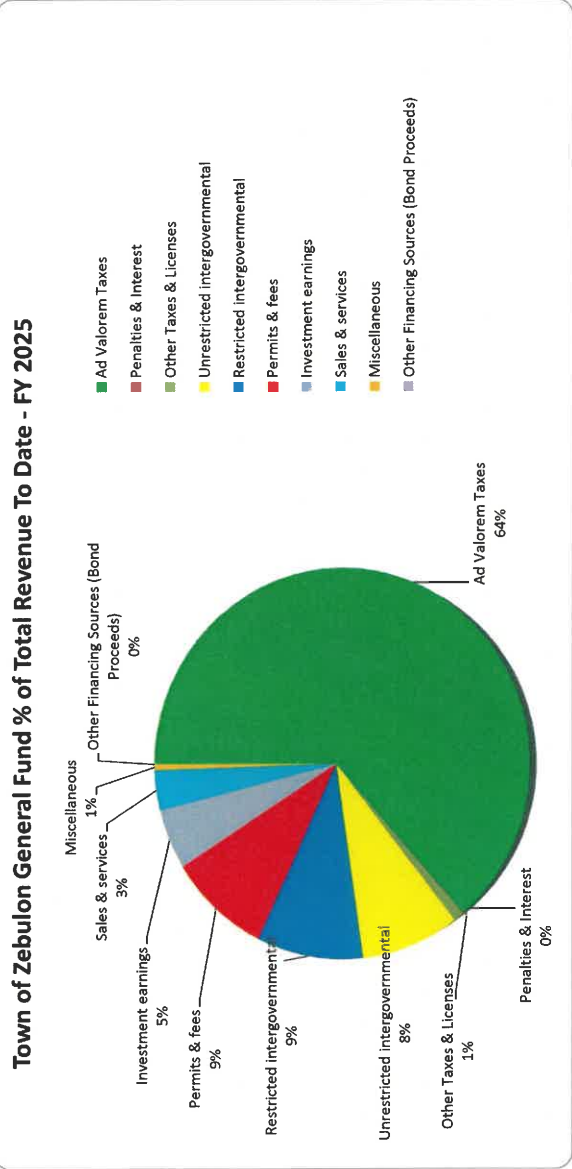
1. General Fund Fiscal Year 2025 Expenditure Statement and Revenue Statement (as of December 18, 2024)
2. Sales Tax Collection Report – FY 2025



TOWN OF ZEBULON
 Revenue Statement: 2024 - 2025
 for Accounting Period 6/30/2025
 GENERAL FUND

As of 12/18/2024

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$ 14,857,000.00	\$ 7,122,890.07	47.9%	63.4%
Penalties & Interest	\$ 25,000.00	\$ 8,333.93	33.3%	0.1%
Other Taxes & Licenses	\$ 205,500.00	\$ 96,573.00	47.0%	0.9%
Unrestricted intergovernmental	\$ 3,328,000.00	\$ 935,686.98	28.1%	8.3%
Restricted intergovernmental	\$ 2,496,514.00	\$ 1,036,151.69	41.5%	9.2%
Permits & fees	\$ 1,659,500.00	\$ 1,012,702.23	61.0%	9.0%
Investment earnings	\$ 500,000.00	\$ 582,989.19	116.6%	5.2%
Sales & services	\$ 1,047,000.00	\$ 382,438.45	36.5%	3.4%
Miscellaneous	\$ 70,000.00	\$ 56,188.18	80.3%	0.5%
Other Financing Sources (Bond Proceeds)	\$ 250,000.00	\$ -	0.0%	0.0%
Fund Balance Appropriated	\$ 11,115,195.00	\$ -	0.0%	0.0%
Total Revenues	\$ 35,553,709.00	\$ 11,233,953.72	31.6%	100%





TOWN OF ZEBULON
 Expenditure Statement: 2024 - 2025
 for Accounting Period 6/30/2025
 GENERAL FUND

As of 12/18/2024

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$944,300	\$320,916	34.0%
420	FINANCE	\$632,900	\$282,259	44.6%
430	ADMINISTRATION	\$1,366,075	\$526,243	38.5%
450	INFORMATION TECHNOLOGY	\$565,170	\$244,938	43.3%
490	PLANNING AND ZONING	\$1,015,474	\$358,843	35.3%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$4,303,184	\$1,280,305	29.8%
510	POLICE	\$4,621,344	\$2,034,599	44.0%
520	PUBLIC WORKS-OPERATIONS	\$9,190,176	\$1,560,508	17.0%
530	FIRE	\$6,290,974	\$2,366,417	37.6%
570	POWELL BILL	\$279,460	\$3,008	1.1%
590	STORMWATER	\$265,300	\$93,738	35.3%
620	PARKS & RECREATION	\$4,791,702	\$1,036,662	21.6%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,287,650	\$111,564	8.7%
	Total Expenditures	\$35,553,709	\$10,219,999	28.7%

Sales Tax

FY 2025

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 25 Totals	Prior Year (FY 2024)	% Inc (Dec) from Prior Yr
July	\$ 94,211	\$ 40,449	\$ 47,301	(7)	\$ 33,509	\$ 215,463	204,776	5.2%
August	95,790	42,199	48,135	(1)	35,446	221,569	215,045	3.0%
September	96,772	38,590	48,593	(1)	29,605	213,559	202,153	5.6%
October	-	-	-	-	-	-	206,484	-100.0%
November	-	-	-	-	-	-	218,921	-100.0%
December	-	-	-	-	-	-	237,799	-100.0%
January	-	-	-	-	-	-	186,226	-100.0%
February	-	-	-	-	-	-	182,092	-100.0%
March	-	-	-	-	-	-	223,970	-100.0%
April	-	-	-	-	-	-	198,414	-100.0%
May	-	-	-	-	-	-	217,129	-100.0%
June	-	-	-	-	-	-	233,544	-100.0%
Total	\$ 286,772	\$ 121,238	\$ 144,030	(8)	\$ 98,559	\$ 650,591	621,973	4.6%

Sales Tax

FY 2024

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 24 Totals	Prior Year (FY 2023)	% Inc (Dec) from Prior Yr
July	\$ 89,122	\$ 38,656	\$ 44,762	(0)	\$ 32,237	\$ 204,776	187,311	9.3%
August	93,423	40,589	46,952	0	34,081	215,045	203,381	5.7%
September	89,799	37,462	45,030	0	29,862	202,153	202,821	-0.3%
October	92,175	37,812	46,268	(3)	30,232	206,484	197,664	4.5%
November	99,162	39,407	49,722	2	30,628	218,921	188,169	16.3%
December	105,335	44,069	52,957	(1)	35,438	237,799	225,394	5.5%
January	81,953	34,721	41,092	(2)	28,462	186,226	187,935	-0.9%
February	80,960	33,635	40,579	(1)	26,918	182,092	144,614	25.9%
March	100,097	41,113	50,238	0	32,522	223,970	212,514	5.4%
April	86,723	37,296	43,546	(6)	30,856	198,414	177,123	12.0%
May	94,621	40,932	47,496	(1)	34,082	217,129	207,702	4.5%
June	102,519	43,718	51,490	(0)	35,817	233,544	216,208	8.0%
Total	\$ 1,115,888	\$ 469,409	\$ 560,130	(11)	\$ 381,134	\$ 2,526,551	2,350,837	7.5%

* Net proceeds of the Article 39 tax are returned to the county of origin.

Monthly Summary of Sales Tax Collected

