



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Meeting Agenda Town Council



Tuesday, April 5, 2022

7:00 PM

Remote Meeting-View Livestream or Cable TV

18

7:00-7:05

A. ROLL CALL

7:05-7:10

B. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [22-107](#) Resolution-Native Plant Month

Attachments: [Native Plant Month 2022 Resolution](#)

7:10-7:15

C. ANNOUNCEMENT OF UPCOMING MEETINGS

7:15-7:20

D. PUBLIC COMMENT

Comments are limited to three minutes per speaker.

7:20-7:25

E. CONSENT AGENDA

1. [22-109](#) Approval of Minutes from the February 1, 2022 Meeting
2. [22-108](#) Request to Set a Public Hearing for Consideration of a Minor Modification to the Winmore VMU Conditional Use Permit

PURPOSE: Town Council is asked to adopt a resolution setting a public hearing date for consideration of a Minor Modification to the Conditional Use Permit for Winmore VMU. The modification would allow conversion of Lot 179 to three single-family lots and assign the community pool to serve as civic use for the VMU.

Attachments: [Attachment A - Resolution Setting Public Hearing Date](#)

3. [22-105](#) Amendment to Chapter 4 of the Town Code to include Administrative Leave
PURPOSE: The purpose of this item is to add Administrative Leave as a leave type to Chapter 4: Personnel Policies.

Attachments: [Attachment A - TOC Administrative Leave Policy](#)

7:25-8:15

F. PUBLIC HEARING

1. [22-101](#) Public Hearing on Financing for the 203 South Greensboro Street Property and Adoption of Resolution Supporting Application to the Local Government Commission

PURPOSE: The purpose of this item is to take comments from the public on a proposed financing contract for the Town's share of the acquisition, construction, and equipping the planned 203 South Greensboro Street Project and adopt a resolution supporting an application to the Local Government Commission.

Attachments: [Attachment A: Resolution for LGC Application](#)

G. OTHER MATTERS

8:15-8:30

1. [22-104](#) Authorization for Town Manager to execute contract with Barnhill Contracting Company for the construction of the 203 South Greensboro Street Project.

PURPOSE: The purpose of this item is to authorize the Town Manager to enter into an agreement with Barnhill Contracting Company for construction of the 203 South Greensboro Street Project.

Attachments: [Attachment A Resolution](#)

8:30-8:45

2. [22-106](#) Authorization for the Town Manager to Execute an Amendment to the 203 Project Development Agreement

PURPOSE: The purpose of this item is to provide the Town Council with an opportunity to authorize the Town Manager to execute an amendment to the existing development agreement with Orange County for the 203 Project.

Attachments: [Attachment A Second Amendment to Development Agreement 3-21-2022](#)
[Attachment B Resolution](#)

8:45-9:05

3. [22-102](#)

County-Wide Manufactured Homes Action Plan

PURPOSE: The purpose of this item is for the Town Council to consider endorsing the County-Wide Manufactured Homes Action Plan.

Attachments: [Attachment A - Carrboro Resolution - MHC Action Plan](#)
[Attachment B - County-Wide Coordinated Manufactured Homes Action Plan](#)
[Attachment C - Orange County Manufactured Homes Map](#)
[Attachment D - Mobile Home Park Work Group Report - 2017](#)

H. MATTERS BY COUNCIL MEMBERS



Town of Carrboro

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Agenda Item Abstract

File Number:22-107

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Resolution-Native Plant Month



Resolution



NATIVE PLANT MONTH 2022

WHEREAS, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

WHEREAS, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including but not limited to seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

WHEREAS, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

WHEREAS, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

WHEREAS, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

WHEREAS, 94 of those 969 imperiled plants have been found in Orange County; and

WHEREAS, habitat loss and degradation, extreme weather events, and invasive species have contributed to the decline of native plants in North Carolina and Orange County; and

WHEREAS, native plants are essential components of resilient ecosystems and our natural heritage.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council designates April 2022 as “**NATIVE PLANT MONTH**” and recognizes the benefits of native plants to the environment and economy of the Town of Carrboro.

This 5th day of April, 2022.



Damon Seils, Mayor



Town of Carrboro

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Agenda Item Abstract

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Version: 1

Approval of Minutes from the February 1, 2022 Meeting



Town of Carrboro

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Agenda Item Abstract

File Number:22-108

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Set a Public Hearing for Consideration of a Minor Modification to the Winmore VMU Conditional Use Permit

PURPOSE: Town Council is asked to adopt a resolution setting a public hearing date for consideration of a Minor Modification to the Conditional Use Permit for Winmore VMU. The modification would allow conversion of Lot 179 to three single-family lots and assign the community pool to serve as civic use for the VMU.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333 or mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>

INFORMATION: On March 15, 2022, Town Council received an agenda item requesting a Minor Modification to the Winmore VMU CUP. At the meeting, Council decided to hold a public hearing before making a decision on the request. A resolution is provided as Attachment A setting a public hearing date of April 26, 2022 for continued consideration of the request.

The March 15, 2022 agenda item is available at the following link to see more details on the request:

[Town of Carrboro - File #: 22-76 \(legistar.com\) <https://carrboro.legistar.com/LegislationDetail.aspx?ID=5474036&GUID=E284CE9C-286C-43B8-B249-2C3E29B9C8B4&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5474036&GUID=E284CE9C-286C-43B8-B249-2C3E29B9C8B4&Options=&Search=>)

FISCAL & STAFF IMPACT: No fiscal or staff impacts are noted in relation to setting the public hearing. The applicant is paying the applicable permitting fees associated with the hearing.

RECOMMENDATION: Town staff requests that Town Council adopt the attached resolution setting a public hearing date of April 26,2022 for continued consideration of the Minor Modification request.

The following resolution was introduced by Council Member _____ and duly seconded by Council Member _____.

A RESOLUTION SETTING A PUBLIC HEARING DATE FOR CONTINUED CONSIDERATION OF A MINOR MODIFICATION TO THE WINMORE VILLAGE MIXED USE CONDITIONAL USE PERMIT PROJECT AT 1400 HOMESTEAD ROAD FOR THE CONVERSION OF LOT 179 INTO THREE SINGLE-FAMILY HOME LOTS AND ALLOWING THE COMMUNITY POOL TO SERVE AS THE CIVIC USE AREA / FACILITY FOR THE DEVELOPMENT.

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for the Winmore Village Mixed Use Project at 1400 Homestead Road on June 10, 2003; and

WHEREAS, the Town of Carrboro desires to see developments constructed in the Town's jurisdiction in a responsible and marketable manner; and

WHEREAS, Town Staff has determined that this request constitutes a Minor Modification to the Conditional Use Permit; and

WHEREAS, the applicant has met the criteria in the Town's Land Use Ordinance related to Minor Modifications, and

WHEREAS, Town Council began discussing the modification request on March 15, 2022 at which time they decided to hold a public hearing before making a decision on the request.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that a public hearing is called for April 26, 2022 for continued consideration of the Minor Modification to the Winmore Village Mixed Use Conditional Use Permit.

This the 5th day of April 2022.



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Agenda Item Abstract

File Number:22-105

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Amendment to Chapter 4 of the Town Code to include Administrative Leave

PURPOSE: The purpose of this item is to add Administrative Leave as a leave type to Chapter 4: Personnel Policies.

DEPARTMENT: Human Resources

CONTACT INFORMATION: Julie Eckenrode, Human Resources Director
(jeckenrode@carrboronc.org)

INFORMATION: Currently, the Town does not have a leave type for when the Town Manager or a Department Director directs an employee not to report to work. Some of reasons include states of emergencies, employee participation in volunteer events that further the mission of the Town, blood donations, evaluations by a professional to determine fitness for duty, investigations related to the performance or actions of an employee, and/or disciplinary actions.

This amendment will allow for both paid and unpaid administrative leave to be a leave option available within the Personnel Policy.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact to adopt this ordinance.

RECOMMENDATION: It is recommended that the Town Council review and adopt this ordinance.

**AN ORDINANCE AMENDING CHAPTER 4 OF THE CARRBORO
TOWN CODE TO ADD ADMINISTRATIVE LEAVE**

THE COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

Section 1: Article VII of Chapter 4 of the Carrboro Town Code is amended by adding sections **4-67.A** Paid Administrative Leave and **4-67.B** Unpaid Administrative Leave.

Section 4-67.A Paid Administrative Leave

Effective _____, 2022, permanent and temporary employees may be placed on Paid Administrative Leave at the discretion of Department Heads and/or the Town Manager. Reasons for paid administrative leave may include, but are not limited to, states of emergencies, employee participation in volunteer events that further the mission of the Town, blood donations, evaluations by a professional to determine fitness for duty, investigations related to the performance or actions of an employee, and/or disciplinary actions. While on paid administrative leave, all benefits and leave accruals will continue uninterrupted.

Department Heads shall notify Human Resources if paid administrative leave is under consideration. Human Resources shall notify the Town Manager before a determination is made. Once a determination is made, Department Heads should submit a Personnel Transaction Notice (PTN) to Human Resources with the effective date of the leave and the length of leave requested. Paid administrative leave should not exceed thirty (30) days.

Section 4-67.B Unpaid Administrative Leave

Effective December 1, 2021, permanent and temporary employees may be placed on Unpaid Administrative Leave at the discretion of Department Heads and/or the Town Manager. Reasons for unpaid administrative leave may include, but are not limited to, investigations related to the performance or actions of an employee, disciplinary action, and/or removal of the employee from the worksite for the safety or health of the organization. Unpaid administrative leave should be used as a temporary measure and should not exceed thirty (30) days. While on unpaid administrative leave, employees are responsible for remitting their share of any voluntary payroll deductions to the Town so that insurance benefits may continue; leave accruals will be halted.

Department Heads shall notify Human Resources if unpaid administrative leave is under consideration. Human Resources shall notify the Town Manager before a determination is made. Once a determination is made, Department Heads should submit a Personnel Transaction Notice (PTN) to Human Resources with the effective date of the leave and the length of leave requested.

Section 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2022.

Ayes: _____

Noes: _____

Absent or Excused: _____



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File Number:22-101

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In Control: Board of Aldermen

Version: 1

TITLE:

Public Hearing on Financing for the 203 South Greensboro Street Property and Adoption of Resolution Supporting Application to the Local Government Commission

PURPOSE: The purpose of this item is to take comments from the public on a proposed financing contract for the Town's share of the acquisition, construction, and equipping the planned 203 South Greensboro Street Project and adopt a resolution supporting an application to the Local Government Commission.

DEPARTMENT: Town Manager, Finance

CONTACT INFORMATION: Richard J. White III, Town Manager, 919-918-7315; Arche McAdoo, Finance Officer, 919-918-7439; Bob Jessup, Bond Counsel, 919-933-9891.

INFORMATION: On March 15, 2022 the Carrboro Town Council and the Orange County Board of Commissioners approved the Guaranteed Maximum Price (GMP) provided by Barnhill Contracting Company in the amount of \$34,692,067 to complete construction of a building and associated parking at 203 South Greensboro Street to provide for the Orange County Southern Branch Library, Orange County Skills Development Center, Carrboro Recreation, Parks and Cultural Resources, WCOM Radio, and other uses.

The total project cost including design, construction and furniture, fixtures and equipment is \$41,174,840. The County will pay \$22,218,882 of the total project costs; and the Town's share of the project costs is \$18,955,958 and will be paid as follows:

- a. Tax exempt financing in the amount of approximately \$12,595,000 for Design and Construction;
- b. Cash contribution of \$6,319,358 for FF & E, contingency, and construction; and,
- c. Cash contribution of \$41,600 from Stormwater Utility Enterprise Fund for soil cell.

North Carolina law requires that the Town's installment financing contract in the amount not to exceed \$12,650,000 be approved by the North Carolina Local Government Commission. In addition to holding a public hearing, the governing body must make certain findings of fact to support the Town's application for the

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LGC's approval of the Town's financing contract. The financing contract will be for 20 years with semi-annual interest payments on March 1 and September 1 commencing September 1, 2022; and annual principal payments on March 1, commencing March 1, 2024. The Town is securing the contract by a deed of trust on the Project site and the Town's interest in the Project. Closing is anticipated to take place on May 10, 2022. The Town Council will be asked to adopt a Resolution for the 203 Project Financing at the May 3, 2022 Council Meeting pending LGC approval.

FISCAL & STAFF IMPACT: Repayment of the debt will be annual fixed payments of approximately \$666,000 and semi-annual interest payments to be determined at closing.

RECOMMENDATION: It is recommended that the Town Council hold a public hearing to receive comments from the public on the proposed installment financing contract; and that the Council adopt the Attached resolution supporting an application to the Local Government Commission for its approval of a Town financing of the 203 South Greensboro Street Project.

**Resolution supporting an application to the Local Government
Commission for its approval of a Town financing for the
203 South Greensboro Street Project**

INTRODUCTION

The Town Council (the “Council”) of the Town of Carrboro (the “Town”) has previously determined to carry out a project to pay for the construction, equipping, and financing costs of the South Greensboro Street property (the “203 Project”) for proposed Town recreation, parks, & cultural resources operations and other various office spaces.

The Council has made a preliminary determination to finance these projects through an installment financing, as authorized under Section 160A-20 of the North Carolina General Statutes. In an installment financing, the Town’s repayment obligation is secured by a mortgage-type interest in all, or part of the property being financed, but not by any pledge of the Town’s taxing power or any specific revenue stream.

North Carolina law requires that the Town’s financing be approved by the North Carolina Local Government Commission (the “LGC”), a division of the North Carolina State Treasurer’s office. Under the LGC’s guidelines, this governing body must make certain findings of fact to support the Town’s application for the LGC’s approval of the Town’s financing arrangements.

1. THEREFORE, BE IT RESOLVED by the Town Council of the Town of Carrboro, as follows:

(a) The Town makes a preliminary determination to finance approximately \$13,000,000 to pay capital costs of the construction, equipping, and financing costs of the 203 Project.

(b) The Council will determine the final amount to be financed by a later resolution. The final amount financed may be slightly lower or slightly higher than as described above. Orange County, North Carolina will pay approximately 54% of the

total estimated costs for the 203 Project. Some of the financing proceeds may represent reimbursement to the Town for prior expenditures on project costs, and some proceeds may be used to pay financing expenses or to provide any appropriate reserves.

2. The Council makes the following findings of fact in support of the Town's application to the LGC:

(a) The proposed project is necessary and appropriate for the Town under all the circumstances.

(b) The proposed installment financing is preferable to a bond issue for the same purposes. This financing is for a discrete facility and is therefore particularly suitable for installment financing

The Town has no meaningful ability to issue non-voted general obligation bonds for this project. This project will produce no revenues that could be used to support a revenue bond financing. The Town expects that in the current interest rate environment for municipal securities there would be no material difference in the overall financing costs between general obligation bonds and installment financings for this project.

(c) The estimated sums to fall due under the proposed financing contract are adequate and not excessive for the proposed purpose. The Town will closely review proposed financing rates against market rates with guidance from the LGC and the Town's financial adviser. All amounts financed will reflect either approved contracts, previous actual expenditures, or professional estimates.

(d) As confirmed by the Town's Finance Officer, (i) the Town's debt management procedures and policies are sound and in compliance with law, and (ii) the Town is not in default under any of its debt service obligations.

(e) Given the Town's need and desire for the 203 Project, the Council believes that the effect on the Town's budget and the tax rate impact will be reasonable under all the circumstances. The Council will work to minimize the tax rate impact of the borrowing in a manner consistent with moving forward with the project and addressing the full range of Town needs.

(f) The Town Attorney is of the opinion that the proposed project is authorized by law and is a purpose for which public funds of the Town may be expended pursuant to the Constitution and laws of North Carolina.

3. Additionally, the Town Council resolves as follows:

(a) The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse project expenditures from financing proceeds. The Town intends that funds that have been advanced for project costs, or which may be so advanced, from the Town's general fund, or any other Town fund, may be reimbursed from the financing proceeds.

(b) The Council directs the Town Manager and the Finance Officer to take all appropriate steps toward the completion of the financing, including completing an application to the LGC for its approval of the proposed financing. The Council ratifies all prior actions of Town representatives in this regard.

(d) This resolution takes effect immediately.

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Town Council of the Town of Carrboro, North Carolina; that this meeting was properly called and held on February 1, 2022; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this ___ day of _____, 2022.

[SEAL]

Town Clerk
Town of Carrboro, North Carolina



Town of Carrboro

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Carrboro, NC 27510

Agenda Item Abstract

File Number:22-104

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Authorization for Town Manager to execute contract with Barnhill Contracting Company for the construction of the 203 South Greensboro Street Project.

PURPOSE: The purpose of this item is to authorize the Town Manager to enter into an agreement with Barnhill Contracting Company for construction of the 203 South Greensboro Street Project.

DEPARTMENT: Town Manager, Public Works, Finance

CONTACT INFORMATION: Ben Schmadeke, Capital Projects Manager, 919-918-7424, bschmadeke@carrboronc.gov <<mailto:bschmadeke@carrboronc.gov>> Richard White III, Town Manager, 919-918-7315, rwhite@carrboronc.gov <<mailto:rwhite@carrboronc.gov>>, Arche McAdoo, Finance Director, 919-918-7439, amcadoo@carrboronc.gov <<mailto:amcadoo@carrboronc.gov>>

INFORMATION: The Town and County chose the Construction Manager at Risk (CMAR) delivery method as the most efficient and cost-effective process for construction of the 203 Project. Barnhill Contracting Company was chosen as the CMAR in 2018 through a qualifications-based procurement process and have since been providing preconstruction services in accordance with CMAR guidelines, including the delivery of a Guaranteed Maximum Price (GMP) for construction of the project. The Carrboro Town Council and Orange County Board of Commissioners approved the GMP on March 15, 2022. This resolution will authorize the Town Manager to enter into an agreement with Barnhill to complete construction of the 203 Project using the approved GMP of \$34,692,067. This resolution will be contingent on the Local Government Commission's (LGC) approval of the project financing.

FISCAL & STAFF IMPACT: The contract amount will reflect the approved GMP figure of \$34,692,067 which is accounted for in the revised project ordinance dated March 15, 2022.

RECOMMENDATION: Staff recommend that the Council approve the attached resolution authorizing the Town Manager to enter into an agreement with Barnhill Contracting Company to provide CMAR services not to exceed the Guaranteed Maximum Price of \$34,692,067 for construction of the 203 South Greensboro Street Project.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT FOR CONSTRUCTION OF THE 203 PROJECT SUBJECT TO LGC APPROVAL OF FINANCING APPLICATION

WHEREAS, the Town of Carrboro and Orange County made the decision to use the Construction Manager at Risk (CMAR) delivery method for construction of the 203 Project; and,

WHEREAS, Barnhill Contracting Company was chosen in 2018 through a qualifications-based procurement process as the most qualified and responsible firm to provide CMAR services for the 203 Project; and,

WHEREAS, Barnhill has provided preconstruction services in accordance with the CMAR process, including the delivery of a Guaranteed Maximum Price (GMP); and,

WHEREAS, the GMP amount of \$34,692,067 was approved by the Carrboro Town Council and Orange County Board of County Commissioners on March 15, 2022; and,

WHEREAS, this resolution is contingent on the approval of the project financing by the Local Government Commission (LGC);

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council:

1. Authorizes the Town Manager to enter into an agreement with Barnhill Contracting Company for the construction of the 203 South Greensboro Street Project for an amount not to exceed the GMP price of \$34,692,067.
2. This contract shall be consistent with the terms of the amended Development Agreement with Orange County and the Town's amended Capital Project Ordinance for the 203 South Greensboro Street Capital Improvement Project
3. The contract authorization in #1 above is subject to approval of the Town's financing approval by the North Carolina Local Government Commission.

This the 5th day of April in 2022.



Town of Carrboro

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Agenda Item Abstract

File Number:22-106

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Authorization for the Town Manager to Execute an Amendment to the 203 Project Development Agreement

PURPOSE: The purpose of this item is to provide the Town Council with an opportunity to authorize the Town Manager to execute an amendment to the existing development agreement with Orange County for the 203 Project.

DEPARTMENT: Town Manager, Public Works, Finance

CONTACT INFORMATION: Ben Schmadeke, Capital Projects Manager, 919-918-7424, bschmadeke@carrboronc.gov <<mailto:bschmadeke@carrboronc.gov>>, Richard White III, Town Manager, 919-918-7315, rwhite@carrboronc.gov <<mailto:rwhite@carrboronc.gov>>, Arche McAdoo, Finance Director, 919-918-7439, amcadoo@carrboronc.gov <<mailto:amcadoo@carrboronc.gov>>

INFORMATION: The Development Agreement between Orange County and the Town of Carrboro for the 203 Project was executed on December 4, 2017 and subsequently amended on May 1, 2020 when the ArtsCenter withdrew from the project. This Second Amendment (Attachment A) will further amend the agreement to reflect the changes that have occurred since the First Amendment including the approval of the Guaranteed Maximum Price (GMP) deliverable for the cost of construction and the development of 100% Construction Drawings.

A Resolution that authorizes the Town Manager to execute this Second Amendment on the Council's behalf is provided (Attachment B).

FISCAL & STAFF IMPACT: The revised Project Ordinance approved on March 15, 2022 reflects the up-to-date cost share allocation for the Town and County that is contained within this amendment.

RECOMMENDATION: It is recommended that the Town Council approve the resolution authorizing the execution of the Second Amendment to the Development Agreement.

**STATE OF NORTH CAROLINA
COUNTY OF ORANGE**

**SECOND AMENDMENT TO DEVELOPMENT AGREEMENT REGARDING
SOUTH GREENSBORO STREET PROPERTY
BY AND BETWEEN
THE TOWN OF CARRBORO, NORTH CAROLINA
AND
THE COUNTY OF ORANGE, NORTH CAROLINA**

THIS SECOND AMENDMENT TO DEVELOPMENT AGREEMENT (the “*Second Amendment*”), amends the original DEVELOPMENT AGREEMENT REGARDING SOUTH GREENSBORO STREET PROPERTY BY AND BETWEEN THE TOWN OF CARRBORO, NORTH CAROLINA AND THE COUNTY OF ORANGE, NORTH CAROLINA dated December 4, 2017, as amended by the First Amendment to Development Agreement dated May 1, 2020, is made and entered into as of the _____ day of _____, 2022, by and between the **TOWN OF CARRBORO**, a North Carolina municipal corporation, hereafter referred to as the “*Town*”, and **THE COUNTY OF ORANGE**, a North Carolina county, hereafter referred to as the “*County*”. Collectively, the Town and the County are sometimes referred to in this Agreement as the “Parties”.

W I T N E S S E T H:

WHEREAS, the County and the Town entered into the original Agreement dated as of December 4, 2017; and

WHEREAS, pursuant to the original Agreement, the Town has entered into contracts for the design and construction of the proposed improvements for the Project on the Property; and

WHEREAS, significant changes have been made to the plan for development of the Property which is the subject of the Agreement; and

WHEREAS, the Parties entered into a First Amendment to Development Agreement (“First Amendment”) dated May 1, 2020, to reflect previous changes to the design and plan for development of the Property; and

WHEREAS, the Town and the County have each received, reviewed and on March 15, 2022 approved the Guaranteed Maximum Price (“GMP”; copy of GMP dated March 8, 2022 is attached hereto and incorporated by reference herein) for the Project and have determined to proceed with completion of the Project based on the GMP approved for the Project in the amount of Thirty Four Million Six Hundred Ninety Two Thousand Sixty Seven and no Hundredths Dollars (\$34,692,067.00); and

WHEREAS, the Parties wish to further amend the Agreement as set forth herein to reflect the change in circumstances which have occurred since the execution of the First Amendment; and

WHEREAS, it is the intent of the Parties that except as further amended by this Second Amendment, the terms of the Original Agreement shall remain in full force and effect; and

WHEREAS, the Town is authorized to enter into this contract pursuant to, *inter alia*, the North Carolina General Statutes (“**N.C.G.S.**”) 160A-16, and the County is authorized to enter into this contract pursuant to, *inter alia*, North Carolina General Statutes 153A-11, *et seq.*, and the Town’s Town Council and the County’s Board of County Commissioners have each determined that it is in the best interests of their citizens to do so.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the County intending to be legally bound do hereby agree as follows:

1. The Parties substitute the attached Partner Cost Allocation Plan prepared by Perkins & Will and dated February 23, 2022 as Exhibit C to the Agreement. To the extent that there is any discrepancy between the project cost reflected in the Partner Cost allocation Plan (Exhibit C) and the GMP, the GMP shall control; however, the Partner Cost Allocation percentages as shown on Exhibit C controls as to allocation of the GMP). All previous cost allocations for the Project are null and void.
2. Either Party may decide to seek bid alternates affecting their allocated space in the Project. In the event that a Party does award an alternate bid affecting its space only, then that Party shall bear 100% of any additional cost or of any savings realized as a result of the bid alternate.
3. Notwithstanding anything in the Agreement or the First Amendment to the contrary, the Parties each agree to pay their proportionate share of the Project costs as reflected on Exhibit C. The Town shall invoice the County Finance Office on a regular basis, not more frequently than once each month, for reimbursement of Project costs, and the County shall pay its share of such costs pursuant to the invoice within thirty (30) days of receipt of the Town’s invoice.
4. Except as specifically amended by this Second Amendment, the terms of the Agreement (as amended by the First Amendment), remain in full force and effect.

[signatures contained on next page]

IN WITNESS WHEREOF, the parties have executed this First Amendment the day and year first above written.

TOWN OF CARRBORO

(Town Seal)

BY: _____
Richard White, Town Manager

ATTEST:

Mary Bryant, Town Clerk

This document is sufficient as to form.

Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

Finance Director

COUNTY OF ORANGE

(County Seal)

BY: _____
Bonnie Hammersley, County Manager

ATTEST:

_____, County Clerk

_____ County, North Carolina

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Carrboro, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the ___ day of _____, 2022.

(S E A L)

Notary Public

My Commission Expires: _____

_____ County, North Carolina

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Clerk of the County of Orange, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said County, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the ___ day of _____, 2022.

(S E A L)

Notary Public

My Commission Expires: _____

Partner Cost Allocation Plan

Level 1

LEGEND - Cost Allocation Plan

- Town of Carrboro Spaces
- Orange County Spaces
- WCOM
- Shared Space

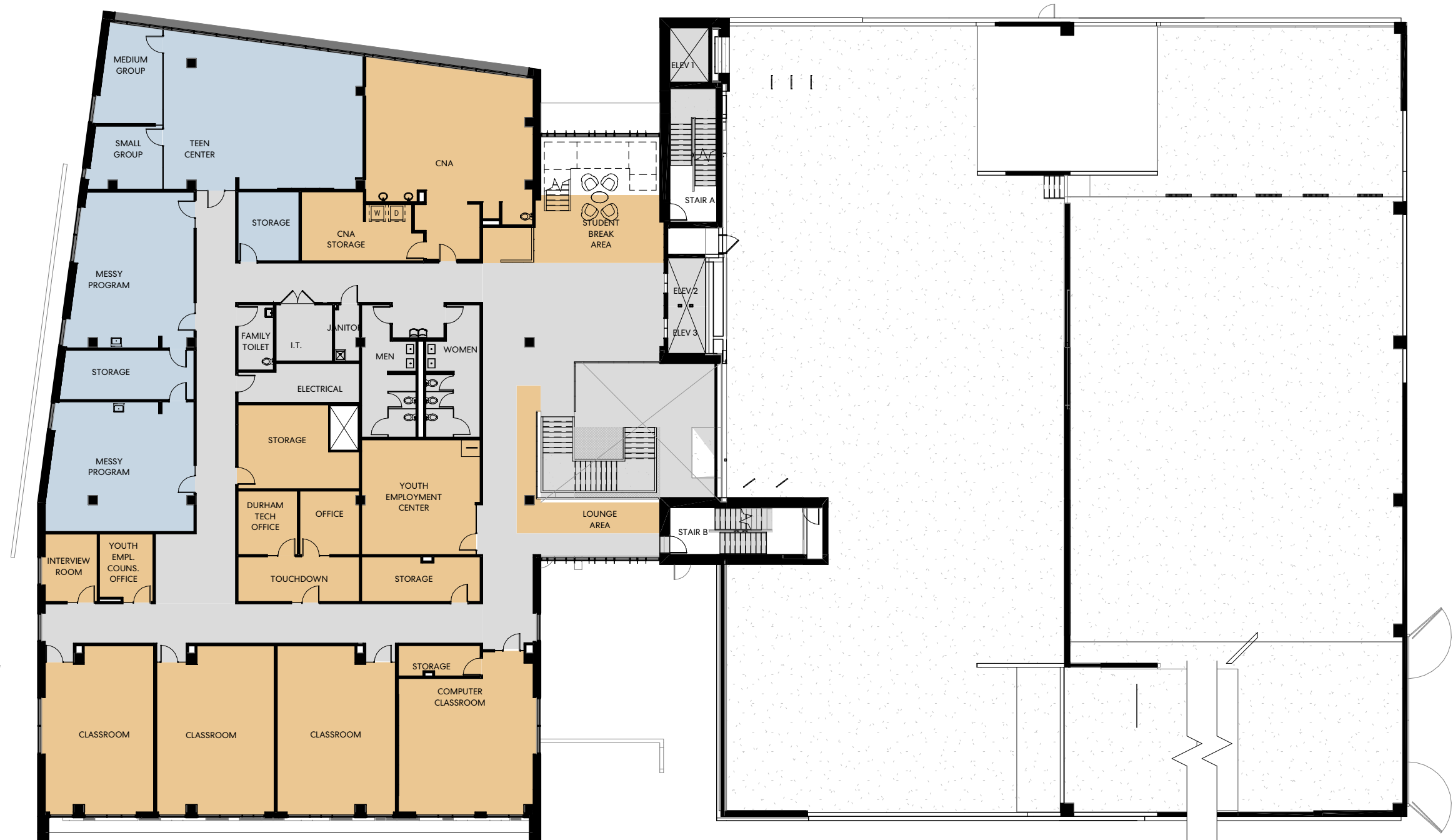


Partner Cost Allocation Plan

Level 2

LEGEND - Cost Allocation Plan

- Town of Carrboro Spaces
- Orange County Spaces
- Shared Space

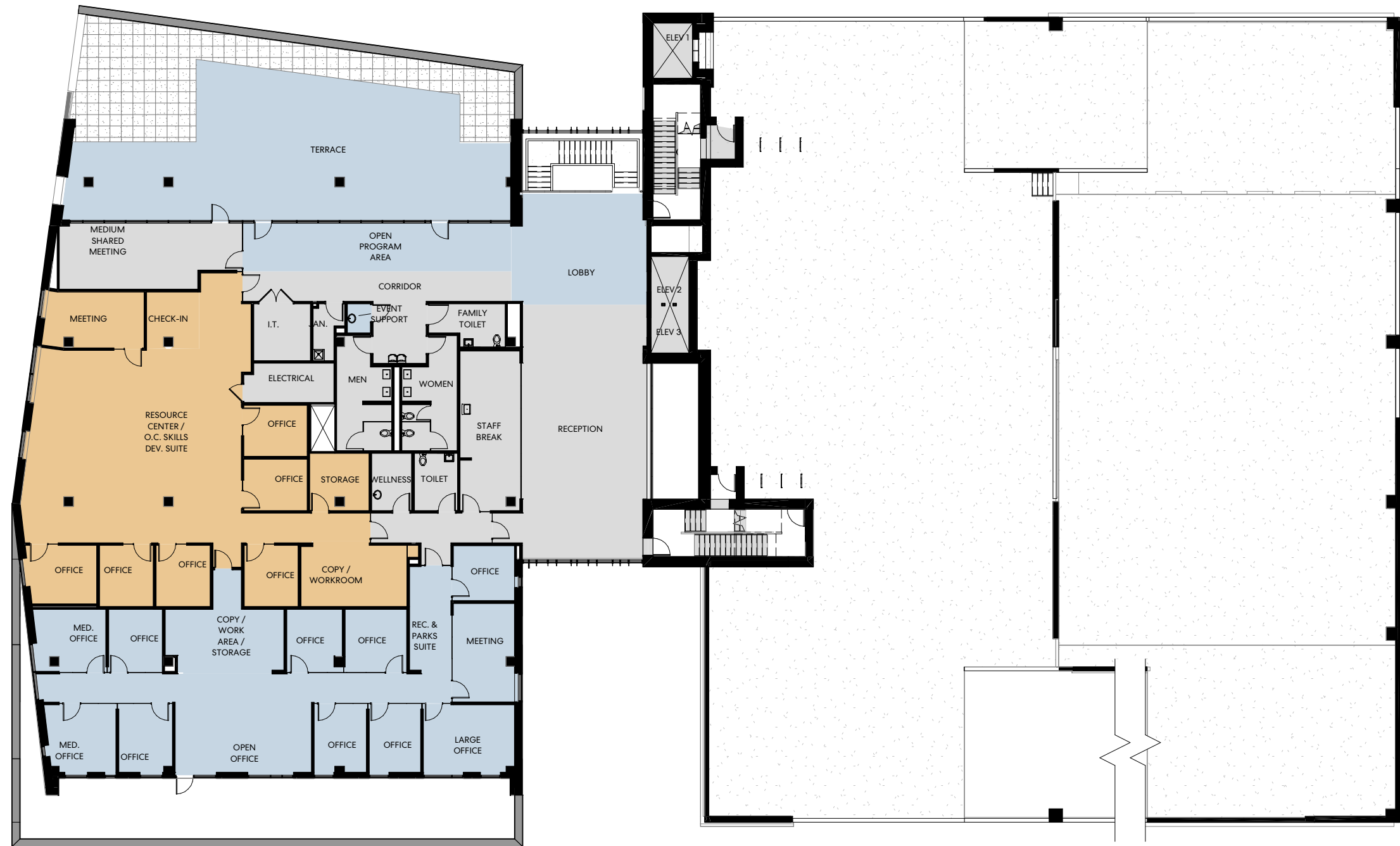


Partner Cost Allocation Plan

Level 3

LEGEND - Cost Allocation Plan

- Town of Carrboro Spaces
- Orange County Spaces
- Shared Space



Partner Cost Allocation

Summary

Allocation from Bid Tab 2/232022 using Building/Sitework/Parking % from 12/10/21 BCC estimate

SUMMARY

Orange County Spaces (SF)	18,811.26		52.72%
Town of Carrboro Spaces (SF)	16,871.88		47.28%
Total Allocated Space (SF)	35,683.14		
Total GSF (not including deck)	51,884.00		
Total Shared space (SF)	16,200.86		
Orange County portion of Shared	8,540.69		
Town of Carrboro portion of Shared	7,660.17		
Total Orange County Building Space	27,351.95	\$	460.24 \$ 12,588,490.20
Total Town of Carrboro Building Space	24,532.05	\$	460.24 \$ 11,290,657.61
			\$ 23,879,147.81

Sitework

Total Orange County portion of Sitework		\$	1,316,588.76
Total Town of Carrboro portion of Sitework		\$	1,180,852.72
		\$	2,497,441.48

Parking

Cost per Space	\$	48,153.19	
Orange County- Library per LUO	28	\$	1,348,289.19
Orange County- Library over LUO reqt	18	\$	866,757.34
Orange County- Skills per LUO	45	\$	2,166,893.34
Town of Carrboro per LUO	42	\$	2,022,433.79
Town of Carrboro- WCOM per LUO	2	\$	96,306.37
OC Portion of Shared (36) per LUO	19	\$	913,865.63
ToC Portion of Shared (36) per LUO	17	\$	819,649.04
	171	\$	8,234,194.70
Total Orange County Parking Spaces	110	\$	5,295,805.50
Total ToC Parking Spaces	61	\$	2,938,389.20

Total Cost Allocation			
<i>Orange County</i>			
Building	\$	12,588,490.20	
Sitework	\$	1,316,588.76	
Parking	\$	5,295,805.50	
Portion of rounding error	\$	5.27	
Total Orange County Cost	\$	19,200,889.73	55.48%
<i>Town of Carrboro</i>			
Building	\$	11,290,657.61	
Sitework	\$	1,180,852.72	
Parking	\$	2,938,389.20	
Portion of rounding error	\$	4.73	
Total Town of Carrboro Cost	\$	15,409,904.26	44.52%
	\$	34,610,793.99	

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN
AMENDMENT TO THE DEVELOPMENT AGREEMENT WITH ORANGE COUNTY FOR
THE 203 PROJECT

WHEREAS, the Town of Carrboro and Orange County signed a development agreement regarding joint development of Town property at 203 S. Greensboro Street on December 4, 2017; and,

WHEREAS, the First Amendment to this agreement was signed on May 1, 2020 subsequent to the withdrawal of the ArtsCenter and the need for a modified building program; and,

WHEREAS, the Development Agreement needs to be further amended to reflect changes that have occurred since the First Amendment including approval of the Guaranteed Maximum Price (GMP) deliverable for the cost of construction and the completion of 100% Construction Drawings; and,

WHEREAS, the Town Council has reviewed the draft Second Amendment to the Development Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to execute the Second Amendment to the Development Agreement on the Council's behalf.

This the 5th day of April in 2022.



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-102

Agenda Date: 4/5/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

County-Wide Manufactured Homes Action Plan

PURPOSE: The purpose of this item is for the Town Council to consider endorsing the County-Wide Manufactured Homes Action Plan.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Director, rbuzzard@carrboronc.gov
<<mailto:rbuzzard@townofcarrboro.org>> Anne-Marie Vanaman, Management Specialist,
avanaman@carrboronc.gov <<mailto:avanaman@carrboronc.gov>>

INFORMATION: The County-Wide Manufactured Homes Action Plan provides a plan to address the redevelopment threats facing manufactured home communities in Orange County. The Plan is a collaborative effort between the Towns of Chapel Hill, Carrboro, and Hillsborough, and Orange County that outlines specific objectives, strategies, action steps, partners, and resources needed to address the redevelopment threat facing manufactured home communities.

Background: In 2016-2017, the County, Towns, and local housing partners formed a manufactured homes work group to begin to discuss and evaluate opportunities and obstacles to addressing the needs of manufactured home community residents. The report that was created by this workgroup is included as Attachment D.

On May 4th, 2021 <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4930020&GUID=69F7164D-E3D1-482D-87C5-E71951206B69&Options=&Search=>>> the Town Council received an overview of Carrboro's four manufactured home communities (MHC) and discussed addressing the vulnerability of residents living in these communities. While none of the MHCs were under immediate threat of redevelopment, the Council directed staff to work with Chapel Hill, Hillsborough, and Orange County to develop a collaborative, county-wide MHC preservation plan for the County's 100 MHCs that are home to 2,000 households, including 95 Carrboro households. A map of the County's MHC is included as Attachment C.

Additional Information: In 2021, staff from the Towns and County came together to form the Manufactured Home Staff Working Group to create a plan to address the redevelopment and sustainability threats facing manufactured home communities in Orange County. This plan used resident engagement and the Town of Chapel Hill's existing Manufactured Home Strategy as its foundation.

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In Control: Board of Aldermen

Version: 1

A draft of the Plan was shared with the Affordable Housing Advisory Commission (AHAC) on September 15, 2021. The AHAC provided feedback and supported the Plan, which aligns with the Town's Affordable Housing Goals and Strategies:

Goal 1.3 - Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.

Goal 2.4 - Reduce erosion of rental housing quality and affordability.

Goal 2.5 - Examine the current marketplace for mobile and modular homes.

The Plan also aligns with the draft Carrboro Connects Comprehensive Plan's goals and strategies for affordable housing and racial equity:

Strategy 3.3 - Preserve existing mobile home parks and identify possible locations for additional mobile and manufactured housing.

Goal 2. - Increase number of rental units that are permanently affordable to very low-income households earning up to 60% of AMI with a particular focus on those earning less than 30% AMI and historically disadvantaged households.

Preservation or redevelopment of MHCs for affordable housing can also advance the Town's Climate Action Plan by: designing and retrofitting energy-efficient housing to reduce housing costs; locating housing in areas with high transit accessibility to provide transportation options and reduce auto-dependence, which can reduce total housing and transportation costs; and increase energy and water conservation in new construction and rehabilitation to reduce costs to homeowners and renters.

In addition to the AHAC, MHC residents, service providers, advocates, and other stakeholders were also consulted for the development of the Plan, as well as the Orange County Local Government Affordable Housing Collaborative, the Chapel Hill Housing Advisory Board, the Orange County Affordable Housing Advisory Board, the Orange County Affordable Housing Coalition (OCAHC), and the Manufactured Homes Committee of the OCAHC.

The Manufactured Homes Action Plan goals are to:

1. Preserve manufactured home communities.
2. Minimize resident displacement due to redevelopment.
3. Create a Relocation Assistance Package to provide meaningful relocation assistance options for residents facing displacement.

These goals are founded on four guiding principles:

1. Use engagement findings as a foundation for strategy selection and implementation.
2. Include a variety of strategies to fully address the different issues.

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3. Manufactured housing is an important source of naturally occurring affordable housing serving diverse populations, including vulnerable community members.
4. The Plan is a living document and should be adapted based on changing conditions and resident input.

The Plan, if endorsed, may be put into action in the near future in Carrboro as staff continues to work with several nonprofits to preserve affordability in one community, and many of the strategies outlined in the new Action Plan are already underway. The Plan can be found as Attachment B.

FISCAL & STAFF IMPACT: There is no fiscal impact related to endorsing the plan. Each strategy identified in the plan has a fiscal impact, most of which require Town Council or Town Manager approval before implementation, including ongoing engagement efforts. The Action Plan includes preliminary, high-level estimates of resource needs for each strategy.

RECOMMENDATION: Staff recommends the Town Council consider endorsing the County-Wide Manufactured Homes Action Plan. A resolution is included as Attachment A.

**A RESOLUTION ENDORSING THE COUNTY-WIDE
MANUFACTURED HOUSING ACTION PLAN**

WHEREAS, Orange County and the towns of Carrboro, Chapel Hill, and Hillsborough have a long history of collaboration on housing topics; and

WHEREAS, manufactured housing is an important source of naturally occurring affordable housing serving diverse populations and vulnerable community members; and

WHEREAS, in 2016, a number of manufactured home communities in our County were identified for redevelopment by property owners, triggering the potential displacement of current residents; and

WHEREAS, the towns and county formed a work group with local housing partners to understand the risk, and potential remedies associated with this redevelopment issue, and strategies for improving and maintaining the quality of the manufactured home communities; and

WHEREAS, the work group generated a report on their findings and an inventory of manufactured housing communities in the county; and

WHEREAS, the environment for redevelopment has not abated and remains a constant threat for manufactured home parks in our community; and

WHEREAS, an updated, county-wide strategy, based upon prior findings and the current environment, is needed to preserve manufactured home communities, minimize resident displacement due to redevelopment, and provide meaningful relocation assistance options to be in place moving forward; and

WHEREAS, the Manufactured Home Staff Working Group with staff from the Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, and Orange County came together to develop this coordinated plan; and

WHEREAS, engagement with residents in communities at risk was conducted to understand their concerns and preferences to guide the creation of the strategies included in the plan; and

WHEREAS, service providers, advocates, residents, and other stakeholders were consulted on development of the plan and staff incorporated feedback from the Orange County Local Government Affordable Housing Collaborative, the Carrboro Affordable Housing Commission, the Chapel Hill Housing Advisory Board, the Orange County Affordable Housing Advisory Board, the Orange County Affordable Housing Coalition, the Manufactured Homes Committee of the Orange County Affordable Housing Coalition.

NOW, THEREFORE, BE IT RESOLVED by the Town of Carrboro Town Council that the Council endorses the County-Wide Manufactured Homes Action Plan and commits to working cooperatively with the County, Chapel Hill, and Hillsborough to implement the strategies noted in the plan; and

BE IT FURTHER RESOLVED that the Council authorizes the Town Manager to make adjustments to the County-Wide Manufactured Homes Action Plan, as described in the April 5, 2022 meeting materials and as needed as the Towns move into implementation.

Adopted this 5th day of April, 2022.



County-Wide Manufactured Homes Action Plan **Orange County, North Carolina**

Jointly Developed by the Manufactured Home Staff Working Group of the Towns of Carrboro, Chapel Hill, and Hillsborough and Orange County

Introduction

The Manufactured Homes Strategy Action Plan is designed to provide a plan to address the redevelopment threats facing manufactured home communities in Orange County. The Plan is a collaborative effort between the Towns of Chapel Hill, Carrboro, Hillsborough, and Orange County that outlines specific objectives, strategies, action steps, partners and resource needs to address the redevelopment threat facing manufactured home communities. Successful implementation of the action plan will:

1. Preserve manufactured home communities.
2. Minimize resident displacement due to redevelopment.
3. Create a Relocation Assistance Package to provide meaningful relocation assistance options for residents facing displacement.

Housing and Community staff from the local governments will be playing a leading role in implementing the strategies and action steps listed in the plan, while also collaborating with many Town and County departments and community partners.

This plan recognizes manufactured housing is an important source of naturally occurring affordable housing serving diverse populations, including vulnerable community members. It uses resident engagement as the foundation for the strategies proposed.

Guiding Principles

1. Use engagement findings as the foundation for strategy selection and implementation.
2. Include a variety of strategies to fully address the different issues. There is no silver bullet.
3. Manufactured housing is an important source of naturally occurring affordable housing serving diverse populations, including vulnerable community members.
4. The Plan is a living document and open to input and change.

The Challenge

Several manufactured home communities in the county are under threat of redevelopment and resident displacement. Many homes are also in need of repair and rehab assistance. There are unique challenges faced by manufactured home residents, most of whom own the homes they live in but not the land it sits on. This plan provides a framework and strategies to address these challenges while considering the limited authority and resources of local governments and community partners.

County-wide Manufactured Homes Action Plan

Background

For many years, there has been interest in addressing the vulnerability of residents living in manufactured home communities in Orange County. In 2016-2017, the County, Towns, and local housing partners formed a manufactured homes work group to begin to discuss and evaluate opportunities and obstacles to addressing the needs of manufactured home community residents. This work group created an inventory of MHCs and a survey to inform any strategies developed. You can find a copy of the inventory and survey results as attachments to this action plan.

Resident engagement has been the foundation for strategies that have been developed by partners to address the needs of the MHCs and continues to be with this Action Plan. Resident engagement has included in person meetings, focus groups, and surveys to understand the housing needs and preferences of manufactured home residents in the county.

There are many things we have learned from resident engagement and the inventory of MHCs. There are 100 manufactured home communities in Orange County housing over 2,000 households. According to the 2017 Orange County Mobile Home Park Survey, there is a 10% vacancy rate in the parks, with many parks having no vacancy at all.

Many of the homes need repairs or renovations. About half of manufactured homes need minor repairs and about 28% need major repairs, with only a small percentage, 3.2%, economically infeasible to repair. Most residents are of low-income, making it difficult to fund needed repairs.

We also know many of the MHCs are under threat to be redeveloped, in particular the MHCs closer to town centers where market demand is high. The research and engagement show there are many challenges for manufactured home residents finding new housing if displacement were to occur. Few vacancies exist in MHCs in Orange County, most households own their homes, are low income, and do not have many options for finding affordable housing that meets the needs of their family. The human and financial costs to implement a relocation package are significant and will vary depending on the MHC and severity of displacement.

Key Terms

- **Strategic Objective:** The longer-term, wider change needed.
- **Strategy:** The planned actions that will help achieve the strategic objective.
- **Action Step:** The benefit expected to occur.
- **Partners:** Town departments, community organizations, and institutions that will assist with strategy implementation.
- **Resources:** The goods and/or services needed. The figures provided in this document are preliminary estimates and subject to change as we implement the Action Plan.

County-wide Manufactured Homes Action Plan

- **Manufactured Home:** Factory-built housing, constructed on or after June 15, 1976 and subject to construction standards established by the Department of Housing and Urban Development (HUD).
- **Mobile Home:** Built prior to June 15, 1976, most, but not all, adhere to American National Standards Institute (ANSI) standards.
- **Manufactured Home Community (MHC):** Though laws often refer to “mobile home parks”, the term “manufactured home community” is a common industry term. We use it in this Plan to reduce stigma and set aside the idea that mobility is a key feature of the housing, recognize that houses are homes to the individuals who live in them, and these purpose-built places are communities of people.

To find a list of partner agencies, see page 10

County-wide Manufactured Homes Action Plan

Strategic Objective 1: Preserve manufactured home communities.

	Strategy	Action Steps	Lead Entity and Potential Partners	Resources
1a ★	Support efforts to create resident-owned communities (ROCs)	<ul style="list-style-type: none"> Assist ROC USA and CCE in exploring opportunities to form ROCs Provide funding assistance for acquisition Support resident engagement efforts 	Lead: County and Towns <hr/> <ul style="list-style-type: none"> ROC USA Carolina Common Enterprise MHC Owners MHC Residents Nonprofit Providers 	\$\$\$\$ 👤
1b ★	Pursue acquisition opportunities of manufactured home communities	<ul style="list-style-type: none"> Explore opportunities to preserve MHPs through acquisition Use available funding sources for acquisition 	Lead: County and Towns <hr/> <ul style="list-style-type: none"> MHC Owners Nonprofit Providers 	\$\$\$\$\$ 👤 👤
1c ★	Explore land use policies that support manufactured home communities	<ul style="list-style-type: none"> Conduct study of effective land use policies to support preservation Consult with policy experts to determine policy recommendations 	Lead: Towns <hr/> <ul style="list-style-type: none"> Consultants UNC School of Government Planning Departments 	\$ 👤 👤
1d	Work with manufactured homeowners to improve park quality	<ul style="list-style-type: none"> Engage MHP owners in need of infrastructure improvements Provide infrastructure improvement loans to improve quality of MHPs Implement the County's land banking program 	Lead: County <hr/> <ul style="list-style-type: none"> MHC Owners MHC Residents 	\$\$ 👤
1e	Rehab and repair homes in MHPs	<ul style="list-style-type: none"> Coordinate with the OC Preservation Coalition to facilitate the completion of home repairs Explore aligning rehab programs and policies between jurisdictions to increase homes repaired 	Lead: Partners <hr/> <ul style="list-style-type: none"> OC Home Preservation Coalition MHC Residents 	\$\$ 👤 👤
1f	Create an early warning system to identify MHPs at highest risk of redevelopment	<ul style="list-style-type: none"> Identify key indicators to include in early warning system 	Lead: Towns <hr/> <ul style="list-style-type: none"> GIS and Planning Departments MHC Owners 	\$ 👤 👤

\$\$\$ * indicates \$1 million or more

★ = policy or funding decision required by elected body


















\$ = level of financial resources needed collectively




👤 = level of staff resources needed collectively



County-wide Manufactured Homes Action Plan







Strategic Objective 2: Minimize resident displacement due to redevelopment.

	Strategy	Action Steps	Partners	Resources
2a 	Pursue on-site and off-site home construction as part of redevelopment	<ul style="list-style-type: none"> Work with developer applicants to explore relocation options within or outside of a proposed redevelopment 	Lead: County and Towns <ul style="list-style-type: none"> Developers 	 -      
2b 	Explore land use and regulatory policies that can be applied to redevelopment of MHPs	<ul style="list-style-type: none"> Conduct study of effective land use policies to minimize displacement Consult with policy experts to determine policy recommendations 	Lead: County and Towns <ul style="list-style-type: none"> Consultants UNC School of Government Planning Departments 	  
2c 	Implement master planning processes to proactively create development plans that minimize displacement	<ul style="list-style-type: none"> Explore sites that would be good candidates for master planning Engage stakeholders to gauge master planning interest 	Lead: County and Towns <ul style="list-style-type: none"> MHC Owners Planning Departments Consultants 	   

-  = policy or funding decision required by elected body
-  = level of financial resources needed collectively
-  = level of staff resources needed collectively

County-wide Manufactured Homes Action Plan


Strategic Objective 3: Create a Relocation Assistance Package* to provide meaningful relocation assistance options for residents facing displacement.

	Strategy	Action Steps	Partners	Resources
3a	Proactive engagement to connect MH residents with resources	<ul style="list-style-type: none"> • Establish partnership with nonprofit providers to structure program • Provide funding to create a sustainable program 	Lead: County and Towns <ul style="list-style-type: none"> • Nonprofit providers 	\$ 
3b ★	Use publicly owned land to create relocation opportunities	<ul style="list-style-type: none"> • Explore the use of publicly owned land to develop affordable housing as an indirect site for relocation • Explore publicly owned land for creation of new MHCs 	Lead: County and Towns <ul style="list-style-type: none"> • Engineering and design consultants • Affordable housing developers • MHC owners and experts 	\$\$\$ 
3c	Provide housing search assistance	<ul style="list-style-type: none"> • Provide one-on-one housing location assistance 	Lead: Partners <ul style="list-style-type: none"> • Nonprofit providers • OCPEH 	\$\$ 
3d	Identify manufactured home communities with open lots	<ul style="list-style-type: none"> • Engage MHP owners to determine sites with vacancies • Create MHP vacancy database 	Lead: County and Towns <ul style="list-style-type: none"> • MHC owners • OC Housing Helpline • Nonprofit providers 	\$ 
3e ★	Provide financial assistance to relocate homes	<ul style="list-style-type: none"> • Determine funding needed to relocate homes 	Lead: Partners <ul style="list-style-type: none"> • Developers • MHC owners and experts • Nonprofit providers 	\$\$ 
3f ★	Provide financial assistance for residents to secure new housing	<ul style="list-style-type: none"> • Determine type of assistance needed <ul style="list-style-type: none"> ○ EHA ○ Rental Assistance (security/utility deposits, rent) ○ Down payment assistance 	Lead: Partners <ul style="list-style-type: none"> • Developers • MHC owners and experts • Nonprofit providers 	\$\$ 

*A Relocation Assistance Package would include some combination of the strategies included above.

★ = policy or funding decision required by elected body

\$ = level of financial resources needed collectively

 = level of staff resources needed collectively

County-wide Manufactured Homes Action Plan

Dedicated Resources:

Affordable Housing Land Banking (Orange County Capital Investment Plan)

The land banking fund was established during the FY2015-16 budget process to enable acquisition of manufactured home parks and other property for future affordable housing development. The fund has approximately \$1 million currently available.

Displacement Mitigation Assistance Program (Orange County)

The Displacement Mitigation Assistance Program (D-MAP) provides direct assistance to low- and- moderate-income manufactured housing residents facing displacement caused by manufactured home park closure, redevelopment or natural disaster. EmPOWERment, Inc. works with Orange County to coordinate relocation services for D-MAP. Currently, the D-MAP-budget has approximately \$53,000 available.

Potential Resources:

Carrboro

AFFORDABLE HOUSING SPECIAL REVENUE FUND

The goal of the Affordable Housing Special Revenue Fund is to advance the Town's goal of increasing and improving the stock of affordable housing within Carrboro and its planning jurisdiction. Special Revenue Funds may be used for land banking, construction, acquisition, pre-development costs, repair, rehabilitation, and other home preservation activities. The Town Council has approved a penny and a half property tax allocation, approximately \$337,500, which is a dedicated annual revenue source for affordable housing. For more information on the Affordable Housing Special Revenue Fund, visit the [Town's website](#).

Chapel Hill

AFFORDABLE HOUSING FUND (AHF)

In 2002, the Town Council established the AHF to preserve owner-occupied housing in Chapel Hill for affordable housing purposes.

Eligible Uses: The AHF has a variety of eligible uses, including:

1. Preservation of owner-occupied housing

County-wide Manufactured Homes Action Plan

2. Land acquisition
3. Renovation
4. Affordable housing construction
5. Rental and utility assistance

For more information on the Affordable Housing Fund, visit the [Town's website](#).

AFFORDABLE HOUSING DEVELOPMENT RESERVE (AHDR)

In fiscal year 2014-15, the Town Council allocated over \$688,000 for affordable housing and approved an allocation strategy for this funding, establishing an Affordable Housing Development Reserve (AHDR).

Eligible Uses: The AHDR is dedicated exclusively to the development and preservation of affordable housing. Priority project areas are:

1. Land bank and land acquisition
2. Rental subsidy and development
3. Homeownership development and assistance
4. Future development planning.

For more information on the Affordable Housing Development Reserve, visit the [Town's website](#).

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

The CDBG Program was created by the U.S. Congress in 1974 and is administered by the Department of Housing and Urban Development (HUD). The primary objective of the program is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities for low- and moderate-income peoples.

Eligible Uses: [CDBG eligible activities](#) include, but are not limited to:

1. Acquisition of Real Property
2. Relocation and Demolition
3. Rehabilitation
4. Public Facilities and Improvements, and Public Services.

For more information about the CDBG program, visit the [Federal CDBG website](#) and the [Town website](#).

County-wide Manufactured Homes Action Plan

Orange County

Urgent Repair Program

Orange County administers the Urgent Repair Program (URP) to finance emergency and critical repairs and accessibility modifications for low-income homeowners. Up to 20% of the total housing units repaired or modified may be manufactured housing units that are owned and occupied by eligible homeowners on rented lots. The North Carolina Housing Finance Agency awarded Orange County \$100,000 in program funds and the County committed \$40,000 in local funds for the 2021 program cycle. Funds for the 2020 cycle have all been expended.

HOME Investment Partnerships Program

The HOME Investment Partnerships Program is the largest federal block grant program dedicated to increasing the availability of affordable housing for low-income households. HOME provides flexible financing to states and localities (called “participating jurisdictions”) to use for affordable housing activities that fall into four main categories: rehabilitation of owner-occupied housing; assistance to homebuyers; acquisition, rehabilitation or construction of rental housing; and tenant-based rental assistance. HOME funds may be used to purchase and/or rehabilitate manufactured homes, provided that the owner is low-income and owns the land beneath the manufactured home. The U.S. Department of Housing and Urban Development (HUD) awarded Orange County about \$379,000 in HOME for 2021. In addition, the Towns and the County collectively contribute local matching funds to the program, in an amount equal to 25% of HOME funds to be used for affordable housing activities.

County-wide Manufactured Homes Action Plan

Eligible Funding Sources Overview:

	Strategy	Orange County				Chapel Hill				Carrboro
		CIP	Displacement Mitigation	Urgent Repair	HOME	AHF	AHDR	CDBG	BOND	AHSRF
1a	Support efforts to create resident-owned communities (ROCs)	✓			✓	✓	✓	✓	✓	✓
1b	Pursue acquisition opportunities of manufactured home communities	✓			✓	✓	✓	✓	✓	✓
1d	Work with manufactured home owners to improve park quality	✓			✓	✓	✓	✓	✓	
1e	Rehab and repair homes in MHPs	✓		✓	✓	✓	✓	✓	✓	✓
2a	Pursue onsite and off-site home construction as part of redevelopment	✓			✓	✓	✓		✓	✓
3b	Use publicly owned land to create relocation opportunities	✓			✓	✓	✓		✓	✓
3e	Provide financial assistance to relocate homes	✓	✓		✓	✓	✓			
3f	Provide financial assistance for residents to secure new housing	✓	✓		✓	✓				✓

Partners: Community Organizations

The MHP Implementation Team will partner with these community organizations to carry out the Action Plan. We anticipate that additional partners will be identified as we implement the Action Plan.

Banks & Lending Institutions: There are several local, statewide, and national banks in Chapel Hill. Several partners include: [BB&T](#), [State Employees Credit Union](#), [Latino Credit Union](#) and more.

[Carolina Common Enterprise](#) (CCE): CCE is a nonprofit focusing on co-ops that address unemployment, poverty and other issues struggling small, rural and urban communities face across the Southeast, including manufactured homes. CCE is an affiliate of ROC USA.

County-wide Manufactured Homes Action Plan

[Chapel Hill Carrboro City Schools](#) (CHCCS): The local school system. CHCCS has several initiatives related to immigrant and refugees, including the [CHCCS Newcomer Program](#) and the [Social Justice Academy](#) at East Chapel Hill High School.

[CHICLE Language Institute](#): CHICLE offers translation and interpreting services in many languages. They also offer language classes.

[Community Home Trust](#): A local nonprofit organization that strengthens the Chapel Hill community with permanently affordable housing opportunities.

[El Centro Hispano](#): A regional nonprofit organization that works to strengthen the community, build bridges and advocate for equity and inclusion for Hispanics/Latinos in the Triangle Area of North Carolina.

[El Pueblo, Inc.](#): A local nonprofit organization that supports the Latinx community.

[EmPOWERment, Inc.](#): A local nonprofit with work focusing on affordable living options, education, home ownership, community building, and grassroots economic development.

Faith Communities: There are several churches in the Chapel Hill community that serve immigrant and refugee residents. BIC has worked closely and will continue partnering with [St. Thomas More Catholic Church](#), which serves many Latinx residents.

[Family Success Alliance](#) (FSA): A collective impact initiative, FSA partners with low-income families to ensure families have the skills and tools needed for their children to feel successful and be successful.

[Habitat for Humanity](#): A national and international nonprofit organization, with an affiliate in Orange County, NC, that helps families in need build and own quality affordable homes.

[Legal Aid of North Carolina](#): A statewide, nonprofit law firm that provides free legal services in civil matters to low-income people in order to ensure equal access to justice and to remove legal barriers to economic opportunity.

[Orange County Affordable Housing Coalition](#) (OCAHC): A coalition of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. Members include: CASA, Community Empowerment Fund, Community Home Trust, DHIC, EmPOWERment, Inc., Habitat for Humanity of Orange County, Inter-Faith Council for Social Service, Justice United, Marian Cheek Jackson Center for Saving and Making History, Self-Help Credit Union, UNC Partnerships in Aging Program, Weaver Community Housing Association, Family Success Alliance, Triangle J Council of Governments, Orange County Partnership to End Homelessness, and representatives from the Towns of Carrboro, Hillsborough, Chapel Hill and the Orange County government.

County-wide Manufactured Homes Action Plan

Orange County Home Preservation Coalition: A collaborative of organizations that provide home repairs and modifications to Orange County residents. The Preservation Coalition seeks to increase communication and collaboration among organizations to decrease burden on clients and service seekers, many of whom are older adults.

Prosperity Now: For over 15 years, Prosperity Now has been the central partner in the work to promote manufactured housing as a safe, stable, and affordable path to home ownership and wealth creation for low-and moderate-income residents

Refugee Community Partnership: (RCP): A local nonprofit, community-driven organization that aims to build unique, holistic, and comprehensive support infrastructure for relocated families.

ROC USA: ROC USA is a nonprofit social venture whose mission is to make quality resident ownership viable nationwide and to expand economic opportunities for homeowners in manufactured home communities.

tilde: A local language justice cooperative, tilde creates a sustainable livelihood for language workers, and advances language justice by providing high-quality interpreting, translation, training, and consulting in the North Carolina Triangle region and beyond.

University of North Carolina School of Government: As the largest university-based local government training, advisory, and research organization in the United States, the School of Government serves more than 12,000 public officials each year.

Partners: Local Government Departments

Many departments will be involved in the implementation of the Action Plan. The departments listed below are expected to be key partners in the Action Plan.

Housing and Community Departments: The Orange County Housing and Community Development, Town of Chapel Hill Housing and Community, Town of Carrboro Housing and Community Services departments, and the Hillsborough Planning and Economic Development division are anticipated to play a primary role in implementing the Action Plan.

Planning Departments: Planning Departments will assist with land use and zoning related matters.

Geographic and Information Systems (GIS): GIS departments will assist in data visualization and mapping.

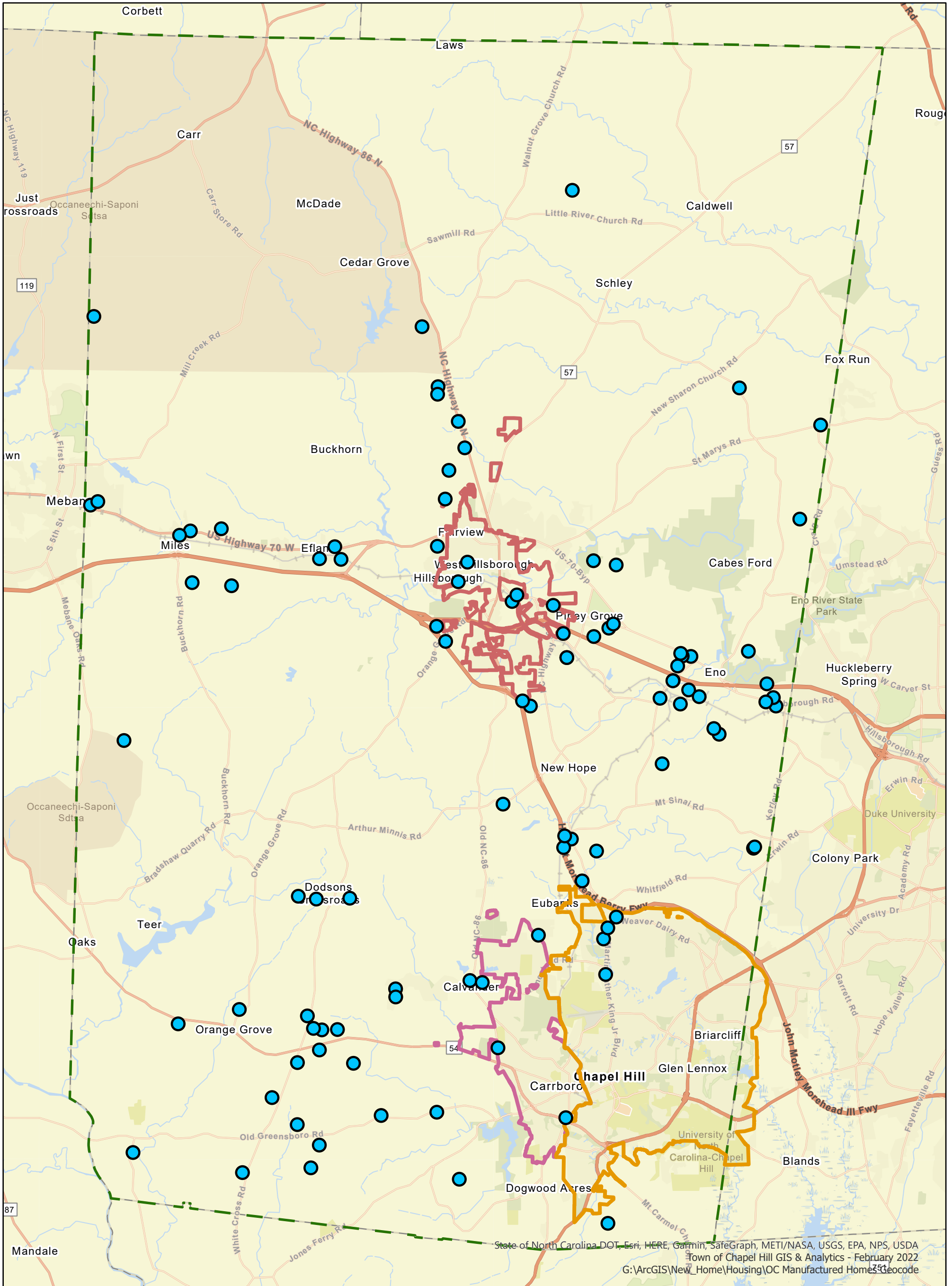
Partners: State Organizations

County-wide Manufactured Homes Action Plan

[North Carolina Housing Finance Agency](#): NCHFA's Mission is to create affordable housing opportunities for North Carolinians whose needs are not met by the market.

[North Carolina Affordable Housing Coalition](#): The North Carolina Affordable Housing Coalition has been leading a movement to ensure that every North Carolinian has a home in which to live with dignity and opportunity.

Manufactured Home Communities in Orange County, NC



Legend

- Manufactured Home Communities (100 communities, 2,017 units total)
- - - Orange County Boundary
- Chapel Hill Corporate Limits
- Carrboro Corporate Limits
- Hillsborough Town Limits



Mobile Home Park Survey

Preliminary Report

9/15/2017
Orange County Health Department
Family Success Alliance

Acknowledgments

Deepest thanks and appreciation go first and foremost to the residents of the mobile home parks in Orange County for their time and participation.

We would also like to thank the following people:

Survey Collectors

Antonia Cortes
Brittany Bulluck
Claudia Yerena
Erika Cervantes Munoz
Mariela Hernandez

Data Team

Coby Jansen Austin
Dominika Gazdzinska
Meredith McMonigle
Kiana Redd
Juliet Sheridan

County Manager, Bonnie Hammersley
Deputy County Manager, Travis Myren

Orange County Planning and Inspections Department, especially Ashley Moncado

Executive Summary

A survey was conducted of 8 mobile home parks in Orange County identified as high risk for displacement and/or because of an interest in general information about residents and living conditions. 96 surveys were conducted by Navigators from the Family Success Alliance. Almost all families were Hispanic, very low income, and own their own homes, but rent space from the mobile home park. Most of the families are satisfied living in their current mobile home and prefer not to move. Residents often look to their neighbors for assistance with child care, transportation, and other services. Many also rely on public transportation to get to medical appointments, work, and school.

Although residents are generally satisfied, many residents also feel they don't have many options other than living in their mobile home; their low income limits their ability to move elsewhere, and they prefer not to move because of the schools, public transport, and proximity to services. The residents were also very clear that moving into an apartment complex is not a preferred option—they commented that in addition to the huge difference in cost, there's a lack of privacy and concern about limited places for children to play. Although not collected in the survey, documentation status was also an issue raised by many families as a significant obstacle in securing affordable housing.

The biggest concerns residents had about the parks themselves were infrastructure in the mobile home parks and the age and condition of their mobile homes. Many of the homes are very old—the newest home was manufactured in 2002, and residents are concerned about limitations on moving their homes based on the age and condition of the home and the cost to move it. When it comes to management, residents commented that many of the mobile home parks need infrastructure maintenance, especially for roads and landscaping, e.g., filling in potholes with gravel, for dead trees to be cut down, fixing drainage issues.

The Navigators, who administered the surveys, noted that residents often seemed proud of their homes and hoped to stay there long-term. Many residents also shared that they are carpenters, electricians, and construction workers and discussed their ability to contribute their extensive skills to the building or repairing of homes and the park.

In summary, many of these mobile home parks consist of tight-knit communities of families with children, who are proud of their homes and where they live. They own their own homes and would like to own their land as well. Because of their documentation status and their income, many of these families feel they have no place to go— that they can't afford to move and are afraid that they won't qualify for assistance, if developers displace them.

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Introduction

For many years, there has been interest in addressing the vulnerability of residents living in mobile home parks in Orange County. The Board of Commissioners allocated funds in the FY 2015-16 and FY 2016-17 budgets to address land banking of mobile home parks and/or to assist in the acquisition of property for future residential development as an affordable housing alternative. An ad hoc committee of local housing partners and county staff began meeting last fiscal year to discuss and evaluate the opportunities and obstacles. The voices of mobile home residents were not a part of this initial process, and the committee recognized the need for their input. Therefore, Navigators with the Family Success Alliance, who have personal and programmatic connections to mobile home park residents, partnered with the county manager's office to visit various mobile home parks during a four-week period in August and September to conduct a survey and gather input from residents.

Survey Methodology

Out of approximately 100 mobile home parks in Orange County, 8 parks were selected by the Planning Department as areas of special interest owing to developer activity or an interest in general information about residents and living conditions. These parks were assigned to FSA Navigators, who had a goal of a 32.5% response rate, or around 100 surveys total. In Table 1, each of the eight priority mobile home parks are listed, with the goal and actual number of surveys collected. The Planning Department's selections for those parks at high risk of displacement were mostly in Chapel Hill and Carrboro; although these parks represent a small fraction of all parks in the county, these parks are overrepresented in the survey.

In early August, a letter was sent to residents of the selected parks to notify them that surveys would be conducted (see Appendix A). Survey piloting and data collection took place from August 9, 2017 to September 11, 2017. Each survey took between an hour to an hour and a half, and 82% of them were conducted in Spanish. Families who participated were given a \$10 gift card to Walmart.

The Navigators used snowball sampling—each of them had contacts within the mobile home parks, and enlisted those contacts in helping them find other families who would be willing to participate. They also waited at the school bus stop, mailboxes, and other gathering areas in order to begin conversations with residents and encourage their participation. This sampling method means that there may be selection bias in terms of who agreed to undertake the survey. The Navigators did knock on doors cold, but some families refused to open the door or refused to participate.

Specifically, because sometimes the maintenance workers live in the mobile home parks, they received the introductory letter explaining the survey and asking for participation. Many of the residents expressed fear that the maintenance workers had told their landlords about the survey and would retaliate against them if they responded. This fear was especially prevalent in some mobile home parks compared to others. Despite the best efforts of our Navigators, some families refused to participate.

Results

Survey Overview

There were 96 surveys completed, with some mobile homes reaching higher rates of participation than others.

#	Mobile Home Park Name	Street Address	City	Purpose/Objective	Approx. Survey Goal (32.5%)	# Occupied Sites	Actual # Surveyed	% Sampled
1	Airport Road	1575 Martin Luther King Jr Blvd	Chapel Hill	Displacement	10	33	23	69.7%
2	Byrdsville	1801 Old NC 10	Hillsborough	General Feedback - Hillsborough	15	47	13	27.7%
3	Caroline	4931 Howe St	Durham	General Feedback – Eno Area	21	66	16	24.2%
4	Homestead	6421 NC 86 S	Chapel Hill	General Feedback – Orange County	3	9	4	44.4%
5	Lakeview	1000 Weaver Dairy Rd	Chapel Hill	Displacement	10	33	6	18.2%
6	Rocky Brook	500 S Greensboro St	Carrboro	Displacement	13	41	13	31.7%
7	Tarheel	1208 Martin Luther King Jr Blvd	Chapel Hill	Displacement	23	72	14	19.4%
8	Village AKA Wright's	1660 Martin Luther King Jr Blvd	Chapel Hill	Displacement	7	24	7	29.2%
					102	325	96	29.5%

Demographics

Overall, most of the participants were Hispanic (88.5%), with 8.3% of participants who were African-American, and 4.2% of participants who were white.

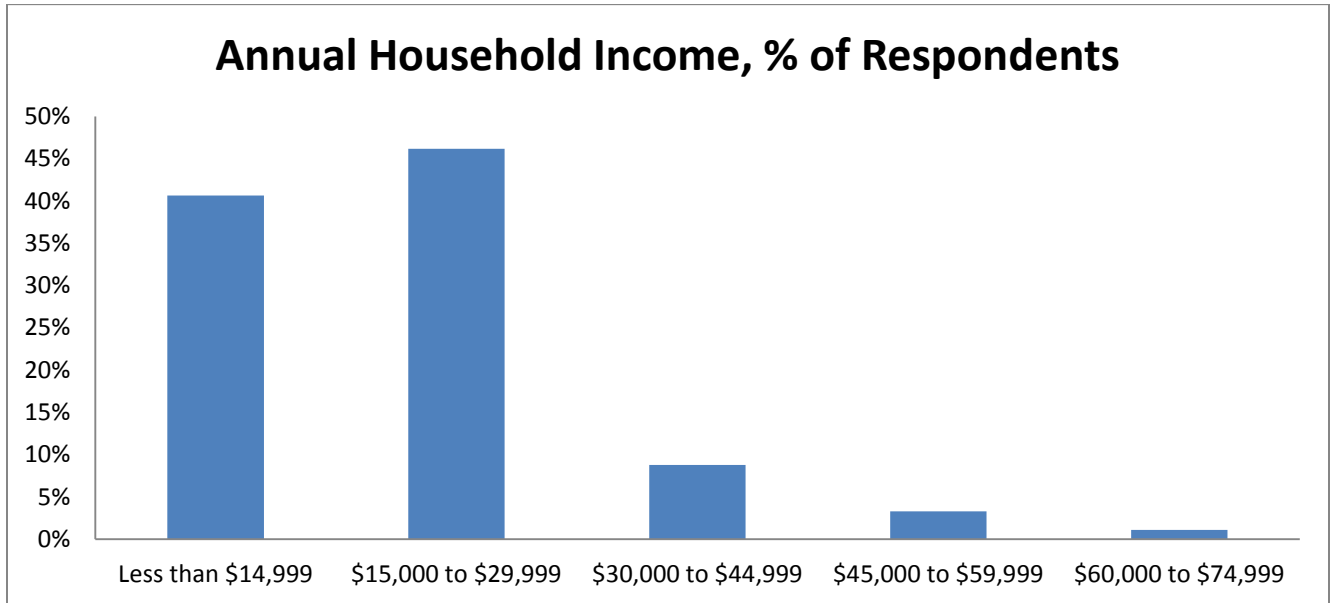
Here is a table of the main demographics:

Race/Ethnicity	% (number)
Hispanic	88.5% (84)
African-American	8.3% (8)
White	4.2% (4)
Household Information	
Average Members of Household	4.1
Average Number of Children	1.8
Average Adults Contributing to Household Costs	1.4
Percent with Children (0-17 y/o) in Household	76%
Percent with Seniors (62+ y/o) in Household	8%

School District Attended (if children in household)	
Orange County Schools	40.3%
Chapel Hill-Carrboro City Schools	59.7%

Annual Household Income

The families in this study were almost entirely very low income. Almost all families (87%) make less than \$30,000 per year.



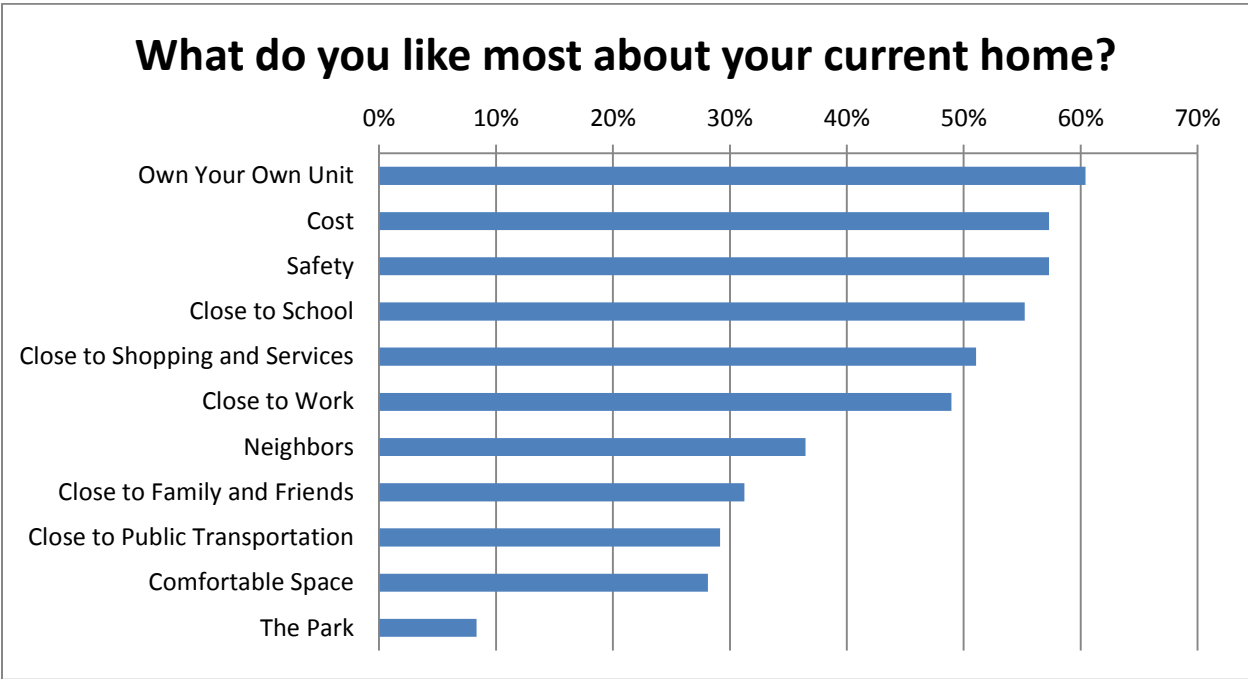
Looking at Area Median Income, HUD defines AMI for a family of 4 in Chapel Hill as \$73,300. Given that the average members of the households for families in our study was 4.1, almost all of the families represented are at or below 40% of AMI, with 2 in 5 families at or below 20% of AMI.

Current Mobile Home Information

59% of respondents live in mobile home parks located in the Town of Chapel Hill, 14% in the Town of Carrboro, 3% in the Town of Hillsborough, and 24% in Orange County, outside of town limits.

When asked how long they had lived in their mobile home, a quarter had lived there 1-4 years (25%), more than a quarter for 5-9 years, one fifth for 10-14 years, and 12% for 15-19 years. The majority of families owned their home (83%) but rented their park space (89%).

Overall, almost all of the residents were satisfied or very satisfied with their current mobile home (95%).



Cost Information

Most families own their own home, which means they would pay for their mobile home space, water, electricity, and assorted other costs. The average rent for the mobile home space was \$342; once you add in the average cost for utilities, the total cost of housing is approximately \$568 per month.

For families who do not own their homes, the average total monthly cost for renting the mobile home is \$489 per month. When added to the others costs those residents pay, which in some cases includes space rental and usually includes utilities, is approximately \$787 per month. It is important to remember that very few families rent their homes: only 17% of families are bearing this full cost.

A majority of families (70%) said that rent has increased at least one or more times in the last 12 months, and the average that rent increased was \$44 dollars, with a maximum increase of \$90 dollars. These costs are broken down below:

Type of Bill	Average Cost per Month (Minimum, Maximum)
Mobile Home Mortgage	\$489 (200, 850)
Mobile Home Space	\$342 (280, 450)
Water	\$64 (20, 200)
Electricity	\$158 (50, 350)
Other (Including internet, cable, and cellphone most often)	\$192 (18, 400)

Owning or Renting Their Home

Almost all of the families preferred to own their homes in the future (95%), and almost the same number of families wanted to own their land in the future (93.5%). When asked if they could sell their mobile home that they currently own, only 56% of families said that they would sell if they could.

Services

Public Transportation

40% of families used public transportation. Of these families, the most common reason to use public transportation was for medical appointments or health services (73.7%). Getting to work (68.4%) and school (57.9%) were also common responses.

If the family did not use public transportation, all of them except one family said that they have a car and drove themselves (96.4%).

Services

When families were asked about where they went to access services, the only service where a majority of families mentioned that they would ask their neighbors were child care (52.4%). The next most common areas where residents would reach out to their neighbors were for transportation (41.7%), carpenters (40%), and electricians (30.4%). Most other services, including computer repair, lawn care, mechanics, medical care, and produce or food were sought outside the mobile home park.

Internet

Almost three-quarters of the mobile home parks had access to the internet (71.7%), and 80% of families living in those parks are connected to the internet in their homes.

Of the 28% of families who do not have access to the internet, half of them access it through their cellphones. One fifth of those families use the library, and around the same number don't use the internet (equivalent to less than 6% of all respondents).

Relocation

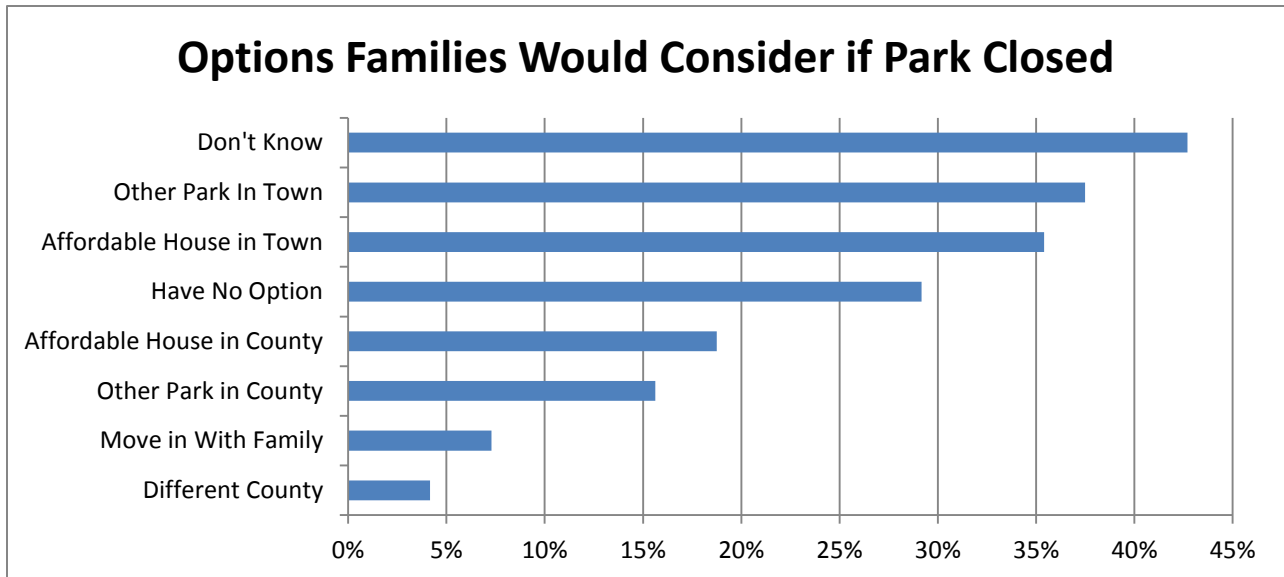
When asked about their preferences for their ideal living situation, 87% of families agreed that a detached single family home would be ideal. Similarly, 82.4% of families said that a multi-family or apartment building would be their **least** preferred option. In fact, some families said that they would never choose to live in an apartment building.

A majority of families selected a mobile home as their second choice (62%), and 59.3% listed an attached single family home like a townhome as their third choice.

Chapel Hill and Carrboro residents were asked if they would be happy relocating to outside of the Chapel Hill-Carrboro area. More than three fourths of families (79.7%) responded that they would not want to relocate outside of the Chapel Hill/Carrboro area. Only 1 in 5 families indicated that they would be willing to move outside CHC.

When asked why they would not want to relocate outside of the Chapel Hill and Carrboro area, almost half of the families cited the school system as the primary reason they would not want to leave. That reason is closely followed by being close to work and the store and liking the area. Almost 20% of families said that they depend on the public transportation system, as they can't drive (18.8%).

If the mobile home park closed, most families didn't know what options they had (43%), although another park in town or an affordable house in town were common responses. It is important to note that almost a third of families said they didn't have another option if their park closed (29%).



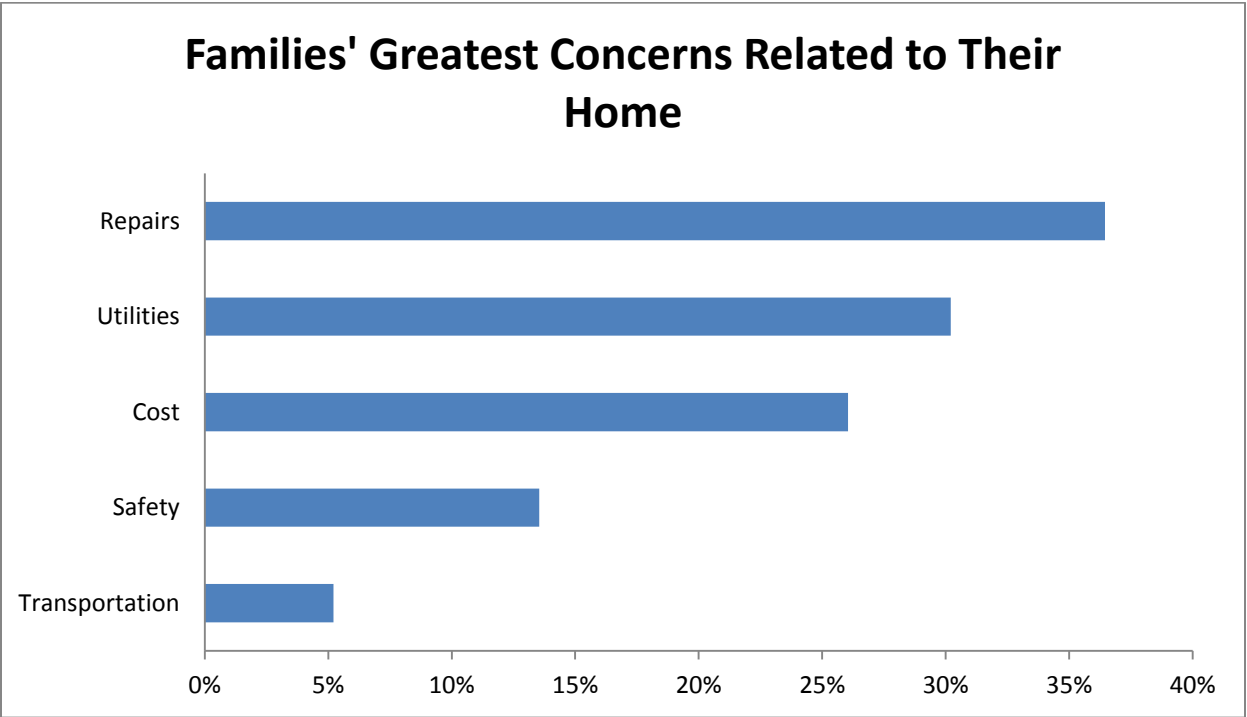
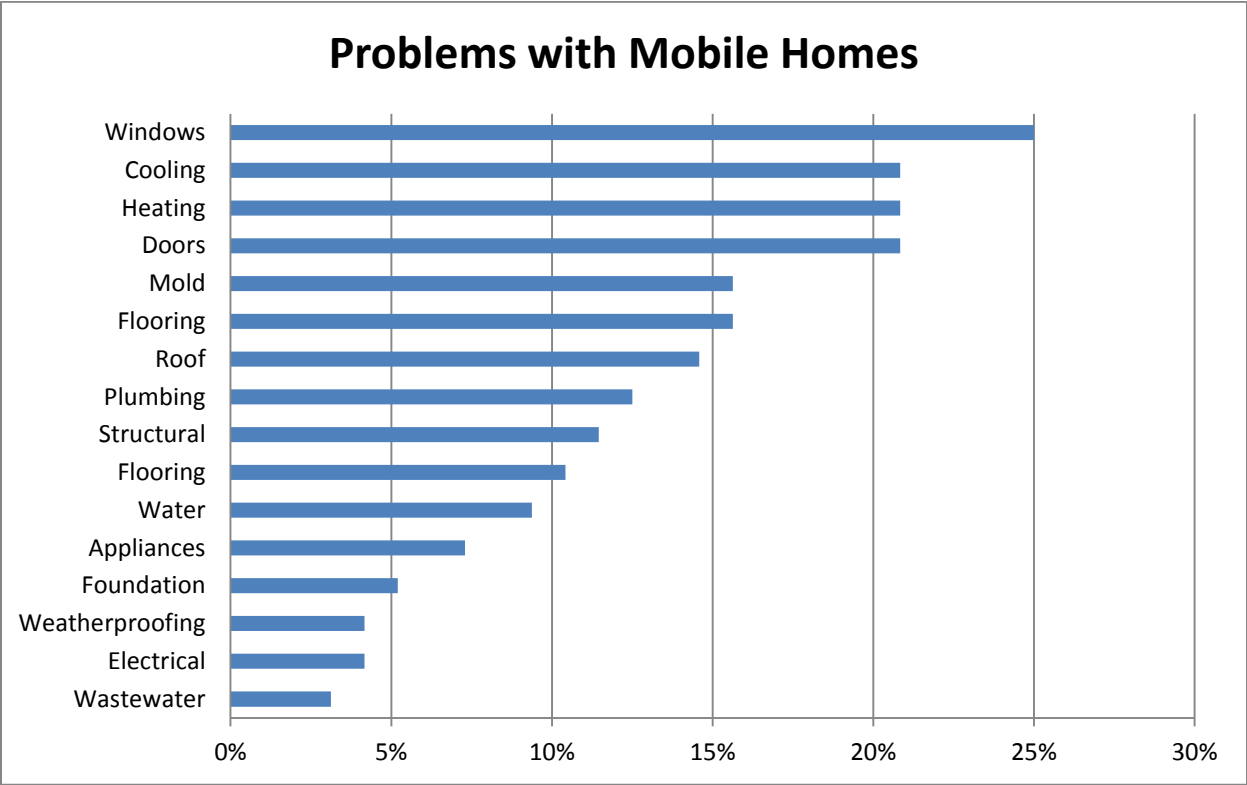
Most families do not want to move from their current mobile home park (85.4%). The most common priorities influencing families' decisions to move were the school system, proximity to family and friends, affordability, home ownership options, and proximity to stores and services.

When asked if funding was available to move their existing mobile home, 67.7% of families would apply, but some families expressed reservations about whether they would qualify and that their mobile home might not be moveable.

Mobile Home Conditions

All of the mobile homes in the survey were built before 2002. The majority were built in the 1990's (41.8%), with around a quarter built in the 1980's (26.6%). The oldest house was built in 1960, the most common year of manufacture was 1996, and the median year was 1986. Almost all of the homes (93.8%) were single-wide homes. In addition, two-thirds of homes had modifications like additions, porches, decks, or ramps.

When asked about issues, the most common responses were windows, doors, heating and cooling, mold, flooring, and the roof, in order of most to least frequent.



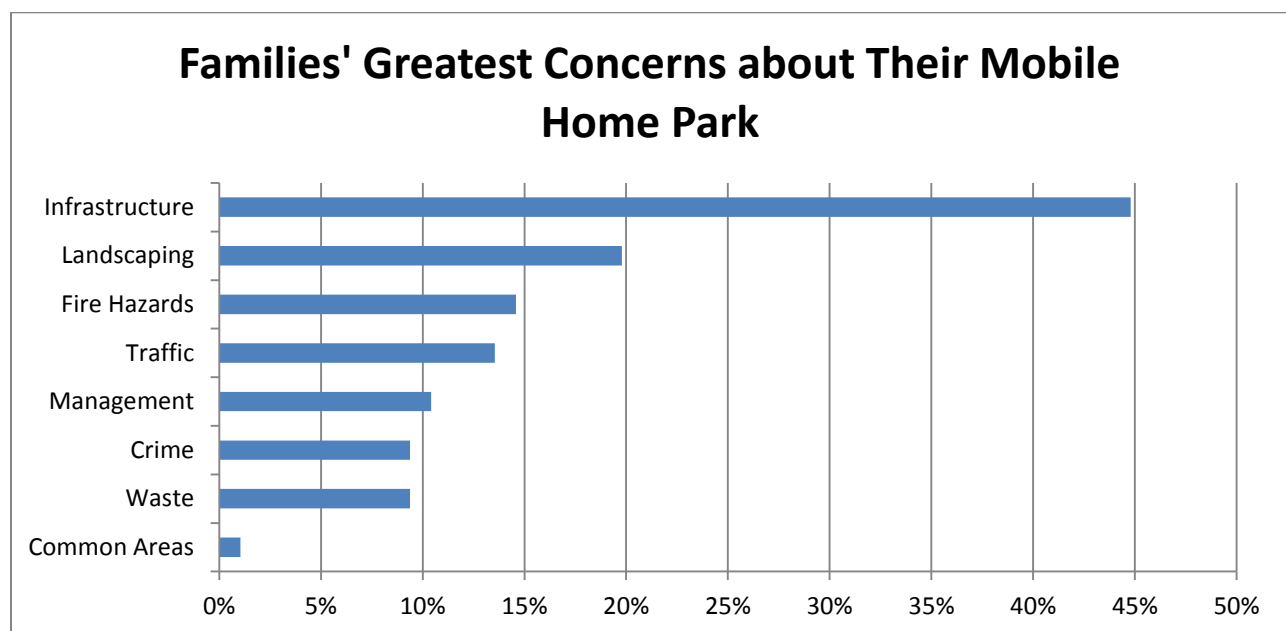
Approximately half of the families stated that their homes would not be able to relocate without significant damage (49.9%), and 40% of families said that their homes could be relocated; 10% did not answer the question.

There were differences in condition of the home between respondents in the Chapel Hill-Carrboro area and the Hillsborough and greater County area. In the Chapel Hill-Carrboro area, 49% of families said that their homes could not be moved without significant damage, compared to 65% of families in the County who could not move their homes.

When asked if they would apply for funding to repair and maintain their homes, 84.4% of families would apply.

Park Management

Only 17% of families were dissatisfied with current park management, although families had many suggestions for how to improve the mobile home park. They were asked about their greatest concerns related to their mobile home park, and their answers were overwhelmingly related to infrastructure problems:



Improvements to the Mobile Home Park

When families were asked how the mobile home park could be improved, the most common responses were to improve and fix the roads, with more than double the responses of other issues. The suggestions included adding gravel in places, repaving areas, and fixing potholes.

Other common concerns included adding green areas and a park or playground for children, having more space between homes, adding more lighting, and improving the quality of the water.

Living conditions in the parks have mostly stayed the same over the past three years, with 69% of families experiencing approximately the same living conditions. For those residents where conditions had changed, more of them had changed for the worse rather than the better, although they were around the same (16% worsened, while 14% improved).

Management Responsiveness to Resident Concerns

In the past, 2 in 5 families have tried to contact management with a problem about the park. Of those families, more than half of them (55%) were dissatisfied with management's responsiveness.

When asked about retaliation, only 20% of families were concerned about the manager and/or owner getting back at them for complaints or requests. Of those families, all except one identified as Hispanic.

On the other hand, 62.8% of families would file an anonymous complaint if that was available, signaling that retaliation may be a larger concern than the original data would suggest.

One resident told the following story:

"We complained about the potholes in the road for a long time. Finally, our manager bought gravel and filled in the holes. However, a few months later, rent went up a lot for everyone. We could never prove that it was because of gravel, but now we're afraid to complain about anything."

Additional Observations by the Survey Team

During survey administration, many families discussed other relevant topics with the survey team:

Documentation Status: Although not collected in the survey, many families expressed that documentation status can be a significant obstacle, even for those families who have "mixed status" (the children are citizens, but the parents are not). The lack of legal status for parents can restrict the services that they are eligible to receive and can complicate other issues. For example, some mobile home residents have the signed title from the previous owner, but in order to put the title in their name they need a North Carolina driver's license, which they can't get if they're undocumented. Families are very interested in programs where they could put in work to buy a home and the land it sits on, but are concerned they may not qualify because of their documentation status. They are afraid that there may be similar limitations on alternatives offered through other government programs because of their status. There are also fears about benefitting from governmental housing support more generally, even if they qualify, because of the potential implications of publically recognizing their status.

Appendix A: Letter to Residents

[Date]

[address line 1]

[city, state zip]

Dear Orange County Resident:

I am writing to invite you to participate in the 2017 Survey of Mobile Home Residents, a process that is being conducted by Orange County. This assessment is part of an effort to increase housing that is affordable for Orange County mobile home park residents.

In Orange County we are aware of the challenges of having good housing that is affordable. Housing costs continue to rise and some residents struggle to make ends meet. The County is involved in efforts to increase housing that is affordable and to respond to the priorities of residents living in mobile home parks.

We need the voices of mobile home residents in this process. To do this, we are conducting a survey to learn more about your experiences. Members of the Family Success Alliance, an Orange County Health Department initiative, will visit various mobile home parks in the coming weeks to conduct a survey and will share the results of this survey with the County to help determine what actions can be taken to support our mobile home park communities.

The survey is completely voluntary, and it should take no more than 30 minutes to complete. There are no right or wrong answers. You may refuse to answer any question you don't feel comfortable with. Your answers will be completely confidential. The information you give us will not be linked to you in any way. Thanks in advance for your participation.

In the upcoming weeks someone may come to your door and ask you to complete this survey with us. If you have any questions or comments about this assessment we would be happy to talk with you. You can call Meredith McMonigle at 919-245-2071 or email mmcmonigle@orangecountync.gov.

Thank you very much for helping with this assessment.
Sincerely,

Bonnie Hammersley
County Manager

Appendix B: Final Survey in English

Mobile Home Park _____ - _____ - E01
(park ID) (nav ID) (survey ID)

Date: _____ Time: _____

1. Where is your mobile home park located?
 - A. In the Town of Chapel Hill
 - B. In the Town of Carrboro
 - C. In the Town of Hillsborough
 - D. In Orange County, outside of town limits
2. What do you like most about your current home? (Please select up to five)
 - A. Own your own unit
 - B. Cost/affordability
 - C. Comfortable living space/size of the unit
 - D. Safety
 - E. Neighbors
 - F. Mobile home park
 - G. Close to work
 - H. Close to schools
 - I. Close to family and friends
 - J. Close to public transportation
 - K. Close to shopping and services
 - L. Other (Specify) _____
3. How satisfied are you with your current mobile home?
 - A. Very satisfied
 - B. Satisfied
 - C. Dissatisfied
 - D. Very dissatisfied
4. Please provide the total number adults, seniors, and/or children in your household below:
of adults (18 and older) ____ # of seniors (62 and older) ____ # of children (17 and under) ____
5. If you have children in the public school system, which school district do your children attend?
 - A. Orange County Schools
 - B. Chapel Hill – Carrboro City Schools
 - C. N/A
6. What is your total annual household income? (select one)
 - A. Less than \$14,999
 - B. \$15,000 to \$29,999
 - C. \$30,000 to \$44,999
 - D. \$45,000 to \$59,999
 - E. \$60,000 to \$74,999
 - F. \$75,000 to \$89,999
 - G. \$90,000 to \$104,999
 - H. \$105,000 to \$124,999
 - I. \$125,000 to \$149,999
 - J. \$150,000 or more
7. How many members of your household contribute to housing costs (mortgage and/or rent)?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
 - E. 5 or more
8. What race(s) or ethnicities do you identify yourself with? (select all that apply)
 - A. American Indian or Alaska Native
 - B. Asian
 - C. Black or African American
 - D. Hispanic, Latino, or Spanish Origin
 - E. Native Hawaiian or Other Pacific Islander
 - F. White
 - G. Other _____
9. How long have you lived in your mobile home?
 - A. Less than 1 year
 - B. 1 to 4 years
 - C. 5 to 9 years
 - D. 10 to 14 years
 - E. 15 to 19 years
 - F. 20 or more (Please specify: ____ years)
10. Do you own or rent your mobile home?

A. Own

B. Rent

11. Do you own or rent your mobile home park space?
 A. Own B. Rent
12. What is the approximate monthly cost for your mobile home and mobile home park space?
 Home \$ _____ Space \$ _____
13. How many rental increases have you experienced in the last 12 months?
 A. None D. 5 – 6
 B. 1 – 2 E. 7 or more
 C. 3 – 4

In total, how much has your rent increased in the last 12 months? \$ _____

Please provide additional monthly costs. If these are included in your monthly rental fee please indicate that.

	Included in monthly rental fee?
Water \$ _____	Yes/No
Sewer/Waste Water \$ _____	Yes/No
Electrical \$ _____	Yes/No
Trash \$ _____	Yes/No
Other Costs (Specify below) \$ _____	Yes/No

14. Would you prefer to own or rent your home in the future? (select one)
 A. Own B. Rent
15. Would you prefer to own or rent your land in the future?
 A. Own B. Rent
16. If you own your mobile home and could sell it, would you?
 A. Yes B. No
17. If your preference is to own, what keeps you from buying a home? (Select all that apply)
 A. Not enough income D. Lack of a down payment
 B. Poor credit E. Legal issues
 C. Lack of affordable housing options F. Other (Please specify) _____

Services

18. Do you regularly use public transportation (i.e. Chapel Hill Transit, Orange Public Transportation)?
 A. Yes B. No
- If yes, where to? (Select all that apply)
 C. Work F. Medical Appointments/Health Services
 D. School G. Personal
 E. Shopping H. Other (Please specify) _____
- If no, how do you get around?
 A. I have a car and drive myself D. I bike
 B. Someone in my household drives a personal car E. I walk
 C. I get rides from neighbors or family members F. Other (Please specify) _____

19. When you are in need of or require the services listed below, do you most frequently ask your neighbors in the mobile home park or service providers outside of the mobile home park? (select all that apply)

- | | | |
|-------------------------------|--------------|------------|
| 1. Carpenter | A. Neighbors | B. Outside |
| 2. Child Care | A. Neighbors | B. Outside |
| 3. Computer/Technology Repair | A. Neighbors | B. Outside |
| 4. Electrician | A. Neighbors | B. Outside |
| 5. Lawn Care/Landscaping | A. Neighbors | B. Outside |
| 6. Mechanic | A. Neighbors | B. Outside |
| 7. Medical/Health Care | A. Neighbors | B. Outside |
| 8. Produce/Food Sales | A. Neighbors | B. Outside |
| 9. Transportation | A. Neighbors | B. Outside |

20. Does your mobile home park have access to internet?

- A. Yes B. No

If yes, is your home connected to internet?

- A. Yes B. No

If no, how do you access the internet when you need to? (Please specify)

Relocation

21. Please rank which housing type would be your ideal living situation, regardless of potential costs. (1 being the option you prefer the most, 4 being the option you prefer the least)

- ___ Detached single family home (i.e. a standalone house that is a free-standing residential building)
- ___ Mobile home
- ___ Attached single family home (i.e. townhouse, duplex)
- ___ Multi-family (i.e. apartment)

22. For Chapel Hill and Carrboro residents: If you were to relocate, would you be happy relocating to a community outside of the Chapel Hill and Carrboro area?

- A. Yes B. No

If no, please specify why? _____

23. What potential relocation options would you consider if your mobile home park was to close and residents had to leave? (Please select up to four)

- | | |
|---|---------------------------|
| A. Move to a different park in town | F. Move in with family |
| B. Move to a different park in the county | G. Have no option |
| C. Move to an affordable apartment or house in town | H. Don't know |
| D. Move to an affordable apartment or house in the county | I. Other (Please specify) |
| E. Move to a different county | J. _____ |

24. Do you prefer to move from your existing mobile home and park?

- A. Yes B. No

If you prefer to move, what priorities influence your decisions about where to live? (Please select up to four)

- | | |
|---------------------------------------|-----------------------------|
| A. School system | G. Pedestrian/bike friendly |
| B. Proximity to public transportation | H. Affordability |

- C. Proximity to family and friends
- D. Proximity to shopping and services
- E. Proximity to jobs
- F. Safety
- I. Home ownership options
- J. Rental options
- K. Other (Please specify)

25. If funding was available to move your household and your existing mobile home, if it can be moved, would you apply?

- A. Yes
- B. No

Mobile Home Conditions

26. What year was your mobile home manufactured/built? _____

27. Is your mobile home a single wide or double wide?

- A. Single
- B. Double

28. Have modifications been made to your mobile home? (i.e. additions, porches, decks, ramps)

- A. Yes
- B. No

29. Does your mobile home have issues with any of the following? (Please select all that apply and provide any additional comments or details on the next page.)

- A. Water (well/public water)
- B. Wastewater (septic/public sewer)
- C. Electrical
- D. Roof
- E. Windows (including leaks)
- F. Doors (including leaks)
- G. Flooring/carpeting
- H. Structural
- I. Foundation/insulation/set up
- J. Mold
- K. Heating systems
- L. Cooling systems
- M. Plumbing
- N. Flooring
- O. Installation/weather proofing
- P. Appliances
- Q. Other (Please specify)

Additional Comments or Details: _____

30. Greatest concerns related to your home? (Please select up to three)

- A. Housing costs (including home and space)
- B. Home repairs
- C. Paying for utilities
- D. Feeling safe
- E. Lack of convenient transportation
- F. Other (Please specify)

31. Would your mobile home be able to relocate or move to another location without resulting in significant damage?

- A. Yes
- B. No

32. If funding was available for repair and maintenance to your existing home, would you apply?

- A. Yes
- B. No

Park Management

33. How satisfied are you with current park management?

- A. Very satisfied
- B. Satisfied
- C. Dissatisfied
- D. Very dissatisfied

34. What are your greatest concerns related to your mobile home park? (Please select all that apply and provide any additional comments)

FOR OFFICIAL USE ONLY:

Navigator Notes (if notes relate to a specific question, please indicate the question number.):

Appendix C: Final Survey in Spanish

Mobile Home Park _____ - _____ - _____
(park ID) (nav ID) (survey ID)

Date: _____ Time: _____

40. ¿Dónde se encuentra ubicado el parque de casas móviles donde usted vive?
- A. En la ciudad de Chapel Hill
 - B. En la ciudad de Carrboro
 - C. En la ciudad de Hillsborough
 - D. En el Condado de Orange, fuera de los límites de la ciudad
41. ¿Qué es lo que más le gusta de su vivienda actual? (Seleccione hasta cinco)
- A. Es dueño de su propia unidad
 - B. El costo/la accesibilidad
 - C. El espacio es cómodo/el tamaño de la unidad
 - D. La seguridad
 - E. Los vecinos
 - F. El parque de casas móviles
 - G. Cerca del trabajo
 - H. Cerca de las escuelas
 - I. Cerca de familiares y amigos
 - J. Cerca del transporte público
 - K. Cerca de las tiendas y otros servicios
 - L. Otro (especifique) _____
42. ¿Qué tan satisfecho está con su casa móvil actual?
- A. Muy satisfecho
 - B. Satisfecho
 - C. Insatisfecho
 - D. Muy insatisfecho
43. Por favor a continuación escriba el número total de adultos, adultos mayores y niños en su hogar:
de adultos (18 a 61 años) _____ personas de 62 años o más _____ niños (17 años o menos) _____
44. Si tiene niños en el sistema escolar público, ¿a qué distrito escolar asisten sus niños?
- A. Orange County Schools
 - B. Chapel Hill – Carrboro City Schools
 - C. N/A (No Aplica)
- Escuelas del Condado de Orange Escuelas de las ciudades de Chapel Hill- Carrboro*
45. ¿Cuál es el ingreso anual total de su hogar? (selecta uno)
- A. Menos de \$14,999
 - B. \$15,000 a \$29,999
 - C. \$30,000 a \$44,999
 - D. \$45,000 a \$59,999
 - E. \$60,000 a \$74,999
 - F. \$75,000 a \$89,999
 - G. \$90,000 a \$104,999
 - H. \$105,000 a \$124,999
 - I. \$125,000 a \$149,999
 - J. \$150,000 o más
46. ¿Cuántos miembros de su hogar contribuyen a los costos de la vivienda (hipoteca y/o alquiler)?
- a. 1
 - b. 2
 - c. 3
 - B. 4
 - C. 5 o más
47. ¿A qué grupo racial o étnico se identifica más? (Seleccione todas las que apliquen)
- A. Nativo Americano o Nativo de Alaska
 - B. Asiático
 - C. Negro o Afroamericano
 - D. Origen Hispano, Latino, o Español
 - E. Nativo de Hawái u otra Isla del Pacífico
 - F. Blanco
 - G. Otro _____
48. ¿Cuánto tiempo ha vivido en su casa móvil?
- A. Menos de un año
 - B. 1 a 4 años
 - C. 5 a 9 años
 - D. 10 a 14 años
 - E. 15 a 19 años
 - F. 20 o más (Por favor especifique: _____)

años)

49. Su casa móvil ¿es propia (es el dueño) o es alquilada?

A. Propia

B. Alquilada

DRAFT

50. ¿Posee (es el dueño) o alquila el espacio de aparcamiento de su casa móvil?
 A. Es propio B. Lo alquilo
51. ¿Cuál es el costo mensual aproximado de su casa móvil y el espacio de aparcamiento?
 Casa \$ _____ Espacio de aparcamiento \$ _____
52. ¿Cuántos aumentos del alquiler ha experimentado en los últimos 12 meses?
 A. Ninguno D. 5 – 6
 B. 1 – 2 E. 7 o más
 C. 3 – 4
- En total, ¿cuánto ha aumentado su renta en los últimos 12 meses? \$ _____

Por favor proporcione los costos mensuales adicionales. Si estos costos están incluidos en su cuota de alquiler mensual, solo marque poniendo un ganchito (✓) de verificación.

		Esta incluido en la renta?
	Agua (water) \$ _____	Si/No
Alcantarillado y Aguas Residuales (Sewer/Waste Water)	\$ _____	Si/No
Electricidad (Electrical/Electricity)	\$ _____	Si/No
Basura (Trash)	\$ _____	Si/No
Otros costos (por favor especifíquelos a continuación)	\$ _____	Si/No

53. Si actualmente alquila, ¿en el futuro preferiría ser dueño o alquilar? (selecta uno)
 A. Dueño B. Alquilar
54. Si actualmente es dueño, ¿en el futuro preferiría ser dueño o alquilar?
 A. Dueño B. Alquilar
55. Si es dueño de su casa móvil y pudiera venderla, ¿la vendería?
 A. Sí B. No
56. Si usted prefiere tener vivienda propia, ¿qué le impide comprar una casa?
 (Seleccione todas las que apliquen)
- | | |
|--|--|
| A. No tengo ingresos suficientes | D. Falta del pago inicial (down payment) |
| B. Mal crédito | E. Asuntos legales |
| C. Falta de opciones de vivienda asequible | F. Otro (por favor especifique) |
- _____
- _____
- _____

Servicios

57. ¿Utiliza el transporte público? (por ejemplo, Chapel Hill Transit, Orange Public Transportation)
 A. Sí B. No *Los autobuses de Chapel Hill El transporte público de Orange*
 ¿Si contestó sí, para ir a dónde? (Seleccione todas las que correspondan)
- | | |
|---------------|---------------------------------------|
| A. Trabajo | D. Citas médicas/Servicios de Salud |
| B. Escuela | E. Asuntos personales |
| C. De compras | F. Otro (Por favor especifique) _____ |
58. Cuando necesita o requiere los servicios listados a continuación, ¿con mayor frecuencia los pide a sus vecinos en el parque de casas móviles o a proveedores de servicios fuera del parque de casas móviles?
 (Seleccione todas las que apliquen)
- | | | |
|---|------------|----------------------|
| 1. Carpintería | A. Vecinos | B. Persona de afuera |
| 2. Cuidado de niños | A. Vecinos | B. Persona de afuera |
| 3. Reparación de computadora/tecnología | A. Vecinos | B. Persona de afuera |

- | | | |
|---|------------|----------------------|
| 4. Electricista | A. Vecinos | B. Persona de afuera |
| 5. Cuidado del césped/arreglo del patio | A. Vecinos | B. Persona de afuera |
| 6. Mecánico | A. Vecinos | B. Persona de afuera |
| 7. Servicios médicos o de salud | A. Vecinos | B. Persona de afuera |

8. Venta de productos o alimentos A. Vecinos B. Persona de afuera

9. Transporte A. Vecinos B. Persona de afuera

59. ¿Su parque de casas móviles tiene acceso a servicios de Internet?

- A. Sí B. No

Si contestó sí, ¿está su casa conectado a los servicios de internet?

- A. Sí B. No

Si contestó no, ¿cómo obtiene acceso /se conecta a Internet cuando lo necesita?

(Por favor especifique) _____

Reubicación

60. Por favor clasifique qué tipo de vivienda sería su situación de vivienda ideal, sin tomar en cuenta los costos potenciales. (1 sería la opción que más prefiere, 4 la opción que usted menos prefiere)

____ Casa unifamiliar separada (es decir: una casa independiente que es una residencia individual)

____ Casa móvil

____ Casa unifamiliar unida (es decir, casa adosada/unida, dúplex)

____ Edificio de múltiples -familias (por ejemplo, un apartamento)

61. Para los residentes de Chapel Hill y Carrboro: Si fuera a reubicarse/mudarse, ¿sería feliz reubicándose a una comunidad fuera de la zona de Chapel Hill y Carrboro?

- A. Sí B. No

Si contestó no, por favor especifique ¿por qué? _____

62. ¿Qué opciones potenciales de reubicación consideraría si su parque de casas móviles cerrara y los residentes tuvieran que mudarse? (Por favor, seleccione hasta cuatro)

- | | |
|--|---------------------------------|
| A. Moverme a un parque diferente en la ciudad | F. Irme a vivir con familiares |
| B. Moverme a un parque diferente en el condado | G. No tengo opción |
| C. Moverme a un apartamento o casa asequible en la ciudad | H. No lo sé |
| D. Moverme a un apartamento o casa asequible en el condado | I. Otro (Por favor especifique) |
| E. Moverme a otro condado | J. _____ |

63. ¿Prefiere mudarse de su actual casa móvil y parque?

- A. Sí B. No

Si prefiere mudarse, ¿qué prioridades influyen su decisión sobre dónde vivir?

(Por favor, seleccione hasta cuatro)

- | | |
|---|--------------------------------------|
| a. Sistema escolar | g. Apto para peatones y bicicletas |
| b. Proximidad al transporte público | h. Asequibilidad (costo razonable) |
| c. Cercanía a familiares y amistades | i. Opciones para tener casa propia |
| d. Cercanía a servicios y centro de compras | j. Opciones para alquilar |
| e. Cercanía a trabajos | k. Otro (Por favor especifique)_____ |
| f. Seguridad | B. _____ |

64. Si hubiera financiamiento disponible para mover a los miembros de su hogar y su casa móvil actual, si la casa móvil puede moverse, ¿aplicaría usted para ese financiamiento?

- A. Sí B. No

Condiciones de la Casa Móvil

65. ¿En qué año fue fabricada/construida su casa móvil? _____
66. ¿Es su casa móvil de anchura sencilla (single wide) o doble (double wide)?
A. Sencilla (Single) B. Doble (Double)
67. ¿Se han hecho modificaciones a su casa móvil? (adiciones, porches, terrazas/plataformas, rampas)
A. Sí B. No
68. ¿Su casa móvil tiene problemas con algo de lo siguiente? (Seleccione todo lo que aplique y proporcione comentarios adicionales o detalles en la página siguiente).
- | | |
|---|--|
| A. Agua (pozo/servicio de agua pública) | K. Sistemas de calefacción |
| B. Aguas residuales (tanque séptico/alcantarillado público) | L. Sistemas de refrigeración(aire acondicionado) |
| C. Electricidad | M. Plomería |
| D. Techo | N. Suelos/pisos |
| E. Ventanas (incluyendo filtraciones o fugas) | O. Instalación/impermeabilización |
| F. Puertas (incluyendo filtraciones o fugas) | P. Electrodomésticos |
| G. Pisos/alfombras (moquetas) | Q. Otro (por favor especifique) _____ |
| H. Estructura | |
| I. Fundación/aislamiento(insulation)/montaje (set-up) | |
| J. Moho | |
- Comentarios o Detalles Adicionales: _____

69. ¿Cuáles son las mayores preocupaciones relacionadas con su casa? (Por favor, seleccione hasta tres)
- | | |
|---|---------------------------------------|
| A. Precio de vivienda (incluyendo casa y espacio) | D. Sentir seguridad |
| B. Reparaciones de la casa | E. Falta de transporte conveniente |
| C. El pago de las utilidades | F. Otro (por favor especifique) _____ |
70. ¿Podría su casa móvil ser trasladada o movida a otra ubicación sin que sufra daños significativos?
A. Sí B. No
71. Si hubiera fondos disponibles para reparación y mantenimiento de su casa, ¿aplicaría usted?
A. Sí B. No

La Administración del Parque

72. ¿Qué tan satisfecho está con la gerencia/administración actual del parque?
A. Muy satisfecho C. Insatisfecho
B. Satisfecho D. Muy insatisfecho
73. ¿Cuáles son sus mayores preocupaciones relacionadas con su parque de casas móviles? (Por favor seleccione todas las que apliquen y proporcione comentarios adicionales)
- A. Riesgos de incendio (casas abandonadas, vehículos inoperables) _____
 - B. Las áreas verdes (césped, vegetación frondosa, malezas) _____
 - C. El tráfico (calles muy frecuentadas, falta de vías de acceso, exceso de velocidad) _____
 - D. Recolección de residuos sólidos (basura, chatarra, reciclaje) _____
 - E. El crimen y la

- seguridad_____
- F. La infraestructura del parque (calles, iluminación, cercas, aguas pluviales, inundaciones)_____
- G. El mantenimiento de las áreas comunes (área de juegos infantiles, lavandería, piscinas)_____
- H. Los administradores del parque_____
- I. Otro (por favor especifique) _____

74. Si usted pudiera mejorar algo dentro de su parque de casas móviles, ¿Qué mejoraría?

75. ¿Cómo han cambiado las condiciones de vida en el parque de casas móviles en los últimos tres años?

- A. Han empeorado
- B. Se han mantenido igual
- C. Han mejorado

76. En el pasado, ¿han intentado ponerse en contacto con la administración con respecto a algún problema?

- A. Sí
- B. No

Si respondió sí, ¿qué tan satisfecho está con la capacidad de respuesta de la administración?

- C. Muy satisfecho
- D. Satisfecho
- E. Insatisfecho
- F. Muy insatisfecho

¿Resolvió el problema la administración y cómo lo resolvió? (por favor especifique)

77. ¿Está preocupado por cuestiones de represalias de parte de la administración o el propietario del parque de casas móviles?

- A. Sí
- B. No

78. Si hubiera un recurso para presentar una denuncia anónima sobre la administración o el propietario del parque de casas móviles, ¿presentaría usted una denuncia?

- A. Sí
- B. No

Por favor comparta cualquier comentario adicional:
