



**New Hanover County Request for Proposals
Scotts Hill Water Main Extension
Community Development Block Grant - Infrastructure (CDBG-I)
Administration Services**

Issue Date: May 19, 2025

Due Date: June 11, 2025

**NEW HANOVER COUNTY REQUEST FOR PROPOSALS (RFP)
SCOTTS HILL WATER MAIN EXTENSION
CDBG-I ADMINISTRATION SERVICES**

SECTION 1 - ADVERTISEMENT

New Hanover County, North Carolina, has been awarded a Community Development Block Grant – Infrastructure (CDBG-I) in the amount of \$2,997,703 from the North Carolina Department of Environmental Quality (NCDEQ) under HUD Federal Award AL# 14.228 for the Scotts Hill Water Main Extension project. These funds will cover approximately 63% of the total project cost, with the remaining costs to be funded by New Hanover County.

New Hanover County is seeking proposals for grant administration services to assist with this project. All work on this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the CDBG-I program. The compensation for grant administration services will be provided from the CDBG-I grant and is capped at 10% of the total grant amount. A portion of this 10% may also be utilized by New Hanover County for other administrative costs, such as staff training and travel. Services proposed in this RFP would be provided throughout the life of this grant, which is expected to be three years.

A copy of the detailed Request for Proposals (RFP), a description of the services to be provided by respondents, the minimum content of responses, the factors to be used to evaluate the responses, and project application can be obtained by visiting the bid posting at <https://finance.nhcgov.com/bids.aspx>.

Proposals must be received via email no later than **5:00 PM EST on Wednesday, June 11, 2025**, to Lena Butler, New Hanover County Purchasing Supervisor, at lbutler@nhcgov.com.

New Hanover County is an Equal Opportunity Employer and invites the submission of proposals from small, veteran-owned, and/or minority- and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be in the best interest of the County.

This information is available in Spanish or any other language upon request. Please contact Lena Butler at 910-798-7190 or at 230 Government Center Drive, Wilmington, NC 28403 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Lena Butler al 910-798-7190 o en 230 Government Center Drive, Wilmington, NC 28403 de alojamiento para esta solicitud.

Released: May 19, 2025



SECTION 2 – INSTRUCTIONS AND GENERAL CONDITIONS

2.1 Schedule

RFP Process	Timeline
RFP Issued	May 19, 2025
Deadline to Submit Questions	May 23, 2025, by 5:00 PM EST
Answers to Questions Posted	May 30, 2025
Deadline for Receipt of Proposals	June 11, 2025, by 5:00 PM EST

2.2 Preparation of Proposal

Proposals are due at **5:00 PM EST on Wednesday, June 11, 2025**. All proposals must be submitted via email to Lena Butler, Purchasing Supervisor, New Hanover County, lbutler@nhcgov.com, unless prior approval has been given to submit the proposal via an alternative method. If Proposers have questions or issues regarding proposal submission, they are instructed to Lena Butler, Purchasing Supervisor.

Proposals should be clearly marked “**RFP – CDBG-I Administration Services**” in the subject line of your email.

Complete instructions and requirements for submitting your proposal may be obtained by visiting the County’s website at: <https://nc-newhanovercounty.civicplus.com/bids.aspx>

2.3 Questions

Questions are to be submitted by **5:00 PM EST on Friday, May 23, 2025**, to:

- Lena Butler, Purchasing Supervisor, New Hanover County, lbutler@nhcgov.com.

Responses to questions will be posted on our website at: <https://nc-newhanovercounty.civicplus.com/bids.aspx>

2.4 Communication

Proposers may not have communications, verbal or otherwise, concerning this RFP with any personnel or boards from New Hanover County.

2.5 Intent to Submit

All proposers who intend to submit a proposal on this project should send an email to lbutler@nhcgov.com.

2.6 Cost of Preparation of Response

Costs incurred by prospective Proposers in the preparation of the response to this Request for Proposals are the responsibility of the Proposer and will not be reimbursed by the County.

2.7 Execution of Agreement

The successful Proposer will be required to enter into a formal agreement that is consistent with the proposal requirements outlined within.

2.8 Trade Secret Confidentiality

Upon receipt of your proposal by New Hanover County, your proposal is considered a public record except for material which qualifies as "trade secret" under N.C.G.S. 132-1.2. After opening, your proposal will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer must be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating This Bid," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope. For electronic submissions, trade secret materials must be provided in a separate file that clearly identifies the contents as confidential. The file name should include the designation "Trade Secret – Confidential" to ensure proper handling and evaluation.

Do not attempt to designate your entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your proposal being disqualified.

In submitting a proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each applicant agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Proposer has designated as a trade secret.

2.9 Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

Pursuant to GS 143-48, New Hanover County encourages the participation of small contractors, minority contractors, physically handicapped contractors, and women contractors in response to this RFP. New Hanover County is an Equal Opportunity Employer and invites the submission of proposals from small, veteran-owned, and/or minority- and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

The applicant agrees not to discriminate against any employees or applicants for employment because of physical or mental handicap in regard to any position for which the employees or applicants are qualified. The applicant agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

2.10 Accessibility

This information is available in Spanish or any other language upon request. Please contact Lena Butler at 910-798-7190 or at 230 Government Center Drive, Suite 165, Wilmington, NC 28403 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Lena Butler al 910-798-7190 o en 230 Government Center Drive, Wilmington, NC 28403 de alojamiento para esta solicitud.

2.11 Indemnity

The successful Proposer shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Proposer hereunder, resulting from the negligence of or the willful act or omission of the Proposer, his agents, employees and subcontractors.

2.12 E-Verify

Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.13 Insurance

Proposer shall maintain at its own expense a minimum of:

(a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; New Hanover County, shall be named as additional insured.

(b) Workers Compensation Insurance not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit.

(c) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable.

Additional insurance requirements may be applicable depending on the scope of services and award amount.

Certificates of Insurance shall be furnished prior to the commencement of services to: New Hanover County, 230 Government Center Drive, Suite 125, Wilmington, NC 28403.

2.14 CDBG-I Project Compliance and Legal Requirements

Each grantee shall carry out their CDBG-I Project pursuant to the terms of their grant agreement and all applicable Federal and State laws, executive orders, rules, and regulations for public assistance programs, specifically to the CDBG program, including, but not limited to, the following:

- Title I of the Housing and Community Development Act of 1974 (the Act), as amended (42 U.S.C. 5301 *et seq.*).
- Title 24 of the Code of Federal Regulations, 24 CFR 570, as amended (the CDBG State) program. (*Safe Harbor Regulations – Entitlement*)
- Uniform Administrative Requirements and Cost Principles, and Audit Requirements for Federal Award, 2 CFR 200 *et seq.*, including all referenced regulations, except for those referenced in 24 CFR 570.604 and 24 CFR 570 *et seq.*
- Environmental Review Procedures for Entities Assuming HUD Environmental Responsibility in 24 CFR Part 58.
- Conflict of Interest provisions, including but not limited to those found at N.C.G.S. § 14-234, 24 CFR § 570.489 (g) and (h), and 24 CFR § 570.611. Certain limited exceptions to the conflict-of-interest rules listed in 24 CFR § 570.489 may be granted in writing by HUD and/or DEQ upon written request and the provision of information specified in 24 CFR § 570.489(h)(ii)(4).
- Title 24 CFR Part 75, which implements the Section 3 provisions of the HUD Act, to ensure that employment, training, and contracting opportunities generated by CDBG-funded projects are directed to low- and very low-income persons and businesses that employ them. Contractors or subcontractors on a project of more than \$200,000 (in HUD CDBG funding) must attempt to reach the Section 3 minimum numerical goals found at 24 CFR Part 75, Subpart C and Docket No. FR-6085-N-04. Under 24 CFR Part 75, only non-construction services that require an

advanced degree or professional licensing, rather than all non-construction services, are excluded from Section 3.

2.15 Debarment and Suspension

Recipients must not be debarred, suspended, or otherwise ineligible to participate in federal assistance programs under Executive Order 12549 titled “Debarment and Suspension” [24 CFR 85.35]. Before awarding contracts, New Hanover County will verify the debarment status of all contractors and subcontractors by checking the System for Award Management federal database at sam.gov/SAM and the NC Department of Administration Debarred Vendors list.

2.16 Iran Divestment Act Certification

N.C.G.S. Chapter 147 Article 6E requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. Chapter 147 Article 6E requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

2.17 Right to Reject

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be in the best interest of the County.

SECTION 3 – PROJECT OVERVIEW

New Hanover County, North Carolina, has been awarded a Community Development Block Grant – Infrastructure (CDBG-I) in the amount of \$2,997,703 from the North Carolina Department of Environmental Quality (NCDEQ) under HUD Federal Award AL# 14.228 for the Scotts Hill Water Main Extension project. These funds will cover approximately 63% of the total project cost, with the remaining costs to be funded by New Hanover County.

Contingent on securing funding and finalizing the grant contract, New Hanover County is seeking proposals for grant administration services to assist in the management and administration of this

project in compliance with all applicable North Carolina CDBG-I Program requirements. The compensation for grant administration services will be provided from the CDBG-I grant and is capped at 10% of the total grant amount. A portion of this 10% may also be utilized by New Hanover County for other administrative costs. Services proposed in this RFP would be provided throughout the life of this grant, which is expected to be three years.

The project aims to extend public water service to 57 parcels currently relying on individual wells, benefiting 50 low- to moderate-income households and 120 residents, with funding support from both CDBG-I and County funds. Survey results show that 75% of households (43 out of 57) have reported dry well issues and water quality concerns. All affected households have committed to connecting to the new public water system. The selected consultant will play a vital role in ensuring the successful execution of this project.

Respondents may review the CDBG-I application for the Scotts Hill Water Main Extension as provided in the Appendix.

SECTION 4 – SCOPE OF SERVICES

Grant administration services shall include, but are not limited to, the following standard tasks necessary for the successful implementation of the project in compliance with CDBG requirements:

1. Environment Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Compliance;
4. Equal Employment and Procurement Compliance;
5. Compliance with Section 3 of the Housing and Urban Development Act of 1968;
6. Section 504 Compliance;
7. Completion of Language Access Plan;
8. Completion of Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures for Compliance Plans;
10. Labor Standards Compliance;
11. Completion of All Required Reports, Documentation, and Contractual Compliance;
12. Assistance with Financial Reimbursements Forms; and
13. Additional General Responsibilities

Please note that services will not include the disbursement or accounting of funds, legal advice, fiscal audits, or support for activities unrelated to the CDBG-I project.

New Hanover County expects to complete the project in 36 to 40 months. Grant administration services will be required throughout the grant period.

Respondents may review a detailed description of the Scope of Services as provided in the Appendix.

SECTION 5 – EVALUATION CRITERIA

Proposals for grant administrative services will be evaluated by a Selection Committee comprised of representatives from various county departments and project partners. Proposals will be considered on an equal competitive basis. Upon completion of the review, the Selection Committee will make its recommendations to the County Manager's Office and the New Hanover County Board of Commissioners for final approval. The following criteria will be used in the evaluation process:

- 1. CDBG-I Grant Administration Experience (25 points)**
Evaluation will be based on the firm's experience in administering CDBG-I grants, including the qualifications and technical competence of the staff assigned to the project. Consideration will be given to the firm's prior experience with similar CDBG-I-funded projects, including project size, location, and community context.
- 2. Consultant/Firm Capability (20 points)**
Evaluation will focus on the firm's ability to handle all aspects of the CDBG-I project, including current workload, capacity to meet project demands, and availability of the firm during the project term. This will also consider the firm's track record for timely completion of similar projects.
- 3. Technical Approach and Project Schedule (20 points)**
Evaluation will be based on the proposed approach to managing the project and the clarity and feasibility of the project schedule. This includes how the firm plans to meet the project's objectives while adhering to all compliance requirements and deadlines.
- 4. Cost of Services (15 points)**
Evaluation will be based on the proposed fee for service, including the reasonableness of the fee in relation to the scope of services provided and the justification for the proposed costs.
- 5. Completeness of Submission (15 points)**
Evaluation will be based on the thoroughness and organization of the submission, including whether all required documents and information have been provided in accordance with the submission guidelines.
- 6. Section 3 Business Concern (5 points)**
Points shall be awarded based on Section 3 business criteria to prioritize contracting and employment opportunities for low-income individuals and businesses within the community where Section 3-covered assistance is expended. A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period: (a) At least 51 percent owned and controlled by low- or very low-income persons. The income used is for the previous or annualized calendar year and the income limit used is based on their place of residence. (b) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (c) A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

SECTION 6 – SUBMISSION REQUIREMENTS

Submissions to New Hanover County must include, at a minimum, the following:

1. Individual or Firm Information

The consultant or firm's legal name, address, email, and telephone number, along with the principal(s) of the firm and their relevant experience and qualifications.

2. CDBG-I Grant Administration Experience

A description of the staff's specialized experience and technical competence in CDBG-I grant administration. Include a summary of the firm's prior experience, particularly with similar projects (especially those funded by CDBG-I), including the size of the community, location, total construction cost, and the name of a local official familiar with the firm's performance. Provide at least three references.

3. Consultant/Firm Capability

A description of the firm's current work activities, its capacity to handle all aspects of CDBG-I-related tasks, and the firm's anticipated availability during the project term.

4. Cost of Services

An itemized fee for service, including an explanation of how the fee is determined.

5. Compliance Documentation

Proof of compliance with state and federal debarment/eligibility requirements.

6. Compliance with Section 3 Business concerns

Self-Certification as a Section 3 Business Concern and Certification of Bidder Regarding Civil Rights and Section 3 Laws and Regulations.

Proposals must be received via email by **5:00 PM EST on Wednesday, June 11, 2025**, to:

- Lena Butler, Purchasing Supervisor, New Hanover County, lbutler@nhcgov.com



APPENDIX

1. Scotts Hill Water Main Extension CDBG-I Application
2. Detailed Scope of Services
3. E-Verify Attestation
4. Minority & Women Business Enterprise (MWBE) Program Form
5. Iran Divestment Act Certification Form
6. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
7. New Hanover County Vendor Application



North Carolina Department of Environmental Quality
Division of Water Infrastructure
Application for Funding

(Last updated: July 2024)



1. General Information

Applicant Name New Hanover County	County New Hanover	Unique Entity Identifier (UEI) F7TLT2GMEJE1
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Project Name Scotts Hill Water Main Extension	Federal Tax ID # 56-6000324	PWSID or NPDES # (if applicable) 0465010
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Applicant Type	Funding Amount Requested
<input type="checkbox"/> Municipality <input type="checkbox"/> Metropolitan Water/Sewerage District <input checked="" type="checkbox"/> County <input type="checkbox"/> Non-Profit Water Corporation <input type="checkbox"/> Water and Sewer District <input type="checkbox"/> Investor-Owned Drinking Water Corporation <input type="checkbox"/> Water and Sewer Authority <input type="checkbox"/> Council of Government <input type="checkbox"/> Sanitary District <input type="checkbox"/> Other (Specify:)	Total Project Cost \$3,000,000.00 \$4,751,089.00

Funding Type(s) Requested

Drinking Water or Wastewater Planning <input checked="" type="checkbox"/> Asset Inventory and Assessment (AIA) <input checked="" type="checkbox"/> Merger/Regionalization Feasibility (MRF) Study	Construction Project <input type="checkbox"/> Drinking Water <input type="checkbox"/> Drinking Water Emerging Contaminants (PFAS project) <input type="checkbox"/> Wastewater <input type="checkbox"/> Wastewater Emerging Contaminants (PFAS project) <input type="checkbox"/> CWSRF Green Project: stream restoration, stormwater SCM, reclaimed water <input checked="" type="checkbox"/> CDBG-Infrastructure (CDBG-I)
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CDBG-I only:
 LMI Determination Method: LMI Percentage:
 ACS Survey 88.33%

Acceptance of Funding Offer (for Construction Projects) Please read the Instructions page for details.

Most funding available is in the form of low-interest loans. Offers of grant and principal forgiveness (PF) are based on availability and the applicant's eligibility for grants/PF. Please indicate to the Division your willingness to accept a loan and the minimum amount of grant/PF you would accept for this project. The greatest amount of grant/PF available for your application based on eligibility and availability will be offered to your application if selected, even if you are willing to accept less.

- 1) I am willing to accept a low-interest loan offer for the Funding Amount Requested above.
 Yes (stop here) or No (answer the next question).
(Answering "Yes" does not reduce the amount of grant or PF the project will be offered if awarded. The project will be offered any grant or principal forgiveness for which it can receive based on eligibility and availability).

- 2) I will only accept a funding offer if a minimum of \$_____ is offered as a grant or principal forgiveness (PF). I understand that I will not be offered any funding if the minimum requested grant/PF amount cannot be offered.
(In many funding rounds projects will be limited to \$500,000 in PF based on PF availability. Indicating a minimum grant/PF request above \$500,000 has a higher likelihood that a potential funding offer would not meet the minimum grant/PF requested and result in the project being bypassed for funding. Applicants should indicate the lowest amount of grant/PF required.

2. Drinking Water and Wastewater System Parameters (Not applicable for stormwater projects)

Residential Sewer Connections 68,649	Residential Water Connections 67,648
Non-Residential Sewer Connections 6,739	Non-Residential Water Connections 7,135
Monthly Sewer Bill for 5,000 gallons \$41.61	Monthly Water Bill for 5,000 gallons \$42.84

Service Population

Number of individuals directly served, excluding wholesale customers: 157,893

Percentage of Utility Bills Collected and Rate Increase Percentages

Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2023	98.7%	8.50%
2022	98.2%	0%
2021	99.0%	0%
2020	99.6%	0%
2019	99.3%	2.20%

3. Applicant Contact Information (See Instructions regarding the Authorized Representative)

Authorized Representative Name:	Chris Coudriet
Authorized Representative Title:	County Manager
Mailing Address Line 1:	230 Government Center Drive
Mailing Address Line 2:	Suite 110
City:	Wilmington
State:	NC
Zip Code:	28403
Physical Address Line 1:	230 Government Center Drive
Physical Address Line 2:	Suite 110
Physical Address City:	Wilmington
Physical Address State:	NC
Physical Address Zip Code:	28403
Phone Number:	910-798-7184
Email Address:	ccoudriet@nhcgov.com

4. Application Preparer Contact Information

Firm Name:	Insight Planning & Development
Contact Name:	Christopher Hilbert
Phone Number:	910-392-0060 ext. 105
Email Address:	chilbert@insight-pd.com

5. Engineer Contact Information

Is the engineering firm different from the application preparer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (skip contact information below)
Engineering Firm Name:	Cape Fear Public Utility Authority	
Contact Name:	Gary McSmith	
Phone Number:	910-332-6629	
Email Address:	Gary.mcsmith@cfpua.org	

6. Project Description (see Instructions)

The original Scotts Hill neighborhood in northeastern New Hanover County has never been served by a public water system. This low to moderate income neighborhood has seen significant development on both the west and east side of it. The neighborhood is supported by its own community center, multiple churches and has multiple accesses to NC Highway 17, a busy thoroughfare between New Hanover and Pender Counties.

New Hanover County proposes to utilize \$3,000,000 in CDBG funding and \$1,751,089 in New Hanover County funding to install 3,200 linear feet of 2-inch water lines, 3,800 of 8-inch water lines, and 7 fire hydrants. The project/service area consists of Stephens Church Road, McIntyre Trail, Foy's Trail, and Creekwood Road. Public side water service include tap, service line, and meter box. Private side water service will include on site plumbing from meter to home (laterals). The proposed project includes public and private easements/land acquisition, including approximately 1,750 feet of 20-foot-wide public easements, 2,800 feet of 10-foot-wide public easements, and 2,500 feet of 5-foot-wide private easements.

The project will benefit 57 household units (7 currently vacant) and 120 total residents. The Project/Service Area composition includes 22 disabled individuals, 43 elderly individuals, and 23 female head of households. The Project/Service Area is over 88% low to moderate income residents. The racial composition of the Project/Service Area includes 99 African-American individuals and 11 Hispanic individuals.

CDBG funding will provide direct benefit funding of \$251,178 in 2-inch water lines, \$1,889,500 in 8-inch water lines, and \$126,000 in fire hydrants. New Hanover County will fund \$394,022 in 2-inch water lines, \$127,623 in public side service costs, and \$150,000 in private side service costs. The County will also cover all Contingency costs and easement acquisition costs.

Estimated number of new connections served by Drinking Water or Wastewater construction, Emerging Contaminants (PFAS), or CDBG-I project:

50

50% or more of the project budget is to directly benefit a Disadvantaged Area. Both the Application Budget and Narrative must demonstrate that the project area includes a Disadvantaged Area and that 50% or more of the project budget directly benefits the Disadvantaged Area. See Application Guidance for Line Item 4.C.4 for details on the minimum documentation to be included in the Budget and Narrative.

For Drinking Water and Wastewater construction, Emerging Contaminants (PFAS) construction, CWSRF Green Project, and CDBG-I:

- The proposed project is a result of an Asset Inventory and Assessment grant previously awarded by the Division.
- The proposed project is a result of a Merger/Regionalization Feasibility Study grant previously awarded by the Division.
- None of the above.

7. Additional Information for Consideration

N/A

Project Budget: Scotts Hill Water Main Extension

Complete the project budget by addressing the categories provided in the table below (Insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

Indicate construction costs by line item Include a more detailed construction cost budget if needed.	Division Funding Requested*	Other Secured Funding Source(s)*	Total Cost Amount
Construction Costs			
2-inch water main (3,226 feet @ \$200/foot)	\$251,178	\$394,022	\$645,200
8-inch water main (3,779 feet @ \$500/foot)	\$1,889,500	\$0	\$1,889,500
Fire Hydrant Assemblies (7 @ \$18,000 each)	\$126,000	\$0	\$126,000
Public side water service, (Tap, Service Line and Meter Box) (57 @ \$2,239 ea.)	\$0	\$127,623	\$127,623
System Development Charges, Meter Set Fee, and New Svc Charge (50 @ \$2,640 ea.)	\$0	\$132,000	\$132,000
Private side water service (On-site plumbing from Meter to Home (50 @ \$3,000 ea.)	\$0	\$150,000	\$150,000
Private side off-site plumbing through private easement across intervening property, including easement (9 @ \$3,000)	\$0	\$27,000	\$27,000
Contingency (20% of construction costs):	\$0	\$600,028	\$600,028
Construction Subtotal:	\$2,266,678	\$1,430,673	\$3,697,351
Engineering Costs			
Engineering Design and Construction Administration (15% of construction costs)	\$388,322	\$126,000	\$514,322
Land Surveying Costs	\$40,000	\$0	\$40,000
Permitting	\$5,000	\$0	\$5,000
Engineering Subtotal:	\$433,322	\$126,000	\$559,322
Administration Costs			
Planning (pre-construction costs)	\$0	\$0	\$0
Public Easement/Land Acquisition Costs, 20-foot-wide public easements (1,757 feet @ \$10/foot)	\$0	\$17,570	\$17,570
Public Easement/Land Acquisition Costs, 10-foot-wide public easements (2,776 feet @ \$5/foot)	\$0	\$13,880	\$13,880
Private Easement/Land Acquisition Costs, 5-foot-wide private easement (2,472 feet @ \$2.50/foot)	\$0	\$6,180	\$6,180
Engineering Report Preparation	\$0	\$73,185	\$73,185
Environmental Documentation Preparation (if applicable)	\$0	\$83,601	\$83,601
Legal Costs	\$0	\$0	\$0
Project Funding Administration (Grant Administration)	\$297,703	\$0	\$297,703
Administration Subtotal:	\$297,703	\$194,416	\$492,119
TOTAL FUNDING REQUESTED AND PROJECT COST:	\$2,997,703	\$1,751,089	\$4,748,792

A Professional Engineer seal, signature, and date for the estimate *must be provided* in the space to the right for the application to be considered complete. (Note: If not using DocuSign to seal and sign the budget, put the seal/signature on the Word document or use a wet seal/signature with a scan of the wet seal/signature.)

*Division Funding Requested limited to \$3,000,000.



3/5/2025
Gary D. McSmith

Certification by Authorized Representative

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the Applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

CC

1. as Authorized Representative, I have been authorized to file this application by formal action of the governing body (e.g., by resolution) or as defined in this application as the Authorized Representative in Section 3 following the Instructions;

CC

2. the governing body agrees to provide for proper short-term and long-term maintenance and operation of the approved project after its completion;

CC

3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, ordinances, and funding conditions as applicable to this project;

CC

4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principal and interest on loans (if applicable) of the project [if not applicable, initial "N/A"];

CC

5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;

CC

6. the Project Budget for all construction projects provided in this application form (Section 8a, if applicable) includes all funding requested from all sources of funding proposed for this project;

CC

7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina, or the special purpose unit of local government is incorporated under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Public officers or employees benefiting from public contracts; exceptions." (For units of local government only. All others should initial "N/A");

CC

8. the Applicant acknowledges that all loans and Viable Utility Reserve grants are subject to approval by the Local Government Commission;

CC

9. the Applicant acknowledges that if the application is for a drinking water or wastewater project and any one of the local government units involved in the project is designated as distressed by the State Water Infrastructure Authority and the Local Government Commission, the local government unit(s) must complete the viable utility requirements in NCGS 159G-45(b) by conducting an asset assessment and rate study, participate in a training program, and develop a short-term and long-term action plan considering infrastructure repair, maintenance, and management, continuing education, and long-term financial management plan. Additional conditions may be imposed on the local government(s) designated as distressed by the State Water Infrastructure Authority and/or the Local Government Commission. (Initial "N/A" if does not apply to project type or all local governments involved in the project); and

N/A

10. the Applicant acknowledges that, in accordance with G.S. 120-157.2, for local government debt to be issued greater than \$1,000,000, the local government must report to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission (For units of local government only. All others, and CDBG-I applicants should initial "N/A").

Completeness Checklist

In addition to this application, the following items must be included in the application package to be eligible or to successfully claim priority points. **Failure to include or properly document an item marked with * will result in an incomplete and ineligible application which will not be considered for funding.** Please initial that each item is included in this submittal. If not applicable for the project, please initial "N/A".

CC

Resolution by Governing Body of Applicant and the Form for Certification/Attestation by the Recording Officer * †

CC

Comprehensive Narrative to Claim Points in the Priority Rating System *

CC

Documentation to Support the Comprehensive Narratives, including maps or images as needed

CC

Applicable Priority Rating System Form to Claim Points †

N/A

Affordability Calculator † or handwritten affordability calculations (not applicable to CDBG-I)

N/A

Fund Transfer Certification with appropriate box checked * † (not applicable to CDBG-I)

CC

Water & Sewer Financial Information Form †

CC

UEI Form from www.sam.gov.

CC

Commitment of Other Funds Form, Low to Moderate Income Documentation, and all Tab 8 Documents * † (only for CDBG-I applications). These documents must be complete per CDBG-I Priority Rating System Guidance.

CC

Current water and wastewater rate sheets in effect on application deadline (for both water and sewer if the utility provides both water and sewer, or for water or sewer depending on the utility service)

CC

Professional Engineer seal with signature and date on Project Budget * (for Construction Projects and for Emerging Contaminants Evaluation/Assessment Studies only)

* Required in the application package. Failure to include or properly document will result in an incomplete and ineligible application which will not be considered for funding.

† Forms and templates are available separately on the [Division's application webpage](#).

Submittal Information

All application packages must be submitted electronically at <https://edocs.deq.nc.gov/Forms/Fall2024DWIFunding>

See Instructions on completing the form online.

Online submittal of the application package is sufficient for all applications, except for CDBG-Infrastructure applications.

For CDBG-Infrastructure applications only: in addition to submitting the application package electronically at the link above, you must send one (1) original hard copy* of the application package to:

Physical Address (FedEx, UPS)†

Division of Water Infrastructure – 8th Floor, Archdale Building
512 North Salisbury Street
Raleigh, NC 27604
919.707.9160

* Provide a hard copy that is bound (3-ring binders). No paper clips, staples or binder clasps.

† For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

Application Signature

Original signature is required for the application.
Application with no signature is incomplete and ineligible for consideration.



SIGNATURE OF TOP ELECTED OFFICAL, TOP ADMINISTRATIVE OFFICIAL, OR AUTHORIZED REPRESENTATIVE AS NAMED IN RESOLUTION*

Chris Coudriet
TYPED NAME

County Manager
TYPED TITLE

09/24/2024
DATE

*Note: For the CDBG-I program, signature must be of the Authorized Representative who must be named in the Resolution, regardless of their title.

APPENDIX

DETAILED SCOPE OF SERVICES

New Hanover County is soliciting proposals for grant administration services necessary to implement the Scotts Hill Water Main Extension CDBG-I project in accordance with the approved budget and schedule. The selected firm will be expected to assist with various tasks related to CDBG-I grant compliance and administration, as applicable to the project. Not all tasks listed below may be required for every proposer or at every stage of the project.

These services may include, but are not limited to, the following:

1. Environmental Review Compliance and Release of Funds and Other Funding Conditions

- a. Coordinate with the project engineer to prepare the Environmental Review Record (ERR), including documentation and schedule.
- b. Coordinate publication of public notices required for the ERR process.
- c. Monitor compliance with environmental conditions and assist in obtaining Release of Funds from North Carolina Department of Environmental Quality (NCDEQ).
- d. Collaborate with the project engineer, as applicable, to complete environmental review requirements.
- e. Support preparation and submission of documents required to meet NCDEQ funding conditions.

2. Citizen Participation Compliance

- a. Assist with the creation and implementation of the Citizen Participation Plan (CPP).
- b. Coordinate and support public hearings and meetings required by the CDBG-I Program:
 - i. Maintain copies of public meetings/hearings notices and adopted minutes for the project.
 - ii. Ensure public notices are published in accordance with program guidelines.
 - iii. Document and maintain public input, including requests for assistance/accommodation and complaints.
- c. Maintain records of all citizen participation activities.

3. Fair Housing Compliance

- a. Support implementation of the Affirmatively Furthering Fair Housing (AFFH) Plan.
- b. Coordinate quarterly public education and outreach efforts related to fair housing.

- c. Document fair housing efforts, including Analysis of Impediments and actions taken.

4. Equal Employment and Procurement Compliance

- a. Ensure compliance with applicable equal opportunity and procurement regulations, including:
 - i. Federal non-discrimination laws (e.g., Title VI, Section 504)
 - ii. Executive Orders 10063 and 11246
 - iii. North Carolina procurement statutes
- b. Support bidding and contracting processes to ensure compliance with state and federal regulations.
- c. Support the County in preparing and maintaining an Equal Employment Opportunity Plan, if applicable.

5. Compliance with Section 3 of the Housing and Urban Development (HUD) Act of 1968

- a. Develop and implement a Section 3 Plan in accordance with HUD guidelines.
- b. Monitor and report on contractor compliance with Section 3 hiring and contracting goals.
- c. Assist with outreach efforts to Section 3 businesses and workers, including documentation of said efforts.

6. Section 504 Compliance

- a. Ensure project activities comply with Section 504 of the Rehabilitation Act of 1973.
- b. Support the County in developing and maintaining a Section 504 Self-Evaluation Plan and Grievance Procedure, as required.
- c. Assist in identifying and addressing potential accessibility barriers.

7. Completion of Language Access Plan

- a. Develop a Language Access Plan based on community needs.
- b. Assist in identifying language assistance services, translation procedures, and outreach methods.
- c. Maintain documentation of language assistance activities and updates to the plan, including copies of all public notices and advertisements with required limited English proficiency statements.

8. Completion of Anti-Displacement and Relocation Assistance Plan

- a. Prepare and submit an Anti-Displacement and Relocation Assistance Plan.
- b. Provide guidance on relocation requirements if any displacement occurs as a result of the project.
- c. Maintain records of displacement-related activities and resident communications.

9. Complaints and Grievance Procedures for Compliance Plans

- a. Develop complaint and grievance procedures for civil rights compliance plans (e.g., Fair Housing, Section 3, Section 504).
- b. Assist the County in managing and resolving citizen complaints related to CDBG-I activities.
- c. Maintain complaint logs and resolution records for audit purposes.

10. Labor Standards Compliance

- a. Support compliance with Davis-Bacon and Related Acts (DBRA) as applicable.
- b. Assist in preparing and reviewing payrolls, wage rate determinations, and contractor certifications.
- c. Maintain labor standards enforcement documentation and provide training as needed.
- d. Coordinate with contractors and subcontractors to ensure full compliance.

11. Completion of All Required Reports, Documentation, and Contractual Compliance

- a. Prepare and submit all required reports to NCDEQ, including:
 - i. Quarterly Progress Reports
 - ii. Annual Performance Reports
 - iii. Semi-Annual Labor Standards Enforcement Reports
 - iv. Compliance Reports (e.g., Section 3, Fair Housing)
 - v. Final Closeout Report
- b. Assist in maintaining all documentation in accordance with NCDEQ and HUD recordkeeping requirements.
- c. Assist with preparation and execution of administrative agreements, engineering contracts, and other grant-required documents.
- d. Support property acquisition and easement coordination.

12. Assistance with Financial Reimbursements Forms

- a. Assist with preparation and submission of requests for reimbursement and related financial documentation.
- b. Track and document expenditures to ensure costs are eligible and properly allocated.
- c. Support invoice review, change order documentation, and coordination with the finance department.

13. Additional General Responsibilities

- a. Interagency and Stakeholder Coordination
 - i. Serve as liaison between the County, NCDEQ, Cape Fear Public Utility Authority, and other relevant stakeholders.
 - ii. Attend project meetings, site visits, and compliance monitoring sessions as needed.
- b. Technical Assistance and Ongoing Support
 - i. Provide technical assistance to County staff throughout the life of the grant.

- ii. Support income verification and beneficiary tracking in compliance with HUD requirements.
- iii. Assist with training coordination and meeting attendance related to grant administration.
- iv. Maintain current knowledge of applicable CDBG-I regulations and guidance.

County Responsibilities

- Pay for advertising costs associated with public notices.
- Cover audit-related costs.
- Maintain official project files with support from the grant administrator.
- Respond to consultant requests and documentation submissions in a timely manner.
- Cover other administrative costs not assigned to the grant administrator.

Note: Proposers should describe their approach to the applicable tasks and are not expected to price or staff for services that do not apply to this project. Final task assignments will be determined based on project needs and coordination with the selected firm.

E-Verify Form

E-VERIFY
(To be submitted with your RFP)

STATE OF _____

COUNTY OF _____

I, _____ (hereinafter Affiant), being duly authorized by and on behalf of
_____ (hereinafter "Employer") after first being duly sworn hereby
swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. **(Mark Yes or No)**

a. YES _____, or

b. NO _____

4. Employer's subcontractors must comply with E-Verify and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired.

This ____ day of _____, 20__.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 20__

My Commission Expires: _____

Notary Public

(Affix Official/Notarial Seal)

New Hanover County MWBE Participation Form

This identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs and other subcontractors and supplies on Informal County Contracts. MWBE Participation is encouraged for all County Contracting opportunities. Please refer to the County's MWBE Policy for any contract specific requirements.

**** Copy this form as needed.**

Company Name			
Project Name			
Project Number		County Department	New Hanover County
Contract Type	<input type="radio"/> Services <input type="radio"/> Construction	<input type="radio"/> Purchase <input type="radio"/> Other _____	
<input type="radio"/> PRIME IS MWBE	Classification: _____ <input type="radio"/> Certified with NCHUB <input type="radio"/> Certified with NCDOT-DBE	SUBMITTAL DATE	
<input type="radio"/> NOT MWBE	The Business is not a woman- or minority-owned business; however, the Proposer acknowledges the MWBE policy and if it should become necessary to subcontract some portion of the work at a later date or obtain materials or services in conjunction with this solicitation, the Proposer will institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs.		

***MWBE CLASSIFICATIONS**

American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economically Disadvantaged (D)



WORK TO BE SELF-PERFORMED

Check this box **only** if you intend to perform 100% of the work for this Contract with your own current work forces, and you normally perform and have the capability to perform all elements of this work for this Contract with your own current workforces.

MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract, regardless of dollar amount.

Company Name	MWBE Classification	Description of Services	Percentage of Total Contract	Total Projected Utilization

Total Estimated MWBE Utilization	\$ _____
Tootal Proposed Amount	\$ _____
Percentage Estimated MWBE Utilization	_____ %

(To be submitted with the RFP)

RFP Number:

Name of Respondent:

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 147-86.55 et. seq.**

As of the date listed below, the Contractor listed above or any of its subcontractors are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the Contractor listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 147-86.59 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 147-86.60 requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

(To be submitted with all bids)
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY and VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION

- (1) The prospective lower tier participant (Bidder/Contractor) certifies, by submission of this bid or bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) The prospective Bidder/Contractor also certifies by submission of this bid or bid that all subcontractors and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) Where the prospective lower tier participant (Bidder/Contractor) is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this bid or bid.

The lower tier participant (Bidder/Contractor), _____, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

Date

Signature of Bidder's Authorized Official

Printed Name and Title of Contractors Authorized Official



NEW HANOVER COUNTY

FINANCE

230 Government Center Drive, Suite 165, Wilmington, NC 28403

P: (910) 798-7187 | F: (910) 798-7806 | NHCgov.com

Eric Credle, Chief Financial Officer

Vendor Application Package

Thank you for your interest in doing business with New Hanover County. To successfully set yourself, or your Business up as an active vendor we will need a current W-9 and a complete vendor application. New Hanover County offers two different payment methods, checks and EFT (Electronic funds Transfer). If you would like to sign up for EFT, please complete the EFT Enrollment forms attached and submit all required documentation to VendorApplication@NHCgov.com.

CHECKLIST

All New Vendors:

- Current W-9 Form
- Vendor Application

Optional Electronic Payments:

- EFT enrollment form (2 pages)
- Voided check or Bank Letter

If you have any questions regarding any of the following forms, please contact New Hanover County Finance at (910) 798-7187 or email VendorApplication@NHCgov.com.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="radio"/> Individual/sole proprietor or single-member LLC <input type="radio"/> C Corporation <input type="radio"/> S Corporation <input type="radio"/> Partnership <input type="radio"/> Trust/estate </p> <p> <input type="radio"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="radio"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>								
OR								
Employer identification number								
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



NEW HANOVER COUNTY NEW VENDOR APPLICATION & EXISTING VENDOR MODIFICATION FORM

New Must complete sections 1, 3

Update Must Complete sections 2, 3

Legal Name: _____

EIN/SSN: _____

Section 1. New Vendors

Primary Address	Business Contact
Street:	Name:
City:	Number:
State, Zip Code:	Email:

Remit Address	Billing Contact
Street:	Name:
City:	Number:
State, Zip Code:	Email:

Tax Filing Status	
*A W-9 must be attached *Check the box that applies to your business	
Individual/ Sole Proprietor <input type="radio"/>	Non-Profit Organization <input type="radio"/> Partnership <input type="radio"/> S-Corporation <input type="radio"/> Trust/Estate <input type="radio"/> Government <input type="radio"/>
Other <input type="radio"/> _____	Limited Liability Company, LLC. – Enter Tax Classification <input type="radio"/> _____

Minority, Women Owned, and Disabled Business Enterprise	
Are you a minority Business enterprise? Yes <input type="radio"/> No <input type="radio"/> If you answer Yes, please check the appropriate box:	
African American <input type="checkbox"/>	Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Female <input type="checkbox"/> Socially and Economically disadvantage as defined in 15 U.S.C. 637 <input type="checkbox"/>

Product(s) and/or Service(s)
Please list the type of product(s) and/or service(s) your company provides:

Section 2. Existing Vendors

Modification to existing vendor records	
*This form is to be completed if any of the following conditions exist. *A W-9 must be attached	
*Change primary Address <input type="checkbox"/>	Change of remittance address <input type="checkbox"/> Change of contact name and email address <input type="checkbox"/> Add a new remittance address <input type="checkbox"/>

CHANGE FROM	CHANGE TO
Street:	Street:
City:	City:
State, Zip Code:	State, Zip Code:

CONTACT INFORMATION	
Name:	
Phone Number:	
Email Address:	

Section 3. Signature

Name:	Date:
Signature:	



NEW HANOVER COUNTY ANNOUNCES

FREE ELECTRONIC FUNDS TRANSFER (EFT) PROGRAM

- With EFT, your payments will be directly deposited into your bank account.
- You will receive notification of your deposit by email if an email address is provided.
- Enrollment in the County's EFT Program is voluntary.
- You **MUST** provide a voided check with your completed EFT form for account verification.
- Bank deposit slip will not be accepted in lieu of a voided check.
- Verification of your account information with a pre-note for the first transmission will be performed to ensure that your bank information is correct.
- The County's regular days for transmitting payments are Tuesdays and Thursdays. Whenever the regular transmission day falls on a holiday, payments will be transmitted on Monday or Wednesday.
- If you close your account, EFT payments can take up to 5 days to be returned from the bank. **NO** payment will be reissued until funds are returned to the County from your bank.
- You must complete the EFT form to change your bank information.
- If you no longer want to participate in the EFT program, you must complete the EFT form to cancel your request.

Contact New Hanover County Finance at (910) 798-7187 or email VendorApplication@NHCgov.com for additional information.

I acknowledge I have been offered electronic payment of funds

Please check one of the following:

I want to enroll in EFT payment and have attached required Electronic Funds Transfer Form and bank documentation.

I do not want to enroll in EFT payment at this time.



Date _____

NEW HANOVER COUNTY ELECTRONIC FUNDS TRANSFER FORM (EFT)

(1) EFT Action Requested (check one)

START

CHANGE

CANCEL

IMPORTANT: For a start or change request, attach a voided check with completed form.

(2) Vendor Information

VENDOR NAME:

VENDOR ADDRESS:

SSN OR TAXPAYER ID NO:

(3) Vendor Contact Information

PRIMARY EFT CONTACT NAME:

E-MAIL ADDRESS:

PHONE NUMBER:

FAX NUMBER:

(4) Financial Institution Information

FINANCIAL INSTITUTION NAME:

ADDRESS:

ROUTING TRANSIT NUMBER:
(9 DIGITS)

ACCOUNT TITLE:

ACCOUNT NUMBER:

ACCOUNT TYPE:
(CHECK ONE)

CHECKING

SAVINGS

(5) Vendor Authorization

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:

DATE:

(6) ***For New Hanover County Use***

VENDOR ID # FROM MUNIS:

VERIFICATION SIGNATURE AND DATE:

Instructions for Completing 'Request for Vendor EFT Information' Form

1. **EFT Action Requested Section:** Place an "X" in the appropriate box to indicate if you are requesting to start EFT, change your current EFT information on file with New Hanover County, or cancel (discontinue) receiving payments via EFT.

IMPORTANT: If you are submitting a start or change request, you MUST include a voided check along with the completed form or your request will not be processed.

2. **Vendor Information Section:** This section will be completed by New Hanover County prior to mailing. NHC completes this section to ensure that banking information is correctly associated with the proper vendor information within the payables system.
3. **Vendor Contact Information:** Provide the name, e-mail, phone and fax number of the individual who will be the primary EFT contact.
4. **Financial Institution Information:** The information provided by the vendor in this section will determine to which financial institution and account NHC directs payments. The check image below should aid in gathering financial information to complete this form.
 - a) Financial Institution Name – Provide the name of the financial institution to which payments are to be directed.
 - b) Address – Provide the full address of the financial institution to which payments are to be directed.
 - c) Routing Transit Number – A bank identifier, always found at the bottom of your check. This number is 9 digits long.
 1. If your check includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for EFT processing.
 - d) Account Title – Provide the depositor's name (account holder's name) on the account to which payments are to be directed.
 - e) Account Number – Your bank account number at your financial institution. There is no fixed number of digits, account numbers vary in length from bank to bank.
 - f) Account Type - Place an "X" in the appropriate box to indicate a checking or savings account.

The diagram shows a check with the following fields and labels:

- d**: Points to the 'NAME OF DEPOSITOR' field.
- a**: Points to the 'PAY TO THE ORDER OF:' field.
- c1**: Points to the 'For' field.
- c**: Points to the 'ROUTING NUMBER' field (021001082).
- e**: Points to the 'ACCOUNT NUMBER' field (123 456 787).

The check also includes a 'CHECK NUMBER' field (0101) and a diagonal line with '101' on the right side.

5. **Vendor Authorization:** Proper authorization must be provided by an authorized official in order for NHC to process the EFT Request form. The authorized official should sign and date the form, as well provide his\her title.
6. *****For New Hanover County*** Section:** This section will be completed by New Hanover County. This information aids NHC in vendor identification within the payables system.