



# Town of Carrboro

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

## Meeting Agenda Town Council



---

Tuesday, October 19, 2021

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

---

### 7:00-7:05

#### A. ROLL CALL

### 7:05-7:15

#### B. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

### 7:15-7:20

#### C. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:20-7:30

#### D. PUBLIC COMMENT

*Comments are limited to three minutes per speaker.*

### 7:30-7:35

#### E. CONSENT AGENDA

1. [21-352](#) Approval of Minutes from the September 21, 2021 Meeting
2. [21-335](#) FY 2021-22 First Quarter Budget Status Report  
**PURPOSE:** Provide a budget status report to Town Council for all funds.  
**Attachments:** [Attachment A - First Qtr Budget Status Report - All Funds](#)
3. [21-342](#) Police Department Monthly Reports  
**PURPOSE:** The purpose of this item is to provide a brief overview of calls for service for the month of September.  
**Attachments:** [September 2021 Monthly Report](#)

4. [21-345](#) Stormwater Utility Monthly Report  
**PURPOSE:** The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.  
**Attachments:** [October 2021 Stormwater Report](#)
5. [21-314](#) Fire Department Monthly Report  
**PURPOSE:** To provide the Town Council a monthly overview of calls for service.  
**Attachments:** [September 2021 FD Incident Data](#)
6. [21-353](#) Economic Development Monthly Report  
**PURPOSE:** Regular Monthly Activities and Status Report  
**Attachments:** [Attachment A - September Monthly Report](#)

#### F. OTHER MATTERS

##### 7:35-7:40

1. [21-351](#) Appointments to the Climate Action Team  
**PURPOSE:** The purpose of this agenda item is make the final two appointments and select a Town Council liaison to the Climate Action Team.  
**Attachments:** [Attachment A - Resolution Making Appointments to the Climate Action Team](#)

##### 7:40-8:20

2. [21-350](#) Framework for Development of the Use and Spending of ARPA Funds  
**PURPOSE:** The purpose of this item is for staff to present a framework for developing a comprehensive approach for the use of ARPA Funds that facilitates long-term resiliency and capacity building as the Town recovers from the COVID-19 pandemic.

##### 8:20-8:50

3. [21-304](#) Approval of the COVID-19 Mitigation Business Grant Policy  
**PURPOSE:** The purpose of this agenda item is to request that the Town Council approve the COVID-19 Mitigation Business Grant Policy that will guide the distribution of Town-received ARPA funds for small businesses to help mitigate the negative impacts from COVID-19.  
**Attachments:** [Attachment A - COVID-19 Mitigation Business Grant Program Policy](#)

**G. MATTERS BY COUNCIL MEMBERS**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-352

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

Approval of Minutes from the September 21, 2021 Meeting



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-335

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

FY 2021-22 First Quarter Budget Status Report

**PURPOSE:** Provide a budget status report to Town Council for all funds.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Arche McAdoo, Finance Director, 919-918-7439; Cary McNallan, Deputy Finance Director, 919-918-7301

**INFORMATION:** On June 22, 2021, the Carrboro Town Council adopted a resolution authorizing the Town to engage in electronic payments in accordance with North Carolina Administrative Code 20 NCAC 03.0409. One of the conditions required by the Local Government Commission is that the Finance Officer provide a budget to actual statement by fund, at least quarterly, that includes: budgeted accounts, actual payments made, amounts encumbered (including electronic obligations), and the amount of budget unobligated.

Attachment A provides a summary budget status report as of September 30, 2021, for each Fund Type: General Fund, Special Revenue Funds, Capital Projects Funds, and Enterprise Funds.

The General Fund is the Town's operating fund. Please note that General Fund revenue collections are less than expenses. This is because expenses related to insurance policies, technology maintenance support agreements, and memberships are generally paid during the first quarter, and there is a three-month delay in receiving sales tax, and state collected taxes, from the State Revenue Department. As the year progresses, revenue collections increase as expenditures level out. Until such time, prior year cash reserves provide the funding for the amount of expenditures over current year revenues.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with this report.

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

**RECOMMENDATION:** That the Town Council receive the FY 2021-22 first quarter budget status report.

Town of Carrboro, NC  
General Fund Budget Status Report

Quarter Ended: September 30, 2021  
Unaudited amounts

<u>Description</u>	<u>FY22 Revised Budget</u>	<u>FY22 July-Sept Actual</u>	<u>FY22 YTD Encumb</u>	<u>FY22 Budget Balance</u>
<b>Revenues:</b>				
Ad Valorem Taxes	14,063,175.00	2,005,304.01		(12,057,870.99)
Local Sales Taxes	4,895,670.00	-		(4,895,670.00)
Other Taxes/Licenses	1,454,496.00	327,611.38		(1,126,884.62)
Hotel Occupancy Tax	3,093.00	29,849.99		26,756.99
Intergovernmental	1,578,398.00	7,495.65		(1,570,902.35)
Permit & Fees	1,238,860.00	263,761.26		(975,098.74)
Other Revenues	464,389.00	124,822.96		(339,566.04)
<b>Total Revenues</b>	<b>23,698,081.00</b>	<b>2,758,845.25</b>	<b>-</b>	<b>(20,939,235.75)</b>
 Tranfers In	 1,626,513.80	 -		 (1,626,513.80)
<b>Total Revenues &amp; Operating Trfs In</b>	<b>25,324,594.80</b>	<b>2,758,845.25</b>	<b>-</b>	<b>(22,565,749.55)</b>
<b>Expenditures:</b>				
General Government	6,179,544.74	1,872,010.71	204,825.09	4,102,708.94
Public Safety	7,235,050.94	1,493,420.27	144,059.92	5,597,570.75
Planning	1,737,720.00	258,998.58	74,878.00	1,403,843.42
Transportation	2,011,768.00	312,000.67	-	1,699,767.33
Public Works	4,008,904.84	773,492.65	383,908.64	2,851,503.55
Recreation, Parks, & Cultural Res	1,909,149.28	326,632.54	121,673.41	1,460,843.33
Non-Departmental	925,367.00	-	-	925,367.00
Debt Service	876,790.00	149,403.75	-	727,386.25
<b>Total Expenditures</b>	<b>24,884,294.80</b>	<b>5,185,959.17</b>	<b>929,345.06</b>	<b>18,768,990.57</b>
 Tranfers Out	 440,300.00	 -	 -	 440,300.00
<b>Total Expenditures &amp; Oper Trfs</b>	<b>25,324,594.80</b>	<b>5,185,959.17</b>	<b>929,345.06</b>	<b>19,209,290.57</b>
<b>Net Sources over (under) Uses</b>	<b>-</b>	<b>(2,427,113.92)</b>	<b>(929,345.06)</b>	<b>(3,356,458.98)</b>

**Special Revenue Funds*****Budget Status Report******Quarter Ended September 30, 2021****Unaudited amounts*

<b><u>Revenues and Transfers In</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Revenue Budget</b>	<b>FY22 Actual Revenues</b>	<b>Revenue Budget Balance</b>
<b><u>Special Revenue Funds</u></b>					
Affordable Housing	(80,063)	420,551	340,488	50,786	(289,702)
Grants Administration	1,414,746	-	1,414,746	-	(1,414,746)
Powell Bill	-	460,000	460,000	229,297	(230,703)
American Rescue Plan Act	6,200,000	553,199	6,753,199	3,377,040	(3,376,159)
Emergency Loan	-	9,805	9,805	9,805	-
Energy Efficiency Revolving Loan	-	2,665	2,665	2,665	-
Revolving Loan Fund	-	4,015	4,015	4,015	-
<b>Total Revenues</b>	<b>7,534,683</b>	<b>1,450,235</b>	<b>8,984,918</b>	<b>3,673,608</b>	<b>(5,311,310)</b>

<b><u>Expenditures and Transfers Out</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Expenditure Budget</b>	<b>FY22 Actual Expenses &amp; Encumbrances</b>	<b>Expense Budget Balance</b>
<b><u>Special Revenue Funds</u></b>					
Affordable Housing	198,044	420,551	618,595	67,469	551,126
Grants Administration	1,275,794	-	1,275,794	759,265	516,529
Powell Bill	326,810	460,000	786,810	15,604	771,206
American Rescue Plan Act	6,200,000	553,199	6,753,199	-	6,753,199
Emergency Loan	164,921	9,805	174,726	-	174,726
Energy Efficiency Revolving Loan	133,690	2,665	136,355	-	136,355
Revolving Loan Fund	223,300	4,015	227,315	-	227,315
<b>Total Expenditures</b>	<b>8,522,559</b>	<b>1,450,235</b>	<b>9,972,794</b>	<b>842,338</b>	<b>9,130,456</b>

**Revenues Over (Under) Expenses****2,831,270**

\* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.



**Capital Project Funds*****Budget Status Report******Quarter Ended September 30, 2021****Unaudited amounts*

<b><u>Revenues and Transfers In</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Revenue Budget</b>	<b>FY22 Actual Revenues</b>	<b>Revenue Budget Balance</b>
<b><u>Capital Project Funds</u></b>					
Bond	3,778,730	-	3,778,730	48,048	(3,730,682)
Capital Projects	27,158,215	1,395,000	28,553,215	4,809	(28,548,406)
Other Funds	-	200	200	75	(125)
<b>Total Revenues</b>	<b>30,936,945</b>	<b>1,395,200</b>	<b>32,332,145</b>	<b>52,931</b>	<b>(32,279,214)</b>

<b><u>Expenditures and Transfers Out</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Expenditure Budget</b>	<b>FY22 Actual Expenses &amp; Encumbrances</b>	<b>Expense Budget Balance</b>
<b><u>Capital Project Funds</u></b>					
Bond	3,728,990	-	3,728,990	292,519	3,436,471
Capital Projects	28,004,245	1,395,000	29,399,245	2,929,901	26,469,344
Other Funds	-	200	200	-	200
<b>Total Expenditures</b>	<b>31,733,235</b>	<b>1,395,200</b>	<b>33,128,435</b>	<b>3,222,420</b>	<b>29,906,015</b>
	*		*		

**Revenues Over (Under) Expenses****(3,169,489)**

\* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.

**Enterprise Funds*****Budget Status Report******Quarter Ended September 30, 2021****Unaudited amounts*

<b><u>Revenues and Transfers In</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Revenue Budget</b>	<b>FY22 Actual Revenues</b>	<b>Revenue Budget Balance</b>
<b><u>Enterprise Funds</u></b>					
Parking	-	290,500	290,500	8	(290,492)
Stormwater	(104,820)	992,428	887,608	189,867	(697,741)
<b>Total Revenues</b>	<b>(104,820)</b>	<b>1,282,928</b>	<b>1,178,108</b>	<b>189,875</b>	<b>(988,233)</b>

<b><u>Expenditures and Transfers Out</u></b>					
	<b>Carryover from Prior Year</b>	<b>FY 2022 Budget Appropriation</b>	<b>Total Expenditure Budget</b>	<b>FY22 Actual Expenses &amp; Encumbrances</b>	<b>Expense Budget Balance</b>
<b><u>Enterprise Funds</u></b>					
Parking	-	290,500	290,500	41,153	249,347
Stormwater **	268,741	992,428	1,261,169	152,691	1,108,478
<b>Total Expenditures</b>	<b>268,741</b>	<b>1,282,928</b>	<b>1,551,669</b>	<b>193,844</b>	<b>1,357,825</b>
	*		*		

**Operating Revenues Over (Under) Expenses****(3,969)**

\* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.

\*\* Includes Stormwater Operations and Capital Projects



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-342

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Police Department Monthly Reports

**PURPOSE:** The purpose of this item is to provide a brief overview of calls for service for the month of September.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Attack, 919-918-7407

**INFORMATION:** This report provides data on calls for service, traffic stops, citations, arrests, use of force, and traffic crashes.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** Staff recommend that Council accept the report.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-345

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Stormwater Utility Monthly Report

**PURPOSE:** The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** Randy Dodd, Stormwater Utility Manager, 919 918-7341

**INFORMATION:** The report identifies 7 separate projects and initiatives that Stormwater staff are currently involved in. (Updates are provided **in bold**). These are specific efforts, some time-limited and others part of ongoing stormwater program development, that are above and beyond the baseline workload that includes but is not limited to: program administration; responding to requests for support and community outreach; stormwater system inspection and maintenance; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with this update.

**RECOMMENDATION:** It is recommended that the Council receive the staff report.

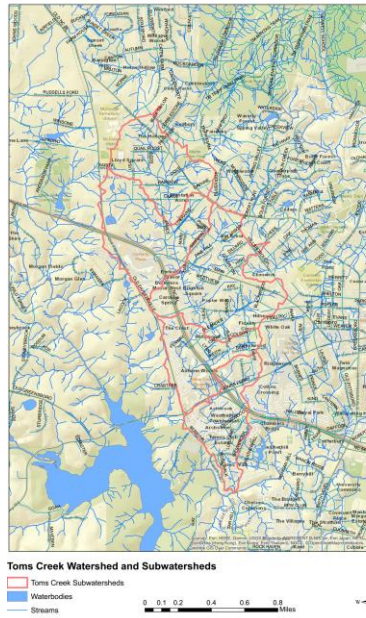
# STORMWATER UTILITY MONTHLY REPORT

## Contents

<b>PART 1: WATER QUANTITY DRIVEN WORK.....</b>	<b>2</b>
1. RainReady Study Follow Up .....	2
Status: Active.....	2
2. Land Use Ordinance Stormwater Provisions Review .....	3
Status: Planning.....	3
3. FEMA Hazard Mitigation Grant Program Letters of Interest (Acquisition and Elevation).....	4
Status: Applications in Review.....	4
4. FEMA Public Assistance: Damage Recovery from Hurricane Florence.....	5
Status: Closeout.....	5
<b>PART 2: WATER QUALITY &amp; FEDERAL/STATE REGULATORY DRIVEN WORK .....</b>	<b>6</b>
5. NPDES Town Wide Permit.....	6
Status: Active/Regulatory Review Complete. ....	6
6. Stormwater Control Measure Maintenance and Inspection Program.....	7
Status: Active.....	7
7. Bolin Creek Watershed Restoration Plan Implementation .....	8
Status: Active.....	8

## PART 1: WATER QUANTITY DRIVEN WORK

### 1. RainReady Study Follow Up



**Project Description:** In 2019, the Council directed staff to move forward with a pilot study due to the persistent and ongoing need to address flooding issues, with the upper Toms Creek watershed serving as the geographic focus.

**Project Background:** For the Toms Creek watershed, flooding and drainage is a recurring and important theme. The upper watershed has received the most attention in recent years due to the degree of flooding and drainage issues experienced by residential property owners both in the regulated floodplain and other areas. A watershed based approach is needed to comprehensively address the issues that exist. An emerging concern is resiliency in consideration of the growing number of recent intense storms and the potential for a shift to more flooding in the future due to climate change.

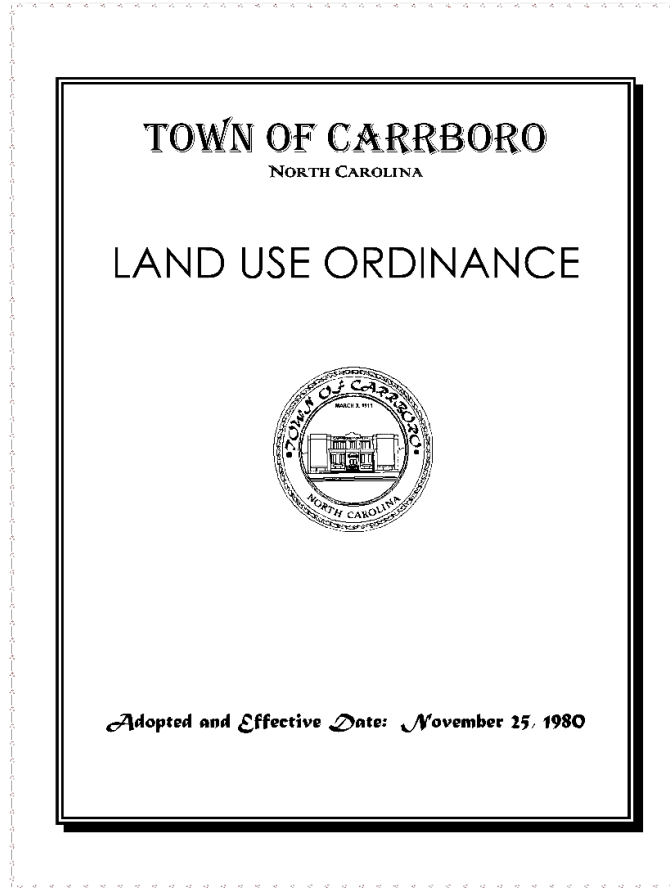
**Status: Active.** The Town contracted with the Center for Neighborhood Technology (CNT), resulting in a “RainReady” report in May, 2020. Sungate Design has also completed an engineering assessment of a catchment between Hillsborough Rd. and West Main Street with known drainage issues, and additional analyses of flooding along Toms Creek. Preliminary engineering work is underway for infrastructure improvements along High and West Main streets-**the 60% plans were completed in early October, and NCDOT has reviewed and has no concerns. The schedule moving forward is for 100% plans within the next month, followed promptly by construction bidding. Pending internal review, staff also tentatively plan to ask the Stormwater Advisory Commission to review recommendations following on the RainReady study at their November meeting.**

**Fiscal and Staffing Considerations:** There could be further implementation costs because of these projects. Any fiscal impact resulting from financial assistance to be provided as part of a new program will be determined through administrative and policy level review. There has been and will continue to be a staff impact associated with technical assistance. This impact will increase if staff will be administering a new program.

**Additional Information:** Additional information is available from multiple Council agenda items from 2013-2019. A [project website](#) has been created with relevant historical and project related information.

10/11/2021

## 2. Land Use Ordinance Stormwater Provisions Review



**Project Description:** LUO stormwater provisions are under review.

**Project Background:** At the April 16, 2019 meeting, the Council referred further review of the stormwater provisions in the LUO to staff and the Stormwater Advisory Commission in consideration of the flooding and drainage impacts being experienced and elevated risk for increasing impacts due to climate change.

**Status: Planning.** This has been referred to Stormwater and Planning staff, Sungate Design, and the Stormwater Advisory Commission. Staff and Sungate are currently researching and considering the scope of potential changes, and anticipate working with the SWAC later in 2021.

**Fiscal and Staffing Considerations:** There is no fiscal impact with reviewing and amending the LUO. There will be a staff impact with performing the review.

**Additional Information:**

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3919560&GUID=59CDD594-2973-4C2B-813C-738A1CF5707B&Options=&Search>

<http://www.townofcarrboro.org/DocumentCenter/View/698/Article-XVI-Floodways-Floodplains-Drainage-and-Erosion-PDF>

### 3. FEMA Hazard Mitigation Grant Program Applications (Acquisition and Elevation)



**Project Description:** The information presented below is for an acquisition project for 116 Carol Street, and a new elevation project for 100 James Street

**Project Background:** Following on Hurricane Florence and Tropical Storm Michael, FEMA announced new rounds of HMGP funding. In addition to the Lorraine Street properties discussed above, two additional homeowners at 116 Carol Street and 100 James Street (properties included in previous HMGP applications for acquisitions that did not move forward) have responded, and were included in Letters of Interest submitted by the Town to the NC Department of Public Safety (NCDPS). Staff submitted one Letter of Interest for an acquisition project for 116 Carol Street and a second Letter of Interest for elevation of the home at 100 James Street in early 2019. Staff received notification in the summer of 2019 that the NCDPS would accept applications.

**Status: Applications in Review.** Application materials for the 116 Carol acquisition were submitted to the State in October, 2019 under Hurricane Florence. Application materials for the 100 James Street elevation were submitted to the State in November, 2019 under Tropical Storm Michael. Staff regularly check on the status, which has remained “pending obligation” since the applications were submitted. If approved, staff will follow up with pursuit of entering into (a) grant agreement(s) for one or both projects.

**Fiscal and Staffing Considerations:** If the Town is able to successfully enter into grant agreements (one for acquisition and one for elevation), costs for work covered by the grants will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, provided that all grant requirements are met. Elevation costs can be reimbursed at up to \$175k per home and acquisition costs at up to \$276k per home. Projects must be able to completed with actual (not just budgeted costs) not exceeding these values to be eligible to receive grant funds. **While there would be a significant staff impact to administer the grant funds, the staff capacity is sufficient to do so should FEMA decide to move forward.**

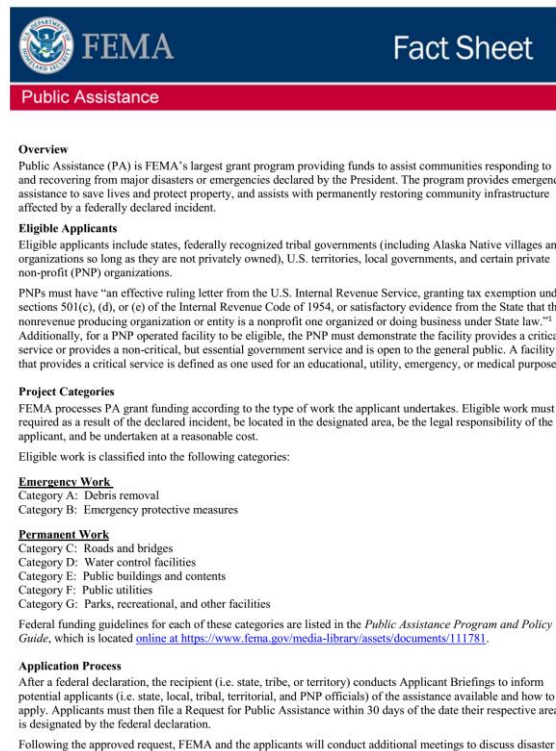
**Additional Information:**

[https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA\\_Homeowners\\_Guide\\_040717\\_508.pdf](https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf)

10/11/2021



## 4. FEMA Public Assistance: Damage Recovery from Hurricane Florence



**Project Description:** The Town has been working through the FEMA Public Assistance process for damage recovery from Hurricane Florence. This aspect of Public Assistance is associated with covering the costs for debris removal, emergency protective measures, restoring roads, equipment and facilities to pre-storm conditions, and administrative costs. It is considered separately from the activities described in #11 below, although also under the Public Assistance umbrella.

**Project Background:** Stormwater staff have been leading the Town's pursuit of FEMA Public Assistance funding. Staff have submitted claims for losses not covered by insurance and have been working with FEMA/NCDPS staff to document and receive reimbursement, as well as reimbursement for staff time associated with emergency response and follow up. This process has been underway since the winter.

**Status: Closeout.** The Florence damage recovery work and reimbursal has been completed. Staff are working with NCDPS and FEMA to close out the final review now that the stream restoration project (#11) is complete. The Town received \$106k in reimbursement for this project in July and expect to receive up to \$100k in addition in the near future.

**Fiscal and Staffing Considerations:** The Town has received about \$200k in uninsured costs from FEMA to date, and could receive up to about \$100k of additional funds. This work has required over 500 hundred hours of Stormwater staff time.

### Additional Information:

[https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL\\_Updated\\_052418.pdf](https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf)  
[https://www.fema.gov/pdf/government/grant/pa/fema323\\_app\\_handbk.pdf](https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf)

## PART 2: WATER QUALITY & FEDERAL/STATE REGULATORY DRIVEN WORK

### 5. NPDES Town Wide Permit

*What is an MS4 Permit Compliance Audit?*

An MS4 Audit is a structured review of the Stormwater Management Program to evaluate whether the MS4 is meeting the requirements specified in the NPDES MS4 Permit & Stormwater Management Plan (SWMP)



AKA do you have your ducks in a row?

Department of Environmental Quality



**Regulatory Requirement:** The Town is regulated under a town wide permit that requires the Town to implement a comprehensive stormwater management program that includes six minimum measures:

- (1) Public education and outreach on stormwater impacts
- (2) Public involvement/participation
- (3) Illicit discharge detection and elimination
- (4) Construction site stormwater runoff control (delegated to Orange County)
- (5) Post-construction stormwater management for new development and redevelopment, and
- (6) Pollution prevention/good housekeeping for municipal operations.

The initial Carrboro permit was issued effective July 1, 2005, renewed in 2011, and again in 2017.

**Background:** In 1990, under the authority of the federal Clean Water Act and starting with large (population >100k) municipalities (and industries), EPA began regulating stormwater runoff. In 2000, the scope was extended to smaller municipalities, and EPA delegated the authority to the State to issue these municipalities (including Carrboro) a stormwater permit.

**Status: Active/Regulatory Review Complete.** The planned EPA/State NPDES Phase II stormwater permit audit was completed in August, 2020. A Notice of Violation, as anticipated and previously reported, was provided in November, 2020. Staff presented a draft Stormwater Management Plan to the Stormwater Advisory Commission in early January and subsequently submitted this plan to the NCDEQ. **NCDEQ has formally reviewed and accepted the plan and will be reissuing the permit in the near future.**

**Fiscal and Staffing Considerations:** Preparing for and follow up from this audit and improving the Town's permit compliance and record keeping activities has been and will continue to be a significant undertaking.

**Additional Information:**

<https://deq.nc.gov/about/divisions/energy-mineral-and-land-resources/stormwater/stormwater-program/npdes-ms4-permitting>

## 6. Stormwater Control Measure Maintenance and Inspection Program



**Background:** The Town's Land Use Ordinance (LUO) has required "Stormwater Control Measures" (SCMs) as part of development projects. SCMs treat runoff to reduce both water quantity and quality impacts. Since 2007, the LUO<sup>1</sup> has articulated requirements for private landowner maintenance of SCMs. (Prior to 2007, this responsibility was implicit rather than explicit.) In early 2020, the Council approved a rate increase to support the necessary capacity to expand program efforts in general, and specifically including SCM compliance oversight. In August, 2020, NCDEQ audited the Town's performance for its permit. Past oversight of SCM maintenance was a recognized permit performance deficiency. Moving forward with a compliant and comprehensive Town wide SCM maintenance oversight program is also seen as an immediate and effective action that the Town can take for flood/climate change resilience since there are many existing SCMs for which performance can be improved with proper maintenance, and risks of poorer future performance can also be avoided through preventative maintenance.

**Status: Active.** Staff have been actively moving forward with the SCM maintenance and inspection program activities in recent months with goals of:

- 1) A letter being sent to all owners of Town permitted SCMs outlining their responsibilities and clear communications about the program and what will be happening going forward (initiated in November, 2020);
- 2) All owners of Town permitted SCMs being required to initiate their own annual reporting of their maintenance and inspection efforts;
- 3) Stormwater staff committing to complete staff inspections of all Town permitted SCMs.

Staff have been reporting on activities to the Stormwater Advisory Commission. More than 35 property owners have been contacted, representing about 65% of the entire SCM inventory. The response has in general acknowledged an interest in pursuing the maintenance, inspection and reporting being requested. Letters to the remaining owners are planned for the coming weeks.

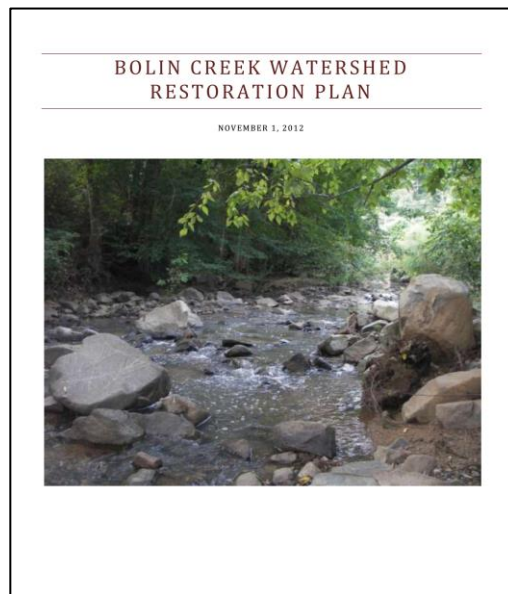
**Fiscal and Staffing Considerations:** This activity is requiring a significant amount of staff time.

**Additional Information:** <http://www.townofcarrboro.org/751/Maintenance-and-Inspection>

---

<sup>1</sup> [Section 15-263.1 Maintenance of Structural BMPs](#)

## 7. Bolin Creek Watershed Restoration Plan Implementation



**Regulatory Requirement:** The downstream extent of Bolin Creek in Carrboro, and continuing into Chapel Hill, is on the state/federal list of impaired waters. Local actions are needed to improve water quality.

**Background:** Carrboro staff worked with Chapel Hill and other local, state and federal agency staff in 2006 to create the Bolin Creek Watershed Restoration Team (BCWRT) because of the impaired waters listing. At the time, the Bolin Creek watershed was selected as one of only 7 watersheds in the state to receive focused state and federal assistance in preparing grant applications and leveraging other resources to remove Bolin Creek from the impaired waters list. The BCWRT's long term goal is to improve the health of Bolin Creek and its tributaries and remove it from the impaired waters list. This is an ambitious goal that will require a robust commitment for many years to come.

**Status: Active.** Between 2012 and 2020, watershed restoration plan implementation was inactive due to insufficient staff capacity and funding resources. In early spring, 2021, the Town Council approved and the Stormwater Advisory Commission reviewed the submittal of an EPA/NCDEQ 319 grant application with 3 HOAs in the Bolin Forest neighborhood and other partners to address an eroding gulley as a restoration and demonstration project. The application was submitted in early May 2021. **Staff received notice from NCDEQ of the intention to move forward with an award in late September and anticipate receiving a grant contract for review/negotiation in the immediate future.**

**Fiscal and Staffing Considerations:** The application is based on the Town offering an in kind but not cash match for the grant. There will be a staff impact with grant administration.

**Additional Information:**

<https://townofcarrboro.org/280/Bolin-Creek-Watershed-Restoration>



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-314

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

**TITLE:**

Fire Department Monthly Report

**PURPOSE:** To provide the Town Council a monthly overview of calls for service.

**DEPARTMENT:** Fire Department

**CONTACT INFORMATION:** Chief David Schmidt, (919) 918-7349

**INFORMATION:** This report will provide information on Fire Department calls for service that occurred in Carrboro, South Orange Fire District, and neighboring jurisdictions.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** Staff recommends the report be received and accepted.





Location	Fire		Overpressure / Rupture		EMS		Hazardous Condition		Service Call		Good Intent		False Alarm		Special Incident		Total #	Total %
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
Carrboro	7	100.0%	0	0.0%	70	85.4%	2	50.0%	4	80.0%	7	38.9%	10	66.7%	1	100.0%	101	76.5%
South Orange		0.0%	0	0.0%	11	13.4%	2	50.0%		0.0%	4	22.2%	5	33.3%		0.0%	22	16.7%
Chapel Hill		0.0%	0	0.0%		0.0%		0.0%		0.0%	5	27.8%		0.0%		0.0%	5	3.8%
North Chatham Fire District		0.0%				0.0%		0.0%		0.0%	2	11.1%		0.0%		0.0%	2	1.5%
Out of District / Mutual Aid		0.0%	0	0.0%	1	1.2%		0.0%	1	20.0%		0.0%		0.0%		0.0%	2	1.5%
<b>Grand Total</b>	<b>7</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>82</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>	<b>5</b>	<b>100.0%</b>	<b>18</b>	<b>100.0%</b>	<b>15</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>132</b>	<b>100.0%</b>

Fire	Examples include any type of fire; structure, vehicles, vegetation, rubbish, other outside fires
Overpressure/Rupture	This is an overpressure or rupture of air, steam, or gas where there is no associated fire
EMS	Any type of medical call or rescue of a person in distress
Hazardous Condition	Any type of condition where no fire exists - fuel/chemical spills, electrical equipment failure
Service Call	Examples of Public service incidents include: lockouts, water leaks, assisting other public agencies
Good Intent	Examples of good intent incidents include: steam mistaken for smoke, authorized controlled burns, no incident found at the location
False Alarm	Examples of false alarms include: alarms sounding due to a malfunction or the unintentional activation, and malicious false alarms.
Weather	Examples of weather incidents include: earthquakes, floods, damage assessments, or weather spotting
Special Incident	Example of special incidents include: citizen complaints due to code or ordinance violations



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-353

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Economic Development Monthly Report

**PURPOSE:** Regular Monthly Activities and Status Report

**DEPARTMENT:** Economic Development

**CONTACT INFORMATION:** Jon Hartman-Brown - 919-391-7846 - JHartman-Brown@TownofCarrboro.org

### **INFORMATION:**

### **FISCAL & STAFF IMPACT:**

### **RECOMMENDATION:**



## Economic Development Department

### Monthly Update Report – September 2021

---

#### **ACTIVITY**

- **Attending CBA Marketing, Policy, and Leadership meetings**  
I am currently attending CBA Marketing Committee, Policy Committee, and Leadership Council meetings to network with these business owners and find new ways the Department and the Tourism Development Authority can be a part of their initiatives. The 203 Project and Downtown Parking study have been the center of on-going concerns and discussions with the CBA and their respective committees.
- **Walker Parking Consultants Visit**  
I had been preparing for Walker Consultants to visit our community to conduct parking counts and assessments in-person while finishing up the study. We arranged meetings with CBA members and a sub-committee, various Councilmembers, Planning Staff, and other stakeholders with downtown parking.
- **Business Alliance and ESC Mentor Program Under Development**  
We are working to develop a new program for new businesses in Carrboro to be matched with a local business mentor. While this will be similar to SCORE's services, it will be less structured than SCORE's program and will primarily function as a networking opportunity for new start-ups. Both the CBA and the ESC are encouraged by this program and members are willing to participate.
- **BIPOC Business Update**  
Another BIPOC Business Roundtable was held on September 30<sup>th</sup> with special guests from the Chamber's Black Business Alliance and the Small Business Center at Durham Tech. As a part of Minority Enterprise Development Week, we launched the Buy BIPOC campaign with a listing of BIPOC businesses in Carrboro.

#### **PROJECTS**

- **Minority Business Roundtable – Implementation**  
Current Status: The Resource Center and the Buy BIPOC listing is completed.  
Next Steps: Continue to hold BIPOC Business Roundtable Meetings and develop a mentorship program.  
Projected Completion: On-going. We anticipate these activities to continue and become a part of the economic development workflow process.
- **Project Arrange**  
We have received feedback that Project Arrange was very appreciated by the Town Manager's offer to expedite the development review process when they are ready to expand their physical space. The company has paused this project until they can reassess their needs post-COVID-19.



- **Economic Development Strategic Plan – Developing an Action Plan**

Current Status: The ESC has reviewed and accepted the draft goals and strategies that the Comprehensive Plan Taskforce and Teska have created. They will be reviewing these again in context with the rest of the Plan's goals and strategies at their October meeting.

Next Steps: Developing an action plan for ESC goals and strategies.

Projected Completion: October 2021

- **Downtown Parking Study – Visitation and Parking Counts**

Current Status: Walker Consulting staff visited our community, conducted parking counts and analysis, and met with various stakeholders. This should be the final portion to get the study finished up.

Next Steps: Walker will take the data and insights collected and begin finishing the Town's parking study.

Project Completion: December 2021

- **COVID-19 Mitigation Business Grants**

Current Status: A draft policy has been developed and is awaiting final Council review and approval.

Next Steps: Open the grant application period (anticipated to last for one month).

Project Completion: November 2021

- **203 Project Parking Replacement**

Area	Spaces	Availability	Status
203 S. Greensboro (203 Project)	-100	24/7	--
Dispute Settlement Center	+6	24/7	Not started
CommunityWorx	+12	24/7	Not started
309 N. Greensboro (Fitch)	+55	Evening & 24 hrs. Weekends	Staff Reviewing Plans
502B N. Greensboro (Fitch)	+19	24/7	Completed
300 E. Main (behind ArtsCenter)	+62	Daytime	Completed
<b>Net Change</b>	<b>+54</b>	--	--



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-351

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is make the final two appointments and select a Town Council liaison to the Climate Action Team.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando

**INFORMATION:** This agenda item will allow the Town Council to make the final two appointments to the Climate Action Task Force and select the Town Council liaison.

**Section 3-24.16 Climate Action Team** (a) There shall be a Climate Action Team (CAT) consisting of nine members appointed by the Town Council. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town's joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT. At least one member should have experience related to community organizing or environmental justice. One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

The Town Council made seven appointments on October 12, 2021. This agenda item will make the final two.

A ballot will be available via email to cast votes for appointees.

The original agenda item on October 12, 2021 included applicant information, applications, and a resolution making appointments.

**FISCAL & STAFF IMPACT:** There is no fiscal or staff impact related to this agenda item.

**RECOMMENDATION:** Town staff recommends that the Town Council discuss the item.

A RESOLUTION MAKING APPOINTMENTS TO THE CLIMATE ACTION TEAM

The following persons are hereby appointed to the Climate Action Team

	2/2024
	2/2024

The following Town Council member is selected as the Town Council non-voting liaison to the Climate Action Team:

This resolution is effective immediately.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-350

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Framework for Development of the Use and Spending of ARPA Funds

**PURPOSE:** The purpose of this item is for staff to present a framework for developing a comprehensive approach for the use of ARPA Funds that facilitates long-term resiliency and capacity building as the Town recovers from the COVID-19 pandemic.

**DEPARTMENT:** Manager's Office, Finance

**CONTACT INFORMATION:** Richard J. White III, Town Manager, 919-918-7315; Arche McAdoo, Finance Director, 919-918-7439

**INFORMATION:** On June 22, 2021, the Town Council adopted an amendment to the American Rescue Plan Act (ARPA) Grant Project Ordinance that included authorization of a short-term program for distributing up to \$2.3 million of ARPA funds while developing a long-term plan for the remaining ARPA fund balance. Included in this amendment was the appropriation of \$300,000 for small business grants.

On September 14, 2021, the Town Council amended the grant project ordinance to increase the final ARPA Grant Award from \$6,200,000 to \$6,753,198.84. The Town has received \$3,376,194.84 of the grant award with the balance to be received by the Town within one year. All grant funds must be committed by December 31, 2024 and spent by December 31, 2026. The current budget for ARPA funds follows:

#### Expenditures

Grants to Small Businesses	\$ 300,000.00
Essential Employee Pay	\$ 224,795.00
Town Revenue Replacement	\$ 1,834,730.00
Restricted Unallocated Funds	\$ 4,393,673.84
<b>Total Expenditures</b>	<b>\$6,753,198.84</b>

The restricted unallocated funds may increase based on the amount spent for Essential Employee Pay, and Town Revenue Replacement.

A Staff Work Group has been formed to develop strategies for developing a plan to guide the use of the unallocated funds which are restricted for ARPA eligible activities. This Staff Work Group is comprised of the Town Manager and the following Departments: Finance; Communication and Engagement; Economic Development; Planning; Housing and Community Services; and Recreation, Parks and Cultural Affairs; and Town Clerk. The Staff Work Group has developed a framework, which is being presented to Council for

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

feedback in anticipation of develop a longer-range comprehensive plan for the use and expenditure of ARPA funds that have not been committed at this time. The Act encourages expenditures for those residents and low income communities who have been disproportionately impacted by the pandemic.

**FISCAL & STAFF IMPACT:** The ARPA Grant will provide \$6.7 million in special revenues to the Town that must be used in accordance with ARPA, U.S. Treasury Interim Final Rules, state statutes, and other directives.

**RECOMMENDATION:** Town staff recommend that the Town Council receive the presentation on a framework for developing a comprehensive plan for the use of ARPA funds; and provide feedback and instructions to staff to guide the development of a plan.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-304

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Approval of the COVID-19 Mitigation Business Grant Policy

**PURPOSE:** The purpose of this agenda item is to request that the Town Council approve the COVID-19 Mitigation Business Grant Policy that will guide the distribution of Town-received ARPA funds for small businesses to help mitigate the negative impacts from COVID-19.

**DEPARTMENT:** Economic Development

**CONTACT INFORMATION:** Jon Hartman-Brown, Economic Development Director, 919-391-7846, [JHartman-Brown@TownofCarrboro.org](mailto:JHartman-Brown@TownofCarrboro.org)

**INFORMATION:** This policy will direct the disbursement of \$300,000 of Town received ARPA funds to small businesses and non-profits in Carrboro as previously approved by Council on June 22, 2021. To qualify, businesses must be based in Carrboro and have been in operations before July 1, 2020. Applications will be prioritized based on the following criteria: Tourism Sector Business; Year-over-year revenue loss of 30 percent or greater for any six-month period from April 2020 to April 2021; Businesses owned by, employing, or serving low to moderate income persons, BIPOC or Woman Business; Paying a Certified Living Wage; Locally owned; Located in Carrboro for five+ years; and Businesses with two or fewer locations. Grant funds of up to \$10,000 per applicant can be used for marketing and advertising, back rent and utilities, non-Federal COVID-19 loan repayment, training new under- or un-skilled employees, and capital expenditures to adapt a business to a post-COVID-19 environment. Staff anticipate opening the four-week application period within two weeks after Council approves the policy.

It is important to note that staff are recommending some changes from the original policy proposed to align this grant program with requirements on governments from the North Carolina constitution - specifically as it relates to helping low- and moderate-income persons. These additional standards will prioritize businesses that are owned by, employ, or assist low to moderate income persons. North Carolina general statute defines and is generally understood to mean persons of low- or moderate-income as those earning 80 percent of area median income (AMI) or below. Therefore, it is recommended that a ceiling of 80 percent of the median income for the Durham-Chapel Hill, NC HUD Metro Area be used to qualify for this program.

Staff also would like to draw attention to the prioritization criteria of businesses being in Carrboro for five or more years. This prioritization may cause some new, younger businesses to not receive the grant over older, more mature businesses. At this time, we do not know how many businesses have been located in Carrboro for five or more years, therefore do not know the specific impact this criterion may have.

---

**Agenda Date:** 10/19/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

Staff are also recommending a decrease in the maximum amount awarded to each business from \$20,000 to \$10,000 to provide a higher public benefit by helping more businesses.

**FISCAL & STAFF IMPACT:** The Council has allocated \$300,000 of the ARPA funds and staff time will be required to administer the policy and grant program.

**RECOMMENDATION:** Staff recommends approval of the policy.

## COVID-19 Mitigation Business Grant Policy

### 1. Application Requirements, Period, and Funding Acknowledgement

- 1.1. **Minimum application requirements.** Applicants must be an business organization that has been in existence prior to July 1, 2020, are headquartered (including a home office) within the Carrboro Town limits, and must retain at least the same number of full-time equivalent employees on payroll for a minimum of six-months. All grant award recipients will be required to enter into a Grant Agreement.
- 1.2. **ARPA and State law funding requirements.** These funds are provided to the Town of Carrboro as a part of the American Rescue Plan Act. The American Rescue Plan Act requires that businesses receiving these funds must adequately demonstrate and document how these funds will be used by their business to mitigate the negative economic impacts from COVID-19. Additionally, they must be used in compliance with the U.S. Treasury's Interim Final Rules and Guidance on Coronavirus State and Local Fiscal Recovery Funds. Applicants that do not demonstrate a negative economic impact from the pandemic and how funds received will mitigate the negative economic impact, will not be considered for funding. In addition, all funding must be consistent with State statutory authorization and the North Carolina Constitution.
- 1.3. **Application Period.** Applications for this grant program will be accepted from October \_\_, 2021 to November \_\_, 2021. If all funds are not awarded after all grant applications are reviewed, a second round of grant applications may be accepted.
- 1.4. **Falsification.** Any information submitted in and a part of the grant application shall be true and accurate to the best of the business leadership's knowledge. Any falsification may result in the application being denied and the applicant barred from applying for this grant program in the future. If falsification is discovered after an award has been made, the applicant shall be required to return or repay the grant award.

### 2. Application Review and Prioritization

- 2.1. **Application.** The application for this program is attached as Appendix A.
- 2.2. **Review Committee.** The previously established Carrboro COVID-19 Loan Review Committee will be re-assembled to review and prioritize all submitted applications meeting the minimum application requirements. The review committee will use the priorities identified in section 2.3 to award priority. Additionally, the Review Committee will look at the Negative Economic Impact Narrative section strongly to evaluate the negative economic impacts from COVID-19. The committee shall submit applicants that they determine to be awarded to the Town Council for final approval.



- 2.3. **Priorities.** Grant applications will be evaluated and prioritized based on the following criteria.
- Businesses owned by, employing, or serving low to moderate income persons – 10 points
  - BIPOC Business or Woman Business – 10 points
  - Tourism Sector Business – 10 points
  - Year-over-year revenue loss of 30 percent or greater for any 6-month period from April 2020 to April 2021 – 10 points
  - A Certified Living Wage Employer – 6 points
  - Locally owned business – 6 points
  - Located in Carrboro for 5+ years – 4 points
  - Businesses with 2 or fewer locations – 4 points

### 3. Eligible Uses of Grant Funds

- 3.1. **Grant Activities.** The grant awards may be utilized for costs related to the following activities.
- Back rent and utilities including but not limited to overdue gas, water, electric, or internet utilities, overdue building or facility rents, or overdue property taxes.
  - COVID-19 loan repayment including but not limited to private loans issued after April 1, 2020, business credit card debt acquired after April 1, 2020, loans issued by the Town, County, or State after April 1, 2020 (Federally issued PPP and EIDL loan repayment is not permitted).
  - Training under- or un-skilled employees including but not limited to the salary for an employee trainer to train under- or un-skilled employees, or courses for training seminars for new under- or un-skilled employees related to the business type.
  - Capital expenditures to adapt business to a post-COVID-19 environment including but not limited to equipment, building improvements, or outdoor dining enhancements.
  - Marketing and advertising including but not limited to social media, print, radio, or television advertising, providing rewards for loyalty programs, or purchasing promotional marketing materials.
- 3.2. **Maximum Grant Award.** The maximum grant award is \$10,000. No more than one grant may be awarded to any one-business entity.
- 3.3. **Change in Activities.** Applicant may not alter or change the approved activities without prior approval by the Town. Any unauthorized activities may result in the entire grant award being withdrawn and the applicant required to repay all funds to the Town.
- 3.4. **Expenditure Deadline.** All funds awarded must be expended no later than 18 months after the award has been made.

## 4. Reporting and Accountability

- 4.1. **Reporting.** Award recipients shall submit a Status Report every six months until all funds have been expended. The report shall include: amount of activities funds have been expended, number of full-time equivalent employees, and a short narrative explaining the status in expending the full funds awarded.
- 4.1.1. **Final Report.** A Final Report shall be submitted to the Town after all funds have been expended. The Final Report must include copies of receipts, copies of checks, photos of items purchased or capital improvements made, a narrative of how the grant activities have mitigated the negative impacts that COVID-19 has had on the business.
- 4.2. **Failure.** Failure to provide a final report, spend the award funds within 18 months from the award date, or spending the award funds on unapproved activities not listed in the application will result in the unspent funding or the entire grant award being withdrawn and be required to be repaid to the Town.

## 5. Federal Funds Provisions

- 5.1. The following Federal provisions pursuant to 2 C.F.R. 200.326 and 200 C.F.R. Part 200, Appendix 2, apply or may apply: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland 'Anti-Kickback' Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q); Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered materials (2 C.F.R. 200.322); and Record retention Requirements (2 C.F.R. 200.324).

## 6. Definitions

- 6.1. **BIPOC Business.** A business in which persons-of-color holds an ownership stake of no less than 51 percent.
- 6.2. **Living Wage Business.** A business that possesses an active living wage certification from Orange County Living Wage or Durham Living Wage Project.
- 6.3. **Locally-owned Business.** A business in which persons holding a total of no less than 75 percent of ownership stake in the business have a primary residence located in Alamance, Caswell, Chatham, Durham, Orange, or Person County in North Carolina.
- 6.4. **Low to Moderate Income Persons.** People in a household with an income equivalent to or less than 80 percent of the area median income (AMI) as defined by North Carolina general statutes and listed in the table below.

Persons in Household	Income Limit (80% AMI)
1	\$48,400
2	\$55,300
3	\$62,200

4	\$69,100
---	----------

6.5. Tourism Sector. A restaurant, bar, brewery, hotel/motel, or entertainment venue.

6.6. Woman Businesses. A business in which women hold an ownership stake of no less than 51 percent.

## **Appendix A - COVID-19 Mitigation Business Grant Application**

Business Name:

Address:

City:

State:

Zip Code:

Business Owner/CEO/CAO:

Contact Name (if different from above):

Phone Number:

Email:

### **APPLICATION REQUIREMENTS**

Before continuing, please review the following application requirements and confirm below.

**Minimum application requirements.** Applicants must be an business organization that has been in existence prior to July 1, 2020, are headquartered (including a home office) within the Carrboro Town limits, and must retain at least the same number of full-time equivalent employees on payroll for a minimum of six-months. All grant award recipients will be required to enter into a Grant Agreement.

**ARPA and State law funding requirements.** These funds are provided to the Town of Carrboro as a part of the American Rescue Plan Act. The American Rescue Plan Act requires that businesses receiving these funds must adequately demonstrate and document how these funds will be used by their business to mitigate the negative economic impacts from COVID-19. Additionally, they must be used in compliance with the U.S. Treasury's Interim Final Rules and Guidance on Coronavirus State and Local Fiscal Recovery Funds. Applicants that do not demonstrate a negative economic impact from the pandemic and how funds received will mitigate the negative economic impact, will not be considered for funding. In addition, all funding must be consistent with State statutory authorization and the North Carolina Constitution.

☐ **By checking this box, I confirm this business meets the requirements of this grant program.**

### **Grant Uses**

Grant awards may be used for multiple grant activity categories, but the total maximum grant award can not exceed \$10,000. No more than one grant may be awarded to any one business entity. Please use the attached budget form to identify the grant use category, what projects will be completed, a short description, and the amount of the request.

- Back rent and utilities – examples include overdue gas, water, electric, or internet utilities, overdue building or facility rents, or overdue property taxes.
- COVID-19 loan repayment – examples include private loans issued after April 1, 2020, business credit card debt acquired after April 1, 2020, loans issued by the Town, County, or State after April 1, 2020 (Federally issued PPP and EIDL loan repayment is not permitted).
- Capital improvements to adapt business to a post-COVID-19 environment – examples include equipment, enhance cleaning efforts, barriers or partitions, changes to enable social distancing, building improvements, or outdoor dining enhancements.
- Training new under- or un-skilled employees (*not to exceed 10 percent of the total grant request or \$1,500, whichever is greater*) – examples include the salary for an employee trainer to train new under- or un-skilled employees, or courses for training seminars for new under- or un-skilled employees related to the business type.
- Marketing and advertising – examples include social media, print, radio, or television advertising, providing rewards for loyalty programs, or purchasing promotional marketing materials.

## Negative Economic Impact Narrative

Please explain the negative economic impact COVID-19 has had on your business and how the grant funds will mitigate or resolve these impacts. Provide ample relevant documents in support of your case (such as bank statements, tax returns, financial statements, quarterly employment filings, etc).

## Additional Information

Please check the box and provide additional supporting documentation where applicable. Evidence may be requested if not provided with the application.

- ☐ Tourism Sector Business (restaurant, bar, brewery, hotel/motel, or entertainment venue)
- ☐ Average year-over-year revenue loss of 30 percent or greater for any 6-month period from April 2020 to April 2021 (please submit financial statement for the appropriate period)
- ☐ BIPOC Business or a Woman Business
- ☐ A Certified Living Wage Employer (Orange County Living Wage or Durham Living Wage Project, please submit a copy of your certification)
- ☐ Locally owned business (owner resides in Alamance, Caswell, Chatham, Durham, Orange, or Person County, NC, please submit copy of driver's license with DOB and license number marked out)
- ☐ Located in Carrboro for 5+ years                      *Year moved/started in Carrboro:*
- ☐ Businesses with 2 or fewer locations
- ☐ This small business or non-profit is owned by, employs, or serves low to moderate income (see definition in the policy to determine exact income limits) citizens.

If checked, please provide a short narrative explaining the reasons you checked this box. Supporting documentation may be requested if there are additional questions by the review committee.

---

---

---

---

---

## Application Submission Statement

Be submitting this application and signing below, I agree that I am authorized to submit this application on behalf of the business listed in this application, that all of the information submitted in and with this application is truthful and accurate to the best of my knowledge, that **there is no intention at this time to close the business for a period of at least 2 years after the award has been granted and that all full-time equivalent employees will be retained on payroll for a minimum period of 6-months**, and that the grant requests made in this application meet the minimum application requirements to the best of my knowledge.

Additionally, I understand that a Final Report shall be submitted and all award funds expended no later than 18 months after the award being made and that failure to alter or change the approved activities the funds are spend on without prior approval may result in the entire grant award being withdrawn and be required to be repaid to the Town.

I also agree to abide by the COVID-19 Mitigation Business Grant Policy and state and Federal guidelines and requirements, which regulates the administration of this grant.

---

Business Owner/CEO/COO/CAO

---

Date

Budget Form

Please provide the grant category (marketing and advertising, back rent and utilities, COVID-19 loan repayment, etc), activity, short description, total cost of the activity, and the amount of grant requested for the activity using the budget form below. You may submit as many of these forms as necessary to complete your grant application. Submit any supporting documentation for your activities such as quotes or estimates.

GRANT CATEGORY	ACTIVITY	DESCRIPTION	TOTAL COST	GRANT REQUEST
Example: Back Rent & Utilities	Overdue back rent	Back rent for the building at 100 N. Main St. for April, May, and June 2021.	\$6,500.00	\$6,500.00
TOTAL GRANT REQUEST				



