Grants Administration

Davie County,
North Carolina

Budget Proposal
FY 2014-2015

Included Activities

Grants Administrator
Risk Management &
Safety/Energy Coordinator
Public Health Preparedness Coordinator

DEPARTMENTAL ACTIVITIES & GOALS

Grants Administration

Grants Administration offers support and assistance to all County departments in the following areas:

- Researching potential grant opportunities
- Development of proposals
- Preparation of applications
- Specific reporting requirements of grant awards

Economic Development

The County has been awarded two Golden LEAF grants. The first, the Ashley Furniture project, requires reporting through 2016, and most recently the Gildan Yarn project, which will require reporting for several years to come.

Emergency Management

Jerry Myers, EM Coordinator, participates in Regional Projects offered by the NC State Homeland Security and has received grant funding for a Prime Mover Vehicle and Regional Message Boards. Additional funds have been approved for a multi-county project to purchase and equip off-road, all-terrain emergency response rescue vehicles for emergency rescue and fire suppression and Davie County has been slated to receive one.

Energy Conservation

In 2011, the County developed an Energy Team that included the County Manager, Inspections Director, Facilities Maintenance, and Grants Administration to look at developing an Energy Plan. We enlisted the help of the NWPCOG's Energy Fellow and developed and adopted an energy plan for the County in October of that year.

The Energy Team has been engaged in an energy tracking software with EDUCON and is working with the company to help implement an employee education program to raise awareness of saving energy. Energy usage is tracked monthly for electricity usage, natural gas usage, and water usage. For fourteen locations, we have developed conservation measures and will be tracking and analyzing data to determine success of the conservation program.

Health Department and Emergency Medical Services

Buckle Up Davie is an ongoing program that provides child passenger restraint seats to families in need. Certified technicians, Brandi Patti and Joseph Ashburn, educate families on child safety laws and the proper installation of car seats. State funding has gone away and grant funding supports this program.

Susan G. Komen grant funds provide mammograms for residents that do not qualify under State programs to receive screening mammograms or diagnostic services.

Member of the Healthy Carolinians Steering committee for eleven years. Committee meets periodically to discuss the health needs of the County.

DEPARTMENTAL ACTIVITIES & GOALS

HUBSCO Construction Reporting

North Carolina Department of Administration—Office for Historically Underutilized Businesses requires reporting of all construction projects. The County must have a representative trained to maintain quarterly reporting whether the County is involved in a construction project or not. When the County is engaged in a construction project, it is necessary to do an extensive report detailing all bids, contractors, subs, designers, engineers, etc. that are involved in the construction and even those that were not awarded the job.

Identification Card Design and Production

The Grants Administration office produces individual ID cards for all new employees at the County, Mocksville Police Department, and Cooleemee Police Department. During new hire orientation or by appointment, employees have photos taken and an ID issued for employment.

Many of our volunteer fire departments have contacted me about designing and producing ID cards for the firefighters. I work with the departments to design a card unique to their department and then place the firefighter's name and photo on the cards.

A new intelligent accountability system, Salamander, is being rolled out by NCEM across the State. This tag, track and report solution is simple and will unite the State's emergency services with interoperable, NIMS compatible systems for tracking all responders, volunteers and victims at an incident.

Local Fire Departments

Annually, local fire departments have the opportunity to apply for FEMA funds through the Assistance to Firefighters Grants (AFG), Staffing for Adequate Fire & Emergency Response Grants (SAFER), and the Fire Prevention and Safety Grants (FP&S).

North Carolina Identity Management System

The North Carolina Identity Management System (NCID) is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources. Many State systems and grant programs require employees to have an NCID number in order to log reports, submit grants, and requests funds. The Grants Administration office manages the NCID process for multiple departments in the County, including the County Manager, Finance, Department of Social Services, Sheriff's Office, Domestic Violence, and Elections.

Parks and Recreation

Continuously searching for funding opportunities for the following:

- Cooleemee Parks and Recreation—funding for programs and capital projects
- Davie County Little League—funding to expand the Little League program
- Davie Youth Complex—funds to upgrade and expand the fields
- Mocksville/Davie Parks and Recreation—funding for upgrades, expansion, and programs
- Cooleemee RiverPark—funds that would help further develop the park
- Davie County Schools—funds to update and expand playgrounds and recreational activity

DEPARTMENTAL ACTIVITIES & GOALS

Davie County Schools

Many ideas are often discussed about programs needed in the schools to help our students. It is a constant effort to find funders whose priorities match the needs of the organization.

- Readiness and Emergency Planning
- School Security Planning
- School security technology
- DVR technology for school buses
- Student health
- Juvenile Crime Prevention
- Musical Program Expansion
- Amplifiers for radio use inside buildings
- Childhood Obesity
- Backpack Buddy programs
- Drug Free Schools Initiative
- Boys and Girls Clubs

Sheriff's Office and other local Law Enforcement

Continuously searching for funds to help law enforcement with the following projects:

- Highway Safety
- Crash Investigation equipment
- All Terrain vehicles
- Drug Interdiction
- Domestic Violence Unit
- Warrant Unit
- DARE programs
- Law Enforcement Equipment
- Additional Patrol Staff
- Emergency Vehicle Drivers Training
- Additional School Resource Officers
- Mocksville PD—Active Shooter Program
- Police vehicles

Workplace Health and Wellness Program

There are periodic meetings of the Workplace Health and Wellness committee scheduled and directed by Stacy Moyer, HR Coordinator, to examine grant opportunities and proposals of how we can promote healthier lifestyles for our County employees. We plan County Employees' Health Fairs, contests that promote diet and exercise, walking clubs, Lunch and Learn for Financial Wellness, "Date with a Dietician", and other fun and helpful activities for our employees.

DEPARTMENTAL ACTIVITIES & GOALS

Risk Management and Safety Committee

As the Risk Manager, there are many responsibilities that are required. The NCDOL and OSHA require the County to adhere to all Notices and Recordkeeping requirements. The OSHA 300 Log of Work-Related Injuries and Illnesses is updated and filed in the Grants Administration office. If an employee is involved in an accident or injury, supervisors and county employees contact me as the initial contact. All incident information is forwarded to me and a claim is filed with the insurance carrier. Supervisors or safety representatives conduct an investigation of the incident to determine if safety policies and procedures were followed and if changes are needed to keep employees safe. The Safety Committee will review all incidents at the meeting that follows the event.

After an incident, the County must direct an injured employee to an approved medical treatment facility and provide all information to the insurance carrier. Any difficulties with billing, prescriptions, treatments, and employee questions are resolved as quickly as possible.

The Risk Manager participates in the NCACC Pool's Regional Meetings to receive the latest updates and changes by the Pool. Working with Craig Sappenfield, NCACC Risk Control Specialist for Davie County and Charlie Eaton, Property and Casualty Program Specialist, we develop safety plans that will assist the County in lowering their risks.

The NCACC Pool requires each county to complete a Safety Assessment each year. The County receives points for Safety Programs in place that ultimately determine discounts to our premiums. The Safety Committee in turn works hard to implement new safety plans and procedures that are recommended by the Pool.

As the Safety Coordinator, I present the County's Safety Policies and Procedures to all new employees attending the Employee Orientation meetings. We review the Safety Manual, Emergency Evacuation, Office and Fire Safety, and On the Job Injury Reporting. The Executive Safety Committee organizes the Annual Safety Training that is offered to all employees. This year, employees participated in training about the OSHA 2012 regulation change involving Hazardous Communications. This mandatory training was required for all employees prior to December 2013.

The NCACC Insurance Renewal Application for the County is submitted by the Grants Administration office each year. Department managers, Facilities Maintenance Supervisor, Brian Whitley, Sheriff's Office Business Manager, Karen Allen, and Clerk to the Board, Brenda Hunter assist with the collecting of the data needed for the application and help with verification and accuracy of all County property.

DEPARTMENTAL ACTIVITIES & GOALS

Other Activities

CareNet Counseling of Davie County

- Member of the Davie County CareNet Board since 2012. CareNet is a professional, community-based counseling organization affiliated with Wake Forest Baptist Health and located beside the First Baptist Church in Mocksville.

Davie County Hospital

- Member of the Hospital Advisory Board since 2011. This board plans an annual golf tournament in the spring and participates in activities and events to help promote the new hospital.

Emergency Food and Shelter Program

- Federal funds come through the State for the EFSP grant. The grant requires a board to be established to address local issues and to allocate the funds. As a member of the board since 2012, we plan to look for ways to address food and shelter issues in the County.

Hope Homes

- Joined the board of Hope Homes in 2012. The Purpose and Mission is: "Through God's Grace, Hope Homes has been established to provide housing to those in need of shelter who otherwise cannot provide it for themselves. We have been charged by God to provide a firm foundation, build walls of Faith, and cover it with God's Love."

Smart Start of Davie County

- Participate with the fundraising committee to plan and implement the annual Upscale Hoedown. This year's event was held at the historical WinMock barn in Kinderton and the attendance was overwhelming. The purpose of the event is to raise funds to supplement State budget cuts and to implement new programs in areas where funds are needed.

A Storehouse for Jesus

- Storehouse has a Grant Writing Team that works together to search and apply for grant funds. This team is responsible for interim and final reporting, assistance with the State reporting, and surveys requested by the North Carolina Association of Free Clinics. We work together to search for potential funders, develop proposals, and complete applications for funds that address the many needs of clients. Continuing to serve on the SFJ Board as the Vice President.

Surry County Housing Consortium

- Appointed to and have served eleven years on Surry County Housing Consortium.

United Way of Davie County

- As the coordinator for the County's United Way Campaign, the 2013 Employee Pledge Campaign raised $3000. These pledges will be used to help fund programs through agencies that serve Davie County citizens.
- As a member of the United Way Full Board that meets every other month, I currently serve as the Community Outreach Chair. United Way of Davie County is becoming more involved in community events, making a presence at Halloween on Main Street, Chamber events on the Square, the Christmas Parade, the Chamber of Commerce Gala Event, and much more. The Day of Caring Event, 211, and the new "Get Connected" website are other ways that United Way is making a difference in the County.

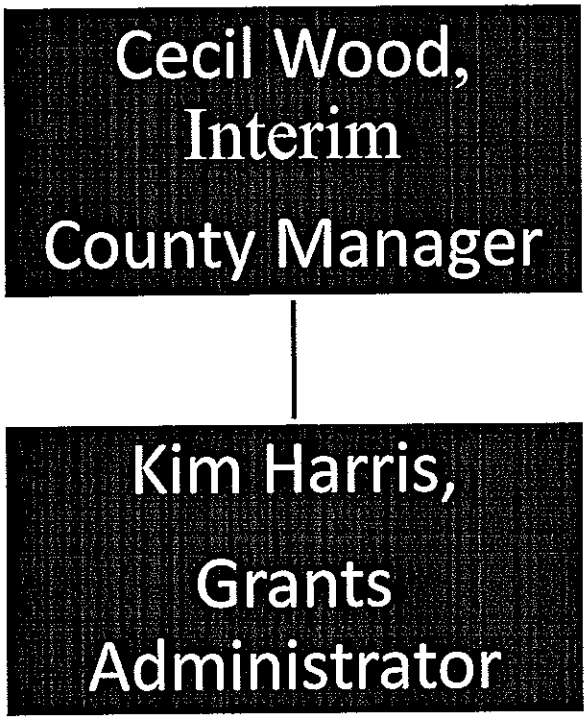
DEPARTMENTAL ACTIVITIES & GOALS

Public Health Preparedness Coordinator

Preparedness Coordinators (PCs) play a critical role in improving the capacity of health departments to plan for, respond to, and recover from public health emergencies. The PC updates the comprehensive Public Health Emergency Response Plans and Guidelines for the Davie County Health Department in conjunction with the Emergency Management Coordinator, the County's Emergency Operations Plan, and State and Federal requirements. The PC coordinates preparedness training and education for the health department staff, community partners, and County agencies involved in public health emergency plans and Strategic Nation Stockpile (SNS) requests. The PC records and maintains required documentation for review by the North Carolina Public Health Preparedness and Response (NC PHP&R) and the CDC.

It is my goal to continue upper level ICS training and attend all training workshops offered at the State level. There is much training and studying to do in order to be proficient and skilled Preparedness Coordinator. Another goal is to implement the North Carolina Emergency Management credentialing system, Salamander. This is a statewide credentialing system for all first responders and will benefit Fire, Rescue, Law Enforcement, EMS, Health, and Emergency Management.

ORGANIZATIONAL STRUCTURE



Budget Sheet #3

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

Division

REQUEST FOR NEW POSITION

Title:	Number:	Full-time ☐ Temporary ☐	Annual Salary:
Hiring Date:	1st Year Cost:		2nd Year Cost:

Duties/Responsibilities of Position:

No Request

Justify Need for Position in Detail:

Cost of New Equipment/Furniture for Position:

Budget Sheet #3A

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

Division Grants

ACTIVITY JUSTIFICATION

Activity: **Grants Administrator**	Number of Employees **0.45**	# of Full-time **0.45** # of Part-Time 0	Annual Cost: $30,553
Mandated by GS - NCGS #	County Cost: $30,553		Federal/State Cost: 0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kim Harris, Grants Administrator (45% for Grants)

Grants Administrator Responsibilities:

- Planning, researching, organizing, applying for and administering grants in which the County desires and is eligible to receive.
- Meet with departments interested in seeking grant funds, listening to ideas, and assisting in the development of a grant proposal.
- Assist all departments with proposal development, grant applications, and grant reporting needs.
- Research priorities of funding agencies and foundations for which County departments would be eligible to apply.
- Complete a grant application for potential funders and submit all required documentation.
- Assist citizens and other nonprofits, whose missions would benefit the County, with grant opportunities.
- Develop and maintain grant writing skills and knowledge of grant opportunities.
- Complete and update all federal and state reporting requirements for grant funding.
- Complete all foundation funding reports as required, such as Cost Reports, Semi Annual Reports, and Final Closeout Reports.
- Assist local fire departments with proposal development, grant applications, award acceptance and certifications, and funding reports.
- Assist local law enforcement departments with grant research, proposal development, grant applications, award acceptance and certifications, and funding reports as needed.

Identification Card Design and Production:

- Manage hardware and software for the photo identification system.
- Upon request, design and produce cards for local volunteer fire departments, Davie Rescue Squad, Cooleemee Police Department and Mocksville Police Department

Justify Need for Each Position in Detail (use additional pages if necessary):

Per the Federal Funding Accountability and Transparency Act (FFATA) federal regulations, all grantees and subgrantees receiving federal grant awards must have a Data Universal Numbering System (DUNS) Number and be registered with the Central Contractor Registration (CCR). The DUNS number is a unique nine-character number that identifies an organization. It is a tool of the federal government to track how federal money is distributed. The grants coordinator provides updates for the County and its departments with a DUNS number. The grants coordinator also must renew and revalidate the County's registration at least every 12 months to ensure that all information is up to date and in sync with changes that may have been made to DUNS and IRS information.

The County has its own DUNS number and CCR that are kept up-to-date, as well as individual departments in the county such as Sheriff's Office, Domestic Violence, EMS, Elections, etc., have their own unique numbers. The grants coordinator serves as an Authorized Organization Representative (AOR) and a Point of Contact (POC) for the County and its departments to keep information current.

Federal changes in reporting now require the County and its departments to register with SAM, the System for Award Management. The federal procurement systems and the Catalog of Federal Domestic Assistance are combining into one new system. This consolidation is being done in phases and the grants coordinator has started the migration for the County. Information currently being held in the Central Contractor Registry is being migrated over to SAM and registration and updates will be required in the new system. Eventually when migration is complete, all up dates and registrations will be done in SAM.

The North Carolina Department of Administration—Office for Historically Underutilized Businesses requires reporting for all construction projects undertaken by the County. The grants coordinator participated in training offered by the HUBSCO office. Documentation and reporting is required for construction projects beginning at the bidding process. Data must be collected on all construction companies, sub-contractors, engineers, designers, etc. for those that put in a bid as well as those that are awarded the bid. If there are no construction projects, a quarterly "no construction activity" report is all that is required.

Federal funding requires multiple reporting to be completed which is the responsibility of the Grants Coordinator. These requirements may vary but most often include Grants Management Systems (GMS) reporting quarterly and annually, Performance Measurement Tool (PMT) reporting quarterly, and Financial Status Reports quarterly. All federal funding also requires a closeout at the end of the grant period. There is no Federal reporting required at this time.

Grant writing is a complex activity with many different facets. Finding the right fit between a need and a funding agency can be the most difficult aspect. Funders are looking for programs that share their vision and address their priorities. County departments have to work diligently to mold their needs into a proposal that will be appealing to the foundation. Developing a proposal can take weeks of discussion and brainstorming and the grants coordinator helps with this development. Applications are then written and reviewed numerous times for errors. The grants coordinator sometimes must maneuver through different electronic, internet based applications in order to get a successful submission. After a submission and hopefully an award, the grants coordinator manages all reporting that is required. Each foundation and funding agency has their own requirements so the grants coordinator is responsible for making sure the departments provide the information required.

For example, the recent two awards to the County by the Golden LEAF Foundation require the County to submit a Work Plan and Timeline for the Ashley Furniture Project and most likely the same will be required for the Gildan Yarn project. The grants coordinator, with the help of the project manager and the finance director, develop the timeline and plan of how the County would report the creation of jobs and the investment by the Company. A plan was also developed for the County to plan for lease payments and expending proceeds as set forth in the award agreement. Interim reports, including documentation are due bi-annually through 2016 for Ashley and well in the future for the Gildan Yarn project.

In the "Back of the Envelope Calculations" for 2013, the Golden LEAF awards are included.

Back of the Envelope Calculations					
Calendar Year	**2009**	**2010**	**2011**	**2012**	**2013**
Total Dollars **Requested** through Grant Applications	$2,997,355	$3,376,602	$871,209	$4,186,543	$1,821,090
Funding Totals **Awarded**	$284,293	$429,308	$177,349	$2,592,900	$1,122,363

Budget Sheet #3A

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

Division Risk Management and Safety Coordinator

ACTIVITY JUSTIFICATION

Activity: **Risk Management Safety Coordinator**	Number of Employees **0.45**	# of Full-time **0.45** # of Part-Time 0	Annual Cost: $30,554
Mandated by GS - NCGS *§ 95-143*	County Cost: $30,554		Federal/State Cost: 0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kim Harris, Grants Administrator (45% for Risk Management and Safety Coordinator)

Risk Management Responsibilities:

- Report and manage all Workers Compensation and Property and Liability claims to the insurance company.
- Report and maintain all records and claims that pertain to on the job injuries.
- Do a follow up Investigation of any injury reported for possible improvement and prevention procedures.
- Keep OSHA 300 logs up-to-date.
- Provide each safety representative with OSHA 300A Forms that must be posted in each department from February to April of each year.
- Update the "Steps to Reporting an On the Job Injury" as needed to insure the best reporting time to the insurance carrier.
- Report and maintain all information related to any Property and Liability claim.
- Collect and provide information that may be requested by the Insurance Carrier or by attorneys that may be working on behalf of the County.
- Complete applications for Workers Compensation and Property and Liability insurance for the County including annual Insurance Renewal Applications for the NCACC Pool or applications to obtain competitive bids from other carriers.
- Participate in the NCACC Pool's Regional Meetings to receive general information about insurance coverage, restructuring, changes involving the renewal, and any updates from the legal department.
- Complete a Safety Assessment required by the Pool annually to determine the County's eligibility for discounts.

Safety Coordinator Responsibilities:

- Meet with new department managers to provide a brief introduction and orientation about the Davie County Safety Committee and the importance of participation from their Safety Representative. Provide the department managers with a copy of the responsibilities of a Safety Representative that is found in the Safety Manual.
- Provide an overview of the Davie County Safety Policy and Injury Reporting Procedures at new hire orientation. Orientation includes a review of the Safety Manual, Emergency Evacuations, Office and Fire Safety, and On the Job Injury Reporting.
- Coordinate annual Safety Education/Training between the Executive Committee and the NCACC Pool.
- Update the departmental Training Records as Scavenger Hunt results from new employees are received from HR and annually after Safety Education/Training participation. Include an up-to-date copy annually in the Master Safety Manual.
- Serve on the Safety Committee's Executive Committee.
- Provide information about the latest injuries to the Safety Committee for review and discussion. Share investigation findings and discuss possible ways to improve our policies and procedures in an effort to prevent injuries.

Executive Committee Member Responsibilities:

- With assistance from the NCACC Pool, review the OSHA and NFPA regulations for updates or revisions annually and as needed.
- With assistance from the NCACC Pool, review and revise the Safety Plans and Policies annually and as needed with changes in regulations.
- Review and revise the Safety Inspections Forms annually and as needed implement changes to the regulations and the inspection forms.
- Review and revise the Safety Orientation Scavenger Hunt as needed.
- Print and distribute revised Safety Plans.
- Plan, implement, and evaluate the annual Safety Education/Training. Present evaluation to the Safety Committee and the County Manager.
- Ensure that departmental Hazardous Material Inventories are updated at least annually and copies are placed in the Master Safety Manual in the County Manager's Office.
- Coordinate and schedule a safety inspection of each department with the Public Facilities Director, NCACC Risk Manager, and the Safety Representative from that department at least every other year.

Identification Card Design and Production:

- Manage hardware and software for the photo identification system.
- Design and produce cards for Davie County employees.
- Produce Proximity Identification Cards for County employees located in buildings with access control doors.
- Collect photos and employee information at new employee orientation and print the appropriate identification card.

Justify Need for Each Position in Detail (use additional pages if necessary):

With the help of the NCACC Regional Risk Management Representative, the Safety Committee, Safety Coordinator, and the Executive Committee have stepped up and taken on new responsibilities to insure that the County makes Safety a priority in every department and location. In order to receive insurance credits and discounts, the Safety Committee works diligently to make all areas as safe as it can be. Because Davie County is a small county, a full time Risk Manager would not practical, although many counties have found it necessary to have a full time position to manage all safety issues and injury reporting.

U. S. Department of Labor - OSHA and General Statute for NCDOL require reporting with each injury involving an employee, along with annual summaries and reports.

U. S. Department of Labor—Occupational Safety and Health Administration
29 CFR Part 1904; Docket No. R-02; RIN 1218-AB24; Reporting Occupational Injury and Illness Data to OSHA
Federal Registry # 62:6434-6442

NCGS Chapter 95: Department of Labor and Labor Regulations
§ 95-143. Record keeping and reporting.

The chart below shows the County's most recent years' summaries regarding injuries reported. The County's r Return to Work policy allows department managers to bring employees back to work after an injury, sometimes on light duty. This reduces the number of days away from work and history shows that by bringing employees back as soon as possible, the overall costs are reduced. Return to Work policies also help to minimize the cases that escalate to a lawsuit.

Summary of Work Related Injuries and Illnesses as reported to the Department of Labor

Calendar Year	Total Reported Injuries / to DOL	# Days Away from Work	# Days with Restrictions
2009	31	263	36
2010	44	414	350
2011	37	41	206
2012	41 / 17	50	15
2013	39 / 19	15	188

Although our goal is to have no accidents or injuries, the reality is that accidents will happen. The Risk Manager is the County's point of contact to manage the incident from many perspectives. It is important for an employee that is injured or that has been involved in an accident to have a point of contact that can assist with the necessary reporting of the claims. Claims may drag on for weeks or months and it is necessary to have a knowledgeable person available to work with the claims examiner, department managers, medical providers, law enforcement, auto repair shops, service providers of all kinds, and other insurance carriers, to make sure the incident is handled properly. If claims escalate, information can be pulled together and submitted by the Risk Manager to attorneys representing the County.

Below are the most recent updates to the County's claims history. Total claims and the number of open claims are included for the past five years. Net costs incurred shows where a few claims were very costly.

Workers Compensation Claims Summary

Fiscal Year	Total Claims	Open Claims	Net Costs Incurred
2009/2010	31	1	$937,107
2010/2011	25		$74,966
2011/2012	29		$26,969
2012/2013	20		$10,460
2013/2014	19	5	$16,910

Property and Liability Claims Summary

Fiscal Year	Total Claims	Open Claims	Net Costs Incurred
2009/2010	17		$67,577
2010/2011	23		$24,155
2011/2012	13		$24,802
2012/2013	11		$5,350

Budget Sheet #3A

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

Division Preparedness Coordinator

ACTIVITY JUSTIFICATION

Activity: **Public Health Preparedness Coordinator**	Number of Employees **0.10**	# of Full-time **0.10** # of Part-Time 0	Annual Cost: $6790
Mandated by GS - NCGS *#§ 130A-1.1*	County Cost: $		Federal/State Cost: $6790

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kim Harris, Grants Administrator (10% for Preparedness Coordinator)

Public Health Preparedness Coordinator Responsibilities:

- Develop and update comprehensive Public Health (PH) Emergency Response Plans and Guidelines for the Davie County Health Department in collaboration with the Emergency Management Coordinator's overall County Emergency Plan and with State and Federal requirements.
- Collaborate and coordinate with community partners and county departments on plans and guidelines for PH Preparedness and Response.
- Attend regional Preparedness Coordinator (PC) meetings and attend annual NC Public Health Preparedness and Response (NC PHP&R) PC Conference.
- Complete required State reports or assure that reports are complete by the required time line; example Quarterly Narrative Reports (QNRs).
- Coordinate and facilitate training with the Public Health Regional Surveillance Team 5, NC PHP&R, and Davie County Emergency Management Coordinator for education and training of health department staff for PH Preparedness and Response activities, including required training mandated by NC PHP&R, and CDC.
- Develop and update plans and guidelines for receipt, storage, and distribution of Strategic National Stockpile (SNS) Federal assets.
- Review and submit SNS plans and guidelines along with Technical Assistance Review (TAR) tool for review by the NC PHP&R per CDC requirements.
- Review and update plans and guidelines for Bioterrorism and Infectious Disease Response; Pandemic Influenza Response; the overall Health Department's Continuity of Operations Plan (COOP) and Pandemic Influenza (COOP);and PH Telecommunications.
- Maintain and update the emergency contact information for all response partners named in the PH Preparedness Plans and Guidelines.
- Participate in the Local Emergency Planning Committee (LEPC).
- Facilitate, participate in, and report to PHP&R the required emergency call down testing of all public health emergency notification system for staff and community partners involved in PH emergency response efforts.
- Participate in local, regional, and State PH preparedness and response exercises; submit After Action Report (AAR) and Corrective Action Plan (CAP) to NC PHP&R; update the PH Preparedness Plans and Guidelines to reflect the CAP.

- Record and maintain required documentation for review by NC PHP&R of all PH Emergency Preparedness related efforts including but not limited to PC, EPI, and LEPC meetings, ICS, preparedness and response related trainings and exercises.
- Coordinate with the Health Director and EPI Team for receipt and dissemination of health alerts and other advisories on real or potential disease threats as they occur in the local medical community.

Justify Need for Each Position in Detail (use additional pages if necessary):

Public Health Preparedness Coordinator is mandated under GS 130A-1.1. The program is mandated to prepare for and respond to infectious diseases, bioterrorist attacks , or any public health emergency. Federal funding was provided to assist states and localities in building infrastructures to respond to emergency situations. Health Departments receive funds to maintain updated preparedness planning, exercise plans, and coordinate preparedness efforts at the local level. All Health Department staff is expected to respond as needed in a public health emergency.

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015

Department: Grant Administration --Grants

Account No.	Item	Remarks	Requested Local Cost	Requested Non-Local Cost	Recommended Local Cost	Recommended Non-Local Cost
51810-530120	Postage	80% of Postage Used	$80			
51810-530250	Printing and Binding					
51810-530320	Office Supplies	40% of Office Supplies used	$200			
51810-530330	Department Supplies	25% of ID Supplies Used	$250			
51810-540100	Education and Training	20% for grant workshop or training class	$80			
51810-540110	Telephone	15% of Telephone	$105			
51810-540140	Travel	10% of Travel	$40			
51810-540450	Purchased Services					
51810-541550	Consultants					
51810-550160	Equipment Maintenance	25% of ID Printer Maintenance, software upgrades and maintenance, and Copier/Scanner Maintenance	$338			
51810-560530	Dues and Subscriptions	80% of Subscriptions	$80			
51810-580600	Equipment and Furniture					
Totals			$1,173			

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015

Department: Grant Administration --Risk Management and Safety Coordinator

			Requested		Recommended	
Account No.	Item	Remarks	Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
51810-530120	Postage	10% of Postage Used	$10			
51810-530250	Printing and Binding					
51810-530320	Office Supplies	40% of Office Supplies used	$200			
51810-530330	Department Supplies	25% of ID Supplies Used	$250			
51810-540100	Education and Training	20% for risk management training	$80			
51810-540110	Telephone	85% of Telephone	$595			
51810-540140	Travel	30% of Travel	$120			
51810-540450	Purchased Services					
51810-541550	Consultants					
51810-550160	Equipment Maintenance	25% of ID Printer Maintenance, software upgrades and maintenance, and Copier/Scanner Maintenance	$338			
51810-560530	Dues and Subscriptions					
51810-580600	Equipment and Furniture					
Totals			$1,593			

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015

Department: Grant Administration --Preparedness Coordinator

Account No.	Item	Remarks	Requested Local Cost	Requested Non-Local Cost	Recommended Local Cost	Recommended Non-Local Cost
51810-530120	Postage	10% of Postage Used	$10			
51810-530250	Printing and Binding					
51810-530320	Office Supplies	20% of Office Supplies used	$100			
51810-530330	Department Supplies	50% of ID Supplies Used	$500			
51810-540100	Education and Training	60% for Preparedness Coordinator monthly training sessions	$240			
51810-540110	Telephone	0% of Telephone				
51810-540140	Travel	60% of Travel	$240			
51810-540450	Purchased Services					
51810-541550	Consultants					
51810-550160	Equipment Maintenance	50% of ID Printer Maintenance, software upgrade and maintenance, and Copier/Scanner Maintenance	$675			
51810-560530	Dues and Subscriptions	20% of Subscriptions	$20			
51810-580600	Equipment and Furniture					
Totals			$1,785			

Budget Sheet #4

DAVIE COUNTY

F.Y. 2014 – 2015

ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST

Department: Grants Administration

Item	Remarks	Account No.	Requested		Recommended	
			Quantity	Cost	Quantity	Cost
Totals				$		

Budget Sheet #5

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

Division

CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Description:

No Request

Justification:

Estimated Cost:

Estimated Annual Operation / Maintenance Cost:

+Budget Sheet #6

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

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Division

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Fees	Lodging	Total
1	Grant writing workshop, course, or training, and/or Risk Management training deemed necessary for job development (possibly 2 classes)	auto		$160		$160
1	Required Public Health Preparedness Coordinator Conference	auto		$60	$180	$240

Budget Sheet #7

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Grants Administration

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Division

SPECIAL WORK PROJECT

Location:

No Request

Description:

Justification:

Estimated Cost:

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

			PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
GRANTS ADMINISTRATION								
51810	510010	SALARIES AND WAGES	50,511.04	20,629.60	50,259.00	50,005.00		
51810	510020	PART-TIME SALARIES	-	-	-			
51810	510040	LONGEVITY	350.00	380.00	380.00	410.00		
51810	520050	FICA	3,814.64	1,575.47	3,817.00	3,825.00		
51810	520060	GROUP HOSPITAL INSURANCE	-	57.00	8,082.00	8,400.00		
51810	520070	RETIREMENT	3,428.07	1,485.37	3,527.00	3,535.00		
51810	520080	WORKMENS COMPENSATION	170.16	-	173.00	175.00		
51810	520100	ECS UNEMPLOYMENT INSURANCE	-	-	-			
51810	520110	GROUP LIFE INSURANCE	40.80	17.00	-	45.00		
51810	520120	401K-EMPLOYER SUPPLEMENT	5,511.03	2,115.17	1,485.00	1,500.00		
51810	520130	YMCA MEMBERSHIP	-	-	-			
51810	520250	EMPLOYEE MEDICAL EXPENSE	-	-	-			
51810	520260	EMPLOYEE EDUCATION REIMBURSEME	-	-	-			
51810	530120	POSTAGE	6.86	19.01	100.00	100.00		
51810	530250	PRINTING & BINDING	-	-	-			
51810	530300	VEHICLE TIRES	-	-	-			
51810	530310	VEHICLE GAS & OIL	-	-	-			
51810	530320	OFFICE SUPPLIES	579.36	124.96	500.00	500.00		
51810	530330	DEPARTMENT SUPPLIES	1,099.06	-	900.00	1,000.00		
51810	532340	SUPPLIES - BOOKLETS	-	-	-			
51810	540090	ED & TRAINING - CO EMPLY	-	-	-			
51810	540100	EDUCATION & TRAINING	199.26	56.57	400.00	400.00		
51810	540110	TELEPHONE	723.21	238.98	780.00	700.00		
51810	540130	UTILITIES	-	-	-			
51810	540140	TRAVEL	192.93	-	200.00	400.00		
51810	540210	BUILDING & EQUIPMENT RENTAL	-	-	-			
51810	540450	PURCHASED SERVICES	-	-	-			
51810	541540	COMPUTER SERVICES	-	-	-			
51810	541550	CONSULTANTS	-	-	-			
51810	550160	EQUIPMENT MAINTENANCE	1,167.44	-	2,300.00	1,350.00		
51810	550170	VEHICLE MAINTENANCE	-	-	-			
51810	560120	SPECIAL EVENTS	-	-	-			
51810	560260	ADVERTISING	-	-	-			
51810	560530	DUES & SUBSCRIPTIONS	-	-	100.00	100.00		
51810	560540	INSURANCE & BONDS	-	-	-			
51810	560570	MISCELLANEOUS	-	-	-			
51810	560600	BUILDING INSURANCE	-	-	-			
51810	580600	EQUIPMENT & FURNITURE	-	-	650.00	-		
51810	580620	COMPUTER HARDWARE	-	-	-			
TOTAL GRANTS ADMINISTRATION			**67,793.86**	**26,699.13**	**73,653.00**	**72,445.00**		

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

Org	Emp #	Last Name	First	Job Desc	Service Date	Yrs Srvc Jul 14 - Jun 15	Grade	Hourly	Annual	Request
51810	458	HARRIS	KIMBERLY	GRANTS ADMINISTRATION	01/02/2002	13	69		50,005.00	50,005.00
TOTAL FULL TIME									50,005.00	50,005.00
TOTAL PART TIME									-	-
TOTAL									50,005.00	50,005.00
LONGEVITY										410.00
FICA										3,856.75
HOSPITAL										8,400.00
RETIREMENT										3,564.34
401K										1,500.15
TOTAL AUTHORIZED POSITIONS 1 FULL TIME; PART-TIME AS NEEDED.										**67,736.24**