

***A PROPOSAL TO***

NC DEPT OF ENVIRONMENTAL QUALITY  
STATE ENERGY OFFICE  
FOR

**WEATHERIZATION  
OF SINGLE-FAMILY UNITS  
*NC Region 1***

**March 1, 2024**



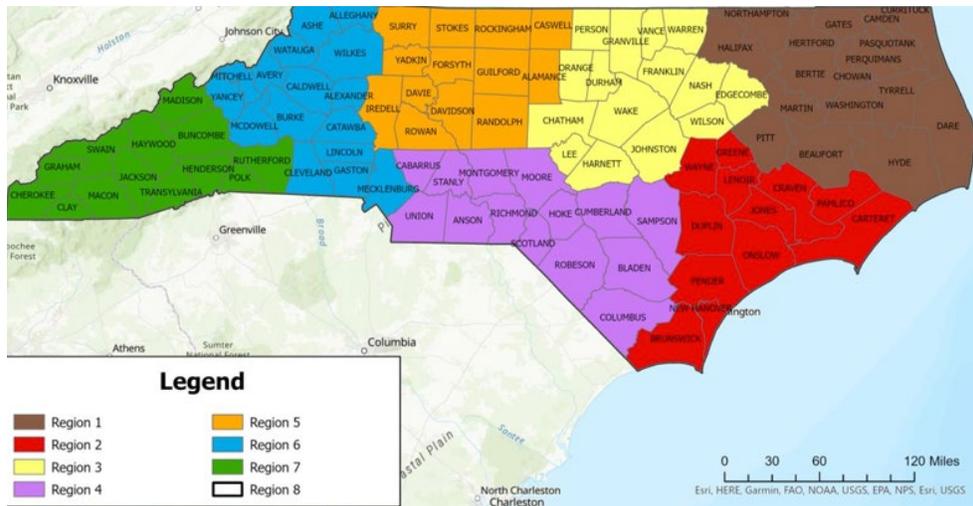
Albemarle Commission  
Council of Governments  
512 S. Church St.  
Hertford, NC 27944  
(252) 426-5753  
[www.albemarlecommission.org](http://www.albemarlecommission.org)

Michael Ervin, Executive Director  
[mervin@accog.org](mailto:mervin@accog.org)

Sharon Smith, Special Projects  
Administrator  
[ssmith@accog.org](mailto:ssmith@accog.org)

**The Albemarle Commission Council of Governments (ACCOG) proposes to implement and operate the NC DEQ/DOE BIL Weatherization Program for NC Region 1 - including the 17**

**counties of Bertie, Beaufort, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington.**



During the three-year grant period, 266 units are expected to be completed at an anticipated cost of approximately \$7,900 per unit.

**Experience**

Albemarle Commission staff have substantial experience in the housing industry. Executive Director Michael Ervin formerly served as Finance Director with oversight of WAP, LHEAP, and CDBG Housing Repairs at Martin County Community Action, and Community Housing Coordinator Ryan Albertson is a licensed, general contractor. In addition, ACCOG has a significant history of successfully coordinating and administering a variety of housing-related projects over the past 50 years, including the following programs:

- **Housing and Home Improvement Program:** The ACCOG Aging Division (AAA) has managed funds to assist older adults in regional programs with small home repairs and modifications as needed for more than 20 years. This program helps identify additional services and supports necessary to allow older adults to remain independent, safely aging in place.
- **Essential Single-Family Repair Program (ESFRP), NC Housing Finance Agency:** ACCOG has been the 10-county regional administrating agency for ESFRP since 2017. This partially-forgivable loan program serves older adults (62+) who have mid- range to major home repair needs, and who likely do not qualify for conventional loans.
- **Urgent Repair Program:** ACCOG currently administers the Urgent Repair Program (URP) through the North Carolina Housing Finance Agency for our 10- county region.

This program finances emergency home repairs for homeowners who are elderly or have special needs and whose incomes are below 50% of the median for our area.

- **Community Development Block Grants (CDBG):** ACCOG has more than ten years of experience administering and managing CDBG grants for minor home rehabilitation. CDBG programs support minor repair projects, single-purpose projects (such as emergency repair or handicapped accessibility issues), as well as moderate or substantial rehabs to include whole-house rehabilitation.
- **Emergency Repair Grants:** ACCOG has previously administered several emergency-related grants including Hope After Floyd, Hurricane Irene Recovery Grant, Hurricane Isabel Recovery Grant, and Hurricane Dorian Recovery Grants.

ACCOG expects to expand staffing to implement the BIL Weatherization Program; anticipated staffing will include:

- **Program Director** Overall responsibility for the ACCOG Weatherization Assistance Program (WAP), agency certification official.
- **Program Manager** Overall responsibility for administration of the ACCOG Weatherization Assistance Program. Responsible for fiscal oversight, coordination and administration of WAP and other ACCOG Housing Programs. Team leader for WAP staff. Works with agency administration to develop, update and implement administrative policies and procedures. Monitors and provides technical assistance to subgrantees, Community Housing Coordinator. Provides management for office operations and for all resources used for office programs. Position determines budgets and ensures that all programs meet budgeted goals for WAP grants.
- **Program Specialist/Coordinator to be hired** Responsible for supervising the weatherization of homes in the ACCOG Weatherization program. Ensures that work performed is following Federal, State and Agency regulations and guidelines.
- **Administrative Assistant to be hired** General administrative duties. Assists in coordinating training sessions and meetings. Maintains program compliance and required reporting.
- **Technical Specialist/Trainer/QCI** Provides training. Conducts inspections of weatherized dwellings. Establishes work standards. Provides technical assistance to sub-contractors. Investigates client complaints. Assists with technical issues.

## **Recruitment**

ACCOG projects that 266 units will be weatherized in the Region 1 BIL Weatherization Program over the three-year grant period. We will recruit program participants through promotions on our website, social media accounts, and at regional senior centers. ACCOG will prioritize and align property selection within the top-priority, overlapping places to weatherize, providing at least 40% of WAP benefits within DAC census tracts per the Justice40 initiative. Focus will be put on recruitment of participants that are:

- Person(s) age 60 and over
- Disabled
- Families with children 12 years old and younger
- High Residential Energy User
- Households with High Energy Burden

Should a waiting list develop, applicants will be drawn from the list first based on the high priority clients listed above; second, based on income; and third, in order of application date. Necessary denials/deferrals based on program guidelines will be notified in writing and documented appropriately. Needed data regarding denials/deferrals will be tracked as required, to include:

## **Denials**

- Applicants that did not meet income eligibility requirements
- Applicants or clients whose homes are not safe to weatherize, and corrections to make the home safe were outside the scope of Requirement 307
- Applicants or clients whose homes need repair work beyond the scope of the program
- Applicants or clients whose homes needed more health and safety work done than the Subgrantee budget allowed
- Any other reason a home is deferred, or an applicant was found to be ineligible

## **Deferrals**

- The dwelling has been condemned or major dwelling mechanical systems have been "red tagged" by local or state code enforcement officials or utility providers.
- The dwelling structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively.
- The primary heating system at the dwelling is non-functioning or is functioning improperly and is deemed unsafe and must be replaced, or major repairs are needed and there are insufficient resources available.
- Dangerous conditions exist due to high CO levels in combustion appliances which cannot be resolved within weatherization program guidelines.

- Moisture problems are so severe they cannot be resolved within program guidelines.
- Unsanitary conditions are present in the dwelling that may endanger the health and safety of dwelling occupants or weatherization personnel should weatherization work be performed. Household members report documented health conditions that prohibit the installation of insulation and other weatherization materials.
- Household members, guests, or pets maintained at the dwelling are uncooperative, abusive, or threatening to weatherization staff or contractors.
- The extent and condition of lead- based paint or similar hazards in the dwelling may potentially create health and safety risks if weatherization work is performed.
- Illegal activities are being conducted in the dwelling unit.
- De-cluttering is limited to the attic and crawl spaces only. Any de-cluttering that would take more than 12-person hours is an automatic deferral.

### **Strategies to identify units and decrease deferrals**

ACCOG will work towards the Weatherization Program goal to keep North Carolina residents warm in the winter, cool in the summer, and safe all year long – with a focus on serving the elderly, disabled, families with children, and heavily energy-burdened households. Identification of units will be managed in several ways: through direct applications from residents, referrals from social services and/or senior centers, and responses to promotions on social media and other outlets. A computerized energy audit of the residence will determine need for services.

When available, the NCSEO Disadvantaged Communities (DACs) map will be used to identify areas that are defined as disadvantaged by both federal and state guidelines. This tool can be used to identify and target census tracts that are of the topmost priority for Weatherization work. We recognize that certain health and safety conditions may exist which make weatherization of particular dwellings unfeasible. In such cases, work for eligible households will be deferred until the conditions can be adequately mitigated or corrected entirely. Where such conditions exist, weatherization service providers shall notify the clients in writing and attempt to resolve such issues as well as pursue reasonable alternatives on behalf of the client, including making referrals.

ACCOG will work to decrease such deferrals by initiating a complete, joint intake procedure that will avoid duplicating staff effort or increasing the burden on applicants for multiple housing assistance programs. Integration with current ACCOG housing-intake processes will help expedite eligible applications, and other housing funding will be utilized when possible to eradicate potential causes of deferral. Health & Safety, Incidental Repair funds will be used as appropriate.

Processes to receive information from other agencies that can recommend eligible units will be strengthened, and referral coordination with those agencies will be emphasized for clients who need assistance. Increased outreach and public education will ensure adequate preparation for ACCOG Weatherization services.

### **Partners and Sub-Contractors**

ACCOG enjoys strong regional and inter-regional partnerships that provide opportunities for collaboration to ensure equitable distribution of programmatic benefits. We will work in conjunction with other Councils of Government to implement the BIL Weatherization program and recruit sub-contractors throughout the 17 counties in Region 1. ACCOG supports the ten counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington; we currently maintain sub-contractors and partnerships throughout this area. Mid-East Council of Government covers Beaufort, Bertie, Halifax, Martin, and Pitt counties. Upper Coastal Plain Council of Government serves Northampton County. In addition, Choanoke Area Development Association of North Carolina Incorporated., (CADA) works to weatherize homes the homes of eligible residents in Bertie, Edgecombe, Halifax, Hertford, Martin and Northampton Counties. We will request recommendations from these COGs and Weatherization partners to increase our network of regional providers with expertise in energy conservation in their respective geographies.

ACCOG Weatherization services will be provided by subcontracting work to qualified contractors. Sub-contractors will abide by procedures outlined in The North Carolina Weatherization Installation Standards, which have been aligned with the National Renewable Energy Laboratory's (NREL) Standard Work Specifications (SWS).

#### **Current sub-contractors include:**

Comfort Zone, HVAC services – Elizabeth City NC  
E&H Construction, construction and plumbing – Sunbury NC  
Germann & Son Construction, construction – Manteo NC  
His & Her Electric, electric services – Currituck NC  
R&K Contractors, construction – Suffolk VA  
Standard Plumbing, plumbing and HVAC services  
Sunshine Construction, construction – Camden NC  
Wire 4 Hire, electric services – Hertford NC

### **Metrics**

ACCOG will collect program metrics with regard to Weatherization projects and workforce, including:

- Weatherization Client Name and address/ COUNTY of residence
- Age of client
- Household Income
- Number of persons in household
- Children in home
- Disabilities/Health Conditions
- High Energy Users
- High Energy Burden

- Apprentice Name
- Employment Tenure
- Employment Rate

Information collected will be maintained in ACCOG's secure database, which is protected against accidental and intentional threats. Sensitive data is safeguarded by multiple layers of data protection so as to preserve the confidentiality, availability, and integrity of the database.

### **Workforce Development**

ACCOG will collaborate with College of the Albemarle (COA), Northeast Workforce Development Board (NWDB), and other regional entities to coordinate with existing training and technical assistance programs, expanding capacity and building training opportunities. Program staff will work with apprenticeship programs across the region to combine on-the-job learning with related classroom instruction, allowing participants to earn while they learn a highly-skilled trade. Trainees/apprentices will work with ACCOG sub-contractors under the direction of the Program Manager and Program Coordinator, helping to prepare and develop the future workforce.

Since the inception of ACCOG Housing Programs, staff have worked hard to develop and maintain strong relationships with the sub-contractors currently on our Approved Contractor Registry. We have set forth stringent standards and communication requirements that enable ACCOG Housing programs to operate effectively. Staff will continue to work closely with sub-contractors on the Registry, and we will pool resources with WAP program partners to recruit additional sub-contractors in areas of the region where we do not currently have representation. This will ultimately create a more sustainable WAP workforce throughout the 17 counties of Region 1.

### **Go/No-Go Milestones**

ACCOG will analyze the effectiveness of the Weatherization program on a monthly, quarterly, and annual basis, evaluating program outcomes and identifying opportunities for continuous improvement. ACCOG will report Go/No-Go milestones in the quarterly reports submitted to NC DEQ. We will continuously assess project performance, schedule adherence, and compliant implementation of program objectives.

**Budget**

ACCOG will manage program funding in a prudent, effective, and efficient manner to accomplish program objectives and shall take the necessary steps to ensure that funds are expended within the grant project period. Budget details are outlined in the table below.

<b>PROPOSED ACCOG BIL WEATHERIZATION BUDGET</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	
	<i>7/1/24 – 6/30/25</i>	<i>7/1/25 – 6/30/26</i>	<i>7/1/26 – 6/30/27</i>	<b>Total</b>
Program Operations	\$710,920	\$710,920	\$710,920	\$2,132,760
Admin	\$94,900	\$94,900	\$94,900	\$284,700
H & S	\$177,730	\$177,730	\$177,730	\$533,190
<b>Total</b>	<b>\$983,550</b>	<b>\$983,550</b>	<b>\$983,550</b>	<b>\$2,950,651</b>
<b>Projected Units to be Completed</b>				
	88	89	89	266

Approximately 88-89 units are projected to be completed during each year of the grant period, amounting to 1-6 units per county in the region. Average cost per unit is estimated to be \$8,000.

**Resumes**

Please find resumes attached for current ACCOG staff who will contribute to the BIL Weatherization program at the Albemarle Commission.

Michael L. Ervin  
Bio of Management Oversight  
Construction/Repairs

1962-1969 My father was a plumber. During this era, when an individual went out on the jobsite for plumbing, electrical or carpentry, what ever had to be fixed to perform the job was done by the responding party. Thus, even though my father was a plumber, electrical work and almost always, carpentry interplayed with the job. From the time I was eleven, my brothers and I were my fathers "assistances." I knew more about plumbing by the time I graduated than most of the plumbers in my town because they only wanted to do new house construction and knew nothing about repairing or replacing old cast iron pipe, nor venting an 18<sup>th</sup> century building without destroying the value of the structure. I wanted to introduce you to knowledge I hold that generally does not show up on a resume. Further to help you understand that even though I have this knowledge, the goal my father always had for all of his children, was "get an education, you don't want to be crawling in this s\*\*\* all your life."

1976-1978 Comptroller—ENC-OIC. Plymouth, NC. As comptroller oversaw fund allocations for the various Federal and State programs being ran in Northeastern North Carolina. These included Basic Industrial Training (BIT) and several activities associated with the earlier CETA funding. Inclusive of this grant was "OJT" training extended in cooperation with the College of the Albemarle working with low-income home owners doing repairs and through our brick laying class, actually under penning and bricking older homes. My primary function was that of chief accountant but reviews and assurances that the program participant was vetted and the project met the elements of the program both via requirements and financial limits was my oversight responsibilities.

1978—1986 Controller—Mid-Eastern Brokers (MED). Greenville, NC. Mid-Eastern was a general contracting corporation. During the time of my employment, MED built Langston Park Apartments (48 units), co-owned and contracted on Wilson Acres Apartments (75 units), MED Office Condominiums, a multitude of single-family homes and home and business repairs that ran from \$2000 to \$35,000.

1988-2009 Volunteered on multiple Habitat projects primarily in Pitt County NC. During this time, was exposed to almost every detail in hands-on construction: from site prep and foundation to shingle installation.

2011-2015 Finance Director Martin Community Action. Williamston, NC Oversaw complete details of finances and issues currently at hand with MCA. Within housing programs, those of major contribution to MCA funding were: LIHEAP, HCCBG, Heating and Air Conditioning Repair and Replacement Program and Weatherization. Due to the area of coverage and the services rendered, these programs were only surpassed by the Head Start Programs, as to total funding receipt and allocation.

2020—to present Executive Director, Albemarle Commission. Currently I am the major contact for our sub-contractors in regards to ESFLP and several other funding sources, i.e., CBDG type funding as well as funding that flows through our Council on Aging for repairs to vetted individuals. With my background and experience, the oversight of these programs was an easy transition.

Nita Criner  
Albemarle Commission  
Applicant Intake/Eligibility Specialist  
URP 2024

**Professional Summary:**

Administrative specialist with extensive experience in record keeping and data entry, and research/data collection. Professional, friendly, and effective in busy environments. Excellent customer service.

**Skills:**

- Attention to Detail
- Strong Organizational Skills
- Multi-task Oriented
- Strong Written and Oral Communication
- Advanced Computer Program Abilities

**Professional Experience:**

North Carolina Farm Bureau

Customer Service Representative June 2022 to November 2022

- Assisted NC Farm Bureau clients on phone/in office with policy service needs that included processing payments, filing claims, and maintaining client files
- Ability to multitask efficiently and maintain organization

Nutrien Ag Solution

Administrative Coordinator August 2021 to June 2022

- Performed general office work such as greeting visitors, filing, answer phone
- Processed customer orders and payments
- Entered and coded vendor invoices for accounts payable; reconciled company credit card statement
- Performed month end procedures set forth by Division office

AmeriGas

Customer Relations Representative October 2015 to September 2020

- First point of contact to represent AmeriGas in a positive way
- Introduced AmeriGas products and services, strategic price programs
- Solved customer service issues with the goal of customer satisfaction and retention
- Accurately maintained customer folder, data transactions and information in SAP through accurate data entry and filing
- Researched and reconciled discrepancies on customer accounts
- Assisted and maintained service work schedule, and routing deliveries

Advance Auto Parts

Senior Accounting Clerk /Sales Audit April 2011 to September 2014

- Managed all facets of cash management and sales audit
- Processed and approved daily sales; created polling report for missing stores sales
- Run offset query for daily cash variances
- Loaded daily bank files

#### Blue Ridge Cancer Care

Patient Financial Counselor March 2009 to December 2010

- Assisted patients with insurance policy forms such as FMLA; disability; cancer policies, etc.
- Collected and maintained accurate patient demographic information
- Coded physicians billing tickets with the appropriate ICD-9 diagnosis and E/M level
- Logged and billed daily patients' radiation treatments – knowledge of CPT coding

#### Penske Truck Leasing Co., L.P.

Administrative Clerk May 2005 to January 2009

- Provided outstanding customer service greeted and assisted customers via phone, email, face to face interaction
- Responsible for maintaining customer data base information
- Invoicing for lease customer accounts
- Miscellaneous reporting – special projects

#### Per-Se Technologies Inc.

Trainer Team Coordinator February 1996 to May 2005

- Trained in all areas of billing operations
- Claims processor for medical claims related to Worker's compensation
- Reviewed AR reports, balanced each client's account; submitted electronic claims to insurance carriers and printed all paper 1500 claim forms

#### **Education:**

ESFLP 2024 Application Workshop Webinar

URP 2024 Application Workshop Webinar

College of the Albemarle Beyond Excel Basics - Certificate 2022

Virginia Western Community College Supervisor Leadership Empowerment - Certificate 2005; ITE Basic Computers/Excel - Certificate 2004; Medical Terminology and Anatomy for Coding - Certificate 2001

Ryan Albertson  
Albemarle Commission  
Rehabilitation Management, Work Write-ups/Cost  
Estimates,  
Interim Inspections of Work for URP 2024

## **WORK EXPERIENCE**

### **Community Housing Coordinator**

Albemarle Commission – Hertford, NC

July 2022 – present

- Developed Urgent Repair Program process at Albemarle Commission
- Provided intake services for prospective program participants
- Coordinated repairs for 16 + homes for low-income homeowners with special needs

### **Project Manager**

Modern Exteriors by Design – Virginia Beach, VA

2017 - 2022

- Management and coordination of all commercial and residential projects for the company
- Budget maintenance, profit margins, time management, personnel, and customer satisfaction
- Small residential projects to large commercial roofing and siding projects for entire communities
- Ensuring compliance with company policies and procedures
- Management and recruitment of multiple subcontractors
- Estimate review prior to production

### **Project Manager**

Belfor USA - Chesapeake, VA

2014 - 2017

- Management and coordination of up to thirty commercial and residential projects simultaneously: time management, personnel, and customer satisfaction
- Thousand-dollar residential repairs to over one million-dollar commercial projects
- Ensuring compliance with company policies and procedures
- Management and recruitment of multiple subcontractors
- Estimate review prior to production
- Ensuring customer satisfaction

### **Production / Installation Manager**

Mr. Rogers Windows - Chesapeake, VA

2011 - 2014

- Coordination of all paid and warranty services for the company averaging eight to ten million dollars of business annually
- Management and supervision of all service and installation crews including scheduling, training, and personnel performance management
- Services performed include in-house installation of windows, doors, vinyl siding, sunrooms, interior remodels, stick-built additions, and roofing systems
- Permit application and coordination of inspectors to ensure compliance with all policies and codes. Responsible for estimating all jobs prior to production implementation, and tracking employee hours.

### **Production Manager / Service Manager**

Energy Saving Exteriors - Chesapeake, VA

2001 - 2010

- Coordination and supervision of all paid and warranty services for the company averaging six to eight million dollars annually
- Management and supervision of installers and service crews including time management, scheduling, and personnel performance maintenance
- Services performed include in-house installation of windows, doors, vinyl siding, sunrooms, interior remodels, stick-built additions, and roofing systems
- Permit application and coordination of inspectors to ensure compliance with policies and codes
- Job estimations prior to production and implementation
- Quality control and customer satisfaction

### **Lead Service and Installation Technician**

Pella Windows and Doors - Virginia Beach, VA

1999 - 2001

- Service and installation of all Pella Corporation products including windows, doors, and storm doors
- Installation scheduling, parts ordering, personnel tracking, and maintenance of company vehicles

### **Foreman/Supervisor**

Hard Concrete / B&H Concrete - Chesapeake, VA

1998 - 1999

- Supervision and operations of eight to ten-person commercial concrete crew
- Layout and preparation of all projects
- On-site heavy equipment operations and maintenance training for crew
- Inspector and engineer coordination to ensure compliance with plans and codes

### **Foreman/Supervisor**

Smutter Brothers Concrete and Chimney Sweeps - Chesapeake, VA

1994 - 1998

- Layout, preparation, and fabrication of concrete forms as well as pouring and applying specified finishes for both large commercial and multi-unit residential projects

- Estimating, planning, and billing all jobs
- Tracking employee hours and ensuring low job costs
- Operation and maintenance of company equipment
- Sweeping, cleaning, and general maintenance/repair of residential fireplaces and wood stoves
- Customer satisfaction and quality control.

### **Finisher/Form Carpenter Construction Handyman**

C & K Construction - Virginia Beach, VA

June 1987 to June 1994

- Learned basic general construction and building codes
- Studied basic estimating, planning, and billing contracts
- Researched requirements for residential and commercial framing, plumbing, electrical, roofing, concrete, and masonry projects
- Mastered the operation of heavy equipment

## **EDUCATION**

### **A.S., Construction Management**

Tidewater Community College - Chesapeake, VA

August 1991 to May 1994

### **Diploma**

Great Bridge High School - Chesapeake, VA

June 1987 to June 1990

## **SKILLS/CERTIFICATIONS/LICENSES**

UPR 2024 Application Webinar

Class A Contractor State of Virginia

Osha 10

Certified HBI Instructor

Certified Lead Renovator

GAF Roofing Certified Installer

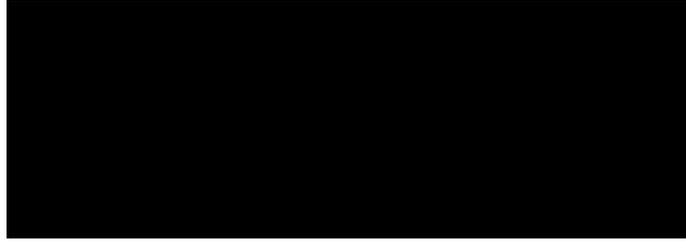
Certainteed Certified vinyl siding Installer

Pella Certified Service and Installation

Pro Anderson Certified Installer

Provia Certified Installer

# SHARON SMITH



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## PROFILE

I am an experienced corporate team member , having worked in various administrative, customer service capacities. My strengths include managing several projects at a time, making connections between team players and clients to achieve the desired result , and coordinating appropriate events/meetings.

## EDUCATION

University of Virginia  
B.A. English, 1991

Duke University  
Graduate Certificate in Non-Profit Management

## EXPERIENCE

Albemarle Commission  
September 2020- present  
Special Projects Administrator

Perquimans County NC  
January 2017 - September 2020  
Tourism Development Director

ForKids, Inc.  
Norfolk, VA  
May 2014 - January 2017  
Development Projects, Grant Writer

YWCA South Hampton Roads  
Norfolk, VA  
2004 - 2010  
Operations Director/Assistant to the Executive Director

# Certificate of Insurance

Issue Date (MM/DD/YYYY)  
03/01/2024

**Named Participant**

Albemarle Commission  
512 S. Church St.  
Hertford, NC 27944

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the Policies below.

**Companies affording Coverage**

**A = Interlocal Risk Financing Fund of North Carolina**

**B = North Carolina Interlocal Risk Management Agency**

**COVERAGES**

THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE PARTICIPANT NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.

Co Ltr	Type of Coverage		Effective Date	Expiration Date	Limits of Liability	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occurrence		07/01/2023	07/01/2024	Products-Comp/Operations	\$5,000,000
					Personal & Adv. Injury	\$5,000,000
					Each Occurrence	\$5,000,000
					Fire Damage (Any one fire)	\$1,000,000
					Med. Expense (Any one)	N/A
					Deductible	\$1,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> Any Auto (Symbol 1)		07/01/2023	07/01/2024	Limit	Deductible
					CSL \$5,000,000	\$0
A	<input checked="" type="checkbox"/> Hired Autos (Symbol 8)		07/01/2023	07/01/2024	\$5,000,000	\$0
A	<input checked="" type="checkbox"/> Non-Owned Autos (Symbol 9)		07/01/2023	07/01/2024	\$5,000,000	\$0
	<input type="checkbox"/> Uninsured/Underinsured Motorists					
A	<b>PROPERTY</b> <input checked="" type="checkbox"/> Real & Personal Property <input type="checkbox"/> Builder's Risk		07/01/2023	07/01/2024	Limit	Deductible
					\$358,524	\$500
A	<input checked="" type="checkbox"/> Auto Physical Damage (Symbol 7 & 8) <input type="checkbox"/> Municipal Equipment <input type="checkbox"/> Computer Equipment & Media <input type="checkbox"/> Portable Equipment <input type="checkbox"/> Fine Arts		07/01/2023	07/01/2024	Per Scheduled Item	Per Scheduled Item
	<b>Police Professional Liability</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence				Limit(per occurrence/aggregate)	Deductible
	<b>Public Officials Liability</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence				Limit(each claim/aggregate)	Deductible
	<b>Employment Practices Liability</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence				Limit(each claim/aggregate)	Deductible
	<b>Workers' Compensation</b> <input type="checkbox"/> Workers' Compensation and Employer's Liability <input type="checkbox"/> WC Statutory Limit				Limit	
					Each Accident	
					Disease - Each Employee	
					Disease - Policy Limit	
	<b>OTHER COVERAGE</b> <input type="checkbox"/> <input type="checkbox"/>				Limit	Deductible

**Description**

EVIDENCE OF COVERAGE for Certificate Holder named below.

**Certificate Holder**

North Carolina Department of Environmental Quality  
217 W Jones St  
1613 Mail Service  
Raleigh, NC 27699

**Cancellation**

Should any of the above described coverages be cancelled before the expiration date thereof the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

**Authorized Representative**

*Michael Pittman*