

## 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



## PIEDMONT TRIAD REGIONAL COUNCIL

### Executive Committee

### Agenda

Wednesday, November 2, 2022

12:00 noon

1398 Carrollton Crossing Drive, Kernersville, NC 27284

#### **Item**

#### **ZOOM**

Executive Committee  
Please join my meeting from your device.  
<https://zoom.us/j/97334803681>  
+1 646 558 8656 US (New York)  
Meeting ID: 973 3480 3681

#### **Official**

**Katie Mitchell**  
*Clerk to the Board*

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

**Alvin Foster**  
*Chair*

#### **B. Action Items**

- 1) Request for approval of October 5, 2022  
PTRC Executive Committee Minutes (attachment)** **Alvin Foster**  
*Chair*
- 2) Request for authorization to distribute cash  
match and receive funding for USDA Regional  
Food System Partnership grant** **Jesse Day**  
*Reg. Planning Director*
- 3) Request to authorize an addendum to PTRC's  
procurement policy specific to the EPA's Brown-  
field Revolving Loan Fund program** **Jesse Day**  
*Reg. Planning Director*
- 4) Request for approval for Local Technical  
Assistance Projects (3)** **Jesse Day**  
*Reg. Planning Director*

## MEMBERS

Kernersville  
King  
Lewisville  
Lexington  
Liberty  
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

**5) Request for approval of Brownfield Clean-Up Revolving Loan Fund**

**Jesse Day**  
Reg. Planning Director

**6) Request for approval to fund two providers to provide Housing and Home Improvement Block Grant Services Nov 1, 2022- Sept 30, 2024**

**Adrienne Calhoun**  
AAA Director

**D. New Business**

**Alvin Foster**  
Chair

**E. Roll Call Vote**

**Katie Mitchell**  
Clerk to the Board

**F. Informational Items**

**G. Executive Director's Report**

**Matthew Dolge**  
Executive Director

**H. 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.*

**Alvin Foster**  
Chair

**I. Chairman's Remarks and Announcements**

**Alvin Foster**

**1) PTRC Executive Committee Meeting**

Wednesday, December 7, 2022 12noon (Lunch 11:30a.m) **Hybrid**

**2) PTRC Board of Delegates Meeting**

Wednesday, December 21, 2022 12noon (Lunch 11:30a.m) **Hybrid**

**3) 2022 & 2023 PTRC Meeting Dates**

## **ACTION ITEM # 2**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: November 2, 2022  
RE: Authorization to Distribute Cash Match and Receive Funding for  
“Fostering and Sustaining NC’s Regional Food Economies” USDA  
Regional Food System Partnership Grant

The Regional Planning Department requests authorization to distribute a cash match to North Carolina State University (NCSU) as part of an awarded USDA Regional Food Systems Partnership Grant. The match covers 20% of time from the Food System Coordinator over half of the project’s three years to participate in and support project deliverables (see below). Additionally, we request authorization to enter into a contract with NCSU to receive funds towards project deliverables in the second half of the grant period.

The PTRC’s Food Systems Coordinator will devote time for the period of November 2022 to October 2025 in the following ways:

- Convening regional food system stakeholders quarterly as the Regional Food Council
- Assisting with identification of local food intermediaries and other stakeholders for interviews and data collection for economic impact assessments
- Supporting planning and promotion of the Triad NC Regional Food Summit in 2024
- Creating opportunities for local food councils and local food intermediaries to build relationships with local governments
- Helping to educate member local governments and disseminate project materials regarding value chain development and financing opportunities

## **ACTION ITEM # 2 CONTINUED**

Project Partners: 1) Community Food Strategies 2) Center for Environmental Farming Systems 3) Carolina Farm Stewardship Association 4) NC Rural Center 5) Committee on Racial Equity 6) Kindred Seedlings 7) The NC Local Food Council 8) Southwestern Commission 9) Land of Sky Regional Council 10) Piedmont Triad Regional Council 11) Working Landscapes 12) Western NC Farm to Table 13) WNC Food Justice Planning Initiative

The outcome of the project partnership will cultivate a deeper understanding of investment strategies that focus on community engagement and racial equity, and integrate existing and innovative models for long-term support of small farmers, food aggregators, and infrastructure necessary for thriving regional food systems.

### **ACTION REQUESTED:**

- Authorize the distribution of \$36,270 for the first 1.5 years
- Authorize staff to work with NCSU to contract for the remaining 1.5 years in the amount of \$36,270

## **ACTION ITEM # 3**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: November 2, 2022  
RE: Authorize an addendum to the PTRC's procurement policy specific to the EPA's Brownfield Revolving Loan Fund program.

The Regional Planning Department requests authorization of an addendum to the Finance Procedures Manual in place for the PTRC. This addendum is specific only to the EPA Brownfields Revolving Loan Fund program to satisfy the agency's grantee pre-award certification process.

The Piedmont Triad Regional Development Corp. (PTRDC) was awarded a revolving loan fund grant with initial funding of \$1 million for clean-up activities at sites in the Piedmont Triad as well as the regions covered by the Triangle J Council of Governments and the West Piedmont Planning District in Virginia. As awardee, the PTRDC contracts with the PTRC to administer the federal funds.

The addendum clarifies financial processes relating to timekeeping, searching the list of vendors that are suspended and debarred via SAM.gov, and documentation of efforts to solicit Disadvantaged Business Enterprises.

### **ACTION REQUESTED:**

Authorize the addendum to the Finance Procedures Manual, allowing the PTRDC to move forward in the pre-award certification process for the EPA Brownfields Revolving Loan Fund program.

**ADDENDUM**

The purpose of this addendum is to clarify written financial procedures specific to the EPA Brownfields Revolving Loan Fund program awarded to the Piedmont Triad Regional Development Corporation (PTRDC). The PTRDC contracts with the Piedmont Triad Regional Council (PTRC) for fiscal administration. In administering federal funds for this EPA award, the PTRC will follow its Finance Procedures Manual (revised November 2021) and the following:

- Written procedures that avoid purchasing unnecessary items; analyze lease vs. purchase alternatives where appropriate; and have solicitations for goods and services with a clear description of the procured item or service, the requirements all bidders must fulfill for evaluation, a description of technical requirements or features needed, preferences for environmentally friendly and energy efficient products and services.
- Buyers must review the federal award to ensure that the goods or services to be purchased or contracted are allowable
- Before a contract is made, the buyer must verify the contractor's eligibility to receive federal funds and verify that they are not vendors that are suspended and debarred via search of the SAM.gov website.
- Pursuant to 2 CFR 200.321, positive, good faith efforts should be made to utilize and solicit small businesses, veteran-owned businesses, women-owned businesses, minority-owned businesses, or labor surplus areas when procuring construction, equipment, services, and supplies.
- If any equipment purchased with federal funds is determined to be obsolete and worth more than \$5,000, the PTRC will request disposition instructions from EPA. Disposition practices require compensating the federal awarding agency for its proportion of the original cost applied to the fair market value. The EPA will be notified prior to the disposal of an asset purchased with federal funds. Supplies less than \$5,000 are retained by the PTRDC.
- Describe types of procurement instruments to be used (fixed price, cost reimbursement, purchase orders).
- Keeps procurement records that tell the basis for selection, justification, and basis for vendor/contractor selection.
- Monitoring of contractors or sub grantee work and billings, as addressed in the other PTRC financial procedures.
- All correspondence with contractors must be included in the federal award file and Maintains a system for contract administration.
- Provisions for contract termination.
- Conducts and documents a cost or price analysis for every procurement in excess of the Simplified Acquisition Threshold (2 CFR 200.324).
- A cost and/or price analysis for every procurement, a history of the procurement, and explanation of how the cost was determined to be reasonable should be documented before the award is made.
- Positive, good faith efforts should be made to utilize and solicit small businesses, veteran-owned businesses, women-owned businesses, minority-owned businesses, or labor surplus areas when procuring construction, equipment, services, and supplies.

## ACTION ITEM # 4

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: November 2, 2022  
RE: Local Technical Assistance Projects: Graham Small Area Plan, Midway Subdivision Regulations and Liberty Land Development Plan Support

Graham Small Area Plan Update: The Regional Planning Department requests to enter into contract for planning services with City of Graham to update the demographics section of their existing comprehensive plan. In addition, there are key areas of residential, industrial and commercial growth that will be looked at through the planning process to update land development policies. The contract includes a community survey, public meetings and working with staff and elected officials to create an updated document that reflects changes in the community and future land development vision and policies.

**ACTION REQUESTED:** Request for approval to enter into contract providing professional planning services from November 2022 to October 2023 to the **City of Graham for \$40,000**. The City of Graham approved the contract amount at their October Council meeting.

Midway Subdivision Updates: The Regional Planning Department requests to enter into contract for planning services with the Town of Midway for minor updates to the subdivision regulations. The services will include modifications to the subdivision ordinance regarding sidewalks, open space, cul-de-sac design and additional design standards determined by staff, planning board and council.

**ACTION REQUESTED:** Request for approval to enter into contract providing professional planning services from October 2022 to December 2022 to **Midway for \$4,250**. The Town of Midway has signed an agreement letter.

Liberty Land Development Plan. The Regional Planning Department requests to enter into contract for planning services with the Town of Liberty from October 2022 to January 2023 to help with demographics, a community meeting survey and compilation of report maps for the Liberty Land Development plan draft. There has been a local effort to complete this plan over the past couple years and PTRC's support will complement the existing work.

**ACTION REQUESTED:** Request for approval to enter into contract providing professional planning services from October 2022 to January 2023 to **Liberty for \$6,500**. The Town of Liberty has signed the agreement letter.

## ACTION ITEM #5

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Planning Director  
DATE: November 3, 2022  
RE: Brownfield Clean-Up Revolving Loan Fund

The Piedmont Triad Regional Development Corporation received an award of \$1,000,000 from the Environmental Protection Agency to underwrite loans for brownfield site clean-ups. The region for clean-up loans include the West Piedmont Planning District (WPPD) in Virginia (Martinsville, Danville) and the Triangle J Council of Governments (TJCOG) as well as the Piedmont Triad. The revolving loan fund may utilize sites in our existing program, but also support cleanup of additional sites that have received assessment from other funding sources.

### **About the Grant**

Revolving Loan Fund (RLF) Grants provide funding to capitalize an RLF program. RLF programs provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites contaminated with hazardous substances and/or petroleum. Revolving loan funds generally are used to provide no-interest or low-interest loans for eligible brownfields cleanups and other eligible programmatic costs necessary to manage the RLF. In order to create long-term viability of the program, the PTRC intends to loan more than 75% so that the funds revolve back into the program. An RLF grant recipient cannot make a loan or a subgrant to a party potentially liable for the contamination at the brownfield site under CERCLA §107, nor may the RLF grant recipient make a loan or subgrant to clean up a site that it is potentially liable for under CERCLA §107.

### **Activities Since Receiving the Award**

- Developed a draft loan application with required clean-up and owner information.
- Conducted an RFQ for environmental consulting firms who may be able to assist with necessary brownfield and clean-up regulatory requirements.



## **ACTION ITEM #5 CONTINUED**

- Developed a draft prospectus (see attached information) describing types of assistance, eligibility and other details of the program.
- Working with staff at PTRC, TJCOG and WPPD to market the program and select members for a Brownfield Advisory Group to promote projects.

### **ACTION REQUESTED:**

Request board approval for PTRC staff to finalize draft prospectus (see attached), MOU with other regions and other project details to utilize the \$1,000,000 in funds from the EPA for the RLF and administer the funds through the Piedmont Triad Regional Development Corporation. The loan requests would be considered for approval by the existing Loan Committee of the Piedmont Triad Regional Development Corporation.

**PIEDMONT TRIANGLE RLF COALITION  
BROWNFIELDS REVOLVING LOAN FUND  
Summary and Guidelines**

**Program Overview.** The Piedmont Triangle RLF Coalition administers a brownfield revolving loan fund (RLF) program using grant funds from EPA. The RLF program provides loans and subgrants to cleanup eligible brownfield sites. EPA has awarded the RLF Coalition a total of \$1,000,000 in RLF grant funds (RLF Grant).

The RLF Coalition consists of West Piedmont Planning District, Triangle J Council of Governments and Piedmont Triad Regional Council regions. The coalition, with assistance from the Brownfields Advisory Group and RLF Loan Committee, will make loan and subgrant eligibility determinations.

**Location of Lending Areas:**

Piedmont Triad Regional Development Corporation, NC: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, and Yadkin County including all municipalities

Triangle J Council of Governments, NC: Chatham, Durham, Johnston, Lee, Moore, Orange and Wake County including all municipalities

West Piedmont Planning District, VA: Franklin, Henry, Patrick and Pittsylvania County including all towns and the cities of Danville and Martinsville

**Available Funds:** A balance of approximately \$1,000,000 in unobligated loan funds are available at inception. The RLF Coalition routinely works to replenish RLF capital through: (1) the repayment of issued loans; (2) the submittal of applications to EPA for Supplemental RLF fund awards; and (3) submittal of applications for new RLF grants during annual EPA brownfield grant competitions.

**Loan Assistance:** The RLF Coalition may loan RLF funds to eligible borrowers for the cleanup of eligible sites. Loans are provided for a minimum amount of \$35,000 up to a maximum of available RLF loan capital.<sup>1</sup> The interest rate, as a general rule, will be less than or equal to the prime interest rate. It is anticipated that loan rates will be between zero percent (0%) and the current market rate plus one hundred basis points. The prime rate shall be the prime rate quoted in the Wall Street Journal or the maximum interest rate allowed under State law. The interest rate will be fixed for the term of the loan. The Committee will establish the rates, based on the ability of the borrower to support the debt service, and the overall risk of the project. Repaid interest will be retained to pay administrative expenses of the program

**Subgrant Assistance:** The RLF Coalition may also make subgrants to eligible public and non-profit entities for the cleanup of eligible sites. Applicants are strongly encouraged to match subgrant assistance with RLF loans or other capital on at least a 1:1 ratio in order to provide subgrant assistance to as many projects as possible.

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<sup>1</sup> Interest rates down to 0% and loan amounts up to the balance of funds available for loans may be approved by the RLF Coalition if it determines that this level of assistance and risk to the RLF program is outweighed by the likely benefits of the cleanup and redevelopment to the community, environment, and region at large.

**Local Cost Share:** RLF borrowers and subgrant recipients must provide a minimum twenty percent (20%) local cost share. Local cost share expenses must qualify as eligible cleanup costs of the project and cannot include land value, ineligible construction, renovation or administration costs. Borrowers and subgrant recipients may apply for a waiver of the cost share and such waiver may be granted by The RLF Coalition upon demonstration of hardship to the borrower and overriding public benefits that would result from the cleanup and redevelopment.

**Applicant Eligibility:** To be eligible for funding, the borrower and/or subgrantee are either an “eligible entity” as defined in CERCLA § 104(k)(1) or a nonprofit as defined in section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, 31 U.S.C. 6101. Nonprofit organizations exempt from taxation under section 501(c) of the Internal Revenue Code that lobby are not eligible. In most cases, an RLF applicant must have performed appropriate “environmental due diligence” prior to acquiring the property, usually through a Phase I environmental site assessment (ESA) dated no more than 180 prior to the closing date.<sup>2</sup>

Additionally, for subgrants, applicants must be the sole owner of the property that is the subject of a grant proposal by the date specified in the grant guidelines, for the year in which the applicant has received the grant.

Eligibility restrictions include the following:

- Borrowers and subgrantees may not use EPA funding to pay for cleanup costs at a Brownfields site where a borrower or subgrantee is potentially liable under CERCLA § 107.
- An entity that is currently suspended, debarred from receiving federal funding, or otherwise declared ineligible cannot be a borrower.

**Subgrants:** RLF cleanup subgrants may be provided to an eligible public entity or non-profit organization (as defined in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999) to clean up sites owned by the eligible entity or non-profit organization at the time the subgrant is awarded. The subgrant recipient must retain ownership of the site throughout the period of performance of the subgrant. Subgrantees are required to fulfill all reporting, record keeping and program requirements. Non-profit subgrantees must expend subgrants in accordance with 40 C.F.R Part 30 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations) and OMB Circular a-122, which establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

**Site Eligibility:** Sites eligible for cleanup activities with brownfields funding must satisfy the definition of a “brownfield site” provided in CERCLA § 101(39) (A). Brownfield sites are defined as “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant”. Brownfield sites may include sites with hazardous substance contamination, petroleum contamination, or controlled substances contamination and mine-scarred lands.

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<sup>2</sup> See the EPA Rule on All Appropriate Inquiries (Title 40 Code of Federal Regulations, Part 312).

Some sites which are sites are excluded from the general definition of a “brownfield site” may be eligible if EPA makes a property-specific determination that allows the use of grant funds. In making their determination, EPA will consider the following:

- Basic site identification information and eligible entity identification information.
- The specific circumstance that necessitated this request for a property-specific determination.
- A short explanation of why the site requires a property-specific funding determination.
- The degree to which other funding is or is not available for the cleanup of the site.

An explanation of whether or not the applicant is responsible for the contamination at a site. The subgrant or applicant must submit information regarding its overall environmental compliance history including any penalties resulting from environmental non-compliance at the site subject to the loan.

**Other requirements:** The site cannot be federally-owned, cannot be the subject of a state or federal environmental investigation or enforcement action, and cannot pose an imminent danger to health or the environment. Other requirements include an Analysis of Brownfield Cleanup Alternatives (ABCA), a 30-day minimum public notice and comment period, and Davis-Bacon Act wage requirements.

**Analysis of Brownfields Cleanup Alternatives (ABCA):** Recipients of Brownfields Revolving Loan Funds must conduct and document an analysis of brownfield cleanup alternatives (ABCA) considering the site characteristics, surrounding environment, land-use restrictions, potential future uses, and cleanup goals in order to ensure and document that the appropriate type of cleanup is selected to address the site.

The ABCA must include:

- Its purpose, information about the site and contamination issues (i.e., contaminants of concern, exposure pathways, identification of contaminant sources, etc.); cleanup standards; applicable laws; alternatives considered; and the proposed cleanup.
- A comparative analysis of the alternatives being considered using the criteria of effectiveness, implementability and the cost of each alternative. At a minimum, the ABCA must include a comparison of the proposed cleanup action and the “no action” alternative. As appropriate, additional cleanup alternatives may be included in the analysis. The ABCA should discuss whether/ how each alternative would achieve cleanup standards and applicable laws.
- Cleanup method chosen must be based on this analysis.

**Community Involvement:** Community involvement is an essential component of the Brownfield Revolving Fund Program. Through this process, the public has an opportunity to provide input on the proposed site cleanup and plans for redevelopment, to comment on the required documents drafted in preparation for the environmental cleanup and to have these comments considered in part of the final cleanup decision as applicable.

Community involvement activities must be initiated prior to the cleanup of a site and continue throughout each step of the environmental cleanup process. RLF grant funds may be used to support community involvement activities as a programmatic cost. Existing local adopted land development or comprehensive plans that include reference to brownfields clean up can be used as community involvement activity.

All environmental cleanups require a site-specific plan for involving and informing the community in which the applicant must detail how they have previously involved and engaged community members and how they intend to incorporate input from community members during the clean-up process.

**Process:** The Brownfields Advisory Board, a 15-person advisory body whose members are appointed by PTRDC, WPPD, and TJCOG (5 for each region) reviews RLF applications and evaluates projects using an established set of criteria (below) and makes a recommendation to the RLF Coalition on whether to award RLF funding. The RLF Coalition reviews public input and Advisory Board and Coalition staff recommendation and decides whether to recommend RLF assistance to the RLF Loan Committee.

For RLF loans, the RLF Loan Committee serves as the RLF Fund Manager to provide program marketing and loan repayment services. In addition, loan underwriting services provided by the Loan Program Manager are used to evaluate loan applications for basic financial soundness of the applicant and the proposed redevelopment project, and whether there is a reasonable likelihood that the borrower can repay the loan. RLF funds are disbursed on a reimbursement basis upon approval of receipts for work properly documented and performed on approved cleanup plans.

**Evaluation Criteria:** Loan and subgrant applicants are expected to meet the following criteria:

- 1) the cleanup will be protective of human health and the environment;
- 2) the applicant has financial need of assistance;
- 3) the applicant incorporates or has incorporated community involvement in the project;
- 4) the proposed cleanup and redevelopment is technically and financially feasible;
- 5) the applicant has the capacity, expertise, and financial means to perform the project, or at least a reasonable strategy for meeting these requisites, and;
- 6) the project will result in significant economic, environmental and social benefits.

**Application Deadline:** The RLF Coalition accepts RLF requests year-round on a “first-come, first-served” basis for as long as fund capital remains available.

**Timing:** Depending upon the complexity of the site and project, the process to review and approve a loan or subgrant application takes about 60 - 90 days.

**RLF Grant and Loan Application Process Step by Step:**

1. Pre-Application Meeting
  - a. Summary of business plan and/ or development plan
  - b. All Appropriate Inquiry Documentation, Environmental Assessment Report/ Engineering Evaluation Cost Analysis, Confirmation of Site Eligibility
  - c. Letter of site eligibility
2. Complete a Formal Loan/Grant Application & Review of Financial Condition & Business/ Development Plan
3. Community Outreach Evaluation
4. Environmental Risk Evaluation
5. Redevelopment Plan Review
6. Brownfield Advisory Group meeting
7. Loan Review by RLF Loan Committee meeting
8. EPA Review of Loan
9. Decision Made
10. Notification
11. Establishment of Offer and Terms
12. Loan/ Grant Closing
13. Cleanup

## **ACTION ITEM #5 CONTINUED**

DRAFT 10/4/22

14. Disbursement
15. Verification
16. Retesting

**Probability of Funding:** This is a discretionary program. However, the probability of funding is relatively strong provided that an application meets the eligibility requirements, the evaluation criteria are reasonably addressed, the Brownfields Commission favorably recommends assistance, the Loan Program Manager (in the case of loans) confirms the basic financial soundness of the borrower and loan project and the sufficiency of collateral, public input is not unfavorable, and there remains a sufficient balance of available RLF grant funds.

**Exception:** The Coalition will approve policy exceptions. Staff may present to the Coalition applications, which deviate from the policies in this manual whenever the project meets the goals of the program. The Brownfields Advisory Group will determine if the loan will be approved after staff has described the exception and the RLF Loan Committee has approved the loan. Brownfield requests may be tabled while other approvals or incentives are under consideration, such as Urban Renewal Plans, Tax Increment Financing (TIF) Districts, or other necessary action by applicant or local jurisdictions.

# ACTION ITEM # 6

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Adrienne Calhoun, Director Area Agency on Aging  
DATE: November 2, 2022  
RE: Requesting approval to fund two providers serving five counties at the requested amount to provide Housing and Home Improvement Block Grant services during the period of November 1, 2022- September 30, 2024

Request for Applications (RFA) were put out across the region seeking proposals funded by the American Rescue Plan Act of 2021 (ARPA). ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is taking a regional approach in distributing these funds based on the priorities established by the North Carolina Division of Aging and Adult Services.

The RFA was for Housing and Home Improvement (HHI). This service promotes independence and supports aging-in-place and aging-in-community to North Carolina's seniors, families and persons with disabilities. HHI service identifies health and safety issues affecting the home or areas adjacent to the home and provides needed improvements or home modifications to enhance mobility and security (within funding limits). Service match is not required. The project period for this funding is November 1, 2022 through September 30, 2024. All ARPA funds must be obligated by September 30, 2024.

The following RFA's were received and accepted.

County	Provider	Requested
Alamance	NC Baptist Aging Ministry	\$50,000
Caswell	Caswell Senior Services	\$75,000
Davidson	NC Baptist Aging Ministry	\$75,000
Guilford	NC Baptist Aging Ministry	\$75,000
Randolph	NC Baptist Aging Ministry	\$75,000
		<b>Total Requested: \$350,000</b>

**Action Requested:** Request for approval to fund two providers serving five counties at the requested amount to provide Housing and Home Improvement Block Grant services during the period of November 1, 2022- September 30, 2024

# Meeting Dates 2022 & 2023

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12noon

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
<del>October 5, 2022</del>	<del>October 19, 2022</del>
November 2, 2022	November - none
December 7, 2022	December 21, 2022

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
January - none	January - none
February 1, 2023	February 15, 2022
March 1, 2023	March - none
April 5, 2023	April 19, 2023
May 3, 2023	May - none
June 7, 2023	June 21, 2023
July – none	July - none
August 2, 2023	August 16, 2023
September 6, 2023	September - none
October 4, 2023	October 18, 2023
November 1, 2023	November - none
December 6, 2023	December 20, 2023