



Orange County, North Carolina

DRAFT Application for the 2020 North Carolina Community Development Block Grant - Coronavirus (CDBG-CV) Program

Orange County Department of Housing and
Community Development

919-245-2490

<http://orangecountync.gov/Housing>

NC CDBG Coronavirus (CDBG-CV) APPLICATION CHECKLIST

Use the following checklist as the table of contents for the **CDBG-CV** application. Make sure all the required items are included. If any one of the required items is not included, the application will not meet threshold nor be approved for funding.

A. Application Submission Requirements and Process Adherence

- ☒ Applicant must be an eligible non-entitlement general unit of local government.
- ☒ Applicants must submit **two (2) complete originals** of the application.
- ☒ Applications must be submitted to REDD in a **three-ring binder** organized with tabs.
- ☒ Application Summary Form and all forms requiring official signatures must appear in both applications, complete, and have the original signature of the chief elected official or another documented authorized certifying officer.
- ☒ Applications may not be submitted to REDD before **Tuesday, September 1, 2020**.
- ☒ The proposed project may address the **Urgent Need National Objective; however, at least 51% low-to moderate persons must benefit for public services and public facilities and 70% low-to-moderate income persons must benefit from special economic development projects.**
- ☒ The **NC CDBG-CV** funding request must not exceed **\$900,000**.
- ☒ Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.
- ☒ Applicant must clearly select one or more of the **NC CDBG-CV** activity categories.

Note: The NC CDBG-CV Program is an urgent needs program; therefore, a waiver is not required by the NC Department of Commerce if current funding request exceeds \$1,250,000 in applications for local governments in any of the CDBG categories and demonstration programs.

B. Required Attachments for NC CDBG-CV Projects

ITEM	TAB LOCATION
DOCUMENTATION OF SYSTEM FOR AWARD MANAGEMENT - SAM.GOV REGISTRATION <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL UPDATE (Please submit/attach a printout of the SAM.gov Registration Information)	Tab 6
PROJECT DESCRIPTION	Tab 2
SOURCES AND USES OF FUNDS	Tab 2
PROJECT BUDGET	Tab 2
NC CDBG-CV BENEFIT: LOW & MODERATE INCOME	Tab 4
COMMUNITY DEVELOPMENT PLAN	Tab 4
CONFLICT OF INTEREST FORM-CHECKLIST	Tab 6
FEDERAL REQUIREMENTS: <input type="checkbox"/> A. FEDERAL CERTIFICATIONS <input type="checkbox"/> B. DISCLOSURE REPORT FOR APPLICANTS REQUESTING \$200,000 OR MORE. (NOTE: Not required for applicants requesting less than \$200,000 in CDBG funds and not using other Federal assistance.)	Tab 6
DISCLOSURE REPORT	Tab 6
STATE CDBG PROGRAM REQUIREMENTS: <input type="checkbox"/> A. REGULATIONS SIGNED AND DATED BY AUTHORIZED OFFICIAL <input type="checkbox"/> B. DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL	Tab 6
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS	Tab 6
FLOOD PLAIN CERTIFICATION: Submit a letter or statement on the local government’s letterhead stating the relationship of the site to designated flood zones. Recipients must provide REDD a certification signed by the Chief Elected Official stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance <i>prior</i> to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.	Tab 6
IMPLEMENTATION SCHEDULE FORM (2 originals – one per application)	Tab 2
HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM (Form is also on www.nccommerce.com .)	Tab 4
THREE REQUIRED MAPS: <input type="checkbox"/> Location Map must show the applicant’s jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families. <input type="checkbox"/> Project Map must include the location of all project activities. It must also show all units bordering the project area whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on one map to indicate the relationship of public infrastructure to units to be constructed. The map must be to scale and include a legend. <input type="checkbox"/> Low-Moderate Income Map must illustrate the distribution/concentration of low-moderate income persons in the jurisdiction.	Tab 5

LETTERS OF COMMITMENT, CONDITIONAL COMMITMENT, AND EVIDENCE OF FUNDING APPLICATION from all other (i.e., non-CDBG) sources of funds and/or resources.	Tab 2
CAPACITY, EXPERIENCE, AND ORGANIZATIONAL STRUCTURE <ul style="list-style-type: none"> <input type="checkbox"/> List of Names and Duties for the Local Government Staff for the Proposed Project and Other Essential Players <input type="checkbox"/> Resume for each identified person associated with the proposed project <input type="checkbox"/> Organizational Chart Identifying the Reporting Relationship and/or Interaction Among Key Players for the Proposed Project <input type="checkbox"/> Chart of Previous CDBG or other federal or state experience relevant to the proposed project. List project name, CDBG funding amount, program category, and brief description. 	Tab 3
RESOLUTION TO SUBMIT CDBG-CV APPLICATION AND EVIDENCE OF THE FIRST OF TWO REQUIRED PUBLIC HEARINGS. Provide copies of the Board/Council Resolution to Apply, posted Public Hearing Notices, Certified Meeting Minutes for both Public Hearings, and evidence outreach efforts to inform the public of each public hearing. The outreach efforts must be conducted as noted in the Citizen Participation Plan.	Tab 7
APPRAISALS are required for all CDBG-CV land acquisition activity only.	N/A
PHOTOGRAPHS TO DOCUMENT EXISTING CONDITIONS	Tab 8
DUPLICATION OF BENEFITS POLICY AND PROCEDURES	Tab 4
PLAN TO MINIMIZE RESIDENTIAL DISPLACEMENT AND TO PROVIDE RELOCATION ASSISTANCE TO DISPLACED CITIZENS IN A TIMELY MANNER	Tab 8
ALL SPECIAL ECONOMIC DEVELOPMENT PROJECTS MUST PROVIDE THE FOLLOWING BELOW:	N/A
<ul style="list-style-type: none"> <input type="checkbox"/> Employee Profile <i>(Complete one per business included in the project.)</i> <input type="checkbox"/> Current NCU1 101 <i>(Required for expansion/retentions projects. For form, see https://des.nc.gov/need-help/forms-and-documents)</i> <input type="checkbox"/> Articles of Organization/Incorporation or related-business incorporation documents. <input type="checkbox"/> Legally Binding Commitment <i>(Complete one per business included in the project.)</i> <input type="checkbox"/> Private Company Commitment Form <i>(Complete one per business included in the project.)</i> <input type="checkbox"/> Limited Waiver of Confidentiality <i>(Complete one per business included in the project.)</i> <input type="checkbox"/> Performance Indicators Form <i>(Complete for the entire project.)</i> 	
ALL PROJECTS WITH NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION REGARDLESS OF FUNDING STREAM MUST PROVIDE THE FOLLOWING BELOW:	
<ul style="list-style-type: none"> <input type="checkbox"/> 10-Year Minimum Operating Pro forma <input type="checkbox"/> Cost Estimates <input type="checkbox"/> Site and Architectural Plans and Renderings: Attach one copy each of site and architectural plans for the proposed project. Identify any unit features designed to serve populations with special housing needs (e.g., persons with disabilities, the elderly, large families, etc.) 	N/A

APPLICATION SUMMARY - NC CDBG CORONAVIRUS (CDBG-CV) PROGRAM

1. Applicant's name		Orange County, NC	2. Date	
a. Mailing Address		PO Box 8181	<input checked="" type="checkbox"/> Original dated: ___/___/___ <input type="checkbox"/> Amendment dated: ___/___/___	
b. City and Zip Code		Hillsborough, NC 27278		
c. County		Orange County		
d. Contact Person		Erika Brandt		
e. Telephone Number		919-245-4331		
f. Fax Number		919-969-3018		
g. e-mail address		ebandt@orangecountync.gov		
h. DUNS Number		0440417960000		
3. Preparer's Name		N/A	c. Telephone Number	
a. Firm's Name				
b. Mailing Address				
c. City and Zip Code			f. Fax Number	
d. e-mail address				
4. Developer's Name		N/A	c. Telephone Number	
a. Mailing Address				
b. City and Zip Code			a. Fax Number	
5. Development Name		N/A		
a. Street Address				
b. City and Zip Code				
c. Ownership Entity				
6. Program Category		7. Project Number		8. Project Name
CV		1		9. CDBG-CV Funds Requested
		Emergency Housing Assistance		\$900,000
10. Certification by the Chief Elected Official				
a) I certify that to the best of my knowledge and belief: <ol style="list-style-type: none"> 1. Data in this application is true and correct, 2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities, 3. This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. 				
b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
a. Typed Name of Chief Elected Official ➤		Penny Rich		
b. Typed Title ➤		Chair, Orange County Board of Commissioners		
c. Signature ➤				
d. Typed Date ➤		October 7, 2020		
For REDD Use Only				
Date Received:			Application Number:	

NC CDBG-CV PROGRAM CATEGORY SELECTION FORM

AREAS OF FOCUS: Check applicable area(s) of focus.

- Support families and communities through telehealth support and public services.**
- Protect the most vulnerable and high-risk populations.**
- Assist small businesses with economic recovery.**
- Address testing, tracing, and trends.**

PUBLIC SERVICES: Check applicable activities.

Public Service	Description
<input checked="" type="checkbox"/> Subsistence Payments	Provide up to three months emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Utility payments to prevent service disconnection and rent/mortgage payments to prevent eviction. Local governments may partner with a non-profit service provider such as United Way.
<input type="checkbox"/> Employment Training	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
<input type="checkbox"/> Testing and Diagnosis	Provide testing, diagnosis, or other services at a fixed or mobile location.
<input type="checkbox"/> Equipment, Supplies, and Materials	Provide equipment, supplies, and materials necessary to carry-out a public service.
<input type="checkbox"/> Food Distribution	<u>Meal Delivery:</u> Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities. <u>Food Bank/Pantry Services:</u> Provide support to food banks and food pantries.
<input type="checkbox"/> Health Services	Increase the capacity and availability of targeted health services for infectious disease response within existing health care facilities.
<input type="checkbox"/> Mental Health Services	Increase the capacity and availability of targeted mental health services for individuals and families impacted by Coronavirus.
<input type="checkbox"/> Broadband and Communications Support	Provide broadband services inclusive of internet access and hardware/software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.
<input type="checkbox"/> Services for Special Needs Populations such as seniors, youth age 13-19, and disabled/handicapped	Provide services for special needs populations that prevent, respond to, or prepare for COVID-19. Applicants must contact the CDBG-CV Manager for approval prior to submitting the application.
<input type="checkbox"/> Other (Please describe in the description box to the right.)	

PUBLIC FACILITIES AND IMPROVEMENTS: Check applicable activities.

Note: Public Facilities are required to be owned by the local unit of government. However, Non-profits may also own and operate the building if the building is open to the general public. Also, the local government will need to have lien on the property and Legally Binding Commitment which includes the applicable contract provisions.

Public Facility Activity	Description

<input type="checkbox"/> Acquisition, <input type="checkbox"/> Construction, <input type="checkbox"/> Reconstruction, or <input type="checkbox"/> Installation of public works, facilities, and site or other improvements	Health Facilities may be created/supported by: <ul style="list-style-type: none"> • Constructing a testing and diagnosis, or treatment facility. • Rehabilitate a community facility to establish an infectious disease treatment clinic. • Acquiring and rehabilitating, or constructing, a group living facility that may be used to centralize patients undergoing treatment.
<input type="checkbox"/> Rehabilitation of building and improvements (including interim assistance)	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery. Make interim improvements to private properties to enable an individual patient or frontline health care workers to remain quarantined on a temporary basis.
<input type="checkbox"/> Broadband and Communications Support	Provide broadband services inclusive of infrastructure development, internet access, wiring, and hardware and software purchases to connect individuals to jobs, schools, financial institutions, and healthcare providers.

SPECIAL ECONOMIC DEVELOPMENT ASSISTANCE: Check applicable activities.

Proposed projects are subject to **CDBG-CV** cost per job limits and the limit for this project is \$85,000 per full-time job or less. For example, a \$850,000 grant must result in the creation of at least 10 new jobs [\$850,000 grant total/\$85,000 per job = 10 jobs created]. At least 70% of the jobs must go to LMI persons. In other words, out of 10 jobs, 7 must go to LMI persons.

Economic Development Activity	Description
<input type="checkbox"/> Small Business and Microenterprise Assistance	Provide grants to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease. Avoid job loss cause by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-to-moderate income persons. Provide financial assistance to for-profit businesses to acquire property, build, expand, or rehabilitate a building, lease space to operate, or purchase equipment, or provide operating capital. Retrofit workspaces for for-profit businesses to promote social distancing.
<input type="checkbox"/> Microenterprise Assistance <i>is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.</i>	Provide technical assistance and grants to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

TAB 2

PROJECT DESCRIPTION: NC CDBG-CV

Project Title: Emergency Housing Assistance

Project Overview:

Description

Orange County proposes using NC CDBG-CV funds in the Orange County Emergency Housing Assistance fund (EHA), which provides emergency financial assistance to cover housing-related costs for households in Orange County that (1) earn no more than 60% of the area median income (AMI), (2) have an urgent need for housing assistance related to the COVID-19 pandemic, and (3) do not have adequate savings or resources to cover the cost of their housing need.

COVID-19 has had a devastating impact on the state. Layoffs associated with the pandemic have caused Orange County's unemployment rate (which was once the lowest in the state) to surge from 2.9% in February 2020 to 9.0% in May.¹ Increased unemployment (as well as underemployment) has caused significant financial strain for many County residents, impacting their ability to pay rent and utility bills.

EHA addresses the health and economic impacts of COVID-19 in Orange County by stabilizing residents in their housing, thus avoiding the public health risks associated with becoming homeless or having to move in with others (which usually results in overcrowded living situations), and by providing economic relief through direct financial assistance to residents to help with housing costs. Research shows that short-term housing assistance, such as that provided through EHA, reduces hardship and increases economic opportunity for low-income families.²

Comprehensive information on EHA is available at <https://orangecountync.gov/HousingAssistance>

Scope

EHA is available to any household who resides within Orange County limits, meets the thresholds for income (no more than 60% AMI) and assets (no more than \$5,000 in liquid assets), and has an urgent need for housing assistance due to the COVID-19 pandemic.

EHA may pay for security deposits, utility connections, utility arrears, rental payments and arrears, and mortgage payments and arrears. The maximum amount of assistance provided to any household is \$6,500. In certain extenuating circumstances, EHA staff may consider exceeding this maximum.

EHA assistance may not duplicate any assistance provided by any other program, such as the Housing Choice Voucher/Section 8 Program, Public Housing, or ESG Rapid Rehousing. EHA staff is experienced in reviewing applications to ensure no duplication of benefits.

EHA assistance may only cover arrears and/or payments for the current month or next upcoming month; assistance will not be granted for months further in the future. For example, if an applicant applies on October 15, assistance may be granted to cover any arrears for past rent owed, rent owed in the current month (October), rent to be owed in the upcoming month (November), but not for rent owed in future months (December or beyond). However, applicants may reapply for assistance in future months, as needed, up to the \$6,500 maximum.

¹ Federal Reserve Bank of St. Louis (2020, August 1). Unemployment Rate in Orange County, NC [Dataset].

<https://fred.stlouisfed.org/series/NCORAN2URN>

² Center for Budget and Policy Priorities (2019, December 5). Research Shows Rental Assistance Reduces Hardship and Provides Platform to Expand Opportunity for Low-Income Families.

<https://www.cbpp.org/research/housing/research-shows-rental-assistance-reduces-hardship-and-provides-platform-to-expand>

If awarded, CDBG-CV funds would only be used to assist households whose need for assistance is related to COVID-19. EHA staff are experienced in this type of oversight, as EHA is currently funded in part by Coronavirus Relief Funds, which can only benefit households who have been impacted by COVID-19.

CDBG-CV Program Area of Focus

The area of focus for the CDBG-CV Program most applicable to this proposed project is “Protect the most vulnerable and high-risk populations”, as EHA provides economic and public health protections to low-income and low-wealth residents. A secondary area of focus is “Support families and communities through telehealth support and public services”, as subsistence payments, such as those provided through EHA, are a public service.

Implementation

Orange County is extremely well-positioned to quickly utilize CDBG-CV funds, if awarded. The EHA program is already in operation and has been scaled up and streamlined in order to meet the high demand accompanying the COVID-19 pandemic. Staff have been added to grow our capacity, and we have sought additional local as well as Federal funds in order to provide assistance to more households.

EHA has a robust application process that offers multiple entry points for applicants:

- (1) A network of community partners who act as referral agencies;
- (2) The County’s Coordinated Entry system (rebranded the “Housing Helpline”) which is housed in the same department as EHA (Department of Housing and Community Development); and
- (3) A new online application portal hosted by the community development software Neighborly.

Partners:

Project Partners

Apart from Orange County, the parties involved in this project are the Town of Carrboro, the Town of Chapel Hill, and the Town of Hillsborough. The EHA program is already a joint venture between the County and the Towns, as of March 2020. The Towns provide financial contributions to EHA to reimburse expenses incurred on behalf of residents of their respective jurisdictions. The County also contributes funds and provides program administration.

The partnership between the Towns and the County has contributed to EHA’s success by allowing for pooled financial resources, sharing of expertise, joint policy setting, and greater outreach. For the proposed application to add State CDBG-CV funds to EHA, the partnership with the Town of Chapel Hill is particularly valuable, as an entitlement community, the Town has experience administering CDBG funds. The County will contract with the Town of Chapel Hill to provide formal CDBG consulting services for this project.

In addition to these inter-local government partnerships, EHA also partners with a number of community agencies and organizations, including:

- The Community Empowerment Fund (CEF)
- Community Home Trust (CHT)
- Compass Center
- Criminal Justice Resource Department
- Department on Aging
- Department of Social Services
- EmPOWERment, Inc.
- El Centro Hispano
- Family Success Alliance/Health Department

- Interfaith Council (IFC)
- Rape Crisis Center
- Refugee Community Partnership (RCP)

These partners (and any other community organization) act as referral agencies and submit applications for EHA on behalf of their clients. Four of these community partners—CEF, CHT, El Centro, and RCP—also have agreements with the County to provide some administrative support, including cutting checks to property managers and/or utility companies for approved EHA applicants.

Effort and Cost of Services

The EHA program utilizes local funds from the County and Towns, Coronavirus Relief Funds (CRF) from the County and Towns, and CDBG-CV funds from the Town of Chapel Hill. The funds currently available for EHA (that have not already been committed or disbursed) are \$880,000 in Orange County CRF, of which \$820,000 is dedicated to direct financial assistance and \$60,000 is for administration. If awarded \$900,000 in CDBG-CV from the State, \$810,000 would be used for direct assistance and \$90,000 for administration. The total \$1,630,000 that would be dedicated for direct assistance would benefit an estimated 250 households (based on EHA's maximum assistance cap of \$6,500 per household). The \$810,000 in CDBG-CV would benefit an estimated 125 households (or 50% of the 250 total).

This project would greatly enhance EHA's already significant impact--as of September 1, 2020, EHA has assisted 535 households.

Expected Results and Outcomes:

Project Objectives and Outcomes

The objective of this project is to utilize CDBG-CV funds to provide emergency financial assistance for rent and utility payments on behalf of 125 households over the course of 30 months.

Project Impact on Economic Growth and Community Development

EHA spurs economic growth and community development by providing housing stability for Orange County residents, which creates a stable platform from which people can secure and maintain employment, pursue education, and contribute to their communities. Furthermore, providing rental assistance to tenants stabilizes the broader housing market by mitigating disruption in cash flows for landlords and property managers and thus keeping the local supply of housing stock with adequate funds for operations and maintenance and preventing rental properties from falling into disrepair or facing foreclosure.

HUD IDIS Accomplishment and Beneficiaries Form

The HUD IDIS Accomplishment and Beneficiaries form is in Tab 4.

Project Administration and Capacity:

Administrative Capacity

Orange County has substantial experience managing a short-term rent/mortgage/utility assistance program, as it has been operating EHA since 2018. Our capacity includes financial management and funding source compliance, as EHA staff have experience with other Federal block grants (the HOME Investment Partnerships Program) and are contracting with the Town of Chapel Hill to provide CDBG expertise.

Relationships with Local Stakeholders

This project has enthusiastic buy-in from the County and the Towns of Carrboro, Chapel Hill, and Hillsborough, as well as the community partners participating in the EHA program.

Oversight and Coordination

EHA staff within the Orange County Department of Housing and Community Development will oversee and coordinate the project. Strong partnerships and program infrastructure already exist and will continue to thrive with the addition of CDBG-CV funds for EHA.

Key Players

The key players who will carry out the project are Orange County Department of Housing and Community Development staff. An organization chart and resumes for each key staff member are attached (Tab 3).

Key staff involved in EHA administration are:

Name	Title	Duties
Anna Patterson	HCD Specialist	Oversees EHA program (including data and financial management), assists in day-to-day operations of EHA including reviewing and approving applications and corresponding with applicants, landlords, and referral agencies
Blake Rosser	EHA Administrator	Manages day-to-day operations of EHA including managing application pipeline and reviewing and approving applications
Maria Dewees	HCD Specialist	Assists in day-to-day operations of EHA including reviewing and approving applications and corresponding with applicants, landlords, and referral agencies
Renee Holmes	Temp EHA Specialist	Assists in day-to-day operations of EHA including corresponding with applicants and assisting them through the application process
Anna Rivas	Temp EHA Finance Specialist	Processes EHA payments, assists with application review
Erika Brandt	HCD Manager	Manages EHA program and staff

Key staff involved in the EHA referral and application process through the Housing Helpline are:

Name	Title	Duties
Angela Clapp	Coordinated Entry Specialist	Refers applicants from the Housing Helpline to EHA
Patricia Bass	Temp COVID-19 Housing Program Specialist	Refers applicants from the Housing Helpline to EHA
Kathleen Baldwin	Temp COVID-19 Housing Program Specialist	Refers applicants from the Housing Helpline to EHA

SOURCES AND USES OF FUNDS

Sources	CDBG-CV	Local Gov't	Other Source 1: Coronavirus Relief Funds (CRF) – Orange County	Other Source 2:	Total
	\$900,000		\$880,000		\$1,780,000
Uses					
1. Acquisition					
2. Administration	\$90,000		\$60,000		\$150,000
3. Architectural Barriers					
4. Clearance Activities					
5. Code Enforcement					
6. Disposition					
7. Fire Protection					
8. Flood & Drainage					
9. Historic Preservation					
10. Machinery & Equipment					
11. Neighborhood Facility(ies)					
12. Other Activities					
13. Other Public Facilities					
14. Parking Facilities					
15. Parks & Playgrounds					
16. Pedestrian Improvements					
17. Planning					
18. Public Services	\$810,000		\$820,000		\$1,630,000
19. Public Utilities					
20. Rehabilitation-Private					
21. Rehabilitation-Public					
22. Relocation Assistance					
23. Sr. Handicapped Centers					
24. Sewer Improvements					
25. Solid Waste Facility(ies)					
26. Street Improvements					
27. Water Improvements					
28. Working Capital					
Total Uses	\$900,000		\$880,000		\$1,780,000

PROJECT BUDGET – NC CDBG-Coronavirus (CDBG-CV)		Name of Applicant: Orange County	
1. CDBG-CV Grant Amount Requested		\$900,000	
2. Other Funds: Coronavirus Relief Funds		\$880,000	
3. Total Project Resources		\$1,780,000	
4. Activity	5. CDBG Costs	6. Other Costs	7. Total Project Costs (Columns 5 + 6 = Column 7)
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
1. Senior and handicapped centers			
2. Parks, playgrounds and recreation facilities			
3. Neighborhood facilities			
4. Solid waste disposal facilities			
5. Fire protection and equipment			
6. Parking facilities			
7. Public utilities other than water and sewer			
8. [Reserved]			
9. Street improvements			
10. Flood and drainage improvements			
11. Pedestrian improvements			
12. Other public facilities			
13. Public sewer improvements			
14. Public water improvements			
d. Clearance activities (i.e., reconstruction and temporary relocation expenses.) Clearance items should appear on line d.			
e. Public services	\$810,000	\$820,000	\$1,630,000
f. Relocation assistance			
g. Construction, rehabilitation, and preservation activities			
1. Construction or rehabilitation of commercial and industrial buildings			
3. Rehabilitation of privately-owned dwellings (all rehabilitation of privately-owned dwellings activities should be included on this line item)			
4. Rehabilitation of publicly owned dwellings			
5. Code enforcement			
6. Historic preservation			
h. Development financing			
1. Working capital			
2. Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
SUBTOTAL	\$810,000	\$820,000	\$1,630,000
k. Planning (Included in 10% Cap minus Administration not to exceed \$3,500)			
l. Administration (10% cap of total Grant Amount Awarded)	\$90,000	\$60,000	\$150,000
TOTAL	\$900,000	\$880,000	\$1,780,000

NC CDBG-CV Benefit: Low and Moderate-Income Page 2										Name of Applicant: Orange County	
1. Activity	Total No. of Persons Benefiting 2.	No. of Low-Income Persons Benefiting 3.	% of Low-Income Persons Benefiting 4.	No. of Moderate-Income Persons Benefiting 5.	% of Moderate-Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderate Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate-Income Persons 10.		
d. Clearance activities											
e. Public services	125	125	100%	0	0%	\$810,000	\$810,000	\$0	\$810,000		
f. Relocation assistance											
g. Construction, rehabilitation and preservation activities											
(1) Construction or rehabilitation of commercial & industrial buildings											
(2) Rehabilitation of privately-owned dwellings											
(3) Rehabilitation of publicly owned dwellings											
(4) Code enforcement											
(5) Historic preservation											
h. Development financing											
(1) Working capital											
(2) Machinery and equipment											
i. Removal of architectural barriers											
j. Other activities											
k. TOTAL	125	125	100%	0	0%	\$810,000	\$810,000	\$0	\$810,000		
	PROJECT INDIVIDUAL BENEFIT Column 10, Row k (\$810,000) $\frac{\hspace{10em}}{\text{Column 7, Row k ($810,000)}} \times 100 = \mathbf{100\%}$										

TAB 3

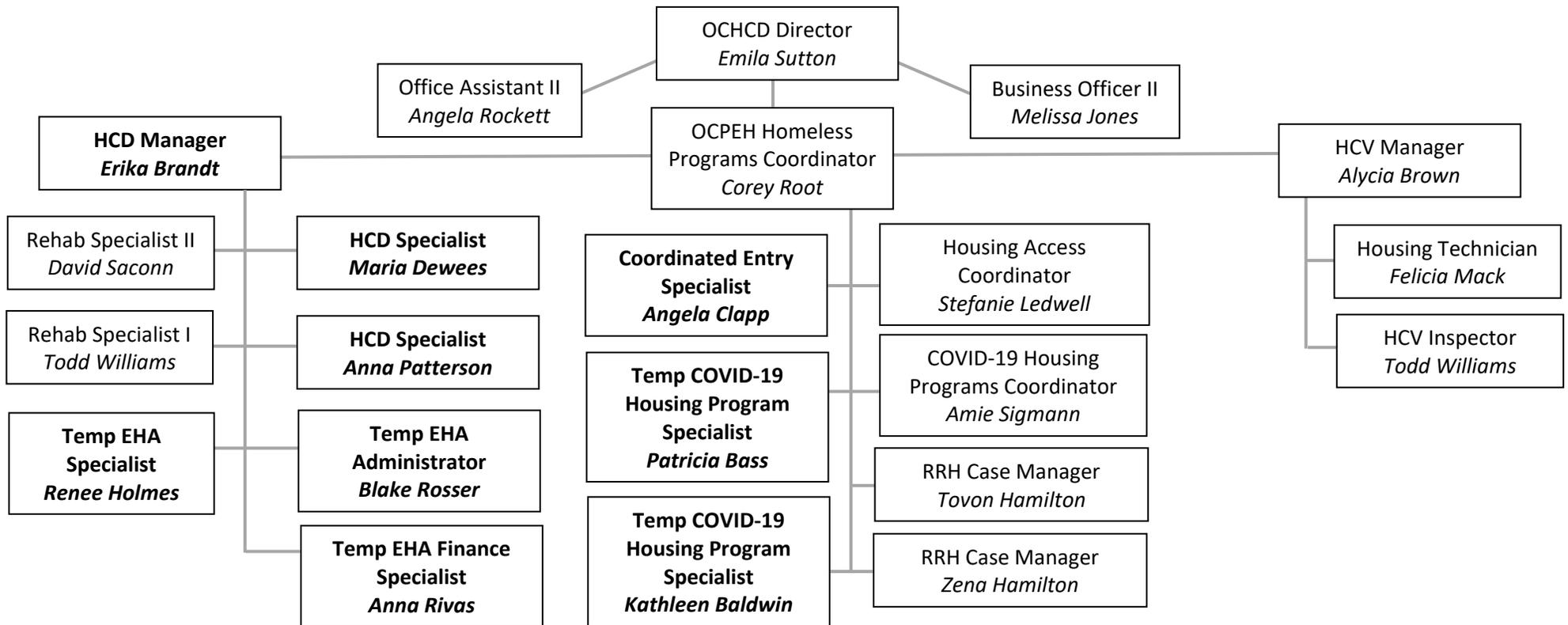
Orange County Department of Housing and Community Development

Organization Chart, September 2020

Bolded text shows key positions related to the Emergency Housing Assistance (EHA) program

Three “wings” of Orange County Housing and Community Development (OCHCD):

- Housing and Community Development (HCD): HOME Program, Affordable Housing Bond Program, Homeowner Repair and Rehabilitation Programs, Community Development Initiatives, **Emergency Housing Assistance (EHA)**
- Orange County Partnership to End Homelessness (OCPEH): **Housing Helpline (Coordinated Entry)**, Rapid Rehousing (RRH), Outreach, Housing Access Coordination
- Orange County Public Housing Authority (OCHA): Housing Choice Voucher Program (HCV)



Angela Clapp

2600 Albert Jefferies Rd Lot 1

Burlington NC 27217

919-370-1189

angieclapp@rocketmail.com

OBJECTIVE

To obtain long-term employment with growth potential within a company to utilize my experience for professional development

SKILLS PROFILE

- Business Administrator
 - Records Manger
 - Receptionist
 - Job Coach
 - Office Assistant
 - Customer Relations
 - Accounts Receivable
 - Office Manger
-
-

EMPLOYMENT HISTORY

Residential Manager

InterFaith Council (IFC) Community House / Home Start

Oct.2018 to Present

- Communicate with other staff to resolve problems with individual students.
- Observe students to detect and report unusual behavior.
- Supervise, train, and evaluate residence hall staff, including resident assistants, participants in work-study programs, and other student workers.
- Provide emergency first aid and summon medical assistance when necessary.
- Make regular rounds to ensure that residents and areas are safe and secure.
- Being aware of others' reactions and understanding why they react as they do.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Adjusting actions in relation to others' actions.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talking to others to convey information effectively.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to speak clearly so others can understand you.
- The ability to identify and understand the speech of another person.
- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Developing constructive and cooperative working relationships with others, and maintaining them over time. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Communicate with management or other staff to resolve problems.
- Monitor patron activities to identify problems or potential problems.

Zone 4 Navigator

Family Success Alliance OCIM 300 Millstone Drive Hillsborough NC,

June 2015- May 2019

- Navigators partner with families to:
 - Achieve a family goal
 - Advocate for a child's health and education needs
 - Identify childcare and early education opportunities
 - Make physical and mental health referrals
 - Locate after school and summer enrichment opportunities
 - Find a mentor
- Navigators support FSA goals by:
 - Working directly with FSA families to provide the support and coaching needed for parents to support their children in schools and set high expectations for achievement. This also includes making service referrals within the FSA collaborative network of partners.
 - Lead regular community meetings in the zones to update the community on the progress of the project and gather ongoing feedback about community needs, assets, opportunities and priorities.
 - Gather additional feedback from zone families about local conditions and reporting that data to the larger project team by attending community meetings, school events, faith-based events and other grassroots initiatives.
 - Using personal life experiences to develop positive, working relationships with cohort families to include monthly contact via phone, meetings, and email.
 - Providing targeted referrals to parents/guardians and children to increase household stability and increased access to educational supports.

Business Administrator

Second Chance Outreach Equipping Center, Gateway Breaking the Cycle Hillsborough,

NC February 2013- present

- Direct or coordinate an organization's financial or budget activities to fund operations,
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.

- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations
- Direct or coordinate activities of businesses or departments concerned
- Negotiate or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Review reports submitted by staff members to recommend approval or to suggest changes.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.

Receptionist

OE Enterprise Hillsborough, NC

September 2011-February 2012

- Customer service issues
- Faxing
- Operate telephone switchboard to answer
- Taking messages

Job Coach

OE Enterprise Hillsborough, NC

September 2011-February 2012

- Discuss any work related concerns
- Coordinate activities with work team members
- Help member develop plans for managing and saving money earned.
- Help member do successful job search

Office Assistant

Employment Security Commission Hillsborough, NC

February 2008 – December 2008

- Filing
- Data Entry
- General Clerical Duties

Housekeeper

St. Mortiz Building Service Mebane, NC

June 2007-October 2007

- Vacuumed office floors
- Cleaned restrooms
- Dusting

Office Assistant

Orange County Public Works Hillsborough, NC

October 2006-May 2007

- Accurately filed and delivered mail to all company departments.
- Generate work orders as well as prepared requisitions for each department
- Maintain general ledger accounts
- Assist Accounts Manger
- Excellent customer service skills

EDUCATION

<u>Durham Technical Community College NC</u>	2012
Professional Development and Technology Awareness	
<u>Capella University, Minneapolis MN</u>	
Bachelor's General Public Administration	2014
<u>Alamance Community College, Graham NC</u>	
Diploma	2006

Angela Clapp

2600 Albert Jefferies Rd Lot 1
Burlington NC 27217
919-370-1189
angieclapp@rocketmail.com

Corey Root, Orange County Homeless Initiative Program
PO Box 8181 Hillsborough NC 27278
919-245-2496
Croot@orangecountync.gov

Michael Harley, Second Chance Equipping Center
300 Lakeside Drive Apt. C Hillsborough NC 27278
919-672-5550
evangelistharley@gmail.com

Bishop Victor Glover, Last Days Ministries
3603 NC 86 S Hillsborough, NC 27278
919-338-9563
bishopglover7@gmail.com

ANNA PATTERSON

MPH, MCRP



+1 205-451-9131



510 Hillsborough Road, Carrboro, NC



annapatters@gmail.com

EDUCATION

MASTERS OF CITY & REGIONAL PLANNING
Specialization: Housing & Community Development
University of North Carolina, Chapel Hill, NC
2017-2020

MASTERS OF PUBLIC HEALTH
Dept. of Health Behavior
University of North Carolina, Chapel Hill, NC
2017-2020

BA, SOCIOLOGY
Minors: Public Health & Communications
Elon University, Elon, NC
2012-2016

KEY SKILLS

ArcGIS

STATA

Microsoft Office Suite

Qualitative & Quantitative Research Methods

Program Design & Evaluation

Program Management

Copy Editing

Social Determinants of Health

Health Behavior Theory

EXPERIENCE

HOUSING & COMMUNITY DEVELOPMENT SPECIALIST

Orange County Government / Hillsborough, NC / July 2020 – Present

- Co-lead emergency home assistance program in response to Covid-19.
- Assist with local housing bond funding cycle.

HOUSING JUSTICE INTERN

Marian Cheek Jackson Center / Chapel Hill, NC / May 2019 – May 2020

- Led emergency home repair program.
- Oversaw the Northside Residential Graduate Fellowship program.
- Created the Linking Generations in Northside program.

MPH CORE CURRICULUM TEACHING ASSISTANT

UNC Gillings School of Global Public Health /Chapel Hill, NC /Jan 2019–May 2020

- Member of the teaching team for 4-credit graduate-level course, “Developing, Implementing, and Evaluating Public Health Solutions.”
- Taught lab, attended lectures, graded assignments, and met with students during office hours.

PARTNERSHIPS IN AGING PROGRAM INTERN

Orange County Department on Aging / Chapel Hill, NC / Oct 2018 – Apr 2019

- Conducted qualitative research and created pilot programs on patient navigation and money management for the Orange County Department on Aging.
- Redesigned Partnerships in Aging Program website.

FINANCIAL CAPABILITY PROGRAM INTERN

Self-Help Credit Union / Durham, NC / May 2018 – Aug 2018

- Created a pilot product to be implemented in 3 of the organization’s markets to better prepare new mortgagees for successful homeownership by encouraging them to set aside regular savings for unplanned home repairs.
- Responsibilities included research and product development, meeting with potential project funders, attending site visits to mortgagees’ homes, and reporting to team leader in Development.

CORPORATE COMMUNICATIONS SPECIALIST

Impact Alamance / Burlington, NC / May 2017 – July 2017

- Continued work with health legacy foundation at the conclusion of one-year fellowship, prior to attending graduate school.
- Edited organization's website, created content, and implemented strategic communications plan.

ANNA PATTERSON

MPH, MCRP



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annapatters@gmail.com

HONORS & RECOGNITIONS

PHI BETA KAPPA

Academic Honor Society.
Elon University, 2016

OUTSTANDING SOCIOLOGY STUDENT OF THE YEAR

Selected by faculty in the
Dept. of Sociology.
Elon University, 2016

OMICRON DELTA KAPPA

Leadership Honor Society.
Elon University, 2015

LUMEN PRIZE

One of 15 students to receive
a \$15,000 grant for the
development of an
independent research project.
Elon University, 2014-2016

ELON COLLEGE FELLOW

Completed advanced
seminar courses and
independent research.
Elon University, 2012-2016

EXPERIENCE (CONT'D)

JUNIOR PROGRAM OFFICER

Impact Alamance / Burlington, NC / May 2016 – May 2017

- Co-led the Alamance Wellness Collaborative, a collective of approximately 40 governmental, nonprofit, business, and healthcare leaders across Alamance County.
- Led grant cycles around healthy eating and active living.
- Served on the Alamance County Health Improvement Plan group, where I collaborated with community health agencies to launch community health data hub,
- Planned monthly teacher leadership academy sessions for Alamance-Burlington School System
- Led logistics and organized volunteers for large community events.

LEADERSHIP

MINORITY HEALTH CONFERENCE PLANNING COMMITTEE

Largest and longest-running student-led health conference in the United States
2018-2020 – Chapel Hill, NC

CAROLINA PLANNING JOURNAL

Editorial Board Member
2017-Present – Chapel Hill, NC

NORTH CAROLINA NETWORK OF GRANTMAKERS

Emerging Leaders Learning Committee
2016-2017 – Winston Salem, NC

PUBLISHED WORKS & PRESENTATIONS

Bailey, A., Halloway, A., & Patterson, A. (2019, November). *Housing affordability: Strategies & recommendations for West Raleigh*. Keynote presentation at the meeting of Learn it Up! Hillsborough Street (Hillsborough Street Community Service Corporation). Raleigh, NC.

Patterson, A. (2020). *Prioritizing health equity in affordable housing: A report prepared for the Dogwood Health Trust*. Masters project. University of North Carolina – Chapel Hill. Chapel Hill, NC.

Patterson, A. & Franzese, A.T. (2015, August). *Fostering sustainable resilience in children through social connection*. Roundtable discussion presented at the meeting of the American Sociological Association, Chicago, IL.

Franzese, A.T. & Patterson, A. (January 21, 2014). Sociology of deviance. In A. Scull (Ed.) *Cultural Sociology of Mental Illness* (pp. 197-204). Thousand Oaks, CA: Sage.

ANNA RIVAS

(919) 951-9241

Anna3217@gmail.com

CAREER PROFILE

Administrative/Finance support professional with 20 years of experience. Adept at working in fast-paced environments demanding strong organizational, analytical and interpersonal skills. Committed to exceptional customer service and driven by challenges. Detail-oriented and resourceful in organizing and completing projects. Ability to multitask effectively in an interruptive work environment.

EXPERIENCE

Alamance County Department of Social Services

2012-2020

Performed a variety of complex accounting and administrative tasks.

Account Clerk IV, Child Care Unit

- ⌘ Assisted Child Care unit with all administrative duties relating to child care subsidies
- ⌘ Managed day care wait list consisting of 1165 children
- ⌘ Served as NCFAST provider manager relating to all child care subsidy contracts
- ⌘ Determined and processed provider over and underpayments
- ⌘ All administrative duties as needed

Account Clerk IV, Fiscal Unit

- ⌘ Processed subsidized child care payroll for 1500 children
- ⌘ Processed contracts for new child care providers
- ⌘ Determined accurate payments
- ⌘ Assisted with Phase I of the SEEK (Subsidized Early Education for Kids) pilot program
- ⌘ Received cash payments
- ⌘ Assisted Trust Clients with weekly checks and vouchers
- ⌘ Reconciled client accounts
- ⌘ Purchased and inventoried all departmental supplies
- ⌘ Maintained Medicaid and EBT files, meet with clients to provide Medicaid or EBT cards
- ⌘ Assist with fiscal assignments, including posting, processing and monitoring cash receipts, vendor invoices, accounts payable disbursements, and internal auditing

Various temporary jobs

2007-2011

Los Angeles County, ISD-Finance Division

1990-2006

Performed a variety of complex accounting and administrative tasks.

Accounts Payable Clerk II / Secretary II

Administrative and finance support to a unit staff of 60

- ⌘ Performed all administrative and finance duties for Finance Division managers and staff
- ⌘ Assisted Division Manager with compilation of pertinent information for County audits
- ⌘ Assisted public and County departments with our organization information
- ⌘ Scheduled interviews of all candidates
- ⌘ Assisted Head Cashier with daily reconciliation and cash audit of receivables
- ⌘ Provided timekeeper and receptionist coverage for the Finance Division
- ⌘ Maintained vendor accounting records
- ⌘ Provided customer service to vendors by resolving payment and procurement issues, either by telephone or in person
- ⌘ Assisted with fiscal assignments, including posting, processing and monitoring cash receipts, vendor invoices, accounts payable disbursements, employee disbursements and internal auditing
- ⌘ Assisted in preparation of financial statements such as billings, budgets, and cost reports
- ⌘ File records improvement and maintenance
- ⌘ Applied rules and regulations within organization parameters
- ⌘ Researched processing problems, contacted departments and vendors to resolve problems and expedite payment, and respond to inquiries by telephone or in person
- ⌘ Processed Mileage reimbursements
- ⌘ Distributed, reviewed, calculated, and processed payroll time sheets and employment documents
- ⌘ Keyed data and prepared batches for processing which involved sorting, alphabetizing and running tapes to verify counts and totals
- ⌘ Assisted in ordering, receiving, care, maintenance, and utilization of department equipment, supplies and inventories

BLAKE ROSSER

1026 W Main St, Carrboro, NC 27510
919-928-6870
blake.rosser@gmail.com

Passionate about researching, analyzing and developing social policy. Strong communication skills, both oral and written. Proficient in Excel, Stata and Powerpoint. Past education experience fostered strong collaboration and leadership skills, plus extensive equity training.

- EDUCATION**
- DUKE UNIVERSITY, Sanford School of Public Policy** Durham, NC
Master of Public Policy, May 2019
- UNIVERSITY OF NORTH CAROLINA** Chapel Hill, NC
Teaching Certificate, School of Ed., Special Ed. K-12, May 2009
Bachelor of Science in Psychology, May 2004
- GRADUATE COURSEWORK** Microeconomics (2), Public Finance (2), Inclusive Economic Development
- EXPERIENCE**
- 2020 – Present* **ORANGE CO. COMMUNITY DEVELOPMENT DEPT.** Hillsborough NC
Emergency Housing Assistance Administrator
- Review and approve applications for emergency housing assistance
 - Contact stakeholders regarding application completion
 - Develop positive relationships with community stakeholders
- 2019 - 2020* **UNC – CENTER FOR HEALTH EQUITY RESEARCH** Chapel Hill, NC
Project Coordinator and Social Research Assistant
- Coordinate site for NIH-funded research study
 - Recruit, screen and interview study participants
 - Develop positive relationships with community stakeholders
 - Plan meetings, develop protocols, and input/analyze data
- 2013-2017* **UNC HOSPITAL SCHOOL** Chapel Hill, NC
Exceptional Children (EC) Teacher
- Coordinate academic services for patients in hospital setting
 - Organize and lead meetings for instructional collaboration with colleagues
 - Co-Chair, Equity Team: promote tolerance throughout school and community
 - Facilitator, Project Advance: manage professional development of coworkers
- OTHER** Writer and Editor for the *Sanford Journal of Public Policy*, 2017-2019
Member, Carrboro Town Planning Board, 2016-2020
Member, Orange Co. Affordable Housing Advisory Board, 2018-Present
Foreign Language Skills: Fluent Spanish

ERIKA BRANDT

(865) 773-4604 • erikaclairebrandt@gmail.com • Raleigh, NC

INTERESTS	Housing policy & finance • Community economic development • Social justice	
STRENGTHS	Housing Expertise – Experience & education in evidence-based housing policy & practice Research – Quantitative & qualitative methods • Research design Analysis – Policy analysis • Spatial analysis (ArcGIS, QGIS) • Financial modeling Communication – Writing & editing • Design & visualization (Adobe) • Public speaking	
EDUCATION	Master of City & Regional Planning – UNC Chapel Hill Specializations: Housing/Community Development & Real Estate Activities: UNC Center for Community Capital Graduate Research Fellow, Plan for All Co-Chair, Minority Health Conference Committee	Chapel Hill, NC (05/17)
	Bachelor of Arts – Oberlin College Majors: Biology & Environmental Studies (High Honors) Honors: Jason Chicoine Memorial Prize in Biology • Sigma Xi Research Honor Society • Ohio Academy of Sciences Environmental Science & Engineering Scholar • A.M. Blank Research Fellow • J.F. Oberlin Scholar • National Merit Scholar	Oberlin, OH (05/13)
EXPERIENCE	Orange County Department of Housing and Community Development <i>Housing & Community Development Program Manager</i> Manage the County’s home rehabilitation programs • Manage the County’s federal HOME grant by developing program policies, ensuring compliance, and reporting on activities • Manage the County’s affordable housing bond program • Manage the County’s emergency housing assistance fund • Coordinate with local stakeholders on a variety of affordable housing issues and activities	Hillsborough, NC (12/19 – present)
	North Carolina Housing Finance Agency (NCHFA) <i>Senior Policy & Research Analyst</i> Conducted research/analysis related to housing policies, programs, & market conditions for staff & external partners • Lead impact evaluation work & coordinate external research partnerships • Created/reviewed web & print materials on housing policies, programs, & market conditions (e.g., “State of Housing” web map, “Policy Matters” blog, program impact briefs) • Monitored & provided expertise on federal & state programs, policies, & funding sources for affordable housing • Coordinated the State’s Annual Action Plan & CAPER in partnership with other State agencies, including providing IDIS support and coordinating statewide stakeholder input survey • Represented NCHFA at conferences & other events	Raleigh, NC (11/18 – 12/19)
	<i>Policy & Research Analyst</i> Conducted research/analysis for staff & external partners • Lead impact evaluation work • Created web & print materials on housing policies, programs, & market conditions • Monitored federal & state funding sources	(07/17 – 10/18)
	<i>Policy Support Analyst</i> Conducted “Staying Home” program evaluation (see Projects) • Supported operations & management of the NC Housing Trust Fund • Conducted policy research & reporting	(01/17 – 07/17)
	<i>Intern</i> Conducted “Home Energy” study (see Projects) • Conducted policy research & reporting	(06/16 – 12/16)
	Center for Family & Community Engagement (NCSU)	Raleigh, NC

	<p><i>Operations Assistant</i></p> <p>Created & managed online resources for the Center’s trainings • Supported program evaluation & research (see Publications) • Managed online marketing • Trained Center staff on software use & operational protocols</p>	(02/15 – 07/16)
	<p>Kerr-Tar Regional Council of Governments</p> <p><i>Planning Intern</i></p> <p>Drafted transportation corridor plan for Madison Blvd, Roxboro, NC</p>	<p>Henderson, NC</p> <p>(02/16 –05/16)</p>
	<p>Habitat for Humanity of Wake County</p> <p><i>Construction Leader</i></p> <p>Led & trained volunteers in home construction & building best practices</p>	<p>Raleigh, NC</p> <p>(08/13 – 07/14)</p>
	<p>Oberlin Environmental Studies Program</p> <p><i>Research Fellow</i></p> <p>Designed & executed thesis on plant spatial patterns & biodiversity in wetlands</p>	<p>Oberlin, OH</p> <p>(06/11 – 05/13)</p>
PUBLICATIONS	<p>Amend, P., Brandt, E., King, L., Plourde, C., Stewart, C. R. & Sutton, E. “Identifying and addressing local affordable housing challenges in North Carolina.”</p> <p>Pennell, J. & Brandt, E. C. “Men who abuse: Why do they come to a fathering program?” Chapter in <i>Innovations in Interventions to Address Intimate Partner Violence: Research and Practice</i>. ISBN-13: 978-1138692275</p> <p>Brandt, E. C., Petersen, J. E., Grossman, J. J., Allen, G. A., & Benzing, D. H. “Relationships between spatial metrics & plant diversity in a constructed freshwater wetland.” doi: 10.1371/journal.pone.0135917</p> <p>Petersen, J. E., Brandt, E. C., Grossman, J. J., Allen, G. A., & Benzing, D. H. “A controlled experiment to assess relationships between plant diversity, ecosystem function & planting treatment over a nine-year period in constructed freshwater wetlands.” doi: 10.1016/j.ecoleng.2015.05.002</p>	<p>Carolina Planning Journal</p> <p>(05/19)</p> <p>Routledge</p> <p>(04/17)</p> <p>PLOS One</p> <p>(08/15)</p> <p>Ecol. Engineer.</p> <p>(06/15)</p>
PROJECTS	<p>“Application Denials and Appeals among TCLI Applicants to NCHFA’s and NC DHHS’s Targeted Units” – Analysis of rental application denials among applicants to the State’s Targeting Program who are part of the Transitions to Community Living Initiative (TCLI), conducted for NCHFA and the NC Department of Health and Human Services for program evaluation & quality assurance purposes</p> <p>“Targeting and TCLV Landlord Survey Analysis” – Mixed-methods analysis of survey responses from property managers participating in the State’s Targeting Program and/or Transitions to Community Living Voucher (TCLV) program, conducted for NCHFA the NC Department of Health and Human Services for program evaluation & quality assurance purposes</p> <p>“Staying Home: An Evaluation of North Carolina’s Urgent Repair Program” – Outcome & impact analysis of NCHFA’s Urgent Repair Program, which finances home repairs for low-income homeowners (see brief)</p> <p>“New Life for the Old Firehouse” – Predevelopment analysis for adaptive reuse of old fire station in Blowing Rock, NC</p> <p>“Home Energy Retrofits for Comfort and Efficiency: Exploring the Potential for an Energy Retrofit Loan Program” – Financial feasibility study & preliminary program design of home energy loan program for low- to moderate-income homeowners</p>	<p>NCHFA</p> <p>(03/19)</p> <p>NCHFA</p> <p>(10/18)</p> <p>NCHFA</p> <p>(05/17)</p> <p>UNC-CH</p> <p>(12/16)</p> <p>NCHFA</p> <p>(07/16)</p>
VOLUNTEER	<p>WakeUP Wake County Board Member • NCSU Friends of the Library</p>	

Kathleen G. Baldwin

Coming together is a beginning, keeping together is progress, working together is success. (Henry Ford)

101 NC Hwy 54 Bypass, Apt H-4
Carrboro, NC 27510
(919) 360-6279
kathleengbaldwin@outlook.com

EXPERIENCE

Coordinated Entry Housing Specialist (Temporary)

Orange County Housing & Community Development

JULY 2020 - PRESENT

Store Supervisor - Brand Manager

L Brands: Bath & Body Works, Chapel Hill, NC

SEPTEMBER 2013 - MARCH 2019

Responsible for:

- Building high performing teams through recruitment, motivating, and supporting staff.
- Leading and modeling selling and customer experience standards with positivity and enthusiasm.
- Ensuring implementation of company selling strategies.
- Maintaining operational excellence in full compliance with corporate policies and procedures.

Assistant Attorney General

North Carolina Department of Justice, Raleigh, NC

NOVEMBER 1991 - MAY 2008

- In the Criminal Appellate Division, I litigated the State's most significant criminal appeals.
- Earlier in my tenure, I was responsible for providing comprehensive legal counsel to the N.C. Department of Health and Human Service, including advising and litigating cases. Primary clients with the Division of Mental Health, Developmental Disabilities and Substance Abuse Services
- Also responsible for representation of the State Child Support Enforcement program.

Judicial Law Clerk

United States Court of Appeals for the Fifth Circuit New Orleans, LA

SEPTEMBER 1989 - SEPTEMBER 1991

SKILLS

Genuine team player.
Commitment to excellence.
Uncompromising integrity.
Warm, empathic, sincere with customers.
Optimistic and open-minded.

AWARDS

Phi Beta Kappa

**Pi Sigma Alpha
(National Political Science Honor Society)**

**Bachelor of Arts degree
awarded with Highest Distinction
(magna cum laude)**

**Dean's List:
Undergraduate and Law School**

Responsible for drafting proposed opinions and orders for the disposition of federal appellate cases involving federal questions and procedural issues.

EDUCATION

University of North Carolina at Chapel Hill Bachelor of Arts in Political Science

DEGREE AWARDED MAY 1986

Class Rank: top 1.2% (46 of 3813)

University of North Carolina School of Law Juris Doctor awarded May 1989

DEGREE AWARDED MAY 1989

Class Rank: top 35% (79 of 225)

Education

University of North Carolina- Chapel Hill Master's Candidate in City and Regional Planning Specialization in Housing and Community Development	Chapel Hill, NC Graduated May 2020
Macalester College B.A. in Political Science / Concentration in Urban Studies	Saint Paul, MN Graduated May 2014

Work Experience

Orange County Dept. of Housing and Community Development <i>Housing and Community Development Specialist:</i> <ul style="list-style-type: none">Coordinates and supports the administration of the Orange County Emergency Housing Assistance Program in response to the Covid-19 pandemic, the HOME Investment Partnerships Program, and local affordable housing bond funding cycle.Assists the Department Director and Housing and Community Development Manager with coordinating the Affordable Housing Advisory Board's meetings and activities. Tasks include agenda setting and drafting, providing meeting materials, generating and presenting reports on Department activitiesProvides ongoing evaluation of the Department's Housing and Community Development programs and submits recommendations for programmatic and policy changes to improve efficiency and make programs more responsive to community needs.	Hillsborough, NC 6/3/20 – Present
Community Preservation and Development Corporation (CPDC) <i>Affordable Housing Development Intern:</i> <ul style="list-style-type: none">Identified real estate acquisition opportunities: authored memos and presented market research to staffFinancial modeling and due diligence to determine economic feasibility of a projectAnalyzed successful Low-Income Housing Tax Credit applications to identify scoring trends in various housing markets of VirginiaSupported the team in responding to Requests for Proposals and/or Qualifications in the pursuit of new business opportunities and development partnershipsPublished for the Enterprise Community Partners blog	Richmond, VA 6/3/19 – 8/9/19
Cohen Milstein Sellers & Toll, PLLC <i>Employee Benefits (ERISA) Paralegal:</i> <ul style="list-style-type: none">Supported a team of attorneys litigating complex federal class action cases involving violations of the Employee Retirement Income Security Act (ERISA)Responded to client inquiries regarding the status of litigation, advised class members during the settlement process, and fielded initial intake phone calls from potential clients for the firmReviewed public financial disclosure documents to identify potential violations of ERISA, tracked newly filed ERISA class action cases and compiled a monthly report for attorneysProofread briefs and checked legal citationsManaged discovery document production, maintained trial calendars, filed and drafted procedural motions on behalf of attorneys, updated case websites	Washington D.C. 4/12/16 – 2/8/18

The National Fair Housing Alliance (NFHA)

Housing Research Assistant:

Washington D.C.
4/15/15 – 4/7/16

- Contributed to NFHA's investigation of banks that fail to maintain and market bank-owned homes located in communities of color
- Managed, processed and coded data for the investigation
- Conducted site visits to bank-owned properties to gather evidence for the investigation
- Reviewed public property records and prepared U.S. Census data for reports and legal complaints
- Created maps with ArcGIS for office staff (GIS requires a strong grasp of spatial data concepts, map design, attention to detail, patience and the ability troubleshoot when data is not displaying correctly)
- Assisted the NFHA Enforcement Department with discrimination testing investigations

U.S. House of Representatives

Press Intern:

Washington D.C.
9/3/14 - 12/20/14

- Compiled and circulated daily press clips for Congressman John Delaney (MD-06) and his team
- Drafted bill summaries of proposed House legislation for the Congressman's policy aids
- Authored press releases and constituent correspondence letters on behalf of the communications team
- Led tours of the U.S. Capitol, fielded constituent phone calls and tracked constituent correspondence

Second Harvest Heartland

SNAP Outreach Intern:

Saint Paul, MN
1/20/14 - 5/15/14

- Performed community outreach at food distribution sites throughout the metro area e.g. churches, homeless shelters, and soup kitchens to refer at-risk families to public assistance programs and emergency food resources
- Prescreened potential applicants for the Supplemental Nutrition Assistance Program (SNAP) and answered questions about the application process

MN-05 Congressional Campaign

Organizing Fellow:

Minneapolis, MN
6/1/13 – 8/31/13

- Headed a team of six summer interns in organizing Minnesota's 5th congressional district
- Developed and executed a field-organizing plan: our team made over 10,000 calls and door knock attempts to reach voters
- Staffed fundraising and community events like the annual Labor Day Barbeque
- Canvassed and coordinated volunteers for Lisa Bender's city council campaign

Womenwinning -Political Action Committee

Intern:

St. Paul, MN
2/1/13- 5/30/13

- Supported Womenwinning's mission to recruit and train pro-choice women candidates across the state for all levels of political office through research, office operational support, event planning and fundraising
- Researched and identified potential women candidates for public office
- Created an intern resource guide for the organization to use in building the internship program

Skills/Activities

- Founded the Peer Application Support Service, a mentorship program for prospective students from underrepresented backgrounds interested in UNC-CH's City and Regional Planning program (2019-2020)
- Admissions Committee at UNC-CH's Department of City and Regional Planning (2019)
- Technology: ArcGIS, StoryMap, Esri Business Analyst, Microsoft Office Suite, CoStar
- Language: Fluent in Finnish
- Level 2 Wine and Spirits Education Trust Certified (WSET)

Patricia Bass

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1300 Rosewood St, Durham NC 27701
(919) 903-0335
she/her/hers

Service-oriented instructor with ten-year background in education and experience working with refugees, undocumented immigrants, and food-precarious populations. Core competencies include cross-cultural communication, grant-writing, needs assessment, and volunteer management.

EDUCATION

- 2014-2020 **Ph.D**, Art, Art History, and Visual Culture
Duke University (Durham, NC)
- 2010-2012 **Master of Arts**, Art History and Museum Studies (Médiation Culturelle),
Paris 3: La Sorbonne Nouvelle (Paris, France)
- 2004-2008 **Bachelor of Arts**, Geography and Sociology
Macalester College (St Paul, MN)

LANGUAGES

English: Maternal language
French: Fluent (Diplôme approfondi de langue française : DALF, level C2)
Spanish: Intermediate
Italian: Intermediate

COMMUNITY SERVICE

August 2019 – January 2020 Assistant Duke Liaison for *Church World Service* Durham (NC)

Assisted Francophone refugee families in participating in ESL teaching partnerships with French language students, partnering with the refugee assistance agency *Church World Service* and Duke University. I received training in social work with refugee populations and my tasks included meeting one-on-one with refugee families to determine their needs and boundaries, counseling students on their teaching partnerships, and facilitating communication and scheduling between students and families.

June 2018 – June 2019 Outreach Minister for *Church of Our Abiding Savior* Durham (NC)

Organized a partnership with Urban Ministries of Durham according to which volunteers cooked and served dinner on fifth Sundays, and prepared and served breakfast on fifth Mondays. This position involved organizing the budget, grocery shopping, food preparation, and serving of meals for up to 200 clients with appropriate food safety guidelines. In this role, I managed between 10 and 20 volunteers for each meal served. Other tasks involved partnering with local elementary schools (notably W G Pearson Elementary) in order to organize a school snack and backpack drive.

June 2011 – May 2014 Asylum counselor for the NGO *Cimade* Paris (FR)

Provided legal counsel to undocumented immigrants and asylum-seekers in Paris every Saturday from 9am-noon with the French NGO *Cimade*. This role consisted of meeting one-on-one with clients and/or their families, conducting needs assessments (legal/immigration needs and basic social needs), directing clients toward local services for housing, childcare, work opportunities, and food security, and informing them of their options for legal recourse in their immigration cases (remaining in their status, petitioning a judge, etc). When they wished to take legal recourse, I worked with them to compile petitions for a change of immigration status or reconsideration of their dossier and, on request, accompanied them to the Prefecture as an ally or translator.

TEACHING AND ADMINISTRATIVE EXPERIENCE

August 2019 – May 2020 Alamance Community College (Adjunct Instructor) Graham

Preparing and teaching the courses *Art Appreciation* and *Illustration* to undergraduates.

January 2016 – May. 2020 Duke University (Instructor of Record, T. A.) Durham

Preparing and giving some lectures, leading a discussion section, and grading papers for undergraduate classes:

- *Visual Cultures of Medicine* (Spring 2016)
- *Introduction to Visual Studies* (Fall 2016)
- *Theories of Visual and Media Studies* (Spring 2019)
- *History and Theory of Photography* (Spring 2020)

October 2013 – August 2014 La Bibliothèque Nationale (Research Associate) Paris

Creating a detailed inventory and analysis of 19th century scientific iconography (code : Tf1-14).

October 2012 – May 2014 Paris 3: La Sorbonne Nouvelle (Adjunct Instructor) Paris

Teaching courses in English and French to undergraduate and masters students, including:

- *Art et Sciences Sociales au XIX^{ème}* (undergraduate, Spring 2014)
- *The Monstrous in Art and Literature* (masters, Spring 2014)
- *Humour anglais, humour en anglais* (undergraduate, Fall 2013)
- *Defining crime in the 1920s: Texts and Images* (undergraduate, Spring 2013)
- *American Cultural Imports to 1920s France* (undergraduate, Fall 2012)
- *Professional Verbal English* (masters, Fall 2012)

REFERENCES

Pastor Margaret Herz-Lang, *Our Abiding Savior*

856-278-4055. margareteherzlane@gmail.com

Prof. Deb Reisinger, supervisor for work liaising between *Duke University* and *Church World Service*

Deb.reisinger@duke.edu

Prof. Mark Olson, research and teaching supervisor at *Duke University*.

919-613-6726, Mark.olson@duke.edu

RENEE DENNISON HOLMES

Hillsborough, NC 27278

Phone: (828)275-0430

Email: reeneholmes26@gmail.com

PROFESSIONAL QUALIFICATIONS

Dynamic Management and Business professional with several years of experience as a mid to management level manager in the financial, mortgage banking, federal and local government industry. Proven results oriented professional seeking a career opportunity with an outstanding government or public sector institution.

- Managed a \$100 million + Loan Portfolio.
- Developed new business, obtaining \$80 million + deposit portfolio.
- Exhibits dynamic proficiencies in all phases of banking/financial services: commercial and consumer. Knowledgeable in providing mortgage lending services, investment solutions consulting, discount brokerage services, and new business development.
- Processed and approved home/business/working capital loans with Small Business Administration.
- Successfully managed revolving loan fund accounts.
- Implemented and expanded first-time homeownership programs.
- Provided grant-writing and proposal development skills including economic and community development.
- Project management – Multi-family and mixed-use real estate development. Management of real estate development in a Historic District.

PROFESSIONAL EXPERIENCE

ORANGE COUNTY GOVERNMENT HOUSING AND COMMUNITY DEVELOPMENT HILLSBOROUGH, NC

Housing Programs Coordinator

November 2008 – November 2018 (RETIRED)

- Responsible for administering the HOME Investment Partnership Program, Community Development Block Grant (CDBG) and North Carolina Housing Finance Agency (NCHFA) programs.
- Serve as the coordinator of the HOME program for Orange County, including program development, administration and fiscal management.
- Monitor the activities of funded sub-recipients to ensure quantity and quality of work performed and compliance with contract specifications.
- Maintain the financial system for the HOME program and coordinates financial management with the Finance Department.
- Make presentations to the Board of County Commissioners, local committees, boards and citizen groups.
- Research best practices federal, state and local government funded program activities.

BLUE CROSS BLUE SHIELD OF NC

DURHAM, NC

North Carolina State Claims Processor

December 2006 -November 2008

- Responsible for processing insurance claims for providers to insure quality, privacy and accuracy for the provider and the insured. Performed daily preparation and processing of patient insurance forms to initiate patient claims. Collected carrier liability and extended benefits to patient account.
- Obtained and audited medical records to compute and record patient charges.
- Provided information and answered inquiries concerning insurance and billing procedures.
- Provided timely feedback for general correspondence requests.

RENEE DENNISON HOLMES

Page 2 OF 3

-
- Performed data analysis of existing of inquiries regarding claim adjudication, including method of payment, co-pay or deductible amounts, and/or reason for denial.
 - Requested information from internal or outside sources to ascertain completeness and validity of claim including coordination of benefits information.
 - Compared data on claims application and patient record information to ascertain validity and to adjudicate the claim.

PROFESSIONAL LENDING SERVICES

ASHEVILLE, NC

Loan Originator/Processing Specialist

September 2001 – August 2006

- Responsible for the origination and processing of residential and commercial mortgages. Proficient in conforming and nonconforming loans.

NEIGHBORHOOD HOUSING SERVICES

ASHEVILLE, NC

Loan Program Manager

January 1994 – March 2001

- Responsible for the management and operation of the Revolving Loan Fund and programs offered by the organization; financial counseling and loan approvals. Certified Housing Counselor by the US Department of Housing and Urban Development (HUD) certified Mortgage Lender by Neighborhood Reinvestment Corporation and certified by NC Housing Finance Agency.
- Instrumental in the strategic generation of funds to support the organization's mission of affordable home ownership through grant writing and proposal development with federal, state and local governments and private foundations.
- Facilitated national grant proposals in Washington, DC, with Americorp.
- Developed partnerships with Bank of America, Community Develop Financial Institutions Fund (CDFI) other financial institutions and several nonprofit agencies. Development and Management of Mixed-use and Multi-family real estate development in a historic district.

MT. ZION CHURCH

ASHEVILLE, NC

Financial Administrator

February 1991 – December 1993

- Responsible for the general administrative and financial management duties to assist the Pastor in the church and in community matters.

US SMALL BUSINESS ADMINISTRATION DISASTER ASSISTANCE

ATLANTA, GA

Loan Specialist

September 1984- December 1988

- Responsible for providing ongoing support in the preparation, analysis and authorization of loans for residential loan applicants. Other responsibilities included managing loan closing and supervising disaster center operations.
- Travelled nationally to multiple disaster assistant centers in various stateside locations as well as Puerto Rico and the US Virgin Islands.

RICHARD SIMMONS ANATOMY ASYLUM

ATLANTA, GA

Fitness Instructor/Sales Counselor

July 1984 – August 1985

- Responsible for promoting healthy living packages for clients including fitness instruction and nutritional guidance. (Part-time position)

WACHOVIA BANK

ASHEVILLE, NC

Retail Banking Officer

September 1977 – June 1984

- Responsible for the management of a loan and customer deposit portfolio.
- Worked extensively with customers seeking various types of loans: consumer, commercial, and mortgage loans.

EDUCATION

STRAYER UNIVERSITY, MORRISVILLE, NC

- *MPA, Master of Public Administration*

UNIVERSITY OF NORTH CAROLINA, ASHEVILLE, NC

- *BA, Bachelor of Arts*
- *Major, Sociology*

COMPUTER SKILLS/SYSTEMS

- Microsoft Office

REFERENCES AVAILABLE UPON REQUEST

CAPACITY AND EXPERIENCE

Orange County has substantial experience managing a short-term rental and utility assistance program, as it has been operating EHA since 2018. The chart below shows other funds that the Department of Housing and Community Development (OCHCD) has used for this purpose and similar purposes:

Funding Source	Purpose	Amount
Local Funds	Emergency Housing Assistance*	\$375,513
Coronavirus Relief Funds	Emergency Housing Assistance*	\$1,250,000
Coronavirus Relief Funds <i>(remitted from Towns of Carrboro, Chapel Hill, and Hillsborough)</i>	Emergency Housing Assistance*	\$303,807
HOME Investment Partnerships Program (HOME) funds	Tenant-Based Rental Assistance**	\$364,959
ESG-CV funds	Tenant-Based Rental Assistance**	\$85,408

*Emergency Housing Assistance refers to the EHA program for which the County intends to use CDBG-CV funds, if awarded

**Used in the Housing Help Rapid Rehousing program, a tenant-based rental assistance program that follows a best practice rapid rehousing model

TAB 4

d. Clearance activities									
NC CDBG-CV Benefit: Low and Moderate-Income Page 2							Name of Applicant: Orange County		
1. Activity	Total No. of Persons Benefiting 2.	No. of Low-Income Persons Benefiting 3.	% of Low-Income Persons Benefiting 4.	No. of Moderate-Income Persons Benefiting 5.	% of Moderate-Income Persons Benefiting 6.	CDBG-CV Cost 7.	CDBG-CV Funds to Benefit Low Income Persons 8.	CDBG-CV Funds to Benefit Moderate Income Persons 9.	CDBG-CV Funds to Benefit Low- & Moderate-Income Persons 10.
e. Public services	125	125	100%	0	0%	\$810,000	\$810,000	\$0	\$810,000
f. Relocation assistance									
g. Construction, rehabilitation and preservation activities									
(1) Construction or rehabilitation of commercial & industrial buildings									
(2) Rehabilitation of privately-owned dwellings									
(3) Rehabilitation of publicly owned dwellings									
(4) Code enforcement									
(5) Historic preservation									
h. Development financing									
(1) Working capital									
(2) Machinery and equipment									
i. Removal of architectural barriers									
j. Other activities									
k. TOTAL	125	125	100%	0	0%	\$810,000	\$810,000	\$0	\$810,000
	PROJECT INDIVIDUAL BENEFIT Column 10, Row k (\$810,000) $\frac{\text{Column 10, Row k (\$810,000)}}{\text{Column 7, Row k (\$810,000)}} \times 100 = 100\%$								

NC GRANTS MANAGEMENT SYSTEM ACTIVITY NUMBERS AND CODES

Activity Name	Activity Number	Activity Code*
1. Administration	1060	13
2. Acquisition	1002	1
3. Architectural Barriers	1054	11
4. Clearance Activities	1034	2
5. Code Enforcement	1046	16
6. Disposition	1004	1
7. Fire Protection	1014	6
8. Flood and Drainage	1024	4C
9. Historic Preservation	1048	16
10. Machinery/Equipment	1052	16
11. Neighborhood Facilities	1010	3
12. Other Activities	1056	16
13. Other Public Facilities	1028	6
14. Parking Facilities	1016	6
15. Parks/Playgrounds	1008	6
16. Pedestrian Improvements	1026	6
17. Planning	1058	12
18. Public Services	1036	7
19. Public Utilities	1018	7
20. Rehabilitation, Commercial	1040	9B
21. Rehabilitation, Private	1042	9A
22. Rehabilitation, Public	1044	10
23. Relocation Assistance	1038	8
24. Senior/Handicapped Centers	1006	3
25. Sewer Improvements	1030	4B
26. Solid Waste Facilities	1012	4B
27. Street Improvements	1022	6
28. Water and Sewer	1020	4A, 4B
29. Water Improvements	1032	4A
30. Working Capital	1050	7
<i>Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation would all be classified under Rehabilitation.</i>		

* Please note that these are not HUD IDIS codes.

ACTIVITY PERFORMANCE MEASURES

Applicant:	Orange County	Budgeted \$:	\$900,000		
Project Name:	Emergency Housing Assistance	Check (X) C-1:		Check (X) L-1:	
Activity Name:	Public Services	Activity Code:	7		
Amount of money leveraged for the activity, if applicable (<i>Funds other than CDBG-CV fund as part of activity.</i>)				\$880,000	
Housing Program Indicators				Proposed (<i>For Entire Grant</i>)	
Housing Activities					
Single Units - Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Single Units - Owner					
Total number of owner units acquired					
Total number of owner units cleared					
Total number of owner units disposed					
Total number of owner households relocated					
Total number of owner-occupied units rehabilitated					
Number of units brought from substandard to standard condition (NC Rehab Standards)					
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)					
Number of units occupied by elderly (62 years of age or above)					
Multi-Units Rental					
Total number of rental units acquired					
Total number of rental units cleared					
Total number of rental units disposed					
Total number of rental households relocated					
Total number of rental units rehabilitated					

Number of units brought from substandard to standard condition (NC Rehab Standards)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units occupied by elderly (62 years of age or above)	
Development of Single-Family Housing	
Total number of owner units created	
Number of affordable units created	
Development of Multi-Unit Rental Housing	
Total number of rental units created	
Total number of rental units rehabilitated	
Number of affordable units created	
Number of units Section 504 accessible (includes adaptable units)	
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)	
Number of units created through conversion of nonresidential building to residential	
Number of units meeting IBC (International Building Code)	
of IBC, number of units meeting Energy Star	
Number of units occupied by elderly (62 years of age or above)	
Number of units subsidized with project-based rental assistance (fed., state, or local)	
Number of years' affordability guaranteed	
Number of units designated for persons with HIV/AIDS	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Number of units of permanent housing for homeless persons	
of these, number of units designated for the chronically homeless	
of these, number of units 504 accessible	
Homeownership Indicators	Proposed <i>(For Entire Grant)</i>
Number of units occupied by first-time homebuyers	
Total number of units assisted through home buyer financial assistance	
Number of first-time home buyers assisted financially	
Number of first-time home buyers receiving housing counseling	
Number of minority first-time home buyers receiving housing counseling	
Number served receiving down-payment assistance and/or assistance with closing costs	
Number of subsidized mortgages provided	

Economic Development Program Indicators		Proposed (For Entire Grant)
Number of facades/business building rehab		
Number of jobs to be created part-time		
Number of jobs to be created full-time		
Number of jobs to be retained part-time		
Number of jobs to be retained full-time		
Number of jobs created with employer sponsored health care		
Number of jobs retained with employer sponsored health care		
Prior employment status before taking job created (<i>full-time employed, part-time employed or unemployed</i>)	Status:	
	Full or Part-time:	
Jobs (By EDA Job Category Definitions)		Proposed (For Entire Grant)
Official and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (skilled)		
Operatives (semi-skilled)		
Laborers (unskilled)		
Service Workers		
		Proposed (For Entire Grant)
Number of unemployed persons getting jobs in FTE's (Full-Time Equivalent)		
Number of new businesses assisted		
Number of existing businesses assisted		
Number of business expansions		
Number of business relocations		
Business DUNS #		<i>If more than 2 DUNS Numbers, add in Comments Section.</i>
Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)		
Non-Economic Development Public Facility Program Indicators		Proposed (For Entire Grant)
Number of persons assisted		
Number of persons assisted with new access to a public facility		
Number of persons assisted with improved access to a public facility		
Number of persons assisted where public facility quality was improved		

Non-Economic Development Public Infrastructure Program Indicators	Proposed (For Entire Grant)
Water	
Number of persons assisted	
Number of persons assisted with new access to public water	
Number of persons assisted with improved access to public water	
Number of persons assisted where public water quality was improved	
Sewer	
Number of persons assisted	
Number of persons assisted with new access to public sewer	
Number of persons assisted with improved access to public sewer	
Number of persons assisted where public sewer quality was improved	
Streets	
Number of persons assisted	
Number of persons assisted with new access to public streets	
Number of persons assisted with improved access to public streets	
Number of persons assisted where public street quality was improved	
Drainage	
Number of persons assisted	
Number of persons assisted with new access to public drainage	
Number of persons assisted with improved access to public drainage	
Number of persons assisted where public drainage quality was improved	
Sidewalks	
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Other Public Infrastructure	List:
Number of persons assisted	
Number of persons assisted with new access to public sidewalks	
Number of persons assisted with improved access to public sidewalks	
Number of persons assisted where public sidewalk quality was improved	
Public Service Program Indicators	
Number of persons assisted	250
Number of persons with new access to service	200
Number of persons with improved access to service	250

Number of persons where service quality was improved	250
Brownfield Projects	
Number of square acres of brownfields remediated	
Comments	
The numbers above reflect the amount of CDBG-CV funds requested that would be put to direct assistance (\$810,000) plus the amount of leveraged funds put to direct assistance (\$820,000).	

DRAFT

CORONAVIRUS (COVID-19) COMMUNITY DEVELOPMENT PLAN

The applicant must provide a narrative statement describing its community development and housing needs including the needs of low-and-moderate-income households in quantifiable terms as well as short and long-term activities to be undertaken to address these needs. Cite references used for statistical evidence. REDD will use this information to determine if the proposed project addresses community needs.

[The Community Development Plan must not exceed the three pages.]

1. What are the housing/community development needs in your jurisdiction?
2. What are the housing/ community development needs of low-and-moderate-income persons in your jurisdiction?
3. What are the water and wastewater needs of low-and-moderate-income persons in your jurisdiction?
4. What are other community needs of low-and-moderate- income persons in your jurisdiction (streets, drainage, non-basic needs, etc.)?
5. What activities does your community plan to undertake to address the need(s) identified in questions 1-4 above?
 - a. Why were these need(s) selected for this project instead of other identified needs?
 - b. If funded, what will be the impact of the project?
6. Explanation of how does this project relates to other activities (current and future) in the jurisdiction, including the development of industrial and/or commercial sites, installation of water and sewer lines and facilities, force main lines, streets, etc.?

DUPLICATION OF BENEFITS PLAN (Applies to all NC CDBG-CV Activities)

A copy of the duplication of benefits procedures must accompany the CDBG-CV application. Applicants must develop and maintain adequate procedures to prevent a duplication of benefits. Procedures must include persons/entities receiving CDBG-CV funds must repay duplicative assistance and a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received by acting reasonably.

DRAFT

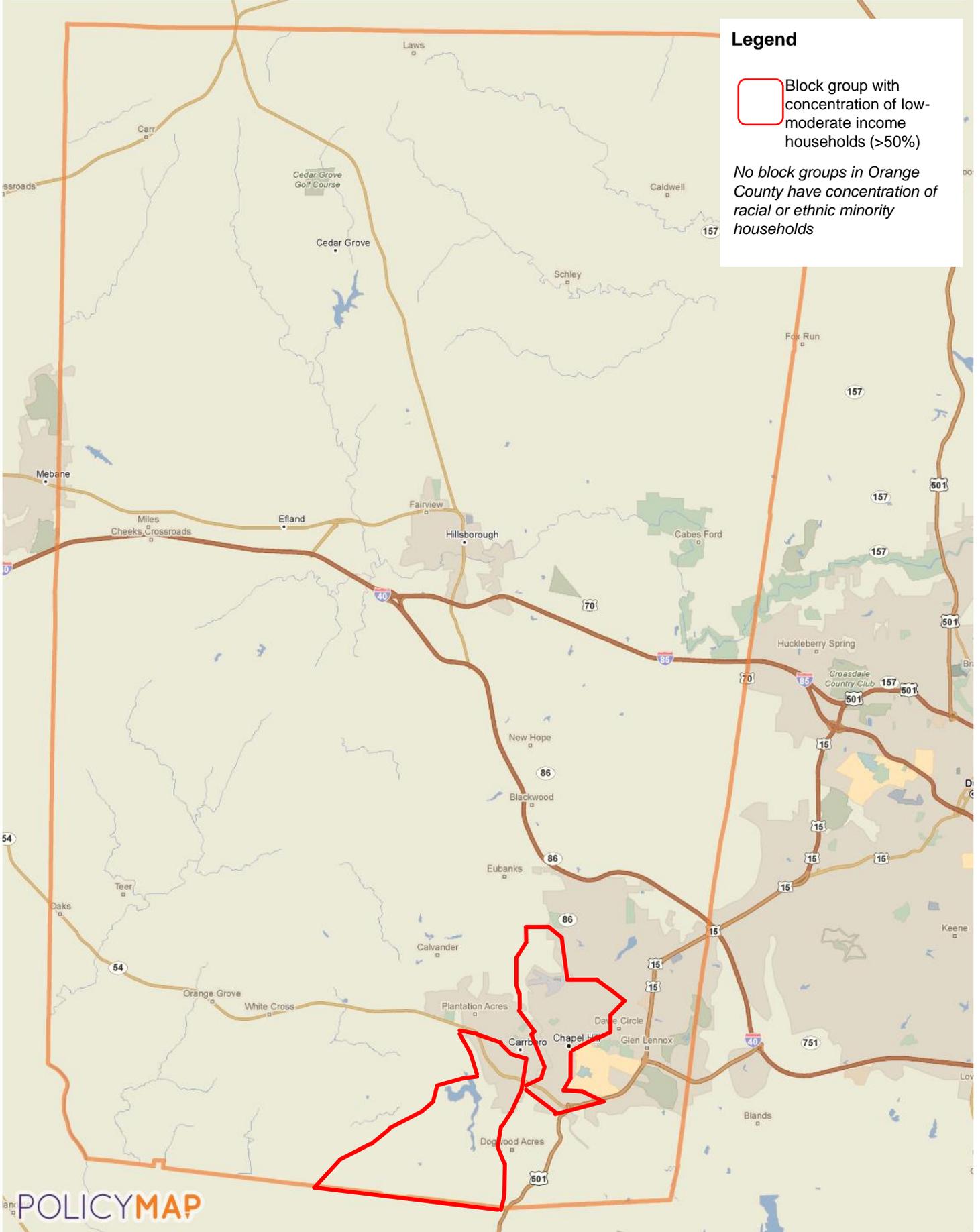
TAB 5

Location Map: Orange County, North Carolina

Legend

 Block group with concentration of low-moderate income households (>50%)

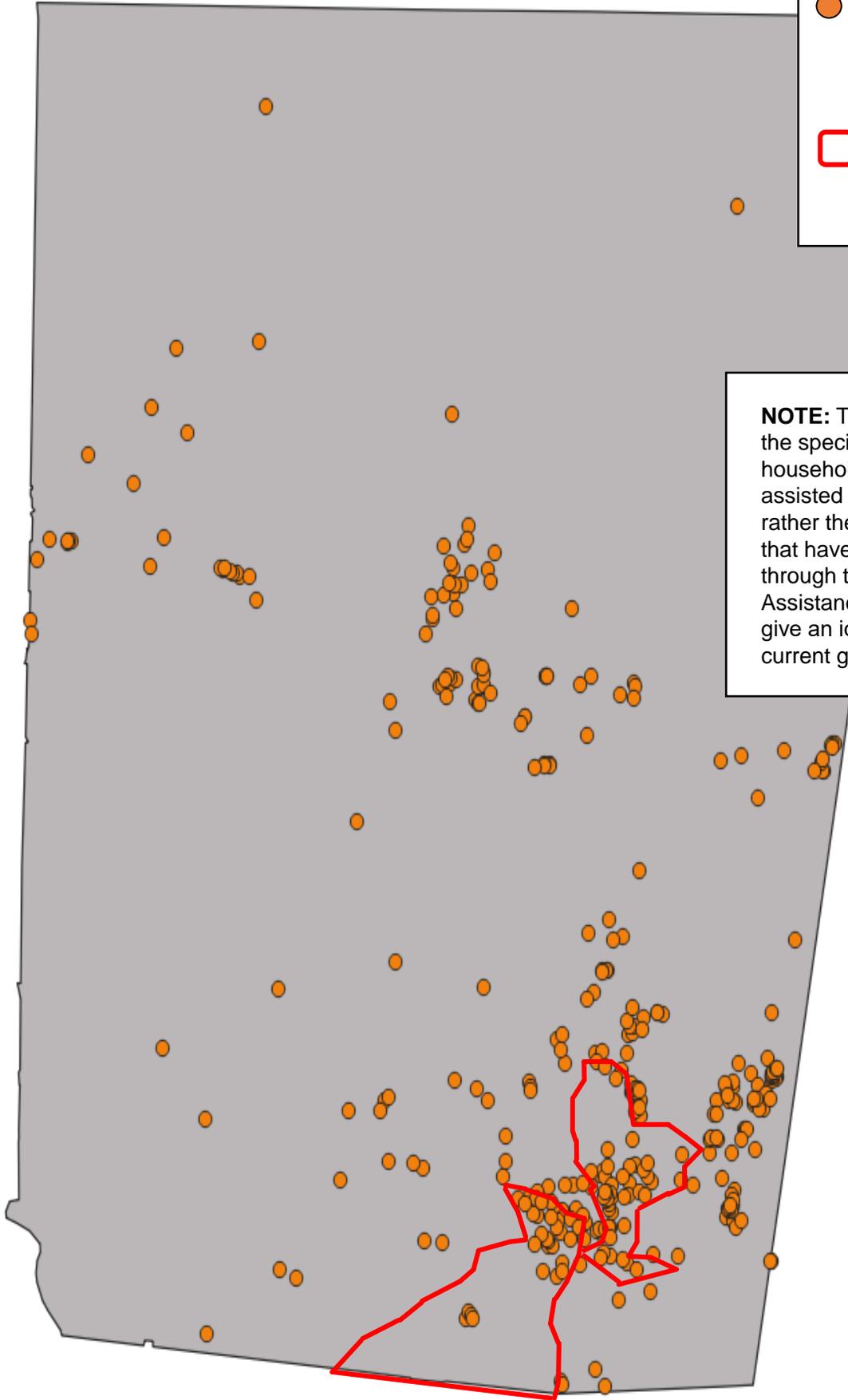
No block groups in Orange County have concentration of racial or ethnic minority households



Project Map: Orange County, North Carolina

Legend

- Location of households served through the Emergency Housing Assistance program, as of September 2020
- Block group with concentration of low-moderate income households (>50%)



NOTE: This map does not show the specific locations of households proposed to be assisted with NC CDBG-CV, but rather the locations of households that have already been assisted through the Emergency Housing Assistance program. This is to help give an idea of the program's current geographic impact.

Percent of population below the area low and moderate income threshold in FY2019.

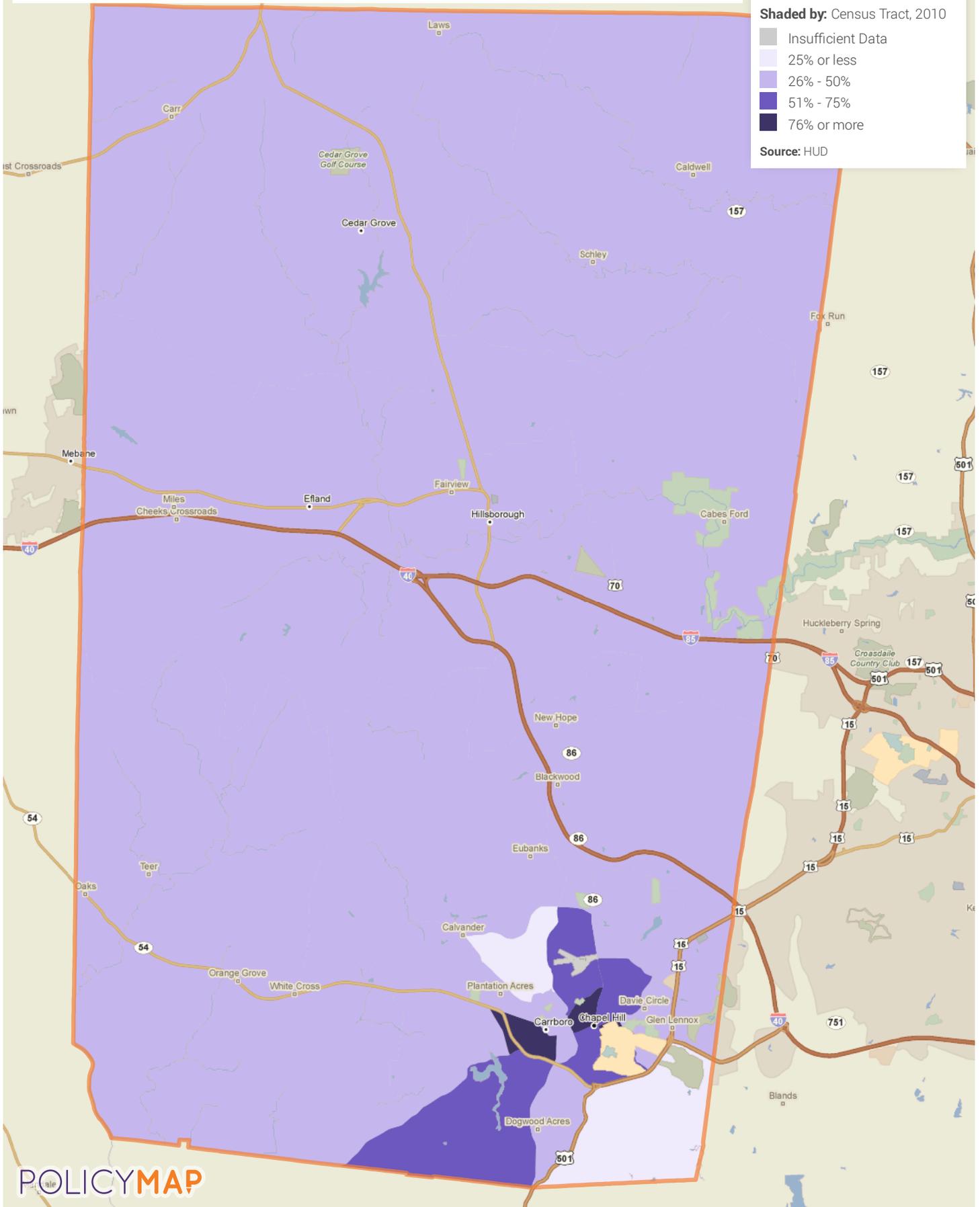
Percent of Low Mod Income Persons

Year: 2019

Shaded by: Census Tract, 2010

- Insufficient Data
- 25% or less
- 26% - 50%
- 51% - 75%
- 76% or more

Source: HUD



Predominant racial or ethnic group between 2013-2017.

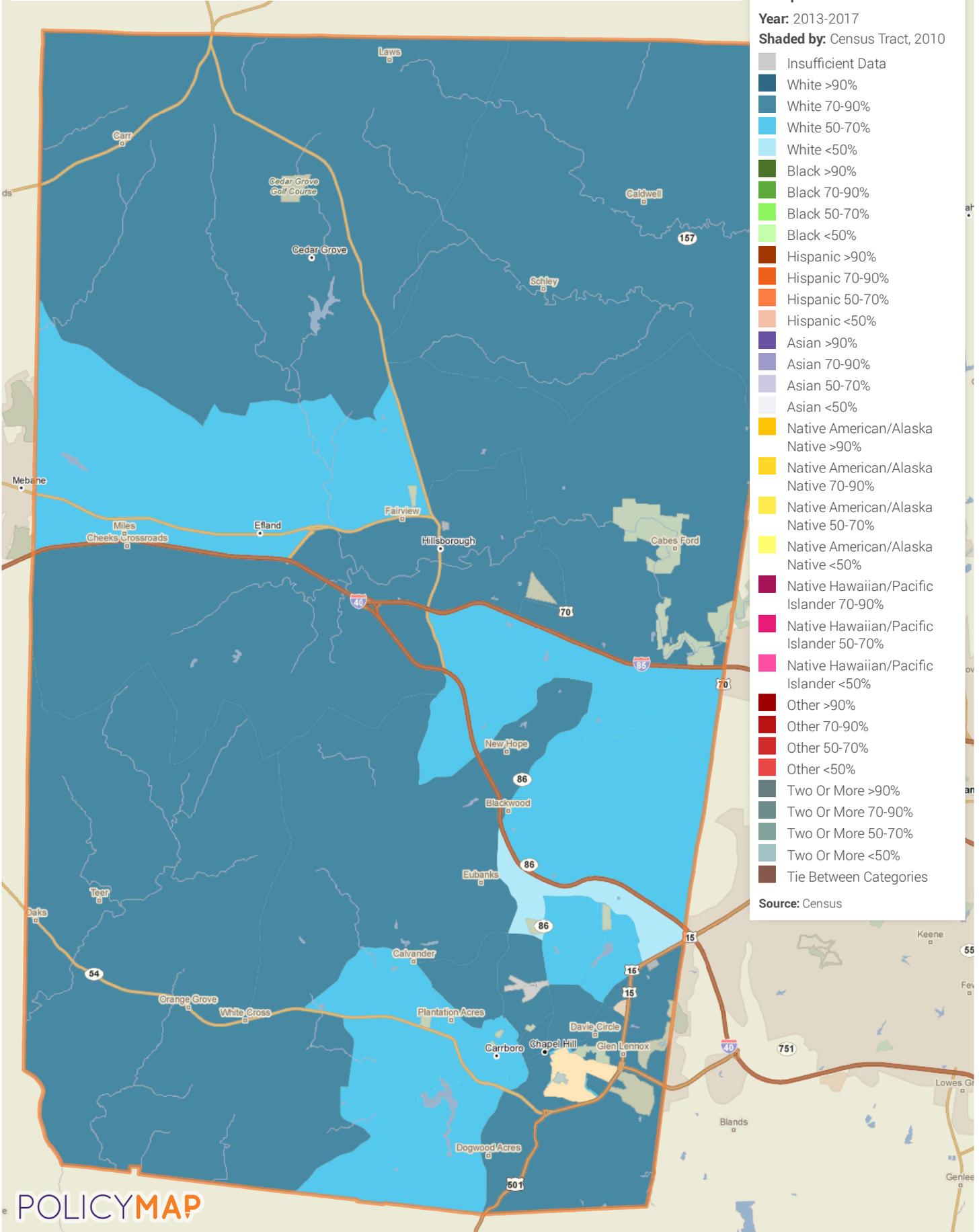
Predominant Racial or Ethnic Group

Year: 2013-2017

Shaded by: Census Tract, 2010

- Insufficient Data
- White >90%
- White 70-90%
- White 50-70%
- White <50%
- Black >90%
- Black 70-90%
- Black 50-70%
- Black <50%
- Hispanic >90%
- Hispanic 70-90%
- Hispanic 50-70%
- Hispanic <50%
- Asian >90%
- Asian 70-90%
- Asian 50-70%
- Asian <50%
- Native American/Alaska Native >90%
- Native American/Alaska Native 70-90%
- Native American/Alaska Native 50-70%
- Native American/Alaska Native <50%
- Native Hawaiian/Pacific Islander 70-90%
- Native Hawaiian/Pacific Islander 50-70%
- Native Hawaiian/Pacific Islander <50%
- Other >90%
- Other 70-90%
- Other 50-70%
- Other <50%
- Two Or More >90%
- Two Or More 70-90%
- Two Or More 50-70%
- Two Or More <50%
- Tie Between Categories

Source: Census



TAB 6



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)

[Login.gov FAQs](#)

ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Entity Dashboard

Orange County Of
 DUNS: 091575191 CAGE Code: 56B16
 Status: Active
 Expiration Date: 07/13/2021
 Purpose of Registration: Federal Assistance Awards Only

200 Cameron St
 Hillsborough, NC, 27278-2505,
 UNITED STATES

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)
 - ▶ [Core Data](#)
 - ▶ [Assertions](#)
 - ▶ [Reps & Certs](#)
 - ▶ [POCs](#)
- ▶ [Exclusions](#)
 - ▶ [Active Exclusions](#)
 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Entity Registration

Page Description

This page contains a view of the entire Entity Registration record. To print or save a copy of this registration, select Print. To view a specific section of the registration, select one of the sub-navigation links (for example, Core Data or POCs) under Entity Registration. To access a previous version of this registration, pick from the record drop-down list then select View Selected Record. The page will reload to display the record.

[PRINT](#)

Current Record [View Selected Record](#)

DUNS Number: 091575191
 D&B Legal Business Name: Orange County Of
 Doing Business As: (none)

Core Data

Business & TIN Information:

Business Information:

Business Start Date: 01/01/1752
 Fiscal Year End Close Date: 06/30
 Company Division Name: Orange County
 Company Division Number:
 Corporate URL: www.orangecountync.gov
 Congressional District: NC 04
 Initial Registration Date: 08/22/2008
 Submission Date: 07/13/2020
 Activation Date: 07/13/2020
 Expiration Date: 07/13/2021

Physical Address:

Address Line 1: 200 Cameron St
 City: Hillsborough
 State/Province: NC
 Country: UNITED STATES
 ZIP/Postal Code: 27278 - 2505

Mailing Address:

Address Line 1: PO BOX 8181
 Address Line 2:
 City: HILLSBOROUGH
 State/Province: NC
 Country: UNITED STATES
 ZIP/Postal Code: 27278 - 2505

CAGE/NCAGE Code

CAGE: 56B16

General Information

Country of Incorporation:

State of Incorporation:

Business Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the [SBA's Dynamic Small Business Search](#) if the entity completed the SBA Supplemental Pages during registration.

Government Type**U.S. Local Government**

County

Entity Structure

U.S. Government Entity

Entity Type

US Local Government

Purpose of Registration

Federal Assistance Awards

Financial Information

Do you accept credit cards as a method of payment? No

Account Details:

CAGE Code: 56B16

Electronic Funds Transfer:**Automated Clearing House (ACH):****Executive Compensation Questions**

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display

as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results: **Yes**

Representations and Certifications

Grants Certifications

The Grants Certifications are a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the following question are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

Does Orange County Of wish to apply for a Federal financial assistance project or program, or is Orange County Of currently the recipient of funding under any Federal financial assistance project or program? **Yes**

Points of Contact

Mandatory Points of Contact:

Accounts Receivable POC

Electronic Business POC

Title:	Accountant
First Name:	PASCAL
Middle Name:	
Last Name:	MOORE
US Phone:	(919)245-2455
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	200 South Cameron St
Address Line 2:	
City:	Hillsborough
State/Province:	NC
Country:	UNITED STATES
ZIP/Postal Code:	27278

Government Business POC

Title:	
First Name:	GARY

Middle Name:	
Last Name:	DONALDSON
US Phone:	(919)245-2453
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	200 S CAMERON STREET
Address Line 2:	
City:	HILLSBOROUGH
State/Province:	NC
Country:	UNITED STATES
ZIP/Postal Code:	27278 - 2505

Optional Points of Contact:

Past Performance POC

Title:	Purchasing Officer
First Name:	Jovana
Middle Name:	
Last Name:	Amaro
US Phone:	(919)245-2651
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	405 Meadowlands Dr
Address Line 2:	
City:	HILLSBOROUGH
State/Province:	NC
Country:	UNITED STATES
ZIP/Postal Code:	27278 - 2505

Electronic Business Alternate POC

Title:	Financial Systems Administrator
First Name:	Chaz
Middle Name:	
Last Name:	Offenburg
US Phone:	(919)245-2150
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	405 Meadowlands Dr
Address Line 2:	
City:	Hillsborough
State/Province:	NC

Country:	UNITED STATES
ZIP/Postal Code:	27278
Government Business Alternate POC	
Title:	Financial Systems Administrator
First Name:	Chaz
Middle Name:	
Last Name:	Offenburg
US Phone:	(919)245-2150
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Address Line 1:	405 Meadowlands Dr
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This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

CONFLICT OF INTEREST CHECKLIST

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions. For any “yes” response, refer to Bulletin 10-8 for next steps.

1. Does any person involved with this potential **CDBG-CV** project have family or business ties with any of the local government elected officials or local government staff?
 Yes No, if yes, please describe.
2. Has any person involved with this potential **CDBG-CV** project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission?
 Yes No, if yes, please describe.
3. Does any person involved with this potential **CDBG-CV** project have an ownership interest in an entity that is directly affected by activities proposed in the application?
 Yes No, if yes, please describe.
4. Will any person involved with this potential **CDBG-CV** project derive any income or commission as a direct result of action taken by the local government elected board or its staff?
 Yes No, if yes, please describe.

FEDERAL REQUIREMENTS AND CERTIFICATIONS

The applicant hereby assures and certifies that:

- a) It will comply with all applicable federal and state laws, regulations, rules and Executive Orders.
- b) It possesses legal authority to apply for the grant, and to execute the proposed program.
- c) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the identified as the official representative of the applicant to act about the application and to provide such additional information as may be required.
- d) It is following a detailed, written citizen participation plan which will provide opportunities for citizen participation, hearings, and access to information with respect to its community development program that are comparable to those required of grantees under Section 104(a) of the Act and in accordance with Rule .1002 of the North Carolina Community Development Block Grant Administrative Rules.
- e) Its chief elected official or other officer of the applicant if assistance is approved by Rural Economic Development Division:
 1. Consents to assume the status of the “responsible Federal Official” as that term is used in Section 102 of the National Environmental Policy Act (NEPA), Section 104(f) of Title 1 of the Housing and Community Development Act of 1974, as amended, and other provisions of Federal law, as specified in 24 CFR 58.5 which further the purposes of NEPA.
 - 2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
 - 3) Consents to review and comment on all Environmental Impact Statements prepared for Federal projects which may have an impact on the applicant’s/recipient’s community development program.
 - 4) Consents to perform all coordination functions required under 24 CFR Part 58 and 40 CFR Parts 1500-1508.
- f) The **NC CDBG-CV Program** has been developed to give maximum feasible priority to activities which will benefit low and moderate-income families or aid in the prevention or elimination of slums and blight. The requirement for this certification will not preclude Commerce from approving an application where the applicant certifies, and Commerce determines, that all or part of the **NC CDBG-CV Program** activities are designed to meet other community development needs having urgency as specifically explained in the application in accordance with Section .0800 of 4 NCAC 19L of the North Carolina Administrative Code.
- g) Its program will be conducted and administered in conformity with Public Law 88-352 and Public Law 90-284, and that it will affirmatively further fair housing.
- h) It will comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program.
- i) It will give Commerce, HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant.

- j) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- k) It will follow a residential anti-displacement and relocation assistance plan that is in accordance with the provisions of Section 104(d) and all other provisions of the Act.
- l) It will not attempt to recover any capital costs of public improvements assisted in whole or part under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged to assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- m) It has or will develop a plan that identifies community development and housing needs, including the needs of low and moderate-income persons, and the activities to be undertaken to meet such needs.
- n) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.
- o) When issuing statements, press releases, request for proposals, bid solicitation and other documents describing the above-mentioned program such as the environmental review, public hearings, fair housing notices, etc., it shall clearly state:
 - 1) The percentage of the total cost of the project which will be financed with **CDBG-CV** money, and 2) the dollar amount of **CDBG-CV** funds for the project.
- p)
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

- q) It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act).
- r) All project areas are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All properties assisted in the project will be covered for flood insurance prior to beginning construction, and all public facilities will be constructed to comply with applicable floodplain regulations.

CERTIFICATION OF ABILITY

The County of Orange hereby certifies its ability to meet Federal Performance and Procurement Requirements with Certification as further expanded in the preceding attachments.

**Name of Chief Elected
Official**

Penny Rich _____

Title

Chair, Board of County Commissioners

Signature

Date

Disclosure Report Instructions

Who should complete the report:

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds \$200,000 are required to make certain disclosures. State **CDBG-CV** funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urban Development. Therefore, all applicants of more than \$200,000 in State **CDBG-CV** funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a sub grant should complete the report if more than \$200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than \$200,000 in CDBG assistance but, intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed \$200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State **CDBG-CV** funds may submit a copy of that disclosure report to the Rural Economic Development Division rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of \$250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of \$50,000 or 10 percent of such interest.

Detailed Instructions:

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.
2. Indicate whether the report is an initial report or an update report.
3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.
4. Enter the project name and indicate the location as detailed and specific as possible. In the case of update reports, give the **CDBG-CV** grant number.
5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided per the funding approval and anticipated program income.
6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available.

Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under “6. Other Government Assistance” on the Attachments page of the report.

7. Indicate whether there are persons with a reportable financial interest in the project. “Person” means an individual, corporation or business, unit of general local government or other governmental entity or agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of \$50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the “Other Government Assistance” disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.
9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.

DISCLOSURE REPORT

1. Applicant/Recipient Name, Address, and Phone: **Orange County, NC
PO Box 8181
Hillsborough, NC 27278
919-245-2490**
2. Check One: **Initial Report** Update Report
3. Social Security Number or Employer ID Number: 56-60000327
4. Project Name and Location: **Emergency Housing Assistance – Orange County (countywide)**
5. Total Amount requested/received (including anticipated program income): **\$900,000**
6. Other government assistance. (Check One):

No other government assistance is, or is expected to be, provided for this project

All other government assistance provided for this project is listed on the table below/attached page(s).

(Note: Disclosures must be complete and accurate but, need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, (check here):

Assistance is disclosed in Sources and Uses Attachments

<u>Agency Name and Address</u>	<u>Program and Type of Assistance</u>	<u>Amount Requested/Received</u>
Orange County, NC PO Box 8181 Hillsborough, NC 27278	Coronavirus Relief Fund	\$1,000,000

7. **Interested Parties.** (Check One):

No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than \$50,000 or 10 percent of the assistance (whichever is lower; being a party to a contract procured under Federal procurement regulations at 2 CFR Part 200 does not, by itself, constitute a reportable financial interest).

All parties with a reportable financial interest are listed on table below/attached page(s).

<u>Name and Address</u>	<u>Type of Participation</u>	<u>Interest (\$ and %)</u>

8. All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):

CDBG-CV PROJECT BUDGET

CDBG-CV LOCAL COMMITMENT FORM

Other Attachment(s). Describe: _____

9. **Certification:**

I hereby certify that all information in this report and its attachments is true and complete.

Signature _____
Date

DRAFT

STATE CDBG-CV PROGRAM REGULATIONS

Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher's affidavits of notices and minutes signed by the town or county clerk of the two required public hearings.

Project Administration

The grantee is responsible for CDBG-CV oversight. If funded, the grantee will supervise the implementation of the project as follows:

- ✓ The local government manager reviews and signs off on all project reports.
- ✓ The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.
- ✓ At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.
- ✓ Maintain all project files at the local government offices and make them available to citizens during regular business hours.

Audits/Compliance

CDBG-CV grantees expending \$25,000 or more in a fiscal year are required to have funds audited for the CDBG-CV program. CDBG-CV funds can be used to pay for the CDBG-CV portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG-CV and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the CDBG-CV application to pay for the CDBG-CV portion of the audit and claim the local administrative funds as local commitment.

Program Income

Local governments must develop and submit a plan for reuse of program income to REDD approval.

Legally Binding Commitment (LBC)

The local government will develop and execute a LBC with the non-profit or for-profit developer/business subject to REDD requirements.

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG-CV Program Standards and, if funded, will adhere to all standards applicable to the funded project.

Name of Chief Elected Official

Penny Rich

Title

Chair, Board of County Commissioners

Signature

Date

DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The County of Orange hereby assures and certifies that there are no open, unresolved or pending Civil Rights Lawsuits against the participating local governments in this NC CDBG Coronavirus Program (**NC CDBG-CV**).

Name of Chief Elected Official

Penny Rich

Title

Chair, Board of County Commissioners

Signature

Date

DRAFT

Instructions for Debarment Certifications

1. By signing and submitting this form, the prospective participant is providing the certification set out on the "Certification Regarding Debarment, Suspension and Other Responsibility Matters" in accordance with these instructions.
2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. Definitions and Further Guidance - The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the *Federal Register*, Vol. 70, No. 168, pages 51863-51880.
5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Consequences for Use of Ineligible Sub grantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the

Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited on page 67. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Non-procurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Rural Economic Development Division determines to award the covered transaction, grant, or cooperative agreement. As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee: Orange County, North Carolina	Grant Number and Project Name: Emergency Housing Assistance
Printed Name and Title of Authorized Representative: Penny Rich, Board of County Commissioners	
Signature	Date



Department of Housing and Community Development

Valerie Moore
CDBG Section Chief
North Carolina Department of Commerce
301 N. Wilmington Street
Raleigh, NC 27699

October 7, 2020

Subject: NC CDBG-CV Grant Application Floodplain Certification

Dear Ms. Moore,

Orange County's proposed project for the 2020 CDBG-CV grant application is a public service project to provide subsistence payments (rent, utility, and mortgage assistance) to low-income households through the Orange County Emergency Housing Assistance program. The project will not involve construction, rehabilitation, demolition, acquisition, or any other physical or environmental impacts. As such, the project has no impact on designated flood zones.

Sincerely,

Penny Rich, Chair
Orange County Board of Commissioners

Mailing Address
P.O. Box 8181
Hillsborough, NC 27278

Main Office
300 W. Tryon Street
Hillsborough, NC 27278

Satellite Office
2501 Homestead Road
Chapel Hill, NC 27516



TAB 7



NOTICE OF PUBLIC HEARING

ON ORANGE COUNTY APPLICATION FOR CDBG-CV FUNDS FOR EMERGENCY HOUSING ASSISTANCE

Background

Orange County plans to apply to the North Carolina Department of Commerce for \$900,000 in Federal Community Development Block Grant – Coronavirus (CDBG-CV) funds, which the U.S. Department of Housing and Urban Development (HUD) allocated to the State.

These funds will be used in the Orange County Emergency Housing Assistance (EHA) program, which provides emergency financial assistance for rent, utilities, and other housing-related costs to County residents with low incomes and urgent need for housing assistance. If awarded the full \$900,000 (the maximum grant amount), at least 90 percent of funds would be used as direct financial assistance to beneficiaries and no more than 10 percent would be used for administration of the program. Receiving these funds would provide significant benefit to low-income households in Orange County by promoting housing stability and economic relief.

To learn more about EHA, visit: <https://orangecountync.gov/HousingAssistance>

Meeting Information

Two Public Hearing will be held to receive input on Orange County's proposal to apply for CDBG-CV funds to be used for Emergency Housing Assistance. The first hearing will be held before the County's application has been drafted, and the second will be held after it is drafted but before submission.

The first Public Hearing will be during the Orange County Board of Commissioners virtual business meeting on **September 15, 2020 at 7:00 pm.**

Those interested in watching the meeting can find a link at <http://orangecountync.gov/967/Meeting-Videos>. Those interested in speaking at the meeting should contact David Hunt at dhunt@orangecountync.gov or 919-245-2126. Anyone requiring either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Marlyn Valeiko on or before September 11, 2020 at mvaleiko@orangecountync.gov or 919-245-2498.

Public Comments

The public comment period is open from **September 7 – October 6, 2020**. Comments may be submitted in writing by mail or email, or by telephone to:

Erika Brandt, Housing and Community Development Manager
919-245-4331 | ebrandt@orangecountync.gov

For More Information

For more information, please contact Erika Brandt using the contact information above.



AVISO DE AUDENCIA PÚBLICA

SOBRE LA SOLICITUD DEL CONDADO DE ORANGE PARA FONDOS DEL PROGRAMA CDBG-CV PARA ASISTENCIA DE VIVIENDA DE EMERGENCIA

Antecedentes

El condado de Orange va a aplicar para conseguir \$900,000 en fondos del Community Development Block Grant – Coronavirus (“CDBG-CV”), con el Departamento de Comercio de Carolina del Norte. Estos fondos los concede el Departamento de Vivienda y Desarrollo Urbano de los EE.UU. para nuestro estado.

Estos fondos los utilizará el programa de Asistencia de Vivienda Urgente (“EHA” por su sigla in inglés) del condado de Orange, el cual provee asistencia financiera de emergencia para la renta, los servicios públicos, y otros gastos relacionados con el alojamiento de los residentes del condado, quienes tienen bajos ingresos y necesidades urgentes de asistencia de vivienda. Si se consiguen los \$900,000 (la plena cantidad del subsidio), por lo menos el 90 por ciento de los fondos se usarán como directa asistencia financiera a los beneficiarios, y no se usará más del 10 por ciento para la administración del programa. Recibir estos fondos proveerá un beneficio significativo a los hogares de bajos ingresos en el condado de Orange, al promover la estabilidad de vivienda y el alivio económico.

Para conocer más sobre el programa de EHA, visite: <https://orangecountync.gov/HousingAssistance>

Información de las reuniones

Se realizarán dos reuniones públicas para escuchar opiniones sobre la propuesta del condado de Orange para aplicar a los fondos CDBG-CV, y para usarlos en el programa de EHA. La primera reunión se celebró a cabo antes de escribir la aplicación, y la segunda se llevará a cabo después que se escriba la propuesta, pero antes de someterla.

La segunda reunión pública será durante la reunión virtual de la Junta de Comisionados del Condado de Orange **el 6 de octubre de 2020, a las 7:00 de la noche**. Un borrador de la solicitud CDBG-CV está disponible en línea en <https://orangecountync.gov/HousingAssistance>.

A quienes les gustaría mirar la reunión pueden encontrar un enlace en <http://orangecountync.gov/967/Meeting-Videos>. A quienes les gustaría asistir deberán contactar a David Hunt al correo dhunt@orangecountync.gov o llamar al número 919-245-2126. Si necesita acomodaciones, servicios auxiliares bajo los términos del Acto de Americanos con Discapacidades (ADA), o un intérprete, contacte a Marlyn Valeiko antes del 11 de septiembre de 2020, al correo mvalleiko@orangecountync.gov o llame al número 919-245-2498.

Comentario Público

El período de opinión pública está abierto **desde el 7 de septiembre hasta el 6 de octubre del 2020**. Puede dar sus comentarios por escrito a través del correo, o por correo electrónico. También a través del teléfono. Por favor contactar a:

Erika Brandt, Gerente de Vivienda y del Desarrollo Comunitario
919-245-4331 | ebrandt@orangecountync.gov

Para más información

Para más información, contacte a Erika Brandt utilizando la información de contacto ofrecida más arriba.



NOTICE OF PUBLIC HEARING

ON ORANGE COUNTY APPLICATION FOR CDBG-CV FUNDS FOR EMERGENCY HOUSING ASSISTANCE

Background

Orange County is applying to the North Carolina Department of Commerce for \$900,000 in Federal Community Development Block Grant – Coronavirus (CDBG-CV) funds, which the U.S. Department of Housing and Urban Development (HUD) allocated to the State.

These funds will be used in the Orange County Emergency Housing Assistance (EHA) program, which provides emergency financial assistance for rent, utilities, and other housing-related costs to County residents with low incomes and urgent need for housing assistance. If awarded the full \$900,000 (the maximum grant amount), at least 90 percent of funds would be used as direct financial assistance to beneficiaries and no more than 10 percent would be used for administration of the program. Receiving these funds would provide significant benefit to low-income households in Orange County by promoting housing stability and economic relief.

To learn more about EHA, visit: <https://orangecountync.gov/HousingAssistance>

Meeting Information

Two Public Hearing will be held to receive input on Orange County's proposal to apply for CDBG-CV funds to be used for Emergency Housing Assistance. The first hearing was held before the County's application was drafted, and the second will be held after it is drafted but before submission.

The second Public Hearing will be during the Orange County Board of Commissioners virtual business meeting on **October 6, 2020 at 7:00 pm**. A draft of the CDBG-CV application is available online at <https://orangecountync.gov/HousingAssistance>.

Those interested in watching the meeting can find a link at <http://orangecountync.gov/967/Meeting-Videos>. Those interested in speaking at the meeting should contact David Hunt at dhunt@orangecountync.gov or 919-245-2126. Anyone requiring either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Marlyn Valeiko on or before September 11, 2020 at mvaleiko@orangecountync.gov or 919-245-2498.

Public Comments

The public comment period is open from **September 7 – October 6, 2020**. Comments may be submitted in writing by mail or email, or by telephone to:

Erika Brandt, Housing and Community Development Manager
919-245-4331 | ebandt@orangecountync.gov

For More Information

For more information, please contact Erika Brandt using the contact information above.



AVISO DE AUDENCIA PÚBLICA

SOBRE LA SOLICITUD DEL CONDADO DE ORANGE PARA FONDOS DEL PROGRAMA CDBG-CV PARA ASISTENCIA DE VIVIENDA DE EMERGENCIA

Antecedentes

El condado de Orange va a aplicar para conseguir \$900,000 en fondos del Community Development Block Grant – Coronavirus (“CDBG-CV”), con el Departamento de Comercio de Carolina del Norte. Estos fondos los concede el Departamento de Vivienda y Desarrollo Urbano de los EE.UU. para nuestro estado.

Estos fondos los utilizará el programa de Asistencia de Vivienda Urgente (“EHA” por su sigla in inglés) del condado de Orange, el cual provee asistencia financiera de emergencia para la renta, los servicios públicos, y otros gastos relacionados con el alojamiento de los residentes del condado, quienes tienen bajos ingresos y necesidades urgentes de asistencia de vivienda. Si se consiguen los \$900,000 (la plena cantidad del subsidio), por lo menos el 90 por ciento de los fondos se usarán como directa asistencia financiera a los beneficiarios, y no se usará más del 10 por ciento para la administración del programa. Recibir estos fondos proveerá un beneficio significativo a los hogares de bajos ingresos en el condado de Orange, al promover la estabilidad de vivienda y el alivio económico.

Para conocer más sobre el programa de EHA, visite: <https://orangecountync.gov/HousingAssistance>

Información de las reuniones

Se realizarán dos reuniones públicas para escuchar opiniones sobre la propuesta del condado de Orange para aplicar a los fondos CDBG-CV, y para usarlos en el programa de EHA. La primera reunión se llevará a cabo antes de escribir la aplicación, y la segunda se llevará a ocurrir después que se escriba la propuesta, pero antes de someterla.

La primera reunión pública será durante la reunión virtual de la Junta de Comisionados del Condado de Orange **el 15 de septiembre de 2020, a las 7:00 de la noche.**

A quienes les gustaría mirar la reunión pueden encontrar un enlace en <http://orangecountync.gov/967/Meeting-Videos>. A quienes les gustaría asistir deberán contactar a David Hunt al correo dhunt@orangecountync.gov o llamar al número 919-245-2126. Si necesita acomodaciones, servicios auxiliares bajo los terminos del Acto de Americanos con Descapacidades (ADA), o un intérprete, contacte a Marlyn Valeiko antes del 11 de septiembre de 2020, al correo mvaleiko@orangecountync.gov o llame al número 919-245-2498.

Comentario Público

El período de opinión pública está abierto **desde el 7 de septiembre hasta el 6 de octubre del 2020**. Puede dar sus comentarios por escrito a través del correo, o por correo electrónico. También a través del teléfono. Por favor contactar a:

Erika Brandt, Gerente de Vivienda y del Desarrollo Comunitario
919-245-4331 | ebrandt@orangecountync.gov

Para más información

Para más información, por favor contacte a Erika Brandt utilizando la información de contacto ofrecida más arriba.

La Noticia™

The Spanish-Language Newspaper

AFFIDAVIT

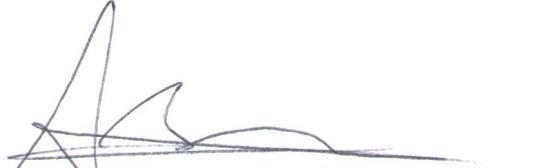
I, Alvaro J. Gurdian, in my capacity as Sales Executive of the newspaper
(Name) (Title)

La Noticia in Raleigh, NC
(Newspaper Name) (City) (State)

hereby certify that the ROP/ Preprinted Inserts (choose one) for _____
(Advertiser)

Orange County

it was published in the above newspaper on 09/09/20
(Run Date)


Signature of Person Making Affidavit

Subscribed and sworn to before me in the County of Mecklenburg in the State of
(County)

NC, on this 15 day of September, 2020.
(State) (Date) (Month) (Year)

Notary Public Seal:

Maria E. Benton
Notary Public Signature

MARIA E. BENTON
NOTARY PUBLIC
UNION COUNTY, NC
My Commission Expires February 22, 2022

February 22, 2022
Commission Expires



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Account #	Ad Number	Identification	PO	Cols	Lines
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Attention:

ORANGE COUNTY DEPARTMENT OF HOUSING
300 W. TRYON STREET
PO BOX 8181
HILLSBOROUGH, NC 27278

NOTICE OF PUBLIC HEARING ON ORANGE COUNTY APPLICATION FOR CDBG-CV FUNDS FOR EMERGENCY HOUSING ASSISTANCE

Background Orange County plans to apply to the North Carolina Department of Commerce for \$900,000 in Federal Community Development Block Grant – Coronavirus (CDBG-CV) funds, which the U.S. Department of Housing and Urban Development (HUD) allocated to the State.

These funds will be used in the Orange County Emergency Housing Assistance (EHA) program, which provides emergency financial assistance for rent, utilities, and other housing-related costs to County residents with low incomes and urgent need for housing assistance. If awarded the full \$900,000 (the maximum grant amount), at least 90 percent of funds would be used as direct financial assistance to beneficiaries and no more than 10 percent would be used for administration of the program. Receiving these funds would provide significant benefit to low-income households in Orange County by promoting housing stability and economic relief.

To learn more about EHA, visit: <https://orangecountync.gov/HousingAssistance>

Meeting Information Two Public Hearing will be held to receive input on Orange County's proposal to apply for CDBG-CV funds to be used for Emergency Housing Assistance. The first hearing will be held before the County's application has been drafted, and the second will be held after it is drafted but before submission.

The first Public Hearing will be during the Orange County Board of Commissioners virtual business meeting on **September 15, 2020 at 7:00 pm**.

Those interested in watching the meeting can find a link at <http://orangecountync.gov/967/Meeting-Videos>. Those interested in speaking at the meeting should contact David Hunt at dhunt@orangecountync.gov or 919-245-2126. Anyone requiring either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Marlyn Valeiko on or before September 11, 2020 at mvalaiko@orangecountync.gov or 919-245-2498.

Public Comments The public comment period is open from September 7 – October 6, 2020. Comments may be submitted in writing by mail or email, or by telephone to:

Erika Brandt, Housing and Community Development Manager 919-245-4331
eribrandt@orangecountync.gov

For more information, please contact Erika Brandt using the contact information above.

H-S: September 8, 2020

STATE OF NORTH CAROLINA

COUNTY OF WAKE

Before the undersigned, a Notary Public of Johnston County, North Carolina, duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared PAM OLENICZAK, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of the News & Observer Publishing Company, a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as Durham Herald-Sun, Durham County and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement

1 Insertion(s)

Published On:
September 08, 2020

PAM OLENICZAK, Accounts Receivable
Specialist

Electronic Notary Public
State of North Carolina
Sworn to and subscribed before me this
21st day of September, 2020

My Commission Expires: 7/10/2023

