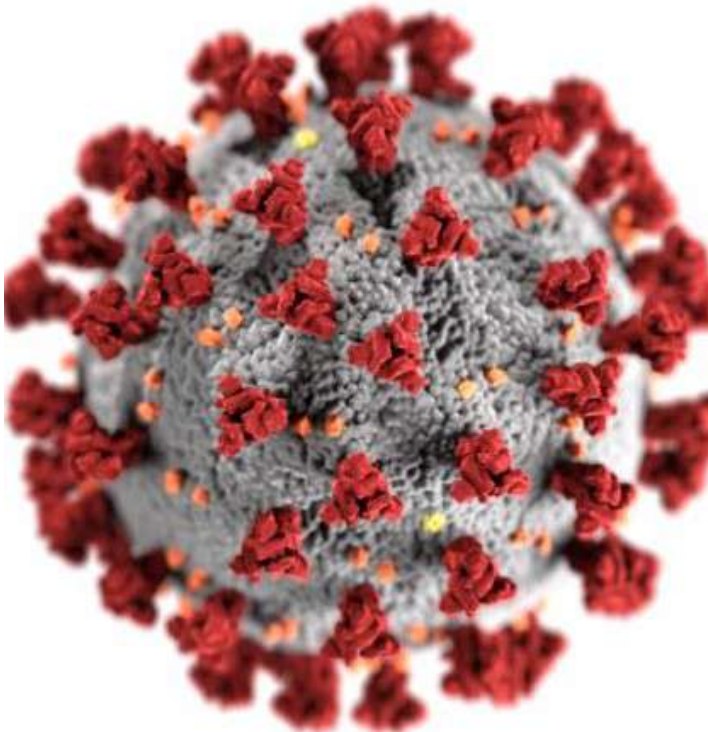


TOWN OF RANLO

FY20 CDBG-CV APPLICATION



North Carolina Community Development Block Grant Coronavirus (CDBG-CV) Program



NC Department of Commerce
REDD
State CDBG Program
<https://www.nccommerce.com/grants-incentives>

Photo credit: CDC.gov
November 2020



OFFICE OF THE MAYOR OF RANLO

October 30, 2020

The Honorable Anthony M. Copeland
Secretary
North Carolina Department of Commerce
301 North Salisbury Street
Raleigh, NC 27601-1508

Dear Secretary Copeland:

The Town of Ranlo is asking for your support and approval of our CDBG-COVID application.

We have given thought as to how we can address the pandemic, particularly with an unknown ending time, to prevent, prepare and respond to the coronavirus.

Our citizens need the type of assistance we have described in our application, particularly our low-income residents, which make up 63 percent of our community with low and moderate income.

If you have any questions about our application, please do not hesitate to contact Jonathan Blanton, Town Manager at (704) 824-3461.

Sincerely,

Lynn Black
Mayor

NC CDBG Coronavirus (CDBG-CV) APPLICATION CHECKLIST

Use the following checklist as the table of contents for the **CDBG-CV** application. Make sure all the required items are included. If any one of the required items is not included, the application will not meet threshold nor be approved for funding.

A. Application Submission Requirements and Process Adherence

- ☐ Applicant must be an eligible non-entitlement general unit of local government.
- ☐ Applicants must submit **two (2) complete originals** of the application.
- ☐ Applications must be submitted to REDD in a **three-ring binder** organized with tabs.
- ☐ Application Summary Form and all forms requiring official signatures must appear in both applications, complete, and have the original signature of the chief elected official or another documented authorized certifying officer.
- ☐ Applications may not be submitted to REDD before **Tuesday, September 1, 2020**.
- ☐ The proposed project may address the **Urgent Need National Objective; however, at least 51% low-to-moderate persons must benefit for public services and public facilities and 70% low-to-moderate income persons must benefit from special economic development projects**.
- ☐ The **NC CDBG-CV** funding request must not exceed **\$900,000**.
- ☐ Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.
- ☐ Applicant must clearly select one or more of the **NC CDBG-CV** activity categories.

Note: The NC CDBG-CV Program is an urgent needs program; therefore, a waiver is not required by the NC Department of Commerce if current funding request exceeds \$1,250,000 in applications for local governments in any of the CDBG categories and demonstration programs.

B. Required Attachments for NC CDBG-CV Projects

ITEM	TAB LOCATION
APPLICATION SUMMARY NC CDBG-CV PROGRAM CATEGORY SELECTION FORM	1
DOCUMENTATION OF SYSTEM FOR AWARD MANAGEMENT - SAM.GOV REGISTRATION ☐ INITIAL ☒ ANNUAL UPDATE (Please submit/attach a printout of the SAM.gov Registration Information)	1
PROJECT DESCRIPTION	2
SOURCES AND USES OF FUNDS	3
PROJECT BUDGET	3
NC CDBG-CV BENEFIT: LOW & MODERATE INCOME	3
COMMUNITY DEVELOPMENT PLAN	4
CONFLICT OF INTEREST FORM-CHECKLIST	5
FEDERAL REQUIREMENTS: ☐ A. FEDERAL CERTIFICATIONS ☐ B. DISCLOSURE REPORT FOR APPLICANTS REQUESTING \$200,000 OR MORE. (NOTE: Not required for applicants requesting less than \$200,000 in CDBG funds and not using other Federal assistance.)	5
DISCLOSURE REPORT	5
STATE CDBG PROGRAM REQUIREMENTS: ☐ A. REGULATIONS SIGNED AND DATED BY AUTHORIZED OFFICIAL ☐ B. DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL	5
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS	5
FLOOD PLAIN CERTIFICATION: Submit a letter or statement on the local government's letterhead stating the relationship of the site to designated flood zones. Recipients must provide REDD a certification signed by the Chief Elected Official stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance <i>prior</i> to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.	5
IMPLEMENTATION SCHEDULE FORM (2 originals – one per application)	6
HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM (Form is also on www.nccommerce.com .)	7
THREE REQUIRED MAPS: ☐ Location Map must show the applicant's jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families. ☐ Project Map must include the location of all project activities. It must also show all units bordering the project area whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on	8

one map to indicate the relationship of public infrastructure to units to be constructed. The map must be to scale and include a legend. ☐ Low-Moderate Income Map must illustrate the distribution/concentration of low-moderate income persons in the jurisdiction.	
LETTERS OF COMMITMENT, CONDITIONAL COMMITMENT, AND EVIDENCE OF FUNDING APPLICATION from all other (i.e., non-CDBG) sources of funds and/or resources.	9
CAPACITY, EXPERIENCE, AND ORGANIZATIONAL STRUCTURE ☐ List of Names and Duties for the Local Government Staff for the Proposed Project and Other Essential Players ☐ Resume for each identified person associated with the proposed project ☐ Organizational Chart Identifying the Reporting Relationship and/or Interaction Among Key Players for the Proposed Project ☐ Chart of Previous CDBG or other federal or state experience relevant to the proposed project. List project name, CDBG funding amount, program category, and brief description.	10
RESOLUTION TO SUBMIT CDBG-CV APPLICATION AND EVIDENCE OF THE FIRST OF TWO REQUIRED PUBLIC HEARINGS. Provide copies of the Board/Council Resolution to Apply, posted Public Hearing Notices, Certified Meeting Minutes for both Public Hearings, and evidence outreach efforts to inform the public of each public hearing. The outreach efforts must be conducted as noted in the Citizen Participation Plan. CITIZEN PARTICIPATION PLAN PLAN TO MINIMIZE RESIDENTIAL DISPLACEMENT AND TO PROVIDE RELOCATION ASSISTANCE TO DISPLACED CITIZENS IN A TIMELY MANNER	11
APPRAISALS are required for all CDBG-CV land acquisition activity only.	N/A
PHOTOGRAPHS TO DOCUMENT EXISTING CONDITIONS	13
DUPLICATION OF BENEFITS POLICY AND PROCEDURES	12
ALL SPECIAL ECONOMIC DEVELOPMENT PROJECTS MUST PROVIDE THE FOLLOWING BELOW: <u>N/A</u>	
☐ Employee Profile <i>(Complete one per business included in the project.)</i> ☐ Current NCUI 101 <i>(Required for expansion/retentions projects. For form, see https://des.nc.gov/need-help/forms-and-documents)</i> ☐ Articles of Organization/Incorporation or related-business incorporation documents. ☐ Legally Binding Commitment <i>(Complete one per business included in the project.)</i> ☐ Private Company Commitment Form <i>(Complete one per business included in the project.)</i> ☐ Limited Waiver of Confidentiality <i>(Complete one per business included in the project.)</i> ☐ Performance Indicators Form <i>(Complete for the entire project.)</i>	
ALL PROJECTS WITH NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION REGARDLESS OF FUNDING STREAM MUST PROVIDE THE FOLLOWING BELOW:	
☐ 10-Year Minimum Operating Pro forma ☐ Cost Estimates ☐ Site and Architectural Plans and Renderings: Attach one copy each of site and architectural plans for the proposed project. Identify any unit features designed to serve populations with special housing needs (e.g., persons with disabilities, the elderly, large families, etc.)	13

APPLICATION SUMMARY - NC CDBG CORONAVIRUS (CDBG-CV) PROGRAM

1. Applicant's name		Town of Ranlo	2. Date	
a. Mailing Address		1624 Spencer Mountain Road	☒ Original dated: 11/02/2020 ☐ Amendment dated: ____/____/____	
b. City and Zip Code		Gastonia 28054		
c. County		Gaston		
d. Contact Person		Jonathan D. Blanton		
e. Telephone Number		704-824-3461		
f. Fax Number		704-824-3423		
g. e-mail address		jblanton@townofranlo.org		
h. DUNS Number		957039050		
3. Preparer's Name		Kyle Touchstone	c. Telephone Number	
a. Firm's Name		The Wooten Company	919-828-0531 ext. 876	
b. Mailing Address		120 N Boylan Avenue		
c. City and Zip Code		Raleigh 27603	f. Fax Number	
d. e-mail address		ktouchstone@thewootencompany.com	919-834-3589	
4. Developer's Name			c. Telephone Number	
a. Mailing Address				
b. City and Zip Code			a. Fax Number	
5. Development Name				
a. Street Address				
b. City and Zip Code				
c. Ownership Entity				
6. Program Category	7. Project Number	8. Project Name	9. CDBG-CV Funds Requested	
CV	1	FY20 CDBG-CV Town of Ranlo	\$900,000.00	
10. Certification by the Chief Elected Official a) I certify that to the best of my knowledge and belief: 1. Data in this application is true and correct, 2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities, 3. This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
a. Typed Name of Chief Elected Official ➤		Jonathan D. Blanton		
b. Typed Title ➤		Town Manager		
c. Signature ➤				
d. Typed Date ➤		November 2, 2020		
Date Received:		For REDD Use Only		Application Number:

NC CDBG-CV PROGRAM CATEGORY SELECTION FORM

AREAS OF FOCUS: *Check applicable area(s) of focus.*

- ✓ *Support families and communities through telehealth support and public services.*
- ✓ *Protect the most vulnerable and high-risk populations.*
- ☐ *Assist small businesses with economic recovery.*
- ☐ *Address testing, tracing, and trends.*

✓ **PUBLIC SERVICES:** *Check applicable activities.*

Public Service	Description
☐ Subsistence Payments	Provide up to three months emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Utility payments to prevent service disconnection and rent/mortgage payments to prevent eviction. Local governments may partner with a non-profit service provider such as United Way.
☐ Employment Training	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
☐ Testing and Diagnosis	Provide testing, diagnosis, or other services at a fixed or mobile location.
✓ Equipment, Supplies, and Materials	Provide equipment, supplies, and materials necessary to carry-out a public service.
☐ Food Distribution	<u>Meal Delivery:</u> Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities. <u>Food Bank/Pantry Services:</u> Provide support to food banks and food pantries.
☐ Health Services	Increase the capacity and availability of targeted health services for infectious disease response within existing health care facilities.
☐ Mental Health Services	Increase the capacity and availability of targeted mental health services for individuals and families impacted by Coronavirus.
☐ Broadband and Communications Support	Provide broadband services inclusive of internet access and hardware/software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.
☐ Services for Special Needs Populations such as seniors, youth age 13-19, and disabled/handicapped	Provide services for special needs populations that prevent, respond to, or prepare for COVID-19. Applicants must contact the CDBG-CV Manager for approval prior to submitting the application.
☐ Other (Please describe in the description box to the right.)	

✓ **PUBLIC FACILITIES AND IMPROVEMENTS: Check applicable activities.**

Note: Public Facilities are required to be owned by the local unit of government. However, Non-profits may also own and operate the building if the building is open to the general public. Also, the local government will need to have lien on the property and Legally Binding Commitment which includes the applicable contract provisions.

Public Facility Activity	Description
☐ Acquisition, ☐ Construction, ✓ ☒ Reconstruction, or ☐ Installation of public works, facilities, and site or other improvements	Health Facilities may be created/supported by: • Constructing a testing and diagnosis, or treatment facility. • Rehabilitate a community facility to establish an infectious disease treatment clinic. • Acquiring and rehabilitating, or constructing, a group living facility that may be used to centralize patients undergoing treatment.
☐ Rehabilitation of building and improvements (including interim assistance)	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery. Make interim improvements to private properties to enable an individual patient or frontline health care workers to remain quarantined on a temporary basis.
✓ ☒ Broadband and Communications Support	Provide broadband services inclusive of infrastructure development, internet access, wiring, and hardware and software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.

❑ SPECIAL ECONOMIC DEVELOPMENT ASSISTANCE: Check applicable activities.

Proposed projects are subject to **CDBG-CV** cost per job limits and the limit for this project is \$85,000 per full-time job or less. For example, a \$850,000 grant must result in the creation of at least 10 new jobs [\$850,000 grant total/\$85,000 per job = 10 jobs created]. At least 70% of the jobs must go to LMI persons. In other words, out of 10 jobs, 7 must go to LMI persons.

Economic Development Activity	Description
☐ Small Business and Microenterprise Assistance	Provide grants to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease. Avoid job loss cause by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-to-moderate income persons. Provide financial assistance to for-profit businesses to acquire property, build, expand, or rehabilitate a building, lease space to operate, or purchase equipment, or provide operating capital. Retrofit workspaces for for-profit businesses to promote social distancing.
☐ Microenterprise Assistance <i>is defined as a commercial enterprise that has <u>five or fewer employees</u>, one or more of whom owns the enterprise.</i>	Provide technical assistance and grants to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

SAM.GOV REGISTRATION



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

Log In

[Login.gov FAQs](#)

HOMESEARCH RECORDSDATA ACCESSCHECK STATUSABOUTHELP

ALERT: Due to internal CAGE maintenance, CAGE will be unavailable from Friday October 16, 2020 @ 5:00 PM - Sunday October 18, 2020 @ 11:59 PM (ET).

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 10/24/2020 from 8:00 AM to 4:00 PM.

Entity Dashboard

Entity Overview

Entity Registration

Core Data

Assertions

Reps & Certs

POCs

Exclusions

Active Exclusions

Inactive Exclusions

Excluded Family Members

RETURN TO SEARCH

Ranlo, Town Of

DUNS: 957039050 CAGE Code: 8RtL8

Status: Active

Expiration Date: 09/25/2021

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

Name: Ranlo, Town Of

Doing Business As: Town Hall

Business Type: US Local Government

Last Updated By: Jonathan Blanton

Registration Status: Active

Activation Date: 10/01/2020

Expiration Date: 09/25/2021

Exclusion Summary

Active Exclusion Records? No

1624 Spencer Mountain Rd

Gastonia, NC, 28054-3048 ,

UNITED STATES

PROJECT DESCRIPTION- NC CDBG-CV

The project description must contain the following information and should answer the following questions. Limit total responses to 4 pages.

Project Title: FY2020 CDBG-CV Town of Ranlo

Project Overview:

The applicant must provide a summary of the proposed project.

1. Provide a description of the proposed activity or activities and explain how each addresses the health and/or economic impact of COVID-19 in your community. Specifically state how the activity prevents, responds to, prepares for the Coronavirus.

The Town of Ranlo, population 3,556¹, has an area-wide low- and moderate-income (LMI) of 63.36%, more than 51%. The town is working diligently to prevent the spread of coronavirus, especially its LMI residents, which are among the most vulnerable and high-risk population. The proposed activities are to lessen the impact on residents of the Town of Ranlo as a result of the North Carolina Executive Order 116, issued on March 10, 2020, declaring a State of Emergency as result of the COVID-19 pandemic².

The Town of Ranlo is located in Gaston County, which has the 7th highest number of total COVID-19 cases by county in the State of North Carolina. Gaston County has had 5,352 COVID-19 cases representing 2.5% of the cases in North Carolina and has had 85 deaths from the virus. Gaston County is adjacent to Mecklenburg County, which has the state's highest number of COVID-19 cases: 29,132 cases (13.6% of state cases) and 359 deaths.³ However, according to Gaston County data as of October 16, 2020, there have been 6,472 positive cases of which 5,225 have recovered and 103 have died.⁴ The Gaston-Cleveland-Lincoln Metropolitan Planning Organization states that over one-quarter of Gaston County workers commute to Mecklenburg County to work each day.⁵

The proposed activities of this project include: accessibility improvements to public facilities that allow access for interactions with others in open public spaces⁶; preventative health care measures through transformation of existing spaces to testing and immunization locations; spaces for recreational activities to improve physical, emotional, and mental health; and accessibility to internet for educational practices and learning.

Town Proposed Project Activities Include:

- Improvements to Ranlo Park, such as ADA ramp and sidewalk access from Park Drive.
- Improvements to the Community Center, such as replacing the ramp and deck area to meet ADA code, and installing a handwashing station.
- Exterior improvements to The Lodge, such as improving ADA sidewalk, parking access, and outdoor lighting; construction of a new outdoor shelter; and installation of ADA-accessible playground equipment with a handwashing station.

1 U.S. Census Bureau. American Community Survey 2014-18 5-Year Estimates. <https://www.census.gov/acs/www/data/data-tables-and-tools/>

2 State of North Carolina Executive Order 116. <https://files.nc.gov/governor/documents/files/EO116-SOE-COVID-19.pdf>

3 Centers for Disease Control and Prevention. CDC COVID Data Tracker. <https://covid.cdc.gov/covid-data-tracker/#county-map>

4 Gaston County, NC. COVID-19 (Coronavirus) Information for Gaston County. <https://www.gastongov.com/coronavirus/index.php#CaseCount>

5 Gaston-Cleveland-Lincoln Metropolitan Planning Organization. Fast Facts. <https://qclmpo.org/about-us/fast-facts/>

⁶ National Institute of Health. Impact of Social Isolation Due to COVID-19 on Health in Older People: Mental and Physical Effects and Recommendations. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7514226/>

- Interior improvements to The Lodge, such as:
 - Encapsulating asbestos containing material (ACM) to reduce exposure to the hazard.
 - Retrofitting the existing kitchen with new appliances, dishwashing, cabinets, exhaust system, grounded electrical components to meet minimum code compliance, and a new hot water heater.
 - Rehabilitating and reconfiguring the existing restrooms to meet minimum ADA accessibility standards, including plumbing, partitions, no-touch bathroom fixtures, an exhaust system, and grounded electrical circuits.
 - Replacing the deficient HVAC system equipment and ductwork to allow for safer, efficient, air distribution and circulation throughout the facility.
 - Cleaning and sealing roof and framing. Cleaning and painting the facility with low VOC paints.
- Expansion of broadband technology including installation of computer stations at the Community Center and The Lodge to promote information and social exchange in a COVID-safe environment for those who do not have computers and WIFI access at home.
- Expansion of broadband technology by creation of public WIFI hotspots at Town Hall, The Lodge, and the Community Center.
- Installation of plexiglass retrofits, and the disbursement of personal protective equipment (PPE) and hygiene materials at Town Hall, The Lodge, and the Community Center to help minimize the risk of transmission of the virus.

By implementing this project and its proposed activities, the Town of Ranlo, which demonstrates a greater need for assistance in preventing the spread of coronavirus, can provide a comprehensive approach in helping its residents, especially its LMI residents.

2. What is the proposed scope of this project?

The scope of this project is to provide safe access to public facilities that can offer opportunities for health care, social interaction, continuation of educational learning opportunities, and physical exercise. Details regarding the improvements to facilities can be found in **Tab 13**.

3. What area(s) of focus for the **CDBG-CV Program** are most applicable to the proposed project?

- 1) Support families and communities through telehealth support and public services.
- 2) Protect the most vulnerable and high-risk populations.

4. How will this be done?

The Town of Ranlo believes that by providing COVID-19 transmission prevention measures, such as handwashing stations at public facilities, and recreation opportunities it can assist in the physical, emotional, and mental well-being of its residents. Improving public facilities with retrofits and ADA accessibility will allow the Town of Ranlo to assist residents who have been adversely impacted by COVID-19. WIFI Zones and the availability of computers will also allow for Ranlo residents to access information, educational assignments, and workforce opportunities.

Partners:

1. Who are the project partners and explain the significance of the project partners and how their involvement will bolster the success of the project? Partnerships are strongly encouraged.

The Town of Ranlo will procure design services for the retrofitting of its public facilities. The Town of Ranlo will also procure an experience CDBG Grant Administrator consultant, architectural design services and contractor(s).

2. What will be the level of effort and cost of these services? Include local match and in-kind services in the description. A match is not required under this program but, it will be favorably considered during the evaluation process. **NOTE: Be sure the costs that are discussed here align with the proposed budget submitted with this application.**

The cost is projected to utilize CDBG-CV funds with no local-match due to lack of financial capacity. The project budget and sources tables are included in **Tab 3** of this application.

Expected Results and Outcomes:

1. What are project objectives and desired outcomes? Be specific, action-focused, achievable within grant period, realistic, and time-bound.

The proposed objectives and outcomes of the project:

1. Prevent the spread of the coronavirus through implementation of health safety and PPEs.
2. Assist the town's most vulnerable and high-risk residents impacted by COVID-19 and the State of Emergency by enhancing accessibility to public facilities and information.
3. Increase opportunities for physical activities which will promote physical, mental and emotional well-being.

The Town of Ranlo has no reason to doubt that all activities will occur within the 30-month grant period.

2. How does the project spur economic and community development growth?

By providing access to WIFI Zones for educational training and job opportunities, those currently out of work as a result of COVID-19 will have access to information that may not currently be available otherwise due to unexpected loss of income. By promoting physical, mental, and emotional well-being, the town will help its residents maintain employment.

3. Attach the Accomplishment and Beneficiaries form for each **NC CDBG-CV** activity except planning and administration.

HUD forms are included in **Tab 7**.

Project Administration and Capacity:

1. What is the applicant's administrative capacity to manage the grant financially and to comply with CDBG-CV program requirements?

While the Town of Ranlo does not have recent experience with the CDBG program, the town plans to procure an experienced CDBG Grant Administrator post-award to assist the town staff with CDBG grant compliance. An organizational chart is located in **Tab 10**.

2. What is the relationship between the applicant and other participants, other local governments, public and private sector organizations? Are they committed to the project? (Include letters of support, as applicable).

Letters of Support are included in **Tab 9**.

3. Who will oversee and coordinate the project and how will parties be selected to carry out funded work?

The Town of Ranlo will oversee the work of the project. The Town of Ranlo will procure engineering services and a grant administration consultant post-award in accordance with 2 CFR Part 200.

4. List the key players for the local government and partners to carry out the project. Include an organizational chart, a description of duties for each player's, and a resume.

Please see **Tab 10** for local government capacity, organizational charts, and resumes.

SOURCES AND USES OF FUNDS CHART

Sources	CDBG-CV	Local Gov't	Other Source 1	Other Source 2	Total
Uses					
1. Acquisition					
2. Administration	\$90,000				\$90,000
3. Architectural Barriers					
4. Clearance Activities					
5. Code Enforcement					
6. Disposition					
7. Fire Protection					
8. Flood & Drainage					
9. Historic Preservation					
10. Machinery & Equipment					
11. Neighborhood Facility(ies)					
12. Other Activities					
13. Other Public Facilities	\$690,000				\$690,000
14. Parking Facilities					
15. Parks & Playgrounds	\$90,000				\$90,000
16. Pedestrian Improvements					
17. Planning					
18. Public Services	\$30,000				\$30,000
19. Public Utilities					
20. Rehabilitation-Private					
21. Rehabilitation-Public					
22. Relocation Assistance					
23. Sr. Handicapped Centers					
24. Sewer Improvements					
25. Solid Waste Facility(ies)					
26. Street Improvements					
27. Water Improvements					
28. Working Capital					
Total Uses	\$900,000				\$900,000

PROJECT BUDGET – NC CDBG-Coronavirus (CDBG-CV)		Name of Applicant: Town of Ranlo	
1. CDBG-CV Grant Amount Requested		\$900,000	
2. Other Funds (List here.)			
3. Total Project Resources		\$900,000	
4. Activity	5. CDBG Costs	6. Other Costs	7. Total Project Costs (Columns 5 + 6 = Column 7)
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
1. Senior and handicapped centers			
2. Parks, playgrounds and recreation facilities	90,000		90,000
3. Neighborhood facilities			
4. Solid waste disposal facilities			
5. Fire protection and equipment			
6. Parking facilities			
7. Public utilities other than water and sewer			
8. [Reserved]			
9. Street improvements			
10. Flood and drainage improvements			
11. Pedestrian improvements			
12. Other public facilities	\$690,000		\$690,000
13. Public sewer improvements			
14. Public water improvements			
d. Clearance activities (i.e., reconstruction and temporary relocation expenses.) Clearance items should appear online d.			
e. Public services	\$30,000		\$30,000
f. Relocation assistance			
g. Construction, rehabilitation, and preservation activities			
1. Construction or rehabilitation of commercial and industrial buildings			
3. Rehabilitation of privately-owned dwellings (all rehabilitation of privately-owned dwellings activities should be included on this line item)			
4. Rehabilitation of publicly owned dwellings			
5. Code enforcement			
6. Historic preservation			
h. Development financing			
1. Working capital			
2. Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
SUBTOTAL	\$810,000	\$	\$810,000
k. Planning (Included in 10% Cap minus Administration not to exceed \$3,500)			
l. Administration (10% cap of total Grant Amount Awarded)	\$90,000		\$90,000
TOTAL	\$900,000	\$	\$900,000

NC CDBG CORONAVIRUS: LOW AND MODERATE INCOME

Name of Applicant: Town of Ranlo

Complete this form for all **NC CDBG-CV** activities.

	Total No. of Persons Benefiting 2.	No. of Low- Income Persons Benefiting 3.	% of Low- Income Persons Benefiting 4.	No. of Moderate- Income Persons Benefiting 5.	% of Moderate- Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderate Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate- Income Persons 10.
1. Activity									
a. Acquisition									
b. Disposition									
c. Public facilities and improvements									
(1) Senior and handicapped centers									
(2) Parks, playgrounds and recreation facilities	3,480	1,140	32.75%	1,065	30.6%	\$90,000	\$29,475	\$27,540	\$57,015
(3) Neighborhood facilities									
(4) Solid waste disposal facilities									
(5) Fire protection and equipment									
(6) Parking facilities									
(7) Public utilities other than water and sewer									
(8) [Reserved]									
(9) Street improvements									
(10) Flood and drainage improvements									
(11) Pedestrian improvements									
(12) Other public facilities	3,480	1,140	32.75%	1,065	30.6%	\$690,000	\$225,975	\$211,140	\$437,115
(13) Public sewer improvements									
(14) Public water improvements									
d. Clearance activities									

NC CDBG-CV Benefit: Low and Moderate-Income Page 2						Name of Applicant: Town of Ranlo			
1. Activity	Total No. of Persons Benefiting 2.	No. of Low- Income Persons Benefiting 3.	% of Low- Income Persons Benefiting 4.	No. of Moderate- Income Persons Benefiting 5.	% of Moderate- Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderat e Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate- Income Persons 10.
e. Public services	3,480	1,140	32.75%	1,065	30.6%	\$30,000	\$9,825	\$9,180	\$19,005
f. Relocation assistance									
g. Construction, rehabilitation and preservation activities									
(1) Construction or rehabilitation of commercial & industrial buildings									
(2) Rehabilitation of privately-owned dwellings									
(3) Rehabilitation of publicly owned dwellings									
(4) Code enforcement									
(5) Historic preservation									
h. Development financing									
(1) Working capital									
(2) Machinery and equipment									
i. Removal of architectural barriers									
j. Other activities									
k. TOTAL						\$810,000	\$265,275	\$247,860	\$513,135
	PROJECT INDIVIDUAL BENEFIT Column 10, Row k (\$ 513,135) X 100 = 63.35% Column 7, Row k (\$ 810,000)								

CORONAVIRUS (COVID-19) COMMUNITY DEVELOPMENT PLAN

The applicant must provide a narrative statement describing its community development and housing needs, including the needs of low-and-moderate-income households in quantifiable terms as well as short and long-term activities to be undertaken to address these needs. Cite references used for statistical evidence. REDD will use this information to determine if the proposed project addresses community needs. ***[The Community Development Plan must not exceed the three (3) pages.]***

1. What are the housing/community development needs in your jurisdiction?

According to American Community Survey 2014-2018 data¹, the Town of Ranlo has a population of 3,556 and 1,356 households. Of the town's 1,356 households, 52.4% were constructed prior to 1990 and 19.1% were built prior to 1939. As a measure of overcrowding, the ACS 2014-2018 data revealed 2% of occupied housing units in the Town of Ranlo have 1.01 or more persons per room.

Of the 1,356 households in the Town of Ranlo, 14.4% have a female head of household and 27.3% have a resident over 65. 14.9% of families have an income below the poverty line, of which 42.6% are a female head of household. African-Americans make up the Town of Ranlo's largest minority group with 15.1%. Hispanics or Latinos make up 15.1% of the population. 16.5% of the Town of Ranlo's population is disabled. 14.7% of the population 25 years and over lacks a high school diploma.

2. What are the housing/ community development needs of low-and-moderate-income persons in your jurisdiction?

The Town of Ranlo has an LMI of 63.36%. According to the 2015 State of North Carolina Analysis of Impediments to Fair Housing Choice, the following impediments were found: 1. Discrimination in the rental-housing market on the basis of race and disability. 2. Lack of reasonable accommodation and modification. 3. Lack of understanding of fair housing law in rural areas of the state among housing consumers and housing providers. 4. Black and Hispanic residents experience higher rates of home purchase loan denials than white and non-Hispanic residents, leading to lower rates of homeownership. 5. Limited fair housing infrastructure serving rural state residents. 6. Limited understanding of duty to affirmatively further fair housing. 7. Lack of understanding of fair housing law by units of local governments in non-entitlement areas.²

The needs of low- and moderate- income persons include basic necessities such as utilities, access to information and education opportunities and access to physical activities to promote physical, mental and emotional well-being. Access to these basic needs is exponentially important in light of COVID-19 in order to practice good hygiene, cook meals for basic nutrition, lessen risk of exposure and spread of COVID-19, maintain access to education and remote learning, obtain and/or maintain employment, and sustain and improve overall health and well-being.

¹ U.S. Census Bureau. *American Community Survey 2014-18 5-Year Estimates*. <https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/>

² N.C. Department of Commerce. *2015 State of North Carolina Analysis of Impediments to Fair Housing Choice*. https://www.fairhousingnc.org/wp-content/uploads/2018/12/North-Carolina_AI_FNL.pdf

3. *What are the water and wastewater needs of low-and-moderate-income persons in your jurisdiction?*

Currently, the Town has an aging water system and is currently pursuing grant opportunities to improve water distribution to LMI households. Also, low- and moderate-income families are facing utility shut-offs due to unpaid bills due to the impact of COVID-19 and loss of income. If utility shut-offs were to occur, there would be no water and wastewater service to these residents. These are the most vulnerable and high-risk residents who need to maintain access to critical public services for essential personal hygiene and health needs. The Town of Ranlo is working with its residents to assist through payment plans to eliminate utility account arrears.

4. *What are other community needs of low-and-moderate- income persons in your jurisdiction (streets, drainage, non-basic needs, etc.)?*

- Drainage improvements in low- and moderate-income neighborhoods.
- Water/sewer improvements in low income areas.
- Outdoor recreation facilities (playing fields for youth).
- Neighborhood-based service centers throughout the County.
- Neighborhood-based public/support services for low and moderate-income households.

5. *What activities does your community plan to undertake to address the need(s) identified in questions 1-4 above?*

The Town of Ranlo is currently applying to the North Carolina Department of Environmental Quality for a CDBG-Infrastructure grant to eliminate issues with its aging water system. By replacing water distribution lines to LMI-residents, the improvements help to strengthen the Town's entire water system. The infrastructure project is slated to assist up to an approximate 268 LMI households in Ranlo. To address community development needs of LMI households identified above, the Town of Ranlo routinely identifies housing and community development needs and the creation of appropriate strategies to meet these needs, coupled with the procurement of funds needed to assist with improvements.

a. *Why were these need(s) selected for this project instead of other identified needs?*

These needs were identified because they provided a comprehensive approach to preventing the spread of COVID-19 while providing opportunities for its most vulnerable and high-risk populations to safely access public facilities for access to preventative health care measures, educational opportunities to prevent students from falling behind in school due to no internet at home, information and physical exercise to promote healthy physical, mental and emotional health.

b. *If funded, what will be the impact of the project?*

If funded, the impact may be immeasurable, but the Town of Ranlo is hopeful that the proposed activities will provide safe areas for interaction and access to information while preventing the spread of Coronavirus. The Town of Ranlo's population is 3,480 and its area-wide LMI is 63.36%. Due to Ranlo's size and limited resources, the project will have a positive impact on all residents, especially its LMI residents.

6. *Explanation of how does this project relates to other activities (current and future) in the jurisdiction, including the development of industrial and/or commercial sites, installation of water and sewer lines and facilities, force main lines, streets, etc.?*

This project provides a comprehensive and consolidated approach to the health and well-being of the residents of the Town of Ranlo. If awarded, along with the CDBG-I project, the Town of Ranlo is ensuring the continued improvement of its entire community and maintaining a higher level of care for its residents. Through the CDBG-CV grant program, the Town will ensure critical needs are met in order to continue its focus on future activities to support its residents, especially those qualifying as LMI.

CDBG CERTIFICATIONS- TOWN OF RANLO

This Tab includes the following:

- ✓ **CONFLICT OF INTEREST FORM-CHECKLIST**
- ✓ **FEDERAL REQUIREMENTS AND CERTIFICATIONS**
- ✓ **DISCLOSURE REPORT**
- ✓ **STATE CDBG-CV PROGRAM REGULATIONS**
- ✓ **DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS**
- ✓ **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**
- ✓ **FLOOD PLAIN CERTIFICATION**

CONFLICT OF INTEREST CHECKLIST

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions. For any "yes" response, refer to Bulletin 10-8 for next steps.

1. Does any person involved with this potential **CDBG-CV** project have family or business ties with any of the local government elected officials or local government staff?
☐ Yes ☒ No, if yes, please describe.
2. Has any person involved with this potential **CDBG-CV** project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission?
☐ Yes ☒ No, if yes, please describe.
3. Does any person involved with this potential **CDBG-CV** project have an ownership interest in an entity that is directly affected by activities proposed in the application?
☐ Yes ☒ No, if yes, please describe.
4. Will any person involved with this potential **CDBG-CV** project derive any income or commission as a direct result of action taken by the local government elected board or its staff?
☐ Yes ☒ No, if yes, please describe.

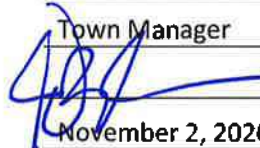
Name of Chief Elected Official

Jonathan Blanton

Title

Town Manager

Signature



Date

November 2, 2020

FEDERAL REQUIREMENTS AND CERTIFICATIONS

The applicant hereby assures and certifies that:

- a) It will comply with all applicable federal and state laws, regulations, rules and Executive Orders.
- b) It possesses legal authority to apply for the grant, and to execute the proposed program.
- c) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the identified as the official representative of the applicant to act about the application and to provide such additional information as may be required.
- d) It is following a detailed, written citizen participation plan which will provide opportunities for citizen participation, hearings, and access to information with respect to its community development program that are comparable to those required of grantees under Section 104(a) of the Act and in accordance with Rule .1002 of the North Carolina Community Development Block Grant Administrative Rules.
- e) Its chief elected official or other officer of the applicant if assistance is approved by Rural Economic Development Division:
 - 1) Consents to assume the status of the "responsible Federal Official" as that term is used in Section 102 of the National Environmental Policy Act (NEPA), Section 104(f) of Title 1 of the Housing and Community Development Act of 1974, as amended, and other provisions of Federal law, as specified in 24 CFR 58.5 which further the purposes of NEPA.
 - 2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
 - 3) Consents to review and comment on all Environmental Impact Statements prepared for Federal projects which may have an impact on the applicant's/recipient's community development program.
 - 4) Consents to perform all coordination functions required under 24 CFR Part 58 and 40 CFR Parts 1500-1508.
- f) The **NC CDBG-CV Program** has been developed to give maximum feasible priority to activities which will benefit low and moderate-income families or aid in the prevention or elimination of slums and blight. The requirement for this certification will not preclude Commerce from approving an application where the applicant certifies, and Commerce determines, that all or part of the **NC CDBG-CV Program** activities are designed to meet other community development needs having urgency as specifically explained in the application in accordance with Section .0800 of 4 NCAC 19L of the North Carolina Administrative Code.
- g) Its program will be conducted and administered in conformity with Public Law 88-352 and Public Law 90-284, and that it will affirmatively further fair housing.
- h) It will comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program.
- i) It will give Commerce, HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant.
- j) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- k) It will follow a residential anti-displacement and relocation assistance plan that is in accordance with the provisions of Section 104(d) and all other provisions of the Act.

- l) It will not attempt to recover any capital costs of public improvements assisted in whole or part under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged to assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- m) It has or will develop a plan that identifies community development and housing needs, including the needs of low and moderate-income persons, and the activities to be undertaken to meet such needs.
- n) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.
- o) When issuing statements, press releases, request for proposals, bid solicitation and other documents describing the above-mentioned program such as the environmental review, public hearings, fair housing notices, etc., it shall clearly state:
 - 1) The percentage of the total cost of the project which will be financed with **CDBG-CV** money, and 2) the dollar amount of **CDBG-CV** funds for the project.
- p)
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
- q) It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act).
- r) All project areas are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All properties assisted in the project will be covered for flood insurance prior to beginning construction, and all public facilities will be constructed to comply with applicable floodplain regulations.

CERTIFICATION OF ABILITY

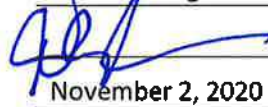
The Town of Ranlo hereby certifies its ability to meet Federal Performance and Procurement Requirements with Certification as further expanded in the preceding attachments.

Name of Chief Elected Official

Jonathan Blanton

Title

Town Manager

Signature**Date**

November 2, 2020

Disclosure Report Instructions

Who should complete the report:

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds \$200,000 are required to make certain disclosures. State **CDBG-CV** funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urban Development. Therefore, all applicants of more than \$200,000 in State **CDBG-CV** funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a sub grant should complete the report if more than \$200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than \$200,000 in CDBG assistance but, intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed \$200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State **CDBG-CV** funds may submit a copy of that disclosure report to the Rural Economic Development Division rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of \$250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of \$50,000 or 10 percent of such interest.

Detailed Instructions:

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.
2. Indicate whether the report is an initial report or an update report.
3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.
4. Enter the project name and indicate the location as detailed and specific as possible. In the case of update reports, give the **CDBG-CV** grant number.
5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided per the funding approval and anticipated program income.
6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available.

Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under "6. Other Government Assistance" on the Attachments page of the report.

7. Indicate whether there are persons with a reportable financial interest in the project. "Person" means an individual, corporation or business, unit of general local government or other governmental entity or

agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of \$50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the "Other Government Assistance" disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.
9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.

DISCLOSURE REPORT

1. **Applicant/Recipient Name, Address, and Phone:**

Town of Ranlo
1624 Spencer Mountain Road
Gastonia, NC 28054 (704) 824-3461

2. **Check One:** ☒ Initial Report ☐ Update Report

3. **Social Security Number or Employer ID Number:** 56-0812725

4. **Project Name and Location:** FY20 CDBG-CV Town of Ranlo, Ranlo, NC

5. **Total Amount requested/received** (including anticipated program income): \$ 900,000

6. **Other government assistance.** (Check One):

☒ No other government assistance is, or is expected to be, provided for this project

☐ All other government assistance provided for this project is listed on the table below/attached page(s).

(Note: Disclosures must be complete and accurate but, need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, (check here):

☐ Assistance is disclosed in Sources and Uses Attachments

<u>Agency Name and Address</u>	<u>Program and Type of Assistance</u>	<u>Amount Requested/Received</u>

7. **Interested Parties.** (Check One):

☒ No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than \$50,000 or 10 percent of the assistance (whichever is lower; being a party to a contract procured under Federal procurement regulations at 2 CFR Part 200 does not, by itself, constitute a reportable financial interest).

☐ All parties with a reportable financial interest are listed on table below/attached page(s).

<u>Name and Address</u>	<u>Type of Participation</u>	<u>Interest (\$ and %)</u>

8. **All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):**

✓ **CDBG-CV PROJECT BUDGET**

□ **CDBG-CV LOCAL COMMITMENT FORM**

□ Other Attachment(s). Describe: _____

9. **Certification:**

I hereby certify that all information in this report and its attachments is true and complete.

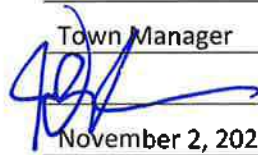
Name of Chief Elected Official

Jonathan Blanton

Title

Town Manager

Signature



Date

November 2, 2020

STATE CDBG-CV PROGRAM REGULATIONS

Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher's affidavits of notices and minutes signed by the town or county clerk of the two required public hearings.

Project Administration

The grantee is responsible for CDBG-CV oversight. If funded, the grantee will supervise the implementation of the project as follows:

- ✓ The local government manager reviews and signs off on all project reports.
- ✓ The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.
- ✓ At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.
- ✓ Maintain all project files at the local government offices and make them available to citizens during regular business hours.

Audits/Compliance

CDBG-CV grantees expending \$25,000 or more in a fiscal year are required to have funds audited for the CDBG-CV program. CDBG-CV funds can be used to pay for the CDBG-CV portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG-CV and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the CDBG-CV application to pay for the CDBG-CV portion of the audit and claim the local administrative funds as local commitment.

Program Income

Local governments must develop and submit a plan for reuse of program income to REDD approval.

Legally Binding Commitment (LBC)

The local government will develop and execute a LBC with the non-profit or for-profit developer/business subject to REDD requirements.

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG-CV Program Standards and, if funded, will adhere to all standards applicable to the funded project.

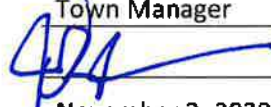
Name of Chief Elected Official

Jonathan Blanton

Title

Town Manager

Signature



Date

November 2, 2020

DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The Town of Ranlo hereby assures and certifies that there are no open, unresolved or pending Civil Rights Lawsuits against the participating local governments in this NC CDBG Coronavirus Program (**NC CDBG-CV**).

Name of Chief Elected Official

Jonathan Blanton

Title

Town Manager

Signature



Date

November 2, 2020

Instructions for Debarment Certifications

1. By signing and submitting this form, the prospective participant is providing the certification set out on the "Certification Regarding Debarment, Suspension and Other Responsibility Matters" in accordance with these instructions.
2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. Definitions and Further Guidance - The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the *Federal Register*, Vol. 70, No. 168, pages 51863 –51880.
5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. **Consequences for Use of Ineligible Sub grantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment**

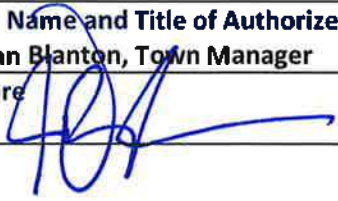
CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited on page 67. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Non-procurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Rural Economic Development Division determines to award the covered transaction, grant, or cooperative agreement.

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee Town of Ranlo	Grant Number and Project Name FY20 CDBG-CV Town of Ranlo Project
Printed Name and Title of Authorized Representative Jonathan Blanton, Town Manager	
Signature 	Date November 2, 2020

⚠️ ALERT: Due to internal CAGE maintenance, CAGE will be unavailable from Friday October 16, 2020 @ 3:00 PM - Sunday October 18, 2020 @ 11:59 PM (ET).

⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 10/24/2020 from 8:00 AM to 4:00 PM.

Entity Dashboard

- [Entity Overview](#)
- [Entity Registration](#)
 - [Core Data](#)
 - [Assertions](#)
 - [Reps & Certs](#)
 - [POCs](#)
- [Exclusions](#)
 - [Active Exclusions](#)
 - [Inactive Exclusions](#)
 - [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Name: Ranko, Town Of
DUNS: 937039030 CAGE Code: SR4LS
Status: Active
Expiration Date: 09/23/2021
Purpose of Registration: Federal Assistance Awards Only

1604 Spencer Mountain Rd
Gastonia, NC, 28054-2048
UNITED STATES

Entity Overview

Entity Registration Summary

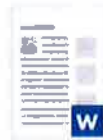
Name: Ranko, Town Of
Doing Business As: Town Hall
Business Type: US Local Government
Last Updated By: Jonathan Blanton
Registration Status: Active
Activation Date: 10/01/2020
Expiration Date: 09/23/2021

Exclusion Summary

Active Exclusion Records? No

NC Debarred Vendors

Associated Files



[Debarred_Vendors_12.06.2019.docx](#)

DOC • 68.09 KB

[Download](#)



[Debarred_Vendors_12.06.2019.csv](#)

TEXT • 16.97 KB

[Download](#)

175	Promo Guru LLC	New York, NY	10/29/2009 Contract Default
176	PT Plus Inc.	Memphis, TN	3/18/2004 Contract Default
177	Purr-fect Stitches	Reldsville, NC	4/22/2010 NC E-Procurement Fee Default
178	R.D.B. Enterprises, LLC	Kansas City, MO	8/11/2009 Contract Default
179	Rainhart Company	Austin, TX	4/14/2011 NC E-Procurement Fee Default
180	Recipe Foods	TAMPA, FL	7/14/2005 NC E-Procurement Fee Default
181	Reynolds Reprographics	Concord, NC	5/26/2009 NC E-Procurement Fee Default
182	Ricetown City, USA	Charlotte, NC	2/3/2000 Contract Default
183	Rolling Plumbing	Greensboro NC	1/12/2012 NC E-Procurement Fee Default

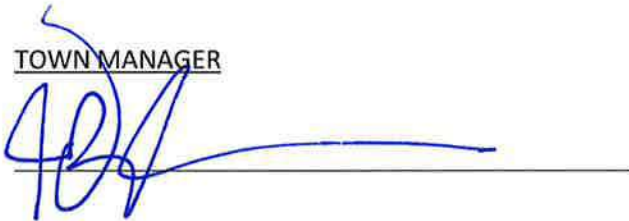
TOWN OF RANLO
CDBG-CORONAVIRUS
FLOODPLAIN CERTIFICATION

All project activities are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All affected properties assisted in the project will be covered for flood insurance prior to the beginning of construction and public facilities, if any, will be constructed to comply with applicable floodplain regulations.

Name of Chief Elected Official JONATHAN D. BLANTON

Title TOWN MANAGER

Signature



Date November 2, 2020

Town of Ranlo

[illegible]

NC GRANTS MANAGEMENT SYSTEM ACTIVITY NUMBERS AND CODES

Activity Name	Activity Number	Activity Code*
1. Administration	1060	13
2. Acquisition	1002	1
3. Architectural Barriers	1054	11
4. Clearance Activities	1034	2
5. Code Enforcement	1046	16
6. Disposition	1004	1
7. Fire Protection	1014	6
8. Flood and Drainage	1024	4C
9. Historic Preservation	1048	16
10. Machinery/Equipment	1052	16
11. Neighborhood Facilities	1010	3
12. Other Activities	1056	16
13. Other Public Facilities	1028	6
14. Parking Facilities	1016	6
15. Parks/Playgrounds	1008	6
16. Pedestrian Improvements	1026	6
17. Planning	1058	12
18. Public Services	1036	7
19. Public Utilities	1018	7
20. Rehabilitation, Commercial	1040	9B
21. Rehabilitation, Private	1042	9A
22. Rehabilitation, Public	1044	10
23. Relocation Assistance	1038	8
24. Senior/Handicapped Centers	1006	3
25. Sewer Improvements	1030	4B
26. Solid Waste Facilities	1012	4B
27. Street Improvements	1022	6
28. Water and Sewer	1020	4A, 4B
29. Water Improvements	1032	4A
30. Working Capital	1050	7
Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation would all be classified under Rehabilitation.		

* Please note that these are not HUD IDIS codes.

ACTIVITY PERFORMANCE MEASURES

Applicant:	Town of Ranlo	Budgeted \$:	\$690,000		
Project Name:	FY20 CDBG-CV Town of Ranlo	Check (X) C-1:	X	Check (X) L-1:	
Activity Name:	Other Public Facilities	Activity Code:	1028/6		
Amount of money leveraged for the activity, if applicable <i>(Funds other than CDBG-CV fund as part of activity.)</i>				\$	
Housing Program Indicators			Proposed <i>(For Entire Grant)</i>		
Housing Activities					
Single Units -Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Single Units - Owner					
Total number of owner units acquired					
Total number of owner units cleared					
Total number of owner units disposed					
Total number of owner households relocated					
Total number of owner-occupied units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Multi-Units Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					

Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units occupied by elderly (62 years of age or above)	
Development of Single-Family Housing	
Total number of owner units created	
Number of affordable units created	
Development of Multi-Unit Rental Housing	
Total number of rental units created	
Total number of rental units rehabilitated	
Number of affordable units created	
Number of units Section 504 accessible (includes adaptable units)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units created through conversion of nonresidential building to residential	
Number of units meeting IBC (International Building Code)	
of IBC, number of units meeting Energy Star	
Number of units occupied by elderly (62 years of age or above)	
Number of units subsidized with project-based rental assistance (fed., state, or local)	
Number of years' affordability guaranteed	
Number of units designated for persons with HIV/AIDS	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Number of units of permanent housing for homeless persons	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Homeownership Indicators	Proposed (For Entire Grant)
Number of units occupied by first-time homebuyers	
Total number of units assisted through home buyer financial assistance	
Number of first-time home buyers assisted financially	
Number of first-time home buyers receiving housing counseling	
Number of minority first-time home buyers receiving housing counseling	
Number served receiving down-payment assistance and/or assistance with closing costs	
Number of subsidized mortgages provided	

Economic Development Program Indicators			Proposed (For Entire Grant)
Number of facades/business building rehab			
Number of jobs to be created part-time			
Number of jobs to be created full-time			
Number of jobs to be retained part-time			
Number of jobs to be retained full-time			
Number of jobs created with employer sponsored health care			
Number of jobs retained with employer sponsored health care			
Prior employment status before taking job created (full-time employed, part-time employed or unemployed)		Status:	
		Full or Part-time:	
Jobs (By EDA Job Category Definitions)			Proposed (For Entire Grant)
Official and Managers			
Professional			
Technicians			
Sales			
Office and Clerical			
Craft Workers (skilled)			
Operatives (semi-skilled)			
Laborers (unskilled)			
Service Workers			
			Proposed (For Entire Grant)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)			
Number of new businesses assisted			
Number of existing businesses assisted			
Number of business expansions			
Number of business relocations			
Business DUNS #			If more than 2 DUNS Numbers, add in Comments Section.
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)			
Non-Economic Development Public Facility Program Indicators			Proposed (For Entire Grant)
Number of persons assisted			3480
Number of persons assisted with new access to a public facility			3480
Number of persons assisted with improved access to a public facility			3480
Number of persons assisted where public facility quality was improved			3480
Non-Economic Development Public Infrastructure Program Indicators			Proposed (For Entire Grant)

Water	
Number of persons assisted	
Number of persons assisted with new access to public water	
Number of persons assisted with improved access to public water	
Number of persons assisted where public water quality was improved	
Sewer	
Number of persons assisted	
Number of persons assisted with new access to public sewer	
Number of persons assisted with improved access to public sewer	
Number of persons assisted where public sewer quality was improved	
Streets	
Number of persons assisted	
Number of persons assisted with new access to public streets	
Number of persons assisted with improved access to public streets	
Number of persons assisted where public street quality was improved	
Drainage	
Number of persons assisted	
Number of persons assisted with new access to public drainage	
Number of persons assisted with improved access to public drainage	
Number of persons assisted where public drainage quality was improved	
Sidewalks	
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Other Public Infrastructure	List:
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Public Service Program Indicators	
Number of persons assisted	
Number of persons with new access to service	
Number of persons with improved access to service	
Number of persons where service quality was improved	
Brownfield Projects	
Number of square acres of brownfields remediated	

Comments

HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM

Applicant:	Town of Ranlo	Project Name:	FY20 CDBG-CV Town of Ranlo
Activity Name:	Other Public Facilities	Budgeted \$:	\$690,000
Activity Number:	1028	Activity Code:	6
<i>Complete a separate form for each activity</i>		Sheet	1
		Of	1
		Sheets	
General Information		Proposed (For Entire Grant)	
Total Jobs			
Linear Feet			
Square Feet			
Properties			
Households Benefiting			
Rental Units			
One to One Replacement			
Displacements			
594 accessible units			
Elderly			
Female-Head of Household			
Units			
Multiunit Housing			
Energy Star Products			
Energy Star Homes			
Microenterprise			
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)		Proposed (For Entire Grant)	
County Code (Gaston)		071	
Census Tract		3011, 3012, 9703, 4021, 4022, 4023	
Block Groups			
Block Groups			
Census Tract			
Block Groups			
Block Groups			
Income Levels		Proposed (For Entire Grant)	
Please Select One: <u> </u> Households <u>X</u> Persons			
Extremely Low		570	
Low		570	
Moderate		1,065	
Non-Low/Moderate		1,275	
Total		3,480	

Race Code	Proposed (For Entire Grant)	
Please Select One: ☐ Households ☒ Persons		
Owner	Total	Hispanic
11 White	1,488	265
12 Black/African American	295	52
13 Asian	54	10
14 American Indian/Alaskan Native	14	2
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White	14	2
17 Asian & White	16	3
18 Black/African American & White	17	3
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial	55	10
Race Code	Proposed (For Entire Grant)	
Please Select One: ☐ Households ☒ Persons		
Renter	Total	Hispanic
11 White	763	136
12 Black/African American	151	27
13 Asian	28	5
14 American Indian/Alaskan Native	7	1
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White	7	1
17 Asian & White	8	1
18 Black/African American & White	9	2
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial	29	5
Survey Data		
Percent of low and moderate income in service area		
Total number of low and moderate income in service area		
Total number of low and moderate income universe population in service area		
Activity Narrative: Based on estimates from the ACS 2014-2018 Estimated Data Profiles. https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/		

ACTIVITY PERFORMANCE MEASURES

Applicant:	Town of Ranlo	Budgeted \$:	\$90,000		
Project Name:	FY20 CDBG-CV Town of Ranlo	Check (X) C-1:	X	Check (X) L-1:	
Activity Name:	Parks/Playgrounds	Activity Code:	1008/6		
Amount of money leveraged for the activity, if applicable (<i>Funds other than CDBG-CV fund as part of activity.</i>)				\$	
Housing Program Indicators			Proposed (<i>For Entire Grant</i>)		
Housing Activities					
Single Units -Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Single Units - Owner					
Total number of owner units acquired					
Total number of owner units cleared					
Total number of owner units disposed					
Total number of owner households relocated					
Total number of owner-occupied units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Multi-Units Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					

Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units occupied by elderly (62 years of age or above)	
Development of Single-Family Housing	
Total number of owner units created	
Number of affordable units created	
Development of Multi-Unit Rental Housing	
Total number of rental units created	
Total number of rental units rehabilitated	
Number of affordable units created	
Number of units Section 504 accessible (includes adaptable units)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units created through conversion of nonresidential building to residential	
Number of units meeting IBC (International Building Code)	
of IBC, number of units meeting Energy Star	
Number of units occupied by elderly (62 years of age or above)	
Number of units subsidized with project-based rental assistance (fed., state, or local)	
Number of years' affordability guaranteed	
Number of units designated for persons with HIV/AIDS	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Number of units of permanent housing for homeless persons	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Homeownership Indicators	Proposed (For Entire Grant)
Number of units occupied by first-time homebuyers	
Total number of units assisted through home buyer financial assistance	
Number of first-time home buyers assisted financially	
Number of first-time home buyers receiving housing counseling	
Number of minority first-time home buyers receiving housing counseling	
Number served receiving down-payment assistance and/or assistance with closing costs	
Number of subsidized mortgages provided	

Economic Development Program Indicators			Proposed (For Entire Grant)
Number of facades/business building rehab			
Number of jobs to be created part-time			
Number of jobs to be created full-time			
Number of jobs to be retained part-time			
Number of jobs to be retained full-time			
Number of jobs created with employer sponsored health care			
Number of jobs retained with employer sponsored health care			
Prior employment status before taking job created (full-time employed, part-time employed or unemployed)		Status:	
		Full or Part-time:	
Jobs (By EDA Job Category Definitions)			Proposed (For Entire Grant)
Official and Managers			
Professional			
Technicians			
Sales			
Office and Clerical			
Craft Workers (skilled)			
Operatives (semi-skilled)			
Laborers (unskilled)			
Service Workers			
			Proposed (For Entire Grant)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)			
Number of new businesses assisted			
Number of existing businesses assisted			
Number of business expansions			
Number of business relocations			
Business DUNS #			If more than 2 DUNS Numbers, add in Comments Section.
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)			
Non-Economic Development Public Facility Program Indicators			Proposed (For Entire Grant)
Number of persons assisted			3480
Number of persons assisted with new access to a public facility			3480
Number of persons assisted with improved access to a public facility			3480
Number of persons assisted where public facility quality was improved			3480
Non-Economic Development Public Infrastructure Program Indicators			Proposed (For Entire Grant)

Water	
Number of persons assisted	
Number of persons assisted with new access to public water	
Number of persons assisted with improved access to public water	
Number of persons assisted where public water quality was improved	
Sewer	
Number of persons assisted	
Number of persons assisted with new access to public sewer	
Number of persons assisted with improved access to public sewer	
Number of persons assisted where public sewer quality was improved	
Streets	
Number of persons assisted	
Number of persons assisted with new access to public streets	
Number of persons assisted with improved access to public streets	
Number of persons assisted where public street quality was improved	
Drainage	
Number of persons assisted	
Number of persons assisted with new access to public drainage	
Number of persons assisted with improved access to public drainage	
Number of persons assisted where public drainage quality was improved	
Sidewalks	
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Other Public Infrastructure	List:
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Public Service Program Indicators	
Number of persons assisted	
Number of persons with new access to service	
Number of persons with improved access to service	
Number of persons where service quality was improved	
Brownfield Projects	
Number of square acres of brownfields remediated	

Comments

HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM

Applicant:	Town of Ranlo	Project Name:	FY20 CDBG-CV Town of Ranlo		
Activity Name:	Parks/Playgrounds	Budgeted \$:	\$90,000		
Activity Number:	1008	Activity Code:	6		
Complete a separate form for each activity		Sheet	1	Of	1
General Information		Proposed (For Entire Grant)			
Total Jobs					
Linear Feet					
Square Feet					
Properties					
Households Benefiting					
Rental Units					
One to One Replacement					
Displacements					
594 accessible units					
Elderly					
Female-Head of Household					
Units					
Multiunit Housing					
Energy Star Products					
Energy Star Homes					
Microenterprise					
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)		Proposed (For Entire Grant)			
County Code (Martin)		071			
Census Tract		3011, 3012, 9703, 4021, 4022, 4023			
Block Groups					
Block Groups					
Census Tract					
Block Groups					
Block Groups					
Income Levels		Proposed (For Entire Grant)			
Please Select One: <u> </u> Households <u>X</u> Persons					
Extremely Low		570			
Low		570			
Moderate		1,065			
Non-Low/Moderate		1,275			
Total		3,480			

Race Code	Proposed (For Entire Grant)	
Please Select One: ☐ Households ☒ Persons		
Owner	Total	Hispanic
11 White	1,488	265
12 Black/African American	295	52
13 Asian	54	10
14 American Indian/Alaskan Native	14	2
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White	14	2
17 Asian & White	16	3
18 Black/African American & White	17	3
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial	55	10
Race Code	Proposed (For Entire Grant)	
Please Select One: ☐ Households ☒ Persons		
Renter	Total	Hispanic
11 White	763	136
12 Black/African American	151	27
13 Asian	28	5
14 American Indian/Alaskan Native	7	1
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White	7	1
17 Asian & White	8	1
18 Black/African American & White	9	2
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial	29	5
Survey Data		
Percent of low and moderate income in service area		
Total number of low and moderate income in service area		
Total number of low and moderate income universe population in service area		
Activity Narrative: Based on estimates from the ACS 2014-2018 Estimated Data Profiles. https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/		

ACTIVITY PERFORMANCE MEASURES

Applicant:	Town of Ranlo	Budgeted \$:	\$30,000	
Project Name:	FY20 CDBG-CV Town of Ranlo	Check (X) C-1:	X	Check (X) L-1:
Activity Name:	Public Service	Activity Code:	1036/7	
Amount of money leveraged for the activity, if applicable (<i>Funds other than CDBG-CV fund as part of activity.</i>)				\$
Housing Program Indicators			Proposed (<i>For Entire Grant</i>)	
Housing Activities				
Single Units -Rental				
Total number of rental units acquired				
Total number of rental units cleared				
Total number of rental units disposed				
Total number of rental households relocated				
Total number of rental units rehabilitated				
Number of units brought from substandard to standard condition (NC Rehab Standards)				
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)				
Number of units occupied by elderly (62 years of age or above)				
Single Units - Owner				
Total number of owner units acquired				
Total number of owner units cleared				
Total number of owner units disposed				
Total number of owner households relocated				
Total number of owner-occupied units rehabilitated				
Number of units brought from substandard to standard condition (NC Rehab Standards)				
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)				
Number of units occupied by elderly (62 years of age or above)				
Multi-Units Rental				
Total number of rental units acquired				
Total number of rental units cleared				
Total number of rental units disposed				
Total number of rental households relocated				
Total number of rental units rehabilitated				
Number of units brought from substandard to standard condition (NC Rehab Standards)				

Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units occupied by elderly (62 years of age or above)	
Development of Single-Family Housing	
Total number of owner units created	
Number of affordable units created	
Development of Multi-Unit Rental Housing	
Total number of rental units created	
Total number of rental units rehabilitated	
Number of affordable units created	
Number of units Section 504 accessible (includes adaptable units)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units created through conversion of nonresidential building to residential	
Number of units meeting IBC (International Building Code)	
of IBC, number of units meeting Energy Star	
Number of units occupied by elderly (62 years of age or above)	
Number of units subsidized with project-based rental assistance (fed., state, or local)	
Number of years' affordability guaranteed	
Number of units designated for persons with HIV/AIDS	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Number of units of permanent housing for homeless persons	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Homeownership Indicators	Proposed (For Entire Grant)
Number of units occupied by first-time homebuyers	
Total number of units assisted through home buyer financial assistance	
Number of first-time home buyers assisted financially	
Number of first-time home buyers receiving housing counseling	
Number of minority first-time home buyers receiving housing counseling	
Number served receiving down-payment assistance and/or assistance with closing costs	
Number of subsidized mortgages provided	

Economic Development Program Indicators			Proposed (For Entire Grant)
Number of facades/business building rehab			
Number of jobs to be created part-time			
Number of jobs to be created full-time			
Number of jobs to be retained part-time			
Number of jobs to be retained full-time			
Number of jobs created with employer sponsored health care			
Number of jobs retained with employer sponsored health care			
Prior employment status before taking job created (<i>full-time employed, part-time employed or unemployed</i>)		Status: Full or Part-time:	
Jobs (By EDA Job Category Definitions)			Proposed (For Entire Grant)
Official and Managers			
Professional			
Technicians			
Sales			
Office and Clerical			
Craft Workers (skilled)			
Operatives (semi-skilled)			
Laborers (unskilled)			
Service Workers			
			Proposed (For Entire Grant)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)			
Number of new businesses assisted			
Number of existing businesses assisted			
Number of business expansions			
Number of business relocations			
Business DUNS #			<i>If more than 2 DUNS Numbers, add in Comments Section.</i>
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)			
Non-Economic Development Public Facility Program Indicators			Proposed (For Entire Grant)
Number of persons assisted			
Number of persons assisted with new access to a public facility			
Number of persons assisted with improved access to a public facility			
Number of persons assisted where public facility quality was improved			
Non-Economic Development Public Infrastructure Program Indicators			Proposed (For Entire Grant)

Water	
Number of persons assisted	
Number of persons assisted with new access to public water	
Number of persons assisted with improved access to public water	
Number of persons assisted where public water quality was improved	
Sewer	
Number of persons assisted	
Number of persons assisted with new access to public sewer	
Number of persons assisted with improved access to public sewer	
Number of persons assisted where public sewer quality was improved	
Streets	
Number of persons assisted	
Number of persons assisted with new access to public streets	
Number of persons assisted with improved access to public streets	
Number of persons assisted where public street quality was improved	
Drainage	
Number of persons assisted	
Number of persons assisted with new access to public drainage	
Number of persons assisted with improved access to public drainage	
Number of persons assisted where public drainage quality was improved	
Sidewalks	
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Other Public Infrastructure	List:
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Public Service Program Indicators	
Number of persons assisted	3480
Number of persons with new access to service	3480
Number of persons with improved access to service	3480
Number of persons where service quality was improved	3480
Brownfield Projects	
Number of square acres of brownfields remediated	

Comments

HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM

Applicant:	Town of Ranlo	Project Name:	FY20 CDBG-CV Town of Ranlo
Activity Name:	Public Service	Budgeted \$:	\$30,000
Activity Number:	1036	Activity Code:	7
<i>Complete a separate form for each activity</i>		Sheet	1
		Of	1
		Sheets	
General Information		Proposed (For Entire Grant)	
Total Jobs			
Linear Feet			
Square Feet			
Properties			
Households Benefiting			
Rental Units			
One to One Replacement			
Displacements			
594 accessible units			
Elderly			
Female-Head of Household			
Units			
Multiunit Housing			
Energy Star Products			
Energy Star Homes			
Microenterprise			
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)		Proposed (For Entire Grant)	
County Code (Martin)	071		
Census Tract	3011, 3012, 9703, 4021, 4022, 4023		
Block Groups			
Block Groups			
Census Tract			
Block Groups			
Block Groups			
Income Levels		Proposed (For Entire Grant)	
Please Select One: ☐ Households ☒ X Persons			
Extremely Low	570		
Low	570		
Moderate	1,065		
Non-Low/Moderate	1,275		
Total	3,480		

Race Code		Proposed (For Entire Grant)	
Please Select One: __Households X Persons			
Owner		Total	Hispanic
11 White		1,488	265
12 Black/African American		295	52
13 Asian		54	10
14 American Indian/Alaskan Native		14	2
15 Native Hawaii/Other Pacific Islander			
16 American Indian/Alaskan Native & White		14	2
17 Asian & White		16	3
18 Black/African American &White		17	3
19 Amer. Indian/Alaskan Native & Black/African Amer.			
20 Other multi-racial		55	10
Race Code		Proposed (For Entire Grant)	
Please Select One: __Households X Persons			
Renter		Total	Hispanic
11 White		763	136
12 Black/African American		151	27
13 Asian		28	5
14 American Indian/Alaskan Native		7	1
15 Native Hawaii/Other Pacific Islander			
16 American Indian/Alaskan Native & White		7	1
17 Asian & White		8	1
18 Black/African American &White		9	2
19 Amer. Indian/Alaskan Native & Black/African Amer.			
20 Other multi-racial		29	5
Survey Data			
Percent of low and moderate income in service area			
Total number of low and moderate income in service area			
Total number of low and moderate income universe population in service area			
Activity Narrative: Based on estimates from the ACS 2014-2018 Estimated Data Profiles. https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/			

CDBG-CV - MAPS – TOWN OF JONESVILLE

This Tab includes the following:

- ✓ **PROJECT LOCATION MAP**
- ✓ **PERCENT LOW/MODERATE INCOME BY CENSUS BLOCK GROUP MAP**
- ✓ **PERCENT MINORITY BY BLOCK GROUP MAP**
- ✓ **PROJECT ACTIVITY & FLOODPLAIN MAP**

For more detailed Site Plans, please see **Tab 13**.



Project Location FY20 CDBG-CV

Town of Ranlo
Gaston County, NC

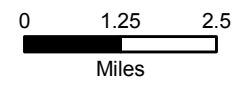
Gaston County, NC DOT, USGS NHD, HUD FY 2020 LMISD
Based on 2011-2015 American Community Survey

October 2020
Areawide LMI - 63.36%

- Legend**
- Other Features
- Interstate
 - US Route
 - NC Route
 - Ramp
 - Stream
 - Lake/River
 - Ranlo Town Limit
 - County Boundary

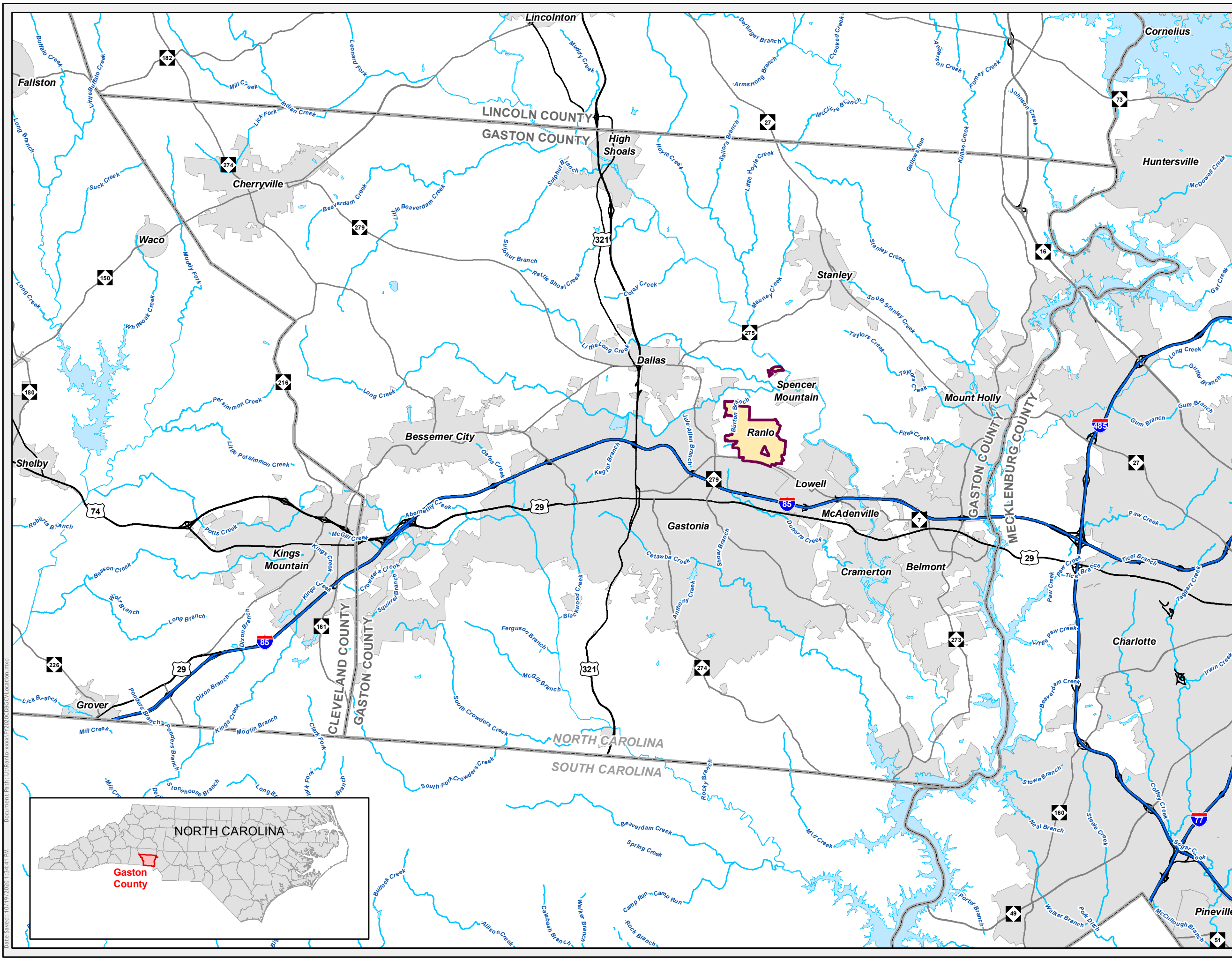


1 inch = 2.5 miles

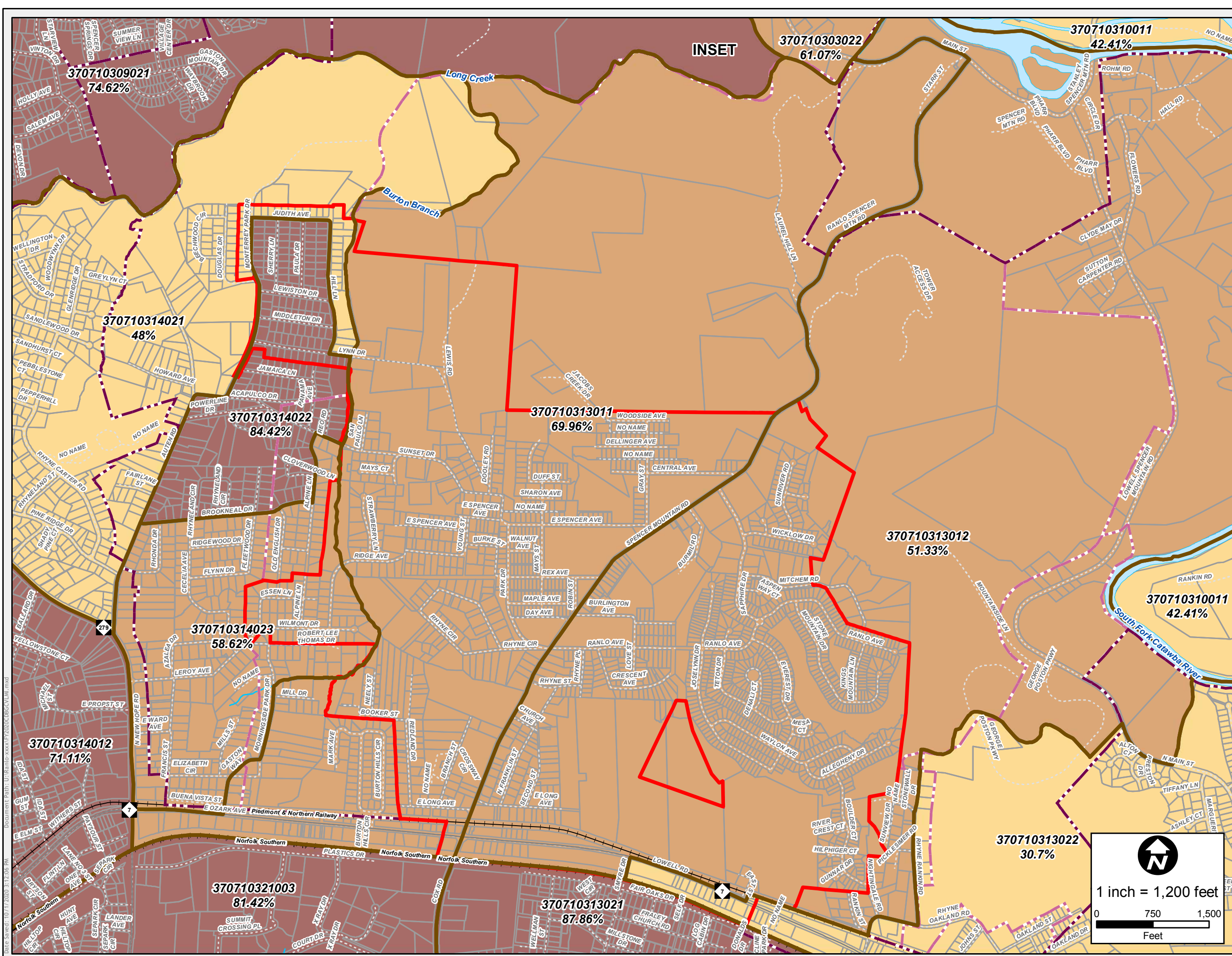


THE WOOTEN COMPANY

The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible; however, the maps are suitable for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and data. Users of the maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes NO responsibility for the information posted on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (813) 820-0551 or info@thewootencompany.com for data source information.



Date Saved: 10/19/2020 1:34:41 PM Document Path: \\lanlan\cxxx\FY2020CDBG-CV\Location.mxd



Percent Low/Moderate Income by Block Group FY20 CDBG-CV

Town of Ranlo
Gaston County, NC

Gaston County, NC DOT, USGS NHD, HUD FY 2020 LMISD
Based on 2011-2015 American Community Survey

October 2020

Areawide LMI - 63.36%

Legend

- NC Route
- Streets
- Rail Road
- Stream
- Parcel
- Ranlo Town Limit
- Other Municipal Limit
- Municipal ETJ
- County Boundary
- Block Group
- Percent Low/Mod by Block Group
 - 25.01% - 50%
 - 50.01% - 70%
 - 70.01% - 100%



THE WOOTEN COMPANY

The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible; however, the maps are suitable for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and data. Users of the maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes NO responsibility for the information not set on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (813) 820-0551 or lchan@thewootencompany.com for data source information.



Percent Low/Moderate Percent Minority by Block Group FY20 CDBG-CV Town of Ranlo Gaston County, NC

Gaston County, NC DOT, USGS NHD, HUD FY 2020 LMISD
Based on 2011-2015 American Community Survey

October 2020
Areawide LMI - 63.36%

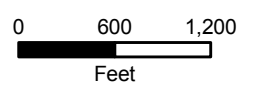
Legend

- NC Route
- Streets
- Rail Road
- Stream
- Parcel
- Ranlo Town Limit
- Other Municipal Limit
- Municipal ETJ
- County Boundary
- Block Group

- Percent Minority
- 0% - 20%
 - 20.01% - 40%
 - 40.01% - 60%
 - 60.01% - 80%

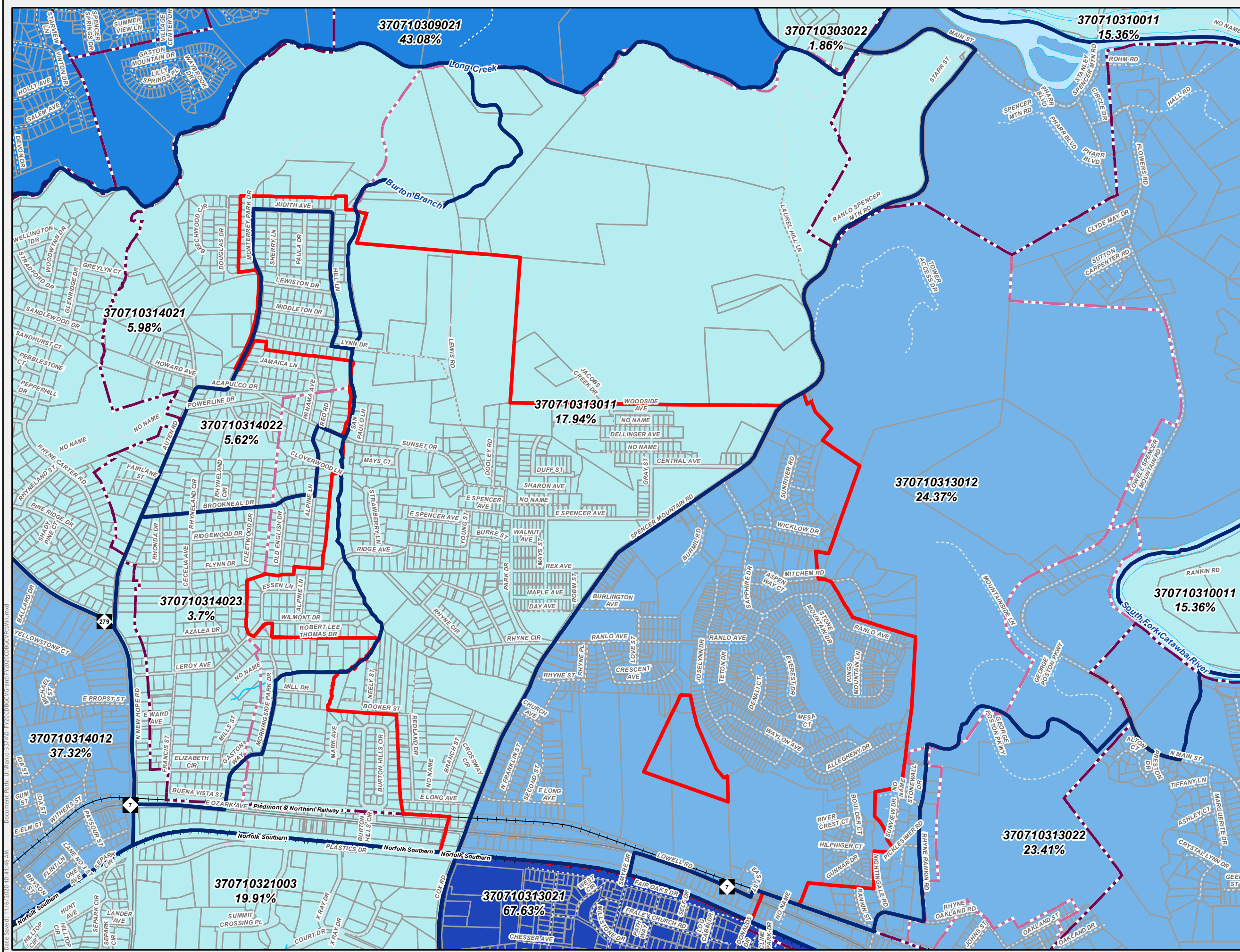


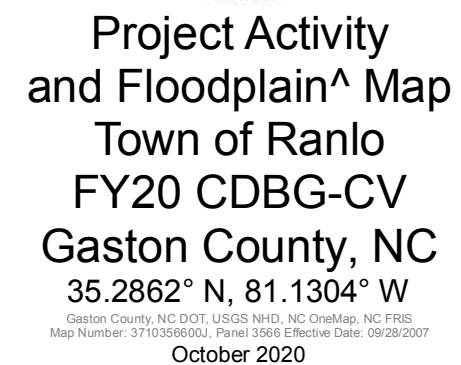
1 inch = 1,200 feet



THE WOOTEN COMPANY

The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible; however, the maps are solely for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and data. Users of the maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes NO responsibility for the information contained on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (813) 820-0551 or lrichan@thewootencompany.com for data source information.





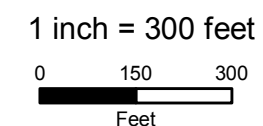
Project Activity
and Floodplain^ Map
Town of Ranlo
FY20 CDBG-CV
Gaston County, NC
35.2862° N, 81.1304° W

Gaston County, NC DOT, USGS NHD, NC OneMap, NC FRIS
Map Number: 3710356600J, Panel 3566 Effective Date: 09/28/2007
October 2020

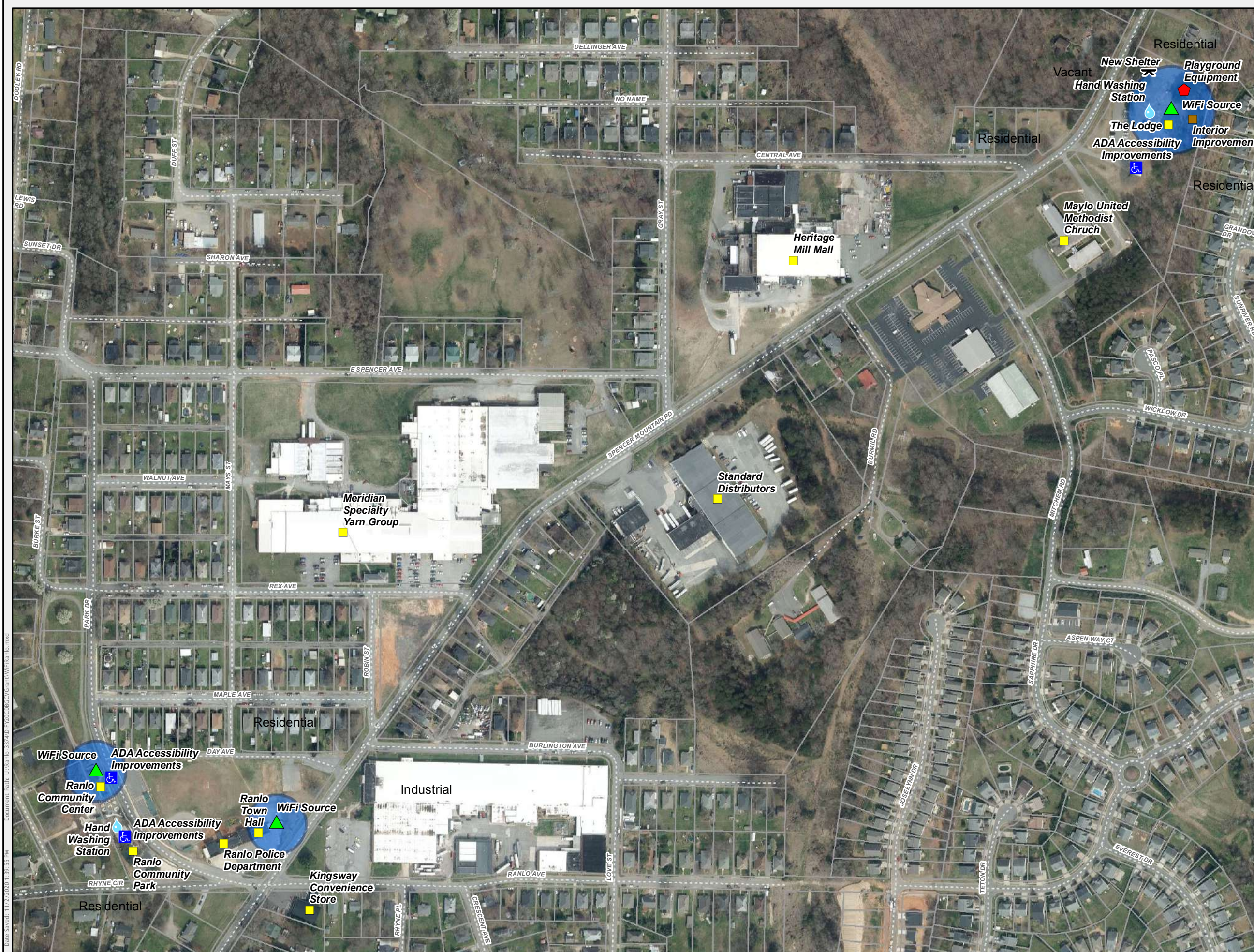
Legend

-  Playground Equipment*
-  Interior Improvements*
-  New Shelter*
-  ADA Accessibility Improvements*
-  WiFi Source
-  Landmarks
-  Handwashing Station*
-  Streets
-  Parcel
-  WiFi Coverage

*Exact locations to be determined post-award upon engineering and architectural design.
^The entire extent of this map is in an X flood zone.



The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible, however the maps are strictly for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and maps. Users of the maps are hereby notified that this information is not the primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes NO responsibility for the information contained on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (919) 828-2531 or tcandh@thawooten.com for data source information.



CDBG-CV - LETTERS OF SUPPORT - TOWN OF RANLO

The Town of Ranlo, through the office of the Town Manager, contacted its partner and community agencies to address critical needs of residents of the Town of Ranlo. In this tab are letters of support of the Town of Ranlo's CDBG-CV Program application.



Ranlo Church of God

1825 Spencer Mt. Road, Gastonia, NC 28054

October 20, 2020

Jonathan Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Road
Gastonia, NC 28054

RE: Funding assistance for Community Development Block Grant- Coronavirus (CDBG-CV) Application

Dear Mr. Blanton:

It is our understanding that the Town of Ranlo is applying for CDBG-CV funds from the North Carolina Department of Commerce for public facility improvements to include measures to prevent the spread of coronavirus and access to information. The purpose of this project is to support the community response and recovery from the coronavirus pandemic. Providing these needed public facility retrofits and internet service to our LMI residents will greatly help the Town of Ranlo's most vulnerable and high-risk residents. By supporting our families and communities with enhanced services, the Town of Ranlo can help to ensure that our residents impacted by COVID-19 have access to information, educational opportunities and improved services in public facilities with improved safety measures.

We understand the need for community outreach and input during project implementation to maximize utilization of funds and provide the best possible outcome in helping struggling families and households in need. The proposed activities for the potential funding will serve our residents well, and we appreciate the opportunity to provide input.

If awarded, we understand that a subrecipient agreement and/or inter-local agreement may be needed. We are committed to assisting our residents and we look forward to working with the Town of Ranlo on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. CL Simmons", is written over a horizontal line.

Dr. CL Simmons
Pastor, Ranlo Church of God
Chaplain, Ranlo Police Dept/Ranlo Fire Department



North Carolina General Assembly
Senate

SENATOR KATHY HARRINGTON
43RD DISTRICT

OFFICE: 300-C LEGISLATIVE OFFICE BUILDING
300 N. SALISBURY STREET
RALEIGH, NC 27603-5928
PHONE: (919) 733-5734
EMAIL: KATHY.HARRINGTON@NCLEG.NET

October 22, 2020

COMMITTEES:

APPROPRIATIONS/BASE BUDGET, CHAIR
EDUCATION/HIGHER EDUCATION
FINANCE
JUDICIARY
REDISTRICTING AND ELECTIONS
RULES AND OPERATIONS OF THE SENATE
TRANSPORTATION

Jonathan Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Road
Gastonia, NC 28054

RE: Funding assistance for Community Development Block Grant- Coronavirus (CDBG-CV) Application

Dear Mr. Blanton:

Please accept this letter as my statement of support for the Town of Ranlo's application to the North Carolina Department of Commerce for public facility improvements to include measures to prevent the spread of coronavirus and to access information.

The purpose of this project is to support the community response and recovery from the coronavirus pandemic. Providing these needed public facility retrofits and internet service to the LMI residents will greatly help the Town of Ranlo's most vulnerable and high-risk residents. By supporting the families and communities with enhanced services, the Town of Ranlo can help to ensure that residents impacted by COVID-19 have access to information, educational opportunities and upgraded services in public facilities with improved safety measures.

There is a need for community outreach and input during project implementation to maximize the utilization of funds and provide the best possible outcome to help struggling families and households in need. The proposed activities for the potential funding will serve the residents well, and the opportunity to provide input would be appreciated.

If awarded, it is my understanding that a subrecipient agreement and/or inter-local agreement may be needed. Assisting the residents of Ranlo is a commitment of mine and your every consideration of this application would be appreciated.

All the best,

Kathy Harrington
Senator, District 43
Kathy.Harrington@ncleg.net
(919) 733-5734





North Carolina General Assembly House of Representatives

Representative John A. Torbett
108th District

COMMITTEES

Office: 538 Legislative Office Building
300 N. Salisbury Street
Raleigh, NC 27603-5925
Phone: (919) 733-5868
Fax: (919) 754-3612
Email: john.torbett@ncleg.net
District: 210 Blue Ridge Drive
Stanley, NC 28164
Phone: (704) 263-9282

Senior Chairman, Transportation
Chairman, Appropriations Transportation
Chairman, House Select Committee on Strategic
Transportation Planning and Long Term Funding Solutions
Chairman, Joint Transportation Legislative Oversight Committee
Chairman, School Safety
Chairman, Homelessness, Foster Care, and Dependency
Vice-Chairman, Appropriations
Vice-Chairman, Rules, Calendar, and Operations of the House
Joint Legislative Commission on Governmental Operations
Judiciary
Redistricting

October 23, 2020

Jonathan Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Road
Gastonia, NC 28054

RE: Funding assistance for Community Development Block Grant- Coronavirus (CDBG-CV)
Application

Dear Mr. Blanton:

It is my understanding, as your North Carolina State Representative for District 108, that the Town of Ranlo is applying for CDBG-CV funds from the North Carolina Department of Commerce for public facility improvements to include measures to prevent the spread of coronavirus and access to information.

The purpose of this project is to support the community response and recovery from the coronavirus pandemic. Providing these needed public facility retrofits and internet service to our LMI residents will greatly help the Town of Ranlo's most vulnerable and high-risk residents. By supporting our families and communities with enhanced services, the Town of Ranlo can help to ensure that our residents impacted by COVID-19 have access to information, educational opportunities and improved services in public facilities with improved safety measures.

I understand the need for community outreach and input during project implementation to maximize utilization of funds and provide the best possible outcome in helping struggling families and households in need. The proposed activities for the potential funding will serve our residents well, and I appreciate the opportunity to provide input and lend my support for this project.

Sincerely,

A handwritten signature in black ink, appearing to read "John", with a stylized, cursive script.

Representative John Torbett
North Carolina House District 108 Representative



GASTON COUNTY DEPARTMENT OF **HEALTH & HUMAN SERVICES**

991 West Hudson Boulevard • Gastonia, North Carolina 28052
704-853-5000 • www.gastonhhs.org

October 28, 2020

Mr. Jonathan D. Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Rd,
Gastonia, NC 28054

Dear Mr. Blanton:

It is my understanding the Town Council of Ranlo has authorized an application for CDBG-COVID.

Further, it is my understanding that the grant application will include personal protective equipment (PPE), sneeze guards, hand wash stations, areas for persons to gather outside in picnic shelters and deck environments, areas where persons can receive wi-fi in known public area and areas for safe assembly inside at the Lodge located 2000 Spencer Road.

The response to the coronavirus requires a multifaceted approach, involving people's well being and social linkages and information resources during these trying times. It is my hope this CDBG-COVID application will be funded to assist the Town of Ranlo in their response and recovery.

Sincerely,

Stephen A. Eaton, MPH
Director of Public Health
Gaston County Department of Health and Human Services

October 28, 2020

Mr. Jonathan D. Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Rd
Gastonia, NC 28054

Dear Mr. Blanton:

It is my understanding the Town Council of Ranlo has authorized an application for CDBG-COVID.

During the pandemic senior citizens have born a heavy burden of the virus' impact. Facilities such as the Lodge at 2000 Spencer Road and the Community Center at 15 Park Drive can provide important services to seniors for engagement, preventative information, socialization and activities. Wi- fi at public facilities can help provide seniors with information linkage where they may not otherwise be able to afford internet services.

It is my hope this application will be funded to benefit the senior citizens of Ranlo.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Coone". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Coone".

Michael Coone
Adult and Aging Services Adminstrator
Gaston County Department of Health and Human Services

October 30, 2020

Mr. Jonathan D. Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Rd,
Gastonia, NC 28054

Dear Jonathan:

The Ranlo Fire Department is a volunteer Department established in 1970. We have a proud history in our community of service and integrity.

As a volunteer Department, we have close contact with citizens as our volunteer members are citizens themselves. We also have many events for our community for raising prevention and protection awareness.

As individual fire fighters and as a Department, we certainly have noticed the impact on persons from the effects of COVID. People are reluctant to go out. As a result, they may not socially interact with others, undertake minimal body movement and exercising and do not receive as much COVID preventive information as we would like to see.

The CDBG-COVID grant the Town is pursuing will help rectify these issues. Making broadband Wi-Fi available in public areas, some with new shelters, will give the Town a place where persons can get information, they may not be able to receive otherwise. It will assist school age children in their studies, allow persons to seek jobs and provide a level of interaction persons do not have now. Getting persons out to the Park and facilities which are COVID ready will provide health benefits and information benefits.

We support the Town's application and I know that it will benefit the citizens of the Town.

Sincerely,



Doug Moore
Chief



November 4, 2020

Gaston County Schools
shaping our future

W. Jeffrey Booker
Superintendent

Central Administrative Office

843 Osceola Street
P. O. Box 1397
Gastonia, NC 28053
704-866-6100
FAX 704-866-6175

Department of
Exceptional Children
215 West Third Avenue
Gastonia, NC 28052
704-866-6160
FAX 704-866-6191

Division of
Resource Management
1351 Bradford Heights Road
Gastonia, NC 28054
704-866-6129
FAX 704-866-6193

School Nutrition Programs

500 Reid Street
Lowell, NC 28098
704-824-8423
FAX 704-824-8442

Staff Development Center

240 Eighth Avenue
Cramerton, NC 28032
704-824-2828
FAX 704-824-4918

Teacher Resource Center

366 W. Garrison Boulevard
Gastonia, NC 28052
704-866-6174
FAX 704-866-6194

Mr. Jonathan D. Blanton
Town Manager
Town of Ranlo
1624 Spencer Mountain Rd,
Gastonia, NC 28054

Dear Mr. Blanton:

Warlick Academy is a public school located at 1316 Spencer Mountain Road in the Town of Ranlo limits. Additionally, Brookside Elementary school located at 1925 Auten Road, Gastonia, is also in close proximity of the town limits. Both public schools are a part of the Gaston County Schools district.

The Gaston County Schools district is currently operating on the statewide Plan B model for student attendance. Due to the COVID-19 pandemic, students attend school in a hybrid model with in-person instruction two days each week and remote learning on the remaining three days.

Deploying broadband wireless connectivity in the public areas of the Ranlo Lodge located at 2000 Spencer Road, the Community Center, and Ranlo Park will assist students in instruction as well as support our mission to inspire success and a lifetime of learning.

I support the grant effort and hope the Town of Ranlo is funded accordingly.

Sincerely,

W. Jeffrey Booker, Ed.D.
Superintendent

CAPACITY OF LOCAL GOVERNMENT

Town of Ranlo will act as the lead agency for its FY 2020 CDBG-Coronavirus Program. The Town has not received any CDBG grants in recent years but is actively applying for a N.C. Department of Environmental Quality CDBG-Infrastructure grant. The Town's Single Audit required by 2 CFR 200 is current and posted on the Town's finance department website¹.

The **Town Council** will review and amend/adopt policies and procedures to comply with program requirements. The Town will handle financial management, facilitate all public hearings and committee meetings, solicit bids for work, monitor project activities, and collaborate with the CDBG Grant Administrator in preparation of all reports. Regular status reports prepared by the Grant Administrator will identify project activities, accomplishments to date, remaining workload and budget, and summarize any problems encountered or anticipated.

The **Town Manager** will be responsible for overall management of the project. After grant award, the Town intends to procure an experienced Grant Administrator by the competitive process in accordance with 2 CFR Part 200. The Town Manager will provide overall supervision of the project and will provide day-to-day supervision of the CDBG Grant Administrator.

Among the responsibilities of **Grant Administration Services** are:

- (1) Putting into place all program, policies, procedures, and analysis for program setup and release of grant funds.
- (2) Administration procedures to ensure that project activities are implemented in a timely manner consistent with federal and state requirements.
- (3) The CDBG Grant Administrator consultant will provide technical assistance to the Town Manager.
- (4) File reports and complete activities to ensure compliance.
- (5) Prepare status reports on expenditures and accomplishments for review and execution by the Town Manager and Town Council.
- (6) Prepare all reports required for project monitoring and closeout.

The Town will procure Architectural/Engineering Design Services by the competitive process in accordance with 2 CFR Part 200.

Among the responsibilities of **Architectural/Engineering Design Services** are:

- (1) Preparation of preliminary engineering reports.
- (2) Preparation and submittal of final design plans, surveys, technical specifications, and cost estimates to the Town and applicable regulatory agencies for review and approval.
- (3) Construction contract administration services including bid notices and advertisements, analysis of bid proposals for Town consideration, pre-construction conferences, and project progress.
- (4) Construction observation services including ensuring work is performed in a timely manner in accordance with specified standards.

After the Environmental Review process is completed and receipt of Authority to Use Grant Funds, the Town will procure for construction services.

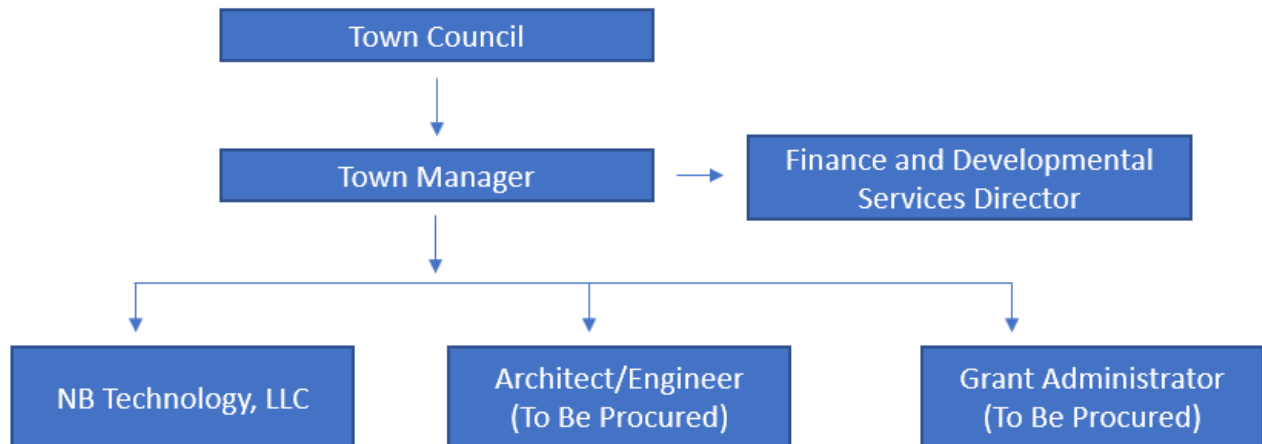
¹ Town of Ranlo, NC Finance Department. <https://townofranlo.org/departments/finance/>

The Town of Ranlo will utilize its partnership with **NB Technology, LLC** for the installation and maintenance of WIFI Zones at public facilities.

Among the responsibilities of **NB Technology, LLC** are:

- (1) Determine most suitable locations in town to provide WIFI access to residents.
- (2) Install WIFI Zones and provide broadband connections to WIFI Zones.
- (3) Ensure internet connectivity of WIFI Zones upon installation.
- (4) Provide maintenance on behalf of the Town of Ranlo for the 30-month term of the grant.

**TOWN OF RANLO
2020 CDBG-CORONAVIRUS
PROJECT TEAM**



Summary and Personal Statement:

Town Manager of Ranlo, North Carolina a municipality of approximately 4,500 residents. Attorney in good standing with the North Carolina Bar, member of the U.S. District Court for the Western District of North Carolina, and holder of a master’s degree in public administration. Extensive municipal, legal, and fiscal management experience. Utilizes strongly developed verbal and written communication skills to provide experienced organizational support, superlative advisement, and proficiently trained research abilities. Solves impromptu problems and delivers expeditious solutions by offering an enthusiastic and sanguine outlook on all situations. Demonstrates a zealous commitment to public service by fostering positive, optimistic leadership that is conducive to successful, efficient, and effective outcomes.

Public Management and Legal Experience:

The Town of Ranlo, North Carolina *Town Manager:* April 2020 to Present

- Appointed as the first Town Manager for Ranlo since the Town’s incorporation in 1963
- Successfully advised and legally amended the Town’s charter to adopt the council-manager form of government
- Oversees a budget of approximately \$4.5 million and supervises four departments with 26 employees
- Restructured utility billing, completed three outstanding Town audits, and revised dated polices and practices

The City of Hamlet, North Carolina *City Manager:* January 2017 to April 2020

- Led and managed a staff of 91 full-time employees and oversaw thirteen departments
- Prepared and served as Budget Officer of an \$8.5 million municipal budget
- Advised on in-house legal matters, drafted policy recommendations, and provided complex fiscal analyses
- Administered and wrote grants to provide outside funding for special projects and various municipal needs

Advancement Project, Washington, D.C. *Contracted Voter Protection Associate:* Fall 2016

- Analyzed voting trends within communities in Florida, Georgia, North Carolina, Ohio, and Virginia
- Coordinated with local board of elections to remedy voter registration issues
- Lobbied and educated federal and state-wide officials nationally on voter protection laws
- Drafted, researched, and presented voter applicant findings from RegTrak and Excel to senior level attorneys

Sixth Circuit Public Defender’s Office, Chester, South Carolina *Indigent Relations Legal Intern:* Fall 2015

- Managed judicial correspondences, case management, and motion drafting
- Oversaw the interviewing, counseling, and consulting of indigent clients
- Conducted Westlaw and Lexis legal research and analysis
- Facilitated negotiations between the public defender and opposing counsel

Administrative Office of the U.S. Courts, Washington, D.C. *Judicial Services Intern:* Summer 2015

- Managed correspondences with House and Senate committees on judicial confirmations
 - Provided administrative support for federal judges and staff attorneys
 - Facilitated and conducted presentations to panels of international judges on legislative affairs
 - Conducted judicial legal research and memorandum drafting regarding bankruptcy and legislative issues
-

Higher Education and Certifications:

The Graduate School at the University of North Carolina at Charlotte, North Carolina
Dual Master of Public Administration and Juris Doctorate with Charlotte School of Law – August 2016

- 3.80 G.P.A., Member of the Order of the Crown Honor Society, and 300+ pro-bono hours in the area of government services
- Task-force consultant in the area of economic revitalization for the Town of Mooresville, spring 2016
- Certificates in public policy with the Mississippi Center for Justice and international law from Vilnius University, Lithuania

University of South Carolina at Upstate, Spartanburg, South Carolina *Bachelor of Arts* – May 2013

- 3.67 G.P.A., Political Science Honor Society; Dean’s List: fall 2011, spring 2012, fall 2012, and spring 2013
 - Major in Political Science and recipient of the 2013 Political Science Honor Scholarship
 - Minor in Business Administration from The George Dean Johnson, Jr. College of Business and Economics
-

Significant Accomplishments in Municipal Management:

- Project lead for the revitalization of the Hamlet City Lake resulting in over \$50,000 in beautification and improvement grants
 - Developed new community outreach programs with local nursing homes, neighborhood watches, and community policing
 - Drafted and implemented the City’s first asset management plan to improve and upgrade existing infrastructure needs
 - Decreased expenditures and increased revenue over a three-year period to provide for an additional \$350,000 in fund balances
 - Successfully negotiated lease agreements for the construction of a new cell-tower and managed six city-owned rental properties
 - Appointed new high-level officials such as Police Chief, City Clerk, Museum Curator, Senior Center Director, and Sewer Director
 - Organized the annual Christmas Parade, Fourth of July events, and Seaboard Festival with attendance from over 25,000 people
 - Defended successfully numerous unemployment actions against the City resulting in consecutive insurance decreases for the City
 - Revitalized programs in Parks and Recreation with new sports additions and secured new museum exhibits for downtown
-

LIEKE JANSSEN

1215 Euclid Ave, Apt 1B Charlotte, NC 28203
(704) 299-9176 liekelinaj@gmail.com

EDUCATION:

Master of Public Administration (MPA) University of North Carolina at Charlotte	2020
Bachelor of Arts in American Studies (BA) Radboud University, Nijmegen	2018
University of North Carolina at Chapel Hill: Study Abroad Political Science and Public Policy	2017

EXPERIENCE:

Director of Finance and Development Services <i>Town of Ranlo – Ranlo, NC</i>	June 2020 – Present
• Manage accounts payable/receivable for weekly check processing • Research, adopt, and supervise financial procedures for both general government and enterprise funds • Serve as project lead and liaison between Town Manager and engineers for construction and planning for new municipal complex • Organize a citizen advisory board to discuss future planning needs for the Town • Update current and draft new ordinances for the Town, as well as internal policies and procedures • Research grant opportunities and assist with writing and administration of development funding for general needs of the Town	
MPA Graduate Fellow <i>Centralina Economic Development District, Centralina Council of Governments – Charlotte, NC</i>	September 2019 – May 2020
• Collected, organized and analyzed community and economic data • Assisted in preparation of reports, case studies, and presentations on economic development topics and trends	
Government Relations and Advocacy Coordinator <i>Arts & Science Council – Charlotte, NC</i>	January 2019 – September 2019
• Planned and managed volunteer advocacy efforts • Assisted with grant applications and reporting for city, county and Mecklenburg town funding	
Graduate Assistant <i>University of North Carolina at Charlotte – Charlotte, NC</i>	August 2018 – January 2019
Intern <i>Neth-ER – Brussels, Belgium</i>	September 2017 – February 2018
• Monitored and assessed developments in European research, innovation and education policy • Published daily articles about new legislation, statements or other publications	

LEADERSHIP EXPERIENCE:

<i>Public Administration Student Association, UNC Charlotte – Charlotte, NC</i>	
President	January 2019 – January 2020
• Launched and coordinated professional mentoring program for master's and certificate students in public administration • Created volunteering component within the organization through City of Charlotte Adopt-A-Street program	
Secretary	September 2018 – January 2019
• Maintained and organized important documents and oversaw communications	

COMMUNITY INVOLVEMENT:

Member , American Society for Public Administration	August 2018 – Present
Member , Section on Women in Public Administration	October 2019 – Present
Committee Chair , Section on Women in Public Administration	April 2020 – Present
• Lead efforts to launch mentoring program for women in public administration nationwide	
Chair, Judges Committee , Graduate Research Symposium Planning Committee	October 2018 – October 2019

LIEKE JANSSEN

SKILLS:

Languages: Dutch (native), English (professional), German (basic), French (basic), Spanish (basic)

IT: Working knowledge of Microsoft programs (Word, Excel, PowerPoint, Planner, Tasks, SharePoint), SPSS

Hobbies: Spending time with family, dancing, making music, traveling and a good discussion

AWARDS:

- 2020 Section for Women in Public Administration Suffragette Scholarship
- Graduate School Master Merit Award for school years 2018-19 and 2019-20
- Honor Society: Pi Alpha Alpha



2230 E. Franklin Blvd.
Suite 100-265
Gastonia, NC 28054
704-644-1220

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For over 20 years NB Technology has been providing a range of Managed IT Services (**Cybersecurity, Backup Disaster Recovery, Internet & Phone Services and much more**) to small businesses like yours. NB Technology deliver and implement **customized IT solutions** that meet each client's need. There is never a busy signal when you call our office. We **answer all calls in less than 9 seconds** and most technical issues are typically resolved remotely within the first 15 minutes. NB Technology **guarantee on-time technical support** with an **English-speaking technician** to support you onsite or remotely. Also, our services come **with a 60-day 100% money-back guarantee**.

Our ultimate goal is to help you improve your technology performance by eliminating all IT downtime in a proactive manner.

XX NAME OF PROJECT SUBRECIPIENT AGREEMENT

NAME OF UNIT OF LOCAL GOVERNMENT (GRANTEE)

NAME OF ENTITY (SUBRECIPIENT)

THIS AGREEMENT (the "Agreement") is entered into as of the ____ day of _____, 20__, by the _____ ("herein called the GRANTEE") and _____ ("herein called the SUBRECIPIENT"), a public body and a [body politic] of North Carolina.

I. **RECITALS**

WHEREAS, the GRANTEE has applied for and been awarded U.S. Department of Housing and Urban Development (HUD) Small Cities Community Development Block Grant (CDBG) funds from the North Carolina Department of Commerce (DOC) Rural Economic Development Division (REDD) (herein called "REDD") to be used primarily to benefit low- to moderate-income (LMI) persons through x activity to support x prevent utility shutoff and prevent eviction/homelessness;

WHEREAS, this Agreement will not become effective until all applicable conditions placed on the GRANTEE's funding approval are satisfied, and the funds are released by the North Carolina Department of Commerce Rural Economic Development Division (herein called "REDD") in writing;

WHEREAS, the GRANTEE desires to make available to the SUBRECIPIENT certain funds from the CDBG program as prescribed under the Housing and Community Development Act of 1974, as amended, with said grant being made available to the GRANTEE by REDD and being designated as grant number XX-X-XXXX and known as the "grant";

WHEREAS, the GRANTEE is the fiduciary agent on this grant;

WHEREAS, the GRANTEE is the agency responsible to REDD for the State CDBG funds and reporting requirements;

WHEREAS, the GRANTEE wishes to engage the SUBRECIPIENT to assist the GRANTEE in utilizing such funds to carry out a part of the GRANTEE's CDBG award for eligible activities as set forth in 24 CFR Part 570.201(c) and to meet the national objective for low- and moderate- income benefit activities as set forth in 24 CFR Part 570.208(a)(2)(i)(C) limited clientele activity which shall benefit at least 51% of LMI persons;

WHEREAS, the SUBRECIPIENT shall utilize x to assist with x. The units will serve persons at or below 30% of the current area median income limit published annually by the United States Department of Housing and Urban Development (HUD), adjusted for family size, and will be based on x;

WHEREAS, the SUBRECIPIENT agrees to abide by each paragraph of this Agreement and its attachments and all procedures, rules and regulations imposed upon the GRANTEE by REDD in connection with it receiving the federal grant referenced above; and

WHEREAS, the SUBRECIPIENT further agrees that all activities conducted under the Agreement shall be of a type authorized by the provisions of Part 8, Article 19 of Chapter 160A of the General Statutes of North Carolina, as amended by Chapter 206 of the Session of laws of 1987.

NOW, THEREFORE, in consideration of the mutual promises herein exchanged by and between the parties, it is agreed as follows:

II. SCOPE OF SERVICES

A. Time of Performance

1. Unless amended by mutual written agreement by the SUBRECIPIENT and the GRANTEE, the SUBRECIPIENT promises to perform, or cause to be performed, the services specified in **Attachment A: Statement of Work**, which is made part of this Agreement by reference.
2. The services performed by the SUBRECIPIENT described in **Attachment A** must commence upon notice to proceed from the GRANTEE.
3. In accordance with the GRANTEE's executed Performance Based Agreement with REDD, the services performed by the SUBRECIPIENT described in **Attachment A** must be completed by [INSERT DATE], unless an extension of time is granted by the GRANTEE and REDD.
4. Failure to promptly provide the services specified in **Attachment A**, as determined solely by the GRANTEE, may result in the GRANTEE exercising its authority to deobligate the funds committed to the SUBRECIPIENT.
5. Agreement activities performed prior to the execution date or later than the termination date of this Agreement is not considered a part of this Agreement and are not billable.

B. National Objectives

1. All activities funded with CDBG funds must meet one of the CDBG program's national objectives as defined in 24 CFR Part 570.208: 1) benefit to low/moderate income persons, 2) aid in the prevention or elimination of slums or blight, 3) meet community development needs having a particular urgency.
2. The SUBRECIPIENT certifies that the activities carried out under this Agreement shall meet the national objective for low- and moderate- income benefit activities as set forth in 24 CFR Part 570.208(a) and public facilities and improvements set forth in 24 CFR Part 570.201(c), as required by the Housing and Community Development Act of 1974.
3. The SUBRECIPIENT will use demographic and income driven information to document the national objective, including the collection and submission to the GRANTEE of income verification information from all individuals, or their guardians, benefiting from this grant.

C. Eligible Expenditure of Funds

1. As a condition of receiving this subaward, SUBRECIPIENT shall complete the activities in a manner satisfactory to the GRANTEE and consistent with the terms of conditions of this agreement and applicable Federal, State, and local statutes and regulations.

2. The SUBRECIPIENT may only carry out the activities described in this agreement. The SUBRECIPIENT is prohibited from charging to the subaward the costs of CDBG ineligible activities, including those described at 24 CFR 570.207, and from using funds provided herein or personnel employed in the administration of activities under this agreement for political activities, inherently religious activities, or lobbying.
3. Costs incurred must be in conformance with 2 CFR Part 200, Subpart E, some of which require REDD pre-approval.
4. In accordance REDD CDBG-NR guidelines 2 CFR Part 200.458, and 24 CFR Part 570.200(h) REDD will allow reimbursement of certain pre-award costs incurred prior to the effective date of the GRANTEE'S grant award from REDD that are essential to negotiations in anticipation of receiving the grant award, provided the following:
 - a. Proper procurement was conducted in accordance with 2 CFR Part 200.
 - b. Costs and activities funded are in compliance with the Environmental Review Procedures requirements stated in 24 CFR Part 58.
 - c. Costs and activities funded are in compliance with the Program and Administrative requirements stated in 24 Part 570.489.
 - d. Costs and activities are approved by REDD in accordance with procedures that REDD may establish.

III. SUBRECIPIENT RESPONSIBILITIES

A. Statement of Work

The SUBRECIPIENT will be responsible for implementing and administering activities in the CDBG project in a manner satisfactory to the GRANTEE and consistent with any standards required as a condition of providing these funds. At a minimum, the SUBRECIPIENT shall provide a "Statement of Work". This "Statement of Work" should include a description of the products or services to be performed, where these products or services will be performed, when these services are to be performed (schedule for completing the work), for whom are these products or services being provided, and a budget. These items shall be in sufficient detail to provide a sound basis for the GRANTEE to effectively monitor the performance of the SUBRECIPIENT under the Agreement. The SUBRECIPIENT "Statement of Work" is attached as **Attachment A: Statement of Work**.

B. Subcontracting and Subawards

1. GRANTEE understands and agrees that SUBRECIPIENT may hire subcontractors to assist in the performance of this Agreement and SUBRECIPIENT agrees to notify GRANTEE before hiring.
2. No funds under this Agreement shall be disbursed by the GRANTEE to any subcontractor or agency without a written subcontract that incorporates the conditions listed herein to the extent they are applicable.
3. If the SUBRECIPIENT should choose to execute a subcontract using funds from this Agreement, the SUBRECIPIENT shall, within fifteen (15) calendar days of execution of such subcontract, provide a copy of that document to the GRANTEE.
4. In accordance with 2 CFR Part 200.330, any such subcontracts shall require the subcontractor to comply with all of the terms of this Agreement and all applicable federal, state, and local laws and regulations. All subcontracts shall be in a form and substance acceptable to the GRANTEE.

5. In accordance with Federal, state, and local laws, regulations, HUD Notices, program guidelines, the SUBRECIPIENT shall monitor any and all subcontractor efforts on a regular basis to assure compliance and report such information to the GRANTEE on a routine basis.

C. Supplemental Conditions

The SUBRECIPIENT shall include GRANTEE's Supplemental Conditions in any subcontract and lower-tiered subcontractors entered into under this Agreement. Supplemental Conditions include required terms for project contracts, CDBG Special Provisions (*included as **Attachment B** in this Agreement*), participation by minority/women-owned business, and any standard clauses for contracts identified by the GRANTEE.

D. Subrecipient Liable for Leases

1. Prior to the SUBRECIPIENT entering into any lease arrangement that involves the use of funds from this Agreement the SUBRECIPIENT shall submit a copy of the proposed lease to GRANTEE for review and approval and shall not enter into any lease arrangement that is not pre-approved by GRANTEE.
2. When any lease is paid for in whole or in part by funds from this Agreement, the SUBRECIPIENT shall notify the lessor of the date that this Agreement is to terminate, and the SUBRECIPIENT shall make provisions for payment of the lease from other funds should the SUBRECIPIENT desire to continue the lease after the date of termination of the Agreement.
3. The SUBRECIPIENT assumes all liability for any damage that occurs to property, either real or personal, which it acquires or possesses under a lease.

IV. **BUDGET**

1. It is expressly understood and agreed between the SUBRECIPIENT and the GRANTEE that the total amount to be paid by the GRANTEE to the SUBRECIPIENT under this Agreement shall not exceed the maximum sum of **TYPE OUT DOLLARS (\$XXX,000.00)**.
2. The SUBRECIPIENT shall complete all activities in this Agreement in accordance with the Budget as specified in **Attachment A**. Any change to the budgeted amounts must be approved in writing by the GRANTEE before such changes are allowed to be reimbursable.
3. GRANTEE may require additional budget information, and SUBRECIPIENT shall provide such supplementary budget information in a timely fashion, in the form and content prescribed by the GRANTEE.
4. In the event that the SUBRECIPIENT is awarded, granted, or provided with additional funds from any other source, SUBRECIPIENT shall notify GRANTEE of such funds, the amount, the source, and the conditions for their use. SUBRECIPIENT further agrees to provide any additional information GRANTEE requests related to such funds. SUBRECIPIENT may not use such other funds to conduct construction activities or any other action that would have an adverse environmental impact or limit the choice of reasonable alternatives until issuance of the authority to use such funds from REDD, as applicable.
5. Any costs and expenses not covered by the Budget as specified in **Attachment A**, and not properly payable from CDBG funds, shall be borne entirely by the SUBRECIPIENT.
6. The SUBRECIPIENT shall maintain a level of aggregate expenditures for its other projects or activities which is not less than the level of aggregate expenditures that existed prior to the execution of this Agreement. The

SUBRECIPIENT shall promptly notify the GRANTEE of any matters which have a material tendency to affect compliance with this requirement.

V. PROGRAM INCOME

1. Any income earned or received by the SUBRECIPIENT as a direct result of an activity funded by this Agreement is considered Program Income (as defined at 24 CFR Part 570.500(a)).
2. Program Income shall only be expended by the SUBRECIPIENT on activities specified in **Attachment A** and shall be expended by the SUBRECIPIENT prior to requesting additional reimbursements or payments.
3. The SUBRECIPIENT shall report both the receipt and the expenditure of Program Income to the GRANTEE during the month following the month in which the money was received and spent.
4. At the end of the program year, the GRANTEE may require remittance of all or part of any program income balances (including investments thereof) held by the SUBRECIPIENT (except those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum draw down, or cash or investments held for Section 108 loan guarantee security needs).

VI. PAYMENTS

1. The use of CDBG funds is conditioned upon the SUBRECIPIENT incurring allowable costs permitted under the terms of this Agreement or as otherwise pre-approved, in writing, by the GRANTEE.
2. Payments by the GRANTEE under this Agreement are limited to reimbursement of eligible expenditures made, or eligible expenses incurred, by the SUBRECIPIENT. Advance payments are explicitly prohibited unless otherwise stated elsewhere in this Agreement.
3. All expenditures and expenses shall be incurred in accordance with the provisions of this Agreement. Payments shall be made by the GRANTEE in accordance with the provisions of this Agreement and only for activities specified in **Attachment A**.
4. Payments shall be made based upon the Budget included in **Attachment A** and shall only be made after the SUBRECIPIENT has presented documentation of expenses that meets the approval of the GRANTEE.
5. Further, the SUBRECIPIENT understands and agrees that any payment made under this Agreement by the GRANTEE is limited to funds available under the grant referenced above.
6. The GRANTEE shall make payments upon receipt of a request for check from the SUBRECIPIENT. The request shall include documentation of achievements, expenditures and expenses incurred and work undertaken by the SUBRECIPIENT, where applicable, and any other documentation that the GRANTEE, may require from the SUBRECIPIENT, with all such documentation to be in the form and substance satisfactory to the GRANTEE.

VII. CONTRACTOR INVOICES AND LABOR STANDARDS REVIEW PROCESS

If the project requires compliance with the Davis-Bacon and Related Acts, the SUBRECIPIENT and GRANTEE are collectively responsible for Construction Contractor compliance regarding invoice review ("Progress Payment

Requests- PPR”) and Davis-Bacon labor standards (including certifications and certified payroll). The general process for review of such related documents is described below, to be amended as deemed necessary, to ensure efficient and effective compliance monitoring and record retention.

1. The SUBRECIPIENT and GRANTEE understand and agree that payment shall not be made to the Construction Contractor until Davis-Bacon requirements are met, such as satisfactory completion of certified weekly payroll and any associated reconciliation of documents regarding adequate wages for all laborers and mechanics working on the project site.
2. The Construction Contractor will submit monthly invoices (PPRs) to the SUBRECIPIENT's contracted Architect/Engineer. The Architect's/Engineer's Construction Contract Administrator and Construction Observer/Inspector will receive and review the PPRs for sufficient workmanship, progress, completion of tasks, and associated costs. Upon satisfactory review, the Architect/Engineer will forward said documentation to the SUBRECIPIENT and GRANTEE's contracted Grant Administrator.
3. The Construction Contractor will likewise submit certified weekly payrolls and any required Davis-Bacon documentation to the GRANTEE's contracted Grant Administrator for CDBG compliance review. Upon satisfactory review, the Grant Administrator will forward said documentation to the SUBRECIPIENT for concurrence of satisfaction.
4. When parties agree that the PPR and matching Davis-Bacon documentation are sufficient, the GRANTEE's contracted Grant Administrator will prepare CDBG financial paperwork for GRANTEE processing.
5. To assist in Davis-Bacon compliance review, as well as monitoring of Contractor performance and project progress, the Architect/Engineer's Construction Contract Administrator and Construction Observer/Inspector, GRANTEE, and SUBRECIPIENT will submit meeting minutes, progress reports, construction observation reports, and any site photos, to all parties.
6. Required Davis-Bacon worker interviews will be conducted primarily by the GRANTEE's contracted Grant Administrator, with assistance provided by the GRANTEE representatives, SUBRECIPIENT representatives, and/or Architect/Engineer representatives, as needed (e.g., a schedule conflict arises to capture a certain trade needed for compliance).

VIII. FINANCIAL MANAGEMENT

The SUBRECIPIENT shall establish and maintain a financial management system that will account for all funds received under this Agreement and expenditures made in furtherance of the project activities, and such system shall be created and maintained in accordance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and generally accepted accounting practices (GAAP) and procedures. The system shall include the following:

1. Accurate, current, and complete disclosure of the financial results of activities under this Agreement in accordance with GAAP. If the SUBRECIPIENT's accounting records are maintained on a cash basis, the SUBRECIPIENT must develop information of accounts payable and accounts receivable through an analysis of the documents in the file, or on the basis of its best estimates.
2. Records that identify in detail the source and application of funds under this Agreement. These records shall contain information pertaining to Agreement awards and authorizations, encumbrances and unencumbered balances, assets, liabilities, outlays, and income.

3. Effective internal controls and accountability for all funds, property, and other assets attributable to the Agreement. The SUBRECIPIENT shall adequately safeguard all such assets and shall assure that they are used solely for the performance of this Agreement.
4. Comparison of actual expenditures with budgeted amounts for those expenditures and comparison of financial information with performance or productivity data, including the production of unit cost information whenever required by the GRANTEE.
5. Procedures for determining the allowability and allocability of costs.
6. A general ledger in which a summary of all accounting transactions shall be maintained. In addition, the SUBRECIPIENT shall maintain a cash receipt and disbursement register in which receipts and disbursements will be documented. Funds disbursed by the SUBRECIPIENT must be supported by appropriate, source documentation. Source documentation includes items such as payroll, time and attendance records, invoices, contracts, travel payments, information evidencing the nature and propriety of each payment, and notations showing the approval of an authorized official of the SUBRECIPIENT.
7. All financial assistance provided must be documented with SUBRECIPIENT's official financial ledger with identified vendor listed to reflect payment for reimbursement.
8. Monthly invoices are due on the 15th of each month for reimbursement.
9. On request of the GRANTEE, the SUBRECIPIENT shall provide an accounting for all funds paid to it by the GRANTEE under this Agreement.
10. The SUBRECIPIENT's financial records shall be audited by a certified public accountant, licensed in good standing to practice in the State of North Carolina, at least annually.
11. A copy of the certified audit of the funds received by the SUBRECIPIENT under this Agreement, and an accompanying Management Letter, shall be provided to the GRANTEE for each year in which activities under this Agreement were conducted. Should there be an exception taken during any audit, the SUBRECIPIENT shall resolve the findings and recommendations within thirty (30) days after completion of the audit.
12. The SUBRECIPIENT shall maintain such records and accounts, including property, personal and financial records so as to assure a proper accounting for all project funds, until five (5) years after expiration of the GRANTEE's Grant Agreement with REDD (*included herein as **Attachment C***), or for such longer period of time as determined to be appropriate by the GRANTEE. However, at any time after completion and acceptance of required audits and after the Agreement termination, the SUBRECIPIENT may turn these records over to the GRANTEE for retention.
13. The SUBRECIPIENT shall provide any information that the GRANTEE may reasonably request pertaining to the SUBRECIPIENT's financial management under this Agreement.

IX. PERFORMANCE MONITORING AND REPORTING

A. Monitoring

1. The GRANTEE shall monitor the performance of the SUBRECIPIENT as necessary and in accordance with 2 CFR Part 200.330 and the NC Small Cities CDBG-NC Neighborhood Revitalization Program regulations to ensure SUBRECIPIENT compliance with all the requirements of this Agreement, including timeframes and performance goals associated with the activities. Substandard performance as determined by the

GRANTEE will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the SUBRECIPIENT within a reasonable period of time after being notified by the GRANTEE, the GRANTEE may impose additional conditions on the GRANTEE and its use of CDBG funds, suspend or terminate this agreement, or initiate other remedies for noncompliance as appropriate and permitted under 2 CFR Part 200.338.

2. The SUBRECIPIENT will attend monitoring visits conducted by REDD, as deemed necessary by the GRANTEE.
3. The SUBRECIPIENT will provide GRANTEE with project closeout and related documentation necessary to satisfy requirements of REDD.
4. The SUBRECIPIENT will maintain records as required for such monitoring and evaluation purposes under the CDBG program.

B. Reporting

1. The SUBRECIPIENT shall submit monthly progress reports to the GRANTEE within fifteen (15) calendar days following the end of the prior month's reporting period. Monthly reports will include, but are not limited to:
 - a. Number of clients served and their income levels as stated in the GRANTEE's CDBG grant application to REDD.
 - b. Number of employee's jobs retained due to the rehabilitation of the facility as described in the GRANTEE's CDBG grant application to REDD.
 - c. Number of and demographic information about all participants.
2. The SUBRECIPIENT shall, to the best of their ability, provide the GRANTEE with demographic information, including race, age, gender, ethnicity, and family status for all participants.
3. The SUBRECIPIENT will make oral presentations to the governing body of the GRANTEE and REDD, if needed.
4. The SUBRECIPIENT shall provide to the GRANTEE any other information determined by the GRANTEE to be necessary or appropriate for the proper reporting of this Agreement.
5. Delays by the SUBRECIPIENT in making any report to the GRANTEE required by this Agreement may, at the GRANTEE's sole discretion, result in delays in payment to the SUBRECIPIENT of part or all of the SUBRECIPIENT's requests for funds, and may be considered a breach of the terms of this Agreement. A delay in making a disbursement by the GRANTEE to the SUBRECIPIENT does not change the time requirements of the SUBRECIPIENT to submit reports to the GRANTEE.

X. OTHER REQUIREMENTS TO COMPLY WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD

The CDBG funds available to the SUBRECIPIENT through this agreement constitute a subaward of the GRANTEE's Federal award from REDD under the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200*. This Agreement includes terms and conditions of the GRANTEE's Federal award that are imposed on the SUBRECIPIENT, and the SUBRECIPIENT agrees to carry out its obligations in compliance with all of the obligations described in this Agreement.

A. General Compliance

The SUBRECIPIENT shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR Part 570, subpart K, as modified by the Federal Register notices that govern the use of CDBG funds available under this Agreement, except that:

1. The SUBRECIPIENT does not assume the GRANTEE's environmental responsibilities described in federal regulation 570.604; and
2. The SUBRECIPIENT does not assume the GRANTEE's responsibility for initiating the review process under the provisions of 24 CFR Part 52.

B. Recordkeeping

The SUBRECIPIENT shall establish and maintain records sufficient to enable the GRANTEE to 1) determine whether the SUBRECIPIENT has complied with this Agreement, applicable Federal statutes and regulations, and the terms and conditions of the GRANTEE's CDBG award and 2) satisfy recordkeeping requirements applicable to the GRANTEE. The SUBRECIPIENT shall maintain all records required by REDD or the GRANTEE and the Federal regulations specified in 24 CFR Part 507.506 that are pertinent to the activities to be funded under this Agreement. These records shall be retained for a period of five (5) years after expiration of the GRANTEE's Grant Agreement with REDD (*included herein as **Attachment C***), or for such longer period of time as determined to be appropriate by the GRANTEE. Such records include, but are not limited to:

1. This Contract and any amendments;
2. Records providing a full description of each activity undertaken;
3. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
4. Records required to determine the eligibility of activities;
5. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG funds;
6. Records documenting civil rights compliance, such as the Fair Housing and Equal Opportunity components of the CDBG program;
7. Financial records and procurement documents as required by 24 CFR Part 570.502 and 2 CFR Part 200;
8. Other records necessary to document compliance with Subparts J and K of 24 CFR Part 570.

C. Audits and Inspections

As required by 24 CFR Part 570 and 2 CFR Part 200.331, at any time during normal business hours and as often as the GRANTEE, REDD, HUD, the U.S. Inspector General and their representatives, or the representatives of the Comptroller General of the United States may deem necessary, the SUBRECIPIENT shall make available to the GRANTEE, REDD, HUD, the U.S. Inspector General and their representatives, or representatives of the Comptroller General, for examination, all of the SUBRECIPIENT's records with respect to matters covered by this Agreement. The GRANTEE, REDD, HUD, the U.S. Inspector General and their representatives, or representatives of the Comptroller General shall be permitted to audit, examine and make excerpts or transcripts from such records

and to make audits of all contracts, invoices, materials payable, records or personnel, and other data relative to all matters covered by this Agreement. In addition, the SUBRECIPIENT hereby agrees to have an annual agency audit conducted in accordance with current policy concerning subrecipient audits and 2 CFR Part 200 subpart F.

D. Procurement and Contractor Oversight

1. The SUBRECIPIENT shall comply with GRANTEE policy concerning the purchase of equipment, materials, property, goods, and services in accordance with 2 CFR Part 200, and all state and local procurement standards, such as NCGS 143-128, as applicable.
2. The SUBRECIPIENT shall impose the SUBRECIPIENT's obligations under this Agreement on its contractors, so that such obligations will be binding upon each of its contractors.
3. The SUBRECIPIENT shall include GRANTEE's CDBG Special Provisions in any contract or subcontract entered into under this Agreement.
4. The SUBRECIPIENT shall maintain all records required by 2 CFR 200.33, 24 CFR Part 570.506, the applicable HUD Notices, NCGS 132, and any others required by REDD.
5. The SUBRECIPIENT shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.
6. The SUBRECIPIENT must comply with CDBG regulations regarding debarred or suspended entities at 2 CFR Part 200 and 24 CFR Part 570. CDBG funds may not be provided to excluded or disqualified persons.
7. Officials and employees of the SUBRECIPIENT shall neither solicit nor accept gratuities, favors or anything of monetary value from subcontractors or potential subcontractors. The SUBRECIPIENT further agrees that all procurement transactions that the SUBRECIPIENT may enter into as a result of this Agreement shall be conducted in a manner so as to provide maximum open and free competition and in accordance with the provisions of all applicable Uniform Administrative Requirements as described in 2 CFR Part 200.
8. The SUBRECIPIENT will maintain an administration system that ensures that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders as described at 2 CFR Part 200.

E. Insurance & Bonding

In accordance with 2 CFR Parts 200.310 and 200.325, the SUBRECIPIENT shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a fidelity bond covering all employees in an amount equal to cash advances from the GRANTEE.

F. Grantee Recognition

1. Unless otherwise directed by the GRANTEE, the SUBRECIPIENT shall ensure recognition of the role of the GRANTEE in providing CDBG funding, services, and efforts through this Agreement. Unless otherwise directed by the GRANTEE, all activities, facilities, and items utilized shall be prominently labeled as to the role of the GRANTEE and REDD. In addition, the SUBRECIPIENT shall include a reference to the support provided herein in all publications made possible with CDBG funds made under this Agreement. GRANTEE reserves the right to direct specific reasonable recognition requirements on

a case-by-case basis, including but not limited to the size and content, waiver, removal or addition of such recognition.

2. All reports, maps and other documents completed as a product of this Agreement, other than documents used in the administration of the Agreement such as reports to the GRANTEE, shall have placed thereon by the SUBRECIPIENT the following statement:

[NOTE: "The preparation of this document was financed in part through funds from the Name Unit of Local Government's Community Development Block Grant – Name of Project, (grant number XX-C-XXXX), awarded to the Name of Unit of Government by the North Carolina Department of Commerce Rural Economic Development Division (REDD) under provisions of Title I of the Housing and Community Development Act of 1974, as amended."]

G. Client Data and Other Sensitive Information

1. The SUBRECIPIENT is required to maintain data demonstrating client eligibility for activities provided under this Agreement. Such data may include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of activities provided. Such information shall be made available to the GRANTEE monitors or their designees for review upon request.
2. In accordance with 2 CFR Parts 200.82 and 200.303, 24 CFR Part 570.508, and NCGS 32-1.2, 108A, 7B, and 132, the SUBRECIPIENT must take reasonable measures to safeguard protected personally identifiable information and other information that REDD or the GRANTEE designate as sensitive, or the SUBRECIPIENT considers as sensitive, consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations to confidentiality.

H. Relocation, Real Property Acquisition, and One-for-one Housing Replacement

The SUBRECIPIENT shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 USC 4601 – 4655, 49 CFR part 24, 24 CFR part 42, and 24 CFR 570.606, as applicable.

I. Close-Out

The SUBRECIPIENT's obligation to the GRANTEE shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but not be limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the GRANTEE), and determining custodianship records.

J. Use of Grant Funds to Make Loans

Grant funds under this Agreement shall not be used to make loans unless approved by the GRANTEE.

K. Assignment

The SUBRECIPIENT shall not use this Agreement or its anticipated proceeds to borrow money. The SUBRECIPIENT shall not assign any interest in this Agreement.

L. Hold Harmless

1. The SUBRECIPIENT shall hold harmless and indemnify the GRANTEE, to the extent allowed by law and covered by applicable insurance, from any and all claims, actions, suits, charges and judgments

whatsoever that arise out of the SUBRECIPIENT's performance or nonperformance of the services or subject matter called for in this Agreement.

2. The SUBRECIPIENT is an independent contractor with respect to the services to be performed under this Agreement. No person performing any of the work or services described hereunder shall be considered an officer, agent, servant or employee of the GRANTEE, nor shall any such person be entitled to any benefits available or granted to employees of the GRANTEE. The GRANTEE shall not be obligated to pay the SUBRECIPIENT any payments, fees, expenses, or compensation other than the Agreement amount.
3. To the extent permitted by law, SUBRECIPIENT shall be solely responsible for any litigation arising from any Claims made by third parties relating to SUBRECIPIENT's, its employees, subcontractors and officers' acts or omissions in performing the services under this Agreement. However, under no circumstance shall the SUBRECIPIENT be required to provide legal representation for the GRANTEE (see NCGS. 153A-97). If an action is brought in the name of the GRANTEE, the SUBRECIPIENT shall cooperate in allowing the dismissal of the GRANTEE. Such cooperation shall not waive any rights of the SUBRECIPIENT to assert immunities or other defenses it may have against the parties who allege injury as a result of the SUBRECIPIENT's act or omission. "Claims" means complaints, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, and expenses.

M. Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with 2 CFR Part 200, 24 CFR Part 570 Subpart J, and 24 CFR 570.489, as applicable, which include but are not limited to the following:

1. The SUBRECIPIENT shall transfer to the GRANTEE any CDBG funds on hand and any accounts receivable attributable to the use of CDBG funds under this Agreement at the time of expiration, cancellation, or termination.
2. Any real property under the SUBRECIPIENT's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the SUBRECIPIENT in the form of a loan) in excess of \$25,000 shall be used to meet one of the national objectives in 24 CFR Part 570.208 (formerly Part 570.901) until five (5) years after expiration of the GRANTEE's Grant Agreement with REDD (included herein as **Attachment C**), or for such longer period of time as determined to be appropriate by the GRANTEE ; or
3. Per 24 CFR Part 570.503 (b)(7)(i), if the SUBRECIPIENT fails to use CDBG-assisted real property in an manner that meets a CDBG national objective for the prescribed period of time, the SUBRECIPIENT shall pay the GRANTEE an amount equal to the current market value of the property less any portion of the value attributable to the expenditures of non-CDBG funds for the acquisition of, or improvement to, the property. Such payment is Program Income to the GRANTEE. (No payment is required after the period of time specified in (b) (7) (i) of section 570.504.)
4. In all cases in which equipment acquired, in whole or part, with funds under this Agreement is sold, the proceeds shall be Program Income (prorated to reflect the extent to which funds received under this Agreement were used to acquire the equipment). Per 2 CFR Part 200.313, equipment not needed by the SUBRECIPIENT for activities under this Agreement shall be a) transferred to the GRANTEE for the CDBG program or b) retained after compensating the GRANTEE in an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

5. The SUBRECIPIENT shall repay to the GRANTEE the full amount of any funds lost, misapplied, unaccounted for or inadequately accounted for, in violation of this Agreement, within thirty (30) days of notification of the debt.

N. Nondiscrimination

1. Affordability Provision. For activities benefitting low- and moderate- income (LMI) persons, the SUBRECIPIENT must adopt and make public the GRANTEE's standards for determining that for rental housing assisted under the CDBG program, the rents of units occupied by LMI persons are "affordable" per 24 CFR Part 570.208(a)(3).
2. The SUBRECIPIENT agrees to comply with: NCGS 143-422.1-422.3 (Equal Employment Practices); NCGS 41A-1-10 (State Fair Housing Act); Title VI of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975; and Executive Order 11063 and Executive Order 11246, as amended by Executive Orders 11375, 11478, 12107, and 12086.
3. The SUBRECIPIENT shall comply with the laws, regulations, and executive orders referenced in 24 CFR 570.607, as amended by Executive Order 13279, regarding employment and contracting to the extent they are applicable.
4. 24 CFR Part 6. The SUBRECIPIENT will comply with 24 CFR part 6, which implements the provisions of Section 109 of Title I of the Housing and Community Development Act of 1974 (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.

The SUBRECIPIENT will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded in whole or in part with CDBG funds. Thus, the SUBRECIPIENT shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146, which implement the Age Discrimination Act for HUD programs.

5. Architectural Barriers Act and Americans with Disabilities Act. The SUBRECIPIENT shall ensure that its activities are consistent with requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157), as amended, to ensure federally-funded buildings and other facilities are to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. The SUBRECIPIENT shall ensure that its activities are consistent with requirements of the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA), as amended, which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. The "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped" (#A-117.1-R 1971) for building design, construction or alteration should also be incorporated, as applicable.
6. Title VI of the Civil Rights Act of 1964 (24 CFR Part 1). The SUBRECIPIENT shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and 24 CFR 570.601-

602. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. As a condition to the approval of this Agreement and the extension of any Federal financial assistance, the SUBRECIPIENT assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided will be operated and administered in compliance with all requirements imposed by or pursuant to 24 CFR Part 1. Accordingly, the SUBRECIPIENT shall cause or require a covenant running with the land to be inserted in the deed or lease, prohibiting discrimination, and take measures as necessary to enforce such covenant.

7. Affirmative Action.

- a. The SUBRECIPIENT shall comply with the non-discrimination requirements as required by U.S. Executive Order 11246, as amended by as amended by E.O. 12086, E.O. 11375, and regulations in 41 CFR 60, which applied to all federally assisted construction contracts and subcontracts. Excerpts of E.O. 11246 are included in **Attachment B - CDBG Special Provisions**, for reference.
- b. The SUBRECIPIENT agrees to comply with NCGS 143-48, NCGS 143-128, NCGS 143-64.31, as applicable, and use good faith efforts to afford small businesses, women- and minority-owned businesses (W/MBE), historically underutilized businesses (HUB), disadvantaged enterprises (DBE), and minority-owned, businesses, and lower income persons (CDBG Section 3) of the project area (defined as the County in which the project takes place) are utilized whenever possible as sources of contracting supplies, equipment, construction, and services. As used in this Agreement, "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women.
- c. The SUBRECIPIENT will in all solicitations or advertisements for employees or contracting placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.
- d. The SUBRECIPIENT is prohibited from using funds provided by this Agreement or personnel employed in the administration of this program for: political activities; inherently religious activities; lobbying; political patronage and nepotism activities.

O. Labor

1. Labor Standards and Related Acts. The SUBRECIPIENT agrees to comply with the labor standards in Section 110 of the Housing and Community Development Act of 1974, as amended; requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended (40 U.S.C. 3141, *et seq.*); 29 CFR Parts 1, 3, 5, 6, and 7; the provision of Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) & 29 CFR Part 5); the Copeland "Anti-Kickback" Act (18 U.S.C. 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR Parts 3 and 5; and all other applicable Federal, state, local laws and regulations pertaining to labor standards insofar as they apply to the performance of this contract. The SUBRECIPIENT shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the GRANTEE for review upon request.
2. Section 3. The SUBRECIPIENT agrees to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C 1701u), as amended, and implementing regulations at 24 CFR

Part 135 that sets guidelines for training and employment of lower-income residents of project areas and for awarding of contracts within the project area. The required "Section 3 Clause" at 24 CFR Part 135.38 is included in **Attachment B - CDBG Special Provisions**, and shall be included in all contracts, subcontracts, and any lower-tiered subcontracts entered into under this Agreement.

P. Conduct

1. Hatch Act. The SUBRECIPIENT shall comply with the Hatch Act (5 U.S.C. 1501 – 1508), and shall ensure that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C. The SUBRECIPIENT shall not permit any of the funds, materials, property or services provided under this Agreement to be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or for publicity or propaganda purposes designed to support or defeat legislation pending before the United States Congress, the State of North Carolina, (name of unit of government), or the (name of subrecipient).
2. Conflict of Interest. The SUBRECIPIENT shall comply with the conflict of interest provisions of the federal regulations as published at 2 CFR Part 200.112 and 24 CFR 570.611, which include, but are not limited to the following:
 - a. No employee, officer, or agent of the SUBRECIPIENT shall participate in the selection, or in the award, or administration of a contract supported by federal funds of a conflict of interest, real or apparent, would be involved.
 - b. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or whose with whom they have a business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this provision, a 'covered' person includes any person who is an employee, agency, consultant, officer, or elected or appointed official of the GRANTEE, the SUBRECIPIENT, or any designated public agency.
 - c. The SUBRECIPIENT shall permit no officer or employee of the SUBRECIPIENT, no member of the GRANTEE's governing body, and no other public official of any governing body to exercise any functions or responsibilities in the review or approval of the undertaking or carrying out of this project to (1) participate in any discussion relating to this Agreement if it affects his or her personal interest or the interest of any corporation, partnership or association in which he or she is directly or indirectly interested; or (2) have any interest, direct or indirect, in this Agreement or the proceeds thereof.
 - d. The SUBRECIPIENT shall permit no members of or delegates to the Congress of the United States to be admitted to any share or part thereof or to any benefit to arise here from. The SUBRECIPIENT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The SUBRECIPIENT further covenants that no person having any such interest shall be employed in the performance of this Agreement. The SUBRECIPIENT shall make no loans to its directors or officers.
3. Lobbying. The SUBRECIPIENT hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- c. It shall require that the language of paragraph (a) through (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly; and
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is required by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Q. Religious Activities.

The SUBRECIPIENT agrees and understands that no CDBG funds provided under this Agreement shall be utilized for inherently religious activities, to promote any religious interests, or for the benefit of a religious organization in accordance with 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

R. Environmental Conditions.

1. Prohibition on Choice Limiting Activities Prior to Environmental Review. The SUBRECIPIENT must comply with the limitations in 24 CFR 58.22 even though the SUBRECIPIENT is not delegated the requirement under Section 104(g) of the HCD Act for environmental review, decision-making, and action (see 24 CFR part 58) and is not delegated the GRANTEE's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance, and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. This means that neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance on an activity until HUD or REDD has approved the GRANTEE'S Request for Release of Funds (RROF) and the related environmental certification from the responsible entity. In addition, until the RROF and the related certification have been approved, neither a recipient nor any participant in the development process (i.e., GRANTEE, SUBRECIPIENT, and any subcontractors and interested parties) may commit non-HUD funds on or undertake an activity or project if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives. A violation of this requirement may result in a prohibition on the use of Federal funds for the activity.
2. Environmental Protection. The SUBRECIPIENT shall comply with the National Environmental Policy Act (40 CFR Parts 1500-1508) and HUD regulations at 24 CFR Part 58, following requirements insofar as they apply to the performance of this Agreement:

- a. Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93);
 - b. Air Quality standards in EPA regulations at 40 CFR Part 50;
 - c. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder;
 - d. Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300(f) et. seq. and 21 U.S.C. Part 349, as amended, and EPA regulations for sole source Aquifers (40 CFR Part 149);
 - e. The Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) as amended, particularly section 7 (16 U.S.C. 1536);
 - f. The Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) as amended, particularly section 7(b) and (c) (16 U.S.C. 1278(b) and (c));
 - g. Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.) particularly sections 1540(b) and 1541 (7 U.S.C. 4201(b) and 4202) and USDA regulations at 7 CFR Part 658;
 - h. The Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.), as amended, particularly section 307(c) and (d) (16 U.S.C. 1456(c) and (d));
 - i. HUD criteria and standards at 24 CFR Part 51 and any related state and local laws and ordinances, regarding noise abatement and control, siting of HUD-assisted projects near hazardous operations, and siting of HUD-assisted projects in proximity to runway clear zones and airports, as applicable;
 - j. Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, February 11, 1994 (59 FR 7629), 3 CFR, 1994 Comp. p. 859;
 - k. Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951), 3 CFR, 1977 Comp., p. 117, as interpreted in HUD regulations at 24 CFR Part 55;
 - l. Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961), 3 CFR, 1977 Comp., p. 121, as interpreted in HUD regulations at 24 CFR Part 55; and
 - m. All other applicable Environmental Laws that may exist now or in the future. For the purposes of this section, "Environmental Laws": means any federal, state, or local law (including but not limited to statutes, rules, regulations, ordinances, directives, guidance documents or judicial or administrative interpretation thereof, or any judicial or administrative order, ruling, or other such written requirement). Environmental Laws include, without limitation, any action which causes a review or reassessment of the GRANTEE's CDBG Program.
3. Flood Disaster Protection. For activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, as a condition of CDBG financial assistance for acquisition, construction purposes, the SUBRECIPIENT shall comply with the mandatory flood insurance purchase requirements of Section 102 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), as amended by the National Flood Insurance Reform Act of 1994 (42 USC 4012a). Additionally, the SUBRECIPIENT shall comply with Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a), which includes a prohibition on the provision of flood disaster assistance, including loan assistance, to a person for repair, replacement, or restoration for damage to any personal, residential, or commercial property if that person at any time has received Federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable Federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable Federal law on such property. Section 582 also includes a responsibility to notify property owners of their responsibility to notify transferees about mandatory flood purchase requirements. More information about these requirements is available in the Federal Register notices governing the CDBG program.

4. Asbestos-Containing Material and Lead-Based Paint. The SUBRECIPIENT agrees that any construction or rehabilitation of residential structures with CDBG-assistance provided under this Agreement shall be subject to HUD and EPA regulations related to asbestos-containing material and lead-based paint, included but not limited to, the National Emission Standard for Asbestos (40 CFR Part 61.145); the National Emission Standard for Asbestos (40 CFR Part 61.150); 24 CFR Part 35 Subparts B, H, and J; The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846; Public Law 91-695); the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, and R; Lead-Based Regulations at 24 CFR 570.608; and NCGS Chapter 130A, Article 19A (Lead-Based Paint Hazard Management Program). Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint (LBP). Such notifications shall explain the hazards of LBP, the symptoms, treatment, and precautions that should be taken when dealing with LBP poisoning and the advisability and availability of blood level screening for children under the age of seven. The notice should also point out if LBP is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.
5. Historic Preservation. The SUBRECIPIENT shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), codified in title 54 of the United States Code, and the procedures set forth in 36 CFR part 800 insofar as they apply to the performance of this Agreement. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.
6. Implementation of Mitigation Measures. The SUBRECIPIENT agrees to comply with and timely implement any and all mitigation measure and other requirements set forth in any environmental reviews, performed or to be performed in connection with, or any similar documents, issued or to be in connection with, the GRANTEE's CDBG program as may be applicable to this Agreement. It is the SUBRECIPIENT's responsibility to ensure that it has complete copies of all such documentation, to be made available to the GRANTEE for record retention.

XI. AMENDMENT AND TERMINATION

A. Amendments

1. The GRANTEE or SUBRECIPIENT may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, are approved by the GRANTEE's governing body, and are signed in writing by a duly authorized representative of the GRANTEE and the SUBRECIPIENT. Such amendments shall not invalidate this Agreement, nor relieve or release the GRANTEE or SUBRECIPIENT from its obligations under this Agreement.
2. The GRANTEE may, in its discretion, amend this agreement to conform with Federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both GRANTEE and SUBRECIPIENT.

B. Suspension or Termination

1. The GRANTEE may suspend or terminate this Agreement, in whole or in part, if the SUBRECIPIENT materially fails to comply with any term of this Agreement, or any rules, regulations, or provisions referred to herein; and the GRANTEE may declare the SUBRECIPIENT ineligible for any further participation in the GRANTEE's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe the SUBRECIPIENT is in noncompliance with any applicable rules or regulations, the GRANTEE may withhold up to fifteen (15) percent of said contract funds until such time as the SUBRECIPIENT is found to be in compliance by the GRANTEE, or is otherwise adjudicated to be in compliance. Failure to comply with any terms of this agreement, include (but are not limited to) the following:
 - a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
 - b. Failure, for any reason, of the SUBRECIPIENT to fulfill in a timely and proper manner its obligations under this agreement;
 - c. Ineffective or improper use of funds provided under this agreement; or
 - d. Submission by the SUBRECIPIENT to the GRANTEE reports that are incorrect or incomplete in any material respect.
2. This Agreement may be terminated (per 2 CFR Part 200.339) in whole or part, by setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, in the case of partial termination the GRANTEE determines that the remaining portion of the CDBG award will not accomplish the purpose for which the award was made, GRANTEE may terminate the award in its entirety.
3. Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least (30) days before the effective date of such termination. Partial termination of the Statement of Work may only be undertaken with the prior approval of the GRANTEE. In the event of any termination for the convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other material prepared by the SUBRECIPIENT under this Agreement shall, at the option of the GRANTEE, become the property of the GRANTEE, and the SUBRECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.

C. Mediation and Litigation

In the event any dispute shall arise between the GRANTEE and the SUBRECIPIENT in connection with the terms of the Agreement or the services provided by the SUBRECIPIENT, the GRANTEE and SUBRECIPIENT agree to submit such dispute to mediation, each party to bear their own costs. In the event of litigation between the GRANTEE and the SUBRECIPIENT arising under, related to, or in connection with the Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the non-prevailing party.

XII. RECORDS TO BE MAINTAINED

The SUBRECIPIENT shall maintain all records required by REDD or the GRANTEE and the Federal regulations specified in 24 CFR 507.506 that are pertinent to the activities to be funded under this Agreement. These records shall be retained for a period of five (5) years after expiration of the GRANTEE's Grant Agreement with REDD (included herein as **Attachment C**), or for such longer period of time as determined to be appropriate by the GRANTEE.

XIII. SOLE AGREEMENT

This document contains the entire Agreement between the GRANTEE and the SUBRECIPIENT (the Parties) with respect to the subject matter of this Agreement. No statements, promises or inducements made by either Party, or any representative of either Party, with respect to the subject matter of this Agreement, that is not contained in this document and its attachments, shall be valid and/or binding. This Agreement may not be enlarged, modified, or altered except by written amendment signed by all Parties.

XIV. NOTICES

Unless otherwise required under this Agreement, notices permitted or required to be given will be deemed sufficient if given by e-mail, fax, mail, or courier service, addressed to the individual specified below, or to such other individuals as the respective parties may designate by notice from time to time. Notices so given shall be effective upon receipt by the party to whom the notice is given.

For the GRANTEE:

NAME
TITLE
ENTITY
STREET ADDRESS
MAILING ADDRESS
CITY, NORTH CAROLINA, ZIP
Tel:
E-mail:

For the SUBRECIPIENT:

NAME
TITLE
ENTITY
STREET ADDRESS
MAILING ADDRESS
CITY, NORTH CAROLINA, ZIP
Tel:
E-mail:

XV. ADDITIONAL TERMS & CONDITIONS

This Agreement, together with the Attachments listed below constitutes the entire Agreement between GRANTEE and the SUBRECIPIENT is subject to and incorporates the provisions above and those attached hereto as:

- Attachment A - Statement of Work
- Attachment B - CDBG Special Provisions
- Attachment C - CDBG Grant Agreement
- Attachment D – Other, etc.

XVI. WARRANTY OF AUTHORITY

Each individual signing below warrants that he or she has the power and authority to sign on behalf of the entity listed above their signature, that such signature alone is binding on such entity, and that the governing body of such entity has duly authorized the execution of this Agreement.

IN WITNESS WHEREOF, the undersigned duly authorized officials have executed this Agreement as of the date first written above.

**GRANTEE
NAME OF ENTITY**

By: _____
Name: _____
Title: _____
Date: _____

ATTEST:

By: _____
Name: _____
Title: _____
Date: _____

(SEAL)

**SUBRECIPIENT
NAME OF ENTITY**

By: _____
Name: _____
Title: _____
Date: _____

ATTEST:

By: _____
Name: _____
Title: _____
Date: _____

(SEAL)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Attorney

PRE-AUDIT CERTIFICATION:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act. This the ____ day of _____, 202__.

NAME, TITLE, ENTITY

NORTH CAROLINA X COUNTY

I, a Notary Public in and for the aforesaid County and State certify that _____
_____(Name) personally appeared before me this day, and acknowledged that he or she is the _____(Title) of the [NAME OF GRANTEE], a [municipal corporation], and that by authority duly given and as the act of the TOWN/CITY/COUNTY, the foregoing Agreement or agreement with the [NAME OF SUBRECIPIENT] was signed in its corporate name by its [TITLE OF AUTHORIZED OFFICIAL], sealed with its corporate seal, and attested by its said [TITLE OF CERTIFYING OFFICER]. This the _____ day of _____, 202__.

Notary Public: _____

My Commission Expires: _____

NORTH CAROLINA X COUNTY

I, a Notary Public in and for the aforesaid County and State, certify that _____
_____(Name) personally appeared before me this day, and acknowledged and stated that he or she is the _____(Title) for the [NAME OF SUBRECIPIENT], a North Carolina [public body and a body politic], and that by authority duly given and as the act of the [NAME OF SUBRECIPIENT], the foregoing Agreement or agreement with the [NAME OF GRANTEE] was signed in its corporate name by its [TITLE OF AUTHORIZED OFFICIAL], sealed with its corporate seal, and attested by its said [TITLE OF CERTIFYING OFFICER]. This the _____ day of _____, 202__.

Notary Public: _____

My Commission Expires: _____

ATTACHMENT A

STATEMENT OF WORK

As SUBRECIPIENT of the NAME OF GRANTEE's CDBG-CORONAVIRUS grant, the NAME OF SUBRECIPIENT will accomplish the following tasks:

I. PROJECT DESCRIPTION

[Insert project description, including location, metrics, % of low- and moderate-income benefit, number of persons/households assisted. Include any methodology of assistance. The project will support x principle from the CDBG-CV program.] This project meets the following CDBG National Objectives: principally benefits low- and moderate-income persons, and it addresses an urgent need in the community.

II. PERFORMANCE REQUIREMENTS

The NAME OF SUBRECIPIENT will:

[List tasks and action items to be completed by the subrecipient to implement the project. Examples are listed below.]

1. Assist with x;
2. Ensure contract documents have all necessary provisions required by the NC Department of Commerce (DOC), Rural Economic Development Division (REDD) and that the provisions are adhered to by all parties of the project;
3. Oversee x;
4. Conduct inspections during the x;
5. Review requests for payments from x entity;
6. Prepare documentation for disbursement of funds;
7. Ensure the timely completion of [x action item] as agreed upon in the contractual arrangements and grant documents for closeout;
8. Submit monthly/quarterly reports of performance measures to the NAME OF GRANTEE;
9. Submit monthly invoices to the NAME OF GRANTEE; and
10. Maintain adherence to the federal and state provisions included herein.

III. PROJECT BUDGET

The NAME OF GRANTEE was awarded CDBG funds and wishes to engage the NAME OF SUBRECIPIENT to assist in utilizing such funds to carry out a part of the of the CDBG award for eligible activities under “Public Services” (as stated in the Grantee’s Grant Application to NC Department of Commerce Rural Economic Development Division- REDD), and to meet the national objective to benefit low- and moderate- income persons and urgent need (24 CFR Part 570.208(a)). It is expressly understood and agreed between the parties that the total amount to be paid by the GRANTEE to the SUBRECIPIENT under this Agreement shall not exceed the maximum sum of **TYPE OUT ESTIMATED DOLLAR AMOUNT (\$XXX,XXX.00)**. The intended budget is depicted below, as part of a preliminary cost estimate during the funding application process. It is understood and agreed that budgeted line items are subject to change and contingent upon 1) CDBG eligibility and approval determined by REDD, 2) actual costs for goods and services, and 3) availability and conditions of non-CDBG funds contributing to the project.

Activities / Tasks	CDBG Funding	Other Funding	Total
	\$	\$	\$
Subtotal			
Subtotal			
Subtotal			
Totals			

IF STRUCTURAL PROJECT, INCLUDE THE PRELIMINARY DESIGN AS AN ATTACHMENT

ATTACHMENT B

CDBG SPECIAL PROVISIONS

INTRODUCTION

This project is financed in whole or in part with funds from the Small Cities Community Development Block Grant (CDBG) funds through the NC Department of Commerce, Rural Economic Development Division CDBG-NC CORONAVIRUS program. The NAME OF GRANTEE, NAME OF DEPARTMENT administers local CDBG programs. As a result of using CDBG funds on this project, Contractors (and subcontractors) must adhere to all of the following conditions in order to enter into a contract using CDBG funds.

SEC. 1. APPLICATION TO SUBCONTRACTORS. No funds under this contract shall be disbursed by the Contractor to any subcontractor or agency without a written contract that incorporates the conditions listed below to the extent they are applicable.

SEC. 2. DEFINITIONS. As used in this contract:

- A. "REDD" means the NC Department of Commerce, Rural Economic Development Division, or a person authorized to act in its behalf.
- B. "TOWN/CITY/COUNTY" means the NAME OF UNIT OF LOCAL GOVERNMENT or any department or person authorized to act in its behalf.
- C. "Act" means Title I of the Housing and Community Development Act of 1974, as amended, unless otherwise specified.
- D. "Contractor" means a Subrecipient, Contractor, Subcontractor, and lower- tier subcontractor.

SEC. 3. SEGREGATION AND PAYMENT OF COSTS. Contractor must segregate the obligations and expenditures related to funding under CDBG. Financial and accounting systems should be revised as necessary to segregate, track and maintain these funds apart and separate from other revenue streams. No part of CDBG funds shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for CDBG projects. Where CDBG funds are authorized to be used in conjunction with other funding to complete projects, tracking and reporting must be separate from the original funding source to meet the reporting requirements of CDBG and OMB Guidance. Invoices must clearly indicate the portion of the requested payment that is for work funded by CDBG.

SEC. 4. CONFLICT OF INTEREST (2 CFR PART §200.318 GENERAL PROCUREMENT STANDARDS): *Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials.* No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

SEC. 5. DISCRIMINATION. Contractors shall comply with all relevant requirements of the following federal laws and regulations dealing with discrimination in federally assisted programs:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 20000d) which provides that no person shall, on the ground of race, color, or national origin, be excluded from employment or participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

B. Nondiscrimination Clause- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309) and regulations at 24 CFR 570.602 which provide that no person shall on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, be denied employment in, or be subjected to discrimination under any CDBG/HOME program or activity.

C. Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794) which provides that no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, be denied employment in, or be discriminated against under any program or activity receiving federal assistance.

D. Age discrimination Act of 1975, as amended (42 U.S.C. 6101) which provides that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

E. Executive Order 11246, as amended by E.O. 12086, E.O. 11375, and regulations in 41 CFR 60, which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federally-assisted construction contracts and subcontracts. Contractors and Subcontractors shall take affirmative action to ensure fair treatment in employment, including recruitment, training, promotion, demotion, transfer, layoff, termination, and pay. Included is Part II, Sec. 202, "During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions in this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation

information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advertising the labor union or worker's representative of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
7. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, and orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The Contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13665 of April 8, 2014, 79 FR 20749, EO 13672 of July 21, 2014, 79 FR 42971].

F. Section 3 Clause. Projects involving construction where federal funding exceeds \$200,000 and any contract or subcontract exceeds \$100,000, the Contractor shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u), and regulations at 24 CFR Part 135. All Section 3 Covered contracts shall include the following clause (referred to as the Section 3 clause):

1. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The

purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the Subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any Subcontractor where the Contractor has notice or knowledge that the Subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.
6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
7. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

The Contractor will include this Section 3 clause in every subcontract for work in connection with the project. The Contractor will not subcontract with any Subcontractor where it has notice that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the Subcontractor has first provided a preliminary statement of ability to comply with the requirements of these regulations.

SEC. 6. COPELAND "ANTI-KICK BACK ACT" (18 U.S.C. 876) *as supplemented in Department of Labor regulations (29 CFR Part 3).* This Act provides that the Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. All construction contracts shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR, Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

SEC. 7. DAVIS-BACON ACT PROVISIONS, (40 U.S.C. 3141-3148) *as amended.* When required by Federal program legislation, all construction contracts, in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractors and Subcontractors must be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors and Subcontractors shall be required to pay wages not less often than once a week. A copy of the current prevailing wage determination issued by the Department of Labor must be placed in each solicitation. Specific contract requirements concerning this provision are included in the Federal Labor Standards Provisions-HUD Form 4010.

SEC. 8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701-3708). Contracts awarded in excess of \$100,000 which involve the employment of mechanics or laborers shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor Regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Under 40 U.S.C. 3702 of the Act, the Contractor and any of his Subcontractors shall be required to compute the wages of every mechanic and laborer on the basis of standard work week of forty hours. Work in excess of the standard work week is permissible, provided the worker is compensated at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in any work week.

The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his health and safety, as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. Specific contract requirements concerning this provision are included in the Federal Labor Standards Provisions-HUD Form 4010.

SEC. 9. ACCESS TO RECORDS AND RECORDS RETAINAGE.

- A. **Records to be Kept.** Records shall be maintained in accordance with requirements prescribed by REDD or the CITY with respect to all matters covered by this contract. Except as otherwise authorized by REDD, such records shall be maintained for a period of five (5) years after expiration of the CITY's Grant Agreement with REDD, or for such longer period of time as determined to be appropriate by the GRANTEE.
- B. **Documentation of Costs.** All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, or other accounting documents. All documents pertaining in whole or in part to this contract shall be clearly identified and readily accessible.

- C. **Inspection of Records.** The Contractor shall make available for examination all of its records with respect to all matters covered by this contract to the U.S. Comptroller General, The U.S. Department of Housing and Urban Development, the U.S. Inspector General and their representatives, REDD, and the CITY. The Contractor will also permit any or all of these aforementioned entities to audit, examine and make excerpts or transcripts from such records including contracts, invoices, materials, payrolls, records of personnel, conditions of employment and any other data relating to matters covered by this contract.

SEC. 10. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). As required by 31 U.S.C. Section 1352, Byrd Anti-Lobbying Amendment, Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The Contractor certifies, to the best its knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements.
4. This certification is a material representation of fact upon which reliance was placed when this contract was made or entered into. Agreement to this certification is a prerequisite for making or entering into this contract imposed by Section 1352, title 31, U.S. Code. Any person or agency that makes an expenditure prohibited by this section is subject to a civil penalty from \$10,000 up to \$100,000 for each failure. This penalty also applies to any person or agency that fails to submit or amend the disclosure form (LLL), when required. Failure to submit the required certification may result in payment under this contract being delayed or denied.

SEC. 11. CLEAN WATER, CLEAN AIR, E.O. 11738 AND EPA REGULATIONS PROVISION COMPLIANCE WITH AIR AND WATER ACTS. Contracts and subcontracts of amounts in excess of \$150,000 are subject to the requirements of the Clean Air Act, as amended, (42 U.S.C. 7401-7671q.), the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251-1387 and the regulations of the Environmental Protection Agency (EPA) with respect thereto, as amended. Violations must be reported to the Federal awarding agency and the Regional Office of the EPA. The Contractor and any of its Subcontractors for work funded under this Agreement which is in excess of \$150,000, agree to the following requirements:

- A. A stipulation by the Contractor or Subcontractors that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the List of Violating Facilities issued by the EPA.
- B. Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 7401-7671q) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1254) relating to inspection, monitoring, entry, reports, and information, and all regulations and guidelines issued there under.
- C. A stipulation that as a condition for the award of the contract prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Agreement by the Contractor that he will include or cause to be included the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under Section 113(c) (1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

SEC. 12. LEAD BASED PAINT. The use of lead-based paint in the federally assisted construction or rehabilitation of residential structures (including day cares, senior centers, and community facilities) is prohibited by Section 401(b) of the Lead-Based Paint Poisoning Prevention Act [42 U.S.C. 4831(b)] and regulations in 24 CFR Part 570.608 and 24 CFR 35, as amended.

SEC. 13. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor agrees and assures that it, its Subcontractors and third party Contractors will review the "Excluded Parties Listing System" at sam.gov before entering into any contract. The CITY will be reviewing all third-party Contractors under the Excluded Parties Listing System at sam.gov before entering into any contracts.

SEC. 14. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

SEC. 15. BREACH OF CONTRACT OR DEFAULT. If the Contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified in this contract or any

extension or fails to complete the work within this time, or if the Contractor fails to comply with any other provisions of this contract, the CITY may terminate this contract for default. The CITY shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. In this event, the CITY may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the CITY resulting from the Contractor's refusal or failure to complete the work within specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the CITY in completing the work. The Contractor's right to proceed shall not be terminated nor will the Contractor be charged with damages under this clause if-

1. the delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include: acts of God, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, epidemics, quarantine restrictions, strikes, freight embargoes; and
2. the Contractor, within [10] days from the beginning of any delay, notifies the Owner in writing of the causes of delay. If in the judgment of the Owner, the delay is excusable, the time for completing the work shall be extended. The judgment of the Owner shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the CITY.

The CITY in its sole discretion may, in the case of breach of contract, allow the Contractor a specified period of time in which to correct the defect. In such case, the notice of termination will state the time period in which the correction is permitted and other appropriate conditions.

If Contractor fails to remedy to the project's satisfaction the breach or default or any of the terms, covenants, or conditions of this contract within twenty (20) days after written notice from the project setting forth the nature of said breach or default, the CITY shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude the CITY from also pursuing all available remedies against Contractor and its sureties for said breach or default.

SEC. 16. LEGAL REMEDIES & RESOLUTION OF DISPUTES. *(As stated in 2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards).* All contracts shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. Contractors are referred to general conditions included in contracts for detailed provisions.

- A. Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the project. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the authorized representative of the project. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the authorized representative of the project shall be binding upon the Contractor and the Contractor shall abide by the decision.
- B. Performance During Dispute - Unless otherwise directed by project, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

- C. Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.
- D. Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the CITY and the Contractor arising out of or relating to this agreement or its breach may be resolved by mediation if the parties mutually agree, or in a court of competent jurisdiction Sanford, Lee County, North Carolina.
- E. Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the CITY or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

SEC. 17. TERMINATION PROVISION. *(As stated in 2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards).* All contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the Contractor. Contractors are referred to general conditions included in contracts for detailed provisions.

1. If federal funding for this project is terminated and no other funding is available for continuation of this project, the CITY will not be obligated to continue funding for the services contained in this contract and may terminate the contract.
2. In the event of termination, all property and finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by or purchased with CDBG/HOME funds by the Contractor under this contract shall, at the option of the CITY, become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

ATTACHMENT C

CDBG GRANT AGREEMENT

As SUBRECIPIENT of the NAME OF GRANTEE's CDBG-CORONAVIRUS grant, the NAME OF SUBRECIPIENT will collaborate with TOWN/CITY/COUNTY and conduct the project in the same manner and extent the TOWN/CITY/COUNTY is bound by the Grant Agreement and Funding Approval with the North Carolina Department of Commerce (DOC) Rural Economic Development Division (REDD) for the NAME OF PROJECT, grant number XX-C-XXXX.

The Grant Agreement and Funding Approval is included herein as the Grant Agreement identified as Attachment C.

ATTACHMENT D

OTHER DOCUMENT(S) AS NEEDED

CDBG- CORONAVIRUS OUTREACH – TOWN OF RANLO

This Tab Includes:

Resolution to Submit CDBG-CV Application – 10/22/2020

Adoption of Citizen Participation Plan – 09/24/2020

1. Citizen Participation Plan
 - a. Board Agenda
 - b. Memo to Town Council
 - c. Resolution to Adopt Citizen Participation Plan
 - d. Adopted Minutes from Town Council meeting.

Public Hearing #1 – 10/08/2020

1. Newspaper Affidavit & Public Hearing Notice – Published 09/30/2020
2. Board Agenda
3. Public Hearing Handouts
4. Adopted Minutes from Town Council meeting

Public Hearing #2 & Adoption of Resolution to Apply – 10/22/2020

1. Newspaper Affidavit & Public Hearing Notice – Published 10/16/2020
2. Board Agenda
3. Public Hearing Handouts
4. Resolution to Apply to the CDBG-CV Program
5. Adopted Minutes from Town Council meeting

RESOLUTION FOR THE TOWN OF RANLO APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE CORONAVIRUS RESPONSE PROJECT

WHEREAS, the Town of Ranlo Town Council has previously indicated its desire to assist in community development efforts for housing within the Town; and,

WHEREAS, the Town of Ranlo has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit low- and moderate-income residents of Ranlo with expanded public services and improvements to public facilities; and,

WHEREAS, the Town Council wishes the Town to pursue a formal application for Community Development Block Grant funding to benefit low- and moderate-income residents of Ranlo with expanded public services and improvements to public facilities as part of response to and recovery from the Coronavirus pandemic and will request up to \$900,000 grant funds; and,

WHEREAS, the Town Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Town of Ranlo Town Council that

1. The Town of Ranlo is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit low- and moderate-income LMI residents of Ranlo with expanded public services and improvements to public facilities.
2. That the following designees, and/or successors so titled, are hereby authorized to execute any grant-related documents not requiring Board/Council action:

Jonathan D. Blanton, Town Manager

Adopted this the 22nd day of October, 2020.



Lynn Black, Mayor

ATTEST:



Jonathan D. Blanton, Town Manager

RESOLUTION FOR THE TOWN OF RANLO APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE CORONAVIRUS RESPONSE PROJECT

WHEREAS, the Town of Ranlo Town Council has previously indicated its desire to assist in community development efforts for housing within the Town; and,

WHEREAS, the Town of Ranlo has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit low- and moderate-income residents of Ranlo with expanded public services and improvements to public facilities; and,

WHEREAS, the Town Council wishes the Town to pursue a formal application for Community Development Block Grant funding to benefit low- and moderate-income residents of Ranlo with expanded public services and improvements to public facilities as part of response to and recovery from the Coronavirus pandemic and will request up to \$900,000 grant funds; and,

WHEREAS, the Town Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Town of Ranlo Town Council that

1. The Town of Ranlo is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit low- and moderate-income LMI residents of Ranlo with expanded public services and improvements to public facilities.
2. That the following designees, and/or successors so titled, are hereby authorized to execute any grant-related documents not requiring Board/Council action:

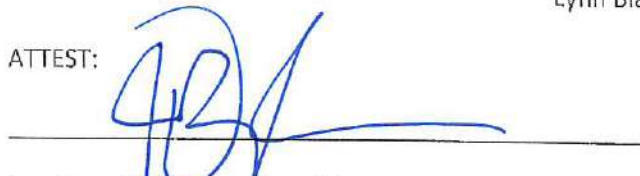
Jonathan D. Blanton, Town Manager

Adopted this the 22nd day of October, 2020.



Lynn Black, Mayor

ATTEST:



Jonathan D. Blanton, Town Manager

MEMORANDUM

TO: TOWN COUNCIL, TOWN OF RANLO
FROM: THE WOOTEN COMPANY
DATE: SEPTEMBER 24, 2020
RE: CDBG 2020-2021 FUNDING YEARS CITIZEN PARTICIPATION PLAN

The purpose of this memo is to present the amended *Citizen Participation Plan* for the 2020-2021 Community Development Block Grant (CDBG) Program Funding Years being presented for adoption. This *Plan* is designed to meet requirements for participation in the 2020-2021 (CDBG) programs administered by the following State agencies:

CDBG Program	State Administrating Agency
Infrastructure (CDBG-I)	NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI)
Disaster Recovery (CDBG-DR) Mitigation (CDBG-MIT)	NC Department of Public Safety (DPS) Office of Recovery & Resiliency (NCORR)
Economic Development (CDBG-ED) Neighborhood Revitalization (CDBG-NR) Coronavirus (CDBG-CV)	NC Department of Commerce (DOC) Rural Economic Development Division (REDD)

The *Plan* ensures that citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementing, and assessing the CDBG Programs. The *Plan* contains subjects as objectives of the plan, public hearing details, program accessibility, citizen access to records, timely information and submission of views and proposals, and response to proposals and complaints. The *Plan* also includes special provisions for emergency situations, such as coronavirus, for 1) public notices from 10 days to 5 days in advance of public hearings, 2) options for virtual attendance, and 3) outreach procedures in lieu of newspaper publications.

In the adoption resolution, the Town designates the following persons, and/or successors so titled, as Citizen Participation Coordinators and to accept comments from the public regarding the CDBG programs:

Jonathan Blanton, Town Manager

Lieke Janssen, Director of Finance and Developmental Services

This information is available in Spanish or any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jonathan Blanton al 704-824-3461 o en 1624 Spencer Mountain Road, Gastonia, NC 28054 de alojamiento para esta solicitud.

CC: CDBG File



**TOWN OF RANLO
COMMUNITY DEVELOPMENT BLOCK GRANT
2020-2021 PROGRAM FUNDING YEARS
RESOLUTION TO ADOPT**

A Resolution Authorizing the Adoption of the Citizen Participation Plan for the TOWN OF RANLO during the North Carolina Small Cities Community Development Block Grant (CDBG) Programs.

WHEREAS, the TOWN intends to participate in the 2020-2021 Small Cities CDBG Programs under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the CDBG infrastructure program is administered by the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI); and

WHEREAS, the CDBG economic development, neighborhood revitalization, and coronavirus programs are administered by the North Carolina Department of Commerce (DOC), Rural Economic Development Division (REDD); and

WHEREAS, the CDBG disaster recovery and disaster mitigation programs are administered by the North Carolina Department of Public Safety (DPS), Office of Recovery and Resiliency (ORR); and

WHEREAS, the Citizen Participation Plan is required under these programs;

THEREFORE, BE IT RESOLVED by the TOWN COUNCIL of the TOWN OF RANLO, North Carolina:

1. That the following designees, and/or successors so titled, are hereby authorized as Citizen Participation Coordinators:
Jonathan Blanton, Town Manager
Lieke Janssen, Director of Finance and Developmental Services
2. That this Citizen Participation Plan is hereby submitted and adopted and to be used throughout the implementation of the TOWN OF RANLO FY 2020-2021 CDBG Program.

Adopted this 24th day of September, 2020.

✓

LYNN BLACK, MAYOR

ATTEST:

✓

JONATHAN D. BLANTON, TOWN MANAGER

**TOWN OF RANLO
CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG 2020-2021 PROGRAM FUNDING YEARS**

TOWN OF RANLO
1624 SPENCER MOUNTAIN ROAD
GASTONIA, NC 28054
PHONE: 704-824-3461
TDD: 800-735-2962 (or 711)
<https://townofranlo.org/>

Contact Person:	Jonathan Blanton	Lieke Janssen
Title:	Town Manager	Director of Finance and Developmental Services
Email:	jblanton@townofranlo.org	ljanssen@townofranlo.org

The primary goal of the Citizen Participation Plan is to provide citizens, especially low- and moderate-income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The Citizen Participation Plan is required by Section 104(a) (2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a) (6). The plan is vitally important to the success of CDBG-funded activities undertaken by local governments. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

1. INTRODUCTION

The **TOWN** has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Small Cities Community Development Block Grant (CDBG) program. This Plan is an essential element of the **TOWN'S** present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the United States Department of Housing and Urban Development (HUD) and the following State agencies:

CDBG Program	State Adminstrating Agency
Infrastructure (CDBG-I)	NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI)
Disaster Recovery (CDBG-DR) Mitigation (CDBG-MIT)	NC Department of Public Safety (DPS) Office of Recovery & Resiliency (NCORR)
Economic Development (CDBG-ED) Neighborhood Revitalization (CDBG-NR) Coronavirus (CDBG-CV)	NC Department of Commerce (DOC) Rural Economic Development Division (REDD)

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the **TOWN'S** CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the **TOWN**.

2. SCOPE OF PARTICIPATION

The **TOWN** will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation, and assessment of all CDBG program(s) undertaken by the **TOWN**. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. Identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. Changes and/or amendments to approved CDBG projects; and,
- c. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the **TOWN** are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

The **TOWN MANAGER / DIRECTOR OF FINANCIAL AND DEVELOPMENTAL SERVICES**, and/or successors so titled, has been designated Citizen Participation Coordinator by the **TOWN COUNCIL** and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at **1624 SPENCER MOUNTAIN ROAD, GASTONIA, NC 28054, PHONE: 704-824-3461; TDD: (800) 735-2962 or 711** during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

4. TECHNICAL ASSISTANCE

The staff of the **TOWN** shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s). Technical assistance may be obtained by contacting the **TOWN** or the Citizen Participation Coordinator.

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low- and moderate-income (LMI) persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

5.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the **TOWN**. Public hearings may be held at any site which, in the opinion of the **TOWN**, provides adequate access for citizen participation.

Hearings will normally be held at the **TOWN HALL**. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the **TOWN**, be held at an alternate location to be specified in the public hearing notice(s).

5.2 Application Public Hearing

At least one public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the state funding agency for CDBG assistance¹. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the **TOWN** to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding local community development and housing needs, the overall CDBG program requirements and eligible activities, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the **TOWN** during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the **TOWN** through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The **TOWN** may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the **TOWN**.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

¹ Programs administered by REDD require two (2) public hearings prior to submitting and application to the State, while DWI only requires one (1) detailed public hearing prior to application submittal.

5.3 Amendment Public Hearings

The **TOWN** will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the **TOWN**. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the **TOWN** shall hold a public hearing on all formal amendments which require the state funding agency approval. For “local” amendments and changes for which state funding agency approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled **TOWN** meetings where such changes or amendments are considered.

5.4 Assessment of Performance Public Hearings

Citizens of the **TOWN** will be provided with the opportunity to comment on the performance of local officials, the **TOWN** staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the **TOWN** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the state funding agency for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

5.5 Additional Hearings

Other public hearings may be held as deemed necessary by the **TOWN** in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

5.6 Limited English Proficiency Residents

The **TOWN** has followed the guidance provided in the Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

To ensure program access to those with Limited English Proficiency, the **TOWN** shall include at minimum the following phrases in English and Spanish in any document requesting public comments, or notifying the community of any modifications/amendments to the CDBG program during the life of the grant, including but not limited to public hearing notifications, citizen participation documents, Environmental Review notifications, among other documents:

- *“This information is available in Spanish or any other language upon request. Please contact (Insert Name) at (Insert Phone Number) or at (Insert physical location) for accommodations for this request.”*
- *“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Insert Name) al (Insert Phone Number) o en (Insert physical location) de alojamiento para esta solicitud.”*

*****Please note the address and name itself should not be translated (e.g. “Charlie” should not be translated to “Carlos”; “Main Street” should not be translated to “Calle Principal”)***

5.7 Public Hearing Notice

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed. These notices may also be in the form of press releases, as a public service announcement to local radio stations, and provided to community facilities within the target area of distribution, such as churches.

5.8 Virtual Hearings

During a declaration of state of emergency by the Governor or General Assembly, and if a unit of government is concerned about significant public health risks that may result from holding an in-person public hearing, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- a. It allows questions in real time, with answers coming directly from the elected representatives to all “attendees.” Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.
- b. The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- c. As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- d. A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- e. The local unit of government must document its efforts and the reason for them.
- f. Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

5.9 Provision of Emergency Situations

During a declaration of state of emergency by the Governor or General Assembly, consistent with applicable allowances provided by state funding agencies, notice of public hearings must be provided at least five (5) days prior to the hearing date. These notices must be either published in a local newspaper of general circulation, or to the maximum extent feasible, non-newspaper methods of outreach. In emergency situations, such as coronavirus, in lieu of newspaper publication, notices will be placed in available venues to distribute the notice, including, but not limited to: website, social media, press release, public service announcement to a local radio station, and provided to community facilities within the target area of distribution, such as churches. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

5.10 Accessibility to Low- and Moderate- Income Persons

The public hearing procedures outlined herein are designed to promote participation by low- and moderate-income (LMI) citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low- and moderate- income persons, and holding public hearings in low- and- moderate income neighborhoods or areas of existing or proposed CDBG project activities.

5.11 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The **TOWN** shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The **TOWN** shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the **TOWN** shall provide reasonable accommodations whenever the Citizen Participation

Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

6. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the **TOWN** shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the **TOWN HALL**. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the state funding agency and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the **TOWN**; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the **TOWN** disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the **TOWN** shall not disclose any information which may, in the opinion of the Chief Elected Official be deemed of a confidential nature.

7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the **TOWN**.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the Chief Elected Official or designated official. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the Chief Elected Official or designated official, then the aggrieved may appeal his/her case to the **TOWN**.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within ten (10) working days of the receipt of such comments or complaints where practicable. Should the **TOWN** be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the state funding agency.

Citizens may, at any time, contact the state funding agency and/or HUD directly to register comments, objections or complaints concerning the **TOWN'S** CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the state funding agency or HUD. All comments or complaints submitted to the state funding agency or HUD shall be addressed in writing to:

NC Department of Environmental Quality, Division of Water Infrastructure CDBG-I Section, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633, Phone: (919) 707-9189, TDD: (800) 735-2962 or 711.

NC Department of Commerce, Rural Economic Development Division, CDBG Section, 4346 Mail Service Center, Raleigh, North Carolina 27699-4346, Phone: (919) 707-9189, TDD: (800) 735-2962 or 711.

NC Department of Public Safety, Office of Recovery and Resiliency, PO Box 110465, Durham, NC 27709, Phone: (984) 833-5350, TDD: (800) 735-2962 or 711.

Or:

U.S. Department of Housing and Urban Development, Community Planning and Development Division, Greensboro Field Office, 1500 Pinecroft Road Suite 401, Greensboro, NC 27407, Phone: (336) 547-4000, TDD: (336) 547-4054 or 711.

Records of all comments, objections and/or complaints by citizens concerning the **TOWN'S** CDBG program and subsequent action taken in response to those comments shall be maintained on file at **TOWN** and shall be made available for public inspection upon request.

8. AMENDMENTS

The **TOWN** may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the **TOWN** to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the **TOWN**. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the **TOWN** and shall be incorporated into this Plan.

9. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the **TOWN** in the development, implementation, and execution of any Community Development Block Grant program.

SAMPLE APPLICATION PUBLIC HEARING NOTICE

The Town of Anytown will hold a public hearing on January 10, 2009, 7:00 p.m. at Town Hall to discuss the Town's submission of an application for the Fiscal Year 2009 Community Development Block Grant (CDBG) program. The Town is interested in obtaining all citizens' input on community development needs within the Town. As part of the hearing process citizens will be asked to verbally assist in the completion of a Needs Assessment document. The document will detail what the residents feel are the strengths and weaknesses of the community. The Town needs as much local participation as possible in order to reflect the true desires of the community as a whole, as well as the comments relating to the proposed project application. The State has established a maximum application request for each funding category. Activities that are eligible for funding include the improvement of public works, public facilities, housing rehabilitation, and others allowed by law. At least 51% of the funds must be used to benefit low- and moderate-income persons. No displacement of persons will be proposed.

The Town is proposing to replace some sewer lines, install some new sewer lines, and install a lift station in the southeast part of the Town. The area to be addressed is bounded by Main Street on the east, Gordon Street on the west, BN Railroad on the north, and the Town Limits on the south. The total project cost is estimated at \$322,000. The Town proposes to contribute \$48,000 in cash, with grant funds of \$274,000 needed to make up the balance. The project, if funded, will benefit 100% low- and moderate-income persons. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities. If additional information is needed, please contact [Name, Title, phone #]. Written comments received will be responded to within ten working days. A copy of the application is available for public review at [Location]. Persons with disabilities or who otherwise need assistance should contact [Name, title, phone, email address] TDD#, 711 by [date/time].

This information is available in Spanish and any other language upon request. Please contact [Name and Title] at [phone] or at [location] for accommodations for this request. Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor, pongase en contact con [Name, Title], al [phone] on en [location], de alojamiento esta solicitud.



SAMPLE PERFORMANCE ASSESSMENT AND CLOSE OUT PUBLIC HEARING NOTICE

The (locality) will hold a public hearing on (date) at (location) to discuss the locality's Community Development Block Grant project, CDBG project number (project number). The locality is interested in obtaining all citizens' input on the performance of local officials, the (Town/Town/County) staff, consultants and administrators, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the (Town/Town/County) in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities. If additional information is needed, please contact [Name and Title at phone #]. Written comments received will be responded to within ten working days. A copy of the application is available for public review at [Location]. Persons with disabilities or who otherwise need assistance should contact [Name, title, phone, email address, TDD#, 711] by [date/time]. This information is available in Spanish and any other language upon request. Please contact [Name and Title] at [phone] or at [location] for accommodations for this request. Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor, pongase en contact con [Name, Title], al [phone] on en [location], de alojamiento esta solicitud.





TOWN OF RANLO MONTHLY BOARD OF COMMISSIONERS REGULAR MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
THURSDAY, SEPTEMBER 24TH 2020 6:00 PM

DRAFT

AGENDA

1. Call to Order and Roll Call
2. Invocation
3. Adoption of Agenda
4. Approval of the August 13th 2020 Board of Commissioners' Regular Meeting Minutes **Encl. 1**
5. Comments from Attendees

Old Business

6. Public Hearing for Variances for 1323, 1327, 1331, and 1335 North 2nd Street **Encl. 2**
7. Deliberation of Variance and Consistency Statement for North 2nd Street Properties **Encl. 3**

New Business

8. First Quarter Financial Review **Encl. 4**
9. Presentation of Revised Utility Billing Procedures **Encl. 5**
10. Discussion of Revised Fee Schedule for Bulk and Excess Garbage
11. Consideration of a Rear-Loader for Public Works **Encl. 6**
12. Adoption of Stormwater Resolution **Encl. 7**
13. Adoption of Citizen Participation Plan for Community Development Block Grant **Encl. 8**
14. Discussion of a Donation of Football Equipment to the Gastonia Knights **Encl. 9**

Other Business

15. Town Manager's Report
16. Comments from the Mayor
17. Comments from the Board of Commissioners
18. Motion to Adjourn

1624 Spencer Mountain Road
Ranlo, North Carolina 28054



Phone: 704-824-3461
www.townofranlo.org

November 6, 2020

North Carolina Department of Commerce
Rural Economic Development Division
State CDBG Program
301 Wilmington St.
Raleigh, NC 27601

To Whom it May Concern:

I, Jonathan D. Blanton, Town Manager and Clerk to the Ranlo Board of Commissioners, do hereby certify that the attached are the approved minutes of the September 24, 2020 board meeting.

Thank you and best regards,

Witness my head and seal of office this 6th day of November, 2020.

A blue ink handwritten signature, appearing to be "JDB", followed by a horizontal line.

Jonathan D. Blanton, Esq. M.P.A.
Town Manger/Clerk to the Ranlo Board of Commissioners

RANLO BOARD OF COMMISSIONERS REGULAR SEPTEMBER 2020 MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
Thursday, September 24, 2020
6:00 PM

MINUTES

APPROVED OCTOBER 8, 2020

Governing Body Present:

Mayor	Lynn Black
Mayor Pro-Tem	Katie Cordell
Commissioner	Robin Conner
Commissioner	Jamie Fowler
Commissioner	Effie Locklear
Commissioner	Doug Moore

Staff Present:

Town Manager	Jonathan Blanton
Finance Director	Lieke Janssen

I. Call to Order and Roll Call

Mayor Black called the meeting to order and Town Manager Jonathan Blanton conducted the roll call. Mayor Black offered the invocation.

II. Adoption of the Agenda

Commissioner Moore motioned to adopt the agenda and Commissioner Fowler provided the second. The vote was 5-0.

III. Approval of the August 13, 2020 Board of Commissioners' Regular Meeting Minutes

Mayor Pro-Tem Cordell motioned to adopt the agenda and Commissioner Moore provided the second. The vote was 5-0.

IV. Comments from Attendees

Pastor C.L. Simmons of the Ranlo Church of God shared words of encouragement to the Board and offered a prayer.

V. Public Hearing for a Variance for North Second Street Properties

Commissioner Locklear motioned to open the public hearing to discuss a variance for 1323, 1327, 1331, and 1335 North Second Street and Commissioner Fowler seconded the motion. Mr. Blanton explained that the property owner, Jessica McCaskill, was requesting to subdivide her two parcels with four homes into four parcels with one home on each parcel, but that the lots did not currently meet setbacks required in the Town's ordinance. No citizen wished to comment on the matter. Mayor Black noted that the deviation was only slight and Mayor Pro-Tem Cordell noted that the setback was

relating to the footage from the home to the roadway. Commissioner Locklear motioned to close the public hearing and Commissioner Moore provided the second.

VI. Deliberation of Variance and Consistency Statement for North 2nd Street Properties

Mayor Pro Tem Cordell motioned to adopt the consistency statement for the North 2nd Street properties and Commissioner Moore provided the second. The vote was 5-0.

Commissioner Moore then made the motion to accept the variance for the North 2nd Street properties and Commissioner Conner provided the second. The vote was 5-0.

Mr. Blanton commented that the consistency statement would provide that in the interest of uniformity and consistency, the variance is appropriate for the public good. Mayor Pro-Tem Cordell expressed her desire to see a revised grandfathered-in clause be provided for in the Town ordinances and Mr. Blanton stated he would confer with the Town Attorney to research the issue.

VII. First Quarter Financial Review

Mr. Blanton provided the Board with a year-to-date actual report for the first quarter of the fiscal year and explained certain line items that were a matter of interest and concern. Mr. Blanton explained that the budget continues to move forward and that budget amendments would be provided later in the fiscal year.

Mayor Black commented that the funds in the budget may need to vary from time-to-time and that budget amendments will be addressed when needed. Mayor Pro-Tem inquired as to whether the quarterly financial report could be posted on the Town's website and the Town Manager stated he would make the necessary arrangements to provide for the posting.

VIII. Presentation of Revised Utility Billing Procedures

Mr. Blanton presented the Board with a proposal to provide for utility customers to have a bank draft option for utility payments and a portal for customers to login in to view their utility bill. He explained that this proposal will provide for updated equipment, software, and a migration of e-mails to one central secure platform. Mr. Blanton noted that Ms. Janseen did an excellent job coordinating and leading the efforts to make this project possible.

Commissioner Moore commented that this effort will bring the Town up-to-times and the Mayor agreed. Commissioner Fowler inquired as to current IT costs and Mr. Blanton explained that it is difficult to decipher overall costs given the overlap between departments, but that this proposal would more clearly demonstrate actual costs in the future.

The Board gave consensus to move forward with the proposal.

IX. Discussion of Revised Fee Schedule for Bulk and Excess Garbage

Mr. Blanton explained that there are numerous issues across the Town with excess garbage and bulk being inappropriately disposed of. He explained that the City of Gastonia provides bulk pick-up twice a year and that the City of Lowell is exploring the option of quarterly pick-up of large bulk items. Mr. Blanton inquired as to how the Board would like to move forward to address the issue in Ranlo.

Mayor Black inquired and confirmed that if the Town moved to a quarterly pick-up schedule that residents would only be receiving pick-up once per quarter with no additional fee and that the Town could monitor who is inappropriately disposing of garbage in the interim. Mayor Pro-Tem Cordell stated that monthly pick-up would be an easier initial transition as opposed to quarterly and voiced her support for a fee for inappropriate disposal of garbage. Commissioner Moore agreed and stated that a fee should be explored for items that are not sanctioned by ordinance to be disposed of. Commissioner Fowler also expressed concerns about the possibility of bulk being brought into the Town and illegally dumped.

Mr. Blanton stated that he agreed with Mayor Pro-Tem Cordell's suggestion that a monthly pick-up for bulk garbage would be an appropriate transition beginning in January and that a fee could be explored at a similar date. The Mayor expressed concerns that monthly pick-up may not adequately address the problem and Commissioner Moore commented that the Town does have the trailer available for residents to reserve for large amounts of bulk. Mayor Pro-Tem Cordell suggested including a reminder of this policy on future announcements and Commissioner Fowler suggested that a list of prohibited items of disposal again be circulated to the residents.

X. Consideration of a Rear-Loader for Public Works

Mr. Blanton explained the need for a new rear-loader for Public Works. He stated that the current Par-Kan, small garbage truck, is in poor condition, no longer functioning properly, and has been taken out of service. The Town Manager lobbied the Board to approve a financing agreement with BB&T to purchase a new rear-loader with no payment being due until October 2021. Mr. Blanton recommended this proposal in order to show credit stability and to address a matter of public safety.

The Mayor inquired as to the cost of this piece of equipment and the Town Manager stated that he had reviewed informal quotes in the \$100,000.00 to \$115,000.00 range. Mr. Blanton also stated that the equipment would not need a CDL driver and would be primarily used in back-alleys and dead-end streets throughout the Town.

Commissioner Moore commented that this purchase would eliminate litter that sometimes occurs from an uncovered truck collecting garbage and that the garbage can be compacted and taken directly to Waste Management for disposal. Commissioner Fowler also commented that the purchase would prevent dangerous situations of garbage-trucks inappropriately backing down dead-end streets. The Town Manager concurred and explained that he would not ordinarily recommend large purchases be made mid-fiscal year, but that the exigent circumstances and favorable financing terms required immediate attention.

The Mayor inquired as to whether the Town Manager would prefer to finance the project or to purchase directly from fund-balance. Mr. Blanton confirmed he would prefer to finance the project due to the fact that the Town has no outstanding debt and that no large-scale capital project has been financed by the Town in recent history. He stated that establishing a consistent credit history will be advantageous when applying for grants and loans in the future.

Commissioner Moore made a motion to approve the financing agreement and designate the Town Manager to award the bid to the lowest responsible bidder. Commissioner Locklear provided the second. The vote was 5-0.

XI. Adoption of Stormwater Resolution

The Town Manager explained the need for the Town to adopt a resolution affirming the Town's support regarding implementation of a compliant NPDES MS4 Stormwater Permit after an August 4, 2020 audit from the North Carolina Department of Environmental Quality noted several deficiencies within the Town's stormwater system. Mr. Blanton explained that changes are currently underway and that the Town will soon be in compliance.

Commissioner Locklear motioned to adopt the resolution and Commissioner Conner provided the second. The vote was 5-0.

XII. Adoption of Citizen Participation Plan for Community Development Block Grant

The Town Manager presented a proposed Citizen Participation Plan for upcoming Community Development Block Grant programs. Mr. Blanton explained that this is the initial step in applying for these block grants to improve infrastructure and also to assist funding for residents impacted by COVID-19. The Town Manager explained that numerous public hearings will be held in the upcoming weeks for these CDBG grants.

Commissioner Moore motioned to adopt the Citizen Participation Plan and Commissioner Conner provided the second. The vote was 5-0.

XIII. Discussion of a Donation of Football Equipment to the Gastonia Knights

The Town Manager requested that the Board consider donating the remainder of the football equipment that was purchased in 2017 to the Gastonia Knights, a subset of the Great Charlotte Youth Football and Cheer Conference, a non-profit 501(c)3 organization. Mr. Blanton explained that the president of the organization recently purchased twenty-five sets of equipment for the Team from the Town, but due to financial limitations of the organization were not in a position to purchase the rest of the equipment. He then presented a resolution to convey to the Board.

The Mayor noted that this would free up space in the community building and Mayor Pro-Tem Cordell expressed her desire to see the Town listed as a sponsor for the team. Commissioner Moore also verified that this donation would include all of the remaining the football equipment and the Town Manager stated that the Town would present this as a blanket donation of all equipment. Commissioner Fowler stated that there are players on the team from Ranlo and the Town Manager confirmed.

Commissioner Moore motioned to adopt the resolution and Mayor Pro Tem Cordell provided the second. The vote was 5-0.

XIV. Town Manager's Report

The Town Manager reported that the Town submitted an Asset Inventory and Assessment Grant this week with the hopes of being awarded \$150,000.00 for water assessment and \$150,000.00 for waste-water assessment.

Mr. Blanton noted that the Potter's House would be utilizing the Town Park for part of their annual Scavenger Hunt and commended the organization for their work in the community.

Mr. Blanton also updated the Board on the demolition of 2300 Lowell Road. He reported that rough approximations show that the project will cost in excess of \$50,000.00 and that formal proposals for

demolition will be made available to the Board at a later time. Commissioner Moore inquired as to whether electricity was still active on the site and the Town Manager confirmed that there was not.

The Town Manager also informed the Board that the Lodge would be available for rentals again in October, with social distancing guidelines being followed. He then inquired as to whether the Board would be agreeable to resume renting the Community Building and what fees would be appropriate. The Board discussed various factors surrounding the rental of the facility, including cleaning and cost effectiveness, and gave consensus to proceed with \$60.00 for residents and a higher proportion for outside residents.

Mr. Blanton then thanked the Ranlo Police Department for their efforts in patrolling the community given the increased level of calls.

Lastly, the Town Manager reported that Mr. Chris Kelley was not interested in leasing the former lift station, as was discussed at the August meeting.

XV. Comments from the Mayor

Mayor Black thanked the Town for the gifts and support during the recent loss of his wife. He commended the police and fire departments' efforts and gave his appreciation to all during his time of loss.

XVI. Comments from the Board of Commissioners

Commissioner Conner stated that she was unable to attend the MPO meeting due to a scheduling conflict with the Board Meeting.

Commissioner Locklear inquired as to how the Board felt about proceeding with the Christmas Parade and Senior Thanksgiving Luncheon. Mayor Pro-Tem Cordell suggested a delivery-based approach and Commissioner Locklear expressed concern about the amount of time a delivery-based approach would take. Commissioner Conner stated concerns about the current pandemic and the Mayor noted that those who attend would likely feel comfortable attending. Both Commissioner Conner and the Town Manager suggested a drive-thru option and the Mayor stated the Town could monitor the situation and reevaluate at a later date. The Town Manager also stated that the Town's staff would monitor the situation surrounding the feasibility of a Christmas Parade and Mayor Pro-Tem Cordell suggested the possibility of coordinating with the Ranlo Fire Department.

Commissioner Moore indicated that the Fire Department would likely be conducting a trunk-or-treat for Halloween and Mayor Black asked if Mountain View would be scaling back on their festivities. Mayor Pro-Tem Cordell stated that Mountain View would be proceeding with their planned activities.

Mayor Pro-Tem Cordell stated that a citizen expressed concerns to her regarding billing practices. The Town Manager responded that one of the goals of the proposed upgrades to the utility software and hardware would be to provide for more flexibility and options for billing within the upcoming months.

XVII. Adjournment

Commissioner Locklear motioned to adjourn the meeting and Commissioner Moore provided the second. The vote was 5-0.

AFFIDAVIT OF INSERTION OF ADVERTISEMENT
The Gaston Gazette

Gastonia, N.C.
Gaston County

The Gaston Gazette does certify that the advertisement for:

NOTICE OF PUBLIC HEARING TOWN OF RANLO

**FY 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAMS**

Measuring **15.75 column inches** appeared in The Gaston Gazette, a newspaper published in Gaston County, Gastonia, N.C., in issue(s):

September 30, 2020

Name of Account: Town of Ranlo
Customer Number: 600366
Insert Order Number: GN-873094

Sworn to and subscribed before me this 30th day of September, 2020.

Melinda A. Blackmon
Print Name (Classified Representative)

Melinda A. Blackmon
Signature (Classified Representative)



Stephanie B. Sisk
Stephanie B. Sisk, Notary Public
Commission Expires March 23, 2025

**NOTICE OF PUBLIC HEARING
TOWN OF RANLO
FY 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS**

The residents of Town of Ranlo are hereby informed that the Town intends to apply to the North Carolina Community Development Block Grant (CDBG) program for U.S. Housing and Urban Development (HUD) funds under Title I of the Housing and Community Development Act of 1974, as amended. Infrastructure, economic development, neighborhood revitalization and coronavirus assistance funds are available for projects that benefit low- and moderate- income (LMI) persons, prevent/eliminate slum and blight, or address an urgent need. The Town of Ranlo Board of Commissioners will hold a public hearing on Thursday, October 8, 2020 at 7 PM at Town Hall, 1624 Spencer Mountain Road, Gastonia, NC 28054 and virtually via Facebook.

The purpose of the public hearing is to explain the CDBG program and allow the residents of Town of Ranlo an opportunity to express their views concerning community development needs and priorities. Persons having any questions concerning the CDBG Program are urged to attend the public hearing, make their views known, and submit oral/written comments. Residents will be able to leave comments by written method, virtual method, verbal method by contacting Town Manager Jonathan Blanton at 704-824-3461; jblanton@townofranlo.org.

A public information file exists at Town Hall and may be viewed upon request. For additional information or to submit written comments, please contact Jonathan Blanton, Town Manager, 1624 Spencer Mountain Rd., Gastonia, NC 28054, 704-824-3461. Comments should be postmarked no later than October 14, 2020 and a written response will be made within 10 business days. The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. Efforts will be made to minimize displacement during project implementation, and displacement assistance as necessary will be available. Persons with disabilities, limited English proficiency, or who otherwise require special accommodations should contact Jonathan Blanton, Town Manager at 704-824-3461 TDD 800-735-2962 (Relay Service at 711), at least 48 hours prior to the scheduled meeting.

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton, Town Manager at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jonathan Blanton, Town Manager al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.



Lynn Black, Mayor

MEMORANDUM



TO: TOWN COUNCIL, TOWN OF RANLO
FROM: THE WOOTEN COMPANY
DATE: OCTOBER 8, 2020
RE: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS 2020-2021 FUNDING YEARS
PUBLIC HEARING #1 SUMMARY

General CDBG

- This is a required public hearing for the FY2020-2021 North Carolina Small Cities Community Development Block Grant (CDBG) program(s) in order to submit application(s) for funding
- The purpose of this public hearing is to allow residents/citizens an opportunity to express views concerning community development priorities, available funds and eligible activities, and review of program compliance prior to the Town's project-specific applications to the state administering agencies.
- This federal funding comes from the United States Department of Housing and Urban Development (U.S. HUD)
- CDBG program activities must meet one of the national objectives:
 - o (1) Benefit low- and moderate- income (LMI) persons;
 - o (2) Prevent or eliminate slum and blight;
 - o (3) Address an urgent need
- Eligible locations (non-entitlement communities):
 - o All NC small cities except the 24 entitlement municipalities
 - o All NC counties except Cumberland, Mecklenburg, Union, and Wake
- The State receives approx. \$40-46 million each year for CDBG-ED, CDBG-NR, and CDBG-I funding.
- The CDBG program can fund a wide variety of community development activities. The State has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, economic development, and special allocations for disaster (hurricane) recovery and COVID-19.

Available funding in NC FY2020-2021:

A. Economic Development

1. Administered by NC Department of Commerce (DOC) Rural Economic Development Division (REDD) and presented by DOC to the NC Rural Infrastructure Authority (RIA) for approval
2. Typically, ~\$10-12M available annually
3. Priority projects are those that provide site clearance, or building or infrastructural support for businesses that commit to job retention/creation
4. Awards and match requirements depend upon annual economic tier rankings and job commitment
5. Applications are accepted on a rolling basis throughout the year

B. Neighborhood Revitalization

1. Administered by NC REDD and presented to the RIA for approval
2. Typically, ~\$10-12M available annually; maximum award is \$750,000
3. Projects focus on LMI housing-related activities and community revitalization
4. Applications are competitive and typically due in the summer/fall

C. Infrastructure

1. Administered by NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) and presented by DEQ-DWI to the State Water Infrastructure Authority (SWIA) for approval.

2. Typically, ~\$21-26M available annually; maximum award is \$2M every 3 years
3. Projects focus on water and sewer for LMI areas, persons, and households
4. Applications are competitive and typically due in the fall



D. Disaster Recovery/Mitigation

1. Administered by NC Department of Public Safety (DPS) Office of Recovery and Resiliency (NCORR)
2. These funds are a result of hurricane disasters: varied in nature based on county-wide needs assessments for housing-related activities, economic relief, strategic buyouts, and flood mitigation for future disasters.
3. Applications are received on a rolling basis
4. HUD Approved NCORR's Action Plan for spending \$542M in CDBG-DR funds for Hurricane Florence, as well as \$168M in CDBG-MIT funds.

E. Coronavirus

1. Administered by NC DOC REDD and approved by RIA.
2. ~\$27M available in round 1, potential round 2 of approximately the same amount
3. Maximum award is \$900,000
4. Applications accepted on a first-come, first serve basis starting September 1, 2020
5. Priorities include public services, public facilities, and economic development activities to support individuals and communities during the public health crisis and small business economic recovery.

CDBG Performance & Requirements

- Formal public hearings have been held for every CDBG application round to inform residents/citizens of the potential project(s) and obtain feedback.
- ***The Town of Ranlo does not have recent experience with the CDBG program.***
- If awarded a CDBG grant, plans and policies required by U.S. HUD will be adopted that will govern fiscal management, efficient operation and maintenance, and program compliance, such as:
 - American with Disabilities Act/Section 504 Plan to address non-discrimination in the treatment of and program access to handicapped/disabled persons
 - Fair labor standards in accordance with the U.S. Department of Labor (DOL) Davis-Bacon & Related Acts
 - Citizen participation in and access to program information and implementation
 - Equal opportunity and procurement through program implementation
 - Fair Housing Plan to affirmatively further fair housing
 - Language Access Plan to provide meaningful access to those with limited English proficiency
 - Section 3 Plan to encourage job creation for local low-income persons
 - Section 519 provision to prohibit the use of excessive force by law enforcement agencies within the jurisdiction against any individuals engaged in non-violent civil rights demonstrations
 - Residential Anti-Displacement and Relocation Plan to ensure no that displacement / relocation of residents occurs during project implementation without public notification and just compensation
 - Anti-displacement and relocation is primarily applicable to housing-related projects, however acquisition of public utility easements on private property also triggers the Uniform Relocation Act (URA)
 - Displacement assistance as necessary will be available

Citizen Comments

- Application materials will be available at Town of Ranlo Town Hall upon request, between the hours of 9:00 AM and 4:00 PM.
- For additional information or to submit written comments, please contact: Jonathan Blanton, Town Manager, 1624 Spencer Mountain Rd, Gastonia, NC 28054, 704-824-3461 TDD: (800) 735-2962 or Relay NC 711.

- Comments should be postmarked no later than **October 12, 2020** and a written response will be made within 10 business days.



Next Steps

- A 2nd Public Hearing with detailed project description, goals, and anticipated outcomes for the specific program(s) being applied for. A Resolution to Apply to the specific program will be adopted, along with designating persons to complete application documents.

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta informaciòn està disponible en español o en cualquier otro idioma bajo peticiòn. Por favor, pòngase en contacto con Jonathan Blanton al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.

We open the floor for comments and questions about the CDBG program and about the proposed project.

CC: CDBG File

1624 Spencer Mountain Road
Ranlo, North Carolina 28054



Phone: 704-824-3461
www.townofranlo.org

November 6, 2020

North Carolina Department of Commerce
Rural Economic Development Division
State CDBG Program
301 Wilmington St.
Raleigh, NC 27601

To Whom it May Concern:

I, Jonathan D. Blanton, Town Manager and Clerk to the Ranlo Board of Commissioners, do hereby certify that the attached are the approved minutes of the October 8, 2020 board meeting.

Thank you and best regards,

Witness my head and seal of office this 6th day of November, 2020.

A handwritten signature in blue ink, appearing to be "JDB", followed by a horizontal line.

Jonathan D. Blanton, Esq. M.P.A.
Town Manger/Clerk to the Ranlo Board of Commissioners

RANLO BOARD OF COMMISSIONERS REGULAR OCTOBER 2020 MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
Thursday, October 8, 2020
7:00 PM

MINUTES

Governing Body Present:

Mayor	Lynn Black
Mayor Pro-Tem	Katie Cordell
Commissioner	Robin Conner
Commissioner	Jamie Fowler
Commissioner	Effie Locklear

Staff Present:

Town Manager	Jonathan Blanton
Finance Director	Lieke Janssen

I. Call to Order and Roll Call

Mayor Black called the meeting to order and Town Manager Jonathan Blanton conducted the roll call. Commissioner Moore was not in attendance.

Mayor Black offered the invocation.

II. Adoption of the Agenda

Commissioner Locklear motioned to adopt the agenda and Commissioner Fowler provided the second. The vote was 4-0.

III. Approval of the September 24, 2020 Board of Commissioners' Regular Meeting Minutes

Mayor Pro-Tem Cordell motioned to adopt the agenda and Commissioner Conner provided the second. The vote was 4-0.

IV. Comments from Attendees

There were no comments from attendees.

V. Public Hearing for North Carolina Small Cities Community Development Block Grant Application

Commissioner Locklear motioned to open the public hearing to discuss an application for the North Carolina Small Cities Community Development Block Grant application and Mayor Pro-Tem Cordell seconded the motion. The Town Manager explained that this will be one of three public hearings needed to apply for infrastructure and COVID-19 relief funds from the State. Mayor Black noted this grant would be used for water-line rehabilitation and Mayor Pro-Tem Cordell inquired as to whether this grant would preclude the Town from applying for future funding from the agency. Mr. Blanton confirmed that a portion of this grant is for water line rehabilitation and that the Town would not be

precluded from applying for similar funding for other projects in the future. No person wished to make a comment on the application. Commissioner Locklear motioned to close the public hearing and Commissioner Conner provided the second. The vote was 4-0.

VI. Discussion of Setting a Public Hearing for a Variance for 2489 Ridge Avenue

The Town Manager explained that Mr. Jonathan Huffstetler has made a request for a ten-foot variance on his property located at 2489 Ridge Avenue. Mr. Huffstetler would like to build a home on the property and the variance would provide the needed forty-foot front yard setback.

The Board reached consensus to set the public hearing for Thursday, October 27, 2020 at 6:00 pm.

VII. Discussion and Approval of Revised Meeting Schedule

The Town Manager presented a revised meeting schedule based on recent changes to meetings of the Board and based on recently agreed upon special meetings for October and November.

Commissioner Fowler motioned to adopt the revised meeting schedule and Mayor Pro-Tem Cordell provided the second. The vote was 4-0.

VIII. Town Manager's Report

The Town Manager thanked the Ranto Police Department for their efforts in patrolling the community given the increased level of calls and expressed his appreciation for employees within the Public Works Department given recent large projects that were being undertaken.

Mr. Blanton also reported that funding has been secured for the rear-end loaded and that the loan from BB&T would be finalized in the upcoming days.

Lastly, the Town Manager reported that a request to settle liens on 77 Crescent Avenue had been submitted earlier in the day. The proposed settlement made was for \$3,000.00 to settle liens for code enforcement and demolition. Mayor Pro-Tem Cordell inquired as the cost of demolition and the Town Manager reported that it was approximately \$2,500.00 for the actual demolition. The Mayor commented that the other liens were for grass cutting and Mr. Blanton confirmed. It was the consensus of the Board to discuss at the October 22, 2020 meeting.

IX. Comments from the Mayor

Mayor Black inquired as to when the Town would begin curbside leaf pick-up for residents. The Town Manager explained that he had conferred with the Public Works Director and that pick-up would begin in the upcoming weeks.

X. Comments from the Board of Commissioners

Commissioner Locklear inquired as to whether there had been any further discussion about parades within Gaston County and the Town Manager stated that given the current state of health affairs in respect to the COVID-19 pandemic, there was considerable uncertainty surrounding holiday events. The Town Manager stated he would continue to monitor the situation and report any changes or clear consensus from other municipalities.

Mayor Black confirmed that Mountain View is still planning their Halloween celebrations. Mayor Pro-Tem Cordell confirmed that Mountain View would be proceeding with their planned activities and that the Ranlo Police Department will be in attendance and handing out stickers.

XI. Adjournment

Commissioner Locklear motioned to adjourn the meeting and Commissioner Conner provided the second. The vote was 4-0.

ATTESTED TO

Mayor Lynn Black

Recorder and transcriber of the minutes for the Regular Board Meeting on October 8, 2020

AFFIDAVIT OF INSERTION OF ADVERTISEMENT
The Gaston Gazette

Gastonia, N.C.
Gaston County

The Gaston Gazette does certify that the advertisement for:

NOTICE OF PUBLIC HEARING – TOWN OF RANLO

**FY 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAMS**

Measuring 37.00 column inches appeared in The Gaston Gazette, a newspaper published in Gaston County, Gastonia, N.C., in issue(s):

October 16, 2020

Name of Account: Town of Ranlo
Customer Number: 600366
Insert Order Number: GN-873711

Sworn to and subscribed before me this 16th day of October, 2020.

Melinda A. Blackmon
Print Name (Classified Representative)

Melinda A. Blackmon
Signature (Classified Representative)



Stephanie B. Sisk
Stephanie B. Sisk, Notary Public
My Commission Expires March 23, 2025

**NOTICE OF PUBLIC HEARING
TOWN OF RANLO
FY 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS**

The residents of Town of Ranlo are hereby informed that the Town intends to apply to the North Carolina Community Development Block Grant (CDBG) program for U.S. Housing and Urban Development (HUD) funds under Title I of the Housing and Community Development Act of 1974, as amended. Infrastructure, economic development, neighborhood revitalization and coronavirus assistance funds are available for projects that benefit low- and moderate- income (LMI) persons, prevent/eliminate slum and blight, or address an urgent need. The Town of Ranlo Board of Commissioners will hold a public hearing on Thursday, October 22, 2020 at 6 PM at Town Hall, 1624 Spencer Mountain Road, Gastonia, NC 28054 and virtually via Facebook.

The purpose of the public hearing is to explain the CDBG program and allow the residents of the Town an opportunity to express their views concerning community development needs and priorities. Proposed project activities may include: public facility improvements such as but not limited to indoor and outdoor meeting and gathering areas with hygiene stations and other social distancing retrofits to help minimize the risk of transmission of the virus; expansion of broadband, public WIFI hotspots, and internet-related devices amongst public facilities to promote information and social exchange in a COVID-safe environment. All proposed activities must aid the Town in response to and recovery from impacts of the pandemic of LMI persons, and final activity eligibility is contingent upon further review and approval by the state funding agency, HUD, Town Council, and community partners. The Town is requesting up to approximately \$900,000 of CDBG-CV funds (up to 100% of total project costs) from North Carolina Department of Commerce, with a potential local fund contribution. The Town has a population that is 63.36% LMI, therefore, 100% of the CDBG funds will be used to benefit LMI persons.

A public information file exists at Town Hall and may be viewed upon request. For additional information or to submit written/verbal/virtual comments, please contact Jonathan Blanton, Town Manager, 1624 Spencer Mountain Rd., Gastonia, NC 28054, 704-824-3461. Comments should be postmarked no later than Monday, October 26, 2020 and a written response will be made within 10 business days. The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. Efforts will be made to minimize displacement during project implementation, and displacement assistance as necessary will be available. Persons with disabilities, limited English proficiency, or who otherwise require special accommodations should contact Jonathan Blanton, Town Manager at 704-824-3461 TDD 800-735-2962 (Relay Service at 711), at least 48 hours prior to the scheduled meeting.

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton, Town Manager at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jonathan Blanton, Town Manager al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.



Lynn Black, Mayor

MEMORANDUM



TO: TOWN COUNCIL, TOWN OF RANLO, NORTH CAROLINA
FROM: THE WOOTEN COMPANY
DATE: OCTOBER 22, 2020
RE: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS 2020-2021 FUNDING YEARS
PUBLIC HEARING #2 SUMMARY

General CDBG

- This is a required public hearing for the FY2020-2021 North Carolina Small Cities Community Development Block Grant (CDBG) program(s) in order to submit application(s) for funding
- The purpose of this public hearing is to allow residents/citizens an opportunity to express views concerning community development priorities, available funds and eligible activities, and review of program compliance prior to the Town's project-specific application to the state administering agencies.
- This federal funding comes from the United States Department of Housing and Urban Development (U.S. HUD)
- CDBG program activities must meet one of the national objectives:
 - (1) Benefit low- and moderate- income (LMI) persons;
 - (2) Prevent or eliminate slum and blight;
 - (3) Address an urgent need
- Eligible locations (non-entitlement communities):
 - All NC small cities except the 24 entitlement municipalities
 - All NC counties except Cumberland, Mecklenburg, Union, and Wake
- The State receives approx. \$40-46 million each year for CDBG-ED, CDBG-NR, and CDBG-I funding.
- The CDBG program can fund a wide variety of community development activities. The State has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, economic development, and special allocations for disaster (hurricane) recovery and COVID-19.

Available funding in NC FY2020-2021:

- A. Economic Development** - Administered by NC Dept of Commerce (DOC) Rural Economic Development Division (REDD). Approx. ~\$10-12M available annually for projects focused on job retention and creation
- B. Neighborhood Revitalization** - Administered by REDD. Approx. ~\$10-12M available annually for projects focused on LMI housing-related activities
- C. Infrastructure** - Administered by NC Dept of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI). Approx. ~\$21-26M available annually for projects focused on water and sewer for LMI residents
- D. Disaster Recovery/Mitigation** - Administered by NC Department of Public Safety (DPS) Office of Recovery and Resiliency (NCORR) to handle all funds received for recovery from hurricane disasters.
- E. Coronavirus** - Administered by REDD
 - 1. North Carolina Governor Cooper's Executive Order 116 declared a State of Emergency on March 10, 2020 as a result of the coronavirus pandemic.
 - 2. Approx. \$27 million funding is available in round 1, with potential round 2 of approximately the same amount.
 - 3. Maximum award is \$900,000.
 - 4. Application period begins September 1, 2020 and are accepted on a first-come, first serve basis.
 - 5. Grant period is 30 months.

Coronavirus Funding (CDBG-CV) Town is applying to DOC for CDBG-Coronavirus grant funds



- Purpose of CDBG-CV funds is to help communities prepare, prevent, or respond to the health and economic impacts of COVID-19.
- Activities must focus on critical local needs identified by the community in collaboration with state and local health officials, with primary assistance for LMI residents.
- All NC CDBG-CV project activities will meet the urgent need CDBG national objective; however, grantees must also have a benefit to LMI persons:
 - Public services and facilities must serve at least 51% LMI persons (area-wide benefit)
 - Direct activities must benefit 100% LMI households
 - Special economic development activities for small businesses and microenterprises must benefit at least 70% LMI persons.
 - Activities must not benefit moderate income persons at the exclusion of low-income persons
- CDBG-CV projects must incorporate at least one of the following focus areas:
 - Support families and communities through telehealth support and other public services.
 - Protect the most vulnerable and high-risk populations.
 - Assist small businesses with economic recovery.
 - Address testing, tracing, and trends.
- CDBG-CV priorities by eligible activity (examples of activities):
 - Public Service:
 - Subsistence payments to prevent evictions and utility disconnections (up to six (6) months of emergency assistance).
 - Food distribution, testing and diagnosis, employment training for health care workers on the frontlines, and supportive services to assist health care response to the pandemic.
 - Equipment and supplies to aid in public services responding to COVID.
 - Improving/expanding services for special needs populations, such as youth, seniors, and the disabled/handicapped.
 - Increase capacity of mental health services for individuals and families impacted by COVID-19.
 - Public Facilities:
 - Acquisition, construction, rehabilitation of public buildings to enhance health care facilities and/or group living for testing, diagnosis, or treatment.
 - Rehabilitation, retrofit, or building improvements (including interim assistance) for testing, diagnosis, treatment, accommodations for social distancing and isolation/quarantine.
 - Public Service/Facilities:
 - Broadband services and enhancing internet access that support increased connectivity to schools, jobs, financial institutions, and healthcare providers.
 - Economic Development:
 - Financial assistance to businesses with 100 or fewer employees, or microenterprises with five or fewer employees to aid in job retention and creation for LMI residents.
 - Examples include daily operations impacted by COVID-19, short-term working capital, retrofit for social distancing, and manufacturing of medical supplies.

Proposed Project

- The Town's area-wide LMI is 63.36%, more than 51%. Therefore, 100% of CDBG-CV funds will be used to assist LMI residents.
- The Town of Ranlo will apply for up to approximately \$900,000 of CDBG-CV funds.



- The CDBG-CV application requires an action plan to prevent duplication of benefits, which requires 1) payments to utility/housing provider on behalf of the individual of family, and 2) households to payback funds if it is determined that duplication of benefits has occurred. The Town's proposed activities do not involve direct benefit to households, and therefore, there should be no duplication of benefit.
- The Town of Ranlo proposes utilizing CDBG-CV funds for a combination of expansion of public services and improvements to public facilities on behalf of its LMI residents, promoting safer recreation opportunities during the public health crisis.
- **Town Proposed Project Activities Include:**
 - Improvements to Ranlo Park, such as ADA ramp and sidewalk access from Park Drive.
 - Improvements to the Community Center, such as replacing the ramp and deck area to meet ADA code, and installing a handwashing station.
 - Exterior improvements to The Lodge, such as improving ADA sidewalk, parking access, and outdoor lighting; construction of a new outdoor shelter; and installation of ADA-accessible playground equipment with a handwashing station.
 - Interior improvements to The Lodge, such as:
 - Encapsulating asbestos containing material (ACM) to reduce exposure to the hazard.
 - Retrofitting the existing kitchen with new appliances, dishwashing, cabinets, exhaust system, grounded electrical components to meet minimum code compliance, and a new hot water heater.
 - Rehabilitating and reconfiguring the existing restrooms to meet minimum ADA accessibility standards, including plumbing, partitions, no-touch bathroom fixtures, an exhaust system, and grounded electrical circuits.
 - Replacing the deficient HVAC system equipment and ductwork to allow for safer, efficient, air distribution and circulation throughout the facility.
 - Cleaning and sealing roof and framing. Cleaning and painting the facility with low VOC paints.
 - Expansion of broadband technology including installation of computer stations at the Community Center and The Lodge to promote information and social exchange in a COVID-safe environment for those who do not have computers and WIFI access at home.
 - Expansion of broadband technology by creation of public WIFI hotspots at Town Hall, The Lodge, and the Community Center.
 - Installation of plexiglass retrofits, and the disbursement of personal protective equipment (PPE) and hygiene materials at Town Hall, The Lodge, and the Community Center to help minimize the risk of transmission of the virus.
- All proposed activities must aid the Town in response to and recovery from impacts of the pandemic of LMI persons, and final activity eligibility is contingent upon further review and approval by the state funding agency, HUD, Town Council, and community partners.
- Post award, the Town will contract with an experienced CDBG Grant Administrator consultant to provide technical assistance throughout the project and aid in procurement of any architectural and engineering efforts.

CDBG Performance & Requirements

- Formal public hearings have been held for every CDBG application round to inform residents/citizens of the potential project(s) and obtain feedback.
- ***The Town of Ranlo does not have recent CDBG experience.***
- If awarded a CDBG grant, plans and policies required by U.S. HUD will be adopted that will govern fiscal management, efficient operation and maintenance, and program compliance, such as:
 - American with Disabilities Act/Section 504 Plan to address non-discrimination in the treatment of and program access to handicapped/disabled persons.
 - Fair labor standards in accordance with the U.S. Department of Labor (DOL) Davis-Bacon & Related Acts.
 - Citizen participation in and access to program information and implementation.



- Equal opportunity and procurement through program implementation.
- Fair Housing Plan to affirmatively further fair housing.
- Language Access Plan to provide meaningful access to those with limited English proficiency.
- Section 3 Plan to encourage job creation for local low-income persons.
- Section 519 provision to prohibit the use of excessive force by law enforcement agencies within the jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
- Residential Anti-Displacement and Relocation Plan to ensure no that displacement / relocation of residents occurs during project implementation without public notification and just compensation.
 - Anti-displacement and relocation is primarily applicable to housing-related projects, however acquisition of public utility easements on private property also triggers the Uniform Relocation Act (URA).
 - Displacement assistance as necessary will be available.
 - ***A Plan with the NC Commerce CDBG programs is presented as an example.***

Citizen Comments

- Application materials will be available at Town of Ranlo Town Hall, 1624 Spencer Mountain Rd, Gastonia, NC 28054, upon request, between the hours of 10:00 AM and 4:00 PM. Access may be limited due to the coronavirus.
- For additional information or to submit written comments, please contact: Jonathan Blanton, Town Manager, 1624 Spencer Mountain Rd, Gastonia, NC 28054, iblanton@townofranlo.org, 704-824-3461 TDD: (800) 735-2962 or Relay NC 711.
- The first public hearing was held on October 8, 2020 and written comments were to be accepted and postmarked by October 12, 2020.
- Comments should be postmarked no later than ***Monday, October 26, 2020*** and a written response will be made within 10 business days.

Next Steps

- A Resolution to Apply to the specific program needs be adopted, along with designating Town Manager Jonathan Blanton, and successors so titled, as authorized to complete any application documents that do not require council action.

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta informaciòn està disponible en español o en cualquier otro idioma bajo peticiòn. Por favor, pòngase en contacto con Jonathan Blanton al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.

We open the floor for comments and questions about the CDBG program and about the proposed project.

CC: CDBG File

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

NAME OF UNIT OF LOCAL GOVERNMENT CDBG 2020 PROGRAM FUNDING YEAR

According to the revised Section 104(d) of the Housing and Community Development Act of 1974, NAME OF UNIT OF LOCAL GOVERNMENT is required to adopt a plan that provides for the replacement of all low/moderate-income dwelling units that are demolished or converted to a use other than low/moderate-income housing as a direct result of the use of CDBG assistance, and a relocation assistance component.

The following is a residential anti-displacement and relocation assistance plan for the NAME OF UNIT OF LOCAL GOVERNMENT Community Development Program:

A. One-For-One Replacement Unit Requirement. All occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of activities assisted under the CDBG program must be replaced with low/moderate-income dwelling units. Substandard but economically repairable units that have been demolished or converted must be replaced under this provision, but more seriously deteriorated units need not be replaced.

1. For purposes of this plan, the following definitions shall apply:

- "Vacant Occupiable" or "Suitable for Rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the Application Guidelines, may be brought up to N.C. Small Cities CDBG Housing Rehabilitation Standards for an expenditure of less than \$4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.
- "Low- and Moderate-Income Dwelling Units" (Occupied Units) means a unit that either is occupied by a low- or moderate-income family or rents for an amount that would be affordable to a low- or moderate-income family (i.e., rent and utilities would not exceed 24% of the median income for a family that would occupy the unit without overcrowding).
- "Low- and Moderate-Income Dwelling Units" (Vacant Units) means a unit whose fair market rent would make it affordable to a low- or moderate-income family, as calculated above.

If assisted rehabilitation raises the rent of a low/moderate-income unit above the affordable rent level, the unit must be replaced.

2. Replacement low/moderate-income dwelling units must be provided within three years of the commencement of the demolition or the rehabilitation related to the conversion, and must be:

- Located within the same jurisdiction.
- Sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.
- Provided in standard condition. (A substandard unit raised to standard condition will count.)
- Designed to remain low/moderate-income dwelling units for at least 10 years from the date of initial occupancy of the units. (Replacement dwelling units may include public housing and existing housing receiving Section 8 project-based assistance.)

3. Before obligating or expending funds for an assisted activity that will directly result in the demolition or the conversion of low/moderate-income dwelling units to another use, the grantee must make public the following information:

- **The activities:**

INSERT NAME OF CDBG PROGRAM, NUMBER OF HOUSING UNITS TO BE ASSISTED, TYPES OF ACTIVITIES, NUMBER OF PERSONS / HOUSEHOLDS BENEFITTING, AND WHETHER ANY CLEARANCE, RECONSTRUCTION, REHABILITATION WILL TAKE PLACE AS PART OF THIS PROJECT.

- **The location on a map and approximate number of units by size (number of bedrooms) to be demolished or converted:**

INSERT LOCATION AND NUMBER OF UNITS TO BE DEMOLISHED OR CONVERTED.

- **Time schedule for demolition/conversion:**

Conversion/rehabilitation will commence on or about DATE depending upon grant award information from funders and once the project begins the work will take approximately NUMBER OF MONTHS/YEARS.

- **General location on a map and approximate number of replacement units by size (number of bedrooms):**

INSERT LOCATION AND NUMBER OF UNITS TO BE REPLACED.

- **Source of funding and time schedule for replacement units:**

Community Development Block Grant Funds AND OTHER FUNDS will be used to develop REPLACEMENT. INSET SCHEDULE.

- **The basis for concluding that each replacement unit will remain a low/moderate-income dwelling unit for 10 years:**

INSERT OWNERSHIP OF BUILDING FOR NEXT 10 YEARS, AND ELIGIBILITY CRITERIA FOR OCCUPANTS.

B. Relocation Assistance (See Attachment 1). The CITY/TOWN/COUNTY will provide relocation assistance to any low/moderate-income household displaced by the demolition of any housing unit or by the conversion of a low/moderate-income dwelling to another use, occurring as a direct result of assisted activities. Persons will be provided:

1. A choice between (i) actual "reasonable moving expenses" as described in Section 42.301 or (ii) a fixed expense and dislocation allowance as described in Section 42.302.
 2. Advisory services as described in 24 CFR Part 42, Subpart C.
 3. Reimbursement for reasonable and necessary security deposit and credit checks.
 4. Replacement housing assistance.
- A person choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section 8 Program or (ii) cash rental assistance to reduce the rent and utility costs to 30% of his/her income (adjusted, as determined by the CITY/TOWN/COUNTY) for a 5-year period and appropriate referrals to comparable replacement dwelling units.

- A person buying an interest in and occupying a unit in a housing cooperative or mutual housing association may elect to receive a lump sum payment equal to the present value of the rental assistance installments. To compute the present value, the rental assistance installments shall be discounted at the passbook savings rate.
- A person may elect Uniform Relocation Act Assistance in lieu of the relocation assistance described above.

C. Minimize the Displacement of Persons. Consistent with the goals and objectives of the CITY/TOWN/COUNTY Community Development Program and the Housing and Community Development Act of 1974, as amended, the CITY/TOWN/COUNTY will minimize displacement of persons in every possible case by rehabilitation of the structure.

UNIFORM RELOCATION ACT

1. Advisory Services
2. Moving Expenses: Actual and Fixed Moving Expenses
3. No Similar Payment
4. Replacement Housing Payment

- Rental Assistance Payment

Period of Payment: 42 Months

Cap: \$5,250 (If not adequate, Section 206 is Triggered)

Computation of Payment:

Information Needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. Displacement Dwelling Rent/Utilities
4. 30% of Household Monthly Gross Income

Formula:

Lesser of Lines 1 or 2 Minus Lesser of Lines 3 or 4
Times 42 = Payments

Payment: At Discretion of Grantee, Either Installments or
Lump Sum

- Downpayment Assistance Payment
Person May Purchase any Property

Payment Based on Computed Rental Assistance Payment

SECTION 104(d) OF HCD ACT OF 1974, AS AMENDED

1. Same
2. Same
3. Reimbursement for Cost of Security Deposits and Credit Reports
4. Replacement Housing Assistance

- Person Choosing to Rent Must be Offered Either:

Certificate or Voucher with Referrals to Comparable Replacement
Dwellings Where the Owner Agrees to Participate in the Section 8
Program; or

Cash Rental Assistance to Reduce the Rent and Utility Costs at the
Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Cash Rental Assistance to Reduce the Rent and Utility Costs at the
Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Period of Payment: 60 Months

Cap: None

Computation of Payment:

Information needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. 30% of Household Monthly Gross Income
(Adjusted, if appropriate.)

Formula:

Lesser of Lines 1 or 2 Minus Line 3 Times 60 = Payment

Payment: Same

- Person Choosing to Purchase

Person May Buy an Interest in and Occupy a Unit in a Coop or
Mutual Housing Association

Payment Equal to the Capitalized Value of the Assistance Payment

OPTIONAL COVERAGE RELOCATION PLAN

NAME OF UNIT OF LOCAL GOVERNMENT CDBG 2020 PROGRAM FUNDING YEAR

Organization and Administration

The NAME OF UNIT OF LOCAL GOVERNMENT (hereinafter called " CITY/TOWN/COUNTY ") will administer and coordinate all relocation activities (temporary or permanent) resulting from Community Development activities in the Project Area. Citizens displaced by Community Development Program activities are eligible to receive relocation assistance. The financial assistance is in a form as permitted under implementing regulations at 49 CFR Part 24 and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Definition of a "Displaced Person"

A displaced individual is someone whose home, which is located within the Project Area, is determined to be in a condition too dilapidated to be economically feasible to rehabilitate and will be demolished. This can also include a person temporarily displaced because of program activities such as housing rehabilitation.

Definition of "Standard Housing"

A dwelling unit is in standard condition if it is decent, safe, and sanitary. A dwelling unit is considered decent, safe, and sanitary if (a) it is in good repair and is weather-tight, with no leakage nor dampness; (b) it has no health, fire nor safety hazards within the structure or in the immediate vicinity; (c) it has running water, a private sewer-connected to a flush toilet, and a bathroom for exclusive use of the occupant, with tub or shower with hot and cold running water, all within the dwelling unit; (d) it has permanent, reasonably efficient kitchen facilities for exclusive use of the occupant, including sink with hot and cold running water, cooking stove connections, shelves and storage space for food and utensils; (e) it has facilities or connections for washing and drying clothes; (f) it is large enough to accommodate the occupants without overcrowding; (g) it is equipped with adequate heating facilities; (h) it is adequately ventilated by at least one openable window in every room and is screened, or screens are available; (i) it is wired for electricity; and (j) it is located in a neighborhood which is free from industrial and other nuisances, is supplied with the community facilities of a standard neighborhood, and is reasonably accessible to transportation, schools, churches and stores.

It is intended that the CITY/TOWN/COUNTY will inspect all dwellings into which displaced families relocate. If the dwellings are not found to be decent, safe, and sanitary, the move will be considered temporary relocation.

Optional Coverage

The CITY/TOWN/COUNTY shall undertake relocation that may not be covered automatically under the URA such as would be the case with voluntary demolition. The CITY/TOWN/COUNTY intends for these persons to be served at the same levels as those described under the URA and will use this Optional Coverage Relocation Plan to establish this coverage. Under this Plan, the CITY/TOWN/COUNTY shall provide relocation payments and assistance to the following:

1. Homeowners, tenants, and their families who are displaced by rehabilitation activity of a dwelling located within the Project Area.
2. Homeowners, tenants, and their families who are displaced by the voluntary demolition of a dwelling occupied by the families and located within the Project Area.

Relocation Assistance to Families and Individuals

The CITY/TOWN/COUNTY shall provide relocation planning, advisory and coordination services consistent with those described in Section 24.205 of the URA. These shall include, but not be limited to, the provision of transportation services as needed to view comparable replacement dwellings, or other transportation as deemed necessary and reasonable to support the relocation, assistance in submitting claims for payment, counseling and education on relocation regulations and coordinating these activities with existing social service and economic assistance programs as they are available.

Temporary Relocation

Rehabilitation shall be conducted without relocation of the affected occupants to the greatest extent feasible. Should relocation be necessary and should available temporary housing be substandard by the above definition, the minimum standards set forth shall not apply. Such relocation shall be accomplished at the minimum feasible cost. Of the two moves involved, (out of and back into the rehabilitated structure) one may be financed under a Fixed Payment for Moving Expenses as described below. Temporary relocation payments will be limited to cover only those expenses that would not otherwise be normal to the relocatee. That is to say, expenses that are directly related to the temporary relocation and which are above and beyond the normal expenses incurred by the relocatee. These would include, but not be limited to reasonable expenses for lodging for the period of dislocation, travel expenses to and from the lodging or other temporary relocation site, costs for temporary storage of household belongings. This would not include reimbursement for expenses that would otherwise be incurred (meals, normal travel, etc.). Relocatees are required to submit receipts to the CITY/TOWN/COUNTY documenting the expenses for which they are requesting reimbursement.

Moving Expense Payment

A displaced individual or family covered under this Plan shall be eligible to receive a moving expense payment in accordance with the following sections of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA. Specifically referenced is the following section of the URA: Section 24.302 -- Fixed payment for moving expenses - residential moves

The relocatee will receive payment on the basis of the Fixed Residential Moving Cost Schedule 2012 (Fed. Reg. 5/23/12, effective 6/22/12) which is prepared by the U.S. Department of Transportation and shown below for the State of North Carolina.

Payment is limited to \$100.00 if either of the following conditions apply:

- (a) A person has minimal possessions and occupies a dormitory style room, or
- (b) A person's residential move is performed by an agency at no cost to the person.

Occupant Owns Furniture									Occupant Does Not Own Furniture	
Number of Rooms of Furniture								Addt'l room	1 room/ no furn.	Addt'l room no furn.
1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms			
550	750	1050	1200	1350	1600	1700	1900	150	350	50

Under the Fixed Rate Method, it should be noted that certain rooms are excluded from the calculations. These include unfurnished or unused rooms, halls, bathrooms, attics, porches, garages, dressing rooms and utility rooms. However, should the relocatee have sufficient storage in the above stated rooms, the CITY/TOWN/COUNTY may count one additional room for the sum of these rooms.

Replacement Housing Payment

A displaced individual or family covered under this Plan shall be eligible to receive replacement-housing payments in accordance with the following sections of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). Specifically referenced are the following sections of the URA:

1. Section 24.401 -- 180 Day Homeowners
2. Section 24.402 -- 90 Day Occupants
3. Section 24.403 -- Additional Rules
4. Section 24.404 -- Replacement Housing of Last Resort

Complaint Procedure

The CITY/TOWN/COUNTY conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the CITY/TOWN/COUNTY solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY/TOWN/COUNTY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.

1624 Spencer Mountain Road
Ranlo, North Carolina 28054



Phone: 704-824-3461
www.townofranlo.org

November 6, 2020

North Carolina Department of Commerce
Rural Economic Development Division
State CDBG Program
301 Wilmington St.
Raleigh, NC 27601

To Whom it May Concern:

I, Jonathan D. Blanton, Town Manager and Clerk to the Ranlo Board of Commissioners, do hereby certify that the attached are the approved minutes of the October 22, 2020 board meeting.

Thank you and best regards,

Witness my head and seal of office this 6th day of November, 2020.

A handwritten signature in blue ink, appearing to be "J. Blanton", with a long horizontal line extending to the right.

Jonathan D. Blanton, Esq. M.P.A.
Town Manger/Clerk to the Ranlo Board of Commissioners

**RANLO BOARD OF COMMISSIONERS SPECIAL OCTOBER 2020 MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
Thursday, October 22, 2020
6:00 PM**

MINUTES

Governing Body Present:

Mayor	Lynn Black
Mayor Pro-Tem	Katie Cordell
Commissioner	Robin Conner
Commissioner	Jamie Fowler
Commissioner	Effie Locklear

Staff Present:

Town Manager	Jonathan Blanton
Finance Director	Lieke Janssen

I. Call to Order and Roll Call

Mayor Black called the meeting to order and Town Manager Jonathan Blanton conducted the roll call. Commissioner Moore was not in attendance.

Mayor Black offered the invocation.

II. Adoption of the Agenda

Commissioner Conner motioned to adopt the agenda and Commissioner Fowler provided the second. The vote was 4-0.

III. Approval of the October 8, 2020 Board of Commissioners' Regular Meeting Minutes

Commissioner Fowler motioned to adopt the agenda and Commissioner Conner provided the second. The vote was 4-0.

IV. Comments from Attendees

There were no comments from attendees.

V. Second Public Hearing for North Carolina Small Cities Community Development Block Grant Application

Commissioner Locklear motioned to open the public hearing to discuss an application for the North Carolina Small Cities Community Development Block Grant application and Commissioner Conner seconded the motion. The Town Manager explained that this will be the second of three public hearings needed to apply for infrastructure and COVID-19 relief funds from the State, and the last public hearing needed for COVID-19 relief. No person wished to make a comment on the application. Commissioner Fowler motioned to close the public hearing and Mayor Pro-Tem Cordell provided the second. The vote was 4-0.

VI. Discussion of Settlement Offer for Liens on 77 Crescent Avenue

The Town Manager reported that a request to settle liens on 77 Crescent Avenue had been made to the Town. The proposed settlement made was for \$3,000.00 to settle liens for code enforcement and demolition. Mayor Pro-Tem Cordell inquired as whether this amount would cover the total demolition costs and the Town Manager confirmed. Commissioner Locklear motioned to accept the offer and Mayor Pro-Tem Cordell provided the second. The vote was 4-0.

VII. Town Manager's Report

The Town Manager reported that numerous municipalities have canceled their holiday parades. He also reported that numbers of positive COVID-19 cases continue to rise in Gaston County. Mr. Blanton inquired as how the Board would like to proceed with planned Ranlo holiday events. Commissioner Locklear recommended that the Town forego the Christmas Parade and the Thanksgiving luncheon.

The Mayor inquired as to whether Halloween events were still planned to proceed. The Town Manager explained that the Fire Department was moving forward with their events and Mayor Pro Tem Cordell confirmed that Mountain View still planned to hold their events.

Mr. Blanton confirmed that it was the consensus of the Board to forego all holiday events in the interest of the health and safety of the community. All members of the Board were in agreement.

The Town Manager ended his report by reminding the Board of the upcoming special meeting on Tuesday, October 27 at 7:00 pm.

VIII. Comments from the Mayor and from the Board of Commissioners

Commissioner Conner inquired as to whether the new rear-end loader had been secured for Public Works. The Town Manager responded that the financing finalization had been delayed from BB&T and that he hoped to have the agreement and funds available for the purchase soon.

Commissioner Conner also asked for an update on the painting of the Water Tower. The Town Manager stated that he was told by the contractor that they would begin the project this week. He stated he would follow-up before the end of the week.

Mayor Black asked for an update on trees being planted at the Park Drive Park. The Town Manager stated he was awaiting word on a recent grant application for the Park and that part of the grant would provide for attention shaded areas.

Mayor Black also brought attention to a problem tree on the Town's right-of-way on Sunset Drive. The Town Manager stated he and the Public Works Director would tend to the issue.

IX. Adjournment

Commissioner Locklear motioned to adjourn the meeting and Commissioner Fowler provided the second. The vote was 4-0.

ATTESTED TO:

Mayor Lynn Black

Recorder and transcriber of the minutes for the Special Board Meeting on October 22, 2020

DUPLICATION OF BENEFITS PLAN (Applies to all NC CDBG-CV Activities)

A copy of the duplication of benefits procedures must accompany the CDBG-CV application. Applicants must develop and maintain adequate procedures to prevent a duplication of benefits. Procedures must include persons/entities receiving CDBG-CV funds must repay duplicative assistance and a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received by acting reasonably.

The drafted Town of Ranlo Duplication of Benefits Policies & Procedures is enclosed with this grant application. A draft subrogation has also been provided and will be refined and amended if awarded.

The following documents are included:

- **TOWN OF RANLO DUPLICATION OF BENEFITS POLICY AND PROCEDURES**
- **TOWN OF RANLO SUBROGATION AGREEMENT**
- **TOWN OF RANLO FY2020 HUD INCOME LEVELS**

Town of Ranlo

FY20 Community Development Block Grant- Coronavirus Program (CDBG-CV)

Duplication of Benefits Policies and Procedures

BACKGROUND

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116- 136) makes available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBGCV). The Town will use the CDBG-CV funds to “prevent, prepare for, and respond to coronavirus” (COVID-19). These activities are carried out in partnership with other agencies through the implementation of CDBG-CV funded programs.

Sec. 312 of the Robert T. Stafford Disaster Relief and Reform Act (42 U.S.C. 5155) requires all Stafford Act funded programs to ensure that entities in receipt of federal disaster recovery dollars are not compensated for the same damages through multiple sources. HUD provided specific guidance for CDBG-CV funding through “Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for Community Development Block Grant Program Coronavirus Response Grants, Fiscal Year 2019 and 2020 Community Development Block Grants, and for Other Formula Programs,” FR-6218-N-01 (20 August 2020), pp 51473.

“The CARES Act requires HUD to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 42 U.S.C. 5121 et seq.).”

This policy and procedure document reinforces those requirements and establishes applicability and responsibility in the implementation of the Town of Ranlo CDBG-CV grant.

SCOPE OF TOWN OF RANLO CDBG-CV POLICY

This policy is applicable to the Town of Ranlo, all Town of Ranlo Partner Agencies, Subgrantees and Subrecipients responsible for the implementation of programs and projects funded under the Town of Ranlo CDBG-CV grant.

POLICY

“Duplication of benefits occurs when Federal financial assistance is provided to a person or entity through a program to address losses resulting from a Federally declared emergency or disaster, and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs.”

All CDBG-CV funded programs and projects are required to ensure appropriate procedures are in place to prevent Duplication of Benefit (DOB). Town of Ranlo Partner Agencies and Subgrantees must ensure that DOB prevention is specifically addressed in their policies and procedures, and all subrecipient agreements and/or contracts must pass that responsibility down to Subrecipients. Subrecipients and Subgrantees providing direct benefits to beneficiaries must utilize procedures in accordance with a worksheet prepared for each awardee on file. Each awardee must sign a certification form regarding other assistance received. Both documents must be on file in accordance with FR-6218-N-0. Programs have the liberty to design forms that combine the calculation and the certification requirements. Every attempt to obtain benefit verification(s) should be undertaken. When verification(s) are not obtainable, a self-declaration can be used as a last resort but should be the exception.

PROCEDURES

The procedures provided below outline the Town of Ranlo procedures for ensuring no DOBs. In addition to the procedures below, all grant agreements must contain language indicating that any duplication of benefit received post-award will require repayment. Procedures are as follows:

1. Prior to assistance
 - a. Identify total need
 - i. Determine the specific purpose for the CDBG-CV request.
 - ii. Total need will be determined by project type (ex. Utility Payments). The total need must be documented.
 - iii. All costs included in total need must be reasonable and necessary.
 - b. Identify all sources of funding received and reasonably anticipated.
 - i. For families and individuals as well as entities, the application for assistance will require documentation for all sources of funding received or reasonably anticipated, and certification that all assistance is reported.
 - ii. 3rd party verify all sources of assistance when possible (Ex. FEMA, SBA, Private Insurance, etc.) When 3rd party verification is not available, document in the file the reason it was not available.
 - c. Recording the information in the DOB Calculation Worksheet, determine which funding sources to include in or exclude from the unmet need calculation (based upon guidance in FR-6218-N-01 (20 August 2020) and deduct assistance determined to be duplicative.
 - d. Apply program cap, if applicable.
 - e. Arrive at maximum assistance award amount
 - f. Execute grant/loan agreement with recipient/beneficiary, including provision that all additional funds received will be reported to the subrecipient program administrator within 15 calendar days. If the additional funds are determined to be duplicative, the award will be reduced and/or the recipient/beneficiary will be required to repay any disbursed duplicative benefit.
 - g. Require recipient/beneficiary to report and certify whether additional funds were received for COVID-19/Coronavirus-related expenses, the amount, and when funds were received. If additional funds were received that are determined to be duplicative, require repayment.
2. One year after completion of activity for which funds were awarded or upon project closeout if closeout occurs after March 27, 2026 (six years post event):
 - a. Require recipient/beneficiary to report and certify whether additional funds were received for COVID-19/Coronavirus-related expenses, the amount, and when funds were received. If additional funds were received that are determined to be duplicative, require repayment.

The following represents the Basic Framework for an example for how the DOB calculation would be completed:

1. Identify Applicants Total Need
2. Identify All Potentially Duplicative Assistance
3. Deduct assistance determined to be duplicative
4. Maximum eligible award (item 1 minus item 3)
5. Program cap (if applicable)
6. Final award (lesser of items 4 and 5)

Town of Ranlo Duplication of Benefits Calculation		
Step #	Description	Amount
Identify Applicant's Total Need Calculated at a		
1	Point in Time	
	Estimated Cost of Need	
2 Identify Total Assistance Available		
	CDBG-CV subsistence payments	
	Total	
Identify the Amount to Exclude as Non-Duplicative Assistance (Amounts used for a different purpose, 3 or same purpose, different allowable use)		
	Total	
Identify total DOB Amount (Total Assistance Minus		
4	Non-Duplicative Exclusions)	
	Total	
5 Calculate Maximum Award		
	Total	
6 Program Cap (If Applicable)		
	Total	
Final Award (Program Cap = Final Award if		
Maximum Award is equal to or greater than the		
7	Program Cap)	
	Total	

DOCUMENTATION

Each beneficiary or project file must contain the following:

- a. Duplication of Benefit calculation worksheet form to include:
 - a. Identification of unmet need.
 - b. Identification of all sources of assistance provided to applicant.
 - c. Identification of those sources that are duplicative (with comments as needed).
 - d. Final award calculation.
- b. Any required 3rd party verifications of assistance and/or certifications as follows:
 - a. FEMA, SBA, NYS HCR, etc. programs: letter and/or data provided by organization.
 - b. Other program documentation.
- c. Certification that no additional benefits have been received. This can be a signed affidavit from the beneficiary or other form as created by the program.
- d. A signed subrogation agreement from the recipient

Note: Items (c) and (d) can be on the same form.

Additionally, at the program level each implementing agency must have the following:

- a. A description/definition of Duplication of Benefit and likely sources within their program guidelines or in their application, and
- b. Recapture policies and procedures.

RECAPTURE

In the event a Duplication of Benefits is identified, funds must be recaptured by the Town of Ranlo and returned to HUD. To ensure recapture, a subrogation agreement or similar agreement must be signed by every Subrecipient, Subgrantee or program applicant prior to the receipt of assistance. Agreements should include the following statement:

“Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.”

REQUIREMENTS FOR DOB REVIEW

When reviewing CDBG-CV activities for DOB, HUD will review the following documentation (at a minimum):

- ☐ Description of Duplication of Benefits (Should be included in application)
- ☐ Identification of Applicant’s Unmet Need
- ☐ Signed Privacy Waiver
- ☐ Identification of Sources of Assistance Provided to Applicant
- ☐ Verification of Other Award Proceeds (e.g., FEMA award letter, insurance letter, HCR Award)
- ☐ Declined Awards
- ☐ Documentation of Rejection for other Applications for Assistance
- ☐ CDBG-CV Assistance Calculation (if required by Program)
- ☐ Signed Subrogation Agreement (or similar agreement to recapture funds, if necessary).

ADMINISTRATION AND RESPONSIBILITY

The Town of Ranlo Town Manager or his/her designee is responsible for ensuring that duplication policies and procedures are available for all CDBG-CV funded programs and that State Partner Agencies, Subgrantees and Subrecipients are monitored for compliance with this policy.

Town of Ranlo Partner Agencies and Subgrantees are responsible for developing and implementing DOB policies and procedures for programs under their purview.

Subgrantees and Subrecipients directly serving beneficiaries are responsible for ensuring that DOB procedures are followed, and DOB calculations and certifications are available on file for all beneficiaries. All subgrantees and subrecipients must have recapture procedures in place and in writing within all grant agreements in accordance with 31 U.S.C. Chapter 37 for the return of any identified Duplication of Benefit.

The Town of Ranlo Town Manager is responsible for the administration, revision, interpretation, and application of this policy. This policy will be reviewed annually and revised as needed to address State and Federal requirements.

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jonathan Blanton al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.



Adopted this the _____ day of _____, 20____.

Lynn Black, Mayor

ATTEST:

Jonathan Blanton, Town Manager

Town of Ranlo County
FY20 Community Development Block Grant- Coronavirus Program (CDBG-CV)
Duplication of Benefits Subrogation Agreement

The Town of Ranlo must ensure that households that receive assistance from the CDBG-CV Program do not receive a duplicative benefit from another program. Assistance received from this program cannot overlap with assistance from any other source, and the total amount of all assistance to the household must not exceed the total amount in arrears. Payments through the CDBG-CV program will only cover amounts not paid by or offered to be paid by other sources.

The Town of Ranlo will work with other relevant agencies to ensure that there is no Duplication of Benefits and will conduct a corresponding review of each application. By signing this application, I certify that I have not received a duplicative payment from another source that is in excess of the amount needed to make my rent or utility services current. I also acknowledge that the information provided in this application is subject to verification by HUD at any time, and that Title 18, Section 1001 of the US Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to the U.S. Government.

Signature _____ Date _____

This information is available in Spanish or any other language upon request. Please contact Jonathan Blanton at 704-824-3461 or 1624 Spencer Mountain Road, Gastonia, NC 28054 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jonathan Blanton al 704-824-3461 o en 1624 Spencer Mountain Rd, Gastonia, NC 28054 de alojamiento para esta solicitud.



Gaston County FY2020 HUD Income Levels (\$)

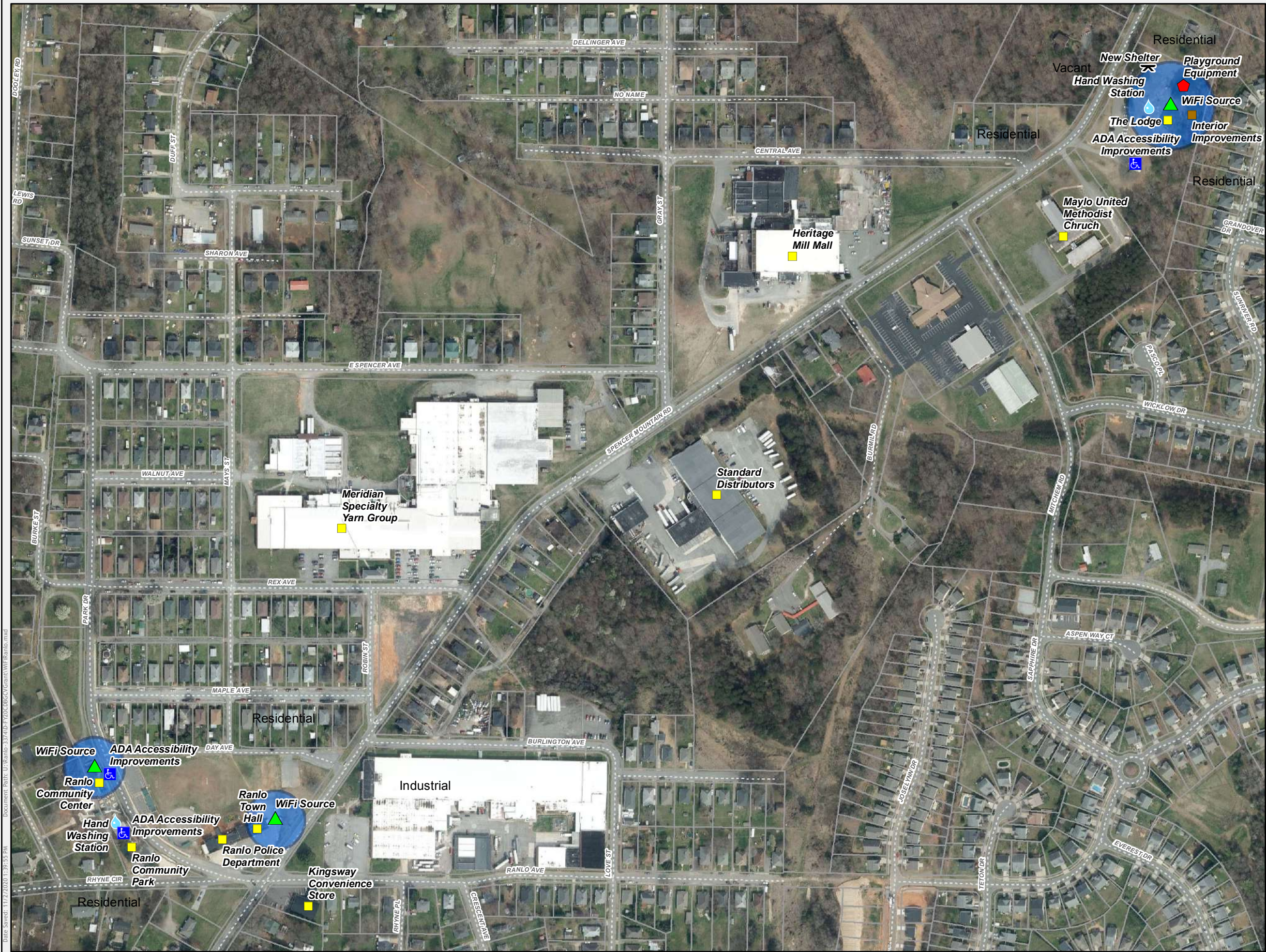
Gaston County 2020 (\$)	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Extremely Low (30%)	≤17,550	≤20,050	≤22,550	≤25,050	≤27,100	≤29,100	≤31,100	≤33,100
Very Low (50%)	≤29,250	≤33,400	≤37,600	≤41,750	≤45,100	≤48,450	≤51,800	≤55,150
Low (80%)	≤46,800	≤53,450	≤60,150	≤66,800	≤72,150	≤77,500	≤82,850	≤88,200
Above Income	>46,800	>53,450	>60,150	>66,800	>72,150	>77,500	>82,850	>88,200

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

CDBG-CV – SITE PLANS, ESTIMATES & PRO-FORMAS – TOWN OF RANLO

This Tab includes the following:

- ✓ **PROJECT ACTIVITY & FLOODPLAIN MAP**
- ✓ **RANLO COMMUNITY CENTER**
 - Site Improvements
 - Parcel Map & Details
 - Photos
 - Cost Estimates
- ✓ **RANLO PARK**
 - Site Improvements
 - Parcel Map & Details
 - Photos
 - Cost Estimates
- ✓ **THE LODGE**
 - Site Improvements
 - Parcel Map & Details
 - Schematic Design Narrative
 - Photos
 - Bathroom Renovation Plans
 - Cost Estimates
 - 10-Year Pro Forma



Project Activity and Floodplain^ Map Town of Ranlo FY20 CDBG-CV Gaston County, NC 35.2862° N, 81.1304° W Gaston County, NC DOT, USGS NHD, NC OneMap, NC FRIS Map Number: 3710356600J, Panel 3566 Effective Date: 09/28/2007 October 2020

- Legend**
- Playground Equipment*
 - Interior Improvements*
 - New Shelter*
 - ADA Accessibility Improvements*
 - WiFi Source
 - Landmarks
 - Handwashing Station*
 - Streets
 - Parcel
 - WiFi Coverage
- *Exact locations to be determined post-award upon engineering and architectural design.
^The entire extent of this map is in an X flood zone.



1 inch = 300 feet
0 150 300
Feet



THE WOOTEN COMPANY

The Wooten Company makes every effort to produce and publish GIS maps using the most current and accurate information possible, however the maps are strictly for planning purposes only. The maps are compiled from recorded deeds, plats, and other public and private records and data. Users of the maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information on this map. The Wooten Company assumes no responsibility for the information contained on the maps unless the map is signed and sealed by a licensed Professional Land Surveyor. Please contact the GIS Group at (919) 828-2551 or tcsham@thewootencompany.com for data source information.



DISCLAIMER: THIS EXHIBIT REPRESENTS THE CURRENT AVAILABLE INFORMATION AND MAY NOT BE AN ACCURATE DEPICTION OF CURRENT SITE CONDITIONS. POST-AWARD, ACCURATE SITE PLANS WILL BE FINALIZED THROUGH PROCUREMENT OF ARCHITECTURAL DESIGN SERVICES.

 THE WOOTEN COMPANY 120 North Boylan Avenue Raleigh NC 27603-1423 919.828.0531 Fax 919.834.3559 License Number: F-0115	TOWN OF RANLO, NC		Designed By:	Date:		
	RANLO	NORTH CAROLINA	RDP	10-29-20		
	"COMMUNITY CENTER" IMPROVEMENTS		Drawn By:	Scale:		
	SITE IMPROVEMENTS		TSM	N.T.S.		
			Checked By:	Sheet No.:		
			RDP			
			Project No.:			
			3374	1 OF 1		



Select an option to search by...

Search bar with magnifying glass icon



Property Details

View Public Information Card

196934 03/17/2014

Primary Property Address

15 PARK DR
GASTONIA, NC 28054

Tax Information

Parcel #

196934

PIN #

3566367322

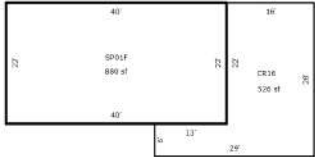
Township

GASTONIA TOWNSHIP

Current Owners

RANLO TOWN OF

Property Information			
Control Data with Tax Year Dropdown		Mapped Acres	1.7700
Tax Year	2021 ▼	Assessed Value	0
Parcel Number	196934	Tax Rate	Unavailable
Class	4010 - Government	Total Tax	Unavailable
Tax Code	240 - RANLO CITY		
Neighborhood	RL001 - Ranlo		
Physical Address	15 PARK DR GASTONIA NC 28054		

Property Sketches & Photos	
Converted Sketch 	Mobile Video File  196934 03/17/2014

No Billing Details

Tax Due Amounts	
If paid in...	Amount due is...
October 2020	\$0.00
November 2020	\$0.00
December 2020	\$0.00

Tax Due amounts are for all unpaid years.

See Payment History section for year-by-year details.

[Pay Taxes](#)

No Payments

Legal Descriptions					
Legal Description	Subdivision Name	Block	Lot	Plat Book	Plat Page
. 17 004B 050 00 000					

No Exclusions

Related Names	
OWNER Mailing Address RANLO TOWN OF, 1624 SPENCER MTN RD GASTONIA, NC 280543048	ALSO KNOWN AS Mailing Address TOWN OF RANLO, 1624 SPENCER MTN RD GASTONIA, NC 280543048

Transfer History					
Book & Page	Sale Type	Sale Date	Sold By	Sold To	Price
1206 0731	WD	1/19/1977	RANLO TOWN OF	RANLO TOWN OF	\$7,000

No Genealogy Information

Land Valuation		
Property Class	Valued Acres	Appraised Value
RES BUILDING SITE	1.7700	53,100

Structure (1 of 1) Real Estate			
Property Class	Description	Total Finished Area	Year Built
EXEMPT - Exempt	SPECIAL PURPOSE	880	1973
EXTERIOR WALLS		HEAT AND AIR CONDITION	
WOOD or EQUAL	100 Percent	HEAT PUMP	100 Percent
Yard Items		Canopies	
FENCE-CHAIN LINK	1,000 Square Ft.	Canopy	540 Square Ft.
Paving		Canopy	600 Square Ft.
PAVING ASPHALT	1,500 Square Ft.	Main Level Framing	
		SPECIAL PURPOSE	100 Percent

Market Value			
Year	Market Land	Market Building	Market Total
2021	53,100	45,370	98,470
2020	53,100	45,370	98,470
2019	53,100	45,370	98,470

Contact Information
128 W. Main Ave. PO Box 1578 Gastonia, NC 28053-1578

RANLO COMMUNITY CENTER PHOTOS



Community Center Cost Estimates	
Item	Estimated Costs
Replace existing entry ramp to meet ADA code	\$ 15,000.00
Replace/expand existing deck for outdoor gathering	\$ 15,000.00
Computer Equipment	\$6,000
FFE	\$1,000
Design Services	\$ 15,000.00
TOTAL COST ESTIMATE	\$ 52,000.00



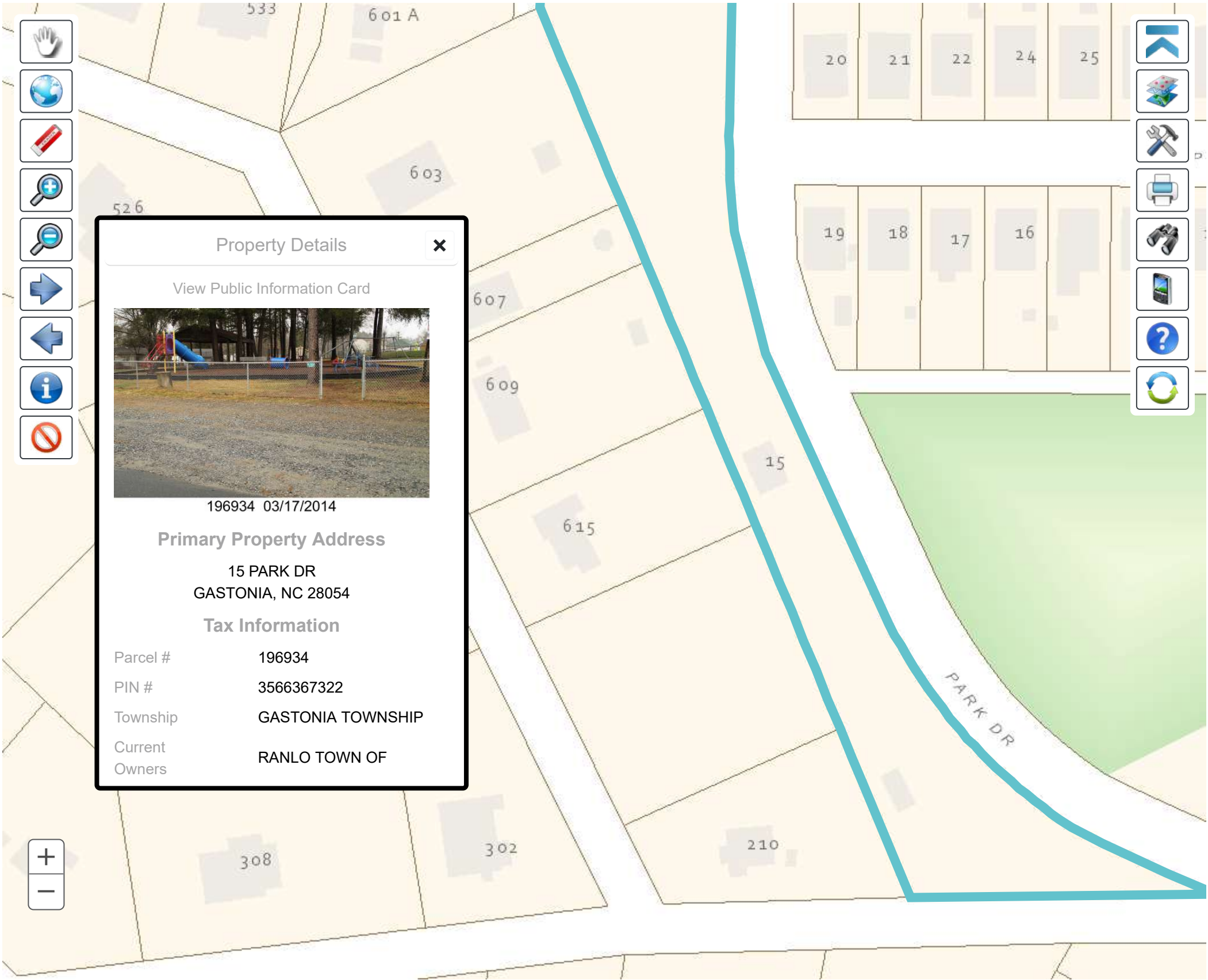
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 THE WOOTEN COMPANY 120 North Boylan Avenue Raleigh NC 27603-1423 919.828.0531 Fax 919.834.3559 License Number: F-0115	TOWN OF RANLO, NC		Designed By:	Date:
	RANLO	NORTH CAROLINA	RDP	10-29-20
	"RANLO CENTRAL PARK" IMPROVEMENTS		Drawn By:	Scale:
	SITE IMPROVEMENTS		TSM	N.T.S.
Checked By:			Sheet No.:	
RDP				
		Project No.:	1 OF 1	
		3374		



Select an option to search by...

Q



Property Information			
Control Data with Tax Year Dropdown		Mapped Acres	1.7700
Tax Year	2021 ▼	Assessed Value	0
Parcel Number	196934	Tax Rate	Unavailable
Class	4010 - Government	Total Tax	Unavailable
Tax Code	240 - RANLO CITY		
Neighborhood	RL001 - Ranlo		
Physical Address	15 PARK DR GASTONIA NC 28054		

Converted Sketch

Mobile Video File

196934 03/17/2014

No Billing Details	
Tax Due Amounts	
If paid in...	Amount due is...
October 2020	\$0.00
November 2020	\$0.00
December 2020	\$0.00

Tax Due amounts are for all unpaid years.
See Payment History section for year-by-year details.

[Pay Taxes](#)

No Payments					
Legal Descriptions					
Legal Description	Subdivision Name	Block	Lot	Plat Book	Plat Page
. 17 004B 050 00 000					

No Exclusions	
Related Names	
OWNER Mailing Address RANLO TOWN OF, 1624 SPENCER MTN RD GASTONIA, NC 280543048	ALSO KNOWN AS Mailing Address TOWN OF RANLO, 1624 SPENCER MTN RD GASTONIA, NC 280543048

Transfer History					
Book & Page	Sale Type	Sale Date	Sold By	Sold To	Price
1206 0731	WD	1/19/1977	RANLO TOWN OF	RANLO TOWN OF	\$7,000
No Genealogy Information					
Land Valuation					
Property Class			Valued Acres	Appraised Value	
RES BUILDING SITE			1.7700	53,100	
Structure (1 of 1) Real Estate					
Property Class	Description		Total Finished Area	Year Built	
EXEMPT - Exempt	SPECIAL PURPOSE		880	1973	
EXTERIOR WALLS			HEAT AND AIR CONDITION		
WOOD or EQUAL		100 Percent	HEAT PUMP		100 Percent
Yard Items			Canopies		
FENCE-CHAIN LINK		1,000 Square Ft.	Canopy		540 Square Ft.
Paving			Canopy		600 Square Ft.
PAVING ASPHALT		1,500 Square Ft.	Main Level Framing		
SPECIAL PURPOSE				100 Percent	
Market Value					
Year	Market Land		Market Building	Market Total	
2021	53,100		45,370	98,470	
2020	53,100		45,370	98,470	
2019	53,100		45,370	98,470	

Contact Information

128 W. Main Ave.
PO Box 1578
Gastonia, NC 28053-1578

RANLO PARK

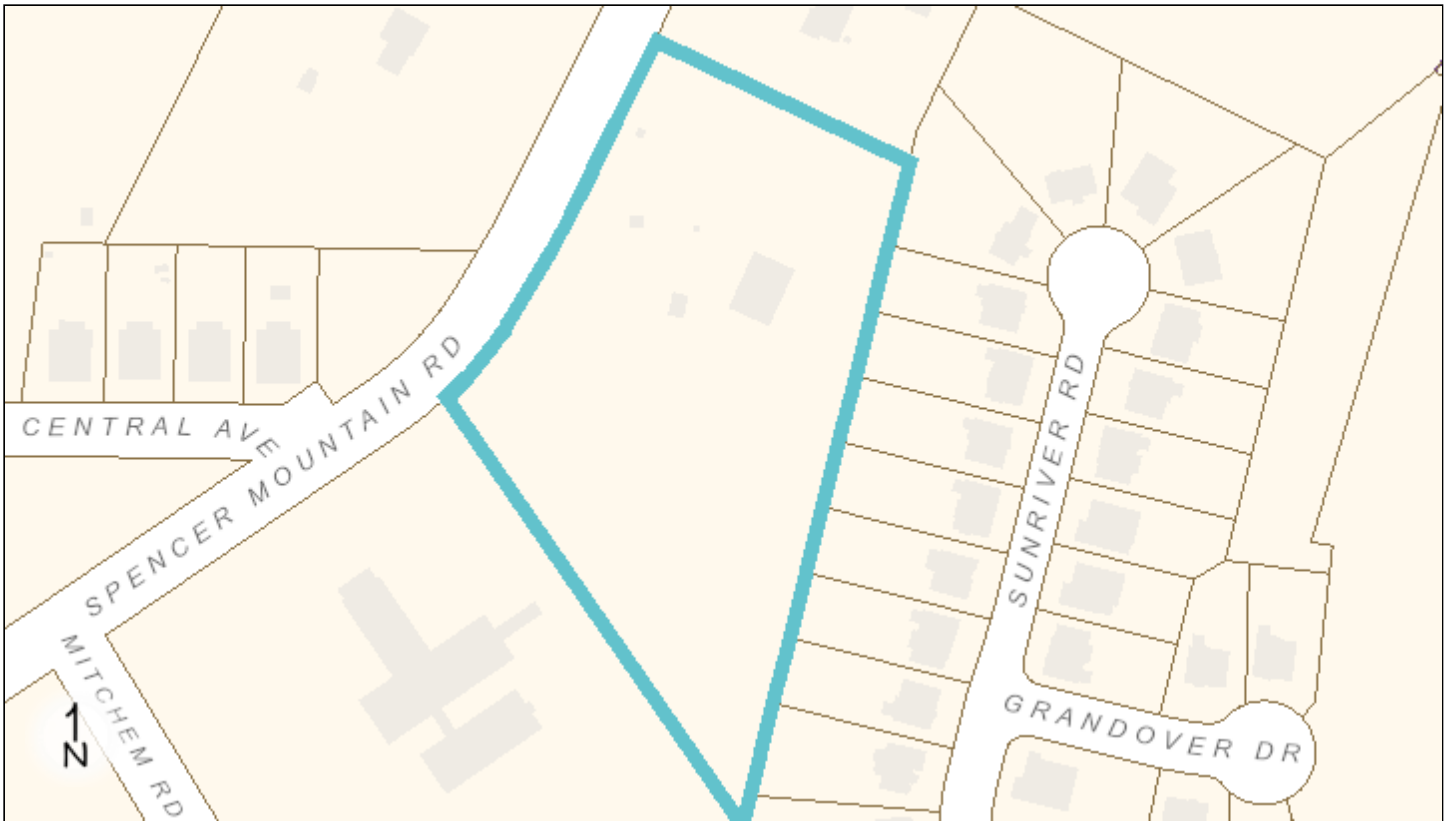


Ranlo Park Cost Estimates	
Item	Estimated Costs
Hand wash station	\$ 10,000.00
ADA Ramp Access to Splash Pad	\$20,000
ADA Sidewalk Access	\$15,000
Design Services	\$ 15,000.00
TOTAL COST ESTIMATE	\$ 60,000.00



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	"THE LODGE" IMPROVEMENTS		Drawn By:	Scale:
	SITE IMPROVEMENTS		TSM	N.T.S.
			Checked By:	Sheet No.:
RDP				
		Project No.:		
		3374	1 OF 1	



136544 03/27/2014

Primary Property Address

2000 SPENCER MOUNTAIN RD GASTONIA,
NC 28054

Tax Information

PARCEL #: 136544

PIN #: 3566781320

CURRENT OWNERS: RANLO TOWN OF

MAILING ADDRESS: 1624 SPENCER MTN RD
, GASTONIA, NC 28054-3048

NBHD #: RL001

NBHD NAME: RANLO

TOWNSHIP: GASTONIA TOWNSHIP

LEGAL DESC: . 10 021 026 02 000

Tax Information

DEED BOOK: 1470 PAGE: 0258

DEED RECORDING DATE: 3/1/1984

SALES AMOUNT: \$0

PLAT BOOK: PAGE:

STRUCTURE TYPE: SPECIAL PURPOSE

YEAR BUILT: 1956

SQUARE FOOTAGE: 1888

BASEMENT: NO

BED: 0 BATH: 0 HALF-BATH: 0

MULTI-STRUCTURES: NO

ACREAGE: 4.01

TAX DISTRICT: RANLO CITY

VOLUNTARY AG DISTRICT: NO

PROPERTY USE: EXEMPT

Tax Values

MARKET LAND VALUE: \$97,540

MARKET IMPR. VALUE: \$77,170

MARKET VALUE: \$174,710

FARM DISCOUNT: NO

EXEMPTION: YES

TAXABLE VALUE: \$0

Election Information

PRECINCT NAME: RANLO

POLLING PLACE: WARLICK ELEMENTARY
SCHOOL

POLLING ADDRESS: 1316 SPENCER MTN RD

WARD #:

CONGRESS REPRESENTATIVE: PATRICK
MCHENRY

CONGRESSIONAL DISTRICT: 5

HOUSE REPRESENTATIVE: JOHN A.
TORBETT

HOUSE DISTRICT: 108

SENATOR: KATHY HARRINGTON

SENATE DISTRICT: 43

Parcel Information

CITY LIMITS: RANLO

ETJ: NOT IN ETJ

POLICE DISTRICT: RANLO

FIRE DISTRICT: RANLO

FLOOD:

LOCAL WATERSHED: CRAMERTON

CENSUS TRACT: 313.01

Disclaimer: The information provided is not to be considered as a legal document or description. The map & parcel data is believed to be accurate, but Gaston County does not guarantee its accuracy. Values shown are as of January 1, 2019. - Document created for printing on 9/10/2020

Ranlo - Lodge

GENERAL RENOVATION DESCRIPTION

The Lodge in Ranlo is an existing, concrete masonry block, single space assembly building constructed in 1956. The single space consists of one main room with an adjacent kitchen area and an adjacent toilet room area. The interior of the building is 1888 square feet with an attached, covered, porch of approximately 427 square feet. Typical wall height of the structure is nine (9) feet with a ceiling open to the roof structure.

Existing flooring throughout is assumed to be an asbestos containing material (ACM) that is in good condition. The intent of the project is to encapsulate the ACM flooring entirely using new subflooring and finish materials, i.e. vinyl composite tile. Minimal, strategic demolition of existing floor tile to accommodate bathroom accessibility modifications is not expected to exceed limits that would trigger a full remediation per NC Department of Health & Human Services standards.

Existing restrooms will be strategically demolished and reconfigured to accommodate Accessibility Standards. The project will provide new Code compliant fixtures including toilets, hand sinks, urinals, and floor drains. New partitions, paper dispensers, bathroom exhaust fans, mirrors, and wall finishes will be provided. A new closet will be constructed as part of the restroom renovations to house a new 120-gallon, gas, water heater. New Ground Fault Interrupting Circuits to be provided in restrooms as required.

The current kitchen layout is expected to remain. New refrigerator, dishwasher, double compartment stainless steel sink, all to be provided. Utilities to be modified including grounding and bonding of electrical service and modifications to circuits as required by Code and in order to coordinate with new kitchen equipment. New Ground Fault Interrupting Circuits to be provided in Kitchen as required. New dedicated exhaust to be provided in Kitchen as Code required. New countertops and cabinets to be provided in Kitchen. Cabinets to be solid wood boxes and doors with postform tops.

All interior walls, approximately 3200 square feet to have all loose materials and dirt removed prior to being prepped and painted with low VOC paints. Exposed, interior, roof framing and decking to be thoroughly cleaned and sealed with an approved clearcoat.

All exterior walls, approximately 2500 square feet to have all loose materials and dirt removed prior to being prepped and painted with low VOC paints. Exposed, exterior, roof framing and decking (at porch) to be thoroughly cleaned and sealed with an approved clearcoat. All three existing entrance doors to be replaced with similar units and new durable hardware. The six (6) existing porch columns, three (3) entrance doors, and twelve (12) windows to be retained, thoroughly cleaned, and prepped for painting. All to be painted with low VOC paint as approved by Architect.

The existing roof of the structure appears to have been recently installed and is not expected to be replaced as part of this project.

Project to provide handrails on front porch. Handrails to be 36" high on all three sides of. Rear entry will require 5' x 5' landing, new stairs, and handrail.

Code Required Exit Signs, Emergency Egress Lighting, and Smoke Detectors to be provided as part of this project. New 120A Main Electrical Service to replace existing 100A (?) Service to accommodate renovation and future growth of facility.

Estimated Construction costs for scope of work described above is \$84,960.00. Estimated Design costs is \$12,744.00

GENERAL MECHANICAL DESCRIPTION

The building is cooled by two direct expansion cooling units suspended from the roof structure and heated by a separate single gas fired unit heater suspended from the roof structure. Each of the two direct expansion cooling units has an associated condensing unit, located on grade, adjacent to the building.

There is exposed sheet metal ductwork connected to the two direct expansion cooling units for supply air to the space, return air from the space and outdoor air to ventilate the space. The existing sheet metal ductwork is installed below the bottom chords of the roof structure. The single gas fired unit heater discharges directly into the main room with no distribution duct system.

The existing heating and cooling systems are passed their useful life and should be replaced. The desire of the owners is to consolidate the heating and cooling into one system with sheet metal ductwork. The existing single unit heater and the two existing direct expansion cooling units will be removed and replaced with two new suspended heat pump air handling units and two new heat pumps on grade. Each new air handling system will use the existing exposed ductwork systems. The two new heat pump units will have wall mounted 24 volt thermostats. The outdoor air required per the North Carolina State Building Code: Mechanical Code will be ducted to the two new units and automatic dampers will be installed to vary the ventilation air flow based on building occupancy.

The estimated design and construction cost to remove the two suspended direct expansion cooling units, the associated condensing units and remove the gas fired unit heater and replace the direct expansion cooling units with heat pumps, is \$20,000 for design documents and \$85,000 for construction.

A second desire of the owners is to remove the existing sheet metal ductwork, located below the roof support structure and to install new distribution ductwork above the bottom chord of the roof wood framing. While a substantial amount of sheet metal air distribution system can be installed above the bottom chord of the roof wood framing, portions will have stay below that plane due to available wall space and access for the

air handling equipment. This approach will allow for air distribution to the kitchen and toilet room areas.

The estimated design and construction cost to remove the portions of the existing sheet metal ductwork and replace it with sheet metal systems above the bottom chord of the roof wood framing, is \$15,000 for design documents and \$55,000 for construction.

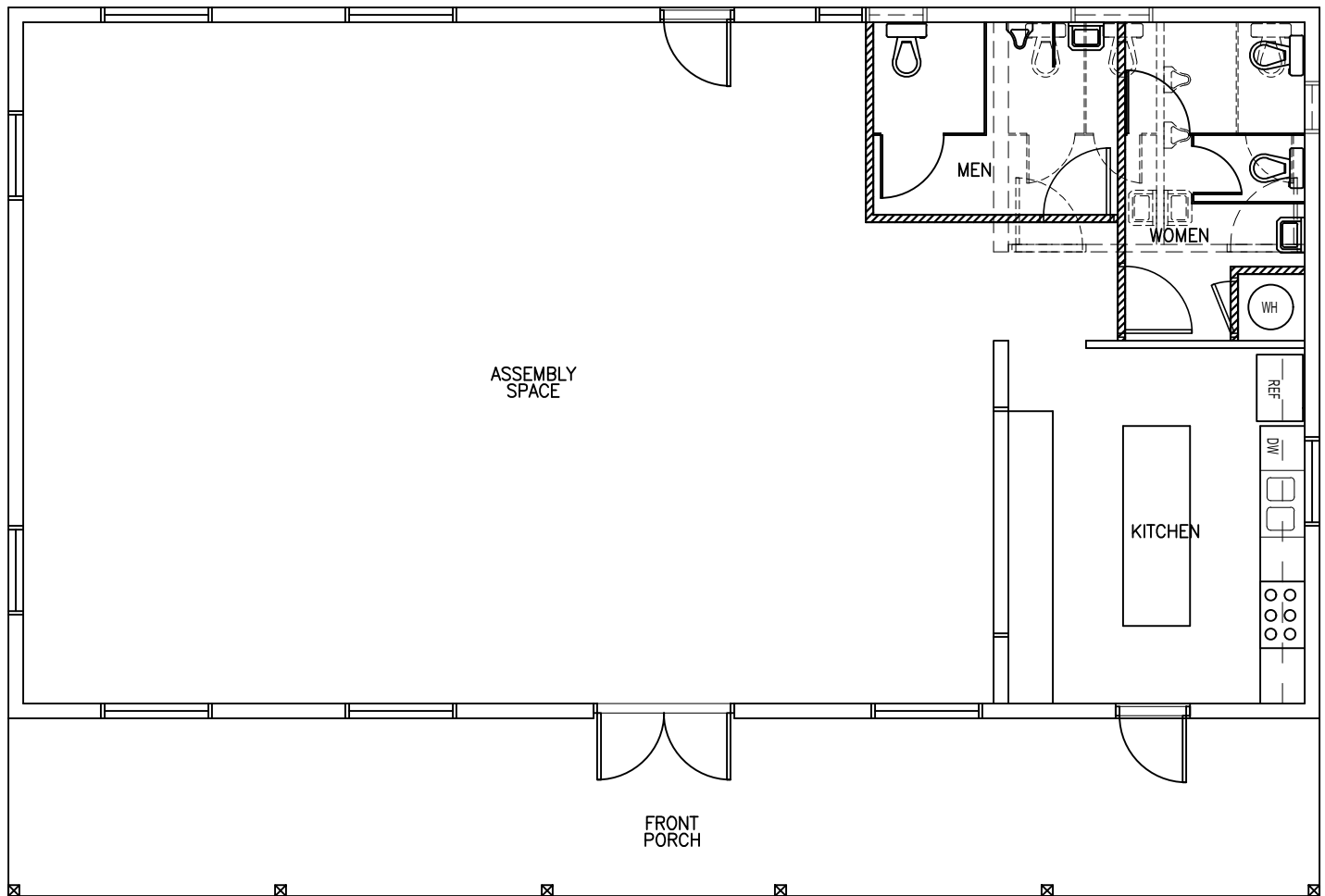
THE LODGE PHOTOS











THE WOOTEN COMPANY

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919.828.0531 Fax 919.834.3559
License Number: F-0115

TOWN OF RANLO, NC		Designed By:	
RANLO	NORTH CAROLINA	RDP	10-13-20
"LODGE" RENOVATIONS		Drawn By:	Scale:
BATHROOM RENOVATION PLAN		TSM	1/8" = 1'-0"
		Checked By:	Sheet No.:
		RDP	
		Project No.:	
		3374	1 OF 1

The Lodge Cost Estimates	
Item	Estimated Costs
NEW Shelter	\$ 50,000.00
FFE for 1 shelter	\$ 5,000.00
Outdoor Lighting (Create)	\$ 17,500.00
Replace sidewalk for ADA code, access to building and new shelter	\$ 15,000.00
ADA parking access to building/shelter (fix)	\$ 10,000.00
Hand washing station	\$ 7,500.00
Playground Equipment	\$ 90,000.00
Upfit Kitchen/Renovate Bathrooms & ADA compicance	\$ 85,000.00
Replace HVAC	\$ 140,000.00
ADA (Button) Front doors	\$ 20,000.00
Security Keypad	\$ 20,000.00
Computer Equipment	\$ 6,000.00
FFE	\$ 5,000.00
Design Services	\$ 67,000.00
TOTAL COST ESTIMATE	\$ 538,000.00

Town of Ranlo - The Lodge - 10-Year Operating Pro Forma

REVENUE

The Town will operate and maintain the The Lodge using general fund revenues as needed. The Town expects to rent out the community center for special events such as reunions, weddings, etc. when the center is not being utilized for LMI services and classes. Revenue from rentals will offset costs of operating and maintaining the center so actual expenses are expected to be less than estimated below.

EXPENSES	1-Year Estimate	10-Year Estimate
Utilities		\$ -
Gas	\$ 1,680	\$ 16,800
Electricity	\$ 1,500	\$ 15,000
Waste	\$ -	\$ -
Water/Sewer	\$ -	\$ -
Subtotal Utilities	\$ 3,180	\$ 31,800
Operation & Maintenance		
Office/Miscellaneous Supplies	\$ 850	\$ 8,500
Building Repair/Maintenance	\$ 1,200	\$ 12,000
Cleaning Service	\$ 800	\$ 8,000
Lawn Service	\$ 800	\$ 8,000
Subtotal Operating & Maintenance	\$ 3,650	\$ 36,500
Taxes & Insurance		
Property Taxes (tax exempt)	\$ -	\$ -
Property and Liability Insurance	\$ 3,750	\$ 37,500
Subtotal Taxes & Insurance	\$ 3,750	\$ 37,500
TOTAL	\$ 10,580	\$ 105,800