

Counties

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

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
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
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Board of Delegates

Agenda

Wednesday, February 20, 2013

12:00 noon

Paul J. Ceiner Botanical Gardens
215 South Main Street Kernersville, NC

Item

Official

Lunch

Please note the 11:45 a.m. start time and join us as you are able. RSVP to Cassidy Norris at (336) 761-2111 (ext. 4128) or by email at cnorris@ptrc.org. The Board of Delegates RSVP telephone line may also be used at (336) 608-3577.

Cassidy Norris
Program Assistant

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

Darrell Frye
Chair

B. Approval of Minutes

Request for approval of December 19, 2012 PTRC Board of Delegates Minutes (handout)

Darrell Frye
Chair

C. Consent Items

The following items were presented for consideration and received approval at the February 6, 2013 Executive Committee meeting.

- 1) Request approval and notification of Mobile Unit Service Contract (MOU) to utilize the JobLink Mobile Unit for a variety of initiatives headed by United Way of Forsyth (attachment)**

D. Presentations

- 1) Foreclosure Prevention (handout)**

Everett Stiles
NC Housing Finance
Agency

E. Action Items

- 1) Triad Plugging In: Triad Plug-In Electric Vehicle Plan (attachment)**

Hanna Cockburn
Regional Planning
Program Manager

2) **Request for authorization to amend Contract with Division of Aging and Adult Services (DAAS), amend PTRC budget, and to Enter into contract with existing and new Providers** *(attachment)*

Blair Barton-Percival
*Area Agency on Aging
Assistant Director*

3) **Proposal to Enhance the PTRC Water Resources Program** *(attachment)*

Matthew Dolge
Executive Director

4) **Amendment to the PTRC Bylaws** *(attachment)*

Matthew Dolge
Executive Director

F. Executive Director's Report

Matthew Dolge
Executive Director

1) **Building Update** *(handout and attachment)*

G. Old Business

Darrell Frye
Chair

H. New Business

Darrell Frye
Chair

I. Informational Items

- 1) **Review of December 5, 2012 PTRC Executive Committee minutes** *(handout)*
- 2) **Update on PTRC Housing Programs** *(attachment)*
- 3) **Small Business and Entrepreneurial Assistance Program** *(attachment)*

J. 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.

Darrell Frye
Chair

K. Chairman's Remarks and Announcements

Darrell Frye
Chair

- 1) **PTRC Executive Committee Meeting**
*Wednesday, March 6, 2013, 11:45 a.m.
Paul J. Ceiner Botanical Gardens*
- 2) **PTRC Board of Delegates Meeting**
*Wednesday, April 17, 2013
Paul J. Ceiner Botanical Gardens*
- 3) **2013 PTRC Meeting Dates** *(attached)*

L. Adjournment

Darrell Frye
Chair

CONSENT ITEM #1

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council
FROM: William Pass
DATE: February 20, 2013
RE: Request approval and notification of Mobile Unit Service Contract (MOU) to utilize the JobLink Mobile Unit for a variety of initiatives headed by United Way of Forsyth County.

In 2012, United Way received a three-year grant from Wells Fargo Bank to increase the financial capability of individuals living in economically challenged areas of Forsyth County. PTRC/WDB and United Way will collaborate to engage with the residents of those communities and increase their access to financial capacity building tools and programs through use of technology on the JobLink Mobile Unit. United way has also partnered with the WSFC Council on Services to the Homeless and will be implementing a coordinated intake system using technology accessed on the JobLink Mobile Unit. Finally, the JobLink Mobile Unit will be onsite providing computer and internet services at Atkins, Carver, and Mt. Tabor High Schools during FAFSA application completion which will be in conjunction with VITA's tax assistance. The JobLink Mobile Unit will be staffed at all events by Experiment-in-Self Reliance VITA Staff and the WSFC Council on Services to the Homeless.

The Contractual Agreement extends for the period of January 22, 2013-April 8, 2013. A **Contingency** statement was included in the agreement acknowledging United Way understands that scheduling of the JobLink Mobile Unit is contingent upon availability and alignment with the Priority of Usage policy as set forth by the NW Piedmont Workforce Development Board (i.e. Natural disasters, State/Local Rapid Response for displaced workers, or other NC Dept. of Commerce Division of Workforce Solutions assignments). Costs/Agreements related to this contractual agreement are as follows:

- United Way will pay \$500 per week during the period of Jan. 22-Apr. 8, 2013 for use of the JobLink Mobile Unit for three days each week.
 - For any usage beyond three days per week (during weekdays), a fee of \$150.00 will be invoiced for each additional weekday.
 - For any usage during the weekend, a fee of \$200.00 per day will be invoiced.
 - For usage of the JobLink Mobile Unit less than three weekdays each week, the cost will be pro-rated.
 - Payments will be distributed on/around Jan. 31, 2013, Feb. 28, 2013, March 29, 2013, and Apr. 30, 2013.
- JobLink Mobile Unit staff will agree to:
 - Coordinate scheduling of the JobLink Mobile unit upon notification of scheduled events by United Way staff.
 - Train key initiative staff on the use of the JobLink Mobile Unit's capability and resources.
 - Provide reports monthly on the number of individuals who visit the JobLink Mobile Unit and the types of services rendered.

ACTION ITEM #1

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

TO: PTRC Board of Delegates
FROM: Hanna Cockburn, Regional Planning Programs Manager
DATE: February 20, 2013
RE: Triad Plugging In: Triad Plug-In Electric Vehicle Plan

In 2011, North Carolina was awarded federal funding from the US Department of Energy to support the preparation of plans for four regions of the state, including the Piedmont Triad. In partnership with the NC Solar Center, Advanced Energy and Duke Energy, PTRC staff have worked for the past year to develop stakeholders, organize trainings in the region and produce a planning document to guide further implementation of state and local policies, programs and projects related to plug-in electric vehicles.

A limited quantity of print copies of the Triad Plugging In PEV Readiness Plan will be available at the Board of Delegates meeting, or in PDF format.

Action requested from Board:

Staff will present the final report, and requests consideration of the attached resolution of support for the plan.

RESOLUTION OF SUPPORT FOR
TRIAD PLUGGING IN
PLUG-IN ELECTRIC VEHICLE PLAN

Whereas, North Carolina has the opportunity to harness consumer spending on electric vehicles and charging infrastructure to bolster local manufacturing and technology firms, support economic development and job creation and address air-quality related health concerns; and

Whereas, consumers demand for electric vehicles and the vehicle manufacturers response has not been hampered by a weak economy; and

Whereas, as of the summer of 2012, North Carolinians were operating more than 700 electric vehicles for personal, governmental and commercial applications; and this number is projected to grow to more than 90,000 in 2020; and

Whereas, local governments in Region G are able to support the adoption of electric vehicles through local PEV readiness planning and incentives; development of policies to track the installation of charging infrastructure; and purchasing cost-saving PEVs for their fleets when appropriate; and

Whereas, *Triad Plugging In* supports the creation of further PEV Readiness Plans by member governments by providing current state and local information in a comprehensive and replicable format; and

Whereas, the North Carolina Plug-In Electric Vehicle Taskforce is working in support of electric vehicle adoption across the state as an engine for clean-air economic growth; and

Whereas, member governments in Region G promote economic development and job creation and are responsible for protecting and enhancing the health, welfare and safety of their residents in prudent and cost-effective ways; and

Whereas, the citizens of Region G will benefit significantly through the success of the *Triad Plugging In* planning effort through a stronger economy and cleaner air.

Now, therefore be it resolved, that the Piedmont Triad Regional Council supports the replication and adoption of the *Triad Plugging In* plug-in electric vehicle plan by its member governments, employees and residents as appropriate to support the local electric vehicle economy.

Adopted and approved this the 20th day of February, 2013.

ATTEST:

Matthew L. Dolge, Executive Director

Darrell Frye, Chairman

ACTION ITEM #2

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

TO: PTRC Board of Delegates
FROM: Blair Barton-Percival, PTRC Area Agency on Aging Assistant Director
DATE: February 20, 2013
RE: Request for authorization to amend the contract with the Division of Aging and Adult Services (DAAS) in the amount of \$60,000 and amend the PTRC budget and to enter into contract with existing and new providers to administer the Community Resources Connection Initiative for the period January 1, 2013 – June 30, 2013.

Funding has been available for the past five years to help people of all ages, disabilities, and income levels more easily access long-term services and supports through the Administration on Aging and the Centers for Medicare and Medicaid Services for "Aging Disability Resource Centers." In North Carolina this initiative is called "Community Resource Connection" (CRC). In April 2012, DAAS requested the PTRC AAA administer CRC funding because of the strength of our network, relationships with providers, inclusive and comprehensive planning process, and regional knowledge. This \$60,000 is in addition to the \$146,998 CRC funding already accepted for this fiscal year. The funding is available for the following:

1. **Information and Awareness**
2. **Assistance**-options counseling-crisis intervention-benefits counseling
3. **Access**-eligibility screening-uniform access to programs
4. **Transitions**-Person Centered Hospital Discharge-Money Follows the person

It is the hope of AAA staff that in amending this contract we will continue to bring all 12 counties in our region together on the planning of the tasks associated with this funding. These funds vary in their use by county to respond to the needs in the community.

Action requested from Board:

I am requesting authorization to amend the contract with the Division of Aging and Adult Services (DAAS) in the amount of \$60,000 and amend the PTRC budget and to enter into contract with existing and new providers to administer the Community Resources Connection Initiative for the period January 1, 2013 – June 30, 2013.

ACTION ITEM #3

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

TO: PTRC Board of Delegates
FROM: Matthew Dolge, Executive Director
RE: Proposal to Enhance the PTRC Water Resources Program
DATE: February 20, 2013

BACKGROUND: The PTRC Planning Department's Water Resources Program provides members with services in watershed planning, stormwater education, representation to state and federal entities, and expertise on best management practices. Since its inception, this program has grown to 3 full-time positions and primarily sustains itself through grant funding. Member dues support office space, travel, and other essentials. However, this entrepreneurial program model limits the program's responsiveness to member needs. Nearly all Water Resources projects are selected by staff based on funding opportunities. The grant programs used to support these efforts restrict fund uses and often require a year-long wait before projects can begin. No funding currently supports program staff efforts in representing member needs to state and federal entities, such as in the Jordan Lake and High Rock Lake watersheds.

PROPOSED ENHANCEMENTS: The Water Resources Program proposes an \$80,000, fee-based budget to ensure programmatic sustainability, better serve member needs, and distribute program services more equitably. This proposal will continue to require external support to fully fund all staff positions. A dedicated Advisory Committee representing municipalities and counties in each of the Triad's four river basins (the Dan, the Deep, the Haw, and the Yadkin) is proposed to set priorities and oversee the use of these funds. The proposed program model will enable the PTRC Water Resources staff to better:

- Identify, prioritize and address the water resource needs of all of our members;
- Anticipate new regulations affecting community growth and economic development;
- Provide a more uniform service level to all members (rural & urban; large & small);
- Ensure members have clean and safe water supplies through sound management.

Action requested from Board:

The PTRC Water Resources Manager requests authorization to convene a voluntary work group of PTRC Delegates to establish an oversight and funding structure for proposed enhancements to the PTRC Water Resources Program.

ACTION ITEM #4

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

TO: PTRC Board of Delegates
FROM: Matthew Dolge, Executive Director
DATE: February 20, 2013
RE: Amendment to the PTRC bylaws

On April 28, 2012, the Board of Delegates approved changes to our bylaws. Those changes included adding the Immediate Past Chair to serve on the nominating committee and adding the position of Secretary as an officer. The by-laws also call for municipal caucuses to be held annually to determine one delegate from a member municipality within each county to represent municipalities without a seat on the Executive Committee.

During the municipal caucuses held on January 30th issues with the process of seating officers and the composition of the executive committee were questioned and conflicting direction within the bylaws were noted. Staff received direction at the February 6th Executive Committee to draft amendment to the bylaws to resolve the conflicts and provide clarity.

The following areas of the bylaws are proposed for amendment:

Article II. Officers, Section 1. Officer Positions and Section 3. Terms;
Article III Committees, Section 2. Composition of Executive Committee.

Please see the enclosed mark-up of the proposed changes for specific textual details.

Action requested from Board:

Staff recommends the adoption of the amendment to provide clarity regarding the eligibility of Delegates to serve as officers and the composition of the Executive Committee particularly regarding the municipal caucus process. This revision is an amendment to the bylaws.

Amendments require a thirty-day (30) notification to the Council and an affirmative vote of two-thirds (2/3) of the Council after the thirty-day (30) notification. Staff further recommends that the Council give notice at the February 20th Board of Delegates meeting that consideration of the amendment will be an agenda item at the Board of Delegates meeting on April 17th 2013.

Bylaws of the Piedmont Triad Regional Council

**Adopted July 1, 2011
Revised April 18, 2012**

Preamble

The Piedmont Triad Regional Council has been established and shall be governed by provisions of Part 2 Regional Councils of Governments, Article 20, Chapter 160A of the General Statutes of North Carolina and by the provisions of the Charter establishing the Council.

Article I. Council Meetings

Section 1. Frequency of Meetings

Regular meetings of the Piedmont Triad Regional Council (hereinafter referred to as the "Council") shall be held semi-monthly on a schedule and at a location approved by the Council. Ordinarily, meetings shall be held in the months of February, April, June, August, October, and December. The Executive Committee may call for a change in the date of any regular meeting provided notice of the change is given to each Delegate as provided below.

Section 2. Special Meetings

Special meetings of the Council may be called by the Chair, by the Executive committee, or by the Chair upon the written request of 25% of the Delegates. Notice of any special meeting shall be given to each Delegate at least five (5) days before the date of the meeting. The notice shall set forth the purpose, time, place and matters to be considered at the special meeting. Any Delegate may waive notice as to himself.

Section 3. Notice of Meetings

Notices of any regularly scheduled meeting, or substituted regular meeting, shall be given to each Delegate at least five (5) days before the meeting date setting forth the time and place of such meeting. Such notice shall also contain an agenda of matters to be considered at such meeting, but nothing herein shall be construed to limit or restrict the consideration of any matter which might properly come before the Council meeting irrespective of whether such matter appeared on the agenda.

Section 4. Rules of Order and Presiding

All meetings of the Council shall be conducted in accordance with the provisions of Roberts Rules of Order except as otherwise provided in the Charter or these Bylaws. The Chair of the Council or in his/her absence the Vice-Chair shall preside at all Council meetings.

Section 5. Public Meeting

All regular and special meetings of the Council shall be subject to the provisions of Article 33C, Chapter 143, Meetings of Public Bodies, of the North Carolina General Statutes.

Section 6. Email and Telephone Voting

Email or telephone voting may be used by the Board of Delegates when an important issue must be discussed and decided upon prior to the next scheduled meeting of the Board. This form of voting may only be called by the Chair. A clear description of the item at hand and sufficient reason that it cannot be handled at a regular Board of Delegates meeting shall be provided by the Executive Director. Email or telephone voting will not be used to revise the bylaws, to change membership dues, or to revise the annual budget. Email or telephone voting is only suitable for straightforward motions. The vote shall be decided by a simple majority of those responding to the email or telephone vote within the time period set.

Article II. Officers

Section 1. Officer Positions

The officers of the Piedmont Triad Regional Council shall consist of a Chair, Vice-Chair, Treasurer, and Secretary, all of whom are to be selected from among the Council members. Section 3 Terms also defines the qualifications and eligibility of delegates to serve as officers.

Section 2. Annual Election of Officers

The current officers, along with four additional Executive Committee members appointed by the Chair, will present a proposed slate of officers to the Executive committee for their approval. The Executive Committee will present their nominations annually at the regular December meeting, which shall be considered the annual meeting of the Council.

Section 3. Terms

The officers shall serve for one year or until their successors have been duly elected. ~~If the Chair is a Delegate of a county government, the Vice-Chair must be a Delegate of a municipal government and vice-versa. The Chair and Vice-Chair must come from different counties.~~
The officers, starting with the Chair, must alternate being a Delegate of a county or municipal government. Delegates in contiguous officer positions must come from different counties. An officer may not serve more than two consecutive one-year terms in the same office. Eligibility to hold a Council office shall be a minimum of one year as a Council Delegate.

Section 4. Duties of Officers

- A. The Chair shall preside at all meetings of the Council and shall conduct meetings in an orderly and impartial manner so as to permit a free and full discussion by the Delegates of such matters as may be brought to the Council. The Chair shall have the same voting rights as other Delegates. The Chair may appoint such advisory committees as he/she finds to be necessary or desirable.

- B. The Vice-Chair shall perform all the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Council may delegate.
- C. The Treasurer shall review the financial transactions of the Council, including the audit, prior to the audit's presentation to Delegates, and shall perform such other duties as may be prescribed by the Council or by the Chair.
- D. The Secretary shall review all minutes of the Council, and shall perform such other duties as may be prescribed by the Council or the Chair.

Article III. Committees

Section 1. Executive Committee; Advisory Committees Authorized

The adoption of these Bylaws hereby authorizes creation of an Executive Committee which shall be delegated certain responsibilities on behalf of the Council. In addition, a number of advisory committees or task forces may be established by the Council to assist the staff in its programmatic activities and the Council itself in policy deliberations.

Section 2. Composition of Executive Committee

The Executive Committee shall be comprised of the following voting members:

- the Delegate from each board of county commissioners of a member county;
- the Delegate from each city council of a member municipality over fifty-thousand (50,000) in population;
- the Chair, Vice-Chair, ~~and Treasurer, and Secretary who shall be chosen from among the above-listed Delegates;~~ the immediate past chair shall be an ex-officio (non-voting) member of the Executive Committee and will sit on the nominating committee.
- one Delegate from a member municipality within each county, the municipality to be determined annually by a caucus of municipalities under fifty-thousand (50,000) in population in the county, as determined by the annual caucus the municipal Delegate may also be serving as an officer.

Change order

Section 3. Role of Executive Committee

The Executive Committee shall review actions, proposals, contracts and make recommendations to the full Board. In months when the full Board does not meet, the Executive Committee is authorized to approve action items including contracts, with the exception of the annual budget, on behalf of the Council. The Executive Committee also serves as the Budget Committee and as such, shall review the budget before it is presented to the Delegates.

Section 4. Distribution of Executive Committee Minutes

Minutes of all Executive Committee meeting shall be sent to the full Board following each meeting.

Section 5. Frequency of Executive Committee Meetings

Ordinarily, the Executive Committee will meet monthly, with the exception of July, or as often as there is business to be considered.

Section 6. Executive Committee Quorum and Voting

Quorum and voting procedures applicable to the Council set forth in the Charter shall also apply to the Executive Committee of the Council.

Section 7. Role of Advisory Committees and Task Forces

The Chair may appoint advisory committees or task forces with representative membership from among Delegates. They shall serve at the will of the Chair and the Council. The advisory committees or task forces may work with the staff on studies or work elements in the Council's program of work; they may research and recommend revisions or new directions for the Council itself; or perform other authorized tasks.

Article IV. Finance

Section 1. Budget Provided In Advance of Consideration

The budget and budget message for each fiscal year, and the estimated member assessment for such year, shall be mailed to each Delegate at least ten (10) days before the meeting at which the proposed budget is to be considered by the Council.

Section 2. Depositories

The Council shall authorize one or more corporate banking institutions in the State of North Carolina to be the depository of the funds of the Council. All checks, drafts, and other orders for the payment of money, drawn in the name of the Council against Council funds in such depository or depositories shall be honored and charged to Council funds when same shall bear the signatures of authorized signatories.

Section 3. Budget Officer

The Executive Director shall serve as the Budget Officer of the Council and shall perform such duties in this capacity as may be prescribed by the Budget and Fiscal Control Act, or by the Council, not inconsistent therewith.

Article V. Annual Report

The Council shall prepare and submit an annual written report of its activities including a financial statement, to the participating local governmental unit.

Article VI. Compensation

No Delegate shall receive regular compensation for his time or services. For travel or any authorized business of the Council, other than to attend Council meetings, Delegates shall be reimbursed for their actual expenses.

Article VII. Amendments of Bylaws

These Bylaws, as well as all amendments or additions thereto, may be altered or repealed and new Bylaws may be adopted with a thirty-day (30) notification to the Council and by the affirmative vote of two-thirds (2/3) of the Council after the thirty-day (30) notification, provided, that the notice of the Council meeting at which said proposed amendment shall be considered, shall contain the proposed amendment and shall state that such amendment is to be considered at that meeting.

Approved by the Piedmont Triad Regional Council Board of Delegates, this the 17th day of April, 2013.

ATTEST: Hilda Sims, Executive Assistant
Piedmont Triad Regional Council

Darrell Frye, Chair
Piedmont Triad Regional Council

EXECUTIVE DIRECTOR'S REPORT

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: February 20, 2013
RE: Approval of PTRC FY 2012 Audit

From: Becky Dzingeleski [<mailto:Becky.Dzingeleski@nctreasurer.com>]
Sent: Wednesday, February 13, 2013 4:02 PM
To: Matthew Dolge; Michael.Schertzinger@mcgladrey.com
Subject: Piedmont Triad Regional Council 2012 Audit report is Approved

Mr. Dolge and Mr. Shertzinger:
The Piedmont Triad Regional Council's 2012 Audit report **has been approved**.

We have your final invoice on file. The invoice will now be stamped approved and emailed to the staff at McGladrey LLP so that they can present it to the Piedmont Triad Regional Council for payment.

Thank You,
Becky Dzingeleski
Accountant, Financial Management Advisor
State and Local Government Finance Division
Phone: (919) 807-2396
Fax: (919) 807-2398
www.nctreasurer.com
Find us on Facebook 



DEPARTMENT OF STATE TREASURER

Janet Cowell, State Treasurer of North Carolina
325 N. Salisbury St. | Raleigh, NC 27603-1385

E-mail correspondence to and from this address may be subject to the North Carolina

Public Records Law. It may be subject to monitoring and disclosed to third parties,
including law enforcement personnel, by an authorized state official.

IMPORTANT: When sending confidential or sensitive information, encryption should be used.

Action requested from Board:

Informational purposes only.

INFORMATIONAL ITEM #2

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council
FROM: Michael Blair
DATE: February 20, 2013
RE: Update on PTRC Housing Programs

Update:

On November 29, 2012 the PTRC Executive Committee approved staff to directly apply (as the recipient entity) for NC Housing Finance Agency (NCHFA) funding in counties where that service was requested.

In addition the PTRC has historically administered (managed the construction and grant reporting) various housing rehabilitation grants when a county has requested those services.

Currently in Surry County PTRC Housing staff is managing the 2012 NCHFA Single Family Rehabilitation grant (comprehensive rehabilitation of four houses) as well as gearing up a 2012 Department of Commerce DCA (DCA) Scattered Site Rehabilitation grant which involves comprehensive rehabilitation of 9 homes owned by low income owners.

Going forward PTRC staff has applied for 2013 NCHFA SFR funding in both Stokes and Randolph counties. Randolph County has also requested PTRC staff to administer their 2012 DCA Scattered Site (comprehensive rehabilitation of 4-5 houses) grant.

Adding to the above expansion of housing services Alamance County has recently requested that the PTRC manage its 2012 SFR grant (comprehensive rehabilitation of 3-4 houses) and its 2012 Urgent Repair Program grant (minor repair of approximately 10 houses).

Action requested from Board:

Informational purposes only.

INFORMATIONAL ITEM #3

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
RE: Small Business and Entrepreneurial Assistance Program
DATE: February 20, 2013

The Piedmont Triad Regional Council is joining with the other regional governments to provide assistance to small businesses planning to expand. The Small Business and Entrepreneurial Assistance (SBEA) grant program, sponsored by Community Investment and Assistance Division of the North Carolina Department of Commerce (CI) is designed to assist local governments that are already in the process of developing a coordinated effort to support and grow their community's existing, small businesses. These grants are expected to help create jobs within our state's most distressed communities. The purposes of SBEA grants are to provide funding to local governments to jumpstart growth of existing businesses, create new jobs and to develop plans for creating an entrepreneurial environment in the community.

The Director of CI has asked the local regional councils to re-write the current assistance regulation so that the State CDBG funds can be allocated and spent in 18-months. It appears that there will be approximately \$9 million allocated in \$3 million increments to each of three COG's: PTRC in the central region; Western Piedmont COG in the west; and pending decision the Upper Coastal Plain COG in the east.

PTRC staff members are coordinating with other COG staff members and have drafted the SBEA guidance for consideration by the state.

The draft guidance provides grants to small businesses (1-99 employees) from \$25,000 to \$250,000 with the proviso that for every grant of \$25,000 the small business must hire one low to moderate income person. The grant will fund capital equipment and assist in the purchase of existing buildings. Small business applicants will be required to write a business plan with the assistance of the small business centers located in each of our 12-counties. County Economic Development Directors will be the catalysis of the program and will assist small businesses in the application process. PTRC Web Site will have all fill in the blanks application forms and will provide assistance, at no charge, for any mapping requirements required by the state (flood, LMI map). Applications will be examined by the PTRC 504 Loan Committee and recommendations for approval will be forwarded to our lead county for approval. We have recommended to the state that we approve all grants at local level so as to expedite the process and spend the money in our region.

Action requested from Board:

Informational purposes only.

ANNOUNCEMENT #3

**PTRC Board of Delegates and
PTRC Executive Committee Meeting Dates**

2013

**Paul J. Ciener Botanical Gardens
215 South Main Street
Kernersville, NC
12:00 Noon**

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January – None	January – None
February – Wednesday, February 6, 2013	February, Wednesday, February 20, 2013
March – Wednesday, March 6, 2013	March – None
April – Wednesday, April 3, 2013	April - Wednesday, April 17, 2013
May – Wednesday, May 1, 2013	May – None
June – Wednesday, June 5, 2013	June - Wednesday, June 19, 2013
July – None	July – None
August – Wednesday, August 7, 2013	August - Wednesday, August 21, 2013
September - Wednesday, September 4, 2013	September – None
October - Wednesday, October 2, 2013	October - Wednesday, October 16, 2013
November - Wednesday, November 6, 2013	November – None
December - Wednesday, December 4, 2013	December - Wednesday, December 18, 2013