

MEMBERS

Counties

Alamance
Caswell
Davidson
Davie
Forsyth
Guilford
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Candor
Clemmons
Cooleemee
Danbury
Denton
Dobson
East Bend
Eden
Elkin
Elon
Franklinville
Gibsonville
Graham
Green Level
Greensboro
Haw River
High Point
Jamestown
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty



PIEDMONT TRIAD REGIONAL COUNCIL

Board of Delegates

Agenda

Wednesday, August 18, 2021

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Item

ZOOM

Board of Delegates

<https://zoom.us/j/98490276882>

You can also dial in using your phone.

+1 646 558 8656 US (New York)

Access Code: 984 9027 6882

A. Call to Order, Welcome, Moment of Silence, and Pledge of Allegiance,

B. Presentation: NC Task Force for Racial Equity in Criminal Justice (DPS)

C. Action Items

- 1) Request for approval of June 16, 2021 PTRC Board of Delegates Minutes (attachment)**

D. Consent Items

- 1) Request for authorization to issue a contract addendum to Second Harvest Food Bank for CARES Act Nutrition Services in the amount of \$12,250 for Sept 1, 2020- Sept 30, 2021**
- 2) Request for authorization to issue a contract to Wake Forest Baptist Health for CARES Act Nutrition Services in the amount of \$28,650 for period Sept 1, 2020- Sept 30, 2021**

Official

Katie Mitchell

Clerk to the Board

Kevin Austin

Chair

Jasmine McGhee

Special Deputy

Attorney General

Kevin Austin

Chair

Kevin Austin

MEMBERS

Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Sedalia
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of
Alamance
Walkertown
Wallburg
Walnut Cove
Wentworth
Winston-Salem
Yadkinville
Yanceyville

- 3) **Request for authorization to amend contract with NCCHW to receive supplemental funding in the amount of \$22,395 for the period Sept 1, 2020- Sept 1, 2023**
- 4) **Request for approval to apply for the HUD FY2021 Healthy Homes and Weatherization Cooperation Demonstration grant**
- 5) **Request for approval of PTRDC Board Member appointment**
- 6) **Request for approval of application and acceptance of the SBA Community Navigator up to \$250,000 split between 2021-2023**
- 7) **Request for approval to submit and accept USDA Regional Food Systems Partnership grant**
- 8) **Request for approval to contract with NCDOT on behalf of Mocksville and Walnut Cove for a total \$106,800**
- 9) **Request for approval of NC Radar Study Proposal**

E. Old Business

Kevin Austin
Chair

F. New Business

Kevin Austin
Chair

G. Roll Call Vote

Katie Mitchell
Clerk to the Board

H. Executive Director's Report

Matt Reece
Assistant Director

I. Around the Region

At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.

Kevin Austin
Chair

J. Chairman's Remarks and Announcements

Kevin Austin
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, September 1, 2021 11:45 a.m. **Hybrid**
- 2) **PTRC Board of Delegates Meeting**
Wednesday, October 20, 2021 11:45 a.m. **TBD**
- 3) **2021 PTRC Meeting Dates**

K. Informational Items

- 1) **Results of monitoring review of PTRC 2017 ESFRLP project**
- 2) **Nomination packet for Randall Lake Billings Public Service Award**
(attachment)
- 3) **Nomination packet for Grady Hunter Regional Excellence Award**
(attachment)

CONSENT ITEM #1

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Adrienne Calhoun, Director, Area Agency on Aging
DATE: August 18, 2021
RE: Request for authorization to issue a contract addendum to Second Harvest Food Bank for CARES Act Nutrition Services in the amount of \$12,250.00 for the period September 1, 2020 to September 30, 2021.

The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) serves as a pass-through agent, to disseminate CARES Act funds by making one-time grants to organizations delivering vital services to vulnerable residents across the region. The project period is September 1, 2020 through September 30, 2021. All CARES Act funds must be obligated by September 30, 2021.

In Caswell County we have \$12,250 unallocated due to a recent declined contract. The provider was unable to perform the deliverables of the senior center technology grant. Reaching out to Second Harvest Food Bank they accepted \$12,250.00. This will allow Second Harvest Food Bank to provide additional Congregate Nutrition meals in Caswell County until September 30, 2021.

Action Requested:

Request for authorization to issue a contract addendum to Second Harvest Food Bank for additional Congregate Nutrition meals in Caswell County in the amount of \$12,250 for the period ending September 30, 2021.

CONSENT ITEM #2

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Adrienne Calhoun, Director, Area Agency on Aging
DATE: August 18, 2021
RE: Request for authorization to issue a contract to Wake Forest Baptist Health for CARES Act Nutrition Services in the amount of \$28,650.00 for the period September 1, 2020 to September 30, 2021.

The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) serves as a pass-through agent, to disseminate CARES Act funds by making one-time grants to organizations delivering vital services to vulnerable residents across the region. The project period is September 1, 2020 through September 30, 2021. All CARES Act funds must be obligated by September 30, 2021.

In Forsyth County we have \$28,650 unallocated due to declined contracts. Three senior centers did not accept the allocated funding for the senior center technology grant. Reaching out to Wake Forest Baptist Health they accepted \$28,650.00. This will allow Wake Forest Baptist Health to continue their program of the delivery of fresh produce and pre-packaged meals to older adults which was started with CARES Act funds until September 30, 2021.

Action Requested:

Request for authorization to issue a contract to Wake Forest Baptist Health for CARES Act Nutrition Services in the amount of \$28,650.00 for the period ending September 30, 2021.

CONSENT ITEM #3

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Adrienne Calhoun, Director, Area Agency on Aging
DATE: August 4, 2021
RE: Request authorization to amend our contract with the North Carolina Center for Health and Wellness (NCCHW) to receive supplemental funding in the amount of \$22,395 for the Nutrition Innovation Pilot Project for the period September 1, 2021 to September 1, 2023.

In 2020, the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) partnered with the North Carolina Center for Health and Wellness (NCCHW) in receiving a 3 -year Administration of Community Living (ACL) grant to operate a pilot project to innovate Older Americans Act meal programs in Rockingham County.

In July 2021 ACL notified PTRC AAA and NCCHW of available additional funding to support this pilot project. We have applied for these additional dollars and likely will be awarded. There is a 25% match requirement on these dollars which will come from In Kind support from local providers.

Action Requested:

Request for authorization to amend our contract with the North Carolina Center for Health and Wellness to receive supplemental funding in the amount of \$22,395 for the Nutrition Innovation Pilot Project for the period September 1, 2021 to September 1, 2023.

CONSENT ITEM #5

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Michael Blair, Community Development Director
DATE: August 18, 2021
RE: HUD FY2021 Healthy Homes and Weatherization Cooperation Demonstration

The Department of Housing and Urban Development has re-released the date for a new demonstration grant limited to active Weatherization Programs (Wx) and active Lead Safe Housing Program. The program will award \$1,000,000 to programs (five nationally) that will show how cooperation can better serve low income households when it comes to energy assistance, lead based hazard reduction, and healthy homes improvements. Typically program rules of various housing grants (Wx, Lead, Rehab) make joint work problematic. This can include how a property is approved for service; who is being served by priority and income; and what disqualifying repairs may make work impossible.

The PTRC has the Weatherization grant in Guilford County including inside Greensboro; the City of Greensboro was awarded a new 3 year Lead grant in 2020 making this an eligible application. The PTRC Community Development Department Staff requests Executive Committee approval to move forward with the PTRC applying for funds for HUD FY2021 Healthy Homes and Weatherization Cooperation Demonstration grant due August 17, 2021.

The grant includes a maximum amount of grant funds that can be used for all hazard control and energy conservation activities in a single housing unit which is limited to \$23,000.

The grant also includes evaluation of the Wx, Lead, HH, work related to health impacts on various issues like asthma and other conditions exacerbated by environmental triggers like mold, dust and lead. Partners will be selected based on their past and current work within the "housing and health" field. The City of Greensboro Lead Program would be the primary partner however the PTRC would act as the applicant and grantee should the grant be successful.

ACTION REQUESTED: The PTRC Community Development Department is requesting approval from the board to move forward with applying for the HUD FY2021 Healthy Homes and Weatherization Cooperation Demonstration grant.

CONSENT ITEM #5

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Jesse Day, Regional Planning Director
DATE: August 18, 2021
RE: Request for PTRDC Member Appointment for Non-Profit Seat

Sandi Scannelli, President & CEO of the Clemmons Community Foundation, joined the Foundation in 2018. Prior to her current role, Sandi led community foundations in both Virginia and Florida. She entered the philanthropy field in 2006 after selling a Virginia-based workforce development company in 2004, which she founded. Her related civic experience and work includes serving on an industrial development commission and with a regional economic development partnership in Virginia. Sandi earned a Bachelor of Arts from Mary Baldwin University, with a concentration in Business. The Clemmons Community Foundation stewards ~\$16 million in assets serving Clemmons, Lewisville, Yadkin County and northern Davidson County through grants, scholarships, and other community-based programming.

The following pages shows existing member seats, expiration dates and the proposed appointment of Ms. Scannelli. There are two more vacant private sector and non-profit sector representative seats.

21 Private Sector & Non-Profit Sector Representatives

Business	Delegate	Title	Term Exp
Shallow Ford Foundation	Sandi Scannelli	President and CEO	July 2024

ACTION REQUESTED: Request approval for the PTRDC Board Member appointment of Ms. Sandi Scannelli. *This was approved at the PTRDC Meeting on July 28th and is pending approval by this Board.*

CONSENT ITEM #5 CONTINUED

Piedmont Triad Regional Development Corporation Board Members 2021

12 County Representatives

County	Delegate	Title	Term Exp
Alamance	Bill Lashley	County Commissioner	December 2023
Caswell	Cori Lindsay	Economic Development Director	December 2022
Davidson	Casey Smith	County Manager	January 2022
Davie	Terry Renegar	County Commissioner	January 2022
Forsyth	Don Martin	County Commissioner	December 2023
Guilford	Carly Cooke	County Commissioner	April 2024
Montgomery	Dana Dawson	Vice Chairman	December 2023
Randolph	Darrell Frye	County Commissioner	December 2023
Rockingham	Leigh Cockram	Economic Development Director	December 2022
Stokes	Rick Morris	County Commissioner	December 2022
Surry	Larry Johnson	Vice Chairman, Board of Commissioners	December 2022
Yadkin	Kevin Austin	Commissioner	December 2022

2 At-Large Public Representatives

Location	Delegate	Title	Term Exp
City of Winston-Salem	Ken Millett	Director, Business Inclusion and Advancement	April 2024
Town of Bermuda Run	Lee Rollins	Manager	December 2023

21 Private Sector & Non-Profit Sector Representatives

Business	Delegate	Title	Term Exp
Skyline National Bank	Andy Anderson	Senior Vice President/Market Executive	December 2022
Blake Builders	Gary Blake	President	December 2022
Community Bank of the Carolinas	J. Douglas Brewer	Vice President of Commercial Lending	December 2023
Hospice of the Piedmont	William Cockerham	President & CEO	December 2022
Randolph County EDC	Kevin Franklin	President	April 2024
Nussbaum Center for Entrepreneurship	Lisa Hazlett	Director of Communications	January 2024
Randolph Community College	Elbert Lassiter	Vice President for WFD & Continuing Education	April 2024
Capital Bank	Jim Lewis	Senior Vice President	December 2022
SunTrust	Mark Moran	Senior Vice President – Commercial Team Lead	December 2022
Forsyth Technical Community College	Alan Murdock	Vice President of Economic & Workforce Development	December 2022
A & T University	Eric Muth, Ph.D.	Vice Chancellor for Research and Economic Development	December 2022
Davidson Co. Tourism Recreation Investment PART	Chris Phelps	Executive Director	January 2024
Robertson Builders, LLC	Scott Rhine Von Robertson	Executive Director Owner	December 2022 December 2020
Piedmont Triad Partnership	Penny Whiteheart	Executive Vice President	July 2023
ABCO Automation, Inc.	David Allen	Chief Financial Officer	December 2022
Fisher Wagner, PLLC	Jay Wagner	Partner	March 2024

CONSENT ITEM #5 CONTINUED

Surrey Bank & Trust	Peter Pequeno II	Chief Lending Officer	April 2024
Shallow Ford Foundation	Sandi Scannelli	President and CEO	July 2024

Piedmont Triad Regional Development Corporation Officers

Term: April 2021-2022

President	Trent Cockerham <i>CEO, Hospice of the Piedmont</i>
Vice President	Darrell Frye <i>Commissioner, Randolph County</i>
Secretary	Leigh Cockram <i>Economic Development Director, Rockingham County</i>
Treasurer	Andy Anderson <i>Senior Vice President, Great State Bank</i>
Assistant Secretary/Treasurer	Mark Moran <i>Senior Vice President, First Horizon Bank</i>

CONSENT ITEM #6

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: David Putnam, Regional Economic Strategist
DATE: August 18, 2021
RE: SBA Community Navigator Program (Spoke) Application 2021

The Small Business Administration (SBA) announced a funding opportunity titled the Community Navigator Program intended to reach, and support underserved small businesses, including micro and rural businesses, with emphasis and those owned by women, veterans and socially and economically disadvantaged individuals. The program requires a Hub and Spoke model be deployed to accomplish the program's intent. The Hub and Spoke model features the Hub (lead organization) at the center of a network of Spokes (support organizations).

In response to the Community Navigator Program's Notice of Funding Opportunity published by the SBA, the Nussbaum Center, a proposed Hub, invited PTRC to collaborate as one of five Spokes for the effective implementation of the project. PTRC's role in this project is proposed as developing entrepreneurial training, support, and resilience curriculum; and also, deploying the developed curriculum to entrepreneurs across the region to better support the ecosystem. As a result, the PTRC would receive \$250,000 across a 2 year period to accomplish its outlined objectives as a Spoke. Meanwhile, the Nussbaum Center would act as the fiscal agent and Hub for the greater award request.

ACTION REQUESTED:

For approval of application and acceptance of the SBA Community Navigator Program up to \$250,000 in SBA funds split between calendar year 2021, 2022 and 2023.

CONSENT ITEM #8

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Jennifer Bedrosian, Food Systems Coordinator
DATE: August 18, 2021
RE: Request to approve submission for the USDA Regional Food System Partnerships Grant and acceptance of funds, if awarded

The Piedmont Triad Regional Development Corporation submitted a grant application on July 6, 2021 to the USDA for a Regional Food System Partnerships Grant to build the NC Triad Food System Dashboard: a regional interactive data center to help inform and build community. Four partners will work together on this project.

1. The Piedmont Triad Regional Development Corporation (PTRDC)
2. The Piedmont Triad Regional Council, (PTRC)
3. North Carolina A & T University (NC AT&T)
4. Piedmont Triad Regional Food Council (PTRFC).

The Dashboard will provide access to high-quality curated data, engaging visuals, mapping, and video elements that can enhance and encourage the use of the tool while updating the previous data collection.

The Dashboard will bring together data from public and private sources to help decision makers, partners, and stakeholders to better understand their food system and identify areas where changes are needed. The Dashboard can be used to better inform elected officials and community leaders on how they can work together to move the region forward building a better, more connected, and resilient food system for all.

The partners will work with NCA&T's faculty and students on survey design & community engagement, especially outreach to socially disadvantaged groups and rural communities.

Community listening sessions and interactive workshops will be held to expand previous work and build new relationships. The sessions will further build quantitative and qualitative data collection that will also inform mapping elements of the project. Private sector and community leaders will be included to ensure the widespread awareness and understanding of the initiative.

ACTION REQUESTED:

Approval to submit the application for the grant. Requested RFSP Funds total \$566, 057 and a match of \$66,732 in-kind (\$40,748 from PTRC and \$25,984 from NCA&T University). Approval to accept the funds, if awarded.

CONSENT ITEM #8

M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Carter Spradling, Regional Planner
DATE: August 18, 2021
RE: State Planning and Research Grant for Mocksville and Walnut Cove

Northwest Piedmont RPO Special Study Approval

The Northwest Piedmont Rural Planning Organization is excited to have received an award of \$96,120 to fund two separate greenway design studies in Mocksville and Walnut Cove. The award was made official by the Transportation Planning Division of the North Carolina Department of Transportation on July 1, 2021.

Funding is made available through the Federal Highway Administration's State Planning and Research program as part of the Fixing America's Surface Transportation (FAST) Act. The FAST Act continues to require long-range statewide transportation plans and statewide transportation improvement programs (STIPs) to provide for the development and integrated management and operation of transportation systems and facilities that enable an intermodal transportation system, including pedestrian and bicycle facilities.

Funds are to be used for private engineering firm use only and are intended for direct and indirect costs associated with these two specific design projects. This is a reimbursement program. The entirety of the project cost must be paid through PTRC's local funds and then requires pass through reimbursement from NCDOT. These are federal funds, and all pertinent state and federal regulations must be adhered to.

Projected total project costs are \$48,400 for project #49600.4.23 (Mocksville-Davie Community Link Study) and \$58,400 for project #49600.4.24 (Walnut Cove Greenway Feasibility Study), for a total of \$106,800. Federal funding will account for 80% of the total cost of each project (\$38,720 and \$46,720 respectively), while the State of NC will be responsible for funding 10% of each project (\$4,840 and \$5,840 respectively). The towns of Mocksville and Walnut Cove will be responsible for the final 10% matches at \$4,840 and \$5,840 respectively.

ACTION REQUESTED:

Request for approval to contract with NCDOT on behalf of Mocksville and Walnut Cove for a total of \$106,800 to complete greenway feasibility studies.

CONSENT ITEM #9

AGREEMENT BETWEEN THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND THE PIEDMONT TRIAD REGIONAL COUNCIL FOR THE PIEDMONT RADAR PROJECT STUDY SEPTEMBER 1ST, 2021 TO FEBRUARY 28TH, 2022

This **AGREEMENT**, entered into on the _____ day of _____, 2021, by and between the Western Piedmont Council of Governments (hereinafter referred to as the “WPCOG”) and the Piedmont Triad Regional Council (hereinafter referred to as the “Client”);
WITNESSETH THAT:

WHEREAS, the WPCOG is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the WPCOG on April 17, 1972. Technical assistance shall consist of the provision of services as described in **EXHIBIT A.**, which is herein made part of this Agreement;

WHEREAS, the Client has requested the WPCOG to provide such technical assistance to the Client; and

WHEREAS, the WPCOG and the Client desire to collaborate to improve weather radar service for their regions and a study is necessary to examine key details and document critical information;

WHEREAS, the WPCOG desires to cooperate with the Client in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

WHEREAS, the WPCOG, Centralina Regional Council, Piedmont Regional Council jointly issued a request for proposals and North Carolina State University proposes to provide a study;

WHEREAS, the study is estimated to cost \$57,000.00 and the WPCOG, Centralina Regional Council, and Piedmont Triad Regional Council desire to evenly share the costs to complete the study;

NOW, THEREFORE, the parties (WPCOG and Client) hereto do mutually agree as follows:

- 1. Personnel.** That during the period of this Agreement, the WPCOG will furnish the necessary trained personnel to the Client to perform work as shown in **EXHIBIT A.**, page 4, of this agreement. The Project Manager will be Anthony W. Starr, Executive Director for the WPCOG.
- 2. Travel/Printing.** Normal travel and training for WPCOG staff is included in this Proposal and no additional travel is expected unless requested by the Client.
- 3. Compensation.** For the purpose of providing the funds for carrying out this Agreement, the Client will pay the WPCOG a fee, based on actual expenses, but not to exceed \$19,000.00 (nineteen thousand dollars). This fee will be invoiced in two payments of

CONSENT ITEM #9 CONTINUED

- \$9,500.00 (nine thousand five hundred dollars). The first payment due upon execution of this agreement and the second payment due upon completion of the project. The WPCOG will contribute an equal amount as the client to the project. The final payments will reflect the actual costs of the project but shall not exceed \$19,000 for the client.
4. **Termination/Modifications.** The Client may terminate the Agreement by giving the WPCOG a thirty (30) day written notice. Furthermore, if there is a need to amend the proposal outlined in **EXHIBIT A.**, either party may do so with the written consent of the other.
 5. **Time of Performance.** The WPCOG shall ensure that all services required herein shall be provided during the period beginning September 1st, 2021 and ending February 28th, 2022.
 6. **Interest of Members, Officers, or employees of the WPCOG, Members of the Client Agency, or Other Public Officials.** No member, officer, or employee of the WPCOG or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with the respect to the program during his/her tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this AGREEMENT. Immediate family members of the said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The WPCOG shall incorporate, or cause to be incorporated, in such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
 7. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Community Development Act of 1974, section 109.
 8. **Age Discrimination Act of 1975, as amended.** No qualified person shall, on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to the discrimination under any program or activity which receives or benefits from federal financial assistance.
 9. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified handicapped person shall, on the basis handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to the discrimination under any program or activity which receives or benefits from federal financial assistance.

CONSENT ITEM #9 CONTINUED

IN WITNESS WHEREOF, the WPCOG and the Client have executed this **AGREEMENT** as of the date first above written.

**PIEDMONT TRIAD REGIONAL
COUNCIL:**

**WESTERN PIEDMONT COUNCIL
OF GOVERNMENTS**

By: _____
Matthew Dolge, Executive Director

By: _____
Anthony W. Starr, Executive Director

Attest: _____
Piedmont Triad Regional Council

Attest: _____
Director of Admin/HR Services

Pre-audit Statement:

This instrument has been pre-audited in the manner prescribed by the Local Government Budget and Fiscal Control Act.

By: _____
Piedmont Triad Regional Council Finance Director

CONSENT ITEM #9 CONTINUED

EXHIBIT A TECHNICAL ASSISTANCE: PIEDMONT RADAR PROJECT STUDY SEPTEMBER 1, 2021 TO FEBRUARY 28, 2022

I. WORK PROGRAM/BUDGET

This is an Exhibit attached to and made a part of the _____, 2021 AGREEMENT between the Western Piedmont Council of Governments (WPCOG) (hereinafter referred to as the “WPCOG”) and the Piedmont Triad Regional Council (hereinafter referred to as “Client”) providing for technical assistance related to the Piedmont Radar Project Study. The basic services of the WPCOG are stipulated as indicated below.

II. WORK PROGRAM/SCOPE OF SERVICES

Completion of the Piedmont Radar Study by North Carolina State University as detailed in the attached proposal from the university.

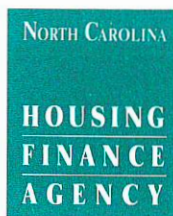
III. FEE

For the purpose of providing the funds for carrying out this Agreement, the Client will pay the WPCOG a fee, based on actual expenses, but not to exceed \$19,000.00 (nineteen thousand dollars). This fee will be invoiced in two payments of \$9,500.00 (nine thousand five hundred dollars). The first payment due upon execution of this agreement and the second payment due upon completion of the project. The WPCOG will contribute an equal amount as the client to the project. The final payments will reflect the actual costs of the project but shall not exceed \$19,000 for the client.

Meeting Dates 2021

1398 Carrollton Crossing Drive
 Kernersville, NC 27284
 12:00 noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 3, 2021	February 17, 2021
March 3, 2021	March - none
April 7, 2021	April 21, 2021
May 5, 2021	May - none
June 2, 2021	June 16, 2021
July - none	July - none
August 4, 2021	August 18, 2021
September 1, 2021	September - none
October 6, 2021	October 20, 2021
November 3, 2021	November - none
December 1, 2021	December 15, 2021



May 20, 2021

A self-supporting
public agency

Mr. Matthew Dolge, Executive Director
Piedmont Triad Regional Council of Governments
1398 Carrollton Crossing Drive
Kernersville, NC 27284-3896

Scott Farmer
Executive Director

Dear Mr. Dolge:

PO Box 28066
Raleigh, NC
27611-8066

This letter is to present the results of a monitoring review of Piedmont Triad Regional Council of Governments' (PTRC) 2017 Essential Single-Family Rehabilitation Program Loan Pool project for Guilford County (ESFRLP1721) based on a virtual monitoring visit on March 24, 2021. I conducted the project review, and discussed three homes assisted under this project.

3508 Bush Street
Raleigh, NC
27609-7509

The review was intended to: 1) gauge the progress of the projects; 2) determine compliance with the approved Application for Funding and ESFRLP17 Program Guidelines; and 3) provide technical assistance and recommendations for project improvement.

Tel. 919-877-5700
Fax. 919-877-5701
www.nchfa.com

Enclosed is a report detailing the results of the review. Please respond within thirty days to the one noted issue presented in this monitoring letter. We appreciate PTRC's participation in ESFRLP17 and the ongoing efforts to improve housing conditions of those most in need.

I thank John Quiros, Rehab Specialist, and Rebecca Ashby, Community Development Supervisor, for the cooperation and courtesy extended during the review. I look forward to continuing to work with them toward the successful closeout of PTRC's Guilford County ESFRLP17 project.

Sincerely,

A handwritten signature in black ink that reads "Chuck Dopler". The signature is written in a cursive, slightly slanted style.

Chuck Dopler
Senior Housing Rehabilitation/Supportive Housing Officer

Cc: Mr. John Quiros, Rehab Specialist-Facilities Supervisor
Ms. Rebecca Ashby, Community Development Supervisor
Mr. Michael Blair, Housing Director

**Monitoring Report
PTRC Guilford County, ESFRLP1721**

Progress of Projects:

ESFRLP1721: Under the original ESFRLP17 Application for Funding, five units in Guilford County (ESFRLP1721) were targeted for assistance. Per the most recent information in our electronic files, twenty-two units in Guilford County were set up and all are completed. We commend you on your incredible efforts to complete more than four times as many units in Guilford County than targeted, assisting eleven families in need, despite the implications of the Covid pandemic.

Discussion with Designated Recipient Member

Before the virtual monitoring visits, we discussed various options to meet the requirements of the virtual monitoring procedures that were created due to the Covid pandemic. After a one unit trial, the viewing of the video and photo files relating to the three targeted units worked out well using a video platform for which we all were familiar. Although this virtual monitoring will not replace on-site monitoring for future projects, it is the best we can do when live visits are not permitted.

Compliance with Program Guidelines

Policies and Procedures

PTRC's Assistance Policy and Procurement and Disbursement Policies for the Guilford County project were reviewed before my visit. The policies as written appear to be more than adequate to govern the administration of the project. The applicants were selected and the units started and mostly completed before the Covid pandemic interrupted any work, so no policies needed to be adjusted in the Assistance Policy due to that issue.

Case File Review

Three case files (Brenda Bennett, Trina Brown, Christine Clark) were reviewed at the NCHFA office before my visit, using our desktop monitoring procedure with the files you sent. A fourth file, that of Norma Gray, was also reviewed but was not virtually monitored for completed work. All files were detailed and organized well as is typical of your past Single-Family Rehabilitation program files. Some information was missing from the files that were sent and noted during the file review. All of this noted information was sent by March 2, 2021, before the virtual monitoring visit. We commend you for your quick response.

Bennett, Clark:

- 1) OK.

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Brown:

- 1) Only two contractors bid although three contractors were invited.

Gray:

- 1) The confirmation of Ms. Gray receiving the lead pamphlet was received.

Inspection of Dwelling Units

The three homes listed above for the desktop file review were also virtually inspected using videos and photos along with narration from John Quiros and Rebecca Ashby. There were no concerns related to the ESFR Rehabilitation Standards and/or the work write-ups were noted and discussed with John while virtually inspecting the homes, except as noted below, typically due to there being no photos or videos available. Continuing Covid protocols made return trips unsafe, and other assurances were available. This work was verified through contractor invoices per the Work Write-up, additional photos that were sent to the Agency with the additional files, and his assurance, as necessary.

Bennett residence:

- 1) All completed work was available through either photos or video. The roof pitch showing the rear of the roof prevented a clear view of the shingles. The large numbers and luminescent mailbox were good extras.
- 2) The compressor unit for the HVAC system was labeled as 14 SEER. The work write-up required a 15 SEER unit.

In your response to this monitoring report please verify that you paid for a 14 SEER unit and not a 15 SEER unit. Similarly, please describe how you will put processes in place to keep this event from occurring under future projects.

Brown residence:

- 1) A view of the insulation in the attic was not available.

Clark residence:

- 1) Photos of the removed tree limbs were not available.

Ms. Brown showed how thrilled she was with the work done at her house. She stated that she was happy for everything but especially the bathroom. She thanked everyone for the work. Ms. Clark stated that all her work was done perfectly and that she was enjoying everything, especially the shower and the closet doors that she never had before.

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Final Comments

The rehab work on the three units that I observed during monitoring was completed with a high standard of excellence that at minimum meets and often exceeds what the ESFR program standards require. The homeowners all seemed pleased with the repairs they received, with specific repairs being their favorite items.

I look forward to working with PTRC on other upcoming Agency-funded projects.