



MEMORANDUM

To: Mayor and Members of the City Council

From: Reginald Goodson, Interim City Manager
Stacy Williams, Interim Parks and Recreation Director
Jon Hawley, Grants Administrator

Date: January 10, 2025

Re: Consideration - Acceptance of Youth Sports Grant

BACKGROUND:

During its regular session on October 14, 2024, the Elizabeth City City Council authorized staff to apply to the Youth Sports Grant Program, which is offered by the NC Amateur Sports nonprofit organization.

We are pleased to report that NCAS has approved our full grant request of \$20,000. We will use these funds to purchase dividing curtains for the gym at the Knobbs Creek Recreation Center, and to replace some equipment for baseball, basketball, soccer, volleyball, and flag football. This is an excellent win, and it will support these programs' growth while ensuring players have a good and safe experience.

This memo requests acceptance of the award.

ANALYSIS:

NCAS does not require the City to enter into a grant contract to accept these funds, though we are required to use funds as we first proposed. Instead, we must simply provide an electronic deposit form by January 22 (within 30 days of our award notice, which was Dec. 23). We request Council authorization to accept the grant, submit this form, and take the appropriate accounting steps. These steps include adoption of a budget amendment and grant ordinance.

STAFF RECOMMENDATION:

By motion, authorize acceptance of the NCAS Youth Sports Program grant award, and adopt the corresponding budget amendment and project ordinance.



GRANT PROJECT ORDINANCE
Ordinance #2025-01-01
Youth Sports Equipment and Gym Improvement
NCAS Grant, Awarded 12/23/24

BE IT ORDAINED by the City Council of Elizabeth City, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

I. The project authorized is the Youth Sports Equipment and Gym Improvement.

II. The officers of this unit are hereby directed to proceed with the project within the terms of the project documents and the budget contained herein.

III. The following revenue is anticipated to be available to complete this project:

[INSERT ACCOUNT #]	NCAS, Youth Sports Equipment Grant	\$20,000
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IV. The following amount is appropriated for project expenses:

[INSERT ACCOUNT #]	Purchase of Sports Equipment, Gym Dividers	\$20,000
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<u>Total</u>	\$20,000
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V. Copies of this grant project ordinance shall be made available to the Budget Officer and Finance Director for direction in carrying out this project.

Adopted this 13th day of January, 2025.

E. Kirk Rivers
Mayor

April D. Onley
City Clerk

North Carolina Amateur Sports ACH Authorization Form

VENDOR INFORMATION

Vendor Name:

Vendor Address:

Email:

FINANCIAL INSTITUTION ACCOUNT INFORMATION

Name on Account:

Institution Name:

Institution Address:

Transit/Routing #:

(Nine digits-copy from check, not from deposit slip.)

Bank Account #:

(Include any leading zeros.)

Type of Account (Check one): Checking Savings

- I, on behalf of the vendor name indicated above, hereby authorize North Carolina Amateur Sports to initiate ACH credit entries to the above designated bank for payments due from North Carolina Amateur Sports. I also authorize any necessary ACH debit entries or adjustments for any ACH credit entries made in error to the account.
- I also authorize North Carolina Amateur Sports to initiate ACH debt entries to the above designated bank for any unspent grant funds and/or grant funds that receipts were not provided per the Youth Sports Grant guidelines.
- I understand that this ACH authorization will remain in effect until I cancel it in writing with North Carolina Amateur Sports.

Vendor Officer's Name:

Phone:

Signature:

Date:

Return completed form to:
North Carolina Amateur Sports
Dept: ACH
406 Blackwell Street, Suite 120
Durham, NC 27701

Questions:
Email: ncas@ncsports.org

or

Email to: ncas@ncsports.org



AGENDA ITEMS	Meeting Date: 1/13/25
Grant Reference No. <u>NCAS Youth Sports Grant 2024</u>	
Department: <u>Parks and Recreation</u>	
Fund Number/Department Number: _____	Public Hearing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

BACKGROUND: This budget amendment is to record receipt of a \$20,000 Youth Sports Equipment Grant, which was awarded by NC Amateur Sports. The grant is to be used to purchase a gym divider for the Knobbs Creek Recreation Center and to purchase new youth sports equipment. A preliminary, itemized budget and quotes are attached.

Financial Impact: One Time Recurring

Comments _____

Analysis: Grant funds should not be co-mingled with other line items for equipment and capital purchases. Revenue will be recorded in line item [INSERT NUMBER]. Expenditures will be recorded in line item [INSERT NUMBER]. This program is a recurring grant opportunity, so this year's award should be clearly differentiated from possible future awards.

Department Head Recommendation: _____

Attachments: Yes No

Reviewed by: _____

Department Head: _____ Date: <u> / / </u> Finance Officer: _____ Date: <u> / / </u> City Manager: _____ Date: <u> / / </u>	FINANCE DEPT OFFICE USE <input type="radio"/> Recommend for Approval <input type="radio"/> Do not recommend
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Jonathan Hawley <jhawley@elizabethcitync.gov>

Youth Sports Grant Notification

7 messages

ncas@ncsports.org <ncas@ncsports.org>

Mon, Dec 23, 2024 at 12:17 PM

To: jhawley@elizabethcitync.gov

Thank you for submitting a grant application to the Youth Sports Grant fund that provides funding to purchase youth sports equipment and/or to provide facility upgrades that would benefit youth sports. The Youth Sports Grant fund for equipment and facility upgrades was established by the North Carolina General Assembly and N.C. Amateur Sports from a percentage of the sports wagering tax revenues in our state. Our Grant Committee has carefully reviewed your application and we are excited to notify you that we have approved the amount of grant funding below for the project below that you requested in your Youth Sports Grant application:

Organization Name: *Elizabeth City-Pasquotank Parks and Recreation*

Project Name: *Youth Sports Equipment & Gym Improvement*

Amount of Funding Approved: \$20,000

To receive your funding, you will need to complete the attached ACH Authorization Form and return to the address, or email address on the form within 30 days of this email notification.

By accepting the grant funding, you agree to the following requirements:

- Grant funding must be used for items in the budget that you submitted with your application. If you received partial funding for your request, you may choose the items in your budget that you would like to purchase. Funding may not be used for anything that was not included in the budget that you submitted.
- Grant awards must be expended within one year of receiving the funds.
- Within 30 days of expending your grant funds you must submit a receipt for each purchase.
- Within 30 days of expending your grant funds you must submit before and after photos of the project.
- Any unused funds will revert back to North Carolina Amateur Sports immediately after one year of the funds being issued and will be drafted from the recipients account as accepted on the Authorization Form.
- Any funds will revert back to North Carolina Amateur Sports immediately after one year of the funds being issued if receipts for the funds are not provided and will be drafted from the recipients account as accepted on the Authorization Form.
- N.C. Amateur Sports will require a full refund of the grant award if any of the grant funds are used improperly, or for any items not included in the budget that you submitted.

- Receipts and photos (before and after) may be emailed to ncas@ncsports.org, or mailed to: N.C. Amateur Sports, 406 Blackwell Street, Suite 120, Durham NC 27701.
- You must notify us immediately if you determine that you are no longer able to use the funds as you outlined in your application.

Please reply to this email with any questions.

Best of luck!

North Carolina Amateur Sports-
NCAS Youth Sports Grant Committee

 **N.C. Amateur Sports ACH Authorization Form.pdf**
133K

Jonathan Hawley <jhawley@elizabethcitync.gov> Mon, Dec 23, 2024 at 12:38 PM
To: Stacy Williams <swilliams@elizabethcitync.gov>, Kenny White <kwhite@elizabethcitync.gov>
Cc: Reginald Goodson <rgoodson@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>, Alicia L Steward <alsteward@elizabethcitync.gov>

Good afternoon all,

I am pleased to report that we won our Youth Sports Equipment grant, and got our full request of \$20,000! Big props to Kenny for taking stock of P&R's needs and assembling quotes.

Question: The award email gives me the impression there may not be a grant contract to sign. Do we still need Council authorization to accept the award? There is no match requirement.

Thank you,
Jon

[Quoted text hidden]

 **N.C. Amateur Sports ACH Authorization Form.pdf**
133K

Jonathan Hawley <jhawley@elizabethcitync.gov> Mon, Dec 23, 2024 at 12:41 PM
To: ncas@ncsports.org

Dear NCAS,

This is wonderful news! Thank you so much for this investment in our community. Our team is eager to make these purchases, but I have one question: will we need to execute a grant contract before receiving funds? Typically, we present those to our City Council for acceptance, and the Council doesn't meet again until January 13.

Thank you,
Jon

[Quoted text hidden]

Stacy Williams <swilliams@elizabethcitync.gov> Mon, Dec 23, 2024 at 12:55 PM
To: Jonathan Hawley <jhawley@elizabethcitync.gov>

12/31/24, 1:48 PM

City of Elizabeth City Mail - Youth Sports Grant Notification

Cc: Kenny White <kwhite@elizabethcitync.gov>, Reginald Goodson <rgoodson@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>, Alicia L Steward <alsteward@elizabethcitync.gov>

That's great news!

Stacy Williams, CPRP
Interim Director of Parks and Recreation
Senior Center & Special Events Superintendent
ECPC Parks and Recreation
T (252)335-4323/ C (252) 339-9073



"Alone we can do so little; together we can do so much." – Helen Keller.

[Quoted text hidden]

ncas@ncsports.org <ncas@ncsports.org>
To: Jonathan Hawley <jhawley@elizabethcitync.gov>

Mon, Dec 23, 2024 at 4:25 PM

We only require the ACH payment form and that you provide the require supporting documentation that is in the grant guidelines.

[Quoted text hidden]

Brian Lewis <blewis@elizabethcitync.gov>
To: Stacy Williams <swilliams@elizabethcitync.gov>
Cc: Jonathan Hawley <jhawley@elizabethcitync.gov>, Kenny White <kwhite@elizabethcitync.gov>, Reginald Goodson <rgoodson@elizabethcitync.gov>, Alicia L Steward <alsteward@elizabethcitync.gov>

Fri, Dec 27, 2024 at 4:58 PM

Hey Jon,

Yes, this still has to go before council to approve the acceptance of these funds and to appropriate the funds within this year's budget.

Brian L. Lewis
City of Elizabeth City
Assistant Finance Director
W. (252)621-7353
C. (252)340-9972



[Quoted text hidden]

Stacy Williams <swilliams@elizabethcitync.gov>

Mon, Dec 30, 2024 at 8:04 AM

To: Jonathan Hawley <jhawley@elizabethcitync.gov>

Cc: Kenny White <kwhite@elizabethcitync.gov>, Reginald Goodson <rgoodson@elizabethcitync.gov>, Brian Lewis <blewis@elizabethcitync.gov>, Alicia L Steward <alsteward@elizabethcitync.gov>

Jon, can you send me the grant application so I can track what items were submitted for purchase?

Stacy Williams, CPRP
Interim Director of Parks and Recreation
Senior Center & Special Events Superintendent
ECPC Parks and Recreation
T (252)335-4323/ C (252) 339-9073



"Alone we can do so little; together we can do so much." – Helen Keller.

On Mon, Dec 23, 2024 at 12:38 PM Jonathan Hawley <jhawley@elizabethcitync.gov> wrote:

[Quoted text hidden]



QUOTE

SOLD TO:



SHIP TO:

QUOTE #
263539-00
 21/10/2024

P: 989-414-1209 F: 888-501-5865
 www.curtain-and-divider.com

kwhite@elizabethcitync.gov

FAST DELIVERY

Your PO #	Payment Terms	Shipping Terms	Ship Method	Shipping Options	Unit Cost	Line Total
Pending	Credit Card / Net 30	Pre-Pay & Add	Best Way	20 to 30 Work Days		
Qty	Description				Unit Cost	Line Total
	Gym Divider Curtains					
	DIMENSIONS	Width (ft)	Height (ft)	Sections		
1	Curtain A:	88'	43' 9"	3	\$6,543.68	\$ 6,544
	Note1:	5% added to width for proper drape				
	Note2:	3" was subtracted from height for curtain track				
	Note3:	Sizes above will be +/- up to 1"				
	MATERIAL OPTIONS					
	Bottom Half:	18 oz Vinyl - Scrim Reinforced				
	Top Half:	11oz Mesh Vinyl Non FR				
						
	Coated Vinyl	11oz Mesh				
	FEATURES CURTAINS					
	Curtain Color:	Bottom Half - White; Top Half - Blue Mesh				
	Grommets:	Every 12" - Located at the top of the curtain				
	Chain Weight Pocket:	No				
	Vision Panel:	No				
	Curtain Sections:	Velcro together			\$215.60	\$215.60
	Curtains:	Do not connect together				
	Fire Retardant:	Yes				
	Outdoor Use:	Inform AKON if used outdoors for best material				
	Warranty:	5 Year Warranty - On any MFG Defects				



HARDWARE

1

Curtain Track

\$1,040.64 \$ 1,041



Style: **Trolley - Curtain Rolls from Side-to-Side**

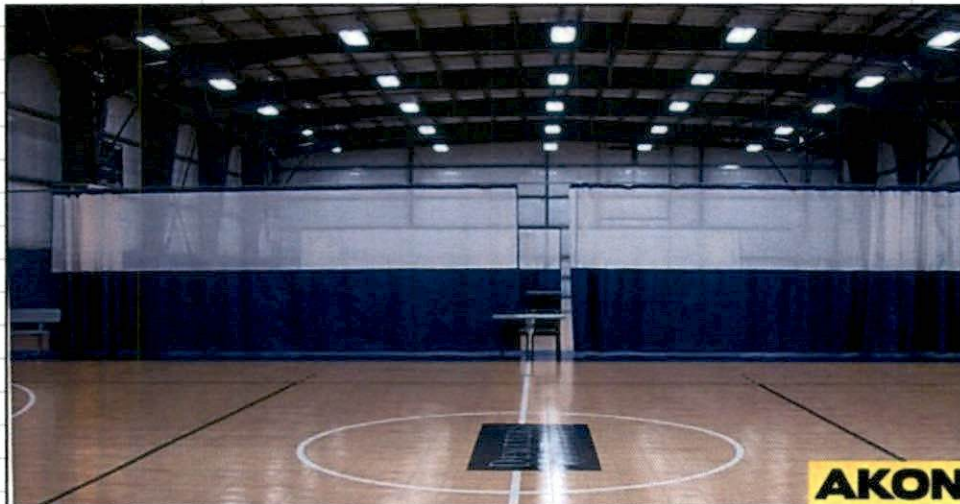
Construction: **Galvanized Steel - 16 gauge**

Warranty: **Lifetime Warranty**

[Click Here - To View Other Track Supports](#)

Components: **83' Straight curtain track**
18 Ceiling Mount Track Supports
90 Nylon roller curtain hooks - 1"
2 Track end stops

Notes: **Customer to cut track onsite to size if needed**



AKON

Celebrate a coach with the \$10K #DunkdChallenge Contest. Join now.



Sports Solutions

Team Uniforms

Coaches Toolkit

Shop

Clearance



Shop

12'X14'X35' PREMIUM NYLON BAT CAGE NET

SKU 1471566

Special features

- Ships Directly from Manufacturer

\$930.00

Add to cart

Ships Truck



Shop

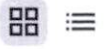


MacGregor

MacGregor® Prep Catcher's Gear Pack

SKU 1186864

\$279.99 / pack



Color: Black



1

Add to cart

Ships FedEx



Sports Solutions

Team Uniforms

Coaches Toolkit

Shop

Clearance



Shop



MacGregor

MacGregor® 12-1/2" Fielder's Glove RHT

SKU BBMESHXX

Special features

- Fits Left Hand

\$54.99

1

Add to cart

Ships FedEx

+

Celebrate a coach with the \$10K #DunkdChallenge Contest. Join now.



BSNSPORTS

Sports Solutions

Team Uniforms

Coaches Toolkit

Shop

Clearance



Shop



Nike

Nike Elite Championship 2.0 Basketball - 29.5 in.

SKU NKN100408687807

Special features

- Inflatable basketball

\$74.99

1

Add to cart

Ships FedEx

Celebrate a coach with the \$10K #DunkChallenge Contest. Join now.



Sports Solutions

Team Uniforms

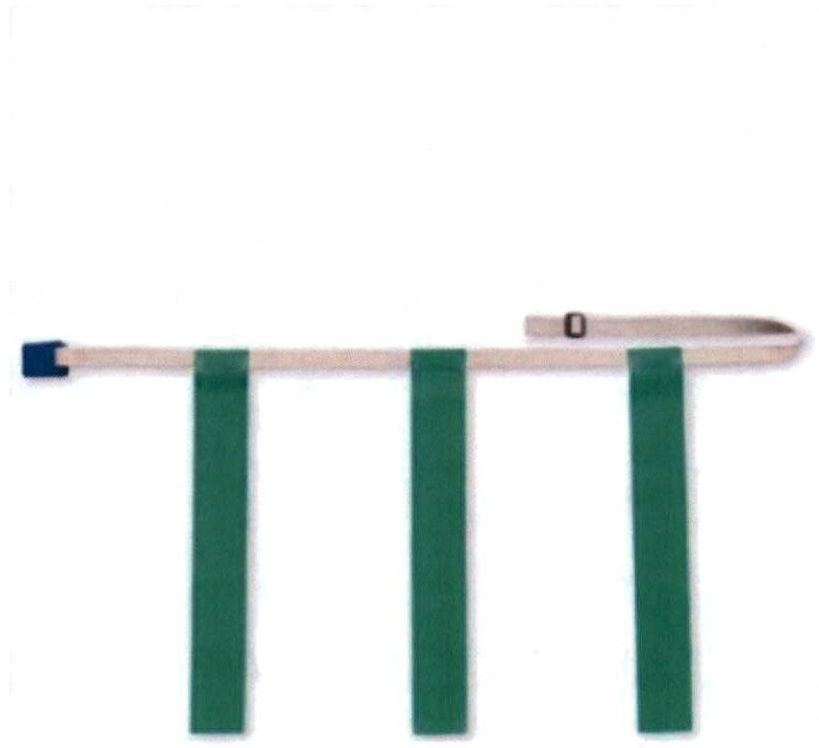
Coaches Toolkit

Shop

Clearance



Shop



Triple Threat

Triple Threat Flag Football Belts - Green

SKU 1149609

\$6.99



Color: Green



Size and quantity

All sizes - Available

SML	MED	LRG	XLG

Add to cart

+ Ships FedEx

Celebrate a coach with the \$10K #DunkChallenge Contest. Join now.



Sports Solutions

Team Uniforms

Coaches Toolkit

Shop

Clearance



Shop



BSN SPORTS

Flag Football Stackable Sideline Markers (5 Piece Set)

SKU 1245127

Special features

- Stackable

\$279.99 / set

Add to cart

Ships FedEx

Celebrate a coach with the \$10K #DunkChallenge Contest. Join now.



Shop



Triple Threat

Triple Threat Flag Football Belts - Yellow

SKU 1149524

\$6.99

Color: Yellow



Size and quantity

All sizes - Available

SML	MED	LRG	XLG

Add to cart

+ Ships FedEx

Celebrate a coach with the \$10K #DunkdChallenge Contest. Join now.

Help Quick Order Sign In



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Coaches Toolkit

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Clearance



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Nike

Nike Park Soccer Ball

SKU NKCU8033

\$22.00



Color: 101 - WH/BK/VT



Size and quantity

All sizes - Available

3	4

Add to cart

+

Ships FedEx

Celebrate a coach with the \$10K #DunkItChallenge Contest. Join now.



BSNSPORTS

Sports Solutions

Team Uniforms

Coaches Toolkit

Shop

Clearance



Shop



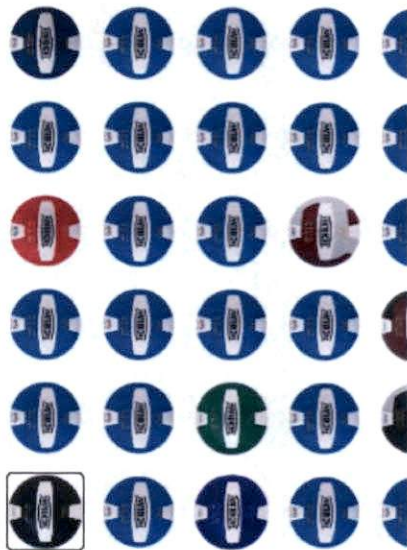
Tachikara

Tachikara SV-5WSC Sensi-Tec Composite Volleyball

SKU 1072266

\$59.99

Color: Black/White



+

Celebrate a coach with the \$10K #DunkdChallenge Contest. Join now.



BSN SPORTS

Sports Solutions

Team Uniforms

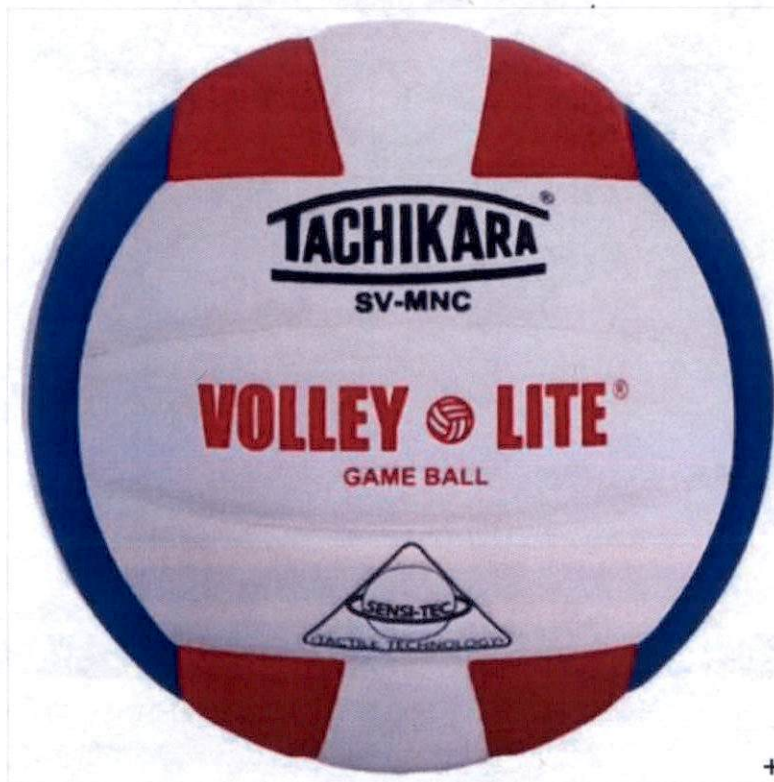
Coaches Toolkit

Shop

Clearance



Shop



Tachikara

Tachikara SV-MNC Volley-Lite Volleyball

SKU 1050905

\$49.99

Add to cart

Ships FedEx