

Request for Board Action
Henderson County Board of Commissioners

MEETING DATE: August 20, 2025

SUBJECT: Grant – Etowah Sewer System

PRESENTER: Andrew Griffin
Director of Facility Services

ATTACHMENT: 1. Resolution – Accepting State Reserve Grant Offer
2. SRP Funding Offer

SUMMARY OF REQUEST:

On June 2, 2025, the Board approved the selection of WithersRavenel to perform services utilizing the Asset Inventory and Assessment (AIA) Grant for the Etowah Sewer System. Staff plans to use the funding provided by the grant to map, assess, develop a capital improvement plan, and perform a rate analysis for the Etowah Sewer System.

The North Carolina Division of Environmental Quality notified staff Henderson County has been approved for funding assistance for the Etowah Sewer AIA project.

The Board is requested to approve the attached resolution and funding offer to accept the award.

BOARD ACTION REQUESTED:

The Board is requested to approve the resolution and funding offer to accept the award to complete the AIA for the County's Etowah Sewer System.

Suggested Motion:

I move that the Board approve the resolution and funding offer to accept the award to complete the AIA for the County's Etowah Sewer System.

Henderson County Board of Commissioners

1 Historic Courthouse Square • Suite 1 • Hendersonville, NC 28792
Phone (828) 697-4808 • Fax (828) 692-9855 • www.hendersoncountync.gov

William G. Lapsley
Chairman
J. Michael Edney
Vice-Chairman



Rebecca K. McCall
Sheila W. Franklin
J. Jay Egolf

RESOLUTION – ACCEPTING STATE RESERVE GRANT OFFER

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform an Asset Inventory and Assessment study detailed in the submitted application, and

WHEREAS, Henderson County intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED:

Henderson County accepts the State Reserve Grant offer of \$150,000.

Henderson County does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Samantha Reynolds, Finance Services Director and Marcus Jones, PE, County Engineer and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

In witness whereof I have hereunto set my hand and caused the seal of the County of Henderson to be affixed.

Adopted this the 20th day of August 2025.

WILLIAM G. LAPSLEY, CHAIRMAN
HENDERSON COUNTY BOARD OF COMMISSIONERS

ATTEST:

DENISA LAUFFER, CLERK TO THE BOARD

JOSH STEIN
Governor
D. REID WILSON
Secretary
SHADIESKAF
Director



NORTH CAROLINA
Environmental Quality

August 1, 2025

Mr. Marcus Jones, County Engineer
County of Henderson
1 Historic Courthouse Square, Suite 6
Hendersonville, NC 28792

SUBJECT: SRP Funding Offer
Etowah Sewer AIA Project
Project No. AIA-W-0335

Dear Mr. Jones:

Henderson County has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions set forth in the Offer and Acceptance Document. Enclosed are two (2) copies of an offer-and-acceptance document, extending funding in the amount of \$150,000. Funds will not be disbursed unless this offer is accepted.

Upon your acceptance, please submit the following items via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

1. One (1) copy of the original offer-and-acceptance document, executed by the Authorized Representative for the project, along with the signed "Standard Conditions and Assurances" for SRP Projects. **Please retain the second copy for your files.**
2. 1.5% Fee invoice (attached) and payment.
3. A resolution (sample copy attached), adopted by the governing body, accepting the offer, and making the applicable assurances contained therein.
4. Sales Tax Certification, if applicable (attached).
5. One (1) copy of all executed service agreements and/or contracts.

All work associated with this project must be completed within the approved milestone schedule as shown on your Letter of Intent to Fund or per the latest approved Funding Deadline Extension.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Once the subject project has commenced, the enclosed "AIA/MRF Disbursement Request Form" must be completed and submitted with each disbursement request along with the associated invoices, sales tax certificate (if applicable), and project progress reports. A reference copy of the Disbursement Request Form has been enclosed for your convenience. You are free to reproduce this form should additional copies be needed. Additional information and template forms can be found on DWI's website under the "I Have Funding – Construction and Disbursement" page.

Please be aware that all Disbursement Requests must be submitted through the Division's EBS system as of **July 1, 2025**. If you have not already, you will be required to apply for an NCID log-in in order to access our EBS system. You can find all the appropriate information for gaining access to the EBS system on our website at the following link: <https://www.deq.nc.gov/construction-disbursement-funds>.

As a reminder, a memorandum requesting your federal identification number was included with the Letter of Intent to Fund. You must complete and submit this form no later than the time when you choose to submit your first request for disbursement.

On behalf of the Department of Environmental Quality, I am pleased to extend this offer of SRP funds, made available by the North Carolina Water Infrastructure Fund. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Ethan Smith at ethan.smith@deq.nc.gov or (919) 707-9192.

Sincerely,

DocuSigned by:


6300A872077B4C5...

Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Offer-and-Acceptance Document (2 copies)
1.5% Fee Invoice
Resolution by Applicant's Governing Body to Accept an Offer of Funding
Sales Tax Certification Form
AIA/MRF Disbursement Request Form

CC: Marcus Jones, County Engineer; mjones@hendersoncountync.gov
Megan Powell, WithersRavenel (Asheville, NC); mpowell@withersravenel.com
Deepthi Kalyanam, PE, WithersRavenel, Inc. (Cary, NC); skalyanam@withersravenel.com
Anita Spencer (via DocuSign)
DWI Administrative Unit (via DocuSign)
Ethan Smith (via DocuSign)
Matthew Rushing, EI (via DocuSign)
Victor D'Amato, PE (via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP (Agreement Number 2000081939)



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Subrecipient

County of Henderson
1 Historic Courthouse Square, Suite 6
Hendersonville, NC 28792

Project Number:

AIA-W-0335

UEID:

EXFKXBHH7EG7

Funding Program

Drinking Water <input type="checkbox"/>	Wastewater <input checked="" type="checkbox"/>	Total Grant Offered
Distressed <input type="checkbox"/>	Not Distressed <input checked="" type="checkbox"/>	
SRP Asset Inventory & Assessment Grant (AIA)	<input checked="" type="checkbox"/>	\$ 150,000
SRP Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>	

Project Name:

Etowah Sewer AIA Project

Total Financial Assistance Offer:

\$ 150,000

Match Percentage (20%)*:
(includes 1.5% Fee)

\$30,000

1.5% Fee:**

\$ 2,250

**Match percentage is based on the number of LGU indicators exceeding the state benchmark and the grant amount.*

***1.5% fee is calculated based on the grant amount.*

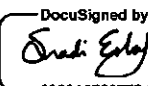
Pursuant to North Carolina General Statute 159G:

- The Subrecipient is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by:  6500A872077B4C5... Signature	8/8/2025 Date
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On Behalf of (Applicant):

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE SUBRECIPIENT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

Signature	Date
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STANDARD CONDITIONS AND ASSURANCES FOR SRP AIA GRANTS

1. The Subrecipient acknowledges that no disbursements will be made until the 1.5% fee has been received by the Division of Water Infrastructure (Division).
2. If the project is co-funded with Federal funding sources (e.g., State Revolving Funds, CDBG-Infrastructure, American Rescue Plan Act), the conditions and assurances of the Federal funding program will also apply.
3. The Subrecipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
4. All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Any services provided that were not selected in compliance with state requirements will be ineligible for disbursement.
5. The Subrecipient is responsible for paying for ineligible project costs as determined by the Division.
6. The Subrecipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records must be maintained during the project and these records must be retained and made available for a period of at least three (3) years following completion of the project.
7. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and the Subrecipient's compliance with the conditions and assurances of this grant. Requests for disbursement must be made using the Division's disbursement form.
8. All funds provided pursuant to North Carolina General Statute 159G must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34, as amended. **The Subrecipient must expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the Subrecipient is expected to uphold its contract obligations regarding timely payment.
9. Payment of the sums specified herein are subject to and contingent upon the availability, allocation, and appropriation of funds to the Department of Environmental Quality by the State or Federal government.
10. The Subrecipient, if a local government unit or public authority, must comply with the requirements of NC GS 159-34 in having its accounts audited each fiscal year and to submit a copy of the audit report to the Secretary of the Local Government Commission by the established deadlines. Failure to comply with these requirements may result in delays in disbursement of the funds to the Subrecipient and/or the rescission of this Funding Offer.
11. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).
12. The Subrecipient must provide summaries of project progress every other month during the project or as otherwise directed by the Division.
13. The Subrecipient must provide a digital copy of the final report in a universally readable format. If a project includes updating or developing a GIS database or shapefiles, at a minimum the current utility service boundaries must be provided as a polygon shapefile, including any service gaps within the boundary.
14. The Subrecipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
15. The Subrecipient must provide approved minutes or a resolution confirming the final report has been presented to the Subrecipient's governing board.
16. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition and Assurance Nos. 12, 13, and 14. After receipt of this documentation, the final disbursement request will be processed.

Date: August 1, 2025

INVOICE

NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY

Payable to: NC/DEQ-DWI

Mail to: *Attention: DWI Accountant*
Division of Water Infrastructure
1633 Mail Service Center
Raleigh, NC 27699-1633

Bill To: County of Henderson
1 Historic Courthouse Square, Suite 6
Hendersonville, NC 28792

Item: 1.5 percent fee for SRP AIA Project AIA-W-0335

SRP Grant Amount: \$150,000

1.5% Fee Amount: **\$2,250**

FOR USE BY DIVISION OF WATER INFRASTRUCTURE

Deposit to Fund _____ Amount Paid _____

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$_____ to perform an Asset Inventory and Assessment study detailed in the submitted application, and

WHEREAS, the (unit of government) intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the State Reserve Grant offer of \$_____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name(s) and title(s) of Authorized Representative(s) [note that multiple Authorized Representatives can be named in the Resolution]), and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project [*Optional: and to the following DWI-funded projects listed below*]; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

[*Optional:* 1. Project number and project name
 2. Project number and project name
 3. Project number and project name]

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

SALES-TAX REIMBURSEMENT CERTIFICATION FORM

(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

DWI Project Number: _____

☐ Check If Applicant is not a unit of government under North Carolina (NC) law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

☐ The project includes sales taxes related to the purchase of equipment or the provision of applicable services, and the unit of government will request reimbursement from the NC Department of Revenue (DOR).

Sales Tax **IS NOT** deducted in either of these scenarios.

☐ The project includes sales taxes related to the purchase of equipment or the provision of applicable services, and the unit of government will not request reimbursement from the DOR.

☐ The project will not include sales taxes.

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

AIA/MRF DISBURSEMENT REQUEST FORM

Division of Water Infrastructure

Project No. _____

Period Covered by this Report:

From _____

To _____

Grant Amount = _____

Match % Required = _____

Match amount = \$ _____

Match and Grant Fee are N/A for ARPA funded projects

Recipient Organization

Name: Town, City or County etc.

Payment No. _____

Address:

Page No. _____

City, State & Zip:

<i>Use additional sheets if needed. Use a "Misc." column if needed.</i>	<i>Consultant Name</i>	<i>Consultant Name</i>	<i>Consultant Name</i>	<i>Consultant Deductions towards Match, if In-Kind or Grant Fee see below</i>
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Classification of	A	B	C	D	Total
<i>Cumulative Totals</i>					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Cumulative to date	\$ -	\$ -	\$ -	\$ -	\$ -
Previously Received					\$ -
Amount Requested	\$ -	\$ -	\$ -	\$ -	\$ -
No Match					
In-Kind Contribution	In-Kind Contribution, Grant Fee, and Match are N/A for ARPA funded projects				
Grant Fee					
Total Match *				\$ -	
Percent Complete					
			Match Met % ->		