



Board of Commissioners Regular Meeting

February 9, 2026

MINUTES

Chairman Al Cooper called the meeting to order, followed by a moment of silence and the Pledge of Allegiance. Commissioners present were Bertadean Baker, Victor Hunt, Angelena Kearney Dunlap, and Tare Davis. Others in attendance were County Manager Crystal Smith, Assistant County Manager Matt Garner, County Attorney Shiekel Richardson, and Interim Finance Officer Chuck Murray.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Kearney Dunlap, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Suggested Agenda with the removal of Item 6C was approved.

2. PRESENTATIONS

A. AccessON Broadband Update - Erik Dixon and Jan Harris

Erik Dixon and Jan Harris of AccessON provided an update on the build of broadband service in Warren County. At this time, AccessON service has completed Phase 1 and Phase 2 - Equipment Hut of their 3 phase project, and they are on target to accomplish the remaining steps. AccessON has a local office and has employed local staff. AccessON is active in the community and encourage anyone interested in service to contact them to see if they are in an area serviced by them.

B. Brightspeed Broadband Update - Steve Brewer, Director of Government Affairs

Steve Brewer, Director of Government Affairs for Brightspeed stated that the build-out of broadband service in Warren County by Brightspeed will be complete by the end of 2026.

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

1. Deborah Ferruccio spoke about Item 6G which is asking for approval of an amendment to the contract with Stewart for work on the UDO at an additional cost of \$24,000. Ferruccio stated that Stewart consultants have tried to put things in the UDO that the committee and the citizens do not want. She feels the Board of Commissioners should add stipulations on the contract that force consultants to do what the committee wants.
2. Ken Ferruccio did not wish to speak.
3. Ted Spencer of Center for Energy Education stated there is a lot of misinformation going around about solar. Spencer said that solar will help cut down the cost of power and that solar projects do not mean data centers will be placed in the area.
4. Whitley Jones of Center for Energy Education discussed an upcoming event called Let's Talk Solar. She further stated that decommissioning of solar farms is mandated by the state and all panels and materials must be removed once a solar project is no longer in use.
5. Shana Brown of Center for Energy Education stated there are programs that will help residents with weatherization and replacement of appliances if the resident meets eligibility. Qualified residents can receive up to \$16,000.
6. Lisa Olliver of Center for Energy Education spoke about how solar projects could be the best way for some families to afford to keep their land by providing income from that land.
7. Dwayne Hicks asked what the advantage is of the county owning the wastewater treatment plant but the Town of Warrenton operating it. He further asked why some residents outside of town limits are billed for water by the town instead of the county. Mr. Hicks did not provide a written copy of his questions.
8. Milo Alston stated there are concerns about Medicaid. He further stated that the convenience site on 401 needs attention.
9. Victoria Lehman stated that Economic Development seems to be a priority for citizens and

candidates for office. She stated the Economic Development and the School System go hand in hand.

4. CONSENT AGENDA

A. Tax Collector's Report for December 2025 Presented for Board's Information in Accordance with NCGS 105-350

Commissioner Davis made motion to accept the Tax Collector's Report for December and asked for discussion. The motion was seconded by Commissioner Angelena Kearney Dunlap. Commissioner Davis asked Tax Administrator Marian Cascone to provide clarification on the collection rate. Cascone stated that as of today the collection rate is 92%. With all votes in favor, the Tax Collector's Report for December 2025 was accepted.

B. Tax Release Requests (over/under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only

On motion of Commissioner Davis, seconded by Commissioner Kearney Dunlap, and duly carried by unanimous vote, the Tax Release Requests were accepted.

5. COUNTY MANAGER'S UPDATE – Crystal Smith

A. FY'27 Board of Commissioners Budget Goals

County Manager provided the priority projects identified by the Board of Commissioners at the FY27 Budget Goals Setting Work Session. Commissioner Davis noted that tax revaluation requirements from the state and Medicaid and SNAP obligations may affect what projects we can fund in the FY27 budget.

FY'27 Proposed Budget Goals

Capital Improvement Projects	Operations
EMS #4 - \$1.3M	Non-profit increase - \$100,000
New Sr. Center - \$13M	Employee COLA 4% or 5%
New Elementary School	Consider Employee Bonuses of \$500
Farmers Market Pavilion	(1) Paid Fire Fighter - \$33,333
Establish a "New Courthouse" Committee	Tax Revaluation – Pending April
//////////////////////////////////// //////////////////////////////////// //////////////////////////////////// ////////////////////////////////////	Warren County Schools Options (Capital Outlay, Technology, supplemental increases, etc.)

B. Update on Removal of Roadside Signs - Assistant County Manager Matt Garner

Assistant County Manager Matt Garner provided important information about the placement of signs throughout the county. Political signs and their placement is dictated by North Carolina Election Laws. Warren County's ordinance states that signs cannot be placed within 5 feet of the road right-of-way, so any sign that is less than that is illegal. Garner stated that the County does not have the manpower to handle measuring and removing signs. He further stated that larger, permanent signs require a permit from Planning/Zoning/Code Enforcement.

C. CPR World Record Attempt - Emergency Services Director Chris Tucker

Emergency Services Director Chris Tucker informed the Board of the RACE-CARS Trial Hands-Only CPR World Record Attempt. CPR training will be available on February 25th.

6. ACTION ITEMS

A. Consider Approval of Contract with Insight Consulting Group, LLC for CDBG-NR Grant Administration Services in an Amount Not to Exceed \$149,000 and to be Paid From Grant Funds - Community Development Manager Rose Ponton

On motion of Commissioner Davis, seconded by Commissioner Kearney Dunlap, and duly carried by

unanimous vote, the contract with Insight consulting Group, LLC in the amount of \$149,000 was approved.

B. Consider Approval of Resolution Approving Administrative Guidelines and Policies for 2024 CDBG Neighborhood Revitalization Program Grant # 23-C-4179 - Community Development Manager Rose Ponton

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Resolution Approving Administrative Guidelines and Policies for 2024 CDBG Neighborhood Revitalization Program Grant #23-C-4179 was approved.

C. Organizational Structure — Finance Director's Position

Item was removed during adoption of the Suggested Agenda.

D. Consider Approval of Resolution Declaring Cameras, Radio Adapters, Laptop Mounts from Warren County Sheriff's Office as Surplus Property and Authorizing Disposal of Items Through Online Auction - Paula Pulley, Clerk to the Board

On motion of Commissioner Kearney Dunlap, seconded by Commissioner Davis, and duly carried by unanimous vote, the Resolution Declaring Cameras, Radio Adapters, Laptop Mounts from Warren County Sheriff's Office as Surplus Property and Authorizing Disposal of Items Through Online Auction was approved.

E. Consider Approval of Resolution to Declare Surplus Property and Authorize Disposal Through Trade-In - Clerk to the Board Paula Pulley

On motion of Commissioner Kearney Dunlap, seconded by Commissioner Davis, and duly carried by unanimous vote, the Resolution to Declare Surplus Property and Authorize Disposal Through Trade-in was approved.

F. Consider Approval to Remove Statement in Rule 38 g of the Rules of Procedure for Warren County Board of Commissioners Stating that the Finance Officer is Appointed by and Reports to the Board of Commissioners - Paula Pulley, Clerk to the Board

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, Rule 38g of the Rules of Procedure for Warren County Board of Commissioners stating the Finance Officer is appointed by and reports to the Board of Commissioners was removed.

G. Consider Approval of Contract Amendment with Stewart for the Creation of the Warren County Unified Development Ordinance (UDO) in the Amount of \$24,000, Bringing the Total Project Cost to \$119,000 - Assistant County Manager Matt Garner

On motion of Commissioner Davis, seconded by Commissioner Kearney Dunlap, and duly carried by unanimous vote, Item 6G, Approval of Contract Amendment with Stewart for the Creation of the Unified Development Ordinance in the Amount of \$24,000, was tabled to February 18, 2026.

7. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Re-Appointments of Linda Baker (Pharmacist - 10th Term) and Kaye Hall (Nurse - 2nd Term) to Three-Year Terms on the Board of Health Beginning January 2026 and Ending December 2028

No other Statements of Interest for these mandatory positions were received.

On motion of Commissioner Kearney Dunlap, seconded by Commissioner Davis, and duly carried by unanimous vote, the appointment of Linda Baker (Pharmacist - 10th Term) and Kaye Hall (Nurse - 2nd Term) to three-year terms to the Board of Health beginning January 2026 and ending December 2028 was approved.

B. Consider Re-Appointment of Sid Cutts to a 3rd Three-Year Term on the Planning Board Beginning February 2026 and Ending January 2029

On motion of Commissioner Davis, seconded by Commissioner Kearney Dunlap, and duly carried by unanimous vote, Sid Cutts was re-appointed for a third three-year term on the Planning Board beginning February 2026 and ending January 2029.

8. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis asked about proposed changes to water rates for Warren County from Kerr Lake

Regional Water System. Interim Finance Officer Chuck Murray stated that Kerr Lake Regional Water System has proposed a rate increase of 50%. County Manager Crystal Smith stated growth and development within the Kerr Lake Regional Water System is driving the rate increase.

Commissioner Kearney Dunlap attended the First Friday event held at Seven Springs. Each month an event is held at a different location.

Commissioner Cooper thanked Warren County Emergency Services for hard work during the recent weather events. Commissioner Cooper also thanked staff and citizens for assistance during the recent visit from the Monks walking from Texas to Washington, DC.

9. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318(a)(3) - ATTORNEY-CLIENT PRIVILEGE

On motion of Commissioner Davis, seconded by Commissioner Kearney Dunlap, and duly carried by unanimous vote, the Board entered Closed Session.

On motion of Commissioner Kearney Dunlap, seconded by Commissioner Davis, and duly carried by unanimous vote, the Board returned to Open Session.

10. ADJOURN February 9, 2026 BOARD MEETING

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, the February 9, 2026 meeting was adjourned.

Paula Pulley, Clerk to the Board



To: Warren County Board of Commissioners

Through: Matthew Garner, Assistant County Manager

From: Rose Ponton, Community Development Manager

Re: Consideration of the Approval of Insight Consulting Contract for CDBG-NR Grant Administration Services

Background

This board approved pursuing a Community Development Block Grant (CDBG) at the May 6, 2024 regular meeting, as one way to expand the scope of the department to encompass both economic *and* community development. Department staff then worked with Insight Consulting to prepare and apply for a Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) in the fall of that year. The grant was awarded January 15, 2025. Because the county has not been the recipient of CDBG-NR funding in over a decade, it is a requirement that the county work with an experienced consultant to provide grant administration. After three rounds, the county's RFQ for grant administration services received enough responses to reasonably select the most qualified firm. After scoring each response, Insight Consulting scored highest and was selected.

Pursuant to county contract policy, commissioners' approval is now required to fully execute this contract. Upon approval of said contract, release of funds and grant performance activities may proceed.

Fiscal Impact

Costs incurred by Insight Consulting will be covered by grant funds.

2022 Comprehensive Development Plan Alignment

LUH-3.6: Ensure adequate property maintenance and enforcement of health, safety and welfare concerns.

Recommendation

Department staff recommend approval of the contract between Warren County and Insight Consulting for CDBG-NR grant administration services.

**NORTH CAROLINA
WARREN COUNTY**

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into on this date, _____, with an effective date of September 3, 2025, by and between **WARREN COUNTY**, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and, **INSIGHT CONSULTING GROUP, LLC** a limited liability company duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONSULTANT").

For and in consideration of mutual promises to each as hereinafter set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONSULTANT hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services") for the COUNTY's **2024 CDBG Neighborhood Revitalization Program (Grant #23-C-4179)**. Attachment 1 is hereby incorporated herein by reference and made a part of this Contract.
2. **TERM OF CONTRACT.** The Term of this Service Contract is 36 months from the date of contract unless sooner terminated as provided herein.
3. **PAYMENT TO CONSULTANT.** The COUNTY agrees to pay the CONSULTANT an amount not to exceed **\$149,000.00** for the services rendered. Payments shall be paid in monthly installments based on the Fee Schedule in "Attachment 2" which is hereby incorporated by reference and made a part of this Contract. The CONSULTANT updates its Fee Schedule once a year in January, and hourly rates stated in the Contract may be increased annually; however, the contract not-to-exceed fee will not be increased except under the provisions outlined in Section 4. Additional Services.

Reimbursable expenses, such as, but not limited to, printing, copying, lodging and per diem will be billed at cost plus 10%. Reimbursable expenses do not count towards the not-to-exceed fee.

The CONSULTANT will submit monthly invoices by task as outlined in Attachment 1 for work performed during the previous month.

If the Project is abandoned or indefinitely postponed by the COUNTY prior to completion of defined Phases by the CONSULTANT; or if this contract is terminated by either party prior to completion of defined Phases by the CONSULTANT, as outlined herein, the COUNTY shall pay the CONSULTANT an amount equal to costs accrued, plus reimbursable expenses for work on those phases which have been completed, except as otherwise provided below.

4. **ADDITIONAL SERVICES.** No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in this Contract except by written agreement of the parties hereto. Should the CONSULTANT be required to render additional services not originally specified in Attachment 1 – Scope of Services, an amendment shall be issued, and the COUNTY shall pay the CONSULTANT for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:
 - Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.

- Preparing to serve or serving as a consultant or witness for COUNTY in any litigation, or other legal proceeding involving the Project.
- Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.
- Additional services required because of failure of the COUNTY to act on written recommendations of the CONSULTANT within 30 days of receipt of such recommendations.
- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

The Fees for additional services will be charged in accordance with Section 3. Payment to Consultant.

- 5. PROPRIETARY DOCUMENTS.** Original non-public documents, tracings, and reports of the CONSULTANT are, and shall remain, the property of the CONSULTANT.
- 6. SUBCONTRACTING.** Work proposed to be performed under this Contract by the CONSULTANT or its employees shall not be subcontracted without prior written approval by the COUNTY. Acceptance of an offeror's proposal shall include any subconsultant(s) specified therein.
- 7. INSURANCE.** CONSULTANT shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act.
- 8. INDEMNITY.** To the fullest extent permitted by laws and regulations, CONSULTANT shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONSULTANT's performance of this Contract or the actions of the CONSULTANT or its officials, agents, or employees under this Contract or under contracts entered into by the CONSULTANT in connection with this Contract. This indemnification shall survive the termination of this Contract.
- 9. NON-DISCRIMINATION IN EMPLOYMENT.** CONSULTANT shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability.
- 10. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Warren and the State of North Carolina, or the federal district court nearest thereto.
- 11. TERMINATION AND LEGAL REMEDIES OF CONTRACT.** The CONSULTANT and COUNTY mutually agree to the following:
 - a. The CONSULTANT may terminate this Agreement immediately in the event the COUNTY fails to make payment of any amount due to the CONSULTANT within sixty (60) days of its due date.
 - b. Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided

that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

- c. This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) shall apply for or consent to the appointment of any receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.
- d. Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days' advance written notice of such termination. Upon receipt of a notice of termination from the COUNTY, (i) the CONSULTANT shall continue to perform services and develop a plan for the orderly stoppage of the work at the end of the 60-day notice. The orderly stoppage of the work shall include the delivery, or otherwise making available, to the COUNTY, all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONSULTANT in performing this Contract, whether completed or in process, and (ii) COUNTY shall pay CONSULTANT all fees and expenses due for services rendered through the 60th day after the notice of termination, a termination penalty of twenty-five percent (25%) of the remaining contract balance, and reimburse the CONSULTANT for all costs and expenses relating to commitments made by CONSULTANT prior to receipt of notice of termination.

12. SUCCESSORS AND ASSIGNS. CONSULTANT shall not assign its interest in this Contract without the written consent of COUNTY. CONSULTANT has no authority to enter into contracts on behalf of COUNTY.

13. COMPLIANCE WITH LAWS. CONSULTANT represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all applicable Federal, State, or local laws.

14. E-VERIFY. As a condition of payment for services rendered under this Contract, CONSULTANT shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONSULTANT provides the services to the COUNTY utilizing a subcontractor, CONSULTANT shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONSULTANT shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

- 15. IRAN DIVESTMENT ACT.** CONSULTANT certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
- 16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** CONSULTANT certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
- 17. SPECIAL PROVISIONS.** Federal funding sources require additional contractual provisions to be included in contracts for compliance with applicable Federal, State and Local laws. All special provisions are included in "Attachment 3" which is hereby incorporated by reference and made a part of this Contract.
- 18. GOOD STANDING WITH COUNTY.** CONSULTANT certifies that it is not delinquent on any taxes, fees, or other debt owed by CONSULTANT to COUNTY. CONSULTANT covenants and agrees to remain current on any taxes, fees, or other debt owed by CONSULTANT to COUNTY during the Term of this Contract.
- 19. NOTICES.** All notices which may be required by this Contract, or any rule of law shall be effective when received by certified mail sent to the following addresses:
- | | |
|--|--|
| WARREN COUNTY
Attn: Rose Ponton,
Community Development Manager
540 W. Ridgeway Street
Warrenton, NC 27589
RosePonton@warrencountync.gov | INSIGHT CONSULTING GROUP, LLC
ATTN: C. Ryan Cox, President/CEO
5030 New Centre Drive, Suite A
Wilmington, NC 28403
rcox@consultinsight.com |
|--|--|
- 20. ENTIRE CONTRACT.** This Contract, including all Attachments and/or Exhibits, shall constitute the entire understanding between the COUNTY and CONSULTANT and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
- 21. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.
- 22. EXISTENCE.** CONSULTANT warrants that it is a limited liability company duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.
- 23. AUTHORITY.** By execution hereof, the person signing for the CONSULTANT below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONSULTANT.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized officer or agent.

CONSULTANT

Cindy M. Anderson
VP Business Development & Administration
Insight Consulting Group, LLC

DATE _____

WARREN COUNTY

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

Crystal Smith, County Manager

DATE _____

Chuck Murray, Interim Finance Director

DATE _____

Approved as to form:

Shiekell Richardson, County Attorney

DATE _____

“ATTACHMENT 1, 2, 3, and 4” to follow

ATTACHMENT 1

Scope of Services

The CONSULTANT will comply with all applicable requirements of the Grant Agreement between the COUNTY and the NC Department of Commerce, Rural Economic Development Division, and will complete all work within the time specified in the grant agreement.

Environmental Review Record

Additional Funding Conditions

General Program Management

Development and Maintenance of Plans and Policies

- A. Citizen Participation Plan
- B. Fair Housing Plan/Assessment of Fair Housing
- C. Equal Employment and Procurement Plan
- D. Section 3 Plan
- E. Section 504 Plan
- F. Language Access Plan
- G. Residential Anti-Displacement and Relocation Assistance Plan
- H. Complaints and Grievances Procedures for Compliance Plans
- I. Labor Standards Compliance
- J. Administrative Guidelines/Housing Assistance Policy

Development and Maintenance of Project File System

Quarterly Fair Housing Activities

Progress Reporting and Financial Management

- A. Annual Performance & Auxiliary Reports
- B. Review/Approval of Project Invoices
- C. Requisitioning of Expended Funds
- D. Semi-annual Labor Standards Reporting
- E. Closeout Performance Reports

Professional Services Procurement

- A. Development of Request for Proposals/Qualifications
- B. Management of the Evaluation and Award Process
- C. Contracting

ATTACHMENT 1 (continued)

Scope of Services

Construction Services Procurement

- A. Development of Requests for Proposal
- B. Management of the Review and Evaluation Process/Bid Opening
- C. Management of Pre-Bid Conferences
- D. Award Process

Case Management

- A. Unit Income Verification/Application for Assistance
- B. Unit Specific Casefile Management
- C. Compliance Review and Case File Maintenance

Construction Management

- A. Unit Scope of Work Development and Cost Estimates
- B. Addressing of Unit-Specific SHPO Requirements, if applicable
- C. Conducting Pre-construction Conferences with Homeowner and Contractor
- D. Rehabilitation Inspection
- E. Labor Standards/Wage Interviews/Payroll Review/Reporting, if applicable

Project Close-Out

ATTACHMENT 2 FEE SCHEDULE

The CONSULTANT bills on an hourly basis, based on actual hours worked on the project. Invoices will indicate the number of hours worked by position in the table below and per Phase as outlined in ATTACHMENT 1.

Insight Consulting Group – Schedule of Hourly Rates	
Position	Hourly Rate
Principal	\$220.00
Chief Operating Officer	\$210.00
Project Manager	\$140.00
Assistant Project Manager	\$130.00
Construction Manager	\$185.00
Environmental Advisor	\$140.00
Construction Inspector	\$130.00
VP Administration	\$160.00
Administrative Manager	\$105.00
GIS Technician	\$85.00
Administrative/Clerical Staff	\$75.00

Vehicle, gas, and mileage are covered in the hourly rate. Printing, copying, lodging and per diem, if any, will be billed at cost plus 10%. Reimbursable expenses do not count towards the not-to-exceed fee.

ATTACHMENT 3
SPECIAL PROVISIONS
Provisions Required for Use of Federal Funds

1. **CONFLICT OF INTEREST** (2 CFR Part §200.318 General procurement standards). Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials. No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
2. **ACCESS TO RECORDS AND RECORD RETAINAGE CLAUSE.** In general, all official project records and documents must be maintained during the operation of this project and for a period of three years following closeout in compliance with 24 CFR §570.490.

The North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and the NC Department of Commerce, Rural Economic Development Division, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Administering Agency which are pertinent to the execution of this agreement, for the purpose of making audits, examinations, excerpts and transcriptions in compliance with the above Rule.
3. **NONDISCRIMINATION CLAUSE - SECTION 109, HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974.** No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.
4. **AGE DISCRIMINATION ACT OF 1975, AS AMENDED - NONDISCRIMINATION ON THE BASIS OF AGE.** No qualified person shall on the basis of age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.
5. **NONDISCRIMINATION ON THE BASIS OF DISABILITY – SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED.** No qualified disabled person shall on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
6. **SECTION 3 CLAUSE.**
 - a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent

feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

7. LOBBYING.

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



NORTH CAROLINA
DEPARTMENT of
COMMERCE

*Rural Economic Development Division
(REDD)*

Certification of Eligibility Form

Grantee: WARREN COUNTY

Grant Number: 23-C-4179

Project Name: CDBG – Neighborhood Revitalization

This form must be included in all contracts obligated by grantees and paid with CDBG funds

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Federal Funded Government contracts by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Federal Funded Government contract by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

The Federal Debarment and Suspension/ Purchase and Contract List (www.sam.gov) and the State of North Carolina Debarred Vendors/Purchase and Contract List (<http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors>) have been reviewed and the contractor or subcontractor has been determined to be eligible to participate in a CDBG assisted project.

We have attached the documentation proving eligibility (websites printout).

<u>Firm Information</u>	
Name:	Insight Consulting Group, LLC
Address:	5030 New Centre Drive, Suite A, Wilmington, NC 28403
Federal Identification Number or Social Security Number:	85-3144974
Representative Name and Title:	Cindy M. Anderson, VP Business Development & Administration
<u>Verification</u>	
Verification date:	9/3/2025
Verifying Officer Name and Title:	Melissa Graham, Administrative Assistant

Firm Representative _____ Date _____

Verifying Officer _____ Date _____

Grantee Representative _____ Date _____



INSIGHT CONSULTING GROUP, LLC

Unique Entity ID NHR5G7VB36S8	CAGE / NCAGE 8XKV5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date May 7, 2026	
Physical Address 5030 New Centre DR STE A Wilmington, North Carolina 28403-1735 United States	Mailing Address 5030 New Centre DR. Wilmington, North Carolina 28403 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District North Carolina 07	State / Country of Incorporation North Carolina / United States	URL www.consultinsight.com

Registration Dates

Activation Date May 13, 2025	Submission Date May 7, 2025	Initial Registration Date Mar 10, 2021
--	---------------------------------------	--

Entity Dates

Entity Start Date Sep 22, 2020	Fiscal Year End Close Date Dec 30
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Limited Liability Company
Profit Structure For Profit Organization		

Socio-Economic Types**Veteran-Owned Business****Service-Disabled Veteran-Owned Business**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

8XKV5**Points of Contact****Electronic Business**

Christopher R Cox, President

5030 New Centre DR.

Wilmington, North Carolina 28403

United States

Government Business

Christopher R Cox, President

5030 New Centre DR.

Wilmington, North Carolina 28403

United States

Service Classifications**NAICS Codes**

Primary

Yes

NAICS Codes

541611

NAICS Title

Administrative Management And General Management Consulting Services

237210

Land Subdivision

531120

Lessors Of Nonresidential Buildings (Except Miniwarehouses)

541320

Landscape Architectural Services

541618

Other Management Consulting Services

541620

Environmental Consulting Services

561110

Office Administrative Services

624229

Other Community Housing Services

624230

Emergency And Other Relief Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States

Any

Counties

(blank)

Metropolitan Statistical Areas

(blank)

Vendor Name	City, State	Effective Date	Debarment Reason
EnviroTech Services Company	Martinez, CA	1/22/2010	NC E-Procurement Fee Default
Epothane Flooring Systems, Inc.	Statesville, NC	9/14/2016	NC E-Procurement Fee Default
Evaco Enterprises, Inc.	Griffin, GA	6/7/1999	Contract Default
Everett Fence Builders Inc.	Robersonville, NC	4/22/2010	NC E-Procurement Fee Default
Fitnet Purchasing Alliance	St. Augustine, FL	12/10/2018	NC E-Procurement Fee Default
Flint Spinning LLC	----	3/1/2005	Other
Flooring Unlimited, Inc.	High Point, NC	5/18/2000	Contract Default
Fluid Air Systems	Gainesville, GA	3/11/2011	Contract Default
Food Products, Inc.	Tampa, FL	4/16/2003	Contract Default
Frontier Industrial Supply Com	San Diego, CA	9/28/2018	NC E-Procurement Fee Default
Fusion Network Systems, LLC	Frederick, MD	2/22/2011	Contract Default
Galey & Lord Properties, Inc.	New York, NY	3/1/2005	Other
Galey & Lord, Inc.	New York, NY	3/2/2005	Other
GEMS Information Technologies	Wauwatosa, WI	1/27/2011	NC E-Procurement Fee Default
Global Docugrahix	Greensboro, NC	12/6/2006	Other
Global USA, Inc.	Winston-Salem, NC	1/22/2010	NC E-Procurement Fee Default
Go Automotive	----	9/22/2011	NC E-Procurement Fee Default
Go Toyota	Clayton, NC	9/2/2010	NC E-Procurement Fee Default
Go Toyota	Clinton, NC	9/2/2010	NC E-Procurement Fee Default
Goodkin Border & Associates	Atlanta, GA	11/8/2007	Contract Default
Goodrum International	Fort Worth, TX	9/14/2016	NC E-Procurement Fee Default
Grasty Rock Yard	Waynesville, NC	12/10/2018	NC E-Procurement Fee Default
Greensboro Testile Administration LL	----	3/1/2005	Other
Greenvale Electric Supply Corp	Greenville, NY	5/5/2011	Contract Default
Grip-It Adventures	Baltimore, MD	12/6/2006	Other
H.R. Nicholson	Baltimore, MD	5/17/2007	Other
H.U.W. DRA Floor Guardian	Seattle, WA	9/14/2016	NC E-Procurement Fee Default
Helicopter Support, Inc.	Trumbull, CT	9/14/2016	NC E-Procurement Fee Default
Hollister Processing Services, Inc.	Hollister, NC	9/8/2005	Contract Default
IDSS, Inc.	Raleigh, NC	12/4/2008	NC E-Procurement Fee Default
Indmar Coating	Wakefield, VA	2/26/2009	NC E-Procurement Fee Default
Industrial Fuel Company	Hickory, NC	5/17/2007	Other

6/1/2021

State of North Carolina | Purchase & Contract

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919 807 4500 T

Vendor Name	City, State	Effective Date	Debarment Reason
Industrial Solutions Unlimited	Cincinnati, OH	8/19/2010	NC E-Procurement Fee Default
Interactive Media Group, Inc.	----	3/1/2005	Other
Irvington Beauty Supply	Irvington, NJ	9/18/2008	NC E-Procurement Fee Default
J & L Foods, Inc.	Temple Terrace, FL	9/17/2009	Contract Default
J. B. Battle Uniform Company	Oklahoma City, OK	5/20/2005	NC E-Procurement Fee Default
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2016	NC E-Procurement Fee Default
JLE Management Group	Cordele GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, IL	9/14/2016	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.,	Salt Lake City, UT	3/18/2010	"NC E-Procurement Fee Default
Contract Default"			
Laine Communications	Knoxville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	8/26/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions	----	9/24/2012	NC E-Procurement Fee Default
Linton Company	----	11/17/2011	NC Sales and Use Tax Default
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logisys Corporation	----	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	----	5/18/2007	Other
Mammatech Corporation	----	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midway Carpet Dist. Inc	Newton, NC	7/17/2018	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	----	7/26/2001	Contract Default
Mountain West Trading Post	Lander, WY	10/28/2004	Contract Default
MPX, Inc.	Aldie, VA	4/6/1995	Contract Default
Multigraphs LLC	----	3/1/2005	Other

6/1/2021

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ATTACHMENT 4
CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF
WARREN COUNTY GOVERNMENT

CONTRACTOR: Insight Consulting Group, LLC

SUBJECT OF CONTRACT: 2024 CDBG Neighborhood Revitalization Program (#23-C-4179)

DATE/TERM OF CONTRACT: 36 months from date of contract

DEPARTMENT: Community & Economic Development

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:

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

Non-appropriation clause. Contractor acknowledges that Warren County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Warren County's obligations under this contract, then this contract shall automatically expire without penalty to Warren County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Warren County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Warren County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Warren County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Warren County upon written notice to Contractor of such limitation or change in Warren County's legal authority.

Dispute Resolution/Jurisdiction/Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Warren County.

Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

No pledge of taxing authority. The taxing power of Warren County is not pledged directly or indirectly to secure any monies due under this contract.

No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, Warren County makes no other waiver of governmental

immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Warren County.

Conflict of Interest. If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Warren County and the third parties regarding the subject matter of this Contract or Agreement.

Indemnification. To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless Warren County, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from Warren County, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor.

Compliance with E-Verify requirements. The Contractor and any of its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

Iran Divestment Act Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.

Israel Boycott Contracting Prohibition Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the list of companies that are engaged in a boycott of Israel developed by the North Carolina State Treasurer under pursuant to N.C.G.S. 147-86.81(a)(1). Contractor shall not utilize any subcontractor that is identified on such list.

Modifications, Entire Agreement. A modification of this contract or Agreement is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the County unless the County Manager or other duly authorized official signs it for the County. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

Public Record. This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.

Uniform Guidance Procurement Policy Compliance Statement. Contracts funded with federal grant or loan funds have been procured in a manner that conforms with all applicable Federal laws, policies, standards, including those under the Uniform Guidance (2 C.F.R. Part 200)

Miscellaneous Provision. In the event of any inconsistency, conflict, or ambiguity between these miscellaneous terms and conditions and other associated contract documents, the parties agree that the terms and conditions of this document shall prevail.

For the CONTRACTOR: _____
Name: Cindy M. Anderson
Title: VP Administration

For the WARREN COUNTY: _____
Name:
Title: