

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Monday, January 30, 2023

6:00 PM

Special Called Meeting for Town CDBG-CV Grant No. 20-V-3525

Special Meeting- Council Chambers - Room 110

Town Council

6:00

1. [23-16](#) Quarterly Report (2022 Q4) and 2022 Annual Performance Report for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this agenda item is to request that the Town Council receive the fourth quarter report and an annual report for calendar year 2022 for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) and authorize the Mayor to sign the reports for submission to the N.C. Department of Commerce.

Attachments: [Attachment A Quarterly Report Q4 \(2022\) - CDBG-CV](#)
[Attachment B Annual Performance Report 2022 CDBG-CV](#)



Agenda Item Abstract

File Number: 23-16

Agenda Date: 1/30/2023

File Type: Agendas

In Control: Town Council

Version: 1

TITLE:

Quarterly Report (2022 Q4) and 2022 Annual Performance Report for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this agenda item is to request that the Town Council receive the fourth quarter report and an annual report for calendar year 2022 for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) and authorize the Mayor to sign the reports for submission to the N.C. Department of Commerce.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Interim Housing and Community Services Director, amvanaman@carrboronc.gov <<mailto:amvanaman@carrboronc.gov>>, 919-918-7321

INFORMATION: On August 25, 2020, Governor Cooper announced funding for three initiatives to help North Carolinians with rental and utility payments in the wake of the COVID-19 pandemic. One of these initiatives provided \$27.5 million from a federal Community Development Block Grant - Coronavirus (CDBG-CV) to be administered by incorporated municipalities with under 50,000 residents and counties under 200,000 residents through the N.C. Department of Commerce. Local governments were encouraged to prioritize the support of rental and utility payments and eviction prevention.

The Town of Carrboro applied for and was awarded \$900,000 in CDBG-CV funds to be used with the existing Orange County Emergency Housing Assistance (EHA) program, which provides financial assistance to help Orange County residents with low incomes secure and maintain stable housing. All CDBG-CV funds must be obligated by March 17, 2023.

The County has allocated American Recuse Plan Act (ARPA) funding to the Emergency Housing Assistance (EHA) Program and Carrboro residents will continue to receive rent, utility, and mortgage assistance after the CDBG-CV funding ends. Additionally, the Town Council approved its spending plan for its ARPA funds on [October 11, 2022 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=5868305&GUID=E9E9F5E5-7397-4135-8AED-CB01FF7287BB&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5868305&GUID=E9E9F5E5-7397-4135-8AED-CB01FF7287BB&Options=&Search=>). The plan included an allocation of \$500,000 for EHA to support Carrboro residents.

FISCAL & STAFF IMPACT: Review and submission of quarterly and annual reports is required to maintain compliance with the terms of the Town of Carrboro's \$900,000 CDBG-CV grant. After the first four quarters of Calendar Year 2022, \$8,999.99 will remain in grant funds. These remaining funds will pay for required public hearing notices and the administrative support needed to close out the grant. If the approved and signed Annual Performance Report is not received by January 31, 2023, the remaining grant funds could be

frozen until the report is received.

RECOMMENDATION: Staff recommends that the Town Council review Attachments A and B (Fourth Quarter and Annual Performance Reports) and authorize the Mayor to sign the reports for submission to the N.C. Department of Commerce.



Town of Carrboro
Housing and Community Services Department

Quarterly Report: Town of Carrboro CDBG-CV Grant No: 20-V-3525 - Emergency Housing Assistance

Quarter: Fourth Quarter - October, November, December 2022

Total Amount of Funds Disbursed: \$13,583.97

EHA Payments for Carrboro Residents: \$12,349.06

EHA Administration Costs: \$1,234.91

Number of Households Assisted: 3

Average Amount of Assistance Per Household: \$4,116.35

DEMOGRAPHICS

Applicant Race	Count	% of Total
Asian	0	0.0%
Black/African American	2	66.7%
Multiracial/Other	0	0.0%
White/Caucasian	1	33.3%
American Indian / Native American	0	0.0%
Unknown	0	0.0%

Applicant Ethnicity	Count	% of Total
Hispanic and/or Latinx	0	0.0%
Not Hispanic and/or Latinx	3	100.0%
Unknown	0	0.0%

Household Income	Count	% of Total
30% AMI	2	66.7%
50% AMI	0	0.0%
60% AMI	1	33.3%

ASSISTANCE PROVIDED

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$8,026.07	65.0%
Rent Payments (Arrears)	\$4,322.99	35.0%
Rent Deposits/Fees/Bond	\$0.00	0.0%
Utility/Internet Payments	\$0.00	0.0%
Mortgage Payments (Current / Future)	\$0.00	0.0%
Mortgage Payments (Arrears)	\$0.00	0.0%

This quarterly report was received and reviewed by the Town Council for the Town of Carrboro on the _____ day of _____, 2023.

Damon Seils, Mayor
Town of Carrboro



**NORTH CAROLINA DEPARTMENT OF COMMERCE
STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

2022 ANNUAL PERFORMANCE REPORT COVER PAGE

Grantee Name: Town of Carrboro

Grant Number: 20-V-3525

Grants Management Representative: Anne-Marie Vanaman

Grantee Address: 301 West Main Street, Carrboro NC 27510

Preparer Information

Name: Anne-Marie Vanaman

Address: 301 West Main Street, Carrboro NC 27510

Telephone Number: 919-918-7321

Email Address: amvanaman@carrboronc.gov

Local Government Primary Contact: Anne-Marie Vanaman

Phone Number: 919-918-7321

Email: amvanaman@carrboronc.gov

The Annual Performance Report (APR) is required by 4 NCAC 19L.1101. **One original signed hardcopy of this report must be submitted to NC Commerce by Tuesday, January 31, 2023 at 5:00 pm. Newly required, 2022 APR Excel file must be emailed to compliance@commerce.nc.gov (not a scan copy, the actual Excel file). Grantees are still required to mail a hard copy to NC Commerce.** The grant recipient's Board Designated Representative certifies on this signatory Cover Page that all the Data in the APR Report are true and correct to the best of her/his knowledge and belief. **DocuSign is not permitted.**

Damon Seils - Mayor, Town of Carrboro

Typed Name of Authorized Representative

Signature and Date of Authorized Representative

NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY

Documents Included:			
Cover Page	<input type="checkbox"/>	MWBE HUD 2516	<input type="checkbox"/> (Formerly Contractor Info. Form)
Main Summary	<input type="checkbox"/>	Fair Housing Report	<input type="checkbox"/>
Activity Indicators	<input type="checkbox"/>	LAP Report	<input type="checkbox"/>
Other Indicators	<input type="checkbox"/>	Section 3 Report	<input type="checkbox"/>
		Section 504 Report	<input type="checkbox"/>



2022 Annual Performance Report Main Summary

Grantee Name: Town of Carrboro

Grant Number : 20-V-3525

Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation should all be classified under Rehabilitation.

Contents	Check
Acquisition	
Architectural Barriers	
Clearance Activities	
Code Enforcement	
Disposition	
Fire Protection	
Flood & Drainage	
Historic Preservation	
Machinery & Equipment	
Neighborhood Facilities	
Other Activities	
Other Public Facilities	
Parking Facilities	
Parks & Playgrounds	
Pedestrian Improvements	
Public Services	X
Public Utilities	
Rehabilitation, Commercial	
Rehabilitation, Private	
Rehabilitation, Public	
Relocation Assistance	
Senior Handicapped Centers	
Sewer Improvements	
Solid Waste Facilities	
Street Improvements	
Water and Sewer	
Water Improvements	
Working Capital	
Contractor Information	

An Activity Indicator Form or Other Indicators Form are not required for Administration or Planning. Please provided the requested information below:

Administration		
		State Office Use Only
Budgeted :	\$	90,000.00
Requisitions Paid between 01/01/2022 and 12/31/2022:	\$	29,964.04

No Rounding, please use decimals.

Planning		
		State Office Use Only
Budgeted :		
Requisitions Paid between 01/01/2022 and 12/31/2022:		

No Rounding, please use decimals.

Section 3 Reporting		
		State Office Use Only
Are the activities checked, in the left table, subject to Section 3?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



**2022 Annual Performance Report
Activity Indicators Form**

Grant Name: Town of Carrboro	Check (X) C-1:	X
Project Name: Emergency Housing Assistance	Check (X) E-1:	
Grant Number: 20-V-3525	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i>	Public Services, 1036, 7	

Amount of money leveraged for the activity, if applicable (*Funds other than CDBG fund as part of activity.*) **No Rounding, please use decimals.**

(Proposed is for entire grant activity, Actual is only for the year 2022.)

Housing Program Indicators	Proposed (For Entire Grant)	Actual (2022)
Housing Activities		
Single Units -Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Single Units - Owner		
Total number of owner units acquired		
Total number of owner units cleared		
Total number of owner units disposed		
Total number of owner households relocated		
Total number of owner occupied units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Multi-Units Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		

Number of units occupied by elderly (62 years of age or above)		
Development of Single-Family Housing		
Total number of owner units created		
Number of affordable units created		
Development of Multi-Unit Rental Housing		
Total number of rental units created		
Total number of rental units rehabilitated		
Number of affordable units created		
Number of units Section 504 accessible (includes adaptable units)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units created through conversion of nonresidential building to residential		
Number of units meeting IBC (International Building Code)		
Of IBC, number of units meeting Energy Star		
Number of units occupied by elderly (62 years of age or above)		
Number of units subsidized with project-based rental assistance (fed., state, or local)		
Number of years affordability guaranteed		
Number of units designated for persons with HIV/AIDS		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Number of units of permanent housing for homeless persons		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Homeownership Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of units occupied by first-time homebuyers		
Total number of units assisted through home buyer financial assistance		
Number of first-time home buyers assisted financially		
Number of first-time home buyers receiving housing counseling		
Number of minority first-time home buyers receiving housing counseling		
Number served receiving down-payment assistance and/or assistance with closing costs		
Number of subsidized mortgages provided		
Economic Development Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of facades/business building rehab		
Number of jobs to be created part-time		
Number of jobs to be created full-time		
Number of jobs to be retained part-time		
Number of jobs to be retained full-time		
Number of jobs created with employer sponsored health care		
Number of jobs retained with employer sponsored health care		
Prior employment status before taking job created (<i>full-time employed, part-time employed or unemployed</i>)	Status:	
	Full or Part-time:	
Jobs (By EDA Job Category Definitions)	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Official and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (skilled)		

Operatives (semi-skilled)		
Laborers (unskilled)		
Service Workers		
	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)		
Number of new businesses assisted		
Number of existing businesses assisted		
Number of business expansions		
Number of business relocations		
Business UEI # (formerly the DUNS#)	<i>If more than 2 UEI Numbers, add in Comments Section.</i>	
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)		
	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Non-Economic Development Public Facility Program Indicators		
Number of persons assisted		
Number of persons assisted with new access to a public facility		
Number of persons assisted with improved access to a public facility		
Number of persons assisted where public facility quality was improved		
	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Non-Economic Development Public Infrastructure Program Indicators		
Water		
Number of persons assisted		
Number of persons assisted with new access to public water		
Number of persons assisted with improved access to public water		
Number of persons assisted where public water quality was improved		
Sewer		
Number of persons assisted		
Number of persons assisted with new access to public sewer		
Number of persons assisted with improved access to public sewer		
Number of persons assisted where public sewer quality was improved		
Streets		
Number of persons assisted		
Number of persons assisted with new access to public streets		
Number of persons assisted with improved access to public streets		
Number of persons assisted where public street quality was improved		
Drainage		
Number of persons assisted		
Number of persons assisted with new access to public drainage		
Number of persons assisted with improved access to public drainage		
Number of persons assisted where public drainage quality was improved		
Sidewalks		
Number of persons assisted		
Number of persons assisted with new access to public sidewalks		
Number of persons assisted with improved access to public sidewalks		
Number of persons assisted where public sidewalk quality was improved		
Other Public Infrastructure		List:
Number of persons assisted		
Number of persons assisted with new access to public sidewalks		
Number of persons assisted with improved access to public sidewalks		
Number of persons assisted where public sidewalk quality was improved		
Public Service Program Indicators		
Number of persons assisted	125	74

Number of persons with new access to service	125	54
Number of persons with improved access to service	125	74
Number of persons where service quality was improved	125	74
Brownfield Projects		
Number of square acres of brownfields remediated		

Comments

Public Service Program Indicators: Number of persons assisted represents number of households. The 74 households represents a total of 160 individuals served.



**2022 Annual Performance Report
Other Indicators: Accomplishments and Beneficiaries Form**

Grantee Name:	Town of Carrboro	Check (X) C-1:	X
Project Name:	Emergency Housing Assistance	Check (X) E-1:	
Grant Number:	20-V-3525	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i>		Public Services, 1036, 7	

	Check Box
Units	
Households	X
Persons	

Budgeted \$	\$	810,000.00
Actual \$	\$	299,640.32

No Rounding, please use decimals.

General Information	Proposed (For Entire Grant)	Actual (2022)
Total Jobs		
Linear Feet		
Square Feet		
Properties		
Households Benefiting		
Rental Units		
One to One Replacement		
Displacements		
594 accessible units		
Elderly		
Female-Head of Household		
Census Data (http://www.census.gov/) or (https://data.census.gov/cedsci/)	Proposed (For Entire Grant)	Actual (2022)
County Code		
Census Tract		
Block Groups		
Block Groups		
Census Tract		
Block Groups		
Block Groups		
Income Levels	Proposed (For Entire Grant)	Actual (2022)
Please Select One: <input checked="" type="checkbox"/> Households <input type="checkbox"/> Persons		
Extremely Low		50 (67.57%)
Low		18 (24.32%)
Moderate		6 (8.11%)
Non-Low/Moderate		
Total		74

Race Code	Proposed		Actual	
Please Select One: ___Households ___Persons	<i>(For Entire Grant)</i>		(2022)	
Owner	Total	Hispanic	Total	Hispanic
11 White				
12 Black/African American				
13 Asian				
14 American Indian/Alaskan Native				
15 Native Hawaii/Other Pacific Islander				
16 American Indian/Alaskan Native & White				
17 Asian & White				
18 Black/African American & White				
19 Amer. Indian/Alaskan Native & Black/African Amer.				
20 Other multi-racial				
Race Code	Proposed		Actual	
Please Select One: <u> X </u> Households ___Persons	<i>(For Entire Grant)</i>		(2022)	
Renter	Total	Hispanic	Total	Hispanic
11 White			16	2
12 Black/African American			44	
13 Asian				
14 American Indian/Alaskan Native			1	
15 Native Hawaii/Other Pacific Islander				
16 American Indian/Alaskan Native & White				
17 Asian & White				
18 Black/African American & White				
19 Amer. Indian/Alaskan Native & Black/African Amer.				
20 Other multi-racial			12	10
Survey Data				
Percent of low and moderate income in service area				
Total number of low and moderate income in service area				
Total number of low and moderate income universe				

Comments: *If you are designating the number of households, how many households are in each unit and how many persons per household.*

The Total represents number of households. There were 74 households representing a total of 160 individuals served. Race code excludes (1) household for whom the indicator was unknown.

Contract and Subcontract Activity

Public reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive Orders dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and the these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

Privacy Act Notice = The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the Information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulation. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by Law.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency Town of Carrboro	Check if:	2. Location (City, State Zip Code)
	<input type="checkbox"/> PH	
	<input type="checkbox"/> IH	
	<input type="checkbox"/> CPD	
	<input type="checkbox"/> Housing	

3a. Name of Contact Person Anne-Marie Vanaman, Interim Housing and Community Services Director	3b. Phone Number (Including Area Code) 919-918-7321	4. Reporting Period <input type="checkbox"/> January 1, 2022 to December 31, 2022	5. Program Code (Not applicable for CPD programs.) See explanation of Codes at bottom of Page Use a separate sheet for each program code.	6. Date Submitted to Field Office
---	--	--	--	-----------------------------------

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc. 7a.	Amount of Contract or Subcontract 7b.	Type of Trade Code (See below) 7c.	Contractor or Subcontractor Business Racial/Ethnic (See below) 7d.	Woman Owned Business (Yes or No) 7e.	Prime Contractor Identification (ID) Number 7f.	Sec. 3 7g.	Subcontractor Identification (ID) Number 7h.	Sec. 3 7i.	Contractor/Subcontractor Name and Address 7j.				
									Name	Street	City	State	Zip
20-V-3525	\$900,000	4			56-6000327				Orange County	300 West Tryon Street	Hillsborough	NC	27278

- | | | |
|--|--|--|
| <p>7c: Type of Trade Codes:</p> <p>Housing/Public Housing:</p> <p>1 = New Construction
2 = Substantial Rehab.
3 = Repair
4 = Service
5 = Project Mangt.</p> <p>6 = Professional
7 = Tenant Services
8 = Education/Training
9 = Arch./Engg. Appraisal
0 = Other</p> | <p>7d: Racial/Ethnic Codes:</p> <p>1 = White Americans (Non-Hispanic)
2 = Black Americans (Non-Hispanic)
3 = Native Americans
4 = Hispanic Americans
5 = Asian/Pacific Americans
6 = Hasidic Jews</p> | <p>5: Program Codes (Complete for Housing and Public and Indian Housing programs only):</p> <p>1 = All Insured, including Section 8
2 = Flexible Subsidy
3 = Section 8 Noninsured, Non-HFDA
4 = Insured (Management)
5 = Section 202
6 = HUD-Held (Management)
7 = Public/India Housing
8 = Section 811</p> |
|--|--|--|



Grantee Name: Town of Carrboro

Grant Number: 20-V-3525

1. What is the current a Limited English Proficient (LEP) population in the housing jurisdiction, geographic area, or population affected or encountered? Please check a box and write the specific language below; for Spanish check the box only.

- Spanish Asian and Pacific Island Languages
 Other Indo-European Languages All other languages (Specify below)

Burmese	Karen	

2. What is the frequency of encounters with LEP language groups? Please check a box. If other, please check the box and describe below.

- Daily Weekly Monthly Other (Specify): _____

3. What is the nature and importance of activities to LEP persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the LEP customer. Please describe below.

All programs or activities administered by Orange County for the Town of Carrboro take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. Denial or delay of services could increase housing stability for LEP persons. They could face increased rates of eviction, rental arrears, and utilities disconnection. All language assistance services are free to all LEP individuals who request language assistance services.

4. Indicate the availability of resources, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (Describe)	Cost (\$)
Language Line -- offering immediate translation services via phone	\$ -
Translation of applications and other resource materials by qualified translators into multiple languages	\$ -
Translation services by qualified translators for Zoom meetings	\$ -
Quick translation of holiday closings, etc by using Reverso.net	\$ -

5. Does staff know and understand the LAP and how to implement? - e.g. Have employees been trained on your policies and procedures regarding LEP persons?

Please check a box and explain below your answer below. Yes No

If yes, please indicate how and how often. If no, please explain why not.

Orange County is the Administrator for the Town of Carrboro's CDBG-CV grant which follows the Orange County procedures outlined in its LAP, which establishes a unified system for all residents of the Towns of Carrboro, Chapel Hill, and Hillsborough, located within Orange County. Language Access Training is mandatory for Orange County department directors, supervisors, interpreters, translators, or frontline staff who encounter LEP individuals. Staff receive training on identifying LEP customers and the procedures for accessing language assistance services provided by the County. New employees receive training at new employee orientation on available language access resources. Yearly training is available to existing staff to ensure effective implementation of the policies and procedures. Supervisors are also trained to deliver more targeted LEP training in between the mandatory yearly trainings. Training for language access services include training on LEP services, cultural sensitivity, and customer service to help staff deliver effective and efficient language access services to our LEP clients. The training is delivered via a blended approach, using a variety of tools, such as in-person classroom style training, and on-line webinars designed to enhance skills, including the language skills of our employees.

6. Have your subcontractors been informed of their obligation to provide language assistance to LEP

Please check a box and explain below your answer below. Yes No

If yes, please indicate how and how often. If no, please explain why not.

Orange County is the administrator for the Town of Carrboro's CDBG-CV grant which follows the Orange County procedures outlined in its LAP. The Orange County LAP plan establishes a unified system for all residents of the Town of Carrboro, Chapel Hill and Hillsborough, located within Orange County. All information provided in this document refers to their implementation of the LAP.

7. Identify sources for assistance available and viable- Describe the tool or method used being used to collect data on participant satisfaction with interpreter/translation services.

LEP persons may complete the Dispute Resolution Procedures for the EHA program administered by Orange County for the Town of Carrboro. They initiate the process by alerting any Orange County staff member who will then escalate the dispute and/or complaint. The Orange County EHA Coordinator addresses the dispute/complaint within 15 days to provide adequate services and assist LEP persons.

8. Have there been any complaints filed because of language access problems?

Yes No If yes, please describe below.

2022 Section 3 Reporting Form (24 CFR 75.25)
Reporting Period: January 1, 2022 to December 31, 2022

Grantee Name: Town of Carrboro

Grant Number: 20-V-3525

This annual report details the data, practices and procedures followed by Orange County (Administrator for the Town of Carrboro CDBG-CV grant) which is responsible for Section 3 compliance.

SAFE HARBOR BENCHMARKS: Numeric Targets for Housing and Community Development Financial Assistance

The benchmarks for Section 3 projects (housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance where the amount of assistance to the project exceeds a threshold of \$200,000) are:

1. Twenty (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined in § 75.21.

Total Labor Hours:

18360

Target Section 3 Workers Labor Hours:

16320

Section 3 Workers Labor Hours (Actual):

16320

Benchmark #1 Percentage:

89%

Benchmark #2 Percentage:

89%



$\frac{\text{Section 3 labor hours}}{\text{Total labor hours}} = 25\%$	AND	$\frac{\text{Targeted Section 3 labor hours}}{\text{Total labor hours}} = 5\%$
--	-----	--

QUALITATIVE EFFORTS: This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks

Please click on the box to check all that apply. Maintain records available for HUD and/or REDD review to document any efforts checked.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Workers <input type="checkbox"/> Outreach efforts to generate job applicants who are Other Funding Targeted Workers. <input type="checkbox"/> Direct, on-the job training (including apprenticeships). <input type="checkbox"/> Indirect training such as arranging for, contracting for, or paying tuition for, off-site training. <input type="checkbox"/> Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching). <input type="checkbox"/> Outreach efforts to identify and secure bids from Section 3 business concerns. <input type="checkbox"/> Technical assistance to help Section 3 business concerns understand and bid on contracts. <input type="checkbox"/> Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns. <input type="checkbox"/> Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services. <input type="checkbox"/> Held one or more job fairs. <input type="checkbox"/> Provided or connected residents with supportive services that can provide direct services or referrals. | <ul style="list-style-type: none"> <input type="checkbox"/> Assisted residents with finding child care. <input type="checkbox"/> Assisted residents to apply for, or attend community college or a four year educational institution. <input type="checkbox"/> Assisted residents to apply for, or attend vocational/technical training. <input type="checkbox"/> Assisted residents to obtain financial literacy training and/or coaching. <input type="checkbox"/> Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns. <input type="checkbox"/> Provided or connected residents with training on computer use or online technologies. <input type="checkbox"/> Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses. <input type="checkbox"/> Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act. <input type="checkbox"/> Other: _____ |
|---|---|

Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.



Grantee Name: Town of Carrboro

Grant Number: 20-V-3525

Orange County is the grant administrator for the Town of Carrboro's CDBG-CV grant. This annual report details the data, practices and procedures followed by Orange County which is responsible for 504 compliance.

1. What is the current a disabled/handicap population in the housing jurisdiction, geographic area, or population affected or encountered?

Disabled Population in Orange County, North Carolina is 8.5%± 1.6%. Total population: 148362; disabled 12599. Source: <https://data.census.gov/>

2. What is the frequency of encounters with disabled/handicap persons? Please check a box. If other, please check the box and describe below.

Daily Weekly Monthly Other (Specify): _____

3. What is the nature and importance of activities to disabled/handicap persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the disabled/handicap customer. Please describe below.

Emergency housing assistance applicants are behind in rent or utilities. Others are exiting homelessness and need help to pay costs related to setting up residence in area rentals. Delay in processing applications due to barriers caused by lack of accessibility could result in increased frequency of evictions and/or homelessness and place them at a higher risk for housing instability.

4. Number of Reasonable Accommodations (non-structural changes, exception, or adjustment to a rule, policy, practice, or service) request(s) to non-housing facilities and programs. Insert a number or "No Requests made"

1

5. Methods of Reasonable Accommodation conducted for request(s) Please check all boxes that apply. If other, please check the box and describe below.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Use of Telecommunications Device for the Deaf (TDD)/ Teletypewriter (TTY) devices | <input checked="" type="checkbox"/> Qualified sign-language interpreters and oral interpreters |
| <input checked="" type="checkbox"/> Readers | <input checked="" type="checkbox"/> Tape/Recordings |
| <input type="checkbox"/> Large Print | <input checked="" type="checkbox"/> Braille materials |
| <input checked="" type="checkbox"/> Flexible work scheduling | <input type="checkbox"/> Modification of employment policies |
| <input type="checkbox"/> Note-takers | <input checked="" type="checkbox"/> Closed-captioned video |
| <input checked="" type="checkbox"/> Other (Specify Below): | <input type="checkbox"/> No Activity |

Client who was hearing impaired brought with them a sign-language interpreter.

6. Indicate the availability of resources for reasonable accommodation, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (Describe)	Cost (\$)
Large print readers in county facilities	\$ -
Note-takers	\$ -
TTY and 711	\$ -
Recordings	\$ -
Brialle signage	\$ -
Videos with subtitles	\$ -

7. Does staff know and understand Section 504 compliance and how to implement? - e.g. Have employees been trained on your policies and procedures regarding qualified persons with disabilities? **Please check a box and explain below your answer below.**

Please check a box and explain below your answer below. Yes No

If yes, please indicate how and how often. If no, please explain why not.

Orange County Staff participates in ongoing training and receive policy introduction during onboarding.

8. Identify sources for assistance available and viable - Describe the tool or method used being used to collect data on participant satisfaction with program accessibility services.

Orange County is the grant administrator for the Town of Carrboro's CDBG-CV grant. The Orange County Human Resources Department collects data and feedback for all instances or accommodation requests, complaints, and accessibility questions to provide accessibility to all employees. Additionally, Orange County has conducted focus groups with members of the disabled populations to inform our planning. Outreach to the Disability Awareness Council, libraries, and senior centers are planned.

9. Have there been any complaints filed based on disability discrimination?

Yes No *If yes, please describe below, including number of complaints, nature of complaints, and resolution of complaints.*

10. How many Section 504 training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance?** (Insert a number)

0

11. How many Section 504 training/workshops/meetings/conferences have local government staff **conducted in the last year for technical assistance?** (Insert a number)

0



Grantee Name: Town of Carrboro	Grant Number(s): 20-V-3525
---------------------------------------	-----------------------------------

Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. **Explain if the actual activity is different from the planned activity.** **No Rounding, please use decimals.**

Quarter 1	Planned Activity	Explore funding options for Rapid Rehousing, protect residents from displacement, and increase funding for subsidized housing.	Estimated Cost	\$ 233,000.00
	Actual Activity	Continued best-practice Rapid Rehousing program, implemented displacement prevention strategies, and explored increased funding for subsidized housing.	Actual Cost	\$ 64,078.00
Quarter 2	Planned Activity	Explore funding options for Rapid Rehousing , protect residents from displacement, and increase funding for subsidized housing.	Estimated Cost	\$ 233,000.00
	Actual Activity	Continued best-practice Rapid Rehousing program, implemented displacement prevention strategies, and explored increased funding for subsidized housing.	Actual Cost	\$ 64,078.00
Quarter 3	Planned Activity	Explore funding options for Rapid Rehousing , protect residents from displacement, and increase funding for subsidized housing.	Estimated Cost	\$ 233,000.00
	Actual Activity	Continued best-practice Rapid Rehousing program, implemented displacement prevention strategies, and explored increased funding for subsidized housing.	Actual Cost	\$ 64,078.00
Quarter 4	Planned Activity	Explore funding options for Rapid Rehousing , protect residents from displacement, and increase funding for subsidized housing.	Estimated Cost	\$ 233,000.00
	Actual Activity	Continued best-practice Rapid Rehousing program, implemented displacement prevention strategies, and explored increased funding for subsidized housing.	Actual Cost	\$ 64,078.00

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year?** *(Insert a number)*

31

- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance?** *(Insert a number)*

15

- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach?** *(Insert a number)*

2

- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? *(Use 30 words or less)*

Continued outreach about Tenant's rights and responded quickly to address Fair Housing complaints, connecting residents to the County's EHA Coordinator for swift referrals to Legal Aid when appropriate.

- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? *(Use 30 words or less)*
The Town's partnership with the County provides a unified complaint process to address discrimination through the Human Right and Relations Department which includes educating landlords and tenants on fair housing rights and responsibilities.

- f. What steps has the local government taken to **address constraints in the lending markets** in the area? *(Use 30 words or less)*
Provided funding for Critical Home Repair programs to ensure vulnerable residents can remain in safe homes.

- g. What steps has the local government taken to **evaluate possible barriers in land-use policies/practices** in the area? *(Use 30 words or less)*
The Town adopted a Comprehensive Plan to develop strategies that include evaluating land-use policies for strategic up-zoning and implementing practices that will support the development of affordable housing.