



Kerr-Tar Regional Council of Governments
May 28, 2020
6:00 PM

Due to the COVID-19 pandemic, the meeting will be held solely by electronic means.

The public will not be allowed to physically attend this meeting; however, the meeting can be viewed or listened to live via Zoom.

When: May 28, 2020 06:00 PM Eastern Time

Topic: Board of Directors Meeting

Please use the address below to join the webinar:

<https://zoom.us/j/94283179365>

Or Telephone: (669) 900-6833

Webinar ID: 942 8317 9365

5:55 P.M. – Invocation – Mayor Walter Gardner, Warrenton

6:00 P.M. - Official Meeting Begins - Call to Order

Roll Call – Susan Tucker for Chairman Sidney Dunston

1. CONSENT AGENDA:

Items listed on the "Consent Agenda" are considered routine and shall be enacted by one motion of the Board with no separate discussion. If separate discussion is desired by a member of the Board, that item may be removed from the "Consent Agenda" and placed on the regular agenda.

A. January 23, 2020 Executive Committee Minutes

B. January 23, 2020 Board Minutes

C. March 26, 2020 Executive Committee Conference Call Minutes

D. March 26, 2020 Board Conference Call Minutes

E. April 14, 2020 Executive Committee Conference Call Minutes

F. April 2020 Finance Report

G. Budget Amendments- Fund 10 (General Fund) in the amount of \$135,600

H. Budget Amendment – Fund 11 (Aging Fund) in the amount of \$225,833

I. Budget Amendment – Fund 13 (WIOA Fund) in the amount of \$10,000

J. Executive Director's Report

2. COMMENTS FROM THE PUBLIC:

This is the time set aside by the COG Board to allow individuals to address the Board on issues concerning the COG. Members of the public who would like to make public comments MUST register by emailing info@kerrtarcog.org before 12:00 pm (noon) on Thursday, May 28, 2020. You must include your name, address, comment topic, the phone number you will be calling from and email address. You will be recognized (by video or phone call using the instructions listed at the beginning of this agenda) for comments in the order that you registered. The time limit for each speaker shall be five minutes with a total time limit set aside for informal public comments totaling 30 minutes. Vulgarity and abusive comments will not be tolerated.

3. 2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) ASSISTANCE POLICY- PERSON COUNTY

Approved for \$190,000 from the North Carolina Housing Finance Agency to serve a minimum of 5 units in Person County. Grant is a multi-year project. All rehabilitation work must be under contract by December 31, 2022. All rehabilitation work must be completed by June 15, 2023. Program Assistance Policies are required to be adopted that identifies the eligibility criteria for assistance, and for prioritizing applicants once that have been determined eligible. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

ACTION REQUESTED: Consider approval of the 2020 Essential Single Family Rehabilitation Program Assistance Policy- PERSON COUNTY

Roll Call – Susan Tucker for Chairman Sidney Dunston

4. 2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) ASSISTANCE POLICY- VANCE COUNTY

Approved for \$190,000 from the North Carolina Housing Finance Agency to serve a minimum of 5 units in Vance County. Grant is a multi-year project. All rehabilitation work must be under contract by December 31, 2022. All rehabilitation work must be completed by June 15, 2023. Program Assistance Policies are required to be adopted that identifies the eligibility criteria for assistance, and for prioritizing applicants once that have been determined eligible. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

ACTION REQUESTED: Consider approval of the 2020 Essential Single Family Rehabilitation Program Assistance Policy- VANCE COUNTY

Roll Call – Susan Tucker for Chairman Sidney Dunston

5. **2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) PROCUREMENT AND DISBURSEMENT POLICIES**

Procurement and Disbursement Policies specific to ESFRLP2020. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

ACTION REQUESTED: Consider approval of the 2020 Essential Single Family Rehabilitation Program Procurement and Disbursement Policies.

Roll Call – Susan Tucker for Chairman Sidney Dunston

6. **RESOLUTION TO SIGN REQUISITION FORMS**

Resolution to authorize Patricia S. Cox, Executive Director and Donna Lee, Finance Manager to sign requisition forms for the Essential Single Family Rehabilitation funds.

ACTION REQUESTED: Consider approval of the Resolution to Sign Requisition Forms.

Roll Call – Susan Tucker for Chairman Sidney Dunston

7. **LANGUAGE ACCESS PLAN**

As a recipient of federal funds, we are required to comply with Title VI of the Civil Rights of 1964, requiring us to take responsible steps to endure meaningful access by persons with limited English proficiency. Draft plan has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

ACTION REQUESTED: Consider approval of the Language Access Plan.

Roll Call – Susan Tucker for Chairman Sidney Dunston

8. **2020-2021 BUDGET PRESENTATION**

Executive Director will present the proposed budget for FY 2020/2021. Budget comes to the Board on recommendation from the Executive Committee

ACTION REQUESTED: No action required. A Public Hearing would be held prior to the Board Meeting on June 24th when the Board will vote on the proposed budget.

Roll Call – Susan Tucker for Chairman Sidney Dunston

9. **OTHER BUSINESS**

10. **ADJOURNMENT**

**Kerr-Tar Regional Council of Governments
Board of Directors
Executive Committee
January 23, 2020**

Members

John Alston	Walter Gardner
Reggie Horton	Leo Kelly
Zelodis Jay	Betty Wright
Danny Wright	Tom Lane
Mike Felts – alternate for David Smith	

COG Staff:

Diane Cox
Donna Lee
Gina Parham
Susan Tucker

Others:

Kenneth Perry

Call to Order

Treasurer Walter Gardner called the meeting to order and welcomed members.

Minutes

Mr. Gardner asked for Executive Committee members' pleasure in regards to the August 29, 2019 minutes that were presented.

Motion # 1

Motion made by Danny Wright to approve the minutes as written. Tom Lane seconded the motion. The motion carried unanimously.

Audit Report

The scheduled Audit Report was postponed due to unexpected illness.

Employee Salary Adjustments

Diane Cox presented a proposal to the Committee to approve salary increase for two employees, Deborah Cozart and Katie Conner. The request was made as a result of exemplary performance by both Cozart and Conner and increased responsibilities adopted by both. The request was made to increase both employees' salaries to \$45,000 from \$41,375 and \$41,373 respectively.

Motion #3

A Motion to approve the salary adjustments was made by Danny Wright and seconded by Zelodis Jay. The Motion carried unanimously.

At this time Executive Director Diane Cox requested that the Executive Committee go into closed session pursuant to the NCGS 143-318.11 (a) (3).

Motion #4

Danny Wight made a motion to move to closed session which was seconded by Reggie Horton. The motion carried unanimously.

Motion #5

A Motion was made by Leo Kelly to move back into open session. The Motion was seconded by Zelodis Jay and carried unanimously.

Motion #6

John Alston made a Motion to reimburse L. Roberts Repairs & Builder, Inc. 90% of the remaining construction contract for the work completed on the home of Erma Alston of Louisburg, NC. Betty Wright seconded the Motion and the Motion carried unanimously.

Motion #7

There being no further business, Leo Kelly moved to adjourn. The motion was seconded by Betty Wright and carried unanimously.

Respectfully submitted,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

Minutes
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Kerr-Tar COG Office
January 23, 2020

Members Present

John Alston
Wayne Aycock
David Brooks
Carolyn Faines
Reggie Horton
Tresco Lea-Jeffers
Tom Lane
Jennifer Pierce
Betty Wright
Mike Felts

Kechia Brustmeyer-Brown
Quon Bridges
Walter Gardner
Wanda Henderson
Zelodis Jay
Leo Kelly
Kenneth Perry
Michael Williford
Danny Wright

Absent Members:

Mary Anderson
Jimmy Clayton
Kevin Easter
Fonzie Flowers
Jerry Joyner
Philip Meador
Walter Powell
Marsha Strawbridge

Francine Chavis
Sidney Dunston
Eddie Ellington
Carroll Harris
Dazale Kearney
Ruth Nance
David Smith
Jeff Tingen

COG Staff:

Diane Cox
Donna Lee
Deborah Cozart
Susan Tucker
Nancy Francis
Michael Kelly
Vincent Gilreath
Lou Grillo

Others:

Jim Wrenn
Sue Hinman
Tim Karan
Tommy Hester
Darryl Moss
Scott Hamilton
Mike Malecek
Roger Jackson

Invocation

Treasurer Walter Gardner asked Board Member Danny Wright to provide the invocation prior to dinner.

Call to Order

Treasurer Gardner called the meeting to order and welcomed guests.

Minutes

Gardner asked for the pleasure of the Board in regards to the Minutes of November 21, 2019 meeting that had been previously emailed to all members for review.

Motion # 1

Wayne Aycock made a motion to approve the Minutes as written. Michael Williford seconded the motion and the motion carried unanimously.

NEW BUSINESS

Finance Report

Treasurer Gardner asked Donna Lee to present the Finance Report. Donna reviewed the Finance Report, which ended December 31, 2019. Donna reviewed each fund in detail and advised the percentages expended to date.

Motion # 2

Motion made by Danny Wright to approve the Finance Report as presented for report ending December 31, 2019. Wanda Henderson seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS																
DECEMBER, 2019																
	EXPENDITURE		YTD		EXPENDITURE		% Expended	REVENUE		ACCOUNTS		ASSESSMENTS		TOTAL		Gain/(Loss)
	BUDGET	EXPEND	BALANCE	Expended	BUDGET	RECEIVED		RECEIVABLE	LOCAL MATCH	REVENUES						
GENERAL FUND - 10																
KITREDC	\$ 53,000	\$ 28,528.88	\$ 24,471.12	54%	\$ 53,000	\$ 25,177.37	\$ 3,351.51		\$ 28,528.88	\$ -						
EDA Planning	\$ 125,099	\$ 62,410.89	\$ 62,688.11	50%	\$ 75,059	\$ 25,932.54	\$ 11,513.99	24964.36	\$ 62,410.89	\$ -						
Revolving Loan Fund	\$ 20,000	\$ 1,677.49	\$ 18,322.51	8%	\$ 20,000	\$ -	\$ 1,677.49		\$ 1,677.49	\$ -						
Micro Loan Fund	\$ 4,500	\$ -	\$ 4,500.00	0%	\$ 4,500	\$ -	\$ -		\$ -	\$ -						
Rural Transportation	\$ 139,186	\$ 67,657.33	\$ 71,528.67	49%	\$ 111,349	\$ -	\$ 54,125.86	13531.47	\$ 67,657.33	\$ -						
CEAT	\$ 25,747	\$ 25,704.12	\$ 42.88	100%	\$ 20,597	\$ 20,142.76	\$ 420.54	5140.82	\$ 25,704.12	\$ -						
Mobility Manager	\$ 9,515	\$ -	\$ 9,515.00	0%	\$ 4,757	\$ -	\$ -	0.00	\$ -	\$ -						
Bunn Zoning	\$ 7,500	\$ 4,723.29	\$ 2,776.71	63%	\$ 7,500	\$ 4,468.36	\$ 254.93		\$ 4,723.29	\$ -						
Regional Agritourism Project	\$ 5,500	\$ 1,500.00	\$ 4,000.00	27%	\$ 5,500	\$ 5,500.00	\$ -		\$ 5,500.00	\$ 4,000.00						
Aging - Planning & Admin	\$ 207,808	\$ 60,098.49	\$ 147,709.51	29%	\$ 164,397	\$ 39,590.00	\$ 7,953.00	12554.57	\$ 60,097.57	\$ (0.92)						
Aging - Ombudsman	\$ 122,842	\$ 59,082.91	\$ 63,759.09	48%	\$ 110,565	\$ 44,705.00	\$ 8,469.62	5908.29	\$ 59,082.91	\$ -						
Aging - Elder Abuse	\$ 4,637	\$ 135.72	\$ 4,501.28	3%	\$ 4,173	\$ 122.00	\$ -	13.57	\$ 135.57	\$ (0.15)						
Aging - Evidence Based	\$ 22,088	\$ 5,902.66	\$ 16,185.34	27%	\$ 19,879	\$ 3,077.00	\$ 2,235.41	590.27	\$ 5,902.68	\$ 0.02						
Aging - AAA	\$ 48,263	\$ 48,245.73	\$ 17.27	100%	\$ 48,263	\$ 39,234.00	\$ 9,011.73		\$ 48,245.73	\$ -						
Aging - Medicare SHIP	\$ 5,000	\$ 4,996.13	\$ 3.87	100%	\$ 5,000	\$ 5,000.00	\$ -		\$ 5,000.00	\$ 3.87						
Aging - MIPPA	\$ 20,484	\$ 9,043.65	\$ 11,440.35	44%	\$ 20,484	\$ 5,032.00	\$ 4,011.65		\$ 9,043.65	\$ -						
Aging - Caregiver 811	\$ 65,065	\$ 31,176.48	\$ 33,888.52	48%	\$ 65,065	\$ 27,353.00	\$ 3,823.47		\$ 31,176.47	\$ -						
Aging - Caregiver 821	\$ 22,000	\$ 9,505.60	\$ 12,494.40	43%	\$ 22,000	\$ 7,732.00	\$ 1,773.60		\$ 9,505.60	\$ -						
Aging - Caregiver 841	\$ 22,000	\$ 3,792.01	\$ 18,207.99	17%	\$ 22,000	\$ 2,558.00	\$ 1,234.01		\$ 3,792.01	\$ -						
Aging - Caregiver Dir Vouchers	\$ 7,500	\$ 2,442.00	\$ 5,058.00	33%	\$ 7,500	\$ 1,486.00	\$ 956.00		\$ 2,442.00	\$ -						
Aging - LCA	\$ 3,000	\$ 969.21	\$ 2,030.79	32%	\$ 3,000	\$ 1,296.26	\$ (327.05)		\$ 969.21	\$ -						
Aging - NCDOT Project	\$ 190,397	\$ 20,066.04	\$ 170,330.96	11%	\$ 190,397	\$ 15,654.00	\$ 4,412.04		\$ 20,066.04	\$ -						
Aging - Senior Games	\$ 7,500	\$ -	\$ 7,500.00	0%	\$ 7,500	\$ -	\$ -		\$ -	\$ -						
WIOA - Adult	\$ 128,927	\$ 50,223.97	\$ 78,703.03	39%	\$ 128,927	\$ 42,257.62	\$ 7,966.35		\$ 50,223.97	\$ -						
WIOA - Youth	\$ 138,608	\$ 67,429.91	\$ 71,178.09	49%	\$ 138,608	\$ 59,298.49	\$ 8,131.42		\$ 67,429.91	\$ -						
WIOA - Dislocated Worker	\$ 151,800	\$ 58,208.65	\$ 93,591.35	38%	\$ 151,800	\$ 47,817.24	\$ 10,391.41		\$ 58,208.65	\$ -						
WIOA - Admin	\$ 179,911	\$ 78,943.23	\$ 100,967.77	44%	\$ 179,911	\$ 65,966.91	\$ 12,976.32		\$ 78,943.23	\$ -						
WIOA - Incumbent Worker	\$ 99,687	\$ 49,379.49	\$ 50,307.51	50%	\$ 99,687	\$ 41,143.75	\$ 8,235.74		\$ 49,379.49	\$ -						
WIOA - Re-Entry	\$ 30,000	\$ 23,507.82	\$ 6,492.18	78%	\$ 30,000	\$ 23,507.82	\$ -		\$ 23,507.82	\$ -						
Granville Co SFR	\$ 32,703	\$ 22,262.67	\$ 10,440.33	68%	\$ 32,703	\$ 27,388.00	\$ -		\$ 27,388.00	\$ 5,125.33						
Franklin Co SFR	\$ 47,365	\$ 17,178.08	\$ 30,186.92	36%	\$ 47,365	\$ 37,181.54	\$ -		\$ 37,181.54	\$ 20,003.46						
Person County SFR	\$ 105,000	\$ 3,655.82	\$ 101,344.18	3%	\$ 105,000	\$ 9,563.73	\$ -		\$ 9,563.73	\$ 5,907.91						
Vance County SFR	\$ 170,000	\$ 33,569.77	\$ 136,430.23	20%	\$ 170,000	\$ 10,376.00	\$ -		\$ 10,376.00	\$ (23,193.77)						

Warren County SFR	\$ 175,000	\$ 3,099.21	\$ 171,900.79	2%	\$ 175,000	\$ 2,019.00	\$ 1,080.21	\$ 3,099.21	\$ -	
Urgent Repair	\$ 200,000	\$ 7,944.00	\$ 192,056.00	4%	\$ 200,000	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 92,056.00	
Miscellaneous	\$ -	\$ (2,695.00)	\$ 2,695.00		\$ 21,051	\$ 8,681.54	\$ -	\$ 8,681.54	\$ 11,376.54	
Bank Interest	\$ -	\$ -	\$ -		\$ 3,500	\$ 2,030.52	\$ -	\$ 2,030.52	\$ 2,030.52	
TOTALS	\$ 2,597,632	\$ 860,366.25	\$ 1,737,265.75	33%	\$ 2,476,037	\$ 751,292.45	\$ 163,679.25	62,703.35	\$ 977,675.05	\$ 117,308.81
AGING FUND - 11										
Aging - Block Grant										
Franklin County	\$ 499,347	\$ 180,862.00	\$ 318,485.00	36%	\$ 499,347	\$ 180,862.00	\$ -	\$ 180,862.00	\$ -	\$ -
Granville County	\$ 471,541	\$ 142,683.00	\$ 328,858.00	30%	\$ 471,541	\$ 142,683.00	\$ -	\$ 142,683.00	\$ -	\$ -
Person County	\$ 357,483	\$ 130,980.00	\$ 226,503.00	37%	\$ 357,483	\$ 130,980.00	\$ -	\$ 130,980.00	\$ -	\$ -
Vance County	\$ 375,490	\$ 124,009.00	\$ 251,481.00	33%	\$ 375,490	\$ 124,009.00	\$ -	\$ 124,009.00	\$ -	\$ -
Warren County	\$ 278,922	\$ 102,194.00	\$ 176,728.00	37%	\$ 278,922	\$ 102,194.00	\$ -	\$ 102,194.00	\$ -	\$ -
Aging - NSIP	\$ -	\$ 30,048.00	\$ (30,048.00)		\$ -	\$ 30,048.00	\$ -	\$ 30,048.00	\$ -	\$ -
Aging - Legal	\$ 10,190	\$ 6,673.00	\$ 3,517.00	65%	\$ 10,190	\$ 6,673.00	\$ -	\$ 6,673.00	\$ -	\$ -
Aging - General Purpose										
Franklin County	\$ 21,386	\$ -	\$ 21,386.00	0%	\$ 21,386	\$ -	\$ -	\$ -	\$ -	\$ -
Granville County	\$ 17,821	\$ 301.00	\$ 17,520.00	2%	\$ 17,821	\$ 301.00	\$ -	\$ 301.00	\$ -	\$ -
Person County	\$ 10,693	\$ 5,625.00	\$ 5,068.00	53%	\$ 10,693	\$ 5,625.00	\$ -	\$ 5,625.00	\$ -	\$ -
Vance County	\$ 10,693	\$ -	\$ 10,693.00	0%	\$ 10,693	\$ -	\$ -	\$ -	\$ -	\$ -
Warren County	\$ 10,693	\$ 3,939.00	\$ 6,754.00	37%	\$ 10,693	\$ 3,939.00	\$ -	\$ 3,939.00	\$ -	\$ -
Aging - Caregiver										
Franklin County	\$ 4,000	\$ 2,352.00	\$ 1,648.00	59%	\$ 4,000	\$ 2,352.00	\$ -	\$ 2,352.00	\$ -	\$ -
Granville County	\$ 4,000	\$ 1,008.00	\$ 2,992.00	25%	\$ 4,000	\$ 1,008.00	\$ -	\$ 1,008.00	\$ -	\$ -
Person County	\$ 4,000	\$ 1,287.00	\$ 2,713.00	32%	\$ 4,000	\$ 1,287.00	\$ -	\$ 1,287.00	\$ -	\$ -
Vance County	\$ 4,000	\$ 1,838.00	\$ 2,162.00	46%	\$ 4,000	\$ 1,838.00	\$ -	\$ 1,838.00	\$ -	\$ -
Warren County	\$ 4,000	\$ -	\$ 4,000.00	0%	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -
Aging - Fans	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 2,084,259	\$ 733,799.00	\$ 1,350,460.00	35%	\$ 2,084,259	\$ 733,799.00	\$ -	\$ 733,799.00	\$ -	\$ -

WORKFORCE - FUND 13

Adult - EDSI	\$	350,000	\$	114,914.57	\$	235,085.43	33%	\$	350,000	\$	114,914.57	\$	-	\$	114,914.57	\$	-		
Youth																			
VGCC	\$	100,000	\$	41,111.70	\$	58,888.30	41%	\$	100,000	\$	41,111.70	\$	-	\$	41,111.70	\$	-		
PCC	\$	150,000	\$	31,719.10	\$	118,280.90	21%	\$	150,000	\$	31,719.10	\$	-	\$	31,719.10	\$	-		
EDSI	\$	200,000	\$	57,476.31	\$	142,523.69	29%	\$	200,000	\$	57,476.31	\$	-	\$	57,476.31	\$	-		
Finish Line Grant																			
VGCC	\$	24,005	\$	-	\$	24,005.00	0%	\$	24,005	\$	-	\$	-	\$	-	\$	-		
PCC	\$	13,303	\$	542.06	\$	12,760.94	4%	\$	13,303	\$	542.06	\$	-	\$	542.06	\$	-		
Dislocated Worker-EDSI	\$	250,000	\$	97,486.56	\$	152,513.44	39%	\$	250,000	\$	97,486.56	\$	-	\$	97,486.56	\$	-		
IW Contract Stay On-Line	\$	7,298	\$	6,900.00	\$	398.00	95%	\$	7,298	\$	6,900.00	\$	-	\$	6,900.00	\$	-		
TOTALS	\$	1,094,606	\$	350,150.30	\$	744,057.70	32%	\$	1,094,606	\$	350,150.30	\$	-	\$	350,150.30	\$	-		
ALL TOTALS	\$	5,776,497	\$	1,944,316	\$	3,831,783		\$	5,654,902	\$	1,835,242	\$	163,679	\$	62,703	\$	2,061,624	\$	117,309

Revolving Loan Fund:

FYTD Loaned	\$	-
FYTD Interest Earned on Loans	\$	13,280.81
FYTD Bank Interest Earned	\$	4,705.54

MICRO Loan Fund:

FYTD loaned	\$	-
FYTD interest Earned on Loans	\$	143.19
FYTD Bank interest Earned	\$	540.15

BANK ACCOUNT BALANCES		12/31/19
BB&T	COG Operating Account	\$ 685,819.52
BB&T	RLF Account	\$ 75,835.03
NCCMT	RLF Account	\$ 485,125.51
NCCMT	Micro Account	\$ 58,380.49
TOTAL		\$ 1,305,160.55

SIGNED: Donna Crocker Lee 1/7/20

Budget Amendments

Donna Lee reviewed the budget amendments ending December 31, 2019. These included the Safe Routes to School Grant in the amount of \$50,000, a reduction to MIPPA funding, an allocation for WIOA Infrastructure and two new housing grants for 2019.

Budget Amendments

Motion # 3

Motion made by Danny Wright to approve the Budget Amendments as presented. Zelodis Jay seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, January 23, 2020

FY 19-20

FUND 10 - GENERAL FUND

BUDGET AMENDMENT # 9	A/C #	BUDGET	CHANGE	REQUESTED
<u>SAFE ROUTES TO SCHOOL</u>				
<u>EXPENDITURES</u>	<u>4988</u>			
Salary - Regional Planner	150	0	6,915	6,915
Salary - Regional Planner / RPO	156	0	1,055	1,055
Salary - SRS Program Coordinator	182	0	9,247	9,247
Supplies	260	0	1,000	1,000
Travel	314	0	1,500	1,500
Printing	341	0	2,000	2,000
Training	350	0	5,582	5,582
Advertising	370	0	3,500	3,500
Fringe Benefits	690	0	6,309	6,309
Indirect Costs	790	0	9,448	9,448
Program Costs	795	0	3,444	3,444
TOTAL EXPENDITURES		0	50,000	50,000
<u>SAFE ROUTES TO SCHOOL</u>	<u>3485</u>			
<u>REVENUE</u>	500	0	50,000	50,000
This amendment represents a new grant.				

BUDGET AMENDMENT # 10	A/C #	BUDGET	CHANGE	REQUESTED
<u>AGING - MIPPA</u>				
<u>EXPENDITURES</u>	<u>5916</u>			
Salary - Caregiver Specialist	152	5,877	-412	5,465
Salary - Aging Projects Coordinator	153	1,269	0	1,269
Supplies	260	1,041	-1,041	0
Travel	314	997	-297	700
Printing	341	1,919	-919	1,000
Advertising	370	6,641	0	6,641
Fringe Benefits	690	2,740	-158	2,582
TOTAL EXPENDITURES		20,484	-2,827	17,657
<u>AGING - MIPPA</u>	<u>3615</u>			
<u>REVENUE</u>	000	20,484	-2,827	17,657
This amendment represents the actual grant amount for 19-20 with carry-forward.				

BUDGET AMENDMENT # 11	A/C #	BUDGET	CHANGE	REQUESTED
WIOA - INFRASTRUCTURE				
EXPENDITURES	6985			
Supplies	260	0	1,500	1,500
Infrastructure	619	0	16,548	16,548
TOTAL EXPENDITURES		0	18,048	18,048
WIOA - INFRASTRUCTURE	3795			
REVENUE	010	0	18,048	18,048
This amendment represents a new allocation.				

BUDGET AMENDMENT # 12	A/C #	BUDGET	CHANGE	REQUESTED
GRANVILLE CO SFR 19				
EXPENDITURES	7209			
Salary - Executive Director	130	0	1,970	1,970
Salary - Finance Assistant	144	0	1,697	1,697
Contracted Services	200	0	31,650	31,650
Housing Rehab	201	0	150,000	150,000
Legal Fees	202	0	400	400
Fringe Benefits	690	0	1,409	1,409
Indirect Costs	790	0	2,106	2,106
Program Costs	795	0	768	768
		0	190,000	190,000
GRANVILLE CO SFR 19	3475			
REVENUES	139	0	190,000	190,000
This amendment represents a new grant.				

BUDGET AMENDMENT # 13	A/C #	BUDGET	CHANGE	REQUESTED
FRANKLIN CO SFR 19				
EXPENDITURES	7549			
Salary - Executive Director	130	0	1,970	1,970
Salary - Finance Assistant	144	0	1,697	1,697
Contracted Services	200	0	31,650	31,650
Housing Rehab	201	0	150,000	150,000
Legal Fees	202	0	400	400
Fringe Benefits	690	0	1,409	1,409
Indirect Costs	790	0	2,106	2,106
Program Costs	795	0	768	768
		0	190,000	190,000
FRANKLIN CO SFR 19	3475			
REVENUES	209	0	190,000	190,000
This amendment represents a new grant.				

FUND 11 - AGING FUND

BUDGET AMENDMENT # 6	A/C #	BUDGET	CHANGE	REQUESTED
AGING - GENERAL PURPOSE				
EXPENDITURES	5800			
Franklin County	601	21,386	-240	21,146
Granville County	602	17,821	-199	17,622
Person County	603	10,693	-119	10,574
Vance County	604	10,693	-119	10,574
Warren County	605	10,693	-119	10,574
		71,286	-796	70,490
AGING - GENERAL PURPOSE	3518			
REVENUE	010	71,286	-796	70,490
		71,286	-796	70,490
This amendment represents actual grant funds received for 19-20.				

FUND 13 - WIOA FUND

<u>BUDGET AMENDMENT # 3</u>	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<u>WIOA - INFRASTRUCTURE COSTS</u>				
<u>EXPENDITURES</u>	<u>6905</u>			
EDSI	619	0	91,000	91,000
<u>WIOA - INFRASTRUCTURE COSTS</u>	<u>3745</u>			
<u>REVENUE</u>	<u>010</u>	<u>0</u>	<u>91,000</u>	<u>91,000</u>
This amendment represents a new allocation.				

Executive Director's Report

Executive Director Diane Cox highlighted the following in her report to the Board of Directors and she asked that Board Members be sure to share this information with their respective boards:

Planning

- *Focus 20/20*, the region's inaugural Economic Development Summit, will be held on February 20th at McGregor Hall in Henderson. The event will feature best-selling author Doug Griffiths, author of *13 Ways to Kill Your Community* and other economic leaders. To date over 150 participants have registered, and Board members are encouraged to register and attend.
- Any municipality or county interested in learning about water resources should attend the NC DEQ water resources training being held in March. For More information, please contact the Planning Department.
- The Secretary of State's office will be hosting trainings on municipal annexations in preparation for the 2020 Census. Currently, the COG is gathering interest in hopes of having a training in the Kerr-Tar Region.

Aging

- Senior Games registration has begun. The games will run March 27 through May 22.
- The Family Caregiver Support Program has assisted nine local Caregivers with respite care vouchers to assist in paying for care for their loved ones. One voucher still remains, and the program has received much positive feedback.
- The next RAAC meeting will be held February 12th

Workforce

- A specialized job fair and hiring event for Advanced Manufacturing is planned for April 2, 2020. Sixteen businesses are scheduled to participate and the fair is open to residents of all counties.
- Since the last Board Meeting, the WDB has met and approved the following RFP for Program Year 2020:
 - Adult/DW – EDSI
 - Youth EDSI
 - Youth PCC
 - Youth VGCC

Nomination of Vice Chairman

Treasurer Gardner recognized Board Member Treco Lea-Jeffers, who spoke on behalf of the Nominating Committee. Jeffers and the Committee recommended Board Member Leo Kelly of Vance County to replace Gary Plummer as Vice Chairman of the Kerr-Tar Regional Council of Governments Board of Directors for the remainder of the 2020 fiscal year.

As this is a committee recommendation and does not require a second, Treasurer Gardner called for a vote of Approval. Kelly is approved unanimously.

Audit Report

The Audit Report is postponed due to illness.

Golden Leaf Foundation

Treasurer Gardner welcomed Scott Hamilton, President of the Golden Leaf Foundation, as guest speaker for the evening.

Highlights of Mr. Hamilton's presentation:

- Leaf stands for "Long-term Economic Advancement Foundation"
- Economic Advancement creates prosperity, which in turn creates jobs. Jobs then create hope, opportunity and dignity.
- Golden Leaf focuses on rural, tobacco-dependent distressed counties in North Carolina through initiatives such as:
 - The Golden Leaf Foundation open grants program
 - Economic Catalyst Program
 - Community Grant Initiative
 - Disaster Recovery Funding
- A new initiative called Golden Leaf Opportunity for Workers (GLOW) focuses on the hard to employ by working to remove barriers to employment and increase workforce participation
- Golden Leaf has provided scholarships for over 20 years
 - 660 students in Region K have received 2-year scholarships
 - 360 of those have received 4 year scholarships
- Golden Leaf funds projects that invest in communities with a strategic focus with an expectation of return on investment in the form of economic advancement.

Treasurer Gardner called for Public Announcements and Comments. As none were offered and there being no further business, the meeting adjourned.

Sincerely,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

**Kerr Tar Regional Council of Governments
Board of Directors
Executive Committee
March 26, 2020**

Members

John Alston
Reggie Horton
Zelodis Jay
Danny Wright
Jimmy Clayton
Walter Powell
Betty Wright

Walter Gardner
Leo Kelly
Betty Wright
Tom Lane
Sidney Dunston
David Smith

COG Staff:

Diane Cox
Donna Lee
Susan Tucker

Others:

Dean Overby – William L. Stark and Company
Jim Wrenn

Roll Call

As the meeting was conducted via conference call, a voice roll call was requested and a quorum confirmed.

Call to Order

As a quorum was present, Chairman Sidney Dunston called the meeting to order and welcomed members.

Audit Report

Executive Director Diane Cox asked Dean Overby of William L. Stark and Company to proceed with a review of the 2019 Financial Audit Report of the Kerr Tar Regional Council of Governments.

Dean asked members to follow him through the audit beginning on Page 1 with the Independent Auditor's Report. He also informed the Executive Committee that this audit was of 'unmodified' opinion (clean) and there were no findings. He then reviewed the information on Page 4 with the annual financial highlights of assets, liabilities, governmental funds and the council's total debt.

He continued by reviewing the Accounts Payable, General Fund, Unassigned Fund Balance as well as funds that would be collected from Accounts Receivable. General Fund Balance increased from \$263,509 in 2018 to \$307,668 in 2019. Dean continued by reviewing notes in the Financial Statements, including OPEB, Microloan, RLF and Compliance reviews during audits of Aging and Workforce programs. Again stating there were no findings.

Danny Wright confirmed with Executive Committee Members he was pleased with the report.

Motion #1

Motion made by Danny Wright to approve the Report as presented. David Smith seconded the motion. The motion carried unanimously.

Assessment Rate

Executive Director Diane Cox presented the proposed Assessment Rate for Fiscal Year 2020/2021. The suggested rate was 64 cents per capita, the same as the prior year. Cox noted that while all grant allocations have not yet been received, major increases or decreases in allocations are not expected.

Motion #2

David Smith moved that the proposed Assessment Rate be approved. Walter Gardner seconded the motion and the motion carried unanimously.

RLF Loan Modification

Diane Cox presented a recommendation that the terms of the revolving loan held by the 1792 Beer Company of Roxboro be modified to interest only payments for 180 days. Cox noted that to date all payments were current and on time, however the business has been significantly impacted by Governor Roy Cooper's Executive Order of closure for non-essential businesses due to the Covid-19 crisis.

Motion #3

David Smith moved that the loan terms be modified. The motion was seconded by Danny Wright and carried unanimously.

Motion #4

There being no further business, Danny Wright moved that the meeting be adjourned. The motion was seconded by Betty Wright and carried unanimously.

Thus, with a message of safety and well wishes, Chairman Sidney Dunston adjourned the meeting at 6:30 PM.

Respectfully submitted,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

**Kerr Tar Regional Council of Governments
Board of Directors**

March 26, 2020

Members Present

John Alston	Mary Anderson
Wayne Aycock	Kechia Brustmeyer-Brown
Jimmy Clayton	Sidney Dunston
Carolyn Faines	Walter Gardner
Wanda Henderson	Reggie Horton
Zelodis Jay	Jennifer Jordan Pierce
Dazale Kearney	Leo Kelly
Tom Lane	Treco Lea-Jeffers
Ruth Nance	Kenneth Perry
Walter Powell	David Smith
Danny Wright	Betty Wright

COG Staff:

Diane Cox
Donna Lee
Susan Tucker

Others:

Dean Overby – William L. Stark and Company
Jim Wrenn

Roll Call

As the meeting was conducted via conference call, a voice roll call was requested and a quorum confirmed.

Call to Order

As a quorum was present, Chairman Sidney Dunston called the meeting to order at 6:30 PM and welcomed members.

Audit Report

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Dean asked members to follow him through the audit beginning on Page 1 with the Independent Auditor's Report. He also informed the Board that this audit was of 'unmodified' opinion (clean) and there were no findings. He then reviewed the information on Page 4 with the annual financial highlights of assets, liabilities, governmental funds and the council's total debt.

He continued by reviewing the Accounts Payable, General Fund, Unassigned Fund Balance as well as funds that would be collected from Accounts Receivable. General Fund Balance increased from \$263,509 in 2018 to \$307,668 in 2019. Dean continued by reviewing notes in the Financial Statements, including OPEB, Microloan, RLF and Compliance reviews during audits of Aging and Workforce programs. Again stating there were no findings.

Motion #1

Motion made by Danny Wright to approve the Report as presented. Zelodis Jay seconded the motion. The motion carried unanimously.

Assessment Rate

Executive Director Diane Cox presented the proposed Assessment Rate for Fiscal Year 2020/2021. The suggested rate was 64 cents per capita, the same as the prior year. Cox noted that while all grant allocations have not yet been received, major increases or decreases in allocations are not expected.

Motion #2

Wayne Aycock moved that the proposed Assessment Rate be approved. David Smith seconded the motion and the motion carried unanimously.

Policy for Inclement Weather/Emergency Closing

Diane Cox presented a proposed modification to the Personnel Policies of the Kerr Tar Regional Council of Governments. She noted that in a review of the Personnel Policy there is currently no provision for temporary closure due to inclement weather or other emergency. In keeping with Uniform Guidance, in order for the COG to be reimbursed for salaries and other expenditures during emergency closure, this must be included in the policy. Cox proposed the following addition:

Section 27. Inclement Weather and Other Emergencies

If the COG operating hours are modified due to inclement weather or other emergencies, employees who are absent from work will be required to take Annual leave for those hours the COG is officially open during their work schedule.

Inclusion of this change, Cox noted, will allow the COG to seek federal reimbursement for salaries paid out during emergency closure. Attorney Jim Wrenn added his endorsement to the policy change.

Motion #3

Danny Wright moved that the Personnel Policies modified per the recommendation. The motion was seconded by David Smith and carried unanimously.

Covid-19 Update

Diane Cox added an update for the Board, noting that since March 18th the COG staff have combined teleworking and staggered shifts to ensure that the COG is able to meet obligations under state and federal grants. These adjustments are made in compliance with Executive Orders 120 and 121, issued by Governor Roy Cooper in response to the Covid-19 crisis. Employees who are not teleworking are practicing strict social distancing as per guidance from the state and federal level.

Motion #4

There being no further business, Wayne Aycock moved that the meeting be adjourned. The motion was seconded by Wanda Henderson and carried unanimously.

Thus, with a message of safety and well wishes, Chairman Sidney Dunston adjourned the meeting at 6:30 PM.

Respectfully submitted,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

**Kerr Tar Regional Council of Governments
Board of Directors
Executive Committee
April 14, 2020**

Members

John Alston
Reggie Horton
Danny Wright
Jimmy Clayton
David Smith

Walter Gardner
Betty Wright
Tom Lane
Sidney Dunston

COG Staff:

Diane Cox
Susan Tucker

Others:

Jim Wrenn

Roll Call

As the meeting was conducted via conference call, a voice roll call was requested and a quorum confirmed.

Call to Order

As a quorum was present, Chairman Sidney Dunston called the meeting to order and welcomed members.

RLF Loan Modification

Diane Cox presented a recommendation that, at the request of the borrower and with adequate justification, the terms of revolving loans be modified to interest only payments for 180 days. Cox noted that several loan holders had requested modification, and that the businesses of all has been significantly impacted by Governor Roy Cooper's Executive Order of closure for no-essential businesses due to the Covid-19 crisis.

Motion #1

Tom Lane moved that the loan terms be modified. The motion was seconded by Betty Wright and carried unanimously.

Motion #2

There being no further business, Jimmy Clayton moved that the meeting be adjourned. The motion was seconded by David Smith and carried unanimously.

Thus, with a message of safety and well wishes, Chairman Sidney Dunston adjourned the meeting at 9:15 AM.

Respectfully submitted,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

[illegible]

[illegible]

WORKFORCE - FUND 13																	
Adult - EDSI	\$	350,000	\$	206,917.15	\$	143,082.85	59%	\$	350,000	\$	206,917.15	\$	-	\$	206,917.15	\$	-
Youth														\$	-		
VGCC	\$	100,000	\$	70,936.63	\$	29,063.37	71%	\$	100,000	\$	70,883.61	\$	53.02	\$	70,936.63	\$	-
PCC	\$	150,000	\$	59,550.92	\$	90,449.08	40%	\$	150,000	\$	59,550.92	\$	-	\$	59,550.92	\$	-
EDSI	\$	200,000	\$	128,791.94	\$	71,208.06	64%	\$	200,000	\$	116,602.02	\$	12,189.92	\$	128,791.94	\$	-
Finish Line Grant														\$	-		
VGCC	\$	24,005	\$	3,851.18	\$	20,153.82	16%	\$	24,005	\$	3,851.18	\$	-	\$	3,851.18	\$	-
PCC	\$	13,303	\$	4,469.32	\$	8,833.68	34%	\$	13,303	\$	3,043.22	\$	1,426.10	\$	4,469.32	\$	-
Dislocated Worker-EDSI	\$	250,000	\$	166,249.15	\$	83,750.85	66%	\$	250,000	\$	166,249.15	\$	-	\$	166,249.15	\$	-
Infrastructure - EDSI	\$	91,000	\$	53,565.01	\$	37,434.99	59%	\$	91,000	\$	54,451.34	\$	-	\$	54,451.34	\$	886.33
IW Contract Stay On-Line	\$	7,298	\$	6,900.00	\$	398.00	95%	\$	7,298	\$	6,900.00	\$	-	\$	6,900.00	\$	-
TOTALS	\$	1,185,606	\$	701,231.30	\$	446,541.71	59%	\$	1,185,606	\$	688,448.59	\$	13,669.04	\$	702,117.63	\$	886.33
ALL TOTALS	\$	6,311,922	\$	3,765,857	\$	2,508,232		\$	6,190,327	\$	3,638,375	\$	224,729	\$	109,845	\$	3,972,948
Revolving Loan Fund:																	
FYTD Loaned	\$	-															
FYTD Interest Earned on Loans	\$	21,640.65															
FYTD Bank Interest Earned	\$	6,733.39															
MICRO Loan Fund:																	
FYTD Loaned	\$	-															
FYTD Interest Earned on Loans	\$	218.10															
FYTD Bank Interest Earned	\$	746.72															
BANK ACCOUNT BALANCES 4/30/20																	
										</							

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, May 28, 2020**

FY 19-20

FUND 10 - GENERAL FUND

BUDGET AMENDMENT # 14	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
BUNN ZONING				
<u>EXPENDITURES</u>	<u>5015</u>			
Salary - Planning Director	146	3,730	1,200	4,930
Supplies	260	110	0	110
Travel	314	135	0	135
Fringe Benefits	690	1,152	460	1,612
Indirect Costs	790	1,739	690	2,429
Program Costs	795	<u>634</u>	<u>250</u>	<u>884</u>
TOTAL EXPENDITURES		7,500	2,600	10,100
BUNN ZONING	<u>3475</u>			
REVENUES	223	7,500	2,600	10,100
This amendment represents additional grant work.				

BUDGET AMENDMENT # 15	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
PIVOT LOANS				
<u>EXPENDITURES</u>	<u>4925</u>			
Person County	000	0	100,000	100,000
PIVOT LOANS	<u>3425</u>			
REVENUE	000	0	100,000	100,000
This amendment represents a loan program for Covid 19 relief.				

BUDGET AMENDMENT # 16	A/C #	BUDGET	CHANGE	REQUESTED
WIOA TELEWORK GRANT				
EXPENDITURES	6995			
Supplies	260	0	3,000	3,000
WIOA TELEWORK GRANT	3797			
REVENUE	010	0	3,000	3,000
This amendment represents a new allocation related to Covid 19.				

BUDGET AMENDMENT # 17	A/C #	BUDGET	CHANGE	REQUESTED
FRANKLIN CO SFR				
EXPENDITURES	7540			
Salary - Executive Director	130	492	350	842
Salary - Finance Assistant	144	530	450	980
Contracted Services	200	9,966	4,125	14,091
Housing Rehab	201	35,000	23,600	58,600
Legal Fees	202	184	650	834
Fringe Benefits	690	392	275	667
Indirect Costs	790	587	400	987
Program Costs	795	214	150	364
		47,365	30,000	77,365
FRANKLIN CO SFR	3475			
REVENUES	214	47,365	30,000	77,365
This amendment represents additional grant work.				

FUND 11 - AGING FUND

BUDGET AMENDMENT # 7	A/C #	BUDGET	CHANGE	REQUESTED
AGING - Families First Coronavirus Relief Act				
EXPENDITURES	5019			
Franklin County	601	0	59,957	59,957
Granville County	602	0	56,229	56,229
Person County	603	0	38,699	38,699
Vance County	604	0	44,151	44,151
Warren County	605	0	26,797	26,797
		0	225,833	225,833
AGING - Families First Coronavirus Relief Act				
REVENUE	3019			
Franklin County	601	0	59,957	59,957
Granville County	602	0	56,229	56,229
Person County	603	0	38,699	38,699
Vance County	604	0	44,151	44,151
Warren County	605	0	26,797	26,797
			225,833	225,833
This amendment represents new grant funds.				

FUND 13 - WIOA FUND

BUDGET AMENDMENT # 4	A/C #	BUDGET	CHANGE	REQUESTED
WIOA - INCUMBENT WORKER CONTRACTS				
EXPENDITURES	6930			
P&A Industrial Fabrications, LLC	630	0	10,000	10,000
		0	10,000	10,000
WIOA - INCUMBENT WORKER CONTRACTS	3749			
REVENUE	000	0	10,000	10,000
This amendment represents a new grant.				

EXECUTIVE DIRECTOR'S REPORT
May 28, 2020

Kerr-Tar Regional Council of Governments is committed to assisting local governments working diligently on the frontlines and finding opportunities for partnership, idea-sharing, and resourcefulness in response to COVID-19 challenges. While offices remain closed to the public, staff have returned to the office. Over the last 6-8 weeks, the majority of the staff successfully teleworked and continued the mission of the organization and assisted local governments across our region. Many programs and projects have continued with business as usual, shifting to virtual meetings and online collaboration to meet timelines and achieve intended results.

Planning Department Activities:

On February 20, the COG hosted a regional economic development Summit entitled: Focus 20/20 at McGregor Hall. The event featured Mr. Doug Griffiths, author and community facilitator as the keynote speaker. Key areas the Summit focused on were panel discussions involving: *the state of the economy; economic investment; entrepreneurship, and workforce development*. We were pleased with the response, this event had a total of 245 individuals in attendance ranging from economic developers; elected officials; industry leaders; the community college; and the public. According to post-event survey results, participants enjoyed the speakers and topics covered. The COG hopes to have a video of the event, once editing is complete uploaded onto our website.

In March, the region was visited by Mr. Ivan Baker affiliated with IEDC's Disaster Recovery Volunteer Program. Mr. Baker met with our region's Economic Development Directors and toured our region. Ultimately, Mr. Baker made recommendations for maximizing our Triangle North site emphasizing; *economic development in good economies and during recessions, demands creativity, planning and competitive strategies. Significant advantages of Triangle North exist because of existing industrial success, workforce, and proximity to Raleigh-Durham. As site-quality improves to shovel-ready status, the competitiveness of the region will also improve.*

The Council of Governments hosted a municipal annexation workshop facilitated by the NC Secretary of State's Office. This training focused on properly recording municipal annexations to ensure accuracy in the 2020 Census. The COG is appreciative of our member governments attending this training.

The Town of Louisburg was awarded a Community Development Block Grant Infrastructure grant in the amount of \$532,100 by the NC Division of Water Infrastructure. The grant funds will go towards waterline improvement projects along Bullock Dr., Wright St., and Westover Rd. The COG will serve as the grant administrator.

Person County EDC established an emergency assistance loan program to provide a rapid source of economic assistance for Person County-based businesses that have been impacted by COVID-19. This program is supported by Person County and is administered by the Kerr Tar Council of Governments.

The Economic Development Administration is pleased to offer funding as a result COVID-19. Congress has appropriated \$1.5 Billion through the CARES Act, with approximately \$248,000,000 going to the Atlanta Regional Office. Under this legislation, funds are extended to applicants showing future projects; "*would prevent, prepare for and respond to Coronavirus or respond to economic injury as a result of Coronavirus.*" The COG is working with the EDA and our region's Economic Developers on applying for such funding.

The Economic Development Administration has supplemental funding available to EDD's for the undertaking one or more of the following: (1) [T]he development of an economic recovery and resilience plan, tied to the applicant's approved CEDS, to address the economic impacts of the coronavirus pandemic; (2) [T]he deployment of disaster recovery coordinators to orchestrate your region's response to the pandemic; (3) [T]he provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations; and (4) [T]he funding of appropriate technology and staff support for these pandemic-response activities. The period of performance is 24 months. EDA will fund the supplemental award at 100%. The COF fully intends to apply for this supplemental funding through EDA.

FEMA is offering public assistance to local governments impacted by COVID-19. Any local government that experienced increased costs as a direct result of COVID-19 is encouraged to apply. The General Assembly has designated regional Council of Governments to administer FEMA PA funds.

Area Agency on Aging Program Activities:

Since January, KTAAA conducted service monitoring for Senior Centers, and participated in Person County's SCOPE recertification, which resulted in their being awarded a Certificate of Excellence. In February we held a Regional Aging Advisory Committee meeting which was well-attended, and in which the state's Director of Aging and Adult Services, Joyce-Massey-Smith, gave a presentation on the needs of older adults in rural communities. The state went into Covid-19 lockdown in March.

KTAAA assisted the region's Senior Centers with their closure plans. All classes and Center activities were discontinued, and the congregate nutrition program was changed to a drive-by pick-up or home-delivered meal service. Our centers are now providing hot meals, shelf-stable meals and frozen meals to participants on a daily basis. Some Centers are also providing meals on Saturdays. Some local charities have shared fresh produce with the Senior Centers, who include it with their regular meal deliveries. The state has provided all AAAs with emergency funding to support and increase nutrition services during the pandemic. KTAAA has been in frequent contact with all our Senior Centers about maintaining and increasing nutrition services to our older adults, and managing the coding and funding changes associated with COVID. Since the start of the lockdown, our region has increased the number of older adults in our nutrition programs. Local businesses have also been developing new resources, such as tailoring pre-packaged meals to the needs of older adults. The Senior Centers are now in the planning stage for reopening their facilities, following the Governor's three-phase plan. It is currently anticipated that the Centers will reopen sometime after July, but this could change.

Due to the pandemic, extensive networking and reporting is required by the state on a daily and weekly basis for all programs and services. The state has been instrumental in connecting AAAs with their local emergency management resources, and KTAAA has received assistance with several COVID-related needs. Our regional transportation services (KARTS and PATS) have been very helpful with meal delivery and maintaining medical transportation for our older adults. KTAAA has also been in daily contact with all other NC AAAs for sharing ideas and practices, via emails and weekly conference calls. All NC AAAs meet weekly with the Department of Health and Human Services, Division of Aging and Adult Services, for resources updates, troubleshooting and planning.

At the same time, Home and Community Care Block Grant planning is taking place via conference calls and emails. KTAAA's Regional Area Aging Plan is in process, with a due date of July 1st.

The department has provided ongoing support to senior centers, family caregiver support groups, nursing homes and CAC volunteers. Meetings have been held by conference line or via virtual meeting. Staff have been innovative with needs and solutions.

Ombudsman: Our regional ombudsman has been restricted by the state from entering nursing homes or congregate living sites but is still under a duty to protect residents and respond to complaints. She has been conducting “virtual visits” via live on-line visits, in which a facility staff person carries a tablet through the facility so our ombudsman can view the halls, group rooms and residents’ rooms. She is able to chat with residents, face to face through the tablet, and residents have been very receptive and appreciative. Many of them are completely new to the technology and are enjoying the new experiences. Unfortunately several of our region’s congregate living facilities have had COVID outbreaks, and residents and staff have been affected.

Family Caregiver Support Program: Staff has maintained regular phone contact with all participants and has continued to manage the Caregiver Respite voucher program. FCSP support groups in each county have had virtual meetings on a regular basis. Staff has provided personal supplies to participants via “contact-less” delivery. Staff were guests on the local WICZ radio program in April during which they discussed KTAAA services and how the agency has maintained and supported services to our older adults during this time.

Senior Games and other events: Staff has actively participated in planning for Senior Games and was part of the NC Senior Games decision to cancel the games this year, in light of the pandemic. Staff stayed in close contact with the Senior Games Steering Committee and with games registrants. Everyone is disappointed, and we have tentative plans to hold a Games-related event when COVID restrictions are lifted. Other events, such as community fairs, have also been cancelled or postponed for now. Staff maintains involvement with regional community groups via virtual meetings.

Evidence-based Health Promotion programs: All classes were cancelled. The state is developing virtual programs so participants can maintain their physical activity during this time. Senior Centers and the KTAAA program coordinator are actively pursuing virtual options and new programs that we can offer once restrictions are lifted.

KTAAA staff has maintained engagement with programs, participants and the Senior Centers. We are innovating and responsive to new demands and ideas.

Workforce Development Program Activities:

NC Career Centers in Oxford and Henderson were re-certified and Workforce Development Board received recognition by NCWorks Commission on February 12th.

Response to COVID-19: Business Services and Talent Employment Team Members have developed a Virtual Method to conduct rapid response meetings for companies who had COVID related layoffs.

Programmatic and Financial monitoring took place in March and April. Programmatic monitoring has been completed and there were no findings. We are still awaiting a report for Financial Monitoring.

Board staff have been working on the State Plan for funding for next program year.

Workforce Development Director has submitted funding request for funding for Regional Apprenticeship Grant In collaboration with Capital Area and Durham Workforce Boards.

A second funding request has been submitted to Division of Workforce Solutions for a National Emergency Grant for workers whose employment was adversely impacted due to COVID-19.

Board staff is now working with Division of Workforce Solutions to plan re-opening of Career Centers. As of now, services are being provided to jobseekers and businesses virtually/remotely.



A proud partner of the
AmericanJobCenter[®]
network

VIRTUAL HIRING EVENT

The NCWorks Career Center invites you to join us

Wednesday

May 20, 2020 10:00 AM

Discover who's hiring and how to apply

**See below for instructions
on how to attend
the NCWorks Virtual Hiring Event**



The NCWorks Career Center is hosting its first Virtual Career Fair on Wednesday May 20th at 10am. The NCWorks Business Services team is coordinating the majority of the activities for the event. Job Seekers are asked to use the online registration link to sign up for the session.

**Kerr-Tar Regional Council of Governments
2020 NCHFA/ESFRLP Rehabilitation Loan Pool
ASSISTANCE POLICY/Person County**

**For the 2020 Cycle of the
Essential Single-Family Rehabilitation Loan Pool**

What is the Essential Single Family Rehabilitation Loan Pool?

The Kerr-Tar Regional Council of Governments ("COG") has been granted Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2020 cycle of the Essential Single-Family Rehabilitation Loan Pool Program ("ESFRLP2019"). This program provides Members with funds via a "loan pool" to assist with the essential and critical repairs to single-family homes that are owned and occupied by lower-income households (less than 80% area median income) with one or more elderly, disabled or Veteran fulltime household members and/or a child under the age of 6 who is at risk from identified lead hazards in the home.

The objectives of the ESFRLP program, as determined by NCHFA, are:

- 1) to promote equitable distribution of Program funds across the state;
- 2) to serve elderly, disabled and Veteran households and households with a child under the age of six whose health is threatened by the presence of lead hazards, with incomes at or below eighty percent (80%) of area median incomes;
- 3) to facilitate aging in place amongst elderly and disabled fulltime household members of eligible dwelling units through accessibility modifications;
- 4) to promote the long-term affordability and lower operating costs of ESFRLP assisted units through cost-effective, energy-efficiency measures;
- 5) to facilitate the continued development of rehabilitation management skills among recipient organizations across the entire state; and,
- 6) to ensure that all available program funds are invested within the limited time available.

As an ESFRLP Member, the COG has been allocated for Person County an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses within the County of Person, and/or any of its municipalities. After the demonstrated successful use of the initial set-aside, the COG may access additional funds, depending on availability, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

This Assistance Policy describes who is eligible for assistance under the ESFRLP program, how applications for assistance will be rated and ranked, what the terms of assistance are, and how the rehabilitation process will be managed. The COG has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with the NCHFA ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. The form of assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

EMERGENCY and HEALTH Notifications: Due to the current COVID-19 pandemic, increased awareness of the need to protect COG representatives and the homeowners they serve from various health related exposures has become more apparent than ever. Homeowners participating in the ESFRLP program must agree to follow all local, state and federal guidelines for emergency preparedness surrounding the COVID-19 pandemic and any other emergency declared that includes their property address for the duration of construction on the property.

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Who is Eligible to Apply?

Eligibility: The major requirements to be eligible for ESFRLP assistance are:

- 1) The housing units to be rehabilitated with ESFRLP funds must be located in the County of Person, and/or any its municipalities, and must be owner-occupied. Ownership is defined as having an executed Deed of Trust giving fee simple or a 99 year leasehold interest in a one- to four-unit- dwelling, or in a townhouse unit. **Rental units are not eligible.**
- 2) The house must have a full-time household member who is elderly, disabled or a Veteran or a household with a child under the age of six whose health is threatened by the presence of lead hazards,
- 3) The gross annual household income must not exceed 80% of the area median income for Person County and;

2020 Income Limits for Person County
Essential Single-Family Rehabilitation Loan Pool

Number in Household	80% of Median Low Income
1	\$ 31,400
2	\$ 35,850
3	\$ 40,350
4	\$ 44,800
5	\$ 48,400
6	\$ 52,000
7	\$ 55,600
8	\$ 59,150

*Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require re-approval by the governing authority.

- 4) The cost of rehabilitation cannot exceed the ESFRLP Program Guideline limit of \$30,000. Unfortunately, not all homes can be brought up to the Program-required Rehabilitation Standards with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

1. The property must require at least \$5,000 of improvements in order to meet ESFRLP Essential Rehabilitation Standards as released by NCHFA.
2. On site stick built and off frame modular units will be eligible for consideration. Manufactured housing is only eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs. Mobile homes are not eligible.
3. The property must be free of environmental hazards and other nuisances as defined by the Person County Health Department or any such hazards or nuisances must be corrected as part of the rehabilitation of the unit. Kerr-Tar Regional COG Rehabilitation Specialist will determine whether there are environmental hazards/nuisances present on the site and if they can be removed with program assistance.
4. Properties cannot be located in the right-of-way of any impending or planned public improvements. Kerr-Tar Regional COG staff will assist in making this determination.

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5. The property cannot be located on a site that is endangered by mudslides, landslides, or other natural or environmental hazards. Kerr-Tar Regional COG staff will work with the homeowner to make this determination, if needed.
6. The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.
7. The property shall not be located in a Special Flood Hazard Area (SFHA) on the National Flood Insurance Program maps. This is also called "base flood" or "100-year flood". <https://www.fema.gov/flood-zones>.
8. No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
9. Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.

How Applications are Rated and Ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds than funds to assist with. Therefore, the COG has devised the following priority system to rank eligible applicants and determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. The applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses that can be treated with existing funding, Kerr-Tar Regional COG may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original list and be considered according to which received the most points. If alternate pool applicants are not identified on the original list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come, first to quality, first served basis.

Priority Ranking System for Kerr-Tar Regional COG 2020 Essential Single-Family Rehabilitation Program

<i>Emergency Need</i>	<i>Points</i>
[REDACTED]	1
<i>Special Needs (for definitions, see below)</i>	
Household with a child age 6 or under with a reference level of 5 micrograms per deciliter or higher	5
Household with a child age 6 or under with lead hazards in the home	4
Elderly Household (62 or older)	4
Disabled	4
Veteran Household	4
[REDACTED] Disabled, Elderly or Veteran Household Member [more than 1]	1
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	1
30% to 50% of County Median Income	2
50% to 80% of County Median Income	3

Definitions

- *Elderly*: An individual aged 62 or older.
- *Disabled*: An individual who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a document of such impairment, or is regarded as having such impairment.

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- **Veteran:** A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.
- **Head of Household:** The individual who own(s) the house.
- **Household Member:** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- **Occupant:** An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 6 months prior to the submission of the family's application.
- **Emergency:** A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and elevated based on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home. This may be documented with a doctor's letter or eviction notice.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What are the forms and terms of assistance under ESFRLP?

The North Carolina Housing Finance Agency will provide assistance to those households selected for the project with a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for soft costs. These will be two separate documents or set of documents.

The Loan: To provide assistance to households selected for the project, NCHFA will create loan documents for the homeowners including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What kinds of work will be done?

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Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or Person County's Minimum Housing Code (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at COG office or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

Upon the date of approval by the COG of the contractor's request for final payment, a one-year warranty on all products and workmanship will begin.

What about lead-based paint?

Until it was discovered to be a health hazard, the metal, lead, was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR Part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against further lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for relocation.

Who will do the work on the homes?

Kerr-Tar Regional COG, is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, the COG will invite bids only from contractors who are part of an "approved contractors' registry". Additionally, all public communications about

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the project will contain an invitation for contractors to participate. For additional information about procurement and disbursement procedures, please refer to the COG's ESFRLP Procurement and Disbursement Policy for the 2020 Cycle.

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.

Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What are the steps in the process, from application to completion?

Now that you have the information about how to apply for the Essential Single-Family Rehabilitation Program, and have been given an idea of the type of work that can be done through the Program as well as information on the process for getting the work done, let's look at the steps in the process:

1. **Completing a pre-application form:** The Kerr-Tar Regional COG will accept pre-applications in two phases. During the first phase pre-applications will be accepted within a specified period of time ending on a November 2, 2020. This initial group of applications will be ranked using the process outlined above (see Page No. 3). If funds are still available after making commitments to eligible applicants under phase one, Kerr-Tar Regional COG will accept additional pre-applications and select eligible applicants on a first come, first to qualify, first served basis until there are no more funds. Proof of ownership and income will be required. Those who have applied for housing assistance from the Kerr-Tar Regional COG in the past will not automatically be reconsidered. A new pre-application must be submitted.
2. **Client Referral and Support Services-** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** COG Rehab Specialist will visit the homes of persons found to be income and ownership eligible to determine the need and feasibility of the home for rehabilitation. Inform staff of any known pest infestations prior to the visit.
4. **Screening of applicants:** Applications will be rated and ranked by the COG based on the priority system outlined on page 3. Household income will be verified for program purposes only (information will be kept confidential) and ownership of property will be verified by a title search conducted by NCHFA.

From this review, site visits and home inspections will be conducted by the Kerr-Tar Rehabilitation Specialist based on the ranking system, from highest score to lowest score. Applications on the lowest end of the ranking system may not receive a home inspection unless deemed necessary. The dwellings will be inspected for deficiencies.

Based on the ranking system and the results of the home inspections, a list of program recipients will be developed. Successful applicants will be contacted and provided a timeline for the process. The COG will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval.

The remaining applicants will be placed on a list of alternates in the order that they are qualified. If funds are still available after making commitments to eligible applicants under Phase one, Kerr-Tar Regional COG will accept

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additional applications and select eligible applicants on a non-competitive, first-come, first to qualify basis until there are no more funds.

Applicants not selected to receive ESFRLP assistance will be notified in writing within 30 days from the date that Kerr-Tar Regional COG deems the selection process to be complete. The selection process is considered complete only when Kerr-Tar Regional COG has all the information needed to determine whether or not the selected applicants and alternates are eligible to be assisted under the ESFRLP project and funds remain available.

5. **Applicant interviews:** Approved applicants will be provided detailed information on assistance, lead hazards, essential program rehabilitation standards and the contracting procedures associated with the Project at an informational interview. Before proceeding with the rehabilitation of their home, the applicant will be given five (5) days in which to decide whether to accept the loan and participate in ESFRLP or not. Applicants are encouraged to consult with family members and/or legal professionals in order to determine the best course of action for them.
6. **Written agreement:** If the approved applicant chooses to proceed, a written agreement, the HOME Owner Agreement, between the homeowner and the COG will be executed as part of the ESSFR Loan Application and Reservation Request procedure **that formally commits funds to a dwelling unit.** This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation standards to be met.
7. **Pre-rehab inspection & unit evaluation:** The COG's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
8. **Lead and Other Testing:** Kerr-Tar Regional COG will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead hazards. All homes will be tested for radon. Homes where the Rehabilitation Specialist deems it necessary will be tested for Asbestos. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up".) A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
10. **Bidding:** Bid Notices will be sent via email to all eligible contractors who are registered with the COG and are in good standing. The Bid Notice will provide the location, date, time and time of the Pre-Bid Conference. Contractors interested in submitting a bid for the applicable property are required to attend the Pre-Bid Conference. The work write-up and bid documents will be released to contractors who attend the conference. The conference includes a required site inspection of the property. No access to the home will be provided to contractors outside of this inspection time.

Contractors will be given no less than 7 days to submit their bid. Instructions for submitting bids will also be provided at the Pre-Bid conference. The Pre-Bid Conference and the bid opening will be conducted at the Kerr-Tar Regional COG, 1724 Graham Avenue, Henderson, NC at a specified date and time, with all bidders invited to attend.

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- 11. Insurance and Licensing:** The Contractor shall furnish Kerr-Tar Regional COG evidence of comprehensive liability insurance protecting the "Owner for not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000); THREE HUNDRED THOUSAND DOLLARS (\$300,000) in the event of bodily injury, including death; FIFTY THOUSAND DOLLARS (\$50,000) in the event of property damage arising out of work performed under the Contract; Builders' Risk Insurance in an amount no less than the amount of the ESFRLP contract; and evidence of Workmen's Compensation on all employees of himself and any subcontractor.
- 12. Contractor selection:** Within 72 hours after review of bid breakdowns and construction schedules, the winning bidder will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid; 2) the amount of the winning bid, 3) the amount of Kerr-Tar Regional COG cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
- 13. Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA and executed by the homeowner. Kerr-Tar Regional COG will facilitate the loan closing and recordation of these documents and forward the recorded documents to NCHFA. By law, homeowner's have the right to hire (at their own cost) legal representation of their choosing at the loan closing. Any cost in excess of the predetermined ESFRLP allowance for such costs must be paid by the homeowner. If homeowner does not have "representation" at the closing, the borrower must sign a NCHFA, "Legal Advise Disclosure". Construction contract documents will be executed by the homeowner and contractor with Kerr-Tar Regional COG signing on as an interested third party. The contract documents will be executed by the homeowner, contractor and Kerr-Tar Regional COG as the interested third party at the pre-construction conference. All relevant Federal statutes and provision will be reviewed with the contractor and made a part of the contract. Execution of these documents will bind all parties and make the project official.

The Borrower must keep the property and all improvements constantly insured for the benefit of the Beneficiary against loss by fire, windstorm and such other casualties and contingencies, in the manner and with companies as may be satisfactory to Kerr-Tar Regional COG or the NCHFA. The amount of the insurance required by this provision is one hundred and ten percent (110%) of the amount of the loan secured by the Deed of Trust.

The Borrower must keep the County property tax up to date, as well as, maintain the property in a state of good repair for the life of the loan.

- 14. Pre-construction conference:** The homeowner, contractor and Kerr-Tar Rehabilitation program representative will participate in a Pre-Construction conference to discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of any items to be removed from the home. Kerr-Tar Regional COG will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.
- 15. Construction:** The contractor will be responsible for obtaining all and posting all permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. The Rehabilitation Specialist will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work (when applicable) for compliance with NC State Building Code. The contractor will be required to schedule all necessary inspections. The homeowner will be responsible for working with the contractor toward protecting personal property.
- 16. Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Kerr-Tar Regional COG Rehabilitation Specialist, and two COG personnel, and, if in excess of \$500 the Kerr-Tar Regional

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COG Executive Director, and reduced in writing to a contract amendment ("change order"). If the changes require an adjustment in the contract amount, the amount must be specified in the change order.

- 17. Progress payments:** All work must be inspected by the Rehab Specialist, a Building Inspector (if a building, electrical, plumbing or HVAC permit was required), and the homeowner prior to any payments to the contractor. The Grant Administrator or designee shall perform an initial inspection, mid-contract inspection and final inspection on each house contracted. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor.

If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the Grant Administrator and Rehab Specialist, payment may be withheld until such time as the work is determined to be satisfactory.

The contractor shall be entitled to progress (partial) payments and which may be requested by the contractor in accordance with the following plan:

Payment #	% Work Completed	% Payment Request
1	35%	25%
2	65%	30%
3	100% (all required documents must be submitted and punch list items resolved)	35 %
4	100%	10% after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all punch list items are complete and at least 45 days have passed since the Final Inspection.

At thirty-five percent (35%) completion, (twenty-five percent (25%) of contract amount is to be requested; sixty-five percent (65%) completion (an additional thirty percent (30%) is to be requested making a total of fifty-five percent (55%) of the contract amount); at one hundred percent (100%) completion (as deemed by the contractor), an additional thirty-five percent (35%) of the contract amount should be requested. Before the third payment (35%) will be approved for payment, the Contractor must have executed and submitted to Kerr-Tar Regional COG any documents pertinent to verify the completion of the contract and complete all punch list items identified at close-out. The required documents are to include, but are not limited to: a certificate of completion, release of liens; verification of final inspections from County Inspection Office including plumbing/heating/electrical inspections, certificate of occupancy, lead based paint clearance documentation; and warranty documents. A total of ninety percent (90%) of the contract amount will have been requested.

The final 10% can be requested after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all punch list items are complete and at least 45 days have passed since the Final Inspection. This allows the contractor time to address any additional punch list items identified since the final inspection. Upon approval of all work items by the homeowner, Kerr-Tar Regional COG, and County Inspectors of

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all respective trades, and upon receipt of all required documentation the final ten percent (10%) will be paid according to the regular pay schedule. If the contractor refuses to correct punch list items in a timely manner, both the third payment (35%) and the final payment (10%) will be used to hire another contractor to complete the work. Timely is defined as no more than 10 days following the request.

Invoices for payment, once deemed eligible for payment, will be provided to the Kerr-Tar COG for direct payment to the Contractor.

- 17. Time of Commencement and Completion of Work:** The contractor should begin work under the contract within five calendar days of the day stipulated in the written "Notice to Proceed" which shall be issued by Kerr-Tar Regional COG on the owner's behalf after all project funding has been encumbered and/or the pre-audit statement signed by the Finance Director of Kerr-Tar Regional COG.

That work shall be satisfactorily completed by the Contractor within ninety (90) working days of the stipulated date of commencement. Time is of the essence.

- 18. Contract Time Extensions:** Ninety working days (90) for completion of the work described herein is a reasonable time, taking into consideration the prevailing climatic and economic conditions. Time extensions shall be granted to the Contractor only for the following reasons:

- A. Unforeseeable causes beyond the control and without fault or negligence of the Contractor, including but not limited to, acts of the owner or Kerr-Tar Regional COG, fires, floods,
- B. epidemics, quarantine restrictions, strikes, freight embargoes and abnormal and unforeseeable weather;
- C. Any delays of subcontractors occasioned by any of the causes specified in paragraph A, above; and/or,
- D. Delays caused by the addition of work to the contract through Change Orders.

Kerr-Tar Regional COG will determine a reasonable length for the contract extension time.

- 19. Guarantee of Materials and Workmanship:** All work by Contractors shall be done in a good and workmanlike manner, using quality materials. The work must be done of a quality meeting the standards current in the N.C. Uniform Residential Building Code. The contractor will be expected to correct any defect or deficiency that may occur or become evident during the period of twelve (12) months from and after the date of execution of the Certificate of Final Inspection.

Any damage to the building, grounds or appurtenances that is the result of the construction work performed by the Contractor will also be corrected by the Contractor at no cost to the Owner or Kerr-Tar Regional COG. The Contractor shall furnish Kerr-Tar Regional COG with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment under the contract. The written guarantees and warranties will be copied by Kerr-Tar Regional COG. The original will be presented to the Owner and a copy put in files maintained by Kerr-Tar Regional COG.

- 20. Protection of Personal Property:** The contractor shall exercise proper precaution at all times for the protection of personal property, on or off the site, which occur as a result of performance of the work. The Contractor shall keep the premises reasonably clean and orderly during the course of the construction and, if the house is occupied, the Contractor shall make every effort to minimize disruption of the occupants' daily routine. The Contractor shall remove debris as it is generated so as to reduce the risk of accidents, infestation and/or damage to plants/lawns. All debris shall be removed from the site prior to final payment. (Unless otherwise agreed, all material and equipment that have been removed and/or replaced as a part of the work herein described shall belong to and be the responsibility of the contractor).

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The Contractor shall take or have taken any and all necessary precautions to prevent undue exposure to workmen and/or occupants to occupational health hazards such as solvents, asbestos, dust, fumigants, etc. No lead-based paint shall be used by the contractor, and no existing lead-based paint shall be disturbed (through sanding or scraping or with heat guns or solvents, etc.) except in full compliance with OSHA regulations.

21. Non-Assignment of Contracts: The Contractor shall not assign his/her contract to any other contractor.

22. Owner's Responsibilities: The Owner shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power and water necessary to carry out and complete the work. The Owner shall cooperate with the Contractor to facilitate the performance of the work, including packing of all household goods for removal and storage during the course of the work.

23. Temporary Relocation: Homeowners may be temporarily relocated during the construction period to protect the household members from dangers inherent in the construction process. The temporary relocation time will be adjusted for circumstances beyond the contractor's control. If relocation is required, it shall be the responsibility of the homeowner to pay for relocation.

24. Closeout: When the contractor declares the work complete, the homeowner and the Rehabilitation Specialist will thoroughly inspect the work. If deficiencies are observed, a punch list will be developed by the Rehabilitation Specialist and the contractor will be required to make the repairs. When the homeowner and the Rehabilitation Specialist are satisfied that the contract has been fulfilled, the homeowner will sign a certificate of satisfaction and Rehabilitation Specialist will sign a certificate of final inspection. After receipt of the contractor documents referenced above and the final invoice, the final ten percent (10%) payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of The Certificate of Final Inspection.

25. Post-construction conference: Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

26. Final loan amount determination: If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and **there is a need to modify the loan**, NCHFA will execute and record the appropriate documents to reflect the resulting increase or decrease in the original loan amount. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing". Please note that it is the responsibility of the homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.

27. The warranty period: It is extremely important that any problems with the work that was performed be reported by the homeowner to the Grant Administrator or Rehabilitation Specialist in writing as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected by the Contractor at no cost to the homeowner or Kerr-Tar Regional COG.

Project Marketing Strategy: Several methods will be used to make the public aware of the NCHFA ESFRLP Project and to garner interest in the project. A press release will be issued to the local media announcing the Project, as well as, the place, dates, and time applications will be accepted. Direct outreach will be done by means of flyers posted in public buildings frequented by potential applicants. Referrals from others such as previous ESFRLP

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participants, non-profit agencies, social service agencies, contractors, building supply houses, etc. will also be encouraged.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications will be available to the public starting August 1, 2020.
- Applications must be turned in at the Kerr-Tar Regional COG Office by noon. on November 2, 2020.
- Scoring and Selection of Eligible Units will begin immediately and completed by December 1, 2020.
- All rehabilitation work must be under contract by December 31, 2022.
- All rehabilitation work must be completed by June 15, 2023.

How do I request an application?

Applications are also available at the following locations:

Person County Senior Center
87 Semora Road
Roxboro, NC 27573

City of Roxboro Office
105 South Lamar Street
Roxboro, NC 27573

Person County Office Building
304 South Morgan Street
Roxboro, NC 27573

By calling: Kerr-Tar Regional Council of Governments at (252) 436-2040

Log on the Kerr-Tar COG website at www.kerrtarcog.org

Resolution of Disputes: Although the application process and rehabilitation guidelines are meant to be as fair as possible, Kerr-Tar Regional COG realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

- 1) If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact the Kerr-Tar Regional COG Executive Director, Diane Cox, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
- 2) A written appeal must be made within 10 business days of receipt of the initial decision on an application.
- 3) The Kerr-Tar COG will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

- 1) If the Owner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Kerr Tar Regional COG Rehabilitation Specialist, preferably in writing.
- 2) The Rehabilitation Specialist will inspect the work in question. If they find that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the Contractor and ask the Contractor to correct the problem.
- 3) If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the Owner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

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- 4) If problems persist, a mediation conference between the Owner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Kerr-Tar Regional COG Executive Director. In order to trigger a mediation conference, the Owner must put the dispute in writing.
- 5) Should the mediation conference fail to resolve the dispute, the Kerr-Tar COG Executive Director will render a written final decision.

In the event that there is any question or dispute with respect to the interpretation or the manner of implementation of housing rehab contracts or related documents or relating to the execution, progress and completion of, or payment for the work, the Owner and the Contractor agree that Kerr-Tar Regional COG shall resolve any such dispute in accordance with the General Conditions hereto and such resolution shall be final and binding upon the parties. If formal resolution becomes necessary, Kerr-Tar Regional COG Executive Director shall provide a written Finding to each party within ten (10) calendar days.

Final Appeal

After following the above procedures, any applicant or homeowner who remains dissatisfied with the COG's final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the applicant information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Kerr-Tar Regional COG employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of the Kerr-Tar Regional COG, or entity contracting with Kerr-Tar Regional COG, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Kerr-Tar Regional COG employees, or of Kerr-Tar Regional COG board members and others closely identified with Kerr-Tar Regional COG, may be approved for rehabilitation assistance only upon public disclosure before the Kerr-Tar Regional COG board of directors and written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Diane Cox, Executive Director
Kerr-Tar Regional Council of Governments
Post Office Box 709
1724 Graham Avenue
Henderson, NC 27536
(252) 436-2040

This Assistance Policy is adopted this 28th day of May, 2020.

Board Chairman

Secretary to the Board

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For the 2020 Cycle of the
Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single Family Rehabilitation Loan Pool?

The Kerr-Tar Regional Council of Governments ("COG") has been granted Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2020 cycle of the Essential Single-Family Rehabilitation Loan Pool Program ("ESFRLP2019"). This program provides Members with funds via a "loan pool" to assist with the essential and critical repairs to single-family homes that are owned and occupied by lower-income households (less than 80% area median income) with one or more elderly, disabled or Veteran fulltime household members and/or a child under the age of 6 who is at risk from identified lead hazards in the home.

The objectives of the ESFRLP program, as determined by NCHFA, are:

- 1) to promote equitable distribution of Program funds across the state;
- 2) to serve elderly, disabled and Veteran households and households with a child under the age of six whose health is threatened by the presence of lead hazards, with incomes at or below eighty percent (80%) of area median incomes;
- 3) to facilitate aging in place amongst elderly and disabled fulltime household members of eligible dwelling units through accessibility modifications;
- 4) to promote the long-term affordability and lower operating costs of ESFRLP assisted units through cost-effective, energy-efficiency measures;
- 5) to facilitate the continued development of rehabilitation management skills among recipient organizations across the entire state; and,
- 6) to ensure that all available program funds are invested within the limited time available.

As an ESFRLP Member, the COG has been allocated for Vance County an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses within the County of Vance, and/or any of its municipalities. After the demonstrated successful use of the initial set-aside, the COG may access additional funds, depending on availability, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

This Assistance Policy describes who is eligible for assistance under the ESFRLP program, how applications for assistance will be rated and ranked, what the terms of assistance are, and how the rehabilitation process will be managed. The COG has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with the NCHFA ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. The form of assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

EMERGENCY and HEALTH Notifications: Due to the current COVID-19 pandemic, increased awareness of the need to protect COG representatives and the homeowners they serve from various health related exposures has become more apparent than ever. Homeowners participating in the ESFRLP program must agree to follow all local, state and federal guidelines for emergency preparedness surrounding the COVID-19 pandemic and any other emergency declared that includes their property address for the duration of construction on the property.

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Who is Eligible to Apply?

Eligibility: The major requirements to be eligible for ESFRLP assistance are:

- 1) The housing units to be rehabilitated with ESFRLP funds must be located in the County of Vance and/or any its municipalities, and must be owner-occupied. Ownership is defined as having an executed Deed of Trust giving fee simple or a 99 year leasehold interest in a one- to four-unit- dwelling, or in a townhouse unit. **Rental units are not eligible.**
- 2) The house must have a full-time household member who is elderly, disabled or a Veteran or a household with a child under the age of six whose health is threatened by the presence of lead hazards,
- 3) The gross annual household income must not exceed 80% of the area median income for Vance County and;

2020 Income Limits for Vance County
Essential Single-Family Rehabilitation Loan Pool

Number in Household	80% of Median Low Income
1	\$ 30,950
2	\$ 35,350
3	\$ 39,750
4	\$ 44,150
5	\$ 47,700
6	\$ 51,250
7	\$ 54,750
8	\$ 58,300

*Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require re-approval by the governing authority.

4) The cost of rehabilitation cannot exceed the ESFRLP Program Guideline limit of \$30,000. Unfortunately, not all homes can be brought up to the Program-required Rehabilitation Standards with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

1. The property must require at least \$5,000 of improvements in order to meet ESFRLP Essential Rehabilitation Standards as released by NCHFA.
2. On site stick built and off frame modular units will be eligible for consideration. Manufactured housing is only eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs. Mobile homes are not eligible.
3. The property must be free of environmental hazards and other nuisances as defined by the Vance County Health Department or any such hazards or nuisances must be corrected as part of the rehabilitation of the unit. Kerr-Tar Regional COG Rehabilitation Specialist will determine whether there are environmental hazards/nuisances present on the site and if they can be removed with program assistance.
4. Properties cannot be located in the right-of-way of any impending or planned public improvements. Kerr-Tar Regional COG staff will assist in making this determination.

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5. The property cannot be located on a site that is endangered by mudslides, landslides, or other natural or environmental hazards. Kerr-Tar Regional COG staff will work with the homeowner to make this determination, if needed.
6. The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.
7. The property shall not be located in a Special Flood Hazard Area (SFHA)" on the National Flood Insurance Program maps. This is also called "base flood" or "100-year flood". <https://www.fema.gov/flood-zones>.
8. No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential [REDACTED] systems portion of mixed-use buildings.
9. Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.

How Applications are Rated and Ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds than funds to assist with. Therefore, the COG has devised the following priority system to rank eligible applicants and determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. The applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses that can be treated with existing funding, Kerr-Tar Regional COG may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original list and be considered according to which received the most points. If alternate pool applicants are not identified on the original list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come, first to qualify, first served basis.

**Priority Ranking System for Kerr-Tar Regional COG
 2020 Essential Single-Family Rehabilitation Program**

<i>Emergency Need</i>	<i>Points</i>
Threat of imminent eviction/removal, must meet Special Need(s) & income requirements; applications received at any time	1
<i>Special Needs (for definitions, see below)</i>	
Household with a child age 6 or under with a reference level of 5 micrograms per deciliter or higher	5
Household with a child age 6 or under with lead hazards in the home	4
Elderly Household (62 or older)	4
Disabled	4
Veteran Household	4
[REDACTED] Disabled, Elderly or Veteran Household Member [REDACTED]	1
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	5
30% to 50% of County Median Income	4
50% to 80% of County Median Income	3

Definitions

- *Elderly*: An individual aged 62 or older.
- *Disabled*: An individual who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a document of such impairment, or is regarded as having such impairment.

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- **Veteran:** A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.
- **Head of Household:** The individual who own(s) the house.
- **Household Member:** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- **Occupant:** An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 6 months prior to the submission of the family's application.
- **Emergency:** A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and elevated based on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home. This may be documented with a doctor's letter or eviction notice.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What are the forms and terms of assistance under ESFRLP?

The North Carolina Housing Finance Agency will provide assistance to those households selected for the project with a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for soft costs. These will be two separate documents or set of documents.

The Loan: To provide assistance to households selected for the project, NCHFA will create loan documents for the homeowners including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What kinds of work will be done?

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Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or Vance County's Minimum Housing Code (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at COG office or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

Upon the date of approval by the COG of the contractor's request for final payment, a one-year warranty on all products and workmanship will begin.

What about lead-based paint?

Until it was discovered to be a health hazard, the metal, lead, was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR Part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against further lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for relocation.

Who will do the work on the homes?

Kerr-Tar Regional COG, is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, the COG will invite bids only from contractors who are part of an "approved contractors' registry". Additionally, all public communications about

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the project will contain an invitation for contractors to participate. For additional information about procurement and disbursement procedures, please refer to the COG's ESFRLP Procurement and Disbursement Policy for the 2020 Cycle.

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.

Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What are the steps in the process, from application to completion?

Now that you have the information about how to apply for the Essential Single-Family Rehabilitation Program, and have been given an idea of the type of work that can be done through the Program as well as information on the process for getting the work done, let's look at the steps in the process:

1. **Completing a pre-application form:** The Kerr-Tar Regional COG will accept pre-applications in two phases. During the first phase pre-applications will be accepted within a specified period of time ending on a November 2, 2020. This initial group of applications will be ranked using the process outlined above (see Page No. 3). If funds are still available after making commitments to eligible applicants under phase one, Kerr-Tar Regional COG will accept additional pre-applications and select eligible applicants on a first come, first to qualify, first served basis until there are no more funds. Proof of ownership and income will be required. Those who have applied for housing assistance from the Kerr-Tar Regional COG in the past will not automatically be reconsidered. A new pre-application must be submitted.
2. **Client Referral and Support Services-** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** COG Rehab Specialist will visit the homes of persons found to be income and ownership eligible to determine the need and feasibility of the home for rehabilitation. Homeowners must inform staff of any known pest infestations prior to the visit.
4. **Screening of applicants:** Applications will be rated and ranked by the COG based on the priority system outlined on page 3. Household income will be verified for program purposes only (information will be kept confidential) and ownership of property will be verified by a title search conducted by NCHFA.

From this review, site visits and home inspections will be conducted by the Kerr-Tar Rehabilitation Specialist based on the ranking system, from highest score to lowest score. Applications on the lowest end of the ranking system may not receive a home inspection unless deemed necessary. The dwellings will be inspected for deficiencies.

Based on the ranking system and the results of the home inspections, a list of program recipients will be developed. Successful applicants will be contacted and provided a timeline for the process. The COG will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval.

The remaining applicants will be placed on a list of alternates in the order that they are qualified. If funds are still available after making commitments to eligible applicants under Phase one, Kerr-Tar Regional COG will accept

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additional applications and select eligible applicants on a non-competitive, first-come, first to qualify basis until there are no more funds.

Applicants not selected to receive ESFRLP assistance will be notified in writing within 30 days from the date that Kerr-Tar Regional COG deems the selection process to be complete. The selection process is considered complete only when Kerr-Tar Regional COG has all the information needed to determine whether or not the selected applicants and alternates are eligible to be assisted under the ESFRLP project and funds remain available.

5. **Applicant interviews:** Approved applicants will be provided detailed information on assistance, lead hazards, essential program rehabilitation standards and the contracting procedures associated with the Project at an informational interview. Before proceeding with the rehabilitation of their home, the applicant will be given five (5) days in which to decide whether to accept the loan and participate in ESFRLP or not. Applicants are encouraged to consult with family members and/or legal professionals in order to determine the best course of action for them.
6. **Written agreement:** If the approved applicant chooses to proceed, a written agreement, the HOME Owner Agreement, between the homeowner and the COG will be executed as part of the ESSFR Loan Application and Reservation Request procedure **that formally commits funds to a dwelling unit.** This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation standards to be met.
7. **Pre-rehab inspection & unit evaluation:** The COG's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
8. **Lead and Other Testing:** Kerr-Tar Regional COG will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead hazards. All homes will be tested for radon. Homes where the Rehabilitation Specialist deems it necessary will be tested for Asbestos. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up".) A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
10. **Bidding:** Bid Notices will be sent via email to all eligible contractors who are registered with the COG and are in good standing. The Bid Notice will provide the location, date, time and time of the Pre-Bid Conference. Contractors interested in submitting a bid for the applicable property are required to attend the Pre-Bid Conference. The work write-up and bid documents will be released to contractors who attend the conference. The conference includes a required site inspection of the property. No access to the home will be provided to contractors outside of this inspection time.

Contractors will be given no less than 7 days to submit their bid. Instructions for submitting bids will also be provided at the Pre-Bid conference. The Pre-Bid Conference and the bid opening will be conducted at the Kerr-Tar Regional COG, 1724 Graham Avenue, Henderson, NC at a specified date and time, with all bidders invited to attend.

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- 11. Insurance and Licensing:** The Contractor shall furnish Kerr-Tar Regional COG evidence of comprehensive liability insurance protecting the "Owner for not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000); THREE HUNDRED THOUSAND DOLLARS (\$300,000) in the event of bodily injury, including death; FIFTY THOUSAND DOLLARS (\$50,000) in the event of property damage arising out of work performed under the Contract; Builders' Risk Insurance in an amount no less than the amount of the ESFRLP contract; and evidence of Workmen's Compensation on all employees of himself and any subcontractor.
- 12. Contractor selection:** Within 72 hours after review of bid breakdowns and construction schedules, the winning bidder will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid; 2) the amount of the winning bid, 3) the amount of Kerr-Tar Regional COG cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
- 13. Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA and executed by the homeowner. Kerr-Tar Regional COG will facilitate the loan closing and recordation of these documents and forward the recorded documents to NCHFA. By law, homeowner's have the right to hire (at their own cost) legal representation of their choosing at the loan closing. Any cost in excess of the predetermined ESFRLP allowance for such costs must be paid by the homeowner. If homeowner does not have "representation" at the closing, the borrower must sign a NCHFA, "Legal Advise Disclosure". Construction contract documents will be executed by the homeowner and contractor with Kerr-Tar Regional COG signing on as an interested third party. The contract documents will be executed by the homeowner, contractor and Kerr-Tar Regional COG as the interested third party at the pre-construction conference. All relevant Federal statutes and provision will be reviewed with the contractor and made a part of the contract. Execution of these documents will bind all parties and make the project official.

The Borrower must keep the property and all improvements constantly insured for the benefit of the Beneficiary against loss by fire, windstorm and such other casualties and contingencies, in the manner and with companies as may be satisfactory to Kerr-Tar Regional COG or the NCHFA. The amount of the insurance required by this provision is one hundred and ten percent (110%) of the amount of the loan secured by the Deed of Trust.

The Borrower must keep the County property tax up to date, as well as, maintain the property in a state of good repair for the life of the loan.
- 14. Pre-construction conference:** The homeowner, contractor and Kerr-Tar Rehabilitation program representative will participate in a Pre-Construction conference to discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of any items to be removed from the home. Kerr-Tar Regional COG will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.
- 15. Construction:** The contractor will be responsible for obtaining all and posting all permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. The Rehabilitation Specialist will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work (when applicable) for compliance with NC State Building Code. The contractor will be required to schedule all necessary inspections. The homeowner will be responsible for working with the contractor toward protecting personal property.
- 16. Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Kerr-Tar Regional COG Rehabilitation Specialist, and two COG personnel, and, if in excess of \$500 the Kerr-Tar Regional

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COG Executive Director, and reduced in writing to a contract amendment ("change order"). If the changes require an adjustment in the contract amount, the amount must be specified in the change order.

- 17. Progress payments:** All work must be inspected by the Rehab Specialist, a Building Inspector (if a building, electrical, plumbing or HVAC permit was required), and the homeowner prior to any payments to the contractor. The Grant Administrator or designee shall perform an initial inspection, mid-contract inspection and final inspection on each house contracted. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor.

If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the Grant Administrator and Rehab Specialist, payment may be withheld until such time as the work is determined to be satisfactory.

The contractor shall be entitled to progress (partial) payments and which may be requested by the contractor in accordance with the following plan:

Payment #	% Work Completed	% Payment Request
1	35%	25%
2	65%	30%
3	100% (all required documents must be submitted and punch list items resolved)	35 %
4	100%	10% after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all punch list items are complete and at least 45 days have passed since the Final Inspection.

At thirty-five percent (35%) completion, (twenty-five percent (25%) of contract amount is to be requested; sixty-five percent (65%) completion (an additional thirty percent (30%) is to be requested making a total of fifty-five percent (55%) of the contract amount); at one hundred percent (100%) completion (as deemed by the contractor), an additional thirty-five percent (35%) of the contract amount should be requested. Before the third payment (35%) will be approved for payment, the Contractor must have executed and submitted to Kerr-Tar Regional COG any documents pertinent to verify the completion of the contract and complete all punch list items identified at close-out. The required documents are to include, but are not limited to: a certificate of completion, release of liens; verification of final inspections from County Inspection Office including plumbing/heating/electrical inspections, certificate of occupancy, lead based paint clearance documentation; and warranty documents. A total of ninety percent (90%) of the contract amount will have been requested.

The final 10% can be requested after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all punch list items are complete and at least 45 days have passed since the Final Inspection. This allows the contractor time to address any additional punch list items identified since the final inspection. Upon approval of all work items by the homeowner, Kerr-Tar Regional COG, and County Inspectors of

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all respective trades, and upon receipt of all required documentation the final ten percent (10%) will be paid according to the regular pay schedule. If the contractor refuses to correct punch list items in a timely manner, both the third payment (35%) and the final payment (10%) will be used to hire another contractor to complete the work. Timely is defined as no more than 10 days following the request.

Invoices for payment, once deemed eligible for payment, will be provided to the Kerr-Tar COG for direct payment to the Contractor.

- 17. Time of Commencement and Completion of Work:** The contractor should begin work under the contract within five calendar days of the day stipulated in the written "Notice to Proceed" which shall be issued by Kerr-Tar Regional COG on the owner's behalf after all project funding has been encumbered and/or the pre-audit statement signed by the Finance Director of Kerr-Tar Regional COG.

That work shall be satisfactorily completed by the Contractor within ninety (90) working days of the stipulated date of commencement. Time is of the essence.

- 18. Contract Time Extensions:** Ninety working days (90) for completion of the work described herein is a reasonable time, taking into consideration the prevailing climatic and economic conditions. Time extensions shall be granted to the Contractor only for the following reasons:

- A. Unforeseeable causes beyond the control and without fault or negligence of the Contractor, including but not limited to, acts of the owner or Kerr-Tar Regional COG, fires, floods,
- B. epidemics, quarantine restrictions, strikes, freight embargoes and abnormal and unforeseeable weather;
- C. Any delays of subcontractors occasioned by any of the causes specified in paragraph A, above; and/or,
- D. Delays caused by the addition of work to the contract through Change Orders.

Kerr-Tar Regional COG will determine a reasonable length for the contract extension time.

- 19. Guarantee of Materials and Workmanship:** All work by Contractors shall be done in a good and workmanlike manner, using quality materials. The work must be done of a quality meeting the standards current in the N.C. Uniform Residential Building Code. The contractor will be expected to correct any defect or deficiency that may occur or become evident during the period of twelve (12) months from and after the date of execution of the Certificate of Final Inspection.

Any damage to the building, grounds or appurtenances that is the result of the construction work performed by the Contractor will also be corrected by the Contractor at no cost to the Owner or Kerr-Tar Regional COG. The Contractor shall furnish Kerr-Tar Regional COG with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment under the contract. The written guarantees and warranties will be copied by Kerr-Tar Regional COG. The original will be presented to the Owner and a copy put in files maintained by Kerr-Tar Regional COG.

- 20. Protection of Personal Property:** The contractor shall exercise proper precaution at all times for the protection of personal property, on or off the site, which occur as a result of performance of the work. The Contractor shall keep the premises reasonably clean and orderly during the course of the construction and, if the house is occupied, the Contractor shall make every effort to minimize disruption of the occupants' daily routine. The Contractor shall remove debris as it is generated so as to reduce the risk of accidents, infestation and/or damage to plants/lawns. All debris shall be removed from the site prior to final payment. (Unless otherwise agreed, all material and equipment that have been removed and/or replaced as a part of the work herein described shall belong to and be the responsibility of the contractor).

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The Contractor shall take or have taken any and all necessary precautions to prevent undue exposure to workmen and/or occupants to occupational health hazards such as solvents, asbestos, dust, fumigants, etc. No lead-based paint shall be used by the contractor, and no existing lead-based paint shall be disturbed (through sanding or scraping or with heat guns or solvents, etc.) except in full compliance with OSHA regulations.

21. Non-Assignment of Contracts: The Contractor shall not assign his/her contract to any other contractor.

22. Owner's Responsibilities: The Owner shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power and water necessary to carry out and complete the work. The Owner shall cooperate with the Contractor to facilitate the performance of the work, including packing of all household goods for removal and storage during the course of the work.

23. Temporary Relocation: Homeowners may be temporarily relocated during the construction period to protect the household members from dangers inherent in the construction process. The temporary relocation time will be adjusted for circumstances beyond the contractor's control. If relocation is required, it shall be the responsibility of the homeowner to pay for relocation.

24. Closeout: When the contractor declares the work complete, the homeowner and the Rehabilitation Specialist will thoroughly inspect the work. If deficiencies are observed, a punch list will be developed by the Rehabilitation Specialist and the contractor will be required to make the repairs. When the homeowner and the Rehabilitation Specialist are satisfied that the contract has been fulfilled, the homeowner will sign a certificate of satisfaction and Rehabilitation Specialist will sign a certificate of final inspection. After receipt of the contractor documents referenced above and the final invoice, the final ten percent (10%) payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of The Certificate of Final Inspection.

25. Post-construction conference: Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

26. Final loan amount determination: If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and **there is a need to modify the loan**, NCHFA will execute and record the appropriate documents to reflect the resulting increase or decrease in the original loan amount. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing". Please note that it is the responsibility of the homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.

27. The warranty period: It is extremely important that any problems with the work that was performed be reported by the homeowner to the Grant Administrator or Rehabilitation Specialist in writing as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected by the Contractor at no cost to the homeowner or Kerr-Tar Regional COG.

Project Marketing Strategy: Several methods will be used to make the public aware of the NCHFA ESFRLP Project and to garner interest in the project. A press release will be issued to the local media announcing the Project, as well as, the place, dates, and time applications will be accepted. Direct outreach will be done by means of flyers posted in public buildings frequented by potential applicants. Referrals from others such as previous ESFRLP

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participants, non-profit agencies, social service agencies, contractors, building supply houses, etc. will also be encouraged.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications will be available to the public starting August 1, 2020.
- Applications must be turned in at the Kerr-Tar Regional COG Office by noon. on November 2, 2020.
- Scoring and Selection of Eligible Units will begin immediately and completed by December 1, 2020.
- All rehabilitation work must be under contract by December 31, 2022.
- All rehabilitation work must be completed by June 15, 2023.

How do I request an application?

Applications are also available at the following locations:

Vance County Senior Center
126 S. Garnett Street
Henderson, NC 27536

City of Henderson Office
134 Rose Avenue
Henderson, NC 27536

Vance County Administrative Office
122 Young Street, Suite B
Henderson, NC 27536

By calling: Kerr-Tar Regional Council of Governments at (252) 436-2040

Log on the Kerr-Tar COG website at www.kerrtarcog.org

Resolution of Disputes: Although the application process and rehabilitation guidelines are meant to be as fair as possible, Kerr-Tar Regional COG realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

- 1) If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact the Kerr-Tar Regional COG Executive Director, Diane Cox, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
- 2) A written appeal must be made within 10 business days of receipt of the initial decision on an application.
- 3) The Kerr-Tar COG will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

- 1) If the Owner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Kerr Tar Regional COG Rehabilitation Specialist, preferably in writing.
- 2) The Rehabilitation Specialist will inspect the work in question. If they find that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the Contractor and ask the Contractor to correct the problem.
- 3) If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the Owner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

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- 4) If problems persist, a mediation conference between the Owner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Kerr-Tar Regional COG Executive Director. In order to trigger a mediation conference, the Owner must put the dispute in writing.
- 5) Should the mediation conference fail to resolve the dispute, the Kerr-Tar COG Executive Director will render a written final decision.

In the event that there is any question or dispute with respect to the interpretation or the manner of implementation of housing rehab contracts or related documents or relating to the execution, progress and completion of, or payment for the work, the Owner and the Contractor agree that Kerr-Tar Regional COG shall resolve any such dispute in accordance with the General Conditions hereto and such resolution shall be final and binding upon the parties. If formal resolution becomes necessary, Kerr-Tar Regional COG Executive Director shall provide a written Finding to each party within ten (10) calendar days.

Final Appeal

After following the above procedures, any applicant or homeowner who remains dissatisfied with the COG's final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the applicant information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Kerr-Tar Regional COG employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of the Kerr-Tar Regional COG, or entity contracting with Kerr-Tar Regional COG, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Kerr-Tar Regional COG employees, or of Kerr-Tar Regional COG board members and others closely identified with Kerr-Tar Regional COG, may be approved for rehabilitation assistance only upon public disclosure before the Kerr-Tar Regional COG board of directors and written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Diane Cox, Executive Director
Kerr-Tar Regional Council of Governments
Post Office Box 709
1724 Graham Avenue
Henderson, NC 27536
(252) 436-2040

This Assistance Policy is adopted this 28th day of May, 2020.

Board Chairman

Secretary to the Board

I. PURPOSE

This procurement policy (Policy) sets the procurement and disbursement guidelines for use with Kerr Tar Regional Council of Governments (COG) administration of the NC Housing Finance Agency's (NCHFA) 2020 Essential Single-Family Rehabilitation Loan Pool (ESFRLP). The purpose of this Policy is to:

- provide the maximum benefit to program participants by assuring that rehabilitation or other work to be performed with NCHFA Program funding is procured efficiently, effectively, and at the most favorable prices available to the Kerr Tar Regional COG;
- promote a fair, open and competitive process in selecting contractors to perform repair or other work including services,
- administer NCHFA Programs in a manner consistent with program guidelines and other applicable laws and regulations; and
- outline the steps in selecting, paying, and removing contractors and/or service providers participating in this program.

II. PROCUREMENT AUTHORITY AND ADMINISTRATION

The Executive Director is responsible for administering this Policy. He/She is authorized to approve all contracts for the COG administered NCHFA ESFRLP programs. He/She is also authorized to remove a contractor or other service provider from a project and the approved contractor list where necessary as specified in Section VII.

III. SELECTION OF CONTRACTORS

In order to participate in NCHFA ESFRLP Program, a [REDACTED] general contractor must be on the approved list of contractors. A notice soliciting bidders will be sent to general contractors in the five county Kerr Tar Region once every three years. Female and minority-owned firms are encouraged to participate. Additional contractors outside the five county area may request to be added to the approved list, but will not be solicited for inclusion on the list. The Executive Director or his/her designated representative will compile and maintain the approved contractor list.

To be on the "approved contractors' registry", contractors must (1) complete the contractors' application form, provide references and recent jobs completed, (2) submit all required documentation (proof of insurance,, etc.) applicable to the application, and (3) meet all reference requirements as it relates to quality of work, timeliness of completion, familiarity with grant funded housing rehabilitation programs.

Contractors currently participating in housing repair programs with the Kerr-Tar Regional COG are not required to reapply, but may be asked to reapply if deemed necessary by the Kerr-Tar Regional COG staff.

The Executive Director and/or their designee must verify that the contractor is not debarred from participation in any Federal or State grant program, has performed satisfactory work on projects similar to those in the NCHFA Program with no outstanding issues and has no pending litigation or debt in default.

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes. Contractors on federal or state debarment lists or where there is conflict of interest (real or apparent) will not be accepted.

Once a contractor has been conditionally approved and successfully completed one job, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.)

All approved contractors will be invited to bid on each job, and the lowest responsive, qualified and responsible bidder will be selected for the contract. "Responsive, qualified, and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, (2) that the bid is within 20% (in either direction) of Kerr-Tar Regional COG cost estimate, (3) there is no conflict of interest (real or apparent), and (4) has all required documentation and approved references on file with Kerr-Tar Regional COG

All of the eligible contractors on the list shall be invited to bid on each job. All contractors will receive notice of the pre-bid conference and will be required to attend in order to bid the project. All work specifications and bid documents will be reviewed and distributed to potential bidders at this conference. The property will be open for inspection and measurement immediately following the pre-bid conference. All inspections will occur at the scheduled times for that home. Bidders shall not contact the owners individually or inspect the property at other times before the bid opening. The contractors will be given at least 5 business days to prepare and submit bids.

Kerr-Tar Regional Council of Governments is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

IV. BID DOCUMENTS

Bids are to be sealed bids. They will be opened publicly by the Executive Director and/or designee at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

Bid packages shall consist of an invitation to bid, work write-up(s) and bid sheet(s) for each job. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Bid Notices will be sent via email to all eligible contractors who are registered with the COG and are in good standing. The Bid Notice will provide the location, date, time and time of the Pre-Bid Conference. Contractors interested in submitting a bid for the applicable property are required to attend the Pre-Bid Conference. The work write-up and bid documents will be released to contractors who attend the conference. The conference includes a required site inspection of the property. No access to the home will be provided to contractors outside of this inspection time.

All bidders shall have on file with Kerr-Tar Regional COG proof of liability (see General Liability Insurance below) and workman's compensation insurance (required if contractor employs 3 or more – NC Article 97) at the appropriate levels required by Kerr-Tar Regional COG.

Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive, qualified, responsible bidder for each job site.

The Executive Director has the right to reject any or all bids at any time during the procurement process. No contractor will be allowed to have more than two contracts at any given time for repair or rehabilitation work.

V. GENERAL LIABILITY INSURANCE

The contractor shall furnish Kerr-Tar Regional COG evidence of comprehensive liability insurance protecting the "Owner for not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) and THREE HUNDRED THOUSAND DOLLARS (\$300,000) in the event of bodily injury, including death, and ONE HUNDRED THOUSAND DOLLARS (\$100,000) in the event of property damage arising out of the work performed under the Contract; and evidence of Workmen's Compensation on all employees of himself and any sub-contractor (required if contractor employs 3 or more – NC Article 97).

The contractor shall also furnish proof of Builders' Risk Insurance in an amount equal to or greater than the rehabilitation cost awarded by contract relative to the respective property.

VI. CONTRACT AWARDS

The lowest responsive, qualified and responsible bidder will be selected for the contract. "Responsive, qualified, and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, (2) that the bid is within 20% (in either direction) of Kerr-Tar Regional COG cost estimate, (3) there is no conflict of interest (real or apparent), and (4) has all required documentation and approved references on file with Kerr-Tar Regional COG. If required, lead based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

If a contractor is unable to start the job within a reasonable time, as determined by the Executive Director and/or designee, are not able to complete the work within the specified time frame, the next lowest bidder will be selected.

No work may begin prior to a contract being awarded and a written notice to proceed provided to the contractor. In addition, a pre-construction conference shall be held prior to commencement of repairs or rehabilitation work. The Contractor shall be prepared to allow the owner to select any materials where a choice is given and shall be recorded on the Selection of Materials form. This form shall be signed by the owner and the contractor.

The contractor will be responsible for obtaining all and posting all permits for the project before beginning work supported by the local jurisdiction. The permit must be posted at the house during the entire period of construction. The Rehabilitation Specialist will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work (when applicable) for compliance with NC State Building Code. The contractor will be required to schedule all necessary inspections. The homeowner will be responsible for working with the contractor toward protecting personal property.

Any change to the original scope of work must be done in writing in the form of a change order to be agreed upon and signed by all parties to the original contract. The change order must also detail any changes to the original

contract price. The Executive Director must approve all change orders. Any change order must be properly signed by the homeowner, contractor and two representatives of the COG before the respective work may begin.

Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.

Contractors may follow the COG's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.

VII. REMOVING THE CONTRACTOR

If a contractor fails to satisfactorily perform the work described in the scope, is unreasonably behind schedule, or otherwise does not fulfill requirements of the program and/or the contract, he/she may be removed from the project if: (a) there is adequate written documentation; (b) adequate opportunity has been given to comply or make corrections; and c) it is authorized by the Executive Director.

If a contractor is removed from a job, the Rehab Specialist will review the work that has been completed, estimate the amount due to the contractor using the per-item prices given by the contractor in the bid and any receipts or invoices for materials and subs, and make a final payment to the contractor. The contract will then be cancelled, and the remaining work re-bid. A poorly performing contractor will be removed from the contractor list. A contractor removed from the list cannot be reconsidered for bidding for 12 months, and then only if he/she can show satisfactory work with no issues on similar projects within the 12-month period.

VIII. DISBURSEMENTS

Invoices for payment, once deemed eligible for payment, will be provided to the Kerr-Tar COG for direct payment to the Contractor. All work must be inspected by the Rehab Specialist, a Building Inspector (if a building, electrical, plumbing or HVAC permit was required), and the homeowner prior to any payments to the contractor. The Grant Administrator or designee shall perform an initial inspection, mid-contract inspection and final inspection on each house contracted. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor.

If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the Grant Administrator and Rehab Specialist, payment may be withheld until such time as the work is determined to be satisfactory.

The contractor shall be entitled to progress (partial) payments and which may be requested by the contractor in accordance with the following plan:

Payment #	% Work Completed	% Payment Request
1	35%	25%
2	65%	30%
3	100% (all required documents must be submitted and punch list items resolved)	35 %
4	100%	10% after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all

		punch list items are complete and at least 45 days have passed since the Final Inspection.
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At thirty-five percent (35%) completion, (twenty-five percent (25%) of contract amount is to be requested; sixty-five percent (65%) completion (an additional thirty percent (30%) is to be requested making a total of fifty-five percent (55%) of the contract amount); at one hundred percent (100%) completion (as deemed by the contractor), an additional thirty-five percent (35%) of the contract amount should be requested. Before the third payment (35%) will be approved for payment, the Contractor must have executed and submitted to Kerr-Tar Regional COG any documents pertinent to verify the completion of the contract and complete all punch list items identified at close-out. The required documents are to include, but are not limited to: a certificate of completion, release of liens; verification of final inspections from County Inspection Office including plumbing/heating/electrical inspections, certificate of occupancy, lead based paint clearance documentation; and warranty documents. A total of ninety percent (90%) of the contract amount will have been requested.

The final 10% can be requested after the Final Inspection by the Rehabilitation Specialist is conducted agreeing that all work is 100% complete; all punch list items are complete and at least 45 days have passed since the Final Inspection. This allows the contractor time to address any additional punch list items identified since the final inspection. Upon approval of all work items by the homeowner, Kerr-Tar Regional COG, and County Inspectors of all respective trades, and upon receipt of all required documentation the final ten percent (10%) will be paid according to the regular pay schedule. All material and workmanship will be guaranteed by the contractor for a period of one year, using the date the Rehabilitation Specialist declares all work complete and approves the final invoice for payment, the homeowner will be provided the one-year warranty date in writing.

If the contractor refuses to correct punch list items in a timely manner, both the third payment (35%) and the final payment (10%) will be used to hire another contractor to complete the work. Timely is defined as no more than 10 days following the request.

Invoices for payment, once deemed eligible for payment, will be provided to the Kerr-Tar COG for direct payment to the Contractor.

IX. LIQUIDATED DAMAGES

For each day the project exceeds the completion date or an extension of time granted in writing per the schedule and conditions listed in the contractor's handbook, the contractor will be assessed \$50 per each working day in liquidated damages. In the event that such reductions in the Contract price should equal or exceed the encumbered balance, the Contractor shall be found in default and the Contract shall be terminated.

This Procurement Policy is adopted this 28th day of May, 2020 by the Kerr Tar Regional Council of Governments Board of Directors.

By: _____
Chairman

Attested by: _____
Secretary



Diane Cox
Executive Director

Resolution of the Kerr-Tar Regional Council of Governments

Authorization to Sign Requisition Forms

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Whereas, Kerr-Tar Regional Council of Governments has been awarded an Essential Single Family Rehabilitation Award by the North Carolina Housing Finance Agency in the amount of \$190,000 for Person County and \$190,000 for Vance County; and,

Whereas, Kerr Tar Regional Council of Governments is required to designate individuals to sign requisition forms for the Essential Single Family Rehabilitation funds.

Now, therefore, be it resolved that following individuals are authorized to sign requisition forms for NCHFA Essential Single Family Rehabilitation funds:

Patricia S. Cox, Executive Director
Donna Lee, Finance Manager

Be it further resolved that Sidney Dunston, Chairman, is hereby authorized to be the Certifying official for the Signatory Form and Certification.

Be it further resolved that Sidney Dunston, Chairman is hereby authorized to sign the proposed Procurement and Disbursement Policy.

Be it further resolved that Sidney Dunston, Chairman is hereby authorized to sign the proposed Assistance Policies.

The foregoing resolution was hereby adopted this 28rd day of May, 2020.

Sidney Dunston, Chairman

Attest:

Patricia S. Cox, Executive Director

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

4 Factor Analysis for Limited English Proficiency

&

Language Access Plan

The purpose of this plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 that require that recipients of federal funds take responsible steps to ensure meaningful access to programs by persons with Limited English Proficiency (LEP). A Limited English Proficient person is a person who does not speak English as their primary language and who have limited ability to read, speak, write, or understand English.

To ensure meaningful access to its programs, Kerr-Tar Regional Council of Governments has developed a Language Access Plan (LAP). In order to develop the plan, Kerr-Tar Regional Council of Governments had to conduct several activities, the first of which is a four factor analysis. The other considerations are language assistance services to be provided, if requested or needed; staff training; the LEP contact person; and the process for addressing complaints.

A. Four Factor Analysis

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

Based on the information provided by the U.S. Census, 2015 American Community Survey, the Kerr-Tar region, comprised of the counties of Franklin, Granville, Person, Vance and Warren, has a total population 5 years and older of 212,273. Of this number, 5,310 (2.5%) of the population "speaks English less than very well".

County specific data for population that "speaks English less than very well" is:

County	Speaks English less than "very well"	Percent
Franklin	1,755	3%
Granville	1,545	2.8%
Person	623	1.7%
Vance	1,050	2.5%
Warren	337	1.7%

2. The frequency with which LEP individuals come in contact with the program.

North Carolina Housing Finance Agency funds are available for housing repair/rehabilitation services on a regular funding cycle. The Kerr-Tar Regional Council of Governments has not had any request or response to public notices with regard to the need for translation.

3. The nature and importance of the program, activity, or service provided by the program to people's lives.

The program under consideration is a federally funded housing rehabilitation program utilizing funding through the North Carolina Housing Finance Agency (NCHFA). The housing repair/rehabilitation program is very important in that it is one of the major sources of funds used to bring privately owned dwellings for low-to-moderate income persons up to decent, safe, and sanitary living standards. It is the goal of Kerr-Tar Regional Council of Governments to provide assistance in these programs to all eligible individuals regardless of race, color, national origin, or English proficiency.

4. The resources available to the recipient and cost

NCHFA soft cost funds will be used to implement any LAP requirements. Translation and interpretation assistance, if needed, will be provided to LEP individuals free of charge.

B. Language Assistance Services To Be Provided

1. On an as needed basis, the Kerr-Tar Regional Council of Governments will contact the Carolina Association of Interpreters and Translators if language services are needed.
2. Vance County Schools (where Kerr-Tar shares office space) has Spanish bilingual staff available to provide translation and interpreting services.
3. An organization which provides translation and interpreting services will be contacted to provide reasonable services, on an as needed basis, if a request is made for interpretation services for a language other than Spanish.
4. Kerr-Tar Regional Council of Governments will maintain a record of all services provided and make those records available to the NCHFA if requested.

C. Staff Training

Kerr-Tar Regional Council of Governments will provide training to the Administrative Assistant on LEP individuals and the LAP to be utilized to assist LEP persons accessing programs funded through the North Carolina Housing Finance Agency.

D. Notices to LEP Persons

Several methods will be used to make the public aware of the Project. Direct outreach will be done by means of flyers posted in public buildings frequented by potential applicants. Referrals from non-profit agencies, social service agencies, contractors, building supply houses, etc. will also be encouraged. The Kerr-Tar Regional Council of Governments will provide translated documents upon request.

E. LEP Contact Person

Patricia Diane Cox
Executive Director
PO Box 709
Henderson, NC 27536
(252) 436-2040

F. Process for Addressing Complaints

1. Kerr-Tar Regional Council of Governments will provide assistance to LEP individuals if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. Records will be maintained of all complaints filed, the date of filing, actions taken, and resolutions.
3. The Kerr-Tar Regional Council of Governments will notify the NCHFA of the complaint filed and provide the date of the filing, the actions taken, and resolution reached within 30 days of the resolution.
4. If required, NCHFA will conduct an investigation. If the investigation indicates a failure to comply with the Act, the Kerr-Tar Regional Council of Governments will inform the individual and the matter will be resolved by informal means whenever possible within 60 days.
5. If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency and forwarded to the Department of Justice, HUD Field Office and the NCHFA.


Adopted this 28th day of May, 2020

Chairman, Board of Directors

ATTEST:

Secretary to the Board

Kerr-Tar



Regional Council Of Governments

***PROPOSED BUDGET
FISCAL YEAR 2020-2021***

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Kerr-Tar **Regional Council** **Of Governments**

BUDGET MESSAGE

Date: May 28, 2020

TO: Board of Directors of the Kerr-Tar Regional Council of Governments

In accordance with the N.C. Local Government Budget and Fiscal Control Act, the proposed COG budget for Fiscal Year beginning July 1, 2020, is presented for your consideration. The COG Executive Committee has reviewed the proposed budget and recommends its adoption.

A Public Hearing on the Proposed Budget will be held on Thursday, June 25, 2020 at 6 p.m. via Zoom in order to receive public comment. Written and Oral comments will be accepted up to 24 hours after the public hearing for the purpose of the Proposed Fiscal Year 2020-2021 Budget.

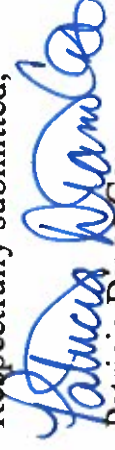
COG Programs to be continued next year include: Economic Development Administration, Kerr-Tar Regional Economic Development Corporation, Workforce Innovation and Opportunity Act, Aging, Revolving Loan Fund, Micro Loan Fund, Community Development, Planning and Technical Assistance, Region K Community Assistance Corporation, and the Rural Transportation Planning Organization.

Major changes in the proposed budget for FY 2020/2021 include:

1. Salaries approved by the Executive Committee for FY 2020/2021 include a 3% COLA increase.
2. Fringe Benefits Rate recommended is 39.5103% and includes FICA, group insurance, retirement, 401k contributions, unemployment, and retiree benefits.
3. The Indirect Cost Rate recommended for FY 2020/2021 is approximately 40.3758% for Administrative Indirect and 13.9917% for Programmatic Indirect.
4. Member dues approved at 64 cents per capita for FY 2020/2021. Per capita amounts are calculated based upon Census figures released in March, 2011.
5. Fund balance proposed to balance the FY 2020/2021 budget is zero.

Technical assistance and resource development for member governments continues to be the top priority for your staff. All COG members are encouraged to utilize the expertise of the COG staff for projects. The Kerr-Tar Regional Council of Governments is an extension of all of our members and serves as a valuable resource for many projects in the region.

The proposed budget for FY 2020/2021, as recommended by the COG Executive Committee, is within the resources of your Council of Governments.

Respectfully submitted,

Patricia Diane Cox
Executive Director

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
FUND SUMMARY - REVENUES**

FY 2020-2021

	AMENDED BUDGET	ACTUAL 04/30/2020	REQUESTED 20-21
10 GENERAL FUND	3,064,623	1,756,717	3,029,427
11 AGING FUND	2,083,462	1,336,574	2,046,964
13 WORKFORCE INVESTMENT ACT	1,185,606	688,448	1,050,000
14 MICROENTERPRISE LOAN FUND	-	965	1,500
15 REVOLVING LOAN FUND	26,000	28,374	18,479
TOTALS	6,333,691	3,781,739	6,126,391

FUND SUMMARY - EXPENDITURES

FY 2020-2021

	AMENDED BUDGET	ACTUAL 04/30/2020	REQUESTED 20-21
10 GENERAL FUND	3,064,623	1,730,747	3,029,427
11 AGING FUND	2,083,462	1,336,574	2,046,964
13 WORKFORCE INVESTMENT ACT	1,185,606	701,231	1,050,000
14 MICROENTERPRISE LOAN FUND	-	-	1,500
15 REVOLVING LOAN FUND	26,000	-	18,479
TOTALS	6,333,691	3,768,552	6,126,391

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
GENERAL FUND - REVENUES**

FY 2020-2021

	AMENDED BUDGET	ACTUAL	REQUESTED
	19-20	04/30/2020	20-21
PLANNING	352,262	240,180	374,328
RLF Administration (Transfer)	20,000	-	18,479
Micro Loan Fund	4,500	-	1,500
Bunn Zoning	7,500	8,463	7,500
CFAT	20,597	20,563	22,500
RPO	111,349	54,126	111,349
Mobility Manager	4,757	-	-
Economic Development	75,059	60,933	70,000
KTREDC	53,000	40,595	53,000
Safe Routes to School	50,000	-	80,000
Regional Agritourism Project	5,500	5,500	-
PIVOT Loan-Person County	-	50,000	-
TA Contracts			10,000
HOUSING REHAB	1,110,068	460,894	1,053,167
Franklin CO SFR 2016	47,365	64,893	-
Granville CO SFR 2016	32,703	27,388	-
Person CO SFR 2017	105,000	18,225	-
Vance CO SFR 2017	170,000	79,679	-
Warren CO SFR 2018	175,000	33,754	90,170
Granville CO SFR 2019	190,000	36,956	103,233
Franklin CO SFR 2019	190,000	-	179,764
Person CO SFR 2020	-	-	190,000
Vance CO SFR 2020	-	-	190,000
Urgent Repair 2019	200,000	200,000	100,000
Urgent Repair 2020	-	-	200,000
WIOA	746,981	478,298	651,863
WIOA Administration	179,911	116,211	198,507
WIOA Adult Program	128,927	75,419	168,112
WIOA Youth Program	138,608	97,279	119,968
WIOA Dislocated Worker	151,800	79,317	165,276
WIOA Incumbent Worker	99,687	74,852	-
WIOA Enhancement Grant-Re-Entry	30,000	23,508	-
WIOA Enhancement Grant-Infrastructure	18,048	11,713	-
AGING	687,396	407,697	791,241
Aging - P&A	164,397	95,743	165,119
Aging - IIID	19,879	10,041	19,357
Aging - CRC/LCA	3,000	1,469	-
Aging - Ombudsman	110,565	78,124	112,480
Aging - Elder Abuse	4,173	122	4,103
Aging - Caregiver	116,565	74,378	116,919
Aging - AAA	48,263	48,259	48,263
Aging - Senior Games	7,500	-	5,000
Aging - Medicare SHIP	5,000	5,000	5,000
Aging - MIPPA	17,657	17,657	15,000
Aging - NCDOT	190,397	76,904	300,000
Member Assessments	143,365	143,365	143,365
Miscellaneous	24,551	26,282	15,463
Miscellaneous Contracts & Revenue	21,051	23,279	12,463
Interest	3,500	3,003	3,000
10 GENERAL FUND	3,064,623	1,756,717	3,029,427

KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
GENERAL FUND - EXPENDITURES

FY 2020-2021

	AMENDED BUDGET	ACTUAL	REQUESTED
	19-20	04/30/2020	20-21
PLANNING	440,047	344,707	474,457
RLF Administration (Transfer)	20,000	4,573	18,479
Micro Loan Fund	4,500	-	1,500
Bunn Zoning	7,500	8,773	7,500
CFAT	25,747	25,704	28,125
RPO	139,186	117,793	139,186
Mobility Manager	9,515	-	-
Economic Development	125,099	99,832	116,667
KTREDC	53,000	43,477	53,000
Safe Routes to School	50,000	6,355	100,000
Regional Agritourism Project	5,500	2,700	-
PIVOT Loan-Person County	-	35,500	-
TA Contracts			10,000
HOUSING REHAB	1,110,068	371,928	1,053,167
Franklin CO SFR 2016	47,365	51,742	-
Granville CO SFR 2016	32,703	24,340	-
Person CO SFR 2017	105,000	10,280	-
Vance CO SFR 2017	170,000	92,145	-
Warren CO SFR 2018	175,000	51,663	90,170
Granville CO SFR 2019	190,000	65,497	103,233
Franklin CO SFR 2019	190,000	1,986	179,764
Person CO SFR 2020	-	-	190,000
Vance CO SFR 2020	-	-	190,000
Urgent Repair 2019	200,000	74,275	100,000
Urgent Repair 2020	-	-	200,000
WIOA	746,981	527,249	651,863
WIOA Administration	179,911	131,767	198,507
WIOA Adult Program	128,927	83,633	168,112
WIOA Youth Program	138,608	106,617	119,968
WIOA Dislocated Worker	151,800	86,539	165,276
WIOA Incumbent Worker	99,687	83,282	-
WIOA Enhancement Grant-Re-Entry	30,000	23,508	-
WIOA Enhancement Grant-Infrastructure	18,048	11,903	-
AGING	745,757	486,862	849,940
Aging - P&A	207,808	139,858	208,721
Aging - IID	22,088	11,408	21,508
Aging - CRC/LCA	3,000	968	-
Aging - Ombudsman	122,842	95,713	124,970
Aging - Elder Abuse	4,637	136	4,559
Aging - Caregiver	116,565	82,070	116,919
Aging - AAA	48,263	48,259	48,263
Aging - Senior Games	7,500	-	5,000
Aging - Medicare SHIP	5,000	4,996	5,000
Aging - MIPPA	17,657	9,137	15,000
Aging - NCDOT	190,397	94,320	300,000
Miscellaneous			
Miscellaneous Expenses	21,770	-	-
10 GENERAL FUND	3,064,623	1,730,747	3,029,427

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
OTHER FUNDS - REVENUES**

FY 2020-2021

	AMENDED		REQUESTED
	BUDGET	ACTUAL	
	19-20	04/30/2020	20-21
11 AGING FUND	2,083,462	1,336,574	2,046,964
Aging - HCCBG - Franklin Co	499,347	301,633	497,941
Aging - HCCBG - Granville Co	471,541	261,041	471,546
Aging - HCCBG - Person Co	357,483	243,384	348,650
Aging - HCCBG - Vance Co	375,490	231,753	363,380
Aging - HCCBG - Warren Co	278,922	185,714	264,986
Aging - Legal Services	10,189	9,937	9,969
Aging - Senior Center Gen Purpose	70,490	35,845	70,492
Aging - Fans	-	-	-
Aging - Caregiver	20,000	12,377	20,000
Aging NSIP	-	54,890	-
13 WIOA FUND	1,185,606	688,448	1,050,000
WIOA Adult	350,000	206,917	350,000
WIOA Youth	450,000	247,037	450,000
WIOA Dislocated Workers	250,000	166,249	250,000
WIOA Incumbent Worker Contracts	7,298	6,900	-
WIOA Infrastructure	91,000	54,451	-
WIOA Finish Line Grant	37,308	6,894	-
14 MICROENTERPRISE LOAN FUND	-	965	1,500
Bank Interest	-	747	800
Interest on Loans	-	218	700
15 REVOLVING LOAN FUND	26,000	28,374	18,479
Bank Interest	6,000	6,733	6,000
Interest on Loans	20,000	21,641	12,479

KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
OTHER FUNDS - EXPENDITURES

FY 2020-2021

	AMENDED BUDGET		ACTUAL 04/30/2020	REQUESTED 20-21
	19-20	04/30/2020		
11 AGING FUND	2,083,462	1,336,574		2,046,964
Aging - HCCBG - Franklin Co	499,347	301,633		497,941
Aging - HCCBG - Granville Co	471,541	261,041		471,546
Aging - HCCBG - Person Co	357,483	243,384		348,650
Aging - HCCBG - Vance Co	375,490	231,753		363,380
Aging - HCCBG - Warren Co	278,922	185,714		264,986
Aging - Legal Services	10,189	9,937		9,969
Aging - Senior Center Gen Purpose	70,490	35,845		70,492
Aging - Fans	-	-		-
Aging - Franklin Co Caregiver	4,000	3,940		4,000
Aging - Granville Co Caregiver	4,000	2,412		4,000
Aging - Person Co Caregiver	4,000	1,989		4,000
Aging - Vance Co Caregiver	4,000	1,908		4,000
Aging - Warren Co Caregiver	4,000	2,128		4,000
Aging - NSIP	-	54,890		-
13 WIOA FUND	1,185,606	701,231		1,050,000
WIOA EDSI Adult	350,000	206,917		350,000
WIOA EDSI Youth	200,000	128,792		200,000
WIOA VGCC ACT Youth	100,000	70,937		100,000
WIOA PCC ACT Youth	150,000	59,551		150,000
WIOA EDSI DW	250,000	166,249		250,000
WIOA Infrastructure	91,000	53,565		
WIOA Incumbent Worker Contracts	7,298	6,900		
WIOA Finish Line Grant-VGCC	24,005	3,851		
WIOA Finish Line Grant-PCC	13,303	4,469		
14 MICROENTERPRISE LOAN FUND				
Fund Transfer to Fund 10	-	-		1,500
Bank Expenses	-	-		-
15 REVOLVING LOAN FUND				
Fund Transfer to Fund 10	20,000	-		18,479
Bank Expenses	6,000	-		-

INDIRECT COST PLAN

RELEASED TIME		ADMINISTRATIVE INDIRECT COSTS		PROGRAMMATIC INDIRECT COSTS	
ANNUAL LEAVE	57,230	SALARIES	187,517		
SICK PAY	41,242	FRINGE BENEFITS	74,088		
HOLIDAYS	41,242	TOTAL SALARIES & FRINGE BENEFITS	261,605		
TOTAL RELEASED TIME	139,713				
FRINGE BENEFITS		AUDIT	32,000	TELEPHONE	9,000
FICA	68,358	LEGAL FEES	6,000	POSTAGE & METER RENTAL	4,500
GROUP INSURANCE	133,368	TRAVEL	9,000	PRINTING	2,000
RETIREMENT	87,182	ADVERTISING	2,000	MIS	30,000
RETIREMENT SUPPLEMENT	17,111	DUES & SUBS.	22,000	MAINT & REPAIR COPIER	12,000
UNEMPLOYMENT	1,264	INSURANCE W. C.	10,300	OFFICE SUPPLIES	9,200
RETIREE BENEFITS	48,000	INSURANCE LIABILITY	14,502	INTERNET	3,000
TOTAL FRINGE BENEFITS	355,283	BOARD EXPENSES	15,000	RENT	48,120
		SOFTWARE & MAINTENANCE	12,000	UTILITIES	8,000
		BANK SERVICE CHARGES	1,300	MAINT & REPAIR BLDG	0
		CONTRACT SERVICES	12,000	CONTRACT CLEAN - SCHOOLS	12,000
		TOTAL OTHER ADMIN EXPENSES	136,102	TOTAL PROGRAM COSTS	137,320
		TOTAL ADMIN INDIRECT	397,707	TOTAL PROGRAM INDIRECT	137,320
TOTAL RELEASED TIME & FRINGE BENEFITS	494,996	ADMIN INDIRECT RATE	40.3758 %	PROG INDIRECT RATE	13.9917 %
GROSS SALARIES	893,566	DIRECT SALARIES	706,050		
LONGEVITY BONUS	2,620	FRINGE BENEFITS	278,963		
BONUS	-	TOTAL BASE	985,013		
TOTAL SALARIES	899,216				
		TOTAL INDIRECT RATE	54.3675 %		
FRINGE BENEFIT RATE	39.5103 %				
		FY20 BUDGET VARIANCE	56.6280 %		
			-2.2605 %		