ROCKY MOUNT, NC
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ROCKY MOUNT CITY COUNCIL

COMMITTEE OF THE WHOLE MEETING

MONDAY, JUNE 8, 2020

CITY COUNCIL

COMMITTEE OF THE WHOLE

MONDAY, JUNE 8, 2020

5:00 PM

AGENDA

1. Proposed Annual Action Plan for FY 2020 – 2021	Cynthia T. Jones
2. Urgent Repair Program (URP20)	Cynthia T. Jones
3. Downtown Outlook Report	Kevin Harris
4. Boards/Commissions/Committees	Pamela Casey

5. Closed Session
   Attorney/Client Privilege

MEMORANDUM

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Committee of the Whole

To: Cynthia T. Jones, Director of Community & Business Development CTJ

Cc: Natasha S. Hampton, Assistant City Manager

From: Cornelia L. McGee, Community Development Administrator CLM

Date: 5/20/20

Re: Proposed Annual Action Plan for FY 2020-2021

Issue: An Annual Action Plan is required by localities receiving funding through the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships Program of the United States Department of Housing and Urban Development (HUD). During the 2020-2021 program year, the City of Rocky Mount will receive $526,640 in CDBG funding and $309,806 in CDBG Coronavirus (CDBG-CV) funding, and the Down East Home Consortium will receive $417,205 in HOME funding. The Annual Action Plan is due on July 15, 2020.

Background: The Annual Action Plan provides a summary of how CDBG and HOME funding will be used to address priority needs and goals as identified in the City's Three-Year Consolidated Plan. The Annual Action Plan is a public document developed through a series of activities giving elected officials and community members an opportunity to provide input on local needs, goals and the use of funds.

Attached for your consideration is a PowerPoint presentation and the FY 2020-2021 Annual Action Plan. The public display period begins on Monday, June 8, 2020 and ends Wednesday, July 8, 2020. The public display period will be advertised in local newspapers. During this period, the Annual Action Plan will be on display in the Rocky Mount Department of Community and Business Development and on our website. It will also be on display in County office buildings. Staff has also scheduled public hearings in Rocky Mount/Nash County and Edgecombe County. The public hearings will also be advertised in the newspapers.

Recommendation: It is recommended that the City Manager moves forward with the public display period and the local newspaper advertisement as proposed. The FY 2020-2021 Annual Action Plan will be placed on the July 13, 2020 meeting to include all comments received during the review period for City Council approval.

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City of Rocky Mount
Proposed FY2020-2021 Annual Action Plan

Year #3 of the FY2018-2021 Three-Year Consolidated Plan

June 8, 2020
Cynthia T. Jones, Director of
Community and Business Development

FY2018-2021 Three-Year Consolidated Plan Goals Summary

- Increase affordable housing opportunities throughout the city. These efforts include housing rehabilitation as well as redevelopment projects involving the acquisition and rehabilitation of existing homes
- Leverage HOME and CDBG funding with other resources to support projects in Target Areas of Opportunity. Additionally, Rocky Mount General Fund is leveraged to support housing projects. Reaching out to real estate and housing developers for opportunities to partner with the City
- Increase public outreach, engagement and awareness concerning housing issues. Collaborating with the City's Marketing and Communication Department and participating with neighborhood leaders and residents to assist with the promotion of community development programs
- Expand housing choices and access to opportunities. Continuing housing programs to repair and rehab existing housing and support non-profit programs throughout the City

FY2018-2021 Three-Year Consolidated Plan Goals…*cont'd*

- ❑ Increase home ownership among low-income households and members of the protected classes
- ❑ Improve the utilization of public transit for low-income and disabled persons
- ❑ Through administration of CDBG and HOME programs, strengthen fair housing enforcement, operations, and education

Proposed FY2020-2021 Annual Action Plan

- Outlines priorities and goals for Year 3 of the FY2018-2021 Three Year Consolidated Plan
- Identifies how the FY2018-2021 Three-Year Consolidated Plan will be implemented
- Provides a summary of actions, activities, and federal and non-federal resources that will be used to address priority needs and goals

Federal Funding Sources

Program	FY2019-2020 Allocation	FY2020-2021 Allocation
DEHC HOME	$537,505	$417,205
Rocky Mount CDBG	$560,957	$526,640
Rocky Mount CDBG Coronavirus (CDBG-CV)	-	$309,806

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FY2020-2021 DOWN EAST HOME CONSORTIUM (DEHC) HOME Program Funding

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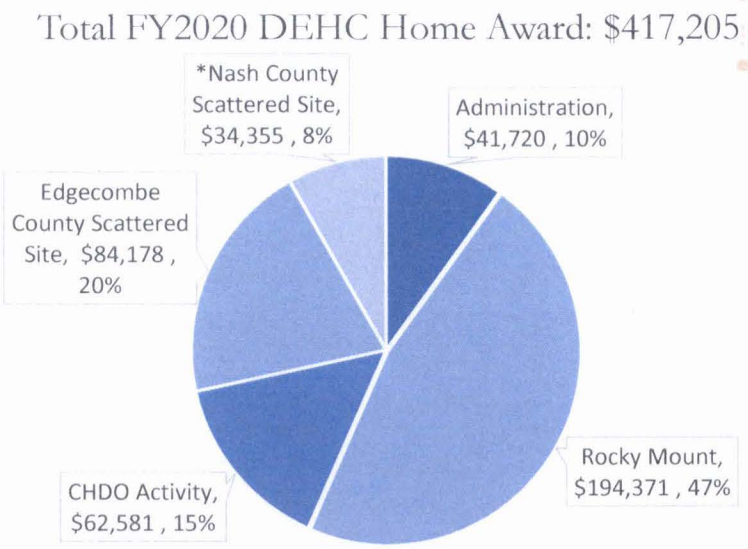
DEHC HOME FUND ALLOCATIONS- $417,205

- Each year, the City receives HOME funding according to a federal formula based on size, demographics, and housing characteristics
- The purpose of the HOME Program is to create affordable housing for low-income households
- The eligibility of households for HOME assistance varies depending on the project being funded



PARTICIPATING DEHC JURISDICTIONS – Effective 7/1/2020

- Conetoe
- Edgecombe County
- Middlesex
- Pinetops
- Princeville
- Rocky Mount
- Sharpsburg
- Spring Hope
- Whitakers

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FY2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Program Funding

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CDBG FUND ALLOCATIONS - $526,640

- The CDBG Program provides flexible funding for community development activities for low to moderate income individuals, households and neighborhoods
- The CDBG Program is designed to ensure decent affordable housing, provide services to the most vulnerable in our communities, and create jobs through the expansion and retention of businesses

CDBG Expenditures for Past 2 Years

City of Rocky Mount

- Single Family Housing Rehabilitation ($284,730.00/23 units completed)
  Section 108 Loan Repayment for Douglas Block Renovations ($203,761.23)
- Public Services ($169,008)
  - Housing Counseling ($60,000)
  - Youth Development Services ($60,000)
  - Services for the Homeless ($31,144)
  - Job Training ($17,864)
- Economic Development Technical Assistance ($33,490.50)
  - 4 workshops conducted
  - 149 small businesses and entrepreneurs received business services
  - 6,809 individuals served by the Conference and Training Center at the Edgecombe County Business Industrial Incubator

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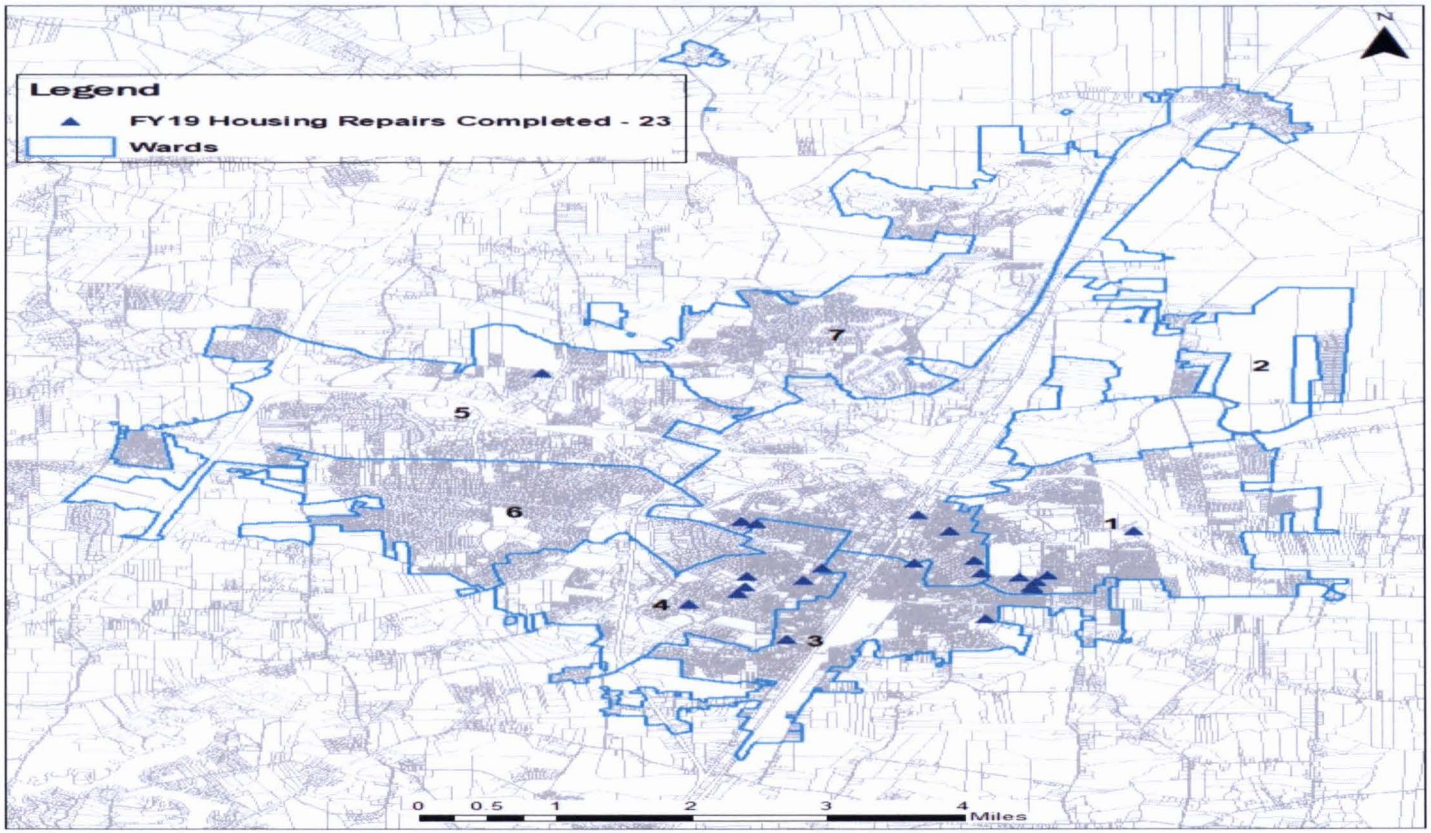

City of Rocky Mount FY2020-2021 CDBG Funding

	Proposed 2020-2021
Program Administration (20%)	$105,328
Section 108 Loan Repayment (Douglas Block)	$103,000
Public Service (15%)	$78,996
Redevelopment Projects	$164,316
Rehab Delivery Costs	$50,000
Economic Development Activity	$25,000
Total	$526,640

2020-2021 Proposed CDBG Project Areas

- **Redevelopment Projects** ($164,316)
  - **Housing rehabilitation costs**—Rehab 12 units to serve 12 households
    - **Down East**—Rehab 3 units with potential to serve 3 households
    - **Holly Street**—Rehab 3 units with potential to serve 3 households
    - **Central City**—Rehab 3 units with potential to serve 3 households
    - **Southeast Rocky Mount**—Rehab 3 units with potential to serve 3 households
- **Rehab Delivery Costs**—Support rehabilitation needs assessments, cost estimates, pre and post inspections, write-ups, project monitoring, and rehab for 20 housing units ($50,000)
- **Economic Development** – Provide support services for start-up and existing businesses by providing one-on-one small business counseling and technical assistance ($25,000)
- **Public Service**—Assist residents by awarding funding to nonprofits through an RFP process ($78,996)

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2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT
Coronavirus (CDBG-CV) Funding

CDBG-CV FUND ALLOCATIONS - $309,806

- *The Coronavirus Aid, Relief, and Economic Security Act* (CARES Act), Public Law 116-136, has made available $5 billion in CDBG-CV funds to respond to the growing effects of this historic public health crisis.
- The CDBG-CV funds can be used to prevent, prepare for, and respond to the coronavirus (COVID-19).
- The CDBG-CV funds are being recommended for utilities assistance.

Schedule for Public Processes

Date	Annual Action Plan Activities
May 28	Submission of Advertisement to 3 Local Newspapers
May 29	Submission of Document to City Manager
June 8	Public Display Period Begins
June 8	Presentation to City Council during Committee on the Whole (COW) Meeting
June 22	Public Hearing in Rocky Mount/Nash County during City Council Meeting
July 6	Public Hearing in Edgecombe County during Board of Commissioners Meeting
July 8	Public Display Period Ends
July 13	Rocky Mount City Council Agenda Requesting Approval of Action Plan
July 15	Annual Action Plan due to HUD

Updated: June 3, 2020

The City of Rocky Mount & The Down East HOME Consortium

FY 2020-2021 Proposed Annual Action Plan

For Housing and Community Development

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Introduction

The Fiscal Year 2020 - 2021 (Program Year 2020) Annual Action Plan represents the third year of the City of Rocky Mount and Down East HOME Consortium's (DEHC) Consolidated Plan for the Fiscal Year's 2018 - 2021 (Con Plan) as approved by the Rocky Mount City Council and accepted by the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan is the City of Rocky Mount and DEHC's application for the HUD Community Development Block Grant (CDBG) entitlement program, CDBG Coronavirus (CDBG-CV), and HOME Investment Partnership Program and identifies the proposed project to be funded during the City's and DEHC's Program Year 2020.

The Annual Action Plan outlines priorities and goals for the 2020 - 2021 Program Year, identifies how the Three-Year Consolidated Plan will be implemented, and provides a summary of actions, activities, and federal and non-federal resources that will be used to address priority needs and goals.

Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Evaluation of past performance

In the second year of implementing the Three-Year Consolidated Plan for Fiscal Year 2018 - 2021, the City of Rocky Mount and DEHC achieved the following accomplishments:

- 23 urgent repairs completed for very-low-to low-income homeowners
- 23 housing repairs completed for low-to-moderate income homeowners

- 2 scattered site rehabs completed for low-to-moderate income homeowners
- 27 housing rehab matching rebates completed for homeowners
- 72 small businesses and entrepreneurs received business services
- 69 homeowners received foreclosure mitigation or pre-purchase housing counseling
- 7 students received in-depth classroom and hands-on training in basic construction methods and carpentry skills

The City will continue to work to provide more housing opportunities for its residents. There is a lack of incentives for developers to include affordable housing in their proposed developments. These observations are true for jurisdictions participating in the DEHC.

In both Edgecombe and Nash Counties, the DEHC will continue to utilize HOME funds to rehabilitate dilapidated housing units to help prevent homelessness for families who own their homes but cannot afford extensive repairs.

Summary of Citizen Participation Process and consultation process

The City of Rocky Mount and DEHC conducted two public hearings on June 22, 2020 and July 6, 2020 to solicit input from citizens on community development needs. A public notice was published in the Rocky Mount Telegram, Nashville Graphic, and Tarboro Weekly, thirty days preceding the public hearings in addition to being posted on the City of Rocky Mount website and the City of Rocky Mount Office of Community & Business Development and Edgecombe County Planning Office. A presentation including an overview of the CDBG Entitlement Program, HOME Investment Partnership Program, and purpose of the Annual Action Plan, estimated funding amount and eligible projects.

Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Summary of comments or views not accepted and the reasons for not accepting them

All comments were incorporated into the Annual Action Plan.

Summary

In preparation for the public hearings, to solicit input for the Fiscal Year 2020 - 2021 (Program Year 2020) Annual Action Plan, the City of Rocky Mount Community & Business Development staff developed a presentation describing the Community Development Block Grant Entitlement Program, CDBG-CV, HOME Investment Partnership Program, the purpose of the Annual Action Plan, the estimated funding available for Program Year 2020 and the types of eligible projects.

PR-05 Lead & Responsible Agencies - 91.200(b)

Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Rocky Mount	Department of Community and Business Development
HOME Administrator	Rocky Mount	Department of Community and Business Development

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

Cornelia L. McGee, Community Development Administrator
City of Rocky Mount
Department of Community & Business Development
Post Office Box 1180
Rocky Mount, NC 27802-1180
Office: (252) 972-1178
Fax: (252) 972-1581
Email: Cornelia.McGee-Anthony@rockymountnc.gov

Hurricane Matthew resulted in the displacement of hundreds of families. The entirety of the Town of Princeville's public housing stock was lost due to flooding. The Housing Authority has appealed HUD's decision to not rebuild the units and has received this approval.

To help achieve excellent quality of life and living environment for its public housing tenants, the Rocky Mount Housing Authority (RMHA) and the housing authorities in Tarboro provide funds in support of programs and activities to enhance the lives of these households. Physical improvements such as modernization of kitchens and baths, upgrading heating systems, exterior renovations, and site work (sidewalks, landscaping, paving) represent on-going efforts in that direction.

The City also supports the Rocky Mount Housing Authority's efforts to develop senior assisted housing in response to the increasing number of elderly residents in the City. The City also recognizes the need for additional handicapped units and supports the Rocky Mount Housing Authority's renovation program to create more non-senior handicapped units.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Rocky Mount and DEHC support the efforts of the public housing agencies to improve the lives of residents through rehabilitation efforts.

Rocky Mount Housing Authority actively encourages public housing residents to become involved in management through participation in the newly created Resident Advisory Board and consultations with resident advisory representatives concerning specific needs, issues, or problems.

The City and Rocky Mount Housing Authority also encourage residents to become homeowners through participation in the First-Time Home Buyers program and other resident education and outreach efforts.

The Tarboro Redevelopment Commission has a Resident Advisory Board which provides input into the operations and maintenance of THA.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Rocky Mount and the DEHC, working with the counties, local churches, agencies, and not-for-profit organizations, attempt to monitor the situation and to provide services to meet the needs the homeless and to prevent homelessness.

There has been an increased need for transitional housing and support services for persons with substance-abuse patients and the mentally ill over the past five years. At this time there is only one transitional housing facility for the mentally ill and it can house only five men. The Edgecombe-Nash County Mental Health Department offers 40 units of permanent supportive housing to men, women and children.

Homeless veterans are identified by outreach teams asking about military service, coordinated assessment staff asking veteran status on assessment, Supportive Services for Veteran Families (SSVF) grantees outreaching to unsheltered veterans and calling referral sources in the community, in addition to veterans calling into the State's veteran hotline. To increase access, CoC staff provide maps and contact information for the CoC and SSVF programs to the NC Department of Military & Veterans Affairs for a resource guide that is distributed to veterans and agencies serving veterans, including Veteran Service Officers. CoC staff ensure that Regional Committees, VA grantees and VA staff are connected, and each region's coordinated assessment system has a specific process for referring identified veterans to VA programs. SSVF grantees are very active in Regional Committees and complete the majority of screening for VA eligibility. Some Regional Committees currently have by-name lists of homeless veterans and the CoC is working on creating a CoC-wide by-name list.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Not applicable

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	ROCKY MOUNT HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has worked diligently with Rocky Mount Housing Authority on creation of affordable housing units for transitional housing. The City also supports the Rocky Mount Housing Authority's efforts to develop senior assisted housing in response to the increasing number of elderly residents in the Rocky Mount. Additionally, the City recognizes the need for additional handicapped units and supports the Rocky Mount Housing Authority's renovation program to create more non-senior handicapped units.
2	**Agency/Group/Organization**	UNITED COMMUNITY MINISTRIES
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	With the resources available, the City attempts to prevent homelessness, address special needs populations, assist the homeless, and eliminate chronic homelessness, through increasing the availability of affordable housing and providing financial support to United Community Ministries (UCM). The City works with UCM to develop and implement programs to address the issue of public institutions that may discharge persons into homelessness. The emergency shelter activities will continue through programs at the UCM's Emergency Shelter.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	State of North Carolina's Balance of State Continuum of Care Plan	The Twin Counties Housing Initiative (TCHI) is a coalition of service providers, faith community representatives, and homeless persons. The City of Rocky Mount and counties participate in the State of North Carolina's Balance of State Continuum of Care Plan, and the TCHI has submitted a Rapid ReHousing Grant application to meet the growing demand for homeless housing.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation

A draft of the FY2020-2021 Proposed Annual Action Plan was made available for public review and comment for 30 days beginning June 8, 2020 and ending on July 8, 2020. Copies of the draft document could be reviewed online at http://www.rockymountnc.gov and they were available for review at the following locations during regular business hours:

- Office of Community & Business Development, Frederick E. Turnage Municipal Building, 331 S. Franklin Street Rocky Mount, NC 27804
- Public Hearing (same address): Monday, June 22, 2020 at 4 p.m. in City Council Chamber on the 3rd floor
- Planning & Development Department, Edgecombe County Administrative Building, 201 St. Andrew Street Tarboro, NC 27886
- Public Hearing (same address): July 6, 2020, at 7 p.m.

Written comments were encouraged and were asked to be received at the following location no later than July 8, 2020 to be considered:

Ms. Cornelia L. McGee, Community Development Administrator
331 South Franklin Street
Post Office Box 1180
Rocky Mount, NC 27802-1180
Cornelia.McGee-Anthony@rockymountnc.gov

It is anticipated that the Rocky Mount City Council will approve the Proposed Annual Action Plan at its regular meeting on July 13, 2020 at 7 p.m. The City of Rocky Mount will submit the Annual Action Plan to HUD on or before July 15, 2020.

Citizen Participation Outreach

Sort Order	1	2	3
Mode of Outreach	Newspaper	Internet Outreach	Public Hearing
Target of Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Residents of Public and Assisted Housing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Residents of Public and Assisted Housing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Residents of Public and Assisted Housing
Summary of response/ attendance			
Summary of comments received			
Summary of comments not accepted and reasons			
URL (If applicable)		https://www.rockymountnc.gov/departments_services/community_business_development	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c) (1,2)

Introduction

The following table outlines the federal resources available in Program Year 2020-2021 to address housing and non-housing community development needs in Rocky Mount and DEHC. Currently, the Rocky Mount and the DEHC utilizes CDBG and HOME funds for owner-occupied rehabilitation/replacement, housing repair, housing development, urgent housing repair, public services, blight removal and other eligible activities. These funding sources are expected to be available over the next five years.

The CDBG and program income resources are applicable to Rocky Mount only. The City expects to receive $526,640 in CDBG funds and $309,806 in CDBG Coronavirus (CDBG-CV) funds, and the entire DEHC expects to receive $417,205 in HOME funds in Fiscal Year 2020-2021.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	$526,640	$0	$948,842	$1,475,482	$1,475,482	CDBG funds for non-housing community development.

HOME	Public - Federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	$417,205	$0	$1,612,307	$2,029,512	$2,029,512	HOME funds for housing activities.
CDBG-CV	Public – Federal	Public Services	$309,806	$0	$0	$309,806	$309,806	CDBG-CV funds to prevent, prepare for, and respond to the coronavirus (COVID-19).

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In 2019, the City of Rocky Mount received $100,000 from the North Carolina Housing Finance Agency and $500,000 in City general funds for housing and community development.

In addition to federal CDBG allocations, State CDBG funds are disbursed on a competitive basis to non-entitlement communities. Historically, the Towns of Middlesex, Spring Hope, Bailey, Sharpsburg, and Whitakers, and Edgecombe County have received CDBG Community Revitalization (Concentrated Needs) and Scattered Site Housing funds from the North Carolina Division of Community Assistance to assist with some of their local housing and community development needs. At the time of publication of this document,

State CDBG funds were not available for housing rehabilitation, which significantly impacts small municipalities' ability to address critical housing needs.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Redevelopment Commission for the City of Rocky Mount purchases land to facilitate housing and commercial development. In addition, the City owns donated vacant lots throughout the City that may be available for future development of affordable housing. For example, the Beal Street Redevelopment in the Happy Hill neighborhood was originally purchased by the Redevelopment Commission for the purpose of developing affordable housing.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Prepare cost-benefit analysis of revitalization strategies that create, rehabilitate, preserve and/or fund affordable housing opportunities— the city will conduct a cost-benefit analysis of the following community revitalization strategies and share the conclusions with the public: general obligation bond, housing rehabilitation, construction, and homeownership assistance, inclusionary zoning, affordable housing set-asides, multi- family tax abatements and equitable code enforcement.	2020	2021	Affordable Housing	City of Rocky Mount	Affordable Housing	CDBG/ HOME Admin CDBG: $105,328 HOME: $41,720	Completion of cost benefit analysis for revitalization strategies and the development of implementation plans for approved strategies.

2	Plan for the development of affordable housing options in areas throughout the City of Rocky Mount- Plan for and use a balanced approach to addressing current racial segregation in the targeted areas of opportunity, while providing for affordable housing options in higher opportunity areas throughout the city.	2020	2021	Affordable Housing	City of Rocky Mount	Affordable Housing	CDBG/ HOME Admin CDBG: $105,328 HOME: $41,720	Other
3	Establish guiding principles for equitable code enforcement.	2020	2021	Affordable Housing	City of Rocky Mount	Affordable Housing	CDBG/ HOME Admin CDBG: $105,328 HOME: $41,720	Other
4	Expand housing choice and access to opportunity	2020	2021	Affordable Housing	Nash and Edgecombe Counties, City of Rocky Mount	Affordable Housing – Scattered site housing rehabilitation, New Housing Development; Rental Housing	HOME: $312,904	8 Units rehabilitated and/or developed

5	Increase homeownership among low-income households and members of the protected classes	2020	2021	Affordable Housing	City of Rocky Mount	Affordable Housing – Housing Rehabilitation	CDBG: $214,316	12 Units rehabilitated and rehab delivery
6	Increase Affordable Housing	2020	2021	Affordable Housing	Nash and Edgecombe Counties, City of Rocky Mount	Community Housing Development Organization (CHDO)	HOME: $62,581	2 Units rehabilitated and/or developed
7	Economic Development: Section 108 Loan Repayment	2020	2021	Non-Housing Community Development	Citywide	Economic Development	CDBG: $103,000	Businesses Assisted: 10 Businesses
8	Provide public services:	2020	2021	Homeless Non-Homeless Special Needs	Citywide	Public Services Fair Housing/Services for the Homeless	CDBG: $78,996 CDBG-CV: $309,806	Public service activities other than Low/Moderate Income Housing Benefit: 2,000 Persons Assisted

9	Economic Development Activities	2020	2021	Non-Housing Community Development	Citywide	Economic Development	CDBG: $25,000	Businesses Assisted: 5
10	Administration of CDBG and HOME programs; Strengthen fair housing enforcement, operations, and education.	2020	2021	Administration	City of Rocky Mount	Planning and Administration; Fair Housing Education and Enforcement	CDBG: $105,328 HOME: $41,720	Other

Table 2 – Goals Summary

The City of Rocky Mount received a Section 108 Loan in the amount of $3,598,248.36 for the redevelopment of the Douglas Block area. Douglas Block is a public-private redevelopment project that has resulted in a thriving commercial center in Downtown Rocky Mount.

Goal Descriptions

Goal/Objective	Activities/Outcomes
Prepare cost-benefit analysis of revitalization strategies that create, rehabilitate, preserve and/or fund affordable housing opportunities— the city will conduct a cost-benefit analysis of the following community revitalization strategies and share the conclusions with the public: general obligation bond, housing rehabilitation, construction, and homeownership assistance, inclusionary zoning, affordable housing set asides, multi-family tax abatements and equitable code enforcement. Plan for the development of affordable housing options in areas throughout the City of Rocky Mount- Plan for and use a balanced approach to addressing current racial segregation in the targeted areas of opportunity, while providing for affordable housing options in higher opportunity areas throughout the city. Establish guiding principles for equitable code enforcement. Leverage HOME and CDBG funding with other resources to support CHDO projects in Target Areas of Opportunity. Increase public outreach, engagement and awareness opportunities concerning housing issues.	• Capacity building • Technical Assistance • Policy recommendations • Housing rehabilitation • Urgent Repairs • Rental housing development • Public services • Small Business Development – Economic Opportunities • Public Infrastructure Improvements • Owner-occupied housing development • Work with the Rocky Mount Metropolitan Planning Organization to identify neighborhoods/employers underserved by public transit
Increase homeownership among low-income households and members of the protected classes. Improve the utilization of public transit for low income and disabled persons	• Phase II Beal Street developing 22 single family homes • Additional bus stops along public transit routes
Administration of CDBG and HOME programs Strengthen fair housing enforcement, operations, and education	• Administration • Fair Housing Education and • Enforcement

The following are the Year One goals from the AFH:

- A social and economic impact analysis of current, proposed, and known future development in and around Downtown on neighborhood identified by the Housing Study as Targeted Areas of Opportunity
- Conduct a cost-benefit analysis of the following community revitalization strategies and share the conclusions with the public: general obligation bond for affordable housing rehabilitation, construction, and homeownership assistance; inclusionary zoning and affordable housing set-asides; multi-family tax abatements; rental and vacant property registry; and equitable code enforcement
- Plan for and use a balanced approach to addressing current racial segregation in the targeted areas of opportunity, while providing for affordable housing options in higher opportunity areas throughout the city.
- Identify key community assets and major employers currently underserved by transit service and determine feasibility of extending routes to these locations.

In addition, the following goals will be implemented (no cost to implement):

- Identify additional leaders in the local Hispanic community and work with them to identify locations and publications to disseminate information about community development programs, fair housing, tenant rights, and affordable housing options to reach people with limited English proficiency. Update the City's Language Access Plan to reflect these new initiatives.
- Continue to provide CDBG funding to non-profits who provide career readiness, job training, and other educational programs targeted towards low-income individuals and members of the protected classes.
- Continue to provide HOME and CDBG assistance for housing rehabilitation and new construction, including the facilitation of contractor workshops. Give priority to projects that improve fair housing choice and access to opportunity for members of the protected classes, such as LIHTC developments and supportive housing in higher opportunity areas. This includes mixed income developments that will increase the tax base, benefitting school districts and stimulating private development.
- Continue providing CDBG assistance for public facility and infrastructure accessibility improvements, giving priority to projects in R/ECAPs.

- Work with the housing authorities and other affordable housing providers to develop an Affordable Housing Directory and update on an annual basis.
- Continue to partner with the Workforce Housing Advisory Commission to monitor real estate activities and help form policies to prevent displacement while encouraging equitable economic development in neighborhoods.
- Continue the provision of funding to organizations who provide homebuyer and foreclosure counseling services.
- Continue to support the City of Rocky Mount Human Relations Commission's and Edgecombe County's fair housing activities.

AP-35 Projects - 91.420, 91.220(d)

Introduction

In late 1996, ten local communities in Nash and Edgecombe Counties in eastern North Carolina, formed the Down East HOME Consortium (DEHC). With the City of Rocky Mount, already a Community Development Block Grant (CDBG) Entitlement City, as the Lead Entity, the Consortium began receiving Home Investment Partnerships Program funds (HOME) in 1997.

Currently, the following jurisdictions comprise the DEHC:

Conetoe	Rocky Mount
Edgecombe County	Sharpsburg
Middlesex	Spring Hope
Pinetops	Whitakers
Princeville	

Edgecombe and Nash Counties' membership in the DEHC does not include the governments of the municipalities in both Counties who chose not to join the Consortium.

CDBG assistance will be directed to the qualified low- and moderate-income areas in the City of Rocky Mount, while HOME funds will be allocated to the participating members of the Consortium in percentages relative to the population of each within the Consortium.

When the Consortium was established, the member jurisdictions, with Rocky Mount as the lead entity, agreed upon an allocation formula based on the "percent of total Consortium population" for each member. Subsequently, the DEHC agreed to disburse funds on a County basis, excluding Rocky Mount. This agreement was implemented beginning with FY 2006-2007 and will continue with this FY 2020-2021 Annual Action Plan.

Currently, the DEHC has a match balance sufficient to meet the match requirement. There is no match requirement for FY 2020-2021*. The chart below provides a summary of anticipated HOME resources for the Consortium in FY 2020-2021.

HOME Funds: Consortium - 2020-2021

Total Allocation	$417,205
Minus 10% HOME Admin	$41,720
Balance	$375,485
Match Base	
Minus 15% CHDO Activity	$62,581
Home Participating Jurisdiction Funds	$312,904
*Required Match	$ -
HOME Activities	$312,904

Based on the allocation formula the funds for each jurisdiction are **estimated** as follows:

Participating Jurisdiction	% Multiplier	Match	HOME Allocations
Edgecombe County	11.2%	$0.00	$65,119
Conetoe	0.1%	$0.00	$558
Middlesex	0.9%	$0.00	$5,488
Pinetops	1.4%	$0.00	$8,133
Princeville	1.8%	$0.00	$10,368
Rocky Mount	26.6%	$0.00	$194,371
Sharpsburg	2.9%	$0.00	$16,836
Spring Hope	1.4%	$0.00	$7,854
Whitakers	0.7%	$0.00	$4,177
TOTAL			**$312,904**

The following CDBG funds are specific to the City of Rocky Mount, and do not include the DEHC.

Anticipated CDBG Funds: 2020-2021

Total Allocation	$526,640
Minus 15% Public Service	$78,996
Balance	$447,644
Minus 20% CDBG Admin	$105,328
Balance	$342,316
Minus Section 108 Loan	$103,000
Programmable CDBG Funds	$239,316
Minus Allowable Activities	$239,316
Anticipated CDBG Balance	$0

The following project information for FY 2020-2021 provides a comprehensive overview of CDBG activities for the City of Rocky Mount.

CDBG Funds	Amount
Administration	$105,328
Section 108 Loans	$103,000
Public Services (Fair Housing, Housing Counseling, etc.)	$78,996
Redevelopment Project	$164,316
Rehab Delivery Costs	$50,000
Economic Development Activity	$25,000
TOTAL	$526,640

Projects

The following are the proposed projects and activities that will be undertaken in FY 2020-2021 with CDBG and HOME funds:

Work will continue in the areas of Holly Street, Central City, and South Rocky Mount. It is anticipated that there will be projects in the Down East, Beal Street, Vance Street, and Southeast Rocky Mount/Around the Y areas as redevelopment planning is currently underway.

Please note that specific strategies will be developed and proposed to city management and city council as part of the implementation processes for both the Consolidated Plan and the annual action plan. With continued communication involving community work sessions, a proposed housing advisory group, and other activities, the City will shape and implement strategies that address the goals and activities identified in the Assessment of Fair Housing report, the Three-Year Consolidated Plan and this Annual Action Plan.

CDBG

- Redevelopment Projects ($164,316)
  - Housing rehabilitation costs— Rehab 12 units to serve 12 households
    - Holly Street — Rehab 3 units with potential to serve 3 households
    - Down East — Rehab 3 units with potential to serve 3 households
    - Southeast Rocky Mount — Rehab 3 units with potential to serve 3 households
    - Central City — Rehab 3 units with potential to serve 3 households
- Rehab Delivery Costs/Inspections and Write Ups for Housing Repair--Support repairs and rehab of 20 units ($50,000)
- Public Service--Assist 500 residents by rewarding funding to nonprofits through an RFP process ($78,996)

CDBG-CV

- Public Service--Assist 1,500 residents by rewarding funding to nonprofits through an RFP process ($309,806)

HOME

- Edgecombe/Nash County Scattered Sites--Rehab 8 units or acquire 8 lots with potential to serve 8 households ($312,904)
- CHDO—Develop and/or rehab 2 units or acquire 2 lots with potential to serve 2 households ($62,581)

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Rocky Mount and the DEHC jurisdictions have developed a strategic plan to address the key issues raised in the course of this analysis, and which met the HUD requirements for elements to be addresses by this plan.

The four overarching goals, intended to benefit low-, very low- and extremely low-income persons are:

1. To increase affordable housing opportunities through-out the City;
2. To increase public outreach, engagement and awareness opportunities concerning housing options and opportunities;
3. To provide decent housing;
4. To provide a suitable living environment; and
5. To provide expanded economic opportunities.

Several areas of specific need emerge from this analysis and documentation. Each of these needs fits within the three goals noted above. These needs, translated into tangible goals include:

- Provide affordable housing to extremely low-, very low-, and low-income households of all types in order to prevent homelessness;
- Reduce reports of problems with housing, focusing on low-income renters and owners, and especially the elderly in this category;
- Create affordable housing opportunities for both renters and owners; Increase antipoverty programs that integrate job training and placement, welfare to work initiatives, and other programs aimed at improving opportunities for economic self-sufficiency;
- Promote economic development initiatives in coordination with state and federal programs;
- Provide quality public services to low- and moderate-income residents;
- Provide quality public facilities for the needs of low-and moderate-income households.

The system for establishing the priority for these goals and strategies is predicated upon the following criteria in descending order of importance:

AP-38 Project Summary

Project Summary Information

See above.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Rocky Mount will target CDBG funding to neighborhood revitalization activities in order to maximize outcomes and meet performance measures. The majority of funds will be used for urgent housing repair, blight abatement, and rehabilitation of existing rental and multi-family housing in center-city neighborhoods identified as Target Areas of Opportunity (TAOs). These allocations serve the low- and moderate-income areas of the City and provide multiple benefits with respect to maintaining neighborhoods, providing affordable housing, and creating economic opportunity.

Other activities will continue to be implemented on a scattered site basis. These projects serve to keep low- and moderate-income families and individuals in their homes, thus addressing issues of affordability and sustainability.

Within the rest of the DEHC, housing rehabilitation project activities will occur in Edgecombe and Nash Counties on a scattered site basis. This effort keeps low- and moderate-income, often elderly, families and individuals in their homes.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The City and DEHC focus their housing efforts on providing affordable housing for residents of the two counties. These efforts include housing rehabilitation programs as well as redevelopment projects involving the acquisition and rehabilitation of existing units, as described below. Neither the City nor DEHC provide rental assistance, but they do support the efforts of area CHDOs in the development of new housing.

The affordable housing programs and goals are described below:

One Year Goals for the Number of Households to be Supported	
Homeless	100
Non-Homeless	25
Special-Needs	20
Total	145

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	22
Rehab of Existing Units	36
Acquisition of Existing Units	4
Total	62

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Public housing units are located in the larger Consortium jurisdictions of Rocky Mount, Tarboro, and Princeville. Each of these programs is described below. A more complete description of each is found in the Needs of Public Housing section of this plan.

Rocky Mount Housing Authority

The Rocky Mount Housing Authority (RMHA) was formed in 1951 to provide affordable housing to low and very low-income citizens.

RMHA has 754 units of public housing. The City of Rocky Mount and the RMHA partnered to implement the Beal Street Redevelopment Plan and the Neighborhood Stabilization Program in the City. The City acquired a 24-unit townhouse complex, which it rehabbed and sold to RMHA at a considerable discount in order to increase the supply of affordable rental units.

RMHA opened its public housing waiting list in February 2019 to help 50 victims of Hurricane Matthew due to the expiration of FEMA housing assistance.

Rocky Mount Section 8 Inventory

The RMHA has 265 vouchers in the Housing Choice Voucher (HCV) Program. The Waiting List for this program is closed until further notice because the number of applicants far exceeds the expected turnover rate. No HCV units are expected to be lost.

Tarboro Housing Authority

In the Town of Tarboro, public housing is managed by the Town of Tarboro Redevelopment Commission. The Commission manages and operates three public housing developments, one Section 8 housing complex, and 82 units of scattered site public housing.

Princeville Housing Authority

Hurricane Matthew resulted in the displacement of hundreds of families. The entirety of the Town of Princeville's public housing stock was lost due to flooding. The Housing Authority has appealed HUD's decision to not rebuild the units and has received this approval.

To help achieve excellent quality of life and living environment for its public housing tenants, the Rocky Mount Housing Authority (RMHA) and the housing authorities in Tarboro provide funds in support of programs and activities to enhance the lives of these households. Physical improvements such as modernization of kitchens and baths, upgrading heating systems, exterior renovations, and site work (sidewalks, landscaping, paving) represent on-going efforts in that direction.

The City also supports the Rocky Mount Housing Authority's efforts to develop senior assisted housing in response to the increasing number of elderly residents in the City. The City also recognizes the need for additional handicapped units and supports the Rocky Mount Housing Authority's renovation program to create more non-senior handicapped units.

Actions planned during the next year to address the needs to public housing

Rocky Mount and DEHC support the efforts of the public housing agencies to improve the lives of residents through rehabilitation efforts.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Rocky Mount Housing Authority actively encourages public housing residents to become involved in management through participation in the newly created Resident Advisory Board and consultations with resident advisory representatives concerning specific needs, issues, or problems.

The City and Rocky Mount Housing Authority also encourage residents to become homeowners through participation in the First-Time Home Buyers program and other resident education and outreach efforts.

The Tarboro Redevelopment Commission has a Resident Advisory Board which provides input into the operations and maintenance of THA.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

A "troubled housing authority or agency" is one that is in its third year of not having met targets for improved performance. Both the Rocky Mount Housing Authority and Tarboro Housing Authority are designated "high performing" agencies.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The City of Rocky Mount and the Consortium communities continue to face significant problems associated with homelessness and the prevention of homelessness. The City and the DEHC, working with the counties, local churches, agencies, and not-for-profit organizations, attempt to monitor the situation and to provide services to meet the needs the homeless and to prevent homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

The City of Rocky Mount and the Consortium communities will continue to support agencies working to address homelessness.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

With the resources available, the City attempts to prevent homelessness, address special needs populations, assist the homeless, and eliminate chronic homelessness, through increasing the availability of affordable housing and providing financial support to United Community Ministries (UCM). Given the extent of need and the limited resources available, the City and the DEHC allocates resources to meet these homeless and special needs through the following programs:

- Scattered Site Housing Rehabilitation and Substantial Housing Rehab/Housing Replacement
- Ensuring rehabbed and newly constructed properties are brought up to Energy Star standards.
- The Beal Street Redevelopment in Rocky Mount is focused on property acquisition and demolition in the targeted Happy Hill community. Dilapidated housing was replaced with approximately 80 constructed multifamily housing units,
- The Harambee Square Apartment Renovations in Rocky Mount is providing modern affordable and handicapped accessible units to the senior citizen community.

In addition, the City will continue to assist programs that provide a range of supportive services to persons at risk of becoming homeless. The City works with UCM to develop and implement programs to address the issue of public institutions that may discharge persons into homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter activities will continue through programs at the Bassett Center, the Salvation Army, My Sister's House, Tarboro Community Outreach and the United Communities Ministries' Emergency Shelter.

The City has worked diligently with Rocky Mount Housing Authority on the creation of affordable housing units for transitional housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

There has been an increased need for transitional housing and support services for persons with substance-abuse patients and the mentally ill over the past five years. At this time there is only one transitional housing facility for the mentally ill and it can house only five men. The Edgecombe-Nash County Mental Health Department offers 40 units of permanent supportive housing to men, women and children.

Homeless veterans are identified by outreach teams asking about military service, coordinated assessment staff asking veteran status on assessment, Supportive Services for Veteran Families (SSVF) grantees outreaching to unsheltered veterans and calling referral sources in the community, in addition to veterans calling into the State's veteran hotline. To increase access, CoC staff provide maps and contact information for the CoC and SSVF programs to the NC Department of Military & Veterans Affairs for a resource guide that is distributed to veterans and agencies serving veterans, including Veteran Service Officers. CoC staff ensure that Regional Committees, VA grantees and VA staff are connected, and each region's coordinated assessment system has a specific process for referring identified veterans to VA programs. SSVF grantees are very active in Regional Committees and complete the majority of screening for VA eligibility. Some Regional Committees currently have by-name lists of homeless veterans and the CoC is working on creating a CoC-wide by-name list.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Twin Counties Housing Initiative (TCHI) is a coalition of service providers, faith community representatives, and homeless persons. The City and counties participate in the State of North Carolina's Balance of State Continuum of Care Plan, and the TCHI has submitted a Rapid ReHousing Grant application to meet the growing demand for homeless housing.

TCHI is partnering with the local Social Security office to aid in discharge policy and program eligibility for the homeless.

The City of Rocky Mount has addressed the priorities established by TCHI in the past and will continue to look to this body for direction in developing homeless assistance strategies.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The major barrier to affordable housing in the City of Rocky Mount and the DEHC in general is the high cost of housing created by rising land, infrastructure, and construction costs.

A review of local ordinances, zoning, fees and building codes notes that the City's zoning code permits a wide range of housing construction in a range of areas across the City. The building codes, while contributing in some measure to increased construction costs, are necessary for the health and safety of residents; the same applies to the development standards and subdivision regulations.

The City continues to work to provide more housing opportunities for its residents. There is a lack of incentives for developers to include affordable housing in their proposed developments. These observations are true for the jurisdictions participating in the DEHC.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City and DEHC completed an Analysis of Impediments to Fair Housing in advance of the development of this Consolidated Plan.

The following contributing factors of disparities in access to opportunity were identified, some of which are barriers to affordable housing:

- The availability, type, frequency, and reliability of public transportation
- Impediments to mobility/inaccessible public or private infrastructure
- Location and type of affordable housing
- Location of employers
- Land use and zoning laws
- Location of proficient schools and school assignment policies

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The following information illustrates other actions that Rocky Mount and the DEHC will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City of Rocky Mount and the DEHC ability to meet underserved needs is the limited amount of funding to address identified priorities. The Consortium will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Actions planned to foster and maintain affordable housing

The City has been implementing focused community development/revitalization in an effort to provide affordable housing and at the same time maintain good neighborhoods, stop the deterioration of tipping point neighborhoods and turnaround deteriorating neighborhoods. These projects include Beal Street Redevelopment, Genesis Estates, Holly Street Revitalization, Starling Way Apartments, M.S. Hayworth Court, Ravenwood Crossing, and East Grand Avenue Apartments.

In both Edgecombe and Nash Counties, DEHC will continue to utilize HOME funds to rehabilitate dilapidated housing units to help prevent homelessness for families who own their homes but cannot afford extensive repairs.

Actions planned to reduce lead-based paint hazards

The DEHC communities have concentrations of older housing that have a very high chance of containing lead paint as well as concentrations of children in the most susceptible age range. Many of these concentrations of older homes in Rocky Mount are located in the CDBG eligible Census Tracts which have significant low/moderate populations.

It should be noted, however, that the lead-based paint hazard remains a significant problem for all households living in units with lead-based paint.

All contractors are required by the City to have lead Renovation, Repair and Painting (RRP) certification before working on any housing rehabilitation projects.

Actions planned to reduce the number of poverty-level families

Rocky Mount and the DEHC will collaborate with human service, social service, and economic development agencies and organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes.

Actions planned to develop institutional structure

Investigation of housing partnership tools in other cities, including projects with national housing foundations, is an important first step in establishing new partnerships. The City and the DEHC will research the organization of housing partnerships in other cities of similar size in the southeast to determine what models or techniques might be successfully employed in the Consortium communities.

New and existing public-private partnerships are critical, and must be fostered, expanded, and strengthened. In particular, new methods need to be developed of involving churches, financial institutions, educational institutions, corporations, and foundations.

Actions planned to enhance coordination between public and private housing and social service agencies

See above.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed: 0.
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan: 0. Not borrowing any additional funds.
3. The amount of surplus funds from urban renewal settlements: 0.
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan: 0.
5. The amount of income from float-funded activities: Not applicable.

Total Program Income: 0.

Other CDBG Requirements

1. The amount of urgent need activities: 0.

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Down East HOME Consortium working with recognized CHDO's will provide decent, safe affordable housing for area residents. The period of affordability will be based on the minimum period for Homebuyer, Affordable Rental Housing Development and Rental Assistance programs as described under the HOME Investment Program 24 CFR Part 92 Final Rule September 16, 1996 (92.254).

The original owner shall recapture the full amount of the HOME subsidy from any subsequent sale within the period of affordability. To ensure a fair return to the homeowner in the event of a subsequent sale, the amount targeted for recapture shall be reduced by any lump sum payments with adjustments to be made on an annual basis. Subsequent to the determination of the amount to be recaptured, the period of affordability will be set. The amount to be recaptured will be divided by the number of years of affordability, which will yield the subsidy to be forgiven for each year during the period of affordability. Each year the house remains unsold, the recapture amount will be reduced by the forgiven subsidy. Such reductions will take effect in arrears on the anniversary date of the loan on an annual basis. The recapture amount for the new year shall be set after deducting the amount to be forgiven and any lump sum payments. Additional information, in detail, covering the Consortium's Resale and Recapture Policies are presented below (#3).

3. Recapture

To ensure affordability, the Consortium will impose recapture requirements. The primary policy of the Consortium is to rely on "Recapture" provisions as a tool to insure affordability to potential low and very low-income buyers. The "Recapture" provisions are set forth as follows:

1. These provisions will ensure that the City and DEHC recoup all or a portion of the HOME assistance to the homebuyers if the housing does not continue to be the principal residence of a qualifying family for the duration of the period of affordability. The period of affordability will be based upon the total amount of HOME funds subject to recapture described in Paragraph 1 of this section.
2. Based on the circumstances of each occurrence, the City and the DEHC will impose either of the following options for recapture requirements:
    a. Recapture entire amount. The City of Rocky Mount and the DEHC may opt to recapture the entire amount of the HOME investment from the homeowners, or,

b. Reduction during Affordability Period. The City of Rocky Mount and DEHC jurisdiction may reduce the HOME investment amount to be recaptured, on a prorated basis for the time the homeowner has owned and occupied the housing, measured against the required affordability period.
c. The City of Rocky Mount and DEHC may permit the homebuyer to recover the homebuyer's entire investment (down payment and capital improvements made by the owner since purchase) before recapturing the HOME investment.
d. Amount subject to recapture. The HOME investment that will be subject to recapture will be based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e., the development subsidy). The recaptured funds must be used to carry out HOME-eligible activities. If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, the resale option must be used.

4. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Periods of Affordability
The Down East Home Consortium understands that any HOME-assisted Housing must meet the affordability requirements for not less than the applicable period specified in the following chart, beginning after project completion. The per unit amount of HOME funds and the affordability period that they trigger are described below:

Under $15,000:	5-year period of affordability
$15,000 - $40,000:	10-year period of affordability
Over $40,000:	15-year period of affordability

In the case of foreclosure or transfer of title by deed in lieu on the Homebuyer, the requirement of affordability will terminate. However, the termination will cease to be in effect if the owner of record before the aforementioned action obtains an ownership interest through family or business ties.

The proceeds from the sale of the dwelling acquired and constructed and/or rehabilitated will be used to create additional affordable housing for homebuyers.

The Homebuyer will execute the Declaration of Deed Restrictions. The City of Rocky Mount will monitor each sale initiated. Along with the Declaration being executed at the loan closing, a request for notice will be executed thereby providing notice to the City in the event of foreclosure or such similar actions or transfer of title through a legitimate sale.

5. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   Not applicable.

Appendix A

Written Comments

MEMORANDUM

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Committee of the Whole

To: Cynthia T. Jones, Director of Community & Business Development CTJ

Cc: Natasha S. Hampton, Assistant City Manager

From: Cornelia L. McGee, Community Administrator CLM

Date: May 18, 2020

Re: Urgent Repair Program (URP20) and Policies for Council Approval

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Summary: The City of Rocky Mount has been awarded $100,000 from the North Carolina Housing Finance Agency to provide urgent repairs for low and very low-income homeowners within the city limits. Repairs will be done up to a dollar amount of $10,000. We anticipate completing a minimum of 12 repairs with these funds.

Requested Action: The grant agreement requires that the City Council approve the following:

- the URP20 Post Approval Documentation (PAD), URP20 Procurement and Disbursement Policy and URP20 Assistance Policy;
- authorize the Mayor to execute and the City Clerk to Attest the URP20 Procurement and Disbursement Policy and URP20 Assistance Policy;
- authorize the City Manager to execute and the City Clerk to Attest the URP20 PAD.

North Carolina Housing Finance Agency
Urgent Repair Program (URP20)
Post-Approval Documentation

URP2030	City of Rocky Mount

A. Instructions

Your Application for Funding was approved for the requested amount. The numbers in the table in section E below reflect the numbers from your application and represent the required performance standards for your URP20 award. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Kim Hargrove, Team Leader of Documentation and Compliance, MSML who will serve as your case manager throughout your project. All proposed changes to these performance standards will require Agency approval and should result in no net loss of application rating points.

B. Local Matching Funds *(Attach)*

Your Application for Funding stated that other funds would be available to assist with repairs/modifications of your proposed housing units. Please provide documentation, from the funding source, for each source of local matching funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

Source of Funds	Amount
Matching local funds	**$150,000**
Total of local matching funds committed to the URP20 project	**$150,000**

C. Assistance Policy *(Attach)*

Because URP beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that URP recipients ***adopt*** an assistance policy that thoroughly and clearly identifies criteria for eligibility for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and non-discriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be spelled out in your assistance policy. **Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation.**

D. Procurement and Disbursement Policies *(Attach)*

URP Recipients must submit a copy of their Procurement Policy that is specific to URP20 and is written in accordance with 24CFR85.36 (for units of local government), or 24CFR84.4 (for non-profit organizations), and a copy of their Disbursement Policy to the Agency for review and approval.

E. Service Area Requirements

The Application for funding was approved based partly on your targets for Program assistance by service area and the percentages of Program funding to be spent in each county within the service area. Your required targets (based on your requested amount), broken out by county, are shown in the table below.

Service Area	Proposed # of Units	Program Funds
Nash	**7**	**$56,000**
Edgecombe	**5**	**$44,000**
TOTAL	**12**	**$100,000**

Continued on Reverse Side

F. Bonding/Honesty and Fidelity Insurance Coverage *(Attach)*

Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of your URP20 funding allocation. This must be in the form of a letter from the recipient's insurer identifying the policy by number, the amount of coverage, the effective date, the positions covered by the policy, and containing a statement that NCHFA will be notified in writing if the coverage is discontinued or reduced. For self-insured units of government, the acceptable evidence of insurance will be a letter from the unit's chief financial officer or manager, stating that the unit maintains a self-insurance fund in an amount adequate to provide honesty and fidelity coverage equal to 50% of the URP20 allocation. The letter must state that the recipient will notify NCHFA in writing if the self-insurance is discontinued or reduced to a level that no longer provides the required 50% coverage.

G. Fiscal Year and Audits (*Complete this section)*

Recipients will be required to submit reports as required under NC State General Statue 143C-6-23 (Non-Government Organizations) or NC State General Statue 159-34 (Units of Local Government)

Fiscal year begins _____ and ends _____.

H. Acknowledgement of Audit Compliance Reporting Responsibilities *(Attach)*

Please have the financial person from your organization, responsible for coordinating the annual audit, complete and sign the enclosed "Audit Compliance Responsibilities" form, acknowledging its receipt. Then, return it with the completed PAD.

I. Organizational Documents *(Not Applicable)*

1. Recipients who are not units of government must supply copies of their organizational documents, including articles of incorporation, by laws and a listing of all directors, officers and staff.

2. Recipients that are private-nonprofit organizations must forward a notarized copy of their Conflict of Interest policy, in accordance with G.S. 143C-6-23, to the Agency, which addresses conflicts of interest that may arise involving any member of the recipient's management, board of directors or other governing body.

3. Recipients that are private nonprofit organizations must provide a written statement, made under oath and completed by the organizations board of directors or appropriate governing body, stating that the organization does not have any overdue taxes, as defined by G.S. 105-243.1.

J. W9 Tax ID and Direct Deposit *(Attach)*

1. Enclosed is the Form W-9 Request for Taxpayer Identification Number and Certification. Please complete this form with the requested information and return the completed form with the PAD.

2. Also, enclosed is the form for electronic payments, which will allow for direct deposit of Program funds into your designated checking account. Please complete this form with the requested information and return the completed form with the PAD.

K. Intergovernmental Agreement *(Not Applicable)*

Please provide a copy of an intergovernmental agreement between your governmental entity and the governmental entity in which you will be providing services under URP20, as required by GS 160-456.

L. Certifications

The Recipient certifies that: 1) there have been no changes in the key personnel or their roles as identified in section III. B of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided herein and herewith, is complete and accurate and that, if approved by the North Carolina Housing Finance Agency, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application.

_____	_____
Attest	Authorized Signature
_____	_____
Title Date	Title Date

City of Rocky Mount

Assistance Policy

For the 2020 Cycle of the Urgent Repair Program

What is the Urgent Repair Program? The City of Rocky Mount has been awarded $100,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2020 cycle of the Urgent Repair Program ("URP20"). This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as frail elderly and persons with disabilities. A total of 12 households will be assisted under URP20.

This Assistance Policy describes who is eligible to apply for assistance under URP20, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The City has tried to design this URP19 project to be fair, open, and consistent with the City's approved application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund. Additional funds for repair costs are provided by the City of Rocky Mount in the amount of at least $50,000.

Eligibility

To be eligible for assistance under URP20 applicants:

1) must reside within the city limits of the Rocky Mount and own and occupy the home in need of repair;
2) must have a household income which does not exceed 50% of the Rocky Mount MSA area median income for the household size (see income limits below);
3) must have a special need (i.e. be elderly, $\geq$ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with $\geq$5 household members or a household with a child below the age of six with an elevated blood lead level (between 10μg/dl and 20μg/dl)); and
4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

URP19 Income Limits* for City of Rocky Mount

Number in Household	30% of Median	50% of Median (very low income)
1	$11,600	$19,350
2	$13,250	$22,100
3	$14,900	$24,850
4	$16,550	$27,600
5	$17,900	$29,850
6	$19,200	$32,050
7	$20,550	$34,250
8	$21,850	$36,450

*Income limits are subject to change based on annually published HUD HOME Limits.

Outreach Efforts of the Urgent Repair Program The City of Rocky Mount has or will advertise or publish an article about the Urgent Repair Program in the local newspaper serving the City (the Rocky Mount Telegram), at senior centers throughout the City, on the local cable news channel, and on the City's website.

Selection of Applicants The City has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

Priority Ranking System for City of Rocky Mount's URP20

Special Needs (for definitions, see below)	*Points*
Disabled, Elderly or Veteran Head of Household *(62 or older)*	4
Disabled, Elderly, or Veteran Household Member *(not Head of Household)*	3
Single-Parent Household *(with one or more children in the home)*	3
Large Family *(5 or more permanent residents)*	2
Emergency *(may submit without regard to application deadlines)*	2
Elevated Blood Lead Level Child	2
Income (See Income Table above)	*Points*
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes not exceeding 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP20.

Recipients of assistance under the URP20 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status or disability.

The definitions of special needs' populations under URP20 are:

- *Elderly*: An individual aged 62 or older.
- *Emergency*: A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and evaluated on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Large Family*: A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.

- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Veteran*: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child with elevated blood lead level*: a child below the age of six with an elevated blood lead level between 10 μg/dl and 20 μg/dl.

Client Referral and Support Services Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meet the homeowner during the work write-up process, they will discuss the resources and programs available in the City and provide pamphlets and a list of the agencies with contact information. With the homeowner's permission, a case file will be created and a staff person will follow up with the homeowner concerning the available services in the referral network.

What is the form of assistance under URP20? The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an **unsecured deferred, interest-free loan**, forgiven at a rate of $2,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the city's rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of URP19 is $10,000.

What kinds of work will be done? Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the city's URP19. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP20 must meet or exceed NC Residential Building Code.

Who will do the work on the homes? The City is obligated under URP20 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the City will invite bids only from contractors who are part of an "approved contractors' registry". Approved contractors are required to:

- Hold a contractor's license issued by the State of North Carolina
- Apply for and receive a DUNS #.
- Register with CCR.
- Must be Renovation, Repair, and Painting certified and must follow specific work

practices to prevent lead contamination for work performed in homes built before 1978.

Please request a copy of the City's Procurement and Disbursement Policy for further information. (Homeowners who know of quality rehabilitation contractors that are not on the City's Approved Contractors Registry are welcome to invite them to apply.)

To be on the registry for Urgent Repair, contractors must meet the above requirements, and fill out an application form, listing several references and recent jobs completed. "Conditional approval" will be granted by the City. Once a contractor who has been conditionally approved and successfully completes one (1) job for the City, his or her status is upgraded to "regular approval", meaning they will be allowed to bid on a regular basis as long as they remain in good standing.

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the City of Rocky Mount's URP20, what work can be done, and who will do it, let's go through all the major steps in the process:

- **Completing an Application form:** Homeowners who wish to apply for assistance may apply at any time while funds are available. Apply by contacting Kendra M. Silver, Community Development Technician, at (252) 972-1357, Loretta M. Braswell, Citizen Services Representative, at (252) 972-1354, or Mabel Taylor-Jones, HOME Coordinator, at (252) 972-1147. Proof of ownership and income will be required. Those who have applied for housing assistance from the City in the past will not automatically be reconsidered. A new application will need to be submitted.

Required documentation:

- Proof of homeownership
- Proof of primary residence (utility bill, address on pay stub, etc.)
- Proof of income (pay stub, W2, etc.)
- Picture ID and Social Security Card
- Social Security Statements of every occupant
- Proof both City and County taxes are current

- **Preliminary inspection:** The City's Housing Specialist will visit the homes of potential loan recipients to determine the need and feasibility of requested repairs/modifications.

- **Screening of applicants:** Applications will be rated and ranked by the City based on the priority system outlined on page 2. The households to be assisted will be selected within 60 days of receipt of application. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the (12) most qualified applicants will be chosen according to the priority system described above. There will also be a list of alternates as long as funds are available. Applicants not receiving

notification that they were chosen, within 60 days of application submission, may contact Cornelia L. McGee, Community Development Administrator, at (252) 972-1178 to confirm the disposition of the application.

- **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.

- **Work write-up:** The City's Housing Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Housing Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Housing Specialist and held in confidence until bidding is completed.

- **Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process, and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.

- **Bidding:** The work write-up and bid documents will be mailed to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Community Development office at a specified date and time, with all bidders and the homeowner invited to attend.

- **Contractor selection:** Within 48 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the City's cost estimate, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.

- **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the City signing as an interested third party. The City waives any project related support costs. The loan amount will never exceed $10,000.

- **Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). If the contract has been executed, the City will issue a "proceed order" formally

instructing the contractor to commence by the agreed-upon date within 24 hours of the pre-construction meeting.

- **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP18. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.

- **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and three representatives of the City of Rocky Mount. If the changes require an increase in the loan amount, a loan modification stating these changes in the contract amount must be completed by the City, and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the City and conveyed to the owner.

- **Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up and change orders, if any, as well as receipt of contractor's invoice and release of liens, signed by all or any sub-contractors employed on the job and by al material suppliers from whom materials for the job were purchased as outlined in the City's Procurement and Disbursement Policy.

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

- **Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).

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

- Applications available to the public starting July 27, 2020.
- Applications must be turned in at the City of Rocky Mount Department of Community Development with all required documentation by 5:00 PM on September 1, 2020.
- Loans made to selected households within sixty days while funds are available.
- All rehabilitation work must be under contract by December 31, 2020.

How do I request an application? Contact:

Department of Community and Business Development
City Hall, 2nd Floor
PO Box 1180
Rocky Mount, NC 27802
(252) 972-1100

Or pick up an application at the City of Rocky Mount, Community Development Division, 2nd Floor, and located at 331 S. Franklin Street, Rocky Mount, NC 27801. Applications will be available on the City website at www.rockymountnc.gov located under Community Development tab.

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, the City of Rocky Mount realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact the Community Development Administrator, Cornelia L. McGee, within five (5) business days of the initial decision and detail the concern in writing. A written response by the CD Administrator will be made to any persons who place a complaint in writing within five (5) business days.
2. If the applicant remains dissatisfied with the decision, a written appeal must be made within five (5) days of receipt of the written response from the CD Administrator. Appeals should be directed to the attention of Cynthia T. Jones, Director of Community and Business Development, City of Rocky Mount, PO Box 1180, Rocky Mount, NC 27802.
3. The City of Rocky Mount will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Housing Specialist.
2. The Housing Specialist will inspect the work in question. If he finds that the work is not being completed according to contract, the Housing Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Housing Specialist and facilitated by the City's Community Development Administrator.
4. Should the mediation conference fail to resolve the dispute, the Community Development Administrator will render a written final decision.
5. If the Housing Specialist finds that the work is being completed according to contract, the complaint will be noted and the Housing Specialist and the homeowner will discuss the concern and the reason for the Housing Specialist's decision.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to City employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the city, who exercises any functions or responsibilities with respect to URP20 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of City employees, Council Members and others closely identified with the City, may be approved for rehabilitation assistance only upon public disclosure before the City Council and written permission from NCHFA.

What about favoritism? All activities under URP20, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to **race, color, religion, national origin, sex, familial status and disability.**

Who can I contact about URP19? Any questions regarding any part of this application or program should be addressed to:

Cornelia L. McGee
Community Development Administrator
Department of Community and Business Development
City Hall, 2nd Floor
Rocky Mount, NC 27802
(252) 972-1178

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this ____day of _____ 2020__.

_____
Mayor

ATTEST: _____, City Clerk
Pam Casey

City of Rocky Mount
Procurement and Disbursement Policy
URGENT REPAIR PROGRAM
2020

PROCUREMENT POLICY

To the maximum extent practical, the City of Rocky Mount Community and Business Development Department (the Department) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP), and in accordance with 24 CFR§85.36. Bids are invited from Contractors who are part of the Department's approved list of contractors. The list is reviewed annually to ensure there are enough qualified sources for maximum open and free competition. All contractors on the list must complete an application, be licensed in the state of North Carolina; have a DUNS # and registered with CCCR; and Renovation, Repair, and Painting certified.

DEBARRMENT

No contractors will be allowed to bid that are debarred from any program financed with HOME, CDBG, NCHFA funds from any local/state/federal jurisdiction. No contractors will be eligible to bid who are debarred federally. Contractors should note that if they have been debarred within the last 5 years from a local/state/federal program they will be considered an irresponsible bidder for any local/state/federal program that administers CDBG, HOME and or funds from NCHFA. A letter, explicitly stating that the contractor is no longer debarred locally must be received in order to be considered on the approved contractor registry used for the Urgent Repair Program.

BID PROCEDURES

The Housing Specialist inspects applicants' homes to identify and verify the eligibility of requested repairs and modifications. A detail work write-up is prepared detailing necessary improvements to the property and an itemized estimate of the cost of proposed improvements. Work write ups must include:

- The scope of work
- The construction method
- The quality of materials
- The quality standard
- The location
- References to performance and general specification manuals used
- Installation and performance standards

The Housing Specialist extends an invitation to prospective bidders, on the Department's approved list of contractors, to participate in the formal bid process. Each prospective bidder receives a bid package with all the information necessary to ensure that all contractors are bidding on the same high quality end product. The package includes:

- An invitation to bid that includes the bid opening date and hour, and place. Bids arriving after the date and hour designated for the opening will be considered non-responsive and returned to the vendor.
- Work write up(s)
- Itemized estimate of cost of proposed improvements
- bid sheet(s) for each job

A minimum of three (3) approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor is deemed able to complete the work in a timely fashion, and that the bid is within fifteen percent (15%) (in either direction) of the City's cost estimate.

Prospective bidders must send all formal bids to the Housing Specialist as the authorized representative of the Community and Business Development. Formal bids must include:

- written specifications based on the Department's work write up
- all bids submitted by bidders must be in sealed envelopes with their Company name, Contractor License #, and the name of the address of the bid property on the outside of the envelope. Faxed or emailed bids are not acceptable.
- Dollar amount for proposed property rehabilitation. The cost per item breakdown must agree with the line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
- Responsive bids must be within 15% below or above the City's estimated cost of proposed improvements.
- All bids must be accompanied by a bid deposit, equal to not less than five percent (5%) of the total bid amount, or a bid bond executed by a Surety licensed in North Carolina. Faxed bid bonds or Company checks cannot be accepted.

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

In the event phone bids are used, the City will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The City will track who has been called and responsive and will rotate through the list before starting through the rotation again.

The Department reserves the right to reject any or all bids at any time during the

procurement process. In the event of an emergency situation, the Department reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Full documentation is required should such methods become necessary.

All bids will be opened publicly with bids tabulated by the Housing Specialist. Bidding Contractors and homeowners are invited to attend bid openings. Once the bids are opened, questions pertaining to them will not be answered until the bids have been reviewed by the Housing Specialist and the Community Development Administrator.

Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the Community and Business Development Department (Housing Specialist and Community Development Administrator). The change order must also detail any changes to the original contract price.

No work may begin prior to a contract being executed and a written order to proceed provided the contractor. A pre-construction conference and walk thru shall be held at the work site prior to commencement of repair work.

The City of Rocky Mount is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool.

DISBURSEMENT POLICY

All repair work must be inspected by (a) the Department's Housing Specialist and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of:

- An original invoice from the contractor. Contractors should allow 14-21 business days for processing of the invoice for payment.
- Owner Certificate of Satisfaction,
- Certificate of Final Inspection, and
- Release of Liens - All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the Department's Housing Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the Department's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).

The City of Rocky Mount assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.

The Procurement and Disbursement Policies are adopted this the _____ day of 2020.

City of Rocky Mount

BY: _____, Mayor

ATTEST: _____, City Clerk

ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

May 19, 2020

North Carolina Housing Finance Agency
P.O. Box 28066
Raleigh, NC 27611-8066

To Whom It May Concern,

This letter is being sent in accordance with section F, entitled Bonding/Honest and Fidelity Insurance coverage, in the post approval package for URP 19/20. The city of Rocky Mount maintains self-insurance coverage up to $50,000 for crime incidents involving fidelity. Coverage beyond that amount is provided by our excess insurance carrier Travelers Insurance for employee theft, forgery/alteration, theft of money on premises or transit, computer crimes and funds transfer fraud. This policy covers all city employees. In addition to our Crime policy, the city manager and finance director positions both have fidelity bonds as required by state law.

In the attached, you will find our crime policy declarations page. Our crime policy provides excess coverage up to $1,000, 000 for each breech of fidelity. Should you need additional information regarding our self-insurance program or excess policies, please contact our Rick Manager, Michael Baughn, at (252) 972-1202. He will be happy to assist you with any questions.

Sincerely,

Amy Staton

Amy Staton
Director of Finance
City of Rocky Mount
(252) 972-1201

TRAVELERS

July 1, 2019

CITY OF ROCKY MOUNT
331 S. FRANKLIN STREET
ROCKY MOUNT, NC 27802

Re: Important Information about **Claims Information Line**

Dear **CITY OF ROCKY MOUNT**

Travelers Bond & Specialty Insurance is pleased to announce its **1-800-842-8496** Claims Information Line. This line is designed to provide insureds with an additional resource on how to report claims or those circumstances or events which may become claims.

Policyholders will be able to obtain assistance on the following topics from the Claims Information Line:

·The information that needs to be included with the claim notice

·The address, electronic mail address and/or facsimile number to which the policyholder can send claims related information

· Get questions on the claim process answered

The Declarations Page of your policy sets forth where you should report claims and claims related information. You should also review the policy's reporting requirements to be aware of how much time you have to report a claim to Travelers. The sooner Travelers is notified, the sooner we can become involved in the process and offer assistance to our policyholder. A delay in reporting may result in all or part of a matter to fall outside of the coverage provided.

The Claims Information Line should streamline the claim reporting process and allow policyholders to ask questions on what information is needed as well as other questions which will assist them in working with Travelers. While the Claims Information Line provides policyholders a valuable resource by answering questions and providing information, the line does not replace the reporting requirements contained in the Policy.

We hope this improvement to customer service is something our policyholders will find helps them understand the claim process and provides them a resource for reporting.

Best regards,
Luttita M Hardison

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TRAVELERS

One Tower Square
Hartford, CT 06183

07/01/2019

CITY OF ROCKY MOUNT

331 S. FRANKLIN STREET
ROCKY MOUNT, NC 27802

RE: Risk Management PLUS+ Online® from Travelers Bond & Specialty Insurance (www.rmplusonline.com)

As a Travelers Bond & Specialty Insured you receive risk management services, at no additional cost, to help protect you and your business.

Risk Management PLUS+ Online, is a robust website to assist you in the mitigation of risk relative to employment practices, directors and officers, fiduciary liability, cyber, crime, kidnap & ransom, and identity fraud exposures.

Highlights of Risk Management PLUS+ Online include:

- ☒ Thousands of articles on a variety of risk management topics
- ☒ Topical webinars and podcasts on current issues
- ☒ Checklists to assist in managing risk
- ☒ Web based training
- ☒ Model Employee Handbook, including policies and forms for downloading or printing that reduce risks in the workplace.

The following Risk Management PLUS+ Online Registration Instructions contain easy, step-by-step instructions to register for this valuable tool. For more information, call 1-888-712-7667 and ask for your Risk Management PLUS+ Online representative. It's that simple.

Thank you for choosing Travelers Bond & Specialty Insurance for your insurance needs. Travelers is a market leader in providing management liability and crime coverages that are specifically customized for your organization.

Instructions for Registration & Orientation to Risk Management PLUS+ Online®

Registration for Site Administrators:
The Site Administrator is the person in your organization who will oversee Risk Management PLUS+ Online for the organization. The Site Administrator is typically a person who leads human resources and/or financial functions or is responsible for legal matters pertaining to personnel. The Site Administrator may add other Site Administrators later to assist with their responsibilities. To register:

1. Go to www.rmplusonline.com.
2. In the Sign-In box, click **Register.**
3. Enter the password/passcode: TRVP110000
4. Fill in the Registration Information and click **Submit.**
5. Your organization is registered, and you are registered as Site Administrator.

Learning to Navigate the Site:
1. Go to www.rmplusonline.com. On each page, you will see a box outlined in blue that contains the instructions for use of that page.
2. If you have any questions, just click on **Contact Us** on the front page. Enter your question in the form provided, and the System Administrator will get back to you quickly with the answer.
3. You can also schedule a live walk-through of the site by sending a request for a walk-through via the contact link on the front page.

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This notice provides no coverage, nor does it change any policy terms. To determine the scope of coverage and the insured's rights and duties under the policy, read the entire policy carefully. For more information about the content of this notice, the insured should contact their agent or broker. If there is any conflict between the policy and this notice, the terms of the policy prevail.

Independent Agent And Broker Compensation Notice

For information on how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html.

Or write or call:

Travelers, Agency Compensation
One Tower Square
Hartford, Connecticut 06183

(866) 904.8348

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TRAVELERS

Wrap+ ®
for Government Entities

CRIME
DECLARATIONS

POLICY NO. 106119001

Travelers Casualty and Surety Company of America
Hartford, Connecticut
(A Stock Insurance Company, herein called the Company)

ITEM 1	**NAMED INSURED:** **CITY OF ROCKY MOUNT** D/B/A: Principal Address: **331 S. FRANKLIN STREET** **ROCKY MOUNT, NC 27802**
ITEM 2	**POLICY PERIOD:** Inception Date: **July 1, 2019** Expiration Date: **July 1, 2020** 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.
ITEM 3	**ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:** **Email: BSIclaims@travelers.com** **Fax: (888) 460-6622** **Mail: Travelers Bond & Specialty Insurance Claim** **385 Washington St. – Mail Code 9275-NB03F** **St Paul, MN 55102**
ITEM 4	**COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2:** Crime

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ITEM 5	CRIME		
	Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
	A. Fidelity 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	 See Endorsement Not Covered Not Covered	
	B. Forgery or Alteration	$1,000,000	$50,000
	C. On Premises	$1,000,000	$50,000
	D. In Transit	$1,000,000	$50,000
	E. Money Orders and Counterfeit Money	Not Covered	
	F. Computer Crime 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	 $1,000,000 Not Covered	 $50,000
	G. Funds Transfer Fraud	$1,000,000	$50,000
	H. Personal Accounts Protection 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	 Not Covered Not Covered	
	I. Claim Expense	$5,000	$0

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ITEM 5. (Cont'd)	If "*Not Covered*" is inserted above opposite any specified Insuring Agreement, or if no amount is included in the Limit of Insurance, such Insuring Agreement and any other reference thereto is deemed to be deleted from this **Crime Policy**. **Policy Aggregate Limit of Insurance:** ☐ Applicable ☒ Not Applicable If a Policy Aggregate Limit of Insurance is applicable, then the Policy Aggregate Limit of Insurance for each **Policy Period** for Insuring Agreements A through H, inclusive, is: **Not Applicable** If a Policy Aggregate Limit of Insurance is not included, then this **Crime Policy** is not subject to a Policy Aggregate Limit of Insurance as set forth in Section V. CONDITIONS B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT 1. Limit of Insurance a. Policy Aggregate Limit of Insurance. **Cancellation of Prior Insurance:** By acceptance of this **Crime Policy**, the **Insured** gives the Company notice canceling prior policies or bonds issued by the Company that are designated by policy or bond numbers **Not Applicable,** such cancellation to be effective at the time this **Crime Policy** becomes effective. **INSURED'S PREMISES COVERED:** All Premises of the Insured in the United States of America, its territories and possessions, Canada, or any other country throughout the world, except: **Not Applicable**
ITEM 6	**PREMIUM FOR THE POLICY PERIOD:** **$6,412.00** Policy Premium **N/A** Annual Installment Premium
ITEM 7	**FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE:** **ACF-7006-0511; CRI-3001-0109; CRI-7059-0109; CRI-7083-0109; CRI-7087-0109; CRI-7101-0109; CRI-7113-0109; CRI-7125-0109; CRI-7126-0109; CRI-19072-0315; CRI-19085-0516; CRI-19101-1117; CRI-4016-0810; CRI-5034-0613; CRI-19097-0517**

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THE DECLARATIONS, THE APPLICATION, THE CRIME TERMS AND CONDITIONS, ANY PURCHASED INSURING AGREEMENTS, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE NAMED INSURED.

_____
Countersigned By

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.

Thomas M. Hunkel — Executive Vice President

Wendy C. Shiba — Corporate Secretary

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Acknowledgement of Audit Compliance Reporting Responsibilities

Please X applicable section(s) and return this form with your PAD

_____We are a non-profit organization and will comply with North Carolina General Statute 143C-6-23 which requires us to submit reports. These reports will be submitted directly to NCHFA @ subreport.rehabteam@nchfa.com. Our organization will submit these reports by the required deadline and will notify our NCHFA contact when reports are submitted.

If your organization received less than $750,000 as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due six (6) months after your fiscal year-end date.

If your organization received $750,000 or more as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due nine (9) months after your fiscal year-end date.

__X__ We are a local governmental organization and will comply with North Carolina General Statute 159-34, "*The Local Government Budget and Fiscal Control Act*".

__X__ We will submit our annual Financial Statements electronically via a .pdf file within thirty (30) days of publication. **Submit to caxtell@nchfa.com**

I acknowledge receipt of the information regarding compliance reporting. I am the person responsible for coordinating the submission of reports that comply with state and federal regulations pertaining to this funding. Our reports will be submitted prior to all compliance deadlines.

Signed: Marlene Meyer Date: 5/18/2020

Name Marlene Meyer

Title Grant Accountant

Organization City of Rocky Mount

Federal Tax ID Number 56 - 6001323

Address PO Box 1180

Address Rocky Mount, NC 27802

Email Marlene.meyer@rockymountnc.gov

Phone 252-973-1347 Fax

Fiscal Year-End Date 6/30/2021 Award: URP20

STATE OF NORTH CAROLINA
STATE TREASURER'S ELECTRONIC PAYMENTS

State Agency Name: **North Carolina Housing Finance Agency**

Program: Urgent Repair Program (URP)

Account information has not changed

Check One: Initial Sign-up _____ Change _____

PARTICIPATING ENTITY ACCOUNT INFORMATION

Entity Name: City of Rocky Mount

Entity Address: P.O. Box 1180 Rocky Mount NC 27802

Contact Name: Merlene Meyer Phone #: 252-972-1347

Email address: merlene.meyer@rockymountnc.gov

Note: E-mail address will be used to send notices of deposited funds.

FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Transit/Routing #: _____

Bank Account #: _____

PLEASE ATTACH A VOIDED CHECK

NOTE: CHECKING ACCOUNTS ONLY PLEASE

PARTICIPATING ENTITY AUTHORIZATION

I, on behalf of the participating entity indicated above, hereby authorize the North Carolina State Treasurer, his successors and his agents, at the direction of the State agency indicated above, to initiate ACH credit entries to the above designated bank account for payments due from the State agency for the referenced program name, pursuant to the "Established Operational Procedures for State Treasurer's electronic payments system," which may be in effect from time to time.

Finance Officer's name: _____ Phone #: _____

Signature: _____ Date: _____

MAIL COMPLETED FORM TO:

NC HOUSING FINANCE AGENCY
3508 BUSH STREET
RALEIGH, NC 27609
ATTN: ACCOUNTS PAYABLE
Fax: 919-877-5703

4/15/2020

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
City of Rocky Mount

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ▶ Local Government

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 1180

Requester's name and address (optional)

6 City, state, and ZIP code
Rocky Mount NC 27802

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
56 - 6091323

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** [signature] **Date ▶** 6/18/19

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

MEMORANDUM

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Committee of the Whole

To: **Cynthia T. Jones, Community and Business Development Director** CJ

Cc: **Natasha Hampton, Assistant City Manager**

From: **Kevin Harris, Downtown Development Manager** KH

Date: **June 3, 2020**

Re: **Downtown Outlook Report**

Background:

The City of Rocky Mount and the Community and Business Development Department continues to invest, engage and partner to renovate and revitalize our Downtown Central City District. Over the past several years, the downtown area has provided incentives for businesses, entertainment opportunities for citizens, as well as, investments for economic impacts.

Recommendation:

No recommendation requested. Presentation is for information purposes only.

ROCKY MOUNT, NC

THE CENTER OF IT ALL

DOWNTOWN OUTLOOK

2020 & BEYOND

June 8, 2020,
Kevin Harris,
Downtown Development Manager

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Economic Impact
Early Investments

Imperial Center
$36 Million

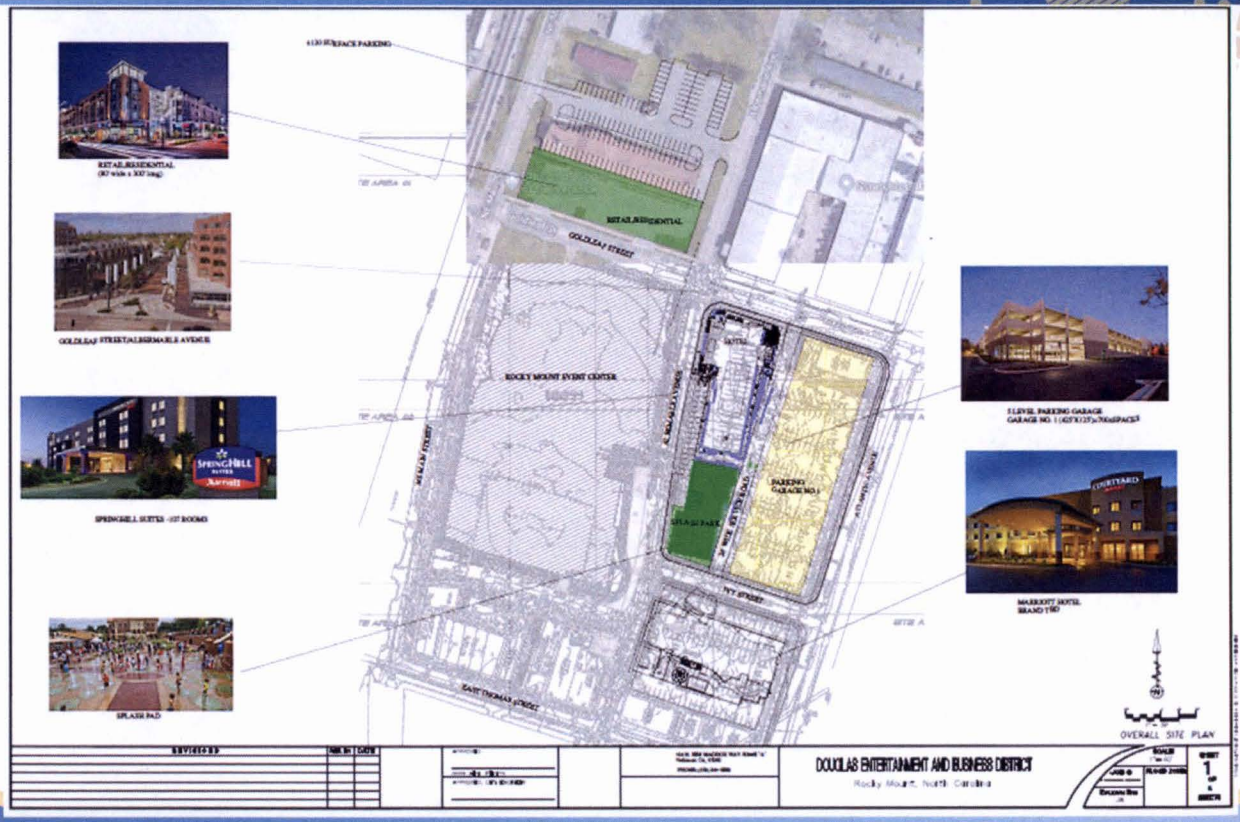
Douglas Block
$8.3 Million

Rocky Mount Event Center
$42 Million

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Economic Impact
Future Investments
2 – 3 Years

- 700-space parking deck
- Tier one hotel, SpringHill Suites Marriott, that will have up to 109 rooms.
- 20,000 SF of retail space that will be oriented to support small businesses and entrepreneurship.
- 60 units of mixed-income oriented residential housing
- Total Development approx. $50M
  - Private investment approx. $33M *(hotel, retail, residential)*

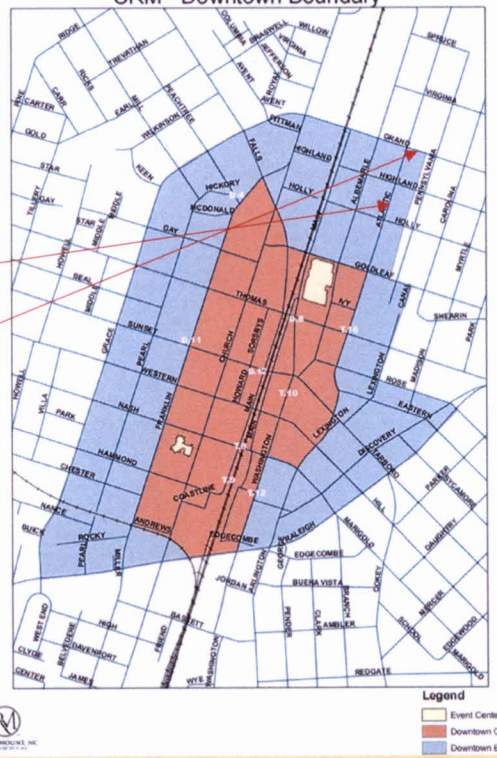


ROCKY MOUNT, NC
THE CENTER OF IT ALL

Economic Impact
Future Investments
2 – 3 Years

- Douglas Block Expansion
  - Replace Stokes buildings at Douglas with new mixed-use facility (Retail/Residential)
- Tarboro Street Housing
  - Proposed 60 units of affordable/work force housing
- Atlantic Avenue Corridor
  - Revitalize and improve properties and primary thoroughfare between I-64 to Event Center
- East Grand Avenue Corridor Study

CRM - Downtown Boundary



ROCKY MOUNT, NC
THE CENTER OF IT ALL

Economic Impact
Leveraging Private Investment

- **103 Total businesses**
  - *New: Mr. Barberman, D's Cutz, Neemas Clothing, Secret Graden II,*
  - *Legacy: Bulluck Furniture, Virginia's, Clothes Doctor, Davis Furniture*
- **40 at Station Square**
  - *Newest Neighbor: Carolinas Gateway Partnership*
- **7 New Eateries**
- **10 total Eateries**
- ✓ *7 Used Financial Incentives*

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Economic Impact
Financial Incentives

Existing Incentives	Purpose	Amount	Where Available	2019 - 2020	In Process
Downtown Building Assistance Program	Extensive building rehab, repairs. Must achieve Certificate of Occupancy. 50% matching grant up to $20,000.	$20,000 (50% Matching - Reimbursement)	**Downtown Transitional** (Within boundary of Grand, Grace, Raleigh, Atlantic, Lexington)	8	2
Accelerated Façade Improvement	Funding to repair improve the street appeal of existing downtown buildings.	$5,000 (Reimbursement - No match required)	**Downtown Core** (Within boundary of Franklin, Goldleaf, Atlantic, Raleigh)	30	2
Roof Replacement & Repair	To fund roof repair or replacement. 50% matching grant up to $10,000.	$10,000 (50% Matching - Reimbursement)	Downtown Core	5	
Downtown Development Incentive	Funding to incent substantial renovation of downtown properties.	Reimbursement of increased property taxes over five years.	Downtown Core	3	2

Notable DBAP Successes: *Station Square - Moe & D's - Larema Coffee Shop*
D Chill Spot – Belair Art Center – Blanches Bistro

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus
Case for Downtown Residential

Employees within half mile radius: **4,194**
Population within half-male radius: **1,400**

- **Downtown residential can shape and define the character of downtown:**
  - Diverse Demographics
  - Mixed Income
  - Re-use for vacant and aging buildings
  - Greater Safety with density

- **Changing demographics contributing to the increase in demand for downtown residential:**
  - Young and old population segments are more likely to rent
    Prefer walkable communities
  - Greater access to resources and entertainment activity
    Low maintenance living/smaller

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus
Case for Downtown Residential

	Units
Existing Residential in Downtown Core:	**40**
Under Construction:	**24**
Proposed at Tarboro St:	**60**
Target:	**500**

Davis Lofts
147 SE Main St.
22 Market Rate Units

Andrew Clark
131 & 135 SE Main St.
2 Market Rate
Upper Floor Lofts

- **24-hour downtown residents provide consistent patronage of downtown merchants and restaurants:**
  - Residents and workers in walking distance to retail spend three times as much at those retailers
  - **Retail follows the people**
- **Contributes to increased property values in and around downtown:**
  - Example: Moe & D's (Has 2nd Floor Residential)

Initial Tax Value:	$ 45,660
Post Rehab Tax Value:	$ 176,940
Tax Value Increase:	$ 131,280
Percentage Increase:	288% *(288% increase in annual property tax)*

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus
Case for Downtown Residential

Downtown Revitalization Incentive Grant
Salisbury

The Downtown Salisbury Revitalization Incentives Program ("Downtown Revitalization Incentive Grant") was established by City Council in 2014 to promote economic growth within the Downtown Municipal District.

The incentives are designed to promote both new development and historic rehabilitation, with an emphasis on those projects that create new residential opportunities. The program is a package of four (4) grants, any or all of which may be utilized by a developer depending on the nature and scope of the project for which assistance is being requested:

- **Building Renovation Incentive Grant** covers 25% of eligible costs (up to $50,000) for the stabilization and preservation of older, primarily historic properties.
- **Residential Production Incentive Grant** offers $7,500 per residential unit created or upgraded (where project costs exceed $35/gross sf2) to promote downtown residences.
- **Residential Utilities Incentive Grant** covers 50% of eligible costs (up to $25,000) for the installation or upgrade of water utilities where project costs exceed $5,000.
- **Fire Suppression Grant** covers 50% of fire line costs or $2/sf2 (up to $25,000) for sprinkler system installation.

Proposed Incentive	Purpose	Amount	Available
Residential Production Program	To incentivize re-use or new construction to develop residential units within the Downtown Core. Can be used for fire suppression, construction, fixtures leading to the availability of residential loft apts., condos.	$5,000 per unit (Max $50,000)	Downtown Core

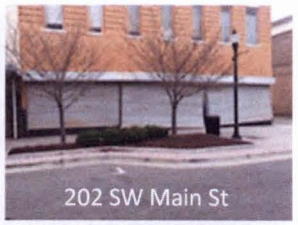
ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus

Vacant/Blighted Properties

- Contact Property Owners
- Make aware of property rehab resources
- Utilize Targeted Incentives
- Assist with Tenant Recruitment
- Demolition by Neglect final resource

164 & 170 Howard St


202 SW Main St

238 SW Main St

146 SW Main St

COMBINED DOWNTOWN CORE PROPERTY INVENTORY SUMMARY

Total Buildings	170
Total Vacant Lots	30

PROPERTY GENERAL CONDITION			FAÇADE		WINDOW/DOOR		ROOF		VACANT / OCCUPIED	
Good	68	40%	78	46%	79	46%	83	49%	O	90
Fair	45	26%	49	29%	49	29%	45	26%	V	80
Poor	57	34%	43	25%	42	25%	42	25%		

EDGECOMBE COUNTY		
Buildings	69	
Lots	26	
Good	12	17%
Fair	26	38%
Poor	31	45%

NASH COUNTY		
Buildings	101	
Lots	4	
Good	56	55%
Fair	19	19%
Poor	26	26%

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus
Main Street Partnership

Rocky Mount History

1982 - Designated "Affiliate" member
1983 – Designation rescinded
2001 – Reinstated "Affiliate" member
2017 – Designated "Accredited" member
2018 - Designated "Affiliate" member

Membership Benefits

- ❑ Partnership
- ❑ Training
- ❑ Technical Assistance
- ❑ Network
- ❑ Funding
- ❑ Resources
- ❑ Economic Impact
- ❑ Recognition

NC Main Street Members are considered "Affiliate" or "Accredited"

- Evaluated annually to determine Affiliate or Accredited Status
- Members agree to meet basic standards of performance

NC Main Street Standards of Performance

- Broad-based Public/Private community support
- Developed Vision and Mission statements relevant to community conditions
- Has a comprehensive Main Street Work Plan
- Possesses an historic preservation ethic
- Has an active board of directors and committees (CCRP)
- Has an adequate operating budget
- Has a paid professional program manager
- Conducts a program of ongoing training for staff and volunteers
- Reports key downtown statistics
- Is a current member of the Main Street America Network
- Director/Volunteer attend required Trainings & Conferences

To be Accredited

- *Meet basic standards of performance*
- *High level achievement of Annual Work Plan (CCRP)*

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus

Activity & Entertainment

Successful 1st Food Truck Invasion

- 3,000+ Attended
  - Incorporated Event Center

https://drive.google.com/file/d/1FORUhMzZQTFDipv6N_u4kBN6vKdR_dMk/view

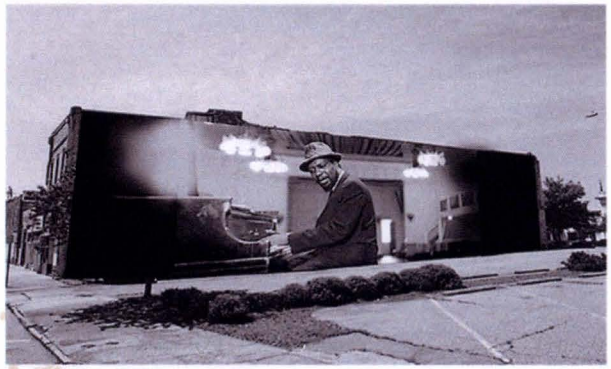
- **Imperial Center Activities**
  - Downtown Live, First Fridays & Various other
- Successful Juneteenth
- Bar Crawl Events (Halloween & Ugly Sweater)
- Spring Affair Food Truck Rodeo (Station Square)
- Christmas Shopping Spree

Propose:

- Activity programming at Booker T Theater
- Host first Rocky Mount "June Jubilee" Music Festival
  - *Multi-Venue [Event Center; Imperial Center; Booker T Theater; Monk Park]*
  - *Multi-Day [2-Day event]*
  - *Combine with Food Truck Invasion and Juneteenth*
  - *Promote Crafts (Reminiscent of Down East Festival)*
- Increase Sponsorship of Downtown Events

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Future Focus
Marketing & Promotion



- Expand use of Downtown Website & Social Media
  - *Monthly Downtown Business Feature*
  - *Event & Programming Awareness*
- Create Downtown Promotional Video
  - *For Business and Investor Recruitment*
- Create Electronic Newsletter
  - *Distribution:*
    - *Downtown Network*
    - *Businesses throughout the city*
- Mural at 129 NE Main St.
  - *Owned by 129 NE Main Inc.*
  - *Located within the Washington Street public parking Lot*
  - *Cost $15,000*