



Town of Carrboro

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

Meeting Agenda Town Council



Tuesday, June 14, 2022

7:00 PM

Council Chambers-Room 110

7:00-7:10

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [22-216](#) Proclamation-Juneteenth

7:10-7:15

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:15-7:20

C. CONSENT AGENDA

1. [22-210](#) Approval of Minutes from the March 15, 2022 Meeting
2. [22-205](#) Approval of FY 2022-2023 HOME Investment Partnerships Program Annual Action Plan

PURPOSE: The purpose of this agenda item is for the Town Council to consider approving HOME Investment Partnerships Program's Annual Action Plan activities for FY 2022-2023.

Attachments: [Attachment A- HOME FY23 Resolution Carrboro pdf](#)
[Attachment B - FY 22-23 Annual Action Plan Summary](#)

3. [22-207](#) Authorization to Execute a Revised Memorandum of Understanding for the Orange County Partnership to End Homelessness

PURPOSE: The purpose of this agenda item is to authorize the Mayor to execute a revised Memorandum of Understanding for the Orange County Partnership to End Homelessness.

Attachments: [Attachment A - Resolution](#)
[Attachment B - MOU OCPEH - Revised](#)
[Attachment C - MOU OCPEH Redlined](#)
[Attachment D - OCPEH Job Descriptions](#)
[Attachment E - Changes Proposed by Chapel Hill](#)

4. [22-206](#) Transportation Projects Updates
PURPOSE: The purpose of this agenda item is to provide the Town Council with a status report on a number of local transportation projects that are underway.
Attachments: [A - Resolution](#)
[B - Transportation Project Update \(v2\).pdf](#)
5. [22-208](#) A Request to Issue a Street Closing Permit for the Latin American Festival.
PURPOSE: The purpose of this agenda item is to consider a Street Closing Permit Application for the Latin American Festival.
Attachments: [Attachment A - Resolution](#)
[Attachment B - Town of Carrboro Community Event Pre-Application](#)
[Attachment C - Street Closing Permit Application](#)
[Attachment D - Emergency Safety Plan and Event Area Map](#)
6. [22-214](#) A Resolution Amending the Timeline and Structure of the Community Safety Task Force
PURPOSE: The purpose of this agenda item is for the Town Council to consider amendments to the timeline and structure of the Community Safety Task Force.
Attachments: [Attachment A- Resolution Amending the Charge of the Community Safety Task Force](#)

7:20-9:00

D. OTHER MATTERS

1. [22-188](#) Work Session: FY23 Budget Discussion

PURPOSE: The purpose of this agenda item is for the Town Council to discuss additional information regarding FY23 budget requests.

Attachments: [Attachment A - IFC Request for InterLocal Agreement FY23](#)
[Attachment B - Follow-up Questions & Answers](#)
[Attachment C - Memo - Additional IFC Information](#)
[Attachment D - OCPEH Request Budget FY23](#)
[Attachment E - OCPEH 2021 Annual Report](#)
[Attachment F - Memo - Additional OCPEH Information](#)
[Attachment G - Climate Budget Resolution Memo](#)
[Attachment H - GHG Model and 10-Year Climate Emerg Cost Est. Projection](#)
[Attachment I - Weatherization of Carrboro Homes](#)



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Agenda Item Abstract

File Number:22-216

Agenda Date: 6/14/2022

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Proclamation-Juneteenth



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Approval of Minutes from the March 15, 2022 Meeting



Town of Carrboro

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Agenda Item Abstract

File Number:22-205

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

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TITLE:

Approval of FY 2022-2023 HOME Investment Partnerships Program Annual Action Plan

PURPOSE: The purpose of this agenda item is for the Town Council to consider approving HOME Investment Partnerships Program's Annual Action Plan activities for FY 2022-2023.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Housing and Community Services Director, 919-918-7438, rbuzzard@townofcarrboro.org <<mailto:rbuzzard@townofcarrboro.org>>

INFORMATION: The federal HOME Investment Partnerships Program (HOME) provides formula grants to states and localities to fund a wide range of affordable housing activities. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Each year, state and local governments (Participating Jurisdictions) that receive HOME funds from the U.S. Department of Housing and Urban Development (HUD) are required to complete an [Annual Action Plan](https://www.co.orange.nc.us/DocumentCenter/View/20086/5-a-1---Draft-FY-2022-2023-Annual-Action-Plan) <<https://www.co.orange.nc.us/DocumentCenter/View/20086/5-a-1---Draft-FY-2022-2023-Annual-Action-Plan>> that lays out how they will allocate HUD funds for the upcoming program year to address the goals and priorities in the five-year [Consolidated Plan](https://www.co.orange.nc.us/DocumentCenter/View/10806/Orange-County-NC-Consolidated-Plan-FINAL?bidId=>) <<https://www.co.orange.nc.us/DocumentCenter/View/10806/Orange-County-NC-Consolidated-Plan-FINAL?bidId=>>>.

Orange County is a special type of Participating Jurisdiction, called a Consortium, consisting of Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough. Orange County serves as the lead entity for the Orange County HOME Consortium.

In 2017, the [Orange County Local Government Affordable Housing Collaborative](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3161767&GUID=D1E21369-58F6-4BC3-A039-9B68069D5516&Options=ID|Text|&Search=affordable+housing+collaborative) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3161767&GUID=D1E21369-58F6-4BC3-A039-9B68069D5516&Options=ID|Text|&Search=affordable+housing+collaborative>> (hereafter "the Collaborative") was created to enhance collaboration around affordable housing. The Collaborative includes elected officials and staff from the each of the four participating jurisdictions and serves as the HOME Program application review team and is charged with developing an annual HOME Program plan, the Annual Action Plan. The Annual Action Plan was completed based on the HOME award recommendations made by the

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Collaborative, detailed in the section below.

The Collaborative reviewed the received applications for the FY23 HOME Program on March 3, 2022, and made funding recommendations based on the estimated award amount. In April, HUD issued Notice CPD-22-05 instructing HOME Participating Jurisdictions not to submit their Annual Action Plans until the actual grant amounts were determined by HUD. HUD announced those amounts on May 13, 2022, necessitating a second Collaborative meeting on May 17, 2022, to finalize their recommended allocations.

For FY23, Orange County will receive the following HOME resources:

FY23 HOME Funds	\$ 443,498
HOME Program Income	\$ 13,306
Local Match	\$ 99,787
Total	\$ 556,591

Each jurisdiction's contribution of the local match (\$99,787) is based on its population. The Town's contribution to the matching funds is 14.3% of the total match, or \$14,270.

The Collaborative made the following funding recommendations for consideration by each of the jurisdictions' elected bodies:

Applicant and Project	HOME Request	HOME Award
Community Empowerment Fund - Homebuyer Assistance	\$50,000	\$90,000
EmPOWERment - Rental Acquisition	\$ 105,000	\$ 105,000
Gateway - Debt Refinancing and Rental Units Rehabilitation	\$771,800	\$0
Habitat for Humanity - Homebuyer Assistance	\$ 475,000	\$ 167,241
Rebuilding Together of the Triangle - Homeowner Rehabilitation/Reconstruction	\$ 150,000	\$ 150,000
Administration (10% of HOME Funds, Orange County)	\$ 44,350	\$ 44,350
Total	\$1,596,150	\$ 556,591

A summary of each of the above projects can be found in Attachment B.

In accordance with the Orange County HOME Consortium Agreement, the HOME Program Plan for each year must be approved by all jurisdictions prior to submission to HUD. The HOME Program Design was approved and/or is scheduled for approval by:

- Orange County on June 7, 2022

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- Town of Chapel Hill on June 8, 2022
- Town of Hillsborough on June 13, 2022

The FY 2022-2023 Annual Action Plan must be submitted to HUD on or before July 17, 2022.

FISCAL & STAFF IMPACT: The Town of Carrboro's portion of the required HOME matching funds is estimated to be \$14,270, 14.3% of the total local match (\$99,787), which will be budgeted from the FY23 Affordable Housing Special Revenue Fund.

RECOMMENDATION: Staff recommends that the Town Council adopt the resolution included as Attachment A: (1) approving the plan developed by the Collaborative for use of the FY23 Orange County HOME Program funds in the amount of \$556,591; (2) authorizing this funding plan to be incorporated into the Annual Update to the 2020-2025 Consolidated Plan for submission to the U.S. Department of Housing and Urban Development.

**RESOLUTION APPROVING THE FY 2022-2023 HOME INVESTMENT
PARTNERSHIP PROGRAM ANNUAL PLAN**

WHEREAS, Orange County serves as the lead entity for the Orange County HOME Consortium;
and

WHEREAS, the Town of Carrboro is a member of the Orange County HOME Consortium; and

WHEREAS, elected representatives from each jurisdiction (the Collaborative) reviewed and
evaluated funding applications received for proposed FY 2022-2023 HOME funding; and

WHEREAS, HUD requires grantees to provide local match funds, of which the four local
jurisdictions contribute proportionally based on population, and the Town of Carrboro's 2022-2023
match allocation is \$14,270.

WHEREAS, the following 2022-2023 HOME Investment Partnership Program activities were
recommended by the members of the Orange County HOME Collaborative:

Homebuyer Assistance: \$257,241

Funds will be allocated to the Community Empowerment Fund (\$90,000) and Orange County
Habitat for Humanity (\$167,241) to provide down payment assistance for home ownership.
(Requested amount: CEF \$50,000/Habitat \$475,000 – Total: \$525,000)

Housing Rehabilitation/Preservation: \$150,000

Funds will be allocated to Rebuilding Together of the Triangle to purchase replacement
manufactured homes for (2) two Orange County property owners who are currently living in
hazardous conditions due to deteriorating manufactured housing units.
(Requested amount: \$150,000)

Rental Acquisition: \$105,000

Funds will be allocated to EmPOWERment, Inc. for acquisition of one (1) rental unit in Carrboro.
(Requested amount: \$105,000)

Program Administration: \$44,350

Total HOME Funds for Project Activities: \$556,591

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF
CARRBORO:

Section 1. Approves the recommended plan for FY 2022-2023 Orange County HOME Program
funds.

Section 2. Authorizes this plan to be incorporated into the Annual Update to the 2020-2025
Consolidated Plan for Orange County for submission to the U.S. Department of Housing and Urban
Development.

Section 3. This resolution shall become effective upon adoption.



Orange County, NC HOME Consortium FY 2022-2023 Annual Action Plan Summary

Annual Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Home Buyer Assistance	2022	2027	Affordable Housing	Orange County	Down payment assistance	\$257,241	Direct Financial Assistance to Estimated 26 Homebuyers
2	Rental Acquisition	2022	2027	Affordable Housing Homeless Non-Homeless Special Needs	Carrboro	Affordable housing acquisition	\$105,000	1 rental unit acquired
3	Housing Rehabilitation/ Preservation	2022	2027	Affordable Housing Non-Homeless Special Needs	Orange County	Affordable housing preservation	\$150,000	Rental units rehabilitated: 2 Units



Projects

1	Project Name	Habitat for Humanity – Homebuyer Assistance
	Target Area	County-wide
	Goals Supported	Home Buyer Assistance
	Needs Addressed	Housing for Low- and Moderate-Income Households
	Funding	HOME: \$134,662 Local Match: \$32,579 Total: \$167,241
	Description	Provide assistance to an estimated 6 low-income households for the purchase of affordable homes.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	5 households at 30% - 50% AMI and 1 household at 50% - 80% AMI
	Location Description	118 Hill Street, Hillsborough; 307 N Roberson Street, Chapel Hill; 2200 Homestead Road, Chapel Hill
	Planned Activities	Down payment assistance
2	Project Name	Community Empowerment Fund – Homebuyer Assistance
	Target Area	County-wide
	Goals Supported	Home Buyer Assistance
	Needs Addressed	Housing for Low- and Moderate-Income Households
	Funding	HOME: \$72,468 Local Match: \$17,532 Total: \$90,000
	Description	Provide assistance to an estimated 20 low-income households for the purchase of affordable homes.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	19 households at 30% - 50% AMI and 1 household at 50% - 80% AMI
	Location Description	Locations to be determined
	Planned Activities	Down payment assistance



3	Project Name	EmPOWERment - Rental Acquisition
	Target Area	Carrboro, NC
	Goals Supported	Rental Acquisition
	Needs Addressed	Housing for Low- and Moderate-Income Households
	Funding	HOME: \$84,546 Local Match: \$20,455 Total: \$105,000 <i>CHDO set aside \$66,525</i>
	Description	Provide funds to purchase 1 townhome in Carrboro
	Target Date	7/1/2022
	Estimate the number and type of families that will benefit from the proposed activities	1 household at 60% or below AMI
	Location Description	Carrboro, NC
	Planned Activities	Rental Acquisition
4	Project Name	Rebuilding Together of the Triangle - Homeowner Rehabilitation/Reconstruction
	Target Area	Unincorporated Orange County
	Goals Supported	Housing Rehabilitation/Preservation
	Needs Addressed	Affordable housing preservation
	Funding	HOME: \$120,779 Local Match: \$29,221 Total: \$150,000
	Description	Purchase of 2 mobile homes to replace existing units
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	1 household at 30% - 50% AMI and 1 household at 50% - 80% AMI
	Location Description	Both project sites will be located on owner-occupied land outside municipal jurisdictions that have an uninhabitable mobile home on them.
	Planned Activities	Manufactured home replacement for two Orange County property owners who are currently living in hazardous conditions due to deteriorating manufactured housing units



5	Project Name	Administration – 2022
	Target Area	County-wide
	Goals Supported	Home Buyer Assistance Rental Construction Housing Rehabilitation/Preservation
	Needs Addressed	Housing for People Experiencing Homelessness Housing for Low- and Moderate-Income Households
	Funding	HOME: \$44,350
	Description	Funds for administration of the HOME Program will be allocated to the Orange County Housing and Community Development Department. Total funds will equal 10% of the 2022 HOME award of \$443,498
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Administration will support HOME-funded housing activities.
	Location Description	N/A
	Planned Activities	Administration

Affordable Housing

One Year Goals for the Number of Households to be Supported	
Homeless	1
Non-Homeless	28
Total	29

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	2
Acquisition of Existing Units	27
Total	29



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TITLE:

Authorization to Execute a Revised Memorandum of Understanding for the Orange County Partnership to End Homelessness

PURPOSE: The purpose of this agenda item is to authorize the Mayor to execute a revised Memorandum of Understanding for the Orange County Partnership to End Homelessness.

DEPARTMENT: Housing & Community Services

CONTACT INFORMATION: Rebecca Buzzard, Director; 919-918-7438; rbuzzard@carrboronc.gov

INFORMATION: The [Orange County Partnership to End Homelessness <https://www.ocpehnc.com/>](https://www.ocpehnc.com/) was established in 2008 to coordinate funding and activities to implement a ten-year plan to end homelessness in Orange County. A Memorandum of Understanding (MOU) was created to outline the roles and responsibilities of the partner jurisdictions, Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough. It included funding for one Partnership Coordinator position to support the Plan's implementation by the Orange County Partnership to End Homelessness.

On [November 18, 2014 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=2017428&GUID=3937FFC2-B8FD-419C-950B-35C800C4E5DB&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=2017428&GUID=3937FFC2-B8FD-419C-950B-35C800C4E5DB&Options=&Search=>), the Town Council authorized an update to the MOU to reflect how the Orange County 10-Year Plan to End Chronic Homelessness had evolved to become an on-going program, which the Partnership to End Homelessness was playing a key role in implementing.

Since the update was fully executed in 2015, the Partnership has grown to now include a Homeless Programs Manager, a Housing Access Coordinator, and a Homeless Programs Coordinator (see Attachment D for job descriptions). The existing MOU needs to incorporate these positions.

In addition, this item proposes updating the existing MOU to align with the current structure of the Partnership and reflect the partnering jurisdictions' roles and responsibilities more accurately. Attachment B is a clean version of the revised MOU. Attachment C provides the redlined version, incorporating edits from the Executive Team, staff, and attorneys. Attachment E includes additional changes proposed by Chapel Hill.

It is anticipated that the Executive Team and staff will be discussing the overall structure and work of the Partnership in the coming year and additional revisions may be necessary. However, to ensure the Partnership is currently operating in compliance, the Executive Team thought it prudent to bring these changes forward now.

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FISCAL & STAFF IMPACT: The MOU commits the County and municipalities to ensure funding for the Homeless Programs Manager, Housing Access Coordinator, and Homeless Programs Coordinator positions and operating expenses, as requested through the yearly budget process. The FY23 funding allocation for these positions and operating expenses would be \$34,733 based on the funding formula outlined in the revised MOU. This amount is currently captured in Town Manager's Recommended FY23 budget in the Affordable Housing Special Revenue Fund.

RECOMMENDATION: Staff recommends that the Town Council approve the resolution included as Attachment A, authorizing the Mayor to sign the revised Memorandum of Understanding.

**A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A REVISED
MEMORANDUM OF UNDERSTANDING WITH THE ORANGE COUNTY
PARTNERSHIP TO END HOMELESSNESS**

WHEREAS, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Board of Aldermen, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund a Partnership Coordinator position and support the Plan's implementation by the Orange County Partnership to End Homelessness; and

WHEREAS, in 2015, the 2008 memorandum of understanding was revised to better reflect how the Orange County 10-Year Plan to End Chronic Homelessness had evolved and to more accurately describe the structure of the Partnership to End Homelessness and its role in coordinating homeless program services in the County; and

WHEREAS, the Partnership to End Homelessness has grown to now include a Homeless Programs Manager, a Housing Access Coordinator, and a Homeless Programs Coordinator; and

WHEREAS, other relevant updates to the memorandum of understanding are needed to accurately reflect the work and structure of the Partnership.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Mayor to execute a revised Memorandum of Understanding with the Orange County Partnership to End Homelessness.

This resolution shall become effective upon adoption.

**Memorandum of Understanding between Orange County and the
Towns of Chapel Hill, Carrboro, and Hillsborough:
Orange County Partnership to End Homelessness (OCPEH)**

Whereas, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Town Council, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund and support the Plan's implementation by the Orange County Partnership to End Homelessness (OCPEH), and

Whereas, the Partnership has made significant progress in ending and preventing homelessness in Orange County, and

Whereas, the parties to this Memorandum came together and revised this Memorandum of Understanding in 2015, and

Whereas, reflecting a combination of national best practices, national funding models, and local experience, the Orange County 10-Year Plan to End Chronic Homelessness has evolved to become an ongoing program, the Orange County Plan to End Homelessness, and

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness and serve as the Continuum of Care for Orange County, and

Whereas, the parties to this Memorandum understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it, and

Whereas, the initial 10-Year Plan created a body called the Executive Team, now called the Leadership Team, consisting of representatives appointed from each of the above governmental partners and a cross-section of community representation, charged with providing oversight and direction to the plan, and the parties to this Memorandum intend for the Leadership Team to continue to perform this role, and

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Manager and Housing Access Coordinator, and provide partial funding for the Homeless Programs Coordinator, all of whom have job responsibilities outlined in Job Descriptions (Attachment D), and

Whereas, in order to implement the Plan, the Partnership is providing direct service programs via pass-through funding from other sources, and

Whereas, the four elected appointees continue to recommend and serve on the OCPEH Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;

The parties to this Memorandum hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Team will:

1. Provide ongoing supervision of the Homeless Programs Manager (HPM) through the County Manager by:
 - i. Conducting joint annual performance reviews of the HPM with the County Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
 - ii. Approving an annual work plan for the HPM based on the goals of the Plan, subject to final approval by the County Manager;
 - iii. Meeting with and reviewing the work plan with the HPM and the County Manager quarterly;
 - iv. Participating in interviews for the hiring of the HPM;
 - v. Making recommendations to the County Manager regarding performance concerns related to the HPM.
2. Operate its program on the same fiscal year as that operated by the Towns and County.
3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.
4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. Towns and the County will:

1. Provide office space and supplies for the use of the Partnership staff as needed and available.
2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
4. Assist with the annual implementation efforts of the Plan.
5. Continue to support the Partnership.
6. Determine the amount of funding to be provided by each partner by utilizing a population-based formula based on the latest Census data.

Based upon the 2020 Census data, the percentage contributions, subject to each jurisdiction's approval, are as follows:

- Orange County 39.5%
- Town of Chapel Hill 39.7%
- Town of Carrboro 14.3%
- Town of Hillsborough 6.5%

7. Receive an annual report from the HPM.
 8. Not be required or expected to continue funding Partnership staff should the funding not be available through any one or more of the other partners.
 9. Not require or suggest the HPM perform work on goals that are not in her/his work plan for the Partnership.
- C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.
- D. This Memorandum supersedes the 2015 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for two years from the date of its adoption by all Parties. Memorandum will be renewed for up to five additional two-year terms. Revisions will be presented to the Executive Team for consideration no later than the final quarterly meeting of the Executive Team prior to expiration of the two-year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

Wherefore the Parties hereto have set their hands and seals on the day and dates recorded below.

ORANGE COUNTY

Renee Price, Chair

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for Orange County, North Carolina and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of said Board of Commissioners and attested by her as Clerk to said Board of Commissioners.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public_____

(Notary Seal)

My commission expires: _____

TOWN OF CHAPEL HILL

Pam Hemminger, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public_____

(Notary Seal)

My commission expires: _____

TOWN OF CARRBORO

Damon Seils, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public_____

(Notary Seal)

My commission expires: _____

TOWN OF HILLSBOROUGH

Jenn Weaver, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public_____

(Notary Seal)

My commission expires: _____

**Memorandum of Understanding between Orange County and the
Towns of Chapel Hill, Carrboro, and Hillsborough:
Orange County Partnership to End Homelessness (OCPEH)**

Whereas, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Town Council Board of Aldermen, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund and support the Plan's implementation by the Orange County Partnership to End Homelessness (OCPEH), and

Whereas, the Partnership has made significant progress in ending and preventing homelessness in Orange County ~~over the past thirteen~~ sixteen years, and

Whereas, the parties to this Memorandum came together and revised this Memorandum of Understanding in 2015, and

Whereas, reflecting a combination of national best practices, national funding models, and local experience, the Orange County 10-Year Plan to End Chronic Homelessness has evolved to become an ongoing program, the Orange County Plan to End Homelessness, and

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness; and serve as the Continuum of Care for Orange County, and

Whereas, the parties to this Memorandum understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it, and

Whereas, the initial 10-Year Plan created a body called the Executive Team, now called the Leadership Team, consisting of representatives appointed from each of the above governmental partners and a cross-section of community representation, charged with providing oversight and direction to the plan, and the parties to this Memorandum intend for the Leadership Team to continue to perform this role, and

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Coordinator/Manager and Housing Access Coordinator, and provide partial funding for the Homeless Programs, ~~whose Coordinator, all of whom have job responsibilities have been~~ outlined in a Job Description (Attachment A), and

Whereas, in order to implement the Plan, the Partnership is providing direct service programs via pass-through funding from other sources, and

Whereas, the four elected appointees continue to recommend ~~the creation of an~~ and serve on the OCPEH Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;

The parties to this Memorandum hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Team will:

1. Provide ongoing supervision of the ~~Coordinator~~Homeless Programs Manager (HPM) through the County Manager by:
 - i. Conducting joint annual performance reviews of the ~~Coordinator~~HPM with the County Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
 - ii. Approving an annual work plan for the ~~Coordinator~~HPM based on the goals of the Plan, subject to final approval by the County Manager;
 - iii. Meeting with and reviewing the work plan with the ~~Coordinator~~HPM and the County Manager quarterly;
 - iv. Participating in interviews for the hiring of the ~~Coordinator~~HPM;
 - v. Making recommendations to the County Manager regarding performance concerns related to the ~~Coordinator~~HPM.
2. Operate its program on the same fiscal year as that operated by the Towns and County.
3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.
4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. Towns and ~~t~~The County will:

1. Provide office space and supplies for the use of the ~~Coordinator~~Partnership staff as needed and available.
2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
4. Assist with the annual implementation efforts of the Plan~~;~~.
5. Continue to support the Partnership.
6. Determine ~~t~~The amount of funding to be provided by each partner ~~will be determined~~ by utilizing a population-based formula based on the latest

Census data. Based upon the 2020 Census data, the percentage contributions, subject to each jurisdiction's approval, are as follows:

- Orange County 39.5%
- Town of Chapel Hill 39.741%
- Town of Carrboro 14.35%
- Town of Hillsborough 6.55%

7. Receive an annual report from the ~~Coordinator~~ HPM.

8. Not be required or expected to continue funding ~~the Coordinator position~~ Partnership staff should the funding not be available through any one or more of the other partners.

9. Not require or suggest the ~~Coordinator~~ HPM perform work on goals that are not in her/his work plan for the Partnership.

C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.

D. This Memorandum supersedes the 201508 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for two years from the date of its adoption by all Parties. ~~The~~ Memorandum will may be renewed for up to five additional two-year terms. Revisions will be presented to the Executive Team for consideration; and reviewed by Town and County staff, no later than the final quarterly meeting of the Executive Team prior to expiration of the two year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

Wherefore the Parties hereto have set their hands and seals on the day and dates recorded below.

ORANGE COUNTY

~~Earl McKee~~ Renee Price, Chair

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for Orange County, North Carolina and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of said Board of Commissioners and attested by her as Clerk to said Board of Commissioners.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public

(Notary Seal)

My commission expires: _____

TOWN OF CHAPEL HILL

~~Mark Kleinschmidt~~ Pam Hemminger, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public_____

(Notary Seal)

My commission expires:_____

TOWN OF CARRBORO

Damon Seils ~~Lydia Lavelle~~, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public

(Notary Seal)

My commission expires: _____

TOWN OF HILLSBOROUGH

~~Tom Stevens~~Jenn Weaver, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public

(Notary Seal)

My commission expires:_____

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ORANGE COUNTY GOVERNMENT
Established Date: Oct 4, 2020
Revision Date: Oct 5, 2020

Homeless Programs Manager

Class Code:
2307

SALARY RANGE

\$56,487.00 - \$98,225.00 Annually

GENERAL DESCRIPTION:

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for managing systems of service, programs, and funding for people experiencing homelessness, including the Partnership to End Homelessness. An employee is responsible for leading and coordinating the effort to develop a comprehensive approach to ending homelessness in Orange County, collaborating with Orange County, Chapel Hill, Carrboro, and Hillsborough town staff on program initiatives as well as providing staff support to the Orange County Partnership to End Homelessness (OCPEH) Leadership Team and subcommittees. These responsibilities include a wide range of activities related to program performance, and ensuring regulatory compliance with all applicable laws and regulations.

Work is performed under the general supervision of the Housing and Community Development Director with leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures in the performance of duties, both in terms of planning and accomplishing work, and in making decisions regarding needs and requests. Supervision is a responsibility of this class. Does related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Examples of Essential Functions

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Manages and provides leadership to the administration of various programs addressing housing and services to those affected by homelessness, and oversees quality control of various grant programs.

Serves as a primary contact on homelessness program initiatives for the County and participating jurisdictions.

Supervises, coordinates, or assists in the coordination of partnerships and collaborates with local and regional homelessness and housing resources including the County's Street Outreach program, Rapid Rehousing, Coordinated Entry, housing navigation and access, and other programs statewide.

Coordinates with the North Carolina Coalition to End Homelessness to support homeless providers in their use of HMIS.

Participates in the North Carolina HMIS Governance Committee.

Utilizes and maintains the Homeless Management Information System (HMIS) to provide local homeless data reports to track data quality of local agencies, monitor program performance and outcomes.

Performs all homeless data reporting required by federal, state, regional, and local entities.

Works collaboratively with Orange County Social Services and other agencies to assist at-risk and currently homeless individuals in pursuing services.

Coordinates updates to the Orange County Resources Guide for distribution to local governments, providers and the public.

Provides staff and coordination support for the Orange County Partnership to End Homelessness (OCPEH) Leadership Team and subcommittees, which includes posting meeting notices, drafting agendas, and recording and distributing meeting notes.

Coordinates the process for, and completes and submits annual federal and state grant applications by coordinating input from OCPEH grantees and other stakeholders. Applies for other grants to support the goals of the County, municipalities and OCPEH.

Coordinates the development and implementation of initiatives to achieve the goals of the Plan to End Homelessness (Plan), including annual updates to the Orange County Homeless System Gaps Analysis.

Coordinates updates of the OCPEH Plan in collaboration with the OCPEH Leadership Team and subcommittees; works throughout the year to achieve the goals and strategies contained in the Plan.

Works to fill system gaps as identified in the annual Orange County Homeless System Gaps Analysis.

Coordinates the OCPEH annual reports including past year accomplishments and current year goals.

Coordinates the planning and execution of the annual Project Connect event and other data collection events (i.e. Point-In-Time Count, Housing Inventory Count, etc.)

Maintains knowledge of current issues, trends, and strategies related to federal, state, regional, and local homelessness policies, best practices, research, statutory regulations and requirements; conveys this information to the County, municipalities, OCPEH committees and stakeholders.

Responds to inquiries from the County and municipal staff, the OCPEH, and the public

requesting information to connect at-risk individuals with available resources.

Coordinates and maintains the OCPEH website and social media accounts including Facebook and Twitter.

Provides overall supervision of Homelessness division staff and direct supervision to Housing Access Coordinator and the Housing Programs Coordinator, ensuring staff compliance with the OCPEH Plan, HUD regulations, program requirements and standard operating procedures.

Supervises the Housing Access Coordinator to ensure that the program establishes and maintains effective working relationships with tenants and landlords to facilitate conflict resolution.

Supervises assigned staff to ensure homeless programs are in compliance with the Administrative Plan, HUD regulations, program requirements and standard operating procedures monitors production, quality control and data integrity of transactions completed.

Holds regular staff/team meetings and provides continuous leadership and communication with the Homeless division staff; assesses staff performance and coordinates training and development opportunities as needed.

Works across the Housing and Community Development department on housing initiatives and actively seeks collaboration from internal and external partners to better serve the community; makes programming recommendations to the Director based on knowledge of participant and community needs and knowledge of evidence-based practices in the field.

Makes policy and program change recommendations to the Department Director.

Assists in the management and analysis of the program's budget and makes recommendations to the Director regarding the HCV budget as needed.

Coordinates and monitors the OCPEH budget, provides annual fiscal information to the County and Town Managers in the budget process.

Ensures excellent customer service is provided to all homeless clients, landlords, and community partners,

Interacts and communicates with various groups and individuals such as County staff, clients, service providers, community audiences and the general public.

Embraces and supports all initiatives, policies and procedures within Orange County Housing and Community Development Department and OCPEH, and implements all new requirements in accordance with established guidelines.

Uses computer applications and other systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Adheres to the County's safety rules and regulations.

Performs related duties as required.

TYPICAL QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the local, state and federal laws, ordinances, standards, and regulations pertaining to subsidized and affordable housing, homeless programs.

Thorough knowledge of the principles, theories, practices and methodologies of homeless planning and development.

Thorough knowledge of evidence-based practices in HUD housing and homelessness programs.

Thorough knowledge of HIPAA guidelines and the ability to maintain a high level of confidentiality when working with various records and reports containing personal and financial information.

Thorough knowledge of the functions and interrelationships of the County and other governmental agencies.

Good knowledge of the social, economic, and environmental factors that influence poverty and housing insecurity.

Good knowledge of County ordinances, department policies and procedures.

Good knowledge of Trauma-Informed Care (TIC) and Motivational Interviewing (MI) methods.

Skill in management and supervision, and the ability to coordinate and/or supervise the work of others.

Skill in being customer-focused, adept at problem solving and working collaboratively with others.

Skill at prioritizing work activities and the ability to multi-task while under pressure.

Skill in oral and written communication including developing and delivering presentations, and preparing and maintaining accurate records and reports.

Skill in gathering and analyzing complex data.

Skill in public and interpersonal relations.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, a high degree of confidentiality, thoroughness, tact, dependability and courtesy commensurate with the demands of the position, while maintaining an ethical standard of care.

Ability to plan and implement detailed and complex programs and activities; ability to manage programming, monitor and maintain compliance with complex federal, state and local program requirements and regulations.

Ability to develop, explain, present, and implement operational and program policies and procedures.

Ability to ensure compliance with established policies and procedures and facilitate attainment of established departmental goals and objectives.

Ability to accurately interpret and timely apply regulations, evaluate program activities, and recommend and implement related improvements.

Demonstrated ability to work with diverse, low income populations and homeless individuals, and establish and maintain effective professional relationships with a variety of constituents, i.e. tenants, landlords, County staff, outside agencies and the general public.

Demonstrated ability to communicate effectively both orally and in writing with diverse, low-income populations to express information and ideas clearly and concisely.

Ability to read and interpret complex materials; ability to assimilate technical and theoretical concepts from diverse disciplines and apply creatively and intuitively to solve unique problems.

Ability to interact with all levels of staff exhibiting professional discretion, confidentiality, and high ethical standards; ability to collaborate with others and work as part as a team.

Ability to coordinate department activities with other County departments, property/business owners, residents, developers, and community leaders in order to accomplish goals and complete projects.

Ability to work in stressful conditions while balancing multiple projects within time constraints, personnel capabilities, financial resources and political considerations.

Ability to maintain effective relationships with County employees, professionals and the general public through contact and cooperation.

Ability to formulate reports, present findings and make recommendations based on research and data; ability to prepare public reports and program documents.

Ability to offer training and assistance to co-workers and County employees, as required.

Ability to complete the duties of the position with limited supervision.

Ability to effectively problem solve and handle difficult situations and complex decision-making, and react calmly and quickly in emergency situations.

Ability to oversee and assist in development and maintenance of all record keeping systems, as applicable.

Ability to work flexible hours, including evenings and occasional weekends.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to maintain records, prepare reports, and conduct correspondence related to the work.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a regionally accredited or recognized college or university with a Master's Degree in Social and/or Political Science, Sociology, Urban Planning, Business Administration, Community Development, Counseling, Social Work or closely related field; **AND** five (5) years' experience including direct work experience or graduate level coursework in housing or community development; **AND** three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management **AND** two (2) years of supervisory experience; **OR**

Graduation from a regionally accredited or recognized college or university with a Bachelor's Degree in Social and/or Political Science, Sociology, Urban Planning, Business Administration, Community Development, Counseling, Social Work or closely related field **AND** seven (7) years' direct work experience in housing or community development **AND**

three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management **AND** two (2) years of supervisory experience; **OR**

Graduation from a regionally accredited or recognized college or university with an Associate's Degree in Social and/or Political Science, Sociology, Counseling, Social Work, Urban Planning, Business Administration, Community Development or closely related field **AND** nine (9) years' direct work experience in housing or community development **AND** three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management **AND** two (2) years of supervisory experience; **OR**

An equivalent combination of education training and experience.

Experience in the homelessness programs (work experience or living experience initiatives is strongly preferred.

SPECIAL REQUIREMENTS

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check. Employment cannot commence until the employee has been cleared.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS

Must be able to physically perform the basic life operational support functions of standing, sitting, walking, bending, stooping, carrying, reaching, talking and repetitive motions of the hands and wrists.

Ability to perform light work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform bookkeeping, perform extensive reading and operate a computer terminal.

Ability to endure emotional stress related to the nature of interactions with residents and/or family members who may be hostile, resistant or violent.

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ORANGE COUNTY GOVERNMENT
Established Date: Jul 9, 2020
Revision Date: Feb 1, 2022

Homeless Program Coordinator

Class Code:
2045

SALARY RANGE

\$50,170.00 - \$87,239.00 Annually

GENERAL DESCRIPTION:

DISTINGUISHING FEATURES OF THE CLASS

This is a time-limited, benefited position through 6/30/2022. The work involves the responsibility for coordinating programs that assist persons who have experienced a housing crisis. Work involves supervising the work of the Housing Helpline/Coordinated Entry staff, Street Outreach Peer Navigators, Rapid Rehousing staff, and Homelessness Prevention staff, ensuring timely response is given. An employee in this class works with the Homeless Programs Manager to coordinate community funding application processes and homeless Continuum of Care activities.

Work is performed under the general supervision of the Homeless Program Manager with some leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures in the performance of duties, both in terms of planning and accomplishing work and in making decisions regarding client needs and requests. Supervision is a responsibility of this class. Does related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Examples of Essential Functions

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Coordinates the assigned housing programs and is responsible for effective program delivery; develops plans for accomplishing program objectives, staffing requirements, and allotment of funds to various program components.

Performs recordkeeping, reviews and evaluates program progress and needs, and

participates in goal setting and program evaluation.

Provides quality control of the various programs associated with homelessness by conducting file reviews of applicants and referrals.

Assists with coordination of the Continuum of Care to include funding processes, and meeting coordination to include agenda setting and meeting minutes.

Provides supervision to the Street Outreach Peer Navigators, Coordinated Entry Housing Specialists, Homelessness Prevention, and Rapid Rehousing Specialist, providing guidance and correction as needed; consults with coworkers to review clients' progress, resolves problems and monitors quality of service.

Ensures staff compliance with the Administrative Plan, HUD regulations, program requirements and standard operating procedures monitors production, quality control and data integrity of transactions completed.

Plans and conducts meetings, training and other activities for staff members.

Serves as technical resource to County staff, clients, and community organizations.

Works closely with department staff and service providers to determine what housing programs are available and appropriate for clients.

Works with the Housing Access Manager to provide clients with information about housing availability and makes referrals to obtain permanent housing alternatives.

When needed, provides back up to assist persons at-risk due to lack of permanent housing alternatives including counseling, case management, support and preventive services and making appropriate referrals to departments, individuals and agencies.

When needed, answers calls and emails on the Housing Helpline and provides appropriate coordinated assessment and resource connection procedures to include accurately recording information in the Homeless Management Information System (HMIS) and other databases for analysis and reporting purposes.

Attends and assists in the coordination of Orange County Partnership to End Homelessness meetings, to include executive, leadership, SOAR Collaborative, HOME Committee, Veterans Experiencing Homelessness Workgroup, and others as needed; takes notes and sets agendas for these meetings as needed.

Collaborates, coordinates, and supports team members and follows through on initiatives and assignments, as directed; actively participates in team meetings, process improvements and other special projects.

Serves as back-up to the Homeless Program Manager.

Embraces and supports all initiatives, policies and procedures within Orange County Housing Department and Orange County Housing Authority, and implements all new requirements in accordance with established guidelines.

Adheres to the department's safety rules and regulations.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

Performs other tasks as required.

TYPICAL QUALIFICATIONS:

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local laws, codes and policies concerning the provision of public assistance programs and their eligibility requirements, especially as they relate to housing and supportive services needed for housing stability.

Thorough knowledge of interviewing procedures and practices, and skill in assessing and evaluating clients' needs.

Thorough knowledge of Street Outreach, Coordinated Entry, Homelessness Prevention, and Rapid Rehousing evidence-based practices.

Thorough knowledge of Continuum of Care and Emergency Solutions Grant funding regulations and guidelines.

Thorough knowledge of HIPAA guidelines and the ability to maintain a high level of confidentiality when working with various records and reports containing personal and financial information.

Good knowledge of current social, economic, affordable housing, homelessness, and health trends and services, and the ability to adapt trends to practical program applications and link clients with services needed.

Good knowledge of best practices in housing and homeless services provision.

Good knowledge of trauma-informed care and motivational interviewing.

Skill in management and supervision, and the ability to coordinate and/or supervise the work of others.

Skill in being customer-focused, adept at problem solving and working collaboratively with others.

Skill at prioritizing work activities and multi-tasking while under pressure.

Skill in oral and written communication including developing and delivering presentations, and preparing and maintaining accurate records and reports.

Skill in gathering and analyzing complex data.

Skill in public and interpersonal relations.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness and the physical condition commensurate with the demands of the position, while maintaining an ethical standard of care.

Ability to communicate effectively both orally and in writing with racially and socio-economical diverse populations to express information and ideas clearly and concisely.

Ability to prioritize and respond to demands of a caseload in a prompt and effective manner.

Ability to collaborate with others and work as part as a team.

Ability to relate well with others under stressful conditions.

Ability to solve problems, work independently and operate under difficult and stressful circumstances.

Ability to establish and maintain effective professional relationships with County staff, clients, outside agencies, community organizations, neighborhood associations, professional or student associations, and members of the general public.

Ability to organize, consolidate and evaluate information, maintain records, prepare reports, and complete assignments accurately and timely.

Ability to read and understand moderately complex written information.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to demonstrate sound judgment; integrity; resourcefulness; accuracy; thoroughness and the physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or recognized college or university with a Master's Degree in Social and/or Political Science, Sociology, Urban Planning, Business Administration, Community Development, Counseling, Social Work or closely related field **AND** two (2) years' experience including direct work experience or graduate level internship/coursework in housing or community development with a minimum of one (1) year of experience in supervision, leading teams or coordinating the work of others

An equivalent combination of training and experience as defined above. A higher degree does not substitute for work experience.

Prior experience working with individuals impacted by housing crises is strongly preferred.

Bilingual applicants are encouraged to apply.

SPECIAL REQUIREMENTS

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check and pre-employment drug testing. Employment cannot commence until the employee has been cleared.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS

Ability to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions of the hands/wrists.

Ability to perform light work exerting up to 10 pounds of force occasionally and/or up to 5 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Ability to endure emotional stress related to the nature of interactions with residents and/or family members who may be hostile, resistant or violent.

Possess the visual acuity to operate a passenger vehicle when applicable, prepare and analyze data and figures, perform work on a computer terminal, and perform extensive reading.

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ORANGE COUNTY GOVERNMENT
Established Date: May 24, 2020
Revision Date: May 24, 2020

Housing Access Coordinator

Class Code:
1684

SALARY RANGE

\$19.22 - \$32.77 Hourly
\$39,978.00 - \$68,153.00 Annually

GENERAL DESCRIPTION:

DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for developing and coordinating data management systems to simplify access to affordable housing for people in housing crisis, and coordinate housing availability with landlords, property owners and other agencies to meet the clients' needs. The work involves identifying affordable housing alternatives, developing and maintaining systems to manage the availability of affordable housing, and assisting people as they navigate housing resources for homelessness prevention, emergency response involving shelter, and permanent housing.

Work is performed under the general supervision of the Homeless Programs Coordinator with some leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures in the performance of duties, both in terms of planning and accomplishing work, and in making decisions regarding needs and requests. Supervision or leading others may be a responsibility of this class depending on the assignment. Does related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Examples of Essential Functions

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Connects, consults and collaborates with agencies, landlords and property owners to expand the number of private housing opportunities available in Orange County.

Develops, maintains and supports data management systems to evaluate the demand and supply of affordable housing units, and make systems accessible to various service providers when supporting individuals in their search for affordable housing units.

Provide accessibility to information and resources regarding programs, services and available units to assist in the search for affordable housing.

Provides assistance to persons in need of affordable housing to identify, and secure placement in a housing unit.

Provides direct customer service to service providers, participants, and the general public responding to inquiries, requests and follow up.

Prepares and presents information regarding coordinated entry to human service agencies, civic and community groups, and individual citizens.

Embraces and supports all initiatives, policies and procedures within the Orange County Partnership to End Homelessness, and implements all requirements in accordance with established guidelines.

Interacts and communicates with various groups and individuals such as county staff, clients, service providers, community audiences and the general public.

Attends ongoing training from HUD and technical assistance providers.

Performs various administrative tasks including preparing reports and correspondence, and preparing meeting materials.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

Adheres to the County's safety rules and regulations.

Performs related duties as required.

TYPICAL QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the principles, challenges, practices, and philosophies of affordable housing and homelessness, including information gathering, counseling, assessment and intervention methods.

Good knowledge of trauma-informed care and client-centered practices.

Good knowledge of the social, economic, and environmental factors which influence poverty, unemployment and homelessness.

Good knowledge of the various social and health service functions and interrelationships of the county, other governmental agencies, and community resources, and the ability to make appropriate referrals.

Good knowledge of the laws, ordinances, standards, and regulations pertaining to homeless services, such as the HEARTH Act, the McKinney Vento Act, the CoC Interim Rule, and other

programs related to the specific duties and responsibilities of the position.

Skill in being customer-focused, adept at problem solving and working collaboratively with others.

Skill in interviewing persons, gathering information and using various clinical assessment tools to evaluate the needs of clients, summarize and interpret findings, and develop assistance alternatives.

Skill in effectively communicating with persons in difficult and emotional situations.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness and the physical condition commensurate with the demands of the position, while maintaining an ethical standard of care.

Ability to understand the challenges of individuals facing housing crises, and effectively communicate orally and in writing.

Ability to effectively problem solve and handle difficult situations and complex decision making, and react calmly and quickly in emergency situations.

Ability to interpret and apply county, state and federal regulations, policies and procedures.

Ability to establish and maintain cooperative working relationships with clients, service providers, county staff, agencies, and representatives from civic or community groups.

Ability to organize and consolidate information, maintain records, prepare reports, and complete assignments accurately and timely.

Ability to manage and meet multiple deadlines, while being flexible in a complex, changing environment with competing demands.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to perform basic mathematical calculations.

MINIMUM QUALIFICATIONS

Graduation from High School Graduation or General Educational Development (GED) test equivalency **AND** three (3) years related work experience in a human service program and electronic data management systems.

SPECIAL REQUIREMENTS

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

All offers of employment are conditioned upon successful clearance of a background check. Employment cannot commence until the employee has been cleared.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS

Must be able to physically perform the basic life operational support functions of standing, sitting, walking, bending, stooping, carrying, reaching, talking and repetitive motions of the hands and wrists.

Ability to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or negligent amount of force constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform bookkeeping and operate a computer terminal.

On Friday, June 10, 2022, staff members were notified that a slightly different version will be presented to the Chapel Hill Town Council. The following highlighted sections are proposed changes by Chapel Hill:

D. → This Memorandum supersedes the 201508 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for ~~two years~~ one year from the date of its adoption by all Parties. The Memorandum ~~will~~ may be renewed for up to five additional two-year terms ~~if agreed upon by all parties~~. Revisions will be presented to the Executive Team for consideration, no later than the final quarterly meeting of the Executive Team prior to expiration of the ~~two~~ one year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least ~~12-6~~ months prior to the start of the fiscal year in which the Party wishes to withdraw. ¶



Town of Carrboro

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

Agenda Item Abstract

File Number:22-206

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Transportation Projects Updates

PURPOSE: The purpose of this agenda item is to provide the Town Council with a status report on a number of local transportation projects that are underway.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon, Planning Administrator, 919-918-7325, cmoon@carrboronc.gov <<mailto:cmoon@carrboronc.gov>>; Patricia McGuire, Planning Director, 919-918-7327, pmcguire@carrboronc.gov <<mailto:pmcguire@carrboronc.gov>>

INFORMATION: This agenda item is intended to provide the Town Council with information relating to the status of a number of different transportation infrastructure projects occurring throughout the Town. Staff has been providing these updates at regular intervals since October 2017. For this update, the report has been reformatted from a memo to a table with the hope of making it easier to highlight the new information (*Attachment B*). The new format also provides a way of including additional information relating to the project, (such as identified in the Bike Plan), how different projects may work in concert with one another and contribute to the overall expansion of the transportation network. In the case of transportation demand management, the metric focuses on the number of activities designed to change behavior and the number of participants.

Only two traffic calming requests are included in the update. Staff has received a handful of traffic calming requests this spring and plans to reach out to neighborhood representatives to begin the petition process later this summer/fall, following the arrival of the new transportation planner on June 21st.

For additional information, previous copies of the transportation project update may be found on the transportation page of the Planning Department website: [Transportation Planning | Carrboro, NC - Official Website \(townofcarrboro.org\)](http://www.townofcarrboro.org/719/Transportation) <<http://www.townofcarrboro.org/719/Transportation>>.

FISCAL & STAFF IMPACT: This is no fiscal impact for receiving the update.

RECOMMENDATION: Staff recommends that the Town Council consider the resolution (*Attachment A*) receiving the update.

A RESOLUTION RECEIVING AN UPDATE ON TRANSPORTATION PROJECTS

WHEREAS, the Town Council has received presentations on long range regional transportation plans, such as the Comprehensive Transportation Plan (CTP), the Metropolitan Transportation Plan (MTP), and the Orange County Transit Plan; and

WHEREAS, the Town of Carrboro has a number of local transportation projects that are in process; and

WHEREAS, Town staff have requested Council input and approvals at key milestones; and

WHEREAS, staff have provided the Council with updates on particular projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Town Council receives this comprehensive update on a number of transportation projects that have been ongoing for the last several months.

This the 14th date of June in 2022.

Transportation Project Update

Infrastructure Projects

State Transportation Improvement Program (STIP)

The Town Council received its last update on NCDOT's prioritization process on September 24, 2019, and at that time the focus was on the selection of transportation projects for SPOT 6.0 as part of the development of the FY2029-2032 STIP. (The Strategic Prioritization Process (SPOT) is the data-driven process that NCDOT uses to select transportation projects for NCDOT's 10-year State Transportation Improvement Program (STIP)). Shortly after the September meeting, NCDOT decided to pause the development of the new STIP due to financial challenges. The P6.0 process has now resumed and a draft STIP for FY2024-2033 has been released; no new projects are under consideration and some previously programmed projects are now subject to reprioritization under P7.0. The FY2024-2033 STIP is scheduled for Board of Transportation Approval in the summer of 2023. Staff will provide updates as additional information becomes available.

Five Town projects programmed in the FY2020-2029 STIP are currently underway.

Project Name & Description	Status	Network
Morgan Creek Greenway - Phase 1 (EL-4828-A) This is the first phase of a greenway system that will ultimately connect Smith Level Road to University Lake with a potential spur to Carrboro High School.	Design work to prepare Phase 1 of the project to readvertise for bid is underway. Phase 1 begins at the Smith Level Road bridge and extending west along the north side of Morgan Creek, with a spur to Abbey Road, and continuing by way of a pedestrian bridge to a terminus point on the south side of Morgan Creek, for a total of approximately 1850 linear feet.	The spur to Abbey Road provides direct access to one of the three signalized pedestrian crossings across NC 54 West (currently under design) which will connect via informal paths through the Royal Park Apartments toward Jones Ferry Road and/or South Greensboro Street. The greenway will also connect via an underpass to the Morgan Creek Greenway in Chapel Hill which extends parallel to NC 54 East. ✓ The project is identified in the Carrboro Bike Plan.
Jones Creek Greenway (C-5181) Part of the Upper Bolin Creek Greenway system, the Jones Creek Greenway is an approximately 808-foot paved multi-use path and pedestrian bridge that will connect Lake Hogan Farm Road with the existing Twin Creeks Greenway to Morris Grove Elementary School.	Design is 90-percent complete. Work is underway to address outstanding comments to prepare necessary easement documents. Staff is preparing a request for a STIP amendment to allocate local discretionary funds to the project to address the increase in construction costs identified by the project engineer in the Engineer's Estimate.	The project will provide off-road walking and cycling options for the Lake Hogan Farms, Legends, Ballentine, and Fox Meadow neighborhoods to destinations such as Morris Grove Elementary and the future Twin Creeks Park. ✓ The project is identified in the Carrboro Bike Plan.
South Greensboro Street Sidewalk (C-5650) The sidewalk will be constructed on one side of S. Greensboro St. from the northern end of Old Pittsboro Rd. to the NC-54 eastbound off-ramp,	The plans are 65-percent complete. The project engineer is preparing a scope of work to address the additional work related to a waterline replacement identified during the review with NCDOT; once	The sidewalk project includes a capacity analysis for narrowing the lane widths between the roundabout and the Smith Level Road bridge to install bike lanes. Lane widths will need to

and on to the Public Works driveway. The sidewalk would fill a major gap for pedestrians from the higher-density area along Smith Level Rd., south of NC-54 bypass, to downtown.	approved, staff will provide an updated project schedule. Staff has met with NCDOT to discuss the possibility of lowering the speed limit on South Greensboro Street, and received support for lowering the speed limit from 35 to 30 mph. Additional data/analysis would be needed to support a reduction to 25. Staff is exploring options for next steps.	remain wide enough to accommodate transit service. Further analysis/conversations will be needed. ✓ The bike lane portion of the project is identified in the Carrboro Bike Plan.
Bicycle Loop Detectors (U-4726-DF) Installation of bicycle loop detectors at intersections in the downtown and at West Poplar/NC 54, to advance the traffic signals for bicyclists.	Design on the updated plans now at 75% with one round of NCDOT review.	Installation of bike loop detectors at key locations downtown should work in concert with East Main Street bike lanes to begin to complete the bicycle infrastructure in the downtown. ✓ The project is identified in the Carrboro Bike Plan.
Signalized Pedestrian Crossings (BL-0044) Signalized pedestrian crossings at three locations along NC 54 West; two in Carrboro and one in Chapel Hill. Carrboro locations include NC 54 & Abbey Road & NC 54 and Westbrook Drive.	Design is underway. Construction is anticipated for FY23.	Locations are at transit stops with high ridership, where pedestrians cross NC 54 to access the bus for the bus to reach the other side of the highway on the return trip. The crossings will further the bike/ped network by providing safe crossings across NC 54 NCDOT connecting the neighborhoods south of NC 54 to the downtown area by way of the apartment and linking the downtown area to linking Carrboro High School and University Lake, by way of the Morgan Creek Greenway. ✓ The projects are identified in NC 54 Safety Study (2019).
State Maintenance Projects		
East Main Street Resurfacing/Restriping NCDOT's resurfacing project for East Main Street in Carrboro and West Franklin Street in Chapel Hill, provided an opportunity for both towns to request new cross section designs for better bicycle infrastructure. East Main Street Operational Analysis and Restriping Plan Carrboro, NC - Official Website (townofcarrboro.org)	Construction is underway and scheduled to be finished by the end of summer. NCDOT will install standard white pavement markings to delineate the new bike lanes. The Town is working on a request for quotes, and approval of encroachment agreements with NCDOT, for the installation of green pavement markings.	The installation of bike lanes on East Main Street will complete a key segment in the main east-west corridor for downtown and add a significant addition to the Town's overall bicycle network. ✓ The project is identified in the Carrboro Bike Plan.

Carrboro Updated Bicycle Plan		
<p>Bike Plan The priority projects identified in the bike plan were submitted for inclusion in the CIP as a series of project based on the target start year. The first phase of projects scheduled for FY23 and FY24 includes:</p> <ul style="list-style-type: none"> the first segment of buffered bike lanes for North Greensboro Street, the development of a segment of sidepath along Homestead Road with a crossing, and enhanced bicycle infrastructure on Shelton Street. 	<p>The first segment of North Greensboro Street is scheduled for resurfacing in FY24. Work on a conceptual plan for the buffered bike lanes is underway to allow implementation (restriping) to occur as part of the NCDOT project.</p> <p>A source of funding for the Homestead Road sidepath has not yet been identified, but Homestead Road is also tentatively scheduled for resurfacing with a target date of FY25, which may also offer an opportunity for installing better bicycle facilities.</p> <p>Staff is working with the Town Engineer to consider a possible project involving a two-way cycle track along Shelton Street from Hillsborough to Carrboro Elementary, and a contra-flow lane east bound to connect to Ashe Street. This would involve adding additional asphalt along Shelton by either moving the ditch back or adding a curb gutter section to provide sufficient width, there appears to be sufficient ROW to accomplish this.</p>	<p>✓ These three projects have been identified as priorities in the Bike Plan.</p> <p>Restriping North Greensboro Street to included buffered bike lanes would significantly improve bicycle safety along an important east/west corridor for the downtown area and the overall network.</p> <p>Improvements to Homestead Road and the installation of a crossing to connect northern Carrboro to the downtown by way of the residential neighborhoods would also provide a significant improvement to bike-ped travel.</p> <p>The installation of more complete infrastructure to Shelton Street would likewise make it safer for children to bicycle to Carrboro Elementary.</p>
Safety Projects		
The following projects focus on a particular aspect of bike/ped safety.		
<p>Jones Ferry Road Protected Bike Lane Installation of plastic delineators within the painted buffers along the inbound bike lane on the Jones Ferry Road, to create vertical separation between the vehicle and person on a bicycle. Jones Ferry Road was restriped with painted bicycle buffers as part of a NCDOT SPOT safety project.</p>	<p>One-year pilot installation installed in August 2021. Following the celebration ride on October 29, 2021, a survey was posted to the Town's website to see input on the project. Jones Ferry Road Protected Bike Lane Pilot Project Carrboro, NC - Official Website (townofcarrboro.org) The survey is scheduled to close in mid-July; results will be shared with NCDOT as part of the evaluation of the project and its installation.</p>	<p>The installation of protected bike lanes adds a major segment of bicycle infrastructure along the one of the main routes into downtown. It also connects to University Lake and the Jones Ferry Road park and ride lot.</p> <p>✓ The project is identified in the Carrboro Bike Plan.</p>
<p>NCDOT ADA Ramp Project NCDOT is in the process of installing updated</p>	<p>NCDOT has identified a list of intersections for the next phase of curb/ramp work, tentatively scheduled</p>	<p>Staff has been working with NCDOT to review the proposed locations for new ramps, and where</p>

sidewalk ramps at various locations in and around downtown.	<p>for the summer/fall of this year.</p> <ul style="list-style-type: none"> • NC 54 & W Poplar Ave • NC 54 & W Main St • NC 54 & Old Fayetteville Rd • Hillsborough Rd & N Greensboro St • E Main St & N Greensboro St • E Main St & Lloyd St • E Main St & W Rosemary St • E Main St & Boyd St • N Greensboro St & Oak Ave • N Greensboro St & Robert Hunt Dr • E Main St & Carrboro Police Parking Lot • E Main St & Roberson St/E Weaver St • E Main St & Amante's Pizza • NC 54 Ramp at Smith Level Rd <p>And the fall:</p> <ul style="list-style-type: none"> • W Main Street & Jones Ferry Rd • S Greensboro St & FPG • S Greensboro St & UNC Child Development • Homestead Rd and Rogers Rd • Rogers Rd & Sylvan Way • Rogers Rd & Zeiger Lane 	<p>appropriate to request additional infrastructure improvements such as new crosswalks. This collaboration has provided an opportunity to obtain a preliminary evaluation of the suitability of locations for enhanced crossings and in some case the installation of the crossing as part of the NCDOT project.</p> <p>We will continue to monitor NCDOT's schedule and provide updates as information becomes available.</p>
<p>Slow Zone</p> <p>Implementation of a slow zone for the downtown.</p>	<p>Following NCDOT's recommendations, staff continues the use of systematic data collection to identify locations with regular speeding and safety concerns, and to use that information to develop specific design proposals for infrastructure projects to change behavior, focusing on the north-south and east-west corridors in the downtown.</p> <p>The addition of new bike lanes on East Main Street as part of the FY23 NCDOT resurfacing project and the development of a proposal for painted buffered bike lanes along North Greensboro Street as part of the FY24 NCDOT resurfacing project will make major strides toward improving these main corridors. Both projects would involve the use lane narrowing, pavement markings and signage to provide visual cues to slow traffic speeds and prioritize cyclists and</p>	<p>The combination of these projects in combination with an educational campaign and strategic use of radar speed signs should help advance the implementation of the zone:</p> <ul style="list-style-type: none"> • protected bike lanes on Jones Ferry Road • restriping on East Main Street • future restriping along North Greensboro Street • possible speed limit reduction along South Greensboro Street, • possible bike lanes along the segment from the roundabout to the Smith Level Road bridge, • and the installation of RRHB at key crossings.

	<p>pedestrians. As noted with the Staff is also working with NCDOT to reduce the speed limit on South Greensboro Street and to develop a restriping plan from the roundabout to the Smith Level Road bridge to reduce lane widths and add bike lanes. The use of painted bike buffers (without delineators) was identified by NCDOT as an example of a successful traffic calming measure.</p> <p>Staff is also working with the Town Engineer to evaluate possible locations for pedestrian activated RRFB at key locations along North Greensboro Street. NCDOT's ADA projects also include some new high visibility crosswalks.</p> <p>With regard to enforcement, the Police Department has expressed support for the use of radar speed displays in the downtown area. Radar speed displays can provide a way to make drivers aware of their operating speeds without the use of citations and associated police hours.</p>	
Pedestrian Safety Projects (crossings)	<p>Staff is continuing to work with NCDOT and the Town Engineer to evaluate the locations identified by TAB members/local residents for safety improvements, and as noted, to incorporate some improvements as part of NCDOT's ADA projects. Certain locations may be deemed unsuitable for a crosswalk due to limited visibility/curves in the road or lack of receiving infrastructure.</p> <p>Staff is also evaluating different options for the installation of some RRFBs at key locations.</p>	✓ A number of the crosswalk improvements have been identified in the Bike Plan as part of the long-range network.
Plans/Policies		
Transportation demand management (TDM) TDM is the application of strategies and policies to reduce reliance on single-occupancy vehicles (SOV) by encouraging other options for travel	<p>After two years of COVID related restrictions, Carrboro residents enjoyed an active spring season of activities associated with Triangle J COG's TDM grant program, Triangle Transportation Choices. Transportation</p>	<p>TDM programs focus on providing information and activities designed to change travel behaviors, not on the construction of new infrastructure. Proposed shared micro-mobility</p>

<p>such as carpooling, public transit, biking, walking, remote or teleworking, and flexible work schedules.</p> <p>The TDM Welcome Package—in preparation by the Duke Center for Advance Hindsight, is almost ready to be distributed.</p>	<p>Demand Management (TDM) focuses on activities designed to change travel behaviors. Carrboro’s signature events include Open Streets in April and the Ride with the Mayor, Bike on Bus and Bike Breakfast events in May. Carrboro residents were encouraged to “take the TDM challenge” and many have signed up and committed to make a change.</p> <p>Staff recently learned that the FY23 grant application (Chapel Hill & Carrboro) has been accepted for funding; the Transportation Advisory Board, Climate Action Team and Racial Equity Commission provided input on activities.</p> <p>The welcome package includes informational materials and coupons, particularly for transit, to encourage new residents to establish good travel choice behaviors.</p>	<p>programs, such as bike shares can also assist with the first mile/last miles needs associated with transit use.</p> <p>The new residential outreach component of the TDM grant will expand activities and programing beyond the commercial downtown into the residential areas where alternative modes of transportation are really needed.</p>
<p>Vision Zero</p> <p>Vision Zero is a national program designed to eliminate fatalities from vehicles.</p> <p>Vision Zero Network Making our streets safer</p>	<p>Carrboro currently addresses safety in a number of ways—construction of bike/ped infrastructure projects, participation in TDM, SRTS, Watch for Me NC programs—but has not yet adopted a formal Vision Zero plan, something that was noted in the Town’s last Bicycle Friendly Communities report card. With that in mind, staff applied to send a team to the second Annual NC Vision Zero Leadership Team Institute hosted by NC Vision Zero and UNC Chapel Hill. The program will be held in June.</p>	<p>Participation in the Vision Zero Leadership Team Institute should provide the Town with a better understanding of the program and how to better incorporate safety in Town transportation projects.</p> <p>Staff received notification from the Watch for Me NC program, that program participants were automatically reenrolled this year. The Police Department and Planning staff participate in Watch for Me training programs and safety initiative and received informational materials on driver/bike/ped safety that are distributed at Town events.</p>
<p>Safe Streets for All (SS4A) Grant Program</p> <p>Part of the Infrastructure Investment and Jobs Act, the Safe Streets for All grant program provides funding for the development of a Vision Zero Plan and subsequent</p>	<p>The requirements for the Vision Zero Plan, as outlined in the SS4A grant, are quite rigorous. The expected cost to prepare a plan is high, and a local match is required. The development of the plan also involves a</p>	<p>The SS4A grant program will provide funding for another couple of years so that the joint grant scenario provides an opportunity to get a plan and seek funds for implementation—constructing bike/ped infrastructure. And as noted above,</p>

implementation.	substantial public engagement component. With that in mind, the DCHC MPO is exploring the preparation of a single grant application to develop a Vision Zero program for all of the partner jurisdictions.	having a Vision Zero Plan should strengthen the Town's next Bicycle Friendly Community application.
Orange County Transit Plan Scheduled for adoption in the fall of 2022 by Orange County, the DCHC MPO and GoTriangle, the Orange County Transit Plan identifies commitments for public transit—operating and capital project expenditures—for the next fifteen to twenty years. Funding comes from four dedicated transit tax revenues: half-cent sales tax, five-percent vehicle rental tax, three-dollar increase to GoTriangle Regional Vehicle Registration fee, seven-dollar County vehicle registration fee. See also Orange County Transit Plan 2020 – Transit Plan 2020 (octransit2020.com)	On May 10 th , the Town Council received a presentation on the status of the Orange County Transit Plan update (Town of Carrboro - Meeting of Town Council on 5/10/2022 at 7:00 PM (legistar.com)).	Transit funds have been allocated to Carrboro for a number of transportation infrastructure projects such as the South Greensboro Street sidewalk and Morgan Creek Greenway.
Micro-mobility - Bike Share For the last several months staff at the Town of Carrboro, Town of Chapel Hill and UNC-Chapel Hill have been working together to develop an RFP to seek a vendor to set up and operate a new, electric bike share program for all three jurisdictions.	The RFP was advertised in March and contract negotiations are underway with the hope of having a program in operation later this year. The contract with the existing pedal bike share system with Gotcha/Bolt will expire in June. Staff will provide additional information as it becomes available.	The Bike Plan included a section on the possible benefits of developing a micro-mobility program. An electric bike share system creates an opportunity for the bikes to provide transportation needs for some users.
Traffic Calming The Town uses a petition based residential traffic calming plan to address neighborhood concerns with speeding.		
Starlite Drive Staff was directed to move forward with a traffic calming plan for Starlite Drive.	Staff prepared a mailing for Starlite residents/owners in late May seeking feedback on an updated traffic calming design with one/three speed tables and two options for enhanced pedestrian infrastructure. The Council directed staff to set up a meeting in the neighborhood to seek additional input from residents,	Traffic calming can be an effective way to make a street more pedestrian friendly.

	and to move forward with installation of speed tables.	
Barred Owl Creek Staff was directed to move forward with an interim traffic calming plan to address existing conditions, in the Barred Owl Creek neighborhood, particularly along Carol Street.	March 30 th , Public Works installed a temporary speed hump on the 100 block of James Street. This is the remaining element of the interim traffic calming measures for the Barred Owl Creek Neighborhood discussed at the November 2021 Town/neighborhood information meeting. Staff plans to continue to conduct traffic counts to evaluate the effectiveness of the four measures: curb extensions at the intersection of Lorraine and Carol streets, two sets of neckdowns on Carol Street (100 & 300 blocks) and the speed hump on the 100 block of James Street.	Traffic calming can be an effective way to make a street more bicycle friendly.

	NAME	Identified Improvement
NCDOT to Perform	Weaver @ E Main St	Pavement markings (NCDOT)
	N Greensboro @ Oak St	High-vis crosswalk (covered by STIP, includes PHB)
	N Greensboro @ Williams St	High-vis crosswalk (covered by STIP, includes PHB)
	N Greensboro @ Hillsborough Rd	High-vis crosswalk (covered by ADA ramps) & RRFB
	Jones Ferry @ Bim St	High-vis crosswalk (covered by ADA ramps)
	N Greensboro @ Robert Hunt Dr	High-vis crosswalk (covered by ADA ramps)
	NC 54 @ Westbrook Dr and @ Abbey Ln	Traffic Signal with pedestrian crossing signals
Town to perform through Encroachment Agreement	S Greensboro @ Merritt Mill Rd	Bicycle improvements and ped signal heads
	Weaver @ E Main St	Ped heads or signal modifications
	W Main @ W Weaver	High-vis crosswalks, bike lane markings, bike boxes, curb extensions & ped signal heads
	W Main @ Jones Ferry Rd	Bicycle improvements, marked crosswalk ped signal heads
	Merritt Mill Rd @ Cameron St	Bicycle improvements and ped signal heads
	N Greensboro @ Pine St	High-vis crosswalk, ADA ramps
	Hillsborough @ James St	Traffic signal with pedestrian signals
	Jones Ferry @ Davie Rd	Bicycle intersection improvements
	W Main @ Hillsborough Rd	Median island and/or traffic signal
	N Greensboro @ Shelton St	Traffic signal
	Hillsborough @ High/Cheek St	Hi-vis x-walk
	W Main @ Ashe St	Hi-vis x-walk and ada curb ramps
	Old NC 86 @ Hillsborough Rd	Pedestrian refuge island, ada curb ramps
	Jones Ferry Protected Bike Lane	Physical delineation to place in buffer
	W Main @ High/Westview	Hi-vis crosswalk and RRFB (Rectangular Rapid Flashing Beacon)
	Homestead @ Claremont Rd	Lighting & RRFB plus median island
	Culbreth Drive and Rossburn way	Hi-vis crosswalk
	Hillsborough @ McDougle Driveway	Pedestrian refuge island
Town to perform	Roberson @ Libba Cotten	Raised intersection or green paint
	Old Pittsboro Rd	Sharrows and bike route (or Bike Blvd)
	Cobblestone Connector	Widen sidewalk to 10' Multi Use Path (MUP)
Preliminary Design Completed		
Preliminary Design In Progress		
Project on Hold		
Additional data collection, survey work, or supporting infrastructure required		

Current Status
Resurfacing to occur in Summer 2022
Construction complete. Staff continue to monitor conditions at roundabout.
A number of the NCDOT ADA upgrades will be installed in between 5/16/22 and 8/5/22. The remainder are expected to be completed by October 2022.
Recommendation identified in NC 54 Safety Study, currenting coordinating with MPO, Chapel Hill, and NCDOT on project funding and implementation
Improvements identified in the NC 54 Safety Study incorporated into the Design of the S Greensboro Sidewalk Project
East Main Street project will address pavement markings and signal timing modifications, will assess signal heads after completion of resurfacing in Summer 2022
Collect data to assess need for bike boxes; coordination with NCDOT ADA upgrades
Beginning preliminary design to add missing crosswalk, other items on hold pending bike plan recommendation
On hold pending future coordination with Chapel Hill
Preliminary design completed
Insufficient width for refuge island, collect data to assess signal warrant, survey needed
On hold pending protected bike lane pilot
Assessing width for refuge island, collect data to assess signal warrant, survey needed
Collect data to assess signal warrant or crossing demand for RRFB, survey data needed
Need to consider additional sidewalk due to lack of recieving infrastructure needed for NCDOT to approve crosswalk
Beginning preliminary design
Preliminary design completed
Encroachment approved in May 2021. Installed in August. Data collection to follow.
Need to consider additional sidewalk due to lack of recieving infrastructure needed for NCDOT to approve crosswalk
Beginning preliminary design
Restriping completed with NCDOT resurfacing project.
Beginning preliminary design
Sungate has completed concept design.
Preliminary design completed.
Sungate has completed concept design.



Town of Carrboro

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

Agenda Item Abstract

File Number:22-208

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Request to Issue a Street Closing Permit for the Latin American Festival.

PURPOSE: The purpose of this agenda item is to consider a Street Closing Permit Application for the Latin American Festival.

DEPARTMENT: Public Works

CONTACT INFORMATION: Daniel Snipes, Interim Public Works Director, 919-918-7432, dsnipes@carrboronc.gov <<mailto:dsnipes@carrboronc.gov>> Kristen Benoit, Assistant to Public Works Director, 919-918-7428, kbenoit@carrboronc.gov <<mailto:kbenoit@carrboronc.gov>>

INFORMATION: El Centro Hispano submitted a Street Closing Permit Application for the temporary closing and usage of West Weaver Street, from Lindsay Street to North Greensboro Street, on Saturday, August 27, 2022, from 12:00 p.m. to 7:00 p.m. to host the 7th *Latin American Festival*. The Town's Special Event Committee has reviewed the Town of Carrboro Community Event Pre-Application (See Attachment B - Town of Carrboro Community Event Pre-Application). See Attachment C - Street Closing Permit Application and Attachment D -Emergency Safety Plan and Event Area Map.

The Latin American Festival is a family event including folklore performances, live music, food, arts and crafts and information tables.

Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for these particular events.

FISCAL & STAFF IMPACT: Applicant will be responsible for all costs incurred by the Town to facilitate the events. The Town will send the applicant an itemized bill for the final costs incurred by Town Departments for the event. The applicant has paid the Street Closing Permit Application fee.

RECOMMENDATION: Staff recommends that the Town Council approve the Resolution (Attachment A - Latin American Festival Resolution) for the temporary closing of a portion of West Weaver on Saturday, April 27, 2022, from 12:00 p.m. to 7:00 p.m. to accommodate the *Latin American Festival* with the following stipulations:

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

1. Applicant shall post signs at the intersections of West Weaver Street and Lindsay Street and West Weaver Street and North Greensboro Street, five to seven days before the event, to notify the public about the of the upcoming event.
2. Applicant will be responsible for all costs incurred by the Town to facilitate these events. Applicant will be sent an itemized bill for the final costs incurred by each Department staffing the event.

**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE
FOLLOWING STREETS TO ACCOMMODATE THE *LATIN AMERICAN FESTIVAL***

Section 1. Portion of West Weaver Street, from Lindsay Street to North Greensboro Street, shall be temporarily closed to vehicle traffic on Saturday, August 27, 2022, from 12:00 PM to 7:00 PM to accommodate the *Latin American Festival*. This event is to be held in accordance with the permit issued by the Town Council pursuant to Article III of Chapter 7 of the Town Code.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at the intersections of Lindsay Street and West Weaver Street and North Greensboro Street and West Weaver Street, 5-7 days before the event, to notify the public about the of the upcoming event.

Section 6. Applicant will be responsible for all costs incurred by the Town to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by each Department staffing the event.

Section 7. This resolution shall become effective upon adoption.

Town of Carrboro Community Event Pre-Application

Town of Carrboro Community Event Pre-Application

The Town of Carrboro recognizes the benefits and interest of having special events within the Carrboro Community. The purpose of this form is for citizens and local organizations and/or businesses to propose or inform the Town of Carrboro of intent to hold an event.

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

EVENT ORGANIZER INFORMATION

Name of Organization:	El Centro Hispano
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Organization Type:	Non-profit
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Organization Website:	elcentronc.org
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(Section Break)

ORGANIZATION PRIMARY CONTACT INFORMATION

First Name:	Arisha
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Last Name:	Guerra
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Email Address:	aguerra@elcentronc.org
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Phone Number (XXX-XXX-XXXX):	9194428429
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Address:	2000 Chapel Hill Rd
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Address Line 2 (if applicable):	Suite 26A
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City:	Durham
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State:	North Carolina
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Zip:	27707
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(Section Break)

EVENT INFORMATION

Name of Event: 7th Latin American Festival 2019

Preferred Event Date: August 27, 2022

Alternative Event Dates
(if primary date is not
available): *Field not completed.*

Set-up Start Time: 9:00am

Event Start Time: Noon (12:00pm)

Event End Time: 7:00pm

Clean-up End Time: 9:00pm

Rain Date (if necessary): *Field not completed.*

Expected Attendance: 500

(Section Break)

TYPE OF EVENT: Public Event on Public Property

Location (Public
Property): Street Event (Public Street or Right-of-way)

Street(s) (please list all
that apply): 200 Block of Weaver (W. Weaver Street in Carrboro, between
N. Greensboro St and Lindsay St.)

(Section Break)

EVENT DETAILS Sale and/or Consumption of Food, Sale of Craft or Goods,
Street/Lane/Sidewalk Closures, Police/Public Safety/Security,
Temporary Shelters/Tents/Staging/Other Structures, Open
Flames or Pyrotechnics, Town Staffing/Resources/Equipment
(Please be advised that some events may require
reimbursement for Town-related expenses.)

(Section Break)

EVENT DESCRIPTION

Please provide a general description and the purpose of your event. Attach a simple diagram of the event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event.

Please enter your event description in the box below:

This will be El Centro Hispano's 7th annual Latin American Festival. We strive to showcase the Latin American culture in our community by bringing together different organizations, agencies, cultural groups, and food vendors that serve or are established in Carrboro.

Attached is our Emergency Action Plan which contains our event diagram on the last page. Note the event map is the one from last year. We are planning to keep it similar this year. We are would like to close off W Weaver Street from Lindsay Street to Greensboro Street. We are planning to have 2 stages with different performances whether dance groups, bands or fitness courses. We also are planning to keep one lane open for emergencies and use Oak Ave and Center Street as entrance or exit points. All vendors we invite will bring their own tent or in other words a 10x10 pop up canopy. At this time, we know we will need the town staff's support with security, blocking off the road, waste and recycling collection.

EVENT DIAGRAM
UPLOAD

[Emergency Safety Plan - Latin American Festival 2022.pdf](#)

QUESTIONS?

If there are questions regarding this form, please contact Dianah Alston-Sanders at the Recreation, Parks, & Cultural Resources Department at dsanders@townofcarrboro.org or 919-918-7364.

Primary Contact
Electronic Signature

Arisha Guerra

STREET CLOSING PERMIT APPLICATION

CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR
STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS

EVENT: 7th Latin American Festival

EVENT SPONSOR: El Centro Hispano

IS THE SPONSOR A: X NON-PROFIT FOR PROFIT OTHER:

PAID
JUN 01 2022

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

EVENT COORDINATOR INFO:

NAME: Arisha Guerra

ADDRESS: 2000 Chapel Hill Road Suite 26 A Durham NC 27707

TELEPHONE NUMBER: (919) 687- 4635 EXT. 210

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: August 27, 2022 Time Period: From: Noon (12pm)
RAIN DATE: To: 7:00pm

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: 2,500

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES X NO
(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify

ATTACH A SKETCH SHOWING:

- *Area where event is to take place*
- *Any streets to be closed or obstructed*
- *Any barriers or traffic control devices to be erected*
- *Location of any concession stand, booth or other temporary structures*
- *Location of proposed fences stands, platforms, stages, benches or bleachers*

OTHER INFORMATION: See application.

INSURANCE INFORMATION: See attachment.

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

The **APPLICANT** is responsible for notifying Central Communications (911):

- at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)
- on the day of the closing, prior to the actual closing of the street (dialing 911)
- on the day of the closing, when the street is re-opened (dialing 911)

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Public Works Department about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement.**

Any other notification of the public of this event will be the Applicant's responsibility.

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

names of all property owners notified

copy of the notification

method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: 7:30pm - 9:00pm

FEES: **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**
Application fee must accompany the submittal of this application

Event / Street Closing Checklist:

	Date Completed	Initialed By
Permit Application and Fee Received	[_____]	[_____]
Staff Review (See attached notes if applicable)	[_____]	[_____]
Insurance Certificate if required	[_____]	[_____]
Request to Board to set a Public Hearing	[_____]	[_____]
Advertisement of Public Hearing (Town places advertisement and applicant reimburses Town 100% of the advertising costs)	[_____]	[_____]
Abutting Property Owner notified of Public Hearing (Notification must be certified to the Public Works Dept. in the manner described above)	[_____]	[_____]
Public Hearing	[_____]	[_____]

MISCELLANEOUS PAYMENT RECEIPT# 79366

TOWN OF CARRBORO
CITY HALL
301 West Main Street
CARRBORO NC 27510

DATE: 06/01/22 TIME: 13:42

CLERK: cedwards DEPT:

CUSTOMER#: 0

CUSTOMER NAME:

COMMENT:

CHARGES:			
433500 MISCELLANEOUS		STREET CLOSING	85.00

REVENUE:			
1 5600	438505	REF2:	85.00 STREET CLOSING

CASH:		
01	115130	85.00
BB&T GENERAL FUND AC		

AMOUNT PAID: 85.00
PAID BY: ARISHA GUERRA
PAYMENT METHOD: CASH

REFERENCE:

AMT TENDERED:	85.00
AMT APPLIED:	85.00
CHANGE:	.00

SPECIAL EVENT

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

El Centro Hispano's **7th Latin American Festival**

August 27, 2022

200 Block of Weaver (*W. Weaver Street in Carrboro, between N. Greensboro St and Lindsay St.*)

II. PURPOSE PROCESS

- A. This emergency action plan predetermines actions to take before and during the "Latin American Festival 2022" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required before the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to, fire, medical emergencies, severe weather, or situations where law enforcement is required.

I. ASSUMPTIONS

Although there is the possibility of an occurrence of an emergency at this event, the likelihood is minimal. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

II. BASIC PLAN

A. EAP Event Representative

The event representatives will be identified as the points of contact for all communications regarding the event. Below these individuals are identified with a form of contact information.

Arisha Guerra

919 -442-8429

aguerra@elcentronc.org

Pilar Rocha-Goldberg

919-672-5950

B. Emergency Notification

In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of the emergency, location, and contact person with a callback number.

C. Severe Weather

1. Weather Forecasts and current conditions will be monitored through National Weather Service's Raleigh Weather Forecast Office website at www.weather.gov/rah
2. Before the Event: If severe weather is predicted before the event, the event representatives will evaluate the conditions and determine if the event will remain at the scheduled location or be relocated to the rain date location (approved by the Carrboro Parks and Recreation). The event representatives or his/her designee will be responsible to monitor the weather conditions before and during the event.
3. During the Event: If severe weather occurs during the event, the event representatives or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
 - a) Must have a valid fire extinguisher, 2A10BC or class K.
 - b) Each space is allowed 1 LP tank per cooking device and only one spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.).
4. Should an incident occur that required the Fire Department, 911 will be called. The caller should have the following information available to the 911 operator: nature of the emergency, location, and contact person with a callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.
2. These are limited provisions for on-site Emergency Medical services at this event.

- Should an incident occur that required the Emergency Medical Services, we will call 911, the caller should have the following information available to the on-site EMS officer: nature of the emergency, location, and contact person with a callback number.

F. Law Enforcement

- The need for constant Law Enforcement presence at this event has been identified.
- Should an incident occur that required the Law Enforcement, the on-site RPD off-duty officer will be contacted to request this resource. The caller should have the following information available to the on-site RPD off-duty officer: nature of the emergency, location, and contact person with a callback number.

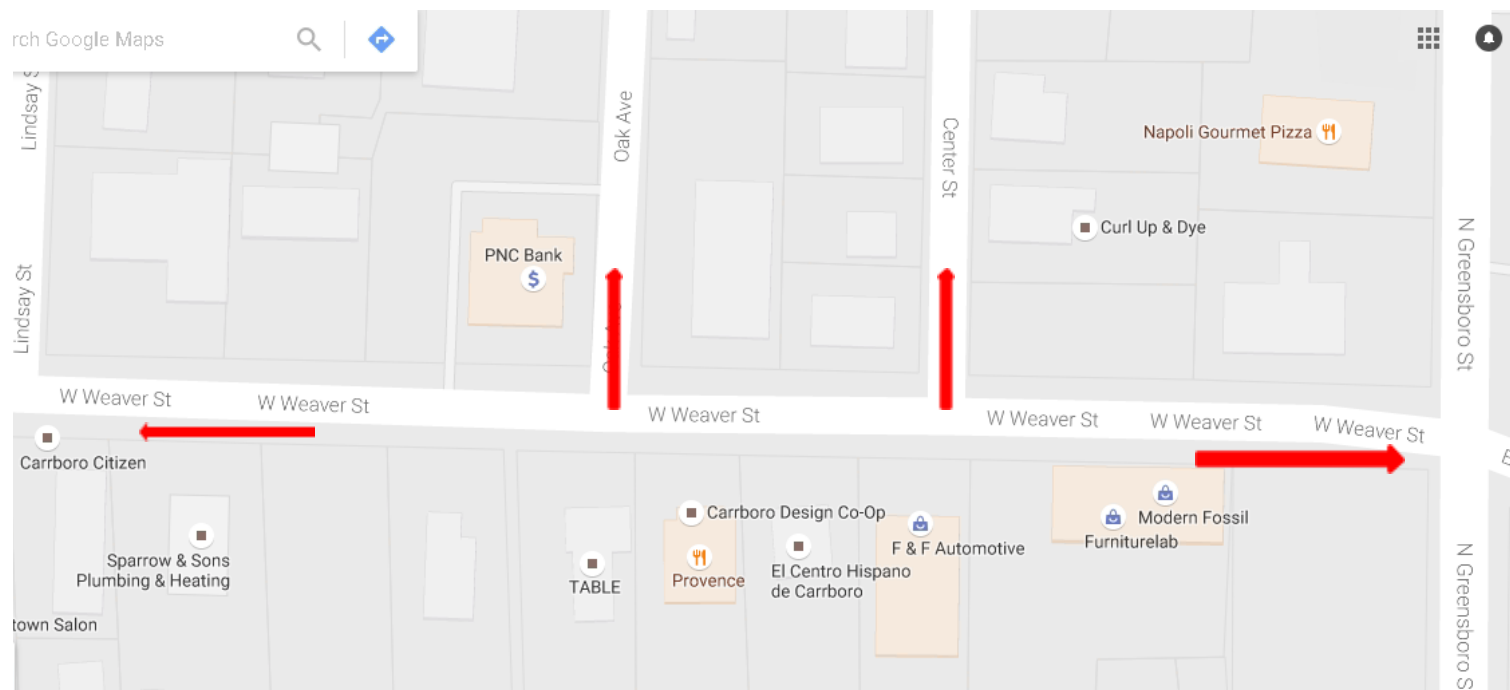
G. Emergency Vehicle Access

- Access for emergency vehicles will be maintained at all times.
- Fire lanes and fire hydrants will not be obstructed.
- Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
- Crowd control will be managed by STAFF AND VOLUNTEERS
- Parking for volunteers and staff vehicles will be available at the Carrboro Town Commons and public lots on the 100 block of Weaver St.
- Parking for attendee vehicles will be at the public lots on and surrounding the 100 block of Weaver Street.

V. Contact Information

Primary Contact and Crowd manager I	Arisha Guerra	Cell Phone: 919-442-8429
Secondary Contact and Crowd manager II	Pilar Rocha-Goldberg	Cell Phone: 919-672-5950
Crowd manager III		
Crowd manager IV		
Crowd manager V		
Crowd manager VI		
Emergency	Orange County EOC	911
Carrboro Fire Department	Non-Emergency	919-918-7347

VI. Event Area Map:



- | | |
|---|---|
|  Food Trucks |  Main Stage |
|  Tents and Tables:
Information, arts , aircrafts, |  Supplemental Stage |
| |  Emergency lane |



Town of Carrboro

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

Agenda Item Abstract

File Number:22-214

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Resolution Amending the Timeline and Structure of the Community Safety Task Force

PURPOSE: The purpose of this agenda item is for the Town Council to consider amendments to the timeline and structure of the Community Safety Task Force.

DEPARTMENT: Town Council

CONTACT INFORMATION: Mayor Seils

INFORMATION: On April 20, 2021, the Town Council adopted a resolution to establish the Community Safety Task Force ("Task Force"). On November 16, 2021, the Town Council appointed the resident members of the Task Force and appointed the Town Council members on December 7, 2021. Due to challenges with scheduling and achieving a quorum, the Task Force was unable to hold its first meeting until March 16, 2022.

The timeline for the Task Force's work is extended to May 1, 2023. As previously established by resolution of the Town Council, if the Task Force determines that it needs more time to complete its work, the Task Force may further extend its timeline up to six months and shall notify the Town Council of the extension.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with this agenda item.

RECOMMENDATION: It is recommended that the Town Council discuss and consider the attached resolution.

A RESOLUTION AMENDING THE TIMELINE AND STRUCTURE OF
THE COMMUNITY SAFETY TASK FORCE

WHEREAS, the Town Council adopted a resolution on April 20, 2021, establishing the Community Safety Task Force (“Task Force”); and

WHEREAS, that resolution set a timeline of 12 months after the initial appointment of the Task Force’s members for the Task Force to complete its work, with the option to extend the timeline by six months; and

WHEREAS, the resolution also established the membership of the Task Force, to include five to seven residents of Carrboro and two to three members of the Town Council; and

WHEREAS, the Town Council appointed the resident members of the Task Force on November 16, 2021, and appointed the Town Council representative members on December 7, 2021; and

WHEREAS, due to challenges with scheduling and achieving a quorum, the Task Force was unable to hold its first meeting until March 16, 2022; and

WHEREAS, the Task Force opted to seek professional facilitation of its work and selected a facilitator during its meeting on April 28, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council hereby amends the timeline and structure of the Task Force as follows:

Section 1. The timeline for the Task Force’s work is extended to May 1, 2023. As previously established by resolution of the Town Council, if the Task Force determines that it needs more time to complete its work, the Task Force may further extend its timeline up to six months and shall notify the Town Council of the extension.

Section 2. The Town Council representative seats on the Task Force are converted to liaison positions. The Task Force shall follow the “Rules of Procedure for Town of Carrboro Boards and Commissions,” unless otherwise directed by resolution of the Town Council.

This the _____ day of June, 2022.



Town of Carrboro

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

Agenda Item Abstract

File Number:22-188

Agenda Date: 6/14/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Work Session: FY23 Budget Discussion

PURPOSE: The purpose of this agenda item is for the Town Council to discuss additional information regarding FY23 budget requests.

DEPARTMENT: Town Manager, Finance, Planning, Zoning & Inspections, and Housing & Community Services

CONTACT INFORMATION: Richard J. White III, Town Manager, 918-7315; Arche McAdoo, Finance Director, 918-7439; Trish McGuire, Planning Director, 918-7327; Rebecca Buzzard, Housing & Community Services Director, 918-7438; Laura Janway, Environmental Sustainability Coordinator, 918-7326

INFORMATION: On May 24, 2022, Town Manager Richard White presented the [FY23 Town Manager Recommended Budget](#) to the Carrboro Town Council. During the Town Council discussion on the Manager's proposed budget, additional information was requested to facilitate the Council's decisions on a few topics. This agenda item provides additional materials on the expansion funding request from the Orange County Partnership to End Homelessness (OCPEH) and the town's Climate Action Plan. During the June 7, 2022 public hearing <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=5668133&GUID=89D45BEF-BCDF-40DC-84B8-D4968361E9F4&Options=&Search=>>> on the proposed budget, the Council moved to fund the Inter-faith Council for Social Services (IFC) request for FY23. The motion by Council specified that the funding approval is for one year, therefore, this item also provides background information on the request to inform future decisions surrounding the possible development of an interlocal agreement.

The IFC requested that Carrboro, Chapel Hill, Hillsborough, and Orange County provide \$650,000 annually through an interlocal agreement for their emergency housing programs. The formal request dated March 14, 2022 is included as Attachment A. IFC staff and community members spoke in support of this request during the May budget presentation, as well as during the June 7th public hearing. Town Council Members and staff asked follow-up questions that are addressed in answers provided from the IFC and are included as Attachment B. Additional information on historical funding through the established Outside Agencies process is available as Attachment C. The IFC application through the Human Services process for FY23 included costs for food and shelter. Considering the Council's action during the public hearing, the Human Services Commission will revisit their initial recommendation to fund \$24,000 of the \$150,000 request on June 15, 2022. Their final funding recommendation allocating \$274,000 to local non-profits will be presented to the Town Council for

approval on June 21, 2022.

The OCPEH, via the County Manager and the OCPEH Executive Team, requested funding to expand their programs and services. The funding request is included as Attachment D and is in addition to the \$34,733 already in the Manager's recommended budget, located in the Affordable Housing Special Revenue Fund (AHSRF). The current budget amount includes 15% of the funding for the existing 2.65 positions and is guided by a Memorandum of Understanding that is included in tonight's agenda for approval. The OCPEH 2021 Annual Report is included as Attachment E. Additional details on the current funding level and information on the expansion request is included as Attachment F.

On June 25, 2019, the Town Council approved a [Resolution](http://www.townofcarrboro.org/DocumentCenter/View/6833/Resolution---Climate-Action-Goals-and-Budget-Plan-2019) [<http://www.townofcarrboro.org/DocumentCenter/View/6833/Resolution---Climate-Action-Goals-and-Budget-Plan-2019>](http://www.townofcarrboro.org/DocumentCenter/View/6833/Resolution---Climate-Action-Goals-and-Budget-Plan-2019) regarding climate action goals and a budget plan. A memo detailing actions taken by staff and the Environmental Advisory Board (EAB) to address the resolution is included as Attachment G.

As Attachment H, staff have provided a greenhouse gas (GHG) emissions reduction model and 10-year climate emergency cost estimate projection. The emissions reduction model details estimated emissions reductions from [Community Climate Action Plan \(CCAP\)](http://townofcarrboro.org/DocumentCenter/View/8961/Community-Climate-Action-Plan---Updated-Oct-2020) [<http://townofcarrboro.org/DocumentCenter/View/8961/Community-Climate-Action-Plan---Updated-Oct-2020>](http://townofcarrboro.org/DocumentCenter/View/8961/Community-Climate-Action-Plan---Updated-Oct-2020) and [Energy and Climate Protection Plan \(ECPP\)](https://www.townofcarrboro.org/DocumentCenter/View/8962/Energy-and-Climate-Protection-Plan---Updated-Oct-2020) [<https://www.townofcarrboro.org/DocumentCenter/View/8962/Energy-and-Climate-Protection-Plan---Updated-Oct-2020>](https://www.townofcarrboro.org/DocumentCenter/View/8962/Energy-and-Climate-Protection-Plan---Updated-Oct-2020) implementation through FY30.

To create the model, staff calculated emissions reduction estimates for each CCAP and ECPP initiative planned for FY23, then projected these emissions reductions for the next eight years, adjusting the scale of each initiative and adding new projects to reach the Town's GHG emissions reduction goals:

- An 80% reduction in 2010 levels of community emissions by 2030
- An 80% reduction in 2010 levels of municipal emissions by 2030

Staff next calculated the 10-year emergency cost estimate projection by determining the cost necessary to meet these goals by FY30. The emissions reductions can be reached by using multiple pathways; costs and emissions reduction projections will be refined annually based on the results of Town initiatives and grassroots efforts of community members to reduce their carbon footprints.

The Town's solar RFP received proposals from two respondents, Southern Energy Management and Eagle Solar. The costs for these solar projects were not included in the cost estimate projection as staff are currently working to assess solar in relation to other capital projects.

In response to Council direction during the May 24th Town Council meeting, staff has also provided an estimated summary of the cost necessary to meet the goal to weatherize all low-income homes in Carrboro (Attachment I). If homes within the weatherization program achieved the same 15% energy usage reduction as demonstrated by the Town's WISE program, it is estimated that each home's greenhouse gas emissions

Agenda Date: 6/14/2022

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In Control: Board of Aldermen

Version: 1

footprint would be reduced by 10.52 metric tons CO₂e.

FISCAL & STAFF IMPACT: There are no fiscal or staff impacts associated with the Town Council conducting this work session.

RECOMMENDATION: Staff recommends that the Town Council receive the included information and provide feedback to Town staff on how to proceed with budget development for adoption on June 21, 2022.



March 14, 2022

Dear Managers White, Jones, Hammersley and Peterson:

IFC is following up our Outside Agencies/Human Services Application with a **request to enter a process for an inter-local agreement to fund our emergency housing programs: HomeStart for women and families and Community House for men**. We are asking that funding for our emergency housing programs be considered separately from the Outside Agencies/Human Services process. We will, however, work through the Outside Agencies/Human Services process for funding for our food security programs.

The emergency housing programs that IFC provides are unique in Orange County. No other organization provides these essential basic human services in our community. Without these vital services, more people would be living outdoors, given the worsening affordable housing crisis.

IFC is requesting \$650,000 annually through an inter-local agreement for our emergency housing programs, which is approximately 20% of our \$3.2 million annual budget and a bit less than half of our shelter costs of \$1.4 million. We request an initial 5-year agreement, indexed for inflation, to be considered for renewal at the end of the initial period.

Currently, funds from the Towns and County only total 12% of our budget, which is extremely low for basic safety net services that would otherwise need to be provided by local governments. The local governments of comparable college towns provide significantly higher percentages of the budget for the essential services provided by nonprofit social service agencies like IFC (see attached chart). The information on the chart is from interviews we conducted with the Executive Director of each organization and verified using public information including IRS 990 returns. We believe the organizations are good comparisons to IFC.

To summarize our findings, the three organizations that we compare ourselves to receive on average of 26.4% of their expenses in county and town funding. This is double the 12.7% that IFC currently receives. The \$650,000 we are requesting would be 20.1% of our expenses.

IFC currently raises 70% of our annual revenue from private sources, including individuals, the faith community, foundations, and businesses. We also leverage significant in-kind support to meet people's basic needs. Community members volunteer almost 15,000 hours of staffing each year, and nearly all the food distributed at the Community Market and served at the Community Kitchen and both shelters is donated. We maintain two reserve funds to draw from in emergencies and for needed capital maintenance on our three buildings (projected at \$110,000 annually, which is 1% of the value of our aging buildings). **Without larger, sustained funding from the local government, we are not able to sustain all our safety net services and face making very difficult decisions.**


IFC's annual operating costs have increased over time due to several factors, including the addition of the new Community House building in 2015, increased requirements from funders and other expenses necessary to keep up with information technology advances, staffing and facility needs. Costs jumped again this past year when we moved the Community Kitchen and Community Market out of the Old Chapel Hill Town Hall, as the Town of Chapel Hill had provided rent, utilities and building maintenance at no charge for 30+ years. Leaving

Old Town Hall was a divestment of \$48,000 per year of in-kind, public support, a cost that IFC has now incurred. Unexpected one-time gifts and bequests have covered our funding gap to date, but we cannot rely on these unexpected funds to continue to materialize.

Orange County has one of the highest income disparities in the state. **When adequately funded, IFC helps to make this community more affordable for low-income residents and workers who make this a diverse and desirable place to live.**

Thank you for your thoughtful consideration and dependable partnership confronting the causes and responding to the effects of poverty in our community. We appreciate the decisions ahead of you.

Sincerely,


Jackie Jenks
President & CEO


Vicky Kim
Board Chair

Cc: Board of County Commissioners, Orange County
Mayor and Council, Town of Chapel Hill
Mayor and Council, Town of Carrboro
Mayor and Council, Town of Hillsborough

Local Government Support for Organizations Providing Shelter Services in Comparable Towns

Community	Organization	Expense Budget	Shelter Expenses of Total	Shelter Capacity	Town & County Support	Percentage of Local Support	Town/County Split	Inter-local Agreement
Chapel Hill/ Carrboro, NC	IFC	\$3,225,531	44%	90	\$410,000	12.7%	40/60	--
Gainesville, FL	Grace Market	\$4,025,584	67%	146	\$1,500,000	37.3%	50/50*	Yes
Ann Arbor, MI	County Shelter Association	\$2,531,583	55%	65	\$640,000	25.3%	40/60	Coordinated Funding
State College, PA	Housing Transitions	\$1,100,000	27%	13	\$183,315	16.7%	15/85	No

*Used to be 50/50. Now county funds a different shelter



Town Staff Questions for IFC on Inter-Local Agreement Request

- 1. The local governments receive significant interest and requests for funding from community partners doing important work in the community. Can you tell us more about how this request is different than other requests from nonprofits working to meet community needs who currently go through the human services process?**

Across the U.S., we are seeing a rise in deaths related to homelessness (<https://amp.theguardian.com/us-news/2022/feb/07/homelessness-is-lethal-deaths-have-risen-dramatically>). We are not immune to that here, as we have tragically learned recently. Our services are literally a matter of life and death. The services we provide aren't just 'nice to have' - they are vital services, as IFC stands in the breach between people dying and living. IFC's facilities are the only shelters in all of Orange County. We meet basic needs that no other organization is providing for. Dedicated funding will allow us to sustain those services.

- a. Related to this question, one of the main reasons for establishing the Interlocal Agreement with Community Home Trust was because CHT was created by the local jurisdictions specifically to implement the local government policy of inclusionary housing. Is there a similar determining factor that separates this request from others?**

IFC is providing essential social services that would have to be provided by the local governments if we did not exist. If IFC is unable to afford to continue providing shelter services, the local governments will need to do so or find someone else who can. Staff at IFC possess the necessary expertise and experience to deliver these services. IFC is able to provide these services at a lower cost than the local governments could since we are able to leverage quite a bit of private funding and in-kind services, which local governments would be less likely to have the ability to do.

- 2. Thank you for submitting the table analyzing how a similar type of structure is being implemented in other jurisdictions. Are there other relevant examples of this type of structure you can provide? Is this a best practice or are these 3 communities different than most setups?**

We chose to compare ourselves to other college towns believing we have similar characteristics that are distinct from other communities (higher levels of education on average, open minded

with respect to helping people who have been marginalized, and less likely to take a NIMBY stance).

Having researched several college town-located organizations, we identified six that were similar in size and scope to the work that we do. The data that you see is from the three organizations that were willing to have a 30 to 60 minute discussion to make sure we had their information correct and that our work was, in fact, a fair comparison.

- a. **For the Gainesville example, the asterisk says the County now funds a different shelter. Does this mean what is shown in the table is not currently how it's structured? If so, how does it work now?**

The Gainesville row in the spreadsheet is accurate except for the Town/County split. The correct split now is 100/0 town/county, but that does not reflect the contribution that the county is making to support homeless people in Gainesville at a new location.

- b. **For communities that don't partner with a nonprofit for these services, what role do the municipalities play or is it solely a County function?**

We have not undertaken research on this particular component.

3. **If the local governments were to create an interlocal agreement to provide ongoing funding support to IFC, what additional oversight of IFC are you anticipating from the local governments?**

We would expect to have a contractual agreement with the local governments around expectations for services (bed nights provided, services rendered), as other government contracts do. We would report on these goals as we report on goals now.

Would IFC be willing to have a staff or elected member of each jurisdiction on their board?

IFC is very selective in how we fill seats on our Board of Directors. Most importantly, we have committed to preferentially recruiting potential board members with lived experience of poverty, homelessness and/or from historically excluded populations. Our next priority is to recruit board members with specific expertise to fill upcoming vacancies as board members time off the board (our board seats are currently full). Our current board structure does not specifically designate seats for funders of our services, and that model may not be consistent with our focus on social justice and race equity.

In addition, we are aware of a new state law stipulating that members of elective offices are not to serve on nonprofits when they also vote on budgetary decisions for those nonprofits. While we

understand that municipalities are interpreting this new law differently, we view this as another reason for not including elected officials on our board.

- 4. Your 2020 audit shows over \$13M in net assets. It would be helpful if you would provide us with the financial documents that indicate you're operating at a loss. Please show all income, including donations, grants, revenue and all expenditures for the organization, including personnel and programmatic expenses for the IFC and then a separate budget accounting sheet for the shelter.**

With respect to our net assets, our buildings represent about 74% of that. Most of the remaining 26% is financial assets. We have two endowments totaling ~\$2.75 million. Each year, we are permitted to withdraw 4% of the average balance of the last three years from each of them. We also have a Capital Reserve account balance of ~\$330k, which is used for items that break down in our buildings. Finally, we have Board Restricted reserves of ~\$800k. It is conceivable that we could deplete the Board Restricted reserves entirely in less than 3 years.

We'd also like to note that during the pandemic, our community has been very generous to IFC (some community members even donated their entire stimulus check to us). We cannot expect this level of giving to continue as we emerge from the height of the pandemic.



Additional Town of Chapel Hill Questions for IFC on Inter-Local Agreement Request

1. What are the specifics of IFC's budget that indicate such a structural deficit and what is IFC doing to address this issue?

IFC has been operating with a structural deficit for years, caused by several factors:

- **IFC was founded in 1963 and, from the beginning, has not had sufficient local funding to sustain basic human services** (food and shelter). Congregations and individuals have supported IFC's services over the years at 70% of funding or more.
- **The need to move shelter services to dedicated buildings (HomeStart and Community House) has increased operating costs over time.** As mass homelessness became a reality in the early 1980s (caused by the decline of federal public housing funds), communities responded to the best of their abilities given the resources available. IFC was fortunate to partner with the Town of Chapel Hill for use of Old Town Hall for our shelter services, but this was never a long-term solution. The building was old, in disrepair, and not dignified or large enough to meet the need. IFC opened HomeStart (for women and families) more than 20 years ago and Community House (for men) in 1995. We moved our food and emergency assistance programs into IFC Commons last year and now have dedicated spaces for all our programs. This allows us to (with sufficient funds) provide dignified, sustainable services into the future – and it also means we are now responsible for all the costs of operating buildings that get a lot of use. The costs of making elevator, plumbing, and other repairs on a regular basis adds up. As the buildings continue to age, we also have to be prepared for larger structural and systems replacement and repair.
- **With larger spaces and increased need comes the need for staffing that is safe and sustainable.** It is not best practice to operate a shelter of 52 men with only one staff person on a shift, and we increased staffing to a safer level over the past few years. We cannot operate our buildings without janitorial staff, which we did until about two years ago. Providing services around-the-clock, 365 days/year and during a pandemic takes resources, and staffing such programs is becoming more difficult given that the wages we are able to offer do not allow someone to live in the community where they work. Most of our staff travel long distances (some up to 90 minutes each way) just to come to work.
- **The cost-of-doing business increases every year.** Certain operating expenses (telecom, insurance, employee benefits, maintenance and repairs, etc) routinely go up and are not within our control. We have looked for ways to decrease our expenses and will continue to do so.

Budget shortfalls have to-date been addressed by the use of reserve funds. Given the large amount of reserve funds that have been required to keep operations maintained the past several years, this is not a sustainable solution. At this rate, our reserves will soon be depleted, and IFC started three years ago attempting to get ahead of this by approaching local government for sustainable funding through an inter-local agreement as well as by increasing our fundraising activities. We also apply for any and all federal or state funding available to us. Now is the time to act to assure that IFC's programs can continue as long as they are needed.

2. As far as I can tell an additional \$650,000 added to IFC's budget would be a budget increase for the organization of between 25 and 30%. Is this accurate?

The additional local funds requested will be used to offset current costs in the budget and are not meant to be in addition to the budget. We currently do not bring in enough revenue on an annual basis to offset our annual costs, thus the structural deficit. We need to correct that and are asking for local governments to increase investment into these services commensurate to what other similar communities do (see the chart included with the request).

3. What specifics would the additional \$650,000 appropriation address for IFC? Do they need to hire more people to increase program services? Are current expenses for their current programs going up so much that they need significantly more funding just to keep providing the same level of services? Will they be starting new programs? Do they anticipate serving more people? How many more people are they serving already - as a result of the pandemic and other economic changes? I'm just trying to get some specifics on the needs which I am sure are great.

IFC has been operating with a structural deficit for years, caused by several factors:

- **IFC was founded in 1963 and, from the beginning, has not had sufficient local funding to sustain basic human services** (food and shelter). Congregations and individuals have supported IFC's services over the years at 70% of funding or more.
- **The need to move shelter services to dedicated buildings (HomeStart and Community House) has increased operating costs over time.** As mass homelessness became a reality in the early 1980s (caused by the decline of federal public housing funds), communities responded to the best of their abilities given the resources available. IFC was fortunate to partner with the Town of Chapel Hill for use of Old Town Hall for our shelter services, but this was never a long-term solution. The building was old, in disrepair, and not dignified or large enough to meet the need. IFC opened HomeStart (for women and families) more than 20 years ago and Community House (for men) in 1995. We moved our food and emergency assistance programs into IFC Commons last year and now have dedicated spaces for all our programs. This allows us to (with sufficient funds) provide dignified, sustainable services into the future – and it also means we are now responsible for all the costs of operating buildings that get a lot of use. The costs of making elevator, plumbing, and other repairs on a regular basis adds up. As the buildings continue to age, we also have to be prepared for larger structural and systems replacement and repair.

- **With larger spaces and increased need comes the need for staffing that is safe and sustainable.** It is not best practice to operate a shelter of 52 men with only one staff person on a shift, and we increased staffing to a safer level over the past few years. We cannot operate our buildings without janitorial staff, which we did until about two years ago. Providing services around-the-clock, 365 days/year and during a pandemic takes resources, and staffing such programs is becoming more difficult given that the wages we are able to offer do not allow someone to live in the community where they work. Most of our staff travel long distances (some up to 90 minutes each way) just to come to work.
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Budget shortfalls have to-date been addressed by the use of reserve funds. Given the large amount of reserve funds that have been required to keep operations maintained the past several years, this is not a sustainable solution. At this rate, our reserves will soon be depleted, and IFC started three years ago attempting to get ahead of this by approaching local government for sustainable funding through an inter-local agreement as well as by increasing our fundraising activities. We also apply for any and all federal or state funding available to us. Now is the time to act to assure that IFC's programs can continue as long as they are needed.

The additional local funds requested will be used to offset current costs in the budget and are not meant be in addition to the budget. We currently do not bring in enough revenue on an annual basis to offset our annual costs, thus the structural deficit. We need to correct that and are asking for local governments to increase investment into these services commensurate to what other similar communities do (see the chart included with the request).

Each night, IFC's shelters have the capacity to serve 116 people - 14 single women, 10 families (up to five family members in each room), and 52 men. During cold weather months (typically November – April), we have the capacity to serve an additional 17 men (14 during Covid) and 3 women. The shelters generally operate at capacity, and there is a list of people waiting to get in. Space limitations and the Good Neighbor Plan do not allow us to expand capacity. However, the acuity of those who stay with us has increased over time (due to the age and fragility of residents, medical needs, and mental health and substance use issues), requiring more care and attention to residents struggling to meet their basic needs.

Note: IFC's food and emergency assistance programs have seen an increase in need and numbers and have increased capacity to address the need. While this impacts IFC's overall operating budget, these programs are not included in this request for an inter-local agreement.

4. What effect- if any - does IFC feel NC's failure to expand Medicaid has on their operations given the large role Medicaid plays in funding consistent mental health services for adults as

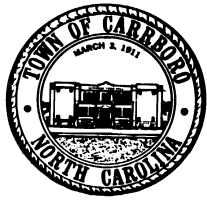
well as other health care? What about NC's last in the nation unemployment insurance system - is that a factor? Or other actions by NC such as the elimination of the state earned income tax credit?

State policy has a significant impact on IFC's members and residents. Our community is desperately in need of behavioral health services (mental health and substance use), which could be provided through Medicaid expansion. Unemployment policy and tax policy are also important to people's ability to meet their household budgets. We have seen the negative impact of current policies on our members, residents, and essential staff. This causes greater need for basic safety net services.

5. What effect - if any -does IFC feel Congress' failure to extend the child tax credit has had on their operations?

While we don't have specific data on this, we know that federal, state, and local public policies directly impact the financial security of our shelter residents, members, and essential staff. Need for basic safety net services has gone up in our community, and it gets more difficult to live here sustainably all the time.

Thank you for your attention to these essential programs in our community! We are grateful for our longstanding partnerships with the Towns and County and are proud of the funds and in-kind donations that IFC leverages each year through our community of supporters – individuals, congregations, foundations, and businesses. Thank you!



TO: Carrboro Town Council
FROM: Rebecca Buzzard, Housing & Community Services Director
THROUGH: Richard J. White III, Town Manager
DATE: June 14, 2022
SUBJECT: Additional Information Related to the IFC Funding Request

On June 7, 2022, during the public hearing on the Town Manager's Recommended FY23 Budget, the Carrboro Town Council voted to approve funding to support the IFC's shelter operations for FY23 according to a population-based formula. For Council Members' reference additional information is provided below.

Historical Inter-faith Council for Social Service (IFC) Funding

Since at least 2000, the IFC has received yearly programmatic financial support through the established Human Services process, as well as additional support for their new building in Carrboro and CARES funding. The following tables provide information on the past five years of funding requests and grants provided from the Town to the IFC.

IFC Funding History FY18-23

Requested	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Food for Summer	\$1,500	\$1,500	\$1,500	\$2,000	\$2,000	-	\$8,500
Operating - kitchen and shelter	\$11,950	\$15,000	\$15,000	\$25,000	\$75,000	\$150,000	\$291,950
Capital		\$13,642					\$13,642
CARES				\$5,680			\$5,680
TOTAL	\$13,450	\$30,142	\$16,500	\$32,680	\$77,000	\$150,000	\$319,772
Granted	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023*	Total
Food for Summer	\$1,500	\$1,500	\$1,350	\$2,000	\$1,500	-	\$7,850
Operating - kitchen and shelter	\$11,950	\$12,000	\$11,000	\$20,000	\$25,000	\$24,000	\$103,950
Capital (building permit fee)		\$13,642					\$13,642
CARES				\$5,680			\$5,680
TOTAL	\$13,450	\$27,142	\$12,350	\$27,680	\$26,500	\$24,000	\$131,122
Percent Funded	100%	90%	75%	85%	34%	16%	41%

* FY23 Granted amount is based on a draft recommendation, being revised on 6/15/22 and presented to Council on 6/21/22

Outside Agencies (Human Services) Process

For FY23, the IFC requested \$150,000 through the Human Services process to support their kitchen/pantry and shelter operations. The total amount available to allocate to non-profit organizations for FY23 is \$274,000. Applications for funding were due in January 2022. After applications were reviewed, the Human Services Commission held six hearings throughout February and March, giving each non-profit the opportunity to present their program and funding request and answer questions. In April, the Human Services Commission met to determine their funding recommendation for the 51 non-profits that applied for grants. The Commission will be meeting again on June 15, 2022, to revise their recommendation based on the Council decision to fund the shelter portion of the IFC application, reallocate funding for a closed agency, and to address a potential correction. This recommendation will be presented to Council for approval on June 21, 2022.

Other Jurisdictions' Proposed Funding

During the budget discussion and public hearing, Council Members asked how Orange County, Chapel Hill, and Hillsborough are responding to the IFC's funding request.

Orange County	Fund \$281,250 through the Outside Agencies funding process, amount for shelters determined according to population division (following table below).
Chapel Hill	Fully fund according to Population division (\$258,050) for one year, further conversations on formula and potential Interlocal Agreement. All General Fund dollars. Fund food request through the Outside Agency process.
Hillsborough	Not committed.

Revised Population Based Formula

The Town Council's motion included an amount based on 2010 Census population numbers, however, the other jurisdictions have agreed to use the 2020 estimates noted below.

Census Based Population Calculation

Jurisdiction	2010	Amount	2020	Amount
Orange County	39%	\$253,500	39.5%	\$256,750
Chapel Hill	41%	\$266,500	39.7%	\$258,050
Carrboro	15%	\$97,500	14.3%	\$92,950
Hillsborough	5%	\$32,500	6.5%	\$42,250
Total		\$650,000		\$650,000



May 26, 2022

Dear Town Elected Officials, Managers, and Other Stakeholders,

We have long felt the effects of the significant gaps in our homeless service system, and have seen the number of people experiencing homelessness continue to rise. There were 358 people experiencing sheltered homelessness and 218 people experiencing unsheltered homelessness between October 2020 and September 2021.

The average length of time homeless in Orange County is now 384 days and continuing to grow.

As we have seen a significant increase in the demand for safety net and emergency response programming, we continue to see black and brown community members bearing the brunt of the system gaps.

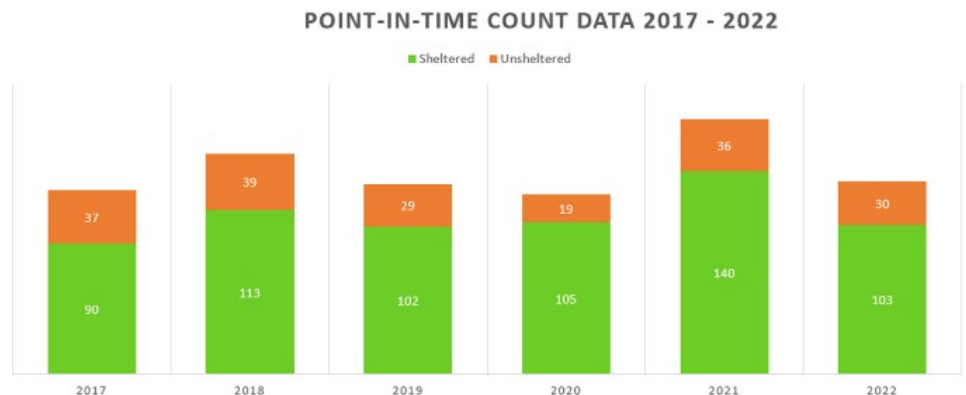
The Orange County Partnership to End Homelessness (OCPEH) is requesting funding to expand programs and services. Orange County has committed to funding the County portion for Rapid Re-housing, Street Outreach, Harm Reductions, and Deflection (SOHRAD), and Housing Stability & Locator. These critical programs bring positive impacts to each of the three towns and their residents and work in tandem with other programs towards our goal: making homelessness rare, brief, and one time.

We are seeking shared funding this year while we revise the MOU and re-assess the needs of people experiencing homelessness and the impact of existing interventions this coming year. We ask the Towns to consider funding these expansion requests:

- [Rapid Re-housing](#) provides services and housing assistance, including 48 households and securing permanent housing for 29 households from October 2020 through March 2022

300 West Tryon Street
Hillsborough, NC 27278

Phone: 919-245-2496
www.ocpehnc.com



- [Street Outreach, Harm Reductions, and Deflection \(SOHRAD\)](#) connects people living unsheltered with housing and services, including assisting 81 people secure permanent housing and deflecting over 100 individuals from law enforcement involvement from October 2020 through March 2022
- Housing Stability & Locator helps people maintain housing or get back into housing quickly
- You can find full program details and budgets in the [OCPEH Homeless System Gaps Analysis](#)

ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS FY23 BUDGET

Percentage Split			Total Request	CHAPEL HILL 41%		ORANGE COUNTY 39%		CARRBORO 15%		HILLSBOROUGH 5%	
Description	Staff	PORTION		RECOMMENDED	PORTION	RECOMMENDED	PORTION	RECOMMENDED	PORTION	RECOMMENDED	
TOTAL OCPEH CONTINUATION BUDGET			\$ 242,891	\$ 99,585	\$ 99,585	\$ 94,727	\$ 94,727	\$ 36,434	\$ 36,434	\$ 12,145	\$ 12,145
County Recommended Expansion/ARPA Funding											
Rapid Re-housing (partial)	Rapid Re-housing provides financial assistance and case management services to people experiencing homelessness to help them obtain and maintain housing.	1 FTE: 1 continuing	\$ 263,937	\$ 108,214		\$ 102,935	\$ 102,935	\$ 39,591		\$ 13,197	
SOHRAD	The Street Outreach, Harm Reduction and Deflection (SOHRAD) program serves people living unsheltered, connecting them with services and housing.	4 FTE: 1 FTE Clinical Coordinator; 3 FTE Peer Support Navigators	\$ 307,493	\$ 126,072		\$ 119,922	\$ 119,922	\$ 46,124		\$ 15,375	
Housing Stability & Locator	The Housing Stability Coordinator helps people who are at risk of homelessness maintain their housing, or find new housing. The new Housing Locator position would be available to help people who need extra support with housing search. Currently people are searching for units for over three months, even with financial assistance in hand. These positions prevent homelessness and in cases where they cannot do this, they decrease the amount of time people experience homelessness.	1.5 FTE: 1 Homelessness Prevention/Housing Stability Coordinator, .5 Housing Locator	\$ 94,603	\$ 38,787		\$ 36,895	\$ 36,895	\$ 14,190		\$ 4,730	
EXPANSION REQUEST			\$ 666,033	\$ 273,073	\$ -	\$ 259,752	\$ 259,752	\$ 99,905	\$ -	\$ 33,302	\$ -
TOTAL COMPLETE BUDGET			\$ 908,924	\$ 372,658	\$ 99,585	\$ 354,479	\$ 354,479	\$ 136,339	\$ 36,434	\$ 45,447	\$ 12,145

We understand there is confusion and missed timing/communication about the funding request for Fiscal Year 22-23. For the fiscal year ending June 30, 2022, the County used ARPA funding to pay for three SOHRAD positions and Chapel Hill paid for a fourth based upon the recommendation of the Chapel Hill Re-Imaging Public Safety Taskforce. For FY22-23, the respectful request is for these positions and expansion positions to be shared based on our partnership percentages. As Partnership Chair, Commissioner Bedford apologizes for the miscommunication and acknowledges that going forward this collaborative work with budget discussions needs to begin months earlier for all the partners to be deeply involved and to consider their funding capacity. We hope you all will nevertheless contribute what is feasible for FY22-23 to meet these critical needs.

Thank you for considering this request to improve life for some of the people struggling the most in our community.

Best regards,

OCPEH Executive Team

Jamezetta Bedford, Orange County Commissioner & Chair, Orange County Partnership to End Homelessness Leadership Team

Barbara Foushee, Carrboro Town Councilmember & Vice Chair, Orange County Partnership to End Homelessness Leadership Team

Jessica Anderson, Chapel Hill Town Councilmember

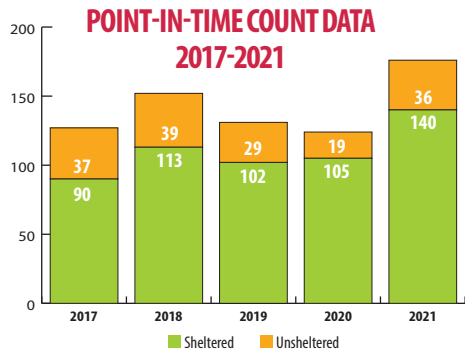
Kathleen Ferguson, Hillsborough Commissioner

2021 REPORT

Homelessness Increasing in Orange County

Orange County Point-in-Time (PIT) count Highlights Huge Increases during COVID 19

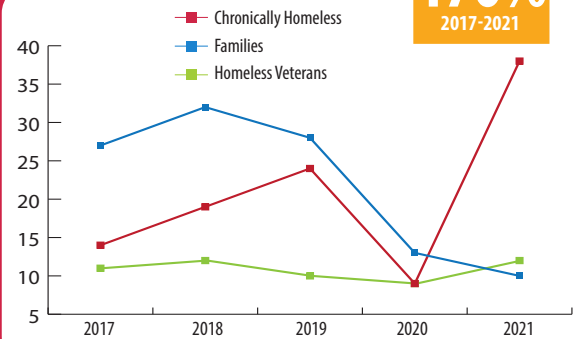
INCREASE
2017-2021
39%



SPECIAL POPULATIONS

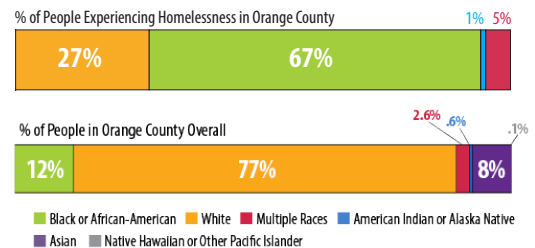
Progress
Towards
Ending Chronic
Homelessness
In Orange
County

CHRONIC
HOMELESSNESS
INCREASED
170%
2017-2021



176 PEOPLE IN ORANGE
COUNTY EXPERIENCED
HOMELESSNESS
ON ONE NIGHT

People experiencing homelessness are disproportionately people of color



We can end homelessness by closing the 15 current system gaps.

GAPS

	HOUSING	Income-Based Rental Units Housing Locator Furniture and Household goods Rapid Re-Housing Landlord Incentives Youth Housing Permanent Supportive Housing
	SERVICES – TEMP. HOUSING	Accessible, housing-focused shelter Medical Respite Beds Bridge Housing
	SERVICES – CONNECTIONS	Housing Helpline staffing Integrated Service Center Crisis/Diversion Facility
	SERVICES – DIGNITY	24 hour bathrooms Memorial Service Funding

An additional \$2.7 million needed annually for gap funding

Less expensive to fill gaps than to continue homelessness

Filling gaps results in taxpayer savings



\$3.5 Million
Estimated taxpayer cost of homelessness in Orange County

\$800,000

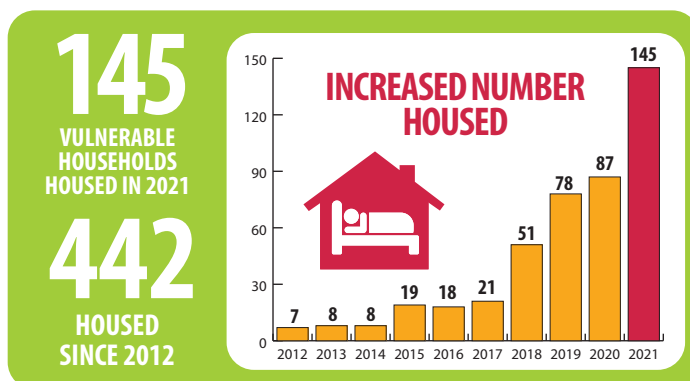
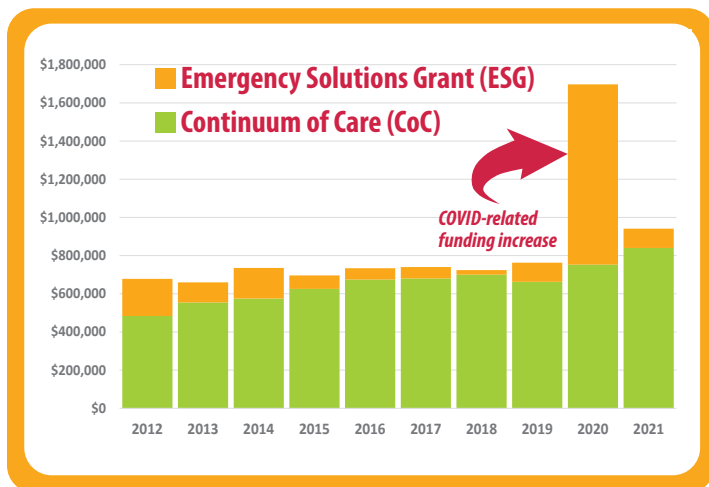
Estimated annual cost savings

(\$8 million savings over 10 years)

\$2.7 Million
Cost to fund homelessness service gap

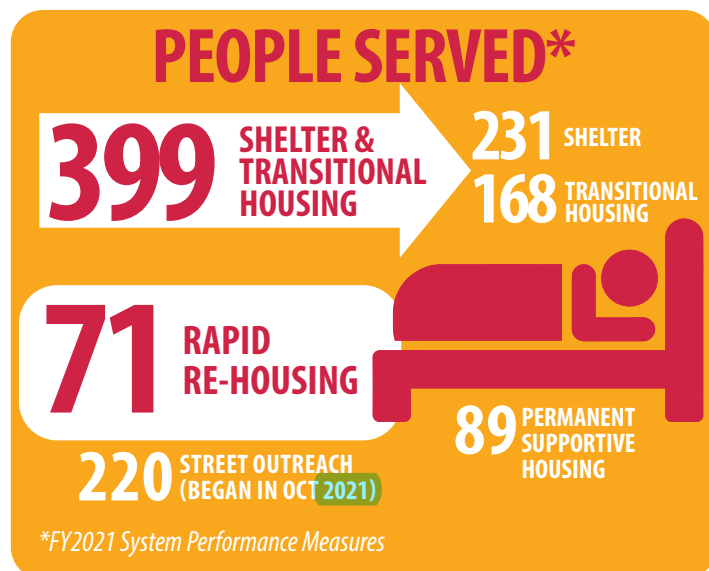


2021 REPORT



\$941,362
FEDERAL FUNDING PREVIEWED IN 2021

\$12.9 MILLION
SINCE 2005



DIRECT SERVICE PROGRAMS	DESCRIPTION
 Housing Helpline	Coordinated entry point for people seeking housing and homeless services
 Housing Access Coordinator	Working with landlords to make units available for people at very low incomes
 Rapid Re-housing	Short-term rental assistance and services
 Homelessness Prevention/Housing Stabilization	Supportive service to prevent homelessness and bring housing stabilization
 Street Outreach, Harm Reduction & Deflection <i>Partnership with OC Criminal Justice Resource Department</i>	Connections to housing and services for people living unsheltered

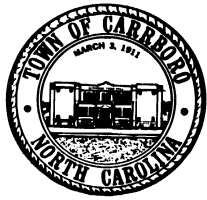
Launched in 2020, Housing Helpline Contacts Remained High in 2021

YEAR	HOUSEHOLDS	CALLS	EMAILS	WALK-INS
2021 TOTAL	6,572	20,698	14,262	125*
2020 TOTAL	4,179	9,914	7,065	N/A

**Started in June 2021*

NEED HELP?

Contact the **Housing Helpline** at **919-245-2655** or **housinghelp@orangecountync.gov** or visit the online resource database: **www.occonnect.info**



TO: Carrboro Town Council
FROM: Rebecca Buzzard, Housing & Community Services Director
THROUGH: Richard J. White III, Town Manager
DATE: June 14, 2022
SUBJECT: Additional Information Related to the OCPEH Expansion Request

On May 24, 2022, the Town Manager presented the Town Manager's Recommended FY23 Budget. To facilitate their decision-making process, the Town Council requested additional information on the Orange County Partnership to End Homelessness (OCPEH) Executive Team's request for expanded funding. This information is provided below.

Historical OCPEH Funding

Since 2008 the Orange County Partnership to End Homelessness (OCPEH) has received yearly programmatic financial support, governed by an MOU, funded through the Affordable Housing Special Revenue Fund. The following table provides information on the past five years of funding from the Town to the OCPEH.

OCPEH Funding	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023*
Carrboro Share (Personnel and Operations)	\$16,575	\$23,378	\$35,232	\$35,232	\$35,202	\$34,733

* In Town Manager's recommended budget (AHSRF)

Current Funding

The FY 2023 continuation request includes Carrboro's share of funding for: 1 Homeless Programs Manager, 1 Housing Access Coordinator, and .625 Homeless Programs Coordinator. This amount is included in the Manager's recommended budget in the Affordable Housing Special Revenue Fund. It is also in keeping with the updated MOU presented in the June 14, 2022 Consent Agenda.

County Requested Continuation Funding								
	CHAPEL HILL		ORANGE COUNTY		CARRBORO		HILLSBOROUGH	
Percentage Split	39.7%		39.5%		14.3%		6.5%	
Total Continuation Request	PORTION	REC.	PORTION	REC.	PORTION	REC.	PORTION	REC.
\$242,891	\$96,428	\$96,428	\$95,942	\$95,942	\$34,733	\$34,733	\$15,788	\$15,788

Expanded Funding Request

In addition to the continuation request noted above (\$34,733), the OCPEH has requested an additional \$95,243 to support filling three of the homeless system gaps: a partial Rapid Re-housing program, the Street Outreach, Harm Reduction and Deflection (SOHRAD) program, and the Housing Stability Coordinator and Housing Locator positions.

Rapid Re-housing: Provides financial assistance and case management services to people experiencing homelessness to help them obtain and maintain housing. The request is to fund one existing position and operating costs for the program.

SOHRAD: The Street Outreach, Harm Reduction and Deflection (SOHRAD) program serves people living unsheltered, connecting them with services and housing. The request is to fund four existing positions and operating costs for the program: one Clinical Coordinator and three Peer Support Navigators.

Housing Stability & Locator: The Housing Stability Coordinator helps people who are at risk of homelessness maintain their housing or find new housing. The Housing Locator is available to help people who need extra support with their housing search. Currently people are searching for units for over three months, even with financial assistance in hand. These positions prevent homelessness and in cases where they cannot do this, they decrease the amount of time people experience homelessness.

County Recommended Expansion Funding									
		CHAPEL HILL		ORANGE COUNTY		CARRBORO		HILLSBOROUGH	
Percentage Split		39.7%		39.5%		14.3%		6.5%	
Total		PORTION	REC.	PORTION	REC.	PORTION	REC.	PORTION	REC.
Rapid Re-housing	\$263,937	\$104,783	-	\$104,255	\$104,255	\$37,743	TBD	\$17,156	\$17,156
SOHRAD	\$307,493	\$122,075	\$122,075	\$121,460	\$121,460	\$43,971	TBD	\$19,987	\$19,987
Housing Stability & Locator	\$94,603	\$37,557	-	\$37,368	\$37,368	\$13,528	TBD	\$6,149	\$6,149
EXPANSION REQUEST	\$666,033	\$264,415	\$122,075	\$263,083	\$263,083	\$95,243	-	\$43,292	\$43,292
<i>TOTAL COMPLETE BUDGET</i>	<i>\$908,924</i>	<i>\$360,843</i>	<i>\$218,502</i>	<i>\$359,025</i>	<i>\$359,025</i>	<i>\$129,976</i>	<i>-</i>	<i>\$59,080</i>	<i>\$59,080</i>

To assist Council in making funding decisions, the following table lays out some potential funding options.

Options	Cost	Source	Considerations
Maintain current allocation: MOU in place that covers 15% of 2.65 positions	\$34,733	AHSRF	Already in Manager's Recommended FY23 Budget. Allows time to further analyze needs and funding structure and how the request fits the broader context of housing needs. Does not fund additional positions that help fill the homelessness system gaps.
Fund portion(s) of expansion request (such as SOHRAD)	TBD	TBD	Allows prioritization of programs. Addresses partial request/need.
Fund fully as requested	Expansion: \$95,243 + Continuation: \$34,733 Total: \$129,976	TBD	Serves extremely vulnerable residents; helps fill the homelessness system gaps. Funds additional positions to address issues of homelessness, but does not create units.

Other Jurisdictions' Proposed Funding

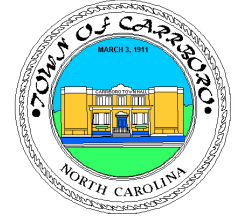
During the budget discussion, Council Members asked how Orange County, Chapel Hill, and Hillsborough are responding to the OCPEH's expanded funding request.

Orange County	Funding full expansion request with ARPA money.
Chapel Hill	Funding SOHRAD portion of expansion request (based on 2020 population numbers); maintaining continuation funding; requested additional conversation about the MOU.
Hillsborough	Board authorized \$43,000 for additional affordable housing support, with priority for the partnership.

Revised Population Based Formula

The revised MOU updates the funding split to 2020 census estimates. Numbers for the expansion request are noted below.

Jurisdiction	2010	Amount	2020	Amount
Orange County	39%	\$259,753	39.5%	\$263,083
Chapel Hill	41%	\$273,074	39.7%	\$264,415
Carrboro	15%	\$99,905	14.3%	\$95,243
Hillsborough	5%	\$33,302	6.5%	\$43,292
Total		\$666,033		\$666,033



Town of Carrboro Planning Department

MEMORANDUM

Date: June 14, 2022
 To: Richard White, Town Manager
 From: Trish McGuire, Planning Director, Laura Janway, Environmental Sustainability Coordinator
 Subject: Town Council 6/25/19 Resolution

The purpose of this memo is to provide a summary of the actions taken by Town staff and the Environmental Advisory Board (EAB) to address the 6/25/19 Town Council Resolution Regarding Climate Action Goals and Budget Plan.

Reports on follow-up have been provided in Environmental and Climate Protection Plan (ECPP) and Community Climate Action Plan (CCAP) implementation updates since the resolution was adopted.

Resolution Section	Action/Direction	Follow-up
1	The Carrboro Board of Aldermen directs the Town Manager to charge staff to work with the Environmental Advisory Board (EAB) to review the carbon reduction goals in the Environmental and Climate Protection Plan (ECPP) and Community Climate Action Plan (CCAP).	<ul style="list-style-type: none"> • EAB reviewed CCAP carbon reduction goals (8/22/19, 9/5/19, 9/19/19). • EAB reviewed ECPP carbon reduction goals (10/3/19).
1	The Carrboro Board of Aldermen directs both staff and the EAB to recommend changes as may be needed to achieve goals defined the Town of Carrboro's 2009 climate resolution, recognizing the latest science and historical responsibilities for climate change.	<ul style="list-style-type: none"> • Staff provided EAB example climate action goals from other local governments, definitions of common terms used in climate goals, scientific recommendations made by the Intergovernmental Panel on Climate Change's (IPCC) Fifth Assessment Report and findings from Dr. Yann Robiou du Pont's research into how to integrate the principles of climate equity in assessing carbon reduction goals (8/22/19, 9/5/19, 10/3/19, 11/7/19, 12/5/19, 1/16/20). • EAB recommended a change in the CCAP goals to an 80% community reduction of 2010 levels by 2030 (9/19/19). • EAB recommended a change in the ECPP goals to an 80% community reduction of 2010 levels by 2030 (10/3/19).

2	<p>The Carrboro Board of Aldermen directs the Town Manager to charge staff to work with the EAB to identify substitutions to or additional activities or projects and their estimated CO₂ reductions</p>	<ul style="list-style-type: none"> • The EAB began prioritizing their new plan recommendations (7/24/19). • EAB members continued discussions of recommendations (8/22/19, 9/5/19, 10/3/19, 11/7/19, 12/5/19, and 1/16/20). • EAB discussed options for changes in advisory boards related to CCAP implementation (9/5/19). • EAB chair prepared a memo to the Town Council to advise on board structure, including the creation of a new, climate-focused advisory board (5/7/20). This memo was sent to the Planning Director and Town Manager. • Staff prepared an update to the Town Council on progress developing a charge for a climate advisory board (9/8/20): https://carrboro.legistar.com/LegislationDetail.aspx?ID=4633095&GUID=19E588CE-3D16-4C0D-8A64-02381FACAC7F&Options=&Search= • Town Council created the Climate Action Team (10/27/20): https://carrboro.legistar.com/LegislationDetail.aspx?ID=4676567&GUID=10DD6A89-8A4B-4223-9EFA-BBB4EF150093&Options=&Search=
2	<p>The Carrboro Board of Aldermen directs both staff and the EAB to recommend such changes to include within the Town's Climate Plans, in order to more effectively reach the Town's climate reduction goals, while also recognizing principles of race and equity and climate justice.</p>	<ul style="list-style-type: none"> • EAB discussed current recommendations and added additional sections related to environmental justice and climate equity, carbon offsets and climate research protection, and biodiversity ideas (8/22/19, 9/5/19, 10/3/19, 11/7/19, 12/5/19, and 1/16/20). • CCAP implementation update included EAB recommendations. Council directed staff to incorporate inputs from the EAB into the plans and bring this item back to the Council (1/21/20): https://carrboro.legistar.com/LegislationDetail.aspx?ID=4310397&GUID=F77AC2D4-C628-4257-B4F7-78EFA3BACD89&Options=&Search= • Town Council directed the EAB to reassess the Town's climate goal of an 80% reduction from 2010 levels and determine whether it is an appropriate goal (1/21/20). • Staff provided EAB members with additional climate science information, including the UN Environment Programme's 2019 Emissions Gap Report. EAB members discussed the Board of Aldermen's 2009 carbon reduction resolution and their recommendations to the Council to update the ECPP and CCAP goals to an 80% reduction from 2010 levels by 2030. EAB members decided they were confident they had

		<p>used the most stringent and pessimistic scientific research available, as well as climate equity research, to inform these goals (2/19/20).</p> <ul style="list-style-type: none"> • Draft updated plans presented to the Council. Town Council accepts the updated plans (10/13/20): https://carrboro.legistar.com/LegislationDetail.aspx?ID=4664131&GUID=2B0E9EF2-793D-4AF7-9344-D22C35B0CF82&Options=&Search=
3	<p>The Carrboro Board of Aldermen directs the Town Manager to charge staff to update cost estimations of current and proposed projects and activities and develop a 10-year annual climate emergency budget proposal for implementing updated climate action plan goals and related activities and projects for consideration by the Carrboro Town Council beginning in the FY 2020-21 budget cycle, and annually thereafter.</p> <p>The Board of Aldermen will assess the recommended climate plan updates and budget based by cost, ability to reduce greenhouse gas emissions per the Town's carbon reduction goals, and implications for race and equity and climate justice for final inclusion in the Town's FY 2020-21 budget and annually thereafter.</p>	<ul style="list-style-type: none"> • Staff prepared a climate action budget and Environmental Sustainability Work Plan for the FY20-21, FY21-22, and FY22-23 budgets. • Staff prepared and presented a 10-year annual climate emergency budget proposal to the Town Council (1/21/20): https://carrboro.legistar.com/LegislationDetail.aspx?ID=4310398&GUID=1FB7ECA5-F986-442E-BA24-1F0DC83ACF07&Options=&Search= • The Climate Action Team reviews the yearly draft Environmental Sustainability Work Plan. The EAB performed this task for the FY20-21 and FY21-22 budgets. The CAT reviewed the FY22-23 work plan. • The Council is scheduled to have a work session on 6/14/22, which will include a greenhouse gas emissions reduction model and 10-year climate emergency cost estimate projection.
5	<p>The Board of Alderman directs the Town Manager to charge staff to leverage resources from Orange County, the State of North Carolina and the Federal government, when these are available, for helping achieve the Town's goals and for offsetting costs when possible.</p>	<ul style="list-style-type: none"> • CCAP implementation reports include regular updates on funding opportunities that have been identified. • 2019 – Staff applied for funding from the VW Mitigation Fund for a pilot program in collaboration with OWASA to power Town vehicles using biogas. The proposal was not successful but the state's grant administrators urged the Town to apply again in a subsequent phase of the funding program. • 2020 – Staff continued monitoring VW mitigation fund grants. • 2021 – Town submitted proposals to the VW Mitigation Fund for two EV charging stations at Dr. Martin Luther King, Jr. Park and the Rosemary St. Municipal lot. Staff Received notice of award February 2021.

		<ul style="list-style-type: none"> • Town contributed \$4,800 to Piedmont EMC's funding match for a grant from the VW Mitigation Fund to install a DC Fast-Charging Station in Carrboro Plaza. • Town submitted two proposals to the Orange County Climate Action Grant Fund. The first proposal requested funding for a solar array and green roof on The 203 Project, which was funded at approximately \$40,000. The second proposal request funding for a part-time staff member to monitor the organics collection at the Carrboro Farmers' Market, which was funded at approximately \$4,000.
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Resolution

A motion was made by Alderman Slade, seconded by Alderman Foushee, that the following resolution be approved:

RESOLUTION REGARDING CLIMATE ACTION GOALS AND BUDGET PLAN

WHEREAS, the Town of Carrboro's standard for setting climate action goals is defined in the 2009 RESOLUTION TO TAKE RESPONSIBILITY IN A SOCIALLY JUST MANNER FOR CARRBORO'S PORTION OF CO₂ IN THE ATMOSPHERE; TOWARD GETTING THE ATMOSPHERE BACK TO A SAFE LEVEL BELOW 350 PPM OF CO₂; and

WHEREAS, the 2009 resolution resolved that "The Town of Carrboro will seek, and will facilitate the community at large, to cut CO₂ emissions by its proportion of the amount which is required to stabilize the climate back to less than 350 ppm of CO₂ in the atmosphere in time for a 90% probability for success as defined by the most up to date scientific consensus;" and

WHEREAS, the Town of Carrboro has been implementing the municipal Energy and Climate Protection Plan (ECP) since its adoption in May 28, 2014; and

WHEREAS, the Town of Carrboro has been implementing the Community Climate Action Plan (CCAP) since the plan was adopted on January 24, 2017; and

WHEREAS, carbon sequestration by trees, water and soil is a necessary component for addressing the climate emergency; and

WHEREAS, Orange County designated a portion of a recent property tax for use in climate change mitigation; and

WHEREAS, the largest share of global greenhouse gas emissions emitted since the industrial revolution come from the United States, and cumulative emissions are the critical factor behind the warming we are experiencing today; and

WHEREAS, climate change is an existential threat and an emergency; reports and predictions are always trending for the worse, the time window for action continually shrinks and the probabilities of having passed a point of no return are constantly increasing.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Board of Aldermen directs the Town Manager to charge staff to work with the Environmental Advisory Board (EAB) to review the carbon reduction goals in the ECPP and CCAP, and for both staff and the EAB to recommend changes as may be needed to achieve goals defined in the 2009 climate resolution cited above, recognizing the latest science and historical responsibilities for climate change.

BE IT FURTHER RESOLVED that the Carrboro Board of Aldermen directs the Town Manager to charge staff to work with the EAB to identify substitutions to or additional activities or projects and their estimated CO2 reductions, and for both staff and the EAB to recommend such changes to include within the Town's Climate Plans, in order to more effectively reach the Town's climate reduction goals, while also recognizing principles of race and equity and climate justice.

BE IT FURTHER RESOLVED that the Carrboro Board of Aldermen directs the Town Manager to charge staff to update cost estimations of current and proposed projects and activities, and develop a 10 year annual climate emergency budget proposal for implementing updated climate action plan goals and related activities and projects for consideration by the Carrboro Board of Aldermen beginning in the FY 2020-21 budget cycle, and annually thereafter.

BE IT FURTHER RESOLVED the Board of Aldermen will assess the recommended climate plan updates and budget based by cost, ability to reduce greenhouse gas emissions per the Town's carbon reduction goals, and implications for race and equity and climate justice for final inclusion in the Town's FY 2020-21 budget and annually thereafter.

BE IT FURTHER RESOLVED the Board of Alderman directs the Town Manager to charge staff to leverage resources from Orange County, the State of North Carolina and the Federal government, when these are available, for helping achieve the Town's goals and for offsetting costs when possible.

This, the 25th day of June 2019.

The motion carried by the following vote:

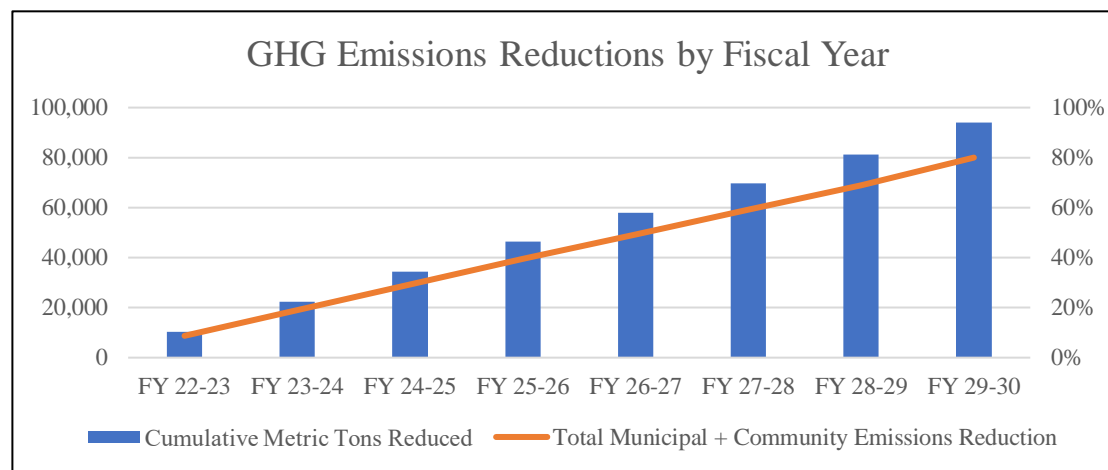
Aye: Mayor Lydia Lavelle, Alderman Bethany Chaney, Alderman Barbara Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils, Alderman Sammy Slade

Greenhouse Gas (GHG) Emissions Reduction Model and 10-Year Climate Emergency Cost Estimate Projection

Figure A: Greenhouse Gas Emissions Reduction Model - FY22-23 through FY29-30

Department	Expense or Project description	Total Metric Tons CO2e Reduced							
		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Advisory Boards	Advisory Boards	See Climate Action Org Code							
Econ Devel, Housing & Comm Services, Public Works	EERLF, Critical Home Repair	223	1,115	1,115	1,115	1,115	1,115	1,115	1,115
Planning, Public Works, Human Resources	CH Transit, Greenways, Sidewalks, Ped Safety Improvements, Bike Plan Implementation, Bicycle Friendly Comm, Bike Loop Detectors, Go Passes, Contractual-Reg Transp Planning	481/TBD	481/ TBD	481/TBD	481/TBD	TBD	TBD	TBD	TBD
Stormwater Utility, Public Works, Planning	Org Code, Contrib. to NC GreenPower, Tree Protection (Carbon Sequestration)	7,799	8,511	8,511	8,511	8,511	8,511	8,511	8,511
Climate Action	Org Code	1,768	1,953	1,953	1,953	1,953	1,953	1,953	1,953
Multiple	Solarize the Triangle Initiative, Staff Time, Flexible Work Schedules, Fleet Study Implementation (80% Reduction), Town Building Renovations (80% Reduction), CH Transit Electric Buses	TBD	TBD	TBD	TBD	TBD	TBD	TBD	1336.8
Total		10,271	12,060	12,060	12,060	11,579	11,579	11,579	12,916

Figure B: GHG Emissions Reductions by Fiscal Year



Legend	
Climate Action Plan Section	Color
Community Integration	
Buildings	
Transportation	
Ecosystem Protection & Restoration	
Multiple Sections	
Multiple Sections, Emissions Reductions TBD	

Figure C: 10-Year Climate Emergency Cost Estimate Projection

CCAP Section	Recommendation	Departmental Budget	Expense or Project description	FY22-23 Total	FY23-24 Total	FY24-25 Total	FY25-26 Total	FY26-27 Total	FY27-28 Total	FY28-29 Total	FY29-30 Total	Total Cost	Type of Funding
Community Integration	#1: Grassroots Partnerships; #5: Expand Capacity	Advisory Boards	Advisory Boards	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475	\$11,800	Existing
Buildings	# 1: Reduce Emissions Attributed to Buildings by 80% by 2030; ECPP 2.B.ii: Facility Energy Efficiency	Econ Devel, Housing & Comm Services, Planning	EERLF	\$285,227	\$1,426,135	\$1,426,135	\$1,426,135	\$1,426,135	\$1,426,135	\$1,426,135	\$1,426,135	\$10,268,172	New
		Housing & Comm Services	Critical Home Repair, Weatherization	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	New
Transp.	#2: Enhance Transit Service; #4: Promote Walking, Biking, Transit; #6: Improve Bicycle and Pedestrian Infrastructure	Planning, Public Works, Human Resources	CH Transit, Greenways, Sidewalks, Ped Safety Imprvmnts, Bike Plan Implemen., Bicycle Friendly Comm, Bike Loop Detectors, Go Passes, Contract.-Reg Transp Planning	\$4,669,494	\$2,158,291	\$2,158,291	\$2,158,291	\$2,158,291	\$2,158,291	\$2,158,291	\$2,158,291	\$19,777,531	Existing
Ecosystem Protection & Restoration	#1: Stormwater Utility; #4: Tree Preservation; #5: Invasive Plants; #6: Watershed Restoration; #8: Carbon Offsets & Research Protection	Stormwater Utility, Public Works, Planning	Org Code, Contrib. to NC GreenPower (x9), Tree Protection (Carbon Sequestration)	\$1,138,960	\$1,142,191	\$1,142,191	\$1,142,191	\$1,142,191	\$1,142,191	\$1,142,191	\$1,142,191	\$9,134,297	New + Existing
Multiple	Comm Integration: #3-6, Buildings: #1; Transp: #1, 4; Ecosystem P&R: #2-6; Renewable Energy: #2, Food Choices: #1,2; ECPP: 2Bi, 2Bii, 3B, 3C, 4	Climate Action	Org Code	\$217,846	\$302,846	\$302,846	\$302,846	\$302,846	\$302,846	\$302,846	\$302,846	\$2,119,922	New + Existing
Multiple		Multiple	Staff Time, Flexible Work Schedules, Fleet Study Implementation (80% Reduction), Town Building Renovations (80% Reduction)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	New
			Total*	\$6,393,002	\$5,109,463	\$5,109,463	\$5,109,463	\$5,109,463	\$5,109,463	\$5,109,463	\$5,109,463	\$42,159,243	

*Additional potential annual revenue needed starting in FY23-24: Between \$0-\$1,514,366 to achieve emissions reductions needed. Figure C models an expansion of the EERLF, increasing the Town's contribution to NC GreenPower, expanding the Green Neighborhoods Grant Program, and adding additional EV charging stations. The emissions reductions can be reached by using multiple pathways; costs and emissions reduction projections will be refined annually based on the results of Town initiatives and grassroots efforts of community members to reduce their carbon footprints.

Cost of Weatherization – Carrboro Homes Owned by Low-Income Households

Ensuring that all homes owned by low-income households in Carrboro are weatherized addresses several of the Town's goals:

- Affordable Housing Goals & Strategies
 - 1.3 Decrease barriers to first-time homeownership and homeowner retention, particularly among seniors
 - 3.6 Reduce utility costs
- Carrboro Connects Comprehensive Plan – Affordable Housing & Climate Action
 - Goal 4. Maintain and improve the quality of Naturally Occurring Affordable Housing and missing middle opportunities
 - Climate Action and Environment
 - Increase energy and water conservation in new construction and rehabilitation to reduce costs to homeowners and renters

The Town of Carrboro is active in the Orange County Home Preservation Coalition (OCHPC) and provides funding to partner nonprofit agencies to repair, rehabilitate and weatherize homes owned by low-income households.

Methodology

Three data sources were used to estimate the cost of weatherization:

- 2019 American Community Survey - determined the number of low-income homeowners;
- Orange County tax assessment records - determined the age, location, and heating systems of Carrboro homes (only homes built in 2000 or earlier were evaluated);
- 2020 Census data map - identified which homes fell in Qualified Census Tract areas.

The number of identified homes were then sorted by heating/cooling systems which informed the potential cost of weatherization. Costs were estimated based on March 2022 prices by Dan Sargent, Executive Director of Rebuilding Together of the Triangle, and lead partner in the OCHPC. He also raised potential difficulties in the effort to weatherize all homes, based on his and the OCHPC's experience.

Findings

The 2019 American Community Survey determined that there are 760 low-income homeowners in Carrboro. The work of the OCHPC has highlighted that many homes are owned by low-income African-American families who have owned their homes for decades and would like to age in place. However, the pressures of gentrification, higher taxes, and costs of repairs and modifications pose significant challenges.

Low-Income Carrboro Homeowners (ACS 2019)					
Household Income	Below \$25,000	\$25,000-\$34,999	\$35,000-\$49,999	\$50,000-\$74,999	Total
AMI% Range	below 30%	30-40%	50-58%	~58-87%	Below 87% AMI
Total	49	180	102	429	760

To determine the number of homes that could be eligible for weatherization, only homes that were built before 2000 were considered. Most homes built after this date use HVAC systems for heating and cooling and are less likely to need weatherization due to their younger age.

Using Orange County tax records, the total number of homes built before 2000 was determined to be 2,886.

Home Eligibility (Orange County Tax Assessor 2021)						
By Property Age	1920 and below	1921-1945	1946-1965	1966-1985	1986-2000	Total
Total	18	36	128	676	2028	2886

The table above reflects the number of homes by property age; however, 596 condominiums were removed due to the mixture of property investors and owner-occupied residents sharing one building. The updated total is 2,290.

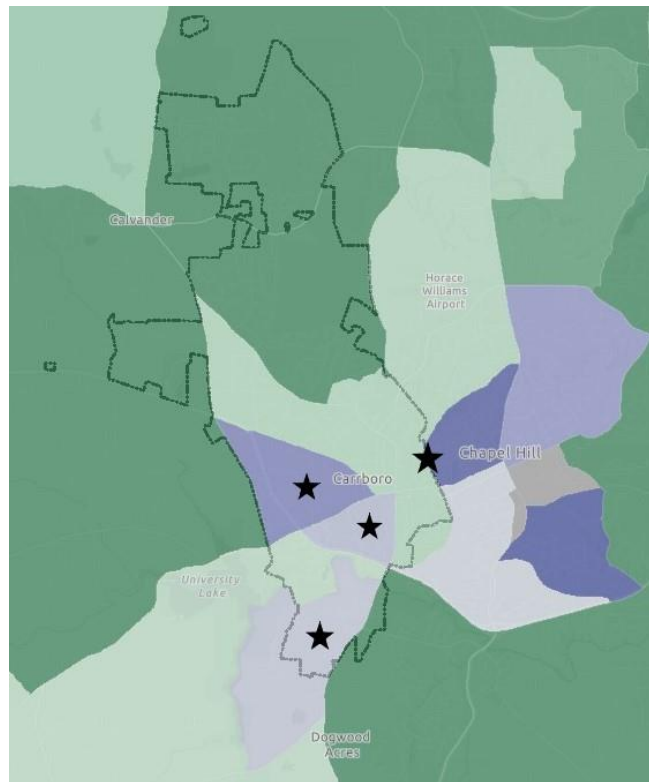
For the purposes of American Rescue Plan Act funds, to show disproportionately impacted communities, this estimation will focus on homes located within the Qualified Census Tracts. Of the 2,290 identified homes, 624 homes are located in Qualified Census Tracts (QCT) 107.7, 107.08, 107.09 in Carrboro (see map to the right). Homes that border Chapel Hill in QCT 113 (the Northside area) are also included.

Although the American Community Survey data identified 720 homeowners, it is important to note that homes may fall outside the QCTs.

It is also very likely that not all 624 homes identified through this methodology are owned by low-income owners or are owner-occupied.

Using Orange County tax records, it was feasible to sort the 624 homes by the type of heating fuel. This information was then shared with Executive Director of Rebuilding Together of the Triangle, Dan Sargent, to estimate the nature of work that could be expected based on the existing heating and cooling source. He then provided estimated costs for typical work conducted on a 1500 square foot home.

The following tables provide the estimated costs for work typically done during a weatherization project, based on a 1500 square foot home, and an estimation of costs required to weatherize the identified 624 homes. Cost estimation for the 624 homes was based on likely work that would need to be done on a home utilizing a particular heat type. For example, homes that currently use baseboard heating would require duct work, a HVAC system, and weatherization in the attic and crawl spaces. The home would not need electrical upgrades. The estimated cost for the projected work on a home using baseboard heat is



\$17,850. There are an estimated 6 homes owned by low-income homeowners. The total estimate for the 6 homes is \$107,100.

Est. Costs for 1500 sq. ft. Home	
Attic Weatherization	\$3,750
Crawl Space Weatherization	\$4,500
HVAC system (electric)	\$6,600
Duct Work	\$3,000
Electrical	\$2,500
Total	\$20,350

The majority of 624 homes have an existing HVAC system; however, the age, functionality, and fuel type of the units will vary and therefore effect actual cost.

In addition, 33 homes indicate no heat, or possibly space heater usage. Due to the severity of the situation, homes have been included whether they are found inside or outside of the QCTs. If possible, an owner-occupied home that lacks heat should be addressed, regardless of QCT status.

Heat Type	Electrical \$2,500	Duct Work \$3,000	HVAC \$6,600	Attic \$3,750	Crawl \$4,500	Per Unit Cost	Estimated # Low-Income Units	Estimated Total Cost	Notes
Baseboard		X	X	X	X	\$17,850	6	\$107,100	
Combo H&C				X	X	\$8,250	524	\$4,323,000	% will need HAVC and duct work; variable by system age and fuel type
Electric	X	X	X	X	X	\$20,350	7	\$142,450	Required either to upgrade system or transition from gas
Floor/Wall Furnace	X	X	X	X	X	\$20,350	15	\$305,250	
Forced Air	X	X	X	X	X	\$20,350	38	\$773,300	
Non/SP Heat	X	X	X	X	X	\$20,350	31	\$630,850	
None	X	X	X	X	X	\$20,350	2	\$40,700	
Solar							0	\$0	
SteamHot Water						\$0	0	\$0	Custom built
Unknown						\$0	1	\$0	Unable to estimate
Total							624	\$6,215,550	

The estimated cost for 624 homes is \$6,215,550 (\$1,243,110/year for 5 years), including replacement or new installation of HVAC systems. To perform wrap weatherization only on all 624 homes is estimated to cost \$5,148,000. Serving only the 62 homes without Combo Heating and Cooling is estimated to cost \$1,261,700 (weatherization including HVAC).

Difficulties in Determining Cost and Implementation

To more accurately estimate the total number of eligible homes and the total funding this project requires, each home would need a full assessment that includes many variables:

- Owner-occupied (Rental properties are excluded)
- Eligible income (OCHPC serves households earning 60% AMI or less.)
- Desire of the homeowner to weatherize
- Residency (owner must reside in the home at least three years after work is completed.)
- Condition of home
- Size of the home
- Crawl space or slab
- Other critical repairs needed
- Individualized work scope based on the home's condition

Other Considerations

- Homes in very poor condition may require significant repairs and present a situation of “diminishing returns,” i.e., the cost of repairs could easily surpass the value of the home.
- Expect that many homeowners will not want this service.
- Set a realistic goal of 60% of homes initially and determine interest.
- Perform work going “block by block.”
- Hire a contractor to manage this project.
- Expect the unexpected – new issues will come to light as the work gets underway.