ROCKY MOUNT, NC
THE CENTER OF IT ALL

ROCKY MOUNT CITY COUNCIL

COMMITTEE OF THE WHOLE MEETING

MONDAY, JUNE 14, 2021

CITY COUNCIL
COMMITTEE OF THE WHOLE

MONDAY, JUNE 14, 2021
4:00 PM

AGENDA

1. Community Land Trust	Dr. Jim Johnson
2. Update on Implementation of Affordable Housing Strategic Plan Recommendations	Rochelle D. Small-Toney Jayson Dawkins
3. CDBG Public Service Award Recommendations	Peter Varney
4. Urgent Repair Program (URP21) and Policies	Peter Varney
5. Crime Statistics Update – May 2021	Chief Robert Hassell
6. Closed Sessions	

MEMORANDUM

ROCKY MOUNT, NC
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To: Rochelle D. Small-Toney, City Manager

Cc: Kenneth Hunter, Assistant to the City Manager for Budget & Evaluation

From: Jayson Dawkins, Policy Analyst

Date: 06/09/2021

Re: Affordable Housing Strategic Plan Recommendations Implementation Updates

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Overview

On April 8, 2021, staff presented the Rocky Mount Affordable Housing Strategic Plan at the Rocky Mount City Council Annual Retreat in Asheville. In the following months since the retreat, staff followed up with narrative updates and estimated budgetary costs on each of the 14 recommendations presented to City Council at the May 10, 2021, Committee of the Whole. Furthermore, staff added Council's request of 2 additional recommendations regarding the inclusion of residential solar and green building technology to be incorporated in this report.

The attached Gantt chart provides a timeline for the implementation steps of each recommendation. Staff's goal is to achievement significant, measurable progress on each recommendation, as approved by Council, by the end of calendar year 2021, with noticeable redevelopment activity underway and in some cases complete by the end of fiscal year 2022.

Staff also identified a list of properties to move forward with implementing plan recommendations. Each targeted property is owned by the City of Rocky Mount or the Redevelopment Commission (RDC). Location and visuals of each property are included in an attached presentation. These properties are located in or next to the targeted neighborhoods of the Affordable Housing Strategic Plan.

List of Targeted Properties for Affordable Housing:

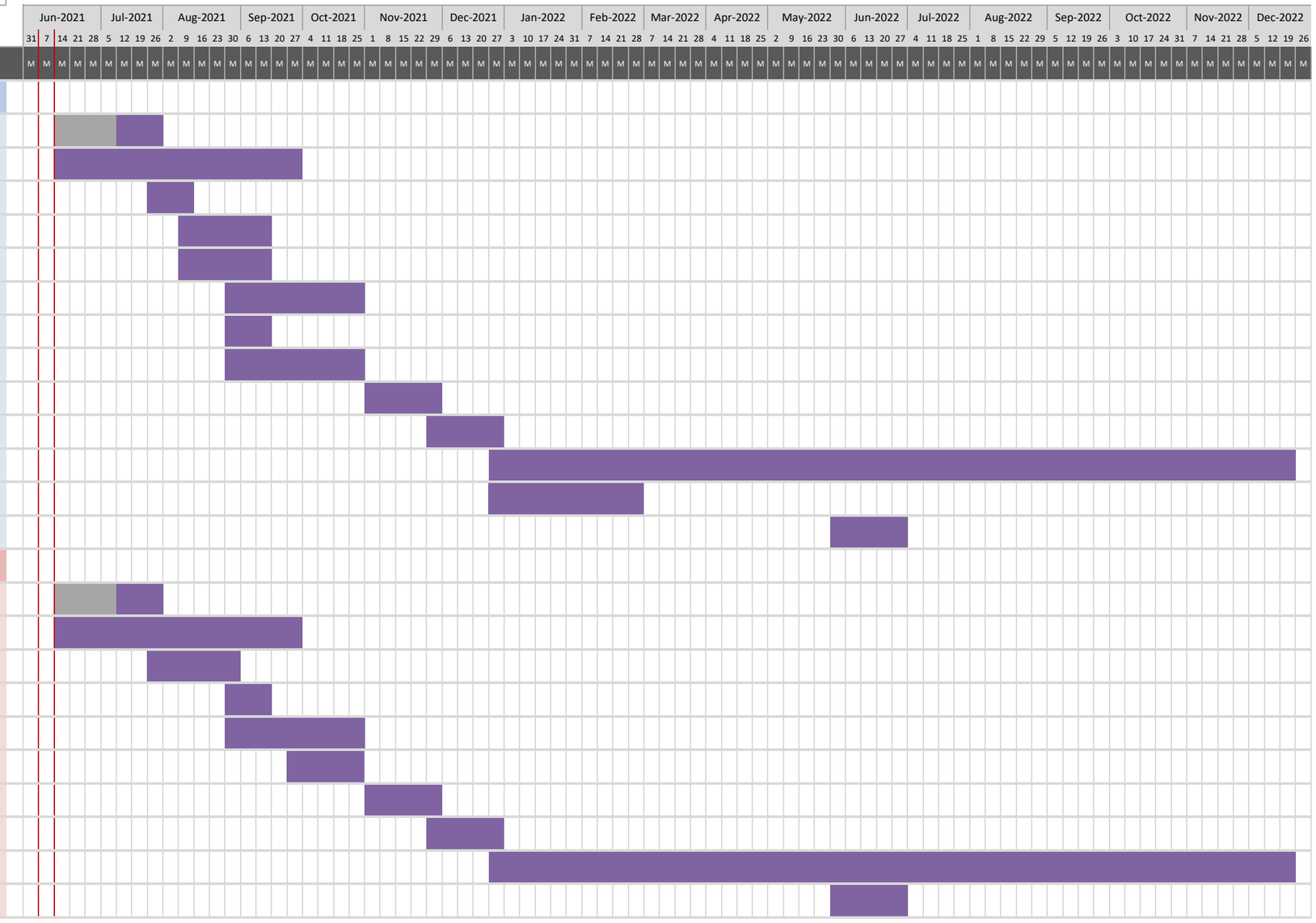
- 1110 Sycamore St. (Ward 1, Edgemont)
- 1341 Laurel Ct. (Ward 1, Hillsdale)
- 502 Woodland Ave. (Ward 2, Holly Street)
- 308 Smith St. (Ward 3, South Rocky Mount)
- 316 S. Discovery St. (Ward 3, Downtown and next to Holly Street)
- 1733 Pender St. (Ward 3, Southeast Rocky Mount)
- 811-815 Hammond St. (Ward 4, Villa Place)
- 114 S. Tillery St. (Ward 4, Villa Place)
- 700-710 Sunset Ave. (Ward 4, Happy Hill)
- 206-210 N. Pine St. (Ward 4, Happy Hill)

Rocky Mount Affordable Housing Strategic Plan

Project Start: Tue, 6/1/2021

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Creation of a Housing Trust Fund				
Present plan to Council for review, public comment, and approval	Jayson Dawkins	50%	6/14/21	7/31/21
Identify potential projects for residential housing			6/14/21	9/30/21
Establish Action Group to implement startup of HTF			8/1/21	8/15/21
Incorporation and Adoption of Bylaws			8/15/21	9/15/21
Establish relationships with other HTFs			8/15/21	9/15/21
Hiring Process for Executive Director			9/1/21	10/31/21
Council appropriation of seed funding and annual support for remainder of FY 2022			9/1/21	9/15/21
Establish target qualifications for fund investments			9/1/21	10/31/21
Open funding opportunities (First Round)			11/1/21	11/30/21
Provide funding for selected projects (First Round)			12/1/21	12/31/21
Project activity (First Round)			1/1/22	12/31/22
Strategic Planning			1/1/22	2/28/22
Council appropriation of annual support for FY 2023			6/1/22	6/30/22
Creation of an Acquisition Fund				
Present plan to Council for review, public comment, and approval	Jayson Dawkins	50%	6/14/21	7/31/21
Identify potential targets for residential housing			6/14/21	9/30/21
Establish Action Group to implement startup of Acquisition Fund			8/1/21	8/31/21
Council appropriation of seed funding and annual support for remainder of FY 2022			9/1/21	9/15/21
Establish target qualifications for fund investments			9/1/21	10/31/21
Reach out to non-profits and community organizations to establish public-private partnerships marketing tool			10/1/21	10/31/21
Open funding opportunities (First Round)			11/1/21	11/30/21
Provide funding for selected projects (First Round)			12/1/21	12/31/21
Project activity (First Round)			1/1/22	12/31/22
Council appropriation of annual support for FY 2023			6/1/22	6/30/22

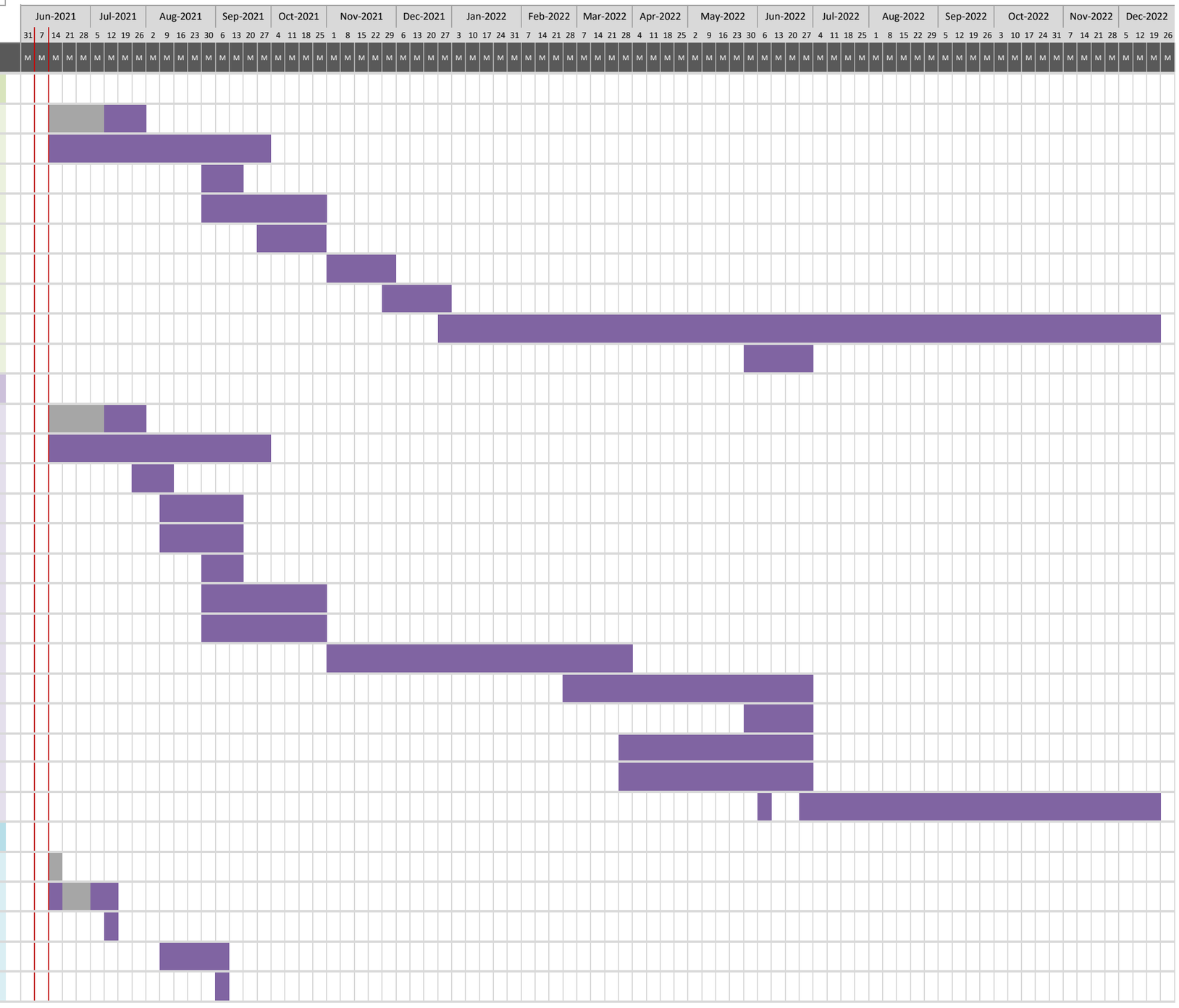


Rocky Mount Affordable Housing Strategic Plan

Project Start: Tue, 6/1/2021

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Creation of a Preservation Fund				
Present plan to Council for review, public comment, and approval	Jayson Dawkins	50%	6/14/21	7/31/21
Identify potential targets for residential housing			6/14/21	9/30/21
Council appropriation of seed funding and annual support for remainder of FY 2022			9/1/21	9/15/21
Establish target qualifications for fund investments			9/1/21	10/31/21
Reach out to non-profits and community organizations to establish public-private partnerships marketing tool			10/1/21	10/31/21
Open funding opportunities (First Round)			11/1/21	11/30/21
Provide funding for selected projects (First Round)			12/1/21	12/31/21
Project activity (First Round)			1/1/22	12/31/22
Council appropriation of annual support for FY 2023			6/1/22	6/30/22
Creation of a Community Land Trust				
Present plan to Council for review, public comment, and approval	Jayson Dawkins	50%	6/14/21	7/31/21
Identify potential development projects			6/14/21	9/30/21
Establish Action Group to implement startup of CLT			8/1/21	8/15/21
Incorporation and Adoption of Bylaws			8/15/21	9/15/21
Establish relationship with existing North Carolina CLT and Washington D.C. CLT			8/15/21	9/15/21
Council appropriation of seed funding and annual support for remainder of FY 2022			9/1/21	9/15/21
Establish target qualification for fund investments			9/1/21	10/31/21
Hiring Process for Executive Director			9/1/21	10/31/21
Open funding opportunities and initiate application process			11/1/21	3/31/22
Provide funding for selected projects			3/1/22	6/30/22
Council appropriation of annual support for FY 2023			6/1/22	6/30/22
Market first development and recruit potential CLT homeowners and start homebuyer education and assistance programs			4/1/22	6/30/22
Develop and implement plan for perpetual management of first development project			4/1/22	6/30/22
Transition approved applicants into first development homes			7/1/22	12/31/22
Revise the Density Bonus Policy				
Research and Drafting of Amendment to LDC	Will Deaton	100%	6/14/21	6/14/21
Amendment sent to Planning Board		50%	6/15/21	7/13/21
Recommendation received from Planning Board			7/13/21	7/13/21
Presentation to City Council/ Public Comment Period			8/9/21	9/6/21
Council Approves Amendment or Returns to Planning Board			9/6/21	9/7/21

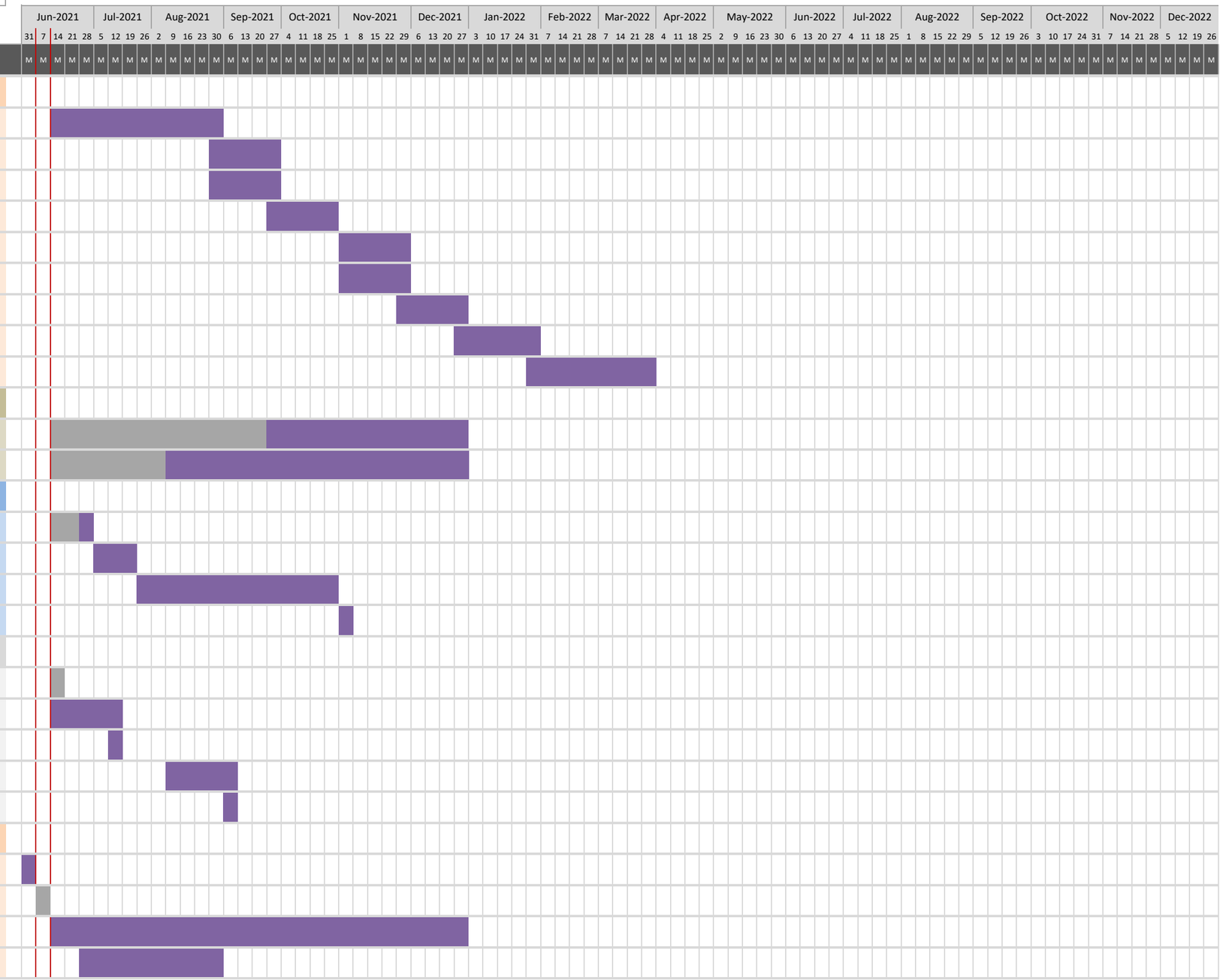


Rocky Mount Affordable Housing Strategic Plan

Project Start: Tue, 6/1/2021

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Increase Construction of Multi-Family Housing near Major Transit Stations				
Compile Inventory of Vacant Lots	Peter Varney	0%	6/14/21	8/31/21
Obtain the Fair Market Value from Licensed Property Appraiser			9/1/21	9/30/21
Evaluate the city's transit routes with Tar River Transit			9/1/21	9/30/21
Council Approval to Begin Negotiations			10/1/21	10/31/21
Final Negotiation with Property Owners			11/1/21	11/30/21
Prepare Budget for Acquisition of Properties			11/1/21	11/30/21
Council Approves Sale of Property			12/1/21	12/31/21
Hire Private Survey Company to Recombine Lots			1/1/22	1/31/22
Advertise to Developers			2/1/22	3/31/22
Increased Promotion of Accessory Dwelling Unit policy				
Conduct Interview with CityTV19 on Policy Change	Will Deaton	50%	6/14/21	12/30/21
Highlight Policy Change on Website Along with Other Initiatives		25%	6/14/21	12/30/21
Implement a Tax/ Lien Foreclosure policy				
Identify & Prioritize Eligible Properties	Finance	50%	6/14/21	7/4/21
Foreclosure Pre-Planning. Paralegal researches the complexity of those foreclosures			7/5/21	7/25/21
Council Approves Selection of Tax & Lien Foreclosures			7/26/21	10/31/21
Begin Foreclosure Acquisition Process			11/1/21	11/1/21
Revise Minimum Parking Requirements				
Research and Drafting of Amendment to LDC	Will Deaton	100%	6/14/21	6/14/21
Amendment sent to Planning Board for approval			6/15/21	7/13/21
Recommendation received from Planning Board			7/13/21	7/13/21
Presentation to City Council/ Public Comment Period			8/9/21	9/6/21
Council Approves Amendment or Returns to Planning Board			9/6/21	9/7/21
Implement a Receivership Program				
Meet with representatives from Greensboro to discuss feasibility for the City of Rocky Mount	Kelly Cook	100%	6/1/21	6/1/21
Meet with city's legal counsel to discuss program's viability in conjunction with city ordinances		50%	6/7/21	6/9/21
Schedule meeting with Greensboro for informal discussion			6/14/21	12/31/21
Identify & Prioritize Eligible Properties			6/28/21	9/4/21

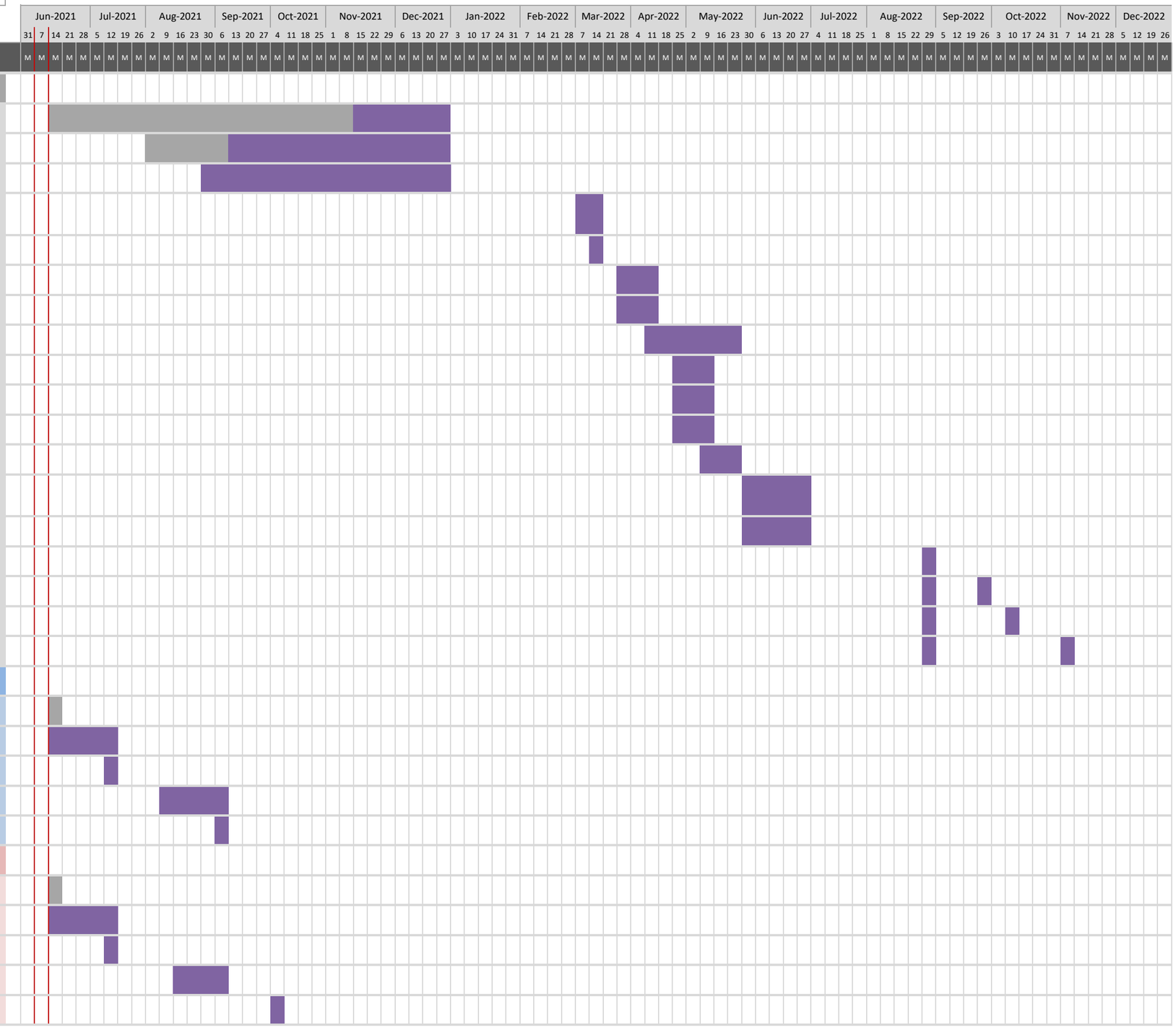


Rocky Mount Affordable Housing Strategic Plan

Project Start: Tue, 6/1/2021

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Pass a General Obligation Housing Bond				
Analyze Existing and Future Debt Capacity and Affordability	Finance	75%	6/14/21	12/31/21
Discuss & Update the financial model with selected debt financing projects		25%	8/2/21	12/31/21
Selection of Bond Projects with Council Approval			9/1/21	12/31/21
Council adopts Resolution directing publication of notice intent to apply to the Local Government Commission (LGC) and another Resolution authorizing the Director of Finance to apply to the LGC			3/7/22	3/16/22
Publish Notice of Intent in Rocky Mount Telegram			3/17/22	3/17/22
File Application with LGC and prepare Sworn Statement of Debt			4/1/22	4/11/22
File Statement of Estimated Interest			4/1/22	4/11/22
Council Introduction of Bond Order at Council Meeting			4/11/22	5/23/22
File Notice with Joint Legislative Commission			5/1/22	5/9/22
File Sworn Statement of Debt with the City Clerk			5/1/22	5/9/22
Publish Notice of Public Hearing on the Bond Order in the Rocky Mount Telegram			5/1/22	5/9/22
Council holds public hearing/resolution on adoption of Bond Order			5/9/22	5/23/22
City Clerk delivers certified copy of the Resolution setting a Special Bond Referendum to the County Board of Elections. Additionally, sending them questions to print on ballots.			6/1/22	6/30/22
City publishes Bond Order as adopted in Rocky Mount Telegram			6/1/22	6/30/22
Publish first Notice of Special Bond Referendum in Rocky Mount Telegram			9/1/22	9/1/22
Publish second Notice of Special Bond Referendum in Rocky Mount Telegram			10/1/22	10/1/22
Last Day for Voter Registration on Bond Referendum			10/14/22	10/14/22
Bond Referendum			11/8/22	11/8/22
New Recommendation: Revise & Add to the Existing Definitions for Dwellings in the LDC				
Research and Drafting of Amendment to LDC	JoSeth Bocook	100%	6/14/21	6/14/21
Amendment sent to Planning Board for approval			6/15/21	7/13/21
Recommendation received from Planning Board			7/13/21	7/13/21
Presentation to City Council/ Public Comment Period			8/9/21	9/6/21
Council Approves Amendment or Returns to Planning Board			9/6/21	9/6/21
New Recommendation: Residential Housing in Commercial Districts				
Research and Drafting of Amendment to LDC	JoSeth Bocook	100%	6/14/21	6/14/21
Amendment sent to Planning Board for approval			6/15/21	7/13/21
Recommendation received from Planning Board			7/13/21	7/13/21
Presentation to City Council/ Public Comment Period			8/19/21	9/6/21
Council Approval or Returns Amendment to Planning Board			10/4/21	10/4/21

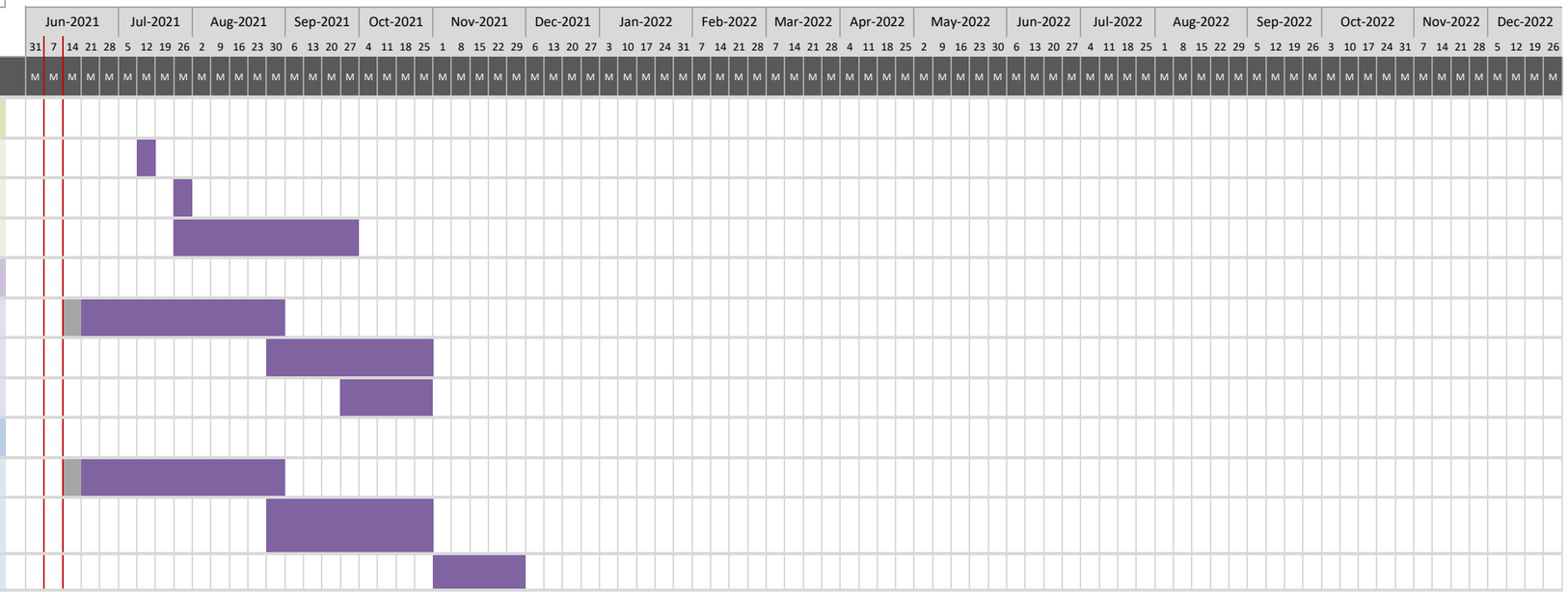


Rocky Mount Affordable Housing Strategic Plan

Project Start: Tue, 6/1/2021

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
New Recommendation: Implement Residential Production Program				
Presentation to City Council	Kevin Harris		7/12/21	7/12/21
Council Approval of Grants			7/26/21	7/26/21
Receipt of Applications and Approval of Grants			7/27/21	9/30/21
New Recommendation: Utilizing Solar Energy for New Construction and Home Rehabilitation				
Revise the city's Renewable Energy policy	Jayson Dawkins	10%	6/14/21	8/31/21
Implement changes to policy			9/1/21	10/31/21
Market the policy change in an interview with CITY TV-19			10/1/21	10/31/21
New Recommendation: Utilizing Green Building Practices for New Construction and Home Rehabilitation				
Research Green Building implementation ways for housing	Jayson Dawkins	10%	6/14/21	8/31/21
Form interdepartmental team to review research with Public Works, Developmental Services, Energy Resources, Water Resources, Budget, and Community & Business Development			9/1/21	10/31/21
Conduct meeting with Homebuilders Association			11/1/21	11/30/21



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Identification of Properties for Affordable Housing Development

6/14/2021, City Manager's Office

Overview

Ward 1	Ward 2	Ward 3	Ward 4
1110 Sycamore St. 1341 Laurel Ct.	502 Woodland Ave.	308 Smith St. 316 S. Discovery St. 1733 Pender St.	811-815 Hammond St. 114 S. Tillery St. 700-710 Sunset Ave. 206-210 N. Pine St.

All Properties Owned by City or Redevelopment Commission

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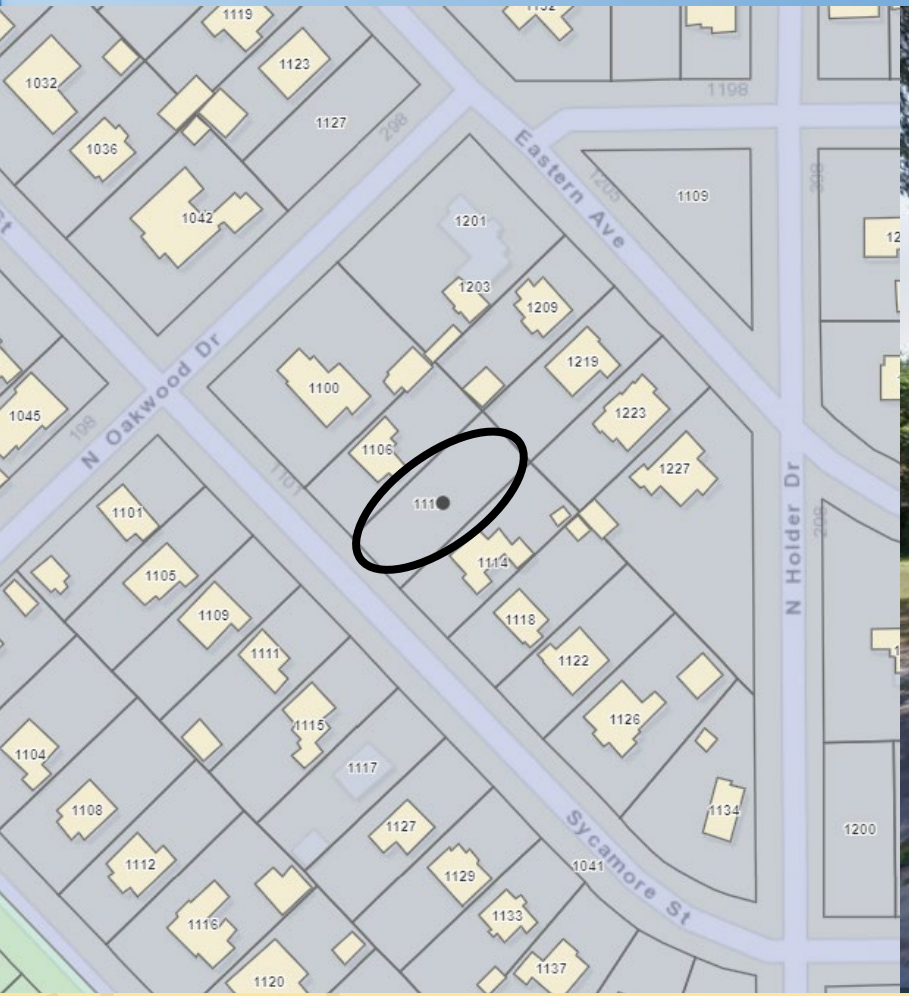
1110 Sycamore St.



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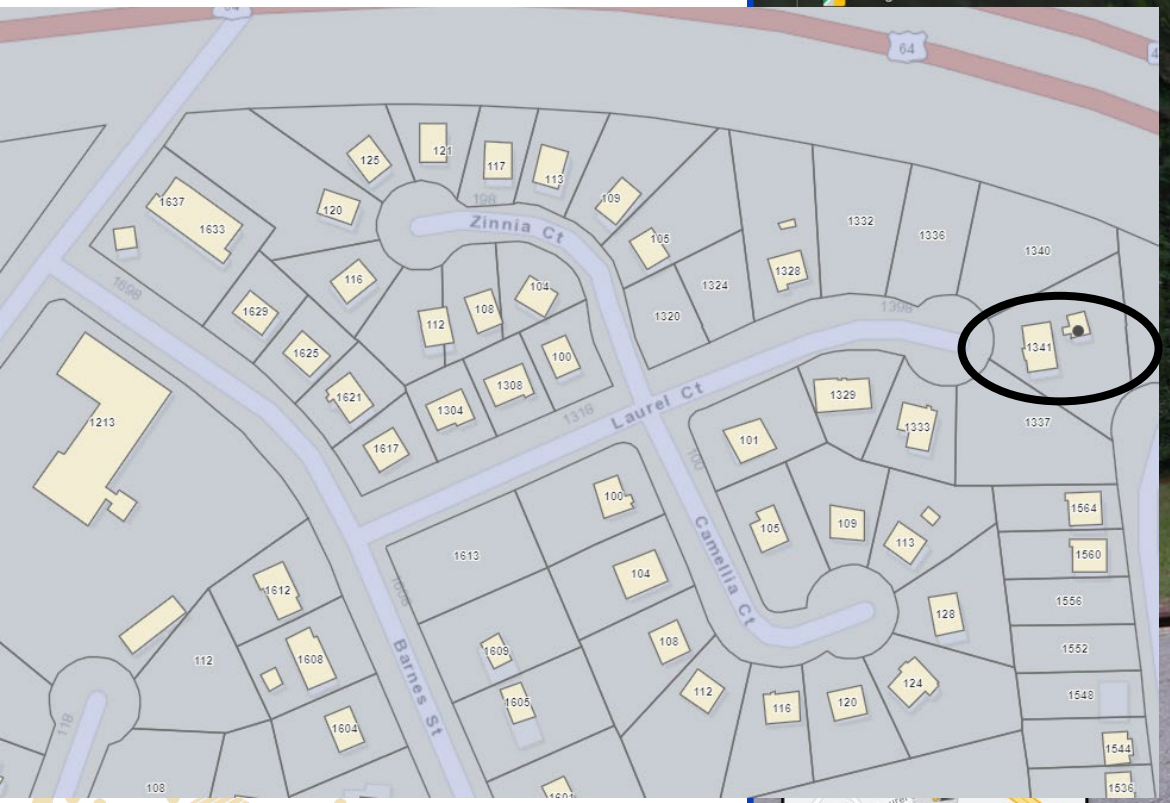
1341 Laurel Ct.



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502 Woodland Ave.

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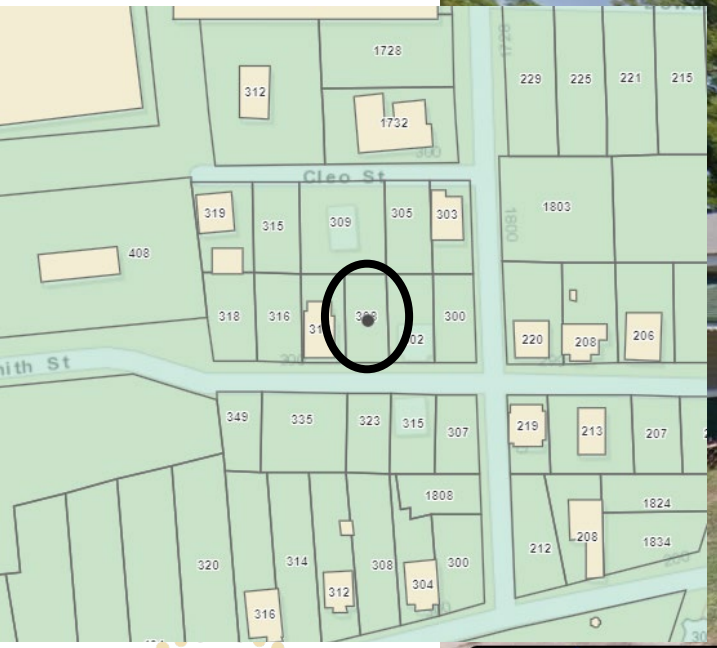
308 Smith St.



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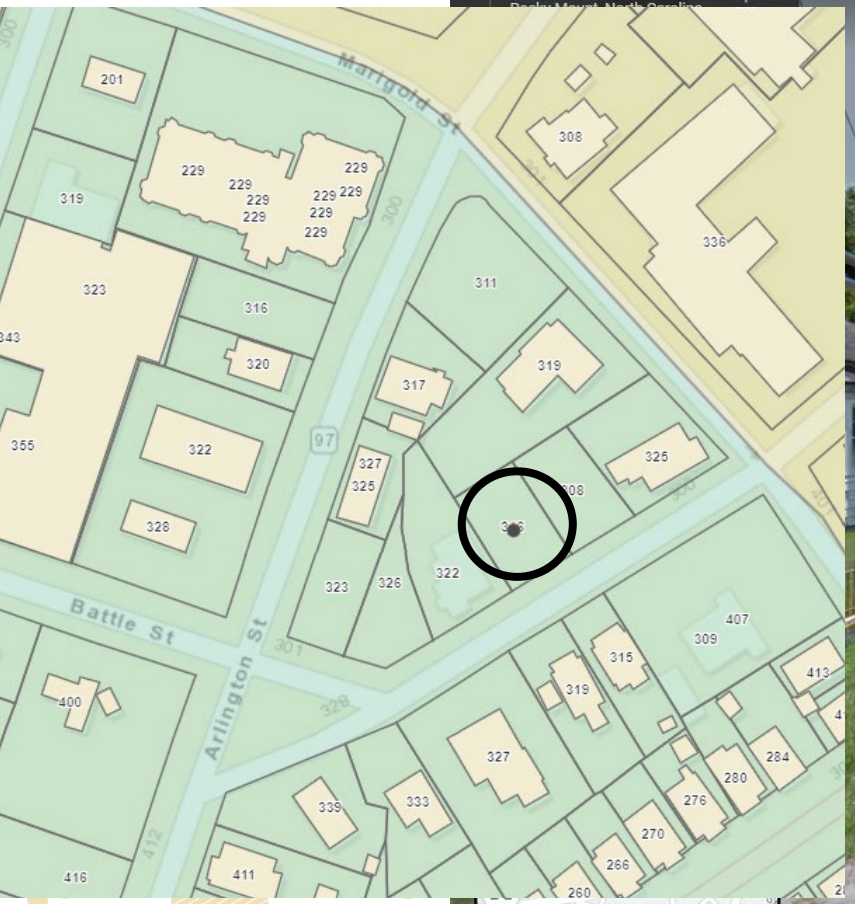
316 S. Discovery St.



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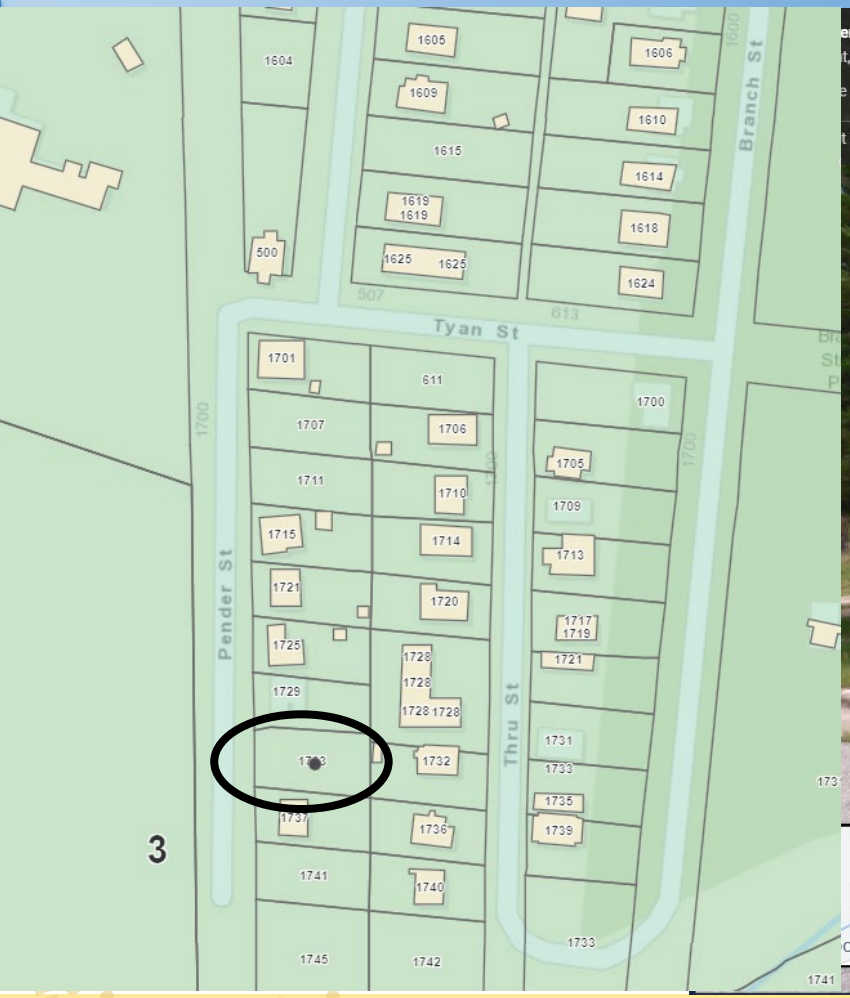
1733 Pender St.



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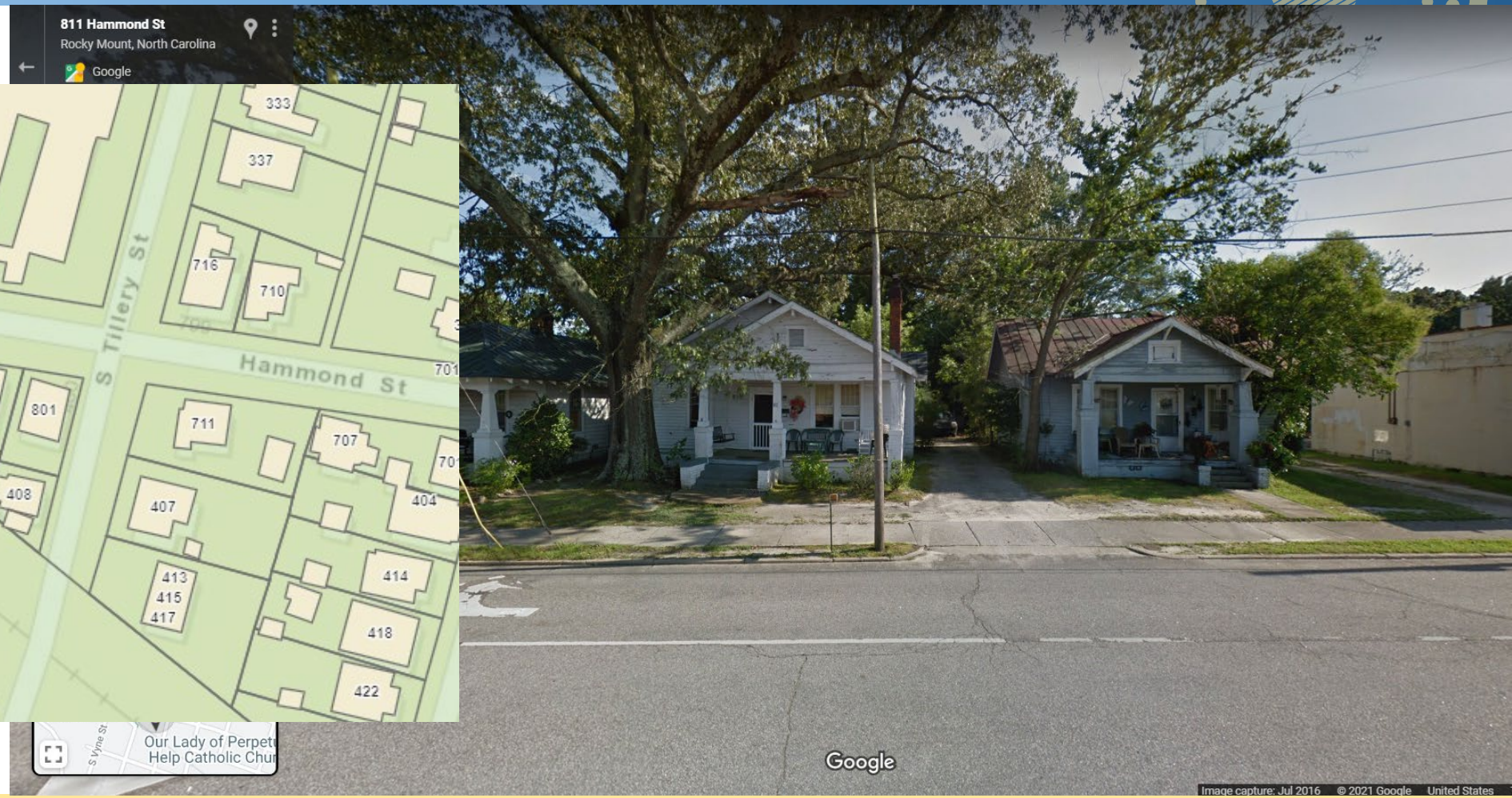
811-815 Hammond St.



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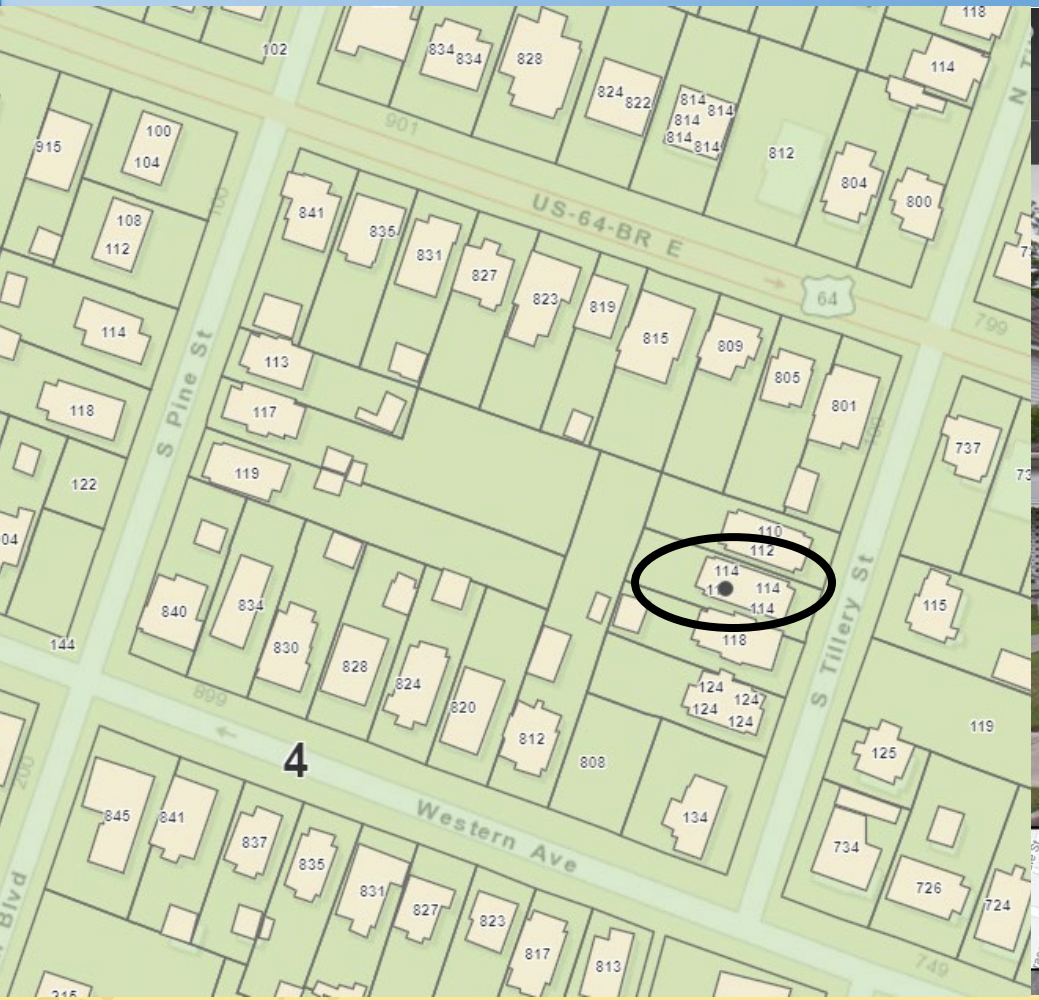
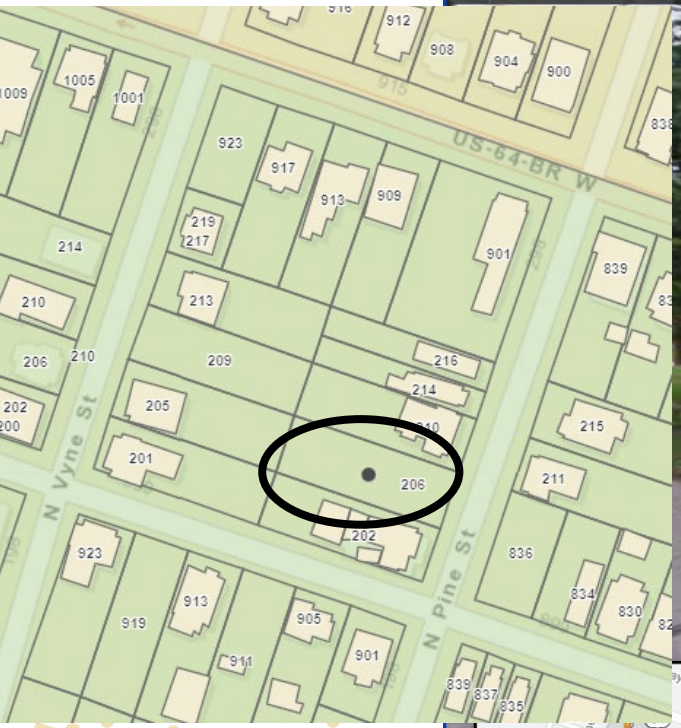
114 S. Tillery St.



700-710 Sunset Ave.

206-210 N. Pine St.



MEMORANDUM

ROCKY MOUNT, NC
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Committee of the Whole

To: Rochelle T. Small-Toney, City Manager

Cc:

From: Peter F. Varney, Interim Director of Community & Business Development PV
Cornelia L. McGee, Community Development Administrator CLM

Date: 5/24/2021

Re: Recommendation for Public Service Awards

Issue: The City of Rocky Mount's CDBG public service allocation for FY21/22 was $77,163. The City has received 6 proposals seeking $145,565 in funding. Approval of the funding recommendations is requested from the Rocky Mount City Council.

Background: The total amount of CDBG funds obligated for public service activities must not exceed 15 percent of the annual grant allocation. A request for proposals was issued to local nonprofit organizations from April 26, 2021 to May 17, 2021. A public notice was published in the local newspaper for five weeks and posted on the City's webpage. According to HUD guidelines, all proposals must meet the primary objective of the CDBG program: the development of viable urban communities by providing decent housing and a sustainable living environment and expanding economic opportunities for persons of low and moderate income.

Service providers are required to meet the following criteria:

- A non-profit organization with federal 501(c)(3) tax-exempt status, a government entity, or a faith-based organization;
- Directly serve Rocky Mount neighborhoods or households;
- At least three years of experience assisting low- and moderate- income households or neighborhoods.

Eligible CDBG activities include:

- Housing counseling including landlord/tenant housing rights counseling and mediation and fair housing outreach, counseling, and investigation;
- Homelessness prevention;
- Health services, including primary health, substance abuse treatment, mental health, and counseling programs;
- Crime prevention;
- Employment services, including job assessment, training, and placement;
- Day care or recreational services for children, youth, and older adults;

- Other human services to alleviate poverty.

CDBG funding priorities for the City of Rocky Mount have included:

- Homelessness prevention
- Job training
- Foreclosure counseling and housing counseling
- Youth development
- Veteran services
- Community gardens

American Rescue Plan: We have received notice from HUD that the HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) is allocating $1,476,477 to the Down East HOME Consortium. The City of Rocky Mount will receive a portion of these funds. This allocation makes it possible for the City Council to award funding to meet each agency's request in full but with a time delay for Ripple Effects Group, The Mercer Foundation, and United Community Ministries.

The reason for the delay is that we must first meet with the Down East HOME Consortium to agree on allocations by jurisdictions and develop a plan for utilizing the funding. Once a plan is developed, we will need to advertise for public comment, conduct a public hearing, and submit an amendment to HUD revising the budget for the Consortium. We expect that this process will take 90-120 days.

We have met with representatives from Ripple Effects Group, United Community Ministries, and The Mercer Foundation to review the proposed two stage funding program and they have indicated their support. In addition, the Ripple Effects Group representative has agreed to cover the rent for Mrs. Harper with supplemental funding until she can return to her home at 623 Branch Street. We have been advised that we cannot use funding from either the General Fund or CDBG to cover this cost.

Recommendation: It is recommended:

1) That the City Council award the CDBG Public Service funding totaling $77,163 as shown on the tabulation sheet attached.
2) That the City Council agree to award funding from the HOME-ARP source sufficient to fulfill the requests received from Ripple Effects Group, The Mercer Foundation, and United Community Ministries as shown on the tabulation sheet attached contingent upon HUD approval of the Consortium's amended HOME budget which is expected in 90 to 120 days.
3) That the City Council agree to award to Ripple Effects Group an additional $5,000 to cover the cost of rent for Mrs. Harper who has moved out of her house at 623 Branch Street into an apartment on Nandina Court pending

rehabilitation or reconstruction of her home. The funding for the rent would come from the HOME-ARP source.

FY 2021/2022 CDBG Public Services Proposals

Applicant	Funding Request	Recommended CDBG Public Service Funding	Recommended HOME- ARP Funding	Clients Served	Past CDBG Funding Yes/No	Years of Experience	Description of Proposal
Buck Leonard Association for Sports & Human Enrichment	$21,000	$21,000	$0	24	Yes FY20/21	22	Mitchell House Construction Trade Project Stage I & II: Providing construction trade featuring 2-stage training upgrades to meet industry training needs and to ensure living wages. **Previous award: $17,600**
Ripple Effects Group	$30,140	$19,163	$10,977	90	Yes FY20/21	5	Project Bridge: Providing case management, transitional housing, financial literacy training, and mental health counseling. **Previous award: $15,000**
Rocky Mount Edgecombe Community Development Corporation	$30,000	$30,000	$0	100	Yes FY19/20	26	Housing Counseling Center: Providing pre-purchase counseling, homebuyer education, foreclosure prevention counseling, and credit/money management workshops. **Previous award: $30,000**
The Mercer Foundation, Inc.	$28,425	$0	$28,425	40	No	3	Homeless Prevention and Finance Assistance Program: Providing transitional housing and financial assistance to veterans and homeless individuals. **Previous award: $0**
United Community Ministries (UCM)	$7,000	$7,000	$0	210	Yes FY20/21	44	House the Children at the Bassett Center: a transitional housing program for homeless families with children in Nash and Edgecombe Counties. **Previous year award: $7,000**
United Community Ministries (UCM)	$30,000	$0	$30,000	160	Yes	44	Community Shelter: Providing support services that will assist individuals in making the transition from homelessness to self-sufficiency and into permanent housing. **Previous year award: $30,000 (General Fund)**
Total	**$146,565**	**$77,163**	**$69,402`**				

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Community Development Block Grant (CDBG)

Public Service Award Recommendations

June 14, 2021, Peter F. Varney, Interim Director of Community & Business Development

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FY 2021 – 2022 CDBG Public Service
(July 1, 2021 – June 30, 2022)

CDBG Public Service

- FY 21/22 CDBG award = $514,419
- 15% for public service agencies- **$77,163**

CDBG Public Service

Eligible CDBG Public Service Activities

- Housing counseling
- Homelessness prevention
- Health services
- Crime prevention
- Employment services, including job assessment, training, and placement
- Daycare or recreational services for children, youth, and older adults
- Other human services to alleviate poverty

Program Notification

Request for Proposals for CDBG Public Service

- The City issued a Request for Proposals for CDBG Public Service Activities from April 26, 2021 through May 17, 2021
- Public notice published in the local newspaper and posted on the City's webpage
- Six (6) proposals received

Program Requirements

Service Provider Requirements

- Be a non-profit organization with federal 501(c)(3) tax-exempt status, a government, or faith-based organization
- Directly serve Rocky Mount neighborhoods or households
- Have at least three years of experience assisting low- and moderate-income households or neighborhoods
- Ensure confidentiality of records concerning program participants
- Comply with all City of Rocky Mount contract agreement requirements

CDBG Public Service

Funding Priorities

- Homelessness prevention
- Job training
- Foreclosure and housing counseling
- Youth development
- Veteran services
- Community gardens

ROCKY MOUNT, NC
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CDBG Public Service Award Recommendations

Applicant	Funding Request	CDBG Recommended Funding	HOME-ARP Recommended Funding	Description of Proposal
Buck Leonard Association for Sports & Human Enrichment	$21,000	$21,000	$0	Mitchell House Construction Trades Project Stages 1 & 2: Offering a more comprehensive – two prong approach of hands-on and on-the-job training for unskilled, unemployed, or underemployed youth/adults. **Previous award: $17,600**
Ripple Effects Group	$30,140	$19,163	$10,977	Project Bridge: Providing case management, transitional housing, financial literacy training, and mental health counseling. **Previous award: $15,000**
Rocky Mount Edgecombe Community Development Corporation	$30,000	$30,000	$0	Housing Counseling Center: Providing pre-purchase counseling, home buyer education, foreclosure prevention counseling, and credit/money management counseling/workshops. **Previous award: $30,000**
The Mercer Foundation, Inc.	$28,425	$0	$28,425	Homeless Prevention and Finance Assistance Program: Providing transitional housing and financial assistance to veterans and homeless individuals. **Previous award: $0**
United Community Ministries	$7,000	$7,000	$0	Bassett Center: Providing support services that will assist individuals in making the transition from homelessness to self-sufficiency and into permanent housing. **Previous award: $7,000**
United Community Ministries	$30,000	$0	$30,000	Community Shelter: Providing support services that will assist individuals in making the transition from homelessness to self-sufficiency and into permanent housing. **Previous award: $30,000 (General Fund)**

MEMORANDUM

ROCKY MOUNT, NC
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Committee of the Whole

To: Rochelle D. Small-Toney, City Manager

Cc: Peter F. Varney, Interim Director of Community & Business Development PV

From: Cornelia L. McGee, Community Administrator CLM

Date: 05/21/2021

Re: Urgent Repair Program (URP21) and Policies for Council Approval

---

Summary: The North Carolina Housing Finance Agency (NCHFA) has awarded $100,000 to the City of Rocky Mount to provide urgent repairs to low and very low-income homeowners within the city limits. Repairs will be done up to a total of $10,000 per address. We anticipate completing a minimum of 12 repair projects with these funds from NCHFA. We expect to receive an allocation of $150,000 from the General Fund which will enable us to accomplish at least an additional eight homes.

Requested Action: It is recommended that:

- the City Council authorize the City Manager and the City Clerk to execute the Urgent Repair Program (URP21) Post Approval Documentation form
- the City Council adopt a resolution to approve the Urgent Repair Program Assistance Policy and the Urgent Repair Program Procurement and Disbursement Policy and authorize the Mayor and City Clerk to execute related documents.

North Carolina Housing Finance Agency
Urgent Repair Program (URP21)
Post-Approval Documentation

URP2128	City of Rocky Mount

A. Instructions

Your Application for Funding was approved for a modified amount. The numbers in the table in section E below represent the suggested performance standards for your project based on the percentage of the modification of the requested amount. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Dan McFarland, Housing Rehabilitation Officer 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 URP21 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 URP21 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	**6**	**$50,000**
Edgecombe	**6**	**$50,000**
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 URP21 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 URP21 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 July 1, 2021 and ends June 30, 2022

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 URP21, 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

ROCKY MOUNT
COMMUNITY AND BUSINESS DEVELOPMENT
THE CENTER OF IT ALL

May17, 2021

Dan McFarland
Housing Rehabilitation Officer
NC Housing Finance Agency
Post Office Box 28066
Raleigh, NC 27611-8066

Dear Mr. McFarland:

Please see the attached Post-Approval Documentation (PAD) for the City of Rocky Mount. The City of Rocky Mount is extremely grateful to hear that we will once again be able to administer the Urgent Repair Program (URP) to qualified residents within our city limits. We are eager to hear your feedback on the attached documents as we want to be sure to execute the URP21 with utmost compliance as per your agency, but also for the benefit of the clients we serve.

In reference to local matching funds (part B of the PAD) dedicated to the program, the City of Rocky Mount will be leveraging $150,000 of General Fund money for the purpose of paying for URP eligible hard costs as indicated in our application for funding. The City of Rocky Mount may provide up to $150,000 for a total of $250,000 when combined with our $100,000 URP21 award from NCHFA for the same purpose. The additional funds will be used to provide the ability to serve more clients overall.

Source of Funds	Amount
URP21 Grant Award	$100,000
City of Rocky Mount General Fund	$150,000
Total	**$250,000**

In reference to the direct deposit form (part J), our direct deposit information remains the same as what is currently on file with the North Carolina Housing Finance Agency.

Please let me know if you have any questions regarding to the documents or if you require additional information. I look forward to working together over the program year!

Thank you for your consideration and time.

Cornelia L. McGee

Cornelia L. McGee, Community Development Administrator

cc: Rochelle D. Small-Toney, City Manager
Peter F. Varney, Interim Director of Community & Business Development

R – 2021 –

RESOLUTION APPROVING POLICY NO. II.29 (A) ENTITLED "ASSISTANCE POLICY: URGENT REPAIR PROGRAM " and II.29 (B) ENTITLED "PROCUREMENT & DISBURSEMENT POLICY: URGENT REPAIR PROGRAM"

BE IT RESOLVED by the City Council of the City of Rocky Mount:

SECTION 1. That Policy No. II.29 entitled: "Assistance Policy: Urgent Repair Program" attached hereto as Attachment A, be and the same hereby is adopted.

SECTION 2. That Policy No. II.29 entitled: "Procurement & Disbursement Policy: Urgent Repair Program" attached hereto as Attachment B, be and the same hereby is adopted.

SECTION 3. a. All resolutions or clauses of resolutions in conflict herewith are hereby repealed.

b. This resolution shall be in full force and effect on and after adoption.

ADOPTED: 6-28-2021

_____

Pamela O. Casey
City Clerk

ROCKY MOUNT, NC
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City of Rocky Mount Administrative Policy

Assistance Policy: Urgent Repair Program

Section:	**Administrative**	**Policy No. II.29(a)**
Prepared By:	**Peter F. Varney, Interim Director of Community & Business Development**	
	Cornelia L. McGee, Community Development Administrator	
Approved By:	**City Council**	
Effective Date:	**6/28/2021**	**Page: 1 of 12**
Supersedes:	**4/28/2008**	

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SECTION 1. Assistance Policy

The Urgent Repair Program is intended to assist with the rehabilitation of deteriorated homes that are owned and occupied by very low-income households. The goals of the Urgent Repair Program are:

- To alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs
- To provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and persons with disabilities

SECTION 2. Purpose

The City of Rocky Mount has been awarded $100,000 by the North Carolina Housing Finance Agency (NCHFA) under the 2021 cycle of the Urgent Repair Program (URP21). 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 URP21.

The Assistance Policy describes who is eligible to apply for assistance under URP21, 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 URP21 project to be fair, open, and consistent with the City's approved application for funding and with NCHFA's URP Program Guidelines.

The City of Rocky Mount supplements the funding from NCHFA in the amount of $150,000 from the General Fund to be used by the Urgent Repair Program.

SECTION 3. Roles and Responsibilities

3.1 The program will be administered by the following City staff members:

a. The Community Development Technician (CD Tech) and/or Citizen Assistance Specialist shall serve as the primary contact for questions, concerns, application intake and program promotion. The CD Tech and/or Citizen Assistance Specialist is responsible for requesting, compiling, and filing all necessary documentation to determine eligibility. Additionally, the CD Tech handles the drafting and execution of closing documents. The Citizen

Assistance Specialist/HOME Coordinator are also responsible for assisting with the execution of closing documents.

b. The CD Tech requests the letters of determination for properties in the historic districts and/or flood zones from the Planning Administrator in the Development Services Department. The CD Tech also requests information from the Community Code Division about any open or outstanding Community Code actions (see Section 4.1).

c. The Housing Specialist performs both an initial assessment/inspection as well as a post-inspection once repairs have been completed.

d. The Compliance Administrator is responsible for monitoring the program and doing the grant funding close-out which includes the verification of applicant eligibility and documentation accuracy (i.e. closing documents, invoices, copies of paid receipts, and verification of payments).

e. There shall be three (3) levels of oversight of the Housing Rehab Matching Rebate Program

- Level 1: The Community Development Administrator shall be responsible for overseeing the CD Tech, Citizen Assistance Specialist, Housing Specialist, HOME Coordinator, and Compliance Administrator, reviewing files, executing approval/denial letters, and signing all requisitions, purchase orders, and check requests.
- Level 2: The Director of Community & Business Development shall be responsible for the Community Development Administrator and Administrative Assistant, overseeing and signing off on all requisitions, purchase orders, and check requests. The Director of Community & Business Development shall also serve as hearing officer and determine final application status for all contested applications.
- Level 3: The Assistant City Manager shall hear any appeals that cannot be resolved by the Director of Community & Business Development.

f. The CD Tech processes requisition-purchase orders and check requests and forwards to the Finance Department for payment.

g. Purchasing Technician provides support for the program which includes entering vendor information and reviewing/approving purchase order requests.

h. Accounting Technician/Accountant provides financial processing support for the program which includes reviewing contracts, reviewing purchase orders, and processing payment requests.

SECTION 4. Urgent Repair Program Policy

4.1 To be eligible for assistance under URP21 applicants must meet all of the following criteria:

- must reside within the city limits of the Rocky Mount and own and occupy the home in need of repair;
- 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);
- must have a special need (i.e. be elderly, ≥ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with ≥5 household members or a household with a child below the age of six with lead hazards in the home; and
- must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.
- If the property is under the minimum housing code, the scope of work must satisfy all code violations.

4.2 URP21 Income Limits* for City of Rocky Mount

Number in Household	30% of Median (extremely low income)	50% of Median (very low income)
1	$12,850	$21,350
2	$14,650	$24,400
3	$16,500	$27,450
4	$18,300	$30,500
5	$19,800	$32,950
6	$21,250	$35,400
7	$22,700	$37,850
8	$24,200	$40,300

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

4.3 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.

4.4 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 URP21

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 URP21.

Recipients of assistance under the URP21 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status or disability.

4.5 The definitions of special needs' populations under URP21 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 active U.S. military service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child*: A child below the age of six with lead hazards in the home.

4.6 Client Referral and Support Services: 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.

4.7 The City will provide assistance to homeowners selected for participation in the Program up to $12,500. For homeowners receiving assistance with funding from the North Carolina Housing Finance Agency (NCHFA), the amount of assistance from the NCHFA source shall not exceed $10,000. Further, assistance provided with funding from the NCHFA shall be made in the form of a loan that will be unsecured and interest-free with the principal forgiven at the rate of $2,000 per year until the balance is reduced to zero. The City will supplement assistance provided from the NCHFA source with a grant to make the total assistance amount up to $12,500 if needed to accomplish the full extent of urgent repairs.

For homeowners receiving assistance with funding provided solely from the City's General Fund, the amount of assistance shall not exceed $12,500 and shall be in the form of a grant, not a loan.

4.8 Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications or well as correction of any minimum housing code violations will be performed under the city's URP21. It should be noted that all deficiencies in a home may not be rectified with the available funds.
All work that is completed under URP21 must meet or exceed NC Residential Building Code.

4.9 The City is obligated under URP21 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, the 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 Central Contractor Registration (CCR).
- Must be Renovation, Repair, and Painting (RRP) certified for lead abatement and must follow specific work practices to prevent lead contamination for work performed in homes built before 1978.

Refer to 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" are terms described in the Procurement and Disbursement Policy.

SECTION 5. Program Marketing

The Urgent Repair Program will be advertised through all available media sources including, but not limited to: the local newspaper/radio station in Rocky Mount, Channel 19 and 13 (local cable access), City of Rocky Mount website, Facebook, Twitter, and Energy Connections Newsletter, ad posted on the Lamar digital billboard, flyers posted in City of Rocky Mount and other local government offices, and neighborhood organization meetings. The program will be advertised and accepted until the application deadline, which will be clearly indicated on all notices.

SECTION 6. Program Schedule

The proposed schedule for implementation of the program is as follows:

Activity	Time Period
Application Period	August 2, 2021 – September 3, 2021
Application Review	Within 60 days
Performance of Urgent Repairs	January 1, 2022 – June 30, 2022
Grant Close-out	July 1, 2022 - December 31, 2022

SECTION 7. Application Process for Urgent Repair Program

- Completing an Application form: Homeowners who wish to apply for assistance may apply at any time while funds are available. Apply by contacting the Community Development Technician, at (252) 972-1357, Citizen Services Representative, at (252) 972-1354, or 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 in Section 4.4. 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 the 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 "Notice to Proceed" 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 URP21. 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.

- If the house was the subject of any Community Code actions, a statement of compliance with the minimum housing code issued by the Community Code Division is required for close-out.

- 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 here in has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).

7.1 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.

SECTION 8. Appeals Process

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.

8.1 During the application process:

- 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 within five (5) business days of the initial decision and detail the concern in writing. A written response by the Community Development Administrator will be made to any persons who place a complaint in writing within five (5) business days.
- 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 Community Development Administrator. Appeals should be directed to the attention of the Director of Community and Business Development, City of Rocky Mount, Post Office Box 1180, Rocky Mount, NC 27802-1180.
- The City of Rocky Mount will respond in writing to any complaints or appeals within ten (10) business days of receiving written comments.

8.2 During the repair/modification process:

- 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.
- 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.
- 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.

- Should the mediation conference fail to resolve the dispute, the Community Development Administrator will render a written final decision.
- 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.

SECTION 9. Other

9.1 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.

9.2 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 URP21 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.

9.3 What about favoritism? All activities under URP21, 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.

9.4 Who can I contact about URP21? Any questions regarding any part of this application or program should be addressed to:

Community Development Administrator
Department of Community and Business Development
City Hall, 2nd Floor
Rocky Mount, NC 27802-1180
(252) 972-1178

ROCKY MOUNT, NC
THE CENTER OF IT ALL

City of Rocky Mount Administrative Policy

Procurement & Disbursement Policy: Urgent Repair Program

Section:	**Administrative**	**Policy No. II.29(b)**
Prepared By:	**Peter F. Varney, Interim Director of Community & Business Development**	
	Cornelia L. McGee, Community Development Administrator	
Approved By:	**City Council**	
Effective Date:	**6/28/2021**	**Page: 1 of 5**
Supersedes:	**4/28/2008**	

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4. Disbursement Policy 4

SECTION 1. 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 Central Contractor Registration (CCR); and Renovation, Repair, and Painting (RRP) certified.

SECTION 2. Debarment

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 Program or funds from NCHFA. A letter, explicitly stating that the contractor is no longer debarred locally must be received in order to be placed on the approved contractor registry used for the Urgent Repair Program.

SECTION 3. Bid Procedures

The Housing Specialist inspects applicants' homes to identify and verify the eligibility of requested repairs and modifications. A detailed work write-up is prepared describing necessary improvements to the property along with 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 MWBE Coordinator as the authorized representative of the Purchasing Office. 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 MWBE Coordinator. 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, Compliance Administrator 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.

SECTION 4. 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 the house was the subject of any Community Code actions, a statement of compliance with the minimum housing code issued by the Community Code Division is required.

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.

ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

May 11, 2021

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 20/21. 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 Risk 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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/07/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
John Hackney Agency of Rocky Mount
950 Country Club Road
P. O. Box 7807
Rocky Mount NC 27804-0807

CONTACT NAME: Sue Alford
PHONE (A/C, No, Ext): (252) 442-3186 FAX (A/C, No): (252) 451-9400
E-MAIL ADDRESS: salford@jharm.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Travelers Indemnity Company	25658
INSURER B :	Travelers P & C Co. of America	36161
INSURER C :	Midwest Employers Casualty Co.	
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
City of Rocky Mount
P.O. Box 1180
Rocky Mount NC 27802

COVERAGES **CERTIFICATE NUMBER:** CL207705005 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZLP15P3176A20PA	07/01/2020	07/01/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			H8109157P496IND20	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			ZUP15P3177120PA	07/01/2020	07/01/2021	EACH OCCURRENCE	$
							AGGREGATE	$
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		EWC007648	07/01/2020	07/01/2021	[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

NC Housing Finance Agency
3508 Bush Street
Raleigh NC 27609

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sue Alford

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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(sub-recipient)** and will comply with North Carolina General Statute 143C-6-23 to submit grant reports and the requirement to submit an audited financial statement.

If your organization received **less than $500,000** in state and/or federal funds in the fiscal year, the following reports must be submitted:

1. A program report of activities and accomplishments. Also, a grant expenditures report providing an accounting how grant funds were expended. The reports are due three (3) months after your fiscal year-end date. Submit reports to: subreport.rehabteam@nchfa.com.
2. An Audited Financial Statement. The audit is due nine (9) months after your fiscal year-end date. Submit a PDF version electronically to: caxtell@nchfa.com .

If your organization received **$500,000 or more** in state and/or federal funds in the fiscal year, the following reports must be submitted:

1. A program report of activities and accomplishments. Also, a grant expenditures report providing an accounting how grant funds were expended. The report is due three (3) months after your fiscal year-end date. Submit report to: subreport.rehabteam@nchfa.com.
2. A Single or Yellow Book audit. The audit is due nine (9) months after your fiscal year-end date. Submit a PDF version electronically to: caxtell@nchfa.com .

X We are a **local governmental organization** and will comply with North Carolina General Statute 159-34 to submit an independent audit. The Statute reads, "This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984."

The annual audit is due nine (9) months after your fiscal year-end date. Submit a PDF version electronically 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.

Signed: Marlene Meyer Date: 5/14/2021

Name Marlene Meyer

Title Accountant

Organization City of Rocky Mount

Federal Tax ID Number 56-6001323 Fiscal Year End Date 6/30/2021

Address PO Box 1180, Rocky Mount, NC 27802

Email marlene.meyer@rockymountnc.gov Phone 252-972-1347

Award: URP

Form **W-9**
(Rev. December 2000)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Please print or type

Name (See **Specific Instructions** on page 2.)
City of Rocky Mount

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☑ Other ▶ Municipality

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

Requester's name and address (optional)

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

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Social security number
| | | – | | – | | | | |

or

Employer identification number
[redacted]

List account number(s) here (optional)

Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)

▶

Part III 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. person (including a U.S. resident alien).

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 on page 2.)

Sign Here **Signature of U.S. person ▶** [redacted] **Date ▶** 5/14/21

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

STATE OF NORTH CAROLINA
STATE TREASURER'S ELECTRONIC PAYMENTS

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

Program: Urgent Repair Program (URP)

Check One: Initial Sign-up _____ Change _____

PARTICIPATING ENTITY ACCOUNT INFORMATION

Entity Name: City of Rocky Mount

Entity Address: P.O. Box 1180

Contact Name: Nicki Gurganus/ Accounting Manager **Phone #:** 252-972-1218

Email address: nicki.gurganus@rockymountnc.gov
Note: E-mail address will be used to send notices of deposited funds.

FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Transit/Routing #: _____ ACCOUNT ON FILE NO CHANGES

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

4/24/2021

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Urgent Repair Program

URP21

June 14, 2021, Peter F. Varney, Interim Director of Community & Business Development

Urgent Repair Program (URP21)

Goals of the Program

- To alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs
- To provide accessibility modifications and other repairs necessary to prevent displacement of very low-income homeowners with special needs, such as the elderly and persons with disabilities

Program Requirements

Eligible Households

- Must own and reside in the home as primary residence
- Must earn less than 50% of Area Median Income
- Must have a special need as defined by NC Housing Finance Agency
  - Elderly (>=62 years of age)
  - Handicapped or disabled
  - Single parent with at least one dependent child in residence
  - Large household (5 or more people)
  - Children below the age of 6 with lead hazards in home
  - Military Veteran

Program Requirements (Cont.)…

Eligible Repairs

- Flooring repair and replacement
- Systems upgrades (plumbing, electrical, and HVAC)
- Roof repair and/or replacement
- Lead, mold, or asbestos abatement (if child under 6 in the home)
- Accessibility features for entering and exiting the home
- If the property is under minimum housing code, the scope of work must satisfy all code violations

Funding Sources

URP Funds

Program	FY 2018-2019 Allocation (URP18)	FY 2019-2020 Allocation (URP19)	FY 2020-2021 Allocation (URP20)	FY 2021-2022 Allocation (URP21)
Urgent Repair Program (URP) Grant	$100,000	$100,000	$100,000	$100,000
Rocky Mount General Fund – Local Matching Funds	$150,000	$150,000	$150,000	$150,000
Total Funds Committed	$250,000	$250,000	$250,000	$250,000

Urgent Repairs

Number of Households Benefitting

Over the past three years, the City has helped 60 very low-income households with disabilities and special needs, including seniors and veterans, with urgent repairs. These repairs do more than fix homes, they improve the quality of life and help homeowners age in place.

Program	FY 2017/2018 (URP17)	FY 2018/2019 (URP18)	FY 2019/2020 (URP19)	FY 2020/2021 (URP20)
Urgent Repairs Completed	16	18	19	7

*As of 5/20/21, 7 urgent repairs completed and 13 in progress (a total of 20).

ROCKY MOUNT, NC
THE CENTER OF IT ALL

Post-Approval Documentation (PAD)

Required PAD Documents

- Local Matching Funds
- Assistance Policy
- Procurement & Disbursement Policy
- Bonding/Honesty and Fidelity Insurance Coverage
- Acknowledgement of Audit Compliance Reporting Responsibilities
- W9 Tax ID and Direct Deposit

Next Steps

Requested Actions

- June 28, 2021 - City Council Approval and Adoption of Policies and Post Approval Document
- June 30, 2021 – Submittal to NC Housing Finance Agency

MEMORANDUM

ROCKY MOUNT
POLICE
THE CENTER OF IT ALL

To: Rochelle Small-Toney, City Manager

Cc: Elton Daniels, Assistant City Manager

From: Robert Hassell, Chief of Police RH

Date: 6/14/2021

Re: Presentation of Crime Statistics

The purpose of this memo is to present a summary of the city wide crime numbers to the Committee of the Whole during the June 14, 2021 meeting.

Discussion

The presentation covers the crime incidents throughout the city currently and compares them to last year during the same time period. The crimes tracked in this presentation are crimes labeled as part 1 crimes in the National Incident Based Reporting System (NIBRS) by the federal government. These crime numbers are tracked by the FBI and shared with the Bureau of Justice Statistics for tracking purposes.

The presentation includes investigation outcomes for the violent crimes and the related arrests. It also includes maps depicting the areas of shots fired, incidences of aggravated assault and murder. The presentation also highlights the efforts and successes of the police department to combat the violent crime occurring in the city.

Requested Action

None

Respectfully Submitted,

Robert Hassell
Chief of Police

ROCKY MOUNT
POLICE

May 2021 Crime Report

May 2021 Data

June 14, 2021
Robert Hassell, Chief of Police

ROCKY MOUNT
POLICE

May 2021 Crime Report

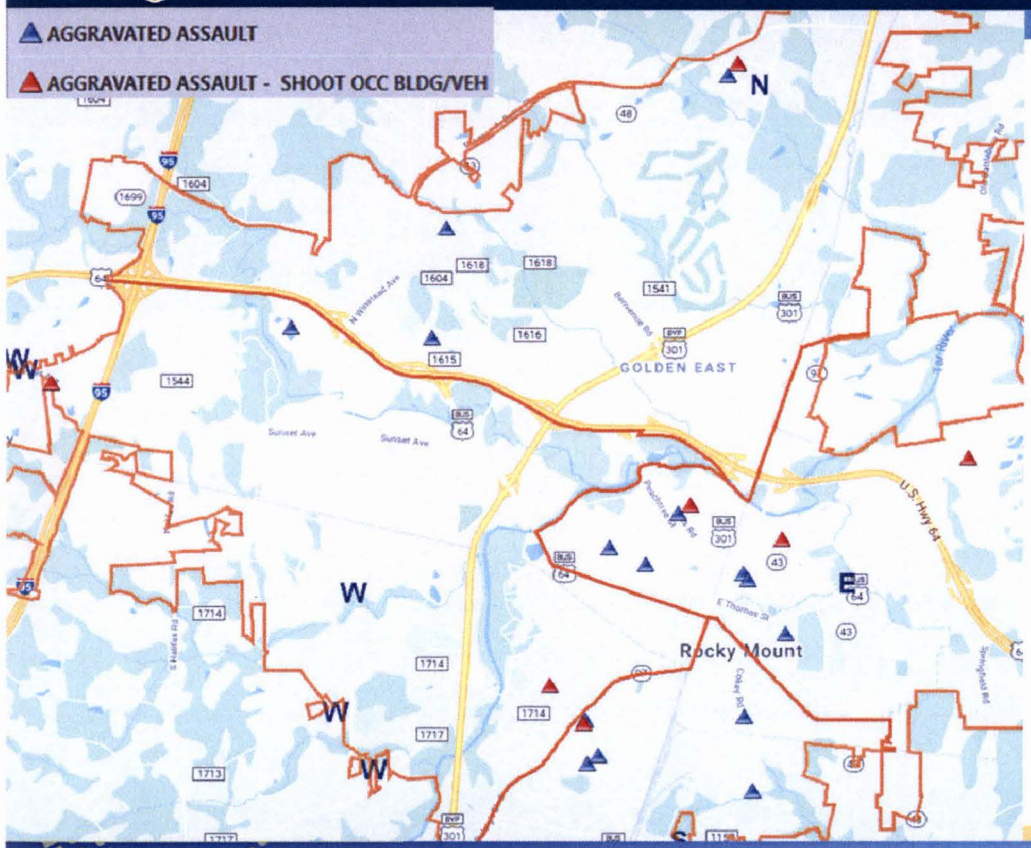
NIBRS Part 1 Comparison

CRIMES	May 2020	May 2021	+/-	YTD 2020	YTD 2021	+/-
Murder	2	0	-2	5	4	-1
Rape	1	2	1	2	5	3
Com Robbery	2	2	0	10	11	1
Ind Robbery	4	3	-1	17	10	-7
Agg Assault	55	45	-10	154	166	12
Violent	64	52	-12	188	196	8
Commercial B&E	5	16	11	22	55	33
Residential B&E	17	15	-2	100	76	-24
Non Residential B&E	3	1	-2	13	13	0
Larceny	71	77	6	423	344	-79
MV Theft	14	2	-12	33	29	-4
Arson	1	3	2	4	5	1
Property	111	114	3	595	522	-73
Total	175	166	-9	783	718	-65

The table is a comparison of crime numbers by month and year to date compared to the same time periods last year.

ROCKY MOUNT
POLICE

May 2021 Crime Report



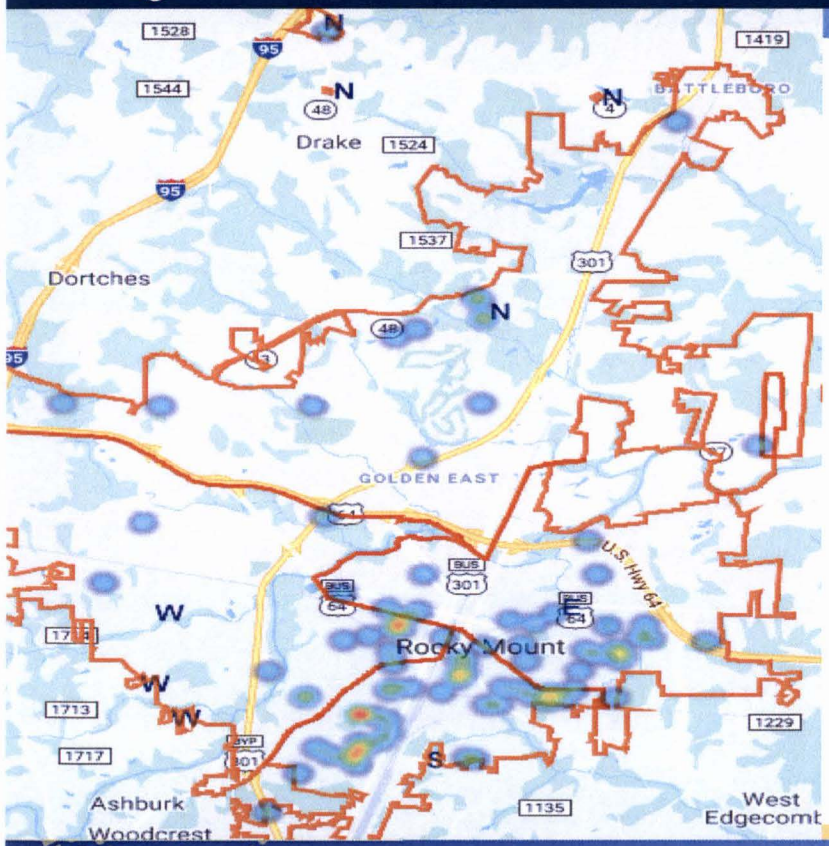
- ▲ Murder
- ▲ Aggravated Assault
- ▲ Shooting Into OCC Build/Veh
- Victims with Injuries 12
- Victims Without Injuries 33
- Grand Total of Victims 46
- Cases Cleared by Arrest 2
- Inactive Cases 4
- Open Cases 15
- Gang Related 1

Aggravated Assault Cases and Investigations

• Aggravated Assault Cases	23
• Aggravated Assault Victims	46
• Numbers Cases with Multiple Victims	9
• Aggravated Assault Arrests	2
• Aggravated Assault Cases Cleared	4

ROCKY MOUNT
POLICE

May 2021 Crime Report



Shots Fired Calls Throughout the City

• Calls about Shots Fired or Heard	94
• Calls where Shell Casings were Found	36
• Number Shell Casings Found	204
• Number of Firearms Seized	37
• Number of Firearms Seized YTD	193
• Weapon Violation Arrests	11

Community Involvement

- ***Police Athletic Program***: Softball & Baseball games concluded our 10U boys won the championship and the 12U girls were runner-ups.

- ***Junior Police Academy***: Will begin July 19 – July 23. We are currently accepting applications

- ***Active Shooter Training:*** We have began training all city employees on survival techniques during an active shooter. This training will include lecture and practical exercises